Welcome

A very warm WELCOME to the Department of Psychology, and thank you for choosing to study a Postgraduate Research Degree with us at the University of Essex.

We are especially pleased to greet those of you who are new to the country, and have chosen the UK, the University of Essex and the Department of Psychology to continue your studies. Wherever you are from, we hope that you will enjoy your studies with us, and that you take every opportunity to get the most out of university life.

As you will discover, the Department provides a vibrant and dynamic place in which to study. As a Department we have an excellent reputation in providing training and supervision for research students. Our track record shows that most of our students complete on time and that their research is successful, leading to conference presentations, publications, and notable postdoctoral careers. Of course, a successful outcome will require hard work on your part and, occasionally, some frustration. The Department will always support you in your efforts.

As student members of the department, you will play a vital role in contributing to our thriving research environment. You will invest time, effort, intelligence, creativity and scholarship into your research project work, and under expert supervision, you will contribute to some truly ground-breaking research. Indeed, Psychology at Essex was ranked 13th= out of all UK psychology departments for the overall quality of our research in the latest Research Excellence Framework report (REF2014), and postgraduate research contributed enormously to advances in our knowledge and contributed to our excellent research publications (our publications were rated 8th in the UK in the REF2014).

You are entering a highly stimulating research environment, in which you will encounter many new ideas. We want you to make the most of this environment, to take the opportunity of learning as much as you can from it, and to enjoy the experience of being part of it.

Whether you are taking a Masters by Dissertation, and will be here for one year, or a PhD student (three years full-time, or six years, part-time), we very much hope that you will enjoy your time with us and that your research efforts will be fruitful. Work hard and have fun.

Professor Paul Hibbard, Head of the Department of Psychology

Welcome to the Department of Psychology at the University of Essex! I am your Personal Tutor throughout your course of study. I will be here to give you continuous guidance and academic advice throughout the time you study with us, over and above the advice that you will receive from your supervisors, the administrators, and everybody else in the Department. I will be the one who reminds you of the milestones that you have to achieve, and I will encourage you to develop your own research profile. I will want you to present your work at conferences, get published in high-end journals, to submit grants, and to land a job in a respectable institution. I am available to meet in person and discuss these and other topics with you. We want you to be successful and I am here to help you with that!

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

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

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

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

You’ve made it to Essex! We’ve outlined below the most important things you need to make sure you do as soon as possible to get 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: https://www.essex.ac.uk/welcome/registration

Returning students: https://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.

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

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

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

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. [https://www.essex.ac.uk/myessex/](https://www.essex.ac.uk/myessex/)

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

**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/)

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

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

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

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

If you would like to get additional support with your English language skills, you can find helpful information and a range of resources here: [https://www.essex.ac.uk/welcome/international-students](https://www.essex.ac.uk/welcome/international-students)
English classes for the dependants of international students and staff (ECDIS)
The Department of Language and Linguistics offers dependants of international students and staff at the Colchester Campus the chance to improve their English language, through our ECDIS programme, at no extra cost. Classes are taught at three basic levels: Elementary (A1/A2), Intermediate (B1/B2) and Advanced (C1/C2) and will focus on listening, speaking, reading and writing.
https://www.essex.ac.uk/departments/language-and-linguistics
ecdis@essex.ac.uk
The Essex Experience
The University and the Students' Union have developed our Student Charter as a part of our ongoing commitment to create an outstanding environment that offers the highest standards of teaching, research and support in an international and multi-cultural community.

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

You can read the full Student Charter at:

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

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

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

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

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

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

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

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

www.essex.ac.uk/governance/regulations
**Essex Spirit, social media and events**

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

Follow us on social:

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

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

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

**International Students**

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

You can find helpful information here –

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

**Mature and part-time students**

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

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

**Student Ambassadors**

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

[www.essex.ac.uk/careers/job_hunting/on_campus](http://www.essex.ac.uk/careers/job_hunting/on_campus)

**Essex Sport**

Be active at Essex! Learning doesn’t just happen in the classroom. Keeping active during your studies can help relieve stress, increase productivity, provide a sense of community and improve your employability.
Essex Sport offers a great range of sport courses, social active sessions, over 300 fitness classes a month and a state-of-the-art gym, so there’s something for everyone!

Visit the Essex Sport website or download the app to discover all the ways you can keep active during your time at Essex.

www.essex.ac.uk/sport

https://download.mobilepro.uk.com/a/1CJ8?p=4?pv=1

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

https://www.essexstudent.com

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

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

https://www.essex.ac.uk/life/colchester-campus/get-involved
About The Department of Psychology

Meet the team
A full list of all academic and professional services staff for the Department of Psychology can be found on our website at: https://www.essex.ac.uk/departments/psychology/people. Below is a summary of the roles of staff that you are likely to be in contact with most frequently.

<table>
<thead>
<tr>
<th>Departmental Role</th>
<th>Name</th>
<th>Room No.</th>
<th>Email address</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Director</td>
<td>Dr Silvia Rigato</td>
<td>Room 3.715</td>
<td><a href="mailto:srigato@essex.ac.uk">srigato@essex.ac.uk</a></td>
<td>3783</td>
</tr>
<tr>
<td>Research &amp; Operations Administrator</td>
<td>Liz Lee Reynolds</td>
<td>Room 3.702</td>
<td><a href="mailto:eeleer@essex.ac.uk">eeleer@essex.ac.uk</a></td>
<td>4884</td>
</tr>
<tr>
<td>Psychology Technical Services</td>
<td>Alan Brignull, Monika Steinke</td>
<td>Room 2.712</td>
<td><a href="mailto:psysupport@essex.ac.uk">psysupport@essex.ac.uk</a></td>
<td>3750, 3736</td>
</tr>
</tbody>
</table>

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 supervisor, with the approval of the Graduate Director, 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 extended periods during their research leave, an alternate member of staff should be named (by the Graduate Director, in consultation with the Supervisor) as a local contact for the supervisee student. 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 Head of Department. 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 board, 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."

https://www1.essex.ac.uk/students/exams-and-coursework/ppg/pgr/assess-rules.aspx

**Staff research interests**

You can find out more about the areas the Department researches here: 
https://www.essex.ac.uk/departments/psychology/research

**Departmental resources and facilities**

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

**The Laboratories**

The Department has excellent learning resources and facilities for our students. We have custom-built laboratories and first class equipment. The laboratories are on Floors 1 and 2 of the Psychology Department and are open to undergraduates. They house a large number of computers, each supporting word processing, internet, statistics, spreadsheet and presentation software.

**Laboratory opening hours: MONDAY TO FRIDAY 9.00am to 5.00pm**

Use of psychology laboratories (1.703, 1.704, 1.705, 2.708)

Your University ID card should give you access to these labs. If you experience any difficulties please contact the technicians in 2.712. Alan Brignull is available between the hours of 9:30 and 13:00; Monika Steinke is available between 12:00 and 3:30.

Computers and experimental booths in labs on Floors 1 and 1 and a half are available for use by students from 9 am to 5 pm providing that the rooms are not required for teaching or testing. The booths in 1.704 and 1.705 can be booked up to 2 weeks in advance using booking forms posted on the doors. It should be noted that both labs have timetabled taught modules running throughout the year and information giving open access times will be posted on the entrance doors. Do not enter when a class is in progress. Any enquiries regarding the use of the psychology labs 1.704 & 1.705 should be addressed to the technical services team (room 2.712, psy support@essex.ac.uk). For all other lab enquires or bookings please speak to the Academic Administrator(s) (Sarah Brewer, sbrewer@essex.ac.uk or Mary Cronin, mary.cronin@essex.ac.uk).

For the convenience of others and yourself please be aware that there are a few rules relating to Lab use:

- No food, drink or chewing gum.
- Please do not prop the door open.
- Save your work regularly onto your M drive. (File saved to the desktop or hard drive will be removed)
- Do not install anything onto any computer.
- Please report faults to the Technicians (room 2.712).

Blank CDs, DVDs, and USB memory sticks from the Copy Shop Counter, located on Square 4.

**Room booking - Fair usage policy**

The Department of Psychology has excellent research facilities. Lab space can take different forms ranging from standard research cubicles (also called booths) to more specialized labs (often kitted out with sensitive specialist equipment). The department has a total of approximately 45 standard booths and 10+ specialized labs available as bookable research space. A list of rooms is available here [hyperlink on here]. In principle, lab space is available for booking to all members of the department,
including staff, post-doctoral researchers and PhD students. A number of rooms are also available for PG and UG students (see user list in the information sheet).

The fair usage policy recognizes that different research projects often have different needs in terms of lab space requirements (lab set-up, duration, required sample size, etc.). Still, there is an understanding that this is a shared resource and thus users should be collegial and considerate in using these research facilities. This policy does not intend to be prescriptive in what consists of “fair usage”, but generally speaking room booking should be proportionate to the needs of your research and proportionate to the needs of others.

Specifically, users are asked to keep the following in mind:

Some rooms are centrally timetabled for teaching but can also be used for other events, including research. These rooms have priority for teaching in term time.

Certain times in the year are considered ‘peak’ times, including (but not limited to) the start of the academic year (when credits are available), and the spring term (for PS300 projects). During these peak times researchers are asked to restrain their usage, by only booking what they need, and by taking the needs of others into account.

Generally speaking, all rooms are bookable. However, a small number of rooms have been furnished with a particular set-up or specialist equipment (such as the EEG labs, TMS labs, baby lab, and sex lab). If you are running a study that does NOT require any specialist equipment or set-up, please consider booking other labs more suitable to your needs.

Users are encouraged to be proactive and think about the needs of others when booking lab space. If in doubt, talk with other users about their needs for lab space.

If you experience issues to access research space, you may wish to find a solution by considering the following actions (in turn):

Try to resolve the issue by speaking directly with the other parties involved or contact the chief technician.

If you are a student, speak with your supervisor, who should also reconsider the point above.

The Psychometric Store
The Psychometric Store is in Room 2.711A on Floor 2 of the Psychology building and is administered by Alan Brignull in Room 2.712. You may borrow items from the Psychometric Store only with permission from your lab tutor or project supervisor. The store contains a wide range of equipment, headphones, questionnaires and psychometric tests, voice recorders and stop watches.

Most items in the store are available on a two week loan basis. Requests to renew the loan period must be made by contacting Mr Brignull. Please e-mail Alan Brignull (alanb@essex.ac.uk) at least five working days before you require extending a loan in case the item needs to be recalled. Requests for loan of equipment, laptops, IT and AV equipment should be addressed directly to the Technicians in room 2.712 (psysupport@essex.ac.uk).

Software
The University provides a number of software applications that are free to use whilst you are a student (Microsoft Office, SPSS, Matlab etc.) A full list of applications can be found and installed from the central software hub (https://software.essex.ac.uk).
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

You can also access the printers in the department. These are located in the corridor in on the 4th floor in the main building, in the corridor on the 4th floor in the CBS building and in room 2.717. You can print from these by selecting ‘Managed Print on isswin287’ in the Printer settings and then accessing one of the printers with your student ID card or your Essex log in details.

Noticeboards
Every department and school has their own noticeboard(s) providing information on staff, courses and classes, updates, careers, events and opportunities. The noticeboard for PGR updates can be found outside room 3.704. There are also boards which advertise upcoming conferences and seminars near room 3.718.

Pigeonholes
PGR students have pigeonholes in the post room in the CBS building (room 3.726, next to the CBS Foyer). Post is organised alphabetically by surname.

Common spaces
There are kitchen facilities in the department in the CBS Foyer and rooms 4.720 and 3.713 in the main Psychology building. Research students and staff are also welcome to use the CBS Foyer as a common space to socialise when it is not being used for departmental events.

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 to a Student Representative position, work as a Graduate Laboratory 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:

[https://www1.essex.ac.uk/it/services/forms/default.aspx](https://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 Psychology website here: [https://www.essex.ac.uk/departments/psychology](https://www.essex.ac.uk/departments/psychology)

**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**
The Department has a Facebook page, which can be found here:
[https://www.facebook.com/psychologyatEssex](https://www.facebook.com/psychologyatEssex)
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

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. The 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 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.

You can find information on your Milestones here: [https://www1.essex.ac.uk/students/exams-and-coursework/ppg/pgr/milestones.aspx](https://www1.essex.ac.uk/students/exams-and-coursework/ppg/pgr/milestones.aspx)

**Supervisory Arrangements for Research Degrees**

The University publishes a broad statement of its policy in the document Code of Practice: Postgraduate Research Degrees. Below are the supervisory arrangements currently in force in the Department of Psychology.

**Responsibilities of Primary Supervisor**

- Become familiar with the University's Code of Practice: Postgraduate Research Degrees, and with the Department's Postgraduate Research Students' Handbook.
- provide expert advice and assistance as necessary to enable the student to make good progress;
- guide the direction and extent of research to permit its successful completion within the period set down in the University regulations;
- Meet with the student on a regular basis and at a suitable frequency and keep records of all such meetings, as required by the University guidelines. It is recommended that such meetings take place fortnightly under normal circumstances. It is permissible for meetings to be held less frequently (when progress is good and the supervisors input is not required), but only with the agreement of the student;
- inform the student of any lengthy periods of absence during the vacation and periods of study leave;
- attend the meetings of the student's Supervisory Panel and submit a written report on the student's progress to the Panel request oral presentations and written work in addition to Departmental requirements if appropriate, and to comment on all such work within a reasonable time;
- inform the student where work is not of the appropriate standard, and suggest actions to remedy the situation;
- facilitate meetings between the student and other researchers in the field (e.g. by encouraging attendance and participation at appropriate conferences);
- inform the Graduate Tutor in writing if the student is not likely to reach the appropriate standard;
- Ensure that meetings are arranged (at least one per term) that include the second supervisor.

**Responsibilities of Secondary Supervisor**

- Become familiar with the University's Code of Practice: Postgraduate Research Degrees, and with the Department's Postgraduate Research Students' Handbook.
- offer additional academic advice and support to both the student and the primary supervisor, as appropriate;
- Attend occasional supervision meetings with the primary supervisor and the student to monitor progress. These meetings will take place at least once per term;
- Attend the meetings of the Supervisory Panel and submit a written report on the student's progress to the Panel.
Responsibilities of Research Students

- Ensure you maintain a high standard of work for successful completion within the period agreed;
- Maintain regular contact with the Department and update your myEssex with any change of address. Students must inform their supervisor if there are any specific needs or circumstances likely to affect their work;
- Meet regularly with their primary supervisor;
- Keep their own records of the supervisory meetings and any actions agreed upon at those meetings;
- Attend the meetings of the Supervisory Panel and submit a written report on progress and supervision to the Panel, by the published deadline.

PhD students only, submit to their supervisor (via FASER) by the date agreed each year the following:

- a detailed written report (10,000 words) of work carried out during the year (Annual report: years 1 and 2 only);
- a timetabled account of work completed and proposed (timetable: all years);
- an anticipated list of chapter headings for the completion of the thesis (thesis plan: years 2 and 3 only);

PhD students only, all students give an oral presentation of work in progress as requested by the Graduate Tutor (usually this will be a presentation at the annual Postgraduate Conference). PhD students also present in their second year, and optionally in their third:

- Attend seminars and training provision as required by the Graduate Tutor.

Responsibilities of Chair of Supervisory Board

- Convene the Supervisory Board twice per year at the prescribed times, and at other times if requested by the Graduate Tutor. (the June board must be a meeting in person);
- Receive and consider reports on supervision and progress from the primary supervisor, the secondary supervisor, and the student;
- Receive and note the production of required work (Annual report, timetable, thesis plan) at the end of each year of study;
- Check that supervision is being carried out in accordance with Departmental guidelines;
- Check that the records of meetings are satisfactory;
- Note any disputes between student and supervisor concerning supervision or progress;
- Report to the Research Students’ Progress Board on a standard form decisions and recommendations concerning supervision and progress.

Guidelines for Progress for PhD students (PhD Only)
These guidelines apply to all research postgraduates, but where a schedule of progress is indicated, this applies specifically to full-time students with an honours degree at registration. For these students the minimum period of study will normally be nine terms. This schedule should be modified as appropriate for part-time students.

- students should discuss with their supervisor the work involved before initial registration;
- by the end of the first year, PhD students should have written a draft literature review as well as carried out and written up at least one substantial (e.g publishable) piece of empirical research;
- by the end of the second year, the Supervisory Panel should ensure that at least 60% of the projected programme has been completed;
- All empirical work must be completed before the end of the third year in order to complete your thesis within your minimum period;
- The complete draft of the thesis should be ready by the beginning of the third term of the final year of the minimum period. The completed thesis should be submitted by the end of the third term in the final year;
Supervisors should expect to meet their PhD students sufficiently often to ensure progress is being achieved. The form and duration of supervisory meetings will probably vary according to the stage the student has reached. Recommendations are given below:

- An explicit agreement concerning the frequency and duration of supervisory meetings should be made at the beginning of each academic year. Normally we would expect supervisory meetings to take place fortnightly.
- A record of dates of meetings, decisions taken and work submitted (this will include the date of submission and the date of response) will be kept by the primary supervisor. Students should keep their own records.

**Research Students' Progress Committee**

Progress will be reviewed after each set of Supervisory Panels by the Research Students' Progress Board, which will consist of Head of Department, Graduate Tutor and the Deputy Director of Research. This Board will review the progress of all research students in the Department, and monitor the quality of training offered to the student;

The Research Students' Progress Board will base its decision on:

- the written reports submitted by the Supervisory Panels, including the reports of the student and primary supervisor, secondary supervisor and the Panels Chair;
- the completion of required work by the student, which will be received, approved and notified by the Supervisory Panel:
- the Annual Report (Years 1 and 2 only);
- the timetable;
- the thesis plan (Years 2 and 3 only);
- in the case of students who are undergoing a training programme, on the reports of progress made on the various components of the programme.

The Research Students' Progress Board in some circumstances may request that the student, supervisors, and the Chair of the Supervisory Panel attend. In such cases, the student will be asked to withdraw while a decision is reached. This will be notified in advance of the meeting.

The Research Students' Progress Board will recommend to the Deputy Dean (Postgraduate Research Education) in each case one of the following:

- the student be allowed to proceed, subject to a further review at a specified date if appropriate;
- the student's studies be discontinued;
- the student's status be altered (e.g., upgraded from a MPhil to a PhD, downgraded etc.);
- a decision may be deferred until a later meeting, at which time the student will be requested to provide further evidence of progress, as specified by the Progress Board.

The Research Students' Progress Board may attach such conditions to its recommendations as it deems necessary. The Research Students' Progress Board shall also be convened at any other time at the request of the Graduate Tutor or Deputy Dean.

**Course costs in addition to Tuition fees**

Potential additional costs for your course could include:

- Participant Payments
- Conference fees (could be covered by Proficio)
- Travel for Conferences and Research
- Accommodation during Conferences
- Conference Posters
- Publication Fees
- Submission of Thesis (if printed on campus)
- Training (could be covered by Proficio)

Some of these costs will vary, depending on your course of study, and might be covered by your stipend, if you have secured one.
The academic year

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

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

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

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

Teaching timetable

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.

https://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

<table>
<thead>
<tr>
<th>Week</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>PhD &amp; MsD</td>
</tr>
<tr>
<td></td>
<td>Friday 4th October. Doctoral Welcome Conference from 9:00am in the Sports Hall, including lunch. Department Welcome in the Centre for Brain Sciences at 2pm.</td>
</tr>
<tr>
<td>Week 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Postgraduate Staff-Student Liaison Committee meeting</td>
</tr>
<tr>
<td>Week 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Draw up specialist skills programme – deadline Thursday 7th November (PhD only)</td>
</tr>
<tr>
<td>Weeks 9 &amp; 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supervisory Panels</td>
</tr>
<tr>
<td>Week 11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research Students’ Progress Board</td>
</tr>
<tr>
<td>Week 19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Postgraduate Staff-Student Liaison Committee meeting</td>
</tr>
<tr>
<td>Week 32</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Postgraduate Conference, Thursday 7th May</td>
</tr>
<tr>
<td>Week 33</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10,000 word Annual Report electronically submitted – deadline</td>
</tr>
<tr>
<td>Week 36 &amp; 37</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supervisory Panels</td>
</tr>
</tbody>
</table>
Each course at the University has its own syllabus, full details of which can be found in the University’s Programme Specifications Catalogue at:

https://www1.essex.ac.uk/programmespecs/

Programme specifications provide key information, including the aims and learning outcomes of your course. Your own course structure, including your specific programme specification, can be found in the MyStudy section of your MyEssex homepage.

https://www1.essex.ac.uk/myessex/

**Taught Modules**

If you have not completed an MSc in Research Methods, or equivalent, you may need to attend and pass PS946-7-FY (Fundamental Statistics for Research) & PS947-7-FY (Advanced Statistics for Research). This is to ensure you have all the skills you need in order to successfully obtain your PhD.

You will already have been informed if you are required to undertake these modules and they will show on your Timetable.

We also encourage first year Research students to audit PS912-7-AU (Research Management) to help prepare for academic research. This module will not be formally assessed.

**Submissions**

PhD Students are expected to submit the following to their supervisor by the date agreed each year:

- a detailed written report (10,000 words) of work carried out during the year (years 1 and 2 only);
- a timetabled account of work completed and proposed (all years);
- an anticipated list of chapter headings for the completion of the thesis (years 2 and 3 only);

All students must also give an oral presentation of work in progress as requested by the Graduate Director (usually this will be a presentation at the annual Postgraduate Conference).

**Changes to study**

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/)

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

*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.

**Withdrawal** 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.

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

library.essex.ac.uk

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

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

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

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

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

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

Learning a Language
Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you’re looking for a job. There are a number of ways to do it, 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
All PGR Students will receive guidance on training from their supervisors. In addition all students should attend the following:

Department Seminar Series
Students are required to attend a series of seminars given by internal and outside invited speakers on a wide range of topics. The aim is to put you in touch with research at the cutting edge across a broad front and to provide a stimulating intellectual environment. You will receive emails each week about the time and topic of each seminar.

Postgraduate Conference. Term 3, Thursday 7th May
All first and second year students, including part-time students, will make a short oral presentation (15 minutes for first years and 20 minutes for second year students, plus 5 minutes each for questions) to the Department reviewing their recent research achievements and outlining plans for future work. The conference is attended by all academic staff. The oral presentation is part of the annual progress assessment and is compulsory.

Departmental Personal Budget
You are given a personal budget of £500 each year of your minimum period of study. This can be used for attending conferences, participant payments and other expenses related to your studies.

Booking conferences and travel
If you wish to book Conferences and Travel using your Departmental Research Allowance, Proficio funds or your grant contact the Academic Administrator via email which should include the following details so that a booking may be made on your behalf:

- Destination
- Travel dates (outbound and inbound)
- Ideal hotel (if you have chosen one)
- Ideal flights/ trains (if you have chosen some)

If the Academic Administrator is away, please contact the Student & Operations Administrator for assistance.
Assessment, Good Practice & Your Research

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

Ethics in research

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

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

Dr Keith May is Departmental Ethics Officer and can be contacted for any issues regarding ethics applications.

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: https://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:

https://www.essex.ac.uk/student/health-and-safety/overseas-travel
**Safety during research**

It is very important that you are always safe when conducting your research.

**Remember the emergency number on campus is 2222.**

When conducting research you must adhere to the following safety guidelines:

**Late and lone working**

You may only use the building out of hours with the permission of your supervisor. Normal working hours are 9am to 5pm on weekdays, extended to 7pm with permission from your supervisor or a senior member of the Technical Team.

If you use the facilities outside these times you need to sign the Late Working Register which is just inside the main door to the Square 1 building. This will tell you who else is around. Make yourself known to others in the building and tell others where you are.

For more information on how to stay safe when working alone, please reference the Suzy Lamplugh Trust: [https://www.suzylamplugh.org/](https://www.suzylamplugh.org/)

**Summoning Help**

Always note where your nearest phone is and have these numbers with you and have it programmed into your phone.

**Emergency number = 2222 (equivalent to 999)**

Non-Emergency help = 2125 (security, non-emergency first aid, other concerns)

Personal alarms are bookable through the Technical staff if required.

**Bringing participants into the building**

For your own safety, always try to meet participants within normal working hours, while other people are around. If you must bring participants in outside normal hours you must have the permission of your supervisor and the Departmental Safety Officer (Steven Brewer). You should not be alone with a participant unless they are known and trusted by you, otherwise always bring a colleague with you. At the beginning and end of the testing session at least these two people should be informed by phone or by e-mail.

**Keeping buildings and equipment safe**

Even during normal working hours, if more than one participant is attending, or if they are bringing children or other visitors with them, you will need an additional supervisor for each additional person. You have responsibility for the equipment, yourself, participants, visitors and the building. Do not allow visitors to roam around the building or touch any equipment. Collect and escort visitors out of the building, especially if you are outside normal hours.
Treatment of participants

It is essential that your conduct is ethical at all times. Consult the British Psychological Society guidelines for detail.

- Participants should be treated with respect at all times.
- Participants have the right to withdraw for any reason at any time, and should be aware that they have this right.
- Participants should be fully debriefed at the end of the study so that they understand its purpose.
- All data are confidential so names and performance data should never be disclosed.
- Every study requires ethical approval- speak to your supervisor for more details.
- Every study requires that participants sign a consent form- speak to your supervisor for more details.

Be aware that the Department has specific guidelines for the use of:

- Neuromodulation Techniques
- EEG and nIRs
- The Babylab
- Field trips

DBS (Disclosure and Barring Service)

If you are working with children or vulnerable groups you will need a (DBS) check to be completed before starting your research. Please contact the Staffing and Academic Administrator (Lesley Monk) to get this process started.

Participant waiting area

When contacting participants please let them know they should to wait to be collected from the seating area near the front door near the 3rd Floor Entrance on the day of the study. Please ensure you check their name and confirm which research they are here to participate in as we have multiple experiments happening at the same time.

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
Methods of Assessment – Supervisory Panels
Guidelines for Progress for PhD students

These guidelines apply to all research postgraduates, but where a schedule of progress is indicated, this applies specifically to full-time students with an honours degree at registration. For these students the minimum period of study will normally be nine terms. This schedule should be modified as appropriate for part-time students.

- Students should discuss with their supervisor the work involved before initial registration;
- By the end of the first year, PhD students should have written a 10,000 word report as well as carried out and written up at least one substantial (e.g. publishable) piece of empirical research;
- By the end of the second year, the Supervisory Panel should ensure that at least 60% of the projected programme has been completed;
- All empirical work must be completed before the end of the third year in order to complete your thesis within your minimum period;
- The complete draft of the thesis should be ready by the beginning of the third term of the final year of the minimum period. The completed thesis should be submitted by the end of the third term in the final year;
- Supervisors should expect to meet their PhD students sufficiently often to ensure progress is being achieved. The form and duration of supervisory meetings will probably vary according to the stage the student has reached. Recommendations are given below;
- An explicit agreement concerning the frequency and duration of supervisory meetings should be made at the beginning of each academic year. Normally we would expect supervisory meetings to take place fortnightly.
- A record of dates of meetings, decisions taken and work submitted (this will include the date of submission and the date of response) will be kept by the primary supervisor. Students should keep their own records.

Research Students’ Progress Committee

Progress will be reviewed after each set of Supervisory Panels by the Research Students’ Progress Board, which will consist of Head of Department, Graduate Tutor and the Deputy Director of Research. This Board will review the progress of all research students in the Department, and monitor the quality of training offered to the student;

The Research Students’ Progress Board will base its decision on:

- the written reports submitted by the Supervisory Panels, including the reports of the student and primary supervisor, secondary supervisor and the Panels Chair;
- the completion of required work by the student, which will be received, approved and notified by the Supervisory Panel;
- the Annual Report (Years 1 and 2 only);
- the timetable;
- the thesis plan (Years 2 and 3 only);
- in the case of students who are undergoing a training programme, on the reports of progress made on the various components of the programme.

The Research Students’ Progress Board in some circumstances may request that the student, supervisors, and the Chair of the Supervisory Panel attend. In such cases, the student will be asked to withdraw while a decision is reached. This will be notified in advance of the meeting.

The Research Students’ Progress Board will recommend to the Deputy Dean (Postgraduate Research Education) in each case one of the following:

- the student be allowed to proceed, subject to a further review at a specified date if appropriate;
- the student's studies be discontinued;
- the student's status be altered (e.g., upgraded from a MPhil to a PhD, downgraded etc.);
- a decision may be deferred until a later meeting, at which time the student will be requested to provide further evidence of progress, as specified by the Progress Board.

The Research Students' Progress Board may attach such conditions to its recommendations as it deems necessary. The Research Students' Progress Board shall also be convened at any other time at the request of the Graduate Tutor or Deputy Dean.

**Methods of Assessment – Taught Modules**

**Assignment and essay length**

Marking penalties may be applied to projects, essays or laboratory reports that exceed the designated length. Therefore, the word count should always be considered a maximum number of words. Note that the word count is for the main body of the text and does **not** include coversheet, abstract or references. There is no mark penalty for pieces of coursework that are too short, but bear in mind that a very short piece of coursework is unlikely to contain all of the points that the assessor is looking for.

**Coursework submission**

The Department of Psychology is fully compliant with the University’s on-line coursework submission system FASER. All Postgraduate students will be required to submit their coursework assignments (including all projects, lab reports and coursework essays) electronically. For some coursework you will also be asked by the tutor to submit a hard copy. This system is accessible via the portal MyEssex, but is also accessible through the website:

[https://www.essex.ac.uk/e-learning/tools/faser/students/](https://www.essex.ac.uk/e-learning/tools/faser/students/) and a getting started guide is available at: [https://www.essex.ac.uk/e-learning/tools/faser/students/Help.aspx](https://www.essex.ac.uk/e-learning/tools/faser/students/Help.aspx)

The system is password protected, so you will need to log in with your Essex username and password. The very first time you will access the server you will be required to read the advice on plagiarism, therefore you will be redirect to the universities website on plagiarism. Read everything carefully before you proceed. You will see a list of all the modules that you are registered for and a list of all the coursework assignments and their deadlines.
**Assignments and deadlines**

For each assignment you will be given a specific submission date. The deadline for the assignment to be uploaded to FASER is always 12 noon of the given day.

You can find the specific dates your assignments are due in FASER and in module outlines or handouts.

University policy states that coursework marks should be made available to you within 20 University working days of the submission date. University working days do not including Bank Holidays or Christmas shutdown. This means you could get marks and feedback during the Easter and Christmas vacation.

If it becomes necessary to make some variation to the schedule due to unforeseen circumstances, you will be updated via your Essex e-mail.

Full details of the coursework will be provided in the module outlines of individual modules that will be distributed during the first lecture. Coursework Tests will be taken under examination conditions and take place at the time indicated in your hand-out (and shown on your Timetable), and Coursework Assignments will normally be a piece of written work (e.g., essay or lab report) that is submitted through the on-line Coursework Submission (FASER) system.

**Return of coursework**

Your coursework should be returned to you with a mark, the initials of the marker, and feedback. If your work is being marked and returned electronically you will receive an e-mail when it is ready to view.

This is important because (a) you can get timely feedback that may help improve other assignments, (b) you can get a gauge as early as possible as to the quality of work that you are submitting, (c) you can gain additional feedback from the marker, if necessary, and finally (d) you may appeal against your coursework mark, but only within two weeks of the work being available for collection.

**Late coursework policy**

All coursework submitted after the deadline will receive a mark of zero. No extensions will be granted. A student submitting coursework late will have the Department’s arrangements for late submission drawn to their attention. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline.

**Marking Policy and re-marking of coursework**

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here:

[www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy/default.asp](http://www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy/default.asp)

You will need to complete a form and be aware that marks can go down as well as up.
**Submission of Thesis**

**Thesis Submission Pre-Examination**

All candidates for Masters by Dissertation and Doctor of Philosophy (PhD) 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.*

You can either use the printers in our Department and the binder in the post room (If you have not used the binder before, please ask a Technician for assistance), or you can take a file on USB to the Copy Shop on campus and ask them to print copies for you – this service is chargeable. Please ensure you print these in good time to avoid additional stress, especially if you have a deadline to meet to avoid incurring further fees. If you need any help at all please speak to your Student Administrator in 3.702.

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: [http://www.essex.ac.uk/reo/repository/research-thesis.aspx](http://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: [https://www.essex.ac.uk/reo/repository/research-thesis.aspx](https://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:

https://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.

<table>
<thead>
<tr>
<th>VIVA Workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td>❖ Final Supervisory Panel is held; Chair, Supervisors and Student agree that the Student can ‘Proceed to Completion/Submission’</td>
</tr>
<tr>
<td>❖ 2 months before submission of the Thesis, the student fills out the ‘Approval of Thesis Title Form’ (found here: <a href="http://www.essex.ac.uk/staff/exams/postgrad.aspx">http://www.essex.ac.uk/staff/exams/postgrad.aspx</a>) and has form signed by 1st Supervisor, and then submits the form to the Research &amp; Operations Administrator.</td>
</tr>
<tr>
<td>❖ The Research &amp; Operations Administrator obtains a signature from Head of Department/PGR Tutor, before submitting the Thesis Title form to the PGRE Team <a href="mailto:pgresearch@essex.ac.uk">pgresearch@essex.ac.uk</a>.</td>
</tr>
<tr>
<td>❖ PGRE Team acknowledges and approves the Thesis Title via email. They then send the student a personalised ‘RD1’ form. This must be completed by the student and physically given in with the final Thesis. <strong>Without the RD1 form, the Thesis will not be accepted.</strong></td>
</tr>
<tr>
<td>❖ While the RD1 form is being organised, the Supervisor will contact a suitable External Academic to ask informally if they would like to be the External Examiner for this Student (based on the research being examined).</td>
</tr>
<tr>
<td>❖ An email from PGRE Team is sent to the Student, Supervisors and Research &amp; Operations Administrator to say the Title has been received and approved. Supervisor should then contact the PGR Administrator to confirm the details of the Internal and Externals examiners.</td>
</tr>
<tr>
<td>❖ The Research &amp; Operations Administrator contacts internal examiner for details of their eligibility and uses the online portal to submit their details and emails the automatically generated link to external examiner so their details can be uploaded. An independent chair may be required if the internal examiner has not had sufficient experience.</td>
</tr>
<tr>
<td>❖ Once all examiner details are confirmed the Research &amp; Operations Administrator sends this information through to the Head of Department via the online portal. Once signed by the Head of Department the PGRE team receive information for final approval.</td>
</tr>
<tr>
<td>❖ Internal arranges date for VIVA with Student &amp; External. <strong>(VIVA needs to take place no more</strong></td>
</tr>
</tbody>
</table>
### than 3 months after the Thesis has been handed in). Once decided, Internal examiner emails this to the PGR Administrator, also asking for catering, hotels and room bookings to be made where necessary.

- Internal and External send their initial reports (RD.3 forms) back to PGRE Team [pgresearch@essex.ac.uk](mailto:pgresearch@essex.ac.uk), PGRE Team then send each examiner the other examiners report.
- Internal and External examiners meet/discuss the Thesis before the VIVA takes place (can be before the VIVA date or on the actual day).
- **VIVA!** The Joint Report Form (RD.4) is completed during the VIVA and signed by both Internal and External examiners.
- Internal Examiners gives all documents from VIVA (Joint Report form, corrections list and expense claims) to the Research & Operations Administrator to send over to the PGRE Team.
- PGRE Team email student informing them they have passed or when their corrections are due. If corrections are needed, the time starts when the student receives the email confirming everything from the PGRE team.
- Student sends Internal Examiner corrections, which they sign off using the Approval of Editorial Revisions Form, which is then emailed directly to the Progress Team, copying in their Research & Operations Administrator.
- Dean and Progress Team sign off corrections and email Student notifying them they have passed and to submit their amended thesis to the library for binding by a set date.
- **Graduation!!**

### 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 [INSERT REFERENCING STYLE HERE] To find out about your departmental referencing style and for help with referencing, visit the library website: [library.essex.ac.uk/referencing](http://library.essex.ac.uk/referencing), or take the Academic Integrity Moodle course: [https://moodle.essex.ac.uk/course/view.php?id=5844](https://moodle.essex.ac.uk/course/view.php?id=5844)
**Moderation and marking**

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

https://www1.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy/default.asp

**Extenuating Circumstances**

*Extenuating circumstances* are circumstances beyond your control which have affected your studies. 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.

For taught modules, the department will review your claim at an Extenuating Circumstances Committee and determine whether it will be accepted or rejected. The Board of Examiners will determine an appropriate course of action and the corresponding methods, to take into account your extenuating circumstances, if appropriate, such as permitting further reassessment opportunities for uncapped marks. Please note that extra marks cannot be given in light of extenuating circumstances. For all other parts of your research degree, Extenuating Circumstances will be considered at your supervisory panel boards and the Research Student Progress Committee. These can be arranged outside the normal schedule if necessary.

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

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

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

**The Board of Examiners**

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.

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.
Computers, Learning Technologies and your Information

Computers

Using a campus computer

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

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

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

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

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

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

IT Help and Guidance

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

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

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

Learning Technologies and Systems

Learner Engagement Activity Portal (LEAP)

LEAP is our student centered, personalised engagement tool. LEAP displays your engagement with university resources (Moodle, FASER, Listen Again, the Library and university computers usage as well as attendance).
An algorithm within LEAP combines your engagement with university resources and activities to produce an overall engagement indicator. There are 5 engagement indicators (high, good, partial, low and very low) which will help you map and better understand your engagement pattern over time.

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

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

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

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

https://leap.essex.ac.uk/login

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/

FASER
FASER is our standard online coursework submission and feedback system. Use it to check coursework deadlines, upload coursework and receive electronic feedback all in one place. If you work should be submitted via FASER, you will be made aware of this by your Department.

faser.essex.ac.uk

Talis Aspire
Talis Aspire is our online reading list system. Use it to find out the details of each week's reading and to access resources through the library.

https://essex.rl.talis.com/index.html

Your information

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

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

**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

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
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 long-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.

http://www.essexstudent.com/representation/

http://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.

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

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

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/](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](http://www.essex.ac.uk/students/health-and-wellbeing/nightline.aspx)

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

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

[www.essex.ac.uk/fees-and-funding/money/](http://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](http://www.essex.su/advice)

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

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

Loughton students – suaclou@essex.ac.uk, 01206 874034
**Residence Life**

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

[www.essex.ac.uk/life/accommodation/living-on-campus/residence-life](http://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](http://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/report/report-harassment)
[https://www.essex.ac.uk/student/equality-and-diversity](https://www.essex.ac.uk/student/equality-and-diversity)
[https://www.essex.ac.uk/welcome](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/student-communities)
[https://www.essex.ac.uk/student/access-and-disability](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](http://www.essex.ac.uk/students/experience/safety.aspx)

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

[https://www.essex.ac.uk/student/emergencies/fire-emergency-action](https://www.essex.ac.uk/student/emergencies/fire-emergency-action)

[https://www.essex.ac.uk/student/fire-safety/peep](https://www.essex.ac.uk/student/fire-safety/peep)

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

[https://www.essex.ac.uk/student/health-and-safety/electrical-safety](https://www.essex.ac.uk/student/health-and-safety/electrical-safety)

You will find further health and safety information connected with your studies and life on our campuses in the Student Directory under health, safety and wellbeing.
If you have any health and safety concerns or need to report an incident, please do get in touch:

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

**Making a Complaint**

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

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

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

**Careers Services**
Get valuable, one-to-one advice from careers specialists throughout your time at Essex and beyond. You can access our services via the Student Services Hub or log in to CareerHub+ whether you have one hundred questions or just don't know where to start! We offer one-to-one advice and guidance, job-hunting workshops, CV and job application reviews, and online services for creating CVs, interview preparation and job vacancies.
www.essex.ac.uk/careers You can also undertake many courses that include a Placement year – for more information, 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

**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

**Graduate Lab Assistants (GLA)**
If you are interested in becoming a paid GLA, assisting in labs and with marking, please contact Dr Helge Gillmeister (helge@essex.ac.uk).
You Are Essex

GradIntel
Postgraduate students do not currently have access to the Higher Education Achievement Record (HEAR); this is only available for undergraduate students. However, you can use GradIntel to record any extra-curricular activities you may be involved in through the Big Essex Awards but not full access to your academic achievements.


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

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.

One road leads to a career in academia. Most academic jobs are advertised on jobs.ac.uk. If you are considering a post-doctoral place, then you are likely to need to match your research skills to the individual jobs that are on offer. With this in mind, it is worth trying to develop as broad a range of research skills as you can during your PhD – both methodological and statistical. From the start of your PhD, you should be talking to your supervisors about how to develop this broad range of research skills.

Ultimately, if you seek a long-term career in academia, you will need to apply for lecturing posts. At research-intensive universities, obtaining such posts will depend in large part on your publication record: that is the number of research articles you have published in high Impact Factor journals. Again, you need to be thinking about publications during your PhD. You should be talking to your
supervisors about your publication strategy (i.e., how to turn that data from your PhD into ‘attractive’ publications).

The other road leads away from academia. It is crucial you are aware that a PhD in experimental psychology equips you with the intellectual and personal skills to excel in a wide range of interesting and rewarding careers. To give some examples, by the time you finish your PhD you will have:

Excellent writing skills – writing-up psychological research is hugely demanding. You must be able to communicate complex ideas in a succinct and clear way.

Excellent mathematical skills – you will have a wide range of statistic skill. Perhaps even more importantly, you will have the ability ‘to work with numbers’, a skill that many postgraduates in the arts and humanities lack.

The ability to assimilate information from a complex literature and to engage in critical, evidence-based, analysis.

The ability to present complex information in a range of ways – written articles, posters and orally.

The study of our own species will enhance your emotional intelligence. Of course as research psychologists we know that we do not have ‘all the answers’. Nevertheless, years spent studying the human mind does help you to reflect on and understand the thinking and behaviour of others.

The capacity to work independently and to persevere with a really demanding task. When you complete your PhD, you demonstrate very clearly your capacity to do this!

You have all the transferrable skills you need. Further advice on careers outside of academia can be obtained from Careers and Employability on Square 2 and from the following websites:

https://www.prospects.ac.uk/postgraduate-study/phd-study/your-phd-what-next
www.totaljobs.com
www.indeed.co.uk
www.monster.co.uk
www.jobs.ac.uk/
https://nationalcareersservice.direct.gov.uk/

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.