Welcome

Welcome to the Department of Sociology and thank you for choosing to study with us.

Welcome to those of you who are new to the Department and welcome back to everyone else. We hope that this handbook will answer any questions you have but there are many other people who can help. In addition the Graduate Director, your supervisor and the Student administrator can advise you. Members of the administrative staff are always happy to assist with any enquiries and can guide you to the right people - inside or outside the Department.

The Department of Sociology at Essex is a large academic department, and we are proud of our distinguished record in both teaching and research. We hope that you will feel a part of our endeavours and we welcome your contributions to the Department and the development of the discipline. The world of Sociology is extremely varied and stimulating and whether you are new to the subject or not, we are confident that the intellectual environment at Essex will help you to explore it in depth and to develop your own potential to a high level. Sociology is a stimulating subject, so enjoy your studies!

We hope your stay here will be pleasurable and rewarding, so welcome again to the Department of Sociology at Essex.

Professor Andrew Canessa
Department of Sociology
Contents
Welcome ........................................................................................................................................... i
Introduction ......................................................................................................................................... 1
Practicalities and Getting Started ......................................................................................................... 1
The Essex Experience ............................................................................................................................ 4
  Equality, Inclusion and Diversity ........................................................................................................ 4
  Embrace the Essex Values ..................................................................................................................... 4
  Essex Spirit, social media and events ................................................................................................. 4
  International Students ......................................................................................................................... 5
  Mature and part-time students ........................................................................................................... 5
  Student Ambassadors .......................................................................................................................... 5
  Essex Sport .......................................................................................................................................... 5
  Students’ Union .................................................................................................................................. 6
About Department of Sociology ............................................................................................................ 7
  Meet the Sociology Administration Services and Academic team: .................................................. 7
  Study Leave 2019-20 .......................................................................................................................... 9
  Your Supervisor .................................................................................................................................. 9
  Supervision of Research Students during periods of leave ............................................................... 9
  Research Students’ Progress Committee (RSPB) ............................................................................. 9
  Staff research interests ....................................................................................................................... 10
  Departmental resources and facilities ............................................................................................... 10
  Departmental prizes ......................................................................................................................... 11
    The Don Pike Award ......................................................................................................................... 11
Communication ..................................................................................................................................... 12
Learning and Teaching .......................................................................................................................... 14
  Student Staff Partnership .................................................................................................................. 14
  Board meetings ................................................................................................................................. 14
  Teaching timetable ............................................................................................................................. 16
  Course structure ............................................................................................................................... 16
  Learning Outcomes ........................................................................................................................... 16
  Periods of study ................................................................................................................................. 17
  Course Materials ............................................................................................................................... 18
  Library Services ............................................................................................................................... 18
  Skills for Success ............................................................................................................................... 18
    The use of proofreading services .................................................................................................... 18
  Learning a Language ......................................................................................................................... 18
  The use of personal devices in teaching ............................................................................................ 18
# Assessment and Good Practice

- **Research Skills Development** ................................................................. 20
- **Proficio** .............................................................................................. 20
- **University and departmental training events PhD Colloquium** .............. 20
- **Residential Graduate Conference** ......................................................... 20
- **Details of any Departmental support or funding for attending conferences/other events** .......................................................... 20
  - **Graduate Small Grants** ...................................................................... 20

## Assessment and Good Practice

- **Rules of Assessment** .......................................................................... 21
- **Core, compulsory and optional modules** .......................................... 21
- **Ethics in research** .............................................................................. 21
- **British Sociological Association** ......................................................... 22
- **Risk assessments in research** .............................................................. 22
- **Academic Integrity and Academic Offences** ..................................... 22
- **Methods of Assessment** .................................................................... 23
- **Coursework** ....................................................................................... 23
  - **Academic writing support** ............................................................... 23
  - **Samples of coursework** .................................................................. 23
  - **Referencing in coursework** ............................................................. 23
- **Submission of Thesis** ........................................................................ 23
- **Examiners and the Viva** ................................................................... 25
- **Referencing** ...................................................................................... 25
- **Moderation and marking** ................................................................. 25
- **Extern** ............................................................................................... 25
- **Second marking** ................................................................................ 26
- **Anonymous marking** ....................................................................... 26
- **Re-marking of work** ......................................................................... 26
- **Appeals** ............................................................................................. 26
- **Extenuating Circumstances** .............................................................. 26
- **The Board of Examiners** ................................................................. 27
- **Failure to pass** .................................................................................. 27
- **Results** .............................................................................................. 28
  - **Resubmission** .................................................................................. 28
  - **Exit Awards** .................................................................................... 28

## Computers, Learning Technologies and your Information

- **Computers** ......................................................................................... 30
- **IT Help and Guidance** ...................................................................... 30
- **Learning Technologies and Systems** ............................................... 30
- **eNROL** .............................................................................................. 30
Introduction

This Handbook is designed to provide you with an overview of all the essential information about the University and the Department of Sociology. 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 www.essex.ac.uk/student.
Practicalities and Getting Started
You’ve made it to Essex! We’ve outlined below the most important things you need to make sure you do as soon as possible to get your time at Essex started.

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

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

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

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

Get connected

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

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

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

Essex Apps
The University has a variety of online systems and platforms designed to enhance your learning and help make processes, such as submitting coursework, easier. We have rounded up the top platforms, portals and apps that you need to know about!
MyEssex
MyEssex is your online account. You can use it to see your timetable, keep your personal details up-to-date, request replacement registration cards or supporting documents, such as council tax exemption certificates, see how you’re doing on your course, let us know if you’ll miss a lecture or class, contact the Student Services Hub, and much more.

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

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

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

Right to Study
The University must ensure all students have the right to study at the University of Essex for the whole duration of their course(s). If you require immigration permission to study in the UK, this will be checked when you first register on your course and as necessary thereafter. For Tier 4 sponsored students, you will have conditions attached to your leave restricting study and work; some nationals are required to register with the Police. You are expected to have the finances in place to pay your tuition fees and living costs throughout your course and do not have access to state housing or benefits.

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

www1.essex.ac.uk/immigration/
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
English classes for the dependants of international students and staff (ECDIS)

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

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

ecdis@essex.ac.uk
The Essex Experience

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

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:

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:
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

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

You can find helpful information here –

www.essex.ac.uk/welcome/international-students

**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

**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

**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
download.mobilepro.uk.com/a/1CJ8?p=4?pv=1
**Students’ Union**

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

www.essexstudent.com

**Get involved**

We have 120 existing Societies where you can meet people with similar interests, challenge yourself with something new or, if you can’t find what you’re looking for, start your own society! Furthermore, we have our very own letting agency SU Homes designed to offer help and support for students to find off campus accommodation.

www.essex.ac.uk/life/colchester-campus/get-involved
About Department of Sociology

Meet the Sociology Administration Services and Academic team:

Sociology Administration Services Opening Hours:
Monday, Tuesday, Thursday, and Friday: 10.00 hours to 16.00 hours.
Wednesday: 10.00 hours to 13.00 hours. Please note the Reception Desk is closed on Wednesday afternoons.

(Times may vary out of term time)

Direct Tel: 01206 873275
General enquiries: soc-office@essex.ac.uk
Website: www.essex.ac.uk/sociology

Social Media
The Department of Sociology has a Facebook account! Please join us or ‘like us’ to be kept up to date with Department Information, Seminars and other interesting goings-on!

www.facebook.com/UoESociology
twitter.com/essexsociology

Below is a summary of the roles of staff that you are likely to be in contact with most frequently.

<table>
<thead>
<tr>
<th>Administrative Staff</th>
<th>Contact Name</th>
<th>Telephone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Manager</td>
<td>Camilla Thomasen</td>
<td>3055</td>
<td>Personal: [cthomjs]</td>
</tr>
<tr>
<td>Deputy Department Manager</td>
<td>Millie Marshall</td>
<td>2871</td>
<td>Department Manager: [socda]</td>
</tr>
<tr>
<td>(Maternity Leave until April 2020)</td>
<td>Megan Capon</td>
<td>2871</td>
<td>Personal: [megan.capon]</td>
</tr>
<tr>
<td>Deputy Department Manager (from</td>
<td></td>
<td></td>
<td>Deputy Department Manager</td>
</tr>
<tr>
<td>September 16th - April 14th 2020)</td>
<td></td>
<td></td>
<td>Shared Inbox: [sociologyddm]</td>
</tr>
<tr>
<td>Operations Co-ordinator</td>
<td>Sheila Marrinan</td>
<td>3049</td>
<td>[smarrin]</td>
</tr>
<tr>
<td>Student Administrator (PG)</td>
<td>Michele Hall</td>
<td>3051</td>
<td>[mehall]</td>
</tr>
<tr>
<td>Student Administrator (UG)</td>
<td>Jane Harper</td>
<td>3052</td>
<td>[jharper]</td>
</tr>
<tr>
<td>Student Administrative Assistant</td>
<td>Cydney Barrows</td>
<td>4892</td>
<td>[cydney.barrows]</td>
</tr>
<tr>
<td>Research Grant Administrator</td>
<td>Sue Aylott</td>
<td>3548</td>
<td>[sue]</td>
</tr>
<tr>
<td>Student Support Manager</td>
<td>Robin Brooker</td>
<td>3743</td>
<td>[socstudy]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Staff</th>
<th>Telephone &amp; Room Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr James Allen-Robertson</td>
<td>2273/ 6.330</td>
<td>[jallenh]</td>
</tr>
</tbody>
</table>
A full list of all academic and professional services staff for the Department of Sociology can be found on our website at: www.essex.ac.uk/departments/sociology/people/academic
Study Leave 2019-20

The below academic members of the Department of Sociology have scheduled study leave during the noted terms in 2019-20:

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linsey McGoey</td>
<td>Autumn</td>
</tr>
<tr>
<td>Laurie James-Hawkins</td>
<td>Autumn</td>
</tr>
<tr>
<td>Sandya Hewmanne</td>
<td>Autumn</td>
</tr>
<tr>
<td>Darren Thiel</td>
<td>Autumn</td>
</tr>
<tr>
<td>Colin Samson</td>
<td>Autumn</td>
</tr>
<tr>
<td>Eamonn Carrabine</td>
<td>Autumn</td>
</tr>
<tr>
<td>Alexandra Cox</td>
<td>Spring</td>
</tr>
<tr>
<td>Sean Nixon</td>
<td>Spring/Summer</td>
</tr>
<tr>
<td>Nigel South</td>
<td>Spring</td>
</tr>
<tr>
<td>Nick Allum</td>
<td>Spring</td>
</tr>
<tr>
<td>Lydia Morris</td>
<td>Autumn and Spring</td>
</tr>
<tr>
<td>Joan Busfield</td>
<td>Summer</td>
</tr>
<tr>
<td>James Allen-Robertson</td>
<td>Summer</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 of Research, to develop a plan for the continuing supervision of students during periods of research leave. In making such arrangements, it is the policy of the department that:

a) Members of staff are expected to continue to carry out their role as Supervisor during periods of research leave.

b) Members of staff on research leave are not expected to attend Supervisory Panels, but are expected to provide a written assessment of progress.

c) Members of staff on research leave should make arrangements for continuing contact with their supervisees, whether through face-to-face meetings, or through some form of remote communication.

d) In cases where a member of staff plans to be out-of-residence for an extended periods during their research leave, an alternate member of staff should be named (by the Graduate Director of Research, in consultation with the Supervisor) as a local contact for the supervisee 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 Graduate Director, PGR. It “reviews the progress of every student through to the award of a degree, withdrawal or failure, on the basis of the reports from the supervisory 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.”
Staff research interests
Details of the research undertaken in the Department, including the interests of individual members of staff, are available at: www.essex.ac.uk/sociology/staff/Staff.aspx?type=academic

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.

Department of Sociology Common Room
The Department of Sociology Common Room (5A.325) is located on floor 5A close to the Student Administration Services. Daily newspapers are provided during term-time and a good quality vending machine dispenses hot drinks, along with a drinking water cooler.

Postgraduate Study Room
The Postgraduate Study room is available for all students in The Study Centre in room 5A.307. The Department of Sociology also has the Common room in 5A.325

Postgraduate Lockers
Lockers are available in Department of Sociology Common room (5A.325) for students. These are allocated on a first-come first-served basis

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)

The Department of Sociology has one installed in the Common Room (5A.325).

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

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

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

https://library.essex.ac.uk/copyright
Noticeboards
Every department and school has their own noticeboard(s) providing information on staff, courses and classes, updates, careers, events and opportunities. The noticeboards can be found outside the Sociology Study Centre.

Departmental prizes

The Don Pike Award
This prize is awarded annually for the best, first time, Graduate Teaching Assistant (GTA) employed by the Department of Sociology, as nominated by their students. Only GTAs teaching for the first time in the Sociology Department will be considered. The prize-winner will receive £200. Prize money must be spent towards the cost of preparing a thesis.
**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 Teaching Assistant, or volunteer in another form or means, it is even more important to regularly check your Essex email as should other students and staff need to get in touch, they will do so via your Essex email.

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

[www1.essex.ac.uk/it/services/forms/default.aspx](http://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 Sociology website here:

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

[moodle.essex.ac.uk/course/view.php?id=7129](http://moodle.essex.ac.uk/course/view.php?id=7129)

**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**

- Departmental Facebook page: [www.facebook.com/UoESociology](http://www.facebook.com/UoESociology)
- Departmental Twitter feed: [twitter.com/essexsociology](http://twitter.com/essexsociology)
- Linked-In groups: [www.linkedin.com/school/university-of-essex](http://www.linkedin.com/school/university-of-essex)
Learning and Teaching

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

Student Staff Partnership

Frequency of supervision  Research students should expect a detailed discussion/review of their work and progress **three times a term** (including their supervisory boards) in their first year of study.

In their second and subsequent years, they should expect detailed discussion/review of their work and progress **at least once a month**.

Please note that these are the **minimum** expectations relating to contact between supervisors and students. Many staff will offer supervision on a more frequent basis. Contact will often consist of face-to-face meetings, but may also involve virtual meetings such as Skype, or detailed email correspondence, particularly during field-work.

Supervisors should keep a record of all contact with research students.

Board meetings

The role of the Chair is to monitor and provide an external check on the supervision process, but also to give a second view on students’ work. Supervisors and Chairs are thus **required to read and comment on any work submitted** for a Supervisory Board.

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.

In addition to the above requirements, Professional Doctorate students should:

- Attend lectures and seminars for taught modules and attend meetings with their professional practice supervisor.
- Complete the work required for your taught modules
- Maintain a professional practice portfolio which forms part of the assessment for the degree.

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

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

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

www.essex.ac.uk/student/timetables/your-timetable

You can find the location of your teaching rooms using the interactive campus map, Find Your Way, you can get directions quickly and easily.

Course structure

Each course at the University has its own syllabus, full details of which can be found in the University’s Programme Specifications Catalogue at:

www1.essex.ac.uk/programmes Specs/

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.

www1.essex.ac.uk/myessex/

Learning Outcomes

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

Changes to study

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](http://www.essex.ac.uk/see/intermit). If your intermission is agreed to, we will also give you the advice and support you need to help you carry on with your studies.

**Withdrawing** is the formal process for permanently leaving your programme of study and the University. If you are thinking of withdrawing, you should seek advice from your Department or the Student Services Hub at the earliest opportunity. It is very important that you discuss your circumstances with the University and follow the formal procedure for withdrawing. If the university is not formally notified, then you may risk continuing to incur further tuition or accommodation fees. More advice and information is available at [www.essex.ac.uk/see/withdraw](http://www.essex.ac.uk/see/withdraw).

### Periods of study

<table>
<thead>
<tr>
<th>Students first registered between 2008-09 to 2017-18</th>
<th>Students first registered from 2018-19 onwards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research degree</strong></td>
<td></td>
</tr>
<tr>
<td>Masters by Dissertation (MA or MSc by dissertation)</td>
<td></td>
</tr>
<tr>
<td>FT</td>
<td>Minimum Two years</td>
</tr>
<tr>
<td>PT</td>
<td>Minimum Two years</td>
</tr>
<tr>
<td>Master of Philosophy (MPhil)</td>
<td></td>
</tr>
<tr>
<td>FT</td>
<td>Minimum Two years</td>
</tr>
<tr>
<td>PT</td>
<td>Minimum Two years</td>
</tr>
<tr>
<td>Doctor of Medicine (MD)</td>
<td></td>
</tr>
<tr>
<td>PT only</td>
<td>Minimum Two years</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td></td>
</tr>
<tr>
<td>FT</td>
<td>Minimum Three years</td>
</tr>
<tr>
<td>PT</td>
<td>Minimum Six years</td>
</tr>
<tr>
<td>Doctor of Philosophy Integrated (PhD)</td>
<td></td>
</tr>
<tr>
<td>FT</td>
<td>Minimum Four years</td>
</tr>
<tr>
<td>PT</td>
<td>Minimum Eight years</td>
</tr>
<tr>
<td>Professional Doctorate</td>
<td>See individual programmes</td>
</tr>
</tbody>
</table>

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

[www1.essex.ac.uk/immigration/studies/changes_course.aspx](http://www1.essex.ac.uk/immigration/studies/changes_course.aspx)
Course Materials
All other information and module materials can be found on Moodle:
moodle.essex.ac.uk/course/view.php?id=7129

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:

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

The use of personal devices in teaching
You can use laptops and tablet PCs during teaching classes for purposes related to the class you are attending. You should refrain from using your mobile phone during all teaching events, except in
cases where a lecturer uses a programme which requires these devices to be switched on for participation. The Department has agreed that mobile phones and other technology may be used for teaching-related purposes in lectures and classes, but must not be used for personal phone calls and texting.
Research Skills Development

Proficio
Proficio is out 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: 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
PhD Colloquium

Information can be found on our Moodle pages:
moodle.essex.ac.uk/pluginfile.php/675695/mod_resource/content/1/phd-colloquium.pdf

Mandatory for PhD students in 1st, 2nd and 3rd years. First year (running weekly for both terms):

Residential Graduate Conference

The Graduate Conference is regarded as the academic and social highlight of the Department's annual calendar. The Conference is held over two days during the Summer term and offers sessions on a wide variety of topics, with presentations by staff and students. All graduate students (PGT and PGR students) are strongly encouraged to attend and students are also invited to help organise the conference.

More information can be found on our website:
www.essex.ac.uk/departments/sociology/annual-graduate-conference

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

Graduate Small Grants
Research students in the Department of Sociology have the opportunity to make a formal application for a small grant (for a maximum of £1,500 during their registration period) to assist them in their PhD/MPhil research, or to present papers at conferences. Applications can be made three times during the academic year. Details will be emailed to you once a term.
Assessment and Good Practice

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

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

www.essex.ac.uk/governance/regulations

Rules of Assessment

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

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

In the Department of Sociology we do not have a variation to the Rules of Assessment

Each module you will take will have a credit value which you are awarded if you successfully complete the module. You need to obtain a certain amount of credits to be awarded your degree, and the Rules of Assessment and the Framework for taught postgraduate courses give you more information about this.

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

Core, compulsory and optional modules

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

<table>
<thead>
<tr>
<th>Core</th>
<th>You must take this module</th>
<th>Must pass this module. No failure can be permitted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory</td>
<td>You must take this module</td>
<td>There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.</td>
</tr>
<tr>
<td>Optional</td>
<td>You can choose which module to study</td>
<td>There might be limited opportunities to continue on the course/be eligible for the degree if you fail it.</td>
</tr>
</tbody>
</table>

Most modules in each year must be passed, with only a small number of credits, if any, being allowed to be failed in the degree.

Ethics in research

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

**British Sociological Association**

Guidance can be found online [www.britsoc.co.uk/media/24310/bsa_statement_of_ethical_practice.pdf](http://www.britsoc.co.uk/media/24310/bsa_statement_of_ethical_practice.pdf)

A useful annex on digital research can be found online: [www.britsoc.co.uk/media/24309/bsa_statement_of_ethical_practice_annexe.pdf](http://www.britsoc.co.uk/media/24309/bsa_statement_of_ethical_practice_annexe.pdf)

**Risk assessments in research**

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

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

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

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

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

**Academic Integrity and Academic Offences**

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

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

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

More information about academic offences and getting support can be found at: [www.essex.ac.uk/about/governance/policies/academic-offences.aspx](http://www.essex.ac.uk/about/governance/policies/academic-offences.aspx).
Methods of Assessment
Whether a module is core, compulsory or optional, all methods of assessment are compulsory. If you do not complete coursework or attend examinations, and do not have extenuating circumstances to support your non-submission or absence, then you are at risk of being withdrawn from the University.

Coursework

Academic writing support
Workshops on good essay writing (likewise citation and referencing practices) are offered around the year in the department’s Sociology Study Centre (SA.307). These are advertised via email and online. Individual help is also available via one-to-one sessions with the Student Support Manage, email (socstudy@essex.ac.uk, tel. 3743).

The Sociology Study Centre Academic skills support’ web page where downloadable materials on essay-writing in coursework and exam settings (and related skills e.g.) are available: moodle.essex.ac.uk/course/view.php?id=7129

Samples of coursework
The Sociology Study Centre has recent PhD Thesis available.

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

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

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

Referencing allows you to give credit to authors'/researchers' concepts and ideas/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 one of the standard referencing systems (e.g. Harvard or Cambridge), but you must ensure that you use the same system. To find out about your departmental referencing style and for help with referencing, visit the library website: library.essex.ac.uk/referencing, or take the Academic Integrity Moodle course: moodle.essex.ac.uk/course/view.php?id=5844

Submission of Thesis

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

The two copies of your thesis should be submitted for examination in an unbound format.
They must be adequately secured (for example in spring-back binders or comb binding and not in ring binders or lever arch box files). They must not be overfilled and to avoid all risks of coming open and jeopardising examination, two binders must be used, if required. All registration fees and debts must be paid before the thesis can be accepted for submission.

You should submit to the Silberrad Student Centre:

a) Two copies of the thesis or dissertation.

b) A submission form (RD1) completed and signed by yourself.

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

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

All submitted copies of the thesis belong to the University and shall be returned to the candidate following the viva.

**Thesis Submission for Award**

Following the completion of the examination process, the candidate will be notified via email that in order to gain their award they must submit one electronic version of their thesis to the online Research Repository. Following the receipt of this deposit, the candidate will be awarded their postgraduate research degree.

**Thesis Deposit**

Detailed thesis deposit instructions to the Repository can be found here: [www.essex.ac.uk/reo/repository/research-thesis.aspx](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: [www.essex.ac.uk/reo/repository/research-thesis.aspx](http://www.essex.ac.uk/reo/repository/research-thesis.aspx)

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

**Retention**

Your thesis will be made open access when deposited in the online Research Repository. The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository. You may request for an embargo to your thesis, details of which can be found on the intention to submit form.

Full details of the requirements for thesis submission can be found at: [www.essex.ac.uk/-/media/documents/about/governance/thesis-submission-deposit.pdf](http://www.essex.ac.uk/-/media/documents/about/governance/thesis-submission-deposit.pdf)

**Late submission**

Students should submit all taught work by the published deadlines. Students may request an extension to complete their assignments, only if there are extenuating circumstances. The late submission of an assignment where an extension has not been approved will result in a mark of zero and the student will be required to resubmit the work.

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.

The University's full Late Submission policy and further information can be found on the website:
Examiners and the Viva

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

Referencing

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

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

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

Referencing allows you to give credit to authors' researchers' concepts and ideas 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 Harvard. To find out about your departmental referencing style and for help with referencing, visit the library website: library.essex.ac.uk/referencing, or take the Academic Integrity Moodle course: 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.

Moderation is a process separate from that of marking and provides assurance that the assessment criteria have been applied appropriately. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given. In instances where the moderator feels marks may not be entirely appropriate, the moderator would not change individual marks for the work, but would liaise with the first marker to agree whether marks should be reviewed across the particular piece of assessment or module. Should a review of marks be agreed, this may lead to marks being adjusted accordingly.

External Examiners

External Examiners are typically academics from other universities, but may also be from industry, business or the relevant profession depending on the requirements of the course. They give an impartial view of the course and independent advice to ensure that courses at the University meet the academic standards expected across UK higher education. External Examiners write reports on the courses and modules they are responsible for which are made available to you via your department. Unless the External Examiner has been specifically sent work to arbitrate on a dispute between internal markers, the External Examiner’s role will in assessment will be as a moderator. You can find the name and institution of the External Examiner for your course and modules by looking on the Programme Specifications Catalogue and the Module Directory.
You can find out more about how the University uses External Examiners here: www.essex.ac.uk/quality/external_examiners/default.asp

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

Second marking
Second marking is where a second marker marks the work but has access to the first marker’s marks and/or comments. Where two members of staff are involved in marking a piece of work, the markers should make every effort to agree a mark, rather than merely averaging the two marks. Departments keep a full record of both individual and agreed marks for all work which is second marked.

Anonymous marking
Anonymous marking is when your work is marked anonymously, i.e. your name is not attached to the piece of work for marking.

Where it is practical to do so, all coursework which contributes to your final module mark should be marked anonymously. Where this is not possible, departments will inform you in advance of the assessment task.

All formal examinations at the University of Essex are marked anonymously. You will be provided with a candidate number on your exam entry form. This will be in large print in the centre of the page. This is the number you should write on your examination scripts. It is important that you do this so we can, once the paper has been marked, allocate the marks to your record correctly.

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

The re-marking of work is included within the University’s Marking Policy can be found here: www.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy.

In order to make a request, you will need to complete a form. By submitting your work for re-marking, your marks are not guaranteed to increase, but the mark awarded after re-marking will override your original mark. Therefore, please be aware that in all incidences where coursework is re-marked, it is possible that your marks could go down, as well as up.

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

More information about appeals, including the deadlines and forms to complete, can be found online at: www.essex.ac.uk/see/appeals

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

Your department will review your claim at an Extenuating Circumstances Committee and determine whether it will be accepted or rejected. The Board of Examiners will determine an appropriate course of action and the corresponding methods, to take into account your extenuating circumstances, if appropriate, such as permitting further reassessment opportunities for uncapped marks. Please note that extra marks cannot be given in light of extenuating circumstances.

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

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

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

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

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

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

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

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

The research thesis is assessed in accordance with the normal arrangements for research degrees, as outlined in the Principal regulations for research degrees and Codes of practice relating to higher degrees.

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

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

In order to be awarded the Professional Doctorate a candidate must:
   a) Pass all pieces of assessment of the taught component of the programme
b) Pass the assessment of professional competencies if they are a part of the programme (these are normally assessed on a pass/fail basis)
c) Pass the research thesis.

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

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

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

**Results**

You will receive an email to your Essex email account as soon as your results are published. You can find the publication schedule at: [www.essex.ac.uk/students/exams-and-coursework/schedule.aspx](http://www.essex.ac.uk/students/exams-and-coursework/schedule.aspx)

**Resubmission**

Students should submit all taught work by the published deadlines. Students may request an extension to complete their assignments, only if there are extenuating circumstances. The late submission of an assignment where an extension has not been approved will result in a mark of zero and the student will be required to resubmit the work. Resubmission is permitted for failed modules/assignments up to a total of 60 credits. No more than one resubmission is permitted for each taught module assignment and/or professional components/competencies. Any resubmitted work is only eligible for a capped mark of 50 unless there are substantiated extenuating circumstances approved by the Board of Examiners. Resubmitted work must normally be presented within two months of the notification of the original mark. If a resubmitted assignment or reassessment of the professional component fails to achieve a pass mark, the student will be discontinued on academic grounds. Fails on professional competencies are not permitted.

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

**Exit Awards**

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

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

If a student does not meet the progression requirements on the Professional Doctorate, the student may be eligible to receive an exit award of a Masters in Professional Studies subject to completing...
180 credits of coursework at level 7 and completing a 60 credit dissertation (min 12,000, max 15,000 words), which they will need to be a registered student to complete.

If a student submits a thesis but the examiners feel that the thesis has not met the requirements for the Professional Doctorate, the examiners can recommend that a lower award of a Master of Arts by Dissertation, Master of Science by Dissertation (180 credits) or Masters in Professional Studies (240 credits)** be made, as appropriate for the course.
Computers, Learning Technologies and your Information

Computers
Using a campus computer

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

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

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

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

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

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

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

www.essex.ac.uk/student

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

Learning Technologies and Systems

**eNROL**
The eNROL system is an online tool to review and select available modules specific to a particular course and year of study. The majority of Postgraduate Research students will not need to use eNROL.
eNROL: [www1.essex.ac.uk/enrol/Account/Login?ReturnUrl=%2Fenrol%2F](www1.essex.ac.uk/enrol/Account/Login?ReturnUrl=%2Fenrol%2F)

**Learner Engagement Activity Portal (LEAP)**

LEAP is our student centred, 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

[leap.essex.ac.uk/login](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.

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

**FASER**

FASER is our standard [online coursework submission and feedback system](https://faser.essex.ac.uk). 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](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.

[essex.rl.talis.com/index.html](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: 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: 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.

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

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

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

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

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

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

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

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

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

Student Services Hub

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

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

Health Centre

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

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

Disability and emotional wellbeing

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

You can find out about the support we offer here:

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

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

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

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

www.essex.ac.uk/students/health

Counselling services

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

Validium

The University works in partnership with an organisation called Validium to offer short-term counselling to help you explore and work through problems and difficulties that are causing distress and interfering with your life at University.

You might be worried, depressed, confused or feeling bad about yourself. There might be a problem in your family, friendships or with your partner, or you might be experiencing difficulties with your work and exams. Counselling can provide a safe space for you to talk through and explore your feelings.
You can also contact the Validium 24-hour Student Wellbeing Support Line. You will be able to have an initial chat, in confidence, about the difficulties you’re experiencing and the support available to you.

Call **0800 970 5020** or **+44 141 271 7168**.

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

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

[mnessexmind.org/chat-with-Charlie/](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](www.essex.ac.uk/students/health-and-wellbeing/nightline.aspx)

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

[www.essex.ac.uk/student/mental-and-emotional-health/counselling](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/](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](www.essex.su/advice)

suadvice@essex.ac.uk, 01206 874034

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

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

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

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

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

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

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

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

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

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

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

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

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

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

www.essex.ac.uk/student

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

www.essex.ac.uk/student/report

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

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

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

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

You can access our services via the Student Services Hub or log in to CareerHub+ whether you have one hundred questions or just don’t know where to start! We offer one-to-one advice and guidance, job-hunting workshops, CV and job application reviews, and online services for creating CVs, interview preparation and job vacancies. www.essex.ac.uk/careers

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

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

careerhub.essex.ac.uk/students/login

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

www.essex.ac.uk/careers/bige

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

www.essex.su/vteam

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

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

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

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

Further information can be found at:

www.essex.ac.uk/students/graduation/award-documents/default.aspx

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.

gradintel.com/index.php/en/

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

www.essex.ac.uk/students/graduation/default.aspx

Requesting References

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

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

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

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

**Alumni**

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

Academic Offences, 22
Academic Year, 15
Administration Services, Department of Sociology, 7
Alumni, 40
Appeals, 26
Assessment, 21
Board Meetings, 14
British Sociological Association, 22
Changes to Study, 16
Common Room, 10
Communication, 12
Conference, Graduate, 20
Counselling, 34
Course Structure, 16
Coursework, 23
Departmental Prizes, 11
eNROL, 30
Essex Interns, 38
Essex Sport, 5
Ethics, 21
Exit Awards, 28
Extenuating Circumstances, 26
External Examiners, 25
Facebook, 13
FASER, 31
Find Your Way, 2
Graduate Conference, 20
Graduate Small Grant, 20
Graduate Teaching Assistants, 11
Graduation, 39
Grants, 20
Intermission, 17
International Students, 5
IT Account, 1
Language, Learning A, 18
Late Submission, 24
LEAP, 31
Library Services, 18
Lockers, 10
Mature Students, 5
Moodle, 12, 31
MyEssex, 2, 12
Noticeboards, 11
Opening hours, 7
Part-Time Students, 5
PhD Colloquium, 20
Photocopying, 10
Proficio, 20
Proofreading, 18
References, 39
Referencing, 25
Registration, 1
Research Students Progress Committee, 9
Resubmission, 28
Retention, 24
Scanning, 10
Skills for Success, 18
Social Media, 7
Sociological Association, British, 22
Sociology Office Opening Hours, 7
Student Ambassadors, 5
Student Charter, 4
Student Representatives, 33
Student Staff Partnership, 14
Student support, 23
Student Surveys, 33
Student Voice, 33
Students' Union, 6
Study Leave, 9
Study Room, 10
Supervisor, 9
Support, 7, 23
Talis, 31
Thesis, Submission of, 23
Timetable, 16
Viva, 25
Volunteering, 38
Wi-Fi, 1
Withdrawing, 17