

**Your studies**

# Department of Sociology

**Postgraduate taught**

**STUDENT HANDBOOK**  
2020-21



University of Essex

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## Welcome

I would like to offer a warm welcome to the Department of Sociology to those of you who are new to the Department and a warm welcome back to everyone returning. We hope that this handbook will answer any broad questions you may have as well as offering useful contact details if you need them.

The Department of Sociology at the University of Essex has a strong record in teaching and research. We aim to provide the best possible environment for you flourish, both in the classroom and through our extra-curricular events. Our Sociology Study Centre, Study Centre Manager and team of volunteers offer support for a range of skills including essay writing and referencing, so please do get in touch if you feel you would benefit from this.



Our Department is home to students and staff specialising in Sociology, Criminology, Social Psychology, Social Anthropology, Media, Culture, Data Science and more. We offer joint programmes with other leading groups at the University of Essex, including the Human Rights Centre, the Government Department and Essex Business School. We welcome you all and hope your time with us will be pleasurable and rewarding.

**Professor Pamela Cox**

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## Introduction

All Schools and Departments at Essex create a Student Handbook each year. These are designed to be useful tools for you to find out what you need to know about your department, the University and its academic policies and procedures, and all of the resources available to you.

We know things might be a little different this year, but we remain absolutely determined to provide you with the best Essex education and student experience we can while safeguarding your health and wellbeing. Make sure that you keep up to date with what we all need to do to [keep safe as a community](#).

At Essex we celebrate diversity and challenge inequality. 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, challenge your discipline and have your ideas shaped by peer and professional knowledge from all over the world. Essex is about more than just getting a degree: we have so much to offer our students!

Things might have to change and adapt over the year, so make sure that you're checking online and keeping in touch with your department for the latest updates. The [Student Directory](#) contains a wealth of other helpful sources of information which you may also find useful.

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## Practicalities and Getting Started

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

### Registration

Whether a new or returning student, you will need to [officially register](#) at the start of each academic year. Registration is not only a formal procedure of enrolling you into the University, but also connects you to a number of vital systems which allow you to access your online Welcome and Induction information and start your studies. As part of this process, you will need to activate your Essex IT account, register online and, once you arrive on campus, undertake a Right to Study check and collect your student registration card.

### Right to Study

The University must ensure all students have the right to study at the University of Essex for the whole duration of their course. If you require [immigration permission](#) to study in the UK, this will be checked when you first arrive on campus and as necessary thereafter. Students have a duty to maintain valid UK immigration permission that allows study for the duration of their course, failure to do so may lead to withdrawal from the University under the [University's General Regulations](#).

### Student visas

The University has [many duties](#) as a Tier 4 sponsor and must ensure we remain compliant in order to retain our Tier 4 sponsor status. Students with a Tier 4 or Short-term student visa have responsibilities to the University and the Home Office. There will be conditions attached to your visa that restrict what you can do in the UK, breaking any of the conditions may mean you can't remain in the UK and complete your course. Please be aware that changes to your course, whether due to academic failure or choice, must be considered against the Immigration rules and guidance in place at the time, this can mean that some academic options may not be available to you.

If you are coming to the UK on or after 1 January 2021 to study, you may be applying for a visa under the new immigration rules that the UK government intend to introduce. These rules will also apply to European and Swiss nationals who do not already have EU settled status or UK immigration permission. The government aim to release the new rules in the autumn of 2020, we'll publish more information on our [immigration web pages](#) after they have been published and considered.

### Choosing your modules

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

### Explore your Campus

There is a broad range of [facilities](#) across each of our campuses to support your experience at Essex, whether in person or virtually. For the latest information, see the updates on campus [services on campus](#) and make sure that you're aware of the [guidance](#) for those coming onto campus.

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## Get connected

### Your IT account

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

### Campus Wi-fi

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

### Essex Apps

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

### MyEssex

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

### PocketEssex

[Pocket Essex](#) is the University's official app for students; its interface of icons act as a portal through to a variety of areas and resources. PocketEssex links to many areas that MyEssex does, but also takes you through to other key resources, such as the Students' Union, FindYourWay and the Library.

### Find Your Way

When on campus, we know that finding your way can be challenging to start with. Our Colchester campus in particular can be difficult to navigate with a historically complex room numbering system! [FindYourWay](#) is our interactive campus map designed to get you from A to B on either the Colchester or Southend campuses with quick and easy directions.

## Working while studying

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

You can access recommendations on working hours, as well as guidance on rates of pay and National Insurance contributions on the [Careers Services webpages](#).

If you have a student visa, please read our information on [working in the UK for international students](#) before you start looking for a job. The country you're from and your visa type will determine whether or not you can work in the UK. If you can work, the type of work you are allowed to undertake and the number of hours you can work will be restricted.

## Your personal belongings

The University does not cover costs for personal damage or loss of possessions; only in instances where the University has been negligent would a claim be viable for compensation for personal



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belongings. Therefore, you are strongly advised to take out personal insurance cover for your possessions. This is especially important for valuable items, such as laptops, phones and tablets.

## The Essex Experience

The University of Essex is proud of its inclusivity and its international community. Our campuses and our University are places that are welcoming, where every single person can feel they have a place where they belong and where you can find the world in one place. As part of our ongoing commitment we have created a [Student Charter](#) as a pledge that every student becomes a part of when they join us. With the Student Charter you agree to support our community and we promise to provide you with a transformational educational experience.

### 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 has a [Code of Student Conduct](#) that outlines the rules and regulations that help us maintain our high standards of behaviour.

### Equality, Diversity and Inclusion

The University recognises the value of diversity and is committed to 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.

**The Department of Sociology has been awarded a bronze award for the [Athena SWAN Charter](#).**

### Student Communities

We pride ourselves on being a welcoming and inclusive student community. The University recognises the value of diversity and are committed to equality of opportunity within the University. We aim to create an environment whereby students and staff are treated with dignity and respect, and solely on the basis of their merits, abilities and potential regardless of their background whether that is race, gender, sexual orientation, religious beliefs, or any other distinction.

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

### Essex Sport

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

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Visit the [Essex Sport](#) website or [download the app](#) to discover all the ways you can keep active during your time at Essex. In order to ensure the welfare of our community there may be changes to opening hours or what's available, so do check on the website for the latest information.

## 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 work hard to support our PGT community, and are here from day one to the moment you graduate to support you in any way we can.

The Students' Union is run by students for students, and you have the ability to shape what we do. From deciding who leads the SU by electing our entire Student Leadership team including the PGT officer, to shaping your own experiences at Essex, we are here to represent your views and work with you to make amazing things happen.

### Get involved!

There are opportunities to join [Sports Clubs](#), to get involved with our [BUCS teams](#) which offer the opportunity to play competitively in a wide range of sports across the year. If you just want to try a sport, don't want to commit to a regular team, or would rather not play competitively, check out our [Just Play](#) programme.

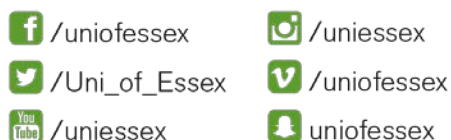
We have [120 Societies](#) where you can meet people with similar interests, challenge yourself with something new or, if you can't find what you're looking for, [start your own!](#)

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

## Essex Spirit, social media and What's on?

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

Follow us on social:



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

## About Department of Sociology

### Administration Services

#### Opening Hours:

Monday, Tuesday, Thursday, and Friday: 10.00 hours to 16.00 hours. These opening hours may have to change at short notice due to COVID-19. For the most up to date information, please contact us with the contact information below.

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](mailto:soc-office@essex.ac.uk)

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

### Meet the team

A full list of all staff can be found on our [Department website](#).

Below is a summary of the roles of staff that can help you with a variety of areas during your time at Essex.

Name	Role	Email	Ext no	Room
Prof Pamela Cox	Head of Department	<a href="mailto:pamcox@essex.ac.uk">pamcox@essex.ac.uk</a>	2644	5A.301
Prof Sean Nixon	Director of Education	<a href="mailto:snixon@essex.ac.uk">snixon@essex.ac.uk</a>	2646	6.349
Dr Anna Sergi	Postgraduate Taught Director	<a href="mailto:asergi@essex.ac.uk">asergi@essex.ac.uk</a>	3046	5A.312
Prof Yasemin Soysal	Ethics Officer	<a href="mailto:Soysal@essex.ac.uk">Soysal@essex.ac.uk</a>	3572	5A.321
Prof Mike Roper (Autumn) Prof Sean Nixon (Spring)	Senior Personal Tutor	<a href="mailto:mrop@essex.ac.uk">mrop@essex.ac.uk</a> / <a href="mailto:snixon@essex.ac.uk">snixon@essex.ac.uk</a>	3045/ 2646	5A.317/ 6.349
Robin Brooker	Disability Liaison Officer	<a href="mailto:socstudy@essex.ac.uk">socstudy@essex.ac.uk</a>	3743	5A.322/5A.307
Alexandra Cox	PGT Admissions officer	<a href="mailto:alexandra.cox@essex.ac.uk">alexandra.cox@essex.ac.uk</a>	3039	6.326
Joan Busfield	Graduate Director - Admissions	<a href="mailto:busfj@essex.ac.uk">busfj@essex.ac.uk</a>	3399	5A.329
Megan Capon (Part time Mon-Wed) Camilla Thomsen (Part time Wed-Fri)	Department Manager	<a href="mailto:socda@essex.ac.uk">socda@essex.ac.uk</a>	3055	5A.311
Millie Marshall	Deputy Department Manager	<a href="mailto:socddm@essex.ac.uk">socddm@essex.ac.uk</a>	2871	5A.303A
Michele Hall	Student Administrator (UG/PGT)	<a href="mailto:socpgadm@essex.ac.uk">socpgadm@essex.ac.uk</a> / <a href="mailto:socugrad@essex.ac.uk">socugrad@essex.ac.uk</a>	3051	5A.303
Jane Harper	Student Administrator (UG)	<a href="mailto:socugrad@essex.ac.uk">socugrad@essex.ac.uk</a>	3052	5A.303
Sue Aylott	Research Grant Administrator (PGR)	<a href="mailto:socpgadm@essex.ac.uk">socpgadm@essex.ac.uk</a>	3548	5A.303
Robin Brooker	Study Support Manager	<a href="mailto:socstudy@essex.ac.uk">socstudy@essex.ac.uk</a>	3743	5A.322/5A.307

## Academic Staff

	add @essex.ac.uk	Ext no	Room
Dr James Allen-Robertson	[jallenh]	2273	6.330
Prof Nick Allum	[nallum]	4378	6.332
Dr Michael Bailey	[mbailey]	3867	6.347
Dr Shaul Bar Haim	[sbarhaim]	2104	5A.334
Prof Joan Busfield	[busfj]	3399	5A.329
Prof Andrew Canessa	[canessa]	TBC	TBC
Prof Eamonn Carrabine	[eamonn]	3038	5A.314
Dr Alexandra Cox	[alexandra.cox]	3039	6.326
Dr Isabel Crowhurst	[icrow]	3059	6.360
Dr Valentin Danchev	[valentin.danchev]	TBC	TBC
Dr Maitrayee Deka	[maitrayee.deka]	3539	6.328
Dr Neli Demireva	[nvdem]	2640	6.334
Dr Anna Di Ronco	[a.dironco]	2115	6.351
Prof Peter Fussey	[pfussey]	2748	6.336
Dr Carlos Gigoux	[cgigou]	3502	5A.331
Dr Ayse Guveli	[aguveli]	3054	5A.327
Dr Katerina Hadjimatheou	[k.hadjimatheou]	4880	6.343
Dr Michael Halewood	[m.halewood]	3747	6.354
Dr Laurie Hawkins	[laurie.hawkins]	4885	6.322
Dr Sandya Hewamanne	[skhewa]	3828	5A.342
Dr Renee Luthra	[rrluthra]	6090	6.340
Dr Tara Mahfoud	[tara.mahfoud]	TBC	TBC
Professor Linsey McGoey	[lmcgoey]	3544	6.356
Prof Lydia Morris	[ldmorris]	3048	5A.319
Prof Sean Nixon	[snixon]	2646	6.349
Dr Johanna Romer	[johanna.romer]	2665	5A.318
Prof Michael Roper	[mrop]	3045	5A.317
Dr Róisín Ryan-Flood	[rflood]	3551	5A.338
Prof Colin Samson	[samsc]	2662	5A.310
Dr Anna Sergi	[asergi]	3046	5A.312
Dr Carlos Solar	[carlos.solar]	TBC	TBC
Prof Nigel South	[n.south]	2693	5A.313
Prof Yasemin Soysal	[soysal]	3572	5A.321
Dr Jason Sumich	[js18415]	2641	5A.316

Dr Darren Thiel	[djthiel]	2638	5A.308
Dr Katy Wheeler	[katy.wheeler]	3061	5A.320

### Teaching staff and support

All teaching staff hold regular weekly academic support hours during term time. This is a time when you can meet with them about anything to do with your modules, from difficulties you might be having with your seminar readings, to discussions about feedback on your coursework. Office hours are advertised on academic profiles and on each module's Moodle page, it is suggested that you contact the teaching staff beforehand this year to see whether a meeting would need to take place in person or on Zoom.

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

### Module Convenor

There are dedicated Module Convenors to support students for each module. Module Convenors are responsible for individual modules. They design, teach and examine them. They monitor student progress and can also talk to students about any related academic issues. You can find out who is the Module Convenor for each Module online [here](#) and listed below:

Module	Module title	Module Convenor
SC504-7-AU	Introduction to Quantitative Analysis	Ayse Guveli (AU) Nick Allum (SP)
SC509-7-AU	Media Theory	Michael Bailey
SC519-7-AU	Advertising: Commerce and Creativity	Sean Nixon
SC520-7-SP	Interviewing and Qualitative Data Analysis	Andrew Canessa
SC526-7-SP	Citizenship, International Migration and Human Rights	Carlos Gigoux
SC555-7-AU	Formative Debates in Criminology	Isabel Crowhurst and Anna Di Ronco
SC556-7-AU	Organised Crime: Global and Local	Anna Sergi
SC557-7-SP	Critical Perspectives on Terrorism and Counter-Terrorism	Pete Fussey
SC561-7-SP	Global Security Challenges	Katerina Hadjimantheou
SC655-7-SP	Current Controversies in Criminology and Criminal Justice Policy	Eamonn Carrabine
SC901-7-SP	Contemporary Debates in Sociology	Maitrayee Deka
SC905-7-AP	Sociological Research Design	Isabel Crowhurst
SC920-7-SP	Colonialism, Culture and Human Rights	Colin Samson
SC968-7-SP	Advanced Quantitative Analysis: Models for Cause and Effect	Cara Booker (ISER)
SC970-7-AU	Introduction to Survey Design and Management	Annette Jackle (ISER)
SC971-7-AU	Survey Sampling, Non-Response and Inference	Olena Kaminska (ISER)
SC972-7-SP	Survey Practicum	Violetta Parutis (ISER)
SC974-7-SP	Survey Measurement and Question Design	Tarek Al Baghal
SC981-7-FY	Dissertation	Anna Sergi
SC982-7-AU	Migration: Theory, Concepts and Selected Issues	Carlos Gigoux

## Your Personal Tutor

All undergraduate and postgraduate taught students have a Personal Tutor who will meet you soon after you arrive, and regularly throughout your course. Your Personal Tutor will be a member of academic staff and is someone you talk to about your course or any difficulties that may encounter. They can recommend and direct you to other support services that might be able to further help and support you. You can find out who your Personal Tutor is through [MyEssex](#).

## Staff research interests

Staff interested can be found online: [www.essex.ac.uk/departments/sociology/people/academic](http://www.essex.ac.uk/departments/sociology/people/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.

### Study Room

The 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 The Department of Sociology Common Room (5A.325) for postgraduate students. These are allocated on a first-come first-served basis.

### Postgraduate Training

Postgraduate Taught students are provided with structured training throughout their scheme of study. The Department offers a wide range of postgraduate taught modules that either explore particular fields and concepts or offer specific training in research methods and skills. Students should peruse the modules available and discuss with the Graduate Director Taught which of these modules would be suitable.

### Printing, photocopying and scanning

All students can [print, copy and scan for free at Essex!](#) You can even [print from your mobile](#) by sending your attachment to [mobileprinting@essex.ac.uk](mailto:mobileprinting@essex.ac.uk).

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

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.

### Premium printing

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

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## Noticeboards

Every department and school has their own noticeboard providing information on staff, courses and classes, updates, careers, events and opportunities. Student noticeboards can be found outside the Sociology Study Centre (5A.307) and in the Sociology Common room (5A.325).

## Departmental prizes

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

### **The David Lockwood Prize**

This prize is awarded to the taught Masters Sociology student who achieves the highest mark for the Dissertation. The prize is worth £100.

### **The Fuller Postgraduate Prize**

This prize, worth £100, is awarded to the taught Masters Sociology student for the best overall performance, and is normally awarded to the student who achieves the highest overall weighted average mark.

## Communications

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

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

## Social Media

### **Departmental Facebook**

[www.facebook.com/UoESociology](http://www.facebook.com/UoESociology)

### **Departmental Twitter feed**

[twitter.com/essexsociology](https://twitter.com/essexsociology)

### **Linked-In groups**

[www.linkedin.com/school/university-of-essex/](http://www.linkedin.com/school/university-of-essex/)

## The use of personal devices

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

## Learning and Teaching

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

### The academic year

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

Term	Week numbers
Autumn	2-11
Spring	16-25
Summer	30-39

You can view the University's week numbers with the equivalent dates in the week by week [calendar](#). The University's [key dates](#) include an overview of the start and end of each term and exam periods.

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

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

### My Course

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

Your own course structure, including your specific programme specification, can be found in the Education section of your [MyEssex](#) homepage.



## POSTGRADAUTE COURSE STRUCTURES 2020 - 2021

### MA SOCIOLOGY

#### Masters

Module Code	Title	Credits	Status in Award
SC981-7-FY	Dissertation	60	Core
SC905-7-AU	Sociological Research Design	20	Core
SC901-7-SP	Topics in Contemporary Social Theory	20	Core
--	Level 7 Sociology option from list(1 x 20 credits)	20	Optional
--	Level 7 Sociology option from list(1 x 20 credits)	20	Optional
--	Level 7 Sociology option from list(1 x 20 credits)	20	Optional
--	Level 7 Sociology or outside option from list (1 x 20 credits)	20	Optional

#### Postgraduate Diploma

Module Code	Title	Credits	Status in PG Diploma
SC981-7-FY	Dissertation	60	Optional
SC905-7-AU	Sociological Research Design	20	Compulsory
SC901-7-SP	Topics in Contemporary Social Theory	20	Compulsory
--	Level 7 Sociology option from list (1 x 20 credits)	20	Optional
--	Level 7 Sociology option from list (1 x 20 credits)	20	Optional
--	Level 7 Sociology option from list (1 x 20 credits)	20	Optional
--	Level 7 Sociology or outside option from list (1 x 20 credits)	20	Optional

#### Postgraduate Certificate

Module Code	Title	Credits	Status in PG Certificate
SC905-7-AU	Sociological Research Design	20	Compulsory
SC901-7-SP	Topics in Contemporary Social Theory	20	Compulsory
--	Level 7 Sociology option from list(1 x 20 credits)	20	Optional
--	Level 7 Sociology option from list(1 x 20 credits)	20	Optional
--	Level 7 Sociology option from list(1 x 20 credits)	20	Optional
--	Level 7 Sociology or outside option from list (1 x 20 credits)	20	Optional

## MA ADVERTISING, MARKETING AND THE MEDIA

### Masters

Module Code	Title	Credits	Status in Award
BE554-7-SP	Strategic Brand Communication	20	Core
SC519-7-AU	Advertising: Commerce and Creativity	20	Core
SC905-7-AU	Sociological Research Design	20	Compulsory
BE555-7-SP	Consumer Behaviour	20	Compulsory
SC509-7-AU	Media Theory	20	Compulsory
BE467-7-SP or Sociology option	Ethics and Corporate Social Responsibility or Sociology option	20	Optional
SC981-7-FY	Dissertation	60	Core

### Postgraduate Diploma

Module Code	Title	Credits	Status in PG Diploma
BE554-7-SP	Strategic Brand Communication	60	Core
SC519-7-AU	Advertising: Commerce and Creativity	20	Core
SC905-7-AU	Sociological Research Design	20	Compulsory
BE555-7-SP	Consumer Behaviour	20	Compulsory
SC509-7-AU	Media Theory	20	Compulsory
BE467-7-SP or Sociology option	Ethics and Corporate Social Responsibility or Sociology option	20	Optional
SC981-7-FY	Dissertation	20	Optional

### Postgraduate Certificate

Module Code	Title	Credits	Status in PG Certificate
BE554-7-SP	Strategic Brand Communication	20	Core
SC519-7-AU	Advertising: Commerce and Creativity	20	Core
SC905-7-AU	Sociological Research Design	20	Compulsory
BE555-7-SP	Consumer Behaviour	20	Compulsory
SC509-7-AU	Media Theory	20	Compulsory
BE467-7-SP or Sociology option	Ethics and Corporate Social Responsibility or Sociology option	20	Optional

## MA CRIMINOLOGY

### Masters

Module Code	Title	Credits	Status in Award
SC981-7-FY	Dissertation	60	Core
SC555-7-AU	Formative Debates in Criminology	20	Core
SC655-7-SP	Current Controversies in Criminology and Criminal Justice Policy	20	Core
SC905-7-AU	Sociological Research Design	20	Core
SC504-7-AU or SC520-7-SP	Introduction to Quantitative Analysis or Interviewing and Qualitative Data Analysis	20	Compulsory with options
--	Level 7 Criminology/Sociology option (2 x 20 credits)	40	Optional

### Postgraduate Diploma

Module Code	Title	Credits	Status in PG Diploma
SC981-7-FY	Dissertation	60	Optional
SC555-7-AU	Formative Debates in Criminology	20	Core
SC655-7-SP	Current Controversies in Criminology and Criminal Justice Policy	20	Core
SC905-7-AU	Sociological Research Design	20	Core
SC504-7-AU or SC520-7-SP	Introduction to Quantitative Analysis or Interviewing and Qualitative Data Analysis	20	Compulsory With Options
--	Level 7 Criminology/Sociology option (2 x 20 credits)	20	Optional

### Postgraduate Certificate

Module Code	Title	Credits	Status in PG Certificate
SC555-7-AU	Formative Debates in Criminology	20	Compulsory
SC655-7-SP	Current Controversies in Criminology and Criminal Justice Policy	20	Compulsory
SC905-7-AU	Sociological Research Design	20	Compulsory
SC504-7-AU or SC520-7-SP	Introduction to Quantitative Analysis or Interviewing and Qualitative Data Analysis	20	Optional
--	Level 7 Criminology/Sociology option (2 x 20 credits)	40	Optional

## MSc CRIMINOLOGY AND SOCIO-LEGAL RESEARCH

### Masters

Module Code	Title	Credits	Status in Award
SC981-7-FY	Dissertation	60	Core
LW349-7-SP	Contemporary Issues in Criminal Justice: Law, Policy and Practice	20	Core
SC905-7-AU	Sociological Research Design	20	Compulsory
SC555-7-AU	Formative Debates in Criminology	20	Compulsory
SC504-7-AU; or SC520-7-SP.	Introduction to Quantitative Analysis; Interviewing and Qualitative Data Analysis	20	Optional
--	SC655-7-sp or Level 7 Sociology option from list (1 x 20 credits)*	40	Optional

### Postgraduate Diploma

Module Code	Title	Credits	Status in PG Diploma
SC981-7-FY	Dissertation	60	Optional
LW349-7-SP	Contemporary Issues in Criminal Justice: Law, Policy and Practice	20	Compulsory
SC905-7-AU	Sociological Research Design	20	Compulsory
SC555-7-SP	Formative Debates in Criminology	20	Compulsory
SC504-7-AU; or SC520-7-SP.	Introduction to Quantitative Analysis; Interviewing and Qualitative Data Analysis	20	Optional
--	SC655-7-sp or Level 7 Sociology option from list (1 x 20 credits)*	40	Optional

### Postgraduate Certificate

Module Code	Title	Credits	Status in PG Certificate
LW349-7-SP	Contemporary Issues in Criminal Justice: Law, Policy and Practice	20	Compulsory
SC905-7-AU	Sociological Research Design	20	Optional
SC555-7-SP	Formative Debates in Criminology	20	Optional
SC504-7-AU; or SC520-7-SP.	Introduction to Quantitative Analysis; Interviewing and Qualitative Data Analysis	20	Optional
--	SC655-7-sp or Level 7 Sociology option from list (1 x 20 credits)*	40	Optional

## MSc ORGANISED CRIME, TERRORISM AND SECURITY

### Masters

Module Code	Title	Credits	Status in Award
SC981-7-FY	Dissertation	60	Core
SC556-7-AU	Organised Crime: Global and Local	20	Core
SC557-7-SP	Critical Perspectives on Terrorism and Counter-Terrorism	20	Core
SC905-7-AU	Sociological Research Design	20	Compulsory
SC561-7-SP	Global Security Challenges	20	Compulsory
SC540-7-AU-	Introduction to Quantitative Analysis	20	Compulsory
--	Level 7 Spring term Sociology module (1 x 20 credits)	20	Optional

### Postgraduate Diploma

Module Code	Title	Credits	Status in PG Diploma
SC981-7-FY	Dissertation	60	Optional
SC556-7-AU	Organised Crime: Global and Local	20	Compulsory
SC557-7-SP	Critical Perspectives on Terrorism and Counter-Terrorism	20	Core
SC905-7-AU	Sociological Research Design	20	Compulsory
SC561-7-SP	Global Security Challenges	20	Compulsory
SC540-7-AU-	Introduction to Quantitative Analysis	20	Optional
--	Level 7 Spring term Sociology module (1 x 20 credits)	20	Optional

### Postgraduate Certificate

Module Code	Title	Credits	Status in PG Certificate
SC556-7-AU	Organised Crime: Global and Local	20	Optional
SC557-7-SP	Critical Perspectives on Terrorism and Counter-Terrorism	20	Compulsory
SC905-7-AU	Sociological Research Design	20	Optional
SC561-7-SP	Global Security Challenges	20	Optional
SC540-7-AU-	Introduction to Quantitative Analysis	20	Optional
--	Level 7 Spring term Sociology module (1 x 20 credits)	20	Optional

## MA ORGANISED CRIME, TERRORISM AND SECURITY

### Masters

Module Code	Title	Credits	Status in Award
SC981-7-FY	Dissertation	60	Core
SC556-7-AU	Organised Crime: Global and Local	20	Core
SC557-7-SP	Critical Perspectives on Terrorism and Counter-Terrorism	20	Core
SC905-7-AU	Sociological Research Design	20	Compulsory
SC555-7-AU	Formative Debates in Criminology	20	Compulsory
--	Level 7 Spring term Sociology module (2 x 20 credits)	40	Optional

### Postgraduate Diploma

Module Code	Title	Credits	Status in PG Diploma
SC981-7-FY	Dissertation	60	Optional
SC556-7-AU	Organised Crime: Global and Local	20	Compulsory
SC557-7-SP	Critical Perspectives on Terrorism and Counter-Terrorism	20	Core
SC905-7-AU	Sociological Research Design	20	Compulsory
SC555-7-AU	Formative Debates in Criminology	20	Compulsory
--	Level 7 Spring term Sociology module (2 x 20 credits)	40	Optional

### Postgraduate Certificate

Module Code	Title	Credits	Status in PG Certificate
SC556-7-AU	Organised Crime: Global and Local	20	Optional
SC557-7-SP	Critical Perspectives on Terrorism and Counter-Terrorism	20	Compulsory
SC905-7-AU	Sociological Research Design	20	Optional
SC555-7-AU	Formative Debates in Criminology	20	Optional
--	Level 7 Spring term Sociology module (2 x 20 credits)	40	Optional

## MA MIGRATION STUDIES

### Masters

Module Code	Title	Credits	Status in Award
SC981-7-FY	Dissertation	60	Core
SC905-7-AU	Sociological Research Design	20	Core
SC982-7-AU	Migration: Theory, Concepts and Selected Issues	20	Core
SC526-7-SP	Citizenship, International Migration and Human Rights	20	Compulsory
SC920-7-SP	Colonialism, Cultural Diversity and Human Rights	20	Compulsory
-	PA931-7-FY or Level 7 Sociology module or outside option (2 x 20 credits)	40	Optional

### Postgraduate Diploma

Module Code	Title	Credits	Status in PG Diploma
SC981-7-FY	Dissertation	60	Optional
SC905-7-AU	Sociological Research Design	20	Core
SC982-7-AU	Migration: Theory, Concepts and Selected Issues	20	Core
SC526-7-SP	Citizenship, International Migration and Human Rights	20	Compulsory
SC920-7-SP	Colonialism, Cultural Diversity and Human Rights	20	Compulsory
-	PA931-7-FY or Level 7 Sociology module or outside option (2 x 20 credits)	40	Optional

### Postgraduate Certificate

Module Code	Title	Credits	Status in PG Certificate
SC905-7-AU	Sociological Research Design	20	Core
SC982-7-AU	Migration: Theory, Concepts and Selected Issues	20	Core
SC526-7-SP	Citizenship, International Migration and Human Rights	20	Compulsory
SC920-7-SP	Colonialism, Cultural Diversity and Human Rights	20	Compulsory
-	PA931-7-FY or Level 7 Sociology module or outside option (2 x 20 credits)	40	Optional

## MSC MIGRATION STUDIES

### Masters

Module Code	Title	Credits	Status in Award
SC981-7-FY	Dissertation	60	Core
SC982-7-AU	Migration: Theory, Concepts and Selected Issues	20	Core
SC504-7-AU	Introduction to Quantitative Analysis	20	Compulsory
	SC920-7-SP or Sociology option	20	Optional
SC968-7-SP	Advanced Quantitative Analysis: Models for Cause and Effect	20	Core
-	SC526-7-SP or Level 7 Sociology options from list ( 2 x 20 credits)	40	Optional

### Postgraduate Diploma

Module Code	Title	Credits	Status in PG Diploma
SC981-7-FY	Dissertation	60	Optional
SC982-7-AU	Migration: Theory, Concepts and Selected Issues	20	Core
SC504-7-AU	Introduction to Quantitative Analysis	20	Compulsory
	SC920-7-SP or Sociology option	20	Optional
SC968-7-SP	Advanced Quantitative Analysis: Models for Cause and Effect	20	Core
-	SC526-7-SP or Level 7 Sociology options from list ( 2 x 20 credits)	40	Optional

### Postgraduate Certificate

Module Code	Title	Credits	Status in PG Certificate
SC982-7-AU	Migration: Theory, Concepts and Selected Issues	20	Compulsory
SC504-7-AU	Introduction to Quantitative Analysis	20	Compulsory
	SC920-7-SP or Sociology option	20	Optional
SC968-7-SP	Advanced Quantitative Analysis: Models for Cause and Effect	20	Compulsory
-	SC526-7-SP or Level 7 Sociology options from list ( 2 x 20 credits)	40	Optional



## MA SOCIOLOGICAL RESEARCH METHODS

### Masters

Module Code	Title	Credits	Status in Award
SC981-7-FY	Dissertation	60	Core
SC504-7-AU	Introduction to Quantitative Analysis	20	Core
SC520-7-SP	Interviewing and Qualitative Data Analysis	20	Compulsory
SC901-7-SP	Topics in Contemporary Social Theory	20	Core
SC905-7-AU	Sociological Research Design	20	Core
--	Level 7 Sociology or outside option (2 x 20 credits)	40	Optional

### Postgraduate Diploma

Module Code	Title	Credits	Status in PG Diploma
SC981-7-FY	Dissertation	60	Optional
SC504-7-AU	Introduction to Quantitative Analysis	20	Core
SC520-7-SP	Interviewing and Qualitative Data Analysis	20	Optional
SC901-7-SP	Topics in Contemporary Social Theory	20	Core
SC905-7-AU	Sociological Research Design	20	Core
--	Level 7 Sociology or outside option (2 x 20 credits)	40	Optional

### Postgraduate Certificate

Module Code	Title	Credits	Status in PG Certificate
SC504-7-AU	Introduction to Quantitative Analysis	20	Compulsory
SC520-7-SP	Interviewing and Qualitative Data Analysis	20	Optional
SC901-7-SP	Topics in Contemporary Social Theory	20	Compulsory
SC905-7-AU	Sociological Research Design	20	Compulsory
--	Level 7 Sociology or outside option (2 x 20 credits)	40	Optional

## MA SOCIOLOGY AND CRIMINOLOGY

### Masters

Module Code	Title	Credits	Status in Award
SC981-7-FY	Dissertation	60	Core
SC555-7-AU	Formative Debates in Criminology	20	Core
SC655-7-SP	Current Controversies In Criminology And Criminal Justice Policy	20	Core
SC905-7-AU	Sociological Research Design	20	Core
--	Level 7 Sociology option from list(1 x 20 credits)	20	Optional
--	Level 7 Sociology option from list(1 x 20 credits)	20	Optional
--	Level 7 Sociology or outside option from list (1 x 20 credits)	20	Optional

### Postgraduate Diploma

Module Code	Title	Credits	Status in PG Diploma
SC981-7-FY	Dissertation	60	Optional
SC555-7-AU	Formative Debates in Criminology	20	Core
SC655-7-SP	Current Controversies In Criminology And Criminal Justice Policy	20	Core
SC905-7-AU	Sociological Research Design	20	Core
--	Level 7 Sociology option from list(1 x 20 credits)	20	Optional
--	Level 7 Sociology option from list(1 x 20 credits)	20	Optional
--	Level 7 Sociology or outside option from list (1 x 20 credits)	20	Optional

### Postgraduate Certificate

Module Code	Title	Credits	Status in PG Certificate
SC555-7-AU	Formative Debates in Criminology	20	Core
SC655-7-SP	Current Controversies In Criminology And Criminal Justice Policy	20	Core
SC905-7-AU	Sociological Research Design	20	Core
--	Level 7 Sociology option from list(1 x 20 credits)	20	Optional
--	Level 7 Sociology option from list(1 x 20 credits)	20	Optional
--	Level 7 Sociology or outside option from list (1 x 20 credits)	20	Optional

## MA SOCIOLOGY AND MANAGEMENT

### Masters

Module Code	Title	Credits	Status in Award
SC981-7-FY	Dissertation	60	Core
BE486-7-AU	Organisational Behaviour & Human Resource Management	20	Core
SC905-7-AU	Sociological Research Design	20	Core
SC901-7-SP	Topics in Contemporary Social Theory	20	Compulsory
SC520-7-SP or SC970-7-AU or SC974-7-SP or EBS management option	Interviewing and Qualitative Data Analysis or Introduction to Survey Design or Management; or Survey Measurement and Question Design or EBS option	20	Optional
EBS management option from list	Level 7 Essex Business School Management option (1 x 20 credits)	20	Optional
Sociology option from list	Level 7 Sociology option (1 x 20 credits)	20	Optional

### Postgraduate Diploma

Module Code	Title	Credits	Status in PG Diploma
SC981-7-FY	Dissertation	60	Optional
BE486-7-AU	Organisational Behaviour & Human Resource Management	20	Compulsory
SC905-7-AU	Sociological Research Design	20	Compulsory
SC901-7-SP	Topics in Contemporary Social Theory	20	Compulsory
SC520-7-SP or SC970-7-AP or SC974-7-SP or EBS option	Interviewing and Qualitative Data Analysis or Introduction to Survey Design and Management or Survey Measurement and Question Design or EBS management option	20	Optional
--	Level 7 Essex Business School Management option (1 x 20 credits)	20	Optional
--	Level 7 Sociology option (1 x 20 credits)	20	Optional

Postgraduate Certificate

Module Code	Title	Credits	Status in PG Certificate
BE486-7-AU	Organisational Behaviour & Human Resource Management	20	Compulsory
SC905-7-AU	Sociological Research Design	20	Compulsory
SC901-7-SP	Topics in Contemporary Social Theory	20	Compulsory
SC520-7-SP or SC970-7-AP or SC974-7-SP or EBS option	Interviewing and Qualitative Data Analysis or Introduction to Survey Design and Management or Survey Measurement and Question Design or EBS management option	20	Optional
--	Level 7 Essex Business School Management option (1 x 20 credits)	20	Optional
--	Level 7 Sociology option (1 x 20 credits)	20	Optional

## MSC SURVEY METHODS FOR SOCIAL RESEARCH

### Masters

Module Code	Title	Credits	Status in Award
SC981-7-FY	Dissertation	60	Core
SC504-7-AU	Introduction to Quantitative Analysis	20	Compulsory
SC968-7-SP	Advanced Quantitative Analysis: Models for Cause and Effect	20	Compulsory
SC970-7-AU	Introduction to Survey Design and Management	20	Core
SC971-7-AU	Survey Sampling, Non-response and Inference	20	Core
SC974-7-SP	Survey Measurements and Question Design	20	Core
SC972-7-SP --	Survey Practicum	20	Compulsory

### Postgraduate Diploma

Module Code	Title	Credits	Status in PG Diploma
SC981-7-FY	Dissertation	60	Optional
SC504-7-AU	Introduction to Quantitative Analysis	20	Optional
SC968-7-SP	Advanced Quantitative Analysis: Models for Cause and Effect	20	Optional
SC970-7-AU	Introduction to Survey Design and Management	20	Core
SC971-7-AU	Survey Sampling, Non-response and Inference	20	Core
SC974-7-SP	Survey Measurements and Question Design	20	Core
SC972-7-SP --	Survey Practicum	20	Optional

### Postgraduate Certificate

Module Code	Title	Credits	Status in PG Certificate
SC504-7-AU	Introduction to Quantitative Analysis	20	Optional
SC968-7-SP	Advanced Quantitative Analysis: Models for Cause and Effect	20	Optional
SC970-7-AU	Introduction to Survey Design and Management	20	Compulsory
SC971-7-AU	Survey Sampling, Non-response and Inference	20	Compulsory
SC974-7-SP	Survey Measurements and Question Design	20	Optional
SC972-7-SP --	Survey Practicum	20	Optional

## Credits

Your course will be made up of a certain [number of credits](#), depending on your level of study and specific postgraduate course. Each year of study will hold a credit value, with credits allocated to each module. You will need to meet the required learning outcomes and assessments to be awarded credits.

## Learning outcomes

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

## Grade boundaries

On most Masters degrees, an overall mark of 50 is a pass. An overall mark of 60 is classed as a pass with merit, and an overall mark of 70 is classed as a pass with distinction. Methods for calculating your final postgraduate award classification vary across awards and may depend on other factors. Full details are set out in the [Rules of Assessment](#).

## Module enrolment

Most modules taught reflect the individual research interests of members of our academic staff. New modules are regularly explored, researched and developed in collaboration with the University's Quality and Academic Development Team to expand our transformative educational offering at Essex.

The University provide [further guidance](#) on choosing modules. Your preferred choices must be submitted prior to the start of term through the [eNROL](#) system.

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

## Changing Modules

In instances where you need to make a change to your module choice, you may do so up until the second week of the Autumn Term. If you wish to change an optional module after the deadline, you should seek advice from the Department or School Office that runs the particular module that you may wish to change to.

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

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

## Employability Modules

During your time as a student it is important to start preparing for your future and there are many services at Essex to help you – from identifying skills which can be developed within your course, to job hunting and professional development workshops, and activities and experience, including work placements, internships, volunteering, and studying abroad. Careers advisors and specialists are available to give you valuable advice throughout your time at Essex and beyond – so make the most of this excellent service. We offer one-to-one advice and guidance, job-hunting workshops, and online

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access to graduate job vacancies and part-time and temporary jobs. More information can be found [here](#).

## Study Abroad

As a postgraduate student there are a variety of opportunities at Essex to study abroad. If you are interested in undertaking an international experience, you should contact the [Essex Abroad Team](#) for more information.

## Work Placements

There are a variety of opportunities to undertake work-based learning and placements either during or as part of your studies. Our primary concern is for the safety and wellbeing of our students and we want to ensure that students are not put at undue risk. We also want to ensure that students get the best possible placement experience. In many cases placements planned for the Academic year 2020/21 will go ahead - these are being approved on a case by case basis. For further information or to discuss your own placement circumstances, you should contact the Placements team ([placements@essex.ac.uk](mailto:placements@essex.ac.uk)) or the Academic Supervisor in your department. Students expecting to undertake clinical placements should contact their Academic placement/module supervisor or your Personal Tutor if they have any outstanding questions or concerns.

If undertaking a placement, it is your responsibility to find a work placement, however, the Industry and Placements Team can help prepare and support you and will advertise relevant placements. If you are interested in undertaking a work placement, or other work-based opportunities that may be available to you and your course, contact the [Industry and Placements team](#). Some work placements may require a DBS check where you are engaging in regulated activity with vulnerable groups. More information about the DBS check process can be found on the [University's DBS webpages](#).

## Module Materials

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

## Teaching timetable

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

If you wish to report a timetable clash or request a class change, you should do so via the [online timetable](#) or from the [Pocket Essex mobile app](#).

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

Information about teaching timetables, including requesting a class change, reporting a timetable issue and accessing your individual timetable can be found on the [University's website](#).

## Recording your attendance

We [monitor your attendance](#) at teaching sessions on campus using your [student card](#) and an electronic recording system called [Count-Me-In](#). Your attendance at online teaching sessions is monitored by reviewing your logins to sessions on Zoom. You're expected to attend all of your mandatory sessions on [your individual timetable](#) and [report an absence](#) if you are unable to do so. Please be aware that for Tier 4 students, **poor attendance may affect your visa**.

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

## Making changes to your study

### Changing your course

If you are thinking about changing course, you will need to do so by a [certain date](#) and should first speak to your department and personal tutor. They will be able to advise of the [things you should be thinking about](#) before changing your course.

### Thinking of leaving or taking a break?

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

## Library Services

The library aims to provide all of the resources you will need to succeed in your course, via online reading lists and access to extensive digital collections of books and journals. The library team can help you learn how to search effectively so you can find appropriate resources for your assignments. They can also provide advice on referencing, academic integrity, using reference management software and evaluating sources. A range of online support in these areas is also available via the library website, including [subject guides](#) for each department, and support in developing [search skills](#). In addition, the library offers 'On Track for your Masters', an annual programme of workshops delivered in collaboration with other professional services teams to help you with a whole range of research skills.

At our Colchester Campus, the **Albert Sloman Library** on Square 5 is open for long hours and has a variety of study spaces, including individual and group work areas. The Library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, live chat and the opportunity to book appointments with your Academic Liaison Librarian to help you through your studies and beyond. There is also a dedicated Postgraduate Study Room on the ground floor.

See the [Library website](#) for the latest information on all our libraries and the services available, including opening hours.

## Academic Skills and Support

Every student arrives at Essex with the same spirit of determination but different experiences of education and levels of academic readiness. Skills for Success can help you identify your talents and strengthen those areas you need to develop.

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, which is why [Skills for Success team](#) is available to help by providing support, resources and workshops on:

- [Academic writing](#)



- [Maths and stats](#)
- [Digital Skills](#)
- [Research](#) and [referencing](#)
- [English language](#)
- [Exam revision](#)

The Skills for Success team can also provide further [learning and study skills information and support](#) for disabled students.

### **Departmental Support**

Workshops on good essay writing (likewise citation and referencing practices) are offered around the year in the department's Sociology Study Centre (5A.307) and this year these will also be offered online. These are advertised via email and online. Individual help is also available via one-to-one sessions with Student Support Manager, email [socstudy@essex.ac.uk](mailto: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 [here](#).

### **Proofreading services**

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

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](#).

### **Language classes**

#### **English classes for dependants**

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

#### **Learning a language**

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

## Assessment and Academic Integrity

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

### Rules of Assessment

The [Rules of Assessment](#) are used to calculate your results. There is a main set of rules for [Masters](#) and other [postgraduate award courses](#), but some departments also have [additional variations](#) which can be found alongside the Rules of Assessment for your year of entry.

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

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

The following is only a summary of the key points. You should read the rules and make sure you understand them. If you need advice, ask your personal tutor, departmental 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](#).

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

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.

### 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.

### Methods of Assessment in Department of Sociology

Whether a module is core, compulsory or optional, all methods of assessment are compulsory. If you

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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. Assessments include: written essays, portfolios of activities, individual oral presentations, group presentations.

The module outline published on Moodle will include the following general information about your coursework:

- the weighting applied to the coursework and the examination;
- the weighting applied to each piece of coursework;
- the number of assignments for the module;
- details of the assignment (including an approximate word count for essays);
- the submission dates (deadlines) for each assignment;
- the date by when you can expect your marked coursework to be returned.

## Coursework

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

### Preparation of assignments

There will be different types of assignments, mostly in written forms. Essays will generally be 4,000 to 5,000 words in length. References and footnotes should not be included in the word count for written assignments. The Department does not have a policy of formally applying a penalty to MA coursework that is over or under the recommended length but markers may and often do take length into account when awarding marks.

### Return of Marked Coursework

Your assignment will normally be marked within three weeks following the deadline, provided that it has been handed in by the deadline (see the module outline for further information). Essays submitted for the early autumn term deadline will be returned during week 10. You should inform the Student Administrator by emailing [socpgadm@esex.ac.uk](mailto:socpgadm@esex.ac.uk), or the PGT Director, Dr Anna Sergi, if coursework is not returned within the agreed period. You can expect written comments discussing the strengths and weaknesses of your coursework, unless the essay was handed in after the final deadline.

Students are advised to manage their workload and submit essays before the deadline.

### Referencing in coursework

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

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

There are styles of referencing which will determine exactly how you format your reference. Your departmental referencing style is Harvard or Cambridge You must use this referencing style.

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Guidance on your referencing style is available [online](#), including an interactive referencing tutorial. You can also take the [Academic Integrity course](#) on Moodle.

### Submission of coursework

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

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

### Problems with FASER

If you have technical difficulties: Please contact the [FASER Help centre](#) as soon as possible to find out if this is a University issue or whether it may be a problem with your computer. This will count towards your claim when submitting a late coursework form should you need to. You can also contact IT Services helpdesk on [it.helpdesk@essex.ac.uk](mailto:it.helpdesk@essex.ac.uk)

If you are confused or unsure how to upload, or are having any non-technical difficulties you should contact your Postgraduate Administrator

### Late submission of coursework

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

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

### Dissertation Extensions (PGT Only)

Postgraduate taught dissertations (or equivalent) are not counted as coursework and are therefore not covered by the policy on the late submission of coursework. Students can request an extension for their postgraduate dissertation if they find that, due to extenuating circumstances, they will be unable to submit the dissertation by the published deadline. Students can request an informal extension of up to four weeks from the department. Where a longer extension is required, an application for an extension to a postgraduate taught dissertation can be completed via the [online form on the ESF SharePoint website](#), for consideration by the relevant Deputy Dean (Education).

## Departmental Marking Criteria

The pass mark for all modules of the Masters degree is 50, but the marking scale for each individual item of assessed work is as follows:

**Distinction level:** 70 plus

**Merit level:** 60 - 69

**Pass:** 50 – 59

**Fail:** (but in some circumstances may be condoned\*) 40 - 49 Fail, 0 - 39

Refer to the rules of assessment for further details.

The marking criteria for postgraduate programmes draw upon minimum criteria, which are applicable to the assessment of most or all assignments:

- understanding of the subject
- utilisation of proper academic [or other] style (eg. citation and references)
- relevance of material selected and of the arguments proposed
- planning and organisation
- logical coherence
- critical evaluation
- comprehensiveness of research
- evidence of synthesis
- innovation / creativity / originality

The language used must be of a sufficient standard to permit assessment of the above criteria.

The guidelines below reflect the standards of work expected at postgraduate level. The different levels set out are for each item that is assessed.

### **70% and above (distinction level):**

- Shows strong evidence of wide and relevant reading and a critical engagement with the conceptual issues
- Develops a sophisticated and intelligent argument
- Shows a rigorous use and a sophisticated understanding of relevant materials, balancing appropriately between factual detail and key theoretical issues. Materials are evaluated directly and arguments challenged and/or appraised.
- Shows an original/creative contribution and a willingness to take risks.
- Shows excellent analytical skills.

### **60-69% (merit level):**

- Shows sound evidence of critical insight and critical thinking.
- Shows a detailed understanding of the major factual and/or theoretical issues

### **50-59% (pass):**

- shows a reasonable understanding of the major factual and/or theoretical issues involved;
- shows evidence of planning and selection from appropriate sources;
- demonstrates some knowledge of the literature;
- the text shows, in places, examples of a clear train of thought or argument;
- the text is introduced and concludes appropriately.

#### **40-49% (fail but in some circumstances may be condoned):**

- shows some awareness and understanding of the factual or theoretical issues, but with little development;
- misunderstandings are evident;
- shows some evidence of planning, although irrelevant/unrelated material or arguments are included.

#### **0-39 % (fail):**

- fails to answer the question or to develop an argument that relates to the question set;
- does not engage with the relevant literature or demonstrate a knowledge of the key issues;
- contains clear conceptual or factual errors or misunderstandings.

### **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 should first read the [Guidelines for Ethical Approval of Research Involving Human Participants](#) and then submit an Ethical Approval application form via [ERAMS](#). You should be aware that ethical approval cannot be granted retrospectively so it is very important that you make your application before you start to recruit participants or collect data from them.

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

### **Moderation and marking**

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

#### **Marking**

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

#### **Moderation**

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

#### **External Examiners**

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

#### **Re-marking of coursework**

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

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If a request for a re-mark is accepted, your marks are **not guaranteed** to increase, however, **the mark awarded after re-marking will override your original mark**. Therefore, please be aware that in all incidences where coursework is re-marked, it is possible that your marks 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](#).

### Feedback

Marking and feedback should always be done electronically, either through FASER and that paper marking is only be permitted by permission of the Head of Department. Marks be published on FASER at the same time as feedback.

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

### Reading week

Reading week takes place in Week 20. There will be a Dissertation Day, which will be in week 20. Details will be confirmed as soon as possible. Please ensure you check your timetable for the correct time and location

### Dissertation

#### Key Dates:

**Week 17 & 18:** SC981 sessions

**Week 20 (time and date TBC):** Dissertation Day – Zoom meeting

**Week 24 (18<sup>th</sup> March 2021):** Project Proposal Submission as part of SC905 or Project Proforma Submission if not taking SC905

**Week 31 (6 May 2021)** Proposal Submission (with amendments) to Supervisor with First Draft of Ethical Approval to Supervisor via Erams (if applicable)

**Week 34 (27 May 2021):** Final Ethical Approval Submission via ERAMS

**NOTE: DISSERTATION SUBMISSION IS ON THURSDAY 17<sup>TH</sup> SEPTEMBER 2021 AT 10.00**

#### Selecting a Research Topic

There will be three mandatory meetings dedicated to providing guidance for your dissertation. The first two meeting will take place in January and February (**week 17 and week 18**). The third meeting will be held during **Reading Week (Week 20)**, with details to follow. During these meetings, we will discuss the requirements for the dissertation and the selection of research topics and supervisors. Students are asked NOT to contact prospective supervisors until after. Please refer to your personal timetable for further details under the module code **SC981-7-FY**.

It is up to you to choose a topic for your research. You should choose something you find interesting and worthwhile and then work on narrowing it down to a suitable research question. The research is expected to make an original, if modest, contribution to social science. It is important that an original



research problem is clearly addressed and that you carry out research of some type yourself, though the nature of the research may be theoretical, policy-oriented, empirical or methodological.

### Presentation of your proposal

All full-time and part-time students are mandated to attend the Dissertation day. During this meeting which will be held in week 20 you will be expected to receive guidance about carrying out your dissertation research. You will also receive information about how much supervision and guidance you can expect to receive from your supervisor.

The Dissertation Day is also a good time to discuss the ethical components of your research and to discuss how to complete the ethical approval form.

Following the close of the Dissertation Day, you **MUST** complete a form (**Project Proposal as part of SC905 or ProForma**) indicating your topic, proposed methods, and preferred supervisor and return this to the Graduate Administrator, by **18<sup>th</sup> March 2021 (week 24)**.

The Graduate Administrator will keep a record of your proposed title and send it to the PGT Director (Dr Anna Sergi). It is vital that you send your dissertation topic to socpgadm@essex.ac.uk by this deadline. Supervisors will be assigned on the basis of your proposal at this stage, but please feel free to indicate a member of staff you have identified with expertise in your proposed area of research. Even though the assignment of supervisors will be handled by the department we will endeavour to consider your suggestions.

**At this stage your Project Proposal (or Proforma) binding for what concerns the main area of your chosen topic (Sociology/Criminology) and your chosen methodology cannot change from Qualitative to Quantitative and viceversa. Unless there are exceptional circumstances, your supervisor cannot be changed.**

If you need advice, discuss this with one of your module supervisors or with the PGT Director, Dr Anna Sergi, asergi@essex.ac.uk.

You will receive notifications of who your supervisor is going to be during the Easter Vacation. You can try and contact your prospective supervisor soon after that. Even if staff member might be away you can expect them to respond upon their return to arrange a meeting, online or offline soon after.

### Submitting your dissertation proposal to your supervisor

You have to submit a final dissertation proposal (following any amendments made in March or April) of 1,500 words to your supervisor with a copy to the Student Administrator by **6 May 2021 (week 31)**. If your research needs an ethical approval your dissertation proposal will be submitted through Erams together with a draft of your ethical approval form to your supervisor (details will follow).

Following the Proposal submission you are expected to talk to your supervisor about it and about the ethical approval process. Ethical approval **MUST** be submitted by **27 May 2021 (week 34)**.

### The Dissertation

- The dissertation must build a clear argument in a logical and orderly progression. It should never look like “some reflections on...” and become a random series of thoughts. Nor should it simply be descriptive; it must always be analytical.



- Theories and concepts should be used to organise your ideas and evidence should be produced to support the points you make.
- The dissertation must never plagiarise the work of others. Where the data or ideas are not your own, they must be clearly referenced.

### Presentational matters

The dissertation should be **no more than 15,000 words** in length **INCLUDING the footnotes and the references at the end**. It should conform to the standard presentation of academic dissertations and should comprise:

- a title page, giving the title of the dissertation, your name and the word count;
- an abstract, summarising the dissertation in about 300 words;
- 3 or 4 key words which will help us file it in the Resource Room;
- a table of contents;
- a coherently organised sequence of chapters;
- clear headings and sub-headings;
- full references for all the sources cited at the end; you may choose one of the standard referencing systems (e.g. Harvard or Cambridge), but you must ensure that you use the same system throughout. The list of references at the end is not included in the word count;
- appendices are optional and not part of the word count but they should not be extensive.

The dissertation should be typed on A4 paper using **double spacing** (except for the references at the end, which should be single spaced). This will be submitted via online submission [FASER](#).

**Dissertations over the 15,000 words length will not be accepted and you will be given no more than 24 hours to reduce the length.**

If your dissertation is going to be under 10,000 words you must discuss this with your supervisor in advance of your submission.

## The Board of Examiners

The Board of Examiners meet at the end of the Summer Term to consider marks for taught modules and final boards meet in the Autumn, and use the Rules of Assessment to determine whether:

- you have passed the modules you have studied and can be awarded credit
- you have met the requirements to progress to the next year of your course (*if you are on a course which lasts more than one year*)
- you have met the requirements to pass your course and what classification you will receive for each module
- you are eligible to receive a merit or distinction

If it determined that you have not passed sufficient credits to progress to the next stage of study, or, for final year students, to graduate, the Board of Examiners will also determine:

- what reassessment you could be offered and when you can take it<sup>1</sup>

### Publication of results

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

### 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.

If you **fail your course**, you are not able to repeat it. The [Rules of Assessment for Postgraduate Taught Awards](#) only allow reassessment for up to a maximum of 60 credits worth of modules for taught masters degrees. The Board of Examiners will inform you if you are eligible for reassessment once it has considered your marks.

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 Taught Awards](#). Alternatively, if you have obtained enough credits in your taught modules, you may be eligible for another award such as a postgraduate diploma or certificate.

### Credit accumulation

You can decide if you want to [accumulate credit](#) by taking individual modules with the aim of achieving a postgraduate award; this is called [Modular study](#). The Rules of Assessment are different when you study individual modules. There are opportunities to achieve postgraduate awards through credit accumulation study in an increasing number of departments, as an alternative to standard full or part-time study.

### Reassessment

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

If you have to take compulsory reassessment, whether coursework or examination, it is really important that you do this. If you do not, it is likely that you will be unable to progress with your studies at the University. The Board of Examiners will not consider permitting you to proceed carrying fails if

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<sup>1</sup> The Board of Examiners will not be aware of any student's immigration status. As a result, some reassessment options may be offered that are not compatible with individual Tier 4 visa rules. All options should be considered in conjunction with applicable visa restrictions.

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you have not undertaken the required reassessment offered.

Reassessed modules are normally capped at the pass mark of 50% unless you have extenuating circumstances which are accepted by the Exam Board. Please be aware that reassessment in examinations and coursework carries a fee.

Where a module is assessed exclusively by coursework, it will be reassessed exclusively by coursework.

### Exit Awards

If you decide to withdraw from your course before you finish, or you fail too many credits to be awarded your degree, you may be awarded a qualification at a lower level, if appropriate and applicable.

### Extenuating Circumstances

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

If you do need to make an extenuating circumstances claim, you should first read the guidance very carefully and seek advice from [SU Advice](#) or the [Student Services Hub](#). Please be 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.

Your department will review your claim at an Extenuating Circumstances Committee and determine whether it will be accepted or rejected. The [Board of Examiners](#) will determine an appropriate course of action, such as permitting further reassessment opportunities for uncapped marks. Please note that extra marks **cannot** be given in light of extenuating circumstances.

# Computers, Learning Technologies and your Information

## Computers

### Using a campus computer

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

### IT Help and Guidance

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

If you can't find what you're looking for, or if you need to talk to someone, then the [IT Helpdesk team](#) are here to assist you further.

## Learning Technologies and Systems

### Learner Engagement Activity Portal (LEAP)

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

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

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

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

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

### Moodle

We use [Moodle](#) as our online learning environment. It holds key course and module materials, discussion forums, chat facilities, quizzes, surveys, glossaries and wikis.

### FASER

[FASER](#) is our **online coursework submission and feedback system**. Use it to check coursework deadlines, upload coursework and receive electronic feedback all in one place.

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## Online reading lists

Reading lists can be accessed [online](#). Use this service to find out the details of each week's reading and to access resources through the library.

## Listen Again

Did you miss something? Our [Listen Again](#) digital recording service lets you listen again to lectures so you grasp every detail. It's available in teaching rooms or lecture theatres where you see the sign.

## Zoom

You can use Zoom to join online lectures delivered by the University or attend online meetings and tutorials. If your lecture or class is going to be online, we will let you know in advance and the link to join will be in your timetable or emails.

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

## Your information

### Changes to your information

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

### Your personal information

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

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

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

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## 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 and this feedback, both positive and developmental, is used to help make short and longer-term improvements, both to the experience of current students, but also for Essex students of the future. You can do this in a number of ways at Essex through your [Student Voice](#).

## Student 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.

## Student Voice Groups

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

## Student 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.

## Postgraduate Taught Experience Survey (PTES)

The [Postgraduate Taught Experience Survey \(PTES\)](#) is the only UK higher education sector-wide survey to gain insight from postgraduate taught students about their learning and teaching experience.

The PTES gives you the opportunity to provide open and honest feedback on your experience of study at Essex, your course and your department. It considers your motivations for studying your chosen programme and your experience, where relevant, of undertaking a major project/dissertation.

If you're eligible to complete the survey, we will contact you in the Spring Term to invite you to take part.

## Student Module Feedback

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

There are also many [other satisfaction surveys](#) taking place, to ensure students are happy with the services the University 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: [studentvoice@essex.ac.uk](mailto:studentvoice@essex.ac.uk)

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## You Matter

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

## Student Services Hub

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

**To Contact the Student Services Hub please use this link to access our web pages and talk to us on Live Chat: [Ask the Hub](#)**

## Support for disabilities and conditions

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

## Funding opportunities

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

## Personal Emergency Evacuation Plans (PEEP)

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

## Seeing a Doctor

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

## Counselling services

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

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

## UK Immigration Advice and Guidance

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

## Money management

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

## Students' Union Advice

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

**Colchester students** – [suadvice@essex.ac.uk](mailto:suadvice@essex.ac.uk); 01206 874034

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

**Loughton students** – [suaclou@essex.ac.uk](mailto:suaclou@essex.ac.uk); 01206 874034

## Residence Life

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

## Religion, faith and beliefs

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

## Harassment support

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

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

## COVID-19 (Coronavirus)

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



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

## Health and safety on campus

Our campuses are generally very [safe environments](#). We want to ensure that things stay this way. In order to achieve this, we work closely with local agencies including the police and borough councils. Take a look at our website for [general information and advice](#).

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

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

All students residing on campus should complete the Moodle [Fire Safety Course for Residents training](#).

If you have any health and safety concerns or need to report an incident, please use the [University's reporting service](#) to notify us.

## Making a Complaint

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

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

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## Student Development

### Careers Services

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

Find out more about the Career Services available to you here: <https://www1.essex.ac.uk/careers/>

### 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](https://careerhub.essex.ac.uk/students/login)

### Big Essex Award

The Big Essex Award is a way to get recognition for the extra-curricular and voluntary activities that you complete during your time at Essex, both on and off campus. All verified activities will be included on your university transcript, the Further Achievement Report (FAR). Postgraduate students can use GradIntelligence to record any extra-curricular activities you may be involved in through the Big Essex Award.

<https://gradintel.com/index.php/en/account-support/recover/students>

### 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](http://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. Sign up for Essex Interns to kick-start your career.

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

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## You Are Essex

### Year and Degree Marks

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

Upon graduating from your studies, you will receive a [degree certificate](#) and a copy of your academic transcript. You will also be invited to attend the next Graduation ceremony available to you.

### 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.

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

### GradIntelligence

If you studied an undergraduate degree with us at Essex, you would have had access to your [Higher Education Achievement Report \(HEAR\)](#) record which would also show any awards or additional achievements you have received formal recognition for. However, this is currently only available for undergraduate awards; postgraduate students can instead use [GradIntel](#) to record any extra-curricular activities or achievements during your studies, such as the [Big Essex Award](#).

### 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.

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## 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!](#)

### What comes next?

The world is your oyster! The options and opportunities open to you as a graduate can be overwhelming. You may know the exact path and next steps that you wish to take, or you might not, and this is okay. Our Careers Services can offer information, guidance and advice on your different options after graduation and you can return to Essex for these services at any time.

Spread your wings graduand; but you can always come back! As an alumnus of Essex, you can take advantage of [generous discounts](#) on further [postgraduate study](#) and [postgraduate research degrees](#).

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

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