East 15 Acting School

Postgraduate research

STUDENT HANDBOOK
2019-20
Please note:

While the information contained in this booklet is believed to be correct at the time of printing (September 2019), East 15 Acting School, University of Essex, reserves the right to update, modify or even withdraw specific courses or to change staffing arrangements or assessment procedures where academic developments or unexpected contingencies render such action necessary or expedient in the judgement of the Head of Department. If there are any discrepancies between this document and official University documents, then the University’s documents take precedence.

The University will assume that you are aware of the contents of this handbook and of the University and Department’s procedures and regulations.

This handbook gives you essential information about your school and the University. Other helpful sources of information include:

MyEssex
Essex University student pages
East 15 Acting School, University of Essex

NOTES FOR THE GUIDANCE OF RESEARCH STUDENTS
including arrangements for supervision
2019-2020
# CONTENTS

<table>
<thead>
<tr>
<th>Section 1: Introduction</th>
<th>Page 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 2: About Postgraduate Research At East 15</td>
<td>6</td>
</tr>
<tr>
<td>Meeting staff and students</td>
<td>6</td>
</tr>
<tr>
<td>Support within the department</td>
<td>6</td>
</tr>
<tr>
<td>Teaching</td>
<td>7</td>
</tr>
<tr>
<td>Social Media</td>
<td>8</td>
</tr>
<tr>
<td>Communication</td>
<td>8</td>
</tr>
<tr>
<td>Research Facilities</td>
<td>8</td>
</tr>
<tr>
<td>Section 3: Academic Matters</td>
<td>10</td>
</tr>
<tr>
<td>Course Overview</td>
<td>10</td>
</tr>
<tr>
<td>Course Aims</td>
<td>10</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>11</td>
</tr>
<tr>
<td>Programme of Study</td>
<td>12</td>
</tr>
<tr>
<td>Completing on Time</td>
<td>12</td>
</tr>
<tr>
<td>Supervision and Progress Monitoring</td>
<td>12</td>
</tr>
<tr>
<td>Milestones (Par)1</td>
<td>13</td>
</tr>
<tr>
<td>Supervisory Panel Reports</td>
<td>18</td>
</tr>
<tr>
<td>Research Students Progress Boards (RSPBs)</td>
<td>19</td>
</tr>
<tr>
<td>Research Outputs and Assessment Criteria</td>
<td>19</td>
</tr>
<tr>
<td>Examination and Submission</td>
<td>20</td>
</tr>
<tr>
<td>Progression and Assessment</td>
<td>24</td>
</tr>
<tr>
<td>Appeals and Complaints</td>
<td>25</td>
</tr>
<tr>
<td>Information for Disabled Students</td>
<td>26</td>
</tr>
<tr>
<td>International Students</td>
<td>26</td>
</tr>
<tr>
<td>Skills Training and Development</td>
<td>26</td>
</tr>
<tr>
<td>Student and Staff Expectations and Responsibilities</td>
<td>27</td>
</tr>
<tr>
<td>Academic Offences</td>
<td>29</td>
</tr>
<tr>
<td>Ethics</td>
<td>29</td>
</tr>
<tr>
<td>Referencing and Good Academic Practice</td>
<td>30</td>
</tr>
<tr>
<td>Section 4: You Matter – Welfare, Safety and Support</td>
<td>31</td>
</tr>
</tbody>
</table>
Section One: Introduction

Ranked number 1 for Drama in both the 2019 Times Good University Guide and the Guardian League Table 2020, East 15 is one of a leading group of UK conservatoires and is a member of the Federation of Drama Schools. We are now one of the largest specialist theatre schools in the UK, with a distinguished international teaching staff and over 850 students representing over 20 countries. Taught courses at East 15 provide rigorous training for students seeking a career in stage, TV, film and radio, as well as undergraduate courses in acting, performance skills and approaches, we also offer undergraduate training in stage production and creative producing.

East 15 Acting School is part of the University of Essex, one of the UK’s leading academic institutions (www.essex.ac.uk) and benefits from a strong relationship with the Colchester campus, which offers additional training, resources, and facilities. PhD students at East 15 benefit from a research environment which offers the best of conservatoire training and academic scholarship.

PhD study gives you the opportunity to engage with an area of drama, theatre, or performance in depth and at an advanced level. You will develop your work in a facilitative environment, sharing the outcomes of your research with peers. You will present aspects of your work within a collegial and supportive environment and at the successful conclusion of your study you will have produced original research that is worthy of publication in appropriate formats and media.

As part of your course you will be offered training session in specific and relevant research methods geared towards the demands of your own area of enquiry. Our staff have expertise across a wide range of areas of study and are expert in the links to be drawn between exploratory practice and advanced conceptualising, process and product, making and articulating. We have extensive connections with all sectors of the theatre industry and because we are the most international drama school in England, we have a range of developed international links as well.
Section Two: About postgraduate research at East 15

Meeting staff and other students

There will be a Welcome Day on the 4th October at the Colchester campus (you will have received email details about this), which all new researchers are expected to attend. This event will provide you with an introduction to the University, the key stages of a postgraduate research project and the support that is available to you during your research and professional development.

There will also be a school-specific East 15 Research Student Welcome meeting in the first week of term (information sent via email). This will give you a chance to be formally introduced to your supervisor and the Director of Research. Full details will be emailed to you prior to these events.

Administrative Support

The postgraduate administrator for East 15 is Laura Collins, who is based on the fifth floor in the Gateway Building at Southend. Beyond your supervisors, Laura is the point of contact for any queries you may have relating to department policies, room bookings, and support.

Laura Collins, Academic and Operations Administrator
Phone: 01702 328327
Email: laura.collins@essex.ac.uk.

In addition to departmental administration, East 15 Phd students are supported by the University’s Postgraduate Research Education Team.

Postgraduate Research Education Team
Phone: 0120687634
Email: pgresearch@essex.ac.uk

Support within the Department

Any problems you may have should be referred in the first instance to your supervisor, but the Director of Graduate Studies (Prof. Rosemary Klich Term 1, Dr Holly Maples Terms 2&3) is also happy to advise you on any practical, research related matters or matters relating to the University’s formal requirements. Should you at any stage feel dissatisfied with the treatment you are receiving from your supervisor, you should raise the matter with the Director of Graduate Studies, who is always prepared to discuss any issues in the strictest confidence. If your supervisor happens to be the Director of Graduate Studies, you should approach the Director of Research (Prof Rosemary Klich), the Assistant Director (Ainslie Masterton in Southend or Matthew Lloyd in Loughton), or the Director of East 15 (Dr Chris Main). If you feel unable to approach a member of E15, you may contact the Deputy Dean of Postgraduate Research Education (Humanities), Prof David O’Mahony.

Travel

All East 15 postgraduate research students are officially based at the Southend campus, as this is where the majority of East 15 research staff are based, where the Director of Graduate Studies and Director of Research are based, and where students are able to take advantage of shared university facilities as well as East 15-specific resources.
However all students are able to access facilities on all three campuses. Where students are required to attend a meeting or event at Loughton or Colchester, students will be able to claim for reimbursement of their travel costs (standard rail ticket or mileage costs).

**Seminars**

Throughout the year there will be opportunities to attend research seminars, talks, round-table events and workshops hosted by East 15 and centred around key areas of research interest across the School. These research events bring together leading external scholars, academic staff and research students and you are strongly encouraged to attend. You will be introduced to the work of leading scholars, have opportunities to network with industry and academic contacts, gain new perspectives on your research, and contribute to the growth and energy of the research environment at East 15. All research events are well advertised.

Throughout the second and third-terms, PhD students are asked to engage with our East 15 PhD Presentations series; these seminars are an opportunity for you to present key concepts of your thesis, show elements of your practice and receive feedback from other students and research staff. You will receive information about arrangements for this series from the Director of Graduate Studies later in the year.

**Teaching**

East 15 does not guarantee postgraduate students the opportunity for regular teaching, however second and third-year postgraduate researchers are encouraged to engage with the undergraduate curriculum and build-up their teaching experience through the delivery of guest seminars/workshops. We advise students to discuss teaching opportunities with their supervisor.

If you have been offered an opportunity to teach on a regular module, you are required to obtain the CADENZA certificate in your first year of teaching and attend the University's two-day induction event.

**Social media**

You are very much encouraged to visit, like or follow, and interact with our East 15 Facebook, and our East 15 and East 15 Research Twitter pages which are updated regularly with a range of research news, information, reflections, and events taking place in and around the Department and the University. They are a good way of keeping in touch with what is going on in the Department and at the University as a whole.

**Communication and email mailing lists**

We use email to contact you about important information relating to your studies and other issues such as welfare. Please check your University email regularly as we will **not email alternative personal addresses**.

**Research Facilities**

In the Gateway building at the Southend Campus, there is a designated university PhD room (GB.3.48/49). The room is for all PhD students and you’ll be able to work alongside PhD students from other departments on the Southend Campus.

Below is a summary of some key information relating to the PhD room.
There are 18 hot desks with PCs in GB.3.48/49. This room is for use by PhD students only. There are currently no plans to allocate specific desks to each department, however, if there are PhD students who will be using the room on a regular basis (i.e. 5 days a week) I’m sure local arrangements can be identified such that these individuals could have their own desk in the room.

- Southend PhD students have access to the staff tea point GB.3.25.
- Access codes to GB.3.48/49 and the tea point will be provided to PhD students by the School Administrator (Laura Collins).
- The PhD room is accessible during normal Gateway Building hours of opening.
- There is currently a printer in the PhD room but under the University wide changes to printing/copying/scanning services this will be removed in due course and PhD students (along with all staff/students) will be access to print/copy/scan devices in communal areas which are located around the building.
- PhD students can use all student-facing MFDs (multi-functional devices) around campus. These allow you to print, copy and scan documents. All MFDs work in the same way by simply going to the machine with your ID card, swipe and follow the instructions.
- There are some lockers in the PhD room. Keys for these are held by the Essex Business School, also located on the 3rd floor Gateway. Please contact Emma Aldridge for a key. In addition, there are also coin-operated lockers currently outside the PhD room.
- There is a number of desk pedestals for which the keys are inside.
- PhD students can also access any other student facilities in the Southend Campus including:
  - Learning Hub and Forum Library (accessible to students 24 hours a day, 365 days a year)
  - IT Lab1 (GB.3.53) and IT Lab 2 (GB.2.34)
  - Group study spaces – GB.2 and the Learning Hub
  - SU Lounge
  - Student discounts for performances at Clifftown Theatre and Studios

**Facilities for PaR**

At both Southend and Loughton, PhD students have access to performance studios to support practice-as-research. PhD students are able to book rehearsal spaces in the evening and weekends, when the spaces are not in use for the training of BA and MA students. They are also able to book spaces outside the usual undergraduate term dates, approximately 20 weeks a year.

In Southend, East 15 facilities include 16 large rehearsal studios, seminar rooms, Apple Mac editing suite. In Loughton, facilities include over 20 rehearsal studios or varying sizes and a radio and recording studio. Both campuses also have a working theatre and dance studio.

To book East 15 spaces, please contact the postgraduate administrator Laura Collins (info above).

**Library Facilities**

Intercampus and interlibrary loans arrangements are in place with the libraries in Southend and Loughton campuses. This means that Southend and Loughton campus-based PhD students have access to the same provisions as PhD students in Colchester.
Library services offer an abundance of support for research and study including help with referencing, archival research, publishing, citations, open access etc. Please take the time at the outset of your studies to familiarise yourself with the library's diversity of resources and staff support.

At Southend, our subject librarian is Natalie Percival, and you can book a one-to-one appointment with her to discuss how to find and evaluate information, effective searching, finding data, referencing, avoiding plagiarism, using referencing management software etc. You can make an appointment online here.

The Albert Sloman Library (Colchester campus)

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

The library has a team of Subject Librarians who can help you to find appropriate resources for your assignments and show you how to search effectively. They can also provide advice on referencing and how to avoid plagiarism, using reference management software, and evaluating sources.

The Forum Library (Southend campus)

The Forum Library is located directly across from the Gateway Building, Southend campus. There you will find study rooms available to research students, along with networked computers, printers, and photocopiers.

Spanning two floors of the newly built Forum Southend-on-Sea, the library is a shared resource, integrating over 150,000 public, university and college books. Offering colourful and comfortable spaces in which to relax, read, meet and study, the Forum Library is an innovation with community in mind.

Make the most of your visit by using our free wi-fi access or visiting the Forum Space, a community gallery with sofas and tables perfect for meeting friends (with plug points in the sofas for that last minute charge when your phone or laptop battery is running low). Email forumusersupport@southend.gov.uk for more information, or call 01702 534128
Section Three: Academic Matters

Course Overview

At East 15, PhD students undertake either:

(1) a conventional PhD where submission is entirely by way of written thesis or

(2) a PhD involving practice-as-research where submission may be split between practice and writing.

Some basic differences between conventional and practice-based paths to a PhD:

Practice-based research:
- key research questions are only able to be interrogated through practice and it will be practice that you undertake or facilitate;
- the practice is central to the focus of your enquiry; your enquiry could not be undertaken without your practice;
- includes enquiry conducted in workshop, laboratory or other specific contexts, and the generation and dissemination of knowledge in part through means other than scholarly written discourse;
- favours primarily experimentation as a means to systematically investigate, describe, explain and predict a process.

Non practice-based research:
- key research questions may refer to practical work although may not;
- if practice is referred to, this practical work has not been undertaken to specifically interrogate these questions; you are using examples of practice as a resource for your debates;
- the practice may well not be your own;
- entails the generation and dissemination of knowledge through scholarly written discourse.

Course Aims:

PhD Drama and Performance

- For students to realise a significant piece of research in the field of drama and performance;
- To facilitating student's understanding of research methodologies in drama and performance and to examine ways of undertaken research through empirical and/or written means;
- For students to investigate a defined research question;
- For students to develop means of documenting, presenting, and analysing research findings;
- For students to produce a thesis that contextualizes and interrogates theoretical and historical approaches relating to the research question;
- To develop understanding of the evaluation of research and research funding mechanisms nationally and internationally;
- To advance understanding and contribute to the expansion of knowledge in the field;
- To engage students with national and international debates at the forefront of the research field.
PhD Drama and Performance (Practice as Research)

- For students to prepare and realize a significant piece of research through both performance practice and written exegesis;
- To facilitate student's understanding of practice-as-research methodologies in the fields of drama and performance;
- For students to investigate a defined research question;
- For students to develop means of documenting, presenting, and analysing research findings;
- To develop understanding of the evaluation of research and research funding mechanisms nationally and internationally;
- To advance creative practice in drama and performance;
- For students to develop a thesis that contextualises and interrogates theoretical, artistic, and practical approaches, both contemporary and historical, relating to the research question;
- To engage with national and international debates at the forefront of the research field.

Learning Outcomes

Learning outcomes describe what you should know and be able to do if you make full use of the opportunities for learning the programme provides. If you successfully complete a PhD at East 15:

You will obtain knowledge and understanding of:
- Selected areas (contexts, histories, practices, theories) of drama/theatre/performance
- Research procedures and methodologies
- Strategies by which to sustain and develop advanced discipline-specific enquiry

You will develop the thinking skills that will enable you to:
- Write creatively and authoritatively for appropriate audiences
- Reflect critically on your own writing in order to develop it as a result
- Take a leading part in theoretical discussion and enquiry
- Make informed judgements about your area of research and communicate them to others

You will develop the practical skills that will enable you to:
- Plan and undertake a programme of research that is likely to entail multiple activities and objectives
- Develop your specialist practice by way of advanced exploration and enquiry
- Deliver complex work, potentially in a variety of media, to deadline
- Disseminate original knowledge in appropriate formats

You will develop the broader workplace skills that will enable you to:
- Contribute in significant ways to discussion and debate
- Undertake in-depth and advanced research
- Exercise initiative and personal responsibility
- Make decisions in complex and unpredictable situations
- Operate autonomously and effectively within professional and interpersonal environments
- Manage your time effectively in relation to the requirements of autonomous research
- Continue to learn independently in a context of advanced study
THE PROGRAMME OF STUDY

From the first day of your research, plan your work so that you can realistically expect to submit your thesis for examination by the end of three years. While doctoral projects need to be both comprehensive and original, for any research project, it is wise to limit the scale and scope of what you do to what you can achieve in a set period of time. To work within limits allowed by the time available is part of the exercise of research itself.

A decision to pursue research implies that you are keenly motivated and interested in your chosen subject, and you have already started examining your primary sources. The opening phase of research can be bewildering unless you devise a clear strategy from the outset. This includes the working out of a general plan of research, the initial conceptualisation of the problems likely to arise, and a preliminary review of the most relevant literature and existing practice. As you move further into the subject, you may well find that the plan changes and that the problems turn out to be somewhat different from those you had initially foreseen. But after three months’ work, it should be possible for you to have a very clear idea of what you are aiming for, and by this stage you should be conversant with your key academic sources and undertaking early practice-as-research elements.

Completing on time

Your original research proposal should have been feasible and realistic with regard to your project aims, output and proposed timeline. If you stick to this timeline and meet all the milestones relevant for each stage of your study, you should be in a position to submit your thesis within three years (six years for part-time students).

Sometimes unforeseen circumstances (such as illness, personal circumstances etc.) do cause delays in submission. However, there are often common problems which can be avoided:

- **Lack of planning and research** in the early stages/first year of study. You should use the feedback from your meetings with your supervisor and your Supervisory Panels in order to focus your work and agree realistic aims to meet throughout your study.
- **Poor record-keeping.** You should make sure your notes from all stages of your research are organised, indexed and referenced correctly and clearly.
- **Over-perfectionism.** You need to recognise the point at which to move on to your next stage of study/research rather than continually seek to polish and perfect the work you have already done (particularly in the writing up stage).
- **Demands on your time.** Sometimes it is necessary for students to undertake paid part-time/freelance work to support their studies. Teaching experience can be very valuable but financial and other benefits need to be weighed against the impact on your research time. Remember that full-time postgraduate research students are students for twelve months of the year.

**Supervision and progress monitoring**

Students will use monthly supervisory meetings and East 15 Postgraduate Seminars to develop the scope and structure of their research project as driven by a particular research question or problem. Students should accurately document their discussion with their supervisors in their monthly supervisory meetings. It is good practice to email your supervisor following a supervisory session to confirm that both supervisor and student are on the same page as to the key take-away points of the meeting, and to document this feedback in writing.
Students will be allocated a team of two supervisors who will work either as co-supervisors or as a main supervisor and a second supervisor, and a supervisory chair. Together these three staff roles form the Supervisory Panel; students will meet with their supervisory panel to assess progress against key milestones at least twice a year. Postgraduate students will be required to pass key progression milestones as successfully determined by their Supervisory Panel and Research Student Progression Board. See Key Milestones document.

Milestones for East 15 PhD Programmes 2019/20

PhD Drama and Performance (Practice-as-Research)

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Criteria for progress</th>
<th>Deliverables</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>M1: Confirmation and Progress to Year 2</td>
<td>A: Assess training needs and knowledge required to undertake research project and complete the thesis.</td>
<td>▪ Training Needs Analysis to be completed.</td>
<td>First Supervisory Panel</td>
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<tr>
<td>(or equivalent for part-time students)</td>
<td></td>
<td>▪ Attend Proficio courses and plan for further courses to attend, as appropriate.</td>
<td>By Confirmation Board</td>
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<td>B: Choose research topic and demonstrate significance/impact of research.</td>
<td>Research Project Proposal, including (dependent on subject area):</td>
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<td>By Confirmation Board</td>
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<td></td>
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<td>▪ Identify central research problem/questions to be answered.</td>
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<td>▪ Develop PaR methodology to address research topic.</td>
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<td>▪ Feasibility Report – identifying sources, access and ethical considerations</td>
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<td>▪ Create project plan, outlining objectives for each stage.</td>
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<td>C: Demonstrate understanding of chosen topic within the context of the field.</td>
<td>▪ Critical Literature Review</td>
<td></td>
<td>By Confirmation Board</td>
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<td></td>
<td></td>
<td>▪ Critical Review of Relevant Practice</td>
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<td>D: Demonstrate the ability to produce work of the quality and quantity in order</td>
<td>▪ Evidence that academic writing is of standard and ability expected at</td>
<td></td>
<td>By Confirmation Board</td>
</tr>
<tr>
<td>M2: Progress from Year 2 to Year 3 (or equivalent for part-time students)</td>
<td>A: Review training needs and knowledge required to continue with research project and complete the thesis.</td>
<td>B: Demonstrate work of the quality and quantity expected at the end of Year 2</td>
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<td><strong>PhD level, including adequate referencing and language skills. Submit 6,000 words in good draft.</strong></td>
<td>▪ Demonstrate that practice is of artistic and methodological sophistication as appropriate to PhD level and that candidate has requisite capacity to produce planned practice. This may involve undertaking scoping workshops, presenting a ‘work-in-progress showing’, or undertaking a proportion of the overall PaR output (e.g. presented the first of a three-part output).</td>
<td>▪ Produce another 6,000 words in good draft. ▪ Report on research undertaken to date demonstrating that practice-as-research is at least 50% complete.</td>
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<td><strong>E: Demonstration of effective project management through the setting of research goals and prioritisation of activities.</strong></td>
<td>▪ Create a detailed, realistic plan of work/ timetable for Year 2. ▪ Produce supervisory board report written in a clear and self-reflective style</td>
<td>By Confirmation Board</td>
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<td><strong>Third Supervisory Panel</strong></td>
<td><strong>Fourth Supervisory Panel</strong></td>
<td><strong>Fourth Supervisory Panel</strong></td>
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<tr>
<td><strong>Fourth Supervisory Panel (end of Term 6 for full-time students; Term 12 for part-time students)</strong></td>
<td><strong>Training Needs Analysis to be reviewed.</strong> ▪ Attend Proficio courses and plan for further courses to attend, as appropriate.</td>
<td><strong>By Confirmation Board</strong></td>
<td></td>
</tr>
<tr>
<td><strong>A: Review training needs and knowledge required to continue with research project and complete the thesis.</strong></td>
<td><strong>B: Demonstrate work of the quality and quantity expected at the end of Year 2</strong></td>
<td><strong>Third Supervisory Panel</strong></td>
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<td><strong>By Confirmation Board</strong></td>
<td><strong>Fourth Supervisory Panel (end of Term 6 for full-time students; Term 12 for part-time students)</strong></td>
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<td><strong>To complete within the three year standard PhD period (six years for part-time students).</strong></td>
<td><strong>PhD level, including adequate referencing and language skills. Submit 6,000 words in good draft.</strong></td>
<td><strong>Fourth Supervisory Panel</strong></td>
<td></td>
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<tr>
<td>M3: Year 3 (or equivalent for part-time students)</td>
<td>A: Ability to reflect on skills and knowledge development and its application to the research project</td>
<td>Training Needs Analysis reviewed</td>
<td>Fifth Supervisory Panel (Term 7 full-time students; Term 14 for part-time students)</td>
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|                                                | B: Demonstrate work of the quality and quantity expected when nearing submission | PaR completed and evaluation undertaken.  
Produce main body of the thesis in draft form. | Sixth Supervisory panel (End of Term 8; Term 16 for Part-Time Students) |
|                                                | C: Clear evidence of progress towards submission | Completed final draft of thesis for supervisor(s)/supervisory board comment  
Completed documentation of PaR output/s for supervisor(s)/supervisory board comment. | Submitted to Supervisors Term 9 (Term 18 Part-Time) |
|                                                | D: Subject-specific milestones | Produce an effective CV presenting one’s skills, personal attributes and achievements. | Sixth Supervisory panel |
| If required: A: Clear plan to submission | • Timeline of work needing to take | Timeline agreed by Supervisory Panel. |

C: Review significance and impact of research and articulate output.

For example:
- Deliver workshop
- Present research to students and staff at seminars, conference or festival.
- Write journal article

D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.

- Create a detailed, realistic plan of work/ timetable for Year 3, which demonstrates the ability to complete within the three year standard PhD period (six years for part-time students).
- Produce supervisory board report written in a clear and self-reflective style
M4: Request to enter Completion period

- Submission date agreed

PhD Drama and Performance

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<td>M1: Confirmation and Progress to Year 2 (or equivalent for part-time students)</td>
<td>A: Assess training needs and knowledge required to undertake research project and complete the thesis.</td>
<td>▪ Training Needs Analysis to be completed. ▪ Attend Proficio courses and plan for further courses to attend, as appropriate.</td>
<td>First Supervisory Panel By Confirmation Board (end of Term 3 for FT students; Term 6 for PT students)</td>
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<td></td>
<td>B: Choose research topic and demonstrate significance/impact of research.</td>
<td>Research Project Proposal, including (dependent on subject area): ▪ Write central research problem/questions to be answered. ▪ Methodological considerations. ▪ Feasibility Report – identifying sources, access and ethical considerations ▪ Create project plan, outlining objectives for each stage.</td>
<td>By Confirmation Board</td>
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<td></td>
<td>C: Demonstrate understanding of chosen topic within the context of the field.</td>
<td>▪ Critical Literature Review ▪ Critical Review of Relevant Practice (if required)</td>
<td>By Confirmation Board</td>
</tr>
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<td></td>
<td>D: Demonstrate the ability to produce work of the quality and quantity in order to complete within the three year standard PhD period (six years for part-time students).</td>
<td>▪ Evidence that academic writing is of standard and ability expected at PhD level, including adequate referencing and language skills. Submit 10,000 words in good draft.</td>
<td>By Confirmation Board</td>
</tr>
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<td></td>
<td>E: Demonstration of effective project management through the setting</td>
<td>▪ Create a detailed, realistic plan of work/timetable for Year 2.</td>
<td>By Confirmation Board</td>
</tr>
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</table>
| M2: Progress from Year 2 to Year 3 (or equivalent for part-time students) | A: Review training needs and knowledge required to continue with research project and complete the thesis. | • Produce supervisory board report written in a clear and self-reflective style | Third Supervisory Panel
Fourth Supervisory Panel (end of Term 6 for FT students; Term 12 for PT students) |
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<td>B: Demonstrate work of the quality and quantity expected at the end of Year 2</td>
<td>• Produce another 10,000 words in good draft. • Report on research undertaken to date demonstrating that at least half of thesis exists in draft form.</td>
<td>Fourth Supervisory Panel</td>
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<tr>
<td>C: Review significance and impact of research and articulate output.</td>
<td>For example: • Present research to students and staff at seminars and/or conferences • Write journal articles</td>
<td>Fourth Supervisory Panel</td>
<td></td>
</tr>
<tr>
<td>D: Demonstration of effective project management through the setting of research goals and prioritisation of activities.</td>
<td>• Create a detailed, realistic plan of work/ timetable for Year 3, which demonstrates the ability to submit within the three-year standard PhD period (six years for part-time students). • Produce supervisory board report written in a clear and self-reflective style</td>
<td>Fourth Supervisory Panel</td>
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<tr>
<th>M3: Year 3 (or equivalent for part-time students)</th>
<th>A: Ability to reflect on skills and knowledge development and its application to the research project</th>
<th>• Training Needs Analysis reviewed</th>
<th>Fifth Supervisory Panel (Term 7 FT students; Term 14 for PT students)</th>
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<td>B: Demonstrate work of the quality and quantity expected when nearing submission</td>
<td>• Research completed (empirical and theoretical work) Produce main body of the thesis in draft form.</td>
<td>Sixth Supervisory panel (End of Term 8 FT students; Term 16 for PT Students)</td>
<td></td>
</tr>
<tr>
<td>C: Clear evidence of progress towards submission</td>
<td>Completed final draft of thesis for supervisor(s)/</td>
<td>Submitted to Supervisors Term 9</td>
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</table>
Supervisory Panel Reports: Progression and criteria

All Supervisory Panel report forms up to the Completion Period require comments to be entered under the following set of criteria:

- Report on discussion of submitted work (identifying strengths and weaknesses)
- Outline of the student’s achievements and skills enhanced to date
- Recommendations for work before next Panel
- How many times in the last term did the supervisor and student have contact (email, face-to-face, etc.)?

Additional criteria are, however, required at two stages of the candidate’s progression:

(1) Confirmation of PhD Status (at the end of the first year of study)
- Description of total work seen to date by supervisor, including number of words and number of draft chapters written?
- Has the student a clear plan of work for the next research phase?

(2) At the end of the Standard Period (3 years full-time, 6 years part-time)
In order for a student to progress beyond the Standard Period into a Completion Period (if necessary) the Panel will be asked to answer three questions:
- Has a substantial portion of the thesis been written in draft and is it of a satisfactory quality?
- How many completed chapters exist in draft (e.g. 4/7)?
- What is the anticipated submission date?

Please note, students will only be permitted to enter a completion period if they have completed all their milestones for their third year of study. This includes completing all research. Completion period will only be granted to students as a writing up period. If students have not completed their research, the Supervisory Panel and the Research Students’ Progress Board (see below) will look to extend the students’ Standard period instead (this would require students to pay a higher fee than completion period fees).
Research Students’ Progress Board (RSPB) and responsibilities

The Research Students’ Progress Board formally monitors the progress of all research students three/four times a year, on the basis of the first and second (and third if applicable) annual reports of the Supervisory Panel.

The Research Students’ Progress Board is chaired by the Director of Graduate Studies and includes the Director of Research and the Director of the School. Each students’ Panel report and the recommendation from the Supervisory Panel will be considered at each meeting.

It is important to note that the Research Students’ Progress Board can overturn the recommendation from the Supervisory Panel if they feel that they disagree with the outcome that the Panel has recommended.

If a Supervisory Panel report has recommended that you discontinue or that your status be changed, you will be given the opportunity to attend the meeting of the Research Students’ Progress Board reviewing the case. If the Research Students’ Progress Board decides to accept such a recommendation, you will be informed in writing and you may request a review at which point the University’s Guidelines for Supervisory Arrangements for Research Students come into operation and the Deputy Dean of Postgraduate Research Education (Faculty of Humanities) will set up a Review Committee.

You will be informed of the Research Students’ Progress Board’s decision in regards to your progress by the Director of Postgraduate studies, the Director of Research or the Postgraduate Research Education Team (depending on the decision made) after each Research Students’ Progress Board meeting has been held.

Research Outputs and Assessment Criteria

PhD Drama and Performance: Candidates will be assessed via a 60,000-80,000 word thesis and a viva voce examination.

PhD Drama and Performance (Practice-as-Research): Candidates will be assessed via a Practice-as-research output or outputs equivalent in to 30,000-40,000 words, a 30,000-40,000 word thesis that contextualises and analyses the performance practice in relation to the research topic, and a viva voce examination. For guidance, areas of expected practice include: theatre directing, dramaturgy, actor training, design (scenery, sound, lighting, costume), and performance art. Typical creative outputs for Practice as Research in each of these areas are likely to involve:

Theatre Directing
Direction of a theatre production, or series of productions, of maximum of three hours. This may take the form of one major production or a series of shorter productions (two shows up to 90mins each, three shows up to one hour each) that explore the student’s research topic. Depending on the research topic, the candidate may need to provide evidence of process in the form of a director’s log and/or rehearsal documentation.

Dramaturgy
Presentation of a portfolio that documents the dramaturgical practice undertake for a theatre production or series of productions. The portfolio would be likely to include: character biographies, production history, research materials (relating to historical context, themes, concepts), rehearsal log, image board, and programme essay.
**Actor Training**
Demonstration of actor-training up to a maximum of three hours. Demonstrations may take the form of video documentation of ongoing workshops and rehearsals, masterclasses with actors, or individual demonstration of actor training with commentary.

**Design**
Practice as research in the field of design may focus on one or more specific areas such as scenery, lighting, costume, or sound and would likely involve designing for one or more theatre productions. Outputs may include a portfolio that presents and contextualises the design elements and/or the presentation and documentation of the student’s design within the live production.

**Performance Art**
A series of site-specific or studio-based performances. As performance art may be durational, no time-limit is set for the length of the performances, however the performance content submitted for examination, whether in the form of edited documentation or as live demonstration (or a combination of both), should be no more than three hours.

Research outputs will be assessed against the ‘Requirements of the Award’ as outlined in Section 4.66 of the University’s *Principle Regulations for Research Degrees* (available at [https://www.essex.ac.uk/about/governance/regulations](https://www.essex.ac.uk/about/governance/regulations)) which explains:

“A thesis submitted for the degree of Doctor of Philosophy must embody the results of research carried out during the approved period of study. In the thesis and the oral examination the candidate is required to conduct and present original investigations that make a significant contribution to knowledge, to test ideas, whether the candidate’s own or those of others, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express him/herself clearly and concisely.

In the case of a thesis involving original creative output, the thesis must embody the results of research carried out and/or output created during the approved period of study. The thesis must contain a commentary that addresses the originality and artistic relevance of the work. Within the thesis and oral examination the student must show evidence of the originality of the work, demonstrate an understanding of the relationship of the theme of the thesis to a wider field of knowledge, make a significant contribution to knowledge/the genre, and must express him/herself clearly and concisely.”

**Examination and Submission**

**Word limits**
Each copy of the thesis should contain a summary or abstract not exceeding 300 words.

Word limits include quotations but exclude appendices, references and footnotes (as long as the latter does not contain substantive argument).

If you are planning on submitting a creative thesis significantly above the 80,000 word limit, you must seek permission from the Dean for your total word count **before submitting your thesis**. Your thesis may not be accepted by the Postgraduate Research Education Team if you have not sought Dean permission. (See also: [Code of Practice: Postgraduate Research Students](https://www.essex.ac.uk/about/governance/regulations))
**Notice of Intention to Submit**

You must submit your Approval of Thesis Title form to the Postgraduate Research Education Team **AT LEAST three months** before you are intending to submit your thesis for examination. Please discuss your final title with your supervisor as once the form has been submitted, it **cannot** be changed. You can obtain the form from the Senior Student Administrator. The form will need to be signed by the student and the supervisor and approved by the Head of Department. The Postgraduate Research Education (PGRE) Team will contact students directly with confirmation of the approval of the title. The PGRE Team will also send students a RD1 form which they will need to complete and submit with their thesis and PaR documentation.

**Submission**

All candidates must submit **two copies** of their thesis for examination.

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

You should submit to the Student Services Hub, located on the 2nd floor of the Forum Building, Southend campus:

a) **Two** copies (one original and one good copy) of the thesis or dissertation.

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

You **are strongly advised to retain one good copy of the thesis or dissertation yourself.** Please note that you **must** provide an electronic copy of your submitted thesis to the Postgraduate Research Education Team if your examiner requests an electronic version. All submitted copies of the thesis belong to the University and shall be returned to the candidate following the viva.

Please see the [Policy on Thesis Submission](#) for more details, including the front cover template to use.

**Examination**

The appointment of examiners will follow requirements laid out in section 4.28 of *Principle Regulations for Research Degrees*:

A candidate for a research degree shall be examined by at least two persons appointed for the purpose by the Dean. For student candidates, the examiners shall include a member of the Academic staff of the University of Essex or Partner Institution, as the internal examiner, and an external examiner who shall be independent of the University of Essex and its Partner Institutions. For staff candidates see 4.43 below.

In cases where a re-examination is necessary and the internal examiner has left the University after the original examination, they shall normally continue to act as the internal examiner for the re-examination.

No person who has been a supervisor of the candidate’s work shall be appointed as an examiner nor shall such a person be present at a viva of that candidate except in special circumstances to be approved in each individual case by the Dean and with the agreement of the external examiner.
Notwithstanding the foregoing, a person who has temporarily supervised the candidate’s work for not more than six months in the absence of the permanent supervisor may, in exceptional circumstances, be appointed an examiner, provided that they have not acted as a temporary supervisor during any part of the six months before the candidate is examined.

No person who has a professional or personal relationship with the candidate that might give rise to a conflict of interest shall be appointed as an examiner. Except with the prior permission of the Dean, both examiners (or, where more than two are appointed, all examiners) shall be present when a viva is held.

For the examination of a candidate for the degree of Doctor of Medicine the external examiner shall normally be medically qualified and/or experienced in the relevant area of research.

The University takes gender equality seriously. When recommending and appointing examiners and, if appropriate, an Independent Chair, every effort shall be made to achieve a reasonable gender balance."

The viva voce examination must normally be held within three months of submission of the thesis. A viva may be conducted via video link in accordance with the University Policy on the *Conduct of a Research Degree Viva by Video Link, Skype or an equivalent audio-visual service.*

In order to examine practice-as-research outputs, examiners, in addition to and in preparation for the viva, may need to attend performances or productions throughout the student’s candidature. Where possible, examiners should be encouraged to experience practice-as-research as intended by the practitioner. This require examiners for practice-as-research candidates to be appointment early in the degree.

**Viva voce examination arrangements**

The viva examination will be arranged between the internal and external examiner (and the Independent Chair if applicable). The East 15 Administrator, Southend campus, will inform you of the date/time of the viva examination as well in advance as possible.

Present at the viva examination will be the internal examiner (a member of staff at the University) and the external examiner. In some cases, an Independent Chair will also be present. You will be informed in advance whether an Independent Chair has been appointed for the examination.

Your supervisor will not normally be present during your viva examination and will not normally have any contact with your examiners other than to arrange their appointment. The examination will normally take place in a seminar room within the University or in the internal examiner’s office. The length of a viva will vary but is usually two to four hours long. You are advised to re-read your thesis and anticipate possible areas of questioning. You should bring a copy of your thesis to the viva. You are advised to consult your supervisor on how best to prepare for the viva, who may arrange a mock examination.

**Examiner’s recommendations**

Examiners may recommend one of the following viva outcomes on academic grounds: A, B, C, D, E, F, G or H. Lower award: Masters by Dissertation. When the original examination was for a PhD and the candidate was referred for an MPhil there is no lower award. The outcomes available for each degree, and any lower award, are specified in the programme requirements below. The outcomes are:
A. **Pass with no corrections or minor typographical/presentational corrections.** The candidate makes any corrections prior to submission of the final version of the thesis.

B. **Pass subject to minor corrections to be made within three months.** The examiners must provide a list of corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.

C. **Pass subject to major corrections to be made within six months.** The examiners must provide a list of corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within six months.

D. **Referral for re-examination in up to 12 months.** The candidate has not met the requirements for the degree examined but may resubmit, on one occasion only, a revised thesis for re-examination within 12 months. The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

For viva outcomes E, F and G (below) the candidate is awarded a degree at a lower level from the qualification for which they were initially assessed (for example awarding a MPhil to a PhD candidate). In such cases, the examiners must clearly provide in their statement how the candidate has met the criteria for the lower award in addition to the reasons for not meeting the criteria for the higher award.

E. **Award of a (lower award) subject to minor corrections to be made within three months.** The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of minor corrections. The examiners must provide a list of the corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.

F. **Award of a (lower award) subject to major corrections to be made within six months.**

The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of major corrections. The examiners must provide a list of the corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. and the internal examiner must
confirm in writing that these have been made satisfactorily. Revisions must be made and thesis submitted within six months.

**G. Referral for a (lower award).** The candidate has not met the requirements for the degree examined but may resubmit a revised thesis for re-examination for a (lower award). The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

**H. Fail.** The examiners must provide a clear statement describing the shortcomings of the thesis.

*Publication of viva result*

Students will be officially notified of the result of the viva by the Postgraduate Research Education Team normally within one month. Students are permitted to request copies of the examiners’ pre-viva reports when examining has been completed.

*Thesis Submission for Award*

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

*Thesis Deposit*

Detailed thesis deposit instructions to the Repository can be found [here](#).

Students wishing to place a restriction on their thesis must do so in writing prior to submission of their thesis to repository@essex.ac.uk.

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

*Retention*

Your thesis will be made open access when deposited in the online Research Repository. The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository.

*Progression and assessment*

*Principal Regulations for Research Degrees and the Code of Practice for Research Degrees/Code of Practice for Professional Doctorates*

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

*Extenuating circumstances, withdrawing and intermitting*
Extenuating circumstances are circumstances beyond your control which cause your progress to be negatively impacted upon, including performing less well in your coursework or examinations than you might have expected. In general, extenuating circumstances will be of a medical or personal nature that affect you for any significant period of time.

Extenuating circumstances deadlines will be issued by the department ahead of the Supervisory Panel. You should read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Seek advice from the Students’ Union Advice Centre or the Student Services Hub.

You may experience doubts at some point during your studies. If you’re thinking about leaving Essex, we’re here to support you and give you the advice you need to help you make an informed choice.

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

Withdrawing is the formal process for permanently leaving your programme of study and the University. If you are thinking of withdrawing, you should seek advice from your Department or the Student Services Hub at the earliest opportunity. It is very important that you discuss your circumstances with the University and follow the formal procedure for withdrawing. If the University is not formally notified, then you may risk continuing to incur further tuition or accommodation fees. More advice and information is available here.

Appeals and complaints

If the recommendation of your Research Students’ Progress Board is that your degree should be downgraded or your studies discontinued, and you want to appeal, you must do so within 20 working days of receiving the formal notification. You must do so in writing on the Form of Appeal which is available online here.

You should read carefully the Progress and Appeals Procedures for research degree students.

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.

A complaint is defined as the expression of a specific concern about matters that affect the quality of a student’s learning opportunities (this is in line with the QAA Quality Code for Higher Education, Chapter B9: Academic Appeals and Student Complaints). The University aims to resolve complaints quickly and informally.

You can find the complaints procedure and the forms here.
**Information for disabled students**

The School Postgraduate Administrator will be able to provide you with a link to student support services, who can make sure that the Disability Service knows about any adjustments you may require.

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

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

**International students**

We are proud to be a global community and we recognise that living and studying in the UK may be very different from your own country.

Essex has a wide range of support covering academic and health and wellbeing issues. Our friendly and professional staff will be able to guide, give advice and assist you during your time at Essex.

You can find helpful information [here](#).

If you are studying on a Tier 4 visa, don’t forget to read section Tier 4 Information of this handbook which has further information and links.

**Skills Training and Support for Personal Development**

East 15 PhD students have access to general postgraduate training workshops facilitated by Proficio (thesis writing, applying for funding, publishing, citations etc).

**Proficio**

Proficio is our innovative professional development scheme for doctoral students, and it’s unique to Essex. We believe that your academic and professional development is vital to your growth as a postgraduate research student and so we credit your Proficio account with funds that can be spent on a variety of courses. You can find out more information [here](#) and you can contact the Proficio team at proficio@essex.ac.uk. As a postgraduate research student you are automatically registered on the Proficio system and can use your University of Essex password and username to [book courses](#) and to check your funding.

In addition to these general sessions, the Department works with Proficio to organize tailored training workshops for E15 students (practice-as-research methodologies, critical review of practice, documentation of practice, publishing in drama and performance, research funding). East 15 PhD students also benefit from shared training workshops (Proficio-facilitated and otherwise) and seminars with the Literature, Film and Theatre Studies department [LiFTS].

East 15 provides discipline-specific professional development support via PhD Seminars facilitated by the Director of Graduate Studies. These seminars will offer further training as needed, provide students the opportunity to present their work in-progress, and provide a platform for conversations about career development. As well as the organised
departmental PhD Seminars, students will receive career guidance and advice on publishing, conference presentation and networking etc from their supervisors.

Each student will receive financial support of approximately £300 across their degree to support their attendance at conferences and symposia (our advice is to do this in the second or third year of your studies; we strongly recommend you speak to your supervisor and the Director of Graduate Studies before registering for or submitting to any conference or symposia).

**Student and Staff Expectations and Responsibilities**

**Student responsibilities**

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

- Carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.
- Familiarise yourself with the departmental milestones for your degree and the requirements for your chosen thesis format. The milestones are designed to help you submit your thesis by the deadline and are used to assess your progress during your period of study. The milestones will be considered at your Research Students’ Progress Board which takes place twice a year (or equivalent for part-time students). It’s important you review your milestones regularly to ensure you’ll be ready to submit your thesis by the required date.
- Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.
- Familiarise yourself with the expectations and conventions regarding academic referencing of other people’s work.
- Attend any research training and generic skills courses as agreed with your supervisor.
- As requested, submit reports on progress to professional practice and research supervisors, Supervisory Panels, or the Departmental Research Students’ Progress Board.
- Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. This may take the form of a log book or research portfolio to be signed off by your supervisor.
- Inform the relevant supervisor promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students’ Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.
- Discuss any supervisory problems with your supervisor or the Head of Department. Alternatively, if you feel unable to talk to a member of the departmental staff, please contact the Postgraduate Research Education Team to discuss the concerns. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not always be possible for suitable alternative arrangements to be made.
- You must present your thesis for examination by the end of the final term of your Standard/Minimum period or completion period, depending on your programme of study. A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted an extension, you will not be expected to register or pay the prescribed fee for that two week period.
- If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree, unless you are permitted an exceptional further period of completion.
- Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.
• Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.

Responsibility of the supervisor
Your most important academic contact in the Department is your supervisor or supervisors, who are normally appointed for the duration of your study. Your supervisor/s will advise you about all intellectual aspects of your research, including your research methods, your sources, and literature to be consulted. Any written work you do, including draft chapters of the thesis, will be read in the first instance by the supervisor. The supervisor/s has overriding responsibility for the individual student, and their main responsibilities are as follows:

• Maintaining regular face-to-face contact with students at least once a month (bimonthly for part-time students) until the thesis has been submitted and, if this arises, during any referral period and corrections. In the case of distance learning students, supervisors must maintain regular contact with the student through electronic and/or other means.
• Maintaining regular contact with the student in order to provide general guidance on the research project as a whole and specific assistance on matters of detail; ensuring that the student prepares written work for discussion and criticism according to an agreed timetable.
• Familiarise themselves with the University regulations for research degrees and associated policies, the Code of Practice, and the departmental supervisory arrangements and conduct their supervision in line with the expectations set out in the above documents and as part of standard departmental practice. Provide guidance about the nature and standard of research work expected, including advice on attaining that standard, together with advice on academic practice in the discipline, matters of research design, ethical issues, and appropriate health and safety issues. Supervisors should make it clear to each research student that it is possible for the research and writing up to be completed within the Standard/Minimum period and provide guidance on the appropriate volume of research work for the degree in question. They should also assist each research student in developing a clear timetable of work and emphasise the importance of keeping to it.
• Offering individual support to the student by helping him/her surmount disappointments, crises of confidence, etc.
• Request written work and oral presentations as appropriate and comment on such work within a reasonable time.
• Supervisors must encourage their students to read the Academic Offences Policy. Supervisors are encouraged to conduct formative exercises to run student’s work through plagiarism detection software in their first term of study.
• Be reasonably accessible to students and advise them of any lengthy absences which will change the routine of monthly meetings. Keep each student well informed in advance about any prospective periods of leave and the planned supervisory arrangements during the leave.
• Identify and record the student’s training needs at the beginning of their studies and review them on a regular basis and at least every Supervisory Panel. Ensure that the student has opportunities to develop appropriate generic and research skills and that a record of course/workshop completion and attendance is kept.
• Keep a record of dates of formal supervisions with the student and of written work submitted, including the feedback and when it was provided, which can be produced later if necessary. In addition, when supervising a student with a Tier 4 visa provide monthly confirmation, via the appropriate proforma, of contact with the student.
• Report on each student’s progress to the Supervisory Panel indicating what has been achieved, advising the Panel where s/he believes that the student is unlikely to reach the standard for the degree for which s/he is registered or where progress is slow, and ensure that the chair of the Panel forwards a report on the Director of Graduate Studies in time for the next Research Students’ Progress Board meeting.
• Warn and advise students in writing, with a copy to the Director of Graduate Studies, where work is not of the appropriate standard or is being produced too slowly, and of steps that might be taken to remedy the situation.
• Liaising with the Director of Graduate Studies, and reporting when necessary to grant-awarding bodies on the progress of students in receipt of awards
• Ensure that students understand the requirements of the degree, provide guidance on the examination process, help students to prepare for the viva, and direct the student to appropriate training.
• The supervisor and Head of Department are responsible for approving the proposed title for the thesis, which indicates that the thesis is close to submission. The Approval of Title Form should be submitted to the Postgraduate Research Education Team at least two months prior to submission in order for the appointment of the examiners process to start.
• Nominate examiners for a candidate’s thesis in appropriate time.
• The supervisor should not normally be present during the viva but is encouraged to be in the Department on the day to support the candidate at the conclusion of the viva. With the permission of the candidate and the examiners, the supervisor is permitted to be present when the examiners inform the candidate of the result of the viva.
• Writing references. Where appropriate, encourage students to think about their subsequent employment, and possible future career trajectories, and direct the student to suitable sources of training, advice and support.

The supervisor and the postgraduate researcher will arrange a working timetable at the start of their relationship. The norm is one meeting a month, with leeway to miss one month (usually either July, August or September).

**Academic Offences policy**

The University expects students to act with honesty and integrity in relation to coursework, examinations and other assessed work, 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.

More information about academic offences can be found [here](#).

**Ethics**

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.

**Ethical approval for your research project cannot be granted retrospectively** and failure to obtain ethical approval prior to data collection will mean that this data **cannot be used**.

You can find our Guidelines for Ethical Approval of Research Involving Human Participants [here](#) along with the Ethical Approval application form.
If you are planning on using human participants in your thesis or dissertation (for example you wish to conduct interviews or workshops and/or gain peer feedback for your practical work etc.) you must seek ethical approval as soon as possible before beginning your research. For more information, please contact the Ethics Officer.

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

Referencing and good academic practice

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

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

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

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

East 15 uses the Harvard Referencing system as laid out in the book Cite them right: the essential referencing guide (2016) by Richard Pears and Graham Shields. You MUST familiarise yourself with how to correctly cite and reference by reading this book. It is available through the library as an e-book; click on the link on the East 15 referencing page Library Department Referencing Guides.
Section Four: You Matter – Welfare, Safety and Support

Wellbeing, counselling and confidential issues

If you need practical advice, a confidential conversation, or general information and guidance on life at East 15, no matter what the issue is, the Student Services Hub is the place to go.

Southend email: askthehub-sc@essex.ac.uk

Loughton email: askthehub-lc@essex.ac.uk

The Student Services Hub in Southend provides a daily drop-in service 11am-2pm one the second floor of the Forum Building.

Validium

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

You might be worried, depressed, confused or feeling bad about yourself. There might be a problem in your family, friendships or with your partner, or you might be experiencing difficulties with your work and exams. Counselling can provide a safe space for you to talk through and explore your feelings.

You can also contact the Validium 24-hour Student Wellbeing Support Line. You will be able to have an initial chat, in confidence, about the difficulties you’re experiencing and the support available to you.

Call 0800 970 5020 or +44 141 271 7168.

Chat with Charlie

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

Log on just to chat or find out how to get additional support.

Financial Support

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

Harassment advisory network, dignity and respect

We are Essex. We encourage a culture of dignity and respect. We’re committed to upholding an environment that’s free from any form of harassment or bullying. Though
rare, these incidents can occur and if they do our network of trained harassment advisors are on hand to help. To find out more about the support available, visit our Equality and Diversity page.

**Faith groups**

We’re proud of our vibrant and diverse multicultural community and we recognise and support the many different religions and beliefs on campus. To find out more about and link with faith-based groups in both Southend and Loughton, please visit the Chaplaincy website.

**Nightline**

Established at Essex in 1970, Nightline is a friendly help and support service run by students, for students. We work under strict confidentiality ensuring complete anonymity, and we’re always willing to listen. You can contact Nightline by phone on 01206 87 2020/2022 or by email at nlhelp@essex.ac.uk

**Health and safety on campus**

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

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

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

**SU Advice**

Our SU Advice offers free, confidential, independent and impartial advice on any issue that might be affecting you. Friendly, trained staff are on hand to support you throughout your time at East 15. In Southend, visit the Student Union office in the Forum. Also, see https://www.essexstudent.com/advice/

**University Privacy Statement**

Under the Data Protection Act 1998, any individuals about whom the University may be holding personal data have the right to access the data that is being held about them. Full details about how this works, and how to request such information are available on the Records Management web pages, see: ‘How to access your personal data’.

**Employability and Careers Centre**

The Careers and Employability Centre offer advice and guidance, job-hunting information, CV and job application reviews, and online services for creating CVs, interview preparation and job vacancies.
Learning Languages at Essex

Learn a language while you do your studies at East 15 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.

CareerHub+

Log in to CareerHub+ whether you have one hundred questions or just don’t know where to start with researching your future career! 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.

The Essex Student Charter

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

Freedom of speech policy and Code of Conduct

For regulations relating to freedom of speech and the Code of Student Conduct, see the University’s website.

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. Say hello at essex.su

Skills for Success

Specialist academic skills advisors can give you guidance on all aspects of study skills such as assignment planning; essay writing; English language and academic style. To find out more about Skills for Success, click here.

Harassment support

We are Essex. We encourage a culture of dignity and respect. We’re committed to upholding an environment that’s free from any form of harassment or bullying. Though rare, these incidents can occur and if they do our Harassment Report and Support Service of trained Harassment Support Workers are on hand to help. https://www.essex.ac.uk/student/report/report-harassment https://www.essex.ac.uk/student/equality-and-diversity https://www.essex.ac.uk/welcome

We pride ourselves on being a welcoming and inclusive student community. We offer a wide range of support to individuals and groups of student members who may have specific requirements, interests or responsibilities – to help you fulfil your potential. https://www.essex.ac.uk/student/student-communities https://www.essex.ac.uk/student/access-and-disability