Essex Business School

Postgraduate research (Colchester Campus)
Welcome

Welcome from Professor Claudia Girardone

Welcome to Essex Business School and thank you for choosing to study with us. A warm welcome to those of you who are new to the Department, and warm welcome back to everyone else!

Whatever your background, we're here to help you be successful and fulfil your potential. This handbook should list all the information that you need about your course, Essex Business School and the University of Essex. We want you to become an active member of our living and learning community. Please talk to us about anything that is affecting your studies. Members of the administrative/technical team are also available to assist with any questions that you might have. They can guide you to the right support—either inside or outside of the Department.

EBS is the largest department at the University but our students are always more than just a number to us. Our size means we have also had the opportunity to develop a unique package of support that is tailored to the needs of business students. In addition to the information you can find here, I would encourage you to seek out the Student Services Team and Learning Team as early as you can. Make good use of them during your time with us!

Good luck with your studies and I look forward to meeting you over the coming year.

Professor Claudia Girardone
Dean of Essex Business School
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Introduction

Your Student Handbook will tell you everything you need to know about your department, the University its academic policies and procedures, and all of the resources that are available to you.

At Essex we put the success of our students at the heart of everything we do, and want to support you to achieve outstanding outcomes. We are 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 continue keeping safe as a community.

We celebrate diversity and challenge inequality. We are 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.
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 and pay your fees (if required to do so) at the start of each academic year and prior to the published latest Registration date. 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 (including payment of fees where required) 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 aren’t a UK or Irish national, your immigration permission to study in the UK will be checked when you first register on your course 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.

Students with sponsored immigration permission

The University is a Student Sponsor with a track record of compliance and must ensure we remain compliant in order to retain our sponsor status. Students with a Student visa have additional 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. You are expected to attend your in-person teaching events and this will be monitored throughout your course. If your attendance and engagement fall below expected levels or you are absent without permission for a period of time this is likely to impact on the University’s ability to continue to sponsor your Student immigration permission. The
International Services Team can provide immigration information and advice throughout your studies.

**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 and updates, see the services and facilities webpages linked on the student directory and make sure that you’re aware of the guidance for those coming onto campus.

**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 and can only be accessed via an internet browser. This is different to your applicant portal – you can use MyEssex to view your timetable, (if you are taking taught modules) 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 that can be downloaded on your phone or tablet for free. It acts as a portal through to a variety of areas and resources that will be useful for you throughout your studies. 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 app designed to get you from A to B on either the Colchester or Southend campuses with quick and easy directions. You can download this app on your phone or tablet for free!

Zoom

Zoom is the principal delivery mechanism used by the University for online meetings, presenting, teaching and training. This quick start guide gives you an introduction to the essentials of joining and participating in a Zoom webinar or meeting.

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 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
We are proud of our inclusive and international community. Our campuses are places where every single person can feel they belong and where you can find the world in one place. We have created a Student Charter as a pledge that every student signs up to when they join us. By signing up, you promise to uphold our values and to behave in ways that strengthen and support our community. We promise to support you at every stage of your journey with us.

Embracing our 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 encourage you to challenge the status quo and explore the unknown, we expect all of our students do so respectfully, intelligently and act as true ambassadors for the University. Our Code of Student Conduct 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 providing equal opportunities for both students and staff. Our students and staff are treated with dignity and respect on the basis of their merits, abilities and potential, while still having the relevant impact and implications associated with 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 identity-forming characteristics, taken into consideration as necessary to ensure equal opportunity.
The University is committed to a programme of action to ensure that this policy is fully effective.

Essex Business School is Athena SWAN Bronze award accredited and we are working towards the Athena SWAN Silver Departmental Award.

The application will drive structural and cultural progress towards ensuring that Essex Business School is a gender equal working and learning environment for all staff, students and visitors.

**Student communities**

We pride ourselves on being a welcoming and inclusive community. We recognise the value of diversity and are committed to equality of opportunity within the University.

We offer a wide range of support to individuals and groups of student members – 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 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.

Join Essex Sport and be part of something bigger. We’re a community of like-minded individuals who are dedicated to enriching your experience at University of Essex. By fuelling your passion for all things active we help you make new friends, find new interests and be the best you. Whatever your sport, whatever your level, from fan to professional athlete, we’ve got a place for you.

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 and our Facebook, Instagram, Twitter for the latest information.
**Students’ Union**

We’re famous for our Students’ Union at Essex, and for good reason. The Students’ Union is run by students for students, and they’re here from you from day one of your research to the moment you graduate. The SU are here to represent your views and work with you to make amazing things happen and shape your experience at Essex.

**Get involved!**

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!

There are also plenty of opportunities to join Sports Clubs, get involved with competitive sports with our BUCS teams, or just try a sport with our Just Play programme if you don't want to commit to a regular team, or would rather not play competitively.

We also train, recruit and support hundreds of student reps each year. These reps gather feedback to share student viewpoints on academic experiences. You can find out more about student reps including how to sign up and getting trained [here](#)

There’s also a huge range of extra-curricular and voluntary opportunities available to you at Essex, Chart My Path is your personal development navigation tool to help you find them. Find activities to inspire and develop you in your life, your studies and for your future and gain recognition for your achievements on your digital transcript the Higher Education Achievement Report (HEAR), through the Big Essex Award.

**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 media:

- [Facebook](https://www.facebook.com/uniofessex)
- [Twitter](https://twitter.com/Uni_of_Essex)
- [Instagram](https://www.instagram.com/uniofessex)
- [LinkedIn](https://www.linkedin.com/company/uniofessex)
Our [Events calendar](#) brings together all the events happening across our three campuses, so you can make the most of your time at Essex.

### About Essex Business School

#### Meet the team

A full list of all staff can be found on the [EBS Web Pages](#). Below is a summary of the roles of staff that you are likely to be in contact with most frequently.

#### Your supervisor

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

#### PGR Director

The PGR Director is [Dr Anita Hammer](#).

#### PGR Associate Directors

The PGR Associate Directors are:

Accounting: [Dr Bedanand Upadaya](#) (autumn term only)

[Professor Pawan Adhikari](#) (study leave – Autumn term 2022)

Finance: [Professor Simon Price](#)

Management and Marketing: [Dr Neeru Malhotra](#) (Autumn term 2022 only)

[Dr Pasi Ahonen](#) (study leave – Autumn term 2022)

Organisation Studies and Human Resource Management: Dr Louise Nash

Strategy, Operations and Entrepreneurship: [Dr Young-Ah Kim](#)
**Colchester PGR Students’ Contacts**

**EBS Student Services Team**
Available to help you with any question or concern you have about your programme or university life. You can visit the EBS Student Services Team in the EBS building or email them via ebshelp-col@essex.ac.uk

**EBS Academic Services Team**
Available to help you with any question or concern you have about your programme or university life. You can visit the EBS Academic Services Team in the EBS building or email them via ebsphdad@essex.ac.uk

**EBS Learning Team**
You can visit the EBS Learning team in the EBS building, or contact: ebslearningteam@essex.ac.uk

Learning and Teaching Adviser - Lorcan Whitehead

Student Experience Manager - Hugh Kilmister

**Departmental Disability Liaison Officer**
The DDLO in EBS Colchester is Hugh Kilmister. His role is to act as a direct link for you between the Student Services Hub and EBS. He can help make sure that the Disability Service know about any adjustments you may need.

If you have a disability, long term medical condition and/or Specific Learning Difference and have not registered with Student Wellbeing & Inclusivity Service, to discuss your support needs, please email include@essex.ac.uk.

**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. Academic support hours are listed on Moodle.

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 Leaders**

There are dedicated Module Leaders to support students for each module. The module tutor for each module can be found on Moodle and the module directory. If you have a specific study question visit the Module Directory to find the details of the Module Leader and Teaching staff for the relevant module.

**Supervision of research students during periods of leave**

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

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

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

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

d) In cases where a member of staff plans to be out-of-residence for an extended period during their research leave, an alternate member of staff should be named (by the Graduate Director of Research, in consultation with the supervisor) as a local contact for the supervisee student. The local contact is not meant to act as a substitute supervisor (see point (A) above) but to serve as a designated point of contact in the Department during the period when the supervisor is out-of-residence.
The Supervisory Panel (SP) and Research Students’ Progress Board (RSPB)

These are the formal committee meetings at which an individual student’s work, training/skills development, and progress are reviewed against the published milestones. Progress decisions are considered by the SP with a recommendation being made to the RSPB. This includes Confirmation of Status and entry to the next stage of study or period of completion, along with extensions, downgrading and discontinuation. The final RSPB decisions and/or recommendations are reported to the relevant Faculty Dean (Postgraduate).

Your Supervisory Panel is composed of you, at least one of your supervisors and one other academic who acts as Chair. In exceptional circumstances where the sole supervisor is on study leave, an acting supervisor may attend.

The RSPB comprises senior members of academic staff and is chaired by the PGR Director or Head of Department/School. It reviews the progress of every student through to the award of a degree, withdrawal or failure, on the basis of the reports from the Supervisory Panel, including the written report from the student.

Principal Regulations for Research Degrees

Professional Doctorate rules of assessment
Staff research interests

The University of Essex is a ‘dual intensive’ university gold rated for teaching excellence (TEF 2017) and top 20 for research excellence (REF 2014). Our mission in EBS is to offer a transformative education and research excellence that has a positive impact on business and society. Within the School, research is organised around five subject groups.

Accounting
Accounting at Essex is about accountability – not just to financiers and investors, but increasingly to a wider range of stakeholders and to sustainability concerns. Our teaching and research are grounded in how accounting is practised globally in all of its multiplicity, whether in commercial, public sector or not-for-profit settings. Our accounting programmes are accredited by the major professional bodies. We aim to inspire a business-minded and socially driven Essex accounting graduate.

Finance
Our teaching and research reflects the breadth of contemporary banking, finance and economic issues facing organisations today. We focus on training our students to become skilled finance practitioners, informed by our expert academic and consultancy work and supported by our industry standard facilities. Our work is internationally oriented and professionally accredited.

Management and Marketing
Management and marketing at Essex is not just about driving profit for big business. We want our students to understand the role of the consumer, the value of the employee and the importance of responsible management practices. Our aim is that students learn to become independent thinkers and drivers of change, creating a positive impact not just on the bottom line but on the world around them.

Organisational Studies and Human Resource Management
Our teaching and research considers the relationship between work, organisation and society in order to understand the nature of contemporary working life. In addition to drawing on traditional approaches to business, our perspective is enriched by cultural studies, history, literary theory and philosophy. This enables our
colleagues and students to think critically about business and its role in today’s
global society.

**Strategy, Operations and Entrepreneurship**
Our expertise in quantitative management science includes data analytics, supply
chain management and international business. Alongside this we aim to use our
research and teaching to support small and medium enterprises, to explore the
challenges faced by entrepreneurs and to consider the disruptive potential of
intrapreneurship.

You can find out more about our research interests and detailed staff profiles on the
[**EBS webpages**](#).

**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 have 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.

**Colchester resources**

**Postgraduate (Research) Study Room (EBS 1.10)**
The Postgraduate Study room is available for all research students in EBS. A hot desk
system is in operation, please leave all personal belongings in lockers provided (see
below). Please ensure that you adhere to the rules stipulated for use of the PhD study
room including regular cleaning routines, frequent hand washing and use of face
masks in enclosed areas. The EBS building is accessible into the evening.

**Group study pods**
Need to work collaboratively? Our IT group study pods provide an ideal setting for
encouraging creative team-working among groups of students. Group study pods are
open access and are first come first-served; they can’t be pre-booked. There are
several study pods on our Colchester Campus, including pods in the Silberrad Student
Centre and the EBS building.
**Postgraduate Lockers**
Lockers are available in EBS adjacent to EBS 1.10 for PGR and MBA postgraduate students. These are allocated on a first-come first-served basis. If you are allocated a locker it will be necessary for you to pay a £5 key deposit to the Student Services desk in EBS. Please contact the Student Services Team if you are interested in using a locker.

**Bloomberg Suite – EBS Trading Floor**
Bloomberg is an online service which provides current and historical financial data. Bloomberg is the industry’s most widely used source for accessing real-time financial data and over-the-counter trading. EBS has 12 Bloomberg terminals with identical functionality to Bloomberg terminals used by traders and portfolio managers worldwide. The EBS Trading Floor is room EBS 1.4 / IT Lab S in the EBS Building.

**Kitchen Facilities**
EBS students have access to a microwave to heat food, which is based in room/tea point EBS 3.10 on level 3 of the EBS building.

**Bonds Café**
Bonds Café in the EBS foyer is open in term time, with reduced hours or closure in the vacations.

All of these facilities may be subject to COVID-19 prevention measures so access to the facilities may be limited or even unavailable depending on social distancing and health and safety requirements.

**Postgraduate Training**
PGR students all have access to Proficio; our innovative professional development scheme, unique to Essex. We believe that your academic and professional development is vital to your growth as a postgraduate research student and we give you funds that can be spent on a variety of courses and conferences.

As a postgraduate research student, you will be registered on the Proficio system. You will need to complete the Training Needs Analysis (TNA) on Moodle in order to unlock your Proficio funding account. The enrolment key is ‘PGRstudent’.

Postgraduate research students are provided with structured training throughout their scheme of study. In addition to the centralised training provision, students can also
access 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 on the Module Directory and discuss with their supervisor which of these modules would be suitable. Postgraduate Research students in year 1 (or FTE) will be expected to undertake postgraduate training modules and pass assessment with a mark of >65 in order to meet milestones for progression to year 2.

Printing, photocopying and scanning
All students can print, copy and scan for free at Essex subject to our fair use policy. You can even print from your mobile by sending your attachment to mobileprinting@essex.ac.uk using your university email on Outlook.

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, only print if necessary and check your available quota.

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.

Noticeboards
Every department and school has their own noticeboard(s) providing information on staff, courses and classes, updates, careers, events and opportunities. You will find our notice boards in the foyer of the EBS building in Colchester adjacent to Bonds Café and in the alcoves of level 2 next to the Winter garden. An electronic noticeboard is located above the Student Services Desk.

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

We regularly hold seminars where ideas can be shared with peers and colleagues.

Social Media
You can follow Essex Business School on social media to keep up to date with student events, news and announcements throughout the academic year:
If you have any content you would like to share or would like to get involved in student takeovers on our social media, please email ebs-marketing@essex.ac.uk.

We also run a blog series, if you would like to contribute to the Essex Business School blog, please email ebs-marketing@essex.ac.uk.

**Learning and Teaching**

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

**Student Staff Partnership**

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

- Read the documentation provided, including the regulations for your degree, the Code of Practice and details of the departmental supervisory arrangements.
- Attend meetings with your supervisors and Supervisory Panels as arranged, and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.
- Keep in regular contact with your supervisor. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in discussion/review of the student's work and progress at least once a month (and bi-monthly for part-time students).
- Provide updates on progress as outlined in the Progress and Appeals Procedures for Research Degree Students
▪ Carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.

▪ Familiarise yourself with the departmental milestones for your degree and the requirements for your chosen thesis format. The milestones are designed to help you submit your thesis by the deadline and are used to assess your progress during your period of study. The milestones will be considered at your RSPB which takes place twice a year (or equivalent for part-time students). It’s important that you review your milestones regularly to ensure you’ll be ready to submit your thesis by the required date.

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

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

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

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

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

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

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

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

- If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree, unless you are permitted an exceptional further period of completion.
- Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.
- Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.

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

- Attend lectures and seminars for taught modules where applicable and attend meetings with your professional practice supervisor. For more information on this, please refer to the section on taught modules in this handbook.
- Complete the work required for your taught modules.
- Maintain a professional practice portfolio which forms part of the assessment for the degree.

**The academic year**

Postgraduate Research students are expected to work on their theses throughout the calendar year, and are not subject to the same academic year term structures as that of taught students. As a reference point, 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.

<table>
<thead>
<tr>
<th>Term</th>
<th>Week numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>2-11</td>
</tr>
<tr>
<td>Spring</td>
<td>16-25</td>
</tr>
</tbody>
</table>
You can view the University’s week numbers with the equivalent dates in the week by week calendar. The University’s key dates include an overview of the start and end of each term and exam periods.

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 where applicable, and unless otherwise advised by Essex Business School.

**My programme of study**

Each programme of study at the University has its own syllabus, full details of which, including the aims and learning outcomes, can be found in the University’s Programme Specifications Catalogue.

Your own programme structure, including your specific programme specification, can be found in the MyStudy section of your MyEssex homepage.

**Making changes to your study**

If you feel as though your research has changed direction and that it would be appropriate to change your degree title, please discuss this with your supervisor, as they’ll be best placed to advise on the most suitable option. You may also feel it appropriate to change to a differing degree type (from PhD to MSD for example), again please discuss this with your supervisor in the first instance.

Once you have decided that you want to change your degree title, you will need to make a formal request using the online Change of Course/Degree title form.

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

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

Once you have decided you want to change your mode of study, you will need to make a formal request, using the online Change of Mode of Study form, which will need to be approved by your department and the Dean.

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

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, supervisor 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.

Periods of study

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

The library provides access to an extensive digital library of books and journals to support your research. As well as a team of specialist Academic Liaison Librarians who can advise on appropriate resources for your area, there is also a Scholarly Communications and Research Support team, who can advise on a variety of topics including open access and how/where to publish your work. Online support in these areas can be found in the Library’s Research Support guide. A range of workshops and training sessions are also held throughout the year through Newcomers, a collaborative network run by Library & Cultural Services and the Research Enterprise Office that aims to support researchers, and offer training across the research lifecycle.

At our Colchester Campus, the Albert Sloman Library on Square 5 has a variety of study spaces, including a dedicated Postgraduate Study Room that is open 24/7. Make sure you remember your student card to access this room. The Library offers a dedicated Helpdesk, live chat and the opportunity to book appointments with specialist staff to help you through your studies and beyond.

Our Southend Campus Library & Learning Hub is located within The Forum and offers a variety of silent and group study areas as well as access to all the resources you need for your research, either on the shelves of the Library or online via the Library website. You can access computers in the Learning Hub, which is a pleasant and safe environment that is open 24 hours a day, 7 days a week, with specialist help available from the InfoPoint and via live chat. You can also request books from our libraries at Colchester and Loughton - and your library card gives you access to all public libraries in the SELMS consortium of libraries in the South East of England.

See the Library website for the latest information on all our libraries and the services available, including opening hours.

Art Exchange

Placing art at its core, Art Exchange is a space where art, artists and audiences get together. Our programme of exhibitions, talks and events creates a platform for ideas to be exchanged and connections to be made.
We show international art by established and emerging artists throughout the year, while our artist-in-residence programme allows us to commission new work that respond to the world around us. We work with students in creating their own exhibitions and events, as we showcase what issues and debates are important to them.

Sited at the University of Essex in Colchester, we are inspired by our intellectually curious audience that makes up the campus community, while the research and study around us feeds into our programme of talks, films and debate.

Combined with art classes and workshops, we offer ways for everyone to get involved and enjoy great art.

**Lakeside Theatre**

The Lakeside Theatre provides a warm, welcoming social hub of creativity at the heart of the University to foster the living learning community.

We produce a programme of diverse, dynamic and accessible live performances of theatre, music, comedy, dance, workshops, artist development and live art for audiences on and off campus. It is a learning and social experience for students that will deliver key life skills to enable them to respond to a rapidly changing world with creativity and personal and cultural confidence. Students wellbeing remains at the forefront of what we do which is why we provide opportunities for enjoyment, inspiration and creativity.

The theatre and technical facilities are kept up to date, for student use in education and further skill building in modern practices nationally and internationally.

**Study Abroad**

As a postgraduate student there are a variety of opportunities at Essex to have an international experience through one of our Essex Abroad programmes.

Essex Abroad have a wide range of summer programmes suitable for postgraduate students including summer schools abroad, volunteering programmes, international internships and research abroad opportunities which are open to all Essex students. These programmes vary in duration, location and cost. Find out more about Essex Abroad opportunities.
**Essex Student Journal**

The Essex Student Journal offers all PGR students a chance to volunteer as a peer reviewer. The Essex Student Journal is a multi-disciplinary diamond open access journal that publishes essays, case studies, and research papers written by University of Essex Undergraduate and Masters students. You can sign up to be a peer reviewer on our website. If you have any further questions, do get in touch with journal@essex.ac.uk.

**University and Essex Business School training events**

Attendance and assessment

**MPhD Accounting**

Attendance is compulsory for BE961 Insite workshop. Attendance and assessment is compulsory in at least two of the following: BE950 Research Evaluation, BE951 Research Methods in Accounting, BE968 Philosophies of Research and Advanced Qualitative Research Methods. This is subject to discussion with your supervisor and completion of a training plan.

**MPhD Organisation Studies and Human Resource Management**

Attendance is compulsory for BE961 Insite workshop. Attendance and assessment is compulsory in at least two of the following: BE950 Research Evaluation, BE966 Research Methods in Organisational Studies and Human Resource Management Marketing, BE968 Philosophies of Research and Advanced Qualitative Research Methods. This is subject to discussion with your supervisor and completion of a training plan.

**MPhD Management**

Attendance is compulsory for BE961 Insite workshop. Attendance and assessment is compulsory in at least two of the following: BE950 Research Evaluation, BE965 Research Methods in Marketing, BE968 Philosophies of Research and Advanced Qualitative Research Methods and BE969 Research Methods in Management. This is subject to discussion with your supervisor and completion of a training plan.
**MPHD Finance**

Attendance is compulsory for BE961 Insite workshop and BE990 Research Methods in Financial Econometrics. Attendance and assessment is compulsory in at least two of the following: BE352 Asset Pricing, BE356 Financial Modelling, BE368 Finance Research Techniques using Matlab, BE369 Data Analysis: Cross Sectional, Panel and Qualitative Data Methods, BE953 Research Methods in Finance. This is subject to discussion with your supervisor and completion of a training plan.

*The exception to the above being if students have already undertaken these modules with assessment in previous masters study). You **must** complete these details in your training plans and make sure you complete the relevant module enrolment forms. If you are required to attend other modules by your supervisor, attendance is compulsory (although assessment may not be). You must also attend weekly departmental seminars relevant to your area of study. **Training plans MUST be completed and returned to the Student Services Team by the end of week 1 of the Autumn term or week 1 of the Spring term for January starters.**

**Doctoral-level Training - "BE961 InSite Workshops" (both campuses)**

Essex Business School has training specifically for doctoral students to help you successfully complete your PhD as well as gain a broader knowledge of key approaches and debates within Business and Management. These sessions will include a morning workshop (from 10-12) on a particular methodology or approach, followed by a weekly seminar given by the academic study group. Sessions will take place on both the Southend and Colchester campus. Whilst each sub group of the School will lead on one workshop per term, all workshops can be attended by students of all groups. Schedule details will be posted on Moodle and you will be notified via email. You should also discuss attendance at Proficio training events with your supervisor.
**Departmental support or funding for attending conferences/other events**

Presentation of papers at conferences gives you the opportunity to meet other researchers in your field and to develop your ideas further.

The School *may* fund at their discretion, presentations of papers, usually by third year students accepted to conferences of up to a *maximum* of £800 per year. You must apply one term in advance and have written approval from your supervisor/s before submitting your form to the PGR Director. Note that conferences often have a reduced ‘doctoral’ registration fee.

Funds up to a maximum of £200.00 per year per student *may* be provided for first and second year students to attend training workshops or seminars within the UK. Approval must be in writing from your Supervisor and approved by the PGR Director prior to booking or attending any training/workshops. Forms for Conference Funding are available from the Student Services Team or on the PGR Moodle page. It is usually policy that third and completion year students *may be* allowed up to a maximum of £800 in any one year. Should supervisors wish to make a case for more funding, then this must be discussed in the first instance with the PGR Director and is subject to approval by the Dean of EBS and the Faculty of Social Sciences Accountant.

**Assessment and Academic Integrity**

Undertaking a research degree varies for each person. Some are predominantly lab based, others require significant library research, and some must undertake taught modules. All schools and departments at the University employ a variety of assessment methods, and these will be tailored based on your research area and the course you’re on.

**Ethics in research**

All research involving human participants and animal subjects, 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](#) or
Guidelines for Ethical Approval of Research Involving Animal Subjects 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.

Research involving vulnerable groups may require a DBS check if you are engaging in regulated activity. More information about the DBS check process can be found on the University's DBS webpages.

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

You can book onto Research Risk Assessment training online, where there is also further information about risk assessment and managing health and safety risks.

If you are planning to carry out research abroad it is important that you research your destination, so that you are aware of security, safety or culture issues that may affect you or your research. The University has comprehensive travel insurance, which you will be able to arrange by completing the online Travel Insurance Application Form.

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 work. 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.

**Referencing**

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. You must use this referencing style. Guidance on your referencing style is available online, including an interactive referencing tutorial. You can also take the Academic Integrity course on Moodle.

**Academic Skills 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 the Skills for Success team is available to help by providing support, resources, workshops and 1:1s on:

- Academic writing
- Maths and stats
- Digital Skills
- Research and referencing
- English language
- Exam revision

**Departmental Support**

**EBS Learning Team**
You can contact the EBS Learning team: ebslearningteam@essex.ac.uk

Learning and Teaching Adviser - Lorcan Whitehead

Student Experience Manager - Hugh Kilmister

**Proofreading services**
Before considering the use of proofreading services, all students should first discuss their work with their supervisor(s). 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.

All students should ensure that any agreement entered into with a proofreader conforms to the University's policy and guidance on proofreading.

**Language classes**

**Academic English Support**
Skills for Success run a dedicated PhD Language Support module throughout the year, to help you develop your writing skills, presentation skills and confidence. They also run a range of Academic English Support classes which are available throughout the year. Modules include Academic Writing, Speaking, Reading, Grammar Review, and Exam Preparation and Writing Skills. Bookable workshops and 1:1 support are also available.

**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.

**Extenuating Circumstances**

Extenuating circumstances are circumstances beyond your control which cause you to perform less well during your studies than you might have expected or to miss an assessment or milestone. 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.

Your department will review your claim at your Supervisory Panel and RSPB and determine an appropriate course of action to take into account your extenuating circumstances, if appropriate.

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 to your Graduate Administrator in your department/school by no later than two weeks before the meeting of the Supervisory Panel, or by the deadline published by the department/school if different. It cannot be guaranteed that forms submitted after this date will be referred to the Panel/RSPB. You should also ensure that you record at least a brief summary of your extenuating circumstances on your Supervisory Panel report form.
Submission of Thesis

Thesis Submission Pre-Examination

All candidates for a Masters by Dissertation (MAD or MSD), Master of Philosophy (MPhil), Doctor of Medicine (MD), Doctor of Philosophy (PhD) and Professional Doctorate must submit an electronic copy of their thesis for examination.

The electronic copy should take the format of one PDF document containing all chapters, references and appendices.

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

You should submit the following as attachments via email to: pgrsubmission@essex.ac.uk:

a) A single PDF copy of your entire thesis; and

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

Thesis Submission for Award

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

Thesis Deposit and Retention

Your thesis will be made open access when deposited in the online Research Repository. Students wishing to place a restriction or embargo on their thesis must do so via the Approval of Title (intention to submit) form prior to the submission of their thesis for examination.

When depositing your thesis in the online Repository you will be required to read and accept the conditions stipulated in the Thesis Deposit Agreement. The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository.
**Examiners and the Viva**

Your supervisor will not normally be present during your viva and will not normally have any contact with your examiners other than to arrange their appointment. More information on the examination process and viva can be found on the Student Directory.

**Exit Awards (Professional Doctorate students only)**

If a student does not meet the progression requirements on the Professional Doctorate, or the examiners feel that the thesis has not met the requirements for the Professional Doctorate, they may be eligible to receive an exit award or lower award, as appropriate for the course. Details of the available exit/lower awards can be found in the Code of Practice: Professional Doctorates.

**Appeals**

PGR students wishing to appeal against either a progress decision (a recommendation made by the Research Students’ Progress Board (RSPB)) or an examination decision (an outcome decided upon by the examiners following a viva voce) should follow the Appeals Procedure.

Please note that research students on the first year of an Integrated PhD (a 4-year programme) or a research student on a Professional Doctorate programme who wish to appeal against a progress decision of the RSPB (e.g. being downgraded or discontinued) should do so in accordance with the above procedure. However, students who wish to appeal against the decision of the Board of Examiners’ consideration/decision of their taught marks should appeal in accordance with the Academic Appeals Procedures for Undergraduate and Postgraduate Taught Programmes of Study.

Students thinking about making an appeal are strongly advised to contact the SU Advice Centre.
Taught Modules

Teaching timetable
Most PGR students won’t be required to undertake taught modules, and so a teaching timetable isn’t applicable. For those students who do undertake taught modules as part of their course, you’ll have a personal timetable, this shows you when your teaching is taking place, as well as who is teaching you. Check your personal online timetable regularly for up to date teaching information. You will need to have registered and activated your University of Essex log-in before you will be able to access your teaching timetable.

Information about teaching timetables, including accessing your individual timetable can be found here. If you wish to report a timetable clash or request a class change, you should do so via the online timetable.

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

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

Marking criteria are designed to help students so that they know what it is they are being assessed on and what is expected from them. The marking will vary depending on what you are studying.

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 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.

Professional Doctorate Rules of Assessment

The Rules of Assessment are used to calculate the results for Professional Doctorates.

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

Core, compulsory and optional modules

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

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

Methods of Assessment

Whether a module is core, compulsory or optional, all methods of assessment are compulsory. If you do not complete coursework or attend examinations, and do not have extenuating circumstances to support your non-submission or absence, then you are at risk of being withdrawn from the University. Assessment via coursework will usually be submitted via email to the relevant Postgraduate Taught Administrator and
will not appear in FASer. You must remember to check both FASer and email regularly for any updates

**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.

**Preparation of assignments**

**Guidelines on How to Write Assignments**

In order to help you to develop your skills in writing assignments we have summarised below some of the key points underlying effective academic writing. The points mentioned below will help you to answer your assignment and exam questions appropriately and also to refine your communication skills to advance your career after graduating.

1. **Read the question carefully**

   Make sure you understand exactly what the question is asking you to do. Pay attention to requirements like ‘assess’, ‘describe’ and ‘compare’. Clarify all the key terms and concepts used, and note the scope of the question. It is a good idea to underline the key words to constantly remind you what the assignment is about. As you develop your answer, keep returning to the underlined words and ask yourself, “Have I answered the question”? “Does my answer relate to the question”? If not, then review what you are doing.

2. **Take time in constructing your answer**

   Your central aim in answering any question is to bring together what you see as the key points and issues in a clear and coherent way. So it is worth spending time identifying these and then linking them together as effectively as possible. Try noting down your ideas and then ordering them in what you see as the most logical way. You need an overall plan before starting the essay. Without a plan your essay will end up being a jumbled collection of random sentences and will not get good marks.
3. Indicate the theories which you think are relevant
Throughout each module you study you will be introduced to the views of a variety of authors who are experts in their fields. Frequently, they will have competing views. One reason for this is that they see the world differently. It will be helpful to indicate in your work how you see things before moving on to any detailed analysis, arguments and evidence. Of course, you know how you see things and what ideas you find attractive, but the examiners and markers do not know this. You need to tell them so that they can see things from your perspective(s). The theories which you choose to mention should be drawn from the ideas introduced on the module and elsewhere.

4. Wherever possible support your ideas with well-chosen examples
Be selective and only choose illustrative examples that are relevant to your points. Limit the amount of scene setting and background to case studies, unless such background is asked for specifically in the question. As a general rule, try not to let your examples ‘take over’ the whole essay. Try to support your points with more than one example. We do not expect you to cover every relevant example, but it is important not to focus on single examples which could lead to sweeping generalisations. It is better to use a range of examples (two or three, say) to provide more solid support for your argument. Try to use examples from a range of sources and module components. Make full use of the module material, additional reading and relevant stories in the news (if you have not previously started a file of current news, now is a good time to do so). We hope you will also draw on your own experience and on other sources, although this is not essential.

5. Give some thought to matters of general presentation
Check that you have communicated your ideas effectively. This means thinking about sentence construction and grammar. Make sure that your sentences are simple and easy to follow. This means using paragraphs to mark changes in focus and not simply as arbitrary divisions. It also means linking together your paragraphs so that the reader can follow your line of argument. Remember that anything which makes the reader stop or go back over part of the assignment risks breaking up its ‘flow’.
All good answers should have a clear structure. At the very least, they must include an introduction, discussion and conclusion. The first and the last are both key elements of any answer and serve a range of functions. The introduction should be used to clarify and define the scope of the question, and to set out your plans. You should indicate how your answer is organised. The conclusion provides an opportunity to draw together and summarise your arguments in a way that directly addresses the question. It also gives you a chance to reach a clear conclusion of your own, if you have not done so already. Your answers should always be analytical - i.e., analysing the debates and issues in terms of concepts and theories and the contribution they make to our understanding of the world – not just descriptive. We are not asking you to say who said what and when, although you might produce short quotations from relevant authors to support your analytical point.

A good essay also engages with counterarguments. So, give some thought to what critiques and criticisms may be made against your conclusions, evidence and theories. Briefly indicate the way you might respond to your critics.

Have a look at the structure of the papers written by academics. Articles can be found in numerous journals in the library. Many will be on your reading lists. Take a look and note how they have been put together.

Assignments should include a complete list of references. All quotations should include page numbers and be attributed to works in the list of references. You should check that your written work meets this key criteria:

- Answering the question
- Producing a coherent, clear argument and analysis
- Clearly demonstrating knowledge, reading and evidence
- Clearly demonstrating a critical ability
- Writing coherently
- Providing clear frameworks, structures and signposts

Support is available to help you develop your essay writing skills from the EBS Learning Team you can contact them on: ebslearningteam@essex.ac.uk
We also have a useful Moodle page – EBS Student Resources.
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. You must use this referencing style. Guidance on your referencing style is available online and you can also take the Academic Integrity course on Moodle.

Submission of coursework

PGR students usually submit any coursework via email and not via FASer. 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 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 IT Helpdesk as soon as possible to find out if this is a system issue or whether it may be a problem with your computer.
This will count towards your claim when submitting a late coursework extenuating circumstance form should you need to.

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.

**Return of coursework**

Your marked coursework will be available on FASER. Students will be emailed by a member of the Academic Services team when their marked coursework is released.

It is the aim of the Essex Business School to return coursework and test marks to students within four weeks (not including bank holidays and religious festivals, or periods when the University is closed) of the date of submission. Note: In case of any delays, academic staff will advise students via Moodle or email.

**Examinations**

From 2022-23, examinations will either be remote via FASER, Moodle or Perception, or on campus in an invigilated setting. To find out whether your exam is in-person or remote, you can check the module directory. Your personal exam timetable, when available, also has this information.
Exam timetable

The University publishes the dates for exam periods at the start of each year, including the date on which your personal exam timetable will be issued for each period. A link to your personalised exam timetable will be sent to your Essex account when it is ready to view.

Attending an in-person exam

You must bring your registration card and exam entry form to any invigilated exams on campus. You may not be allowed entry without these. You will be able to download and print your exam entry form when you view your personal exam timetable.

For exams that are more than 1 hour long, you will not be allowed to enter the examination room if you arrive later than 55 minutes after the start of the exam. If your exam is only 1 hour long, you will only be admitted up to 10 minutes after the start of the exam.

Attendance at examinations, whether remote or in-person, is compulsory and if you do not attend them and do not have extenuating circumstances then you are at risk of being withdrawn.

Calculators in Examinations

If you are allowed to use a calculator in your examinations, the only models you are permitted to use in invigilated exams are the Casio FX-83GT PLUS or the Casio FX-85GT PLUS.

The only exception is for certain Finance exams that require a financial calculator, in which case you may use the Hewlett Packard 12c (all variants) or the Texas Instruments BAII Plus (including the BAII Plus Professional).

Open and closed-book exams

You should check the module directory to see whether your exam is open or closed-book. Your department will provide further guidance on how to prepare for your exams and on what materials can be taken into an open-book exam. You should also check the information published on the exam web pages.
Sample and past papers
Past exam papers for Postgraduate modules are available on Moodle to help you prepare for your exam. Bear in mind that the detailed content of a module can change from year to year, so papers from previous years may contain questions no longer relevant.

Revision classes
Revision classes will be timetabled at the beginning of the summer term, in weeks 30 and 31.

Exam stress
Exams create stress for most people, but there is a lot that you can do to prepare for them and help manage the levels of stress associated with exams. The University’s Skills for Success Team offers a series of Exam Workshops which are run by specialist staff. These sessions cover revision planning and techniques, as well as sessions on relaxation and how to cope with stress. Staff in the Student Services Hub can also provide sessions on stress management if required.

Access to your exam script
If you want to see your script for an invigilated exam, you should make the request to the department responsible for the module within four weeks of the exam. The department should either: let you see the script in the presence of one of the staff responsible for teaching the module or give you a copy or summary of the examiners’ comments on your performance. If you need to undertake an exam as part of reassessment on a module, your department will provide you with written feedback on any elements being reassessed.

Feedback on your exam script will not include a discussion of the mark. The marks will have been approved by external examiners and ratified by the Board of Examiners.

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 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.

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.
**Feedback**

Written feedback is provided to students in the form of an individual feedback sheet, relevant annotations on coursework (except exams and in-class tests), and generic feedback on Moodle. Students who have a query about a particular mark should consult all forms of feedback carefully in the first instance. If the student remains unclear, s/he should consult with the Module Leader for further feedback and clarification.

If you need to undertake any reassessment on a module, EBS will provide you with written generic feedback on any elements being reassessed via Moodle.

**Extenuating Circumstances for taught modules**

*Extenuating circumstances* are circumstances beyond your control which cause you to perform to less of a standard 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 and the corresponding methods, such as permitting further reassessment opportunities for uncapped marks. Please note that extra marks cannot be given in light of extenuating circumstances.

**The Board of Examiners**

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

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

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

Students may need to move into a completion period, subject to Dean’s approval, if they are not ready to submit their thesis by the end of their standard period of study. This is only possible when they have successfully completed all of their assignments and a substantial proportion of the thesis is in draft. This would include completion of all data collection and analysis.

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

**Failure to pass**

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

The pass mark for the required taught modules and the professional components/competencies (if required) is 50%. Please refer to relevant rules of assessment and milestones for your programme of study as pass marks for modules and courses may vary.

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

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

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

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

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

**Publication of Results**

You will receive an email to your Essex email account as soon as your results are published. You can find the [publication schedule](#) online.

**Year and Degree Marks**

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

When in your final year of study, graduating students will receive a [degree certificate](#) at Graduation which gives details of all marks obtained during their studies.
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.

The University runs a PGR Student Voice Survey. If eligible, you will be invited to participate via email.

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

Your Department will also welcome your feedback. They will have a range of quick feedback mechanism for you to use. Contact your departmental office if you are not sure what these are.
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 is the place to go. 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 additional needs

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).
Essex Accessibility Forum

The Essex Access Forum is a university-wide discussion and advocacy forum and consultation body working to support excellence in all aspects of physical and non-physical access at Essex (student education, staff employment and visitor experience). Membership is open to both staff and students, with and without disabilities.

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.

Drop In/Wellbeing Appointments

The Wellbeing Assessors provide support to students with anything affecting their wellbeing, mental health and/or disability through pre-booked appointments (whilst remote working) or face to face appointments within the Silberrad Centre. To book an appointment please find further information on this webpage and scroll down to ‘enquiry form’.

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. Further details regarding money-management and sources of financial support can be found [here](#). 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, Student/Tier 4 visa extensions, housing, complaints, welfare and consumer issues.

**Colchester students** – suadvice@essex.ac.uk; 01206 874034

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

**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, provide advice and support with any wellbeing issues and organise a range of social activities to help you connect with others. Find your RAs contact details on your flat kitchen poster if you live on campus. During term-time, our friendly RAs are available for a virtual chat via Zoom every day from 7pm – 8pm use Zoom Meeting ID: 920 1237 9049, all Essex students are welcome to drop in. You can find out about all our exciting events by following us on [Facebook](#) or by checking out the University [Events page](#).
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 for students in line with their advice.

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 **must** 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.

**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.

**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.
Your personal development at Essex

Activate your Gradintelligence account to discover the broad range of extra-curricular and voluntary opportunities available to you at Essex using Chart My Path, your personal development navigation tool. Be sure to update your profile as well to be matched with a range of opportunities that can help you to enhance your employability from job opportunities to workshops and events. Find activities to inspire and develop you in your life, your studies and for your future. You can achieve the Big Essex Award through the activities that you complete during your time at Essex and gain University recognition on your Further Achievement Report (FAR).

Join the Career Mentoring Programme to be matched with an experienced professional based on your individual needs and aspirations. Your mentor can not only share industry expertise, but will be there to listen, talk through your plans, fears, and dreams, empower you, and give you the time and space you need to make decisions that are right for you.

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.

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.

You Are Essex

Your Award Certificate

Upon conferral of your award, all graduates will receive both an electronic and hard copy parchment award certificate. Your electronic Certificate will be available on your Gradintelligence account within 5 working days of your conferral and your hard copy
parchment will be posted to you within 10 working days of being printed. You will be contacted to ask for confirmation of the most suitable address to use.

If you undertook taught elements as part of your studies and require a transcript, you can request this by contacting the Graduation and Awards team at award-docs@essex.ac.uk.

Graduation ceremonies

The culmination of all your hard work! Graduation ceremonies take place at our Colchester Campus in the Ivor Crewe Lecture Hall with a departmental Reception held afterwards on campus. All eligible students studying at our Colchester and Southend Campuses will be invited to attend their course’s ceremony at the next available Graduation. Confirmed dates for future graduation ceremonies are published online.

Students with their awards conferred in Autumn term will be invited to attend our Spring Graduation ceremony where these are held; students with awards conferred in Spring or Summer term will be invited to attend our Summer Graduation ceremony in July.

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 and postgraduate taught awards; postgraduate research students can instead use GradIntel to record any extra-curricular activities or achievements during your studies, such as the Big Essex Award.

If you undertook taught elements as part of your studies and require a transcript, you can request this by contacting the Graduation and Awards team at award-docs@essex.ac.uk.

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

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

Copies of references

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

Alumni

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

We will be here for you wherever life takes you next. You might know the path you wish to take, but if you need help to reach your goals, our Careers Services Team offer information, guidance and advice on your different options after graduation. Careers support is for life as an Essex graduate and we'll be with you every step of the way. We are proud of our world-class research at Essex and your invitation to contribute is lifelong. As an Essex graduate, you can also take advantage of generous discounts on further postgraduate study and postgraduate research degrees.

Whatever you choose to do, please stay in touch. We’d love to hear where your Essex degree has taken you.