Welcome to Essex Business School!

Here at EBS we aim to teach leadership with integrity. We want you to learn to think critically about business and to leave us with the knowledge and tools to do business better – for stakeholders, for the planet and for your community.

This handbook should list all the information that you need about your course, Essex Business School and the University of Essex.

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 bespoke package of support that is tailored to the needs of business students. In addition to this guide, I would encourage you to seek out the Student Services Team and Learning Team as early as you can and to make good use of them during your time with us.

I hope you find this guide useful. Good luck with your studies and I look forward to meeting you over the coming year.

Neil Kellard

Interim Dean
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Introduction

This Handbook is designed to provide you with an overview of all the essential information about the University and Essex Business School. Your Student Handbooks provides details of your department, including staff and contact details, facilities and ways to communicate and receive updates, as well as information relating to your course of study at Essex, including Rules of Assessment and the related policies, prizes awarded by the department each year, student feedback and meetings, and University regulations regarding progress, appeals and extenuating circumstances.

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

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

The Student Directory contains a wealth of other helpful sources of information which can be found at https://www.essex.ac.uk/student.
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 set up and started at Essex.

**Complete your Registration**

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

To begin your registration, use one of the links below:

New students: [https://www.essex.ac.uk/welcome/registration](https://www.essex.ac.uk/welcome/registration)

Returning students: [https://www.essex.ac.uk/student/registration/returner-registration](https://www.essex.ac.uk/student/registration/returner-registration)

**eNROL**

You may have to select options to select as part of your course structure. If you do, you must choose the options that you wish to enrol on before the academic year begins. New students will access the system from the end of August. Returning students will access the system from the April preceding the next academic year. Departments will approve your selections within a few weeks of them being made, and timetables will take module enrolment into account when planning for the next academic year. Early module enrolment will ensure that you know which modules to attend and where the lectures and classes are ready for the start of term. You can view and choose your specific options through the eNROL system.

eNROL: [https://www1.essex.ac.uk/enrol/Account/Login?ReturnUrl=%2 Fenrol%2F](https://www1.essex.ac.uk/enrol/Account/Login?ReturnUrl=%2 Fenrol%2F)

**Explore your Campus**

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

[https://www.essex.ac.uk/life/student-facilities](https://www.essex.ac.uk/life/student-facilities)

**Get connected**

**Your IT account**

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

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

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

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

**MyEssex**
MyEssex is your online account. You can use it to see your timetable, keep your personal details up-to-date, request replacement registration cards or supporting documents, such as council tax exemption certificates, see how you’re doing on your course, let us know if you’ll miss a lecture or class, contact the Student Services Hub, and much more. 
https://www.essex.ac.uk/myessex/

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

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

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

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

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

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

If you would like to get additional support with your English language skills, you can find helpful information and a range of resources here: https://www.essex.ac.uk/welcome/international-students

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

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

ecdis@essex.ac.uk
The Essex Experience

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

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

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

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

Equality, Inclusion and Diversity

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

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

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

Embrace the Essex Values

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

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

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

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

Follow us on social:

Facebook: /uniofessex
Twitter: /Uni_of_Essex
Instagram: @uniofessex

Our Events calendar brings together all the events happening across our three campuses, so you can make the most of your time at Essex. [http://www.essex.ac.uk/events](http://www.essex.ac.uk/events)

International Students

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

You can find helpful information here:
[https://www.essex.ac.uk/welcome/international-students](https://www.essex.ac.uk/welcome/international-students)
[http://www.essex.ac.uk/student/student-communities/international](http://www.essex.ac.uk/student/student-communities/international)

Mature and part-time students

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

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

Student Ambassadors

Be a Student Ambassador, make a difference to others and also make a difference on your CV! Student Ambassadors help to promote the University and higher education. You’ll be a valued part of the Student Recruitment and Outreach teams. Keep an eye out for Student Ambassador vacancies on CareerHub+ in January.
[www.essex.ac.uk/careers/job_hunting/on_campus](http://www.essex.ac.uk/careers/job_hunting/on_campus)

Essex Sport

Be active at Essex! Learning doesn’t just happen in the classroom. Keeping active during your studies can help relieve stress, increase productivity, provide a sense of community and improve your employability.

Essex Sport offers a great range of sport courses, social active sessions, over 300 fitness classes a month and a state-of-the-art gym, so there’s something for everyone!

Visit the Essex Sport website or download the app to discover all the ways you can keep active during your time at Essex.
[www.essex.ac.uk/sport](http://www.essex.ac.uk/sport)
[https://download.mobilepro.uk.com/a/1CJ8?p=4?pv=1](https://download.mobilepro.uk.com/a/1CJ8?p=4?pv=1)
**Students’ Union**

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

[https://www.essexstudent.com](https://www.essexstudent.com)

**Get involved**

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

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

[https://www.essex.ac.uk/life/colchester-campus/get-involved](https://www.essex.ac.uk/life/colchester-campus/get-involved)
About Essex Business School

Essex Business School is located on two different campuses and is organised into five broad subject areas:

**Colchester Campus**
Accounting, Finance, Management & Marketing and Organisational Studies & HRM.

**Southend Campus**
Management Science and Entrepreneurship

Our staff are based on both campuses. When contacting staff be sure to check where they are located. You can contact the EBS Student Services team by email: ebshelp-col@essex.ac.uk or by visiting the EBS Student Services desk in the Essex Business School next to Bonds Cafe – see opening times below:

General enquiries: ebshelp-col@essex.ac.uk
Website: www.essex.ac.uk/ebs

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Subject to matters beyond our control

If you have any queries relating to Essex Business School or your programme of study, please contact the EBS Student Services team on ebshelp-col@essex.ac.uk

**Meet the team**

Each member of academic staff has an individual profile webpage that contains contact information and their research interests. The profile pages can be viewed by following this link: https://www.essex.ac.uk/departments/essex-business-school/people/academic.

If you wish to contact a member of academic staff, please check the EBS UG information page on Moodle for details of their academic support hours to find out their availability, in case they are on study leave.

**Programme Directors**

Programme Directors have overall responsibility for a degree programme and as such have an overview of the programme’s modules. They are responsible for monitoring student progress and addressing any problems both staff or students may have. They offer supervision, advice and support to the students.

UG Programme Director for Accounting – Pawan Adhikari (autumn) Pawan’s Profile - Sylvia Gaia (spring and summer)– Sylvia’s Profile
UG Programme Director for Finance – Dr Sam Astill (autumn) Sam’s Profile - Dr Mark Hallam (spring
Module Leaders
Module Leaders are responsible for the individual modules, which make up programmes. Module leaders are responsible for coordinating the teaching team who deliver the module. They design the modules, teach them and examine them. They monitor attendance and student progress and talk to students about any academic issues related to their particular module. The first year UG Module Leaders are:

BE100 – Module Leader - Dr Diogenis Baboukardos – [Diogenis’s Profile]
BE300 – Module Leader – Dr Sam Astill (Au) - [Sam’s Profile], Dr Anna Sarkisyan (Sp) – [Anna’s Profile]
BE400 – Module Leader – Dr Noelia Reynolds - [Noelia’s Profile]
EC100 – Module Leader – TBA Contact: ecoadmin@essex.ac.uk

Details of Second and Final Year modules and Module Leaders are available on the module directory [www.essex.ac.uk/modules/default.aspx](http://www.essex.ac.uk/modules/default.aspx)

Director of Education
Dr Magda Abou-Seada is the EBS Director of Education and has oversight of all matters related to education within the School. [Magda’s Profile]

EBS Student Services Team
The EBS Student Services Team deals with all matters relating to your Undergraduate programme. They are located in the Reception area in the EBS building.

Academic Services Manager and Officer
Joanna Partner is responsible for the academic services team within our School. [Joanna’s Profile].

Debbie Hall is the Academic Services Officer within our School. [Debbie’s Profile].
Your Module Tutor
All teaching staff hold regular weekly academic support hours during term time. This is a time when you can go and see 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. These academic support hours operate on a ‘drop-in’ basis - this means that you do not need to book an appointment; you can just turn up during the time advertised. Details of academic support hours are posted on EBS Undergraduate Moodle Pages: [https://moodle.essex.ac.uk/course/view.php?id=1070](https://moodle.essex.ac.uk/course/view.php?id=1070)

If you cannot make the advertised time for any reason, you can e-mail your tutor to make an appointment.

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.

You can find out who is the module tutor for each module here in the Module Directory: [https://www1.essex.ac.uk/modules/](https://www1.essex.ac.uk/modules/)

Your Personal Tutor
All undergraduate students have a Personal Tutor who you’ll meet soon after you arrive. You will then be scheduled to meet with your personal tutor throughout your studies via the BE916 module in your first year and BE917 module in your second year. This will appear on your timetable. You can also see your Personal Tutor outside of this scheduled tutorial time by making an individual appointment. Your Personal Tutor is someone you can talk to if you have questions about your course or any difficulties which affect your studies. Your Personal Tutor may also recommend other support services on campus that might be able to help. If you’re unsure who your Personal Tutor is look at your MyEssex page.

To help you make the most of the feedback you receive on your coursework, it’s important that you make an appointment to see your Personal Tutor each term. You should keep a portfolio of all your feedback across the different modules you attend to help you identify any areas which consistently contribute to loss of marks. Advice and guidance from your Personal Tutor / the EBS Learning Team can help you improve your skills in these areas.

EBS Learning Team
Hugh Kilmister and Lorcan Whitehead provide support for all students at the school. You can use this support to have a general discussion on study skills to help you with your programme, to talk through any difficulties you are experiencing or for feedback on your coursework and advice on how to improve your grades. You can make an appointment for a one-to-one tutorial. The team also runs a series of practical skills development sessions to help students with their studies. You’ll receive regular emails with details of the development sessions that are scheduled. You can contact the team on ebslearn@essex.ac.uk You can also find study skills resources on Moodle on the EBS Student Resources page. [Lorcan’s Profile](https://www1.essex.ac.uk/modules/)

Student Experience Team mentors and PALs
There are 12 SET mentors in EBS, who are current second or final year EBS Students. They can provide you with advice and share their experience of EBS and the University. They can be contacted via EBS Student Services, ebshelp-col@essex.ac.uk.

EBS provides additional support for first year students from PALs. They are current second and final year students who are experts in Maths/Excel and Bloomberg. Contact EBS Student Services for further information.
Staff research interests
The University of Essex is ranked in the UK’s top 25 for research quality 95% of staff in Essex Business School conduct research which is recognised by the academic community as being of ‘high international quality’.

Much of the research is focused on issues of practical and policy relevance with an emphasis on critical analysis. Within the School, research is organised around four groups. The research of the Accounting group focuses on professional accounting and auditing practice and regulation, as well as on the social dynamics of pronouncements of accounting through political, governmental and legal organisations. Other research within this group concerns accounting history and accounting practice in developing economies.

The Finance group is concerned with the research aimed at understanding financial processes and the development of practical but theoretically informed perspectives on financial problems. Staff within this group are pursuing research interests in four broad areas: the theory of asset pricing; financial econometrics and empirical finance; behavioural finance and banking.

The Management and Marketing and Organisational Studies and Human Resource Management groups apply leading edge critical scholarship to the understanding of organisational processes, and the development of practical but theoretically informed perspectives on organisational problems. Management studies is approached as an important form of critical social inquiry rather than simply a vocational field.

You can find out more about our research interests and detailed staff profiles by following this link.

http://www.essex.ac.uk/ebs/staff/academic/default.aspx

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. Below is a summary of the facilities and resources that are likely to be most useful to you.

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. The EBS building is now accessible until 11pm at night.

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 in the vacations.
**Printing, photocopying and scanning**

All students can print, copy and scan for free at Essex! There are over 100+ multi-function devices that can be used at various locations across our three Campuses, including in the following areas:

- All IT labs
- EBS level 3
- EBS foyer
- Silberrad Student Centre
- Albert Sloman Library
- Orangery
- Limehouse

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

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

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

[https://library.essex.ac.uk/copyright](https://library.essex.ac.uk/copyright)

**Noticeboards**

EBS noticeboards are in the foyer of the EBS building, providing information on staff, courses and classes, updates, careers, events and opportunities. The What’s On Wall shows weekly activities and events in term time, and is situated in EBS 2.21 (break out alcove by the winter garden).

**Departmental prizes**

A number of annual prizes for excellent academic performances by students on our Degree Courses are donated by organisations with which the School has links, and by Essex Business School. Prizes are awarded at the graduation receptions after the Degree Ceremonies in July for final year students, and in autumn term for returning students. A full list of the prizes available and the awarding criteria can be found on EBS Moodle pages.

**Communication**

It is important to keep up to date with information relating to Essex Business School and your course. This section also summarises how Essex Business School will communicate updates with you and provides some guidance on communicating with University staff.

**By e-mail**

The University’s departments and schools will predominantly use e-mail for routine communication between staff and students. Your Essex e-mail address will have been added to the relevant e-mail groups specific to your school, course and modules to ensure that you receive the essential information, updates and general communication related to your study and issues that may affect you. It is therefore vital that you check your Essex e-mail regularly. It is recommended that you check your Essex e-mail each day to ensure you do not miss any important updates to classes and assessment.

If you are elected to a Student Representative position, work as a Student Ambassador, or volunteer in another form or means, it is even more important to regularly check your Essex e-mail as should other students and staff need to get in touch, they will do so via your Essex e-mail.
You will also automatically be subscribed to a small number of opt-out lists, again, based on your course. These will be used to send useful information and, while some of this may be about events, marketing or other opportunities, we try to avoid sending too much. To opt in or out of such lists, please visit:

https://www1.essex.ac.uk/it/services/forms/default.aspx

**How you should communicate**

While e-mail can be a quick and easy means of communicating, you should still consider how you structure and write each e-mail to ensure it is appropriate when contacting members of staff at the University. How you communicate is a reflection on your professional and academic self, and so we have provided some useful tips to consider when constructing an e-mail for different purposes. These are also useful when contacting professionals and academics outside of the University and are widely recognised as a matter of courtesy in the United Kingdom.

**The level of formality**

- If you are writing to your lecturer for the first time, it is good practice to use a relatively formal manner and use their correct title, for example, ‘Dear Dr Bercow’ or ‘Dear Professor Hammond’.

- If your lecturer signs their reply using their first name, then it is generally acceptable to reply using just their first name in your response; if not, continue to address them with their full, formal name.

- If you are unsure of your lecturer’s title, you can find their full details here: [https://www.essex.ac.uk/departments/essex-business-school/people/academic](https://www.essex.ac.uk/departments/essex-business-school/people/academic) If no title is noted, then you should use the member of staff’s full name.

**Identify yourself**

- In the first few weeks of term, academic staff will be busy getting to know all of their students. Therefore, it is important that you begin by introducing and identifying yourself to them as they will not know every student right away. For example, ‘I am taking module AB123 and was at your lecture on Research Methods on Tuesday morning…’

- You should always use your Essex e-mail as your full name will appear to the member of staff you are e-mailing, but still remember to sign off your e-mail with your name, including your preferred name if this is different to your official legal name on your record and account.

**Consider your question**

- You should always check that who you are contacting is the most appropriate person to answer your query. The useful department contact list provided earlier in this section should help you determine who will be able to help you on a range of different queries.

- Before e-mailing the member of staff, you should make sure that you have checked the resources provided, including the University website, Student Directory, Departmental Moodle pages and this Student Handbook in case the answer to your question can be found in one of these.

If your question is particularly long or complex, it may be quicker and more useful to see someone in person. Your department office is open daily and all staff hold academic support hours when you can just drop in. If you cannot make the advertised support hours, or wish to notify the member of staff before you drop in, you can always e-mail them beforehand to arrange an alternative time or make them aware you will be coming along.
Our website
Each department and school has its own section of the University website. This is an important
source of information and news about all aspects of your studies. You can find the Essex Business
School website here:

https://www.essex.ac.uk/departments/essex-business-school

MyEssex
Your MyEssex student portal will alert you to updates about modules and other aspects of your
course and studies. It is important that you check your MyEssex regularly, as well as e-mail, to ensure
you have the most up to date information.

By telephone
You will only be contacted via phone in emergencies, or when it is otherwise necessary to receive an
immediate response, but you should ensure that you provide the University with a contact number
with your personal details.

By text message
In instances where a last-minute change has been made, and the department or school need to
communicate this with short notice, you may receive a text message to communicate the change,
such as a lecture or class cancellation. You should ensure that you provide the University with a
contact number with your personal details.

By letter
Letters may be attached to your Essex email or posted to your term-time address, so please make
sure the University has got your current contact details. Your address and contact details can be
updated via the MyEssex portal.

Social media
You can keep in touch with us informally through the EBS Facebook page:

www.facebook.com/EssexBusinessSchool

Follow us on Twitter @Essex_EBS

Follow us on Instagram @essexeb

Support available for EBS Undergraduate Students – First Year
There is a range of support within EBS to help you successfully complete your degree and prepare for
your future.

• Welcome and Introduction to EBS – Meet your Personal Tutor

A welcome to EBS event takes place on Monday 30th September between 11:00am and 12.30pm in
the EBS building foyer. This is an informal mingling event where you can meet other EBS students
and key members of staff.

11.00 – 11.30 Accounting and Finance students

11.30-12.00 Business Management and Marketing students
This is followed by an important, compulsory 1-day event to introduce you to the University, EBS and your degree programme and provide you with key information for the year ahead. The EBS Welcome Week Event takes place on Wednesday 2nd October at 10.00am in the Ivor Crewe building. Lunch is provided.

- **BE901 Research and Study Skills for Professional Development**
  
  A *compulsory* module which introduces you to the basics of research and study skills. There is also a weekly workshop that helps you to continue to develop your academic skills throughout the year.

- **BE916 Student Success Tutorial**
  
  This group tutorial is scheduled throughout the term to help you make the most of your time at university and reach your full potential. You can also get to know your Personal Tutor and other students on your programme. These tutorials can help you improve your academic skills, understand feedback on your coursework and think about your plans for the future.

- **Language Skills Development for International Students**
  
  If you are an international student then you probably already have an English language certificate of proficiency such as IELTS. However, like most other British universities we require **all newly registered students whose first language is not English** to take a short English language test of our own. This provides us with a single, consistent measure of English language proficiency across the whole of our international student body. The test is short and informal.

  **This is compulsory for ALL 1st year Undergraduate international students whose first language is not English.**

  It’s not a pass/fail test and the results do not affect entry to study. After taking the test, you are eligible to register for our free language support classes – SK305/SK325

**Format**

The test covers reading, writing, speaking and listening, and takes 75 minutes to complete. There is no need to prepare for the test, but if you would like to familiarise yourself with our computer-based test format then you can complete a practice at any time.

**Results**

Your scores will be emailed to you within ten days, together with information on how to register for English language classes.

**Test dates**

Colchester campus language skills testing sessions for EBS students can be found on the website:

**Skills for Success**

Mathematics and Statistics for Academic Study - SK080

EBS requires **ALL** newly registered 1st year students to take a numeracy assessment. This provides us with a single, consistent measure of numeracy proficiency across our 1st year UG student body. The test is short and informal. It’s not a pass/fail test and the results do not affect entry to study.

After taking the test, you are eligible to register for our free maths support classes, Mathematics and Statistics for Academic Study (SK080), which provide specific support for BE300 – Quantitative Methods and Finance.
Format
The EBS numeracy assessment is an online test. The following calculators are permitted and will be required for some questions: Casio FX-83GT PLUS/X or the Casio FX-85GT PLUS/X. The test lasts 30 minutes with a time limit in operation once the test begins. You will be given a free calculator to use for the duration of your studies during the EBS welcome event.

Results
Your scores will be emailed to you within ten days, together with information on the maths support classes.

Numeracy Assessment Dates
Colchester campus testing sessions for EBS students will be held on Thursday 3rd October 2019.

Academic Skills Development Workshops and Individual Support
The EBS Learning Team, Hugh Kilmister and Lorcan Whitehead, run weekly skills development workshops to help our students continue to develop their study skills. You can also make an appointment for a one-to-one tutorial. You can contact them on ebslearn@essex.ac.uk.

You can also find study skills resources on Moodle on the EBS Student Resources page.

Examarama - Pre-exam Event
An annual event providing advice and guidance to help you to prepare for your exams. This event takes place at the end of the spring term.

The EBS Student Resources Moodle page has a range of skills development materials to help you with your studies.

Support is also available through the centralised university support services. You can find more information in the Useful Information section of the handbook. The Skills for Success team offers a range of support services to help students develop their academic skills. Skills for Success

Support available for EBS Undergraduate Students – Second and Final Year

- **Welcome Back – How to get the best degree you can!**

  An important event to introduce you to the next year of your degree programme and prepare you to do the best you can in the year ahead.

- **Academic Skills Development Workshops and Individual Support**

  The EBS Learning Team, and Lorcan Whitehead, run weekly skills development workshops to help our students continue to develop their study skills. You can also make an appointment for a one-to-one tutorial. You can contact them on 01206 872314 or ebslearn@essex.ac.uk. You can also find study skills resources on Moodle on the EBS Student Resources page.

- **BE910-5-SP: Successful Futures**

  A compulsory module to raise your career awareness and help you understand what employers are looking for.

- **BE917 Student Success Tutorial for 2nd Year UG students**

  This group tutorial is scheduled throughout the term to help you step up to the second year at university and reach your full potential. You can also get to know your Personal Tutor and other students on your programme. These tutorials can help you improve your academic skills, understand feedback on your coursework and think about your plans for the future.
Examarama - Pre-exam Event
An annual event providing advice and guidance to help you prepare for exams and graduation. This event takes place at the end of the spring term.

Support is also available through the University Skills for Success team where you can attend study skills workshops.
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.

At Essex Business School our teaching methods include a combination of: lectures from our academic staff; guest speaker sessions; tutorials; class exercises, including discussion of case studies and journal articles; computer-based lab sessions. These formal, timetabled sessions provide the basis for your independent study – a key feature of university study. Independent study can take a variety of forms including background reading, preparation for classes, and preparation of and for your assessments. We provide a framework, for example in the form of questions and readings to be discussed at weekly or fortnightly tutorials, but it is your responsibility to structure your working week and manage your time. The skills that you develop from your independent study, including organisational and time management skills, are essential professional skills for your future careers.

One of the distinguishing features of our courses is that they all share a common first year (by campus) of taught modules. Therefore, before you enter your second year, you can opt for any of the accounting, finance, and management courses offered at Colchester, whether or not you were originally registered for that course. (You can only change to a course at your original campus and depending on your first year results, and after discussion with the relevant Programme Director).

The academic year

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

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

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

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

Module enrolment

You may have had to select some optional modules as part of your course structure. If this is the case, you should have done this prior to the start of term. More information on how to do this can be found in the ‘Getting Started’ section of this handbook.

Teaching timetable

Once you have chosen all of your modules (if applicable) and received confirmation, they will appear on your personal timetable. Each student has a personal timetable, this shows you when and where you teaching is taking place, as well as who is teaching you. Check your personal online timetable.
regularly for up to date teaching information. You can access your timetable on most mobile devices, including smart phones and tablets.

You may find that the first week of your timetable is blank if you do not have any course commitments during Welcome Week (week 1). Due to unforeseen, unavoidable circumstances, there may be some room changes during the year; therefore it is vital that you regularly check your timetable and Essex email where any changes will be communicated immediately.

Information about teaching timetables, including requesting a class change, reporting a timetable issue and accessing your individual timetable can be found AT: https://www.essex.ac.uk/student/timetables/your-timetable

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

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

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

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

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

Credits
Each year of a three year degree consists of modules totalling 120 credits. Each module is worth either 15 or 30 credits. Single term modules are worth 15 credits while full year modules are typically worth 30 credits. Modules can be compulsory or core, in which case they are defined by your course programme, or they are optional and can be chosen from a list provided on eNROL.

eNROL: https://www1.essex.ac.uk/enrol/Account/Login?ReturnUrl=%2Fenrol%2F

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

Module enrolment
New first year students receive module enrolment information during the summer vacation before they register and are required to enrol on-line before arriving at the University. At registration students will receive a confirmation of module enrolment for checking. Full module outlines are available in the module directory Undergraduate Modules
Module choices for 2nd and 3rd year students
Choice of options will be subject to satisfying any prerequisite requirements and approval of the appropriate programme director for 2nd and final-year students. Further information can be found on the module directory and eNROL.

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

Undergraduate students are required to enrol for modules annually. Continuing students receive module enrolment information at the beginning of the summer term. Students who need advice about their choice of modules should discuss this matter with the relevant Programme Director. Advice about the procedures relating to module enrolment or changes of module is available from the EBS Student Services desk in Essex Business School.

You should note that your choice of optional modules may be subject to timetabling constraints.

Students are advised to attend the Pre Exam event with Undergraduate Programme Directors that will be scheduled during the Spring/Summer Term and will give full details of modules available.

EBS policy on language options
In the case of second year options, students are normally allowed to take a language option of at least elementary level. In the case of third year options, students are normally allowed to take a language option of at least intermediate level.

EBS policy on outside options
Students are not allowed to take more than 30 credits worth of outside options. The options may be chosen from other departments and are subject to the approval of your Programme Director.

EBS policy on third year students taking second year options
Third year students may not take level 5 (second year) options. However, you can discuss this with your programme director as exceptions are possible in extreme circumstances.

Changing Modules
Where you must make a choice as to which optional modules you undertake, you should make every effort to research the module and discuss with your Personal Tutor and department before selecting them. In instances where you need to make a change to your module choice, you may do so only up to the end of week 3 in the autumn term, and up to the end of week 17 in the spring term for spring term only modules.

Students may not change modules that are core or compulsory for the course for which they are registered.

Module Directors
Module Directors are responsible for the individual modules, which make up courses. They design the modules, teach them and examine them. They monitor student progress and talk to students about any academic issues related to their particular module.

Module Materials
Please refer to the module directory and the module Moodle site for details of reading lists and module outlines.

Talis Aspire is our online reading list system, and reading lists for each module are published on Talis and can also be found via the Module Directory.
Module Directory

You can access the university Moodle site once you have registered and have a University of Essex email account. University Moodle Link

Supervision of UG student research and final year capstone projects

Please refer to the relevant module outline on Moodle and in the module directory for further details:

- Accounting Project BE936
- Finance Research Project BE937
- Independent Study Project: Management/Marketing BE938

Study Abroad

Some Essex Business School courses may also be taken as four-year courses, to include a year studying at a University abroad. It is also possible for students to study abroad for one term in their final year. You may have applied for and been accepted on a course with a Year Abroad. If you have not, but are interested in undertaking a Year Abroad or other international experience, you can get in contact with the Essex Abroad Team here:

https://www.essex.ac.uk/study-abroad

Essex Abroad (outgoing students)

The Essex Abroad team supports students who wish to undertake a period of study or work abroad as part of their degree. Support is offered before, during and after the experience.

The Essex Abroad team assists students with the administration of the programme offering you useful advice and assist you to begin your journey. Advice can be offered on how the programme works, financial support and information on where you can go. If you are considering this option as part of your degree, why not contact the team (saoadmin@essex.ac.uk) and make an appointment to see an adviser.

The team work closely with your study abroad officer, the EBS study abroad officer is Martin Harris. (martinh@essex.ac.uk)

The EBS Study Abroad Officers by subject are:

Accounting: Dr Kamran Malikov  Kamran's Profile
Business Management & Marketing: Dr Huiyan Fu  Huiyan's profile
Finance: Dr Konstantinos Baltas  Konstantinos' profile

Essex Abroad (incoming students)

The Essex Abroad adviser that worked with you during your application to study at Essex is always available to offer you support and assistance. Things work a little differently for exchange/study abroad students (compared to degree-seeking students) so do not hesitate to contact your adviser or one of the team (saoadmin@essex.ac.uk) if you have any questions.

Work Placements

Some Essex Business School course may also be taken as four-year courses, to include a Placement Year. EBS encourages its students to gain as much professional work experience as possible before you graduate. Many of our students take up opportunities of a “placement year”, which is a period of work experience embedded into your degree between the 2nd and final year. It is your responsibility to
find a work placement year, however, the Industry and Placements Team can help prepare and support you in finding placements and will advertise relevant placements available to Essex students. If you are interested in undertaking a Placement Year, or other work-based opportunities that may be available to you and your course, you can find more information, including who to contact, here:

https://www1.essex.ac.uk/careers/placements/default.aspx

**Employability modules**

Colchester UG Students take a compulsory module, BE910 Successful Futures, during their second year. This module will help you raise your career awareness, support you with your job search and support you through the various stages applications for jobs and further study.

**Employability skills**

The University’s Employability and Careers Centre (E&CC) offer a wide range of support, from helping you decide what you want to do, to help with applications and CVs.

www.essex.ac.uk/careers

**Library Services**

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

library.essex.ac.uk

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

**Skills for Success**

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

Find out more at: [Skills for Success](https://www.essex.ac.uk/student/academic-skills/proofreading)

**The use of proofreading services**

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

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

https://www.essex.ac.uk/student/academic-skills/proofreading
Before considering the use of proofreading services, all students should first discuss their work with their personal tutors.

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

www.essex.ac.uk/study/why/languages

**Attendance Monitoring (Count me in)**

**Recording attendance**
You’ll need to record your attendance at all teaching events using the electronic reader in the teaching room. Just ‘tap in’ for every timetabled teaching event you attend.

Your attendance at lectures and classes has a significant impact on how successful you are in your studies. At Essex, we monitor attendance so we can identify students who may need extra guidance and support.

You should not tap in and then immediately leave the teaching event; you should not tap in for someone who is not attending the class. These are recognised by the University as a formal academic offence and may result in disciplinary action being taken against you.

**Recording an absence**
If you are unable to attend a teaching event, you must report your absence in your MyEssex portal.

Your department consider the reasons and may record it as an authorised absence. Accepted reasons for absence from teaching include extenuating circumstances (such as illness), participation in certain events (such as a significant extra-curricular University or SU Society event or Jury Service). Examples of reasons that will not be accepted include oversleeping, or missing the bus or train. Be prepared that you may need to provide evidence, including medical evidence, if relevant.

**If you need to report an absence from an examination or class test, you must report your absence in your MyEssex portal and submit an extenuating circumstances form. You can find out how to do this in the Extenuating Circumstances section of this Handbook.**

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

**Lost or faulty cards**
If you lose your card or it is faulty, please go to the Student Services Hub to get a new card and have your attendance record updated (a fee may be applicable). [https://www.essex.ac.uk/student/advice-and-support/ssh-colchester](https://www.essex.ac.uk/student/advice-and-support/ssh-colchester)

**Making changes to your study**

**Changing your course**
If you are thinking about changing course, we recommend that you speak to someone in Essex Business School as soon as possible. They will be able to advise you if there are any specific requirements for the course you are looking to change to. If the course you are looking to change to is within a different school/department, then you should also speak to someone in that department. If you are thinking of undertaking a placement year or year abroad, you should check the requirements for these programmes and contact the Industry and Placements Team or Essex Abroad Team.
There are deadlines in place for when you need to change course by, so please make sure you are aware of these deadlines before requesting to change. Further details on changing course and the relevant deadlines can be found at [www.essex.ac.uk/students/course-admin/changing-course.aspx](http://www.essex.ac.uk/students/course-admin/changing-course.aspx) or by visiting your Student Services Hub.

You should investigate your potential new course by looking at course information on the department’s web pages, talking to students on the course and speaking to tutors. You should also look at our [Rules of Assessment](#) for the new course to check whether there are any course-specific requirements.

**Maximum period of study**

Undergraduate students have a maximum period in which to complete their studies. This is set at the point at which you register, and is normally the length of your programme plus two additional years. This is to allow some flexibility in cases where you find you must intermit, or you fail a stage of study and must repeat it, or you want to transfer to a new course and must retake a stage of study.

**Thinking of leaving or taking a break from your studies?**

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

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

You should also read our guidance on intermitting very carefully at [www.essex.ac.uk/see/intermit](http://www.essex.ac.uk/see/intermit). If your intermission is agreed to, we will also give you the advice and support you need to help you carry on with your studies.

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

**The use of personal devices in teaching**

EBS uses an Electronic Voting System (EVS) called ResponseWare, which turns your mobile device into a virtual clicker. ResponseWare allows you to respond in real time to interactive questions posed by your lecturer. The results of the vote are then shared anonymously with the entire group. You can download a ResponseWare App for iPhone, iPod Touch, iPad, or Android in the relevant online store. If you don’t want to install the app on your device, you can also vote via the web at [www.rwpoll.com](http://www.rwpoll.com). A small number of handsets will be available during lectures for those students who do not have a suitable device. More information about ResponseWare can be found on the following website: [www.turningtechnologies.com/response-solutions/responseware](http://www.turningtechnologies.com/response-solutions/responseware).

As a courtesy to teaching staff and fellow students, you are expected to **NOT** receive or make phone calls or send text messages during lectures or seminars.
Assessment and Good Practice

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

The Regulations relating to Academic Affairs which govern assessment at the University can be found online:

www.essex.ac.uk/governance/regulations

Most modules are assessed by a combination of coursework and exams, some modules are coursework only. Information on how the coursework and exams are weighted can be found in the module directory.

Rules of Assessment

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

https://www1.essex.ac.uk/students/exams-and-coursework/pg/ug/default.aspx

In Essex Business School we do not have a variation to the Rules of Assessment.

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

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

Core, compulsory and optional modules

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

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

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

Ethics in research

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

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

**Academic Integrity and Academic Offences**

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

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

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

More information about academic offences and getting support can be found at: www.essex.ac.uk/about/governance/policies/academic-offences.aspx.

**Methods of Assessment in Essex Business School**

Whether a module is core, compulsory or optional, all methods of assessment are compulsory. If you do not complete coursework or attend examinations, and do not have extenuating circumstances to support your non-submission or absence, then you are at risk of being withdrawn from the University.

**Coursework**

A wide range of methods are used through coursework to assess your progress within the module.

**Assignment length**

Guidance is provided by Module Leaders in the Module Outlines on Moodle and questions relating to coursework are posted on Moodle/FASER.

**Essay writing support**

**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 counter-arguments. 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

**Referencing**

Drawing on the wide range of reading you do around your subject area, and demonstrating how you have used this to develop your knowledge and form your own views, is a key aspect of your coursework. It’s essential that you reference your source materials so it’s clear where the information has come from, and to avoid any misunderstanding over whether you are presenting ideas as your own.

Support is available to help you develop your essay writing skills from the EBS Learning Team. You can contact them on: ebslearn@essex.ac.uk. We also have a useful Moodle page – EBS Student Resources.

**Groupwork and performance**

Information is provided by the relevant Module Leader.

**In-class tests**

Please make sure that you arrive in plenty of time for the ‘in class’ tests.

Where assessment takes the form of an in-class test, any student missing the test will receive a mark of zero. If you are unable to attend a test (due to illness for example) you should submit a Late Submission of Coursework Form to the EBS Student Services Desk in Essex Business School.

**Poor performance in tests**

There are no re-sit tests for the purpose of improving test marks. Students who do not perform well in a test can contact lecturers/class teachers for advice about how to improve their performance for subsequent assessments. The overall marks are obtained using the weighted marks awarded for the coursework items. If a student performs badly in one item of coursework assessment, it is still possible to obtain 40% overall for the coursework assessment, if the student has scored higher in another item of coursework assessment.
Referencing in coursework

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

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

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

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

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

To find out about Essex Business School referencing style (Harvard) and for help with referencing, visit the library website: library.essex.ac.uk/referencing, or take the Academic Integrity Moodle course: https://moodle.essex.ac.uk/course/view.php?id=5844

There are various systems of referencing, but the Harvard System of Referencing is the system that is widely used in many UK higher education institutions. This system uses an (Author’s surname, Year) when citing in text, and full details of these references are then given at the end of the work in a reference list. The exact details that you have to include in your reference list depend on what type of document the source is – for example a book, a journal article, a report, a webpage.

The purpose of the reference list is to make it easy for someone else to follow up and trace the materials which you have used. Without full references, your tutor may be led into thinking you are trying to take credit for someone else’s work which is plagiarism.

The University takes academic offences very seriously. You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully. Failure to understand the academic conventions may result in you being found to have committed an academic offence. Plagiarism is a serious academic offence and can have serious consequences for your studies. Ignorance is not a defence in cases of suspected plagiarism. It is therefore very important that all students understand what plagiarism is and take steps to avoid it, including using the appropriate referencing style for each coursework. Remember, if you have any questions about referencing you can ask the EBS Learning Team.

Please seek advice from your Module Leader if you are unsure about the system of referencing required as some of Essex Business School modules are linked to other departments.
What is a reference list?

A reference list is a single, alphabetical list of ALL sources cited within your text, given at the back of EVERY assignment. The list is not numbered and you do NOT need separate lists for books, journals, web pages, pictures etc.

Example Reference List:


What is a bibliography?

A bibliography is a list of sources that have influenced the author’s work, but have not been cited within the text. A bibliography is rarely required.

Where do I find these details?

For books, details are usually found inside the front cover. Journal article details are often given under the abstract, or at the table of contents of the journal issue. For electronic journal articles, look at the top of the first page. For web pages, look at the top and bottom of the first page, the logos and, for the URL, in the address bar.

What is paraphrasing?

Paraphrasing is when you take some information from a source, and put it into your own words. You explain somebody's idea in your own words. Changing one or two words is not sufficient to correctly paraphrase. You still need to reference where the information has come from, although you do not need to use quotation marks, or give a page number.

Example:

ORIGINAL LOWE AND COOK (2003) TEXT:

Going to University is a challenging hurdle for most students but for others it is an intimidating leap into the unknown. The abrupt shift from the controlled environments of school or college and family to an environment in which the students are expected to accept personal responsibility for both academic and social aspects of their lives will create anxiety and distress, undermining their normal coping mechanisms. Some students will eventually cope simply by avoiding the challenge.

PARAPHRASED:

Starting University can be a challenge for many students as they move away from familiar environments at home and school/college, and as they take on more responsibility for their own learning, and well-being. This can cause anxiety and distress, and even withdrawal from programmes (Lowe and Cook 2003).
It is up to you how you word the sentence to include the reference citation. You should always try to place the citation as close to the element taken from that source, either at the start, within, or at the end of the sentence. For the above text, you could also use:

Lowe and Cook (2003) state that starting University can be a...

OR

In a recent study on University transition by Lowe and Cook (2003), it was seen that starting University

What is quoting?

Higher education students should be able to paraphrase sources to demonstrate their own understanding of a subject. However, if you read a section of text, and feel that it is best said in the original words (for example a well-used phrase, or important speech), you should present it as a direct quote. You MUST always give the page number where the quote was taken from within your reference citation. Direct quotes should be written within speech marks (to facilitate recognition by plagiarism software), and the page number should be given. Short quotes can be given within a sentence; longer quotes should be indented within the text, although the use of long quotes should be avoided where possible.

What do I do if I have 2+ references by the same author?

List the references in chronological order, oldest first.

What does et al mean?

*et al* means ‘and others’, and should be used ONLY in text, when citing sources with 3 or more authors/editors. ALL authors should be given in the reference list, even if they are numerous, in the order they appear in the original source.

**Example in text:**

Fergey *et al* (2008) argue that study skills weekends prepare students effectively for the first year of University study.

**In Reference list:**


**Do I need to say which edition I used?**

Yes, this is very important in a reference list as editions vary in content, and page numbering. You should always write edition in full, to prevent confusion.

**Example:**


**Do I need to include page numbers?**

You should include page numbers in your in-text citation for books, when you can indicate precisely on a page or pages the information you are using. Therefore, direct quotes from books should
always include the page number. Use p for a single page and pp for a range of pages. You can also use a colon.

**Example:**

Shah (2002, p.33) indicates that ...

Jones (2000, pp.17-20) disputes this claim

Wheeler (2002:32) argues that …..

**What is secondary citation?**

Secondary citation (or indirect referencing) is when the source you are reading refers to, and references another source. If this information is important and you wish to use it, it is best practice to access the original source and read the information for yourself to check context and accuracy. Information on the source should be accessible via the reference list of the source you are currently reading.

If this is not possible, you should not really refer to the source, although if important, you can use secondary citation. In text, you would cite the original author (year), cited in the author you have read (year). In the list, you would only need to put the source you have actually accessed.

**Example in text:**

Illich (1981) refers to “shadow work”: tasks in society that were once the responsibility of extended families and close communities (Illich 1981, cited in Sherman and Judkins 1995 p.121)

**Example in Reference list:**

As you did **NOT** read Illich, you cannot list it. List what you have read, which is:


**Do I need to reference pictures/diagrams used in text?**

You should always cite and list ALL sources within your work, including any pictures/diagrams/graphs etc. taken from elsewhere.

**Can I use, and reference a tutor’s lecture/handouts?**

It is **NOT** acceptable to directly reference information given in lectures/handouts. You should obtain the relevant reference from that tutor, and seek the material independently, to enhance understanding and allow you to use the information in the correct context etc.

**If I have accessed a source via the internet (i.e. a journal), how do I reference it?**

This is becoming more common, as many articles and resources are becoming available online. It is best to reference according to the version you have accessed, so be truthful. Check the Quick Guide for details.

**How can I make sure I’ve been consistent between my in-text citation and reference list?**

Software is available which stores, and manages your references, and can generate lists for you. Endnote software is installed in all the centralised computer labs. You can also access Cite Them Right, a referencing resource from any university computer or from your own devices by using your university password. [http://www.citethemrightonline.com/](http://www.citethemrightonline.com/)
How do I reference electronic resources?

Many resources are now available electronically and the same principles of referencing should be applied. That principle is that anyone reading the work should be able to locate a first-hand copy of the data sources to which reference is being made. As webpages can be moved/removed, it is best practice to include the date you accessed and retrieved the data is required as well as the usual information. Check the Quick Guide for details.

Bibliography


Submission of coursework

The online coursework submission system (FASER) can be accessed at this web address: [http://faser.essex.ac.uk/](http://faser.essex.ac.uk/) where you will find full instructions. The system allows you to upload a digital copy of your assignment to the web.

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 for you to use as a practice submission. There is a helpful guidance on how to use FASER here: [https://www1.essex.ac.uk/e-learning/tools/faser/Student/HelpCentre#uploading](https://www1.essex.ac.uk/e-learning/tools/faser/Student/HelpCentre#uploading)

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

Problems with FASER

If you have technical difficulties: Please contact the Learning Technology Team ltt@essex.ac.uk as soon as possible to find out if this is a University issue or whether it may be a problem with your computer. This will count towards your claim when submitting a late coursework claim on-line should you need to. You can also contact IT Services helpdesk on it.helpdesk@essex.ac.uk

If you are confused or unsure how to upload, or are having any non-technical difficulties you should contact your Undergraduate Administrator via ebsugcol@essex.ac.uk

[https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx](https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx)

Assignments and deadlines

Dates by which you must submit your coursework will be published on FASER. You are strongly advised to regularly check FASER and the relevant module Moodle information page as hand in dates can be subject to change due to unforeseen circumstances.

*The deadline for online submission is 10:00am on the date stipulated.*

You must make sure that you are familiar with this process in advance of the deadline. Guidance on how to upload your work is available through the submission system.
Late submission of coursework
We have a single policy at the University of Essex for the late submission of coursework in undergraduate courses: all coursework submitted after the deadline will receive a mark of zero. No extensions will be granted. A student submitting coursework late will have the University’s and Department’s arrangements for late submission drawn to their attention. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline.

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.

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

https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx

Details of samples of coursework
Coursework can include: essays, individual and group presentations, in-class tests, portfolios, reports, group case studies, literature reviews etc.

Return of coursework policy
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. On occasion marked coursework may be available for collection from the EBS Student Services desk. Coursework must be collected by each individual student and only when the student presents their registration card.

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.

Examinations
Attendance at examinations is compulsory and if you do not attend them and do not have extenuating circumstances then you are at risk of being withdrawn.

You can find your personalised exam timetable online at: www.essex.ac.uk/examtimes/ The exam timetable will be published on the date shown at https://www1.essex.ac.uk/students/exams-and-coursework/dates-and-timetables.aspx and you will receive an email to your Essex account when it is available to view.

You must bring your registration card and exam entry form with you to the exam. You will not be allowed entry without them. Remember to check your exam entry form carefully and email the Examinations Office (exams@essex.ac.uk) if there are any errors.

For exams that are more than an 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 an hour long, you will only be admitted up to ten minutes after the start of the exam.

You can download a guide to examinations and watch a short video at:
www.essex.ac.uk/students/exams-and-coursework/default.aspx
**Past papers**
Past exam papers for Year 1, 2 and Final Year 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.

**Calculators in Examinations**
If you are allowed to use a calculator in your examinations, the only models you are permitted to use are the Casio FX-83GT PLUS/X or Casio FX-85GT PLUS/X

A limited number of Casio calculators will be available to borrow on the day of your exam from the Exams Office on a first-come, first-served basis, on production of your registration card.

**Dictionaries**
Please note that dictionaries are not allowed during exams. If you take a dictionary into an exam, you will be reported on suspicion of committing an academic offence. Even if English is not your first language, you are still not entitled to use a translation dictionary or any other kind of dictionary.

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

[https://www1.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy/default.asp](https://www1.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy/default.asp)
# EBS Marking Scheme

Essex Business School uses the following marking scheme for non-quantitative assessments. These grades will be used to mark non-quantitative coursework and student work within EBS. These grades form a 22 point scale running from 100 to 0. These descriptors aim to give a general indication of the expectations of student performance for different degree classifications. Information regarding progression across a degree programme can be found on the following page.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Degree Classification</th>
<th>Indicative criteria for assessment of student work with non-quantitative components</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>First Class (1)</td>
<td>A First Class (or Distinction) level answer is an excellent answer which demonstrates a systematic understanding of detailed, relevant knowledge. These pieces of work will display many of the following features: Structure: Clearly written, well organised and signposted. Clear introduction and conclusion. Coverage: Comprehensive coverage of issues in relation to question. Thorough coverage of a relevant range of literature. Analysis: Argument demonstrates depth of analysis, knowledge and understanding. Evidence of reflection and own analysis of the literature together with an ability to see how lessons learned could be applied to other contexts/examples. Critical evaluation of a wide range of material; may make reference to other relevant issues. Very good use of supporting evidence and examples.</td>
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<tr>
<td>95</td>
<td></td>
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<tr>
<td>90</td>
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<tr>
<td>72</td>
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<tr>
<td>68</td>
<td>Upper Second Class (2.1)</td>
<td>This is a good to very good answer, which demonstrates a good level of knowledge. These pieces of work will display several of the following features: Structure: Clearly written, well organised in a logical manner and clearly signposted. Clear introduction and conclusion. Coverage: Successfully completes task and displays clear awareness of the main issues. Substantial coverage of relevant literature and knowledge of topic. Analysis: Describes and analyses issues in relation to the question. Critical discussion and presentation of an argument. Good use of supporting evidence.</td>
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<td>65</td>
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<tr>
<td>62</td>
<td></td>
<td></td>
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<tr>
<td>Grade</td>
<td>Degree Classification</td>
<td>Criteria</td>
</tr>
<tr>
<td>-------</td>
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</tr>
<tr>
<td>58</td>
<td>Lower Second Class (2.2)</td>
<td>Pass</td>
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<tr>
<td>55</td>
<td></td>
<td>Pass</td>
</tr>
<tr>
<td>52</td>
<td></td>
<td>Pass</td>
</tr>
<tr>
<td>48</td>
<td>Third Class (3)</td>
<td>Fail</td>
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<tr>
<td>45</td>
<td></td>
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<tr>
<td>0</td>
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<td>Fail</td>
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</tbody>
</table>

**FAQ**

**Which assignments will this apply to?**

This system is applied to all non-ratio mark assignments. Any essay based questions, short answers, dissertations, presentations etc. that do not have a genuine ratio scale from 0-100.

It does not apply to multiple choice or quantitative assignments where there is a genuine ratio grade with marks out of a possible 100. In such cases the numerical mark remains as a percentage grade.
Assessment Criteria
Learning outcomes from courses across the school were mapped on to indicative learning outcome statements from the QAA for each level of study.

<table>
<thead>
<tr>
<th>QF LEVEL &amp; STAGE</th>
<th>COMPREHENSION</th>
<th>RESEARCH</th>
<th>ANALYSIS</th>
<th>PRESENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL 4</strong></td>
<td>Evidence of subject knowledge; appropriate understanding of theories and concepts.</td>
<td>Evidence of ability to locate, extract and analyse evidence from appropriate sources; evidence of independent learning and study skills</td>
<td>Explanation and evaluation of appropriate argument and evidence</td>
<td>Communication of ideas, structure, referencing.</td>
</tr>
<tr>
<td><strong>1ST YEAR UG</strong></td>
<td>Introductory level of subject knowledge and understanding. Basic understanding of relevant theories and concepts.</td>
<td>Ability to locate and incorporate appropriate evidence. Appropriate planning, structure, style, etc.</td>
<td>Argument based on appropriate examples and evidence.</td>
<td>Well-structured, coherent and effective communication. Acknowledgement of sources and appropriate referencing</td>
</tr>
<tr>
<td><strong>LEVEL 5</strong></td>
<td>Evidence of intermediary level of subject knowledge and understanding. Evidence of a developing understanding of the nature and limitations of relevant concepts and theoretical ideas.</td>
<td>Ability to locate, extract and integrate evidence from multiple sources. Evidence of developing autonomous study skills</td>
<td>Evidence of analysis and explanation with reference to relevant empirical sources and theoretical concepts.</td>
<td>Ability to present a focused argument with analysis and commentary. Correct referencing incorporating material from a variety of appropriate resources</td>
</tr>
<tr>
<td><strong>2ND YEAR UG</strong></td>
<td>Evidence of in-depth knowledge and understanding. Critical evaluation of relevant theoretical concepts and ideas.</td>
<td>Ability to synthesise, integrate and evaluate material from a variety of appropriate sources. Evidence of independent thinking and insight.</td>
<td>Evidence of critical analysis and evaluation with reference to relevant theoretical ideas and debates.</td>
<td>Critical, imaginative evaluation of arguments and ideas. Correct referencing including a wide range of academic resources.</td>
</tr>
<tr>
<td><strong>FINAL YEAR UG</strong></td>
<td>Specialist subject knowledge and understanding. Critical evaluation, integration and development of relevant concepts and theoretical ideas.</td>
<td>Evidence of ability to undertake independent research in order to source appropriate evidence. Advanced level specialist study skills</td>
<td>Evidence of critical analysis integrating relevant empirical and theoretical material.</td>
<td>Ability to synthesise ideas to form a coherent argument. Evidence of full and accurate referencing including evidence of independent research</td>
</tr>
<tr>
<td><strong>LEVEL 6</strong></td>
<td>Evidence of independent thinking and insight. Evidence of critical analysis integrating relevant empirical and theoretical material.</td>
<td>Evidence of critical analysis integrating relevant empirical and theoretical material.</td>
<td>Evidence of critical analysis integrating relevant empirical and theoretical material.</td>
<td>Ability to synthesise ideas to form a coherent argument. Evidence of full and accurate referencing including evidence of independent research</td>
</tr>
<tr>
<td><strong>LEVEL 7</strong></td>
<td>Evidence of ability to undertake independent research in order to source appropriate evidence. Advanced level specialist study skills</td>
<td>Evidence of critical analysis integrating relevant empirical and theoretical material.</td>
<td>Evidence of critical analysis integrating relevant empirical and theoretical material.</td>
<td>Ability to synthesise ideas to form a coherent argument. Evidence of full and accurate referencing including evidence of independent research</td>
</tr>
<tr>
<td><strong>PGT</strong></td>
<td>Evidence of ability to undertake independent research in order to source appropriate evidence. Advanced level specialist study skills</td>
<td>Evidence of critical analysis integrating relevant empirical and theoretical material.</td>
<td>Evidence of critical analysis integrating relevant empirical and theoretical material.</td>
<td>Ability to synthesise ideas to form a coherent argument. Evidence of full and accurate referencing including evidence of independent research</td>
</tr>
</tbody>
</table>
Moderation
Moderation is a process separate from that of marking and provides 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. In instances where the moderator feels marks may not be entirely appropriate, the moderator would not change individual marks for the work, but would liaise with the first marker to agree whether marks should be reviewed across the particular piece of assessment or module. Should a review of marks be agreed, this may lead to marks being adjusted accordingly.

Marking presentations
All presentations (including presentations with permanent and non-permanent output) should be double marked by two members of staff. Only one of these members of staff may be a GTA or a new member of staff (in their first year of full-time HE). In the case of presentations, double marking involves two markers first marking the work independently, using an agreed mark sheet. In cases where extenuating circumstances prevent a student from making an assessed presentation or contributing to assessed group work, they should be advised to submit the appropriate supporting documentation to the relevant administrator. In such cases, alternative arrangements may be offered but this will be at the discretion of the Module Leader. In cases where there are no extenuating circumstances, but a student fails to attend a scheduled assessed presentation (without written permission to be absent from the Module Leader), or fails to make a contribution to assessed group work, s/he will be deemed not to have submitted that component of the assessment and will be awarded a zero mark.

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

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

You can find out more about how the University uses External Examiners here: www.essex.ac.uk/quality/external_examiners/default.asp

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

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

Anonymous marking
Anonymous marking is when your work is marked anonymously, i.e. your name is not attached to the piece of work for marking.
Where it is practical to do so, all coursework which contributes to your final module mark should be marked anonymously. Where this is not possible, departments will inform you in advance of the assessment task.

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

**Re-marking of coursework**

Even though great care is taken in the marking process, we recognise that occasionally some students may feel their mark is below what they might have expected. Therefore in many instances we give students the right to request a coursework re-mark. If your work has been moderated by a second marker, you are not eligible for a re-mark.

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

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

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

The procedure is as follows: Any request for a re-mark must be made within fourteen calendar days of the marked coursework being made available to all students concerned.

In the first instance the student should notify the EBS Student Services team of their wish for a re-mark. In addition, it is advisable that the student seeks feedback from the Module Leader or the EBS Learning Team. If having consulted the Module Leader the student is still dissatisfied with the original mark, students should complete a request for re-mark form available from the EBS UG Information page on Moodle. Completed forms, together with the original coursework and feedback, must be submitted to EBS Student Services / ebshelp-col@essex.ac.uk.

When considering whether to request a re-mark, you should take into consideration that the mark awarded may be lower than the mark originally awarded, but the re-mark will be the final mark, irrespective of whether it is higher or lower than the original mark.

Students should be aware that Extenuating Circumstances cannot be used in conjunction with the request for a re-mark.

**Appeals**

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

More information about appeals, including the deadlines and forms to complete, can be found online at: [www.essex.ac.uk/see/appeals](http://www.essex.ac.uk/see/appeals)
**Extenuating Circumstances**

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

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

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

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

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

**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.

**The Board of Examiners**

The Board of Examiners meet at the end of the Summer Term and use the Rules of Assessment to determine whether:

- you have passed the modules you have studied and can be awarded credit
- you have met the requirements to progress to the next year of your course
- you have met the requirements to pass your course and what classification you will receive for each module
- how your module marks are used to calculate your degree classification
- you are eligible to receive a merit or distinction

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

- what reassessment you could be offered and when you can take it
- whether you must withdraw from your course, with or without an exit award

**Examination results**

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

**Access to exam scripts**

If you want to see your exam script, you should make the request within four weeks after the exam to
the department which is responsible for that module. You will be able to see the script in the presence of one of the staff responsible for teaching the module. 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. Generic exam feedback is available on the module Moodle page.

Students must not attempt to engage the member of staff in discussions about whether the work has been marked correctly. The marks will have been approved by the external examiners and ratified by the examination board.

A student who wishes to view an examination script or project should contact their Undergraduate Administrator. You can find further information about Assessment Policies at: www.essex.ac.uk/quality/university_policies

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

Reassessed modules are normally capped at the pass mark of 40% unless you have extenuating circumstances which are accepted by the Exam Board. Please be aware that reassessment in examinations and coursework carries a fee.

EBS assessment policy states that reassessment should by default take the same format as the original mode of assessment. Exceptions to this are where a module is assessed by coursework and exam, and the coursework assessment consists solely of in-class test(s), it will be reassessed exclusively by exam. Details of reassessment for each module is available on the Module Directory and Moodle.

If the Board of Examiners has required you to complete assignments over the vacation, or to attend resit exams in September, you will be sent a letter by email with further information. Please check your Essex email account regularly once your results have been published. Your School will send you details of the assignments which you are required to undertake. If you haven’t received anything within three weeks of the results being published, you must contact your School or the Registry.

Resit exams
Resit exams are scheduled in early September or ‘out of residence’ in the summer of the following year. A considerable amount of useful revision material is available on Moodle. Students can contact staff, particularly Module Supervisors for the modules they are resitting if they need help with revision or specific queries (do not leave this until the last minute as staff availability will be reduced throughout the summer). Staff can give individual feedback on summer exam performance, if requested. You can find further information relating to resitting exams at: www.essex.ac.uk/students/exams-and-coursework/resits.aspx

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

Exit Awards
If you decide to withdraw from your course before you finish, or you fail too many credits to be awarded a Bachelor’s degree, you may be awarded a qualification at a lower level, if appropriate.
Computers, Learning Technologies and your Information

Computers
Using a campus computer

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

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

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

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

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

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

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

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

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

Learning Technologies and Systems

eNROL
The eNROL system is an online tool to review and select available modules specific to a particular course and year of study. All new and returning students should use the online system prior to the start of each academic year.

eNROL: https://www1.essex.ac.uk/enrol/Account/Login?ReturnUrl=%2Fenrol%2F
Learner Engagement Activity Portal (LEAP)
LEAP is our student centered, personalised engagement tool. LEAP displays your engagement with university resources (Moodle, FASER, Listen Again, the Library and university computers usage as well as attendance).

An algorithm within LEAP combines your engagement with university resources and activities to produce an overall engagement indicator. There are 5 engagement indicators (high, good, partial, low and very low) which will help you map and better understand your engagement pattern over time.

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

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

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

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

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

Moodle
We use Moodle as our online learning environment, to enhance face-to-face teaching. It lets you get to course materials, and has built-in features to enhance learning such as discussion forums, chat facilities, quizzes, surveys, glossaries and wikis.

https://moodle.essex.ac.uk/

FASER
FASER is our online coursework submission and feedback system. Use it to check coursework deadlines, upload coursework and receive electronic feedback all in one place.

faser.essex.ac.uk

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

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

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

listenagain.essex.ac.uk
Your information

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

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

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

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

You have a right to ask for copies of information we hold about you.

www.essex.ac.uk/records_management/request

To find out more about what information we collect, what we do with it, who gets to see it, and your rights under the data Protection Act 2018, read our Privacy Notice for students.

https://www1.essex.ac.uk/records_management/policies/students.aspx
Student Voice

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

Student Representatives

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

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

Every year, we will ask you to complete the Student Assessment of Module and Teaching (SAMT). This survey will be summarised and discussed by SSLCs and will inform reports written by us for central University committees as part of our quality assurance processes.

Student Voice Groups

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

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

Student Surveys

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

National Student Survey

The National Student Survey (NSS) is an independent survey commissioned by the Office for Students aimed mainly at final-year undergraduate students. The survey provides students the opportunity to provide feedback on their University course and experience. The feedback you provide will be used to help shape the future for your fellow students, and published on the Unistats website to help prospective students make informed decisions about where and what they want to study.

https://www.thestudentsurvey.com

Student Assessment of Module and Teaching

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

There are also many other satisfaction surveys taking place, to ensure students are happy with the services the University of Essex provides. From time to time you will be invited to participate via an email. If you have some feedback but don’t know who to tell, email: studentexperience@essex.ac.uk

https://www.essex.ac.uk/student/feedback/student-voice
You Matter
We know university life can throw up all kinds of concerns and questions - if you need some information, advice or support to succeed, stay healthy and happy, we've got it covered.

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

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

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

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

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

You can find out about the support we offer here:

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

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

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

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

www.essex.ac.uk/students/health

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

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

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

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

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

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

[https://mnessexmind.org/chat-with-charlie/](https://mnessexmind.org/chat-with-charlie/)

**Nightline**
Established at Essex in 1970, Nightline is a friendly help and support service run by students, for students. We work under strict confidentiality ensuring complete anonymity, and we’re always willing to listen. From tea and toast to camp beds, whether you’re waiting for a taxi, need a revision break, or just want to chat, pop in or call us.

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

If you feel you would benefit from support, including counselling, please contact your Student Services Hub.

You can find more information, including the full range of counselling services available to you, on the website: [https://www.essex.ac.uk/student/mental-and-emotional-health/counselling](https://www.essex.ac.uk/student/mental-and-emotional-health/counselling)

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

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

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

[www.essex.su/advice](http://www.essex.su/advice)
Colchester students - suadvice@essex.ac.uk, 01206 874034

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

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

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

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

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

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

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

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

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

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

https://www.essex.ac.uk/student/emergencies/fire-emergency-action

https://www.essex.ac.uk/student/fire-safety/peep

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

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

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

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

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

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

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

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

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

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

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

careerhub.essex.ac.uk/students/login

Big Essex Award
The University’s Big Essex Award gives you recognition for all your extra-curricular achievements. All of your Big Essex Award activities go onto your Higher Education Achievement Report (HEAR). Get involved and get ahead of the game. Activate your HEAR and get started.

www.essex.ac.uk/careers/bige

Frontrunners
Challenge yourself. Frontrunners is Essex’s unique on-campus work placement scheme for students. You’ll get the chance to work on real projects in real workplaces and develop real skills for you to enhance your CV. You’ll get fully trained in your role and you’ll get paid for it.

www.essex.ac.uk/frontrunners

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

www.essex.su/vteam

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

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

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

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

Further information can be found at:
www.essex.ac.uk/students/graduation/award-documents/default.aspx

HEAR
When you study at Essex, you graduate with far more than just a degree. Along with showcasing your academic achievements, the Higher Education Achievement Report (HEAR) records any activities you have undertaken and logged through the Big Essex Award, and any other awards and prizes that you may have received.

When you graduate, you will have full electronic access to your HEAR for free for life. You will be able to share this with employers and other universities by providing them with a University-certified record of your achievements. To start making the most of your HEAR, visit our website to activate your account:
https://www.essex.ac.uk/student/awards-and-achievements/hear

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

Requesting References

Requesting references for further academic study
Final year students can apply for references to support postgraduate applications. Your references will be written by your Personal Tutor who has been allocated to you based on the subject area of your degree course. You will also be allocated a 2nd reference writer.

Students are limited to a request of 5 universities in the first instance and these choices will be approved by your Personal Tutor (so you should make your choices carefully). Your Personal Tutor will be notified if your attendance at classes is poor and will also be told of any late or non-submissions of coursework. If you subsequently decide to apply for more universities after the initial 5 you should meet with your Personal Tutor again.

The procedure for obtaining references is as follows:
1. Complete the EBS Reference Request Form which is available on the Undergraduate Information page on Moodle. On the form you will need to complete a brief personal statement and description of any extra-curricular activities you are involved in which will be seen by your Personal Tutor and second reference writer.

(NB This statement will NOT be seen by the University you are applying to – it will only be seen by your Personal Tutor/2nd reference writer to provide information that can be included in your reference.)

2. Make an appointment to see your Personal Tutor. Take the completed EBS Reference Form and any coursework marks/feedback sheets for your final year. Once your University choices have been discussed with and approved and signed by your Personal Tutor, they will write your reference and either send it to you by e-mail for forwarding on, or they will complete an on-line application direct to the universities you have chosen.

3. You will be sent your references by your Personal Tutor when they are ready. It is the aim of Essex Business School to complete the reference process within 4 weeks of the date that the form is received. If it is an on-line application the reference will go directly to the universities you have applied to.

4. If you require a second reference, your Personal Tutor will inform you who your 2nd reference writer is. You will then need to contact your 2nd reference writer to arrange to a reference.

5. You must contact and arrange to meet your Personal Tutor before nominating them to write your references, as they need to approve your choice of universities.

**Requesting references for jobs**

If you require a reference for a job application your Personal Tutor will also be able to write this for you. Please ask your tutor’s permission first and then give their contact details to the employer. You can use the student reference form on Moodle as a guide to provide your Personal Tutor with relevant details to help them to write the reference.

**Copies of references**

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

**Alumni**

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

**What comes next?**

The world is your oyster! The options and opportunities open to you as a graduate can be overwhelming. You may know the exact path and next steps that you wish to take, or you might not, and this is okay. Our Careers Services can offer information, guidance and advice on your different options after graduation and you can return to Essex for these services at any time. Whether it is discussing different career paths, bringing your CV or LinkedIn profile up to date, or prepping for that interview you have worked all year for, the Student Development Team are here to support you.

Spread your wings graduand; but you can always come back! As an alumnus of Essex, you can take advantage of generous discounts on postgraduate qualifications and degrees if you chose to return to study at Essex as a postgraduate student.
https://www1.essex.ac.uk/fees-and-funding/masters/loyalty/

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

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

www.essex.ac.uk/masters

www.essex.ac.uk/coursefinder
Appendix 1: Glossary of Common University Terminology in Everyday English

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic support hours</td>
<td>Academic support hours are specific times that lectures and member of a module teaching team are available to see students for one-to-one advice and guidance.</td>
</tr>
<tr>
<td>Academic Year</td>
<td>September/October until June.</td>
</tr>
<tr>
<td>Article</td>
<td>A piece of research that has been reviewed by other academics (peer reviewed) before they are published. They are often published in an academic journal. This means that experts in the field of study will review and approve the article before the journal will publish it.</td>
</tr>
<tr>
<td>Class / Seminar</td>
<td>Classes / seminars take place after the main lecture. You will be in a smaller group so that you can explore and extend further the themes and topics presented in the lecture through group discussion and interactive tasks.</td>
</tr>
<tr>
<td>Compulsory Module</td>
<td>Must be taken, but some condonement of fails may be possible.</td>
</tr>
<tr>
<td>Core Module</td>
<td>Must be taken and must be passed.</td>
</tr>
<tr>
<td>Coursework</td>
<td>Work that you do as part of your module’s assessment. Coursework can include: essays, individual and group presentations, in-class tests, portfolios, reports, group case studies, literature reviews etc.</td>
</tr>
<tr>
<td>Draft</td>
<td>A first or preliminary piece of writing that you revise and rewrite.</td>
</tr>
<tr>
<td>Employability and Careers</td>
<td>A centralised university service that can help you with your employability develop your skills, improve your CV and gain valuable experience.</td>
</tr>
<tr>
<td>Centre</td>
<td></td>
</tr>
<tr>
<td>Essay</td>
<td>An extended piece of writing on a particular theme or subject.</td>
</tr>
<tr>
<td>Exam Board</td>
<td>A group of academics from EBS and external examiners that agree the final exam results for each module.</td>
</tr>
<tr>
<td>Extenuating Circumstances</td>
<td>During the course of your degree programme you might be faced with personal, medical or family problems that are outside your control and are negatively affecting your academic performance. Such problems are known as ‘extenuating circumstances’.</td>
</tr>
<tr>
<td>FASER</td>
<td>On-line electronic coursework submission system.</td>
</tr>
<tr>
<td>Frontrunners</td>
<td>The University’s placement scheme which gives students the opportunity to undertake challenging employment around campus and develop the higher-level skills they need to compete for the best jobs. The scheme is open to all University of Essex students, and offers paid, on-placement training.</td>
</tr>
<tr>
<td>GTA</td>
<td>A graduate teaching assistant who is part of a module’s teaching team.</td>
</tr>
<tr>
<td>Internship / Placement</td>
<td>An internship or placement is a method of on-the-job training for professional careers. These positions may be paid or unpaid and are usually temporary.</td>
</tr>
<tr>
<td>Journal</td>
<td>An academic journal is a peer-reviewed publication in which research relating to a particular academic discipline is published. Academic journals serve as forums for the introduction and presentation for scrutiny of new research, and the critique of existing research.</td>
</tr>
<tr>
<td>Labs</td>
<td>Practical task-related classes for Finance and Accounting that take place in a computer lab.</td>
</tr>
<tr>
<td>Languages for All</td>
<td>Gives you the opportunity to study a language alongside their...</td>
</tr>
<tr>
<td><strong>Late submissions</strong></td>
<td>Any work that is submitted for formal assessment after the published final assessment deadline.</td>
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<td>---------------------</td>
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</tr>
<tr>
<td><strong>Lecture</strong></td>
<td>A lecture is usually delivered to a large group of students and is designed to: give an introduction or overview of a topic, summarise the key ideas, principles, or controversies, stimulate your own thinking and provide you with reading and ideas to follow up afterwards.</td>
</tr>
<tr>
<td><strong>Listen Again</strong></td>
<td>A lecture recording service which records the audio and video output of the teaching computer in nearly all centrally timetabled teaching rooms across Colchester and Southend campuses. It allows students to 'Listen Again' to their lectures at a later date. The service is available in nearly all centrally timetabled teaching rooms or lecture theatres where the recording equipment is installed.</td>
</tr>
<tr>
<td><strong>Module</strong></td>
<td>A unit of study – a degree programme consists of a number of modules. Some module has pre-requisites.</td>
</tr>
<tr>
<td><strong>Module credits</strong></td>
<td>Modules have a credit value of 30 or 15 credits.</td>
</tr>
<tr>
<td><strong>Moodle</strong></td>
<td>Moodle is a Virtual Learning Environment. Each module has a Moodle page where lecture materials, notes and relevant information is posted for students to access.</td>
</tr>
<tr>
<td><strong>myEssex</strong></td>
<td>Each student has their own myEssex which a personalised portal for all information linked to your degree programme and university experience.</td>
</tr>
<tr>
<td><strong>Outside option</strong></td>
<td>A module which you can choose which is delivered by another university department.</td>
</tr>
<tr>
<td><strong>Personal Tutor</strong></td>
<td>Every student has a personal tutor to provide academic advice and guidance. You will have the same personal tutor throughout your degree programme.</td>
</tr>
<tr>
<td><strong>Plagiarism</strong></td>
<td>Plagiarism is taking and using somebody else’s ideas, thoughts, writings or inventions as your own. It is a type of cheating.</td>
</tr>
<tr>
<td><strong>Reading list</strong></td>
<td>A list of texts that you should read for a module.</td>
</tr>
<tr>
<td><strong>Referencing</strong></td>
<td>To clearly show the ownership of information and the full details of where you found it.</td>
</tr>
<tr>
<td><strong>Seen question</strong></td>
<td>An exam question which you are given before the exam so that you can research your answer.</td>
</tr>
<tr>
<td><strong>Skeleton / Sketch answer</strong></td>
<td>An essay outline – written in notes or bullet points. It is not a draft.</td>
</tr>
<tr>
<td><strong>Student Feedback – SAMS</strong></td>
<td>A feedback questionnaire that is carried out at the end of each term for each module. The questionnaire focuses on teaching and learning.</td>
</tr>
<tr>
<td><strong>Student Representative</strong></td>
<td>Each module and year group has a number of student representatives that work with EBS staff to continue to improve and develop EBS and the university. The student representatives are organised by the Student Union.</td>
</tr>
<tr>
<td><strong>Student Support</strong></td>
<td>A range of support services for students to help them adapt to university life.</td>
</tr>
<tr>
<td><strong>Student Surveys – NSS / SSS</strong></td>
<td>An annual student questionnaire that is carried out once per year. The questionnaire focuses on the whole university experience.</td>
</tr>
<tr>
<td><strong>Student Union</strong></td>
<td>The Students’ Union is the organisation that represents the interests of students within the University of Essex.</td>
</tr>
<tr>
<td><strong>Student Union Societies</strong></td>
<td>Societies are similar to clubs and help you meet people with similar interests. The societies are run by students for students.</td>
</tr>
<tr>
<td><strong>Study Leave</strong></td>
<td>A period of leave that an academic is given in order to carry out other commitments.</td>
</tr>
<tr>
<td><strong>Test</strong></td>
<td>A short exam that can form part of the coursework for a module. Tests are often carried out electronically/on-line.</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>The Big Essex Award</strong></td>
<td>An award that you can achieve by taking part in extra-curricular activity. The Big E is a good addition to your CV.</td>
</tr>
<tr>
<td><strong>The V Team</strong></td>
<td>Is organised by the Student Union and organises projects that students can take part in by volunteering. You can join the projects at any time and it’s a good way to meet new people and get involved in something interesting and different.</td>
</tr>
<tr>
<td><strong>Weighting</strong></td>
<td>Each module is assessed by a combination of coursework and an exam. The value of each part is the weighting – e.g. Coursework 40% exam 60%. The weighting can vary between modules.</td>
</tr>
<tr>
<td><strong>Workshop</strong></td>
<td>Classes that aim to improve and develop practical skills, usually in small groups.</td>
</tr>
</tbody>
</table>

Further information and full details can be found in the relevant section of the handbook.
Appendix 2: Using Academic Support Hours

Academic support hours can be used to:

A. speak to a Module Leader or a member of the module teaching team OR
B. speak to your Personal Tutor for general study advice, help with feedback and module
   choices, advice on progression or to discuss any difficulties you may be experiencing with your
   studies.

All members of a module teaching team and academic staff have academic support hours. Some lecturers prefer you to make an appointment by email, others schedule a designated time for drop-in sessions.

You should check with the lecturer or on the module Moodle page. This may be the only
time a lecturer is available to help you with your studies, so it's important you come
prepared. Meeting with your lecturer can help you with your studies.

Use this checklist to help you so that you make best use of the time.

- Be clear about what you want to discuss.
- Take a list of questions with you.
- Ask questions if you don't understand something. If you still don't understand,
  let the lecturer know.
- Take notes during the meeting so that you can review the discussion.
- Take the opportunity to ask questions about anything else you’d like
  clarification or help with.
- Don’t wait until just before exams or coursework deadlines – make an
  appointment this week!
- Don’t wait until the end of term to make an appointment.
- Be punctual.
- Remember that other students might be waiting for an appointment.
- Be polite.

TOPICS YOU COULD DISCUSS

- Feedback on your coursework.
- General progress in a specific module.
- Clarification or help with a theme or topic from a lecture or seminar.
- Feedback across several pieces of coursework.
- Clarification to help you understand the coursework requirement.
- Advice on further research in a specific area.
- General advice on the subject.
- Information and advice on the subject area or field that could help you decide
  what to do after you graduate.
- Your progress in general.
- Module choices.
- Any difficulties you may be experiencing with your studies.
- Changing your programme.
<table>
<thead>
<tr>
<th>FAQs</th>
<th>You could speak to</th>
</tr>
</thead>
<tbody>
<tr>
<td>I'm thinking of changing my programme.</td>
<td>Programme Director</td>
</tr>
<tr>
<td></td>
<td>Personal Tutor</td>
</tr>
<tr>
<td>I didn’t understand much of the lecture this week.</td>
<td>Module Leader</td>
</tr>
<tr>
<td></td>
<td>EBS Learning Team (Hugh/ Lorcan)</td>
</tr>
<tr>
<td>I'm finding it difficult to write essays.</td>
<td>Personal Tutor</td>
</tr>
<tr>
<td></td>
<td>EBS Learning Team (Hugh/ Lorcan)</td>
</tr>
<tr>
<td>I’m finding the work really difficult.</td>
<td>Personal Tutor</td>
</tr>
<tr>
<td></td>
<td>Programme Director</td>
</tr>
<tr>
<td></td>
<td>EBS Learning Team (Hugh/ Lorcan)</td>
</tr>
<tr>
<td>What is referencing?</td>
<td>EBS Learning Team (Hugh/ Lorcan)</td>
</tr>
<tr>
<td>How can I improve my essays/ coursework?</td>
<td>EBS Learning Team (Hugh/ Lorcan), Personal Tutor</td>
</tr>
<tr>
<td>What are the best module options for me?</td>
<td>Personal Tutor</td>
</tr>
<tr>
<td>I’m thinking of doing a Masters.</td>
<td>Personal Tutor</td>
</tr>
<tr>
<td></td>
<td>Programme Director</td>
</tr>
<tr>
<td>I’m not sure about studying at university.</td>
<td>Programme Director</td>
</tr>
<tr>
<td></td>
<td>Personal Tutor</td>
</tr>
<tr>
<td></td>
<td>EBS Learning Team (Hugh/ Lorcan)</td>
</tr>
<tr>
<td>How do you do research?</td>
<td>EBS Learning Team (Hugh/ Lorcan), Personal Tutor</td>
</tr>
<tr>
<td>I don’t really understand what we have to do for the coursework.</td>
<td>Module Leader</td>
</tr>
<tr>
<td></td>
<td>EBS Learning Team (Hugh/ Lorcan)</td>
</tr>
<tr>
<td>What should I study for the exam?</td>
<td>Module Leader</td>
</tr>
<tr>
<td>I don’t understand the feedback on my work.</td>
<td>Module Leader</td>
</tr>
<tr>
<td></td>
<td>EBS Learning Team (Hugh/ Lorcan)</td>
</tr>
<tr>
<td>I’m finding it difficult to organise my time</td>
<td>EBS Learning Team (Hugh/ Lorcan), Personal Tutor</td>
</tr>
<tr>
<td>How can I get a good grade?</td>
<td>Module Leader</td>
</tr>
<tr>
<td></td>
<td>EBS Learning Team (Hugh/ Lorcan)</td>
</tr>
<tr>
<td>I’m worried about my maths.</td>
<td>EBS Learning Team (Hugh/ Lorcan)</td>
</tr>
<tr>
<td>I need a personal reference.</td>
<td>Moodle EBS UG page</td>
</tr>
<tr>
<td></td>
<td>Personal Tutor</td>
</tr>
<tr>
<td>I’m having problems with my English</td>
<td>EBS Learning Team (Hugh/ Lorcan), Personal Tutor</td>
</tr>
<tr>
<td></td>
<td>Skills for Success team Skills for Success</td>
</tr>
<tr>
<td>I’m worried about plagiarism</td>
<td>EBS Learning Team (Hugh/ Lorcan), Personal Tutor</td>
</tr>
<tr>
<td>I don’t understand the grade I’ve been given</td>
<td>Module Leader</td>
</tr>
<tr>
<td></td>
<td>EBS Learning Team (Hugh/ Lorcan)</td>
</tr>
</tbody>
</table>