Welcome

A very warm welcome to Essex Pathways Department; we are delighted that you have chosen to study with us. Our very reason for being as a department is to support your success and an intrinsic part of what we do in Essex Pathways is support you in making sense and full use of university systems because as they say: knowledge is power. So, this Handbook is part of your knowledge power toolkit providing you with information about those systems used within this department and the University. Read it and refer to it whenever you have a particular query and/or need specific guidance. It includes important regulations that you will need to know and abide by as a student here.

The Handbook is the official guide to things you need to know as a student in our department and as such, is vitally important. However, there’s much more to us as a department than this because what makes the department is the people. You will understand what we are really about and feel our commitment to your education, your development and your success when you work with your lecturers and fellow students in your classes and in your communications with our professional services team. We are people who want the best for you and who operate within the systems and processes outlined in this Handbook. We are also the people who can explain those systems and processes since many of them will be new and unfamiliar. And that is what underpins our role in supporting you to success – we aim to make the unfamiliar elements of university learning like second nature to you.

When I talk about the people in our department, I’m talking about you too. The students are the heart of Essex Pathways. We are bound together as a community by our common purpose which is to gain knowledge and build knowledge ultimately to make a better world, I think. You and every other person who joins Essex Pathways
Department this year is a unique part of this community and we are looking forward to seeing you claim your place in it.

We hope that your time as a student in Essex Pathways Department is happy and exciting. We are looking forward to playing our part in supporting you towards fulfilling your personal and academic ambitions. Don’t forget we are all here to help you.

Fiona Elsted

Head of Department
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Introduction

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

At Essex we put the success of our students at the heart of everything we do, and want to support you to achieve outstanding outcomes. We are absolutely determined to provide you with the best Essex education and student experience we can, while safeguarding your health and wellbeing. Make sure that you keep up to date with what we all need to do to continue keeping safe as a community.

We celebrate diversity and challenge inequality. We are a truly diverse community where differences are celebrated, and individuality is valued. Your contribution is welcomed and encouraged based on your own thoughts and experiences. As part of our community you will have the freedom to explore, experiment, challenge your discipline and have your ideas shaped by peer and professional knowledge from all over the world. Essex is about more than just getting a degree: we have so much to offer our students.

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

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

Right to Study
The University must ensure all students have the right to study at the University of Essex for the whole duration of their course. If you aren’t a UK or Irish national, your immigration permission to study in the UK will be checked when you first arrive on campus and as necessary thereafter. Students have a duty to maintain valid UK immigration permission that allows study for the duration of their course, failure to do so may lead to withdrawal from the University under the University’s General Regulations.

Students with sponsored immigration permission
The University is a Student Sponsor with a track record of compliance and must ensure we remain compliant in order to retain our sponsor status. Students with a Student visa have additional responsibilities to the University and the Home Office. There will be conditions attached to your visa that restrict what you can do in the UK, breaking any of the conditions may mean you can’t remain in the UK and complete your course. You are expected to attend your in-person teaching events and this will be monitored throughout your course. If your attendance and engagement fall below expected levels or you are absent without permission for a period of time this is likely to impact on the University’s ability to continue to sponsor your Student immigration permission. The International Services Team can provide immigration information and advice throughout your studies.
Choosing your modules

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

Explore your Campus

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

Get connected

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

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

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

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

**PocketEssex**

Pocket Essex is the University's official app for students that can be downloaded on your phone or tablet for free. It acts as a portal through to a variety of areas and resources that will be useful for you throughout your studies. PocketEssex links to many areas that MyEssex does, but also takes you through to other key resources, such as the Students’ Union, FindYourWay and the Library.

**Find Your Way**

When on campus, we know that finding your way can be challenging to start with. Our Colchester campus in particular can be difficult to navigate with a historically complex room numbering system! FindYourWay is our interactive campus map app designed to get you from A to B on either the Colchester or Southend campuses with quick and easy directions. You can download this app on your phone or tablet for free!

**Working while studying**

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

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

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

The University does not cover costs for personal damage or loss of possessions; only in instances where the University has been negligent would a claim be viable for compensation for personal belongings. Therefore, you are strongly advised to take out personal insurance cover for your possessions. This is especially important for valuable items, such as laptops, phones and tablets.
The Essex Experience

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

Embracing our values

We are different at Essex. We are brave, we are bold, and we embrace challenges and drive change. Our values are underpinned by this very culture. While we encourage you to challenge the status quo and explore the unknown, we expect that all of our students do so respectfully, intelligently and act as true ambassadors for the University. Our Code of Student Conduct outlines the rules and regulations that help us maintain our high standards of behaviour.

Equality, Diversity and Inclusion

The University recognises the value of diversity and is committed to providing equal opportunities for both students and staff. Our students and staff are treated with dignity and respect, and solely on the basis of their merits, abilities and potential, while still having the relevant impact and implications associated with race, ethnic or national origin, gender, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations, or any other identity-forming characteristics, taken into consideration as necessary to ensure equal opportunity.

The University is committed to a programme of action to ensure that this policy is fully effective.

Essex Pathways Department is committed to creating and sustaining a welcoming, inclusive, and socially just community that values, respects, celebrates and advocates for all individuals. As a department, we embrace a culture of care by empowering individuals' voices and valuing the diversity of our social identities.
We acknowledge that individually, and as a department, we are constantly learning and moving towards intellectual, social, and emotional growth through our daily work, our dialogue and interactions with one another.

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

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

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

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

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

Students’ Union
We’re famous for our Students’ Union at Essex, and for good reason. The Students’ Union is run by students for students, and they’re here for you from the day you arrive moment you graduate. The SU are here to represent your views and work with you to make amazing things happen and shape your experience at Essex.
The Students’ Union is run by students for students, and you have the ability to shape what we do. From deciding who leads the SU, to shaping your own experiences at Essex, we are here to represent your views and work with you to make amazing things happen.

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

There are also plenty of opportunities to join [Sports Clubs](https://www.essex.ac.uk/student-life/sports-clubs), get involved with competitive sports with our [BUCS teams](https://www.essex.ac.uk/student-life/sports-clubs/bucsteam), or just try a sport with our [Just Play](https://www.essex.ac.uk/student-life/sports-clubs/just-play) programme if you don’t want to commit to a regular team, or would rather not play competitively.

We also train, recruit and support hundreds of student reps each year. These reps gather feedback to share student viewpoints on academic experiences. You can find out more about student reps including how to sign up and getting trained [here](https://www.essex.ac.uk/student-life/sports-clubs/student-reps).

There’s also a huge range of extra-curricular and voluntary opportunities available to you at Essex, [Chart My Path](https://www.essex.ac.uk/student-life/extra-curricular/chart-my-path) is your personal development navigation tool to help you find them. Find activities to inspire and develop you in your life, your studies and for your future and gain recognition for your achievements on your digital transcript the Higher Education Achievement Report ([HEAR](https://www.essex.ac.uk/student-life/extra-curricular/hear)), through the [Big Essex Award](https://www.essex.ac.uk/student-life/extra-curricular/big-essex-award).

**Essex spirit, social media and what’s on?**
Keep up to date with important news, events and offers from across the University with our Essex spirit newsletter, delivered directly to your Essex email address.

Follow us on social:

- [Facebook](https://www.facebook.com/uniofessex)
- [Twitter](https://twitter.com/uniofessex)
- [Twitter](https://twitter.com/Uni_of_Essex)
- [Instagram](https://www.instagram.com/uniofessex)
- [LinkedIn](https://www.linkedin.com/company/university-of-essex)

Our [Events calendar](https://www.essex.ac.uk/student-life/extra-curricular/events-calendar) brings together all the events happening across our three campuses, so you can make the most of your time at Essex.
About Essex Pathway Department

Meet the team

A full list of all staff can be found on our staff webpage. Below is a summary of the roles of staff that can help you with a variety of areas during your time at Essex.

Fiona Elsted, the Head of Department, has general responsibility for managing the Essex Pathways Department. If you wish to contact the Head of Department, please book an appointment through a member of the professional services team, by emailing epd@essex.ac.uk.

The Department has two Departmental Disability Liaison Officers (DDLO) who liaise with Student Wellbeing and Inclusion Services to make sure reasonable adjustments are made for your teaching, learning and assessments. The DDLO duties and responsibilities can be found online. Departmental queries, suggestions or feedback can be confidentially directed to our DDLOs: Dr Anyarath Kitwiwattanachai and Dr Victoria Allen-Baum.

Key academic staff

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<thead>
<tr>
<th>Name</th>
<th>E-mail address</th>
<th>Title</th>
<th>Phone</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gemma Cowling-Hearn</td>
<td><a href="mailto:glcowl@essex.ac.uk">glcowl@essex.ac.uk</a></td>
<td>Lecturer, Course Director</td>
<td>4206</td>
<td>4.112</td>
</tr>
<tr>
<td>Dr Ahmed Al-Razaz</td>
<td><a href="mailto:ahmed.alrazaz@essex.ac.uk">ahmed.alrazaz@essex.ac.uk</a></td>
<td>Lecturer, Course Director</td>
<td>4858</td>
<td>4.124</td>
</tr>
<tr>
<td>Dr Victoria Allen-Baume</td>
<td><a href="mailto:v.allen-baume@essex.ac.uk">v.allen-baume@essex.ac.uk</a></td>
<td>Lecturer, Department Disability and Liaison Officer</td>
<td>2231</td>
<td>4.111</td>
</tr>
<tr>
<td>Dr Nilüfer Demirkan-Jones</td>
<td><a href="mailto:ndemirk@essex.ac.uk">ndemirk@essex.ac.uk</a></td>
<td>Senior Lecturer, Director of Education</td>
<td>2205</td>
<td>4.108</td>
</tr>
<tr>
<td>Fiona Elsted</td>
<td><a href="mailto:felsted@essex.ac.uk">felsted@essex.ac.uk</a></td>
<td>Senior Lecturer, Head of Department Lecturer, Deputy Director of Education, Department Disability and Liaison Officer</td>
<td>3742</td>
<td>4.105</td>
</tr>
<tr>
<td>Dr Anyarath Kitwiwattanachai</td>
<td><a href="mailto:akitwi@essex.ac.uk">akitwi@essex.ac.uk</a></td>
<td>Lecturer, Employability and Development Director</td>
<td>2099</td>
<td>4.126B</td>
</tr>
<tr>
<td>Dr Radu-Dragomir Manac</td>
<td><a href="mailto:rmanac@essex.ac.uk">rmanac@essex.ac.uk</a></td>
<td>Lecturer, Director of Recruitment and Transitions</td>
<td>2391</td>
<td>4.118</td>
</tr>
<tr>
<td>Amanda Morris</td>
<td><a href="mailto:a.j.morris@essex.ac.uk">a.j.morris@essex.ac.uk</a></td>
<td>Lecturer, Senior Tutor</td>
<td>2231</td>
<td>4.111</td>
</tr>
<tr>
<td>Dr Ian Mothersole</td>
<td><a href="mailto:imothe@essex.ac.uk">imothe@essex.ac.uk</a></td>
<td>Lecturer, Senior Tutor</td>
<td>2930</td>
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Key professional services staff

The Administration Office (room 4.117) is located on the main Essex Pathways corridor as you come through the 3NE entrance. Opening days and times are stipulated on the door. You can also contact the Professional Services Team via email and Zoom.

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<th>Name</th>
<th>E-mail address</th>
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<tbody>
<tr>
<td>Lucy Anthony</td>
<td><a href="mailto:lanthony@essex.ac.uk">lanthony@essex.ac.uk</a></td>
<td>Student Administrator</td>
<td>4794</td>
<td>4.117</td>
</tr>
<tr>
<td>Helen Hearn</td>
<td><a href="mailto:hhearn@essex.ac.uk">hhearn@essex.ac.uk</a></td>
<td>Senior Student Administrator</td>
<td>2842</td>
<td>4.117</td>
</tr>
<tr>
<td>Becky Humphreys</td>
<td><a href="mailto:becky.humphreys@essex.ac.uk">becky.humphreys@essex.ac.uk</a></td>
<td>Student Administrator</td>
<td>2217</td>
<td>4.117</td>
</tr>
<tr>
<td>Silvia Lefley</td>
<td><a href="mailto:slefley@essex.ac.uk">slefley@essex.ac.uk</a></td>
<td>Department Manager</td>
<td>2109</td>
<td>4.101</td>
</tr>
<tr>
<td>Kate Smith</td>
<td><a href="mailto:catsmith@essex.ac.uk">catsmith@essex.ac.uk</a></td>
<td>Senior Student Administrator</td>
<td>4564</td>
<td>4.117</td>
</tr>
<tr>
<td>Jayne Summers</td>
<td><a href="mailto:jpsumm@essex.ac.uk">jpsumm@essex.ac.uk</a></td>
<td>Deputy Department Manager</td>
<td>4432</td>
<td>4.115</td>
</tr>
</tbody>
</table>

Teaching staff and support

All teaching staff hold regular weekly academic support hours during term time. This is a time when you can meet with them about anything to do with your modules, from difficulties you might be having with your seminar readings, to discussions about feedback on your coursework.

Each member of the academic team hosts an academic support hour each week, the times of which will usually be available on their office door and on Moodle. These will either be held in the academic’s office on campus, or via Zoom. Supplementary to this, some modules offer timetabled tutorials which may take the form of a Zoom or face-to-face meeting, online forum, or other electronic means which will be made known to you at the beginning of the module. If you foresee having problems using Zoom, due to lack of equipment, technical knowledge, or any other reason, please discuss this with a member of staff.

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 scholarship trips and
visits. Therefore, if you need to get in touch with them during the vacation periods, you should e-mail them in the first instance.

Module Tutors
There are dedicated Module Tutors to support students for each module. The Module Tutor for each module can be found on Moodle. If you have a specific study question, please check the Moodle site or the Module Directory.

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

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

Your Peer Mentor
All Foundation Year students will have access to a Peer Mentor. Peer Mentors are usually a first year student at Essex. They will contact you to introduce themselves and organise how you’ll stay in contact.

Staff research interests
Essex Pathways is a unique department within the University which is home to academics from multiple disciplines. You can find their research interests online on their staff webpages.

Departmental resources and facilities
A wide range of facilities and resources are available for all students to access and use as part of their study at Essex. Each department and school also has a selection for the exclusive use of their students. Below is a summary of the facilities and resources that are likely to be most useful to you.

Essex Pathways Social Space
The Essex Pathways Social Space (room 4.116A) is located on the main Essex Pathways corridor as you come through the 3NE entrance. Here you can meet and chat with other fellow students and members of staff.

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

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

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

**Noticeboards**
Every department and school has their own noticeboard providing information on staff, courses and classes, updates, careers, events and opportunities. Information relevant to Foundation Year students is placed on noticeboards around Essex Pathways Department. We also have electronic displays in the Social Space and main corridor. These will provide a mixture of important and interesting content, so please make use of them.

**Departmental prizes**
Each year we are pleased to award prizes signifying excellence. The following prizes are available for award to undergraduate students:

- Highest Year Mark Award for the Humanities and Social Sciences Pathway
- Highest Year Mark Award for the Law Pathway
- Highest Year Mark Award for the Sciences Pathway
- Highest Year Mark Award for the Economics and Business Management Pathway
- The Andreas Polyviou Assignment Prize
- Andreas Polyviou Highest Year Mark for Computing Prize
Communications

The University will predominantly use e-mail for routine communication between staff and students. Your Essex e-mail address will have been added to the relevant e-mail groups specific to your department or school, course and modules to ensure that you receive the essential information relevant to you. **It is recommended that you check your Essex e-mail each day to ensure you do not miss any important updates to classes and assessment.** The University may deploy other means of communication during the academic year in order to keep you updated regarding important information for your studies. If that is the case, we will inform you of how we plan to get in touch and this will be in advance of any such additional means of communication.

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

Social Media
Essex Pathways has Facebook and Twitter pages where we post useful information about the department and University:

Facebook: [UoEPathways](#)

Twitter: [PathwaysEssex](#).

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

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

The academic year

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

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

My Course

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

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

Credits

Your course will be made up of a certain number of credits. Generally, undergraduate degrees contain 360 credits worth of modules in total during your course at Essex. This is divided into 120 credits per each year of study, with credits allocated to each module that you take.
Learning outcomes
Each course has learning outcomes which need to be met in order to progress. Course learning outcomes are categorised into knowledge, intellectual, practical and key skills, and are also defined more specifically at a modular level. Having this information means that you can measure your progress against the outcomes, for example when reviewing coursework feedback.

Grade boundaries
Marks for undergraduate modules fall into one of the classifications set out in the table below. Bachelor degrees are usually awarded under these classifications too. The method for calculating your final award classification will take into account module marks and any other requirements - full details are set out in the Rules of Assessment.

<table>
<thead>
<tr>
<th>Degree mark</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>69.5% and over</td>
<td>Class 1</td>
</tr>
<tr>
<td>59.5 - 69.4%</td>
<td>Class 2.1</td>
</tr>
<tr>
<td>49.5 - 59.4%</td>
<td>Class 2.2</td>
</tr>
<tr>
<td>39.5 – 49.4%</td>
<td>Class 3</td>
</tr>
<tr>
<td>39.4% and under</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Module enrolment
Most modules taught reflect the individual research interests of members of our academic staff. New modules are regularly explored, researched and developed to expand our transformative educational offering at Essex.

The University provide further guidance on choosing modules, and meetings for first and second-year students will be held by your department where students can discuss their choices with their Personal Tutor. Your preferred choices must be submitted prior to the start of term through the eNROL system.

A full list of modules available can be found on this webpage.

Changing Modules
In instances where you need to make a change to your module choice, you may do so up until the second week of the Autumn Term. If you wish to change an optional module after the deadline, you should seek advice from your Student Administrator in the first instance.
Late changes may be permitted but will be subject to the approval of the department that runs the module and the relevant Dean. Students may not change modules that are core or compulsory for the course for which they are registered.

If there is a module that you would like to study that isn't available as an option on your course, then you can ask for a change to your syllabus to be made by submitting a special syllabus request. Special syllabus requests are not automatically available and require approval. It is a good idea to talk to your Course Director before submitting a request.

**Module Leaders**
Module Leaders are responsible for individual modules. They design, teach and examine them. They monitor student progress and can also talk to students about any related academic issues.

**Employability Modules**
In Essex Pathways Department we choose to have no standalone employability module. Instead, we ensure that all modules focus on enhancing your employability through the development of your transferable skills, which we know are essential for future success in the world of work as well as your academic studies.

**Study Abroad**
**Essex Abroad** supports you to have an international experience during your time at Essex. We have a wide range of summer programmes including volunteering programmes, international internships and research abroad opportunities which are open to all Essex students. These programmes vary in duration, location and cost and can be a great alternative to a full year of study abroad.

**Work Placements**
There are a variety of opportunities to undertake work-based learning during your studies. If you are interested in undertaking work-based opportunities, including during the vacation, contact the Industry Engagement and Placements team. If you have a student visa, please be aware that the immigration rules restrict the type of work you can do.
For extra-curricular opportunities we recommend that you take a look at Essex CareerHub, where you can not only find details of paid part-time, seasonal jobs and internships and graduate jobs but also more information on Essex Interns, Chart My Path and the Big Essex Award where you can discover other opportunities that are available to you to enhance your experience.

**DBS Checks for Placements**

Some placements may require a DBS check where you are engaging in regulated activity with vulnerable groups. This may include placements that are core, compulsory or optional, depending on the relevant module. Some activities may be carried out on an ad hoc basis for research purposes only, which are not required to meet the learning outcomes of the module or course, but will help inform your learning. More information about the DBS check process can be found on the University’s DBS webpages.

**Module Materials**

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

**Teaching timetable**

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

If you wish to report a timetable clash or request a class change, you should do so via the online timetable.

During Welcome Week (week 1) you may find that your timetable is blank as teaching normally commences week 2. Please be aware that there may be changes to the location of teaching during the year, so regularly check your personal online timetable and Essex e-mail for up-to-date teaching information.
Information about teaching timetables, including requesting a class change, reporting a timetable issue and accessing your individual timetable can be found on the University's website.

**Recording your attendance**

We monitor your attendance at teaching sessions on campus using your student card and an electronic recording system called **Count-Me-In**. Your attendance at online teaching sessions is monitored by reviewing your logins to sessions on Zoom. You're expected to attend all of your mandatory sessions on your individual timetable and report an absence if you are unable to do so. If you have a student visa, please be aware that poor attendance and engagement may mean we have to withdraw our sponsorship and your visa would be cancelled by the Home Office.

It is your responsibility to remember your student registration card. Lost or faulty cards can be replaced at the Student Services Hub.

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

**Making changes to your study**

**Changing your course**

If you are thinking about changing course, you will need to do so by a certain date and should first speak to your department and personal tutor. They will be able to advise of the things you should be thinking about before changing your course. If you are thinking of undertaking a placement year or year abroad, you should check the requirements and any potential visa implications for these programmes by contacting the Industry and Placements Team or Essex Abroad Team. Students with a Student visa may not be able to change their course without first obtaining a new visa, if eligible.

**Thinking of leaving or taking a break?**

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

Library
The library aims to provide all the resources you will need to succeed in your course, via online reading lists and access to extensive collections of books, journals and a variety of other resources, both on our shelves and online. The library team can help you learn how to search effectively so you can find appropriate resources for your assignments. They can also provide advice on referencing, academic integrity, evaluating sources and more. Our Skills at Library guide provides a range of online support in these areas, and our subject guides for each department provide subject-specific guidance and resource recommendations. In addition, the library offers a programme of ‘Workshops at Library’ sessions which cover key information and research skills, including searching for information, checking and evaluating sources and referencing.

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

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

Art Exchange
Placing art at its core, Art Exchange is a space where art, artists and audiences get together. Our programme of exhibitions, talks and events creates a platform for ideas to be exchanged and connections to be made.

We show international art by established and emerging artists throughout the year, while our artist-in-residence programme allows us to commission new work that respond to the world around us. We work with students in creating their own exhibitions and events, as we showcase what issues and debates are important to them.

Sited at the University of Essex in Colchester, we are inspired by our intellectually curious audience that makes up the campus community, while the research and study around us feeds into our programme of talks, films and debate.
Combined with art classes and workshops, we offer ways for everyone to get involved and enjoy great art.

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

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

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

**Academic Skills Support**
Skills for Success are here to support you with everything that you need to do well in your studies that is not directly related to your course content – in other words, the skills that you need to be successful.

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, and provide a range of embedded teaching, workshops and 1:1s on:

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

For more information, please contact skills@essex.ac.uk.
**Departmental Support**
You will have the opportunity to meet with the academic staff during their academic support hours, either face to face or electronically. Office hours will be published by lecturers at the beginning of each term. When you join Essex Pathways you will also be assigned a Personal Tutor who will meet you soon after you arrive and regularly throughout your course. Your Personal Tutor will be a member of academic staff and is someone you talk to about your course or any difficulties that may encounter. They can recommend and direct you to other support services that might be able to further help and support you.

We will send you a fortnightly Engagement Bulletin, which will include the latest updates from the department, future events and helpful advice.

The Head of Department, Fiona Elsted, will be available to listen to your concerns in sessions known as Essex Pathways Listens. Keep an eye on your Essex email for more information about this.

Should you have any specific needs you can also contact one of the Department Disability Liaison Officers – Dr Anyarath Kitwiwattanachai and Dr Victoria Allen-Baume.

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

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

Where an Essex Pathways module includes a language element, as in the Research and Academic Development Skills module, then work cannot be proofread. Proofreading, the use of translation tools and assistance with language or grammar are not allowed in this module given that language proficiency is an integral part of the skills students are required to develop. For subject modules, students must acknowledge the use of a proofreader by signing a declaration on the cover sheet.
Language classes

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

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

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

Rules of Assessment

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

The following is only a summary of the key points. You should read the Foundation Year Rules of Assessment and make sure you understand them. If you need advice, ask your Personal Tutor, departmental Professional Services Team, 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>You 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 your course/be eligible for your 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 your course/be eligible for your degree if you fail it.</td>
</tr>
</tbody>
</table>

All Essex Pathways modules are core and must be passed.
**Academic Integrity and Academic Offences**

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

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

**Methods of Assessment in Essex Pathways**

In Essex Pathways, you are offered an inclusive learning experience through our teaching approaches and assessment methods. We ensure that our teaching methodologies cater for all students regardless of preferred learning styles and we ensure that our assessments include opportunities for students to reflect on their previous learning or general life experiences. We are very mindful that we respond to the diverse needs of our students by having in place support mechanisms which help all students achieve their potential. Personalised academic feedback and tutorial sessions are an integral part of our provision as well as peer support from fellow students. We firmly believe that all students will have a positive learning experience in our Department and one which will prepare them well for their future academic career.

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.

Essex Pathways Department recognises that different assessment methods are needed to provide an accurate reflection of your achievements depending on the subject matter. Hence, a variety of methods are adopted in each module. The main assessment methods include:

- **Tests**: timed examinations which focus on concise presentation of
knowledge and the application of analytical methods;

- **Assignments**: include essays, reports and projects, as well as database assignments and case studies. They are often of a problem-solving nature, allowing the exploration of theories, methods and policies with more creativity and depth than tests, and are less likely to be subject to the same time constraints as tests;

- **Oral presentations**: presenting ideas orally and answering questions is a valuable skill and in some modules these form part of the assessment;

- **Laboratory reports**: a formal record and written account of an experiment or project, describing any technical or background information, detailing objectives and procedures, and discussions of the final results;

- **Examinations**: assess the concise expression of ideas, analytical reasoning capabilities and power of arguments. For online exams you will be given a defined time period to complete the exam paper and upload it to the appropriate University system (usually Moodle or FASER).

Assessment methods for each module can be found on the [Module Directory](#).

Teaching staff use defined marking criteria to mark all coursework and exams. Please read the marking criteria for each assessment carefully to fully understand what is expected of you for each assignment. The marking criteria will be provided on our [Moodle site](#) and will be explained to you by your lecturer.

**Coursework**

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

Your Module Leaders and Tutors will ensure that you are prepared to undertake all of your coursework. Assessments will be based on content that you have already studied, and therefore it is of the utmost importance that you regularly attend all of your online and on campus classes and engage with the material delivered by your lectures. Assessment briefs will be published via Moodle, alongside the coursework rubric, in good time, to ensure that you understand the criteria against which your submission will be assessed. Further guidance on preferred structure, layout and referencing style may also be provided, depending on the module and method of assessment.

**Assignment length**

Assignment details will include a word count appropriate to the task(s). Please ensure that you adhere to the required word count as failure to do so may incur a marks penalty (this is indicated in the marking criteria).

**Samples of coursework**

A range of pieces of work are available for students to identify what constitutes a good essay within different disciplines. For some modules examples of solutions are published in the lecture notes and full solutions for each test are issued with the marks. Detailed solutions are also published on Moodle.

**Referencing in coursework**

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

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

Referencing skills will be developed in your Research and Academic Development Skills module. You must use the referencing style relevant to your discipline. Guidance
on your referencing style is available online, including an interactive referencing tutorial. You can also take the Academic Integrity course on Moodle.

**Submission of coursework**

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

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

**Problems with FASER**

If you have technical difficulties, please contact the IT Helpdesk as soon as possible to find out if this is a system issue or whether it may be a problem with your computer. This will count towards your claim when submitting a late coursework extenuating circumstance form should you need to. 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 Student Administrator.

**Late submission of coursework**

At the University of Essex we have a single policy 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. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline.
Where a student is unable to undertake the assessment by the deadline, and it is deemed impossible to consider a late submission request due to the nature of the assessment (e.g. absence from in-class tests, practical assignments and presentations), an extenuating circumstances form should be submitted which will be considered by the Board of Examiners.

**Return of coursework**

You will receive your coursework marks during the academic year. You are not permitted to re-submit assignments or re-take tests in order to raise your mark. Marked assignments and tests are normally returned to you within 20 working days of the submission deadline or the test. The 20 working day period does not include Bank Holidays and any of the University’s Christmas closure period (which is usually considered to be six days).

Other vacation periods are included in the 20 working days as well as term-time (e.g. coursework handed in at the end of term should be returned at the start of the following term). Please note that all marks are provisional until they have been ratified by the Board of Examiners which convenes at the end of the Summer term.

**Ethics in research**

All research involving human participants and animal subjects, whether undertaken by the University's staff or students, must undergo an ethics review by an appropriate body and ethical approval must be obtained before it commences. You should first read the [Guidelines for Ethical Approval of Research Involving Human Participants](#) or [Guidelines for Ethical Approval of Research Involving Animal Subjects](#) and then submit an Ethical Approval application form via ERAMS. You should be aware that ethical approval cannot be granted retrospectively so it is very important that you make your application before you start to recruit participants or collect data from them.

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

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

Exam timetable

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

Attending an in-person exam

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

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

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

Calculators in Examinations

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

The only exception is for certain Finance exams that require a financial calculator, in which case you may use the Hewlett Packard 12c (all variants) or the Texas Instruments BAII Plus (including the BAII Plus Professional).
Open and closed-book exams
You should check the Module Directory to see whether your exam is open or closed-book. Your department will provide further guidance on how to prepare for your exams and on what materials can be taken into an open-book exam. You should also check the information published on the exam web pages.

Sample and past papers
Past papers or sample exam questions may be available for some modules. Please ask your lecturer for details about accessing these. Please bear in mind that the content of a module can change from year to year, so papers from previous years may contain questions which are no longer relevant.

Revision classes
Revision classes will be timetabled at the beginning of the Summer Term.

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

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

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

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

**Marking**

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

**Moderation**

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

**Second marking**

Second marking is a process whereby another member of academic staff marks the work again and has access to the first marker’s marks and comments. Where two members of staff are involved in marking a piece of work, the markers make every effort to agree a mark, rather than merely averaging the two marks.

Essex Pathways keeps a record of both individual and agreed marks for all work which is second marked. Once you have submitted your assignments, they will be marked and then second marked if they fall within the bands specified in the Essex Pathways second marking policy:

<table>
<thead>
<tr>
<th>Course</th>
<th>Essex Pathways second marking protocol for coursework and exams</th>
</tr>
</thead>
</table>


| Foundation Year | ▪ 42% and below  
▪ between and including 68% and 72%  
▪ sample the rest (10% with a focus on borderline marks) |

With the exception of Mathematics modules (IA112, IA115, IA124, IA126, IA127, IA128) where the second marking protocol is:
▪ 42% and below  
▪ sample the rest (10% with a focus on borderline marks)

**External Examiners**

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

**Re-marking of coursework**

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

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

**Appeals**

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

**Feedback**

In Essex Pathways great emphasis is placed on feedback and you will receive regular written and verbal feedback on assessed and non-assessed coursework, thus
enabling direct and prompt clarification of any queries you may have. Formal feedback includes:

- comments and/or corrections on marked assignments and tests;
- typed feedback sheets completed by teaching staff, which identify how you can improve on future assessed work. You receive this together with your marks;
- a highlighted copy of the marking rubric for the assessed work (where appropriate) that identifies where your work falls on the marking criteria;
- solutions (where appropriate);
- tutorials, in which written feedback comments can be explored and discussed with your lecturer.

Please note that different forms of feedback may be appropriate in different disciplines. You are expected to discuss the feedback by arranging to see the relevant lecturer or tutor during their academic support hours. You are encouraged to reflect on the markers’ comments and to use the feedback to shape your study plans. Feedback is also effectively provided by informal interactions between students and lecturers.

**Written feedback**
As an integral part of the marking process, teaching staff will provide you with written feedback on each assignment you submit. General feedback on the overall quality of your assignment, its major strengths and weaknesses, and points for improvement are included on a separate feedback sheet. More specific and detailed feedback (relating to particular parts of your assignment) is given in the form of notes written on relevant parts of the text of your assignment (e.g. on the margins, or at the end of the assignment).

**Essay writing support**
Your course is specifically designed so as to equip you with the essay writing and academic study skills that you will need to successfully pursue your studies at undergraduate level. You will be taught how to plan, draft, write, edit and proofread your work effectively and will learn and master a range of important skills including note-taking, paraphrasing, summarising, citation and referencing. Particular attention will also be paid to developing your ability to think critically and synthesise information in ways which will allow you to create an effective academic argument.
If you need to undertake reassessment on a module, Essex Pathways will provide you with written and/or verbal feedback on the elements being reassessed. Following the Board of Examiners meeting and the release of results, lecturers will be available to meet and discuss feedback with you. The Department also organises support sessions and revision lessons, face-to-face or on Zoom, towards the end of August.

**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, where you have, the classification/citation you are eligible for

If it is 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, and your eligibility for an exit award

**Publication of results**

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

**Reassessment**

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

If you must undertake 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

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1 The Board of Examiners will not be aware of a student’s immigration status. As a result, some reassessment options may be offered that are not compatible with individual student visa restrictions. Students should consider all options in conjunction with applicable visa restrictions.
progress with your studies at the University.

Reassessed modules are normally capped at the pass mark of 40 unless you have extenuating circumstances which are accepted by the Board of Examiners. Please be aware that reassessment in examinations and coursework carries a fee of £50 per module being reassessed.

In Essex Pathways, reassessment is conducted through examinations, coursework and/or oral presentations. The reassessment strategy for each module can be found on the Module Directory.

Resit exams

Resit exams are usually scheduled to take place in late August and early September or ‘out of residence’ in the Summer of the following year. A considerable amount of useful revision material for each module is available on Moodle. Students can contact staff, particularly Module Leaders 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.

Extenuating Circumstances

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

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

Essex Pathways will review your claim at an Extenuating Circumstances Committee and determine whether it will be accepted or rejected. The Board of Examiners will determine an appropriate course of action, such as permitting further reassessment
opportunities for uncapped marks. Please note that the Board of Examiners cannot award extra marks even where there are serious extenuating circumstances.
**Computers, Learning Technologies and your Information**

**Computers**

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

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

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

**Learning Technologies and Systems**

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

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

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

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

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

The University has a [Student Engagement Policy](#) which provides a structured approach based on support and mutual decision-making to maximise the success and achievement of every student.

In Essex Pathways we will fully support you during your learning journey and will arrange meaningful, timely interventions and support whenever required. However, please be aware that in cases where there are continuous examples of disengagement with studies, the department can use the *Exceptional withdrawal through lack of engagement* process of the [Student Engagement Policy](#) (paragraph 26) and you may be withdrawn from your course.

**Moodle**

*Moodle* is our online learning environment. It holds key course and module materials, discussion forums, chat facilities, quizzes, surveys, glossaries and wikis released by your lecturers.

**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.

**Online reading lists**

Reading lists can be accessed [online](#). Use this service to find out the details of each week’s reading and to access resources through the library.
Listen Again
Did you miss something? Our Listen Again digital recording service lets you listen again to lectures, so you grasp every detail. It’s available in teaching rooms or lecture theatres where you see the sign. Lecture videos are normally uploaded on Listen Again 24 hours after the lecture.

Zoom
In Essex Pathways all lectures, classes, labs and seminars will take place in-person. You can use Zoom for Personal Tutor meetings, academic support hour meetings and some departmental committees.

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

For a quick rundown of what you need when you first start, head to the Getting Started with IT guide on the Student Directory.

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

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

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

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

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

**Student Representatives**

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

**Student Voice Groups**

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

**Student Surveys**

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

**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 Discover Uni website to help prospective students make informed decisions about where and what they want to study.
UK Engagement Survey (UKES)

The UK Engagement Survey (UKES) is a national survey for undergraduate students. It invites you to reflect on your time at University so far in relation to your course and wider learning experience. The survey is run each spring term and is open to foundation, first, second and some third/final year students.

We’re keen to make sure students have the best possible experience while studying at the University. To do that we need to know what we are doing well and what we can do better. The survey is a chance to reflect on how you study and what might help your studies in future. The results also help the University and Students Union to make changes that will improve what we do in future and to make sure we keep doing the things that are of value to students.

If you’re eligible to complete the survey, we will contact you to invite you to take part.

Student Module Feedback

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

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

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

Your Department will also welcome your feedback. They will have a range of quick feedback mechanism for you to use. Contact your departmental office if you are not sure what these are.
You Matter

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

Student Services Hub

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

To Contact the Student Services Hub please use this link to access our web pages and talk to us on Live Chat: Ask the Hub

Support for students with disabilities or additional needs

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

Funding opportunities

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

Personal Emergency Evacuation Plans (PEEP)

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

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

Seeing a Doctor

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

Counselling services

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

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

Drop In/Wellbeing Appointments

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

UK Immigration Advice and Guidance

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

**Money management**

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

**Students’ Union Advice**

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

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

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

**Loughton students** – suaclou@essex.ac.uk; 01206 874034

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

**Residence Life**

Our [Residence Life team](#) is here to help you settle in and support you during your time living on campus. Each residents’ assistant (RA) is assigned an area and will aim to get to know you, provide advice and support with any wellbeing issues and organise a range of social activities to help you connect with others. Find your RAs contact details on your flat kitchen poster if you live on campus. During term-time, our friendly RAs are available for a virtual chat via Zoom every day from 7pm – 8pm use Zoom Meeting ID: 920 1237 9049, all Essex students are welcome to drop in. You can find
out about all our exciting events by following us on Facebook or by checking out the University Events page.

**Religion, faith and beliefs**

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

**Harassment support**

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

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

**COVID-19 (Coronavirus)**

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

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

**Health and safety on campus**

Our campuses are generally very safe environments. We want to ensure that things stay this way. In order to achieve this, we work closely with local agencies including the police and borough councils. Take a look at our website for general information and advice.
Please familiarise yourself with fire safety and emergency evacuation procedures for your accommodation, work or study location. If you have a permanent or temporary disability that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).

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

All students residing on campus must complete the Moodle Fire Safety Course for Residents training.

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

**Making a Complaint**

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

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

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

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

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

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

If you are a first year and have already faced barriers in your education or when thinking about your career options, Rising Stars can provide an exclusive opportunity
to develop your skills, experience and confidence for the future. For more information search ‘Rising Stars at Essex’.

**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.

**Get Work Experience**

Frontrunners is the University’s in-house internship programme, offering valuable, structured opportunities to students with little or no employment experience. With a wide range of part-time paid internships across university departments, this is your opportunity to gain valuable skills, knowledge and experience employers are looking for.

Essex Interns create paid internships exclusively for you as an Essex student. They're flexible too; part time during term time or full time in vacations. Sign up for Essex Interns to kick-start your career.
You Are Essex

Graduation and Awards

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

You will be able to access your full academic transcript electronically via your Higher Education Achievement Record (HEAR).

Upon conferral of your award, all graduates will receive both an electronic and hard copy parchment award certificate. Your electronic Certificate will be available on your GradIntelligence account within 5 working days of your conferral and your hard copy parchment will be available to collect at graduation. If you are unable to attend graduation, the Graduation and Awards team will post this to your home address.

Graduation ceremonies

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

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

HEAR

When you study at Essex, you graduate with far more than just a degree. Your Higher Education Achievement Report (HEAR) not only showcases a full record of your academic achievements, but also any activities you have undertaken and logged
through the Big Essex Award, and any other awards and prizes that you may have received.

Your HEAR will be updated within 5 working days of results being release following ratification at a Board of Examiners.

When you graduate, you will have full electronic access to your HEAR and award certificate 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. You will receive an e-mail from GradIntelligence to enable you to activate your account log-in. As soon as you do this you can start accessing your HEAR!

References

Requesting references from members of staff
If you require a personal reference, always ask permission from a member of staff before giving their name as a referee. You should consider from whom it is most appropriate to request a reference and who will be best equipped to evidence your character and performance in the subject. For example, Course Directors are likely to be more suitable than lecturers that have taught you on one module.

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

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

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

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

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

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