**Please note:**

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

The University will assume that you are aware of the contents of this Handbook and of the University and Department procedures and regulations.
Welcome to the University of Essex and to the Department of Literature, Film, and Theatre Studies. We hope that you will enjoy your time as a postgraduate student at Essex and that you will find your studies with us both challenging and rewarding.

Your first port of call for any queries should be the General Office (room 5NW.6.16) which is open daily from 10.00am until 4.00pm (closed for lunch between 1.00pm-2.00pm). The Admin team will do their best to help you, or to point you in the right direction for whatever support you need.

The academic staff teaching you will always be happy to talk with you about your course, but you will also be allocated a Personal Tutor, to whom you can turn, should you wish, for advice on academic or any other matters affecting your life as a student, so feel free to visit them in their office hour, or else email for an appointment. As Head of Department, I don't have formal office hours, but if you would like to see me about anything, big or small, then please either knock on my door (5NW.6.13) and if I'm available I'll respond then and there – or else, just email me for an appointment on ejkuti@essex.ac.uk and I'll be happy to talk with you.

As soon as you have your e-mail address and internet access you should look at the Department's website. Take your time to learn your way around it. The site is packed with useful information about the Department.

Graduate study is a wonderful opportunity to take advantage of the intellectual and cultural richness of our Department, and the wider University. Of course, it's a given that you should attend all your timetabled, compulsory seminars, workshops, screenings, and so on; and that you should keep up to date with your coursework. And please note that the University policy on essay deadlines, to be fair to all students, is that all work must be submitted strictly by the deadline or it will receive a mark of zero - so be careful! If there are unforeseen or involuntary circumstances that make a deadline impossible for you to meet, then you should talk straightaway to your tutor as there are procedures to follow in this situation.

However, there are also many extra-curricular events held by the Department, and across the entire University, that you really shouldn't miss out on! There will be poetry readings, open seminars with guest speakers, playwriting competitions, theatre of all kinds, films, comedy, open mic events, book launches, and much more – so make the most of your time here and explore. All this shouldn’t stop you having an active social life: the Students’ Union offers an array of services including bars, cafés, and shops. All registered students are automatically members of the Union and can take advantage of all the facilities, including the myriad of clubs and societies.

On behalf of the entire Department, I wish you a very happy, inspiring and successful time as a graduate student with us, and I look forward to meeting you in person.

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

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

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

The **Student Directory** contains a wealth of other helpful sources of information.
**Practicalities and Getting Started**

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

**Complete your Registration**

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

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

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

**eNROL**

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

We will make every effort to accommodate your chosen options but please note that these cannot always be guaranteed.

**eNROL for part-time students**

If you are a part-time student, you cannot access eNROL to select your modules. Instead, please email the Senior Student Administrator with your module choices at the start of your first and second year and they will manually enrol you.

As a part-time student, you will take 60 credits in your first year (including all compulsory modules as far as possible) and the remaining 120 credits (including the dissertation) in your second year.

Please note that part-time students must adhere to the same coursework submission deadlines as full-time students.

**Balancing your module choices evenly across the Autumn and Spring term**

In order to balance your workload, the Department recommends that both full-time and part-time students take an even number of modules in the autumn and spring terms of an academic year. An imbalance of workload will not be considered as part of an extenuating circumstances claim by the Department.

If you have any problems with the online web pages, please email enrol@essex.ac.uk

**Explore your Campus**

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

**Get connected**

**Your IT account**

You will need to set up your IT account and create a password through the University website. You will need to register an external email address and passphrase to set up your account. Once you’re set up, you can access your email, log on to lab computers, connect to campus Wi-Fi, and much more.

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

**Campus Wi-fi**

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

**Essex Apps**

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

**MyEssex**

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

**Pocket Essex**

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

**Find Your Way**

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

**Moodle**

We primarily use Moodle as our online learning environment, to enhance face-to-face teaching. It lets you access course materials and reading lists and has built-in features to enhance learning such as discussion forums, chat facilities and wikis.
**FAFER**

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

**Learner Engagement Activity Portal (LEAP)**

LEAP is our student centered, personalised engagement tool. LEAP displays your engagement with university resources (Moodle, FASER, Listen Again, the Library and university computers usage as well as attendance).

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

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

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

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

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

**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.

**Your personal belongings**

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

**Right to Study**

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

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

The Tier 4 rules and guidance include restrictions relating to the length of time you can spend studying in the UK and academic progress; this may mean you are unable to take an academic option offered to you or that we can’t continue to sponsor you under Tier 4. The University has many duties as a Tier 4 sponsor and must ensure we remain compliant in order to retain our Tier 4 licence. Find out more on the University’s website and at: [https://www.essex.ac.uk/about/governance/regulations](https://www.essex.ac.uk/about/governance/regulations)
If you would like to get additional support with your English language skills, you can find helpful information and a range of resources [here](#).

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

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

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

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

Equality, Inclusion and Diversity

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

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

Embrace the Essex Values

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

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

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

You can find the complaints procedure and the forms here.
Essex Spirit, social media and events

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

Follow us on social:

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

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

http://www.essex.ac.uk/events

International Students

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

Mature and part-time students

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

Student Ambassadors

Be a Student Ambassador, make a difference to others and also make a difference on your CV! Student Ambassadors help to promote the University and higher education. You’ll be a valued part of the Student Recruitment and Outreach teams. Keep an eye out for Student Ambassador vacancies on CareerHub+ in January.

Essex Sport

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

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

Visit the Essex Sport website or download the app to discover all the ways you can keep active during your time at Essex.

Students’ Union

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

**Get involved**

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

Furthermore, we have our very own letting agency **SU Homes** designed to offer help and support for students to find off campus accommodation.
About the Department of Literature, Film, and Theatre Studies

Meet the team

A full list of all academic and professional services staff for the Department of Literature, Film, and Theatre Studies can be found on our website.

Below is a summary of the roles of staff that you are likely to be in contact with most frequently.

Administrative staff and responsibilities

<table>
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<th>Role</th>
<th>Name</th>
<th>Contact details</th>
<th>Responsibilities</th>
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<tr>
<td>Department Manager</td>
<td>Dr Daniela Wachsening</td>
<td>Office: 5NW.6.12, Email: <a href="mailto:d.wachsening@essex.ac.uk">d.wachsening@essex.ac.uk</a>, Phone: 01206 872604</td>
<td>Responsible for the overall administration of the Department</td>
</tr>
<tr>
<td>Deputy Department Manager</td>
<td>Rachele Winn</td>
<td>Office: 5NW.6.14, Email: <a href="mailto:rachele@essex.ac.uk">rachele@essex.ac.uk</a>, Phone: 01206 872611</td>
<td>Responsible for student administrative and pastoral issues (undergraduate students)</td>
</tr>
<tr>
<td>Senior Student Administrator</td>
<td>Deanna McCarthy</td>
<td>Office: 5NW.6.16, Email: <a href="mailto:dlmcca@essex.ac.uk">dlmcca@essex.ac.uk</a>, Phone: 01206 872176</td>
<td>Responsible for all general administrative matters for postgraduate taught and doctoral research students</td>
</tr>
<tr>
<td>Student and Academic Services Administrator</td>
<td>Katherine Dickerson</td>
<td>Office: 5NW.6.16, Email: <a href="mailto:kd18488@essex.ac.uk">kd18488@essex.ac.uk</a>, Phone: 01206 873282</td>
<td>Responsible for all general academic and non-academic matters for all students in the Department</td>
</tr>
<tr>
<td>Student and Academic Services Administrator</td>
<td>Lisa Lewis</td>
<td>Office: 5NW.6.16, Email: <a href="mailto:lisa.lewis@essex.ac.uk">lisa.lewis@essex.ac.uk</a>, Phone: 01206 872417</td>
<td>Responsible for all general academic and non-academic matters for all students in the Department</td>
</tr>
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For any postgraduate queries, please contact liftspg@essex.ac.uk in the first instance. For any other general queries, please contact the General Office on liftstt@essex.ac.uk, tel. 01206 872626 or visit room 5NW.6.16
## Academic staff and responsibilities

<table>
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<th>Role</th>
<th>Name</th>
<th>Contact details</th>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Professor Elizabeth Kuti</td>
<td>Office: 5NW.6.13 Email: <a href="mailto:ejkuti@essex.ac.uk">ejkuti@essex.ac.uk</a> Phone: 01206 873408</td>
<td>Responsible for leading and managing the Department and for the Department’s overall academic provision</td>
</tr>
<tr>
<td>Director of Graduate Studies</td>
<td>Dr Liam Jarvis</td>
<td>Office: 5NW.4.4B Email: <a href="mailto:ljarvis@essex.ac.uk">ljarvis@essex.ac.uk</a> Phone: 01206 8724674</td>
<td>Responsible for overseeing the postgraduate activities in the Department</td>
</tr>
<tr>
<td>MA Director and Course Director for MA Theatre Practice</td>
<td>Dr Mary Mazzilli</td>
<td>Office: 5NW.4.4C Email: <a href="mailto:m.mazzilli@essex.ac.uk">m.mazzilli@essex.ac.uk</a> Phone: 01206 873152</td>
<td>Responsible for all academic matters of the Department’s postgraduate taught provision Responsible for the course contents and administration of the MA Theatre Practice degree</td>
</tr>
<tr>
<td>Employability Director and Course Director for MA Wild Writing</td>
<td>Dr James Canton</td>
<td>Office: 5NW.4.4 Email: <a href="mailto:j.canto@essex.ac.uk">j.canto@essex.ac.uk</a> Phone: 01206 872446</td>
<td>Responsible for the development and enhancement of employability provision for the Department Responsible for the course contents and administration of the MA Wild Writing degree</td>
</tr>
<tr>
<td>Ethics Officers</td>
<td>Professor Karin Littau (Autumn and Summer term)</td>
<td>Office: 5NW.5.13 Email: <a href="mailto:klittau@essex.ac.uk">klittau@essex.ac.uk</a> Phone: 01206 872629</td>
<td>Responsible for all matters relating to research ethics in the Department, including ethical approval of research projects involving human participants</td>
</tr>
<tr>
<td>Ethics Officers</td>
<td>Professor Jeffrey Geiger (Spring term)</td>
<td>Office: 5NW.5.11 Email: <a href="mailto:j.geiger@essex.ac.uk">j.geiger@essex.ac.uk</a> Phone: 01206 872623</td>
<td></td>
</tr>
<tr>
<td>Course Director for MA Creative Writing</td>
<td>Professor Phillip Terry</td>
<td>Office: 5NW.4.17 Email: <a href="mailto:pterry@essex.ac.uk">pterry@essex.ac.uk</a> Phone: 01206 872853</td>
<td>Responsible for the course contents and administration of the MA Creative Writing degree</td>
</tr>
<tr>
<td>Course Director for MA Film Studies and MA Film and Literature</td>
<td>Professor Jeffrey Geiger</td>
<td>Office: 5NW.5.11 Email: <a href="mailto:j.geiger@essex.ac.uk">j.geiger@essex.ac.uk</a> Phone: 01206 872623</td>
<td>Responsible for the course contents and administration of the MA Film Studies and MA Film and Literature degrees</td>
</tr>
<tr>
<td>Course Director for MA Literature</td>
<td>Dr Sean Seeger (Autumn term)</td>
<td>Office: 5NW.5.18 Email: <a href="mailto:saseeg@essex.ac.uk">saseeg@essex.ac.uk</a> Phone: 01206 874502</td>
<td>Responsible for the course contents and administration of the MA Literature degree</td>
</tr>
<tr>
<td></td>
<td>Dr Jak Peake (Spring and Summer term)</td>
<td>Office: 5NW.6.5 Email: <a href="mailto:j.peak@essex.ac.uk">j.peak@essex.ac.uk</a> Phone: 01206 874460</td>
<td></td>
</tr>
</tbody>
</table>
Your Module Tutor
All teaching staff hold regular weekly academic support hours during term time. This is a time when you can go and see them about anything to do with your modules, from difficulties you might be having with your seminar readings, to discussions about feedback on your coursework. These academic support hours operate on a ‘drop-in’ basis - this means that you do not need to book an appointment; you can just turn up during the time advertised. Details of academic support hours are posted on office doors and in module handbooks on Moodle. If you cannot make the advertised time for any reason, you can e-mail your tutor to make an appointment.

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

You can find out the tutor for each module here.

Your Personal Tutor
All Postgraduate Taught students have a Personal Tutor who will meet you soon after you arrive, and regularly throughout your course. Your Personal Tutor will be a member of the academic staff from within Literature, Film, and Theatre Studies and is there to help you feel connected to the department.

Your Personal Tutor is someone who you can talk to if you have questions about your course or encounter any difficulties that may affect your studies, and can recommend and direct you to other support services on campus that might be able to further help and support you. You can find out who your Personal Tutor is through MyEssex, and the contact details of all staff can be found on our website.

Staff research interests and references
Our research is at the heart of our activities and feeds directly into our teaching. We follow a distinctly comparative approach through critical and creative work in literature, drama, film, creative writing, and journalism that extends across genres and media forms.

We have internationally recognised expertise in world literatures and theatres, and our work covers areas from Shakespeare and transatlantic romanticism to global modernism, women's suffrage literature, science fiction, dystopias, and postcolonial literature. In film studies, our strengths are world cinema, film theory and practice, adaptation and documentary filmmaking. We are proud to have foremost scholars and practitioners of contemporary theatre and poetry among the members of our staff, and we have a rising profile in journalism studies.
For more information visit our Research pages. Our academic staff are the authors of numerous major publications. See our academic staff profiles for full lists of individual research.

Many of your lecturers and tutors are on work contracts which oblige them to combine teaching and research duties. As part of their research duties, our academic staff are eligible to apply for research leave and can spend a term away from their teaching duties to concentrate exclusively on their research projects. During these periods, your teaching will be covered by someone else equally well qualified.

When requesting academic references for further Postgraduate study or employment please allow enough time before the closing date for staff to prepare and write the references. You should allow at least three weeks for a reference to be produced. Please consult with your referee about the most appropriate contact details to include. It is also important for you to enclose as much information as possible with your reference request, and to include an up-to-date copy of your CV.

**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:

**Literature, Film, and Theatre Studies General Office**

The General Office is located on floor 6 in 5NW.6.16 (take the entrance next to Santander on Square 4 and follow the signs) and is open from Monday-Friday from 10.00am-4.00pm (closed for lunch between 1.00pm-2.00pm).

**Literature, Film, and Theatre Studies Common Room and Kitchen**

You are warmly invited to use our Department’s Common Room (5NW.6.1) and adjoining kitchen, both of which have tea/coffee making facilities and are open from Monday-Friday 9.00am-5.00pm.

**Postgraduate Study Room**

A Postgraduate Study Room (5NW.5.15) with networked computers, a printer, desk space and shelves is available to both taught and research students’ use. As this room is shared by many people, we ask that students please fully vacate any desks at the end of each visit and PCs are made available for others to use as required.

For health and safety reasons, we cannot allow the storage of any perishable food items in the Study Room. Tea/coffee may be stored in sealed and labelled containers.

We strongly advise that you do not leave any valuables in the room.

You can sign out a key for the Postgraduate Study Room from the General Office on a termly basis or for the length of the academic year. A nominal deposit of £5.00 is required when signing out any keys which will be reimbursed when the keys are returned.

**Postgraduate Training**

Postgraduate Taught students are provided with structured training throughout their scheme of study. The Department offers a wide range of postgraduate taught modules that either explore particular fields and concepts, or offer specific training in research methods and skills. Students should peruse the modules available and discuss with the MA Director which of these modules would be suitable.
**Printing, photocopying and scanning**
All students can print, copy and scan for free at Essex! There are over 100+ multi-function devices that can be used at various locations across our three Campuses, including in the following areas:

- All IT labs
- Silberrad Student Centre
- Albert Sloman Library
- Orangery
- Limehouse
- Roding House and Unit 4 (Loughton)
- Gateway Building (Southend)
- The Forum (Southend)

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

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

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

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

**Noticeboards**
Every department and school has their own noticeboard(s) providing information on staff, courses and classes, updates, careers, events and opportunities. Various information is displayed around the Department's noticeboards on floors 4, 5 and 6. The Graduate noticeboard is on level 6 near the General Office.

**Film Library**
Our Departmental Film Library has a vast collection of movies and documentaries. Students are welcome to borrow DVDs for up to two days at no cost from the General Office. The film library is catalogued electronically and searchable via the Department website.

**Royal Literary Fund Fellow**
The Royal Literary Fund exists to help writers, and champion good writing. It provides a resident fellow, here at Essex, to help our students with the writing of their essays, dissertations, theses, or even job and grant applications.

This year, the fellow is Louise Millar, a published novelist and editor. If you would like to take up Louise's advice, please book your slot in the General Office or email liftstt@essex.ac.uk for available appointments. The service is entirely free, confidential and independent of the University.

**Departmental prizes**
The **Francis Barker Prize** is awarded annually for the best MA coursework of the year following the Interim MA Board of Examiners in June.

The **MA Dissertation Prize** will also be awarded annually for the best MA Dissertation of the year. The prize winner will be selected at the Final MA Board of Examiners meeting in November.
Communication

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

The University’s policy is to 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, course and modules to ensure that you receive the essential information, updates and general communication related to your study and issues that may affect you. It is recommended that you check your Essex email each day to ensure you do not miss any important updates to classes and assessment.

If you are elected to a Student Representative position or volunteer in another form or means, it is even more important to regularly check your Essex email as should other students and staff need to get in touch, they will do so via your Essex email.

You will also automatically be subscribed to a small number of opt-out lists, again, based on your course. These will be used to send useful information and, while some of this may be about events, marketing or other opportunities, we try to avoid sending too much. You are able to opt in or out of such lists.

How you should communicate

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

The level of formality

- If you are writing to your lecturer for the first time, it is good practice to use a relatively formal manner and use their correct title, for example, ‘Dear Dr Bercow’ or ‘Dear Professor Hammond’.
- If your lecturer signs their reply using their first name, then it is generally acceptable to reply using just their first name in your response; if not, continue to address them with their full, formal name. If you are unsure of your lecturer’s title, you can find their full details here. If no title is noted, then you should use the member of staff’s full name.

Identify yourself

- In the first few weeks of term, academic staff will be busy getting to know all of their students. Therefore, it is important that you begin by introducing and identifying yourself to them as they will not know every student right away. For example, ‘I am taking module LTXXX and was at your lecture on Research Methods on Tuesday morning…”
- You should always use your Essex email as your full name will appear to the member of staff you are emailing, but still remember to sign off your email with your name, including your preferred name if this is different to your official legal name on your record and account.

Consider your question

- You should always check that who you are contacting is the most appropriate person to answer your query. The department contact list provided earlier in this section should help you determine who will be able to help you on a range of different queries.
- Before emailing the member of staff, you should make sure that you have checked the resources provided, including the University website, Student Directory, Departmental Moodle pages and this Student Handbook in case the answer to your question can be found in one of these.

If your question is particularly long or complex, it may be quicker and more useful to see someone in person. The General Office is open daily and all staff hold academic support hours when you can just drop in. If you
cannot make the advertised support hours, or wish to notify the member of staff before you drop in, you can always email them beforehand to arrange an alternative time or make them aware you will be coming along.

**Our website**
Each department and school has its own section of the University website. This is an important source of information and news about all aspects of your studies. You can find the Literature, Film, and Theatre Studies website [here](#).

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

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

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

**Social Media**
You are very much encouraged to visit, like or follow, and interact with our departmental Facebook and Twitter pages which are frequently updated with a range of news, information, reflections, anecdotes, and events taking place in and around the Department and the University. These pages contain a mix of informative, thoughtful and light-hearted entries and showcase our diversity, vibrancy and accomplishments at all levels of study and research. They are a good way of keeping in touch with what is going on in the Department and at the University as a whole.

Additionally, the Department has its own [blog](#) which features contributions from both staff and students. Postgraduate students are invited to become bloggers and use the site as an alternative outlet to share their creative work, advice and experiences. Please contact the [General Office](#) if you are interested in writing for the blog.

**Departmental Open Seminars**
Throughout the academic year, our Department will host a series of Open Seminars and talks, centred around our various Department disciplines. These seminars and talks bring together leading external scholars, academic staff and postgraduate students in the Department, to discuss new research or work in progress. The seminars are also an opportunity for our postgraduate researchers to present key concepts of their theses. You are warmly encouraged to attend these events which will be useful to the development of your studies and allow you to gain new perspectives on current research.

The seminars are co-ordinated by [Dr Holly Pester](#).

Seminars are advertised in advance via your Essex email, the Department's webpage, Facebook and Twitter pages, and on the Graduate noticeboard and in the Common Room on level 6.
**MA Conference**

The Summer term normally sees the MA conference for the Literature, Film, and Theatre Studies Department. This is an excellent opportunity to gain experience at presenting conference papers, building an academic profile and also getting peer-feedback on your research ideas.

Participants might give either 10-15 minute papers on their research, work in progress, showings or readings, and submissions from writers and creative practitioners are actively welcomed.

The conferences are curated around a theme, and whilst they are supported by large numbers of the Department’s academic staff, they are both student organised, managed and delivered. This gives the conference organisers an important skill for their CV and insight into another part of academic life.

The Department has a budget allowance available for the organisation of the MA conference. The budget for the agreed outline of the event is overseen by the MA Director and the Department Manager.

You can put yourself forward to be a conference organiser at any time during the year by submitting a short statement to the MA Director.
Learning and Teaching

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

Modules are taught in a variety of ways. You will be required to attend all seminars of your selected modules. Some modules will also include workshops and involve group work. You will be given more details on the individual module teaching methods at the start of the term. The Module Directory also provides information about each module’s teaching and learning methods.

The academic year

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

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

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

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

Module enrolment

You will need to select some optional modules as part of your course structure, and you should have done this prior to the start of term. More information on how to do this can be found in the Getting Started section of this Handbook and a full list of modules available in the department can be found here.

Teaching timetable

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

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

Information about teaching timetables, including requesting a class change, reporting a timetable issue and accessing your individual timetable can be found here.
**Course structure**
Each course at the University has its own syllabus, full details of which can be found in the University’s *Programme Specifications Catalogue*.

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

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

**Credits**
Each module is worth a certain number of credits. All MA modules in the Department are worth 20 credits and the MA dissertation is worth 80 credits. You are required to achieve 180 credits over the year (or over two years if you are a part-time student) in order to achieve the award of a Masters of Arts degree.

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

**Changing Modules**
Where you must make a choice as to which optional modules you undertake, you should make every effort to research the module and discuss with your Personal Tutor and department before selecting them. In instances where you need to make a change to your module choice, you may do so up until the second week of the Autumn Term. If you wish to change an optional module after the deadline, you should seek advice from the Department or School Office that runs the particular module that you may wish to change to.

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

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

**Module Materials**
Reading lists for each module can be found on *Talis Aspire*. All other information and module materials can be found on *Moodle*.

**Work-based Learning**
Our Department currently offers all of our MA Wild Writing students the opportunity to undertake a short study-related work placement at an appropriate employer, such as the National Trust, Eden Rose Coppice Trust or Essex Wildlife Trust.
Library Services
At our Colchester Campus, the Albert Sloman Library on Square 5 is open 24/7 and has a variety of study spaces over six floors, including individual and group work areas. The Library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, live chat and the opportunity to book appointments with your Subject Librarian to help you through your studies and beyond.

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

Your Subject Librarian is Esther Wilkinson - contact her at ewilkin@essex.ac.uk or use the book a librarian form on the Library website to get in touch.

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

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

The University maintains a list of local freelance proof-readers who offer services to students and staff at Essex who have read and agreed to abide by the University’s policy and guidance on proofreading. The University’s full policy and guidance can be found along with the list of local freelance proof-readers on the website.

Before considering the use of proofreading services, all students should first discuss their work with their personal tutors.

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

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

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

You should not tap in and then immediately leave the teaching event; you should not tap in for someone who is not attending the class. These are recognised by the University as a formal academic offence and may result in disciplinary action being taken against you.
Recording an absence
If you are unable to attend a teaching event, you must report your absence on your MyEssex portal.

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

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

Lost or faulty cards
If you lose your card or it is faulty, please go to the Student Services Hub to get a new card and have your attendance record updated (a fee may be applicable).

https://www.essex.ac.uk/student/advice-and-support/ssh-colchester
https://www.essex.ac.uk/student/advice-and-support/ssh-loughton
https://www.essex.ac.uk/student/advice-and-support/ssh-southend

For more information on attendance, and for links to forms and guidelines, please see here.

Making changes to your study

Changing your course
If you are thinking about changing course, we recommend that you speak to someone in the Department as soon as possible. They will be able to advise you if there are any specific requirements for the course you are looking to change to. If the course you are looking to change to is within a different school or department, then you should also speak to someone in that Department.

There are deadlines in place for when you need to change course by, so please make sure you are aware of these deadlines before requesting to change. Further details on changing course and the relevant deadlines can be found here.

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

Changing your mode of study
If you want to change your mode of study from full-time to part-time, you should discuss this with our departmental staff. If this is possible, you will need to make a formal request, to be approved by your Department and Dean, using the online Change of Mode of Study form which you can find online here.

Changing your mode of study may affect your immigration status and you may need to contact the Home Office or make a new Tier 4 application. Please carefully read our guidance on visas and course changes here.
Maximum period of study
Postgraduate students have a maximum period in which to complete their studies. This is set from the date you are first admitted to a taught postgraduate programme. It is based on the normal length of the course, 12 months, full-time; 24 months part-time, plus one or more additional years. Unless there are exceptional circumstances, periods of intermission will count towards the original maximum period.

Further details on the maximum period for your course can be found in the Credit Framework for Taught Postgraduate courses.

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

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

You should also read our guidance on intermitting very carefully. If your intermission is agreed to, we will also give you the advice and support you need to help you carry on with your studies.

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

The use of personal devices in teaching
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.
Assessment and Good Practice

All schools and departments at the University should employ a variety of assessment methods designed to ensure that the learning outcomes of each module, and course, have been successfully met by the student. The Regulations relating to Academic Affairs which govern assessment at the University can be found online here.

Rules of Assessment

The Rules of Assessment are the rules, principles and frameworks which the University uses to calculate your course progression and final results.

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

All postgraduate modules in our Department are worth 20 credits. Each award has a defined structure, normally consisting of a combination of core, compulsory and optional modules, and requires a specific volume of credit to be achieved:

- Postgraduate Certificates - 60 credits (all taught module credits)
- Masters Courses - 180 credits (normally 100 credits of taught module credits with a 80 credit dissertation)

Credit is awarded for successful completion of individual modules (the pass mark is 50).

Core, compulsory and optional modules

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

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

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

Ethics in research

All research involving human participants, whether undertaken by the University's staff or students, must undergo an ethics review by an appropriate body and ethical approval must be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants here. The online Ethical Approval application form can be found here.

‘Human participants’ are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval.
Please contact the Department's Ethics Officer, Professor Karin Littau (autumn and summer term) or Professor Jeffrey Geiger (spring term) for any queries regarding ethics and ethical approval.

**Academic Integrity and Academic Offences**

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

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

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

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

**Methods of Assessment**

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

The Department uses a range of methods for assessment at postgraduate level; these include essays, creative submissions, presentations, practical theatre presentations, reflective commentaries and participation.

Many of your modules here in Literature, Film, and Theatre Studies are designed to encourage you to develop a range of practical and transferable skills, through a variety of teaching and assessment methods. These include:

- Developing critical and independent thinking
- Managing your own time and acquiring high levels of self-motivation and organisation
- Performing well under stress
- Collaborating with others
- Seeing projects through to their completion
- Specific transferable skills including working with archives, databases and others.

**Coursework**

**Coursework deadlines**

You will be able to see your coursework deadlines for the whole academic year via [myEssex](#).

**Submission of coursework**

The online coursework submission system (FASER) can be accessed [here](#) where you will find full instructions on how to use it. The system allows you to upload a digital copy of your assignment to the web.

You are encouraged to log on to FASER at the start of the year so that you understand how it works before you reach your first deadline. There is a trial module and deadline for you to use as a practice submission. There is a helpful guidance on how to use FASER [here](#).

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

**Problems with FASURE**
If you have technical difficulties, please contact the Learning Technology Team as soon as possible to find out if this is a University issue or whether it may be a problem with your computer. This will count towards your claim when submitting a late coursework form should you need to. You can also contact IT Services helpdesk.

If you are confused or unsure how to upload or are having any non-technical difficulties you should contact the Department.

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

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

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

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

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

The departmental referencing style is Chicago. To find out about your departmental referencing style and for help with referencing, visit the library website and take the Academic Integrity Moodle course.

**Purchasing essays or dissertations online (‘Essay Mills’)**
You must not under any circumstances purchase any written-to-order essays or dissertations online or otherwise. This is a very serious academic offence which will be dealt with strictly by the University and may have serious implications for your degree.

Students should be prepared to provide their assignment notes and drafts upon request.

If you are concerned about progress with your coursework or dissertation, please speak to your course tutor, dissertation supervisor or Personal Tutor as soon as possible.

Please remember that the Academic Offences Procedure applies to all students.

**Late submission of coursework**
We have a single policy at the University of Essex for the late submission of coursework in postgraduate courses: all coursework submitted after the deadline will receive a mark of zero. No extensions will be granted. A student submitting coursework late will have the University’s and Department’s arrangements for late submission drawn to their attention. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline.

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

The University’s full Late Submission policy and further information can be found here.

**Return of coursework**
Your marked coursework will be returned to you within twenty working days. The twenty working days does not include Bank Holidays and any of the University’s Christmas closure period. Other vacation periods are included in the twenty working days as well as term-time (i.e. coursework handed in at the end of term should be returned at the start of the following term). Working days are Monday to Friday. You will receive an email on the day of the coursework deadline confirming the date of when you will receive your marks and feedback.

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

**Moderation**
Moderation is a process separate from that of marking and provides assurance that the assessment criteria have been applied appropriately. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given. In instances where the moderator feels marks may not be entirely appropriate, the moderator would not change individual marks for the work, but would liaise with the first marker to agree whether marks should be reviewed across the particular piece of assessment or module. Should a review of marks be agreed, this may lead to marks being adjusted accordingly.

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

**Anonymous marking**
Anonymous marking is when your work is marked anonymously, i.e. your name is not attached to the piece of work for marking.

Where it is practical to do so, all coursework which contributes to your final module mark should be marked anonymously. Where this is not possible, the department will inform you in advance of the assessment task.

**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.

You have the right to request a re-mark of your coursework if it has only been single marked. Your work will be marked by another member of staff who will not be made aware of the original mark awarded. You can apply for a re-mark up to seven days (including weekends and/or Bank Holidays) after receiving your mark and feedback on FASER.

The re-marking of work is included within the University’s Marking Policy can be found here.

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

**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**.

You may not appeal against academic judgement. This means that you can't appeal against the marks you have been given by a Board of Examiners without evidence of extenuating circumstances or procedural irregularity.

More information about appeals, including the deadlines and forms to complete, can be found online [here](#).

**External Examiners**

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

You can find out more about how the University uses External Examiners [here](#).

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

**Extenuating Circumstances**

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

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

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

Further information and the full Extenuating Circumstances Policy can be found [here](#).
The Board of Examiners
The Board of Examiners meet at the end of the Summer Term and in November of each academic year and use the Rules of Assessment to determine whether:

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

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

- what reassessment you could be offered and when you can take it

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

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

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

Modular study
You can decide if you want to accumulate credit by taking individual modules with the aim of achieving a postgraduate award; this is called Modular study. There are opportunities to achieve postgraduate awards through credit accumulation study in an increasing number of departments, as an alternative to standard full or part-time study. You can find more information on the ‘Study by credit accumulation’ webpages here.

Students taking a credit-accumulation route of study register for the separate modules individually and accumulate the required volume of credit for the relevant award, including the dissertation if necessary. You will be given a different registration number for each module.

The Rules of Assessment are different when you study individual modules; make sure you check the relevant Rules of Assessment for the award you’re studying towards.

You will have a maximum of six years to study (this is usually five years with a sixth year for a dissertation). We measure the six years from the first module you register on towards the award.

You can find out more information here and you should talk to your tutors about fees, and applying accumulated credit towards an award.

Examination results
You will receive an email to your Essex email account as soon as your results are published. You can find the publication schedule here.
**Reassessment**

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

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

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

**Reassessment Strategy**

In the Department of Literature, Film, and Theatre Studies student undertaking reassessment should normally submit a new piece of coursework, most commonly an essay with a different title (but the same word length) on the date given during August/September and/or until after the Final Board is held. The original mark for the second attempt of a failed module will be reinstated if the reassessment mark is lower than the original mark.

If a student fails the dissertation with a mark of 40-49, the student may be permitted to re-submit the dissertation, if substantial extenuating circumstances have been accepted by the Board of Examiners or where the original mark awarded is at least 40 and the work does not require additional experimental or practical work. The dissertation needs to be re-submitted within two months for a capped mark of 50. This will be decided at the Final Board of Examiners.

**Exit Awards**

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

Structure

- Opening: concise summary of the main points of your argument.
- Argument: one or, at most, two points per paragraph – each supported by textual references.
- Conclusion: just that – conclude your argument.

Argument

- You must have a clear argument and sustain it throughout the essay. The single most important issue to address is the essay title/research question you have decided upon.
- Decide what are the stages of the argument that you wish to conduct and arrange them in an order which will be clear to your reader. Each sentence and each paragraph should contribute to the support of your argument. Make sure each point you make is linked logically, clearly and fluently to the next.
- Most importantly, don’t just retell the action of the text.
- Try to distinguish between feelings and thought, and between opinion and analysis.
- If you make a specific point, you must provide evidence in the form of details or quotations from the text.
- A single sentence does not comprise a paragraph. Paragraphs should, ideally, be approximately half a page in length.
- Also remember to use the correct layout: the first line of a paragraph should be marked (i.e. indented), for the ease of the reader. It is not easy to read multiple blocks of text.
- Quality of thought is related to concision. Never write a single word more than is strictly required by your argument. Go through your essay after you have drafted, striking out anything that is not essential. Make sure, however, that you have given sufficient information, and a broad enough context, for your reader to understand the point you are making.

Secondary reading

- Locating and analysing appropriate secondary sources are important academic skills. Make sure you analyse and do not simply reproduce what a published critic writes. Comment on any facts or opinions cited.
- Why is a secondary text interesting? What evidence that you yourself see in the primary text leads you to agree, or modify, or challenge the cited material? Signpost where indebtedness to others ideas begins (often with explicit comment: As Robert Alter notes/suggests/asserts . . .) and ends (with a footnote to Alter’s book and to the relevant page numbers).

Plagiarism

- If you do not indicate your sources clearly and in detail, you will be open to a charge of plagiarism, and your essay will be referred to the Academic Offences Officer. The penalties for plagiarism are severe: for the first offence, an essay usually receives a mark of zero. Please refer to the University web pages for information on plagiarism if you are at all unclear about its definition.
- Remember that you need to reference not only all quotations, but also any ideas that you paraphrase or that have influenced your own argument. All texts, including secondary articles, books, and websites consulted for the essay along with lectures and seminars. It counts as self-plagiarism if you reproduce substantial sections from other essays you have written.

Language

- Vernacular (i.e. slang) is not acceptable in an academic essay. Abbreviations are usually too colloquial.
• Avoid claims which are vague (such as ‘effective’ as general praise) and those which you could not substantiate on the basis of your own reading (such as calling a poet ‘the greatest’ or ‘the first’).
• ‘You’ is normally avoided in academic arguments.
• ‘I’ is acceptable, but best used sparingly to define an individual response (‘when I saw a production of Electra, I felt . . .’) or an independent line of argument (‘Although Melville, in the introduction to his edition of Metamorphoses, asserts that . . ., I would argue that . . .’). In opening paragraphs of essays, avoid a tedious series of statements announcing what you intend to do (‘I will discuss . . . I will compare . . .’), especially when these statements repeat the title of the essay. Just do it! Name the authors and texts you are comparing, and make a point about their similarities or differences.

Spelling

• Pay careful attention to spelling, particularly titles of texts and names of authors and characters.
• Be careful about your use of apostrophes, especially avoiding ‘it’s’ for ‘its’.

Grammar

• Pay equal attention to your grammar. Try to avoid clumsy and/or over-long sentences.
• Be aware that marks will be lost for poor spelling and grammar.
• Remember you are not writing for yourself, but for another reader. Make sure your writing style is clear and your argument and ideas easy to follow.

Suggested reading

• If you are unsure about academic essay writing, there are a variety of publications with advice and guidance on all of the points outlined above. A good buy is: Brian Greetham, How to Write Better Essays (Basingstoke: Palgrave Macmillan, 2001).
• There is also a variety of publications that give advice on locating and researching secondary critical sources. A good buy is: Ellie Chambers and Andrew Northedge, The Arts Good Study Guide (Milton Keynes: Open University Press, 1995).

Word count

• The essay word count will be set by the Module Supervisor and will vary depending on which module you are studying. All details will be available on Moodle, but please check with the Module Supervisor or the General Office if you have any questions.
Marking Criteria for Assignments and Dissertations

General notes:
- The pass mark for essays and the dissertation is 50%.
- Please note that poor presentation is not acceptable and it will be penalised by up to ten marks. Poor presentation can include, for example, spelling mistakes, grammatical and syntactical errors, careless writing, lack of proof-reading, inconsistent or incorrect referencing.
- Essays should be around 5,000 words in total excluding bibliography and footnotes.

Essay and dissertation Marking Criteria for the written component of:

- MA Literature
- MA American Literatures
- MA Film and Literature (critical or commentary to complement the practical)
- MA Theatre Practice (critical commentary to complement the practical)
- MA Scriptwriting (Theatre and Digital Media) (commentary to complement the creative)
- MA Creative Writing (commentary to complement the creative)
- MA Wild Writing (critical or commentary to complement the creative)

Coursework and dissertations are awarded numerical marks according to the following guidelines:

80%+ (Distinction)
Work which, over and above possessing all the qualities of the 70-79 mark range, indicates a fruitful new approach to the material studied, represents a real advance in scholarship, or is judged by the markers to be of publishable quality.

79-70% (Distinction)
Outstanding piece of work, showing full conceptual command, good methodology, impressive overall organisation, and pertinent and persuasive analysis. Excellent use is made of well-chosen critical, theoretical or other relevant material. The thought is clearly articulated and concisely expressed. The argument is well conceived and executed rigorously. The work includes a full, accurate and properly laid out bibliography with complete references.

69-60% (Merit)
The work is soundly structured and shows good conceptual command. It demonstrates detailed knowledge of the subject-matter, good use of critical writing and evidence of independent critical thinking and of analytical skills. The argument is well-conceived and conducted and analysis is clear. The work includes a full, accurate and properly laid out bibliography with complete references.

59-50% (Pass)
Sensible and reasoned work which covers major points, clearly expressed, with some analysis and some use of critical reading. The range of knowledge is satisfactory and the argument coherent. Structure is basically sound. The bibliography is properly presented and adequate references are given.

49-40% (Fail)
The work shows basic understanding, and an adequate grasp of the material. There is little independent thought, ideas are not always well expressed, and the argument is deficient at some levels. The bibliography is incomplete or not properly presented, and references are not fully given.

39% or below (Fail)
Patchy understanding of the material at best, poor expression, incoherent argument. Does not address the question or the title. Embryonic bibliography. Poor references.
Essays and dissertation Marking Criteria for the practical component of:

- MA Film Studies (practical component only, if practical component is chosen)
- MA Film and Literature (practical component only, if practical component is chosen)

Coursework and dissertations are awarded numerical marks according to the following guidelines:

**80%+ (Distinction)**
Work, which, over and above possessing all the qualities of the 70-79 mark range, indicates a genuinely innovative approach to the medium, or signals a new departure for film language in its audio-visual style or narrative strategy, or is judged by the markers to be of a standard worthy of public (festival or commercial) exhibition.

**79-70% (Distinction)**
Whether documentary, experimental, or narrative fiction, this is an outstanding piece of work, exhibiting a clear command of the medium, original thinking, and an effective overall technical approach. Excellent use of human and technical resources. The work should show evidence of thoughtful planning (pre-production), effective execution of plans (production), and mastery of post-production techniques. The thought behind the project is clearly and creatively articulated in the finished product. There are full, accurate and properly laid out titles and credits.

**69-60% (Merit)**
The work is soundly structured and shows good conceptual command of the medium. It demonstrates a good use of human and technical resources. There is good evidence of independent thinking, of translating ideas into images, and of effective execution at all level of the production process. There are few or only minor technical problems in evidence. The work includes titles and credit attribution for significant contributors.

**59-50% (Pass)**
A reasonably well-thought-out piece of work which shows evidence of a conceptual command of the medium. There should be evidence of planning and largely successful execution of plans. All stages of the work should be of a reasonable technical standard but may contain some minor technical problems. Overall, this is a satisfactory project that shows some creative thinking, and a fairly coherent use of the medium. Titles and credits of a reasonable standard.

**49-40% (Fail)**
The piece of work shows a basic understanding of the visual medium, but nevertheless demonstrates a marginally adequate execution of plans and intents. There is little independent thought, ideas are not always well expressed through the images and/or text, and the work is technically deficient at some or many levels. Titles and credits are not clearly presented.

**39% or below (fail)**
Patchy understanding of the medium, poor expression of ideas. Incoherent as a visual text. Shows little evidence of successful planning or execution. Poor titles and credits.

**Note on film projects:** Obvious technical problems will be taken into consideration by markers only if there is clear evidence presented of adverse circumstances beyond the student’s control.
Essay and dissertation Marking Criteria for the creative component of:

- MA Scriptwriting (Film and Digital Media) (creative projects only, if creative component is chosen)

Coursework and dissertations are awarded numerical marks according to the following guidelines:

**80%+ (Distinction)**

Work, which as well as the qualities outlined in the 70-79 category, also has one of the following attributes:

- It shows a highly innovative approach
- It demonstrates a progression in theatre form
- It shows a compelling and sophisticated use of language and/or composition
- It is judged to be at a standard worthy of public exhibition

**79%-70% (Distinction)**

An outstanding piece of work which displays all the following criteria:

- **Creativity and originality**: the piece clearly and successfully integrates experimentation and imaginative ideas into elements of the performance (communication of the narrative, the acting style, the use of theatrical space, etc.).
- **Conceptualisation**: the piece demonstrates clearly that theoretical and conceptual ideas have been researched and successfully applied.
- **Coherence**: the piece constitutes a creative and conceptual whole.
- **Organisation**: the overall organisation of the performance is highly effective and professional.
- **Addressing the audience**: the audience is addressed fully.

**69-60% (Merit)**

A very solid piece of work, which displays a significant number of the following criteria:

- **Creativity and originality**: the piece integrates some experimentation and imaginative ideas into elements of the performance (communication of the narrative, the acting style, the use of theatrical space, etc.).
- **Conceptualisation**: the piece demonstrates that theoretical and conceptual ideas have been researched and applied.
- **Coherence**: the piece constitutes a creative and conceptual whole.
- **Organisation**: the overall organisation of the performance is effective and professional.
- **Addressing the audience**: the audience is addressed.

**59-50% (Pass)**

A satisfactory though unremarkable piece of work, which displays some of the following criteria:

- **Creativity and originality**: the piece integrates some experimentation and imaginative ideas into elements of the performance (communication of the narrative, the acting style, the use of theatrical space, etc.).
- **Conceptualisation**: the piece demonstrates that theoretical and conceptual ideas have, to some extent, been researched and applied.
- **Coherence**: the piece holds together.
- **Organisation**: the organisation of the performance is fairly effective and professional.
- **Addressing the audience**: the audience is to some extent addressed.
40-49% (Fail)
A hardly adequate piece of work which barely displays the following criteria:

- **Creativity and originality**: the piece integrates some experimentation and imaginative ideas into elements of the performance (communication of the narrative, the acting style, the use of theatrical space, etc.).
- **Conceptualisation**: the piece demonstrates that theoretical and conceptual ideas have, to some extent been researched and applied.
- **Coherence**: the piece holds together.
- **Organisation**: the organisation of the performance is fairly effective and professional.
- **Addressing the audience**: the audience is to some extent addressed.

39% or below (Fail)
A very poor piece of work which does not meet any of the above criteria.

Essay and dissertation Marking Criteria for the practical component of:

- MA Theatre Practice (practical projects only, if practical component is chosen)

Coursework and dissertations are awarded numerical marks according to the following guidelines:

**80%+ (Distinction)**
Work, which as well as the qualities outlined in the 70-79 category, also has one of the following attributes:

- **Theatre craft and/or technical skills**: performance work that demonstrates an outstanding level of craft/skill and is on the way to a professional standard of work, utilizing the assignment brief as a platform for superior creative expression.
- **Research/knowledge**: a performance work that demonstrates excellent scholarship, drawing together complex ideas in a detailed application of thought in the execution of the creative brief.
- **Commitment**: outstanding commitment given to the project, where focused classroom work, high-level of study and preparation, and independent rehearsal are brought together to surpass the expectations of the assignment brief.
- **Originality, creativity and critical engagement**: the conception, development and delivery of innovative and original work that seeks to break new ground in the relevant discipline or genre; work that understands its position in the wider cultural and creative context.
- **Collaborative skills**: demonstrable evidence of superior collaborative skills, where the artist has enabled or improved the performance of others through their approach to the creative task, taking a flexible and dynamic approach to teamwork where they continually reflect on their own process and practice to adjust towards the needs of the project.

**79-70 % (Distinction)**
An outstanding piece of work which displays all the following criteria:

- **Theatre craft and/or technical skills**: performance work that demonstrates a sophisticated level of craft/skill appropriate to the brief and to the creative task, whether in acting (e.g. excellent vocal and physical use; inhabiting the role); directing (e.g. choices in staging and use of space; effective use of design, lighting, sound; pacing and flow); technical skills (choice and execution of lighting, sound, props, design, costume).
- **Research/knowledge**: a performance that demonstrates meticulous and wide-ranging research/thinking put to creative use in the execution of the creative brief (e.g. research into a playwright, text, or other contexts; knowledge of theatrical forms, devices, techniques, practices relevant to the creative brief).
- **Commitment**: excellent commitment to the preparation of the work (i.e. punctual, regular attendance at rehearsal) throughout the process, as evidenced in the exemplary preparedness, high quality and detail of the work.
- **Originality, creativity and critical engagement**: sophisticated practical performance work, evidencing a high level of creativity and original thinking; sophisticated critical engagement
with ideas and concepts from relevant texts and module materials.

- **Collaborative skills**: plentiful and compelling evidence in performance (and throughout process) of exemplary teamwork; equal sharing of the creative task; excellent organization/time management skills across the group; plentiful evidence of ability to effectively facilitate, participate sensitively and problem-solve within the team; very good listening and teamwork in performance.

**60-69% (Merit)**

A very solid piece of work, which displays a significant number of the following criteria:

- **Theatre craft and/or technical skills**: performance work that demonstrates a highly capable level and range of theatre-making craft and practical skills in acting, directing, technical theatre.
- **Research/knowledge**: performance work that evidences thorough and highly appropriate level of contextual research and knowledge, relevant to the brief.
- **Commitment**: a high level of commitment to the work, resulting in a piece that is thoroughly prepared.
- **Originality, creativity and critical engagement**: performance work that demonstrates a good level of creativity and independent thinking with some originality of approach; that engages at least some of the time critically with texts and/or module content.
- **Collaborative skills**: evidence in performance of very good collaborative work and effort, with clear evidence of the sharing of the task, good time-management across the group; evidence sensitive participation in group processes and decision-making, and a performance where the group is coherent and united in their focus.

**50-59% (Pass)**

A satisfactory though unremarkable piece of work, which displays some of the following criteria:

- **Theatre craft and/or technical skills**: a capable but uneven range of craft/skills demonstrated.
- **Research/knowledge**: demonstrates a satisfactory though perhaps not very deep or extensive level of thinking and contextual research, relevant to the brief.
- **Commitment**: satisfactory but uneven level of commitment and preparedness; some patchiness in level of rehearsal evidenced by performance.
- **Originality, creativity and critical engagement**: performance work that shows some creativity, originality and inventiveness, but perhaps with unevenness; work that shows some critical engagement with texts and/or module content but in a patchy or limited manner.
- **Collaborative skills**: a satisfactory performance standard, showing evidence of some satisfactory teamwork; but perhaps also some evidence of fractured group dynamics or uneven sharing of the task; performance that shows some signs of limited teamwork, with some good moments, but also some uneven listening and group work.

**40-49% (Fail)**

A hardly adequate piece of work which barely displays the following criteria:

- **Theatre craft and/or technical skills**: basic level of craft/skills, inconsistently applied.
- **Research/knowledge**: displays a limited or fairly superficial level of research and knowledge.
- **Commitment**: An acceptable performance but significantly limited in commitment and preparedness, exposed by work that is uneven and shows signs of needing more rehearsal.
- **Originality, creativity and critical engagement**: acceptable response to the brief that is significantly limited in its creativity and originality. Work may show limited critical engagement with the material and content of the performance, or with texts or concepts from the module.
- **Collaborative skills**: an acceptable performance where evidence of good collaborative process is limited. Unevenness in the group’s sharing of the task, in coherence, and in the ability to listen to each other and work together onstage.

**39-30 (Fail)** A very poor piece of work which does not meet any of the above criteria.
Essay and dissertation Marking Criteria for the creative component of:

- MA Film Studies (creative writing component)
- MA Film and Literature (creative writing component)
- MA Creative Writing (creative writing component)
- MA Wild Writing (creative writing component)

Coursework and dissertations are awarded numerical marks according to the following guidelines:

For the sake of convenience, criteria for creative work and commentary have been separated, though often the two will work synergistically.

80%+ (Distinction)
Work which, over and above possessing all the qualities of the 70-79 mark range, indicates a fruitful new approach to the genre, represents a real advance in method, or is judged by the markers to be of publishable quality.

79-70% (Distinction)
An outstanding piece of creative work, showing complete stylistic command, good conceptual understanding of genre, original thinking, very effective overall organisation. Excellent use is made of appropriate sources, where relevant, and work displays a mastery of writing skills. The work is original, well-conceived and executed rigorously.

The commentary is pertinent and persuasive, clearly articulated and concisely expressed, making excellent use of appropriate secondary material. It is original, well-conceived and executed rigorously. It includes a full, accurate and properly laid-out bibliography and complete references.

69-60% (Merit)
The creative work is soundly structured and shows good stylistic command and makes appropriate choice of stylistic options. It demonstrates thorough knowledge of the genre, some original thinking and is well organised.

The commentary is well structured, demonstrating a detailed knowledge of the subject matter, independent critical thinking and analytical skills. It is well-conceived and executed with some rigour. There is a full, accurate and properly laid out bibliography and there are complete references.

59-50% (Pass)
A sensible and well-written piece of creative work, showing some stylistic merit. The work is satisfactorily conceived and executed, with some creative thinking.

The commentary contains some analysis and some appropriate use of secondary reading and a fairly coherent argument. Structure is basically sound. The bibliography is properly presented and adequate references are given.

49-40% (Fail)
The piece of creative work is relevant and shows a basic grasp of creative writing skills, but nevertheless fails to cohere as a piece of writing. There is little independent or creative thought, ideas are not always well expressed, and the choice of stylistic options is deficient at some levels.

Commentary demonstrates only a marginally adequate grasp of the material. The bibliography is incomplete or not properly presented, and references are not fully given.

39% or below (Fail)
Patchy creative work at best, poor expression and/or structure. The work does not exhibit good use of stylistic options and shows little independent or creative thought. Incoherent argument in the commentary. Embryonic bibliography and poor references.
The Dissertation

Dissertation requirements

- Please note that submissions may be penalised if they are 10% over or under the expected word count.
- Bibliographic material, the abstract and footnotes do not count towards the word limit.
- In certain circumstances, appendices may be included under negotiation with the supervisor, but candidates must be aware that these materials will not form part of the marked assessment.

MA Literature
A written dissertation of 12,000 words excluding bibliography and footnotes, which will be assessed according to the marking criteria above.

MA American Literatures
A written dissertation of 12,000 words excluding bibliography and footnotes, which will be assessed according to the marking criteria above.

MA in Film Studies and MA in Film and Literature

The MAs offer three options for the dissertation:

1. a written dissertation of 12,000 words excluding bibliography and footnotes which will be assessed according to the marking criteria above.
2. a practical/creative film or digital project (recommended length of 15-30 minutes) accompanied by a shorter written component (c. 6,000 words) excluding bibliography and footnotes
3. a screenplay (c. 6,000 words) accompanied by a critical commentary (c. 6,000 words) excluding bibliography and footnotes

The written component should engage with the practical component in one or more of the following ways:

- it should include detailed commentary regarding methodology or analysis of methods and intentions in the project
- it should place the project within a historical and/or critical frame
- it should be an original scholarly work in film studies that bears some relation to the practical project and that illuminates its primary goals.

MA Scriptwriting (Theatre and Digital Media)

A complete play (including plays for radio) under 70 minutes playing time accompanied by a critical commentary (c. 6,000 words) excluding bibliography and footnotes

The written component should engage with the practical component in one or more of the following ways

- it should include detailed commentary regarding methodology or analysis of methods and intentions in the project
- it should place the project within a historical and/or critical frame
- it should be an original scholarly work in theatre studies that bears some relation to the practical project and that illuminates its primary goals.

MA Theatre Practice

This degree offers two options for the dissertation:

1. a written dissertation of 12,000 words excluding bibliography and footnotes
2. for Practice as Research projects, a substantial piece of theatre or performance practice accompanied by a critical commentary of 6,000 words excluding bibliography and footnotes
Examples of **creative practice** include:

- the production of a theatre or performance piece(s) (c. **30-60 minutes** in total; this will need to have a public showing at the Lakeside Theatre in **week 38** - week commencing **15 June 2020**)
- facilitated workshops and applied theatre interventions (**90 minutes** delivery time)
- a full-length performance script (no more than **70 minutes** running time)
- new digital content for performance contexts (**c. 20 minutes**) design models and plans for performance (portfolio of research and drawings)
- or any other creative output approved by the Centre Director for Theatre Studies.

Any non-permanent outputs will be submitted as film of a high visual and audio quality for examiners to review.

The written commentary should engage with the creative practice and may include all or some of the following:

- analysis of intentions, methodology and process in the project
- an examination of the project within a cultural and/or critical frame
- discussion of the relationship between practical work and the wider field of knowledge, or the genre, within which it is situated
- it should be an original scholarly work in theatre studies that bears some relation to the practical project and that illuminates its primary goals.

**MA Creative Writing**

A substantial piece of creative work, length negotiable (but normally up to **c.10,000 words**) accompanied by a critical commentary of **6,000 words excluding** bibliography and footnotes

The written component should engage with the practical component in one or more of the following ways:

- it should include detailed commentary regarding methodology or analysis of methods and intentions in the project;
- it should place the project within a historical and/or critical frame;
- it should be an original scholarly work in creative writing that bears some relation to the practical project and that illuminates its primary goals.

**MA in Wild Writing**

This degree offers two options for the dissertation:

1. a **12,000 word** dissertation **excluding** bibliography and footnotes
2. A substantial piece of creative work, length negotiable (but normally c. **6,000 words**) accompanied by a critical commentary of **6,000 words excluding** bibliography and footnotes

**Dissertation topic**

It is never too early to start thinking about, and even working on, your dissertation. As soon as you have an idea, mention it to the MA Course Director, your Personal Tutor, or the Supervisor of a relevant module for informal feedback. Through research, reading, and careful thought, try to gauge the scope of the project. Remember that most topics will grow to be more complicated when you start to work on them, so either begin with a narrow field or concept, an informed question, or be prepared to concentrate on a specific aspect of the area of interest. A good way to consider whether you have a viable topic is to summarise it in writing in **100 words**.

The dissertation will probably be the most important piece of writing you have yet had to undertake. It will be read by the External Examiner and judged according to high standards of scholarship. It is important that you conceive of it as qualitatively different from the module essays, as well as (at 6,000-12,000 words excluding bibliography and footnotes) much longer.
Dissertation Proposal

The Dissertation Proposal is a formative compulsory assignment which is meant to help you firm up your dissertation ideas and form the basis of discussion with your supervisor. All students, full-time and part-time students in their first year are required to submit a proposal. For this you should:

- write a 200-300 word summary of the intended scope of your project, including your proposed primary texts, together with an indicative bibliography of at least 10 secondary sources.

The proposal should demonstrate your potential for independent study and scholarship, and be the outcome of preliminary research and planning for your dissertation. It should not repeat essay material from your other modules.

The 200-300 word summary should formulate a problem to be solved or an argument to be pursued, detailing the research questions that guide your inquiry, the critical or creative context in which your work is situated, and your research methods, including the theoretical approaches you plan to draw upon or practical methods of data collection. For creative writers, the “problem to be solved” or “argument to be pursued” might involve, for example, the distinction between “fabula” and “sjuzet” (that is, the story to be told and the specific way and order in which it will be told) and the aesthetic choices to be made or the mode of representation to be chosen, including details such as appropriate choices of style, language, point of view, and structure. Methods might include visits to places/locations or museums, and interviews.

Submission of the Proposal

You should complete this piece of work using the Dissertation Proposal Form emailed by the Senior Student Administrator (also found on Moodle) and submit it to FASER by 10.00am on Wednesday 11th December 2019.

The Dissertation Proposal is an important stage of the research process for the dissertation; it is also crucial for us to identify an appropriate supervisor to support you through the remainder of the process. However, the Dissertation Proposal is a provisional piece of work, and we understand that your ideas will change in the course of research.

MA dissertation supervision

Students will be allocated a supervisor for their dissertation by the MA Director dependent on the topic area submitted in the Dissertation Proposal. Students will be informed of their supervisor early in the spring term. Students will be allocated a supervisor with the expertise and capacity to supervise their dissertation, but students cannot expect a specific member of staff to be their supervisor.

We encourage our students to follow their academic and creative interests, and hopefully produce new knowledge. Therefore, you must anticipate that your supervisor will sometimes gain knowledge and insight on the specificities of your topic along with you. What you can expect is that your supervisor has the academic and critical experience to offer you subject guidance, knowledge of the critical field, and writing expertise. If, for some reason, your dissertation topic changes substantively, the Department will endeavour to find you a new supervisor with the relevant expertise.

Part-time students will also be allocated supervisors by the MA Director upon the production of an initial Dissertation Proposal in their first year, and will be supported to use their postgraduate study to refine and select the topic and subject matter that reflects their developing interests and knowledge.

Your dissertation supervisor will be your primary contact for all questions regarding organisation of material, layout, inclusions and exclusions, word-count and referencing.
**Supervision arrangements**

It is expected that you will have **five face-to-face** supervisory meetings over the course of the dissertation project. These meetings should last around **thirty minutes**, and no more than **one hour**. All meetings should be preceded by the submission of sample work **seven days** before the meeting. At these meetings, students can expect supervisors to give advice on additional reading, development of argument, intersection with theory, structure, and time-management. Supervisors may give comments on style and the quality of prose, but they cannot copy-edit your work, and are not required to proof-read or edit dissertations.

This is the culmination of your MA study, and a mark of independent research-work, and therefore your supervisor will endeavour not to exceed the supervisory time allocation. In certain circumstances, face-to-face meetings will be substituted for email exchange and written commentary, on agreement with the individual supervisor, but candidates should be aware of the more limited range of feedback possible by this method. You are not under any obligation to use all of your supervisory allocation, but this is a rich part of the postgraduate experience, and is often linked to the achievement of the highest grades.

Students are reminded that they can also arrange to meet their Personal Tutors during the writing of the dissertation if they also need to access pastoral support during this period.

**Tier 4 students’ dissertation supervision**

If you are studying at Essex on a Tier 4 student visa, you must adhere to all **University Regulations** which include Immigration Status requirements.

Postgraduate taught students should note that although the taught element of your course may have finished at the end of the University’s summer term you are still studying full time until the dissertation submission date in September 2020.

As a Postgraduate Masters student you are not subject to a formal University vacation during the summer and the expectation is that you will remain in the UK and on campus while you are completing your dissertation.

Tier 4 students are required to meet with their supervisor over the summer period at least **once a month** and at least **one** of these meetings should be in person.

If you would like to complete your dissertation away from campus you are required to **seek authorisation** for this **prior** to leaving the UK.

There are two ways to complete your dissertation away from campus:

1. **Request a study away period for up to six weeks** at any one time. If this is case, you must:
   - Seek permission from the Department
   - Continue working on your dissertation whilst you are away
   - Continue to maintain monthly contact with your dissertation supervisor (preferably by Skype/Zoom)
   - Intend to return to the UK before your course end date, for the purposes of study to complete your dissertation and submit your work to FASER by the given deadline

2. **Return to your home country to complete your dissertation and not return to the UK**. This allows you to complete your dissertation from your home country and submit this remotely as a “distance learner”. If this is the case, you must:
   - Seek permission from the Department
   - Continue working on your dissertation as a distance learner and submit your work to FASER by the given deadline
   - Continue to maintain monthly contact with your dissertation supervisor (by Skype/Zoom)

If you choose to complete your studies from your home country, the University is required to notify the Home Office and withdraw sponsorship of your current Tier 4 visa. The Home Office will curtail (or cut short) your Tier
4 visa, usually within 60 days of the date we make our report and you should receive notification of your visa’s amended expiry date by letter or email.

Please see our webpages Your studies and Tier 4 for further details and seek advice from the team if you have any questions by completing our enquiry form.

**Dissertation timetable**

The first meeting with your supervisor will be to discuss the submitted Dissertation Proposal. The remaining meetings will discuss work in draft form and to guide the student towards successful submission.

Plan your allocated supervisory sessions with your supervisor during late Spring and Summer terms. You should begin to write your dissertation during the summer term and it is recommended that at least half of it be drafted to show to your supervisor before the end of summer term. Plan to complete a draft by early August, leaving time for editing, revisions, and proofreading. It always takes longer than you imagine to write up, revise, and package the final version of the dissertation.

**Dissertation presentation, appearance and organisation**

Give some thought to the appearance of the dissertation: consult dissertations from earlier years to find models. The watchwords in presentation are clarity and space.

- The dissertation must be word-processed with one-and-a-half spacing, on one side of the paper only, leaving a wide left-hand margin. Footnotes may be single spaced.
- Always start with the departmental title-page, a contents page, an acknowledgments page and a one-page abstract outlining the aims and organisation of the dissertation.
- Number the pages sequentially from the beginning of the introduction.
- A formal dissertation title page will be circulated by the Department to you in advance of the deadline and must be completed and inserted into your dissertation as a formal front cover page. If you wish to have a more decorative title page, this can be inserted after the formal front cover page.
- Follow the Departmental Style Guide (see Appendix).
- Always proof-read your work. Print out the complete version in draft form, read it through and if possible, get a friend to read it too for spelling and typing mistakes you might have missed. If professional proof-reading has been sought, it must be declared in the Acknowledgements. If you have not proof-read your dissertation thoroughly, this will affect your final result. If you have had another person correct the English of your work, you must acknowledge the nature and extent of that correction in your Acknowledgements.

An electronic copy of your dissertation will be retained in the Department for future researchers. It is therefore in your interest that the dissertation be presented immaculately.

You have the right to request that your dissertation is not made available for future cohorts to view. Please contact the Senior Student Administrator for further information.

**Submission of the dissertation**

The deadline for the submission of the dissertation is 10.00am on FASer on Friday 4 September 2020. You may submit your dissertation earlier but discuss doing so with your supervisor first.

Please note that you are required to upload one electronic copy of your dissertation on FASER before the deadline. Please submit one Word file.

If you are submitting a film as part of your dissertation (MA Film Studies or MA Film and Literature students) you are required to upload your film separately to BOX. Please make sure that the link is working and that your film can still be viewed after you submit your dissertation.
**Extensions to the submission of the dissertation**

Dissertations do not fall under the Late Submission of Coursework policy. Therefore, if you fail to submit your dissertation by the deadline, you will receive a mark of zero.

A request for an extension in order to complete the writing of a dissertation will be considered only if there are substantiated Extenuating Circumstances.

A request should be made to Extenuating Circumstances Committee via the online form by no later than Monday 20 July 2020. Requests that fall outside of the permissible Extenuating Circumstances will not be accepted.

Requests can be granted for up to four weeks by the Department. Approved extensions of four weeks would normally see the dissertation marked and the degree results ratified within the standard time period.

You are able to apply to the Dean for an extension of up to three terms. If your request for an extension of one term or more is granted you will be required to register as a continuation student and pay the continuation fee each term of your extension.

Please note, however, that after September 2020 there may be no campus accommodation available for you, and the extension may have an impact on your financial commitments.

The degree results of students granted such extensions will be decided at a meeting of the Examination Board held in the following year. Depending on the timings of your extension and the release of your degree results, it is possible that you will not be eligible to graduate during the next available Graduation ceremony.
Computers and your information

Computers

Using a campus computer

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

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

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

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

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

Information on other software available to students and general IT matters is available [here](#).

**IT Help and Guidance**

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

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.

**Your information**

**Changes to your information**

During your period of study at Essex, you wish to be known by a preferred name or update your legal name on our student record database (ESIS) if your circumstances change. It is important you keep your information up to date. Information about updating your name on your student record is available [here](#).

**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. This feedback, both positive and developmental, is used to help make short- and longer-term improvements, both to the experience of current students, but also for Essex students of the future. You can do this in a number of ways:

Student Representatives

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

MA Course Representatives are a vital point of contact for a diverse and discerning postgraduate population. As an MA Course representative, you will be expected to use a range of communication techniques to solicit feedback and queries from your fellow students, actively locating the voices that are under-represented, and to have the judgement to discriminate which issues need to be escalated to the Student Voice Groups, and which can be solved by more light-touch methods. You must excel in diplomacy, and know the importance of discretion, but still be prepared to take a stand on issues that matter to the student body – sometimes representing opinions counter to your own. You need to make sure that you have the time and inclination for a public-facing role whilst undertaking a demanding programme of studies.

For more information in becoming a MA Course Representative, please contact the MA Director.

Student Voice Groups

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

Student Surveys

Student satisfaction surveys enable the University to gauge overall satisfaction amongst students. When the results have been reviewed and analysed, the University can then enhance your experience of learning at Essex. The University participates in the Office for Students (OfS) PGT survey. You will be invited to participate via a link once it is open. It asks questions about your life at university and your experience studying at Essex.

Student Assessment of Module and Teaching

Every year, we will ask you to complete the Student Assessment of Module and Teaching (SAMT). This survey allows you to feedback on each of the modules you have studied. Receiving feedback at this level is critical for the University to understand what works well, and what could be improved, from the perspective of students. All feedback from SAMT will be summarised and discussed by SVGs and will inform reports written for central University committees as part of our quality assurance processes. There are also many other satisfaction surveys taking place, to ensure students are happy with the services the University of Essex provides. From time to time you will be invited to participate via an email.

If you have some feedback but don’t know who to tell, email studentexperience@essex.ac.uk
You Matter
We know university life can throw up all kinds of concerns and questions - if you need some information, advice or support to succeed, stay healthy and happy, we've got it covered.

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

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

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

You can find out about the support we offer here.

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

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

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

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

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

You can also contact the Validium 24-hour Student Wellbeing Support Line. You will be able to have an initial chat, in confidence, about the difficulties you’re experiencing and the support available to you. Call 0800 970 5020 or +44 141 271 7168.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Making a Complaint**

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

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

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

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

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.

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

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

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

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

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

Please keep your Essex email account activated (by sending one email now and again and checking your inbox regularly) after you have submitted your dissertation.

Graduation
The culmination of all your hard work, Graduation ceremonies take place at our Colchester Campus each July in the Ivor Crewe Lecture Hall. All eligible students studying at our Colchester, Loughton and Southend Campuses will be invited to attend.

Job References

Requesting references from members of staff
If you require a personal reference, always ask permission from a member of staff before giving their name as a referee. You should consider from whom it is most appropriate to request a reference and who will be best equipped to evidence your character and performance in the subject.

For example, final year project supervisors, year organisers, and core course supervisors are likely to be more suitable than lecturers that have taught you on a first-year option course. Every reasonable effort will be made to meet a request for reference for a student who has undertaken study within our Department. Requests received from students who have graduated from the University within the last three years will be prioritised. Requests received outside of this period may, of course, be met if a member of staff is equipped with the necessary information and is willing to provide a reference.

It is always helpful if you can provide the member of staff with details about the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time (at least three weeks in advance) – 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 https://www.essex.ac.uk/alumni

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

Graduating with an MA from the University of Essex is a great professional and personal asset and you will have a choice of either getting a job immediately or, if your inclinations and capacities allow it, pursue an even higher research degree.

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

**Further study**

Spread your wings graduand; but you can always come back! As an alumnus of Essex, you can take advantage of generous discounts on further postgraduate qualifications or research degrees should you chose to return to study at Essex now, or at any time in the future.

If you decide to stay on for further study with us, please note that our research degrees include PhD and MPhil in all the subject areas covered by the Department, and that we welcome both theoretical and critical and practice-led doctoral-level study. Our culture of world-class research provides an outstanding and supportive environment in which to undertake your research study. You'll develop knowledge in your chosen area and learn from some of the top academics in the field, while becoming a valued member of our postgraduate community. Explore our courses on our course finder and find out more about the value of being a researcher.

More information regarding how to compose a PhD research proposal for LiFTS can be found here under the ‘Also See’ section at the bottom of the page.
Appendix 1 - Departmental Style Guide

This guide should be used as the stylistic basis for all coursework and dissertations submitted to the Department. It describes good practice in all the aspects of formatting, quotation, and referencing that you are likely to need to use, and adheres to widely recognised standards in scholarly writing. It is based upon the Chicago style guide.

There is often a good deal of nervousness regarding academic style, particularly over referencing. However, it is, for the most part, simply a case of following straightforward models, which are described in this document. Nothing outlined here is particularly complex, so following these guidelines should help you in submitting clear, well-referenced work. You should always bear in mind that good, coherent style and accurate, properly formatted references are vital research skills. As such, note that you can expect to lose marks if this style sheet is not followed for MA essays and dissertations.

Basics

- Use 12-point font and at least 1.5 line spacing (except for footnotes, which can be 10-point and single spaced).
- Number all pages (using the page-numbering function on your word-processing package).
- Always read through your work carefully before submitting it, checking for spelling and grammatical errors. DO NOT rely on your computer’s automatic spelling and grammar checking functions, and NEVER use these without reading through the essay again afterwards.

Quotations

- Always make sure that your quotations are clearly identified as another’s words, cited in the manner described in the ‘Referencing’ section, below.
- Short quotations do not need to be indented from your main text.
  - Prose quotations of fewer than 50 words should be run on as part of the text, in quotation marks.
  - Two or three lines of verse should be run on with the lines separated by a forward slash: e.g. “In the room the women come and go / Talking of Michelangelo”.
- Long quotations of more than 50 words, or of several lines of verse, dialogue, etc., should be indented
- If you wish to skip over part of a sentence you are quoting, indicate this by an ellipsis (….) or four dots (full stop plus ellipsis . . . . .) if you run over the end of a sentence. Explanatory words added by you within quotations are indicated by square brackets.
- Make sure that you use punctuation to make your quotations fit in smoothly and logically with your own prose.
- If the quotation begins a new sentence or distinct new point, a colon or full stop is probably most appropriate: “Punctuation is as vital to strong writing as the words used.”
- If the quotation continues the point, functioning as a new clause in a sentence, “then a comma should be sufficient.”
- As well as correctly citing your quotation with a footnote, identify the source in your main text, using such phrases as “As John Smith suggests”.
- Do not italicise quotations, unless the original text is italicised. If you use italics to emphasise a particular word or phrase in a quotation, make this clear in square brackets [my italics].

Footnotes and references

You must ALWAYS acknowledge the source of:

- any direct quotation from a published work;
- any idea from a published work which has significantly influenced your argument, even if you do not make a direct quotation;
- any repetition of material from another of your own essays;
- any other quoted or directly influential source, such as lecture notes, presentations, or seminar
discussions.
The rule of thumb for footnotes is to be brief and clear. Please refer to the University webpages for information on plagiarism if you are at all unclear about the definition.

**Footnotes and parenthetical citations: the basics**

After quotation from, or reference to, any work, indicate a footnote by a raised number, thus.¹

Footnotes should appear at the foot of the page to which they apply. Your word-processing package will allow you to enter footnotes automatically (usually ‘Insert Footnote’), but pay attention to the ‘Options’ menu (always choose Arabic numbering) and use ‘Format Style, Footnote Text’ to arrange the notes in readable fashion.

**Footnote formatting - general**

Footnote formatting for citing book, journal, film, internet (and so on) sources generally follows the very similar format as for bibliographical citations (see ‘Bibliography,’ below, for key differences), except that the author name runs—forename surname—followed by citation details. For instance,


If you are quoting from a source multiple times in the same essay, you can provide one footnote with the citation details of the text, followed by the statement “subsequent page references in text.” For example, footnote 1 might read:


After this, page references for this text can go in parentheses after quotations:

Freud describes the word “civilization” as, “the whole sum of the achievements and the regulations which distinguish our lives from those of our animal ancestors” (544).

Woolf’s novel concludes with the third section, “The Lighthouse,” where Lily’s memory of Mrs. Ramsey is reframed; Lily finds herself “tunneling her way” into the past (355).

**Citing dramatic works**

The first footnote reference should cite author, title, place, publisher, date, page number (for more detailed examples see below). Act and scene numbers should always appear in parentheses after the quotation. No further footnote is needed for the same play, though further parenthetical citations should indicate page, act, scene, and line numbers (if given) using the form (V.ii.19-22), where the sequence of upper case Roman, lower case Roman, and finally Arabic signifies act V, scene ii, lines 19-22.

**Citing poetry**

The first footnote should cite author, title, place, publisher, date, page number. Line numbers should always appear in parentheses after the quotation. No further footnote is needed for the same poem, though further parenthetical citations should cite page and line number(s) (for example: p. 12, l. 12). Multiple lines of a poetic work are signified by ‘ll.’ (for example, p. 12, ll. 12-15). Long poems, such as *The Aeneid* or *The Faerie Queene* are referenced by their internal divisions into, for example, books and cantos and stanzas (III. x.12). Shorter poems are referenced simply by line numbers (ll. 45-53).

**Citing films**

The first mention of all films in an essay should immediately be followed by a parenthetical reference to the year in which it was released. For example, “In Alfred Hitchcock’s *The Birds* (1963), Tippi Hedren plays Melanie Daniels …” Any direct quotation from a film does not usually need to be cited, but a complete filmography can be included in the essay.
Footnote sample entries: from the Chicago Manual of Style (15th edition)

**Book**

*One author*


*Two authors*


*Four or more authors*


*Author’s work as edited (scholarly) edition*


*Editor, translator, or compiler instead of author*


*Edited, translated, or compiled poetry collection*


*Edited, translated, or compiled dramatic work*


*Chapter or other part of a book*


*Book published electronically*


**Journal article (or individual poetic work)**

*Poem in collection*


*Article in a print journal*


*Article in an online journal*

Popular magazine or newspaper article

Book review

Spoken lecture (or seminar)
5 Jonathan White, lecture on Dracula (Bram Stoker), University of Essex, 15 December 2009.

Paper presented at a meeting or conference

Websites
Web entry or comment

Online database

Bibliography
Whether or not you have referred to them directly, list at the end of an essay all the books and articles you have consulted. Bibliographies are arranged in alphabetical order by author with the author’s surname given first.


Book
One author

Two authors

Author’s work as edited (scholarly) edition

Editor, translator, or compiler instead of author

Edited, translated, or compiled poetry collection

Edited, translated, or compiled dramatic work


*Chapter or other part of a book*

*Book published electronically*

**Journal article (or individual poetic work)**
*Poem in collection*

*Article in a print journal*

*Article in an online journal*

*Popular magazine or newspaper article*

*Book review*

**Spoken lecture (or seminar)**

**Paper presented at a meeting or conference**

**Websites**
*Web entry or comment*


*Item in online database*


**Filmography**
*Model one*: After the first direct reference to a film in an essay, a footnote should appear which includes the
following information: the film title, director’s name, two or three of the principal players, the studio or production company that released it, and the year. Further citations are not necessary. For example:


OR

**Model two**: Rather than a footnote, the essay can simply quote directly from the film without any references. It should, however, present a *filmography* at the end of the document, which includes: the film title, director, principal players, the studio or production company, and the year of release. For example:


**Referencing in Creative Writing commentaries**

Referencing for creative writing commentaries should be done in the same way as for essays. Creative work itself does not usually require referencing. If references are used, students are advised to follow the departmental style guide or, where this interferes with the aesthetic of the writing, to consult their tutor.