



University of Essex

Your studies

Department of Literature, Film and Theatre Studies

Postgraduate Taught Student Handbook 2024-25



Welcome



Welcome to the Department of Literature, Film and Theatre Studies! Known as LiFTS for short, we are a vibrant, interdisciplinary department with five subject areas – literature, film, creative writing, theatre and journalism. Our teaching staff and students are storytellers as well as critical thinkers, and this heady mix of theory and creative practice is central to our approach.

Universities are places where knowledge is discovered and created through the process of research and practice. We are here to help you undertake your own research journey, and ensure you have the intellectual, creative and practical skills to make and shape your own discoveries. Together, along with our fantastic administrative staff, we are a research community.

Intelligence and knowledge are frequently characterised as something abstract that goes on in the head of the individual. But intelligence is also physical and relational, closely tied to our being and doing: that is, our experiences. Whether we are communing with dead writers through their books in the library or improvising a performance or putting in a shift in a newsroom, these relationships develop our intelligence. We continue to renew our learning community throughout the ebbs and flows of society. We all want you to thrive. And we know that it's not always easy. As well as your class teachers, you will each have a Personal Tutor to whom you can talk to for advice on your course or any other aspect of your life as a student; your Personal Tutor will offer you guidance and may direct you to relevant support services in the University.

Another important point of contact for general queries is the LiFTS Taught Team, who are based in the LiFTS General Office 5NW.6.16, which opens from 10.00am-12.00pm and 2.00-4.00pm. Feel free to pop in, in person or virtually during their office hours, or contact them via email: liftstt@essex.ac.uk

We also expect certain commitments from you while you are studying with us. This includes attendance at all your timetabled lectures, classes and screenings and keeping up with your coursework. The workload might seem overwhelming at times, and you might have difficulties adapting to new ways of learning and student life. If you do find that you're experiencing problems of any kind that affect your studies, please do not hesitate to reach out to your class teachers and Personal Tutor for help.

In the pages of this handbook, you'll find a mine of information about the Department, along with practical guidance about your studies, opportunities to develop your career goals and support services at the University. Please also check out the Department's website and the Moodle pages for the modules that you are taking, which will contain details such as the module content, reading lists and assessment.

We want you to feel at home in the Department and that you belong to our community. The Department regularly organises poetry readings, film screenings, talks, performances at the Lakeside Theatre and exhibitions at the Art Exchange campus gallery. Come and join us! In addition, the Student Union runs over a hundred societies on topics that may pique your interest. These extracurricular activities are a great way of meeting people and developing knowledge and skills to complement your course.

We're so excited that you're joining us! We hope you'll make the most of your time at University and that you'll find the experience rewarding and exhilarating.

Warmest wishes and best of luck!

Matthew De Abaitua

Head of Department

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Introduction

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

At Essex we put the success of our students at the heart of everything we do, and want to support you to achieve outstanding outcomes. We are absolutely determined to provide you with the best Essex education and student experience we can, while safeguarding your health and wellbeing.

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

Things might have to change and adapt over the year, so make sure that you're checking online and keeping in touch with your department or school for the latest updates. The [Student Directory](#) contains a wealth of other helpful sources of information which you may also find useful.

Practicalities and getting started

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

Registration (new students)

As a new student, you must complete the [registration process](#) in order to begin your studies with us. Registration is not only a formal procedure of enrolling you into the University, but also, connects you to a number of vital systems which allow you to access your online Welcome and Induction information and start your studies. Because of this, you'll be asked to complete compulsory steps, such as activating your Essex IT account, provide key information about you as part of Online Registration (including payment of fees where required), complete online Right to Study checks and attend an in-person Right to Study Check on campus where you will collect your Student Registration Card. Once you've completed these steps, you'll be able to begin attending teaching and engage with your course.

You should ensure you have completed the [registration process, including payment of your fees \(where required\) by the published Latest Registration Deadline](#) for your course. If you do not do this, you may not be allowed to register and begin your course with us.

Registration (returning students)

As a returning student, you will need to ensure you complete [Online Registration and pay your fees \(if required to do so\)](#) at the start of each academic year to be able to continue your studies with us. It is essential that you complete all required steps, by the published [Latest Registration Deadline](#), otherwise you may not be allowed to continue your studies with us.

If you are a student undertaking studies with us with a form of immigration permission, in some instances you may be required to undertake an additional Right to Study Check, before being permitted to re-register. This may be the case if one or more of your documents have expired, your immigration status has changed, or you have changed programme and have been required to obtain a new visa. You will be

contacted by our International Services Team if you need to complete an additional check.

Right to study

The University must ensure all students have the right to study at the University of Essex for the whole duration of their course. If you were born outside the UK or Republic of Ireland, your [immigration permission](#) to study in the UK will be checked via the online Right to Study system, when you first arrive on campus, and as necessary thereafter. Students have a duty to maintain valid UK immigration permission that allows study for the duration of their course, failure to do so may lead to withdrawal from the University under the [University's General Regulations](#).

Students with sponsored immigration permission

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

Choosing your modules

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

Explore your campus

There is a broad range of [facilities](#) across each of our campuses to support your experience at Essex, whether in person or virtually. For the latest information, see the updates on campus [services on campus](#).

Get connected

Your IT account

You will need to set up [your Essex IT account](#). This will give you access to your Essex email, [Moodle](#), campus wifi, campus computers and many more digital resources. When you set up your account, you will need to register an external email address and passphrase so that if you forget your Essex password you can also reset it using these details. If you have forgotten those also, you should contact the [IT Helpdesk](#). Make sure you keep your password safe and do not share it with others.

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

Campus wifi

If you are studying on any of our campuses, connect to our wifi by finding the eduroam network on your device. Use your Essex email and password to join.

Essex apps

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

MyEssex

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

Find Your Way

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

Working while studying

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

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

If you have a Student visa, please read our information on [working in the UK for international students](#) before you start looking for a job. The country you are from and your visa type will determine whether or not you can work in the UK. If you can work, the type of work you are allowed to undertake and the number of hours you can work will be restricted.

Your personal belongings

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

The Essex Experience

We are proud of our inclusive and international community. Our campuses are places where every single person can feel they belong and where you can find the world in one place. We have created a [Student Charter](#) as a pledge that every student signs up to when they join us. By signing up, you promise to uphold our values and to behave

in ways that strengthen and support our community. We promise to support you at every stage of your journey with us.

Embracing our values

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

Equality, diversity and inclusion

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

The University is committed to a programme of action to ensure that this [policy](#) is fully effective.

The Department of Literature, Film, and Theatre Studies is firmly committed to equality, diversity and inclusion in the delivery of all of our courses, and as a community of scholars in our academic pursuits and day-to-day practices. We are working very closely with our Student Inclusion and Diversity Officer who, in consultation with our students, advises us on all aspects of equality, diversity and inclusion from a student perspective. We are sensitive to the needs of our diverse group of students, we value and encourage dialogue and feedback, and constantly strive to review and adapt our teaching and research as practice to promote and ensure an inclusive community and student experience.

Student communities

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

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

Environmental Sustainability for All

The University of Essex is committed to reducing its environmental impact by reaching net zero carbon emissions by 2035. The Sustainability team works on a range of projects such as like carbon reduction, reuse and recycling, and sustainable education. During your time at Essex there are extracurricular opportunities for you to learn more about sustainable development and equip you with the skills and knowledge that will help you in your future choices – whether that's further study or the start of your career. Be sure to check your programme modules if you're keen to take environmentally focused course options. You can access extra-curricular activities through Chart My Path and the vTeam, plus you can join the Students for Sustainability Group. Your participation in all additional events is recorded on [Higher Education Achievement Record](#) (HEAR), your online CV. There are easy everyday habits to help you do your bit too – bring your own takeaway cup to cafes on campus for a discount and remember your bottle to refill at one of our many water coolers. There are lots of recycling bins across our campuses to encourage mindfulness when disposing of your waste. If you're living on campus, be sure to switch off lights and chargers when not in use, and keep windows closed in colder months when the heating is on. For any more information, head to the sustainability pages on the Essex website. If you have questions or an idea for a sustainability event or project of your own contact the Sustainability team: sustainability@essex.ac.uk. Follow us on Instagram: @uoe_susandgrounds and [LinkedIn](#).

Essex Sport

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

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

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

Students' Union

We're famous for our [Students' Union at Essex](#), and for good reason. Here you're not just a member of a normal Students' Union; you're part of a family. We work hard to support our PGT community, and are here from day one to the moment you graduate to support you in any way we can.

The Students' Union is run by students for students, and you have the ability to shape what they do. From deciding who leads the SU by electing our entire Student Leadership team including the PGT officer, to shaping your own experiences at Essex, we are here to represent your views and work with you to make amazing things happen.

Get involved!

There are opportunities to join [Sports Clubs](#), and get involved with competitive sports in our [BUCS teams](#).

We have over [120 Societies](#) where you can meet people with similar interests, challenge yourself with something new or if you can't find what you are looking for- [Start your own](#).

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

We also have our very own lettings agency ([SUHomes](#)), to offer help and support to students to find off campus accommodation.

Chart My Path

Use Chart My Path to discover over 200 extracurricular activities offered at Essex, and get recommendations personalised to you. Log into [GradIntelligence](#) to get started.

Essex spirit, social media and what's on?

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

Follow us on social:



/uniofessex



/uniessex



/Uni_of_Essex



/uniofessex



/uniessex



/@uniessexonline

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

About the Department of Literature, Film, and Theatre Studies

Meet the team

A full list of all staff can be found on our [website](#). Below is a summary of the roles of staff that can help you with a variety of areas during your time at Essex.¹

| Role | Name | Contact details | Responsibilities |
|---|--|--|---|
| Department Manager | Emma McClelland | Office: 5NW.6.12 Email: ejmcccl@essex.ac.uk Phone: 01206 872604 | Responsible for the leadership of the Professional Services Team and for the operational management of the Department |
| Deputy Department Manager | Sue Hogan | Office: 5NW.6.14 Email: s.hogan@essex.ac.uk Phone: 01206 872611 | Responsible for student administrative and pastoral issues |
| Student and Academic Services Administrators | Alison Bateman, Hannah Langwith & Comhnall Speed | Office: 5NW.6.16 Email: liftstt@essex.ac.uk Phone: 01206 872626 | Responsible for all general academic and non-academic matters for students in the Department |
| Academic and Operations Officer | Bernie Stephens | Email: b.stephens@essex.ac.uk | Responsible for Journalism accreditation and exams, health and safety, and student placements and finances. |

For any queries, in the first instance please contact the General Office on liftstt@essex.ac.uk, tel. 01206 872626 or visit room 5NW.6.16.

¹ Department/school information in this Handbook is correct at time of publication but there may be role changes within the department/school throughout the Academic Year. Students should consult staffing details held online for the most up-to-date information.

Academic staff and responsibilities

| Role | Name | Contact details | Responsibilities |
|--|-----------------------------|---|---|
| Head of Department | Matthew De Abaitua | Email: mjdeab@essex.ac.uk | Responsible for leading and managing the Department and for the Department's overall academic provision |
| Deputy Head of Department | Professor Susan Oliver | Email: soliver@essex.ac.uk | Deputises for the Head of Department |
| Director of Graduate Studies (Autumn term) | Professor Shohini Chaudhuri | Email: schaudh@essex.ac.uk | Responsible for overseeing the postgraduate research activities in the Department. |
| Director of Graduate Studies (Spring and Summer terms) | Dr Sean Seeger | Email: saseeg@essex.ac.uk | |
| MA Director (Autumn term) | Dr Sean Seeger | Email: saseeg@essex.ac.uk | Responsible for all academic matters of the Department's postgraduate taught provision |
| MA Director (Spring and Summer terms) | Dr James Canton | Email: jcanto@essex.ac.uk | |

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| Employability Director | Dr Dan O'Brien | Email: d.obrien@essex.ac.uk | Responsible for the development and enhancement of employability provision for the Department |
| Ethics Officer (Autumn term) | Professor Jeff Geiger | Email: j.geiger@essex.ac.uk | Responsible for all matters relating to research ethics in the Department, including ethical approval of research projects involving human participants |
| Ethics Officer (Spring and Summer terms) | Dr Joanna Rzepa | Email: joanna.rzepa@essex.ac.uk | |
| Departmental Disability Liaison Officer | Dr Jordan Savage | Email: jksava@essex.ac.uk | Acts as a link between the Department and the Student Services Hub to ensure that the Student Wellbeing and Inclusivity Team knows about any adjustments that you need. |
| Course Director for MA Creative Writing | TBC | | Responsible for the course contents and administration of the MA Creative Writing degree |
| Course Director for MA Wild Writing (Autumn term) | Professor Phil Terry | Email: pterry@essex.ac.uk | Responsible for the course contents and administration of the MA Wild Writing degree |
| Course Director for MA Wild Writing (Spring and Summer terms) | Dr James Canton | Email jcanto@essex.ac.uk | |

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|---|-----------------|---|--|
| Course Director for MA Literature | Dr Sean Seeger | Email: saseeg@essex.ac.uk | Responsible for the course contents and administration of the MA Literature degree |
| Course Director for MA Scriptwriting | Bevan Walsh | Email: bwalsh@essex.ac.uk | Responsible for the course contents and administration of the MA Scriptwriting degree |
| Course Director for MA Literature and Creative Writing | TBC | | Responsible for the course contents and administration of the MA Literature and Creative Writing degree |
| Course Director for MA Film Studies and MA Film and Literature | TBC | | Responsible for the course contents and administration of the MA Film Studies and MA Film and Literature degrees |
| Course Director for MA International Journalism | Dr Idrees Ahmad | Email: m.i.ahmad@essex.ac.uk | Responsible for the course contents and administration of the MA International Journalism degree |
| Academic Offences Officer | TBC | | Responsible for all matters relating to academic offences and plagiarism in the Department. |

Teaching staff and support

All teaching staff hold regular weekly academic support hours during term time. This is a time when you can meet with them about anything to do with your modules, from difficulties you might be having with your seminar readings, to discussions about feedback on your coursework. Details of all academic support hours are posted on Moodle, on our office doors and also via email signatures as appropriate and can be a combination of in-person and Zoom drop-in sessions. If you are unsure about any of the arrangements, please contact your module tutor in the first instance, or ask our team in the General Office (5NW.6.16) or by emailing liftstt@essex.ac.uk.

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

Module Tutors

There are dedicated Module Tutors to support students for each module. The module tutor for each module can be found on Moodle. If you have a specific study question please contact the relevant module tutor. You can find out the tutor for each module [here](#) or on the relevant Moodle page.

Your Personal Tutor

All undergraduate and 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 academic staff and is someone you talk to about your course or any difficulties that may encounter. They can recommend and direct you to other support services that might be able to further help and support you. You can find out who your Personal Tutor is through [MyEssex](#).

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

Staff research interests

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.

Departmental/school 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. During term-time, our General Office is open Monday-Friday from **10.00am to 12.00pm** and **2.00pm to 4pm**.

We are here to help you with every aspect of your course. Call in, email: liftstt@essex.ac.uk or phone 01206 872626.

Literature, Film, and Theatre Studies Common Room

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

Postgraduate Study Room

A Postgraduate Study Room (5NW.5.15) with networked computers, desk space and shelves is available for both postgraduate taught and research students' use and is available to use 24/7. To request the code in order to enter the study space please email liftstt@essex.ac.uk.

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 food items in the Study Room. We strongly advise that you **do not** leave any personal belongings, including any valuables, in the room. The University cannot be held liable for the loss of or damage to any personal belongings left unsupervised in our study rooms or social spaces.

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, our fellow is [Michael Mann](#) - an award-winning children's author of magical middle-grade novels. If you would like to take up Michael's advice, please book your slot in by emailing michael.mann@rlfeducation.org.uk. The service is entirely free, confidential and independent of the University.

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 Graduate Director Taught which of these modules would be suitable.

Printing, photocopying and scanning

All students can [print, copy and scan for free at Essex](#), subject to our fair use policy. You can print from a campus PC or from your personal device using our mobile print service. Campus printers can be found in or near to study spaces where there are computers. Find out how to print and how to top up your printer credit on the [Student Directory](#).

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

Noticeboards

Every department and school has their own noticeboard providing information on staff, courses and classes, updates, careers, events and opportunities. Our noticeboards are located in the 2001 Building on Levels 4, 5, and 6.

A [virtual noticeboard](#) can also be found in the Literature, Film and Theatre Studies Virtual Common Room on Moodle.

Departmental/school prizes

Each year we are pleased to award prizes signifying excellence. The following prizes are available for award to postgraduate taught students:

The **Francis Barker Memorial Prize** is awarded annually for the best MA coursework of the year following the meeting of 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.

Communications

The University will predominantly use email for routine communication between staff and students. Your Essex email address will have been added to the relevant email groups specific to your department or school, course and modules to ensure that you receive the essential information relevant to you. It is recommended that you check

your Essex email each day to ensure you do not miss any important updates to classes and assessment.

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

Social media

You are very much encouraged to visit, like or follow, and interact with our departmental [Instagram](#), [Facebook](#) and [X](#) 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.

The use of personal devices

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

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.

Seminars are advertised in advance via your Essex email, the [Department's webpage](#), [Instagram](#), [Facebook](#) and [X](#) pages, on our noticeboards, and in the Common Room on level 6.

MA Conference

The Summer term sees the MA conference being held 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 a paper on their research, work in progress, showings or readings of no more than 10-15 minutes. Submissions from writers and creative practitioners are actively welcomed.

The conference is usually curated around a theme, and whilst students are supported by the Department's academic staff, the conference is student-organised, managed and delivered. This gives the conference organisers an important skill for their CVs as well as an insight into another part of academic life.

The Department may have a small 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 considered when developing the resources, services and facilities on and off campus, when we create our courses, write publications and course materials, and set our policies and regulations.

The academic year

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

| Term | Week numbers |
|--------|--------------|
| Autumn | 2-11 |
| Spring | 16-25 |
| Summer | 30-39 |

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 have slightly different term dates. In the Department of Literature, Film, and Theatre Studies this does not apply. You will find that all campus activities and events make reference to the standard academic year terms and schedule noted above.

You are expected to be available during term time to attend teaching events, unless otherwise advised by your department or school.

My course

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

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

Credits

Your course will be made up of a certain [number of credits](#), depending on your level of study and specific postgraduate course. Each year of study will hold a credit value, with credits allocated to each module. You will need to meet the required learning outcomes and assessments to be awarded 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.

Learning outcomes

Each course has learning outcomes which need to be met in order to progress. Course learning outcomes are categorised into knowledge, intellectual, practical and key skills, and are also defined more specifically at a modular level. Having this information means that you can measure your progress against the outcomes, for example when reviewing coursework feedback.

Grade boundaries

On most Masters degrees, an overall mark of 50 is a pass. An overall mark of 60 is classed as a pass with merit, and an overall mark of 70 is classed as a pass with distinction. Methods for calculating your final postgraduate award classification vary across awards and may depend on other factors. Full details are set out in the [Rules of Assessment](#).

Module enrolment

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

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

A full list of modules available can be found on this [webpage](#).

Changing modules

In instances where you need to make a change to your module choice, you may do so up until the second week of the Autumn Term. If you wish to change an optional module after the deadline, you should seek advice from 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, in some cases, 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 individual modules. They design, teach and examine them. They monitor student progress and can also talk to students about any related academic issues.

Fitness to practise

[Fitness to practise](#) is only applicable to students on certain professional courses (such as nursing or social work) and is designed to ensure and regulate that a student is suitable for engagement in the relevant profession.

Study and Wellbeing Intervention Policy and Procedure

[The Study and Wellbeing Intervention Policy and Procedure](#) provides a framework to support students during their studies when it appears that their health and wellbeing is either disrupting or having a detrimental impact on themselves or on people around them. The policy applies to all students and will aim to ensure students are offered appropriate intervention and support to succeed academically.

Employability modules

Many of your modules here in the Department are designed to encourage you to develop a range of practical and transferable skills. Modules will hone your learning experience and employability 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
- Meeting deadlines
- Being on time
- Performing well under stress
- Collaborating with others
- Seeing projects through to their completion

You may like to refer to these skills when applying for jobs or internships, which you can browse on the University's CareerHub job board. Opportunities for our students have included internships and paid work with theatre companies, creative writing workshops, with major broadcasting services and newspapers, producer training programmes and a researcher/producer runner position in the film industry.

Study Abroad

As a postgraduate student there are a variety of opportunities through Essex Abroad to have an international experience. Providing you with the chance to enhance employability, gain valuable transferable skills and develop as individuals.

[Essex Abroad](#) have a wide range of [summer programmes](#) suitable for postgraduate students including summer schools abroad, volunteering programmes, international internships and research abroad opportunities which are open to all Essex students. These programmes vary in duration, location and cost. [Find out more](#) about Essex Abroad opportunities. For information regarding your funding during a period of study abroad, you should liaise with the Funding Team – funding@essex.ac.uk. Students with disabilities should also liaise with the Student Wellbeing and Inclusivity Service – include@essex.ac.uk.

The University of Essex is a founding member of the YUFE Alliance. YUFE (Young Universities for the Future of Europe) is a collaboration of 10 different European institutions, providing you with the opportunity to study across multiple partners virtually or physically; as part of your degree or in addition to it. YUFE aims to be a leading model of a young, student-centred, non-elitist, open and inclusive European University.

As a University of Essex student, you can obtain an international experience through YUFE, taking anything from academic to language courses, or even entrepreneurship courses; allowing you to go the extra mile and stand out from the crowd. Find out more about YUFE and how to apply on our dedicated section on the [Essex Abroad YUFE webpage](#) and through the [YUFE Virtual Campus](#).

Work Placements

Some courses have longer Professional Placements or a short placement. If placements are not available there are extra-curricular opportunities to gain work experience (please see below).

If undertaking a placement, it is your responsibility to find a work placement, however, the Industry Engagement and Placements Team can help prepare and support you and will advertise relevant placements. If you are interested in undertaking a work placement, or other work-based opportunities that may be available to you and your course, contact the [Industry Engagement and Placements team](#). If you have a Student visa, please be aware that the Immigration Rules restrict the length of placements and the type of work you can do.

Upon successfully securing a placement you need to inform the Industry Engagement and Placements team by contacting placements@essex.ac.uk.

This is required to begin the placement approval process. Please note without approval from the Industry Engagement and Placement team you will be unauthorised to commence a placement.

For extracurricular opportunities, [Careers Services](#) are here to help. Use [Chart My Path](#) to find your personalised recommendations at Essex, and check out [CareerHub](#) for part-time jobs, internships and career development support.

Students on our MA Wild Writing course will have the opportunity to select a work-based placement module in the Spring term 2025 which will give them an opportunity to work with an appropriate employer such as the National Trust, Eden Rose Coppice Trust, or Essex Wildlife Trust on a project on an area or issue defined by the employer as a priority for their organisation.

DBS checks for placements

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

Safeguarding training

Prior to going out on placement students who are working with children or adults at risk should be aware of their safeguarding responsibilities. The University offers a general [introduction to safeguarding Moodle module](#) which you are encouraged to complete at the same time as your DBS check. This training is additional to the mandatory safeguarding training that may be offered by your department/school and/or the placement provider.

Intimacy Guidelines for Drama Students

We are safeguarding the wellbeing of our students and staff in rehearsals, performances and on-set of works which involve physical intimacy in line with the University's policy of zero tolerance of any acts of sexual violence. Our guidelines on intimacy define our approach to our work, establish boundaries and ensure propriety of self-directed and/or devised work. We expect all of our students and staff to comply with these guidelines which are set out in **Appendix 2**.

Module materials

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

Teaching timetable

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

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

During Welcome Week (week 1) you may find that your timetable is blank as teaching normally commences week 2. **Please be aware that there may be changes to the location of teaching during the year, so regularly check your personal [online timetable and Essex email](#) for up to date teaching information.**

Information about teaching timetables, including requesting a class change, reporting a timetable issue and accessing your individual timetable can be found on the [University's website](#).

Recording your attendance

We monitor your attendance at teaching sessions on campus using your [student card](#) and an electronic system of card readers. You must tap-in at a reader within 15 minutes of the teaching session start time for your attendance to be recorded accurately. Your attendance at online teaching sessions is monitored by reviewing your logins to sessions on Zoom. Once again you must log in within 15 minutes of the event start time for your attendance to be recorded. You are expected to attend all of your mandatory sessions on [your individual timetable](#) and [report an absence](#) if you are unable to do so. If you have a Student visa, you must attend all your timetabled teaching events in-person where this is available. Attendance at a teaching event via Zoom where the session was also delivered in-person will count as failure to attend. If you fall below the Home Office expectations we **must** take action, and this can include withdrawing our visa sponsorship.

If you have a Student visa, your academic engagement will also be monitored during your dissertation period to ensure you maintain regular in-person contact with your dissertation supervisor.

It is your responsibility to remember your student registration card and to tap-in correctly. [Lost or faulty cards](#) can be replaced at the Student Services Hub.

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

Making changes to your study

Changing your course

If you are thinking about changing course, you will need to do so by a [certain date](#) and should first speak to your department or school, and personal tutor. They will be able to provide advice about the things you should [consider](#) before changing your course. If you are thinking of undertaking a placement year, you should check the requirements for these programmes by contacting the [Industry and Placements](#) Team.

If you are studying a course where an ATAS certificate is required and there are changes to your course. Supervisor or course length, you may need a new ATAS certificate. Please contact the [International Services Team](#) if you have any questions.

Student visa holders may not be able to change their course without first obtaining a new visa, from overseas, if eligible. You can find information on the potential visa implications of a change of course on our [Immigration webpages](#). If you have any further questions you should contact the [International Services Team](#).

Thinking of leaving or taking a break?

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

You can find information on the visa implications of your decision on our [Immigration webpages](#). If you have any further questions, you should contact the [International Services Team](#). You should also be aware of how your funding may be impacted if you choose to take a break. You can do this by contacting the Funding Team – funding@essex.ac.uk.

Library and Cultural Services

Library Services

The Library aims to provide all the resources you will need to succeed in your course, via online reading lists and access to extensive collections of books, journals and a variety of other resources, both online and on our shelves.

The Library team can help you learn how to search effectively so you can find appropriate resources for your assignments. They can also provide advice on [referencing](#), academic integrity, evaluating sources and more. Our [Skills at Library](#) guide provides a range of online support in these areas, and our [subject guides](#) provide subject-specific guidance and resource recommendations.

In addition, the Library offers a programme of '[Workshops at Library](#)' sessions which cover key information and research skills, including searching for information, checking and evaluating sources, using AI ethically and referencing. The Library provides specific support for PGT students through the '[On Track for your Masters](#)' series, an annual programme of workshops to help you with a whole range of research skills, academic writing, and mathematics and statistical analysis support to help you complete your final project.

The Library is also home to a number of Special Collections which support the delivery of object-based learning across a variety of courses, and provide primary source material for research across many subject areas. We are home to two major art collections; [ESCALA](#) (the Essex Collection of Art from Latin America) and the [University Art Collection](#). Our Colchester Campus library houses [Special Collections](#), over 70 individual archives containing primary source materials and collections covering a variety of subjects and time periods. The collections provide a valuable resource for teaching, through object based learning and other sessions, and for research.

If you have any questions about library services, there are a range of ways you [can get in touch](#) with the team.

At our Colchester Campus, the **Albert Sloman Library** on Square 5 has a variety of study spaces, including individual and group work areas and bookable study pods and rooms. There is also a dedicated Postgraduate Study Room on the ground floor that is open 24/7 and accessible to postgraduate students via your student ID card. 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 experienced Library staff to help you through your studies and into whatever you choose to do after graduation. The Albert Sloman Library is open 24/7 during term time and offers a laptop loans service which is also available 24 hours a day.

See the [Library website](#) for the latest information on all our libraries and the services available, including opening hours.

Art Exchange

Placing students at its core, [Art Exchange](#) is a place where art, artists and the campus community come together. Our programme of exhibitions and activities are here to get you inspired, make new friends – or simply to chill while having fun making art.

We show international art by established and emerging artists throughout the year, building up a dynamic programme by working closely with the campus community, as the art on our walls is co-created by students and responds to what matters to them.

Alongside exhibitions, our exciting programme of events and art classes and are free for students. Led by professional artists, they support students' creativity, confidence and wellbeing - as well as being great fun!

We want everyone to get involved and enjoy great art.

Lakeside Theatre

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

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

forefront of what we do which is why we provide opportunities for enjoyment, inspiration and creativity.

We believe that theatre is for everyone, you don't have to be studying drama or theatre studies to take part in or develop as an actor, producer, director, technician, or performer. That's why we have our [Homegrown Programme](#), to develop theatre makers at the University of Essex. Students, researchers, staff and alumni of the university can join the programme at any stage in their journey for support, guidance and opportunity to become a performing arts professional. Keep an eye out for our workshops and for when applications open up to our [Homegrown Studio Season](#), where you can perform on our stage!

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

Publish with the Essex Student Journal

Publishing your writing with [the Essex Student Journal](#) provides the opportunity for you to develop your writing skills, showcase your work, and gain valuable experience in academic publishing and the peer review process. All PGT students can submit academic or creative writing regardless of your experience.

Our multi-disciplinary journal is run by and for students at the University, publishing the hard work of our students and giving you the ability to improve your writing through feedback from peer reviewers.

Not all universities have a Student Journal - this is a unique opportunity for you to publish a paper in your name and build your academic portfolio early in your career. We accept a wide range of submissions including creative writing, essays, case studies, research papers, dissertations, and academic blog posts.

If you are going on to be a PGR student at the University, you can become a peer reviewer for the Journal, developing vital analytical and feedback skills required for any future career.

Join our community of student writers to develop new skills and the best practices in writing. Find out more about the Essex Student Journal and embark on your academic

publishing journey today. If you have any questions, get in touch with the Journal Team via journal@essex.ac.uk.

Academic skills support

Skills for Success are here to support you with everything that you need to do well in your studies that is not directly related to your course content – in other words, the skills that you need to be successful. We are committed to ensuring that every student is able to get the most out of their academic study and achieve their potential on their course, and provide a range of embedded teaching, [workshops](#) and [1:1s](#) on:

- [Academic writing](#)
- [Maths and stats](#)
- [Digital Skills](#)
- [Research](#) and [referencing](#)
- [English language](#)
- [Exam revision](#)

For more information, please contact skills@essex.ac.uk.

Departmental/School support

The Department offers several different kinds of academic writing support.

If you have specific questions about how to approach a coursework assignment for one of your modules, you should contact your module tutor in the first instance. All teaching staff hold Academic Support Hours, which they will share with you at the beginning of term. This is a space in which you can work through any issues relating to your coursework with your own teacher.

Students in LiFTS can also make an appointment to talk to the Royal Literary Fund fellow, Michael Mann. Michael is an author who can help you with your writing – creative or academic. If you would like to take up Michael's advice, please book your slot by emailing michael.mann@rlfeducation.org.uk. The service is entirely free, confidential and independent of the University.

Dr Jordan Savage, our Departmental Disability Liaison Officer (DDLO), can provide advice if you are experiencing problems with your academic progress as a result of a permanent or temporary disability, medical condition or specific learning difficulty. Jordan is available if you wish to disclose or initially discuss your needs and will listen to your concerns confidentially.

The DDLO's role is to provide advice about the University's specialist support services and to liaise with your lecturers about disability related difficulties and implementation reasonable adjustments. Please email jksava@essex.ac.uk with queries or to book a Zoom or in-person appointment.

Proofreading services

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

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

Language classes

Academic English support classes

Skills for Success runs a range of [Academic English support classes](#) throughout the year, which all new students who have English as an additional language are invited to enrol on. These classes are free, voluntary and designed to help students improve their language proficiency and maximise their existing language skills in an academic context.

Options include 8 week or 4 week modules and one-off, bookable sessions. You will be emailed on registration, or can contact us at any time at skills@essex.ac.uk.

General English classes for beginner/intermediate/advanced learners (GEC)

The [Department of Language and Linguistics](#) offers the wider University of Essex community the chance to improve their English language skills through our [General English Classes](#). These classes are available to:

- Dependants and close family members of students and staff at the University of Essex
- International staff at Essex who may want to work on their general English and fluency skills
- International students currently studying at UEIC Kaplan
- International students currently studying at both UG and PG level at Essex who wish to develop their language skills

The classes, which take place at the Colchester Campus, will enable you to meet people from other countries and cultures and will help you develop your language skills. These classes are free and are taught at three basic levels: Beginner (A1/A2), Intermediate (B1/B2) and Advanced (C1/C2) and will focus on listening, speaking, reading and writing. Throughout the course, you will have a unique opportunity to develop your conversation skills, by reflecting on real-life examples of how language is used in context.

Learning a language

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

Assessment and Academic Integrity

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

Rules of Assessment

The [Rules of Assessment](#) are used to calculate your results. There is a main set of rules for [Masters](#) and other [postgraduate award courses](#), but some departments or schools also have [additional variations](#) which can be found alongside the Rules of Assessment for your year of entry.

In the Department of Literature, Film, and Theatre Studies we do not have a variation to the Rules of Assessment.

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

All postgraduate taught 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 an 80-credit dissertation)

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

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

Core, compulsory and optional modules

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

| | | |
|-------------------|--------------------------------------|---|
| Core | You must take this module | Must pass this module. No failure can be permitted. |
| Compulsory | You must take this module | There might be limited opportunities to continue on the course/be eligible for the degree if you fail it. |
| Optional | You can choose which module to study | There might be limited opportunities to continue on the course/be eligible for the degree if you fail it. |

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. [The Rules of Assessment](#) set out the criteria for the condonement of failed non-core modules.

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, using Artificial Intelligence such as ChatGPT to write all or part of an assignment unless specifically permitted to do so, falsifying data or evidence, and communicating with another candidate in an examination.

Methods of assessment in the Department of Literature, Film, and Theatre Studies

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

The Department uses a range of methods for assessment at postgraduate level; these include essays, creative submissions, presentations, practical theatre presentations, online portfolios, 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 is compulsory in all modules and failure to participate in coursework is interpreted as evidence of lack of academic progress. Your academic progress is monitored throughout the year. In severe cases, students with poor academic progress can be required to withdraw from the University (even before the final examinations).

Preparation of assignments

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

Referencing in coursework

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

Referencing allows you to give credit to others' ideas, work, research, theories, concepts, outcomes and results, and demonstrates your breadth of reading and knowledge on a subject. If you do not reference properly, this could amount to [plagiarism](#), which is an [academic offence](#).

There are styles of referencing which will determine exactly how you format your reference. Your departmental referencing style is **Chicago**. You must use this referencing style. Guidance on your referencing style is available [online](#), including an [interactive referencing tutorial](#). You can also take the [Academic Integrity course](#) on Moodle.

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**.

Submission of coursework

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

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

Only Microsoft word or PDF files should be uploaded to FASER unless otherwise specified.

Problems with FASER

If you have technical difficulties when submitting your coursework to FASER, you should contact the [IT Helpdesk](#). They can advise on any system or computer problems. This will count towards your claim when submitting a late coursework extenuating circumstance form should you need to.

If you are confused or unsure how to upload or are having any non-technical difficulties, you should contact liftstt@essex.ac.uk.

Late submission of coursework

We have a [single policy](#) at the University of Essex for the late submission of coursework in postgraduate taught courses: all coursework submitted after the deadline will receive a mark of **zero**. No extensions will be granted. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline, but have been able to within the relevant Late Submission timeframe.

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

Dissertation extensions (PGT Only)

Postgraduate taught dissertations (or equivalent) are not counted as coursework and are therefore not covered by the policy on the late submission of coursework. Students can request an extension for their postgraduate dissertation if they find that, due to extenuating circumstances, they will be unable to submit the dissertation by the published deadline. Students can request an informal extension of up to four weeks from the department. Where a longer extension is required, an application for an extension to a postgraduate taught dissertation can be completed via the [online form on the ESF SharePoint website](#), for consideration by the relevant Faculty Dean (Postgraduate).

Return of coursework

Your marked coursework will be returned to you within twenty working days via FASer. Working days are Monday to Friday. Feedback will be documented on the feedback sheet you submit with your work and, on occasion, via track changes. 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). You will receive an email on the day of the coursework deadline confirming the date of when you will receive your marks and feedback.

Should you be required to (or choose to) undertake reassessment in your coursework, your feedback will be returned to you once the Board of Examiners have met and ratified your reassessment mark(s).

Ethics in research

All research involving human participants and animal subjects, whether undertaken by the University's staff or students, **must** undergo an [ethics review](#) by an appropriate body and ethical approval **must** be obtained before it commences. You should first

read the [Guidelines for Ethical Approval of Research Involving Human Subjects](#) or [Guidelines for Ethical Approval of Research Involving Animals](#) and then submit an Ethical Approval application form via [ERAMS](#). You should be aware that ethical approval cannot be granted retrospectively so it is very important that you make your application before you start to recruit participants or collect data from them.

Further information about the research ethics process can be found on the [University's ethics review webpages](#).

Studies involving the NHS (i.e. patients, their data or samples; staff their data or samples; sites; data extracted from or through clinical system) and studies involving human tissue or adults lacking capacity to consent are very likely to need some kind of NHS approval, such as ethical approval, governance approval or study registration. Even 'data only' studies, which do not involve direct contact with NHS staff or patients, will often require approval of some kind. Service evaluations, audits and similar involving the NHS may not require NHS ethical review. In cases where the project has not been defined as research by the HRA, ethical approval will need to be sought through the University's ethics review processes. If your study involves the NHS, you should contact the REO Research Governance Team (reo-governance@essex.ac.uk) at an early stage for advice about the ethics review process.

Moderation and marking

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

Under- and Over-length Coursework Marking for critical assignments

Most of our assignments, especially critical essays and commentaries, require students to produce coursework to a word count specified in the module directory, module handbooks, and Moodle pages. Assignment briefs will include clear instructions about word counts, the inclusion of footnotes, bibliographies etc. and students are expected to adhere to the requirements for each assessment. It is important that you make every effort to complete your work to the required word count as this develops the skills of presenting an argument, analysis, or reflection in a clear and concise manner. Although we expect students to comply with the word count

specified for their assignments, academic staff do accept the submission of pieces of coursework that are within 10% above or below the specified word count for the assignment.

Pieces of coursework that are below/above 10% of the specific word count will be deducted marks in accordance with the following scheme to ensure consistency across the Department:

| Percentile scale | Marks reduction |
|---|------------------------------|
| Approx. 10% above/below required word count | No reduction |
| Approx. 20% above/below required word count | 10% reduction of mark |
| Approx. 30% above/below required word count | 20% reduction of mark |
| Approx. 40% above/below required word count | 30% reduction of mark |
| Approx. 50% above/below required word count | 40% reduction of mark |
| Approx. 60% above/below required word count | 50% reduction of mark |
| More than 70% above/below required word count | fail (marks designated 0-49) |

Marking

All student work is marked in line with the University's Marking Policy. Within this policy, moderation is the default approach to assuring the quality and standards of marking, with double marking used in certain situations. Some types of assessment may be single marked, including where they contribute only a small amount of the overall module weighting. The full procedure and assessment marking requirements and detailed definitions can be found in the [Marking Policy](#).

Moderation and double marking

Moderation is a process separate from that of marking and provides assurance that assessment criteria have been applied appropriately. Moderators review a sample of the marked student work and liaise with the first markers if they believe that the marks are not at the correct level or do not reflect the assessment criteria or feedback given. In some situations, double marking is used instead of moderation. This means that two markers each mark the work and then agree a final mark for it.

External Examiners

External Examiners are experienced academics from other universities, but may also be from industry, business or the relevant profession depending on the requirements of the course. They give an impartial view of the course and independent advice to ensure that modules and courses at the University meet the academic standards expected across UK higher education. You can find more information about the role of External Examiners on our [External Examiner roles and responsibilities webpage](#).

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 or school to advise you accordingly. The [Marking Policy](#) sets out the grounds on which a request for re-marking can be submitted.

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

Appeals

[Appeals on academic grounds](#) can only be made following the meeting of the Board of Examiners and the publication of your results. All academic appeals should be submitted within 10 working days of the publication of your results by the Board of Examiners. You can only appeal your results on limited grounds. As such, we strongly advise all students thinking about making an appeal to contact the [SU Advice Centre](#).

Feedback

Your marked coursework will be returned to you within twenty working days via FASer. Working days are Monday to Friday. Feedback will be documented on the feedback sheet you submit with your work and, on occasion, via track changes. 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). You will receive an email on the day of the coursework deadline confirming the date of when you will receive your marks and feedback.

Should you be required to (or choose to) undertake reassessment in your coursework, your feedback will be returned to you once the Board of Examiners have met and ratified your reassessment mark(s).

The Board of Examiners

The Board of Examiners meet at the end of the Summer Term to consider marks for taught modules and final boards meet in the Autumn. For courses which start in January the final boards are in the Spring Term, and there may also be boards in September.

Boards of Examiners use the Rules of Assessment to determine whether:

- you have passed the modules you have studied and can be awarded credits;
- you have met the requirements to progress to the next year 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 determined that you have not passed sufficient credits to progress to the next stage of study, or, for final year students, to graduate, the Board of Examiners will also determine:

- what reassessment you could be offered and when you can take it²

² The Board of Examiners will not be aware of any student's immigration status. As a result, some reassessment options may be offered that are not compatible with individual student visa rules. All options should be considered in conjunction with applicable visa restrictions.

Student visa holders can find the visa implications for each of the possible decisions that the Board of Examiners can make on our [Immigration webpages](#). If you have any further questions, you should contact the [International Services Team](#).

Publication of results

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

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, departmental administrators, 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 Diploma or Certificate.

Credit accumulation

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](#). The Rules of Assessment are different when you study individual modules. There are opportunities to achieve postgraduate awards through credit accumulation study in an increasing number of departments or schools, as an alternative to standard full or part-time study.

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 attempted the reassessment.

Reassessed modules are normally capped at the pass mark of 50 unless you have extenuating circumstances which are accepted by the Board of Examiners.

In the Department of Literature, Film, and Theatre Studies, students undertaking reassessment should normally submit a new piece of coursework, most commonly an essay with a different title (but the same word length) or a brief which matches the module's learning outcomes 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.

Please be aware that reassessment briefs may not be the same as the original assignment. You must therefore wait until the reassessment details are sent to you before submitting your reassessment.

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.

Students with a Student visa expiring before their reassessment will need to know whether they are required to be in the UK before requesting further sponsorship to complete their studies.

Exit awards

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

Student visa holders should be aware that obtaining a lesser award will impact eligibility to apply for a Graduate visa after completion of studies. Further guidance about the Graduate route and eligibility criteria can be viewed on our [Immigration webpages](#).

Extenuating Circumstances

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

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

Your department or school will review your claim at an Extenuating Circumstances Committee and determine whether it will be accepted or rejected. The [Board of Examiners](#) will determine an appropriate course of action, such as permitting further reassessment opportunities for uncapped marks. Please note that extra marks **cannot** be given in light of extenuating circumstances.

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.
- The outline for a critical commentary that accompanies creative work should

follow the same structure. However, rather than argument, a discussion of the conceptual and critical aspects of your creative work will comprise the main body of the essay. Each module leader will offer specific guidance on how to approach a critical commentary for your individual coursework.

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 and Self-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 if you are unsure.

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 normally be around **5,000** words in total excluding bibliography and footnotes (unless stated by the Module Supervisor).

Essay and dissertation Marking Criteria for the written component of:

| MA course | Assignment / Dissertation |
|---------------------------------------|--|
| MA Modern and Contemporary Literature | critical essay/dissertation |
| MA Literature | critical essay/dissertation |
| MA Literature and Creative Writing | commentary to complement the creative or a sole critical assignment/dissertation |
| MA Scriptwriting | commentary to complement the creative or a dissertation |
| MA Creative Writing | commentary to complement the creative |
| MA Wild Writing | commentary to complement the creative |
| MA Film Studies | commentary to complement the creative or a sole critical assignment/dissertation |
| MA Film and Literature | critical essay/dissertation |
| MA International Journalism | A practical project or a dissertation |

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.

Essay and dissertation Marking Criteria for the practical component of:

| MA course | Assignment / Dissertation |
|-----------------|---|
| MA Film Studies | 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 practical component of:

| MA course | Assignment / Dissertation |
|------------------|--|
| MA Scriptwriting | 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 dramatic 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 course | Assignment / Dissertation |
|------------------------------------|----------------------------|
| MA Film Studies | creative writing component |
| MA Creative Writing | creative writing component |
| MA Literature and 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.

40-49% (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. This is **10% over or under the whole dissertation** rather than 10% over or under each creative and critical component (if a creative dissertation is submitted).
- Bibliographic material, the abstract, acknowledgements, the contents page 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 course | Dissertation requirements | Mark awarded |
|---------------------------------------|---|---|
| MA Literature | A written dissertation of 15,000 words excluding bibliography and footnotes, which will be assessed according to the marking criteria above. | One mark awarded worth 100% |
| MA Modern and Contemporary Literature | | One mark awarded worth 100% |
| MA Literature and Creative Writing | | One mark awarded worth 100% (if Literature dissertation is submitted) |

| MA course | Dissertation requirements | Mark awarded |
|---|---|--|
| MA Film Studies and MA Film and Literature | A written dissertation of 15,000 words excluding bibliography and footnotes, which will be assessed according to the marking criteria above. | One mark awarded worth 100% |
| OR | | |
| MA Film Studies and MA Film and Literature | a practical/creative film or digital project (recommended length of 15-30 minutes total, depending on format or genre) accompanied by a shorter written component (c. 6,000 words) excluding bibliography and footnotes. | Two marks awarded: One mark for the creative element (worth 60%) One mark for the written element (worth 40%) Marks to then be added together to give a final mark worth 100% |
| OR | | |
| MA Film Studies and MA Film and Literature | a screenplay of approx. 90 to 120 pages (equivalent of feature length, depending on format and genre) accompanied by a critical commentary (c. 6,000 words) | Two marks awarded: One mark for the creative element (worth 60%) One mark for the written element (worth 40%) |

| | | |
|----------------------------|--|--|
| | excluding bibliography and footnotes. | Marks to then be added together to give a final mark worth 100% |
| MA Documentary Film | a written dissertation of 15,000 words excluding bibliography and footnotes, which should adhere to the criteria outlined for the MA in Literature | One mark awarded worth 100% |
| OR | | |
| MA Documentary Film | a practical/creative film or digital project (recommended length of 15-30 minutes total, depending on format and genre) accompanied by a shorter written component (6,000 words) excluding bibliography and footnotes | Two marks awarded: One mark for the creative element (worth 60%) One mark for the written element (worth 40%) Marks to then be added together to give a final mark worth 100% |
| OR | | |
| MA Documentary Film | a screenplay of approx. 90 to 120 pages (equivalent of feature length, depending on format and genre) which will be assessed according to the marking criteria for MA Creative Writing | Two marks awarded: One mark for the creative element (worth 60%) One mark for the written element (worth 40%) |

| | | |
|----------------------------|---|--|
| | dissertations AND a critical commentary of 6,000 words excluding notes and bibliography | Marks to then be added together to give a final mark worth 100% |
| MA Theatre Practice | a written dissertation of 15,000 words excluding bibliography and footnotes, which should adhere to the criteria outlined for the MA in Literature | One mark awarded worth 100% |
| OR | | |
| MA Theatre Practice | Practice as Research project, a substantial piece of theatre or performance practice (60%) AND a critical commentary of 7,500 words excluding bibliography and footnotes. | Two marks awarded: One mark for the creative element (worth 60%) One mark for the written element (worth 40%) Marks to then be added together to give a final mark worth 100% |

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 course | Dissertation requirements | Mark awarded |
|-------------------------|---|--|
| MA Scriptwriting | A complete play (including plays for radio) of 70-90 minutes running time (approximately 50 pages – but check timings before submission) accompanied by a critical commentary (c. 6,000 words) excluding bibliography and footnotes | Two marks awarded: One mark for the creative element (worth 60%) One mark for the written element (worth 40%) Marks to then be added together to give a final mark worth 100% |
| OR | | |
| MA Scriptwriting | A feature film screenplay of approx. 90 to 120 pages , accompanied by a critical commentary (c. 6,000 words) excluding bibliography and footnotes. | Two marks awarded: One mark for the creative element (worth 60%) One mark for the written element (worth 40%) Marks to then be added together to give a final mark worth 100% |
| OR | | |
| MA Scriptwriting | The opening episodes of a TV series (three x 30 pages or two x 45 pages - plus a series bible for the rest of the season) again accompanied by a critical commentary (c. 6,000 words) excluding bibliography and footnotes. | Two marks awarded: One mark for the creative element (worth 60%) One mark for the written element (worth 40%) Marks to then be added together to give a final mark worth 100% |
| OR | | |
| MA Scriptwriting | A written dissertation of 15,000 words excluding bibliography and footnotes, which will be assessed according to the marking criteria above. | One mark awarded worth 100% |

| | | |
|------------------------------------|---|-----------------------------|
| MA International Journalism | A written dissertation of 15,000 words excluding bibliography and footnotes, which will be assessed according to the marking criteria to be advised by the course director. | One mark awarded worth 100% |
| OR | | |
| MA International Journalism | A written submission (which may include a single work for long-form journalism or several shorter pieces on a single subject) of approx. 12,000 – 15,000 words OR a 20 minute documentary podcast OR a 15 minute video documentary, which will be assessed according to the marking criteria to be advised by the course director. | One mark awarded worth 100% |

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 that bears some relation to the practical project and that illuminates its primary goals.

| MA course | Dissertation requirements | Mark awarded |
|----------------------------|--|---|
| MA Creative Writing | A substantial piece of creative work, length negotiable (but | Two marks awarded: One mark for the creative element (worth 50%) |

| | | |
|---|---|---|
| | normally up to c.10,000 words) | One mark for the written element (worth 50%) |
| MA Literature and Creative Writing | accompanied by a critical commentary of 6,000 words excluding bibliography and footnotes | (If Creative Writing dissertation is submitted) Two marks awarded: One mark for the creative element (worth 50%) One mark for the written element (worth 50%) |

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 goal.

| MA course | Dissertation requirements | Mark awarded |
|--|---|---|
| MA Wild Writing (Literature, Landscape and the Environment) | 15,000-word dissertation excluding bibliography and footnotes | One mark awarded worth 100% |
| OR | | |
| MA Wild Writing (Literature, Landscape and the Environment) | 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 | Two marks awarded: One mark for the creative element (worth 50%) One mark for the written element (worth 50%) |

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

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- 15,000 words excluding bibliography and footnotes) much longer.

Dissertation Proposal

The Dissertation Proposal is a **formative compulsory assignment** as part of LT901 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.

Information and guidance regarding critical commentaries will be provided extensively during the LT901 module teaching.

Submission of the Proposal

You should complete this piece of work using the **Dissertation Proposal Form** emailed by the Senior Student Administrator and submit it to FASer via the LT901 page by **10.00am on Monday 9th December 2024**.

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 around **five one-to-one** 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 or remote 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.

Sponsored students are required to have **monthly face-to-face** meetings with their supervisor in both the Spring and Summer terms until they submit their dissertation.

Sponsored 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 2025.

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 in person over the summer period at least **once a month**.

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 the 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 (by 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 Zoom)
- Submit your work to FASER by the given deadline

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** (if required) and a one-page **abstract** outlining the aims and organisation of the dissertation. These do not contribute to the word count.
- 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 liftstt@essex.ac.uk for further information.

Submission of the dissertation

The deadline for the submission of the dissertation is **10.00am** on **FASER** on **Monday 1st September 2025**.

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. We would prefer that you submit a Word file and not a PDF (however if you are submitting a screenplay etc. and using certain software, we understand it may be more suitable for you to submit a PDF). If this is the case, please upload two documents once named “creative” as a PDF and one named “critical” as a Word document. Submission is **online only**.

If you are submitting a **film** as part of your dissertation (MA Film Studies and MA Film and Literature students) you are required to upload your film separately to Moodle. Your commentary should be submitted to FASer.

More information regarding how to submit will be sent to you nearer the deadline.

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](#).

Requests can be granted for up to **four weeks** by the Department. Approved extensions of four weeks **may** 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 2025 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.

Integrated Masters dissertation information

For those students enrolled on an Integrated Masters degree, the dissertation will be worth 40 credits. The word count for the dissertation is **10,000 words** (not including abstract, content, acknowledgment notes, bibliographic materials and footnotes) for critical dissertations.

For creative dissertation projects, the word count is up to **7,000 words** plus critical commentary of **3,000 words** excluding abstract, content, acknowledgment notes, bibliographic materials and footnotes. A shorter creative component should be accompanied by a longer critical commentary, with a combined total of **10,000 words** for both elements (creative or final project and critical commentary).

More information, including the deadline to submit your dissertation, will be confirmed to students on this course separately via email and Moodle.

Computers, Learning Technologies and your Information

Computers

Using a campus computer

Visit an IT lab to [use a campus computer](#). Many are open until late and some are open 24/7. Some labs may be booked for teaching, so it is best to check availability first. If you prefer to be on the move, you can [loan a laptop](#) from the Library for a few hours at no cost.

IT training and help

If you need help with Word, Excel, PowerPoint, or EndNote, book on our digital skills training through [CareerHub](#). You also have unlimited, free access to [LinkedIn Learning](#), an online video training platform, using your Essex IT account. You can choose what you would like to learn and when. LinkedIn Learning is a great tool for both personal and professional development.

For IT help and support, visit the IT Services pages on the [Student Directory](#). You can also find information on free software available to students, account storage and how to print.

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

Learning technologies and systems

Learner Engagement Activity Portal (LEAP)

[LEAP](#) is our student centred, personalised engagement tool. LEAP displays [your engagement](#) with university resources and activities. An algorithm within LEAP gives a weighting score to each activity and combines your use of these resources and activities to produce an overall engagement indicator.

There are 5 engagement indicators (high, good, partial, low and very low) which will help you map and better understand your engagement pattern over time based on your class attendance, utilisation of Moodle etc. Full details on the resources included

in LEAP, the engagement ratings and how LEAP uses your data can be found on the [LEAP webpage](#).

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

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

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

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

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

Moodle

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

FASER

[FASER](#) is our **online coursework submission and feedback system**. Use it to check coursework deadlines, upload coursework and receive electronic feedback all in one place.

Online reading lists

Reading lists can be accessed [online](#). Use this service to find out the details of each week's reading and to access resources through the Library.

Listen Again

Did you miss something? Our [Listen Again](#) digital recording service lets you listen again to lectures so you grasp every detail. It's available in teaching rooms or lecture theatres where you see the sign. Lecture videos are normally uploaded on Listen Again 24 hours after the lecture.

Zoom

You can use Zoom to join online lectures delivered by the University or attend online meetings and tutorials. If your lecture or class is going to be online the link to join will be available in your individual timetable 48 hours before the class.

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

Your information

Changes to your information

During your period of study at Essex, you may wish to be known by a preferred name or update your legal name on our student record database (ESIS) if your circumstances change. It is important you keep your information up to date, including any change to your address or contact information, which you can [manage and update online](#). If you have immigration permission to study with us and obtain a new passport or visa during your studies, please ensure you bring this to your [Student Services Hub](#) so a scan can be taken for University record.

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. You have a [right to ask for copies of information](#) we hold about you.

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

Student Voice

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

Student Representatives

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

Student Voice Groups

[Student Voice Groups](#) (SVGs) are made up of [Student Representatives](#) and members of staff. SVGs typically meet once per term and provide an accessible arena for students to discuss with staff issues connected to teaching, learning and student support. They also provide an opportunity for the department or school to consult with students and receive feedback on new proposals. Such proposals are recorded in SVG logs, where specific details are requested in order to facilitate the feedback.

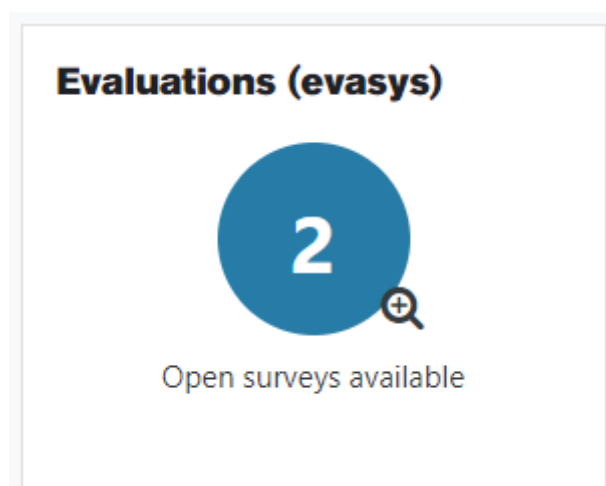
Student surveys

[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 by closing the feedback loop.

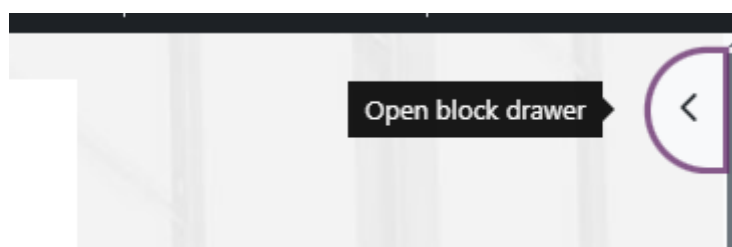
Student Module Feedback

At the end of each term, you will have the opportunity to provide feedback and comments on your modules via the University's [Student Module Feedback](#) process. All students will receive an email from University of Essex Surveys (no-

reply)@essex.ac.uk inviting you to complete a brief online survey for each module undertaken over the preceding term. Available surveys are also accessible via the Evaluations block on the right-hand side of your [Moodle](#) homepage. This will display to the right of your Moodle page when you have open surveys that you haven't yet completed, as below:



To see this, you may need to click to expand the block drawer, using the arrow shown below:



These surveys allow you to provide some information on your experience of each of the modules you have studied, to say what worked well and to give constructive feedback on how they can be further improved. This is critical for the University to understand what works well, and what could be improved, from the perspective of students. All feedback will be summarised and discussed by SVGs and will inform reports written for central University committees as part of our quality assurance processes.

There are also many [other satisfaction surveys](#) taking place, to ensure students are happy with the services the University of Essex provides.

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

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

You Matter

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

Student Services Hub

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

To contact the Student Services Hub please use this link to access our web pages and talk to us on Live Chat: [Ask the Hub](#)

Support for students with disabilities or additional needs

We encourage all new students with a disability, long term medical condition, specific learning difference or mental health condition to disclose and register with the [Student Wellbeing and Inclusivity Service \(SWIS\)](#) so that we can plan how best to [support you in your studies](#).

If you are [care experienced, estranged from your family, primary carer and/or University of Sanctuary](#) student please contact the Student Wellbeing and Inclusivity Service (SWIS) for further information about support that may be available to you.

The University of Essex is committed to providing an inclusive educational learning environment for all students. The [Student Reasonable Adjustment Policy](#) provides a framework for the effective implementation of a reasonable adjustment and to ensure the legal requirements of the [Equality Act 2010](#) are met.

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

Support for students who are pregnant

If you are pregnant, you are protected under the [Equality Act 2010](#) and are encouraged to contact your department/school or SWIS via the [Student Services Hub](#). They can talk through a variety of issues including; arrangements for maternity-related absence, financial implications, visa implications and emotional support.

Support for students who are parents or guardians

There is a wide range of information, support and advice available for parents and guardians studying with us available on the [Student Directory](#). Please contact the [Student Services Hub](#) or your department for further guidance or to discuss your individual circumstances.

Children or young people under 18 who are not registered students are not permitted to attend any University teaching events so it is important that you make adequate childcare arrangements to enable you to attend your teaching and assessments. If you have emergency childcare needs or other circumstances linked to caring responsibilities that affect your availability for teaching or assessment, we have support in place. It is important that you contact your department by [reporting your absence](#) as soon as possible to let them know you won't be there and to discuss your situation and any support they can offer. The University also has an [Extenuating Circumstances Policy](#) where absence relates to missed assessment.

Personal Emergency Evacuation Plans (PEEP)

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

Essex Access Forum

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

Seeing a doctor

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

Counselling service

The University's counselling service is available to all registered students, including those who are intermitting on medical grounds. To learn more about the counselling service, visit the [counselling page](#) of the University website. You can also request counselling directly by completing this [form](#).

Digital wellbeing support

SilverCloud offers a broad range of programmes to support students with their wellbeing, mental health and long-term conditions. Use your Essex email to sign into a programme of your choice. Visit the [SilverCloud](#) platform.

Togetherall is a digital, peer support, mental health platform where you can share your lived experiences and learn from the experiences of others in a safe and anonymised global community. Use your Essex email to [register on the platform](#).

Student Wellbeing Support Line

Open 24-hours a day, including at weekends and bank holidays. Ring **0800 028 3766** for emotional support at any time.

Wellbeing appointments for students at Colchester, Southend and Loughton

Our team of Wellbeing Assessors offer a welcoming and friendly space where you will be able to talk about anything that is happening in your life.

We can help guide you to develop the personal resources and skills you need to navigate the challenges and opportunities of student life.

Our support is designed to be short term and intended to guide you on your next steps. If you need longer term support we can help to signpost you to external health/wellbeing services and partnerships.

You can make an appointment by emailing wellbeing@essex.ac.uk.

We offer in person appointments, or online via Zoom, or via telephone (01206873133).

UK immigration advice and guidance

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

Money management

Financial Support Officers in our [Student Services Hub](#) and our independent [Students' Union Advice](#) can provide [money management and budgeting advice](#) and can talk through any financial issues that you may be experiencing and how best to tackle them. You can also ensure that you keep your finances on track by working through some free online money management modules offered by [Blackbullion](#).

If you get into financial difficulty, you should get help and talk to someone **as soon as possible**. The sooner your problem is identified, the sooner it can be solved. You may be eligible to [apply for financial support](#) to assist you with short-term unexpected and unforeseen costs while studying at Essex.

Funding opportunities

There are lots of funding opportunities available to UK, EU and International students offered by the University and by external companies and organisations. This may be in the form of a student loan, a scholarship, or a bursary. You can find out more information, including what you may be eligible for on the [PGT Scholarships and Funding webpage](#).

Students' Union Advice

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

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

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

Loughton students – suaclo@essex.ac.uk; 01206 874034

Residence Life

Our [Residence Life team](#) is here to help you settle in and support you during your time living on campus. Residents' Assistants are student staff who organise social and community events to help you make friends and adjust to university life. You can find out about all our exciting events by following us on [Facebook](#) or by checking out the University [Events page](#).

Religion, faith and beliefs

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

Harassment support

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

We encourage a culture of dignity and respect. We're committed to upholding an environment that's free from any form of harassment or bullying. Though rare, these incidents can occur and if they do our [Report and Support Service](#) is on hand to help.

Health and safety on campus

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

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

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

All students residing on campus **must** complete the Moodle [Fire Safety Course for Residents training](#).

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

Making a complaint

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

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

Student Development

Careers Services

The [Career Services](#) team offer a programme of information, advice, guidance and support through events, workshops and one-to-one sessions. With teams dedicated to supporting work-based learning, placements, internships and professional development, we'll provide the information and support you need to thrive.

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.

Get experience

Develop your skills and showcase your potential through our extracurricular offer:

- Find the right activity for you with **Chart My Path**, and to get recognised on your HEAR for your extracurricular achievements with the **Big Essex Award**. Log into [GradIntelligence](#) to get started.
- Explore Essex Interns to access paid internships with University departments/schools and local businesses that have been exclusively designed for Essex Students. Log into [GradIntelligence](#) to get started.
- Apply for [Career Mentoring](#) and be matched with an industry expert to expand your network, learn from their experience and explore options for your future.
- Calling our Black students! Unlock your academic potential and cultivate research skills through our digital **Black Researchers' Hub**. Explore on [GradIntelligence](#) today.

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.

You Are Essex

Graduation and Awards

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

Award documents

Award documents are issued after each year of study and upon final completion of an award. Digital copies of Award documents will be uploaded to your [GradIntelligence](#) account, which you will be able to access for free even after Graduating. You will be able to log into your account at any time in your career and access these documents.

Your full academic transcript will be available electronically via your [Higher Education Achievement Record \(HEAR\)](#). Your [Higher Education Achievement Report \(HEAR\)](#) not only showcases a full record of your academic achievements, but also any activities you have undertaken and logged through the [Big Essex Award](#), and any other awards and prizes that you may have received.

This will be updated after the successful completion of each year of study, and a final HEAR will be issued upon conferral of your final award. If you are studying an award for which the University is currently unable to issue a HEAR, then you will receive a printed copy of your Transcript.

Upon conferral of your final award, your final HEAR and Award Certificate will be available on your [GradIntelligence](#) account within 7 days. In addition to your digital Award Certificate, you will also receive a physical embossed and crested Award Certificate either at Graduation or posted to you. You will be contacted by the Graduation and Awards team regarding issue of your printed Award Certificate.

Graduation ceremonies

The culmination of all your hard work! [Graduation](#) ceremonies take place at our Colchester Campus in the Ivor Crewe Lecture Hall with a departmental Reception held afterwards in the Sports Arena. All eligible students will be invited to attend a ceremony at the next available Graduation. Confirmed dates for future graduation ceremonies are [published online](#). It is essential that all students book their place at Graduation by the deadline provided.

The Graduation and Awards team will contact eligible students directly with more information, including eligibility and how and when to book their place at Graduation.

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 project or dissertation supervisors, year organisers, and core course supervisors are likely to be more suitable than lecturers that have taught you on an introductory 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 – 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 125,000 fellow graduates around the world. We'd love to keep in touch and invite you to our alumni events, networking and volunteering opportunities, as well as offer you special alumni benefits. Want to know more? Visit [our website](#).

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

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

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](#).

Please see the relevant Library page for information, samples of footnotes and bibliography entries and a range of support resources for referencing: <https://library.essex.ac.uk/referencing>

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.
- Short quotations (fewer than 50 words) 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, and separated by a comma e.g. As Bryony Trezise expands in *Performing Feelings in Cultures of Memory*, “we feel through, and as, we touch. We feel about how we touch at the same time as we touch. In this way, we might develop feelings about feeling”.
- 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 from the main text, single spaced, and introduced by a colon with no quotation marks e.g.:
 - As Adams, Bochner and Ellis state:
Autoethnographers recognize the innumerable ways personal experience influences the research process. For instance, a researcher decides who, what, where, when and how to research [...] consequently, autoethnography is one of the approaches that acknowledges and accommodates subjectivity, emotionality, and the researcher’s influence on the research.
- 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.

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.

Citing images

Creators first and last name, Title of Work, date, medium, dimensions, location, or collection (publication details in brackets for footnotes), date accessed and URL.

- Images do not usually appear in the bibliography, only the notes.
- If there is no creator or organization information then begin the citation with the title. If there is no title provided then create a descriptive title and place it within square brackets. If there is no date available use the acronym "n.d."
- If you are citing a work in its original context you should include the medium (e.g. oil on canvas).

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.

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: Grease, dir. Randal Kleiser, feat. John Travolta, Olivia Newton-John (Paramount, 1978).

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:

Guys and Dolls, dir. Joseph L. Mankiewicz, feat. Marlon Brando, Jean Simmons, Frank Sinatra (Twentieth- Century Fox, 1955).

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.

Cite them right

[Cite Them Right Online](#) is a comprehensive referencing resource. It will help you to cite and reference just about any source and to avoid plagiarism. The site also allows you to create your own references by copying the layout of a record; you can then email the example to yourself or cut and paste into a document.

Appendix 2

Guidelines on performing intimacy (Theatre & Film) 2024-25

Intimacy Lead: Elizabeth Kuti

This guidance document seeks to ensure the wellbeing of both students and staff by ensuring due diligence when preparing for or performing works (theatre or film) which involve physical intimacy, or bodily contact that goes beyond normal daily interaction. This may include any of the following: nudity, partial nudity, kissing, hugging or any touching or bodily contact that could be considered personal or sensitive, including staged violence, or sexualized behaviour; and/or simulated sex acts. These guidelines are in line with the University's mission to promote zero tolerance of sexual harassment and violence.

These Guidelines should be used as a means to agree an approach to work, establish boundaries and ensure propriety of self-directed and/or devised work.

1. Staff and students should be mindful that any performance and/or artistic activity (such as rehearsal) involving physical intimacy must be justifiable as being for the public good on the grounds that it is in the interests of artistic expression and excellence, within the context of University education and learning in drama, film, literature and performance.
2. When intimacy/bodily contact arises when students are working independently (e.g. on a film or play; or if they are co-creating devised work) all students involved in the work should discuss what they intend to do, and all involved must give clear verbal consent before continuing the devising process. The module supervisor and/or class tutor should be kept informed of any intimate content or staged violence/contact.
3. Where there is any doubt or concern whatsoever about intimate/violent content, or if clear consent has not been sought and given, students should consult the module supervisor in question for further guidance, or discuss their work with the Intimacy Lead (currently Prof Elizabeth Kuti on ejkuti@essex.ac.uk) before going any further with rehearsal. Consensus and consent between all participating students on the agreed direction and content of the work, needs to be arrived at, before the work can continue.

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4. In any production which includes physical intimacy, where there is a director, facilitator or leader (whether staff or student) who has decided on this or proposed this in advance, all students shall be informed of this fact by the overseeing academic, along with a description of the general nature and extent of such intimacy.
 5. To allow the students to make an informed decision, where physical intimacy is required within a production, the extent of the requirement, including the degree and/or nature and extent of any intimacy, should be plainly described and discussed by the overseeing academic and student(s) within a class setting and in advance of any student entering into an 'Intimacy in Rehearsals, Performance and On-set Joint Agreement'. Students must be given reasonable time to consider the requirements and an environment where they feel comfortable to ask questions, seek further information and share if they are feeling uncomfortable.
 6. Students are able to opt-out of an activity involving physical intimacy, and should feel empowered and supported to do so. Where the intimacy is essential to a piece of work and can't be modified, and the work forms part of assessed coursework, then alternative assessment options will be offered to the student. The Head of Department will be informed and will ensure that this situation (the student taking up alternative assessment) will not negatively affect their grade or opportunities in further performances.
 7. When choreographing a scene requiring physical intimacy, the following should be standard practice:
 - a. To have a third-party present at all times, agreed by the students involved, keeping the work professional, not private or personal – never just two students on their own.
 - b. Agree and document areas of physical touch, inclusive of notes on positioning, pressure, and repetition, in advance: there must be no improvisation and everyone must stick to what has been agreed – if it is decided, during a rehearsal, that other areas of touch should be included these must be discussed and agreed between the actors and the director/intimacy director before being included.

-
- c. Choreograph, direct and plan the physical actions using plain, neutral and non-offensive words, making clear that those performing the scene can stop at any time if they are feeling uncomfortable.
 - d. It is good practice and useful to have an agreed word 'safe' word or a 'time-out' signal that anyone involved in the scene can use at any time in rehearsal to halt the rehearsal.
 - e. Consider whether genital barriers are required.
 - f. Have a pre-performance 'intimacy call' with the intimacy director or another their party present to walk through the blocking of any intimate or contact scenes.
8. On stage, when the rehearsal includes physical intimacy, to ensure the use of a closed set, with nobody present who is not required for the rehearsal. During rehearsals and on set, performers should understand that as a courtesy to others, it is inappropriate to be unclothed when they are not required to do so.
 9. Students should not override the Guidelines independently. Any new proposal is to be discussed with the Module Supervisor, Intimacy Lead, and other students, and any changes should be recorded on a new Intimacy in Rehearsals, Performances and On-set joint agreement.
 10. Photographs/video depicting students in the nude, partly nude and/or performing simulated sex acts, shall be kept in line with the University's retention schedule unless the student has given their explicit written consent to the contrary. Photographs/video depicting students in the nude, partly nude and/or performing simulated sex acts, shall not be used for purposes other than coursework or assessment unless the student has given their explicit written consent.
 11. Photographs/video depicting students in the nude, partly nude and/or simulated sex acts must not be stored on personal IT equipment belonging to staff or students or portable media devices (such as USB drives or SD cards) irrespective of ownership. The photographs/videos should be stored in line with both General Data Protection Regulations and University's [Information Security Policy](#) and [IT Acceptable Use Policy](#).
 12. Auditions must never require nudity or close physical intimacy.

-
13. All staff and students involved in a piece of work which includes physical intimacy must be over 18 years old.

PROCESS

1. The overseeing academic (Module Supervisor, or in the case of TH831 IPPs, this may be the assigned supervisor to the project) will undertake a risk assessment in advance of the activity or piece of work being authorised. The risk assessment should consider risks and identify mitigating actions for minimising or preventing them. The list below can be used as a prompt for the types of issues to consider but is not exhaustive:

- Coercion, or being pressurized or bullied into taking part (by either academics and/or student peers)
- Online bullying / trolling / body shaming
- Post event stalking / sexual assault
- Inappropriate publication of images at a later date
- Viewing age protocol and warnings on leaflets / website / online
- Rehearsals limited to relevant actors only
- Actors right to have parts of scene deleted if unintended exposure happens / out-takes not to be kept
- Whether any student participants are under 18

On completion, the module supervisor's risk assessment must be signed off and authorised by the Intimacy Lead or the Director of Theatre Studies.

2. The overseeing academic will inform all students and other parties of the intention to include physical intimacy in the preparation and performance of a specific piece of a work. The intended intimacy should be clearly documented by students (in an email or in a production diary or log is fine) during the creative process and any subsequent amendments or changes must be recorded.
3. The overseeing academic (module supervisor) should seek written Intimacy in Rehearsals, Performances and On-set Joint Agreement from those involved within the rehearsal and/or performance, the Head of Course and any other

staff member identified by the academic School or Department in relation to extent and nature of physical intimacy. Should the student opt-out of the rehearsal/performance owing to the intimacy requirements, the agreement should show that alternative assessment arrangements will be put in place.

4. Any written agreement relating to physical intimacy should be recorded and held by the department on the Electronic Student File (ESF) for the student signing the agreement. The written agreement will be stored for no more than one academic year or until the completion of the piece of work should it exceed this deadline.
5. If a student opts-out of a piece of work that includes nudity, partial nudity or physical intimacy, where the piece forms part of an academic assessment and/or coursework, the overseeing academic must ensure that an alternative suitable form of assessment is made available. This decision must be recorded and held by the department on ESF.

Any student wishing to seek advice, or express a concern, in relation to intimacy, or anything in this guidance should in the first instance contact the relevant Module supervisor, and/or (in the case of Theatre project or module) the Director of Theatre Studies (currently Professor Elizabeth Kuti, on ejkuti@essex.ac.uk). In the case of a Film project, the Module or class tutor, and/or the Director of Film Studies. Students whether in Theatre or Film can consult the Intimacy Lead, Liz Kuti, on ejkuti@essex.ac.uk on any aspect of staged or filmed intimacy/violence.

The goal of these guidelines is to create an equal, mutually respectful artistic space where everyone (students and staff) feels safeguarded, heard, and able to express themselves fully through performance, without any feelings of discomfort, anxiety, coercion or other negative feelings.

However, should any student feel that things have gone wrong, then there are robust procedures in place for complaints or problems to be dealt with. The team that deals with students' complaints can be contacted on studentcomplaints@essex.ac.uk

Students who need to report or make a complaint in relation to any of the issues above should follow the procedures as set out on the [University website](#)

Prof. Elizabeth Kuti

ejkuti@essex.ac.uk

Updated 02/09/2024.

Appendix 3

Joint agreement form for intimacy in rehearsals, performances and on-set

University of Essex

INTIMACY IN REHEARSALS, PERFORMANCES AND ON-SET Joint Agreement

In asking you to complete this form, we seek to ensure that the wellbeing of both students and staff are appropriately safeguarded by ensuring due diligence in respect of preparation for and performance of works which involve physical intimacy.

This form (one per student) must be completed where students will be asked to participate in one or more scene/s where there is to be physical intimacy, for example, nudity, partial nudity or participation in a simulated a sex act.

| |
|--|
| 1. Title of work to be rehearsed / performed |
| |
| 2. Date range during which the work will be rehearsed / performed (ie: day/month year to day/month/year) |
| |
| 3. Location of rehearsals / performance |
| |
| 4. Will any rehearsals / performances take place in a location which is overlooked (e.g in the courtyard area at the Hatfields site in Loughton or the amphitheatre in Colchester) or which could be visible to anyone passing by. |
| <input type="checkbox"/> NO |
| <input type="checkbox"/> YES. Please list all locations. |
| |
| 5. Description of the intimacy which has been plainly described and discussed with the student. |

6. Additional stipulations in relation to the use of video capture and/or photography.

7. Alternative piece of coursework or assessment (if the named student is opting-out of the required intimacy for the work listed in sections 2 and 3).

STUDENT Declaration:

The student must complete the following to confirm their consent

a) CONSENT – each element must be consented to.

☐ I have been given sufficient time to consider the requirements for the physical intimacy expected in the rehearsal and/or performance (as outlined in Section 6 of this agreement). I understand that I can opt-out of the rehearsal and/or performance and that the Head of Course will provide an alternative piece of coursework and/or assessment as necessary.

☐ I have read and understood the Guidelines for Intimacy in Rehearsals, Performance or On-set and know that I can contact the Head of Course or Student Services Hub if I have any questions or feel uncomfortable with the requirements.

☐ I understand that all terms and provisions of the agreement remain in full force and effect without modification or change and the agreement is hereby affirmed unless a formal written request is submitted to amend any aspect of the agreement by either myself or Head of Course.

☐ I agree to the required intimacy for rehearsals and/or performances of the work outlined in this agreement (section 2 and 3).

b) OWNERSHIP AND USE – tick all that apply.

☐ I understand that the University of Essex owns all exclusive rights to the use, license and exploitation of images (including videos) of the performance names in section 2. Unless I stipulate otherwise, all images will be used for the purposes of assessment.

☐ I may request at any time for images and/or videos pertaining to the activities detailed in section 6 of this agreement and the stipulations in section 7 relating to these images and/or videos to be removed from online platforms. I understand that *[insert School/Department name]* will make every effort to comply with such as request of platforms it administers, but that they cannot guarantee removal of material from third party platforms, archives or printed media.

☐ I agree to *[insert School/Department name]* using images (including video) of nudity, semi-nudity and/or simulated sex acts, as detailed within section 6 of this agreement for purposes other than assessment (for example, publicity and marketing).

☐ I agree to *[insert School/Department name]* uploading images (including video) of nudity, semi-nudity and/or simulated sex acts, **as detailed within section 6 of this agreement**, to online platforms as appropriate in relation to the piece of work.

c) OPTING OUT – only complete if you do not wish to take part due to the nature of the level of intimacy expected

☐ I do not agree to the required intimacy for rehearsals and/or performances of the work outlined in this agreement (section 2 and 3). I understand that by opting out of this piece of work, I will be given an alternative piece of coursework and/or assessment **as outlined in Section 8**, if the performance requires assessment as part of my course.

Student Name:

Student Signature:

Date

STAFF Declaration:

The staff member responsible for the piece of work must complete the following to confirm that they are aware that the student has consented to be involved or has opted out. An alternative form of assessment is available if necessary.

☐ I confirm that a risk assessment has been completed, and signed off, for this piece of work, and that alternative assessment options are fully described within the risk assessment for students who do not consent to involvement in this piece of work due to the inclusion of nudity, partial-nudity, or simulated sex acts.

Lead Academic Name

| | |
|---|-------------|
| Lead Academic Signature | Date |
| | |
| Signature of staff member | Date |
| | |
| Name and job title of staff member identified by the academic School or Department in relation to extent and nature of any intimacy | |
| | |
| Signature of staff member | Date |
| | |