

Your studies

Department of Literature, Film, and Theatre Studies

Postgraduate taught

STUDENT HANDBOOK
2020-21



University of Essex

Welcome

Department of Literature, Film, and Theatre Studies

<http://www.essex.ac.uk/lifts/>



Welcome to the University of Essex and to the Department of Literature, Film, and Theatre Studies, and thank you for choosing to study with us. We hope that you will enjoy your time as a postgraduate student at Essex and that you will find your studies with us both challenging and rewarding.

You are joining the University during extraordinary circumstances. The COVID-19 pandemic has presented huge challenges and difficulties for everyone but you have shown immense grit, courage and determination in getting this far. We have taken every possible step to make sure you will have a successful, interesting—and also safe!—academic year in 2020-21, and that your education will continue undisrupted, whatever the next twelve months may bring. We will work together as a Department, and as a community, and we know that you have a fantastic university journey ahead of you, with many creative and intellectual adventures in store—and we are all here to guide and support you every step of the way.

Your first port of call for any queries is our (virtual) General Office, which is open from 10.00am-12.00pm and from 2.00pm – 4.00pm. If you cannot visit the Office in person in room 5NW.6.16, just email the team at liftstt@essex.ac.uk, including for a date and time to talk in person via Zoom or over the phone. You can also email me anytime (ejkuti@essex.ac.uk) if you don't know where to turn. As Head of Department, I'm always happy to hear from you. I'll be holding regular office hours and Open Forum sessions when you can just pop in, and raise any issues that concern you. Our academic staff and module supervisors for your chosen fields of study will always be happy to talk with you about your course, but you will also be allocated a Personal Tutor, to whom you can turn, should you wish, for advice on academic or any other matters affecting your life as a student, so feel free to email them for an appointment.

As soon as you have your e-mail address and internet access you should look at the Department's [website](#) and [Moodle pages](#) for more information. Take your time to learn your way around it. The sites are packed with useful information about the Department.

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

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

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

Professor Elizabeth Kuti

Head of Department

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Introduction

All Schools and Departments at Essex create a Student Handbook each year. These are designed to be useful tools for you to find out what you need to know about your department, the University and its academic policies and procedures, and all of the resources available to you.

We know things might be a little different this year, but we remain absolutely determined to provide you with the best Essex education and student experience we can while safeguarding your health and wellbeing. Make sure that you keep up to date with what we all need to do to [keep safe as a community](#).

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

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

While the information contained in this Handbook (compiled in August 2020) is believed to be correct at the time of printing, the Department reserves the right to update, modify or even withdraw specific courses or to change staffing arrangements or assessment procedures where academic developments or unexpected contingencies render such action necessary or expedient in the judgement of the Head of Department. If there are any discrepancies between this document and official University documents, then the University's documents take precedence.

It is your responsibility to ensure that you are aware of the contents of this Handbook and of the University and Department procedures and regulations set out or referenced in this Handbook.

Practicalities and Getting Started

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

Registration

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

Right to Study

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

Student visas

The University has [many duties](#) as a Tier 4 sponsor and must ensure we remain compliant in order to retain our Tier 4 sponsor status. Students with a Tier 4 or Short-term student visa have 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. Please be aware that changes to your course, whether due to academic failure or choice, must be considered against the Immigration rules and guidance in place at the time, this can mean that some academic options may not be available to you.

If you are coming to the UK on or after 1 January 2021 to study, you may be applying for a visa under the new immigration rules that the UK government intend to introduce. These rules will also apply to European and Swiss nationals who do not already have EU settled status or UK immigration permission. The government aim to release the new rules in the autumn of 2020, we'll publish more information on our [immigration web pages](#) after they have been published and considered.

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.

eNROL for part-time students

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

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

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

Balancing your module choices evenly across the Autumn and Spring term

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

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

Explore your Campus

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

Get connected

Your IT account

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

Campus Wi-fi

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

Essex Apps

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

MyEssex

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

PocketEssex

[Pocket Essex](#) is the University's official app for students; its interface of icons act as a portal through to a variety of areas and resources. PocketEssex links to many areas that MyEssex does, but also takes you through to other key resources, such as the Students' Union, FindYourWay and the Library.

Find Your Way

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

Moodle

We primarily use [Moodle](#) as our online learning environment, to enhance face-to-face, remote and dual delivery teaching. It lets you access course materials and reading lists and has built-in features to enhance learning such as discussion forums, chat facilities and wikis.

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.

Learner Engagement Activity Portal (LEAP)

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

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

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

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

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

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

Listen Again

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

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, we will let you know in advance and the link to join will be in your timetable or emails.

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

Working while studying

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

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

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

Your personal belongings

The University does not cover costs for personal damage or loss of possessions; only in instances where the University has been negligent would a claim be viable for compensation for personal

belongings. Therefore, you are strongly advised to take out personal insurance cover for your possessions. This is especially important for valuable items, such as laptops, phones and tablets.

The Essex Experience

The University of Essex is proud of its inclusivity and its international community. Our campuses and our University are places that are welcoming, where every single person can feel they have a place where they belong and where you can find the world in one place. As part of our ongoing commitment we have created a [Student Charter](#) as a pledge that every student becomes a part of when they join us. With the Student Charter you agree to support our community and we promise to provide you with a transformational educational experience.

Embrace the Essex Values

We are different at Essex. We are brave, we are bold, and we embrace challenges and drive change. Our values are underpinned by this very culture. While we full heartedly encourage students to challenge the status quo and explore the unknown, we expect that students do so respectfully, intelligently and act as true ambassadors for the University. The University has a [Code of Student Conduct](#) that 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 equality of opportunity within the University. It therefore aims to create the conditions whereby students and staff are treated with dignity and respect, and solely on the basis of their merits, abilities and potential, regardless of race, ethnic or national origin, gender, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations, or any other irrelevant distinction.

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

Student Communities

We pride ourselves on being a welcoming and inclusive student community. The University recognises the value of diversity and are committed to equality of opportunity within the University. We aim to create an environment whereby students and staff are treated with dignity and respect, and solely on the basis of their merits, abilities and potential regardless of their background whether that is race, gender, sexual orientation, religious beliefs, or any other distinction.

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 here at Essex want to welcome you with open arms. The University is committed to a programme of action to ensure that this [policy](#) is fully effective.

Essex Sport

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

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 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 we 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](#), to get involved with our [BUCS teams](#) which offer the opportunity to play competitively in a wide range of sports across the year. If you just want to try a sport, don't want to commit to a regular team, or would rather not play competitively, check out our [Just Play](#) programme.

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

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


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

 uniofessex

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

About the Department of Literature, Film, and Theatre Studies

Meet the team

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

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

Administrative staff and responsibilities

Role	Name	Contact details	Responsibilities
Department Manager	Dr Daniela Wachsening	Office: 5NW.6.12 Email: d.wachsening@essex.ac.uk Phone: 01206 872604	Responsible for the overall administration of the Department
Deputy Department Manager	Rachele Winn	Office: 5NW.6.14 Email: rachele@essex.ac.uk Phone: 01206 872611	Responsible for student administrative and pastoral issues (undergraduate students)
Senior Student Administrator	Deanna McCarthy	Office: 5NW.6.16 Email: dlmcca@essex.ac.uk Phone: 01206 872176	Responsible for all general administrative matters for postgraduate taught and doctoral research students
Student and Academic Services Administrator	Emma Harvey	Office: 5NW.6.16 Email: eh16322@essex.ac.uk Phone: 01206 873282	Responsible for all general academic and non-academic matters for all students in the Department
Student and Academic Services Administrator	Hannah Langwith	Office: 5NW.6.16 Email: hlang@essex.ac.uk Phone: 01206 872624	Responsible for all general academic and non-academic matters for all students in the Department
Student and Academic Services Administrator	Lisa Lewis	Office: 5NW.6.16 Email: lisa.lewis@essex.ac.uk Phone: 01206 872417	Responsible for all general academic and non-academic matters for all students in the Department

For any postgraduate queries, please contact liftspg@essex.ac.uk in the first instance.

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

Academic staff and responsibilities

Role	Name	Contact details	Responsibilities
Head of Department	Professor Elizabeth Kuti	Office: 5NW.6.13 Email: ejkuti@essex.ac.uk Phone: 01206 873408	Responsible for leading and managing the Department and for the Department's overall academic provision
Director of Graduate Studies	Dr Daniel O'Brien	Office: 5NW.5.7 Email: d.obrien@essex.ac.uk Phone: 01206 872625	Responsible for overseeing the postgraduate activities in the Department
MA Director	Dr Holly Pester	Office: 5NW.4.17 Email: hpester@essex.ac.uk Phone: 01206 874029	Responsible for all academic matters of the Department's postgraduate taught provision
Employability Director	Dr James Canton	Office: 5NW.4.4 Email: jcanto@essex.ac.uk Phone: 01206 872446	Responsible for the development and enhancement of employability provision for the Department
Ethics Officer	Professor Karin Littau	Office: 5NW.5.13 Email: klittau@essex.ac.uk Phone: 01206 872629	Responsible for all matters relating to research ethics in the Department, including ethical approval of research projects involving human participants
Course Director for MA Creative Writing and MA Literature and Creative Writing	Professor Phillip Terry	Office: 5NW.4.17 Email: pterry@essex.ac.uk Phone: 01206 872853	Responsible for the course contents and administration of the MA Creative Writing and MA Literature and Creative Writing degree
Course Director for MA Literature, Culture and Society and MA Modern and Contemporary Literature	Dr Jak Peake	Office: 5NW.6.5 Email: jrpeak@essex.ac.uk Phone: 01206 874460	Responsible for the course contents and administration of the MA Literature, Culture and Society and MA Modern and Contemporary Literature degrees
Course Director for MA Scriptwriting (Film and Digital Media)	Bevan Walsh	Office: 5NW. 5.5 Email: bwalsh@essex.ac.uk	Responsible for the course contents and administration of the MA Scriptwriting (Theatre and Digital Media) degree
Course Director for MA Literature and Creative Writing	Dr Sean Seeger	Office: 5NW.5.18 Email: saseeg@essex.ac.uk Phone: 01206 874502	Responsible for the course contents and administration of the MA Literature and Creative Writing degree

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.

Please check your emails and the department's Moodle pages for information on when academic staff will be holding virtual academic support hours (via Zoom) throughout 2020/21.

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

Module 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 Postgraduate Taught students have a Personal Tutor who will meet you soon after you arrive, and regularly throughout your course. Your Personal Tutor will be a member of the academic staff from within Literature, Film, and Theatre Studies and is there to help you feel connected to the department. Your Personal Tutor is someone who you can talk to if you have questions about your course or encounter any difficulties that may affect your studies, and can recommend and direct you to other support services on campus that might be able to further help and support you. You can find out who your Personal Tutor is through [MyEssex](#), and the contact details of all staff can be found on our [website](#).

Staff research interests

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 resources and facilities

A wide range of facilities and resources are available for all students to access and use as part of their study at Essex. Each department and school also has a selection for the exclusive use of their students.

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

Literature, Film, and Theatre Studies General Office

The General Office is located on floor 6 in 5NW.6.16 (take the entrance next to Santander on Square 4 and follow the signs).

While we are working from home during COVID-19, just email us at liftstt@essex.ac.uk for a date and time, and we will be very happy to talk to you via Zoom or on the phone. Our (virtual) General Office is open from **10.00 am to 12.00 pm** and from **2.00 pm to 4.00 pm** Monday to Friday.

Literature, Film, and Theatre Studies Common Room and Kitchen

As soon as we are able to return to campus of all activities, you are warmly invited to use our Department's Common Room (5NW.6.1) and adjoining kitchen, both of which have tea/coffee making facilities and are open from Monday-Friday 9.00am-5.00pm.

Postgraduate Study Room

A Postgraduate Study Room (5NW.5.15) with networked computers, desk space and shelves is available to both taught and research students' use. During the University's sustained protection measures as a result of the Covid-19 pandemic, access to the Postgraduate (PG) study room is strictly limited and must be booked in advance and in accordance with social distancing requirements. This may mean that you will not necessarily be guaranteed access to the room. Please contact liftstt@essex.ac.uk, stating your name, course and the times you wish to book a desk in the PG study room. Please ensure that you provide at least **10 working days'** notice.

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 valuables in the room.

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

Postgraduate Training

Postgraduate Taught students are provided with structured training throughout their scheme of study. The Department offers a wide range of postgraduate taught modules that either explore particular fields and concepts, or offer specific training in research methods and skills. Students should peruse the modules available and discuss with the MA Director which of these modules would be suitable.

Printing, photocopying and scanning

All students can [print, copy and scan for free at Essex!](#) You can even [print from your mobile](#) by sending your attachment to mobileprinting@essex.ac.uk.

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

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

Premium printing

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

Noticeboards

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

Film Library

Our Departmental Film Library has a vast collection of movies and documentaries. Once business as usual on campus resumes, students are welcome to borrow DVDs for up to two days at no cost from the General Office. The film library is catalogued electronically and searchable [via the Department website](#).

Royal Literary Fund Fellow

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

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

Departmental prizes

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

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

Communications

The University will predominantly use e-mail for routine communication between staff and students. Your Essex e-mail address will have been added to the relevant e-mail groups specific to your department or school, course and modules to ensure that you receive the essential information relevant to you. It is recommended that you check your Essex e-mail each day to ensure you do not miss any important updates to classes and assessment.

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.

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.

Our website

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

By telephone

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

By text message

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

By letter

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

Social Media

You are very much encouraged to visit, like or follow, and interact with our departmental [Facebook](#) and [Twitter](#) pages which are frequently updated with a range of news, information, reflections, anecdotes,

and events taking place in and around the Department and the University. These pages contain a mix of informative, thoughtful and light-hearted entries and showcase our diversity, vibrancy and accomplishments at all levels of study and research. They are a good way of keeping in touch with what is going on in the Department and at the University as a whole.

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

Departmental Open Seminars

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

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

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

MA Conference

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

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

The conferences are usually curated around a theme, and whilst they are supported by the Department's academic staff, they are 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 has a budget allowance available for the organisation of the MA conference. The budget for the agreed outline of the event is overseen by the [MA Director](#) and the [Department Manager](#).

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

It may also be possible to combine the MA Conference with the Postgraduate Research Department Conference if this would be more suitable.

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.

Modules are taught in a variety of ways – please see the relevant Moodle pages and the Module Handbooks for confirmation of each module’s delivery throughout the academic year. You will be required to attend **all seminars** of your selected modules either face-to-face (depending on social distancing guidelines) or remotely on Zoom, whichever is more suitable for you. Some modules will also include workshops and involve group work. You will be given more details on the individual module teaching methods at the start of the term. The [Module Directory](#) also provides information about each module’s teaching and learning methods.

The academic year

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

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

My Course

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

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

Credits

Your course will be made up of a certain [number of credits](#), depending on your level of study and specific postgraduate course. 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, as outlined in the [Programme Specifications](#). Course learning outcomes are categorised into knowledge, intellectual, practical and key skills, and are also defined more specifically at a modular level. Having this information means that you can measure your progress against the outcomes, for example when reviewing coursework feedback.

Grade boundaries

For our 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 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 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.

If there is a module that you would like to study that isn't available as an option on your course, then you can ask for a change to your syllabus to be made by submitting a [special syllabus](#) request. Special syllabus requests are not automatically available and require approval. It is a good idea to talk to your Department or School responsible for your course, as well as the Department that teach the module if it is an outside option.

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.

Module Materials

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

Teaching timetable

Once you have selected all of your modules (if applicable) and received confirmation, they will appear on your personal timetable. Every student has a [personal timetable](#) published at the start of term which shows when and where your teaching is taking place. 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 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](#) or from the [Pocket Essex mobile app](#).

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

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

Recording your attendance

We [monitor your attendance](#) at teaching sessions on campus using your [student card](#) and an electronic recording system called [Count-Me-In](#). Your attendance at online teaching sessions is monitored by reviewing your logins to sessions on Zoom. You're expected to attend all of your mandatory sessions on [your individual timetable](#) and [report an absence](#) if you are unable to do so. Please be aware that for Tier 4 students, **poor attendance may affect your visa**.

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

Making changes to your study

Changing your course

If you are thinking about changing course, you will need to do so by a [certain date](#) and should first speak to your department and personal tutor. They will be able to advise of the [things you should be thinking about](#) before changing your course.

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, Personal Tutor or Student Services Hub to speak in confidence about your concerns, and also the [different options available to you](#) and the impact they may have.

Library Services

The library aims to provide all of the resources you will need to succeed in your course, via online reading lists and access to extensive digital collections of books and journals. 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, using reference management software and evaluating sources. A range of online support in these areas is also available via the library website, including [subject guides](#) for each department, and support in developing [search skills](#). In addition, the library offers 'On Track for your Masters', an annual programme of workshops delivered in collaboration with other professional services teams to help you with a whole range of research skills.

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

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

Academic Skills and Support

Every student arrives at Essex with the same spirit of determination but different experiences of education and levels of academic readiness. Skills for Success can help you identify your talents and strengthen those areas you need to develop.

We are committed to ensuring that every student is able to get the most out of their academic study and achieve their potential on their course, which is why [Skills for Success team](#) is available to help by providing support, resources and workshops on:

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

The Skills for Success team can also provide further [learning and study skills information and support](#) for disabled students.

Proofreading services

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

The University maintains a list of [local freelance proofreaders](#) who offer services to students and staff at Essex that have read and agreed to abide by the [University’s policy and guidance on proofreading](#).

Language classes

English classes for dependants

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

Learning a language

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

Assessment and Academic Integrity

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

Ethics in research

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

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

Please contact the Department's Ethics Officer, [Professor Karin Littau](#) for any queries regarding ethics and ethical approval.

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

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

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

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

Core, compulsory and optional modules

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

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.

Academic Integrity and Academic Offences

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

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

Methods of Assessment

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

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

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

- Developing critical and independent thinking
- Managing your own time and acquiring high levels of self-motivation and organisation
- Performing well under stress
- Collaborating with others

- Seeing projects through to their completion
- Specific transferable skills including working with archives, databases and others.

Coursework

Coursework 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.

Coursework deadlines

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

Submission of coursework

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

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

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

Problems with FASER

If you have technical difficulties please contact the [FASER Help centre](#) as soon as possible to find out if this is a University issue or whether it may be a problem with your computer. This will count towards your claim when submitting a late coursework form should you need to. You can also contact IT Services helpdesk on it.helpdesk@essex.ac.uk

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

Referencing in coursework

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

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

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

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

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

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

The Department Style Guide is added as an appendix to this Handbook and can also be found on Moodle via the Information for Current Students page.

Purchasing essays or dissertations online ('Essay Mills')

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

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

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

Please remember that the [Academic Offences Procedure](#) applies to **all students**.

Late submission of coursework

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

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

Return of coursework

Your marked coursework will be returned to you within twenty working days. 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

Moderation and marking

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

Marking

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

Moderation

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

Second marking

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

Anonymous marking

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

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

Re-marking of coursework

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

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

The re-marking of work is included within the University's Marking Policy can be found [here](#).

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

Appeals

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

External Examiners

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

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

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

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, and use the Rules of Assessment to determine whether:

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

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

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

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 administrator, or SU Advice.

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

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

Credit accumulation (modular study)

You can decide if you want to [accumulate credit](#) by taking individual modules with the aim of achieving a postgraduate award; this is called [Modular study](#). 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, as an alternative to standard full or part-time study.

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

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

Reassessment

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

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

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

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) 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.

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.

Extenuating Circumstances

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

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

Your department will review your claim at an Extenuating Circumstances Committee and determine whether it will be accepted or rejected. The [Board of Examiners](#) will determine an appropriate course of action, 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.

Secondary reading

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

Plagiarism

- If you do not indicate your sources clearly and in detail, you will be open to a charge of

plagiarism, and your essay will be referred to the Academic Offences Officer. The penalties for plagiarism are severe: for the first offence, an essay usually receives a mark of zero. Please refer to the University web pages for information on [plagiarism](#) if you are at all unclear about its definition.

- Remember that you need to reference not only all quotations, but also any ideas that you paraphrase or that have influenced your own argument. All texts, including secondary articles, books, and websites consulted for the essay along with lectures and seminars. It counts as self-plagiarism if you reproduce substantial sections from other essays you have written.

Language

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

Spelling

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

Grammar

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

Suggested reading

- If you are unsure about academic essay writing, there are a variety of publications with advice and guidance on all of the points outlined above. A good buy is: Brian Greetham, *How to Write Better Essays* (Basingstoke: Palgrave Macmillan, 2001).

- There is also a variety of publications that give advice on locating and researching secondary critical sources. A good buy is: Ellie Chambers and Andrew Northedge, *The Arts Good Study Guide* (Milton Keynes: Open University Press, 1995).

Word count

- The essay word count will be set by the Module Supervisor and will vary depending on which module you are studying. All details will be available on [Moodle](#), but please check with the Module Supervisor or the General Office if you have any questions.

Marking Criteria for Assignments and Dissertations

General notes:

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

Essay and dissertation Marking Criteria for the written component of:

- **MA Modern and Contemporary Literature**
- **MA Literature, Culture and Society**
- **MA Literature and Creative Writing (commentary to complement the creative or a sole critical assignment/dissertation)**
- **MA Scriptwriting (Theatre and Digital Media) (commentary to complement the creative)**
- **MA Creative Writing (commentary to complement the creative)**
- **MA Wild Writing (commentary to complement the creative)**

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

80%+ (Distinction)

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

79-70% (Distinction)

Outstanding piece of work, showing full conceptual command, good methodology, impressive overall

organisation, and pertinent and persuasive analysis. Excellent use is made of well-chosen critical, theoretical or other relevant material. The thought is clearly articulated and concisely expressed. The argument is well conceived and executed rigorously. The work includes a full, accurate and properly laid out bibliography with complete references.

69-60% (Merit)

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

59-50% (Pass)

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

49-40 % (Fail)

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

39% or below (Fail)

Patchy understanding of the material at best, poor expression, incoherent argument. Does not address the question or the title. Embryonic bibliography. Poor references.

Essay and dissertation Marking Criteria for the written component of:

- **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 written component of:

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

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

80%+ (Distinction)

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

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

79%-70% (Distinction)

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

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

69-60 % (Merit)

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

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

59-50 % (Pass)

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

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

- **Addressing the audience:** the audience is to some extent addressed.

40-49% (Fail)

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

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

39% or below (Fail)

A very poor piece of work which does not meet any of the above criteria.

Essay and dissertation Marking Criteria for the written component of:

- **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.

49-40% (Fail)

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

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

39% or below (Fail)

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

The Dissertation

Dissertation requirements

- ❖ Please note that submissions may be penalised if they are 10% **over or under** the expected word count.
 - ❖ Bibliographic material, the abstract, 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 Literature, Culture and Society
 - MA Modern and Contemporary Literature
 - MA Literature and Creative Writing (if Literature dissertation is submitted)

A written dissertation of 15,000 words **excluding** bibliography and footnotes, which will be assessed according to the marking criteria above.

MA in Film Studies (for second year part-time students in 2020-21 **only**)

The MAs offer three options for the dissertation:

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

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

- it should include detailed commentary regarding methodology or analysis of methods and intentions in the project
- it should place the project within a historical and/or critical frame

- it should be an original scholarly work in film studies that bears some relation to the practical project and that illuminates its primary goals.

MA Scriptwriting (Theatre and Digital Media)

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

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

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

- MA Creative Writing
- MA Literature and Creative Writing (if Creative Writing dissertation is submitted)

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

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

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

MA in Wild Writing (for second year part-time students in 2020-21 **only**)

This degree offers two options for the dissertation:

1. a **12,000 word** dissertation **excluding** bibliography and footnotes

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

Dissertation topic

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

The dissertation will probably be the most important piece of writing you have yet had to undertake. It will be read by the External Examiner and judged according to high standards of scholarship. It is important that you conceive of it as qualitatively different from the module essays, as well as (at 6,000-15,000 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 (also found on [Moodle](#)) and submit it to FASER via the LT901 page by **10.00am** on **Monday 14th December 2020**.

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

MA dissertation supervision

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

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

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

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

Supervision arrangements

It is expected that you will have **five 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.

Tier 4 students' dissertation supervision

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

Postgraduate taught students should note that although the taught element of your course may have finished at the end of the University's summer term you are still studying full time until the dissertation submission date in September 2021.

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

Tier 4 students are required to meet with their supervisor over the summer period at least **once a month** and at least **one** of these meetings should be in person or remotely depending on current social distancing guidelines.

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

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

1. Request a study away period for **up to six weeks** at any one time. If this is case, you must:
 - Seek permission from the Department
 - Continue working on your dissertation whilst you are away
 - Continue to maintain monthly contact with your dissertation supervisor (preferably by Skype/Zoom)
 - Intend to return to the UK before your course end date, for the purposes of study to complete your dissertation and submit your work to FASER by the given deadline
2. Return to your home country to complete your dissertation and **not return to the UK**. This allows you to complete your dissertation from your home country and submit this remotely as a "distance learner". If this is the case, you must:
 - Seek permission from the Department
 - Continue working on your dissertation as a distance learner and submit your work to FASER by the given deadline

- Continue to maintain monthly contact with your dissertation supervisor (by Skype/Zoom)
- 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 the [Senior Student Administrator](#) for further information.

Submission of the dissertation

The deadline for the submission of the dissertation is **10.00am** on **FASer** on **Friday 3rd September 2021**.

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). Submission is **online only**.

If you are submitting a **film** as part of your dissertation (MA Film Studies students in their second year of part-time study only) 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](#).

A request should be made to Extenuating Circumstances Committee via the [online form](#) by no later than **Monday 19th July 2021**. Requests that fall outside of the permissible Extenuating Circumstances will not be accepted.

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

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

Please note, however, that after September 2021 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.

Intergrated 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

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

IT Help and Guidance

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

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

Your information

Changes to your information

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

Your personal information

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

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

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

Student Voice

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

Student Representatives

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

Student Voice Groups

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

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

For more information in becoming a MA Course Representative, please contact the [MA Director](#).

Student 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.

Postgraduate Taught Experience Survey (PTES)

The [Postgraduate Taught Experience Survey \(PTES\)](#) is the only UK higher education sector-wide survey to gain insight from postgraduate taught students about their learning and teaching experience.

The PTES gives you the opportunity to provide open and honest feedback on your experience of study at Essex, your course and your department. It considers your motivations for studying your chosen programme and your experience, where relevant, of undertaking a major project/dissertation.

If you're eligible to complete the survey, we will contact you in the Spring Term to invite you to take part.

Student Module Feedback

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

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

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

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 disabilities and conditions

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

Funding opportunities

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

Personal Emergency Evacuation Plans (PEEP)

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

Seeing a Doctor

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

Counselling services

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

UK Immigration Advice and Guidance

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

Money management

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

Students' Union Advice

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

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

Residence Life

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

Religion, faith and beliefs

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

Harassment support

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

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

COVID-19 (Coronavirus)

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

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

Health and safety on campus

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

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

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

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

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

Making a Complaint

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

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

Student Development

Careers Services

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

Find out more about the Career Services available to you [here](#).

CareerHub

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

Big Essex Award

The Big Essex Award is a way to get recognition for the extra-curricular and voluntary activities that you complete during your time at Essex, both on and off campus. All verified activities will be included on your university transcript, the Further Achievement Report (FAR). Postgraduate students can use [GradIntelligence](#) to record any extra-curricular activities you may be involved in through the Big Essex Award.

Volunteering

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

Essex Interns

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

You Are Essex

Year and Degree Marks

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

Upon graduating from your studies, you will receive a [degree certificate](#) and a copy of your academic transcript. You will also be invited to attend the next Graduation ceremony available to you.

Graduation

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

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

GradIntelligence

If you studied an undergraduate degree with us at Essex, you would have had access to your [Higher Education Achievement Report \(HEAR\)](#) record which would also show any awards or additional achievements you have received formal recognition for. However, this is currently only available for undergraduate awards; postgraduate students can instead use [GradIntel](#) to record any extra-curricular activities or achievements during your studies, such as the [Big Essex Award](#).

References

Requesting references from members of staff

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

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

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

Copies of references

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

Alumni

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

What comes next?

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

Spread your wings graduand; but you can always come back! As an alumnus of Essex, you can take advantage of [generous discounts](#) on further [postgraduate research degrees](#).

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

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

Appendix

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

Basic requirements:

¹ 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).

OR

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

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 it into a document.