Department of Literature, Film, and Theatre Studies
Postgraduate taught
Welcome

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

Universities are places where knowledge is discovered and created through the process of research and practice. All the modules you will study are shaped and informed by the research and creative and professional practice of the academic staff. This is what is meant by “research-led education” and it shapes each of your workshops, seminars, lectures and tutorials. We are here to help you undertake your own research journey, and ensure you have the intellectual, creative and practical skills to make and shape your own discoveries. Together, along with our fantastic administrative staff, we are a research community.

The pandemic disrupted our community by breaking bonds, isolating us, and in many cases causing physical, mental and economic hardship. We continue to rebuild our community even as the pandemic ebbs and flows through society. Intelligence and knowledge are frequently characterised as something abstract that goes on in the head of the individual. But intelligence is also physical and relational, closely tied to our being and doing: that is, our experiences. Whether we are communing with dead writers through their books in the library or improvising a performance or putting in a shift in a newsroom, these relationships develop our intelligence.

We all want you to thrive. And we know that it’s not always easy. As well as your class teachers, you will each have a Personal Tutor to whom you can talk to for advice on
your course or any other aspect of your life as a student; your Personal Tutor will offer you guidance and may direct you to relevant support services in the University.

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

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

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

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

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

Warmest wishes and best of luck!

**Matthew De Abaitua**

Head of Department
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Introduction

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

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

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

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

While the information contained in this Handbook (compiled in August 2022) 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 and pay your fees (if required to do so) at the start of each academic year and prior to the published latest Registration date. Registration is not only a formal procedure of enrolling you into the University, but also connects you to a number of vital systems which allow you to access your online Welcome and Induction information and start your studies. As part of this process, you will need to activate your Essex IT account, register online (including payment of fees where required) and, once you arrive on campus, undertake a Right to Study check and collect your student registration card.

Right to Study

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

Students with sponsored immigration permission

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

**Choosing your modules**

You may have module options to select as part of your course structure. If you do, you must select the modules you wish to enrol on before the academic year begins. You can view and choose your specific options through the eNROL system. New students can do so from the end of August and part-time 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.

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

**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.

**Explore your Campus**

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

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

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

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

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

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

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

Working while studying

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

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

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

Your personal belongings

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

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

Embracing our values

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

Equality, Diversity and Inclusion

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

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

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

**Student Communities**

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

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

**Essex Sport**

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

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

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

**Students’ Union**

We’re famous for our Students’ Union at Essex, and for good reason. The Students’ Union is run by students for students, and they’re here for you from the day you arrive,
to the moment you graduate. The SU are here to represent your views and work with you to make amazing things happen and shape your experience at Essex.

**Get involved!**

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

Throughout the year we run specific events aimed at postgraduate students. There are also plenty of opportunities to join [Sports Clubs](#), get involved with our [BUCS teams](#), or just try a sport with our [Just Play](#) programme if you don’t want to commit to a regular team or would rather not play competitively.

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

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

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

**Essex spirit, social media and what’s on?**

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

Follow us on social:

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

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

Meet the team

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

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<tr>
<td>Department Manager</td>
<td>Dr Daniela Wachsening</td>
<td>Office: 5NW.6.12 Email: <a href="mailto:dwachsening@essex.ac.uk">dwachsening@essex.ac.uk</a> Phone: 01206 872604</td>
<td>Responsible for the leadership of the Professional Services Team and for the operational management of the Department</td>
</tr>
<tr>
<td>Deputy Department Manager</td>
<td>Rachele Winn</td>
<td>Office: 5NW.6.14 Email: <a href="mailto:rachele@essex.ac.uk">rachele@essex.ac.uk</a> Phone: 01206 872611</td>
<td>Responsible for student administrative and pastoral issues (undergraduate students)</td>
</tr>
<tr>
<td>Senior Student Administrator</td>
<td>Deanna McCarthy</td>
<td>Office: 5NW.6.16 Email: <a href="mailto:liftspg@essex.ac.uk">liftspg@essex.ac.uk</a> Phone: 01206 872176</td>
<td>Responsible for all general administrative matters for postgraduate taught and doctoral research students</td>
</tr>
<tr>
<td>Student and Academic Services Administrators</td>
<td>Alison Bateman &amp; Hannah Langwith</td>
<td>Office: 5NW.6.16 Email: <a href="mailto:liftstt@essex.ac.uk">liftstt@essex.ac.uk</a> Phone: 01206 873282</td>
<td>Responsible for all general academic and non-academic matters for all students in the Department</td>
</tr>
</tbody>
</table>
| Academic and Operations Officer | Lisa Lewis | Office: 5NW.6.14  
| Email: lisa.lewis@essex.ac.uk  
| Phone: 01206 872417 |  Responsible for Journalism NCTJ exams and accreditation as well as student placements and expenses. |

For any postgraduate (MA/PhD) queries, please contact liftspostgraduatequeries@essex.ac.uk in the first instance.

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

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact details</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head of Department</strong></td>
<td>Matthew De Abaitua</td>
<td>Office: 5NW.4.7 Email: <a href="mailto:mjdeab@essex.ac.uk">mjdeab@essex.ac.uk</a> Phone: 01206 87853</td>
<td>Responsible for leading and managing the Department and for the Department’s overall academic provision</td>
</tr>
<tr>
<td><strong>Deputy Head of Department</strong></td>
<td>Dr Jak Peake</td>
<td>Office: 5NW.6.5 Email: <a href="mailto:jrpeak@essex.ac.uk">jrpeak@essex.ac.uk</a> Phone: 01206 874460</td>
<td>Deputises for the Head of Department</td>
</tr>
<tr>
<td><strong>Director of Graduate Studies (Autumn and Spring terms)</strong></td>
<td>Professor Jonathan Lichtenstein</td>
<td>Office: 5NW.6.8 Email: <a href="mailto:licht@essex.ac.uk">licht@essex.ac.uk</a> Phone: 01206 872221</td>
<td>Responsible for overseeing the postgraduate research activities in the Department</td>
</tr>
<tr>
<td><strong>Director of Graduate Studies (Summer term)</strong></td>
<td>Dr Daniel O’Brien</td>
<td>Office: 5NW.5.7 Email: d.o'<a href="mailto:brien@essex.ac.uk">brien@essex.ac.uk</a> Phone: 01206 872625</td>
<td></td>
</tr>
<tr>
<td><strong>MA Director</strong></td>
<td>Dr Sean Seeger</td>
<td>Office: 5NW.5.18 Email: <a href="mailto:saseeg@essex.ac.uk">saseeg@essex.ac.uk</a> Phone: 01206 874502</td>
<td>Responsible for all academic matters of the Department’s postgraduate taught provision</td>
</tr>
<tr>
<td>Role</td>
<td>Name</td>
<td>Office</td>
<td>Email</td>
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</tr>
<tr>
<td>Employability Director</td>
<td>Dr James Canton</td>
<td>5NW.4.4</td>
<td><a href="mailto:jcanto@essex.ac.uk">jcanto@essex.ac.uk</a></td>
</tr>
<tr>
<td>Ethics Officer</td>
<td>Dr Tasos Giapoutzis</td>
<td>5NW.6.3</td>
<td><a href="mailto:tasos.giapoutzis@essex.ac.uk">tasos.giapoutzis@essex.ac.uk</a></td>
</tr>
<tr>
<td>Department Disability Liaison Officer</td>
<td>Helena Bacon</td>
<td></td>
<td><a href="mailto:hb22976@essex.ac.uk">hb22976@essex.ac.uk</a></td>
</tr>
<tr>
<td>Department Disability Liaison Officer</td>
<td>Dr Jordan Savage</td>
<td>5NW.4.4A</td>
<td><a href="mailto:jksava@essex.ac.uk">jksava@essex.ac.uk</a></td>
</tr>
<tr>
<td>Course Director for MA Creative Writing</td>
<td>Dr James Canton</td>
<td>5NW.4.4</td>
<td><a href="mailto:jcanto@essex.ac.uk">jcanto@essex.ac.uk</a></td>
</tr>
<tr>
<td>Course Director for MA Creative Writing</td>
<td>Professor Philip Terry</td>
<td>5NW.4.17</td>
<td><a href="mailto:pterry@essex.ac.uk">pterry@essex.ac.uk</a></td>
</tr>
</tbody>
</table>
| Course Director for MA Wild Writing | Dr James Canton | Office: 5NW.4.4  
Email: jcanto@essex.ac.uk  
Phone: 01206 872446 | Responsible for the course contents and administration of the MA Wild Writing degree |
| Course Director for MA Literature, Culture and Society | Dr Christopher Bundock | Office: 5NW.6.9  
Email: christopher.bundock@essex.ac.uk  
Phone: 01206 876126 | Responsible for the course contents and administration of the MA Literature, Culture and Society degree |
| Course Director for Modern and Contemporary Literature | 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 Modern and Contemporary Literature degree |
| 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 Christopher Bundock (Literature)  
Dr James Canton (Autumn term) and Professor Philip Terry (Spring and Summer terms) (Creative Writing) | Office: 5NW.6.9  
Email: christopher.bundock@essex.ac.uk  
Phone: 01206 876126  
Office: 5NW.4.4  
Email: jcanton@essex.ac.uk  
Phone: 01206 872446  
Office: 5NW.4.17  
Email: pterry@essex.ac.uk  
Phone: 01206 872853 | Responsible for the course contents and administration of the MA Literature and Creative Writing degree |
| Course Director for MA Film Studies and MA Film and Literature (Autumn term) | Professor Jeff Geiger | Office: 5NW.5.11  
Email: j.geiger@essex.ac.uk  
Phone: 01206 872623 | Responsible for the course contents and administration of the MA Film Studies and MA Film and Literature degrees |
| Course Director for MA Film Studies and MA Film and Literature (Spring and Summer term) | Professor Karin Littau | Office: 5NW.5.13  
Email: klittau@essex.ac.uk  
Phone: 01206 872629 | Responsible for the course contents and administration of the MA Film Studies and MA Film and Literature degrees |
| Academic Offences Officer | Dr Patricia Gillies | Room: 5NW.6.7  
Email: pgillies@essex.ac.uk  
Phone: 01206 872609 | Responsible for all matters relating to academic offences and plagiarism in the Department. |
Teaching staff and support

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

Please note that academic staff do not hold regular academic support hours during the vacations, and may, on occasions, be away from the University on research trips and visits. Therefore, if you need to get in touch with them during the vacation periods, you should 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 the relevant module. You can find out the tutor for each module here or on the relevant Moodle page.

Your Personal Tutor

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

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

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

We have internationally recognised expertise in world literatures and theatres, and our work covers areas from Shakespeare and transatlantic romanticism to global modernism, women’s suffrage literature, science fiction, dystopias, and postcolonial literature. In film studies, our strengths are world cinema, film theory and practice, adaptation and documentary filmmaking. We are proud to have foremost scholars and practitioners of contemporary theatre and poetry among the members of our staff, and we have a rising profile in journalism studies.

For more information visit our Research pages.

Our academic staff are the authors of numerous major publications.

See our academic staff profiles for full lists of individual research.

Departmental 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). During term-time, our General Office is open Monday-Friday from 10.00am to 12.00pm and 2.00pm to 4.00pm via a combination of Zoom drop-in sessions and in-person opening hours both in the morning and afternoon.

Our virtual General Office Hub will be open from 10.00am to 11.00am and from 2.00pm to 3.00pm Monday to Friday. No appointments are needed, just drop in by
using Zoom (meeting code: 963 2223 4556). We will also be able to see you in person in our General Office from **11.00am to 12.00pm and 3.00pm to 4.00pm** Monday to Friday. We are here to help you with every aspect of your course. Call in, email: lifspg@essex.ac.uk or phone 01206 872626.

**Literature, Film, and Theatre Studies Common Room**
You are warmly invited to use our Department’s Common Room (5NW.6.1) and adjoining kitchen, both of which 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 postgraduate taught and research students’ use and is available to book 24/7 Monday to Sunday. To book a study space please add your booking to the booking form online and email lifspg@essex.ac.uk for the code to enter the room.

As this room is shared by many people, we ask that students please fully vacate any desks at the end of each visit and PCs are made available for others to use as required.

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

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

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

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

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 and check on your available quota.

Noticeboards

Every department and school has their own noticeboard 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 can be found on Moodle.

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’s fellow is Ruth Dugdall, a published novelist working in the genre of crime writing. If you would like to take up Ruth’s advice, please book your slot by emailing ruth.dugdall@rlfeducation.org.uk for available appointments. Each session lasts 50 minutes in room 5NW.4.15 and the service is entirely free, confidential and independent of the University.

Departmental prizes

Each year we are pleased to award prizes signifying excellence. The following prizes are available for award to postgraduate taught students:
The **Francis Barker Memorial Prize** is awarded annually for the best MA coursework of the year following the 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.

**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.

**The use of personal devices**

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

**Departmental Open Seminars**

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

The seminars are co-ordinated by Dr Sean Seeger.

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 and via the Moodle noticeboard.

**MA Conference**

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

Participants might give a paper on their research, work in progress, showings or readings of no more than 10-15 minutes. Submissions from writers and creative practitioners are actively welcomed.

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

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

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

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

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 face-to-face or remotely on Zoom (if modules are timetabled as online only). 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.

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

You can view the University’s week numbers with the equivalent dates in the week by week calendar. The University’s key dates include an overview of the start and end of each term and exam periods.
Some courses have slightly different term dates. In the Department of Literature, Film, and Theatre Studies this does not apply. You will find that all campus activities and events make reference to the standard academic year terms and schedule noted above.

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

**My Course**

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

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

**Credits**

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

All MA modules in the Department are worth 20 credits and the MA dissertation is worth 80 credits.

You are required to achieve 180 credits over the year (or over two years if you are a part-time student) in order to achieve the award of a Masters of Arts degree.

**Learning outcomes**

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

**Grade boundaries**

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

Module enrolment

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

The University provide further guidance on choosing modules, and meetings for first and second-year students will be held by your department 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. Requests to study a lot of outside options, to change a core or compulsory module of your course, or to study a module at a different level of study, are unlikely to be approved.
**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.

**Employability Modules**

Students on our MA Wild Writing course will have the opportunity to select a work-based placement module in the Spring term 2022-23 which will give them an opportunity to work with an appropriate employer such as the National Trust, Eden Rose Coppice Trust, or Essex Wildlife Trust on a project on an area or issue defined by the employer as a priority for their organisation.

More generally, many of your modules here in the Department 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
- Meeting deadlines
- Being on time
- Performing well under stress
- Collaborating with others
- Seeing projects through to their completion

You may like to refer to these skills when applying for jobs or internships.

The [LiFTS Facebook page](#) is an important source for finding career and work experience opportunities that may not be advertised elsewhere.

**Study Abroad**

As a postgraduate student there are a variety of opportunities at Essex to have an international experience through one of our Essex Abroad programmes.
Essex Abroad have a wide range of summer programmes suitable for postgraduate students including summer schools abroad, volunteering programmes, international internships and research abroad opportunities which are open to all Essex students. These programmes vary in duration, location and cost. Find out more about Essex Abroad opportunities. Students with disabilities should also liaise with the Student Wellbeing and Inclusivity Service – include@essex.ac.uk.

Work Placements

There are a variety of opportunities to undertake work-based learning and placements either during or as part of your studies.

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

Upon successfully securing a placement you need to inform the Industry Engagement and Placements team by completing a secured placement form. This is required in order to begin the placement approval process, please note without approval from the Industry Engagement and Placement team you will be unauthorised to commence placement.

For extra-curricular opportunities we recommend that you take a look at Essex CareerHub, where you can not only find details of paid part-time, seasonal jobs and internships and graduate jobs but also more information on Essex Interns, Chart My Path and the Big Essex Award where you can discover other opportunities that are available to you to enhance your experience.

DBS Checks for Placements

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

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

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

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

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

Information about teaching timetables, including requesting a class change, reporting a timetable issue and accessing your individual timetable can be found on the University’s website.

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

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

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

**Attendance Requirements to Pass MA modules**

Students are required to achieve a minimum of 70% attendance in the following modules over the entire module in order to pass:

- LT932-7-SP – Film Workshop

**Intimacy Guidelines for Drama Students**

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

**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 & Cultural 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 collections of books and journals both on our shelves and online. The library team can help you learn how to search effectively so you can find appropriate resources for your assignments. They can also provide advice on referencing, academic integrity, evaluating sources, and more. Our Skills at Library guide provides a range of online support in these areas and our subject guides for each department provide subject-specific guidance and resource recommendations. In addition, the library offers ‘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 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 that is open 24/7. Make sure you remember you student card to access this room.

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

Art Exchange

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

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

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

**Lakeside Theatre**

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

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

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

**Academic Skills Support**

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

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

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

**Departmental Support**

The Department offers several different kinds of academic writing support.
If you have specific questions about how to approach a coursework assignment for one of your modules, you should contact your seminar leader first of all. All teaching staff hold Academic Support Hours, which they will share with you at the beginning of term. This is a space in which you can work through any issues relating to your coursework with your own teacher.

Students in LiFTS can also make an appointment to talk to the Royal Literary Fund fellow, Ruth Dugdall. Ruth is a novelist who can help you with your writing – creative or academic. If you would like to take up Ruth’s advice, please book your slot by emailing ruth.dugdall@rlfeducation.org.uk for available appointments. Each session lasts 50 minutes in room 5NW.4.15 and the service is entirely free, confidential and independent of the University.

Our Departmental Disability Liaison Officer (DDLO) acts as a link between specialist support services, our department and any of our students with additional support requirements due to a disability, medical condition or mental health issues.

**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.

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

**Language classes**

**Academic English Support**

Skills for Success run a range of Academic English Support classes which are available throughout the year. Modules include Academic Writing, Speaking, Reading,
Grammar Review, and Exam Preparation and Writing Skills. Bookable workshops and 1:1 support are also available.

**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.

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 have a variation to the Rules of Assessment regarding attendance in LT932.

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

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

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

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

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

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

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

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

**Academic Integrity and Academic Offences**

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

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

**Methods of Assessment in the Department of Literature, Film, and Theatre Studies**

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

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

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

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

**Coursework**

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

**Preparation of assignments**

You will be able to see your coursework deadlines for the whole academic year via myEssex.

**Referencing in coursework**

Respecting authorship through good academic practice is one of the key values of higher education in the UK. Referencing is how you acknowledge all sources used within a piece of work. You must reference all work used whether cited directly (quotes), or indirectly (paraphrasing and summarising).
Referencing allows you to give credit to others’ ideas, work, research, theories, concepts, outcomes and results, and demonstrates your breadth of reading and knowledge on a subject. If you do not reference properly, this could amount to plagiarism, which is an academic offence.

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

The Department Style Guide is added as an appendix to this Handbook with further links and can also be found on the Library website.

**Purchasing essays or dissertations online (‘Essay Mills’)**

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

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

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

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

**Submission of coursework**

You should submit all coursework online via FASER – the University’s online submission system unless you are told by your tutor to submit elsewhere (such as Moodle or BOX). You are encouraged to log on to FASER at the start of the year so that you understand how it works before you reach your first deadline. There is a trial module and deadline available for you to use as a practice submission, as well as helpful guidance on how to use FASER.
You can upload as many draft versions of your work as you like and are encouraged to use this as a safe and secure area to store your coursework. This can help to avoid the problem of your computer crashing at the last minute and your important files being lost. In cases where multiple versions are uploaded you will need to make any which you do NOT want to be included in the final submission a ‘draft’ otherwise just the most recently uploaded file will be taken as the final version. The maximum file upload size is 50MB.

**Problems with FASER**

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

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

**Late submission of coursework**

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

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

**Dissertation Extensions**

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

More information can be found in the Dissertation section of this Handbook.

**Return of coursework**

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

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

**Ethics in research**

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

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

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

Under- and Over-length Coursework Marking for critical assignments

Most of our assignments, especially critical essays and commentaries, require students to produce coursework to a word count specified in the module directory, module handbooks, and Moodle pages. Assignment briefs will include clear instructions about word counts, the inclusion of footnotes, bibliographies etc. and students are expected to adhere to the requirements for each assessment. It is important that you make every effort to complete your work to the required word count as this develops the skills of presenting an argument, analysis, or reflection in a clear and concise manner. Although we expect students to comply with the word count specified for their assignments, academic staff do accept the submission of pieces of coursework that are within 10% above or below the specified word count for the assignment.

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

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

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

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

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

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

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

**Appeals**

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

**Feedback**

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

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

**The Board of Examiners**

The Board of Examiners meet at the end of the Summer Term to consider marks for taught modules and final boards meet in the Autumn, 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 it¹

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

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

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

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

**Credit accumulation**
You can decide if you want to accumulate credit by taking individual modules with the aim of achieving a postgraduate award; this is called [Modular study](#). The Rules of Assessment are different when you study individual modules. There are opportunities to achieve postgraduate awards through credit accumulation study in an increasing number of departments, as an alternative to standard full or part-time study.

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¹ The Board of Examiners will not be aware of any student's immigration status. As a result, some reassessment options may be offered that are not compatible with individual student visa rules. All options should be considered in conjunction with applicable visa restrictions.
Reassessment

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

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

Reassessed modules are normally capped at the pass mark of 50% unless you have extenuating circumstances which are accepted by the 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) or a brief which matches the module’s learning outcomes on the date given during August/September and/or until after the Final Board is held. The original mark for the second attempt of a failed module will be reinstated if the reassessment mark is lower than the original mark.

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

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

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

**Secondary reading**

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

**Plagiarism and Self-Plagiarism**

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

**Language**

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

**Spelling**

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

**Grammar**

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

**Suggested reading**

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

**Word count**

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

General notes:

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

Essay and dissertation Marking Criteria for the written component of:

<table>
<thead>
<tr>
<th>MA course</th>
<th>Assignment / Dissertation</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA Modern and Contemporary Literature</td>
<td>critical essay/dissertation</td>
</tr>
<tr>
<td>MA Literature, Culture and Society</td>
<td>critical essay/dissertation</td>
</tr>
<tr>
<td>MA Literature and Creative Writing</td>
<td>commentary to complement the creative or a sole critical assignment/dissertation</td>
</tr>
<tr>
<td>MA Scriptwriting (Theatre and Digital Media)</td>
<td>commentary to complement the creative</td>
</tr>
<tr>
<td>MA Creative Writing</td>
<td>commentary to complement the creative</td>
</tr>
<tr>
<td>MA Wild Writing</td>
<td>commentary to complement the creative</td>
</tr>
<tr>
<td>MA Film Studies</td>
<td>commentary to complement the creative or a sole critical assignment/dissertation</td>
</tr>
<tr>
<td>MA Film and Literature</td>
<td>critical essay/dissertation</td>
</tr>
</tbody>
</table>
Coursework and dissertations are awarded numerical marks according to the following guidelines:

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

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

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

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

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

39% or below (Fail)
Patchy understanding of the material at best, poor expression, incoherent argument. Does not address the question or the title. Embryonic bibliography. Poor references.

Essay and dissertation Marking Criteria for the practical component of:

<table>
<thead>
<tr>
<th>MA course</th>
<th>Assignment / Dissertation</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA Film Studies</td>
<td>practical component only - if practical component is chosen</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>MA course</th>
<th>Assignment / Dissertation</th>
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</thead>
<tbody>
<tr>
<td>MA Scriptwriting (Theatre and Digital Media)</td>
<td>creative projects only - if creative component is chosen</td>
</tr>
</tbody>
</table>

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

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

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

- **Creativity and originality**: the piece clearly and successfully integrates experimentation and imaginative ideas into elements of the performance (communication of the narrative, the acting style, the use of theatrical space, etc.).
- **Conceptualisation**: the piece demonstrates clearly that theoretical and conceptual ideas have been researched and successfully applied.
- **Coherence**: the piece constitutes a creative and conceptual whole.
- **Organisation**: the overall organisation of the performance is highly effective and professional.
- **Addressing the audience**: the audience is addressed fully.
69%-60% (Merit)
A very solid piece of work, which displays a significant number of the following criteria:

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

59%-50% (Pass)
A satisfactory though unremarkable piece of work, which displays some of the following criteria:

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

40-49% (Fail)
A hardly adequate piece of work which barely displays the following criteria:

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

- **Coherence**: the piece holds together.
- **Organisation**: the organisation of the performance is fairly effective and professional.
- **Addressing the audience**: the audience is to some extent addressed.

39% or below (Fail)

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

Essay and dissertation Marking Criteria for the practical component of:

<table>
<thead>
<tr>
<th>MA course</th>
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</thead>
<tbody>
<tr>
<td>MA Film Studies</td>
<td>creative writing component</td>
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<tr>
<td>MA Creative Writing</td>
<td>creative writing component</td>
</tr>
<tr>
<td>MA Literature and Creative Writing</td>
<td>creative writing component</td>
</tr>
<tr>
<td>MA Wild Writing</td>
<td>creative writing component</td>
</tr>
</tbody>
</table>

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

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

**80%+ (Distinction)**

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

**79–70% (Distinction)**

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

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

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

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

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

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

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

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

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

Dissertation requirements

- Please note that submissions may be penalised if they are 10% over or under the expected word count. This is 10% over or under the whole dissertation rather than 10% over or under each creative and critical component (if a creative dissertation is submitted).
- Bibliographic material, the abstract, acknowledgements, the contents page and footnotes do not count towards the word limit.
- In certain circumstances, appendices may be included under negotiation with the supervisor, but candidates must be aware that these materials will not form part of the marked assessment.

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

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<tr>
<td>MA Scriptwriting (Theatre and Digital Media)</td>
<td>A complete play (including plays for radio) of 70-90 minutes running time (approximately 50 pages – but check timings before submission) accompanied by a critical commentary (c. 6,000 words) excluding bibliography and footnotes</td>
<td>Two marks awarded: One mark for the creative element (worth 60%) One mark for the written element (worth 40%) Marks to then be added together to give a final mark worth 100%</td>
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<tr>
<td>OR</td>
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<tr>
<td>MA Scriptwriting (Theatre and Digital Media)</td>
<td>A feature film screenplay of approx. 90 to 120 pages, accompanied by a critical commentary (c. 6,000 words) excluding bibliography and footnotes.</td>
<td>Two marks awarded: One mark for the creative element (worth 60%) One mark for the written element (worth 40%) Marks to then be added together to give a final mark worth 100%</td>
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<tr>
<td>OR</td>
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<tr>
<td>MA Scriptwriting (Theatre and Digital Media)</td>
<td>The opening episodes of a TV series (three x 30 pages or two x 45 pages - plus a series bible for the rest of the season) again accompanied by a critical commentary</td>
<td>Two marks awarded: One mark for the creative element (worth 60%) One mark for the written element (worth 40%)</td>
</tr>
<tr>
<td>MA course</td>
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<td>Mark awarded</td>
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<tr>
<td>MA Creative Writing</td>
<td>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</td>
<td>Two marks awarded: One mark for the creative element (worth 50%) One mark for the written element (worth 50%) (If Creative Writing dissertation is submitted) Two marks awarded: One mark for the creative element (worth 50%) One mark for the written element (worth 50%)</td>
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<tr>
<td>MA Literature and Creative Writing</td>
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</table>

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

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

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<tbody>
<tr>
<td>MA Wild Writing (Literature, Landscape and the Environment)</td>
<td>15,000-word dissertation excluding bibliography and footnotes</td>
<td>One mark awarded worth 100%</td>
</tr>
<tr>
<td>OR</td>
<td></td>
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</tr>
<tr>
<td>MA Wild Writing (Literature, Landscape and the Environment)</td>
<td>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</td>
<td>Two marks awarded:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One mark for the creative element (worth 50%)</td>
</tr>
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</table>

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

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

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

The dissertation will probably be the most important piece of writing you have yet had to undertake. It will be read by the External Examiner and judged according to high standards of scholarship. It is important that you conceive of it as qualitatively different from the module essays, as well as (at 6,000- 15,000 words excluding bibliography and footnotes) much longer.

**Dissertation Proposal**

The Dissertation Proposal is a *formative compulsory assignment* as part of LT901 which is meant to help you firm up your dissertation ideas and form the basis of discussion with your supervisor. All students, full-time and part-time students in their first year are required to submit a proposal. For this you should:

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

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

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

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

Submission of the Proposal

You should complete this piece of work using the Dissertation Proposal Form emailed by the Senior Student Administrator and submit it to FASer via the LT901 page by 10.00am on Monday 12th December 2022.

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

MA dissertation supervision

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

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

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

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

**Supervision arrangements**

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

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

Students are reminded that they can also arrange to meet their Personal Tutors during the writing of the dissertation if they also need to access pastoral support during this period.
Sponsored students are required to have **monthly face-to-face** meetings with their supervisor in both the Spring and Summer terms until they submit their dissertation.

**Sponsored students’ dissertation supervision**

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

Postgraduate taught students should note that although the taught element of your course may have finished at the end of the University’s summer term you are still studying full time until the dissertation submission date in September 2023.

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

Tier 4 students are required to meet with their supervisor in person over the summer period at least **once a month**.

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

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

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

2. **Return to your home country to complete your dissertation and not return to the UK.** This allows you to complete your dissertation from your home country and submit
this remotely as a “distance learner”. If this is the case, you must:

- Seek permission from the Department
- Continue working on your dissertation as a distance learner and submit your work to FASER by the given deadline
- Continue to maintain monthly contact with your dissertation supervisor (by Zoom)
- Submit your work to FASER by the given deadline

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

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

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

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

**Dissertation presentation, appearance and organisation**
Give some thought to the appearance of the dissertation: consult dissertations from earlier years to find models. Samples are available online – please email liftspg@essex.ac.uk for the links.
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 1st September 2023.**

You may submit your dissertation earlier but discuss doing so with your supervisor first.

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

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

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

Extensions to the submission of the dissertation

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

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

A request should be made to Extenuating Circumstances Committee via the online form by no later than **Tuesday 1st August 2023.** 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 **may** see the dissertation marked and the degree results ratified within the standard time period.

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

Please note, however, that after September 2023 there may be no campus accommodation available for you, and the extension may have an impact on your financial commitments.

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

**Integrated Masters dissertation information**

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

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

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

Computers

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

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

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

Learning Technologies and Systems

Learner Engagement Activity Portal (LEAP)
LEAP is our student centred, personalised engagement tool. LEAP displays your engagement with university resources and an algorithm within LEAP combines your use of these resources and activities to produce an overall engagement indicator.

There are 5 engagement indicators (high, good, partial, low and very low) which will help you map and better understand your engagement pattern over time based on your class attendance, utilisation of Moodle etc.. Full details on the resources included in LEAP, the engagement ratings and how LEAP uses your data can be found on the LEAP webpage.

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

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

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

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

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

**Moodle**

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

**FASER**

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

**Online reading lists**

Reading lists can be accessed online. Use this service to find out the details of each week’s reading and to access resources through the library.

**Listen Again**

Did you miss something? Our Listen Again digital recording service lets you listen again to lectures so you grasp every detail. It’s available in teaching rooms or lecture theatres where you see the sign. Lecture videos are normally uploaded on Listen Again 24 hours after the lecture.
Zoom
You can use Zoom to join online lectures delivered by the University or attend online meetings and tutorials. If your lecture or class is going to be online the link to join will be available in your individual timetable 48 hours before the class.

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

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

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

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

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

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

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

**Student Representatives**

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

**Student Voice Groups**

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

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 to invite you to take part.

**Student Module Feedback**

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

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

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

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

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

Student Services Hub

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

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

Support for students with disabilities or additional needs

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

Funding opportunities

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

Personal Emergency Evacuation Plans (PEEP)

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

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

Seeing a Doctor

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

Counselling services

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

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

Drop In/Wellbeing Appointments

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

UK Immigration Advice and Guidance

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

**Money management**

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

**Students’ Union Advice**

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

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

**Residence Life**

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

**Religion, faith and beliefs**

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

**Harassment support**

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

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

**COVID-19 (Coronavirus)**

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

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

**Health and safety on campus**

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

Please familiarise yourself with fire safety and emergency evacuation procedures for your accommodation, work or study location. If you have a permanent or temporary disability that may mean you have difficulty in evacuating one or more areas, you can arrange for a Personal Emergency Evacuation Plan (PEEP).
Please take note of our advice on the safe use of electrical items and prohibited electrical items in residential and non-residential areas.

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

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

**Making a Complaint**

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

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

Careers Services

The 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.

CareerHub

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

Your Personal Development at Essex

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

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

Volunteering

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

**Get Work Experience**

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

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

Graduation and Awards

Once your exam board has met, it can take between 7-10 working days for your results to be 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.

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

Upon conferral of your award, all graduates will receive both an electronic and hard copy parchment award certificate. Your electronic Certificate will be available on your GradIntelligence account within 5 working days of your conferral and your hard copy parchment will be posted to you within 10 working days of being printed. You will be contacted to ask for confirmation of the most suitable address to use.

Graduation ceremonies

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

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

HEAR

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

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

When you graduate, you will have full electronic access to your HEAR and award certificate for free for life. You will be able to share this with employers and other universities by providing them with a University-certified record of your achievements. You will receive an e-mail from GradIntelligence to enable you to activate your account log-in. As soon as you do this you can start accessing your HEAR.

If you completed your undergraduate degree at Essex, you will be able to view both your undergraduate and postgraduate HEAR and award certificates through your GradIntelligence account as separate documents.

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.

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

Whatever you choose to do, please stay in touch. We’d love to hear where your Essex degree has taken you.
Appendix 1

Departmental Style Guide

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

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

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

Basics

▪ Use 12-point font and at least 1.5 line spacing (except for footnotes, which can be 10-point and single spaced).

▪ Number all pages (using the page-numbering function on your word-processing package).

▪ Always read through your work carefully before submitting it, checking for spelling and grammatical errors. DO NOT rely on your computer's automatic spelling and grammar checking functions, and NEVER use these without reading through the essay again afterwards.

Quotations

▪ Always make sure that your quotations are clearly identified as another's words.

▪ Short quotations (fewer than 50 words) do not need to be indented from your main text.
- Prose quotations of fewer than 50 words should be run on as part of the text, in quotation marks, and separated by a comma e.g. As Bryony Trezise expands in Performing Feelings in Cultures of Memory, “we feel through, and as, we touch. We feel about how we touch at the same time as we touch. In this way, we might develop feelings about feeling”.
- Two or three lines of verse should be run on with the lines separated by a forward slash: e.g. “In the room the women come and go / Talking of Michelangelo”.
- Long quotations of more than 50 words, or of several lines of verse, dialogue, etc., should be indented from the main text, single spaced, and introduced by a colon with no quotation marks e.g.:
  o 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 to enter footnotes automatically (usually ‘Insert Footnote’), but pay attention to the ‘Options’ menu (always choose Arabic numbering) and use ‘Format Style, Footnote Text’ to arrange the notes in readable fashion.

Citing dramatic works

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

Citing poetry

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

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

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

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

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

**Filmography**
**Model one:** After the first direct reference to a film in an essay, a footnote should appear which includes the following information: the film title, director’s name, two or three of the principal players, the studio or production company that released it, and the year. Further citations are not necessary. For example: Grease, dir. Randal Kleiser, feat. John Travolta, Olivia Newton-John (Paramount, 1978).
Model two: Rather than a footnote, the essay can simply quote directly from the film without any references. It should, however, present a filmography at the end of the document, which includes: the film title, director, principal players, the studio or production company, and the year of release. For example:


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

Cite them right
Cite Them Right Online is a comprehensive referencing resource. It will help you to cite and reference just about any source and to avoid plagiarism. The site also allows you to create your own references by copying the layout of a record; you can then email the example to yourself or cut and paste into a document.
Appendix 2

Guidelines on intimacy in rehearsals, performances and on-set

This guidance document seeks to ensure that the wellbeing of both students and staff is appropriately safeguarded by ensuring due diligence in respect of preparation for, and performance of, works which involve physical intimacy, for example inclusion of kissing, physical violence, nudity, partial nudity and/or simulated sex acts. These guidelines are in line with the University’s mission to promote zero tolerance of Sexual Violence.

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

1. Staff and students should be mindful that any performance and/or artistic activity (such as rehearsal) involving physical intimacy must be justifiable as being for the public good on the grounds that it is in the interests of drama, literature or learning. The overseeing academic must be able to demonstrate that where possible alternative intimacy options have been considered as part of the creative process.

2. In any production which includes physical intimacy, all students shall be informed of this fact by the overseeing academic, along with a description of the general nature and extent of such intimacy.

3. To allow the students to make an informed decision, where physical intimacy is required within a production, the extent of the requirement, including the degree and/or nature and extent of any intimacy, should be plainly described and discussed by the overseeing academic and student(s) within a class setting and in advance of any student entering into an ‘Intimacy in Rehearsals, Performance and On-set Joint Agreement’. Students must be given reasonable time to consider the requirements and an environment where they feel comfortable to ask questions, seek further information and share if they are feeling uncomfortable.

4. Students are able opt-out of an activity involving physical intimacy; where the piece forms part of assessed coursework alternative assessment options will be offered. By opting out of an activity, students must feel reassured that this will not impinge on or negatively affect their grade or opportunities in further
performances. Where students have concerns or do not feel reassured, they are advised to consult with their Personal Tutor.

5. When sculpting a scene requiring physical intimacy, the following should be standard practice:
   a. To have a third-party present at all times, keeping the work professional, not private
   b. Agree and document areas of physical touch in advance: there must be no improvisation and everyone must stick to what has been agreed – if it is felt, during a rehearsal, that other areas of touch should be included these must be discussed and documented before being included.
   c. Direct and plan the physical actions using plain words, making clear that those performing the scene can stop at any time if they are feeling uncomfortable
   d. Consider whether genital barriers are required.

6. On stage, when the rehearsal includes physical intimacy, to ensure the use of a closed set. During rehearsals and on set, performers should understand that as a courtesy to others, it is inappropriate to be unclothed when they are not required to do so.

7. Students should not override the Guidelines independently. Any new proposal is to be discussed with the overseeing academic and other students, and any changes should be recorded on a new Intimacy in Rehearsals, Performances and On-set joint agreement.

8. Photographs/video depicting students in the nude, partly nude and/or simulated sex acts, shall be kept in line with the University’s retention schedule unless the student has given their explicit written consent to the contrary. Photographs/video depicting students in the nude, partly nude and/or simulated sex acts, shall not be used for purposes other than coursework or assessment unless the student has given their explicit written consent

9. Photographs/video depicting students in the nude, partly nude and/or simulated sex acts must not be stored on personal IT equipment belonging to staff or students or portable media devices (such as USB drives or SD cards) irrespective of ownership. The photographs/videos should be stored on a secure Box folder where necessary, and deleted as soon as the assessment
period has passed, and in line with both General Data Protection Regulations and University's Information Security Policy and IT Acceptable Use Policy.

10. Auditions should not require nudity or close physical intimacy.

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

**PROCESS**

1. The overseeing academic will undertake a risk assessment in advance of the activity or piece of work being authorised. The risk assessment should consider risks, and identify mitigating actions for minimising or preventing them. The list below can be used as a prompt for the types of issues to consider but is not exhaustive:
   - Coercion, or being bullied into taking part (by both the department and/or peers)
   - Online bullying / trolling / body shaming
   - Post event stalking / sexual assault
   - Inappropriate publication of images at a later date
   - Viewing age protocol and warnings on leaflets / website / online
   - Rehearsals limited to relevant actors only
   - Actors right to have parts of scene deleted if unintended exposure happens / out-takes not to be kept
   - Whether any student participants are under 18

On completion, the risk assessment must be signed off and authorised by the Head of Course, or if the Head of Course is the lead academic for the piece of work, by the Director of the School.

2. The overseeing academic will inform all students and other parties of the intention to include physical intimacy in the preparation and performance of a specific piece of a work. Where students intend to include physical intimacy in a devised/co-created piece, they should notify the tutor in order for a risk assessment to be undertaken. The intended intimacy should be clearly documented during the creative process and any subsequent amendments or changes must be recorded.
3. The overseeing academic should seek written Intimacy in Rehearsals, Performances and On-set Joint Agreement from those involved within the rehearsal and/or performance, the Head of Course and any other staff member identified by the academic School or Department in relation to extent and nature of physical intimacy. Should the student opt-out of the rehearsal/performance owing to the intimacy requirements, the agreement should show that alternative assessment arrangements will be put in place.

4. Any written agreement relating to physical intimacy should be recorded and held by the department on the Electronic Student File (ESF) for the student signing the agreement. The written agreement will be stored for no more than one academic year or until the completion of the piece of work should it exceed this deadline.

5. If a student opts-out of a piece of work that includes nudity and/or simulated sex-acts, where the piece forms part of an academic assessment and/or coursework, the overseeing academic must consider and ensure that an alternative suitable form of assessment is made available. This decision must be recorded and held by the department on ESF.

Any student wishing to seek additional advice/support in relation to this guidance or those who wish to raise any concerns/complaints should report in the first instance to the ‘Intimacy Lead’ in the Centre for Theatre Research (Dr Nora Williams in 2022-23:mailto:n.williams@essex.ac.uk).
# Appendix 3

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

**University of Essex**

**INTIMACY IN REHEARSALS, PERFORMANCES AND ON-SET Joint Agreement**

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

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

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<thead>
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<tbody>
<tr>
<td>1.</td>
<td><strong>Title of work to be rehearsed / performed</strong></td>
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<tr>
<td>2.</td>
<td><strong>Date range during which the work will be rehearsed / performed (ie: day/month year to day/month/year)</strong></td>
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<tr>
<td>3.</td>
<td><strong>Location of rehearsals / performance</strong></td>
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<td>4.</td>
<td><strong>Will any rehearsals / performances take place in a location which is overlooked (e.g in the courtyard area at the Hatfields site in Loughton or the amphitheatre in Colchester) or which could be visible to anyone passing by.</strong></td>
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<tr>
<td></td>
<td>☐ NO</td>
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<tr>
<td></td>
<td>☐ YES. Please list all locations.</td>
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<tr>
<td>5.</td>
<td><strong>Description of the intimacy which has been plainly described and discussed with the student.</strong></td>
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</tbody>
</table>
6. Additional stipulations in relation to the use of video capture and/or photography.

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

**STUDENT Declaration:**
The student must complete the following to confirm their consent
a) **CONSENT** – each element must be consented to.

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

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

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

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

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

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

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

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

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

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

Student Name:  
Student Signature:  
Date

STAFF Declaration:

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

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

Lead Academic Name
<table>
<thead>
<tr>
<th><strong>Lead Academic Signature</strong></th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Signature of staff member</td>
<td>Date</td>
</tr>
<tr>
<td>Name and job title of staff member identified by the academic School or Department in relation to extent and nature of any intimacy</td>
<td></td>
</tr>
<tr>
<td>Signature of staff member</td>
<td>Date</td>
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</tbody>
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