School of Health and Social Care
Undergraduate
Welcome

Welcome to the School of Health and Social Care and thank you for choosing to study with us.

Our School of Health and Social Care (HSC) is a pioneering department committed to making a difference to local, national and international health and social care, through education, research and knowledge transfer.

HSC is recognised for its excellence in education. Our graduates are recognised as independent and critical thinkers that are highly sought after by employers. Some subjects taught within the school will for the first time feature in national league tables in the next few years. We aim to improve on our existing performance by identifying areas that we currently perform well to ensure this is replicated in other areas, (e.g. employability). We have also identified actions to take forward where further developments can be made (e.g. student satisfaction), ensuring that these are addressed across the school for all subjects.

The significant growth we have seen in Health & Social Care at the University is primarily through our close working with external partners involved in NHS workforce planning. We have benefitted by being responsive and collaborating with organisations (e.g. schools, businesses, and employers) and individuals within the local community (e.g. health and social care commissioners and providers). Fostering these relationships is essential to sustain and grow our provision in the changing context and funding models in health and social care.

A key factor in maintaining existing provision and generating further growth is placement capacity. Most courses in the School require placement activity within the core delivery to gain professional and regulatory body approval. The large amount of work based learning and close partnership with placement providers has also played the central role in achieving 100% employability. This produces graduates with skills to work and lead teams, managing change in complex and ever evolving systems. Strategic planning, working with the wider university, will be utilised to secure our current excellent performance and to allow for a growth in placement capacity that is in tune with workforce and professional/ regulatory body requirements.

Our education provision is innovative, complex and often ‘non-traditional’ both in delivery and the students it attracts. We extensively use new technologies and flexible, work-based learning approaches to prepare our students for personal and professional success. We offer postgraduate and doctoral training as well as undergraduate provision to support ‘rising stars’ and future leaders in advanced clinical decision making and health and social care delivery. We will utilise expertise from across the university community to consolidate the growth achieved thus far from taking these approaches, look for areas of potential innovation and to identify opportunities for integration and ‘more standard’ education provision.

The School of Health & Social Care has placed a key focus on enhancing the relationship between activity within education and activity in research. The School has developed its research strategy to bring these activities closer together and to provide a structure for enhancement in research activity that maps to the education and research vision of the University. There is recognition of the significant
achievements already made by the School and its staff to produce high quality, impactful, multi-disciplinary research that addresses local, national and international issues relating to health and social care policy and practice. Our research activity centers on applied health and social care research and focuses on 4 key themes:

- Mental Health & Psychological Wellbeing
- Research for Public and Patient Benefit
- Social Policy and Social Care
- Health Professions Education and Workforce Development Research

In 2017 the School was awarded a silver Athena SWAN award which recognises the commitment the School has toward equality and development of an inclusive culture promoting dignity and respect. These are, of course, qualities that are also endorsed by the values of the NHS constitution with which all staff and students of the School engage. Our equality and diversity committee continue to meet on a regular basis to ensure that we continue to make our school a welcoming and inclusive environment to study and work.

Key themes to achieve excellence in both education and research in health and social care are evidence based practice, public/service user engagement, inter-professional learning and working (IPL), and continuing professional development (CPD). The School intends to build on its existing strengths, ensuring that staff and students are clear of the significance of this activity and the support that is available. This includes regular review of the Workload Allocation Model for staff and support for role holders in the school who co-ordinate and promote activity in CPD, IPL, and service user engagement.

The vision set out above puts HSC on target to continue to grow, whilst enhancing excellence in education and research.

You will have many opportunities to provide views on your experiences and we will provide feedback about the information we gather and how we have responded. I hope you will enjoy the time you spend with us at our School and expect that you have a positive experience in your time with us. We hope you will embrace the opportunity to study in a supportive environment that values critical inquiry and the challenges of delivering health and social care both in the UK and internationally and wish the very best of success in your endeavours.

Vikki-Jo Scott
Dean of the School of Health and Social Care
## Contents

Welcome ............................................................................................................................................. 1  
Introduction ........................................................................................................................................ 6  
Practicalities and Getting Started ....................................................................................................... 6  
  Complete your Registration ............................................................................................................... 6  
eNROL .................................................................................................................................................... 6  
Explore your Campus ............................................................................................................................. 7  
Get connected ...................................................................................................................................... 7  
  Your IT account ................................................................................................................................ 7  
Essex Apps .......................................................................................................................................... 7  
Your personal belongings ...................................................................................................................... 8  
Right to Study ...................................................................................................................................... 8  
  English classes for the dependants of international students and staff (ECDIS) ......................... 8  
The Essex Experience ............................................................................................................................ 9  
Equality, Inclusion and Diversity ......................................................................................................... 9  
Embrace the Essex Values .................................................................................................................... 10  
Essex Spirit, social media and events ................................................................................................. 10  
International Students ......................................................................................................................... 11  
  Mature and part-time students ........................................................................................................ 11  
Student Ambassadors .......................................................................................................................... 11  
Essex Sport .......................................................................................................................................... 11  
Students’ Union .................................................................................................................................. 11  
  Get involved ....................................................................................................................................... 12  
About the School of Health and Social Care ...................................................................................... 13  
  Reception Opening hours ............................................................................................................... 13  
  Meet the team .................................................................................................................................... 13  
  Staff research interests ....................................................................................................................... 14  
  Departmental resources and facilities ............................................................................................... 15  
  Departmental prizes .......................................................................................................................... 15  
  Communication ................................................................................................................................. 16  
Learning and Teaching ......................................................................................................................... 19  
  What the School expects from its students and what students can expect from the School ....... 19  
  The academic year .......................................................................................................................... 19  
  Module enrolment ............................................................................................................................. 19  
  Teaching timetable ............................................................................................................................ 20  
  Course structure ............................................................................................................................... 20  
  Learning Outcomes ......................................................................................................................... 20
Extenuating Circumstances ................................................................. 35
Feedback ................................................................................................ 35
The Board of Examiners ........................................................................ 36
Reassessment ......................................................................................... 36
Computers, Learning Technologies and your Information ...................... 38
Computers ............................................................................................ 38
Learning Technologies and Systems ..................................................... 39
Your information .................................................................................. 40
Student Voice ......................................................................................... 41
Student Representatives ........................................................................ 41
Student Voice Groups ........................................................................... 41
Student Surveys .................................................................................... 41
You Matter .............................................................................................. 43
Student Services Hub ............................................................................ 43
Health Centre ......................................................................................... 43
Disability and emotional wellbeing ...................................................... 43
Counselling services .............................................................................. 43
Money management .............................................................................. 44
Students’ Union Advice ......................................................................... 44
Residence Life ......................................................................................... 45
Religion, faith and beliefs ....................................................................... 45
Harassment support ............................................................................... 45
Health and safety on campus................................................................. 45
Making a Complaint ............................................................................... 46
Student Development ............................................................................ 47
Careers Services .................................................................................... 47
CareerHub+ ............................................................................................ 47
Big Essex Award ...................................................................................... 47
Frontrunners .......................................................................................... 47
Volunteering .......................................................................................... 47
**Essex Interns** ..................................................................................... 47
You Are Essex ........................................................................................ 49
Year and Degree Marks ........................................................................ 49
HEAR ......................................................................................................... 49
Graduation .............................................................................................. 49
Job References ....................................................................................... 49
Alumni ...................................................................................................... 50
What comes next? .................................................................................. 50
Introduction

This Handbook is designed to provide you with an overview of all the essential information about the University and the School of Health and Social Care. Your Student Handbooks provides details of your department, including staff and contact details, facilities and ways to communicate and receive updates, as well as information relating to your course of study at Essex, including Rules of Assessment and the related policies, prizes awarded by the department each year, student feedback and meetings, and University regulations regarding progress, appeals and extenuating circumstances.

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

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

The Student Directory contains a wealth of other helpful sources of information which can be found at https://www.essex.ac.uk/student.

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 set up and started at Essex.

Complete your Registration

Whilst you have accepted your offer and made your way to Essex, you still need to officially register yourself. At the start of each academic year, all new and returning students are required to register at the University. Registration is not only a formal procedure of enrolling you into the University, but it also connects you up to a number of vital systems you will need access to, including your IT account.

As part of this process, you will need to complete online pre-arrival, physically attend a registration event on campus, and also activate your IT account.

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

New students: https://www.essex.ac.uk/welcome/registration

Returning students: https://www.essex.ac.uk/student/registration/returner-registration

eNROL

You may have to select options to select as part of your course structure. If you do, you must choose the options that you wish to enrol on before the academic year begins. New students will access the system from the end of August. Returning students will access the system from the April preceding the next academic year. Departments will approve your selections within a few weeks of them being made, and timetables will take module enrolment into account when planning for the next academic year. Early module enrolment will ensure that you know which modules to attend and where the lectures and classes are ready for the start of term. You can view and choose your specific options through the eNROL system.
Explore your Campus
There is a broad range of facilities across each of our campuses to support your living and learning experience at Essex. We provide study-based services, like the IT helpdesk and group study pods, but also various food and drink venues and leisure facilities. The Students’ Union also runs a wide range of facilities, bars and general stores. Full details on all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member.

Get connected
Your IT account
You will need to set up your IT account and create a password through the University website www.essex.ac.uk/it/getaccount. You will need to register an external email address and passphrase to set up your account. Once you’re set up, you can access your email, log on to lab computers, connect to campus wi-fi, and much more.

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

Campus Wi-fi
Wi-fi is available across all campuses. Simply find the ‘eduroam’ network on your device and use the same 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. You can use it to see your timetable, keep your personal details up-to-date, request replacement registration cards or supporting documents, such as council tax exemption certificates, see how you’re doing on your course, let us know if you’ll miss a lecture or class, contact the Student Services Hub, and much more.

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

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

https://www.essex.ac.uk/myessex/

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

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

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

The Tier 4 rules and guidance include restrictions relating to the length of time you can spend studying in the UK and academic progress; this may mean you are unable to take an academic option offered to you or that we can’t continue to sponsor you under Tier 4. The University has many duties as a Tier 4 sponsor and must ensure we remain compliant in order to retain our Tier 4 licence. Find out more on the University’s website: https://www1.essex.ac.uk/immigration/ and https://www.essex.ac.uk/about/governance/regulations

If you would like to get additional support with your English language skills, you can find helpful information and a range of resources here: https://www.essex.ac.uk/welcome/international-students

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

https://www.essex.ac.uk/departments/language-and-linguistics
ecdis@essex.ac.uk
The Essex Experience

The University and the Students' Union have developed our Student Charter as a part of our ongoing commitment to create an outstanding environment that offers the highest standards of teaching, research and support in an international and multi-cultural community. The Student Charter reiterates that you are a member of the University of Essex community, not just while you are a student or recent graduate here, but for life. You can read the full Student Charter at: www.essex.ac.uk/students/experience/charter

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

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

Equality, Inclusion and Diversity

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

The University is committed to a programme of action to ensure that this policy is fully effective. You can find out more information on the University’s policy, and get in touch with any comments or questions, here: https://www.essex.ac.uk/information/equality-and-diversity/equality-and-diversity-policy-and-strategy

Whilst studying in the School of Health & Social Care we want you to feel you have a say in how the school evolves to meet the changing needs of all our students. We want you to feel that your time in the School is much more than just what happens during a lecture. The School is inclusive, a place where you can develop as a learner, a person, a practitioner and where you can build lasting relationships with staff and your peer group.

We will constantly enhance the quality of all your learning experiences through quality assurance of our programmes. Lecturers are peer assessed and we undertake systematic evaluation of our modules to which you will be asked to contribute. Our clinical placements are regularly audited to ensure student learning in practice is equal to that in the University. Alongside these internal processes many of our programmes are monitored by regulatory bodies (e.g. Nursing & Midwifery Council, Health & Care Professions Council) and by health and social care bodies (e.g. Health Education England)

We regard all our students studying in the School as individuals with diverse needs. We will always try to meet your individual needs or point you to where you can get additional support. We do ask, however that you make us aware as soon as possible of any current or future problems that you may be encountering. If we work together we can usually find a best way forward.
The School of Health and Social Care is committed to equality and development of an inclusive culture promoting dignity and respect, qualities that are also endorsed by the values of the NHS constitution with which all staff and students engage.

We were awarded the Athena SWAN Silver Department Award in October 2017, following our success at achieving the Athena SWAN Bronze Departmental Award in October 2015. We’re immensely proud to be the first department in the university to achieve this award.

The Athena SWAN Charter

The Athena SWAN Charter was established in 2005 to encourage and recognise commitment to advancing the careers of women in science, technology, engineering, maths and medicine (STEMM) employment in higher education and research.

In May 2015 the charter was expanded to recognise work undertaken in arts, humanities, social sciences, business and law (AHSSBL), and in professional and support roles, and for trans staff and students. The charter now recognises work undertaken to address gender equality more broadly, and not just barriers to progression that affect women.

“We are delighted to have achieved the Athena SWAN Silver Award. This recognition of our work is an important landmark in our journey to create an inclusive environment with equal opportunities for all.”

Professor Gill Green (Leader of the School’s Athena Swan team)

https://www.essex.ac.uk/departments/health-and-social-care/equality-and-inclusion

**Embrace the Essex Values**

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

The University’s [Code of Student Conduct](https://www.essex.ac.uk/governance/regulations) can be found on the website:

---

**Essex Spirit, social media and events**

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

Follow us on social:

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

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

[http://www.essex.ac.uk/events](http://www.essex.ac.uk/events)
International Students

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

You can find helpful information here –
https://www.essex.ac.uk/welcome/international-students and http://www.essex.ac.uk/student/student-communities/international

Mature and part-time students

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

You can find more information here: www.essex.ac.uk/students/groups/mature-students.aspx

Student Ambassadors

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

www.essex.ac.uk/careers/job_hunting/on_campus

Essex Sport

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

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

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

www.essex.ac.uk/sport
https://download.mobilepro.uk.com/a/1CJ8?p=4?pv=1

Students’ Union

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

https://www.essexstudent.com

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

Furthermore, we have our very own letting agency SU Homes designed to offer help and support for students to find off campus accommodation.

https://www.essex.ac.uk/life/colchester-campus/get-involved
About the School of Health and Social Care

Colchester Campus
School of Health and Social Care
Kimmy Eldridge Building
University of Essex
Wivenhoe Park
Colchester
Essex CO4 3SQ
United Kingdom

Reception: Room 2S2.4.02
Direct tel: +44 (0)1206 872854
General enquiries: hsc@essex.ac.uk
Pre-registration programme enquiries:ipl@essex.ac.uk
Website: www.essex.ac.uk/hsc

Southend Campus
School of Health and Social Care
Gateway Building
University of Essex
Elmer Approach
Southend on Sea
Essex SS1 1LW
United Kingdom

Direct Tel: +44 (0)1702 328367
Southend Campus
HSC is located on Floor 2 of the Gateway building.
Website: www.essex.ac.uk/hsc

Reception Opening hours
9am - 4.30pm Monday - Friday for administrative staff. For Academic staff please email to make an appointment.

Meet the team
A full list of all academic and professional services staff for the School of Health and Social Care can be found on our website at: https://www.essex.ac.uk/departments/health-and-social-care/people.
Below is a summary of the roles of staff that you are likely to be in contact with most frequently.

<table>
<thead>
<tr>
<th>Course</th>
<th>Programme Lead</th>
<th>Administrator</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Degree Health Science</td>
<td>Wendy Rajah</td>
<td>Ian Humberstone</td>
<td><a href="mailto:fdhealth@essex.ac.uk">fdhealth@essex.ac.uk</a></td>
</tr>
<tr>
<td>BSc Nursing (Adult)</td>
<td>Timothy Goodchild</td>
<td>Cerys Somers (Colchester)</td>
<td><a href="mailto:ipladmin@essex.ac.uk">ipladmin@essex.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>(Colchester)</td>
<td>Karen Bell (Southend)</td>
<td>(Colchester)</td>
</tr>
<tr>
<td></td>
<td>Iain Keenan</td>
<td></td>
<td><a href="mailto:snursing@essex.ac.uk">snursing@essex.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>(Southend)</td>
<td></td>
<td>(Southend)</td>
</tr>
<tr>
<td>BSc Nursing (Adult) Apprenticeship</td>
<td>Wendy Rajah</td>
<td>Hannah Duncan (Colchester)</td>
<td><a href="mailto:ipladmin@essex.ac.uk">ipladmin@essex.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jennifer Weston (Southend)</td>
<td>(Colchester)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:snursing@essex.ac.uk">snursing@essex.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Southend)</td>
</tr>
<tr>
<td>BSc Nursing (Mental Health)</td>
<td>Catherine Constable</td>
<td>Cerys Somers (Colchester)</td>
<td><a href="mailto:ipladmin@essex.ac.uk">ipladmin@essex.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>(Colchester)</td>
<td>Karen Bell (Southend)</td>
<td>(Colchester)</td>
</tr>
<tr>
<td></td>
<td>Thomas Currid</td>
<td></td>
<td><a href="mailto:snursing@essex.ac.uk">snursing@essex.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>(Southend)</td>
<td></td>
<td>(Southend)</td>
</tr>
<tr>
<td>BSc Nursing (Mental Health) Apprenticeship</td>
<td>Wendy Rajah</td>
<td>Hannah Duncan (Colchester)</td>
<td><a href="mailto:ipladmin@essex.ac.uk">ipladmin@essex.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jennifer Weston (Southend)</td>
<td>(Colchester)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:snursing@essex.ac.uk">snursing@essex.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Southend)</td>
</tr>
<tr>
<td>BSc Occupational Therapy</td>
<td>Selena Hammond</td>
<td>Cerys Somers</td>
<td><a href="mailto:ipladmin@essex.ac.uk">ipladmin@essex.ac.uk</a></td>
</tr>
<tr>
<td>(part time)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSc Occupational Therapy</td>
<td>Dr Lindsey Nicholls</td>
<td>Cerys Somers</td>
<td><a href="mailto:ipladmin@essex.ac.uk">ipladmin@essex.ac.uk</a></td>
</tr>
</tbody>
</table>
### Your Module Tutor

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

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.

You can find out who is the module tutor for each Module here: [https://www1.essex.ac.uk/modules/](https://www1.essex.ac.uk/modules/)

### Your Personal Tutor

All undergraduate students have a Personal Tutor who will meet you soon after you arrive, and regularly throughout your course. Your Personal Tutor will be a member of the academic staff from within the School of Health and Social Care and is there to help you feel connected to your department. Your Personal Tutor is someone who you can talk to if you have questions about your course or encounter any difficulties that may affect your studies, and can recommend and direct you to other support services on campus that might be able to further help and support you. You can find out who your Personal Tutor is through MyEssex, and the contact details of all staff can be found on our website: [https://www.essex.ac.uk/departments/health-and-social-care/people](https://www.essex.ac.uk/departments/health-and-social-care/people)

### Your Peer Mentor

All first-year students are assigned a Peer Mentor. Your Peer Mentor will be a current second or final-year Essex School of Health and Social Care undergraduate and should contact you before you arrive at Essex. You will have the opportunity to meet your Peer Mentor at the Induction Day in Welcome Week; from them on, how often you contact or meet your Peer mentor is entirely up to you. You may find that they are an incredibly useful source of information, especially during the first few weeks of term.

Further information on mentoring at Essex role can be found here:

[http://www.essex.ac.uk/students/study-resources/mentoring/peer-mentoring/default.aspx](http://www.essex.ac.uk/students/study-resources/mentoring/peer-mentoring/default.aspx)

### Become a Mentor

If you are in second or final-year and are interested in becoming a Peer Mentor, a call for mentor applications is usually circulated in the Spring term. If you have any questions in the meantime, you can contact hsc@essex.ac.uk.

### Staff research interests

The School of Health and Social Care specialises in applied, multi-disciplinary research that addresses local, national and international issues relating to health and social care policy and
practice, and other related fields. The four key areas of research are mental health & psychological wellbeing, research for public and patient benefit, social policy & social care and health profession education and workforce development. School of Health and Social Care staff have a wide range of research interests alongside their clinical and academic experience. For full details of HSC staff publications please see our Research Repository or individual staff profiles.

**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.

**School of Health and Social Care Common Room**

There is a staff and student common area located on level 4 of the HSC Building in Colchester and a common room on Level 2 at Southend Campus.

**Printing, Photocopying and Scanning**

All students can print, copy and scan for free at Essex! There are over 100+ multi-function devices that can be used at various locations across our three Campuses. Facilities are available at the Library, Roding House and Unit 4 at Loughton Campus. In Southend, printing facilities are available on 5th floor of the Gateway Building and in The Forum.

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

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

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

**Dictaphones**

The School have some Dictaphones for loan. Please book these out from the lab technicians in 2S2.4.03.

**Noticeboards**

Every department and school has their own noticeboard(s) providing information on staff, courses and classes, updates, careers, events and opportunities. The School of Health and Social Care’s noticeboards are located in the foyer of the Kimmy Eldridge building.

**Departmental prizes**

The School of Health and Social Care award a range of Prizes each year. The Prizes currently awarded to undergraduate students by the School are:

<table>
<thead>
<tr>
<th>Prize</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kimmy Eldridge Prize</td>
<td>It can be accessed by all students in HSC including those on short (CPD) courses, UG or PG, part-time or full-time based and either campus. Nominations for the prize will be forwarded to the Head of School by subject leads in HHS. Selection will be based upon projects that have made a measurable improvement within a NHS service. Projects should reflect the values of</td>
</tr>
</tbody>
</table>
the NHS constitution. The ‘best’ project/s will be the one/s that reflect to the greatest extent a measurable improvement that can be mapped to the NHS constitution. The Head of School will make the final decision on who will receive the prize.

<table>
<thead>
<tr>
<th>Prize Name</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSc Prize for Outstanding Performance</td>
<td>Available to completing students on BSc Health Care Practice. The student with the highest overall programme mark will be awarded the prize.</td>
</tr>
<tr>
<td>BSc Nursing prize for Outstanding performance</td>
<td>Available to final year students on BSc Nursing (Adult) and BSc (Mental Health) students. The student with the highest overall programme mark across these programmes will be awarded the prize.</td>
</tr>
<tr>
<td>Undergraduate Allied Health Pre-Registration Prize for Outstanding Performance</td>
<td>Available to final year students on BSc Occupational Therapy and BSc Speech &amp; Language Therapy. The student with the highest overall programme mark across these programmes will be awarded the prize.</td>
</tr>
<tr>
<td>Apprentice of the year award</td>
<td>Available to BSc Nursing (Adult), BSc Nursing (Mental Health) and Foundation Degree Health Science Apprenticeship cohorts. Contact <a href="mailto:snursing@essex.ac.uk">snursing@essex.ac.uk</a> for more information on this prize.</td>
</tr>
<tr>
<td>John Leighton Award</td>
<td>Available to students on BA Social Work. John Leighton Award for Top Performing Student - The student with the highest overall programme mark will be awarded this prize. John Leighton Award for Most Impact on Placement – Tutors and summer scrutiny panel to award this prize to the student deemed to have made the most impact on placement. John Leighton Award for Most Progression Throughout Degree - Tutors and summer scrutiny panel to award this prize to the student who has made the most progression throughout their degree.</td>
</tr>
<tr>
<td>Outstanding Achievement</td>
<td>Available to final year students on Foundation Degree Oral Health Science. The student with the highest overall programme mark will be awarded the prize.</td>
</tr>
<tr>
<td>Kimmy Eldridge outstanding progress</td>
<td>Available to final year students on Foundation Degree Oral Health Science. The student with the greatest improvement between their programme mark for year 1 and year 2 will be awarded the prize.</td>
</tr>
<tr>
<td>Research Prize</td>
<td>Available to final year students on Foundation Degree Oral Health Science. The student who has achieved the highest overall module aggregate in the Critical Appraisal and Research Skills module will be awarded the prize.</td>
</tr>
<tr>
<td>Outstanding Achievement</td>
<td>Available to students on BSc (Hons) Oral Health Science. The student with the highest overall programme mark will be awarded the prize.</td>
</tr>
</tbody>
</table>

**Communication**

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

**By email**

The University’s departments and schools 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, updates and general communication related to your study and issues that may affect you. It is therefore vital that you check your Essex email regularly. It is recommended that you check your Essex email each day to ensure you do not miss any important updates to classes and assessment.

If you are elected to a Student Representative position, work as a Student Ambassador, or volunteer in another form or means, it is even more important to regularly check your Essex email as should other students and staff need to get in touch, they will do so via your Essex email.
You will also automatically be subscribed to a small number of opt-out lists, again, based on your course. These will be used to send useful information and, while some of this may be about events, marketing or other opportunities, we try to avoid sending too much. To opt in or out of such lists, please visit:

https://www1.essex.ac.uk/it/services/forms/default.aspx

**How you should communicate**

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

**The level of formality**

- If you are writing to your lecturer for the first time, it is good practice to use a relatively formal manner and use their correct title, for example, ‘Dear Dr Bercow’ or ‘Dear Professor Hammond’.

- If your lecturer signs their reply using their first name, then it is generally acceptable to reply using just their first name in your response; if not, continue to address them with their full, formal name. If you are unsure of your lecturer’s title, you can find their full details here: https://www.essex.ac.uk/departments/health-and-social-care/people. If no title is noted, then you should use the member of staff’s full name.

**Identify yourself**

- In the first few weeks of term, academic staff will be busy getting to know all of their students. Therefore, it is important that you begin by introducing and identifying yourself to them as they will not know every student right away. For example, ‘I am taking module AB123 and was at your lecture on Research Methods on Tuesday morning...’

- You should always use your Essex email as your full name will appear to the member of staff you are emailing, but still remember to sign off your email with your name, including your preferred name if this is different to your official legal name on your record and account.

**Consider your question**

- You should always check that who you are contacting is the most appropriate person to answer your query. The useful department contact list provided earlier in this section should help you determine who will be able to help you on a range of different queries.

- Before emailing the member of staff, you should make sure that you have checked the resources provided, including the University website, Student Directory, Departmental Moodle pages and this Student Handbook in case the answer to your question can be found in one of these.

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

**Our website**

Each department and school has its own section of the University website. This is an important source of information and news about all aspects of your studies. You can find the School of Health and Social Care’s website here:
MyEssex
Your MyEssex student portal will alert you to updates about modules and other aspects of your course and studies. It is important that you check your MyEssex regularly, as well as email, to ensure you have the most up to date information.

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

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

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

Social Media
Follow our department on social media for interesting news and updates:

Facebook: @EssexHSC
Twitter: @Uni_essexhealth
Learning and Teaching

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

Whatever level of study you’re following at Essex, you’re here for an excellent education. We’re committed to research-led teaching as well as your personal development. During your time here, we’ll support you in demonstrating your academic potential and in developing the knowledge and skills you’ll need as you embrace your future graduate career.

What the School expects from its students and what students can expect from the School

The School expects you to try your hardest, to access the available support and learning resources and to attend all timetabled learning and teaching sessions. We expect you to adhere to the rules and regulations of the university and be familiar with these, through the various opportunities available, such as: the programme handbooks, School and University internet resources etc. We expect courtesy, honesty, respect and other similar characteristics from all of you.

You can expect our School staff to offer a personal and professional service which encompasses the same individual characteristics as those of expected of you, with an addition of a working knowledge and adherence to the School and University processes and procedures which impact on and guide your learning experience whilst with us. You can expect us to support your learning whilst here and to guide you towards an appropriate outcome of your studies.

The academic year

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

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

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

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

Module enrolment

You may have had to select some optional modules as part of your course structure. If this is the case, you should have done this prior to the start of term. More information on how to do this can be found in the ‘Getting Started’ section of this handbook.
**Teaching timetable**

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

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

Information about teaching timetables, including requesting a class change, reporting a timetable issue and accessing your individual timetable can be found AT: [https://www.essex.ac.uk/student/timetables/your-timetable](https://www.essex.ac.uk/student/timetables/your-timetable)

**Course structure**

Each course at the University has its own syllabus, full details of which can be found in the University's Programme Specifications Catalogue at:

[https://www1.essex.ac.uk/programmespecs/](https://www1.essex.ac.uk/programmespecs/)

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

[https://www1.essex.ac.uk/myessex/](https://www1.essex.ac.uk/myessex/)

**Learning Outcomes**

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

**Credits**

For the majority of undergraduate degrees in the School of Health and Social Care, you will take 360 credits worth of modules in total during your course at Essex. This is divided into 120 credits per each year of study. Some courses require a different amount of credits. Please see your programme handbook for more information.

**Study by Credit Accumulation**

The study of individual modules over a period of time, in which the credits obtained are accumulated and used towards approved university award in a manner that differs from full-time and part-time awards.

You could register on one or more stand-alone credit-bearing modules, and accumulate academic credit. Academic credit is awarded upon successful completion of each module. If you have been admitted to one or more individual modules, you may decide to use the credit towards an award, such as an Undergraduate Degree. You could apply to register for the award provided the relevant set of modules for the award had been taken.
The maximum period for completion of studies using credit accumulation is six years (normally five years to complete all taught elements and a further one year to complete the dissertation (or equivalent). The maximum period of study would be measured from the point at which you first registered for a module that contributed to the award. For HSC courses that are registrable with a professional regulatory body, the timescale for completion is usually within five years. For specific information please contact the relevant programme lead.

**Accreditation of Prior (Experiential) Learning (abrAP(E)L)**

The University has an APL/APEL procedure by which applicants may apply to have their prior learning assessed and accredited towards the relevant degree programme or module of study. The APL/APEL procedure normally operates during the admissions process and the relevant Admissions Officer is responsible for its operation. The published procedure is available [https://www1.essex.ac.uk/quality/university_policies/ap(E)L/default.asp](https://www1.essex.ac.uk/quality/university_policies/ap(E)L/default.asp)

**Module information**

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. A full list of modules available in the department can be found here: [https://www1.essex.ac.uk/modules/](https://www1.essex.ac.uk/modules/)

**Module choice**

In the School of Health and Social Care, not all students have optional pathways. Those who do should discuss their options with their Programme Lead if needing clarification. If students wish to change their options during the year they should again discuss this with their Programme Lead. Where applicable, optional module choices can be made on eNROL [www.essex.ac.uk/enrol/home/home_phase1.asp](http://www.essex.ac.uk/enrol/home/home_phase1.asp)

Please note that if you are on a modular programme and you decide to take fewer or more modules and are being funded by your employer it is your responsibility to make sure they are aware of the change you have made. If you are considering changing Programme, you should approach your Programme Leader in the first instance.

It is essential that students complete module enrolment and keep our School informed of any changes in their module enrolment since this forms the basis of their examination entry.

**Changing Modules**

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

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

**Module Leads**

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

**Module Materials**
Reading lists for each module can be found in the module guide on Moodle or by searching reading lists on the library website: [https://library.essex.ac.uk/home](https://library.essex.ac.uk/home). All other information and module materials can be found on the module’s Moodle page.

[https://moodle.essex.ac.uk/](https://moodle.essex.ac.uk/)

**Supervision of UG student research and final year capstone projects**
Your course may require you to submit either a final year project or dissertation. Specific information about content, outcomes and submissions requirements is available in the course module guides as they may differ in the School.

**Study Abroad**
Some School of Health and Social Care courses may also be taken as four-year courses, to include a year studying at a University abroad. It is also possible for students to study abroad for one term in their final year. You may have applied for and been accepted on a course with a Year Abroad. If you have not, but are interested in undertaking a Year Abroad or other international experience, you can get in contact with the Essex Abroad Team here:

[https://www.essex.ac.uk/study-abroad](https://www.essex.ac.uk/study-abroad)

**Work Placements**
Some School of Health and Social Care courses may also be taken as four-year courses, to include a Placement Year. It is your responsibility to find a work placement year, however, the Industry and Placements Team can help prepare and support you in finding placements and will advertise relevant placements available to Essex students. If you are interested in undertaking a Placement Year, or other work-based opportunities that may be available to you and your course, you can find more information, including who to contact, here:

[https://www1.essex.ac.uk/careers/placements/default.aspx](https://www1.essex.ac.uk/careers/placements/default.aspx)

**Employability**
Employability is about creating a rich educational experience that helps students develop as rounded individuals; enabling them to chart their course through life and fulfil their potential. In HSC, employability is embedded into all our course provision with co-curricular employability modules. As future health or social care professionals you will demonstrate the values as described in the NHS constitution and these values underpin all our delivery:

- Working together
- Everyone counts
- Compassion
- Improving Lives
- Respect and Dignity
- Commitment to quality of care

The HSC Employability Moodle site supports HSC students in their careers whether clinical or other and contains details about a wide range of employability matters relevant for careers in health and
Social care fields including: a Job Shop (NHS and other), Volunteering opportunities, Professional Skills development and many other topics.

Placement information is published at https://www.essex.ac.uk/departments/health-and-social-care/placements

**Library Services**

At our Colchester Campus, the **Albert Sloman Library** on Square 5 is open 24/7 and has a variety of study spaces over six floors, including individual and group work areas. The Library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, live chat and the opportunity to book appointments with your Subject Librarian to help you through your studies and beyond.

library.essex.ac.uk

Our Southend Campus Library & Learning Hub is located within **The Forum**, and offers a variety of silent and group study areas as well as access to all the resources you need for your studies, either on the shelves of the Library or online via the Library website. You can access computers in the Learning Hub, which is a pleasant and safe environment that is permanently open, with help available from the InfoPoint and via live chat. You can also request books from the Albert Sloman Library at our Colchester Campus - and your library card gives you access to all public libraries in the SELMS consortium of libraries in the south east of England.

library.essex.ac.uk

The library has a team of Subject Librarians who can help you to find appropriate resources for your assignments and show you how to search effectively. They can also provide advice on referencing and academic integrity, using reference management software, and evaluating sources. Find out who your subject Librarian is and get help with your subject area at library.essex.ac.uk/studyres

**Skills for Success**

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. Whether you need support with researching, assignment writing, mathematics and statistics, digital skills, or English language for academic purposes, support is available to help you succeed during your time at University. Reach your potential and enhance your chances of success with classes, workshops, drop-in clinics and online resources. Find out more at: www.essex.ac.uk/students/study-resources/tdc/

**The use of proofreading services**

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

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

https://www.essex.ac.uk/student/academic-skills/proofreading

Before considering the use of proofreading services, all students should first discuss their work with their personal tutors.
Learning a Language
Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you’re looking for a job. There are a number of ways to do it, so look online to discover the best option for you.
www.essex.ac.uk/study/why/languages

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

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

You must not tap in and then immediately leave the teaching event; you must not tap in for someone who is not attending the class. These are recognised by the University as a formal academic offence and may result in disciplinary action being taken against you.

Recording an absence
If you are unable to attend a teaching event, you must report your absence in your MyEssex portal.

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

If you need to report an absence from an examination or class test, you must report your absence in your MyEssex portal and submit an extenuating circumstances form. You can find out how to do this in the Extenuating Circumstances section of this Handbook.

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

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

Fitness to practise
Fitness to practise is only applicable to students on certain professional courses (such as nursing or social work) and is designed to ensure and regulate that a student is suitable for engagement in the relevant profession. Students are notified at the point of enrolment if their course of study is subject to the terms of this procedure. Students enrolled on courses where a practical professional placement is required have additional responsibilities placed upon them regarding not only their conduct but also their professional suitability as outlined in relevant regulatory and/or professional body codes of practice. Failure to meet these responsibilities can lead to the Breach of Professional Conduct with the Fitness to Practice and Termination of Training Procedure being invoked. If this applies to you, you will have been told by your department. You can
find the full Fitness to Practise procedure online at: www.essex.ac.uk/students/exams-and-coursework/ppg

School Procedures Relating to Absence and Illness
For students funded by Health Education England, attendance will be monitored and information fed back to purchasers as part of contract monitoring. Failure to attend must be with good reason and notified to the Programme Leader and Programme Administrator, as well reporting your absence in your MyEssex portal. Repeated failure to attend may mean you are ineligible for the award you are studying for. Attendance requirements for Pre-registration Programmes are specified by the regulatory bodies. If a student is unable to meet these requirements they will be unable to become a registered practitioner. See programme specific information for details.

Procedure for Managing Late, Partial or Poor Attendance
In line with the University’s standard procedure, students must tap into each teaching event to formally record their attendance. Attendance at teaching events is recorded on LEAP, and module leads monitor attendance from here. Where the module lead identifies that a student is not regular and punctual in their attendance the module lead should report this to the programme lead and personal tutor. Three occasions of non, late, or partial attendance without acceptable corroborating or explanatory evidence will normally be deemed unacceptable and will trigger this procedure.

A personal tutorial will be scheduled for the earliest possible opportunity to explore the reasons for poor attendance.

The student will be given a verbal warning in the first instance, if appropriate. Students will also be made aware of the possible outcomes should their attendance behaviour continue. Notification that a verbal warning had been given will be placed on the student’s personal file.

If attendance does not improve, students will receive a further tutorial with the Programme Lead and a written warning issued. A copy of the warning is placed on the student’s personal file.

If attendance still does not improve following the written warning, or the student fails to attend any meetings relating to their attendance, the programme lead will refer the student through the Professional Suitability process.

Making changes to your study
Changing your course
If you are thinking about changing course, we recommend that you speak to someone in your school/department as soon as possible. They will be able to advise you if there are any specific requirements for the course you are looking to change to. If the course you are looking to change to is within a different school/department, then you should also speak to someone in that department. If you are thinking of undertaking a placement year or year abroad, you should check the requirements for these programmes and contact the Industry and Placements Team or Essex Abroad Team.

There are deadlines in place for when you need to change course by, so please make sure you are aware of these deadlines before requesting to change. Further details on changing course and the relevant deadlines can be found at www.essex.ac.uk/students/course-admin/changing-course.aspx or by visiting your Student Services Hub.

You should investigate your potential new course by looking at course information on the department’s web pages, talking to students on the course and speaking to tutors. You should also look at our Rules of Assessment for the new course to check whether there are any course-specific requirements.
**Maximum period of study**
Undergraduate students have a maximum period in which to complete their studies. This is set at the point at which you register, and is normally the length of your programme plus two additional years. This is to allow some flexibility in cases where you find you must intermit, or you fail a stage of study and must repeat it, or you want to transfer to a new course and must retake a stage of study.

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

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

You should also read our guidance on intermitting very carefully at [www.essex.ac.uk/see/intermit](http://www.essex.ac.uk/see/intermit). If your intermission is agreed to, we will also give you the advice and support you need to help you carry on with your studies.

**Withdrawing** is the formal process for permanently leaving your programme of study and the University. If you are thinking of withdrawing, you should seek advice from your Department or the Student Services Hub at the earliest opportunity. It is very important that you discuss your circumstances with the University and follow the formal procedure for withdrawing. If the university is not formally notified, then you may risk continuing to incur further tuition or accommodation fees. More advice and information is available at [www.essex.ac.uk/see/withdraw](http://www.essex.ac.uk/see/withdraw).

**The use of personal devices in teaching**
The School asks that students are respectful of lecturers and others when using devices. This will include as a minimum switching mobile phones to silent (the preference being to switch them off) and not accessing them in class, other than identified needs due to unforeseen circumstances or as part of the learning activity. If the former reason, this should be discussed with the lecturer prior to the start of the session. Laptops and tablets may be used for note taking with the lecturer’s permission.
Assessment and Good Practice

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

The Regulations relating to Academic Affairs which govern assessment at the University can be found online:

www.essex.ac.uk/governance/regulations

Rules of Assessment

The Rules of Assessment are used to calculate your results. There is a main set of rules for 3 year and 4 year courses, but some departments also have additional variations which can be found in the Variation to the Rules of Assessment.

https://www1.essex.ac.uk/students/exams-and-coursework/ppg/ug/default.aspx

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

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

In order to comply with regulatory body rules many of our programmes have variations to the University of Essex Standard Rules of Assessment. For further information you can view these variations at:

https://www1.essex.ac.uk/students/exams-and-coursework/ppg/ug/default.aspx

If you remain unclear about the rules of assessment governing your programme you should speak with your Programme lead.

Core, compulsory and optional modules

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

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

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

All research involving human participants, whether undertaken by the University’s staff or students, **must** undergo an ethics review **by an appropriate body** and ethical approval **must** be obtained before it commences. You can find our Guidelines for Ethical Approval of Research Involving Human Participants here - [https://www.essex.ac.uk/staff/research-governance/ethical-approval-resources-for-applicants](https://www.essex.ac.uk/staff/research-governance/ethical-approval-resources-for-applicants) - along with a link to the online Ethical Approval application form in ERAMS ([https://erams.essex.ac.uk/do/essex-login/login](https://erams.essex.ac.uk/do/essex-login/login)).

'Human participants' are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and foetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements).

**Research involving the NHS and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval. Please contact the School’s Ethics Officer, Prof Gill Green (gillgr@essex.ac.uk), if you have any queries.**

**Academic Integrity and Academic Offences**

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

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

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

More information about academic offences and getting support can be found at: [www.essex.ac.uk/about/governance/policies/academic-offences.aspx](http://www.essex.ac.uk/about/governance/policies/academic-offences.aspx).

**Methods of Assessment**

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.

**Your fitness when sitting for Exams, Tests and Practical assessment**

As an adult learner your tutors have an expectation that you will make a decision about whether or not you are fit to sit the exam or test. Many things may interfere with your ability to concentrate; you may be physically unwell, you may be experiencing some difficult social problems or you may be distressed.

Throughout your programme of studies you will have scheduled Exams, Tests and Practical assessments, for example:

- Examinations & Tests
- Observed Assessment (OSCE, OSCA, OSPE)
Practice assessment

You will be told in advance when and where these tests will be undertaken.

If you have reasons why you feel that you are not able to perform to the best of your abilities, you must talk to your tutor before the exam or test and consider using the Extenuating Circumstances process.

You should also consider using the various forms of support available to students at the University of Essex through the Student Support (https://www.essex.ac.uk/student-services/student-support)

Coursework

Coursework deadlines are available on Faser. Coursework should be submitted to Faser by 12 noon unless otherwise stated in the individual module guide.

Layout of written work

You should be aware that Module Leaders may refuse to mark any assignment that does not conform to the following instructions:

- All work submitted for marking must be either typed or word processed.
- All work must have at least 1.5 line spacing.
- All work should be in a 12 point font size.
- All work submitted for marking must be referenced using the agreed system or style as identified with the Module Leader.
- Students should note that they must not include company/organisation logos in their assignments without prior written permission to do so. This includes the University of Essex logo. If permission has been gained, this should be included as an appendix.
- All students are required to keep a copy of all their assignments.

Word counts in coursework

All coursework will have a defined word limit. When work is submitted the precise word count must be declared.

The word count of coursework is the total number of words it contains excluding the final reference list and any appendices: all other text must be included in the word count (quotations, footnotes, references, tables etc.).

You may wish to include additional material in the form of appendices, but you are not required to do so. Students must note that:

- No marks are awarded for appendices unless it is clearly stated in the coursework guidance that the appendices will be marked.
- The main body of the work (e.g. 2000 words) must be complete; markers will not read appendices in order to understand the main text.
- Appendices will only be looked at if referred to within the main text of the work.

Penalty

If work exceeds the stated word limit marking will cease at the word limit. This makes it very likely that students will lose marks or even fail if marks are awarded for that specific area as key information or analysis will be excluded from marking for example in the concluding part of the written work.
Formative assessment

Introduction

Formative feedback is a positive source of information which enables both students and teachers to develop their academic skills. The HEA (2004) guidance on feedback offers a resource for supervisors and restates why feedback is important.

Feedback

- Facilitates the development of self-assessment (reflection) in learning
- Encourages teacher and peer dialogue around learning
- Helps clarify what good performance is (goals, criteria, and expected standards).
- Provides opportunities to close the gap between current and desired performance.
- Delivers high quality information to students about their learning.
- Encourages positive motivational beliefs and self-esteem
- Provides information to teachers that can be used to help shape teaching.

In order to benefit from feedback students must be in possession of a clear understanding of what is expected of them. They must also be able to measure current performance against desired performance and know how to take remedial action. The policy on formative assessment attempts to manage the process in order to optimise quality and value to the student.

Policy

- Students may submit a formative assessment to a named tutor for comment prior to formal submission and are encouraged to do so. The formative assessment task may be in the form of a draft of a section of the summative assignment or a completely different activity.
- The tutor will provide general formative feedback to assist students’ learning and academic development but they will not comment in detail upon the work. The outcome of this feedback is not a summative assessment of a student’s work.
- If a tutor feels that a student requires assistance with the presentation of work he/she may refer the student for academic skills support.

Procedure

Students seeking formative assessment should:

- Receive a date for the submission of the formative assignment or if no date is specified submit work at least 4 weeks before the summative assignment submission deadline;
- Receive clear guidance as to whether the work is to be submitted via FASER, email or hardcopy to a particular tutor;
- Include a negotiated and agreed feedback form (if appropriate) or a format of feedback that suits both the student and tutor;
- Not seek more than one written formative assessment for each assignment;
Opportunities for formative feedback will vary between modules reflecting the different assessment requirements. Guidance will be provided for each module and will be clearly outlined in the information provided for each module on Moodle;

- Seek formative feedback from one tutor only;
- Note that formative assessment does not incorporate or imply a final mark.

From time-to-time minor variation to this procedure may occur. In such circumstances this will be communicated directly to students by the module lead. However, any such variation will be in accord with the policy outlined above.

If students submit drafts within these parameters staff will undertake to provide timely feedback to them.

Focused discussion on assignments between student and supervisor is encouraged. In such instances students may seek guidance on specific problems arising through assignments. Students may be asked to complete formative review of draft request form which provides tutors with specific feedback requirements. These should accompany any request for formative feedback. The form is available to download at www.essex.ac.uk/hhs/current_students.

**Academic writing support**

There are many opportunities to access support within the University. Please refer to the Student Services Hub on the University website for further details or Southend-based students can visit the University Skills Centre in the Forum. Additionally, your personal tutor within the School will also be able to offer academic guidance, which may include essay-writing skills, report construction etc.

**Referencing in coursework**

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

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

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

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

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

Your departmental referencing style is Harvard. To find out about your departmental referencing style and for help with referencing, visit the library website: library.essex.ac.uk/referencing, or take the Academic Integrity Moodle course: https://moodle.essex.ac.uk/course/view.php?id=5844

**Submission of coursework**

The online coursework submission system (FASER) can be accessed through myEssex or at this web address: http://faser.essex.ac.uk/ where you will find full instructions. The system allows you to upload a digital copy of your assignment to the web. The standard submission time is 12 noon on the day of the deadline.
You are encouraged to log on to FASER at the start of the year so that you understand how it works before you reach your first deadline. There is a trial module and deadline for you to use as a practice submission. There is a helpful guidance on how to use FASER here: https://www1.essex.ac.uk/e-learning/tools/faser/Student/HelpCentre#uploading

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

Problems with FASER
If you have technical difficulties: Please contact the Learning Technology Team ltt@essex.ac.uk as soon as possible to find out if this is a University issue or whether it may be a problem with your computer. This will count towards your claim when submitting a late coursework form should you need to. You can also contact IT Services helpdesk on it.helpdesk@essex.ac.uk

If you are confused or unsure how to upload, or are having any non-technical difficulties you should contact your Undergraduate Administrator

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

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

The University’s full Late Submission policy and further information can be found on the website:
https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx

Please also see the ‘Information for current students’ Moodle page for more School specific information: https://moodle.essex.ac.uk/course/view.php?id=7113

Return of coursework
When hard copy documents are submitted e.g. portfolios, students can collect their work following ratification from the relevant exam board. Work will be available to be collected in person from the HSC reception of the campus where the exam board took place, (i.e. Southend or Colchester campus) during standard working hours. Work will be available for a specified period (normally 2 months) after which it will be destroyed.

Examinations
Attendance at examinations is compulsory and if you do not attend them and do not have extenuating circumstances then you are at risk of being withdrawn.

You can find your personalised exam timetable online at: www.essex.ac.uk/examtimes/ The exam timetable will be published on the date shown at https://www1.essex.ac.uk/students/exams-and-
coursework/dates-and-timetables.aspx and you will receive an email to your Essex account when it is available to view.

You must bring your registration card and exam entry form with you to the exam. You will not be allowed entry without them. Remember to check your exam entry form carefully and email the Examinations Office (exams@essex.ac.uk) if there are any errors.

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

You can download a guide to examinations and watch a short video at: www.essex.ac.uk/students/exams-and-coursework/default.aspx

Revision classes
Revision classes will be timetabled for modules containing examinations run by the central Exams Office.

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

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

The only exception is for certain Finance exams that require a financial calculator, in which case you may use the Hewlett Packard 12c (all variants) or the Texas Instruments BAII Plus (including the BAII Plus Professional).

A limited number of Casio calculators will be available to borrow on the day of your exam from the Exams Office on a first-come, first-served basis, on production of your registration card. Please note financial calculators will not be available.

Dictionaries
Please note that dictionaries are not allowed during exams. If you take a dictionary into an exam, you will be reported on suspicion of committing an academic offence. Even if English is not your first language, you are still not entitled to use a translation dictionary or any other kind of dictionary.

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

https://www1.essex.ac.uk/quality/university_policies/examination_and_assessment/marketing_policy/default.asp
Moderation
Moderation is a process separate from that of marking and provides 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. In instances where the moderator feels marks may not be entirely appropriate, the moderator would not change individual marks for the work, but would liaise with the first marker to agree whether marks should be reviewed across the particular piece of assessment or module. Should a review of marks be agreed, this may lead to marks being adjusted accordingly.

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

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

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

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

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

All formal examinations at the University of Essex are marked anonymously. You will be provided with a candidate number on your exam entry form. This will be in large print in the centre of the page. This is the number you should write on your examination scripts. It is important that you do this so we can, once the paper has been marked, allocate the marks to your record correctly.

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.
The re-marking of work is included within the University’s Marking Policy can be found here: www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy.

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

**Appeals**

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

More information about appeals, including the deadlines and forms to complete, can be found online at: www.essex.ac.uk/see/appeals

**Extenuating Circumstances**

**Extenuating circumstances** are circumstances beyond your control which cause you to perform to less of a standard in your coursework or examinations 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.

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 and the corresponding methods to take into account your extenuating circumstances, if appropriate, such as permitting further reassessment opportunities for uncapped marks. Please note that extra marks cannot be given in light of extenuating circumstances.

If you do need to make an extenuating circumstances claim, you should first read the guidance very carefully and seek advice from SU Advice (www.essex.su/advice) or the Student Services Hub (www.essex.ac.uk/students/contact/default.aspx). 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.

https://www1.essex.ac.uk/myessex/ExtenuatingCircumstancesHome.aspx

Further information and the full Extenuating Circumstances Policy can be found on the website: https://www1.essex.ac.uk/students/exams-and-coursework/ext-circ.aspx

Please also see the ‘Information for current students’ Moodle page for more School specific information: https://moodle.essex.ac.uk/course/view.php?id=7113

**Feedback**

The deadline for returning feedback to students is four weeks after the submission deadline. Feedback can be returned earlier than this if it is available, but will not be released earlier than 7 days after the submission deadline. Feedback will be released via Faser for the majority of modules.
The Board of Examiners

The Board of Examiners meet at different times of the year for each course and use the Rules of Assessment to determine whether:

- you have passed the modules you have studied and can be awarded credit
- you have met the requirements to progress to the next year of your course
- you have met the requirements to pass your course and what classification you will receive for each module
- how your module marks are used to calculate your degree classification
- you are eligible to receive a merit or distinction

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

- what reassessment you could be offered and when you can take it
- whether you must withdraw from your course, with or without an exit award

Examination results

You will receive an email to your Essex email account as soon as your results are published. You can find the publication schedule at: www.essex.ac.uk/students/exams-and-coursework/schedule.aspx

Access to exam scripts

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

Students must not attempt to engage the member of staff in discussions about whether the work has been marked correctly. The marks will have been approved by the external examiners and ratified by the examination board.

A student who wishes to view an examination script or project should contact their Undergraduate Administrator. You can find further information about Assessment Policies at: www.essex.ac.uk/quality/university_policies

Reassessment

For students on standard courses and modules, you may only undertake reassessment if the Board of Examiners says that you may do so. For students on non-standard courses and modules, you will undertake resubmission four weeks from receiving the feedback from your 1st attempt.

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

Reassessed modules are normally capped at the pass mark of 40% unless you have extenuating circumstances which are accepted by the Exam Board. Please be aware that reassessment in examinations and coursework carries a fee.

The School’s policy is set out below:
i. students who are required to undertake reassessment for capped marks will normally be set a new piece of coursework or will be expected to resubmit a revision of their original piece of work;

ii. if a student is required to undertake reassessment and has Extenuating Circumstances which have been accepted by the Board of Examiners, the student may be given the opportunity to revise and resubmit his/her coursework, or will be given a new essay question;

iii. in the case of the final year project, a journal, or coursework which cannot be replicated over the summer, a student may be permitted to revise and submit the original work or may be set alternative coursework.

The School will send you details of the assignments which you are required to undertake. Please contact the administrator identified in the relevant module guide if you have any queries.

Please also see the ‘Information for current students’ Moodle page for more School specific information: https://moodle.essex.ac.uk/course/view.php?id=7113

Resit exams
Resit exams are scheduled in early September or ‘out of residence’ in the summer of the following year. A considerable amount of useful revision material is available on Moodle. Students can contact staff, particularly Module Supervisors for the modules they are resitting if they need help with revision or specific queries (do not leave this until the last minute as staff availability will be reduced throughout the summer). Staff can give individual feedback on summer exam performance, if requested.

You can find further information relating to resitting exams at: www.essex.ac.uk/students/exams-and-coursework/resits.aspx

Feedback
If you need to undertake any reassessment on a module, your department will provide you with written feedback on any elements being reassessed. The deadline for returning feedback to students is four weeks after the submission deadline. Feedback can be returned earlier than this if it is available, but will not be released earlier than 7 days after the submission deadline. Feedback will be released via Faser for the majority of modules.

Exit Awards
If you decide to withdraw from your course before you finish, or you fail too many credits to be awarded a Bachelor’s degree, you may be awarded a qualification at a lower level, if appropriate.
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. You can find a full list of computers available to use on our website: https://www1.essex.ac.uk/it/labs/usage/. Many labs stay open until late and some are open 24/7. Labs may be booked for teaching, and so it is best to check availability first.

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

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

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

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

Information on other software available to students and general IT matters is available here: www.essex.ac.uk/it/services/computers-and-software/default.aspx?tab=3

IT Help and Guidance

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

https://www.essex.ac.uk/student

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. The contact details for your campus Helpdesk can be found online along with the opening times: https://www.essex.ac.uk/student/it-services/it-helpdesk
Learning Technologies and Systems

**eNROL**
The eNROL system is an online tool to review and select available modules specific to a particular course and year of study. All new and returning students should use the online system prior to the start of each academic year.

eNROL: [https://www1.essex.ac.uk/enrol/Account/Login?ReturnUrl=%2Fenrol%2F](https://www1.essex.ac.uk/enrol/Account/Login?ReturnUrl=%2Fenrol%2F)

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

An algorithm within LEAP combines your engagement with university resources and activities to produce an overall engagement indicator. There are 5 engagement indicators (high, good, partial, low and very low) which will help you map and better understand your engagement pattern over time.

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

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

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

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

[https://leap.essex.ac.uk/login](https://leap.essex.ac.uk/login)

**Moodle**
We use Moodle as our online learning environment, to enhance face-to-face teaching. It lets you get to course materials, and has built-in features to enhance learning such as discussion forums, chat facilities, quizzes, surveys, glossaries and wikis.

[https://moodle.essex.ac.uk/](https://moodle.essex.ac.uk/)

**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.

[faser.essex.ac.uk](https://faser.essex.ac.uk)

**Talis Aspire**
Talis Aspire is our online reading list system. Use it 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.

listenagain.essex.ac.uk

Your information

Changes to your information
During your period of study at Essex, you wish to be known by a preferred name or update your legal name on our student record database (ESIS) if your circumstances change. It is important you keep your information up to date. Information about updating your name on your student record is available at: https://www1.essex.ac.uk/students/course-admin/default.aspx

Keep your information up to date
During your period of study at Essex, your details may change, including your name. It is really important that your information on our student record database (ESIS) is accurate, so make absolutely sure that if your circumstances change that you let us know. Equally, you may wish to be known by a preferred name. You can add this to your record for staff to use, and find more information about updating your name on your student record at: https://www1.essex.ac.uk/students/course-admin/default.aspx

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.

www.essex.ac.uk/records_management/request

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.

https://www1.essex.ac.uk/records_management/policies/students.aspx
Student Voice
At the University of Essex, the views, ideas and feedback of our students are at the heart of what the University does. The time students take to offer feedback is hugely appreciated. This feedback, both positive and developmental, is used to help make short and longer term improvements, both to the experience of current students, but also for Essex students of the future. You can do this in a number of ways.

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

http://www.essexstudent.com/representation/
http://www.essex.ac.uk/quality/student_representation/student_rep.asp

Every year, we will ask you to complete the Student Assessment of Module and Teaching (SAMT). This survey will be summarised and discussed by SSLCs and will inform reports written by us for central University committees as part of our quality assurance processes.

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

https://www1.essex.ac.uk/quality/student_representation/SVGs.asp

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

National Student Survey
The National Student Survey (NSS) is an independent survey commissioned by the Office for Students aimed mainly at final-year undergraduate students. The survey provides students the opportunity to provide feedback on their University course and experience. The feedback you provide will be used to help shape the future for your fellow students, and published on the Unistats website to help prospective students make informed decisions about where and what they want to study.

https://www.thestudentsurvey.com

Health Education England Student Survey
Health Education England (HEE) supports the delivery of excellent healthcare and health improvement to the patients and public of England by ensuring that the workforce of today and tomorrow has the right numbers, skills, values and behaviours, at the right time and in the right place. Although HEE no longer commissions the majority of health education and training it still provides funding to support the delivery of placements within the majority of health courses.

HEE is committed to ensuring that every learner has an excellent experience of academic learning, and practical placements and are recruited and taught by the NHS values; and that these experiences
continue to improve. HEE continually monitors the quality and performance of programmes to ensure that this happens including the view from the universities, the organisations taking students for placements, and from students who are undertaking programmes. Full information in relation to the quality management of universities can be found here: https://www.hee.nhs.uk/

Every year, HEE run a student survey for students on courses leading to an award with a regulated profession. By completing your questionnaire you are fulfilling your responsibility to provide feedback on health programmes and their associated placements and more importantly you are helping us to ensure that your programme and future programmes are the highest quality and all your learning reflects the values of the NHS. You are also given an opportunity to raise good practice and raise any concerns you may have. Learner feedback is central to the quality processes and your input is valued.

Once you have completed your programme of study at the University of Essex, you may be contacted to confirm the details of your first post. HEE provides significant funding for students trained locally and as part of ensuring value for money it is vital to find out where you are working and what role you are undertaking. Please take the opportunity to let us know your employment details.

**Student Assessment of Module and Teaching**

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

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

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

https://www.essex.ac.uk/student/feedback/student-voice
You Matter

We know university life can throw up all kinds of concerns and questions - if you need some information, advice or support to succeed, stay healthy and happy, we've got it covered.

Student Services Hub

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

Colchester: askthehub@essex.ac.uk / 01206 874000
Southend: askthehub-sc@essex.ac.uk / 01702 328444
Loughton: askthehub-lc@essex.ac.uk / 020 8508 5983

Health Centre

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

www.rowhedgesurgery.co.uk
www.nhs.uk

Disability and emotional wellbeing

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

You can find out about the support we offer here:

www.essex.ac.uk/students/contact/help.aspx

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

www.essex.ac.uk/students/disability/funding.aspx

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

www.essex.ac.uk/students/health

Counselling services

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

Validium

The University works in partnership with an organisation called Validium to offer short-term counselling to help you explore and work through problems and difficulties that are causing distress and interfering with your life at University.
You might be worried, depressed, confused or feeling bad about yourself. There might be a problem in your family, friendships or with your partner, or you might be experiencing difficulties with your work and exams. Counselling can provide a safe space for you to talk through and explore your feelings.

You can also contact the Validium 24-hour Student Wellbeing Support Line. You will be able to have an initial chat, in confidence, about the difficulties you’re experiencing and the support available to you.

Call **0800 970 5020** or **+44 141 271 7168**.

**Chat with Charlie**
Chat with Charlie offers online mental health support every evening between 6pm – 10pm. You can get support with exam stress, relationships, low mood, anxiety or anything else which may be troubling you, however big or small it may seem.

Log on just to chat or find out how to get additional support. For more information, contact **wellbeing@essex.ac.uk**.

https://mnessexmind.org/chat-with-charlie/

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

www.essex.ac.uk/students/health-and-wellbeing/nightline.aspx

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, on the website: https://www.essex.ac.uk/student/mental-and-emotional-health/counselling

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

www.essex.ac.uk/fees-and-funding/money/

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

www.essex.su/advice

Colchester students - **suadvice@essex.ac.uk**, 01206 874034

Southend students – **suacsou@essex.ac.uk**, 01702 328235 (term time only)
Loughton students – suaclou@essex.ac.uk, 01206 874034

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

[https://www.essex.ac.uk/life/accommodation/living-on-campus/residence-life](https://www.essex.ac.uk/life/accommodation/living-on-campus/residence-life)

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

[www.essex.ac.uk/students/experience/mfc](http://www.essex.ac.uk/students/experience/mfc)

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

[https://www.essex.ac.uk/student/report/report-harassment](https://www.essex.ac.uk/student/report/report-harassment)

[https://www.essex.ac.uk/student/equality-and-diversity](https://www.essex.ac.uk/student/equality-and-diversity)

[https://www.essex.ac.uk/welcome](https://www.essex.ac.uk/welcome)

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

[https://www.essex.ac.uk/student/student-communities](https://www.essex.ac.uk/student/student-communities)

[https://www.essex.ac.uk/student/access-and-disability](https://www.essex.ac.uk/student/access-and-disability)

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

[www.essex.ac.uk/students/experience/safety.aspx](http://www.essex.ac.uk/students/experience/safety.aspx)

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).

[https://www.essex.ac.uk/student/emergencies/fire-emergency-action](https://www.essex.ac.uk/student/emergencies/fire-emergency-action)

[https://www.essex.ac.uk/student/fire-safety/peep](https://www.essex.ac.uk/student/fire-safety/peep)

Please take note of our advice on the safe use of electrical items and prohibited electrical items in residential and non-residential areas.
You will find further health and safety information connected with your studies and life on our campuses in the Student Directory under health, safety and wellbeing.

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

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
Get valuable, one-to-one advice from careers specialists throughout your time at Essex and beyond. You can access our services via the Student Services Hub or log in to CareerHub+ whether you have one hundred questions or just don’t know where to start! We offer one-to-one advice and guidance, job-hunting workshops, CV and job application reviews, and online services for creating CVs, interview preparation and job vacancies. www.essex.ac.uk/careers You can also undertake many courses that include a Placement year – for more information, see your department handbook and email placements@essex.ac.uk.

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. careerhub.essex.ac.uk/students/login

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

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

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. www.essex.su/vteam

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

www.essex.ac.uk/careers/internships
You Are Essex

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

When in your final year of study, graduating students will receive a degree certificate at Graduation and graduating undergraduate students also be able to access their electronic HEAR; which gives details of all marks obtained during their studies.

Further information can be found at:
www.essex.ac.uk/students/graduation/award-documents/default.aspx

HEAR
When you study at Essex, you graduate with far more than just a degree. Along with showcasing your academic achievements, the Higher Education Achievement Report (HEAR) records any activities you have undertaken and logged through the Big Essex Award, and any other awards and prizes that you may have received.

When you graduate, you will have full electronic access to your HEAR 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. To start making the most of your HEAR, visit our website to activate your account:
https://www.essex.ac.uk/student/awards-and-achievements/hear

Graduation
The culmination of all your hard work, Graduation ceremonies take place at our Colchester Campus each July in the Ivor Crewe Lecture Hall. All eligible students studying at our Colchester, Loughton and Southend Campuses will be invited to attend. For more information visit our graduation pages:
www.essex.ac.uk/students/graduation/default.aspx

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

For example, final year project supervisors, year organisers, and core course supervisors are likely to be more suitable than lecturers that have taught you on a first-year option course. Every reasonable effort will be made to meet a request for reference for a student who has undertaken study within our Department. Requests received from students who have graduated from the University within the last three years will be prioritised. Requests received outside of this period may, of course, be met if a member of staff is equipped with the necessary information and is willing to provide a reference.
It is always helpful if you can provide the member of staff with details about the course or job you have applied for and, if relevant, a CV or other summary of your qualifications and experience. Please try to ask for references in good time – it is not always possible for a member of staff to write a reference immediately.

Copies of references

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

Alumni

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

What comes next?

The world is your oyster! The options and opportunities open to you as a graduate can be overwhelming. You may know the exact path and next steps that you wish to take, or you might not, and this is okay. Our Careers Services can offer information, guidance and advice on your different options after graduation and you can return to Essex for these services at any time. Whether it is discussing different career paths, bringing your CV or LinkedIn profile up to date, or prepping for that interview you have worked all year for, the Student Development Team are here to support you.

Spread your wings graduand; but you can always come back! As an alumnus of Essex, you can take advantage of generous discounts on postgraduate qualifications and degrees if you chose to return to study at Essex as a postgraduate student.

https://www1.essex.ac.uk/fees-and-funding/masters/loyalty/

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

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

www.essex.ac.uk/masters

www.essex.ac.uk/coursefinder