Welcome

Welcome to the School of Law and Human Rights Centre. The members of the School and the Centre hope you will enjoy your stay here. We hope that you will soon settle in and become familiar with how the School/Centre works. The year will make many new demands on you as you take the next steps in your academic development - it should be challenging, but very rewarding as you focus on your own special areas of interest.

The aim of this booklet is to provide you with information which will be useful and answer some of the questions you might have.

If you have any problems or queries during the next few weeks, do not be reluctant to ask for help. Some problems can be solved in the School; others may have to be taken elsewhere:

- Administrative enquiries and questions about individual courses – ask one of the Education team in the Law General Office or contact lawpgtadmin@essex.ac.uk
- Problems with accommodation – contact the Accommodation Office in the first instance
- Serious personal or emotional problems – make an appointment to see the PGT Student Support Co-ordinator in the School of Law (Dr Anna Antoniou email a.m.antoniou@essex.ac.uk) or ask a member of the staff in the Student Support Office.

Enjoy your time at Essex.

Professor Karen Hulme
Head of School

Caveat

The information included in this handbook is correct at the time of printing. However, it is possible that changes will occur and sometimes at very short notice. In such cases, the School of Law and Human Rights Centre reserve the right to update, modify or even withdraw specific courses/modules or staffing arrangements or methods of assessment where academic developments or unexpected contingencies render such action necessary or expedient in the judgement of the Head of School. If there is any discrepancies between this handbook and University or School documents, then official University or School documents take precedence.
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Introduction

This Handbook is designed to provide you with an overview of all the essential information about the University and the School of Law and Human Rights Centre. 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 your time at Essex started.

Complete your Registration

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

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

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

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

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.
https://www.essex.ac.uk/life/student-facilities

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

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 can be found on the website:

www.essex.ac.uk/governance/regulations
Essex Spirit, social media and events

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

Follow us on social:

Facebook /uniofessex
Twitter /Uni_of Essex
LinkedIn /uniofessex

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

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

International Students

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

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 Law and Human Rights Centre

The School of Law

The School of Law explores justice through excellent legal research and education. In pursuit of justice, we provoke and support innovation in the way the law operates locally, nationally and globally. Our research and engagement across the field of legal disciplines shapes thinking and action about the law and justice at those three levels. Our graduates are equipped with the legal knowledge and skills to be agents for innovation and growth in the businesses and organisations they go on to join and lead.

Consistent with the founding ethos of Essex University we aim to be “freer, more daring, and more experimental” than the traditional law school. To ensure that all we do is relevant to the needs of a changing society we recognise that excellence requires critical thinking and a constant vigilance and a readiness to adapt. We embrace new modes of engaging with society, new ways of providing legal education, and new opportunities for modules and degree programmes. Our students not only learn the law but put it into effect through practical engagement.

Our significantly diverse population of undergraduate and postgraduate students, and academics, supports an approach to research and education which is informed by cross-cultural and comparative insights. We embrace the idea of the “fundamental unity of human knowledge”; law is not a discipline confined to its own sphere, but rather one that is enriched by drawing upon insights from other disciplines and other legal traditions.

We are committed to transnational legal conversations and exploring the meaning of justice in different legal systems. We encourage our students to take up opportunities to study abroad during their time with us. We are proud to run the largest double degree programme in the United Kingdom with students qualifying to practice in both France and England & Wales. The Essex Human Rights Centre is recognised internationally for its work in the promotion of human rights.

We value building and maintaining personal links and a sense of academic community both on campus and beyond. We seek not only to impart knowledge about the law but also to stimulate critical dialogues about justice, and the operation and purpose of the law.

*Sir Albert Sloman, first Reith Lecture.

The Human Rights Centre

The Human Rights Centre is housed within the School of Law and run by core staff supported by other members from across different departments at the University. The HRC is staffed by what is undoubtedly the strongest team of academic human rights lawyers in the UK, together with philosophers, political theorists and sociologists who have worked on human rights issues. The Centre co-ordinates the University’s interdisciplinary human rights teaching programme as well as a programme of research, training, external consultancy and publication on international, comparative and national aspects of human rights. The School/Departments of Law, Government, Philosophy and Sociology all contribute to the work of the Centre, which has a worldwide reputation for its teaching and research. Many members of the academic team have extensive practical experience of international human rights work with organisations such as the United Nations, the Council of Europe, the Organisation for Security and Co-operation in Europe, Amnesty International, and Minority Rights Group. Staff bring their field experience to bear on their teaching and research activities. It is this combination of academic excellence and practical experience that makes the Human Rights Centre a unique and stimulating place to study.
Meet the team

A full list of all academic and professional services staff for the The School of Law and Human Rights Centre can be found on our website at: https://www.essex.ac.uk/departments/law/peopleBelow is a summary of the roles of staff that you are likely to be in contact with most frequently.

The Law General Office

The School of Law and Human Rights Centre are situated in the North East (NE) corner of Square 4 on levels 5, 5, 6 and 7. The general office is usually located in room 5S.5.5. However, due to renovation work the office will be re-located to room 4SB.5.10 for most of the Autumn Term.

The Law Office is your first point of contact for any queries or advice about your programme of study during your time at Essex.

Term Time Opening Hours

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<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>9:45am-</td>
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<td>12:45pm</td>
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</tr>
</tbody>
</table>

Contact Details

Email: lawpgtadmin@essex.ac.uk

Telephone: 01206 872852

Student Support

Student Support Officers in the School of Law and Human Rights Centre work to provide support for students who may be experiencing difficulties due to personal or wellbeing issues or because of a temporary or permanent disability such as a medical condition or specific learning difficulty. If you have any problems or concerns, or you would like some advice about the specialist support services available at Essex, please speak to your Personal Tutor or Dr Anna Antoniou, the Student Support Officer for PGT programmes.

Your Module Tutor

All teaching staff hold regular weekly academic support hours during term time. This is a time when you can go and see them about anything to do with your modules, from difficulties you might be having with your seminar readings, to discussions about feedback on your coursework. These academic support hours operate on a ‘drop-in’ basis - this means that you do not need to book an appointment; you can just turn up during the time advertised. Details of academic support hours are posted on office doors and on the main School of Law and Human Rights Centre noticeboards. If you cannot make the advertised time for any reason, you can e-mail your tutor to make an appointment.
Please note that academic staff do not hold regular academic support hours during the vacations, and may, on occasions, be away from the University on research trips and visits. Therefore, if you need to get in touch with 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/Your Personal Tutor

All postgraduate 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 Law and Human Rights Centre 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/law/people

**Staff research interests**

**School of Law**

The School of Law offers expertise in various areas of law which range from Public and Administrative Law to Commercial and Company Law. It is renowned for its prominence in the field of Human Rights Law, European Law as well as Business Regulation and Internet and Media Law. Its academic members of staff are specialised in fields as diverse as Criminal Law, Consumer Law, Marine Insurance Law and Family Law. Comparative Law, Private International Law and Environmental Law are areas where the School excels.

An indication of research interests can be found at: https://www.essex.ac.uk/departments/law/research

**Human Rights Centre**

The research interests of the Human Rights Centre are as extensive as the specific research interests of the staff and Members of the HRC. With over 80 academic members of our research community, the HRC offers one of the world’s largest and most diverse human rights research communities. Areas of particular interest include: civil and political rights; economic, social and cultural rights; cultural diversity and human rights; minority rights; business and human rights; transitional justice; environmental rights; the rights of prisoners and detention; health and human rights; regional human rights systems; refugees and displaced persons; the law of armed conflict and humanitarian law; political systems and human rights; religion and freedom of expression; the arts and human rights and many others.

Further details can be found at: https://www.essex.ac.uk/centres-and-institutes/human-rights/research-and-practice

**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 Law and Human Rights Centre Common Room**
The School of Law and Human Rights Centre Common Room (5S.6.17) is located in the School of Law and is for the use of all students and staff. It is an ideal space for personal study and relaxation as well as group study and revision.

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

**Printing, photocopying and scanning**
All students can print, copy and scan for free at Essex! There are over 100+ multi-function devices that can be used at various locations across our three Campuses, including in the following areas:

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

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

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

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

https://library.essex.ac.uk/copyright

**Noticeboards**
Every department and school has their own noticeboard(s) providing information on staff, courses and classes, updates, careers, events and opportunities. The Law School postgraduate noticeboards are located outside the Law Office in corridor 5.

**Departmental prizes**

**Suffolk & North Essex Law Society**
The Law Society inaugurated this prize in 1992; this consists of a certificate and an award of £150 and is awarded annually to the best graduating student from the LLM International Human Rights Law, the LLM International Humanitarian Law or the LLM Economic, Social and Cultural Rights.

**Kevin Boyle Memorial Prize**
The Kevin Boyle Memorial Prize was established in recognition of the immense contribution Professor Kevin Boyle made over many years to the development of the Essex Human Rights Centre. It is
awarded annually to the most academically accomplished student on the MA Human Rights & Cultural Diversity. The recipient will receive a certificate and an award of £150.

**Deborah Fitzmaurice Prize**

Deborah Fitzmaurice was instrumental in the creation of the MA Theory & Practice in Human Rights. She tragically died in 1992. The Deborah Fitzmaurice Prize was created in recognition of the indispensable contribution she made to human rights teaching at Essex. The prize is awarded annually to the most academically accomplished MA Theory & Practice student. The recipient will receive a certificate and an award of £150.

**Nigel Rodley Prize**

The Nigel Rodley Prize was established in memory of Nigel Rodley who made an immense contribution to Human Rights and the creation of the Human Rights Centre. The prize is awarded annually to the best performing student in the LLM International Human Rights Law dissertation. The recipient will receive a certificate and an award of £100.

**Best Performance in Commercial Law Postgraduate Dissertation**

The prize is awarded annually to the student receiving the highest mark for the year in the dissertation for International Commercial and Business Law, International Trade Law or International Trade and Maritime Law. The recipient will receive a certificate and a book token to the value of £100.

**Best Performance in Individual Commercial Law Postgraduate Programmes**

The prize is awarded annually to the student receiving the highest overall degree mark for the year in International Commercial and Business Law, International Trade Law or International Trade and Maritime Law. The recipient will receive a certificate and a book token to the value of £150.

**Communication**

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

The University's policy is to use e-mail for routine communication between staff and students. Your Essex e-mail address will have been added to the relevant e-mail groups specific to your department 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 Graduate Teaching Assistant, 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/law/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 Law and Human Rights Centre website here:

https://www.essex.ac.uk/departments/lawMyEssex

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**
The School of Law and Human Rights Centre’s Social Media pages can be found at:

**School of Law**
Twitter: @EssexLawSchool
Facebook: @UOELAW

**Human Rights Centre**
Twitter and Facebook: @EssexHRC
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.

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. As Masters students you will have vacations at Christmas and Easter only. The summer period is considered term time for PGT students. However, you will find that all campus activities and events make reference to the standard academic year terms and schedule noted above.

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

Module enrolment

You will 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 but you will be able to choose modules/make changes for a limited period once term has begun. More information on how to do this can be found in the ‘Getting Started’ section of this handbook and a full list of modules available in the department can be found here: https://www1.essex.ac.uk/modules/ For full details of the optional modules available on your course of study, please refer to the relevant programme specification on the University website.

Programme specifications can be found here: https://www1.essex.ac.uk/programmespecs/

Some programmes of study and optional modules have co and/or pre-requisites and you will be notified of any specific modules you need to take by the Law PGT Admin Team.

If you wish to select an option that is not part of your LLM/MA programme you must seek the approval of the Module Director and Graduate Director for your area of study. You should contact lawpgtadmin@essex.ac.uk for initial advice.

Auditing Modules

Postgraduate students may request to audit a limited number of modules. If you audit a module you will have access to classes and teaching materials but will not be assessed in the module. The module will not appear in your transcript. You must seek the approval of the Module Director and once this has been granted, the Law PGT Admin Team will organise your enrolment on the module as
an auditor. Not all Module Directors accept auditors. Please contact lawpgtadmin@essex.ac.uk for advice.

**HU902-7-SP: Human Rights Clinic**

Acceptance on module HU902: Human Rights Clinic is subject to an application process which takes place during the first weeks of the Autumn Term. You will be provided with full details of this procedure during Welcome Week. If your application is successful, the Law PGT Admin Team will organise your enrolment on the module.

**Teaching timetable**

Once you have chosen all of your modules and received confirmation, they will appear on your personal timetable. Each student has a personal timetable, this shows you when and where your teaching is taking place, as well as who is teaching you. Check your personal [online timetable](https://www1.essex.ac.uk/timetables/timetable.aspx) 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 (where permissible), 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)

Whilst we try to avoid timetable clashes, this may not always be possible and in some instances you may be asked to select a different optional module.

There is a University deadline for changing classes and reporting timetables. This is the same day that eNROL closes for changes to optional module choices. You should note that it is not always possible to accommodate a change.

**Reading weeks**

The reading weeks detailed below are for modules that begin with LW or HU. If you are taking a module with another department you may find that you are expected to attend classes during reading week. If you are taking a module outside the School of Law, please familiarise yourself with the relevant department(s) reading week(s).

Please note that any modules that are also taught at Level 5 and Level 6 may have classes during reading week.

<table>
<thead>
<tr>
<th>Commercial Courses</th>
<th>Autumn Term</th>
<th>Spring Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Trade Law (ITL)</td>
<td>Week 11</td>
<td>Week 16</td>
</tr>
<tr>
<td>International Trade &amp; Maritime Law (ITML)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maritime Law (ML)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Human Rights Courses

<table>
<thead>
<tr>
<th>Course title</th>
<th>Autumn Term</th>
<th>Spring Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Human Rights Law (IHRL)</td>
<td></td>
<td>Week 25</td>
</tr>
<tr>
<td>International Humanitarian Law (IHL)</td>
<td>Week 9</td>
<td></td>
</tr>
<tr>
<td>International Human Rights Law (Economic Relations) (IHRL[ER])</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theory &amp; Practice of Human Rights (TPHR)</td>
<td>Week 9</td>
<td>Week 25</td>
</tr>
</tbody>
</table>

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/

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/

Basic details of course structures and any co/pre-requisites for each course can be found below. Full lists of current optional modules available on each course can be found by searching the programme specifications on the Essex website at https://www1.essex.ac.uk/programmespecs/

Commercial Law Programmes

LLM Maritime Law

<table>
<thead>
<tr>
<th>Component title</th>
<th>Credits</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>LW770-7-FY: Dissertation: LLM Maritime Law</td>
<td>60</td>
<td>Core</td>
</tr>
<tr>
<td>LW619-7-SP: Marine Insurance I</td>
<td>15</td>
<td>Compulsory</td>
</tr>
<tr>
<td>LW620-7-AU: Maritime Law &amp; Wet Shipping</td>
<td>15</td>
<td>Compulsory</td>
</tr>
<tr>
<td>LW771-7-FY: Foundation Essay</td>
<td>15</td>
<td>Compulsory</td>
</tr>
<tr>
<td>Options from List I</td>
<td>30</td>
<td>Optional</td>
</tr>
<tr>
<td>---------------------</td>
<td>----</td>
<td>----------</td>
</tr>
<tr>
<td>Options from List I</td>
<td>30</td>
<td>Optional</td>
</tr>
<tr>
<td>Options from List II</td>
<td>30</td>
<td>Optional</td>
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</table>

**LLM International Trade Law**

<table>
<thead>
<tr>
<th>Component title</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LW600-7-FY: Dissertation: LLM International Trade Law</td>
<td>60</td>
<td>Core</td>
</tr>
<tr>
<td>LW601-7-AU: International Trade Finance Law</td>
<td>30</td>
<td>Compulsory</td>
</tr>
<tr>
<td>LW603-7-AU: International Sale of Goods</td>
<td>15</td>
<td>Compulsory</td>
</tr>
<tr>
<td>ITL options from list</td>
<td>30</td>
<td>Optional</td>
</tr>
<tr>
<td>Law options from list</td>
<td>30</td>
<td>Optional</td>
</tr>
<tr>
<td>Law options from list</td>
<td>15</td>
<td>Optional</td>
</tr>
<tr>
<td>LW617-7-FY: Foundation Essay for International Trade Law</td>
<td>0</td>
<td>Compulsory</td>
</tr>
</tbody>
</table>

**LLM International Trade and Maritime Law**

<table>
<thead>
<tr>
<th>Component title</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LW6007-FY: Dissertation: LLM International Trade Law</td>
<td>60</td>
<td>Core</td>
</tr>
<tr>
<td>LW617-7-FY: Foundation Essay for International Trade Law</td>
<td>0</td>
<td>Compulsory</td>
</tr>
<tr>
<td>LW624-7-AU: International Trade &amp; Maritime Law</td>
<td>15</td>
<td>Compulsory</td>
</tr>
<tr>
<td>Law options from list</td>
<td>15</td>
<td>Optional</td>
</tr>
<tr>
<td>Law options from list</td>
<td>30</td>
<td>Optional</td>
</tr>
<tr>
<td>Law options from list</td>
<td>30</td>
<td>Optional</td>
</tr>
<tr>
<td>Law options from list</td>
<td>30</td>
<td>Optional</td>
</tr>
<tr>
<td>LW762-7-AU: Foundation Essay: International Commercial &amp; Business Law</td>
<td>0</td>
<td>Compulsory</td>
</tr>
</tbody>
</table>

**LLM International Commercial and Business Law**

<table>
<thead>
<tr>
<th>Component title</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LW760-7-FY: Dissertation</td>
<td>60</td>
<td>Core</td>
</tr>
<tr>
<td>LW663-7-AU: Contemporary Issues in Commercial &amp; Business Law</td>
<td>15</td>
<td>Compulsory</td>
</tr>
<tr>
<td>Law options from list</td>
<td>30</td>
<td>Optional</td>
</tr>
<tr>
<td>Law options from list</td>
<td>30</td>
<td>Optional</td>
</tr>
<tr>
<td>Law options from list</td>
<td>30</td>
<td>Optional</td>
</tr>
<tr>
<td>Law options from list</td>
<td>15</td>
<td>Optional</td>
</tr>
<tr>
<td>LW762-7-AU: Foundation Essay: International Commercial &amp; Business Law</td>
<td>0</td>
<td>Compulsory</td>
</tr>
</tbody>
</table>

**Human Rights Programmes**

**LLM International Humanitarian Law**

<table>
<thead>
<tr>
<th>Component title</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LW800-7-FY Dissertation</td>
<td>60</td>
<td>Core</td>
</tr>
</tbody>
</table>
### LLM International Human Rights Law

<table>
<thead>
<tr>
<th>Component title</th>
<th>Credits</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>LW900-7-FY Dissertation</td>
<td>60</td>
<td>Core</td>
</tr>
<tr>
<td>LW901-7-FY</td>
<td>30</td>
<td>Compulsory</td>
</tr>
<tr>
<td>LW924-7-FY</td>
<td>30</td>
<td>Compulsory</td>
</tr>
<tr>
<td>LW907-7-AU or law option from list</td>
<td>30</td>
<td>Optional</td>
</tr>
<tr>
<td>Law option from list</td>
<td>30</td>
<td>Optional</td>
</tr>
</tbody>
</table>

- Students on LLM International Human Rights Law who have not previously studied Public International Law must take module LW902-7-AU as one of their optional modules.
- Students who wish to take module LW804-7-SP in the Spring Term **must** also take module LW803-7-AU in the Autumn Term.

### LLM International Human Rights Law (Economic Relations)

<table>
<thead>
<tr>
<th>Component title</th>
<th>Credits</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>LW900-7-FY Dissertation</td>
<td>60</td>
<td>Core</td>
</tr>
<tr>
<td>LW901-7-FY</td>
<td>30</td>
<td>Compulsory</td>
</tr>
<tr>
<td>LW924-7-FY</td>
<td>30</td>
<td>Compulsory</td>
</tr>
<tr>
<td>LW922-7-AU</td>
<td>30</td>
<td>Compulsory</td>
</tr>
<tr>
<td>LW917-7-SP</td>
<td>30</td>
<td>Compulsory</td>
</tr>
<tr>
<td>LW915-7-SP or Law option from list</td>
<td>30</td>
<td>Optional</td>
</tr>
</tbody>
</table>

- Students on LLM International Human Rights Law (Economic Relations) who have not previously studied Public International Law must take module LW902-7-AU as one of their optional modules.
- Students who wish to take module LW804-7-SP in the Spring Term **must** also take module LW803-7-AU in the Autumn Term.

### LLM Economic, Social and Cultural Rights

<table>
<thead>
<tr>
<th>Component title</th>
<th>Credits</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>LW950-7-FY Dissertation</td>
<td>60</td>
<td>Core</td>
</tr>
</tbody>
</table>
Students on LLM Economic, Social and Cultural Rights who have not previously studied Public International Law must take module LW902-7-AU as one of their optional modules.

Students who wish to take module LW804-7-SP in the Spring Term must also take module LW803-7-AU in the Autumn Term.

### MA Human Rights and Cultural Diversity

<table>
<thead>
<tr>
<th>Component title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU983-7-FY Dissertation</td>
<td>60</td>
</tr>
<tr>
<td>HU901-7-FY</td>
<td>30</td>
</tr>
<tr>
<td>LW924-7-FY (if no law background) or from option list I</td>
<td>30</td>
</tr>
<tr>
<td>HU921-7-FY</td>
<td>30</td>
</tr>
<tr>
<td>Modules from optional list II (up to 40 credits)</td>
<td>40</td>
</tr>
</tbody>
</table>

Students on MA Human Rights and Cultural Diversity who wish to take optional Law Modules beginning with LW8 or LW9 (with the exception of LW914 and LW919) must also take LW924-7-AU: International Human Rights: Law and Practice unless they can demonstrate an extensive human rights law background. Students are also encouraged to study LW902-7-AU: Public International Law as the module covers important aspects of International Law, but this is not compulsory.

### MA Theory and Practice of Human Rights

<table>
<thead>
<tr>
<th>Component title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HU981-7-FY Dissertation</td>
<td>60</td>
</tr>
<tr>
<td>HU901-7-FY</td>
<td>30</td>
</tr>
<tr>
<td>LW924-7-FY (Compulsory with other law modules or non-law options)</td>
<td>30</td>
</tr>
<tr>
<td>HU925 or SC655</td>
<td>20</td>
</tr>
<tr>
<td>Modules from optional list</td>
<td>50</td>
</tr>
</tbody>
</table>

Students on MA Human Rights and Cultural Diversity who wish to take optional Law Modules beginning with LW8 or LW9 (with the exception of LW914, LW919 and LW927) must also take LW924-7-AU: International Human Rights: Law and Practice unless they can demonstrate an extensive human rights law background. Students are also encouraged to study LW902-7-AU: Public International Law as the module covers important aspects of International Law, but this is not compulsory.
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
Master’s awards in the School of Law and Human Rights Centre require a specific number of credits as follows:

LLM  180 credits (normally 120 credits of taught modules and a 60 credit dissertation or equivalent)
MA    180 to 190 credits (normally 120 to 130 credits of taught modules and a 60 credit dissertation or equivalent)

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/

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

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

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

Module Materials
Reading lists for each module, along with other information and module materials can be found in Moodle on the relevant module page.

Work-based Learning
The Human Rights Centre Clinic
The Human Rights Centre Clinic (the Clinic) is based in the Human Rights Centre at the University of Essex. Participation in the Clinic is a requirement of enrolment in the clinical module, ‘HU902: Right Skills for Human Rights Professionals’, and is restricted to these students. Students are assessed on
the basis of their participation.

The Clinic’s primary objective is to provide students with the opportunity to develop the skillset necessary to become successful human rights practitioners through structured engagement in the practice of human rights. The Clinic provides students with the opportunity to work in a professional human rights environment, and to actively engage with key human rights mechanisms. The Clinic also seeks to support and facilitate the work of human rights organisations, by working in partnership with these organisations on specific projects.

**Clinic Structure and Scope of Activity**

The Clinic works on approximately six to eight projects each year. Projects can address any human rights-related issue. Each project is staffed by a team of four to six human rights students, who work under the overall supervision of the Clinic Director. In certain situations, an academic supervisor with subject-matter expertise may also be directly involved in the implementation of a specific project.

Clinic projects focus primarily on engaging the Geneva-based UN human rights mechanisms. For instance, a Clinic team may:

- Prepare written and/or oral submissions for the Human Rights Council;
- Prepare alternative reports for submission to a Treaty Monitoring Body;
- Prepare subject-specific reports for submission to a Treaty Monitoring Body, such as comments on a Draft General Comment;
- Prepare stakeholder submissions in relation to the Human Rights Council’s Universal Periodic Review;
- Prepare subject or case-specific submissions for UN Special Procedures, such as briefing notes, situational or legal memos, and individual communications.
- Provide support in relation to individual communications submitted to Treaty Monitoring Bodies.

Clinic projects may also be directed towards engagement with regional human rights systems.

The Clinic works on the basis of the academic calendar. Students begin working for the Clinic each November, and finish at the end of June. The Clinic closes temporarily for one month twice a year, in mid-December and mid-March, in order to accommodate students’ exam preparation.

All Clinic projects operate on a year-long basis, with project deliverables prepared for submission by the end of June.

**The Law Clinic**

Volunteering opportunities in the Law Clinic are open to students studying on PGT Commercial Law programmes.

The Essex Law Clinic was founded in 2008 by the current Head of the Law School, Professor Karen Hulme. It has state of the art premises on campus and a dedicated staff of four experienced clinical academics and one administrator. Its objectives are to enhance access to justice to those in the Essex area, while providing students with experience in putting their legal knowledge into practice, learning legal skills and developing ethical awareness.

Students provide advice and limited forms of assistance to members of the public under the supervision of qualified lawyers to members of the public on campus, at “outreach clinics” in various localities in Essex, such as Jaywick and Colchester, and at “pop up clinics” at schools in the Mid-Tendring areas. In addition to providing legal advice, students also engage in a wide range of projects such as providing legal information to the public in areas such as housing, domestic violence and LGBT+ rights, law reform and investigating miscarriages of justice in collaboration with a wide variety
of organisations including Jaywick Residents Association, Beacon House, Unite Community and Colne Radio. Plans are also underway to provide services via the internet, develop a business law clinic and to work with social work students to provide non-legal as well as legal assistance in collaboration with the School of Health and Social Sciences and Southend Council.

Entry to the Clinic is via a membership application and interview. If successful, students must undertake training over four afternoons and commit to being available to take cases once a month during term-time. The Clinic remains open during University vacations but students are not obliged to take on cases outside term. Limited places are available for paid work during the Summer.

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

**Internships**

Students on the Human Rights programmes are strongly recommended to undertake an internship with a human rights or humanitarian organisations between June and September. **However, this is not compulsory and not part of your course.** It is envisaged that an internship will normally be between 1 and 6 months. You will need to secure and negotiate the terms of your own placement. The School of Law and Human Rights Centre cannot meet the expenses of your internship, although students may apply for the School Bursary for help with costs. Students undertaking an internship during the summer months may apply for an extension within School guidelines.

Tier 4 students must contact the University's International Services Team for information about their ability to undertake an internship whilst being sponsored by the University.

**Human Rights Field Trips**

There will be two field trips organised in 2019/20. These will be open to Human Rights LLM, MA and final year undergraduate human rights students. Further details will be circulated during the academic year.

**LLM with Professional Placement**

Students studying any of the Commercial Law LLMs with Professional Placement should note the following:

- The University and/or School of Law does not arrange a placement on behalf of the student. Students are responsible for securing their own placement with support from the Faculty Placements Manager.
- There is no guarantee that the placement will be paid. Students are responsible for negotiating the terms of the placement with their potential employer and should check whether they are being offered a paid opportunity.
- Fees will be chargeable for both years of the LLM with Professional Placement. Details of the fees payable can be found in the relevant programme specification on the Essex website.
- Students who are required to undertake reassessment after the June Interim Board may be required to take this in the summer alongside their placement.
- Students who have any problems or queries about the placement programme should contact lawpgtadmin@essex.ac.uk as early as possible in the academic year.

**Library Services**

At our Colchester Campus, the Albert Sloman Library on Square 5 is open 24/7 and has a variety of study spaces over six floors, including individual and group work areas. The Library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, live chat and the opportunity to book appointments with your Subject Librarian to help you through your studies and beyond.
The library has a team of Subject Librarians who can help you to find appropriate resources for your assignments and show you how to search effectively. They can also provide advice on referencing and academic integrity, using reference management software, and evaluating sources. 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 on-line 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 should not tap in and then immediately leave the teaching event; you should not tap in for someone who is not attending the class. These are recognised by the University as a formal academic offence and may result in disciplinary action being taken against you.
Recording an absence
If you are unable to attend a teaching event, you must report your absence 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).

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, you should check the requirements for these programmes and contact the Industry and Placements 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.

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

https://www1.essex.ac.uk/students/course-admin/changing-course.aspx

Changing your mode of study may affect your immigration status and you may need to contact the Home Office or make a new Tier 4 application. Please carefully read our guidance on visas and course changes:

https://www1.essex.ac.uk/immigration/studies/changes_course.aspx
Maximum period of study

Postgraduate students have a maximum period in which to complete their studies. This is set from the date you are first admitted to a taught postgraduate programme. It is based on the normal length of the course, plus one or more additional years. Unless there are exceptional circumstances, periods of intermission will count towards the original maximum period.

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

https://www1.essex.ac.uk/students/exams-and-coursework/ppg/pgt/assess-rules.aspx

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. 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.

The use of personal devices in teaching

You can use laptops and tablet PCs during teaching classes for purposes related to the class you are attending. You should refrain from using your mobile phone during all teaching events, except in cases where a lecturer uses a programme which requires these devices to be switched on for participation. A student may not make a personal recording of a teaching event, supervisory meeting, oral examination or other formal meeting or committee which considers the student’s academic progress or performance without the permission of all other individuals present. If permission is granted, the recording may be made or the personal use of the student only in support of their studies and learning. The recording must not be made publicly available or shared for other purposes without the consent of those present. Disabled students who have difficulty with note-taking are encourages to contact Student Support for further information on when recording is permissible and other access strategies.
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 full and part time postgraduate courses and for courses with a professional placement 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

In the School of Law and Human Rights Centre we do not have a variation to the Postgraduate Rules of Assessment.

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 taught postgraduate 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.

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 - along with a link to the online Ethical Approval application form in ERAMS (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 may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval.

**Academic Integrity and Academic Offences**

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

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

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

More information about academic offences and getting support can be found 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.

**Commercial Law Programmes**

The structure of these LLMs have two main elements: the taught element and the dissertation. There will be a compulsory non-assessed Foundation Essay plus the taught modules which are assessed by essays, essay plus presentation or exam.

**Human Rights Programmes**

The structure of these LLM and MA programmes have two elements; the taught element and the dissertation. There is a compulsory non-assessed Foundation Essay plus the taught modules which are assessed by essays, essay plus in-class assessment or exam.

**Modules outside the School of Law and Human Rights Centre** are assessed in accordance with the rules for that module and the particular School/department.

**Coursework**

**General Information**

Where a module is assessed by essay, for most 15 credit modules there will be one essay and for most 30 credit modules there will be two essays, one for each term. A small number of modules have differing approaches.
Deadlines for essay submissions will be circulated to students by email and published in FASER as early as possible in the Autumn Term. If you are taking modules from outside the School of Law and Human Rights Centre, the submission procedure and submission deadlines may vary. Please make sure you know when these are so you can plan your workload.

**Foundation Essay**

The Foundation Essay is a diagnostic essay intended to provide an early opportunity to engage in legal analysis and writing. The assignment is compulsory but does not count towards the final assessment of your degree.

The Foundation Essay question will be released to students via FASER in Week 6. The word limit will be 2,500 words including footnotes but excluding the bibliography.

**Academic writing support**

There will be essay and dissertation writing workshops for LLM and MA students as detailed below:

**Commercial Law Programmes**

Essay Writing Workshop  Monday 28th October 2019

**Human Rights Programmes**

Essay Writing Workshop  Week 4 – Date TBC

Times and venues for these workshops will be published in your timetable.

**Coursework Word Limits**

Most assessed coursework assignments have a limit of 5,000 words including footnotes but excluding bibliography unless otherwise specified. Please make sure that you read each assignment carefully as a small number of modules specify a different word count. Do not exceed the word limit. Penalties can and will be applied for exceeding the word limit.

Coursework found to exceed the word limit will be subject to the following tapered mark reduction up to a maximum deduction of 10 marks:

<table>
<thead>
<tr>
<th>Words Over the Limit</th>
<th>Penalty</th>
<th>Words Over the Limit</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 99</td>
<td>Minus 1 mark</td>
<td>500 – 599</td>
<td>Minus 6 marks</td>
</tr>
<tr>
<td>100 – 199</td>
<td>Minus 2 marks</td>
<td>600 – 699</td>
<td>Minus 7 marks</td>
</tr>
<tr>
<td>200 – 299</td>
<td>Minus 3 marks</td>
<td>700 – 799</td>
<td>Minus 8 marks</td>
</tr>
<tr>
<td>300 – 399</td>
<td>Minus 4 marks</td>
<td>800 – 899</td>
<td>Minus 9 marks</td>
</tr>
<tr>
<td>400 – 499</td>
<td>Minus 5 marks</td>
<td>900 – 999</td>
<td>Minus 10 marks</td>
</tr>
</tbody>
</table>

Coursework found to be 1,000 words over the limit will be returned marked at 0.

The number of words counted must include all footnotes but not the bibliography.

You must state your word count on your assignment.

**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 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 OSCOLA. 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

**Release of Coursework Questions**

Coursework questions will be published in FASER and released to students by email.

**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.

All coursework assignments must be uploaded to FASER no later than 10:00am on the submission date.

You must ensure that you use the Feedback Assignment Sheet and Details Page for each submission. These should make up Page 1 and Page 2 of your uploaded document. The body of your assignment should begin on Page 3 of the document. The Feedback Assignment Sheet and Details page can be found in Moodle and will also be sent to students by email when coursework questions are released.

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 PGT 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](https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx)

**Return of coursework**

The School of Law aims to return coursework and accompanying feedback to students within 20 working days of the submission date. Feedback is uploaded to FASER and students will receive a notification when it is available.

**Pass Mark**

The pass mark for all Commercial and Human Rights modules is 50%.

**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/](http://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](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.

Examinations in the School of Law and Human Rights Centre take place in the January and May/June examination period.

**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](mailto: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](http://www.essex.ac.uk/students/exams-and-coursework/default.aspx)

**PGT Law Exams**
Experience suggests that those students not from a common law tradition suffer a form of culture shock with English law exams. It is difficult to explain in general terms what is expected of students. It depends on the question and the person who sets it. Those used to a civil law system should, however, please be warned that it is unlikely that a mere reference to a treaty provision will be sufficient. It may be the case that they need to discuss the scope of certain words in that provision, especially where they are open to different interpretations. Students are expected to include in their discussion of the relevant issues treaty texts, case-law, examples and academic authorities as and where appropriate. If you have any questions about examination style, you should ask the appropriate member of staff. You should consider asking to submit a specimen.

**Sample and past papers**
Past exam papers may be available on the relevant module page in Moodle

**Revision classes**
Some Module Directors may choose to organise revision classes before exams. These will be scheduled into your timetable and lecturers will inform you in advance.

**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.

**Pass Mark**
The pass mark for all Commercial and Human Rights examinations is 50%.

**Dissertations**
The dissertation is a compulsory component of the LLM and MA degree courses offered by the School of Law and Human Rights Centre. The dissertation writing period will take place from the end of May to mid-September.
The School will provide advice and guidance to students in researching and writing their dissertations. A meeting to discuss all issues relating to the dissertation will take place at the beginning of the Spring Term as detailed below.

**Commercial Law Programmes**

Dissertation Writing Workshop  
**Tuesday 10th March 2020**

**Human Rights Programmes**

Dissertation Writing Workshop  
**Week 23 – Date TBC**

**Submission of Dissertation Title**

All students must complete and return the Dissertation Tile Form which can be found under your specific dissertation module code in Moodle. Forms must be submitted by the following deadlines:

**Commercial Law LLMs:**  
Monday 4th May 2020

**Human Rights LLMs and MAs:**  
Tuesday 12th May 2020

Completed forms must be returned to lawpgtadmin@essex.ac.uk by the date specified.

Graduate directors will allocate suitable Supervisors to students once all dissertation titles have been submitted and the Law PGT Admin Team will notify students of their Supervisor by email.

**Supervision Guidelines**

The final dissertation title, preparation, research, writing up, presentation and submission of the dissertation is the sole responsibility of the student. The Supervisor’s role is only to provide general advice and guidance as appropriate on the subject area of the dissertation and its format.

Once Supervisors have been allocated, it is the responsibility of the student to contact their Supervisor and arrange a first meeting during which the title of their dissertation is to be discussed and revised where needed. Students are required to present not only their proposed title, but also a one page outline of the dissertation structure and a list of any bibliographical references they have already researched in the general area of their proposed title.

Your proposed title may be revised after on approval of your Supervisor. Any major changes must also be approved by the Graduate Director for your area of study.

The supervisor is there to guide you. First, they will discuss your proposed topic with you, with the aim of ensuring you have a topic that will permit you to contribute to knowledge and will be manageable within the available time and word limit. Second, they will want to see that you are making appropriate progress. This will usually mean that you will be asked to produce a provisional elaborated working outline, that is, not just headings and subheadings, but also a brief explanation of what the content under each will be. They will probably also expect you to produce a provisional bibliography. Third, subject to inevitable absences during vacation periods, they will be available to discuss issues you come across, about which you feel a need for guidance. Note, they will not read a full draft of the work. This is because the chances are that the dissertation supervisor will also be marking the work and reviewing drafts would be incompatible with that responsibility, as well as involving an unsustainable workload. Your Supervisor is only allowed to read up to 2,000 words of the dissertation before submission. The student must consult with their Supervisor as to which parts of the Dissertation the Supervisor will comment on prior to the final submission of the Dissertation. Students must also give their Supervisors adequate time to fulfil this function.
It is recommended that students arrange at least two meetings with their Supervisor over the entire period provided for the preparation, research, writing-up and presentation of the dissertation. Supervisors will allocate approximately 4 hours for such meetings. These meetings can take place by telephone and/or e-mail as appropriate. Students should be aware that during the University’s summer break, academics are frequently away on research or leave. Any meetings must therefore be arranged well in advance. Both students and supervisors are required to keep a record of these meetings.

These meetings are to enable the Supervisor to check on the student’s progress towards the completion of the dissertation within the submission deadline and to allow the student to raise any problems and difficulties they have encountered in this respect.

**Recording of Supervision Meetings**

Students are required to keep a record of their supervision meetings by using the Supervision Record Form. The form will be circulated to students by email prior to the beginning of the dissertation writing period and will also be available on the relevant Moodle page for their dissertation module.

Students should fill out the form in consultation with their Supervisor and it must be signed by both the student and their Supervisor before being sent by email to lawpgtadmin@essex.ac.uk after each meeting has taken place. At the end of the dissertation writing period, the student must submit their completed form to the same email address.

**Tier 4 Students**

The School of Law and Human Rights Centre is obliged to monitor the whereabouts of Tier 4 students during the summer dissertation writing period. The Law PGT Admin Team will contact students in Spring to ascertain their plans over the summer.

Tier 4 students remaining in the UK must meet with their supervisor at least once a month over the dissertation writing period and at least one of these meetings must be in person.

Tier 4 students may return to their home country to work on their dissertation with the permission of the Graduate Director for their area of study. They must also inform the University’s International Services Team of their intention to permanently leave the UK.

Tier 4 students wishing to travel overseas for short trips during the dissertation writing period must seek the approval of the relevant Graduate Director.

**Dissertation Submission**

All students are required to submit ONE copy of their dissertation to FASER by the specified deadline. Students are not required to submit a hard copy of their dissertation.

**DISSERTATION SUBMISSION DEADLINE:**

**Wednesday 10 SEPTEMBER 2020**

(Unless you have an approved extension)

**No later than 10:00 hours**

Students must familiarise themselves with and adhere to all School of Law and University rules regarding the presentation and submission of their dissertation.

Please note the following:

- The dissertation should be double-spaced
Word processed using Arial Font size 10
Pages must be numbered

The first two pages of the file you upload to FASER should be made up of the dissertation feedback sheet and details page. A copy of the sheet can be found on the relevant Moodle page for your dissertation module. You must ensure that the details page includes the following information:

- Your name
- The dissertation title
- Supervisor’s name
- Title of your course
- The date
- Your word count

Dissertation Word Count

The word count for your dissertation is no longer than 12,000 words excluding footnotes, endnotes and abstract. Please note that the abstract is optional. The bibliography, appendices containing material referred to in the dissertation, contents page, page of acronyms and any acknowledgment do not form part of the word count. **Penalties will be applied for any dissertations that are over the required length.**

Dissertations found to exceed the word limit will be subject to the following tapered mark reduction up to a maximum deduction of 10 marks:

<table>
<thead>
<tr>
<th>Words Over the Limit</th>
<th>Penalty</th>
<th>Words Over the Limit</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 99</td>
<td>Minus 1 mark</td>
<td>500 – 599</td>
<td>Minus 6 marks</td>
</tr>
<tr>
<td>100 – 199</td>
<td>Minus 2 marks</td>
<td>600 – 699</td>
<td>Minus 7 marks</td>
</tr>
<tr>
<td>200 – 299</td>
<td>Minus 3 marks</td>
<td>700 – 799</td>
<td>Minus 8 marks</td>
</tr>
<tr>
<td>300 – 399</td>
<td>Minus 4 marks</td>
<td>800 – 899</td>
<td>Minus 9 marks</td>
</tr>
<tr>
<td>400 – 499</td>
<td>Minus 5 marks</td>
<td>900 – 999</td>
<td>Minus 10 marks</td>
</tr>
</tbody>
</table>

Dissertations found to be 1,000 words over the limit will be returned marked at 0.

You must state your word count on the dissertation feedback sheet and details page.

Dissertations Held in the University Electronic Repository

After the final Exam Board, a copy of your dissertation is automatically sent to the University’s electronic repository where is will be available to view online. If you do not wish for your dissertation to be held in the Repository, please indicate this on your Dissertation Title Form.

Pass Mark

The pass mark for all Commercial and Human Rights dissertations is 50%.

Extensions to Dissertation Deadlines

Extensions may be granted for dissertation deadlines ONLY and cannot be given for any other form of coursework.
Requests for extensions to the dissertation deadline will be considered by the School’s Extenuating Circumstances Committee. There are several key factors that the Committee will take into consideration when determining whether an extension is justified and can be granted. These are:

- **Unforeseeable circumstances** – The circumstances leading to your application could not have reasonably have been foreseen (e.g. you were involved in a serious accident)
- **Impact** – The unexpected circumstances have had a real impact on you and your ability to complete the dissertation on time
- **Evidence** – You have taken reasonable steps to ensure that you have evidence to support your application (e.g. for an illness you have a signed note from the attending medical practitioner).
- **Mitigation** – You have taken sufficient steps to be prepared and to manage your workload, time and resources appropriately

Naturally, the circumstances of each application will vary and each application will be dealt with on a case by case basis and on its merits. Please use your common sense about applying for dissertation extensions. We wish to be fair, not only to you, but also to your fellow students. More significantly, we have learnt from experience that long extensions –even when entirely justified – can, in practice, cause significant problems for some students. Any decision to apply for an extension should not be taken lightly.

**Internships and Employment:** Students who are undertaking a summer internship or who are in other work/employment during the dissertation writing period can apply for an extension to the dissertation deadline. You will need to provide a letter or contract of employment from your employer indicating your start and end date, whether you work full or part time and the number of hours per week if part-time.

The general rule applied is that you are entitled to an extension which is as long as the full time internship/employment, **less 4 weeks** and provided that the internship/employment takes place over the dissertation writing period (end of May to middle of September). Extensions for part-time hours will be calculated on a pro-rata basis depending on the number of hours worked per week.

**Dissertation Extensions & the HRC Clinic/Pictet Competition/Willem C. Vis Moot:**
As with all extension requests, a request will be considered on its merits, and supporting evidence must be supplied. We recognise that time and work will have been dedicated to these activities, but we need to be fair to all of our LLM and MA students: many students engage in significant co- and extra-curricular work and/or have caring or other commitments which do not lead to extensions.

**Dissertation extensions of up to 4 weeks**

- The School of Law can only grant extensions of up to four weeks.
- Students who wish to submit a dissertation extension request must complete an online extenuating circumstances form and upload supporting evidence to accompany the form. The form can be accessed via your myEssex portal or through the Essex website [here](#). Please do not send us requests or evidence by email as these will not be considered. All requests must be submitted via the extenuating circumstances system.
- The Extenuating Circumstances Committee will convene at several points through the dissertation writing period to consider extension requests. Once the Committee has met, you will be notified by the Law PGT Admin Team of the outcome and of your new submission deadline if your request is accepted.

**Dissertation extensions of longer than 4 weeks**

- Extensions of more than four weeks must be approved by the Deputy Dean of the Faculty (via the University’s Progress Team) with the support of the School of Law. The University is very
strict in approving extensions so be aware that they may request additional supporting documents. The University (not the School) charges a re-registration fee of £100 for extensions that are granted for a period of more than four weeks and less than one term. This fee may be waived in certain circumstances (e.g. because of extenuating circumstances).

- To request an extension of longer than four weeks, you will first need to complete an online extenuating circumstances form and upload supporting evidence to accompany the form. The form can be accessed via your MyEssex portal or through the Essex website here. Please do not send us requests or evidence by email as these will not be considered.
- You will also need to submit the electronic ‘request for extension to submit dissertation form’ which can be accessed via https://www.essex.ac.uk/esf/.
- The School will review your request before forwarding it on to the Progress Team to be actioned.
- You will be notified of the outcome of your request by the Progress Team.

When completing the online extenuating circumstances form, please note that the ‘Self Certification’ option is only for the use of students making a request on the grounds of medical issues lasting 7 days or less. Requests based on other circumstances or for medical issues of a longer duration must be accompanied by supporting evidence.

The deadline to submit requests for dissertation extensions will be

12:00 on Monday 24th August 2020

Any requests submitted after this deadline will be considered at the discretion of the Committee. Students who experience extenuating circumstances after this deadline should contact Law PGT Admin Team at lawpgtadmin@essex.ac.uk for advice.

PLEASE NOTE: If you have an approved extension and the submission date falls on a weekend or bank holiday, you must still upload your dissertation to FASER by the given deadline.

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

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/marketing_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 medical or personal natures 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

Feedback

Coursework Assignments

Students will be provided with written feedback for all essays. Feedback will be published in FASER within 20 working days of the submission deadline. Students will be notified by email if the publication of feedback is delayed.

Exams

Students will be notified of their exam grades when their results are published in July. Students who would like further feedback may make an appointment with their exam marker to discuss their paper.

Dissertation

Students will be notified of their dissertation grade and written feedback will be sent to them by email after the Board of Examiners has met for the November Final Board.

The Board of Examiners

The Board of Examiners meets at the end of the Summer Term for the Interim Board and will use the Rules of Assessment to determine whether:

- you can be awarded credit for the modules you have studied
- you have met the requirements to progress to the next stage of your course (if you are on a course which lasts more than one year)
- you have met the requirements to progress to the dissertation
- you have met the requirement to proceed to the professional placement if this is part of your course of study

If it determined that you have not passed sufficient credits to progress to the next stage of study the Board of Examiners will also determine:
what reassessment you could be offered and when you can take it

The Board of Examiners will meet again in November for the Final Board where they will ratify your dissertation mark and any reassessment marks. The Board will then use the Rules of Assessment to determine your final outcome and whether you are eligible for the Master’s award or an exit award of PG Certificate or PG Diploma.

You should be aware that all marks are provisional until they have been ratified by the relevant Exam Board.

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

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

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

**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](http://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 the PGT Admin Team. You can find further information about Assessment Policies at: [www.essex.ac.uk/quality/university_policies](http://www.essex.ac.uk/quality/university_policies)

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

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

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

The School of Law conducts reassessment on a ‘like for like’ basis. This means that if you must undertake reassessment in a module, you will be reassessed by the same method as the failed element of the original assessment. For example, if you were originally assessed for a module by coursework essay, you would be reassessed by coursework essay.

If you are required to undertake reassessment in a module from a department other than the School of Law and Human Rights Centre, please familiarise yourself with that department’s Reassessment Policy.

**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](http://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. Written feedback for coursework reassessment assignments will be published in FASER within 20 working days of the submission deadline. Students will be notified by email if the publication of feedback will be delayed.

**Exit Awards**

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

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/

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

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.

https://essex.rl.talis.com/index.html

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.

[https://www.essexstudent.com/representation/](https://www.essexstudent.com/representation/)


**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](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. The University participates in the Office for Students (OfS) PGT survey. You will be invited to participate via a link once it is open. It asks questions about your life at university and your experience studying at Essex.

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

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

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

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

Student Services Hub

If you need practical advice, a confidential conversation, or general information and guidance on University life, no matter what the issue is, the Student Services Hub is the place to go. Ask us about health and 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://mnnessexmind.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

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

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

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

https://www.essex.ac.uk/student/report/report-harassment

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

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

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

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

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

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

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/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.

https://www.essex.ac.uk/student/health-and-safety/electrical-safety
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.

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

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

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

**Making a Complaint**

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

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

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

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

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 can be recorded through GradIntel. Get involved and get ahead of the game.

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

GradIntel
Postgraduate students do not currently have access to the Higher Education Achievement Record (HEAR); this is only available for undergraduate students. However, you can use GradIntel to record any extra-curricular activities you may be involved in through the Big Essex Awards but not full access to your academic achievements.


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

Requesting 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](https://www.essex.ac.uk/alumni)

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

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

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

[https://www.essex.ac.uk/postgraduate-research-degrees](https://www.essex.ac.uk/postgraduate-research-degrees)

[www.essex.ac.uk/coursefinder](http://www.essex.ac.uk/coursefinder)