

Your studies

School of Philosophy and Art History

Interdisciplinary Studies Centre

Undergraduate

STUDENT HANDBOOK
2021-22



University of Essex

Welcome from the Head of School



Welcome to the School of Philosophy and Art History and the Interdisciplinary Studies Centre!

A very warm welcome to the academic community of the School of Philosophy and Art History (SPAH), which includes the Interdisciplinary Studies Centre (ISC). Both Art History and Philosophy at Essex have well-earned and well-established reputations and have a strong record of educating undergraduate and graduate students at all levels. ISC offers a range of innovative interdisciplinary courses that draw upon the strengths of departments across the campus. In SPAH and ISC, we pride ourselves on being a close-knit community, one where lecturers know the names of their students and there are lots of opportunities for you as students to take an active role in shaping your university experience. We have a friendly Professional Services Team who are always willing to help you, whether to offer guidance on your degree programme and module options, provide general support and information about the University, or advise you on where to go to get the best advice. You can find them on level 6, close to Thomas' Room.

While you are starting university in a strange moment, we are committed to making your time here a positive one. We will do everything we can to offer you a transformative education, one that challenges you to become the best version of yourself. What we ask from you is that you be open to the challenge and ready to engage fully with the university experience.

Please bookmark this handbook as it contains lots of useful information about all aspects of your studies here at Essex; and of course, if you still have any questions then please do not hesitate to [get in touch](#) with us.

Very best wishes for your time at Essex!

Dr Diana Bullen Presciutti, Head of School

Welcome to Philosophy and Art History!

As an Essex Philosophy or Art History student, you will join a close-knit and friendly department and a buzzing research community.

Our philosophy section is a world leading centre for the study of critical theory, phenomenology and German idealism, and as an Essex Philosophy student, you have a unique chance to study a range of both of Anglo-American and European philosophy. You will be taught by a dedicated team of experts from all areas of philosophy, gaining insight into both the history of philosophy and contemporary debates. We will challenge you to see the world differently, making use of our significant expertise in political philosophy, feminism and the history of philosophy to engage with contemporary issues like medical care provision, UK education policy and the climate and ecological emergency. From day one, you will learn how to formulate your own arguments, find new perspectives, challenge received wisdom and apply philosophy to the real world.

As an Essex Art History student, you will be taught by a team of committed art historians and curators who are experts in the history and theory of art and visual cultures from the Renaissance to the present, and in curating cutting-edge exhibitions in museums and galleries around the country. You will acquire a broad foundation in the history of visual culture: both by learning about canonical forms of art and architecture and by discovering what has been overlooked or marginalised, such as medical photography, tattoos or objects from political protests. You will learn to see the world through new perspectives, and it will become clear that the impact studying an art history degree can have on contemporary culture is unquestionable.

Our lovely Common Room, known as 'Thomas' Room' is located on floor 6. It is a great place to come if you want to meet others and socialise, discuss philosophy and art history, or study. The Philosophy Society and the Art History Society are your student societies. They organise film-screenings, talks, socials and workshops throughout the year, and are always looking for new volunteers and ideas.

The School's main research seminar takes place every Thursday, where invited speakers come to Essex to share and discuss their latest research in philosophy and art history. Even though the topics can be quite advanced, undergraduate students are very much encouraged to participate, and to join us for informal discussions and dinner afterward. The Essex Society for Women in Philosophy also runs a speaker series with invited speakers, in addition to providing a supportive space for female students and staff. The School also have several reading groups, including a reading group on Race and Gender, which you can join, and we are happy to support you if you want to set up your own reading groups or events.

We are very pleased to welcome you to the School of Philosophy and Art History, and hope you find it a friendly place that challenges and inspires you in equal measure.

Dr Ellisif Wasmuth

Director of Undergraduate Studies

ellisif.wasmuth@essex.ac.uk

Shadow Directors of Undergraduate Studies

Dr Natasha Ruiz-Gómez (Autumn 2021); Dr Diana Bullen Presciutti (Spring and Summer 2022)

Welcome to the Interdisciplinary Studies Centre!



Dr Matt Burch
Director of ISC (Autumn)



Dr Matt Lodder
Director of ISC (Spring & Summer)



Dr Jane Hindley
Deputy Director of ISC

The Interdisciplinary Studies Centre is located within the School of Philosophy and Art History on levels 5B and 6. We run some of the University's most exciting degrees. The aim is to harness the knowledge and expertise across the University's many different departments and bring them together to form courses that are original, intellectually challenging, and robust. ISC courses embrace the study of different geographical areas - Europe, the USA and Latin America – as well as the entire globalised world itself. The BAs in Social Change and in Liberal Arts range across the humanities and social sciences – and beyond – offering a rich and dynamic degree for those who think deeply and question the world around them. All ISC degrees take a highly interdisciplinary approach to complex, multi-sided intellectual problems; they provide an excellent education, in the truest sense.

From its inception, the University of Essex has promoted interdisciplinarity and collaboration between different areas of expertise. The very architecture of our campus was designed to bring departments and centres into close proximity, and so encourage the exchange of ideas. The blueprint for Essex came in a series of BBC Reith Lectures, *A University in the Making*, given by the first Vice-Chancellor Prof Sir Albert Sloman in 1963. From the start it was intended that the education Essex offered would be more than the 'intensive study of a limited field' and that students would develop a 'sense of the whole range of human achievement'.

The modules that the Centre runs embody this project. Whether it is *Modern Revolutions, Europe: Myth and Idea*, *The World in Question*, *Dangerous Ideas*, or *Contemporary Challenges in Latin*

America, all of our modules take a fresh and critical approach to the world in which we live – investigating its origins, debating its present condition, and speculating about its potential futures. Our modules touch upon questions, approaches and methods that are employed right across the humanities and social sciences. The diversity of material that is covered by our modules, including literature, art, philosophy, history, politics, sociology and law, also aims to foster productive collaboration and encourage new and unpredictable cross-disciplinary alliances.

We want to mention the THINK series organised within ISC, where the whole University comes together to debate contemporary and controversial issues with a panel of experts. It takes place every other Wednesday during term, and the first debate this year asks 'is it time to abolish the Monarchy?'

We are very pleased to welcome you to the Centre and hope that both new and returning students find it a stimulating and friendly place. We will do everything we can to help and support you through your studies.

Dr Matt Burch, Director of ISC (Autumn)

(mburch@essex.ac.uk)

Dr Matt Lodder, Director of ISC (Spring & Summer)

(mlodder@essex.ac.uk)

Dr Jane Hindley, Deputy Director of ISC

(janeh@essex.ac.uk)

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Introduction

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

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

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

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

Practicalities and Getting Started

Registration

Whether a new or returning student, you will need to [officially register and pay your fees \(if required to do so\)](#) at the start of each academic year and prior to the published latest Registration date.

Registration is not only a formal procedure of enrolling you into the University, but also connects you to a number of vital systems which allow you to access your online Welcome and Induction information and start your studies. As part of this process, you will need to activate your Essex IT account, register online (including payment of fees where required) and, once you arrive on campus, undertake a Right to Study check and collect your student registration card.

Right to Study

The University must ensure all students have the right to study at the University of Essex for the whole duration of their course. If you aren't a UK or Irish national, your [immigration permission](#) to study in the UK will be checked when you first arrive on campus and as necessary thereafter.

Students have a duty to maintain valid UK immigration permission that allows study for the duration of their course, failure to do so may lead to withdrawal from the University under the [University's General Regulations](#).

Student visas

The University has [many duties](#) as a Student Sponsor and must ensure we remain compliant in order to retain our sponsor status. Students with a student visa have responsibilities to the University and the Home Office. There will be conditions attached to your visa that restrict what you can do in the UK, breaking any of the conditions may mean you can't remain in the UK and complete your course. Please be aware that [changes to your course](#), whether due to academic failure or choice, must be considered against the Immigration Rules and guidance in place at the time, this can mean that some academic options may not be available to you. The Board of Examiners are not aware of a student's UK immigration status, it is each student's responsibility to check what impact any option offered would have on their student immigration status, before making a choice. Continued or future sponsorship is not guaranteed.

Choosing your modules

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

Explore your Campus

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

Get connected

Your IT account

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

Campus Wi-fi

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

Essex Apps

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

MyEssex

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

PocketEssex

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

Find Your Way

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

Working while studying

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

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

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

Your personal belongings

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

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

The Essex Experience

The University of Essex is [proud of its values](#) of inclusivity and internationalism. Our campuses are places that are welcoming, where everyone can feel they belong and where you can find the world in one place.

[Our Student Charter](#) is a pledge that every member of our learning community signs up to when they join us, but in exchange you'll receive support and encouragement and a transformational education to achieve great things.

Our [Code of Student Conduct](#) outlines the rules and regulations that help us maintain our high standards of behaviour.

Equality, Diversity and Inclusion

The University recognises the value of diversity and is committed to equality of opportunity. All of our 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.

In SPAH and ISC, we are committed to creating an inclusive and respectful space for all, and we aim to treat staff and students equally in all relevant respects. We are signed up as participants in the [British Philosophical Association](#) (BPA) and [Society for Women in Philosophy](#) (SWIP) [Good Practice Scheme](#) and currently in the process of applying for Athena Swan Bronze accreditation. Our [Race and Gender reading group](#) and our local chapter of the [Society for Women in Philosophy \(SWIP\)](#) meets during term and is open to students.

If you experience any harassment or discrimination, we are here to support you. Our Women's Officer can be contacted with any concerns or questions throughout the year. For 2021/22, the SPAH and ISC Women's Officer is Ellisif Wasmuth for the autumn term (ellisif.wasmuth@essex.ac.uk) and Lorna Finlayson for the Spring and Summer terms (ljinfl@essex.ac.uk).

For more detailed guidance on what to do if you experience harassment, discrimination or bias, please see the School's information on [counteracting harassment and implicit bias](#).

You can read more about our commitment to equality and inclusion on the [School's webpages](#).

Student communities

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

We offer a wide range of support to individuals and [groups of student members](#) – our student communities - who may have specific requirements, interests or responsibilities- to help fulfil your potential. Whether you are an international student, a mature student, a BAME student or have any

other requirements or needs, we want to welcome you with open arms. The University is committed to a programme of action to ensure that this [policy](#) is fully effective.

SPAH and ISC Events

The School of Philosophy and Art History, and Interdisciplinary Studies Centre run an exciting programme of events throughout the year:

- The Philosophy and Art History Research Seminar meets every Thursday during term to discuss a paper by a visiting philosopher, art historian, or a member of our academic staff.
- From 2021/22, there will also be an ISC Research Seminar (details to be confirmed).
- The [THINK series](#) lies within ISC, which is where the whole University comes together to debate contemporary and controversial issues with a panel of experts. It takes place every other Wednesday during term, and the first debate this year asks 'is it time to abolish the Monarchy?'
- The Critical Theory Colloquium meets regularly in term to discuss classic and current work in critical theory and work-in-progress. Contact details to follow.
- The Omphalos Reading Group discusses works on self-knowledge, consciousness and the philosophy of mind. Contact details to follow.
- The Race and Gender Reading Group meets every few weeks to discuss scholarship related to the philosophy of race and gender. To join, please email ellisif.wasmuth@essex.ac.uk.
- The Society for Women in Philosophy is a society for staff and students who identify as women. They have meetings and socials throughout the year and organise a Women in Philosophy speaker series. For more information, see [the 2021/22 term card](#). To join, please e-mail ellisif.wasmuth@essex.ac.uk.
- The student-led Essex Philosophy Society organises a number of events and socials throughout the academic year. You can find out more on their [Facebook page](#).
- We also host an Annual Graduate Conferences, organised by our postgraduates.

Essex Sport

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

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

Students' Union

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

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

Get involved!

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

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

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

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


Essex spirit, social media and what's on?

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

Follow us on social:

 /uniofessex

 /uniessex

 /Uni_of_Essex

 /uniofessex

 /uniessex

 uniofessex

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

About the School of Philosophy and Art History, and Interdisciplinary Studies Centre

Our Address: **School of Philosophy and Art History/Interdisciplinary Studies Centre**
General Office, Room 6.130
University of Essex
Wivenhoe Park
Colchester CO4 3SQ

Meet the team

A full list of all staff profiles can be found on the [ISC Webpage](#) and [SPAH Webpage](#).

Below is a summary of the roles of staff that can help you with a variety of areas during your time at Essex.

Professional Services Team

We pride ourselves with a welcoming and friendly Professional Services Team, where their priority is making sure you are making the most of your time at Essex and have everything you need to succeed.

From deadlines to dissertations, they are always on hand to offer help, advice or point you in the right direction for other services so please do get in touch.



Hannah Whiting
School Manager

Hannah is responsible for the day-to-day smooth running of the School and Centre on the administrative side and assists the Head of School and GTA Director. She can provide you with general information on the School and Centre and deals with queries relating to course structures, timetabling, and examinations.

Contact Details

Email: spahsm@essex.ac.uk
Tel: 01206 87 2703
Office: 6.122



Sarah Crowther
Deputy School Manager

Sarah is responsible for all matters relating to student administration and the smooth running of our student facing operation. Sarah can provide you with general information on the School and Centre, and she deals with queries relating to undergraduate course structures and module enrolment.

Contact Details

Email: spahdsm@essex.ac.uk
Tel: 01206 87 3845
Office: 6.132



Kathryn Gorden
Senior Student Services Administrator
(UG ISC)

Kathryn is our first point of contact for matters relating to the Interdisciplinary Studies Centre (ISC) and undergraduate ISC courses.

Kathryn is responsible for the smooth running of our ISC courses, available for general support and enquiries including module enrolment, personal circumstances, student voice, submission of assessments, attendance queries, timetable clashes, special syllabuses and change of course queries. If unable to assist, Kathryn will direct you to relevant support areas

Contact Details

Email: istudies@essex.ac.uk

Tel: 01206 87 2200

Office: 6.130



Barbara Brickman
Student Services Administrator
(UG Art History)

Barb is responsible for providing a range of student-focused administrative duties supporting Art History to ensure the smooth running of undergraduate procedures. She can help you with queries relating to your course, including timetable clashes, module queries, submission of assessments and attendance. She will also be able to point you in the right direction for other support and help within and outside of the School.

Contact Details

Email:

artquery@essex.ac.uk

Tel: 01206 87 3485

Office: 6.130



Janet Page
Student Services Administrator
(UG Philosophy)

Jan is responsible for providing a range of student-focused administrative duties supporting our Philosophy courses to ensure the smooth running of undergraduate procedures. She can help you with queries relating to your course, including timetable clashes, module queries, submission of assessments and attendance. She will also be able to point you in the right direction for other support and help within and outside of the School.

Contact Details

Email:

phiquery@essex.ac.uk

Tel: 01206 87 2526

Office: 6.130



Abby Connell
Senior Student Services Administrator
(SPAH and ISC PG)

Abby is the first point of contact for matters relating to postgraduate study for SPAH and ISC, including queries about courses. She is responsible for the administration of our PG Student Voice Meeting. Abby works closely with the Director of Graduate Studies and PGT Director and can point you in the right direction for other support and help within and outside the School regarding postgraduate queries.

Contact Details

Email: spahpg@essex.ac.uk
 Tel: 01206 87 2705
 Office: 6.130



Katherine Bailey
Senior Operations Administrator

Katherine is responsible for looking after the finances for the School and Centre and can advise on many areas including claiming expenses, reimbursement for gallery trips and study trips abroad.

Contact Details

Email: spahfin@essex.ac.uk
 Tel: 01206 87 2688
 Office: 6.132

Key Academic Contacts

Name and Title	Email Address (...@essex.ac.uk)	Internal Extension Number
Head of School Dr Diana Bullen Presciutti	dbpres	2998
Director of Education Dr Jörg Schaub	jschaub	4768
Director of Undergraduate Studies Art History – all courses Dr Natasha Ruiz-Gomez (Autumn) Dr Diana Presciutti (Spring & Summer)	natashar dbpres	2999 2998
Director of Undergraduate Studies Philosophy – all courses Dr Ellisif Wasmuth	ellisif.wasmuth	2622
Director of ISC Dr Matt Burch (Autumn) Dr Matt Lodder (Spring/Summer)	mburch mlodder	2708 2953
Deputy Director of ISC Dr Jane Hindley	janeh	3092
Director of American Studies Dr Matt Lodder	mlodder	2953

Director of European Studies Prof Fabian Freyenhagen	ffrey	2713
Director of Global Studies Dr Lisa Blackmore (Autumn & Summer) Dr Jane Hindley (Spring)	lisa.blackmore janeh	2192 3092
Director of Latin American Studies Dr Lisa Blackmore (Autumn & Summer) Dr Jane Hindley (Spring)	lisa.blackmore janeh	2192 3092
Director of Liberal Arts Dr Matt Burch (Autumn) Dr Steve Gormley (Spring & Summer)	mburch segorm	2708 2709
Director of Social Change Dr Jane Hindley	janeh	3092
Senior Tutor/Disability Liaison Officer Dr Fiona Hughes (Autumn) Dr Steve Gormley (Spring & Summer)	fhughes segorm	3002 2709
Employability Development Director Dr Paola Di Giuseppantonio Di Franco	pd17425	2716
Study Abroad Officer Matt Burch (PY, Autumn) Lorna Finlayson (PY, Spring & Summer) Lisa Blackmore (AH/ISC, Autumn & Summer) Matt Lodder (AH/ISC, Spring)	mburch ljfinl lisa.blackmore mlodder	2708 3002 2192 2953
Ethics Officer Paola Di Giuseppantonio Di Franco	pd17425	2716
Women's Officer & Inclusivity Lead Ellisif Wasmuth (Autumn) Lorna Finlayson (Spring & Summer)	ellisif.wasmuth ljfinl	2622 3002

**01206 87 needs to be added to the extension numbers if calling externally.*

Teaching staff and support

All teaching staff hold regular weekly academic support hours during term time. This is a time when you can meet with them about anything to do with your modules, from difficulties you might be having with your seminar readings, to discussions about feedback on your coursework. Academic support hours will be posted on our relevant Moodle pages – [ISC](#) and [SPA](#). You will be able to arrange to meet with your lecturers and teachers using Zoom.

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.

We have also listed some other key staff roles and how these individuals will be able to support you.

Module Supervisors and Tutors

There are dedicated Module Supervisors and Tutors to support students for each module. The Module Supervisor/Tutor for each module can be found on Moodle and the [Module Directory](#). If you

have a specific study question, they should be your first point of contact. The Module Supervisors/Tutors can be found on the same list as the above academic support hours.

Your Personal Tutor

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

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

Your Peer Mentor

All first-year students are assigned a [Peer Mentor](#). Peer Mentors are either a second or final-year student. They will contact you in your first few weeks to introduce themselves and organise how you'll stay in contact.

Become a Mentor

If you are in second or final-year and are interested in [becoming a Peer Mentor](#), a call for mentor applications is usually circulated in the Spring term. If you have any questions in the meantime, you can contact **Sarah Crowther, Deputy School Manager** (spahdsm@essex.ac.uk) for further details.

Staff research interests

You can find out all about the research interests of our staff on their profile pages: [ISC](#) and [SPAH](#).

Investigating issues through philosophy and art

Our School fosters a distinctive research ethos: collaborative, transdisciplinary, cutting edge.

Philosophers and art historians at Essex have long been internationally renowned for first-rate research that challenges traditional academic boundaries and canons. Throughout our work, we emphasise issues of autonomy, agency, dissent, and the contestation of the public realm.

Our transdisciplinary approach facilitates critical engagement beyond the traditional canons of philosophy and art history, enabling us to deliver research which is both impactful and relevant.

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 have 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.

SPAH and ISC Common Room

The SPAH and ISC Common Room (6.134) (also known as Thomas' Room in memory of Professor Thomas Puttfarcken, a former member of staff) is located on the 6th Floor in the School of Philosophy and Art History corridor and is for the use of all of our students. Please see the [ISC – Information For Current Students](#) Moodle area for further details on the restrictions in place for 2021-22.

It was fully refurbished in 2019 and provides a fantastic space for socialising, doing a bit of reading or simply taking some time out to relax!

Printing, photocopying and scanning

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

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

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

Premium printing

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

Noticeboards

Every department and school have their own noticeboard providing information on staff, courses and classes, updates, careers, events and opportunities. Our noticeboard is located outside our General Office on the 6th Floor (6.130). Further down the corridor, and also in the Philosophy corridor on 5B, you will find notice boards announcing seminars and conferences, both at Essex and at other universities, and a variety of other information. We will also post important information on the Moodle announcement areas.

Departmental prizes

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

ISC prizes

Various prizes are awarded to final year ISC students at the end of the year. The categories of prizes include:

- Best Overall Academic Achievement in each degree area (American Studies, Latin American Studies, Global Studies, Liberal Arts and European Studies (known as 'Jean Monnet Prize').
- Best Final Year Dissertation.

These Prizes are normally presented at the Graduation Reception in July.

There is also a first year prize:

Modern Revolutions Prize CS101 (previously Enlightenment): In 1750, Rousseau won a competition set by the Academy of Dijon on the subject 'have the arts and sciences benefited mankind?' with his Discourse on the Arts and Sciences. A prize will be awarded for the 'Best Essay' to have been written this year on the Modern Revolutions module. This prize is financed by proceeds from The Enlightenment and its Shadows (London, 1990), a collection of essays based on the lectures for this module edited by two former Directors, Peter Hulme and Ludmilla Jordanova.

SPAH prizes

The Bishop-McKinlay Travel Prize: Art History

The Bishop-McKinlay prize was established in memory of James Bishop and Seamus McKinlay, and is awarded to a second-year student taking art history either as a single-honours course or as a significant part of a joint-degree course, and is intended to support travel and research abroad related to art history.

The prize can cover air fares, internal travel, living costs and health insurance for around four to six weeks, and is tenable in the summer vacation between the second and final years of study. An

application of 1,000 words maximum should include an itinerary with visits to specific art works, galleries, architecture, sites or archives that either form the subject of your proposed final-year dissertation, or are otherwise related to art history study.

The recipient is decided by a departmental committee and successful applicants are expected to give a presentation on their travels to the Bishop and McKinlay families, usually early in the summer term. Applications should be submitted to our Deputy School Manager, (spahdsm@essex.ac.uk) and should include the name of a staff member willing to act as referee. A committee made up of our Head of School and two members of art history staff consider applications and may divide the prize money to make more than one award.

Deadline date: Friday 13 May 2022

Tim Laughton travel fund

The Tim Laughton travel fund was established in memory of Dr Tim Laughton, a lecturer in our School of Philosophy and Art History specialising in Mesoamerican art and architecture, who died in February 2009. Generous donations, especially from Dr Laughton's family and the artist Michael Aakhus, enable us to offer a bursary of approximately £500 annually to the undergraduate or postgraduate art history student who submits the best proposal for travel to Latin America for research related to their BA, MA or PhD dissertation.

A committee made up of our Head of School and two members of art history staff consider applications. The prize is normally tenable during the summer vacation, and the winner is required to submit a brief report on their travel and research to our Head of School.

An application of 1,000 words maximum should outline the proposed research including a summary of travel plans and anticipated costs, as well as the name of a referee with whom you have discussed your proposal. Applications should be submitted to our Deputy School Manager (spahdsm@essex.ac.uk).

Deadline date: Friday 13 May 2022

Roy Beston Prize

The Roy Beston memorial prize was established in 1995 by Maria Beston, a former student in our School of Philosophy and Art History, in memory of her husband. The prize is awarded to a second-year mature student taking art history either as a single-honours subject or as a significant part of a joint-degree course. The prize, of approximately £400, aims to enrich the studies of a talented mature student by contributing to the cost of books, travel or other degree related activities.

The winner is chosen by the Board of Examiners at the end of the Summer term.

The Art History Prize

Awarded by the Board of Examiners to the final-year student with the best overall academic performance and is presented at the Graduation Reception.

The Art History Dissertation Prize

Awarded by the Board of Examiners to the final-year student with the best overall final year dissertation performance and is presented at the Graduation Reception.

The Cioffi Prize: Philosophy

Each year the School awards the 'Cioffi Prize' to the most outstanding graduating student in philosophy. The prize is named in honour of Professor Frank Cioffi, who founded the Philosophy Department at Essex in 1974, and is awarded by the Board of Examiners, and presented at the

Graduation Reception. Students in the philosophy single honours course, or in one of the philosophy joint courses, are eligible for consideration.

External Examiner's Prize: Philosophy

It is also open to the External Examiner to recommend the award of a further prize, known as the External Examiner's Prize, if he/she considers that there is another student who has achieved a First Class degree and whose achievements are worthy of the prize. The prize is presented at the Graduation Reception.

Barbara Crawshaw Prize for the Best Second Year Performance in Philosophy

The prize, awarded by the Board of Examiners, is presented to the student with the best second year performance at our Welcome Lunch in week one of the following term.

Please note: It is within the discretion of the examiners/panel not to award any of the above prizes in a given year if there is no suitable candidate.

Communications

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

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

Social Media

Philosophy

Facebook: <https://www.facebook.com/PhilosophyatEssex/>

Twitter: [@EssexPhilosophy](https://twitter.com/EssexPhilosophy)

Art History

Facebook: <https://www.facebook.com/EssexArtHistory/>

Twitter: [@EssexArtHistory](https://twitter.com/EssexArtHistory)

Instagram: [@arhistoryessex](https://www.instagram.com/arhistoryessex)

ISC

Twitter: [@ISC_Essex](https://twitter.com/ISC_Essex)

Facebook: <https://www.facebook.com/UoE.InterdisciplinaryStudies>

The use of personal devices

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

Learning and Teaching

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

The academic year

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

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

You can view the University's week numbers with the equivalent dates in the week by week [calendar](#). The University's [key dates](#) include an overview of the start and end of each term and exam periods.

Some courses have slightly different term dates. However, you will find that all activities and events make reference to the standard academic year terms and schedule noted above.

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

My Course

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

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

Credits

Your course will be made up of a certain number of credits. Generally, undergraduate degrees contain 360 credits worth of modules in total during your course at Essex. This is divided into 120 credits per each year of study, with credits allocated to each module that you take.

Learning outcomes

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

Grade boundaries

Marks for undergraduate modules fall into one of the classifications set out in the table below. Bachelor degrees are usually awarded under these classifications too. The method for calculating your final award classification will take into account module marks and any other requirements - full details are set out in the [Rules of Assessment](#).

Degree mark	Class
69.5% and over	Class 1
59.5 - 69.4%	Class 2.1
49.5 - 59.4%	Class 2.2
39.5 – 49.4%	Class 3
39.4% and under	Fail

Module enrolment

Most modules taught reflect the individual research interests of members of our academic staff. New modules are regularly explored, researched and developed to expand our transformative educational offering at Essex.

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

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

ISC Course variances

Liberal Arts

If you are taking a Liberal Arts course, please note that for all Liberal Arts courses, you must choose modules following these guidelines:

Year 1: Choose options from at least three different disciplines (90 credits) from the Humanities (prefixes AR, GV, HR, HU, LA, LT, PA, PY, SC, TH) and/or the Social Sciences (prefixes BE, EC, LG, LW, MA, PS). * CS modules do not count as discipline options.

Year 2: Carry forward at least TWO of the disciplines studied in the first year into the second year (ideally with at least 30 credits in each discipline). You should bear this in mind when choosing your first year modules and please note: some modules from other disciplines e.g. BE, EC, LW, MA, PS and LW prefixes cannot be taken in the second year because they require Department-specific pre-requisites. For more information you should contact the Course Director or the ISC Administrator. All modules choices in the second year are subject to the Course Director's approval. No more than 60 credits may be from any one discipline.

Majors: We currently offer majors in: Art History, History, Politics, Literature, Media Studies, Sociology, and Philosophy. To be awarded a major in a particular discipline, you need to have studied a total of 120 credits in that discipline across the second and final year in that subject (ideally 60 credits in the second year and 60 credits in the final year). Please ask the Course Director for further advice and information.

Dissertation advice: If you are a student entering your second year of study in 2021-22 and are aiming to take CS831-6-FY in your final year, you will be required to take CS241-5-SP this coming year as it is a pre-requisite of CS831-6-FY.

Year 3: Carry forward at least TWO of the disciplines studied in your second year to your third year (ideally with at least 30 credits in each discipline). No more than 60 credits may be from any one discipline.

If you have any queries about these guidelines, please contact our administration department at istudies@essex.ac.uk. Any variation from this rule requires the Course Director's approval.

Student research and final year capstone projects

ISC Capstones

In ISC we offer four different capstone projects:

- CS300-6-SP: Community Engagement: Group Projects
- CS301-6-FY: Dangerous Ideas: Essays and Manifestos as Social Criticism
- CS315-6-AU: Global Challenges in Interdisciplinary Perspective: Water Conflicts, Water Cultures
- CS831-6-SP/FY: Final Year BA Dissertation

However, there are different requirements depending on your scheme in 2021-22:

- Liberal Arts students are required to take either CS301 or CS305 (the non-capstone version of CS301). If the student takes CS831 then they should take CS305.
- Global Studies students are required to take CS315
- Latin American Studies students can choose CS315 (and another option), or CS831 or CS301
- Students on all other ISC schemes can choose between CS301 or CS831 or take more than one of these Capstone options, including CS315.

Please note that the BA Dissertation (CS831) is a substantial piece of work so it is useful to have a look at one of the past dissertations available for request from the General Office so that you can get an idea of what is expected.

If you are interested in doing a final year dissertation, you will need to take CS241-5- SP 'Doing Interdisciplinary Research for a BA Dissertation' in your second year. This module will help you to turn your preliminary ideas into a feasible research project. For further information about doing a final year dissertation, please contact Jane Hindley (janeh@essex.ac.uk).

Art History Capstones

There are a number of capstones in Art History and depending on which course you are taking you will see [AR347](#), [AR354](#), or [AR383](#) in your course structure. If you have any questions about your capstone options, please speak to the Director of Undergraduate Studies for Art History.

AR382 is a longer dissertation and full year module, and requires approval by the end of your second year and a special syllabus. Please speak to the Director of Undergraduate Studies for Art History if you are thinking about taking this module.

Philosophy Capstones

All final year Philosophy students take the summer module [PY455](#).

[PY426](#) is the Philosophy Dissertation and is optional. It is a very demanding module, with substantial amounts of independent work required both in the Autumn and Spring term. Students should think very carefully about whether they have a research question they find sufficiently motivating before embarking on this module. Please speak to the Director of Undergraduate Studies for Philosophy if you require further information.

Changing Modules

In instances where you need to make a change to your module choice, you may do so up until the second week of the Autumn Term. If you wish to change an optional module after the deadline, you should seek advice from the Department or School Office that runs the particular module that you may wish to change to.

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

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

Module Directors

Module Directors are responsible for individual modules. They design, teach and examine them. They monitor student progress and can also talk to students about any related academic issues.

Fitness to practise

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

Employability Modules

It is University policy for all students to receive skills and employability training as part of their degree course. The aim is to help you enhance your skills and gain relevant experience, so that you are fully prepared to enter the job market or go on to postgraduate study when you have finished your BA. ISC students follow a two-part scheme. In 2021-22 this comprises:

1. **First year SPAH and ISC students** will take CS711: Skills for University Studies (a zero credit co-curricular module, which runs alongside your other modules)
2. **Second year students:**
 - **ISC and Philosophy students:** can choose either CS712 Beyond the BA: Skills for the Next Step (0 credits, co-curricular module) OR CS200 Social Entrepreneurs, Sustainability and Community Action (15 credits) (except Global Studies students who must take CS200)
 - **Art History students:** take CS712 Beyond the BA: Skills for the Next Step (0 credits, co-curricular module)

To complement these modules, you are also strongly advised to speak to someone in the Student Development, [Careers Services](#) team or visit their webpages to find out about the events and activities that they organise. They offer one-to-one careers advice, workshops on CVs, applications and interviews, careers fairs, speed networking events with alumni, as well as training about start-ups, and pathways into postgraduate study or particular careers. They also provide a range of online tutorials and there is all sorts of job and employment related information on the [CareerHub](#) webpage. You may also find it useful to discuss any plans for post-graduate studies or careers with your personal tutor and/ or Dr Paola Di Giuseppantonio Di Franco our Employability Development Director.

Study Abroad

[Essex Abroad](#) supports you to have an international experience during your time at Essex. You can study, volunteer, intern or complete research abroad as part of our programmes. Many courses can be taken as a four-year variant to include a year studying abroad at one of our partner universities across the world. You can [find out more about applying](#) and what you'll need to consider if you're interested in a study abroad year. Students with disabilities should also liaise with the Student Wellbeing and Inclusivity Service – include@essex.ac.uk.

As well as a year abroad, we have a wide range of [summer programmes](#) including volunteering programmes, international internships and research abroad opportunities which are open to all Essex students. These programmes vary in duration, location and cost and can be a great addition (or alternative!) to a full year of study abroad.

Work Placements

Our primary concern is for the safety and wellbeing of our students and we want to ensure that students are not put at undue risk. We also want to ensure that students get the best possible placement experience. In many cases placements planned for the Academic year 2021/22 will go ahead - these are being approved on a case by case basis. For further information or to discuss your own placement circumstances, you should contact the Industry Engagement and Placements team (placements@essex.ac.uk) or the Academic Supervisor in your department. Students expecting to undertake clinical placements should contact their Academic placement/module supervisor or your Personal Tutor if they have any outstanding questions or concerns.

There are a variety of opportunities to undertake work-based learning and placements either during or as part of your studies. Many courses may also be taken as four-year variant to include a Placement Year. If undertaking a placement year, it is your responsibility to find a work placement, however, the Industry Engagement and Placements Team can help prepare and support you and will advertise relevant placements. If you are interested in undertaking a Placement Year, or other work-based opportunities that may be available to you and your course, contact the [Industry Engagement and Placements team](#). If you have a student visa, please be aware that the immigration rules restrict the length of placements and the type of work you can do.

DBS Checks for Placements

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

Module Materials

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

Teaching timetable

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

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

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

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

Reading weeks

For the *majority* of SPAH and ISC modules, no lectures or classes will take place during the weeks listed below, but please check your module description for more information, as there may be some variations.

Autumn Term: week 8 (week commencing 22 November 2021)

Spring Term: week 21 (week commencing 21 February 2022)

The purpose of Reading Week is just that, an opportunity for students to catch up on reading and also writing coursework. Not all departments have reading weeks so please check with them if you are uncertain.

If a member of staff has to miss a lecture or class due to illness, or for some other reason, Reading Week may be used to catch up on the missed session.

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

Recording your attendance

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

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

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

Making changes to your study

Changing your course

If you are thinking about changing course, you will need to do so by a [certain date](#) and should first speak to your department and personal tutor. They will be able to advise of the [things you should be thinking about](#) before changing your course. If you are thinking of undertaking a placement year or year abroad, you should check the requirements and any potential visa implications for these programmes by contacting the [Industry and Placements Team](#) or [Essex Abroad Team](#). Students with a Tier 4 visa may not be able to change their course without first obtaining a new visa, if eligible.

Thinking of leaving or taking a break?

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

Library Services

The library aims to provide all of the resources you will need to succeed in your course, via online reading lists and access to extensive collections of books and journals both on our shelves and online. The library team can help you learn how to search effectively so you can find appropriate resources for your assignments. They can also provide advice on referencing, academic integrity, using reference management software and evaluating sources. A [range of online support](#) in these areas is also available via the library website, including [subject guides](#) for each department, and support in developing [search skills](#).

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

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

Academic Skills Support

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

We are committed to ensuring that every student is able to get the most out of their academic study and achieve their potential on their course, which is why the [Skills for Success team](#) is available to help by providing support, resources, workshops and 1:1s on:

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

Proofreading services

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

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

Language classes

English classes for dependants

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

Learning a Language

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

Assessment and Academic Integrity

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

Rules of Assessment

The [Rules of Assessment](#) are used to calculate your results. There is a main set of rules for [3 year](#) and [4 year courses](#), but some departments also have additional variations to the rules, which must be met. These are published alongside the Rules of Assessment for your year of study.

In the School of Philosophy and Art History we do have a variation to the Rules of Assessment: this can be found within the 'Variations' document within the Rules of Assessment web page listed above.

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

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

Core, compulsory and optional modules

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

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

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

Academic Integrity and Academic Offences

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

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

Methods of Assessment in SPAH and ISC

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.

Modules are assessed according to a varied range of methods. These include essays, writing projects, take-home exams, group presentations, individual presentations, and extended writing projects.

Modules may be assessed using a variety of different assessment mechanisms from the list below. This diversity of assessments allows for a wider learning experience and promotes the acquisition of a range of transferable skills including conducting independent enquiry and research, presenting and developing arguments in written or verbal form, teamwork, networking, organisational and communication skills, responding quickly and coherently to unexpected questions, and drawing on acquired knowledge to build on and explore further issues of interest that arise within the module. The details of assignments will be explained in each module description.

- Abstract
- Essay Plan
- Bibliography
- Essay
- In-Class Written Assessment/Slide Test
- Presentation
- Peer Reviews
- Research Paper
- Take home exam (24 hours)
- Weekly Reading Summaries
- Weekly Short Reading Quiz

Some modules also have a participation mark as part of the coursework mark. Further information about the type of assessment for a particular module is available on each module outline available on [the module directory](#).

Please note: Marks are released to students throughout the year, but marks are not final until they have been ratified by the Board of Examiners at the end of each academic year.

Dissertation marks will not be released until after the Board of Examiners has met.

Coursework

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

Preparation of assignments

Please make sure that:

- all your work is referenced correctly (Chicago Style). **Please note:** a variety of modules undertaken in ISC courses can be from other departments; therefore, you must refer to each departmental referencing style accordingly.
- sources are acknowledged, even in drafts uploaded to the online coursework submission system FASER
- you use font size 12, preferably Times New Roman or similar, and double line spacing
- margins are at least 2.5 cm all round
- Your registration number and module code are at the top of the first page, along with the essay

title

- you enter the word count at the end of your essay

Samples of coursework

ISC: Because of the diversity of ISC degrees, we cannot provide 'model answers' as such. However, a range of past papers and coursework is available on our individual module Moodle pages for your guidance. Past dissertations are also available from the General Office.

SPAH: A range of past papers and coursework is available on our individual module Moodle pages for your guidance.

Referencing in coursework

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

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

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

Due to the variety of modules undertaken in **ISC Courses** which can be from other departments, **you must check the reference style for modules from other departments**. To assist you, we have provided a list of reference styles on our [Moodle page](#).

Submission of coursework

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

You can upload as many draft versions of your work as you like 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**.

You are strongly advised to back up your work regularly as you complete your assessments, either on a USB stick or an online cloud facility. If the worst happens and your computer breaks, then you have not lost everything. Losing work due to computer problems/failures in this way are not considered valid excuses by the Late Submissions and Extenuating Circumstances Committee.

Problems with FASER

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

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

Late submission of coursework

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

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

Return of coursework

You can expect to receive your essay and feedback **within 20 working days** of the submission deadline. If you have any queries regarding the comments made on your essay, please contact the member of staff who marked the essay in their academic support hours.

If you submit your work late, you will not receive your mark and feedback within 20 days of the original deadline.

Ethics in research

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

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

Examinations

For 2021-22, physical exams in AR, PY and CS modules will be replaced by 24-hour take home exams that will be released on FASER. You have 24 hours to complete the exam questions and upload them to FASER. The expectation is that you will spend around 2 hours on an autumn or spring term module exam and around 3 hours on a full year module, the same as you would if you were sitting a physical exam on campus. You are not expected to spend 24 hours answering the exam questions.

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.

Exam timetable

The University [publishes the dates for exam periods](#) at the start of each year. A link to your personalised exam timetable will be sent to your Essex account when it is ready to view.

Attending an exam

You must bring your registration card to any invigilated exams on campus. You may not be allowed entry without it.

For exams that are more than 1 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 1 hour long, you will only be admitted up to 10 minutes after the start of the exam.

Calculators in Examinations

If you are allowed to use a calculator in your examinations, the only models you are permitted to use in invigilated exams 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).

Dictionaries

Dictionaries are not allowed during invigilated exams. If you take any kind of dictionary into an invigilated exam, even if English is not your first language, this will be considered and reported as an [academic offence](#).

Sample and past papers

Because of the diversity of ISC degrees we cannot provide 'model answers' as such, but we do provide a sample of past exam papers on our individual module Moodle pages. Past dissertations are also available from the General Office.

Model answers, past exam papers and past dissertations are available for SPAH students to look at on **Moodle**: [Philosophy and Art History – Information for Current Students](#)

Revision classes

Modules with exams will include revision classes later in the academic year; please see individual module descriptions or talk to the Module Supervisor for details about when these will be.

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.

Access to your exam script

If you want to see your script for an invigilated exam, you should make the request to the department responsible for the module within four weeks of the exam. 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.

Feedback on your exam script will not include a discussion of the mark. The marks will have been approved by External Examiners and ratified by the Board of Examiners.

Moderation and marking

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

Marking

All student work is marked in line with the University's Marking Policy. If your assessment is worth up to and including 40% of your module mark, it will be marked by one member of academic staff. If it is

worth more 40%, then it will also be moderated. If the assessment is worth 30 credits or more, it will be marked by two members of academic staff. The full procedure and assessment marking requirements can be found in the [Marking Policy](#) – there is a useful flowchart in Appendix C to visually represent the requirements, and detailed definitions of marking and moderation within the policy itself.

Moderation

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

External Examiners

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

Re-marking of coursework

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

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

Requests for a remark in SPAH and ISC modules (AR, CS and PY) need to be received by the Deputy School Manager (spahdsm@essex.ac.uk) within 10 working days of a student receiving their mark and feedback.

Appeals

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

Feedback

Usually, written feedback will be uploaded to FASER along with your mark 20 days from the original submission deadline, by 10am on the day. We work very hard to keep within this timescale. If, for any reason we can't get feedback to you on time we will let you know by email as soon as we can.

Sometimes, where it is more appropriate (after a presentation for example), feedback will be given orally.

If you need to undertake any reassessment on a module, your department will provide you with written feedback on any elements being reassessed and this will be available through FASER in the usual way.

The Board of Examiners

The Board of Examiners meet at the end of the Summer Term and use the Rules of Assessment to determine whether:

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

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

- what reassessment you could be offered and when you can take it¹
- whether you must withdraw from your course, with or without an exit award

Publication of results

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

Reassessment

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

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

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

The School of Philosophy and Art History and Interdisciplinary Studies Centre Assessment Policy states that reassessment should by default take the same format as the original mode of assessment. Where a module is assessed exclusively by exam, it will be reassessed exclusively by exam. Where a module is assessed exclusively by coursework, it will be reassessed exclusively by coursework.

Where it is not possible to offer reassessment in the same format as the original, the School of Philosophy and Art History and Interdisciplinary Studies Centre will offer an approved alternative.

Resit exams

[Resit exams](#) are usually scheduled in late August and early September or 'out of residence' in the summer of the following year. A considerable amount of useful revision material for each module is available on Moodle. Students can contact staff, particularly Module Supervisors and Tutors 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.

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

Exit Awards

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

Extenuating Circumstances

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

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

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

Computers, Learning Technologies and your Information

Computers

Using a campus computer

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

IT Help and Guidance

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

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

Learning Technologies and Systems

Learner Engagement Activity Portal (LEAP)

[LEAP](#) is our student centred, personalised engagement tool. LEAP displays [your engagement](#)

with university resources and an algorithm within LEAP combines your use of these resources and activities to produce an overall engagement indicator. There are 5 engagement indicators (high, good, partial, low and very low) which will help you map and better understand your engagement pattern over time. Full details on the resources included in LEAP, the engagement ratings and how LEAP uses your data can be found on the [LEAP webpage](#).

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

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

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

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

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

Moodle

We use [Moodle](#) as our online learning environment. It holds key course and module materials, discussion forums, chat facilities, quizzes, surveys, glossaries and wikis.

FASER

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

Online reading lists

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

Listen Again

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

Zoom

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

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

Your information

Changes to your information

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

Your personal information

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

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

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

Student Voice

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

Student Representatives

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

Student Voice Groups

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

Student Surveys

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

National Student Survey

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

UK Engagement Survey (UKES)

The [UK Engagement Survey \(UKES\)](#) is a national survey for undergraduate students. It invites you to reflect on your time at University so far in relation to your course and wider learning experience. The survey is run each spring term and is open to first, second and some third/final year students.

We're keen to make sure students have the best possible experience while studying at the University. To do that we need to know what we are doing well and what we can do better. The survey is a chance to reflect on how you study and what might help your studies in future. The results also help the University and Students Union to make changes that will improve what we do in future and to make sure we keep doing the things that are of value to students.

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

Student Module Feedback

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

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

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

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

You Matter

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

Student Services Hub

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

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

Support for students with disabilities or additional needs

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

Funding opportunities

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

Personal Emergency Evacuation Plans (PEEP)

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

Essex Accessibility Forum

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

Seeing a Doctor

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

Counselling services

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

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

Drop In/Wellbeing Appointments

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

UK Immigration Advice and Guidance

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

Money management

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

Students' Union Advice

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

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

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

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

Residence Life

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

Religion, faith and beliefs

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

Harassment support

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

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

COVID-19 (Coronavirus)

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

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

The University offers lateral flow testing on all its campuses at our [Asymptomatic Testing Clinic](#) and require students to test twice weekly when studying on campus.

Health and safety on campus

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

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

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

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

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

Making a Complaint

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

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

Student Development

Careers Services

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

CareerHub

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

Your Personal Development at Essex

Activate your **Gradintelligence** account to discover the broad range of extra-curricular and voluntary opportunities available to you at Essex using **Chart My Path**, your personal development navigation tool. Find activities to inspire and develop you in your life, your studies and for your future. You can achieve **Big Essex Awards** through the activities that you complete during your time at Essex and gain University recognition on your digital transcript, the Higher Education Achievement Report (HEAR).

Join the **Career Mentoring Programme** and get matched with a mentor who can share their industry expertise, empower you, listen, talk through your plans, fears, and aspirations, and give you the time and space you need to make decisions that are right for you.

If you are a first year and want to start building a network of peers, careers professionals and industry experts, sign-up to **Rising Stars** and discover opportunities to develop your skills, experience and confidence for the future.

Volunteering

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

Get Work Experience

[Frontrunners](#) is the University's award winning on-campus placement programme. The scheme provides opportunities to students with little or no previous work experience to gain valuable skills and experience in Frontrunner level placements, as well as supporting more experienced students to develop new career pathways through Frontrunner Plus roles.

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

You Are Essex

Graduation and Awards

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

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

Upon conferral of your award, all graduates will receive both an electronic and hard copy parchment [award certificate](#). [Your electronic Certificate will be available on your GradIntelligence account within 5 working days of your conferral and your hard copy parchment](#) will be available to collect at graduation. If you are unable to attend graduation, the Graduation and Awards team will post this to your home address.

Graduation ceremonies

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

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

HEAR

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

Your HEAR will be updated within 5 working days of results being release following ratification at a [Board of Examiners](#).

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

References

Requesting references from members of staff

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

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

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

Copies of references

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

Alumni

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

What comes next?

The world is your oyster! The options and opportunities open to you as a graduate can sometimes be overwhelming. You might know the path you wish to take, but if you need help to reach your graduate goals, our Careers Services Team offer information, guidance and advice on your different options after graduation. Whether it's discussing different career paths, bringing your CV or LinkedIn profile up to date, or prepping for that interview you have worked all year for, we offer careers support for life, so we'll always be here for you.

We know you'll go on to great things, but you can always come back! As an Essex graduate, you can take advantage of [generous discounts](#) on [postgraduate qualifications and degrees](#) if you chose to return to study at Essex as a postgraduate student.

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

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