

University Calendar 2014-15

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CAVEAT

Every effort is made to ensure that the contents of the University Calendar 2014-15 are correct at the time of going to print. However, amendments may be approved by the relevant authorities for immediate implementation during the academic year. These will be incorporated into the online version of the University Calendar at:

www.essex.ac.uk/about/governance

Dates of Terms, Examinations and Graduation

Dates of Terms

2014-15

Autumn term	Thursday 2 October 2014 - Friday 12 December 2014
Spring term	Monday 12 January 2015 - Friday 20 March 2015
Summer term	Monday 20 April 2015 - Friday 26 June 2015

2015-16

Autumn term	Thursday 1 October 2015 - Friday 11 December 2015
Spring term	Monday 11 January 2016 - Friday 18 March 2016
Summer term	Monday 18 April 2016 - Friday 24 June 2016

2016-17

Autumn term	Thursday 6 October 2016 - Friday 16 December 2016
Spring term	Monday 16 January 2017 - Friday 24 March 2017
Summer term	Monday 24 April 2017 - Friday 30 June 2017

Notes:

Please note that some induction and teaching dates for students vary according to your campus, degree level and course. New students should arrive earlier than the start-date shown above to attend University and Departmental welcome events.

If you have a Tier 4 visa to study in the UK you will need to make sure you are aware of the term dates that apply to you and understand your visa conditions and responsibilities. Further information is available to read on our website at: www.essex.ac.uk/students/new/international/default.aspx

Dates of Examinations

2014-15

MAIN EXAMINATION PERIOD

Monday 11 May 2015 - Friday 5 June 2015

HALF-YEAR EXAMINATION PERIOD

Monday 5 January 2015 - Friday 9 January 2015

RE-SIT EXAMINATION PERIOD

Monday 7 September 2015 - Friday 11 September 2015

Note: Examinations may take place at times other than the above examination periods

Dates of Graduation

(ceremonies are held at the Colchester Campus)

2014-15

Tuesday 14 July 2015
Wednesday 15 July 2015
Thursday 16 July 2015
Friday 17 July 2015

2015-16

Tuesday 12 July 2016*
Wednesday 13 July 2016*
Thursday 14 July 2016*
Friday 15 July 2016*

2016-17

Tuesday 18 July 2017*

Wednesday 19 July 2017*

Thursday 20 July 2017*

Friday 21 July 2017*

*provisional dates

Further information on Graduation can be found on the Graduation website at:
www.essex.ac.uk/students/graduation/default.aspx (Enquiries should be directed to
graduation@essex.ac.uk)

University Diary for Academic Year 2014-15

A Timetable of University Weeks can be found at: <https://www.essex.ac.uk/timetables/weekstructure.aspx>

DATE	DAY	WEEK	EVENT	TIME
26-Aug-14	Tue	48	Systems and Academic Projects Board	14:00
16-Sep-14	Tue	51	Student Experience Committee	14:00
18-Sep-14	Thu	51	Project Coordination Group	14:00
23-Sep-14	Tue	52	Honorary Degrees and Honorary Fellowships Committee	11:00
29-Sep-14	Mon	1	University Steering Group	09:00
29-Sep-14	Mon	1	Monday Management Meeting	16:00
30-Sep-14	Tue	1	Health and Safety Group	14:00
02-Oct-14	Thu	1	AUTUMN TERMS BEGINS	
06-Oct-14	Mon	2	University Steering Group	09:00
06-Oct-14	Mon	2	Strategy and Resources Committee	13:30
06-Oct-14	Mon	2	Investment Sub-Committee	16:30
07-Oct-14	Tue	2	Systems and Academic Projects Board	14:00
09-Oct-14	Thu	2	Audit and Risk Management Committee	16:00
13-Oct-14	Mon	3	University Steering Group Away Day	09:00
14-Oct-14	Tue	3	Capital Planning Group	10:00
14-Oct-14	Tue	3	Research Committee	12:00
15-Oct-14	Wed	3	Academic Quality and Standards Committee	14:00
22-Oct-14	Wed	4	Council Away Day	09:00
23-Oct-14	Thu	4	Project Coordination Group	14:00
27-Oct-14	Mon	5	University Steering Group	09:00
27-Oct-14	Mon	5	Monday Management Meeting	16:00
29-Oct-14	Wed	5	Senate	14:00
30-Oct-14	Thu	5	Senior Staff Conference (day one)	09:00
03-Nov-14	Mon	6	Nominations Committee	12:30
03-Nov-14	Mon	6	Strategy and Resources Committee	13:30
04-Nov-14	Tue	6	Academic Staffing Committee	13:00

DATE	DAY	WEEK	EVENT	TIME
05-Nov-14	Wed	6	University Campus Suffolk Joint Academic Committee	10:00
05-Nov-14	Wed	6	Student Experience Committee	14:00
10-Nov-14	Mon	7	University Steering Group	09:00
10-Nov-14	Mon	7	Library Committee	14:00
10-Nov-14	Mon	7	Audit and Risk Management Committee	16:00
11-Nov-14	Tue	7	Graduate Directors' and Administrators' Meeting	11:00
11-Nov-14	Tue	7	Human Resources and Equality and Diversity Group	14:00
11-Nov-14	Tue	7	Systems and Academic Projects Board	14:00
12-Nov-14	Wed	7	Partnerships Education Committee	10:00
13-Nov-14	Thu	7	Student Fees and Funding Group	14:00
17-Nov-14	Mon	8	Head of Department termly meeting	16:00
24-Nov-14	Mon	9	University Steering Group	09:00
24-Nov-14	Mon	9	Council	14:00
25-Nov-14	Tue	9	Research Committee	12:00
26-Nov-14	Wed	9	Faculty Education Committee (Humanities)	14:00
26-Nov-14	Wed	9	Faculty Education Committee (Science and Health)	14:00
26-Nov-14	Wed	9	Faculty Education Committee (Social Sciences)	14:00
02-Dec-14	Tue	10	Ethics Committee	14:00
04-Dec-14	Thu	10	Project Coordination Group	14:00
08-Dec-14	Mon	11	Monday Management Meeting	16:00
09-Dec-14	Tue	11	Capital Planning Group	10:00
10-Dec-14	Wed	11	Education Committee	14:00
10-Dec-14	Wed	11	University Steering Group Away Day	09:00
10-Dec-14	Wed	11	Student Conduct Panel	14:00
12-Dec-14	Fri	11	AUTUMN TERM ENDS	
15-Dec-14	Mon	12	University Steering Group	09:00
12-Jan-15	Mon	16	SPRING TERM BEGINS	
12-Jan-15	Mon	16	University Steering Group	09:00
12-Jan-15	Mon	16	Monday Management Meeting	16:00
13-Jan-15	Tue	16	Systems and Academic Projects Board	14:00

DATE	DAY	WEEK	EVENT	TIME
14-Jan-15	Wed	16	Employability Implementation Group	11:00
15-Jan-15	Thu	16	Senior Staff Conference (day two)	09:00
19-Jan-15	Mon	17	Nominations Committee	12:30
20-Jan-15	Tue	17	Research Committee	12:00
21-Jan-15	Wed	17	Senate	14:00
26-Jan-15	Mon	18	University Steering Group	09:00
26-Jan-15	Mon	18	Strategy and Resources Committee	13:30
28-Jan-15	Wed	18	Academic Quality and Standards Committee	14:00
02-Feb-15	Mon	19	Monday Management Meeting	16:00
03-Feb-15	Tue	19	Human Resources and Equality and Diversity Group	14:00
05-Feb-15	Thu	19	Project Coordination Group	14:00
09-Feb-15	Mon	20	University Steering Group	09:00
10-Feb-15	Tue	20	Graduate Directors' and Administrators' Meeting	11:00
11-Feb-15	Wed	20	Education Committee	14:00
16-Feb-15	Mon	21	Council	14:00
17-Feb-15	Wed	21	Systems and Academic Projects Board	14:00
18-Feb-15	Wed	21	Faculty Education Committee (Humanities)	14:00
18-Feb-15	Wed	21	Faculty Education Committee (Science and Health)	14:00
18-Feb-15	Wed	21	Faculty Education Committee (Social Sciences)	14:00
19-Feb-15	Thu	21	Student Fees and Funding Group	14:00
23-Feb-15	Mon	22	University Steering Group	09:00
23-Feb-15	Mon	22	Monday Management Meeting	16:00
24-Feb-15	Tue	22	Capital Planning Group	10:00
25-Feb-15	Wed	22	Partnerships Education Committee	10:00
25-Feb-15	Wed	22	Student Experience Committee	14:00
26-Feb-15	Thu	22	Audit and Risk Management Committee	16:00
03-Mar-15	Tue	23	Honorary Degrees and Honorary Fellowships Committee	11:00
03-Mar-15	Tue	23	Research Committee	12:00

DATE	DAY	WEEK	EVENT	TIME
04-Mar-15	Wed	23	University Campus Suffolk Joint Academic Committee	10:00
04-Mar-15	Wed	23	Library Committee	14:00
09-Mar-15	Mon	24	University Steering Group	09:00
09-Mar-15	Mon	24	Monday Management Meeting	16:00
10-Mar-15	Tue	24	Ethics Committee	14:00
11-Mar-15	Wed	24	Academic Quality and Standards Committee	14:00
12-Mar-15	Thu	24	Academic Staffing Committee	10:00
12-Mar-15	Thu	24	Project Coordination Group	14:00
16-Mar-15	Mon	25	Remuneration Committee	12:00
16-Mar-15	Mon	25	Strategy and Resources Committee	13:30
16-Mar-15	Mon	25	Investment Sub-Committee	16:30
20-Mar-15	Fri	25	SPRING TERM ENDS	
23-Mar-15	Mon	26	University Steering Group Away Day	09:00
25-Mar-15	Wed	26	Education Committee	14:00
07-Apr-15	Tue	28	University Steering Group	09:00
14-Apr-15	Tue	29	Employability Implementation Group	11:00
20-Apr-15	Mon	30	SUMMER TERM BEGINS	
20-Apr-15	Mon	30	University Steering Group	09:00
20-Mar-15	Mon	30	Head of Department termly meeting	16:00
21-Apr-15	Tue	30	Systems and Academic Projects Board	14:00
22-Apr-15	Wed	30	Senate	14:00
27-Apr-15	Mon	31	Council Away Day	09:00
28-Apr-15	Tue	31	Capital Planning Group	10:00
28-Apr-15	Tue	31	Health and Safety Group	14:00
05-May-15	Tue	32	University Steering Group	09:00
05-May-15	Tue	32	Graduate Directors' and Administrators' Meeting	11:00
05-May-15	Tue	32	Research Committee	12:00
06-May-15	Wed	32	Partnerships Education Committee	10:00
06-May-15	Wed	32	Student Experience Committee	14:00
07-May-15	Thu	32	Human Resources and Equality and Diversity Group	14:00

DATE	DAY	WEEK	EVENT	TIME
11-May-15	Mon	33	Council	14:00
13-May-15	Wed	33	Faculty Education Committee (Humanities)	14:00
13-May-15	Wed	33	Faculty Education Committee (Science and Health)	14:00
13-May-15	Wed	33	Faculty Education Committee (Social Sciences)	14:00
14-May-15	Thu	33	Project Coordination Group	14:00
18-May-15	Mon	34	University Steering Group	09:00
19-May-15	Tue	34	Monday Management Meeting	16:00
21-May-15	Thu	34	Academic Staffing Committee	14:00
26-May-15	Tue	35	Capital Planning Group	10:00
26-May-15	Tue	35	Library Committee	14:00
26-May-15	Tue	35	Student Fees and Funding Group	14:00
26-May-15	Tue	35	Head of Department termly meeting	16:00
01-Jun-15	Mon	36	University Steering Group	09:00
01-Jun-15	Mon	36	Monday Management Meeting	16:00
03-Jun-15	Wed	36	University Campus Suffolk Joint Academic Committee	10:00
03-Jun-15	Wed	36	Academic Quality and Standards Committee	14:00
08-Jun-15	Mon	37	University Steering Group Away Day	09:00
10-Jun-15	Wed	37	Academic Staffing Committee	14:00
12-Jun-15	Fri	37	Court	
15-Jun-15	Mon	38	University Steering Group	09:00
16-Jun-15	Tue	38	Ethics Committee	14:00
16-Jun-15	Tue	38	Systems and Academic Projects Board	14:00
17-Jun-15	Wed	38	Education Committee	14:00
18-Jun-15	Thu	38	Audit and Risk Management Committee	16:00
22-Jun-15	Mon	39	Remuneration Committee	11:00
22-Jun-15	Mon	39	Nominations Committee	12:30
22-Jun-15	Mon	39	Strategy and Resources Committee	13:30
23-Jun-15	Tue	39	Capital Planning Group	10:00
23-Jun-15	Tue	39	Research Committee	12:00

DATE	DAY	WEEK	EVENT	TIME
26-Jun-15	Fri	39	SUMMER TERM ENDS	
29-Jun-15	Mon	40	University Steering Group	09:00
29-Jun-15	Mon	40	Monday Management Meeting	16:00
01-Jul-15	Wed	40	Senate	14:00
06-Jul-15	Mon	41	University Steering Group	09:00
08-Jul-15	Wed	41	Academic Staffing Committee	14:00
09-Jul-15	Thu	41	Project Coordination Group	14:00
13-Jul-15	Mon	42	Council	14:00
14-Jul-15	Tue	42	Graduation	
15-Jul-15	Wed	42	Graduation	
16-Jul-15	Thu	42	Graduation	
17-Jul-15	Fri	42	Graduation	

University Governance

Principal Officers of the University

Chancellor

Ms Shami Chakrabarti, CBE

Pro-Chancellor

Mr David Boyle, MA JP DL (Chair of the Council)

Vice-Chancellor

Professor Anthony Forster, BA PGCAP MPhil
DPhil AcSS

Treasurer

Mrs Celia Edey, JP DL

Deputy Vice-Chancellor

Professor Jules Pretty, OBE FRSA FIBiol

Pro-Vice-Chancellor (Education)

Professor Aletta Norval, BA BA MA PhD

Pro-Vice-Chancellor (Research)

Professor David Sanders, BA MA PhD

Executive Deans

Humanities

Professor Lorna Fox O'Mahony, LLB PhD
PGCHET

Science and Health

Professor Graham Underwood, BSc DPhil

Social Sciences

Professor Todd Landman, BA MA MA PhD

Deans

Postgraduate Research and Education

Professor David Pevalin, MA MA PhD (from
1.1.15)

Associate Dean of Postgraduate Research and Education

Professor Ian Colbeck, MSc PhD FInstP
CPhys FRMetS

Academic Partnerships

Dr Dominic Micklewright, PhD CPsychol MSc BSc
PGCertHE FHEA

Associate Dean of Academic Partnerships

Mr Allan Hildon, BHealthSc (Nursing)

Deputy Dean (Education) (Humanities)

Dr Peter Luther, MA MA PhD

Deputy Dean (Education) (Science and Health)

Dr David Penman, MA MMath MSc PhD

Deputy Dean (Education) (Social Sciences)

Professor Roderick Main, MA PhD

Dean of Health

Professor Joanna Jackson, CertED BA MSc EdD
MCSP

Registrar and Secretary

Mr Bryn Morris, MA

Student Conduct Officer

Ms Penny Brearey-Horne, LLM LLB

Heads of Departments/Schools

Departments/Schools	Heads Of Department/Director
Biological Sciences	Professor Christine Raines
Computer Science and Electronic Engineering	Professor Simon Lucas
East 15 Acting School	Professor Leon Rubin
Economics	Professor Marco Francesconi
Dean, Essex Business School	Professor Geoffrey Wood
Government	Professor René Lindstädt
Health and Human Sciences	Ms Vikki-Jo Scott
History	Professor Edward Higgs
International Academy	Mr Richard Barnard
Language and Linguistics	Professor Roger Hawkins
Law	Professor Noam Lubell
Literature, Film, and Theatre Studies	Professor Philip Terry
Mathematical Sciences	Professor Abdullah Salhi
Philosophy and Art History	Dr Fabian Freyenhagen
Psychology	Professor Geoff Ward
Institute for Social and Economic Research	Professor Nicholas Buck
Sociology	Professor Sean Nixon
UK Data Archive	Professor Matthew Woollard
Centres and Institutes	Directors
Centre for Bibliographical History (CBH)	Dr David Rundle (Department of History)/Professor James Raven (Department of History)
Centre for Computational Intelligence	Professor Hani Hagrais (School of Computer Science and Electronic Engineering)/Professor Jay Mitra (Essex Business School)
Centre for Computational Finance and Economic Agents (CCFEA)	Professor Edward Tsang (School of Computer Science and Electronic Engineering)
Centre for Creative Writing	Professor Philip Terry (Department of Literature, Film, and Theatre Studies)
Centre for Cultural and Social History	Dr Peter Gurney (Department of History)
Centre for Curatorial Studies	Dr Michaela Giebelhausen (School of Philosophy and Art History)
Criminology Research Centre	Professor Dick Hobbs (Department of Sociology)
Centre for Digital Lifestyles	Dr Michael Gardner (School of Computer Science and Electronic Engineering)
Centre for Social Work	Ms Janet Phillips
Institute for Electoral Research	Professor Paul Whiteley (Department of Government)
Essex Accounting Centre	Dr Shazad Uddin (Essex Business School)
Essex Biomedical Sciences Institute (EBSI)	Professor Elena Klenova (School of Biological Sciences)
Essex Centre for Financial Econometrics (ECFE)	Professor Rob Taylor (Essex Business School)
Essex Finance Centre	Professor Jerry Coakley (Essex Business School)
Essex Sustainability Institute	Professor Steffen Boehm (Essex Business School)
Centre for Film Studies	Dr John Haynes (Department of Literature, Film, and Theatre Studies)
Centre for Global Accountability	Professor Prem Sikka (Essex Business School)
Human Rights Centre	Ms Lorna McGregor
Interdisciplinary Study of the Humanities	Dr Casper Pearson (School of Philosophy and Art History)
Centre for the Study of Integrity	Professor Paul Whiteley (Department of Government)

Institute for Analytics and Data Science	Professor Maria Fasli
Centre for Intimate and Sexual Citizenship	Dr Roisin Ryan-Flood (Department of Sociology)
Centre for Latin American and Caribbean Studies	Professor Andrew Canessa (Department of Sociology)
Centre for Local and Regional History	Professor Alison Rowlands (Department of History)
Michael Nicholson Centre for Conflict and Cooperation	Professor Kristian Gleditsch (Department of Government)
Jean Monnet European Centre of Excellence	Professor Emil Kirchner (Department of Government)
Centre for Myth Studies	Dr Leon Burnett (Department of Literature, Film, and Theatre Studies)
Physics Centre	Dr David Lovett (School of Computer Science and Electronic Engineering)
Centre for Psychoanalytic Studies	Mrs Susan Kegerreis
Regional, Enterprise and Growth (CREG)	Professor Vania Sena (Essex Business School)
Institute for Social Science Data Analysis	Professor Thomas Plümper (Department of Government)
Centre for Research in Economic Sociology and Innovation	Professor Mark Harvey (Department of Sociology)
Centre for Sports & Exercise Science	Dr Gavin Sandercock (until 31.12.14) (School of Biological Sciences)/to be confirmed (from 1.1.15)
Centre for Studies of Surrealism and its Legacies	Professor Dawn Ades (School of Philosophy and Art History)
Centre for Theatre Studies	Professor Jonathan Lichtenstein (Department of Literature, Film, and Theatre Studies)
Centre for Theory, Policy and Society	Professor David Howarth (Department of Government)
Centre for Work, Organization and Society	Professor Martyna Sliwa (Essex Business School)
Centre for Trauma, Asylum and Refugees	Professor Renos Papadopoulos (Centre for Psychoanalytic Studies)
Albert Sloman Library	Librarian
Albert Sloman Library	Ms Cathy Walsh
Administrative Sections	Heads of Section
Academic Registrar	Mr Stephen McAuliffe
Campus Manager, Southend Campus	Miss Zoe Manning
Director of Communications	Ms Vanessa Potter
Director of Campus Services	Mr Chris Oldham
Director of Estate Management	Mr Simon Neale
Director of Finance	Mr Andrew Keeble
Director of Human Resources	Ms Susie Morgan
Director of Information Systems	Mr Richard Murphy
Director of Research and Enterprise	Dr Janice Pittis
Director of Strategic Planning and Change	Dr Sonia Virdee

The Council

EX OFFICIO MEMBERS

Pro-Chancellors

Mr David Boyle, MA JP DL (*Chair of Council*)
Mrs Judith Judd
Mr Philip Tolhurst

Vice-Chancellor

Professor Anthony Forster, BA PGCAP MPhil

Treasurer

Mrs Celia Edey, JP DL

Deputy Vice-Chancellor

Professor Jules Pretty, OBE FRSA FIBiol

APPOINTED MEMBERS

Dean of Postgraduate Research and Education:
Professor David Pevalin
Dean of Health: Professor Joanna Jackson

ELECTED MEMBERS

Five academic staff members of the Senate
elected by the Senate:

Professor Joan Busfield, MA MA PhD
Dr Richard Cornes BA MA PhD
Professor Marco Francesconi PhD
Professor Sean Nixon, BSc PhD
Professor Christine Raines

One non-academic staff member elected by the
non-academic staff:

Ms Paula Rothero

EXTERNAL MEMBERS

Lord Currie of Marylebone, BSc MSocSci PhD
Mr Nitin Dahad, BSc MIET
Mr Paul Gray, BSc CCMI CB
Dr Elizabeth Hall, MBE
Lady Sally Irvine, MA PhD
Mr Milan Makwana, MA FCIPD
Mr Tim Porter
Mr Geoffrey Probert
Mrs Maria Stanford, BA FCIPD
One Vacancy

STUDENT MEMBER

President of the Students' Union: Ms Chantel Le
Carpentier

OBSERVER

Chief of Staff: Mrs Monica Illsley

The Senate

EX-OFFICIO MEMBERS

Vice-Chancellor

Professor Anthony Forster

Deputy Vice-Chancellor

Professor Jules Pretty

Pro-Vice-Chancellors

Professor David Sanders
Professor Aletta Norval

Deans

Executive Dean (Humanities): Professor Lorna Fox O'Mahony
Executive Dean (Science and Health): Professor Graham Underwood
Executive Dean (Social Sciences): Professor Todd Landman
Academic Partnerships: Dr Dominic Micklewright
Postgraduate Research and Education: Professor David Pevalin

Heads of Department/School

Biological Sciences, Professor Christine Raines
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Dean, Essex Business School, Professor Geoffrey Wood
Government, Professor René Lindstädt
Health and Human Sciences, Ms Vikki-Jo Scott
History, Professor Edward Higgs
International Academy, Mr Richard Barnard
Language and Linguistics, Professor Roger Hawkins
Law, Professor Noam Lubell
Literature, Film, and Theatre Studies, Professor Philip Terry
Mathematical Sciences, Professor Abdullah Salhi
Philosophy and Art History, Dr Fabian Freyenhagen
Psychology Professor Geoff Ward
Sociology, Professor Sean Nixon
The Institute for Social and Economic Research, Professor Heather Laurie
The UK Data Archive, Professor Matthew Woollard

APPOINTED

Academic Registrar, Mr Stephen McAuliffe

ELECTED MEMBERS

Dr Michael Bailey
Dr Malcolm Brynin
Professor Joan Busfield
Dr Richard Cornes
Dr Tom Cornford
Dr Nilufer Demirkan-Jones
Dr Michael Fry
Dr Nicolas Geeraert
Dr Valerie Gladwell
Dr Jeremy Krikler
Dr Manuela Nocker
Dr Tim Rakow
Professor Riccardo Russo
Dr Chris Saker
Dr Stephen Sangwine
Dr Andrew Wood

CO-OPTED MEMBERS

The Librarian, Ms Cathy Walsh
Director for Information Systems, Mr Richard Murphy
Dean of Health: Professor Joanna Jackson
Director of the Centre for Psychoanalytic Studies, Mrs Sue Kegerreis

STUDENT MEMBERS

President of the Students' Union, Colchester Campus: Ms Chantel Le Carpentier
Vice-President of the Students' Union (Education), Colchester Campus: Mr Michael Spencer
Vice-President (Southend and Loughton): Mr Stephen Brennan
Faculty Convenors (3):
Humanities: to be confirmed
Science and Health: to be confirmed
Social Sciences: to be confirmed
Postgraduate Students' Officer: Mr Samuel Barnard
A Postgraduate Research Student: to be confirmed

OBSERVERS

Chief of Staff: Mrs Monica Illsley
Faculty Managers:
Humanities: Miss Rachel Lucas
Science and Health: Ms Alex Seabrook
Social Sciences: Mrs Emma Hardy

Committees of the Council

Audit and Risk Management Committee

EX OFFICIO MEMBERS

Treasurer: Mrs Celia Edey (*Chair*)

APPOINTED MEMBERS (APPOINTED BY NOMINATIONS COMMITTEE)

Seven members, not being members of Strategy and Resources Committee or holding an executive position, at least two of whom shall be External members of Council:

Mr Nitin Dahad
Mr Milan Makwana
Mr Robin Paddock
Mr Kash Pandya
Mr Tim Porter
Mr Brian Stapleton
Mr Riccardo Tazzini

At least two members will have relevant experience in finance, accounting and/or auditing.

OFFICERS IN ATTENDANCE

The Director of Finance
The Head of internal audit
A representative from external audit
The Registrar and Secretary

CO-OPTED

The Committee may co-opt members as appropriate

TERMS OF REFERENCE

(a) Financial and Internal Control

- i. To review the effectiveness of the financial and other internal control systems;
- ii. to ensure that all significant losses have been properly investigated and that the internal and external auditors, and where appropriate the HEFCE Accounting Officer, have been informed;
- iii. to oversee the institution's policy on fraud and irregularity, including being notified of any action taken under that policy.

(b) External Audit

- i. To consider and advise the Council on: the appointment and, if necessary, the dismissal of the External Auditor; the terms of engagement; the audit fee; and any non-audit services from the External Auditor;
- ii. to guide the External Auditor on the nature and scope of the audit;
- iii. to receive and consider the External Auditor's management letter in connection with the audit of the

University's Annual Accounts and the management response and any other matter the external auditor wishes to discuss;

- iv. to consider elements of the annual financial statements in the presence of the External Auditor, including the auditor's formal opinion, the statement of members' responsibilities and any corporate governance statement and make recommendations to Council.
- (c) **Internal Audit**
- i. To consider and make recommendations to the Council on the appointment of the Internal Auditor; the terms of engagement, the audit fee and any non audit services from the internal auditor;
 - ii. to receive and approve a five-year Strategic Plan for the Internal Auditor;
 - iii. to receive and approve an Annual Plan for the Internal Auditor and any other matter the internal auditor wishes to discuss;
 - iv. to receive and consider the final report of each internal audit assignment, activity or investigation undertaken on behalf of the University by the Internal Auditor and any other matter the internal auditor wishes to discuss;
 - v. to review the work of the Internal Auditor in conjunction with the receipt of an annual report prepared by the Internal Auditor, the report to include an opinion on the degree of assurance that can be taken from the system of control, and to make recommendations to Council;
 - vi. to consider any internal audit matters not specifically covered above.
- (d) **Monitoring and co-ordination of internal and external audit**
- To monitor the effectiveness of internal and external audit on the basis of performance indicators approved by Council from time to time on the recommendation of the Audit and Risk Management Committee; to promote co-ordination between the internal and external auditors.
- (e) **Reports of an audit nature**
- To receive and consider any reports of an audit nature prepared by the Higher Education Funding Council of England (HEFCE), the Quality Assurance Agency, the National Audit Office and any other similar bodies.
- (f) **Value for money**
- To satisfy itself that adequate arrangements are in place to promote value for money initiatives.
- (g) **Economy, efficiency and effectiveness**
- To satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.
- (h) **Quality of data**
- To satisfy itself that adequate arrangements are in place to ensure that data provided to the

HEFCE, the Higher Education Statistics Agency and other public bodies is of a high quality.

(i) **Risk management**

To advise the Council on the effectiveness of risk management, control and governance arrangements by:

- i. familiarisation with the concept and requirements of risk management;
- ii. acting as a catalyst for risk management activity across the University;
- iii. ensuring appropriate audit work on risk management is performed;
- iv. collecting information on risks and risk management.
- v. receiving reports from the Risk Management Group regarding the actions taken on the highest risks identified on the Risk Register.

REPORTING MECHANISMS

(j) **Annual report**

To prepare an annual report for submission to Council and the HEFCE on the work of the Audit and Risk Management Committee, incorporating an opinion on the effectiveness of the internal control system and the pursuit of value for money, together with an assurance on risk management.

(k) **Minutes**

To be circulated to all members and attendees of the Audit and Risk Management Committee and all members of Council.

(l) **Quorum**

The Committee shall be quorate when half of the members are present.

(m) **Meeting structure**

Meetings shall normally be held four times a year. Members of the committee, the external auditors and head of internal audit may request a meeting if they consider it necessary.

(n) **Review of Terms of Reference**

The Terms of Reference should be reviewed annually.

Nominations Committee

EX OFFICIO MEMBERS

Chair of Council: Mr David Boyle
(*Chair*)

Vice-Chancellor: Professor Anthony Forster
Registrar and Secretary: Mr Bryn Morris

APPOINTED MEMBERS, (APPOINTED BY NOMINATIONS COMMITTEE)

Two External members of Council:
Mrs Maria Stanford
Lady Sally Irvine

One co-opted External member of Council:
Mrs Celia Edey

One Academic member of Council, who is not a member of USG:

Professor Joanna Jackson

TERMS OF REFERENCE

To make recommendations to Council on the appointment of:

- (a) External and appointed members of Council
- (b) Council appointed members of Court
- (c) Council appointed members of Council Committees
- (d) External members, who are members of Council, to Council Committees
- (e) Internal members, who are not members of Council, to Council Committees.

MEETINGS

Normally three times per year

Remuneration Committee

EX OFFICIO MEMBERS

Chair of Council:

Mr David Boyle (*Chair*)

Vice-Chancellor: Professor Anthony Forster
Registrar and Secretary: Mr Bryn Morris

APPOINTED MEMBERS:

Four External members of Council:

Mr Paul Gray

Ms Judith Judd

Mrs Maria Stanford

Mr Philip Tolhurst

TERMS OF REFERENCE

- (a) In relation to the remuneration and reward framework:
 - i. for staff groups where issues are not covered by collective agreements with the University's recognised trades unions (in particular, senior office holders, the professoriate and professional staff on grade 11), on behalf of Council to determine the remuneration and reward framework for the salaries, other remuneration and conditions of service eg the framework for pay levels; pay progression, including bonus payments, accelerated increments and market supplements;
 - ii. on behalf of Strategy and Resources Committee, to put in place a scheme of delegation to the Vice-Chancellor to agree salary increases in individual cases to address urgent retention issues for all categories of staff (currently up to £25,000 on the Vice-Chancellor's own authority and in excess of £25,000 with the agreement of the Chair of the Remuneration Committee);
- (b) In the light of an assessment of performance during the prior year against agreed objectives, to determine the salary, other remuneration and conditions of service of the Vice-

- Chancellor (in the absence of the Vice-Chancellor). Objectives set by the Chair of Council for the Vice-Chancellor should be provided for information to the Committee;
- (c) Following a submission by the Vice-Chancellor of an assessment of performance during the prior year against agreed objectives, to consider the salary, other remuneration and conditions of service of the Registrar and Secretary, Deputy Vice-Chancellor, Pro-Vice-Chancellors and Executive Deans (in the absence of the Registrar and Secretary for consideration of their case). Objectives set each year by the Vice-Chancellor should be provided for information to the Committee;
 - (d) To receive annually:
 - i. a report on work related visits abroad by the Vice-Chancellor and the Registrar and Secretary;
 - ii. a report on the outside earnings of the Vice-Chancellor and the Registrar and Secretary;
 - (e) to approve the hospitality fund of the Vice-Chancellor;
 - (f) to consider the recommendations by the Vice-Chancellor and the Registrar and Secretary on the salaries, other remuneration and conditions of service of senior office holders, professorial staff and professional services staff on Grade 11;
 - (g) to receive a report on the award of discretionary increments and bonuses for academic and professional services staff, subject to the availability of such awards in any year;
 - (h) to receive a report on early retirement packages and severance payments to members of the University and to approve payments in advance where:
 - i. the cost to the University would not be recovered in two years or less; or
 - ii. any payments above contractual entitlement are paid to any member of University Steering Group
 - (i) to receive a report on action taken by the Vice-Chancellor under Ordinance 36.4 or 37.4;
 - (j) to receive a report on action taken by the Vice-Chancellor to approve salary awards to staff who have received offers from other organisations;
 - (k) to receive a report on action taken to approve the payment of market supplements;
 - (l) to make an annual report to Council;
 - (m) to consider any other related business appropriate to the remit of Remuneration Committee.

MEETINGS

At least once per year

Strategy and Resources Committee

EX OFFICIO MEMBERS

Chair of Council: Mr David Boyle (*Chair*)

University Steering Group Members

Vice-Chancellor: Professor Anthony Forster

Deputy Vice-Chancellor: Professor Jules Pretty

Pro-Vice-Chancellor (Education): Professor Aletta Norval

Pro-Vice-Chancellor (Research): Professor David Sanders

Registrar and Secretary: Mr Bryn Morris

Director of Finance: Mr Andrew Keeble

APPOINTED MEMBERS, (APPOINTED BY NOMINATIONS COMMITTEE)

Five external member of Council:

Mr Paul Gray

Mrs Judith Judd

Mr Geoffrey Probert

Mrs Maria Stanford

Mr Philip Tolhurst

One academic member of Council, who is not a member of University Steering Group:
Professor Joanna Jackson

President of the Students' Union: Ms Chantel Le Carpentier

OBSERVER

Chief of Staff: Mrs Monica Illsley

TERMS OF REFERENCE

- (a) To advise the Council on matters relating to the overall strategic direction of the University and to recommend the strategic plan to Council for approval;
- (b) to monitor and review the general progress and development of the University in academic, social, external, governance and other policy;
- (c) to recommend to the Council the annual recurrent budget of the University;
- (d) to approve on behalf of Council additions to the recurrent budget, up to the value of £1,000,000 (net expenditure), delegating authority to University Steering Group to approve non-recurrent budget increases, up to the value of £250,000 (net expenditure);
- (e) to delegate to the Remuneration Committee authority to determine an appropriate level of delegation to the Vice-Chancellor to offer salary increases, in cases to address urgent retention issues for all categories of staff ;
- (f) to approve on behalf of Council new projects added to the Capital Programme up to the value of £4,000,000 (gross expenditure), delegating authority to University Steering Group to approve additions to the Capital programme up to the value of £2,000,000 (gross expenditure) and to the Vice-Chancellor

to approve additions to the capital programme up to the value of £100,000. These delegations may only be exercised if, and only if, the Capital Investment Plan is supported by appropriate financing eg loans, capital receipts;

- (g) to approve cost increases to approved projects in the Capital Programme up to the value of £1,000,000, delegating authority to University Steering Group to approve cost increases up to the value of £20,000 and to the Vice-Chancellor to approve cost increases up to the value of £10,000. These delegations may only be exercised if, and only if, the Capital Investment Plan is supported by appropriate financing eg loans, capital receipts;
- (h) to receive an annual report of all completed capital projects in the last 12 months comparing the initially approved budget to its outturn cost;
- (i) to consider and, where appropriate, make comments on all recommendations sent forward from the Senate to the Council which have financial implications;
- (j) to make recommendations to the Council on all other financial matters;
- (k) to recommend to Council a human resources strategy of the University;
- (l) to review the operation of the Council and its various Committees and to make recommendations thereon;
- (m) to consider the institutional audit report;
- (n) to review the reports of any working parties which may from time to time be set up to deal with various subjects;
- (o) to review and discuss any other items concerning Council business not falling within the remit of another Sub-Committee that External members of the Council might wish to raise.

MEETINGS

Normally four times per year

Sub-Committees of Strategy and Resources Committee

Investment Sub-Committee

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster
Vice-Chancellor's nominee, Registrar and Secretary: Mr Bryn Morris
Director of Finance: Mr Andrew Keeble

APPOINTED MEMBERS, (APPOINTED BY NOMINATIONS COMMITTEE)

One member from Strategy and Resources Committee: Mr David Boyle (*Chair*)

One external member with specialist knowledge: Mr William Drake

TERMS OF REFERENCE

- (a) To agree and keep under review appropriate asset allocation between equities, fixed interest and cash deposits, and within equities between the UK and overseas markets, taking account of the capital and income growth targets and risk set in the *investment objective* agreed by the Strategy and Resources Committee;
- (b) to monitor the performance of the fund managers, against the benchmarks set in the *investment objective* and comparator funds and market indices;
- (c) to review, against the benchmark, at least every three years from the date of appointment all managers/investments and either remain invested or replace and to make recommendations to Strategy and Resources Committee;
- (d) to receive at each meeting an overall report, prepared by the Director of Finance, on the performance of the University's investments and the key issues to be addressed.

INVESTMENT OBJECTIVE

To achieve, over rolling three year periods, an above average performance in capital growth and income yield, taken together, by investing in: equities with a target return ahead of the FTSE All-Share Index, fixed interest with a target return of exceeding the FTSE British Government All-Stocks Index, and cash deposits with a target return of 0.5% above the seven-day fixed deposit rate. These performance targets should be aimed for without taking undue risk.

MEETINGS

Normally twice per year

University Steering Group

Purpose

To be the University's executive group, supporting the Vice-Chancellor in the discharge of powers and duties delegated to him by Council and Strategy and Resources and in discharging specific powers and duties delegated to USG by Strategy and Resources Committee.

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster (*Chair*)
Deputy Vice-Chancellor: Professor Jules Pretty
Pro-Vice-Chancellor (Education): Professor Aletta Norval
Pro-Vice-Chancellor (Research): Professor David Sanders
Registrar and Secretary: Mr Bryn Morris
Director of Finance: Mr Andrew Keeble
Executive Dean, Faculty of Humanities: Professor Lorna Fox O'Mahony
Executive Dean, Faculty of Science and Health: Professor Graham Underwood
Executive Dean, Faculty of Social Sciences: Professor Todd Landman

Chief of Staff: Mrs Monica Illsley

TERMS OF REFERENCE

- (a) To prepare and recommend annually to the Strategy and Resources Committee of the Council five year financial forecasts and a Capital Investment Plan, incorporating an annual recurrent revenue and capital budget for the University, and to monitor the implementation of these;
- (b) to review and monitor the implementation of the Strategic Plan of the University, its Strategies, Sub-Strategies and Supporting Strategies, their associated action plans and performance against their key performance indicators and to report to Strategy and Resources Committee, Council and other committees as appropriate;
- (c) to keep the allocation and deployment of University resources under regular scrutiny and review, including allocations to Faculties and Professional Services, to ensure that resources are being used to support the institutional interest and the objectives in the Strategic Plan;
- (d) to approve the provision of staff posts, and to monitor appointments made, delegating authority for individual appointments in accordance with the University's recruitment policies as follows:
 - (i) to the Executive Deans, authority to approve staffing replacements and new requests of academic staff within budget within their individual faculties;
 - (ii) to the Registrar and Secretary authority to approve staffing replacements and new requests within budget of professional services staff in central sections, faculties and schools/departments.
- (e) to approve non-recurrent non-staff additions to the recurrent budget up to the value of £250,000 (net expenditure);
- (f) to review and monitor the annual budget allocations to faculties and professional services;
- (g) to approve new projects to be added to the Capital Programme, up to the value of £2,000,000 (gross expenditure) provided the Capital Investment Plan is supported by appropriate financing, eg loans, capital receipts;
- (h) to approve tuition fees on behalf of Council and to report all such approvals to Council;
- (i) to monitor key institutional risks, including compliance with statutory obligations, reporting to Audit and Risk Management Committee, Strategy and Resources Committee and Council as appropriate;
- (j) to establish advisory groups to undertake detailed work to support USG in discharging its responsibilities more effectively, including

delegation of authority for specific decisions where this is considered appropriate.

METHOD OF OPERATION

- (a) The record of meetings of the University Steering Group shall be copied to all members of Strategy and Resources Committee, the Chair of Audit and Risk Management Committee, Heads of Departments/Schools and Centres, Heads of Professional Services and Faculty Managers.

MEETINGS

Normally fortnightly throughout the year, with the exception of the summer vacation

Advisory Groups of University Steering Group

Capital Planning Group

Purpose

To support USG in developing for approval and implementing capital investment plans that will support effective delivery of the University's Strategic Plan.

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster
Deputy Vice-Chancellor; Professor Jules Pretty
(Chair)
Registrar & Secretary: Mr Bryn Morris
Director of Finance: Mr Andrew Keeble
Director of Estate Management: Mr Simon Neale
Director of Information Systems Services: Mr Richard Murphy
Academic Registrar: Mr Stephen McAuliffe
Director of Research and Enterprise Office: Dr Janice Pittis
Director of Strategic Planning and Change: Dr Sonia Virdee

TERMS OF REFERENCE

- (a) To recommend to the USG, the University's Capital Investment Plan (CIP), covering all capital expenditure requirements of the University and to operate to the same timeframe as the University's Strategic Plan;
- (b) to consider individual requests for capital expenditure for inclusion within the CIP, prioritising them against the requirements of the Strategic Plan and the contribution they will make to the delivery of excellence in education and research and recommending projects to USG for inclusion within the CIP;
- (c) on an annual basis, to recommend to University Steering Group an annual capital budget necessary to finance projects within the CIP that will be initiated in the coming year, for approval by Council alongside the University's revenue budget.
- (d) under delegated authority from USG, be responsible to USG for overseeing the system

through which the University manages individual capital projects, to ensure that they proceed to time, to budget and deliver their intended benefits;

- (e) identify longer term capital investment requirements for the University, to inform the University's overall financial strategy and to recommend to USG any implications of these requirements for the University's investment of its reserves and its external borrowings which might need to be drawn to the attention of Strategy and Resources Committee.

MEETINGS

Normally six times per year

Health and Safety Group

Purpose

To support the Vice-Chancellor and USG in discharging their executive responsibilities for safeguarding and promoting the safety, health and wellbeing of staff, students and visitors at the University.

To provide a forum for consultation with student and staff representatives in relation to health, safety and wellbeing.

In appropriate circumstances, to draw matters directly to the attention of Council.

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster

Deputy Vice-Chancellor: Professor Jules Pretty
(Chair)

Director of Human Resources: Ms Susie Morgan

Director of Estate Management: Mr Simon Neale

Director, University of Essex Campus Services:
Mr Chris Oldham

Southend Campus, Campus Manager: Miss Zoe Manning

Loughton Campus, Campus Supervisor: Mr Graham Cushway

Deputy Chief Executive, Students' Union: Ms Marianne Provan

Faculty Manager, Humanities: Miss Rachel Lucas

Faculty Manager, Science and Health: Ms Alex Seabrook

Faculty Manager, Social Sciences: Mrs Emma Hardy

Head of Occupational Health and Safety
(professional adviser to the Committee): Ms Claire Saunders

Head of Occupational Health: Ms Lara Carmel

NOMINATED/REPRESENTATIVE/ELECTED MEMBERS

One nominee from each of the recognised Trades Unions (3):

Unite: Mr Colin McAuley

UCU: Mr Kevan Wilding

Unison: Mr John Wakeman

One student member elected by the Students' Union Council: Mr Luke Bowdrey

The following specialist officers will be co-opted, as and when required:

- Fire Safety Officer
- University Ionising Radiation Protection Officer
- University Non-ionising Radiation Protection Adviser (UNIRPA)
- University Biological Safety Adviser (UBSA)
- Other specialist officers as deemed appropriate by the Committee

TERMS OF REFERENCE

- (a) Reviewing the University's Health, Safety and Wellbeing Policy to ensure it remains fit-for-purpose as a basis for delivering the University's Health and Safety obligations and objectives, reporting to USG on any requirements for change as appropriate;
- (b) Overseeing the development, implementation and review of other health and safety related policies and standards and recommending adoption or amendment to USG as appropriate;
- (c) monitoring implementation of the University's Health, Safety and Wellbeing action plan as the basis upon which the policy is being operationalised;
- (d) monitoring performance against agreed health and safety performance measures, including providing an annual report on health, safety and wellbeing performance to USG and Council and making recommendations for any amendments to the agreed performance measures;
- (e) considering reports on changes to legislation and best practice that significantly affect health, safety and wellbeing practice at the University recommending to USG any changes in policy or practice that might as a consequence be required;
- (f) consulting on the introduction of any measures that may substantially affect the health, safety and wellbeing of staff and students;
- (g) considering reports:
- i. from the Health and Safety Advisory Service, Occupational Health Service and other relevant specialist officers, for the continuous improvement of the University's health and safety arrangements;
 - ii. on issues of strategic health and safety policy and practice raised by the trade union health and safety representatives and representatives of Faculty and Professional Services management

- iii. on audits, significant incidents and health and safety related enforcement action by regulatory bodies;
 - iv. from the Students' Union and University of Essex Campus Services, on their health and safety practice.
- (h) making recommendations to USG and Council, on actions needed to address significant health and safety performance issues and to promote continuous improvement and promotion of health, safety and wellbeing;
- (i) establishing sub groups to focus on particular health and safety risk areas.

MEETINGS

Normally twice per year

Sub-Committees of Health and Safety Group

- Biological Hazards and Genetic Modification Safety Committee
- Ionising Radiation Protection Committee

Human Resources and Equality and Diversity Group

Purpose

To support USG in developing effective Human Resource strategies, policies and practices, including Equality and Diversity strategies, policies and practices, that will support and promote a culture of high performance and equality of opportunity within the University, for recommendation to Strategy and Resources Committee and Council.

To monitor on behalf of USG implementation of the University's Human Resource strategies, policies and practices, including Equality and Diversity strategies, policies and practices, promoting dissemination of good practice throughout the University and drawing to the attention of USG any areas of concern requiring attention.

To receive reports from the University's formal consultative arrangements with the recognised trades unions.

In appropriate circumstances, to draw matters directly to the attention of Council.

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster

Deputy Vice-Chancellor: Professor Jules Pretty (*Chair*)

Registrar and Secretary: Mr Bryn Morris
Executive Dean, Faculty of Humanities:

Professor Lorna Fox O'Mahony

Executive Dean, Faculty of Science and Health:

Professor Graham Underwood

Executive Dean, Faculty of Social Sciences:

Professor Todd Landman

Director of Human Resources: Ms Susie Morgan

TERMS OF REFERENCE

- (a) On behalf of USG, to keep the University's HR strategies and policies, including its Equality and Diversity strategies and policies, under review and to make recommendations to USG on any changes required, including the development of new policies;
- (b) To monitor the performance of the University in relation to a set of HR and Equality performance indicators, to be agreed as part of the University's Human Resource Supporting Strategy and to report annually to USG;
- (c) To identify examples of good practice and promote their dissemination, as a means of promoting equality of opportunity and a high performance culture at the University;
- (d) To oversee the implementation of action plans agreed by USG for the delivery of the University's HR Supporting Strategy, Equality and Diversity strategy and other related initiatives;
- (e) To advise USG on the resources required to support the delivery of the University's HR and Equality and Diversity strategies and to promote equality of opportunity;
- (f) To receive reports from the University's formal consultative arrangements with the recognised trades unions, drawing relevant issues to the attention of USG;
- (g) To review issues arising from cases being considered under the University's grievance and performance management arrangements, identifying any themes which might require particular actions for the University and might need to be drawn to the attention of USG and Council;
- (h) Under delegated authority from USG, to approve the University's annual programme of staff development and training, evaluating the effectiveness of the programme and suggesting amendments as necessary.

MEETINGS

Normally three times per year

Project Coordination Group

Purpose

To support USG in delivering the University's Strategic Projects Portfolio (SPP), underpinning delivery of the Strategic Plan.

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster

Registrar and Secretary: Mr Bryn Morris (*Chair*)

Director of Information Systems: Mr Richard Murphy

Director of Strategic Planning and Change: Dr Sonia Virdee

A Faculty Manager nominated by the Registrar and Secretary: Mrs Emma Hardy

Deputy Director of Finance or nominee: Mr Marc Albano

Director of Communications and External Relations or nominee: Mr James Lewis

Academic Registrar or their nominee: Mr Richard Stock

A member of academic staff nominated by the

Deputy Vice-Chancellor: Dr Peter Luther

Head of Learning and Development or nominee:

Dr Maxwell Stevenson/Mr Paul Smart

Deputy Director of Strategic Planning and

Change: Ms Bettina Mills

APPOINTED MEMBERS

The chairs of each of the Project Coordination

Group sub-groups if they are not already *Ex*

Officio members under the membership outlined above.

CO-OPTED

Up to three members at any time, co-opted for a period of up to three years

Pro-Vice-Chancellor (Education): Professor Aletta Norval

Southend Campus, Campus Manager: Miss Zoe Manning

External Consultant: Ms Bernarde Hyde, SUMS

TERMS OF REFERENCE

- (a) Under delegated authority from USG, to be responsible to USG for the approval, management and oversight of all non-capital projects included in the University's SPP;
- (b) Develop, approve and maintain Universities policies and processes for the approval, management and oversight of non-capital projects and the SPP
- (c) In accordance with the policies and processes agreed under (b) above:
 - i. Consider all proposed non-capital projects for admission to the SPP (and thereby granting permission to proceed), ensuring that such projects are appropriately specified, resourced and scheduled before they are approved for admission and given permission to proceed;
 - ii. Monitor the implementation or projects in the SPP, and ensure that where implementation is not proceeding as planned appropriate action is taken;
 - iii. Where appropriate, revoke approval to proceed with a non-capital project;
 - iv. Take a strategic overview of the SPP, to ensure that it is delivering demonstrable value in relation to the University's Strategic Plan and that potential synergies and economies of scale across the SPP are maximized and risks appropriately mitigated.
- (d) Report at least annually to USG on the current status of the SPP, and where

necessary draw to the attention of USG between these regular reports any issues of strategic concern that arise from the development and implementation of the SPP;

- (e) Advise the Registrar and Secretary on the selection of areas for consideration for review by Southern Universities Management Services (SUMS), the final choice of areas resting entirely with the Registrar and Secretary;
- (f) Receive the reports of SUMS reviews and the management response to these reviews, and ensure that effective follow-up is taken in response to these reviews;
- (g) Support and promote the development of institutional capacity for project management and continuous improvement.

MEETINGS

Normally six times per year

Risk Management Group

Purpose

To facilitate the execution of the University's risk management policy, undertaking detailed analysis and drawing the attention of USG to major movements in the risk environment and risk profile of the University.

In circumstances where this is considered appropriate, drawing matters directly to the attention of Audit and Risk Management Committee.

EX OFFICIO MEMBERS

Registrar and Secretary: Mr Bryn Morris (*Chair*)

Director of Finance or nominee: Mr Andrew Keeble

Director of Communications and External Relations or nominee: to be confirmed

Director of Information Systems Services or

nominee: Mr Richard Murphy

Director of Estate Management or nominee: Mr Simon Neale

A Faculty Manager nominated by the Registrar and Secretary: Ms Rachel Lucas

Assistant Registrar: Mrs Nicola East

Safety Officer: Ms Claire Saunders

TERMS OF REFERENCE

- (a) Under delegated authority from USG, to be responsible for the development and maintenance of the University's central register of risks (the 'Risk Register') covering strategic and operational risks for consideration and approval by USG, Audit and Risk Management Committee and Council.
- (b) to review, and update if necessary, all items contained in the Risk Register at least annually, ensuring that all risks are assigned to a 'risk owner' and that appropriate procedures and actions are in place to mitigate risk to an acceptable level;

- (c) to prepare an annual self-assessment of risk for faculties and professional services to promote awareness of risk management procedures, to ensure that all risks are captured and, where appropriate, are fed into the Risk Register;
- (d) to update the Risk Register for any known material changes that occur in between annual reviews;
- (e) to report to University Steering Group, Audit and Risk Management Committee and where appropriate, Council on all material updates to the Risk Register, on the outcome of the annual review and in relation to other material changes to the risk environment;
- (f) to consider the work of the University's Crisis Management Group and how this impacts on the implementation of the University's risk management policy.
- (g) to advise University Steering Group of any actions necessary to improve the management of risk within the University.
- (h) support and promote the development of institutional capacity for risk assessment and management.

MEETINGS

Normally three times per year

Joint Committee of the Council and the Senate

Honorary Degrees and Honorary Fellowships Committee

EX OFFICIO MEMBERS

Chair of Council: Mr David Boyle (*Chair*)

One External member of Council: to be confirmed

Vice-Chancellor/Chair of Senate: Professor Anthony Forster

Three members of Senate, nominated by Senate, representing the range of disciplines within the University:

Humanities: Mr Richard Barnard

Science and Health: Dr Valerie Gladwell

Social Sciences: Dr Manuela Nocker

Registrar and Secretary: Mr Bryn Morris

One member of Non-Academic Staff: Ms Lara Carmel

President, Students' Union (or nominee): Ms Chantel Le Carpentier

IN ATTENDANCE

A representative from the Development and Alumni Office: to be confirmed

TERMS OF REFERENCE

- (a) To consider nominations for the conferment of honorary degrees of the University and to make recommendations for such awards to the Senate and Council;
- (b) to consider nominations for the award of honorary fellow of the University and to make recommendations for such awards to the Senate and Council;
- (c) to consider nominations for the award of honorary degrees by the University's major partner institutions in accordance with procedures agreed from time to time with those institutions and to make recommendations for such awards to the Senate and Council;
- (d) to consider nominations for the award of the Alumnus or Alumna of the Year and to make recommendations for such awards to the Senate and Council;
- (e) to consider such nominations in accordance with the criteria for eligibility and procedures as approved by the Council;
- (f) to determine the arrangements for seeking nominations from the community of the University and to approve procedures and guidance notes relating to nominations.

Committees of the Senate

Education Committee

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster
Pro-Vice-Chancellor (Education) (*Chair*):
Professor Aletta Norval
Executive Dean (Humanities): Professor Lorna Fox O'Mahony
Executive Dean (Science & Health): Professor Graham Underwood
Executive Dean (Social Sciences): Professor Todd Landman
Deputy Dean (Education) (Humanities): Dr Peter Luther
Deputy Dean (Education) (Science and Health): Dr David Penman
Deputy Dean (Education) (Social Sciences): Professor Roderick Main
Dean of Academic Partnerships: Dr Dominic Micklewright
Dean of Postgraduate Research and Education: Professor David Pevalin
Head of Learning and Development: Dr Jo Andrews
Academic Registrar: Mr Stephen McAuliffe
President, Students' Union: Ms Chantel Le Carpentier
Vice-President (Education), Students' Union: Mr Michael Spencer
Faculty Convenors:
Humanities: Miss Sian Johnson-James
Science and Health: Mr Gareth Thomas
Social Sciences: Mr Alin Petcu
A Postgraduate Research Student: Ms Monica Berntsen

PROPOSED NUMBER OF MEETINGS PER ACADEMIC YEAR

Four times per year

TERMS OF REFERENCE

To be responsible for the development and recommendation for approval by the Senate of the University's Education Strategy, having due regard for issues of equality and diversity, and for oversight and monitoring of the effective implementation of the strategy, including the provision of an annual report to the Senate on strategy implementation;

To receive reports from the Faculty Education Committees and Partnerships Education Committee, including regular reports on the delivery and implementation of the Education Strategy at Faculty and Departmental level and across collaborative partnerships;

To consider relevant issues related to all aspects of Education policy and practice across all University awards and to make recommendations to the Senate as appropriate;

To maintain oversight of the quality of the student experience in the broadest sense, including the monitoring of internal and external student satisfaction survey outcomes, oversight of action plans resulting from surveys and to receive termly reports from the Student Experience Committee;

To be responsible for the University's overall policies and procedures for research degree programmes, overseeing the continuing professional development of research students, including Graduate Teaching Assistants/Demonstrators and advanced research skills training, responding to external initiatives and developments that relate to research students and receiving regular reports from the Faculty Education Committees, Partnerships Education Committee and Academic Quality and Standards Committee as appropriate;

To develop and recommend to the Senate University policy regarding the admission of students;

To consider and propose recommendations on the rules for progression, degree classification and award for all University programmes of study and to make recommendations for approval by the Senate;

To develop and recommend to the Senate policies and procedures for maintaining the academic quality and standards of the University's educational provision, and to ensure the systematic enhancement of academic quality and the student experience, and ensure the effective implementation of the policies approved by the Senate;

To be responsible for the institutional oversight of major external quality assurance audits and reviews;

To consider and monitor relevant issues relating to student access, transition, engagement, retention, progression and success;

To allocate funding related to Education initiatives as appropriate, to monitor the implementation of specific Education initiatives funded by external or internal grants, and to act as an advisory body for professional development activity in Education practice, including receiving reports on specific initiatives in professional development;

To consider and recommend to the Senate proposals for the establishment of new types of award of the University;

Under delegated authority from the Senate, to approve proposals for the introduction, review and discontinuation of all University programmes of study;

To appoint the Chair of the Academic Quality and Standards Committee from within the membership of the Academic Quality and Standards Committee;

To report after each meeting to the Senate on relevant aspects of the Committee's areas of responsibilities and the work of its Committees, specifically:

- Faculty Education Committee (Humanities)
- Faculty Education Committee (Science and Health)
- Faculty Education Committee (Social Sciences)
- Partnerships Education Committee
- Academic Standards and Quality Committee
- Student Experience Committee

Faculty Education Committee (Humanities)

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster

Pro-Vice-Chancellor (Education): Professor Aletta Norval

Executive Dean: Professor Lorna Fox O'Mahony (*Chair*)

Deputy Dean (Education): Dr Peter Luther
Faculty Heads of Department, School and Centre:

East 15: Professor Leon Rubin

History: Professor Edwards Higgs

International Academy: Mr Richard Barnard

Literature, Film, and Theatre Studies: Professor Philip Terry

Philosophy and Art History: Dr Fabian Freyenhagen

Law: Professor Noam Lubell

Centre for Interdisciplinary Study of the Humanities: Dr Casper Pearson

Faculty Directors of Education: to be confirmed

Senior Faculty Employability Manager: Ms Lynne Jordan

Faculty Convenor (nominated by the Students' Union): Miss Sian Johnson-James

Three student representatives nominated from within the Faculty: to be confirmed

PROPOSED NUMBER OF MEETINGS PER ACADEMIC YEAR

Three times per year

TERMS OF REFERENCE

To be responsible for oversight and delivery of all aspects of the University's Education Strategy within the Faculty;

To provide a forum for discussion of student and Education-related matters in the Faculty and to strengthen academic links between Departments, Schools and Centres within the Faculty, across the University and with collaborative partners;

To recommend for approval by the Academic Quality and Standards Committee proposals to establish and to discontinue all taught programmes of study within the Faculty;

To ensure the effective implementation within the Faculty (including for articulation arrangements, dual and multiple awards) of the University's policies and procedures for assuring academic quality and standards, and enhancing academic quality and the student experience, with due regard to equality and diversity issues, and to report to the Education Committee and Academic Quality and Standards Committee as appropriate, with a focus on:

- curriculum renewal, development and innovation;
- student recruitment, retention, progression and attainment and links with admissions policy and entry tariff;
- graduate employability;
- student survey outcomes and student feedback;
- External Examiner report outcomes.

To consider and approve Departmental and School Annual Review of Courses Reports and to report relevant issues to the Education Committee and Academic Quality and Standards Committee as appropriate;

To receive reports from Periodic Review Panels for programmes offered by the Faculty and to make a recommendation to the Academic Quality and Standards Committee;

To approve, monitor and review all postgraduate research degrees offered by the Faculty and to make recommendations to the Academic Quality and Standards Committee and the Education Committee as appropriate;

To report and make recommendations to the Education Committee on developments that fall outside existing rules, policies and procedures;

To advise the Education Committee and the Academic Quality and Standards Committee on the effectiveness of the University's policies and

procedures for assuring academic quality within the context of the work of the Faculty;

To report after each meeting to the Education Committee.

Faculty Education Committee (Science and Health)

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster

Pro-Vice-Chancellor (Education): Professor Aletta Norval

Executive Dean: Professor Graham Underwood (*Chair*)

Deputy Dean (Education): Dr David Penman

Faculty Heads of Department, School and Centre:

Biological Sciences: Professor Christine Raines

Computer Science and Electronic Engineering:

Professor Maria Fasli (until 31.12.14)

Health and Human Sciences: Ms Vikki-Jo Scott

Mathematical Sciences: Professor Abdel Salhi

Psychology: Professor Geoff Ward

Faculty Directors of Education: to be confirmed

Senior Faculty Employability Manager: to be confirmed

Faculty Convenor (nominated by the Students' Union): Mr Gareth Thomas

Three student representatives nominated from within the Faculty: to be confirmed

PROPOSED NUMBER OF MEETINGS PER ACADEMIC YEAR

Three times per year

TERMS OF REFERENCE

To be responsible for oversight and delivery of all aspects of the University's Education Strategy within the Faculty;

To provide a forum for discussion of student and Education-related matters in the Faculty and to strengthen academic links between Departments, Schools and Centres within the Faculty, across the University and with collaborative partners;

To recommend for approval by the Academic Quality and Standards Committee proposals to establish and to discontinue all taught programmes of study within the Faculty;

To ensure the effective implementation within the Faculty (including for articulation arrangements, dual and multiple awards) of the University's policies and procedures for assuring academic quality and standards, and enhancing academic quality and the student experience, with due regard to equality and diversity issues, and to report to the Education Committee and Academic Quality and

Standards Committee as appropriate, with a focus on:

- curriculum renewal, development and innovation;
- student recruitment, retention, progression and attainment and links with admissions policy and entry tariff;
- graduate employability;
- student survey outcomes and student feedback;
- External Examiner report outcomes.

To consider and approve Departmental and School Annual Review of Courses Reports and to report relevant issues to the Education Committee and Academic Quality and Standards Committee as appropriate;

To receive reports from Periodic Review Panels for programmes offered by the Faculty and to make a recommendation to the Academic Quality and Standards Committee;

To approve, monitor and review all postgraduate research degrees offered by the Faculty and to make recommendations to the Academic Quality and Standards Committee and the Education Committee as appropriate;

To report and make recommendations to the Education Committee on developments that fall outside existing rules, policies and procedures;

To advise the Education Committee and the Academic Quality and Standards Committee on the effectiveness of the University's policies and procedures for assuring academic quality within the context of the work of the Faculty;

To report after each meeting to the Education Committee.

Faculty Education Committee (Social Sciences)

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster

Pro-Vice-Chancellor (Education): Professor Aletta Norval

Executive Dean: Professor Todd Landman (*Chair*)

Deputy Dean (Education): Professor Roderick Main

Faculty Heads of Department, School and Centre:

Economics: Professor Marco Francesconi

Essex Business School: Dr Gwyn Jones (until 31.12.14)

Government: Professor René Lindstädt

Institute for Social and Economic Research:

Professor Heather Laurie

Language and Linguistics: Professor Roger Hawkins

Psychoanalytic Studies: Mrs Sue Kegerreis

Sociology: Professor Sean Nixon

UK Data Archive: Professor Matthew Woollard
Faculty Directors of Education: to be confirmed
Interim Senior Faculty Employability Manager:
Mr Martin Hennington
Faculty Convenor (nominated by the Students'
Union): Mr Alin Petcu
Three student representatives nominated from
within the Faculty: to be confirmed

**PROPOSED NUMBER OF MEETINGS PER
ACADEMIC YEAR**

Three times per year

TERMS OF REFERENCE

To be responsible for oversight and delivery of
all aspects of the University's Education
Strategy within the Faculty;

To provide a forum for discussion of student and
Education-related matters in the Faculty and to
strengthen academic links between
Departments, Schools and Centres within the
Faculty, across the University and with
collaborative partners;

To recommend for approval by the Academic
Quality and Standards Committee proposals to
establish and to discontinue all taught
programmes of study within the Faculty;

To ensure the effective implementation within
the Faculty (including for articulation
arrangements, dual and multiple awards) of the
University's policies and procedures for
assuring academic quality and standards, and
enhancing academic quality and the student
experience, with due regard to equality and
diversity issues, and to report to the Education
Committee and Academic Quality and
Standards Committee as appropriate, with a
focus on:

- curriculum renewal, development and
innovation;
- student recruitment, retention, progression
and attainment and links with admissions
policy and entry tariff;
- graduate employability;
- student survey outcomes and student
feedback;
- External Examiner report outcomes.

To consider and approve Departmental and
School Annual Review of Courses Reports and
to report relevant issues to the Education
Committee and Academic Quality and
Standards Committee as appropriate;

To receive reports from Periodic Review Panels
for programmes offered by the Faculty and to
make a recommendation to the Academic
Quality and Standards Committee;

To approve, monitor and review all postgraduate
research degrees offered by the Faculty and to
make recommendations to the Academic Quality
and Standards Committee and the Education
Committee as appropriate;

To report and make recommendations to the
Education Committee on developments that fall
outside existing rules, policies and procedures;

To advise the Education Committee and the
Academic Quality and Standards Committee on the
effectiveness of the University's policies and
procedures for assuring academic quality within the
context of the work of the Faculty;

To report after each meeting to the Education
Committee.

Partnerships Education Committee

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster
Pro-Vice-Chancellor (Education): Professor Aletta
Norval

Dean of Academic Partnerships: Dr Dominic
Micklewright (*Chair*)

Associate Dean of Academic Partnerships: Mr
Allan Hildon

Dean of Postgraduate Research and Education:
Professor David Pevalin

Deputy Dean (Education), Humanities: Dr Peter
Luther

Deputy Dean (Education), Science and Health: Dr
David Penman

Deputy Dean (Education), Social Sciences:
Professor Roderick Main

Deputy Academic Registrar (Academic Standards
and Partnerships): Ms Claire Nixon

Senior Academic Standards and Partnership
Manager: Ms Rachel Frost

Partner representatives:

Colchester Institute: Ms Alison Andreas, Mr Ian
Davis

Edge Hotel School Ltd: to be confirmed

Kaplan Open Learning: Mr Alan Jenkins

South Essex College: Ms Colette Coleman, Mr
Andy Rees

The Tavistock and Portman NHS Foundation Trust:
Mr Louis Taussig

Writtle College: Mr Martin Stimson

Partner student representatives:

Colchester Institute: to be confirmed

Kaplan Open Learning: to be confirmed

South Essex College: to be confirmed

The Tavistock and Portman NHS Foundation Trust:
to be confirmed

Writtle College: Mr Thomas Fanger

PROPOSED NUMBER OF MEETINGS PER ACADEMIC YEAR

Three times per year

TERMS OF REFERENCE

To be responsible for University of Essex awards offered by the University's partner institutions excepting those that fall within the remit of the UCS Joint Academic Committee.

To be responsible for the oversight and delivery of the University's Education Strategy within the context of the University's collaborative partnerships;

To provide a forum for discussion of student and Education-related matters across the University's collaborative partners and to strengthen academic links between the University's Departments, Schools and Centres and partner institutions;

To recommend for approval by the Academic Quality and Standards Committee proposals to establish and discontinue all taught collaborative provision;

To ensure the effective implementation across the University's collaborative provision of the University's policies and procedures for assuring academic quality and standards, and enhancing academic quality and the student experience, with due regard for issues of equality and diversity and to report to the Education Committee and Academic Quality and Standards Sub-Committee as appropriate, with a focus on:

- curriculum renewal, development and innovation;
- student recruitment, retention, progression and attainment and links with admissions policy and entry tariff;
- graduate employability;
- student survey outcomes and student feedback;
- External Examiner report outcomes.

To consider and approve Annual Review of Courses and Institutional Annual Review Reports related to collaborative provision and to report relevant issues to the Academic Quality and Standards Committee and the Education Committee as appropriate;

To receive reports from Periodic Review Panels related to collaborative provision and to make recommendations to the Academic Quality and Standards Committee;

To approve, monitor and review all postgraduate research degrees offered by

partner institutions that lead to a University of Essex award, to consider new partner institutions for the delivery of research degrees and to make recommendations to the Education Committee as appropriate;

To approve, monitor and review all international partnership arrangements involving progress arrangements (with recognition of credit), articulation arrangements, dual or multiple awards and validation arrangements, and to make recommendations to the Academic Quality and Standards Committee and the Education Committee as appropriate;

To report and make recommendations to the Education Committee on developments which fall outside existing rules, policies and procedures;

To advise the Education Committee and the Academic Quality and Standards Committee on the effectiveness of the University's policies and procedures for assuring academic quality within the context of the University's collaborative provision;

To establish panels for the approval of new partner institutions, for the review of institutions, to consider institutional validation and institutional review reports and to make recommendations to the Education Committee;

To report after each meeting to the Education Committee.

Academic Quality and Standards Committee

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster

Pro-Vice-Chancellor (Education): Professor Aletta Norval

Deputy Dean (Education) (Humanities): Dr Peter Luther (*Chair*)

Deputy Dean (Education) (Science and Health): Dr David Penman (*Deputy Chair*)

Deputy Dean (Education) (Social Sciences): Professor Roderick Main

Dean of Academic Partnerships or nominee: Dr Dominic Micklewright

Dean of Postgraduate Research and Education: Professor David Pevalin

Deputy Academic Registrar (Academic Standards and Partnerships): Ms Claire Nixon

Head of Learning and Development or nominee: Dr Joanne Andrews

One member of the Senate elected by academic members of the Senate for a 3 year term: Dr Chris Saker

Co-Opted

Student Engagement and Impact Manager, Students' Union: Mr Paul Abernethy

Faculty Convenors:

Humanities: Miss Sian Johnson-James

Science and Health: Mr Gareth Thomas

Social Sciences: Mr Alin Petcu

One Students' Union Sabbatical Officer (to be nominated by the Students' Union): Mr Michael Spencer

PROPOSED NUMBER OF MEETINGS PER ACADEMIC YEAR

Four times per year

TERMS OF REFERENCE

To support the development and maintenance of the University's policies and procedures for assuring academic quality and standards, and enhancing academic quality and the student experience, with due regard for issues of equality and diversity, including determining and shaping policy and procedures for the development, validation, monitoring, periodic review and termination of all University programmes of study and regarding admissions policy and entry tariff;

On behalf of the Education Committee, to approve as appropriate proposals and recommendations from the Faculty Education Committees and Partnerships Education Committee to establish, revalidate (after Periodic Review) and discontinue programmes of study and to report all decisions to the Education Committee;

On behalf of the Education Committee, to approve as appropriate proposals and recommendations to establish, revalidate (after Periodic Review) and discontinue University-wide skills provision and to report all decisions to the Education Committee;

On behalf of the Education Committee, to approve, monitor and review all University of Essex awards offered by the University's partner institutions (except those that fall within the remit of the UCS Joint Academic Committee); and to make recommendations to the Education Committee and to partner institutions on best practice and on the enhancement of the quality of collaborative education;

To ensure that quality assurance and enhancement policy and practice meets the requirements and needs of all University validated provision and of external agencies, and to make recommendations to the Education Committee as appropriate;

To assess the overall effectiveness of the policies and procedures for assuring academic quality and standards, and enhancing academic

quality and the student experience in supporting the University's Education Strategy, with a focus on:

- curriculum renewal, development and innovation;
- student retention, progression and attainment and the impact of entry tariff and admissions policy;
- graduate employability;
- student survey outcomes and student feedback; and
- External Examiner and professional, accrediting and statutory body reports, receiving regular reports from the Deputy Deans (Education), the Dean of Academic Partnerships and the Dean of Postgraduate Research and Education;

To monitor and assess the impact of the work of the Office of the Independent Adjudicator and to make recommendations as appropriate to the Education Committee;

To receive an annual report on academic appeals, academic complaints and academic offences in order to identify emerging issues and trends relating to academic quality and standards and to recommend action as appropriate to the Education Committee;

To consider documents from external bodies, specifically but not exclusively the Quality Assurance Agency (QAA), concerning academic quality and standards issues and the implications for provision leading to University of Essex awards and to co-ordinate a University-level response where required;

On behalf of the Education Committee and related to all University awards, to ensure that the University identifies and disseminates systematically examples of good practice in Education, to oversee the conduct and development of sound pedagogic practice and to advise the Education Committee accordingly;

To report after each meeting to the Education Committee on relevant matters of policy and practice related to all University awards.

Student Experience Committee

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster

Pro-Vice-Chancellor (Education): Professor Aletta Norval

Academic Registrar: Mr Stephen McAuliffe (*Chair*)
Director, Communications & External Relations or his/her nominee: Ms Vanessa Potter

Director, Campus Services or his/her nominee: Mr Chris Oldham

Director of Employability: Mr Dave Stanbury

Director of Estate Management: Mr Simon Neale
 Director of Information Systems: Mr Richard Murphy
 Director of Student Support: Ms Rachel Fletcher
 Director of Sport: Mr David Williams
 A Deputy Dean (Education) (nominated by the Pro-Vice-Chancellor (Education)): Professor Roderick Main
 President of the Students' Union or his/her nominee: Ms Chantel Le Carpentier
 Students' Union Vice-President (Welfare): Ms Cherina Darrell-Sutherland
 One member of Students' Union permanent staff (nominated by the Students' Union): Mr Craig Stephens
 Students' Union Vice-President (International): Ms Hristina Kamburova
 Southend Campus Co-ordinator: Miss Zoe Manning
 Loughton Campus representative: Mrs Lisa Miller

PROPOSED NUMBER OF MEETINGS PER ACADEMIC YEAR

Up to four times per year

TERMS OF REFERENCE

To provide strategic oversight of the student experience and the enhancement and development of the student lifecycle from enquiry to alumni;

To be responsible for maintaining oversight of the extra-curricular elements of the student experience and for their development as part of the University's Education Strategy;

To be responsible for monitoring and reporting on the provision of services to students, receiving and considering reports from relevant services and making recommendations as appropriate to the Education Committee;

To receive and comment on Professional Services strategies that have an impact on the student experience and delivery of the Education Strategy, and to receive updates on their implementation;

To receive and comment on employability plans and proposals relating to extra-curricular initiatives in support of graduate employability;

To receive an annual report on student complaints in order to identify emerging issues and trends and to recommend action as appropriate to the Education Committee;

To consider student satisfaction survey outcomes as appropriate and to make recommendations to the Education Committee;

To monitor matters relating to equality and diversity within the overall consideration of the student experience and to make recommendations to the Education Committee as appropriate;

To receive reports as appropriate in order to inform and support University strategy and policy;

To report after each meeting to the Education Committee as appropriate.

Academic Staffing Committee

EX OFFICIO MEMBERS

The Vice-Chancellor: Professor Anthony Forster (*Chair*)
 Deputy Vice-Chancellor: Professor Jules Pretty
 The Pro-Vice-Chancellor (Research): Professor David Sanders
 The Pro-Vice-Chancellor (Education): Professor Aletta Norval
 Executive Dean (Humanities): Professor Lorna Fox O'Mahony
 Executive Dean (Science and Health): Professor Todd Landman
 Executive Dean (Social Sciences): Professor Graham Underwood

APPOINTED MEMBERS

Faculty of Humanities: Professor Peter Dews, Dr Susan Oliver, Dr Lorna Woods
 Faculty of Social Sciences: Professor Neil Kellard, Professor Florence Myles, Dr Simon Weidenholzer
 Faculty of Science and Health: Dr Mitchell Callan, Professor Jo Jackson, Professor Klaus McDonald-Maier

TERMS OF REFERENCE

In the following terms of reference 'staff' means all academic and research staff:

- (a) To report to the Senate on the terms and conditions of appointment of staff or of sections of the staff;
- (b) to keep under review and advise the Senate on procedure for the appointment of staff;
- (c) to conduct the annual review of staff and to determine and report to the Senate on:
 - (i) extensions of probationary periods;
 - (ii) confirmation of appointments as permanent;
 - (iii) promotion to Lecturer/Senior Research Officer (Grade 8), Lecturer/Research Fellow (Grade 9), Senior Lecturer/Senior Research Fellow (Grade 10), Reader (Grade 10) and Professor (Grade 11);
- (d) to approve Professorial appointments at University Campus Suffolk (UCS);
- (e) to consider candidates for, and to determine the award of, Writtle College Professor;

- (f) to report to the Senate at any time on any matter relating to the staff, including such matters as may be referred to it by the Senate.

University Campus Suffolk Joint Academic Committee

Appointed by the University of East Anglia

EX OFFICIO MEMBERS

Academic Director of Partnerships (or Nominee): Professor Ian Dewing (*Joint Chair*)
Director of Learning and Teaching Services (or Nominee): Ms Sally Walker
Head of Partnerships (or Nominee): Mr Gavin Tash

Three members appointed by the Senate:
Head of School of Education and Lifelong Learning: Dr Nalini Boodhoo
Professor of Occupational Therapy: Professor Nicola Spalding
One vacancy

Appointed by the University of Essex

EX OFFICIO MEMBERS

Dean of Academic Partnerships: Dr Dominic Micklewright (*Joint Chair*)
Academic Registrar (or Nominee): Mr Stephen McAuliffe
Deputy Academic Registrar (Academic Standards and Partnerships): Ms Claire Nixon

Three members appointed by the Senate:
The Pro-Vice-Chancellor (Education): Professor Aletta Norval
A Deputy Dean (Education): Dr David Penman
Associate Dean of Academic Partnerships: Mr Allan Hildon

Appointed by University Campus Suffolk

EX OFFICIO MEMBERS

Provost: Mr Richard Lister
Deputy Provost (Resources): Mr Tim Greenacre
Academic Registrar: Ms Fiona Fisk
Head of Academic Services and Infozone: Ms Laura Pennie
UCS Head of Quality Enhancement: Dr Mark Lyne
Dean of Academic Affairs: Professor Penny Cavenagh
Executive Dean, Faculty of Arts, Business and Applied Social Sciences: Professor Simon Hallsworth
Executive Dean, Faculty of Health and Science: Dr Jill Robinson

APPOINTED OR ELECTED VIA THE UCS STUDENTS' UNION

One student representative: President (Education and Engagement), UCS Students' Union: Mr Ben Adofo

APPOINTED BY THE UCS LEARNING NETWORK CENTRES

One senior representative from each Centre:
UCS Bury St Edmunds: Ms Barbara Beaton, Head of HE and Academic Partnerships
UCS Great Yarmouth: Ms Ruth Harrison, Vice Principal, Learning and Quality
UCS Lowestoft: Mr Phillip Belden, Vice Principal, Curriculum and Standards
UCS Otley: Mr Clive Bound, Vice Principal, Academic and Head of HE
UCS at Suffolk New College: Ms Christine Walters, Vice Principal, College Improvement

TERMS OF REFERENCE

- (a) To consider all matters related to the quality and standards of academic provision of UCS and to make recommendations to the Education Committee of the Senate of the University of Essex and the Learning and Teaching Committee of the Senate of the University of East Anglia accordingly;
- (b) to prescribe and keep under review the quality assurance policies and procedures to be followed by UCS to satisfy the requirements of the two Universities;
- (c) to maintain an overview of the quality of the student experience for all UCS students, including the monitoring of internal and external student satisfaction survey outcomes; to receive annual reports on complaints, academic appeals and student discipline;
- (d) to receive proposals for new taught and research degree programmes, to oversee the approval process and to make recommendations to the Education Committee of the Senate of the University of Essex and the Learning and Teaching Committee of the Senate of the University of East Anglia as appropriate;
- (e) to have oversight of the Risk-based Monitoring and Enhancement (RiME) process for all aspects of UCS academic provision;
- (f) to receive reports of course re-approval of undergraduate and postgraduate programmes, and to make recommendations to the Education Committee of the Senate of the University of Essex and the Learning and Teaching Committee of the Senate of the University of East Anglia on the continuation or discontinuation of programmes as appropriate;
- (g) to receive annually at the last Joint Academic Committee meeting of each academic year, a formal assessment of and report on progress with regard to the PGR student experience;

- (h) to receive reports of institutional reviews of UCS partner institutions, and to make recommendations to the Education Committee of the Senate of the University of Essex and the Learning and Teaching Committee of the Senate of the University of East Anglia as appropriate;
- (i) to receive reports of external reviews of UCS partner institutions or programmes, including QAA reports and reports from professional, statutory and regulatory bodies;
- (j) to review annually UCS's strategy for growth in student numbers and the growth of the institution as a whole including UCS admissions, progression, retention and achievement data;
- (k) to make recommendations to the Education Committee of the Senate of the University of Essex and the Learning and Teaching Committee of the Senate of the University of East Anglia on new institutional partners for UCS in terms of the maintenance of quality and academic standards;
- (l) to agree arrangements for the appointment of External Examiners for all UCS provision and have oversight of the External Examiner procedures;
- (m) to monitor the development of staff at the Learning Network Centres to ensure they have opportunities for appropriate training and Continuing Professional Development that reflect the Higher Education ethos and focus of University Campus Suffolk and to receive a regular report on progress at the second meeting of the academic year;
- (n) to consider and approve publicity protocols relating to academic provision including publicity via electronic and editorial media.
- (o) to receive minutes, recommendations and regular reports from the UCS Academic Board;
- (p) to receive an annual report from the Partnerships Management Group.

QUORACY

The quorum for meetings of JAC shall be not less than half of the members, rounded up to a whole number.

All appointed or elected members of the Joint Academic Committee are entitled to vote on any matter put to a vote at a meeting of the Committee. No resolution may be deemed to be carried that is not supported by the majority of University of East Anglia and University of Essex members present at the meeting. In the event of disagreement within the JAC between its University members which cannot be resolved at the meeting, then the Chair will defer and seek resolution outside of the meeting. It should be noted that the decision of one University (ie the University of East Anglia

Senate or the University of Essex Senate) cannot be implemented in respect of any course leading to a joint award without the approval of the other.

Senate Committees which report annually

Ethics Committee

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster
 Pro-Vice-Chancellor (Research): Professor David Sanders (*Chair*)
 Dean of Postgraduate Research and Education: Professor David Pevalin
 Head of Occupational Health and Safety: Ms Claire Saunders
 Information Manager: Mrs Sara Stock
 Research Governance and Planning Manager: Ms Sarah Manning-Press
 Vice-President (Education) or the Ethics and Environment Officer, Students' Union: to be confirmed

APPOINTED MEMBERS

Dr Libby Bishop
 Professor Tony Elston
 Ms Dawn King
 Professor Wayne Martin
 Professor Sabine Michalowski
 Ms Auriol Stevens
 Two vacancies

TERMS OF REFERENCE

- (a) To advise the Senate on matters pertaining to the ethics of research;
- (b) to review proposals for research involving human participants to be carried out in the University or within the area of its authority;
- (c) to review proposals for research involving human participants to be carried out by staff and students of the University in places other than the University. Where there is no Ethics Committee at the other institution, the University's Ethics Committee will act; where a committee exists at the other institution, the University's Ethics Committee must be notified and will determine whether or not to be involved;
- (d) to provide authoritative and definitive guidance to the University on any specific ethical issue that might affect the University;
- (e) to make an annual report to the Senate.

Library Committee

EX OFFICIO MEMBERS

The Vice-Chancellor: Professor Anthony Forster
 A Deputy Dean (Education) (Humanities): Dr Peter Luther (*Chair*)
 The Librarian: Mr Robert Butler
 The Deputy Librarian: Mr Nigel Cochrane
 The Director of Information Systems: Mr Richard Murphy

NOMINATED/REPRESENTATIVE/ELECTED MEMBERS

One representative from each Faculty, nominated by the Faculty Education Committees.

Humanities: Dr Ilaria Boncori

Science and Health: Dr Jonathan Worrall

Social Sciences: Dr Michael Halewood

Academic Partnerships: Mr Allan Hildon

Southend Campus: Ms Sarah Lee

Two student members: Vice-President

(Education), Mr Michael Spencer and

Postgraduate Students' Officer, to be confirmed

TERMS OF REFERENCE

- (a) To make recommendations and submit reports to University Steering Group and Senate on policy and strategy concerning the Library;
- (b) in particular, to develop and review the Library Strategy on an annual basis, and to submit it to University Steering Group and Senate;
- (c) to establish clear priorities and to monitor overall progress to ensure that the policy objectives set by Senate are met;
- (d) to represent users' interests in the Library and to receive and consider reports on user satisfaction;
- (e) to receive reports from the Librarian;
- (f) to make an annual report to the Senate.

Research Committee

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster

Pro-Vice-Chancellor (Research): Professor David Sanders (*Chair*)

Director of the Research and Enterprise Office: Dr Janice Pittis

Dean of Postgraduate Research and Education: Professor David Pevalin (from 1.1.15)

APPOINTED MEMBERS

Professor Adeline Delevande

Professor Lorna Fox-O'Mahony

Professor Maria Fasli

Professor Todd Landman

Professor Karin Littau

Professor Graham Underwood

TERMS OF REFERENCE

The Committee will:

- (a) Have oversight of research strategy at University and department levels;
- (b) on behalf of Senate, monitor and review progress and development of the University's research performance with a view to sustainability and improvement;
- (c) on behalf of Senate, prepare the University's submission to the Research Excellence Framework;
- (d) establish and promote models of good practice for the management of research at

departmental level, and to ensure that all departments have suitable structures in place;

- (e) advise departments on the strategic use of the centrally-provided research funds available to them, and receive annual reports from departments on their strategic research investments and the outcomes;
- (f) make an annual report to Senate on departments' research performance, and any other research-related matters of which it wishes Senate to be aware.

Student Conduct Panel

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster

Student Conduct Officer: Ms Penny Brearey-Horne (*Chair*)

NOMINATED/REPRESENTATIVE/ELECTED MEMBERS

One student member selected by a method approved from time to time by the Senate

APPOINTED MEMBERS

Sixteen members of academic staff

Mr Graham Avery

Mr Roy Bailey

Mr Richard Barnard

Dr Ilaria Boncori

Dr Darren Calley

Dr Matthew Carter

Ms Fiona Elstead

Mr Martin Harrison

Mr Allan Hildon

Ms Jessie Mallinson

Dr Jody Mason

Mr Barry Pryer

Dr Chris Saker

Dr Stuart Snaith

Dr Matthew Taylor

Dr Jackie Turton

TERMS OF REFERENCE

To report annually to the Senate, on all cases reported to it by the Student Conduct Officer during the preceding academic year, and to comment as it thinks fit on the overall consistency of the resolutions of the several Committees appointed by the Student Conduct Officer.

Joint Committee of the Council and the Senate

Honorary Degrees and Honorary Fellowships Committee

EX OFFICIO MEMBERS

Chair of Council: Mr David Boyle (*Chair*)

One External member of Council: to be confirmed

Vice-Chancellor/Chair of Senate: Professor Anthony Forster

Three members of Senate, nominated by Senate, representing the range of disciplines within the University:

Humanities: Mr Richard Barnard

Science and Health: Dr Valerie Gladwell

Social Sciences: Dr Manuela Nocker

Registrar and Secretary: Mr Bryn Morris

One member of Non-Academic Staff: Ms Lara Carmel

President, Students' Union (or nominee): Ms Chantel Le Carpentier

IN ATTENDANCE

A representative from the Development and Alumni Office: to be confirmed

TERMS OF REFERENCE

- (a) To consider nominations for the conferment of honorary degrees of the University and to make recommendations for such awards to the Senate and the Council;
- (b) to consider nominations for the award of honorary fellow of the University and to make recommendations for such awards to the Senate and the Council;

- (c) to consider nominations for the award of honorary degrees by the University's major partner institutions in accordance with procedures agreed from time to time with those institutions and to make recommendations for such awards to the Senate and Council;
- (d) to consider nominations for the award of the Alumnus or Alumna of the Year and to make recommendations for such awards to the Senate and Council;
- (e) to consider such nominations in accordance with the criteria for eligibility and procedures as approved by the Council;
- (f) to determine the arrangements for seeking nominations from the community of the University and to approve procedures and guidance notes relating to nominations.

The Charter

ELIZABETH THE SECOND

by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith:

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING!

WHEREAS an humble Petition has been presented unto Us by the Members of the Academic Planning Board for the University of Essex praying that We should constitute and found a University within Our County of Essex for the advancement of learning and knowledge by teaching and research and for enabling students to obtain the advantages of University education and to grant a Charter with such provisions in that behalf as shall seem to Us right and suitable:

AND WHEREAS We have taken the said Petition into Our Royal Consideration and are minded to accede thereto:

NOW THEREFORE KNOW YE that We by virtue of Our Prerogative Royal and of Our especial grace, certain knowledge and mere motion have willed and ordained and by these Presents do for Us, Our Heirs and Successors will and ordain as follows:

1.

The Chancellor, the Pro-Chancellors, the Vice-Chancellor, the Treasurer, the Pro-Vice-Chancellors and the Deans for the time being, the members for the time being of the Court, the Council, the Senate and the Academic Staff, the Graduates of the University, the Graduate and the Undergraduate students of the University and all others who shall pursuant to this Our Charter and the Statutes of the University for the time being be Members of the University are hereby constituted and from henceforth for ever shall be one Body Politic and Corporate, with perpetual succession and a Common Seal, by the name and style of 'The University of Essex' (hereinafter called 'the University').

2. Definitions and Interpretations

(a) In the Charter and Statutes

The words 'Alumni Association', 'Court', 'Charter', 'Council' and 'Senate' refer respectively to the Alumni Association, the Court, the Charter, the Council and the Senate of the University.

The words 'Chancellor', 'Pro-Chancellor', 'Vice-Chancellor', 'Treasurer' and 'Pro-Vice-Chancellor' refer respectively to the Chancellor, the Pro-Chancellor, the Vice-Chancellor, the Treasurer and the Pro-Vice-Chancellor of the University.

'Graduates' means persons upon whom Degrees of the University have been conferred.

'External members' means members of the Council who are neither Staff nor Students of the University and are otherwise independent of the University.

'Officers' means persons holding any office in the University established under the Charter and the Statutes.

'Ordinances' means Ordinances made under the Charter or the Statutes.

'Ordinary Resolution' means a resolution passed by a simple majority at a meeting of the Council.

'Regulations' means Regulations made under the Charter, the Statutes or the Ordinances.

'Special Resolution' means a resolution passed at one meeting of the Council and confirmed at a subsequent meeting held not less than one calendar month nor more than six calendar months after the former, provided that notice of each meeting is given to each member of the Council not less than fourteen days before the meeting, and that the resolution is passed by a majority of not less than three fourths of the members of the Council present and voting. The notice of the meeting shall set out the resolution in full.

'Staff' means all persons employed by the University.

'Court' means a meeting of persons who have been appointed by the Council and have an interest in, or relationship to, the University.

'Students' means persons pursuing any programme of study in the University.

'Students' Union' means an association of all Students of the University.

'University' means The University of Essex.

(b) Words defined in the Charter shall have the same meaning in the Statutes, the Ordinances and the Regulations unless the context indicates otherwise.

(c) The headings used in the Charter and in the Statutes, Ordinances and Regulations are provided for reference only and are not intended to have legal effect.

3. Objects of the University

The objects of the University shall be to advance education, scholarship, knowledge and understanding by teaching and research, for the benefit of individuals and society at large.

4. Powers of the University

Subject to the provisions of the Charter and Statutes, and in the furtherance of its objects, the University shall have all the powers of a natural person including, but not limited to, power:

(A)

IN RELATION TO TEACHING AND RESEARCH:

- i. to provide instruction and programmes of study and research;
- ii. to engage in scholarship and conduct research;

- iii. to admit applicants to programmes of study in accordance with their qualifications or experience;
- iv. to determine fees in relation to programmes of study and to require payment of such fees;
- v. to determine and conduct appropriate forms of assessment, including examinations;
- vi. to confer degrees and grant other academic awards;
- vii. to withdraw degrees and other academic awards conferred or granted by the University;

(B)

IN RELATION TO STUDENTS:

- i. to prescribe rules for the discipline of Students;
- ii. to determine procedures for the hearing of complaints by Students;

(C)

IN RELATION TO STAFF:

- i. to employ Staff in such positions as may be required, and to prescribe their conditions of service.

(D)

IN RELATION TO OTHER INSTITUTIONS:

- i. to affiliate other institutions, or branches or departments of other institutions;
- ii. to co-operate and collaborate with other institutions;
- iii. to award joint degrees and other academic awards with other institutions;
- iv. to incorporate into the University any other institution and take over its rights, property and liabilities, for any purpose not inconsistent with the Charter.

(E)

IN RELATION TO THE PROVISION OF SERVICES AND GOODS, WITHIN THE LIMITS APPLICABLE TO A CHARITY:

- i. to exploit for the University's benefit a facility or resource of the University, including study, research or knowledge, or the practical application of study, research or knowledge, belonging to the University, whether alone or with someone else;
- ii. to sell books, and other learning resources, intellectual property and other goods and services consistent with the Charter;
- iii. to print, reproduce and publish research and other works initiated by the University, or to provide for their printing, reproduction and publication;
- iv. to provide facilities and resources for the wellbeing of the University's Students and Staff.

(F)

IN RELATION TO THE TRANSACTION OF UNIVERSITY BUSINESS:

- i. to enter into contracts;
- ii. to acquire, hold, dispose of and deal with property;
- iii. to raise funds;
- iv. to act as trustee or manager of any property or funds given or bequeathed to the University for purposes of education or research or other objects of the University, and to invest any such funds.

(G)

To do anything else necessary or convenient, whether incidental to these powers or not, in order to further the objects of the University as a place of education, learning and research.

5. The Council

There shall be a Council of the University. The Council shall be the supreme Governing Body of the University and shall act in a way that promotes the University's interests.

6. Functions of the Council

The Council's functions shall be to:

- (a) have ultimate responsibility for the affairs of the University;
- (b) determine the strategic direction of the University;
- (c) ensure the effective management and control of the University's affairs, property and finances;
- (d) determine the structure, staffing and overall composition of the University;
- (e) appoint the Chancellor, Pro-Chancellors, Vice-Chancellor, and other officers of the University.

7. Powers of the Council

Subject to the Charter, and in furtherance of its role as the supreme Governing Body, the Council shall exercise all the powers of the University; and without limiting the above, the Council has the specific powers set out in the Ordinances.

8. Delegation by the Council

- (a) Subject to sub-paragraph (b) below, the Council may delegate its powers under the Charter, the Statutes and Ordinances to:
 - i. an appropriately qualified member of the Council; or
 - ii. an appropriately qualified committee that contains one or more members of the Council; or
 - iii. an appropriately qualified member of the University's staff.

Provisions governing the delegation of the Council's powers are set out in the Ordinances.

- (b) The Council may not delegate its powers:

- i. to appoint and dismiss the Vice-Chancellor and to approve the Vice-Chancellor's terms and conditions of appointment;
- ii. to approve the annual budget;
- iii. to amend the Charter under the provisions of Article 18;
- iv. to make University Statutes or Ordinances;
- v. to adopt the University's Annual Accounts;
- vi. to appoint the University's Auditors.

9. The Senate

There shall be a Senate of the University which shall have delegated authority from the Council to oversee the academic work of the University, the enhancement of academic quality and assurance of academic standards, and the regulation of student discipline, and which shall have the composition, powers and functions conferred on it in the Ordinances.

10. The Court

There shall be a Court of the University comprising persons who have been appointed by the Council and which shall have the composition and functions prescribed in the Ordinances.

11. Students' Union

There shall be a Students' Union of the University which shall have the composition, powers and functions prescribed in the Ordinances.

12. Alumni Association

There shall be an Alumni Association of the University which shall have the composition and functions prescribed in the Ordinances.

13. The Chancellor

- (a) There shall be a Chancellor of the University who shall be the chief Officer of the University.
- (b) The Chancellor shall be entitled to preside over the Annual Meeting of the Court and to confer degrees on behalf of the University.

14. The Pro-Chancellor

There shall be Pro-Chancellors of the University not exceeding three in number. One of the Pro-Chancellors shall be the Chair of Council and shall act as Chancellor in the absence of the Chancellor or in the event of a vacancy in that post.

15. The Vice-Chancellor

- (a) There shall be a Vice-Chancellor of the University who shall be the principal

academic and administrative Officer of the University and *ex officio* Chair of the Senate.

- (b) The Vice-Chancellor shall assume the role of the chief executive officer of the University.
- (c) In the event of the Vice-Chancellor's death or incapacity, or a vacancy in the office of Vice-Chancellor, the Council may appoint an Acting Vice-Chancellor in accordance with the Ordinances. In such an event, the term 'the Vice-Chancellor' in this Charter, the Statutes and the Ordinances shall apply to the duly appointed Acting Vice-Chancellor.

16. The Treasurer

There shall be a Treasurer of the University who shall be the Chair of the audit committee.

17. The Pro-Vice-Chancellor

There shall be Pro-Vice-Chancellors of the University who shall in the event of the Vice-Chancellor's incapacity through illness or any other cause perform functions and duties of the Vice-Chancellor. The Council may designate a Pro-Vice-Chancellor as Deputy Vice-Chancellor in accordance with the Ordinances.

18. The Charter

The Council may at any time add to, amend, or revoke the Charter by a Special Resolution. Such addition, amendment, or revocation shall only become effective when approved by Us, Our Heirs or Successors in Council. A certificate under the hand of the Clerk of the Privy Council shall be conclusive evidence of such approval. This Article shall apply to the Charter as added to, amended, or revoked in this manner.

19. The Statutes

Subject to the provisions of the Charter, Statutes shall prescribe:

- (a) the constitution and business of the Council;
- (b) such other provisions as the Council may see fit in connection with the governance of the University, or for the promotion of the objects of the Charter.

The Statutes may direct that any of the matters prescribed or regulated by Statute as authorised or directed in the Charter shall be further prescribed or regulated by Ordinance, by Regulation, or by decision made by the Council.

The Council may, at any time, by Special Resolution, make Statutes for the University which may add to, amend or revoke the Statutes for the time being in force; provided that such Statutes shall not be inconsistent with the provisions of the Charter. Such addition, amendment or revocation shall only become effective when approved by the Privy Council. A Certificate under the hand of the Clerk of the Privy Council shall be conclusive evidence of such approval.

20. The Ordinances

Subject to the provisions of the Charter and the Statutes the Council may, on the recommendation of the Senate, and by Ordinary Resolution, make, add to, amend or revoke such Ordinances as it considers necessary or desirable for the purpose of carrying out the objects of the University, and shall stipulate when such Ordinances come into effect; provided that no Ordinances shall be inconsistent with the provisions of the Charter or Statutes.

21. The Regulations

Subject to the provisions of the Charter, the Statutes and Ordinances, the Senate may, within the responsibilities delegated to it by the Council, make, add to, amend or revoke Regulations relating to:

- (a) teaching, research, programmes of study and the award of degrees and other academic distinctions;
- (b) the conduct of examinations;
- (c) the University Library;
- (d) the requirements for admission to the University and to any particular programme of study;
- (e) the conditions under which Students shall be permitted to continue their studies in the University;
- (f) academic dress;
- (g) the discipline of the Students of the University; and
- (h) such other matters within its delegated responsibilities as it considers necessary or desirable for the purpose of carrying out the objects of the University.

22. Academic Freedom

Academic staff shall have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges.

23. Discrimination

The University shall show no discrimination on account of political belief, gender identity, sexual orientation, disability, age, marital status, race, ethnic origin, nationality, religion or social background against any person in determining whether he or she is to be admitted as a member of the Staff, or as a Student, or to graduate from the University or to hold any advantage or privilege of the University.

24. Dividend, Gift, Division or Bonus in Money

The University shall not make any dividend, gift, division or bonus in money to or between any of its members except by way of prize, reward or special grant.

25. Visitor

We reserve unto Ourselves, Our Heirs and Successors, on representation from the Council following a Resolution passed by a simple majority of the members of the Council present and voting, the right by Order in Council to appoint a Visitor of the University for such period and with such duties as We, Our Heirs and Successors shall see fit.

26.

Our Royal Will and Pleasure is that this Our Charter shall ever be construed benevolently and in every case most favourably to the University and the promotion of the objects of this Our Charter.

IN WITNESS whereof We have caused these Our Letters to be made Patent.

WITNESS Ourselves at Westminster the eleventh day of January in the thirteenth year of Our Reign.

BY WARRANT UNDER THE QUEEN'S SIGN
MANUAL, COLDSTREAM

The Statutes

1. The Council

1. The Council shall consist of the following persons, namely:

(a) EX OFFICIO MEMBERS:

The Pro-Chancellors, the Vice-Chancellor, the senior Pro-Vice-Chancellor, and the Treasurer.

(b) APPOINTED MEMBERS

Two Deans appointed by Council in accordance with the Ordinances on the recommendation of Nominations Committee.

(c) ELECTED MEMBERS:

Five Academic Staff members of the Senate elected by the Senate subject to and in accordance with the Ordinances.

One non-academic staff member elected by the non-academic staff subject to and in accordance with the Ordinances

(d) EXTERNAL MEMBERS:

Such other persons, not being members of University Staff and not exceeding ten in all, as may be appointed by the Council.

(e) STUDENT MEMBERS:

The President of the Students' Union.

2. The Council shall appoint from among its members a Chair who shall be a Pro-Chancellor. The Chair shall hold office for three years and shall be eligible for re-appointment, normally for a further period of three years and a maximum total of nine years.

3.

(a) Ex officio Members of the Council shall remain members only so long as they hold the offices by virtue of which they became members.

(b) Senate elected Members of the Council shall remain members only so long as they are members of the Senate. They shall hold office until the end of the third year following their appointment or such earlier date as may in each case be determined by the Senate to effect rotation.

(c) The non-academic staff member elected to the Council shall remain a member only so long as he or she is employed as a non-academic staff member of the University. He or she shall hold office until the end of the third year following his or her appointment or until such earlier date as may in each case be determined by the Council.

(d) External Members of the Council shall hold office until the end of the third year following their appointment or until such earlier date as may in each case be determined by the Council. External Members shall be eligible for further appointment, normally for a further period of three years and a maximum total of nine years.

(e) An Elected member of the Council upon completion of his or her term of membership under paragraphs 3(b) and 3(c) above shall be eligible for re-election for a further term not exceeding three years, and shall upon completion of any such further term of membership or upon resignation, not be eligible to be a Member of the Council by re-election until one year has elapsed from the date of the completion of his or her term of membership or his or her resignation (as the case may be).

(f) A member of the Council may resign at any time by writing addressed to the Council.

4.

(a) The quorum for meetings of the Council shall be not less than half of the members, rounded up to a whole number, which shall include a majority of External Members.

(b) In the absence of a quorum no business shall be transacted other than the adjournment of the meeting. In such a case, the Chair shall appoint a date, time and place at which the meeting shall be reconvened. At least three days notice of the calling of the adjourned meeting shall be given.

2. Committees of the Council

1. There shall be Committees of the Council with responsibility for audit, remuneration and nominations.

2. The Council may from time to time establish additional standing, special and advisory Committees, Sub-Committees or Boards.

3. The constitution and responsibilities of Committees of the Council shall be as prescribed by the Council.

3. The Auditors

1. The Council shall appoint an Auditor or Auditors. Every such Auditor shall be a member of a recognised supervisory body (as defined in Part II of the Companies Act 1989) who is eligible for the appointment under the rules of that body. No person shall be appointed Auditor who is or any one of whose partners is a member of the Council or Staff of the University.

2. The Auditor or Auditors shall hold office for such period and shall receive such remuneration as may be determined by the Council.

3. The Auditor or Auditors shall have a right of access at all reasonable times to the books,

records, accounts and vouchers of the University and shall be entitled to require from the University such information and explanations as may be necessary for the performance of his/her or their duties.

4. If the office of Auditor or Auditors shall become vacant by his/her or their death or resignation or any other cause before the expiration of his/her or their period of office the Council shall forthwith appoint an Auditor or Auditors in his/her or their place for the remainder of such period.

5. An Auditor may resign by writing addressed to the Council.
6. The Auditor or Auditors shall make a report to the Council as to the accuracy of the Annual Accounts and the financial management of the University at least once in each year.

4. Interpretation of Statutes

These Statutes shall be interpreted so as not to conflict with the Charter.

The Ordinances

Ordinance 1

THE MEMBERS OF THE UNIVERSITY

1. The following persons shall be Members of the University:
 - The Chancellor
 - The Pro-Chancellors
 - The Treasurer
 - The Members of the Court
 - The External Members of the Council
 - The Staff of the University
 - The Emeritus Professors
 - The Students of the University
 - The Former Students of the University
2. The Council, on the recommendation of the Senate, shall have the power to declare such other persons Members of the University as it may deem fit.

Ordinance 2

THE CHANCELLOR

1. The Chancellor shall be appointed at a joint meeting of the Senate and the Council on the recommendation of a Joint Committee of the Senate and the Council.
2. The membership of the Joint Committee shall be:
 - The Chair of the Council (Chair)
 - A Pro-Chancellor
 - The Vice-Chancellor
 - The Chair of the Senate Agenda Group
 - The Registrar and Secretary
3. Subject to these Ordinances, the Chancellor shall hold office for a period of five years. The Chancellor's period of office may be extended to a maximum total of ten years.
4. The Chancellor may resign by writing addressed to the Council.

Ordinance 3

THE PRO-CHANCELLORS

1. The Pro-Chancellors shall be appointed by the Council on the recommendation of Nominations Committee.
2. A Pro-Chancellor shall hold office until the end of the third year following his or her appointment, or until such earlier date as the Council may in each case determine and shall be eligible for re-appointment, normally for a further period of three years and a maximum total of nine years.
3. The Chair of the Council of the University shall be appointed by the Council on the recommendation of the Nominations Committee from amongst those members of Council appointed as, or recommended to

Council by the Nominations Committee to be appointed as, a Pro-Chancellor.

4. The Chair of the Council shall hold office until the end of the third year following his or her appointment as Chair of the Council, or until such earlier date as the Council may in each case determine and shall be eligible for re-appointment, normally for a further period of three years and a maximum total of nine years or the point at which their appointment as Pro-Chancellor ceases, whichever is the earlier.
5. If there is more than one Pro-Chancellor, the Pro-Chancellor who, is Chair of Council, shall during a vacancy in the office of Chancellor, or during his or her inability through illness or any other cause to perform his or her functions, perform all the functions of the Chancellor; during the inability of such Pro-Chancellor through illness or any other cause to perform those functions, the Pro-Chancellor who has been in office for the longest period or aggregate of periods (whether consecutive or not) shall so act. If no Pro-Chancellor is able to perform all of the functions of the Chancellor, the Vice-Chancellor shall perform all of the functions of the Chancellor.
6. A Pro-Chancellor may resign by writing addressed to the Council, provided that, if he or she is Chair of the Council, he or she shall at the same time resign the office of Chair of the Council.

Ordinance 4

THE TREASURER

1. The Treasurer shall be a member of the Council appointed by the Council to be Treasurer on the recommendation of Nominations Committee.
2. The Treasurer shall be Chair of Audit and Risk Management Committee.
3. The Treasurer shall hold office until the end of the third year following his or her appointment or until such earlier date as the Council may in each case determine and shall be eligible for re-appointment, normally for a further period of three years and a maximum of total of nine years.
4. The Treasurer may resign by writing addressed to the Council.

Ordinance 5

THE VICE-CHANCELLOR

1. The Vice-Chancellor shall be appointed by the Council after consideration by the Council of the report of a Joint Committee of the Senate and the Council.
2. The membership of the Joint Committee shall be:
 - The Chair of the Council (Chair)

Three External Members of the Council appointed by the Council

Three Academic Staff members of the Senate appointed by the Senate.

3. During a vacancy in the office of Vice-Chancellor or during prolonged inability of the Vice-Chancellor through illness or any other cause to perform his or her functions, the Council may appoint a Committee with the membership as set out in paragraph 2 above, to recommend to the Council the appointment as Acting Vice-Chancellor, from the professorial members of the Senate, of a person acceptable to the Senate as Acting Vice-Chancellor, for such period and on such conditions as may be determined by the Council.
4. The Vice-Chancellor shall be ex officio a member of the Court, the Council, the Senate, and of all Committees and Joint Committees of these bodies except the Joint Committee constituted under paragraph 1 of this Ordinance and the Audit and Risk Committee.
5. The Vice-Chancellor shall have a general responsibility to the Council for maintaining and promoting the efficiency and good order of the University.
6. The Vice-Chancellor may without assigning any reason refuse to admit any person as a student.
7. The Vice-Chancellor may without assigning any reason:
 - (a) suspend any student from any teaching event; or
 - (b) exclude any student from any part of the University or its precincts for such period as he or she may determine.
8. The Vice-Chancellor may delegate all or any of his or her functions under paragraph 6 or paragraph 7 of this Ordinance to such Officer or Officers of the University as he or she may think fit.

Ordinance 6

THE REGISTRAR AND SECRETARY

1. The Council shall appoint a Registrar and Secretary of the University with such functions, at such remuneration and upon such terms and conditions as it may think fit.
2. The Registrar and Secretary shall be appointed by the Council after consideration by the Council of the report of a Joint Committee of the Council and the Senate.
3. The membership of the Joint Committee shall be:

The Chair of the Council (Chair)
The Vice-Chancellor
Two other External Members of the Council, appointed by the Council

Two Academic Staff members of the Senate appointed by the Senate

If any External Assessor is appointed he or she shall act in an advisory capacity to the Joint Committee.

4. The Council shall appoint the Registrar and Secretary to the post of Secretary to the Council.

Ordinance 7

THE DEPUTY VICE-CHANCELLOR AND PRO-VICE-CHANCELLORS

1. The Deputy Vice-Chancellor and Pro-Vice-Chancellors shall be appointed from among the Academic Staff by the Council on the recommendation of the Senate. The Senate shall make the recommendation to the Council on the basis of a recommendation from a Selection Committee.
2. Recruitment to the roles of Deputy Vice-Chancellor and Pro-Vice-Chancellor will be through internal and external advertisement. Where an external applicant is appointed to one of these roles they will also (subject to clause 4 below) be appointed to a substantive chair in a University department, which is held independently of the appointment as Deputy Vice-Chancellor or Pro-Vice-Chancellor.
3. The composition of the Selection Committee shall be:

The Vice-Chancellor (Chair)
An External Member of the Council
The Deputy Vice-Chancellor or a Pro-Vice-Chancellor
An Academic Staff member of Senate
The Registrar and Secretary
Additional members may be co-opted at the discretion of the Committee.
4. Where an application is being considered by a Selection Committee, the selection process will consider the applicant's credentials for the award of a substantive chair by the University as well as for the role of Deputy Vice-Chancellor or Pro-Vice-Chancellor for which they have applied. The Chair of the Selection Committee shall be responsible for ensuring that these credentials are tested in line with the University's normal practice for professional appointments.
5. The Deputy Vice-Chancellor or a Pro-Vice-Chancellor shall hold office until the end of the third year following his or her appointment or until such earlier date as may in each case be determined by the Council on the recommendation of the Senate.
6. The Deputy Vice-Chancellor or a Pro-Vice-Chancellor shall be eligible for re-appointment for a further consecutive period of three years.
7. The re-appointment of the Deputy Vice-Chancellor or a Pro-Vice-Chancellor shall be proposed by the Vice-Chancellor and approved

- by the Council on the recommendation of the Senate.
8. The Deputy Vice-Chancellor or a Pro-Vice-Chancellor may exceptionally be re-appointed for a further period of up to three years. The re-appointment shall be proposed by the Vice-Chancellor and approved by the Council on the recommendation of the Senate.
 9. The Deputy Vice-Chancellor and Pro-Vice-Chancellors will have a review period of six months prior to confirmation in their appointment in their role.
 10. The Deputy Vice-Chancellor or a Pro-Vice-Chancellor shall cease to hold office should their employment as a member of the Academic Staff of the University cease.
 11. In the absence of the Vice-Chancellor, the Deputy Vice-Chancellor shall act as Chair at meetings of the Senate. In the absence of both the Vice-Chancellor and the Deputy Vice-Chancellor, meetings of Senate shall be chaired by a Pro-Vice-Chancellor.
 12. The Deputy Vice-Chancellor or a Pro-Vice-Chancellor shall perform such other functions of the Vice-Chancellor as shall be delegated to him or her by the Vice-Chancellor.
 13. If the Deputy Vice-Chancellor or a Pro-Vice-Chancellor becomes unable through illness or any other cause to perform his or her functions, the Council, or the Chair of the Council acting on behalf of the Council, may, on the recommendation of the Vice-Chancellor, terminate the appointment, appoint an Acting Deputy Vice-Chancellor or Acting Pro-Vice-Chancellor for a specified period or take any other action it thinks fit.
3. Normally only Professors, shall be eligible for appointment as Executive Dean.
 4. The composition of the Selection Committee for the role of Executive Dean shall be:
The Vice-Chancellor (*Chair*)
An External Member of the Council
The Deputy Vice-Chancellor or a Pro-Vice-Chancellor
Two Heads of Department from the relevant Faculty
The Registrar and Secretary
Additional members may be co-opted at the discretion of the Committee.
 5. Where an application for the role of Executive Dean is being considered by a Selection Committee, the selection process will consider the applicant's credentials for the award of a substantive chair by the University as well as the role of Executive Dean. The Chair of the Selection Committee shall be responsible for ensuring that these credentials are tested in line with the University's normal practice for professional appointments.
 6. Recruitment to the roles of Dean of Postgraduate Research and Education and Dean of Academic Partnerships, and to any deputy roles supporting the Dean, will be by internal advertisement.
 7. Only Professors, Readers and Senior Lecturers shall be eligible for appointment as Dean of Postgraduate Research and Education or Dean of Academic Partnerships.
 8. The composition of the Selection Committee for the roles of Dean of Postgraduate Research and Education and Dean of Academic Partnerships, and deputies to these Deans, shall be:
The Pro-Vice-Chancellor (Education) (*Chair*)
An existing Dean or deputy to a Dean
Two Heads of Department
The Academic Registrar
 9. The composition of the Selection Committee for a deputy to an Executive Dean shall be:
The Executive Dean (*Chair*)
The Pro-Vice-Chancellor (Education)
Two Head of Department from the relevant Faculty
The Academic Registrar
 10. The normal term of appointment shall be three years. A Dean or a deputy to a Dean shall be eligible for re-appointment for further consecutive periods of up to a total of three years; such periods shall be until the end of the third year from the first re-appointment or until such earlier date as the Council on the recommendation of the Senate may in each case determine.
 11. The re-appointment of a Dean or a deputy to a Dean shall be proposed by the University Steering Group and approved by the Council on the recommendation of the Senate.
 12. A Dean or deputy to a Dean may exceptionally be re-appointed for a further period of up to

Ordinance 8

DEANS

1. Executive Deans of Faculty, the Dean of Postgraduate Research and Education and the Dean of Academic Partnerships, and any deputies to these Deans, shall be appointed from among the members of the Academic Staff by the Council on the recommendation of the Senate. The Senate shall make the recommendation to the Council on the basis of a recommendation from a Selection Committee.
2. Recruitment to the role of Executive Dean will be through internal and external advertisement. Where an external applicant is appointed to one of these roles they will also (subject to clause 5 below) be appointed to a substantive chair in a University department, which is held independently of the appointment as Executive Dean.

- three years. The re-appointment shall be proposed by the University Steering Group and approved by the Council on the recommendation of the Senate.
13. A Dean or a deputy to a Dean shall have such responsibilities as the Senate shall determine.
 14. A Dean or a deputy to a Dean shall cease to hold office should their appointment as a member of the Academic Staff of the University cease.
 15. If a Dean or deputy to a Dean becomes unable through illness or any other cause to perform his or her functions, the Council, or the Chair of the Council acting on behalf of the Council, may, on the recommendation of the Vice-Chancellor, terminate the appointment, appoint an Acting Dean or a deputy to a Dean for a specified period of up to three years or take any other action it thinks fit.
 16. Other Deans with specific functions not falling within paragraph 1 of this Ordinance (including deputies to such other Deans) may be appointed by Council on the recommendation of the Vice-Chancellor.

Ordinance 9

HEADS OF DEPARTMENT

1. A Head of Department shall be appointed by the Council on the recommendation of the Senate on receipt of a joint nomination from the members of the Academic Staff holding posts allocated to the Department and the Vice-Chancellor, determined in accordance with the published procedures for nomination of Heads of Department. The nominee shall be a Professor, Reader or Senior Lecturer, normally holding a post allocated to the Department concerned.
 2. A Head of Department shall hold office until the end of the third year following his or her appointment or until such earlier date as the Council on the recommendation of the Senate may in each case determine.
 3. A Head of Department shall be eligible for re-appointment for further consecutive periods of up to a total of three years; such periods shall be until the end of the third year from the first re-appointment or until such earlier date as the Council on the recommendation of the Senate may in each case determine.
 4. A Head of Department who has held office for two consecutive periods shall be ineligible for further appointment until one year has elapsed from the date of completion of his or her second period of office.
5. A Head of Department shall cease to hold office upon resignation or retirement from the Academic Staff of the University.
 6. If a Head of Department becomes unable through illness or any other cause to perform his or her functions, the Council, in accordance with Ordinance 41, may terminate the appointment, appoint an Acting Head of Department for a specified period or take any other action it thinks fit. An Acting Head shall be appointed in the same manner as a Head (paragraph 1 above); in exceptional circumstances, however, a Lecturer may act as Acting Head. An Acting Head of Department shall be an ex officio member of the Senate during his or her period of office.
 7. Nominations of Heads of Departments shall normally be received at a meeting of the Senate during the Spring Term for appointments to take effect on the first day of August following.
 8. A Head of Department shall be responsible to the Faculty Pro-Vice-Chancellor for maintaining and promoting the efficiency and good order of the Department, in accordance with the Charter, Ordinances and Regulations of the University, and the policies and procedures determined from time to time by resolutions of the Council and the Senate.
 9. A Head of Department may resign his or her office by writing addressed to the Council.

Ordinance 10

POWERS OF THE COUNCIL

In accordance with the Charter, the Council shall exercise all the powers of the University and has the specific powers as set out in the Council's Statement of Primary Responsibilities as set out below:

STATEMENT OF PRIMARY RESPONSIBILITIES

A Powers of appointment and employment

1. To appoint the Vice-Chancellor in accordance with the provisions of Ordinance 5 and to put in place suitable arrangements for monitoring his/her performance.
2. Jointly with the Senate to appoint the Chancellor on the recommendation of a Joint Committee of the Senate and the Council.
3. To appoint the Pro-Chancellors, the Treasurer and the External Members of the Council.
4. To appoint the Registrar and Secretary as Secretary to the Council; to ensure that there is an appropriate separation in the lines of accountability.
5. To be the employing authority for all Staff in the University and to be responsible for establishing a human resources strategy.

B Financial and legal powers

6. To be the principal financial and business authority of the University, to ensure that proper books of account are kept, to approve

the annual budget and financial statements, and to have overall responsibility for the University's assets, property and estate.

7. To be the University's legal authority and, as such, to ensure that systems are in place for meeting all the University's legal obligations, including those arising from contracts and other legal commitments made in the University's name.
8. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the University.

C Planning, monitoring and control

9. To approve the mission and strategic vision of the University, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders.
10. To delegate authority to the Vice-Chancellor, as chief executive, for the academic, corporate, financial, estate and personnel management of the University; and to establish and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by and under the authority of the head of the University.
11. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest.
12. To ensure processes are in place to monitor and evaluate the performance and effectiveness of the University against the plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable institutions.
13. To conduct its business in accordance with best practice in higher education corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life.
14. To safeguard the autonomy, good name and values of the University of Essex.
15. To ensure compliance with the provisions of the Charter, Statutes and Ordinances at all times and that appropriate advice is available to enable this to happen.
16. To establish processes to monitor and evaluate the performance and effectiveness of the Council itself.

D Student welfare

17. To make such provision as it thinks fit for the general welfare of students, in consultation with the Senate.

Ordinance 11

STANDING ORDERS FOR THE COUNCIL

The Council shall determine Standing Orders, which shall govern its proceedings and which shall be approved annually by the Council.

Ordinance 12

ELECTED MEMBERS OF THE COUNCIL

1. The five Academic Staff members of the Senate elected by the Senate to the Council in accordance with Section 1 of the Statutes shall include at least three Heads of Department and at least one member who is not a Professor at the time of election.
2. The normal term of office for members elected to the Council by the Senate shall be three years, and members may be re-elected for a further term of up to three years, except that a member must stand down from membership of the Council if he or she ceases to be a member of the Senate.
3. The method of election of members elected to the Council by the Senate and of filling casual vacancies among the same shall be determined by the Senate.
4. There shall be a non-academic staff member elected to the Council in accordance with Section 1 of the Statutes. The method of election of the non-academic staff member shall be determined by the Council. All non-academic staff who have a contract which extends to at least 31 July in the following academic year shall be eligible to stand for nomination and to vote in the election of the non-academic staff member.
5. The normal term of office for the non-academic staff member elected to the Council shall be three years, and the member may be re-elected for a further term of three years, except that he or she must stand down from membership of the Council if he or she ceases to be a member of the non-academic staff.

Ordinance 13

THE SENATE

1. The Senate shall consist of the following persons, namely:
Ex Officio Members:
The Vice-Chancellor (Chair)
The Deputy Vice-Chancellor
The Pro-Vice-Chancellors
The Dean of Postgraduate Research and Education
The Dean of Academic Partnerships
Executive Deans
The Heads of the Departments
Appointed Member:
Academic Registrar

Elected Members:

Sixteen members of permanent Academic Staff, including at least nine of whom shall hold non-professorial posts at the time of election.

Co-opted Members:

The Librarian
The Director of Information Systems
Dean of Health
Director of the Centre for Psychoanalytic Studies

Student Members:

President of the Students' Union (Colchester Campus)
Vice-President of the Students' Union (Southend and Loughton)
Vice-President (Education) of the Students' Union
Faculty Convenors (3)
Postgraduate Officer
A Postgraduate Research Student

2.
 - (a) Ex officio Members of the Senate shall remain members only so long as they hold the offices by virtue of which they became members.
 - (b) Elected Members of the Senate shall hold office until the end of the fourth year following their election or until such earlier date as may in each case be determined by the Senate to effect rotation; they shall be eligible for re-election for consecutive terms of office.
 - (c) Appointed members of the Senate shall be appointed by the Vice-Chancellor.
 - (d) Co-opted members of the Senate shall hold office for such periods as may be determined in each case by the Senate.
 - (e) Student members of the Senate shall hold office for one year; they shall be eligible to be re-elected as members of the Senate in the year immediately following and in any subsequent year.
3. Observers shall be invited to attend meetings of the Senate at the discretion and by invitation of the Vice-Chancellor.

Ordinance 14**POWERS OF THE SENATE**

The Senate shall be the supreme academic authority of the University and shall, subject to the powers reserved to the Council by these Ordinances, take such measures and act in such a manner as shall appear to it best calculated to promote the academic work of the University both in teaching and research and for the regulation and superintendence of the education and, subject to the powers of the Vice-Chancellor, the discipline of the students of the University. The Senate shall, subject to the Charter and these Ordinances, in addition to all

other powers vested in it, have the following powers:

ACADEMIC POLICY AND STRATEGY

1. To discuss, declare an opinion and make recommendations to the Council on any matter of academic policy and strategy concerning the University.
2. To maintain oversight of the quality of education and the arrangements for its enhancement.
3. To be responsible for the University's policy on admission of students.
4. To maintain oversight of the quality of research and the arrangements for its enhancement.
5. To review, amend, refer back or disallow any act of any committee or advisory group of Senate.

Powers of appointment

6. Jointly with the Council to appoint the Chancellor on the recommendation of a Joint Committee of the Senate and the Council.
7. To recommend to the Council the appointment of Pro-Vice-Chancellors, Deans and Heads of Departments, as prescribed by the Ordinances.
8. To review from time to time the conditions of service of all members of the Academic Staff and to make recommendations thereon to the Council.
9. To define the functions of Deans, as covered by Ordinance 8, and Heads of Departments and members of the Academic Staff.
10. To stipulate which posts shall qualify a person to be a member of the Academic Staff.
11. In accordance with the provisions of the Ordinances, to confer the title of Emeritus Professor and Honorary Fellow.
12. To stipulate which honorary titles may be assigned to visitors to the University.
13. To make recommendations to the Council for the appointment of members of the Academic Staff.
14. To establish the rules, procedures and criteria for the decisions of the Senate committees responsible for staffing matters.
15. To determine the conditions of appointment and service of examiners.
16. To elect members of the Senate to be members of the Council in accordance with the Ordinances.
17. To appoint a Senate Agenda Group in accordance with the Ordinances.
18. To co-opt members of the Senate in accordance with the Ordinances.

Degree regulation and awarding powers

19. To be responsible for the maintenance and assurance of academic standards by ensuring that the University has an effective quality assurance framework in place.
20. To be responsible for the approval, review and discontinuation of programmes of study.
21. To institute new awards of the University.

22. To approve the rules of assessment governing progression and the award of Degrees, Diplomas and Certificates.
23. To be responsible for the academic policies associated with programmes of study.
24. To confer Degrees, Diplomas, Certificates and other awards of the University.
25. To revoke any Degrees, Diplomas or Certificates or other distinctions or titles conferred by the University on what the Senate deems to be good cause.

Academic Regulation

26. To review the research, teaching, staffing and general work of any School, Department or other academic unit of the University, and, if the Senate so wishes, to report and make recommendations thereon to the Council.
27. To institute a review of Schools, Faculties, Departments, Institutes, Centres or other academic units of the University, as appropriate.
28. To make recommendations to the Council to institute, merge, discontinue or otherwise modify Schools, Faculties, Departments, Institutes, Centres or other academic units of the University as appropriate.
29. To recommend to the Council the establishment of academic partnerships with other educational bodies, as appropriate.
30. To receive records and reports of the proceedings of Senate's committees, and to give directions to and to consider recommendations from the same.
31. To be responsible for the general policy concerning the University's Library and Information Systems, and to make recommendations thereon to Council, as Senate deems appropriate.
32. To oversee the arrangements for assuring the ethical conduct of research.

Student regulation

33. To regulate and superintend the discipline of the students of the University.

General

34. To conduct the business of the Senate in accordance with the Ordinances.
35. To report and make recommendations to the Council from time to time on the Ordinances.
36. To report to the Council on any matter referred to the Senate by the Council.
37. Generally to exercise all such powers as are or may be conferred on the Senate by the Charter and these Ordinances, including the power to make Regulations in the exercise of the powers hereinbefore expressly set out in this Section of these Ordinances and of all the other powers of the Senate, and to carry such Regulations into effect.

Ordinance 15

STANDING ORDERS FOR SENATE

The proceedings of the Senate shall be governed by the following Standing Orders and rules of procedure.

Setting the Agenda

1. The elected Senate Agenda Group may request that an item shall be placed on the Agenda of an ordinary meeting of Senate. Such a request together with papers and notice of motion shall be sent to the Registrar and Secretary at least fourteen days before the meeting.
2. The Vice-Chancellor shall cause the Agenda and accompanying papers for Senate to be prepared in consultation with the Senate Agenda Group. Together they shall see that the Agenda and papers provide, as far as possible, notice of matters to be raised, essential information and, where appropriate, motions for consideration by the Senate.
3. The Agenda and Papers for a Senate meeting shall normally be available to all members of the Senate not less than seven days before the meeting.
4. The Vice-Chancellor, or his or her deputy, may waive any of the preceding rules but only in order to call an extraordinary meeting of the Senate to address urgent business.
5. The Agenda for a Senate meeting shall be divided into two parts: the first on matters of academic strategy and policy (including the Vice-Chancellor's report); the second on matters of academic business (including the reports from Senate's committees). All items of the first part shall be taken for discussion. All items of the second part shall be business taken without discussion, except when starred for discussion either by the Vice-Chancellor, or his or her deputy, or by any member of the Senate, no later than noon on the day before the Senate meets. All items remaining unstarred shall be deemed to have been approved, or recommended to the Council, without discussion.

Addressing the Agenda

6. At any meeting the business shall be confined to the particulars in the Agenda and accompanying papers, and no member shall be entitled to propose a motion other than one directly arising out of the discussion of a subject before the Senate.
7. The first item of business at an ordinary meeting shall be the Minutes of the last ordinary meeting and any subsequent extraordinary meetings. Discussion on the Minutes shall normally be confined to errors and omissions.
8. After the Minutes of previous meetings have been approved the meeting will address the items on the first part of the Agenda, normally

beginning with the Vice-Chancellor's report, before moving to discuss the starred items of academic business.

9. No resolution or recommendation of the Senate shall normally be rescinded within six calendar months.

The Conduct of the Meeting

10. All motions and any questions where the sense of the meeting may be in doubt shall be decided by show of hands.
11. All members shall be allowed to put motions and amendments to motions, and all variations upon a motion shall be deemed amendments and treated as such.
12. No discussion shall be allowed on a motion or amendment which has not been seconded. All motions except procedural motions (see Standing Order 18) and all amendments shall, if the Chair so decides, be handed to the Registrar and Secretary in writing, signed by the mover.
13. The mover of a motion shall normally have the right of reply.
14. At any time in the course of a discussion a member may speak to a point of order, and the discussion shall be suspended until the point of order has been decided by the Chair.
15. A member may dissent from any resolution or recommendation come to by the Senate and shall be entitled to have his or her dissent recorded in the Minutes of the meeting, provided that he or she shall have proposed a motion or spoken on the matter under discussion.
16. No member shall speak more than once on the same item of business, subject to the mover's right of reply (Standing Order 13).
17. Any of the foregoing orders may be suspended at any meeting after a motion to that effect has been passed by a majority of two-thirds of the members present and voting. Such suspension shall be for a specified item of business only and shall lapse when that item is concluded.
18. The following procedural motions may be put and debated in the following order of precedence, provided they have a proposer and a seconder:
 - a. the motion be not put
 - b. the motion be now put (closure of debate)
 - c. the meeting be adjourned to a specific time
 - d. the matter be deferred to the next meeting
 - e. the matter be referred to the appropriate committee
 - f. the order of business be changed
 - g. the voting figures be recorded in the Minutes
 - h. a part or parts of a motion be voted on separately

- i. the meeting be closed.

A motion for the closure of debate (b) shall be put to the vote without discussion, subject to the mover's right of reply (Standing Order 13).

19. The Chair shall determine all questions of procedure not expressly provided for in these Standing Orders subject to the consent of the meeting, absence of consent being determined by a two-thirds majority in support of a challenge to the ruling of the Chair.

Ordinance 16

SENATE AGENDA GROUP

The appointment and proceedings of the Senate Agenda Group shall be governed by the following rules and Standing Orders:

1. The members of the Senate elected to the Council shall constitute the Senate Agenda Group.
2. The Senate shall co-opt the Students' Union representative on Council onto its Agenda Group.
3. The Senate Agenda Group shall elect a Chair from among its Academic Staff members.
4. The Chair of the Senate Agenda Group shall normally meet with the Vice-Chancellor and/or his or her deputy prior to each ordinary meeting of the Senate to discuss items for the first part of the agenda. The Secretary to the Senate shall normally be in attendance.
5. The Senate Agenda Group may request that an item be placed on the agenda of an ordinary meeting of Senate, in accordance with Ordinance 15.
6. The Senate Agenda Group may recommend to the Vice-Chancellor or his/her deputy that an extraordinary meeting of the Senate be called to discuss any urgent matter of academic strategy or policy.

Ordinance 17

PROCEDURE FOR ELECTION OF MEMBERS OF ACADEMIC STAFF TO SENATE

1. Elections to the Senate shall be held annually on a date during the Summer Term to be fixed on each occasion by the Registrar and Secretary who shall act as Returning Officer.
2. The only persons entitled to vote in an election to the Senate shall be members of the Academic Staff who are indicated as such in the master copy of the University Calendar which is available from the Registrar and Secretary's office.
3. The only persons entitled to stand for election and to be elected to the Senate shall be persons who are entitled to vote in that election and who are also indicated as permanent members of the Academic Staff in the master

copy of the University Calendar which is available from the Registrar and Secretary's office.

4. Not less than four weeks before the date of an election, the Registrar and Secretary shall invite all persons entitled to vote in that election to submit nominations of persons eligible to stand for election. Nominations shall be in writing, shall be signed by not less than two electors at least one of whom shall be the holder of a post allocated to a Department other than that to which the nominee's post is allocated, and shall include a statement signed by the nominee that he or she is willing to stand. Nominations shall be in the hands of the Registrar and Secretary not less than two weeks before the date of election.
5. If the number of persons nominated exceeds the number of vacancies there shall be an election. Voting shall be by secret ballot. The ballot paper shall indicate the post held by each candidate and the Department to which it is allocated, and a personal statement written by each candidate. It shall also indicate the number of persons to be elected and each elector shall vote by placing the requisite number of crosses against the names of the candidates.
6. The election as a whole shall not necessarily be invalidated if an invitation to submit nominations or a ballot paper is inadvertently not sent to or not received by a person entitled to vote in the election.
7. Ballot papers which are placed in the hands of the Registrar and Secretary or his or her deputy acting as Returning Officer later than midday on the day of election shall be void.

Ordinance 18

PROCEDURE FOR FILLING A CASUAL VACANCY IN THE ELECTED MEMBERSHIP OF SENATE

In the event of a vacancy occurring among the Elected Members of Senate, the vacancy shall normally be filled by the person for whom the highest number of votes (excluding votes for members elected) was cast in the last elections to the Senate, subject to Ordinance 13, paragraph 1. Members so elected shall hold office for the remainder of the academic year in question and the next three academic years.

Ordinance 19

STUDENT MEMBERS OF THE SENATE

1. The following students of the University, shall, in accordance with Ordinance 13, paragraph 1, be members of the Senate:

President of the Students' Union (Colchester Campus)
President of the Students' Union (Southend and Loughton Campus)
Vice-President (Education) of the Students' Union
Faculty Convenors (3)
Postgraduate Officer.

2. The method of election of student representatives shall be approved by the Senate, on the recommendation of the Students' Union.
3. If any student member ceases to be a student of the University he or she shall cease to be a member of the Senate and for the remainder of his or her year of appointment the Senate may, after consultation with the President of the Students' Union, co-opt another student to take his or her place.

Ordinance 20

THE COURT

1. The Court shall consist of the following persons, namely:
Ex Officio Members:
The Chancellor
The Pro-Chancellors
The Treasurer
The External Members of the Council
The Vice-Chancellor
The Pro-Vice-Chancellors
The Deans
The Librarian
The Emeritus Professors
The Principal Officers of the Students' Union
Other Members:
Persons who have been External Members of the Council;
Such other persons not exceeding two hundred in all appointed by the Council on the recommendation of Nominations Committee.
2. Ex officio Members of the Court shall remain members only so long as they continue to hold the office by virtue of which they became members.
3. Persons appointed by the Council shall hold office for such periods as may be determined by the Council.
4. Former members may be re-appointed.
5. Any member of the Court may resign by writing addressed to the Registrar and Secretary.

Ordinance 21

MEETINGS OF THE COURT

1. The Court shall normally meet at least once a year within fifteen months of the preceding meeting.
2. The Chancellor shall act as Chair of Court.
3. The Court will receive a report from the Vice-Chancellor on the workings of the University

since the last meeting and the annual audited Statement of Accounts of the University.

Ordinance 22

THE BOARDS AND COMMITTEES OF THE COUNCIL AND THE SENATE

1. The Council and the Senate may appoint Boards and Committees consisting either wholly or partly of members of the Council and/or the Senate.
2. The Boards and Committees of the Council and the Senate shall be as published annually in the University Calendar.
3. The Council and the Senate shall determine annually the membership and terms of reference of their Boards and Committees, and these shall be published in the University Calendar.
4. The Council and the Senate may delegate such functions and the exercise of specified powers to Boards and Committees as it may think fit.
5. The Council and the Senate shall receive annually a schedule of delegated powers in accordance with paragraph 4.
Nothing in this Ordinance shall enable the Council to delegate its power to reach a decision under paragraph 8(b) of the Charter.

Ordinance 23

PROCEDURE FOR COUNCIL AND SENATE AND THEIR BOARDS AND COMMITTEES

1. In accordance with Statute 1, paragraph 4(a), there shall be a quorum at the meeting of the Council when not less than half the members are present, rounded up to a whole number, which shall include a majority of External Members.
2. There shall be a quorum at the meeting of the Senate and the meeting of any Board or Committee of the Council and the Senate when not less than half of the members are present, rounded up to a whole number.
3. The proceedings of the Council, the Senate and of any Board or Committee thereof shall not be invalidated by any vacancy in its number or by any defect in the appointment or qualification of the members.
4. At meetings of the Council, the Senate and the Boards and Committees thereof, when a vote is taken a matter shall be determined by the majority of the members present and voting on the matter. In the case of equality of votes the Chair shall have the casting vote.
5. In the absence of a person who is Chair by appointment or ex officio, any Board or

Committee of the Council or the Senate shall elect a Chair for the meeting.

6. Subject to the Charter and Statutes, the Council, the Senate and Boards and Committees thereof shall have the power to make their own standing orders or otherwise to determine the procedure to be followed at meetings.
7. Whether specifically empowered to do so or not, the Chair of the Council, the Senate and of any Board or Committee thereof shall have the power, in cases of urgency, to take action on behalf of the Council, the Senate or Board or Committee of which he or she is Chair, provided that he or she reports any such action at the next meeting.
8. A member, other than an ex officio member, of the Council, the Senate or any Board or Committee thereof may resign from membership of the Council, the Senate or the Board or Committee by writing addressed to the Chair.

Ordinance 24

RESERVED BUSINESS

1. Any student member or members of the Council or the Senate or a Board or Committee thereof shall be required to withdraw from a meeting when it is declared by the Chair of the meeting that the meeting is about to discuss a reserved area of business and shall not return to the meeting until the discussion on the reserved area of business is concluded.
2. Minutes and other records which relate to the discussion of reserved areas of business shall not at any time be made available to student members.
3. The Chair of the Council or the Senate or a Board or Committee thereof shall decide whether a matter is a reserved area of business or not, consulting as appropriate, and his or her decision shall be final.

Ordinance 25

SCHOOLS, FACULTIES, DEPARTMENTS AND CENTRES

1. There shall be Faculties in the University as follows:
Humanities
Science and Health
Social Sciences
2. There shall be Departments in the University as follows:
School of Biological Sciences
School of Computer Science and Electronic Engineering
East 15 Acting School
Department of Economics
Essex Business School

Department of Government
 School of Health and Human Sciences
 Department of History
 International Academy
 Department of Language and Linguistics
 School of Law
 Department of Literature, Film, and Theatre Studies
 Department of Mathematical Sciences
 School of Philosophy and Art History
 Department of Psychology
 Institute for Social and Economic Research
 Department of Sociology
 The UK Data Archive

3. There shall be Centres and Institutes in the University, established from time to time by the Senate and the Council, and listed annually in the University Calendar. Centres and Institutes shall be engaged in teaching and/or research. Centres engaged in teaching shall be defined as 'centres with students'.

4. The membership of Faculties shall be as follows:

Faculty of Humanities

East 15 Acting School
 Department of History
 Centre for Interdisciplinary Study of Humanities
 Human Rights Centre
 International Academy
 Department of Literature, Film, and Theatre Studies
 School of Law
 School of Philosophy and Art History

Faculty of Science and Health

School of Biological Sciences
 School of Computer Science and Electronic Engineering
 School of Health and Human Sciences
 Department of Mathematical Sciences
 Department of Psychology

Faculty of Social Sciences

The UK Data Archive
 Department of Economics
 Department of Government
 Essex Business School
 Institute for Social and Economic Research
 Department of Language and Linguistics
 Centre for Psychoanalytic Studies
 Department of Sociology

Ordinance 26

ACADEMIC PARTNERSHIPS

The University may establish academic partnerships with other educational bodies in accordance with the provisions of the Charter. A register of the University's academic

partnerships shall be maintained by the Registrar and Secretary.

Ordinance 27

DEPARTMENTAL MEETINGS

1. A meeting of the Academic Staff holding posts allocated (primarily or otherwise) to a Department shall be known as a 'Departmental Meeting'.
2. The Head of each Department shall convene a Departmental Meeting at least once in each term, and at other times within seven days of his or her having received a request in writing signed by at least one quarter of the Academic Staff holding posts allocated to the Department that such a meeting should be convened.
3. The agenda for each Departmental Meeting shall contain a standing item in relation to the Senate. The item shall provide the Head of Department with an opportunity to update Academic Staff on Senate decisions and related activity and provide a forum for discussion.

Ordinance 28

GENERAL MEETING OF STAFF

The Vice-Chancellor may at any time at his or her discretion, and shall, upon the request in writing of not fewer than twenty-five employees of the University, convene a General Meeting which shall be open to all employees of the University.

Ordinance 29

THE STUDENTS' UNION

1. There shall be a Students' Union for the purposes of advancing the education and social welfare of students of the University, and to serve as a channel of communication between the members of the Students' Union and the University and other bodies.
2. The name of the Students' Union shall be 'The University of Essex Students' Union' (hereinafter referred to as 'The Students' Union').
3. All registered students of the University shall be Full Members of the Students' Union, unless they exercise their right to elect not to be a member of the Students' Union. Students who exercise that right shall not be unfairly disadvantaged with regard to the provision of services or otherwise by reason of having done so.
4. The Students' Union shall make a Constitution, which shall not conflict with the Charter and Ordinances of the University.
5. The Constitution of the Students' Union and any amendments thereto shall be approved by the Council of the University and shall be

reviewed by the Council of the University at intervals of not less than five years.

6. The financial affairs of the Students' Union shall be properly conducted and its budget approved by the University Council, who shall also be responsible for monitoring its income and expenditure.
7. The procedures for a student to elect not to be a Full Member of the Students' Union and other matters governing the operation of the Students' Union and its relationship with the University shall be laid down in a Code of Practice which shall be approved by the Council of the University and shall be reviewed by the Council of the University at intervals of not less than five years.

Ordinance 30

THE ALUMNI ASSOCIATION

1. All persons who have been students of the University of Essex shall be members of the Alumni Association.
2. Persons on whom honorary degrees have been conferred by the University shall be entitled to become members of the Association.
3. The principal function of the Alumni Association is to establish and develop a mutually beneficial relationship between the University and its body of alumni.

Ordinance 31

GRADUATION

Degrees of the University shall be conferred at ceremonies held from time to time which shall be presided over by the Chancellor or, in his or her absence, the Vice-Chancellor.

Ordinance 32

HONORARY DEGREES AND HONORARY FELLOWSHIPS

1. The Council, on the recommendation of the Senate, may agree recipients of honorary degrees of the University and may award honorary fellowships of the University.
2. The Honorary Degrees and Honorary Fellowships Committee shall consider candidates for the conferment of honorary degrees and the award of honorary fellowships, in accordance with the criteria for eligibility for these awards and the procedure approved by the Council.
3. The Honorary Degrees and Honorary Fellowships Committee is a joint committee of the Council and the Senate and shall report to the Council and to the Senate.
4. All members of the University shall have the right to submit, in confidence, proposals for

the conferment of honorary degrees and the award of honorary fellowships, and all such proposals shall be considered by the Honorary Degrees and Honorary Fellowships Committee. Self-nominations will not be accepted.

Ordinance 33

THE ACADEMIC STAFF

The Council shall appoint such Academic Staff and other Officers as it may deem necessary at such remuneration and upon such terms and conditions as it may think fit; provided that no permanent member of the Academic Staff shall be appointed except on the recommendation of the Senate.

Ordinance 34

DEFINITION OF ACADEMIC STAFF

'Academic Staff' means all persons holding appointments as Professors, Readers, Senior Lecturers or Lecturers of the University, or in other posts stipulated by the Senate.

Ordinance 35

ALLOCATION OF POSTS ON THE ACADEMIC STAFF

1. For the purposes of these Ordinances, 'Department' shall mean one of those Departments, Schools and Centres established from time to time by the Senate and the Council and listed annually in the University Calendar. 'Head of Department' shall mean 'Head of Department or Head or Director of School or Director of a Centre', provided the Department or Centre is listed in the University Calendar.
2.
 - (a) The University Steering Group shall have the power to establish a post on the Academic Staff, to be allocated within a specified Department;
 - (b) The University Steering Group shall have the power subsequently to make changes to any such established post, save that no such change shall be made without the consent of the current holder of the post;
 - (c) Every allocation of a post on the Academic Staff shall lapse on the promotion, resignation, retirement, removal from office, or death of the holder of the post;
 - (d) No post on the Academic Staff shall be filled by an appointment unless it has been established, or change approved, by University Steering Group.
3. Where a post is allocated to more than one Department, the University Steering Group shall indicate to which Department the post is primarily allocated

4. The University Steering Group may also impose on such an allocation constraints which it deems appropriate concerning the field of study, the duration of an appointment, and any other matter consistent with the Ordinances;
5. The University Steering Group may delegate its power set out in paragraphs 2 to 4 to an Executive Dean.

Ordinance 36

APPOINTMENT OF PROFESSORS

1. When the University Steering Group has resolved that a Professorship be established in a Department and does not constrain the appointment to be temporary, the following procedure shall be followed:
 - (a) the Vice-Chancellor shall appoint a Selection Committee, normally including the Vice-Chancellor as Chair, a Pro-Vice-Chancellor, an Executive Dean, the Head of the Department to which the Professorship is allocated, and up to five other persons of whom no member of the Academic Staff shall be appointed who has not been granted permanency of office;
 - (b) the vacancy shall be publicly advertised, subject to any constraints laid down by the University Steering Group;
 - (c) the Vice-Chancellor shall appoint at least two External Assessors who shall be neither members of the Academic Staff nor of the Selection Committee, to advise the Selection Committee on its decision;
 - (d) the Selection Committee alone shall have the power to resolve the appointment of a person to the vacant Professorship. The Selection Committee shall report to the Senate and the Council the name of the person appointed to the vacant Professorship.
 - (e) the Vice-Chancellor may delegate his or her powers as set out in paragraphs (a) and (c) above to a Pro-Vice-Chancellor or an Executive Dean.
2.
 - (a) Under the provisions of Ordinance 22 the Senate shall appoint an Academic Staffing Committee, the membership and terms of reference of which shall be approved annually by the Senate and published in the Calendar.
 - (b) The Academic Staffing Committee alone shall have the power to resolve that a Reader, Senior Lecturer or Senior Research Fellow who is a member of the permanent Academic Staff should be promoted to a Professorship. The rules, procedures and criteria of the

Academic Staffing Committee shall be determined from time to time by the Senate.

- (c) The Academic Staffing Committee shall report to the Senate and the Council the promotion of a member of Academic Staff to a Professorship.
3. In cases of urgency, the Vice-Chancellor shall be empowered to appoint a member of Academic Staff to a Professorship, subject to the following conditions:
 - (a) that the member of Academic Staff has received a definite offer of a Professorship from another university or an offer at an equivalent level from outside the university sector;
 - (b) that the following are consulted before the offer of a Professorship is made: the Pro-Vice-Chancellor (Education), the Pro-Vice-Chancellor (Research), the relevant Executive Dean, the permanent professorial staff and the Head of the member of staff's Department;
 - (c) that at least two External Assessors appointed by the Vice-Chancellor are unambiguously of the opinion that the member of Academic Staff is a suitable person to appoint to a Professorship.

Appointments made in this way will be reported to the Senate and the Council.

Ordinance 37

APPOINTMENT OF READERS AND SENIOR LECTURERS

1. When the University Steering Group has resolved that a Readership or Senior Lectureship be established in a Department and does not constrain the appointment to be temporary, the following procedure shall be followed:
 - (a) the Vice-Chancellor shall appoint a Selection Committee, normally including the Faculty Executive Dean as chair, the Head of the Department to which the Readership or Senior Lectureship is allocated, and up to three other persons of whom no member of the Academic Staff shall be appointed who has not been granted permanency of office;
 - (b) the vacancy shall be publicly advertised, subject to any constraints laid down by the University Steering Group;
 - (c) the Vice-Chancellor shall appoint at least one External Assessor, who shall be neither a member of the Academic Staff nor of the Selection Committee, to advise the Selection Committee on its decision;
 - (d) the Selection Committee alone shall have the power to resolve the appointment of a person to the vacant Readership or Senior Lectureship. The Selection Committee

- shall report to the Senate and the Council the name of the person appointed to the vacant Readership or Senior Lectureship;
- (e) the Vice-Chancellor may delegate his or her powers as set out in paragraphs (a) and (c) above to an Executive Dean.
2. The University Steering Group may delegate its powers set out in paragraph 1 to an Executive Dean.
 3.
 - (a) Under the provisions of Ordinance 22 the Senate shall appoint an Academic Staffing Committee, the membership and terms of reference of which shall be approved annually by the Senate and published in the Calendar.
 - (b) The Academic Staffing Committee shall have the power to resolve that a Lecturer who is a member of the permanent Academic Staff should be promoted to a Senior Lectureship, or that a Senior Lecturer who is a member of the permanent Academic Staff should be promoted to a Readership. The rules, procedures and criteria of the Academic Staffing Committee shall be determined from time to time by the Senate.
 - (c) The Academic Staffing Committee shall report to the Senate and the Council the promotion of a member of Academic Staff to a Readership or Senior Lectureship.
 4. In cases of urgency, the Vice-Chancellor shall be empowered to appoint a member of Academic Staff to a Readership or Senior Lectureship subject to the following conditions:
 - (a) that the member of Academic Staff has received a definite offer of a Professorship, Readership or Senior Lectureship from another university or an offer at an equivalent level from outside the university sector;
 - (b) that the following are consulted before the offer of a Readership or Senior Lectureship is made: the Pro-Vice-Chancellor (Education), the Pro-Vice-Chancellor (Research), the relevant Executive Dean, the permanent senior staff of the member of staff's Department;
 - (c) that at least two External Assessors appointed by the Vice-Chancellor are unambiguously of the opinion that the member of Academic Staff is a suitable person to appoint to a Readership or Senior Lectureship.
- Appointments made in this way will be reported to the Senate and the Council.

Ordinance 38

APPOINTMENT OF LECTURERS

1. When the University Steering Group has resolved that a Lectureship be established in a Department and does not constrain the appointment to be temporary, the following procedure shall be followed:
 - (a) the Vice-Chancellor shall normally appoint the relevant Faculty Executive Dean as Chair of a Selection Committee, and shall appoint to membership of that Committee the Head of the Department to which the post is allocated, and, on the nomination of the Chair of the Selection Committee, up to five other members of whom no member of the Academic Staff shall be appointed who has not been granted permanency of office and of whom at least one shall be a Professor, Reader or Senior Lecturer in a Department different from that to which the post is allocated. If the appointed Chair is unable to take the chair, a Pro-Vice-Chancellor or an Executive Dean shall do so;
 - (b) The vacancy shall be publicly advertised, subject to any constraints laid down by the University Steering Group.
 - (c) The Selection Committee alone shall have the power to resolve the appointment of a person to the vacant Lectureship. The Selection Committee shall report to the Senate and the Council the name of the person appointed to the vacant Lectureship.
 - (d) The Vice-Chancellor may delegate his or her powers as set out in paragraph (a) above to an Executive Dean.
2. The University Steering Group may delegate its powers set out in paragraph 1 to an Executive Dean.

Ordinance 39

FUNCTIONS OF THE ACADEMIC STAFF

1. The Academic Staff shall perform such functions as may from time to time be defined by the Senate, in accordance with the Charter and these Ordinances.
2. It shall be the duty of Professors, Readers, Senior Lecturers, or Lecturers to devote themselves to the advancement of knowledge in their subjects. It shall be the duty of all Academic Staff to give instruction in their subjects to students of the University and to take part in examining, and generally to promote the function of the University as a centre of learning and education. It shall also be their duty to undertake such functions of teaching and administration as may reasonably be assigned to them by the Head of the Department to which their posts are allocated.

3. Professors, Readers and Senior Lecturers shall, provided that they hold permanently established posts in the University, normally be appointed with permanency of office (subject to the provisions of the Ordinances as to termination). Lecturers who have held a permanent appointment in a teaching post in a university may, provided that they hold permanently established posts in the University, be appointed with permanency of office (subject to the provisions of the Ordinances as to termination). Lecturers who are appointed without having held a permanent appointment in a teaching post in a university shall normally be appointed subject to confirmation after a probationary period of three years, and if this appointment as Lecturer is confirmed they shall then have permanency of office (subject to the provisions of the Ordinances as to termination).
4. Decisions as to confirmation of an appointment which has been made with a view to permanency are made by Academic Staffing Committee. The Committee may make a decision on confirmation at any point prior to the end of the probationary period and the decision will be based on evidence that, having regard to his or her standing, experience and the opportunities which have been afforded to him or her, the member of Academic Staff under review has met the criteria laid down for probationary staff by the Committee.
5. Members of Academic Staff may undertake consultancy work in accordance with the terms of the University's Consultancy Policy, or other additional paid work with the permission of the Vice-Chancellor.

Ordinance 40

RESEARCH LEAVE AND LEAVE OF ABSENCE

This Ordinance applies only to those Academic Staff ('eligible Academic Staff') who have a contractual requirement to carry out research.

1. Each member of eligible Academic Staff employed as a Lecturer, Senior Lecturer, Reader or Professor has an entitlement to research leave. The fundamental purpose of research leave is to enable eligible Academic Staff to undertake research that contributes to the University's mission and research strategy and to the further development of the individual as a scholar.
2. The entitlement is one term of research leave with full salary for each six terms' service as a member of the full time eligible permanent or probationary Academic Staff. Temporary Academic Staff are not entitled to research leave. However, if a member of the temporary Academic Staff becomes

permanent or probationary, he or she can count his or her length of service as a member of the temporary Academic Staff for the purpose of accruing entitlement to research leave, provided that he or she is eligible for research leave. Part time Academic Staff who are eligible for research leave are entitled to research leave on a pro-rata basis. A term of research leave will start half-way between the end of the preceding term and the start of the term to be taken as research leave, and will end half-way between the end of the term taken as research leave and the start of the term in which duties re-commence. If more than one term of research leave is taken consecutively then the research leave will end half-way between the end of the final term and the start of the term in which duties re-commence.

For the purpose of accruing entitlement to research leave, time spent on maternity leave will count towards entitlement. Time spent on paid leave of absence (funded, for example, by a Research Council or academic foundation) which results in research that contributes to the University's mission will also count towards entitlement. Time spent on unpaid leave of absence, research leave or extended sick leave will not count towards entitlement. However, the Pro-Vice-Chancellor (Research) may agree to the counting of time spent on unpaid leave of absence or sick leave if this is clearly in the interests of the Department concerned.

3. Providing an eligible academic member of staff has accrued the necessary entitlement then research leave will be granted subject to the following conditions:
 - (a) that the work to be undertaken during a period of research leave is of benefit to the University, the Department and the individual member of staff;
 - (b) that the application has been signed by the Head of Department (and, if appropriate, Executive Dean) who will comment on whether he or she approves the application in relation to content and timing;
 - (c) that the research leave will be spent on the work specified in the application for leave;
 - (d) that the member of staff submits a report on the study undertaken at the end of the period of research leave which indicates how far the stated objectives of the research leave have been achieved. In certain circumstances a member of staff may for good reason change his or her plans provided that a case has been made to his/her Head of Department.
 - (e) A satisfactory report on the research undertaken during a period of research leave is required before further applications for research leave can be approved.

4. Application for research leave for a particular term or terms shall be made by the member of staff, using the appropriate form, at least two terms before the first day of the term from which research leave is requested.

The Pro-Vice-Chancellor (Research) will be responsible for approving research leave applications. If the Pro-Vice-Chancellor (Research) does not approve an application he or she will give the reason(s) to the individual.

5. During a period of research leave a member of Academic Staff shall not be required to undertake teaching or administrative duties.
6. Members of staff are reminded that the purpose of research leave is to enhance the research profile of the University and the individual. It is not intended to function as an indirect subsidy for the research output of other universities. For that reason special provisions apply where a member of staff tenders his/her resignation immediately before or during a period of research leave. Following discussions with the member of staff, the University reserves the right to withdraw approval of research leave at the point where a member of staff tenders his/her resignation. The options to be discussed with the member of staff will be:
 - (a) To allow the member of staff to continue with his/her research leave where the planned programme of research is agreed to be in the interests of the University, the Department and the individual member of staff.
 - (b) To terminate the research leave and require the member of staff to undertake such teaching, research and administrative duties as reasonably allocated by the Head of Department.
 - (c) To waive the notice period in order to allow the member of staff to leave his/her employment with the University early and take up his/her new post.

In the event that neither (a), (b) nor (c) above are agreed and the member of staff does not return to work, the University will stop pay during what will then be deemed a period of unauthorised absence.

Ordinance 41

GRIEVANCE, DISCIPLINE, DISMISSAL AND RELATED MATTERS

Part I Construction, Application and Interpretation

Construction

1. This Ordinance or any Regulation made under this Ordinance shall be construed in every case to give effect to the following guiding principles, that is to say:

- (a) to ensure that Academic Staff have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges;
- (b) to enable the University to provide education, promote learning and engage in research efficiently and economically; and
- (c) to apply the principles of justice and fairness.

Reasonableness of Decisions

2. No provision in Part II or Part III shall enable the body or person having the duty to reach a decision under the relevant Part to dismiss any member of the Academic Staff unless the reason for his or her dismissal may in the circumstances (including the size and administrative resources of the University) reasonably be treated as a sufficient reason for dismissing him or her.

Application

3.
 - (1) This Ordinance shall apply:
 - (a) to the persons defined as 'Academic Staff' in Ordinance 34;
 - (b) to the Registrar and Secretary, the Librarian, Academic Staff and designated Senior Support Staff and
 - (c) to the Vice-Chancellor to the extent and in the manner set out in the Annex to this Ordinance.
 - (2) In this Ordinance any reference to 'Academic Staff' is a reference to persons to whom this Ordinance applies.

Interpretation

Meaning of 'dismissal'

4. In this Ordinance 'dismiss' and 'dismissal' mean dismissal of a member of the Academic Staff and:
 - (a) include remove or, as the case may be, removal from office; and
 - (b) in relation to employment under a contract, shall be construed in accordance with section 55 of the Employment Protection (Consolidation) Act 1978.

Meaning of 'good cause'

5.
 - (1) For the purposes of this Ordinance 'good cause' in relation to the dismissal or removal from office or place of a member of the Academic Staff, being in any case a reason which is related to conduct or to capability or qualifications for performing work of the kind which the member of the Academic Staff concerned was appointed or employed to do, means:

- (a) conviction for an offence which may be deemed by a Tribunal appointed under Part III to be such as to render the person convicted unfit for the execution of the duties of the office or employment as a member of the Academic Staff; or
 - (b) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office or employment; or
 - (c) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office; or
 - (d) physical or mental incapacity established under Part IV.
- (2) In this paragraph:
- (a) 'capability', in relation to such a member, means capability assessed by reference to skill, aptitude, health or any other physical or mental quality; and
 - (b) 'qualifications', in relation to such a member, means any degree, diploma or other academic, technical or professional qualification relevant to the office or position held by that member.

Meaning of 'redundancy'

6.

For the purposes of this Ordinance dismissal shall be taken to be a dismissal by reason of redundancy if it is attributable wholly or mainly to:

- (a) the fact that the University has ceased, or intends to cease, to carry on the activity for the purposes of which the member of the Academic Staff concerned was appointed or employed by the University, or has ceased, or intends to cease, to carry on that activity in the place in which the member concerned worked; or
- (b) the fact that the requirements of that activity for members of the Academic Staff to carry out work of a particular kind, or for members of the Academic Staff to carry out work of a particular kind in that place, have ceased or diminished or are expected to cease or diminish.

Incidental, Supplementary and Transitional Matters

7.

(1) In any case of conflict, the provisions of this Ordinance shall prevail over those of any other Ordinances and Regulations. Provided that Part III of and the Annex to this Ordinance shall not apply in relation to anything done or omitted to be done before the date on which the instrument making

these modifications was approved under subsection (9) of section 204 of the Education Reform Act 1988.

- (2) Nothing in any appointment made, or contract entered into, shall be construed as over-riding or excluding any provision made by this Ordinance concerning the dismissal of a member of the Academic Staff by reason of redundancy or for good cause:
Provided that nothing in this sub-paragraph shall prevent waivers made under section 142 of the Employment Protection (Consolidation) Act 1978 from having effect.
- (3) Nothing in any Ordinance or Regulation made there under shall authorise or require any officer of the University to sit as a member of any Committee, Tribunal or body appointed under this Ordinance or to be present when any such Committee, Tribunal or body is meeting to arrive at its decision or for the purpose of discussing any point of procedure.
- (4) In this Ordinance references to numbered Parts, paragraphs, and sub-paragraphs are references to Parts, paragraphs, and sub-paragraphs so numbered in this Ordinance.

Part II Redundancy

Purpose of Part II

8.

This Part enables the Council, as the appropriate body, to dismiss any member of the Academic Staff by reason of redundancy.

Exclusion From Part II of Persons Appointed or Promoted Before 20 November 1987

9.

- (1) Nothing in this Part shall prejudice, alter or affect any rights, powers or duties of the University or apply in relation to a person unless:
 - (a) his or her appointment is made, or his or her contract of employment is entered into, on or after 20 November 1987; or
 - (b) he or she is promoted on or after that date.
- (2) For the purposes of this paragraph in relation to a person, a reference to an appointment made or a contract entered into on or after 20 November 1987 or to promotion on or after that date shall be construed in accordance with subsections (3) to (6) of section 204 of the Education Reform Act 1988.

The Appropriate Body

10.

- (1) The Council shall be the appropriate body for the purposes of this Part.
- (2) This paragraph applies where the appropriate body has decided that it is desirable that there should be a reduction in the Academic Staff:
 - (a) of the University as a whole; or
 - (b) of any school, department or other similar area of the University by way of redundancy.

- 11.
- (1) Where the appropriate body has reached a decision under paragraph 10(2) it shall appoint a Redundancy Committee to be constituted in accordance with sub-paragraph (3) of this paragraph to give effect to its decision by such date as it may specify and for that purpose:
 - (a) to select and recommend the requisite members of the Academic Staff for dismissal by reason of redundancy; and
 - (b) to report their recommendations to the appropriate body.
 - (2) The appropriate body shall either approve any selection recommendation made under sub-paragraph (1), or shall remit it to the Redundancy Committee for further consideration in accordance with its further directions.
 - (3) A Redundancy Committee appointed by the appropriate body shall comprise:
 - (a) a Chair; and
 - (b) two members of the Council, not being persons employed by the University; and
 - (c) two members of the Academic Staff nominated by the Senate.

Notices of Intended Dismissal

- 12.
- (1) Where the appropriate body has approved a selection recommendation made under paragraph 11(1) it may authorise an officer of the University as its delegate to dismiss any member of the Academic Staff so selected.
 - (2) Each member of the Academic Staff selected shall be given separate notice of the selection approved by the appropriate body.
 - (3) Each separate notice shall sufficiently identify the circumstances which have satisfied the appropriate body that the intended dismissal is reasonable and in particular shall include:
 - (a) a summary of the action taken by the appropriate body under this Part;
 - (b) an account of the selection processes used by the Redundancy Committee;
 - (c) a reference to the rights of the person notified to appeal against the notice and to the time within which any such appeal is to be lodged under Part V (Appeals); and
 - (d) a statement as to when the intended dismissal is to take effect.

Part III Discipline, Dismissal and Removal from Office Disciplinary Procedures

- 13.
- (1) Minor faults shall be dealt with informally.

- (2) Where the matter is more serious but falls short of constituting possible good cause for dismissal the following procedure shall be used:

Stage 1 - Oral Warning

If conduct or performance does not meet acceptable standards the member of the Academic Staff will normally be given a formal ORAL WARNING. The member will be advised of the reason for the warning, that it is the first stage of the disciplinary procedure and of the right of appeal under this paragraph. A brief note of the oral warning will be kept but it will be spent after 12 months, subject to satisfactory conduct and performance.

Stage 2 - Written Warning

If the offence is a serious one, or if a further offence occurs, a WRITTEN WARNING will be given to the member of the Academic Staff by the Executive Dean. (For posts within Professional Services coming within the scope of this ordinance a written warning will be issued by the appropriate Head of Section). This will give details of the complaint, the improvement required and the timescale. It will warn that a complaint may be made to the Registrar and Secretary seeking the institution of charges to be heard by a Tribunal appointed under paragraph 16 if there is no satisfactory improvement and will advise of the right of appeal under this paragraph. A copy of this written warning will be kept but it will be disregarded for disciplinary purposes after two years subject to satisfactory conduct and performance.

Stage 3 - Appeals

A member of the Academic Staff who wishes to appeal against a disciplinary warning shall inform the Registrar and Secretary within two weeks. The appropriate Pro-Vice-Chancellor shall hear all such appeals and his or her decision shall be final.

Preliminary Examination of Serious Disciplinary Matters

- 14.
- (1) If there has been no satisfactory improvement following a written warning given under Stage 2 of the procedure in paragraph 13, or in any other case where it is alleged that conduct or performance may constitute good cause for dismissal or removal from office, a complaint seeking the institution of charges to be heard by a Tribunal appointed under paragraph 16 may be made to the Registrar and Secretary who shall bring it to the attention of the Vice-Chancellor.
 - (2) To enable the Vice-Chancellor to deal fairly with any complaint brought to his or her attention under sub-paragraph (1) he or she shall institute such investigations or enquiries (if any) as appear to him or her to be necessary.

- (3) If it appears to the Vice-Chancellor that a complaint brought to his or her attention under sub-paragraph (1) relates to conduct or performance which does not meet acceptable standards but for which no written warning has been given under paragraph 13 or which relates to a particular alleged infringement of rules, regulations or byelaws for which a standard penalty is normally imposed in the University or within the School, Department or other relevant area, or is trivial or invalid he or she may dismiss it summarily, or decide not to proceed further under this Part.
- (4) If the Vice-Chancellor does not dispose of a complaint under sub-paragraph (3) he or she shall treat the complaint as disclosing a sufficient reason for proceeding further under this Part and, if he or she sees fit, he or she may suspend the member on full pay pending a final decision.
- (5) Where the Vice-Chancellor proceeds further under this Part he or she shall write to the member of the Academic Staff concerned inviting comment in writing.
- (6) As soon as may be following receipt of the comments (if any) the Vice-Chancellor shall consider the matter in the light of all the material then available and may:
 - (a) dismiss it himself or herself; or
 - (b) refer it for consideration under paragraph 13; or
 - (c) deal with it informally himself or herself if it appears to the Vice-Chancellor appropriate to do so and if the member of the Academic Staff agrees in writing that the matter should be dealt with in that way; or
 - (d) direct the Registrar and Secretary to prefer a charge or charges to be considered by a Tribunal to be appointed under paragraph 16.
- (7) If no comment is received within 28 days the Vice-Chancellor may proceed as aforesaid as if the member concerned had denied the substance and validity of the alleged case in its entirety.

Institution of Charges

15.
 - (1) In any case where the Vice-Chancellor has directed that a charge or charges be preferred under paragraph 14(6)(d), he or she shall request the Council to appoint a Tribunal under paragraph 16 to hear the charge or charges and to determine whether the conduct or performance of the member of the Academic Staff concerned constitutes good cause for dismissal or otherwise constitutes a serious complaint relating to the member's appointment or employment.
 - (2) Where the Council has been requested to appoint a Tribunal under paragraph 16 the

Registrar and Secretary or, if he or she is unable to act, another officer appointed by the Vice-Chancellor shall take charge of the proceedings.

- (3) The officer in charge of the proceedings shall formulate, or arrange for the formulation of, the charge or charges and shall present, or arrange for the presentation of, the charge or charges before the Tribunal.
- (4) It shall be the duty of the officer in charge of the proceedings:
 - (a) to forward the charge or charges to the Tribunal and to the member of the Academic Staff concerned together with the other documents therein specified, and
 - (b) to make any necessary administrative arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case before the Tribunal.

The Tribunal

16.

A Tribunal appointed by the Council shall comprise:

- (a) a Chair; and
- (b) one member of the Council, not being a person employed by the University; and
- (c) one member of the Academic Staff nominated by the Senate.

Provisions Concerning Tribunal Procedure

17.

- (1) The procedure to be followed in respect of the preparation, hearing and determination of charges by a Tribunal shall be that set out in Ordinance made under this paragraph.
- (2) Without prejudice to the generality of the foregoing such Ordinances shall ensure:
 - (a) that the member of the Academic Staff concerned is entitled to be represented by another person, whether such person be legally qualified or not, in connection with and at any hearing of charges by a Tribunal;
 - (b) that a charge shall not be determined without an oral hearing at which the member of the Academic Staff concerned and any person appointed by him or her to represent him or her are entitled to be present;
 - (c) that the member of the Academic Staff and any person representing the staff member may call witnesses and may question witnesses upon the evidence on which the case against him or her is based; and
 - (d) that full and sufficient provision is made:
 - i. for postponements, adjournments, dismissal of the charge or charges for want of prosecution, remission of the charge or charges to the Vice-Chancellor for further consideration and for the correction of accidental errors; and

- ii. for appropriate time limits for each stage (including the hearing) to the intent that any charge thereunder shall be heard and determined by a Tribunal as expeditiously as reasonably practicable.

Notification of Tribunal Decisions

18.

- (1) A Tribunal shall send its decision on any charge referred to it (together with its findings of fact and the reasons for its decision regarding that charge and its recommendations, if any, as to the appropriate penalty) to the Vice-Chancellor and to each party to the proceedings.
- (2) A Tribunal shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V (Appeals) accompanies each copy of its decision sent to a party to the proceedings under this paragraph.

Powers of the appropriate Officer where charges are upheld by Tribunal

19.

- (1) Where the charge or charges are upheld and the Tribunal finds good cause and recommends dismissal or removal from office, but in no other case, the appropriate officer shall decide whether or not to dismiss the member of the Academic Staff concerned.
- (2) In any case where the charge or charges are upheld, other than where the appropriate officer has decided under subparagraph (1) to dismiss the member of the Academic Staff concerned, the action available to the appropriate officer (not comprising a greater penalty than that recommended by the Tribunal) may be:
 - (a) to discuss the issues raised with the member concerned; or
 - (b) to advise the member concerned about his or her future conduct; or
 - (c) to warn the member concerned; or
 - (d) to suspend the member concerned for such period as the appropriate officer shall think fair and reasonable, not to exceed 3 months after the Tribunal's decision; or
 - (e) any combination of any of the above or such further or other action under the member's contract of employment or terms of appointment as appears fair and reasonable in all the circumstances of the case.

Appropriate Officers

20.

- (1) The Vice-Chancellor shall be the appropriate officer to exercise the powers conferred by paragraph 19 and any reference to the appropriate officer

includes a reference to a delegate of that officer.

- (2) Any action taken by the appropriate officer shall be confirmed in writing.

Part IV Removal for Incapacity on Medical Grounds

21.

- (1) This Part makes separate provision for the assessment of incapacity on medical grounds as a good cause for dismissal or removal from office.
- (2) In this Part references to medical grounds are references to capability assessed by reference to health or any other physical or mental quality.
- (3) In this Part references to the appropriate officer are references to the Vice-Chancellor or an officer acting as his or her delegate to perform the relevant act.
- (4) References to the member of the Academic Staff include, in cases where the nature of the alleged disability so requires, a responsible relative or friend in addition to (or instead of) that member.

22.

- (1) Where it appears that the removal of a member of the Academic Staff on medical grounds would be justified, the appropriate officer:
 - (a) shall inform the member accordingly; and
 - (b) shall notify the member in writing that it is proposed to make an application to the member's doctor for a medical report and shall seek the member's consent in writing in accordance with the requirements of the Access to Medical Reports Act 1988.
- (2) If the member shares that view the University shall meet the reasonable costs of any medical opinion required.
- (3) If the member does not share that view the appropriate officer shall refer the case in confidence, with any supporting medical and other evidence (including any medical evidence submitted by the member), to a Board comprising one person nominated by the Council; one person nominated by the member concerned or, in default of the latter nomination, by the Senate; and a medically qualified Chair jointly agreed by the Council and the member or, in default of agreement, to be nominated by the President of the Royal College of Physicians.
- (4) The Board may require the member concerned to undergo medical examination at the University's expense.

Termination of Employment

23.

If the Board determines that the member shall be required to retire on medical grounds, the

appropriate officer shall direct the Registrar and Secretary or his or her delegate to terminate the employment of the member concerned on those medical grounds.

Part V Appeals

Purpose of Part V

24.

This Part establishes procedures for hearing and determining appeals by members of the Academic Staff who are dismissed or under notice of dismissal or who are otherwise disciplined.

Application and Interpretation of Part V

25.

- (1) This Part applies:
 - (a) to appeals against the decisions of the Council as the appropriate body (or of a delegate of that body) to dismiss in the exercise of its powers under Part II;
 - (b) to appeals arising in any proceedings, or out of any decision reached, under Part III other than appeals under paragraph 13 (Appeals against disciplinary warnings);
 - (c) to appeals against dismissal otherwise than in pursuance of Part II or Part III;
 - (d) to appeals against discipline otherwise than in pursuance of Part III; and
 - (e) to appeals against decisions reached under Part IV and 'appeal' and 'appellant' shall be construed accordingly.
- (2) No appeal shall however lie against:
 - (a) a decision of the appropriate body under paragraph 10(2);
 - (b) the findings of fact of a Tribunal under paragraph 18(1) save where, with the consent of the person or persons hearing the appeal, fresh evidence is called on behalf of the appellant at that hearing;
 - (c) any finding by a Board set up under paragraph 22(3).
- (3) In this Part references to 'the person appointed' are references to the person appointed by the Council under paragraph 28 to hear and determine the relevant appeal.
- (4) The parties to an appeal shall be the appellant and the Registrar and Secretary and any other person added as a party at the direction of the person appointed.

Institution of Appeals

26.

A member of the Academic Staff shall institute an appeal by serving on the Registrar and Secretary, within the time allowed under paragraph 27, notice in writing setting out the grounds of the appeal.

Time for Appealing and Notices of Appeal

27.

- (1) A notice of appeal shall be served within 28 days of the date on which the document recording the decision appealed from was sent to the appellant or such longer period, if any, as the person appointed may determine under sub-paragraph (3).
- (2) The Registrar and Secretary shall bring any notice of appeal received (and the date when it was served) to the attention of the Council and shall inform the appellant that he or she has done so.
- (3) Where the notice of appeal was served on the Registrar and Secretary outside the 28 day period the person appointed under paragraph 28 shall not permit the appeal to proceed unless he or she considers that justice and fairness so require in the circumstances of the case.

Persons Appointed to Hear and Determine Appeals

28.

- (1) Where an appeal is instituted under this Part the Council shall appoint a person described in sub-paragraph (2) to hear and determine that appeal.
- (2) The persons described in this sub-paragraph are persons not employed by the University being persons holding, or having held, judicial office or being barristers or solicitors of at least ten years' standing.
- (3) The person appointed shall sit alone unless he or she considers that justice and fairness will best be served by sitting with two other persons.
- (4) The other persons who may sit with the person appointed shall be:
 - (a) one member of the Council not being a person employed by the University; and
 - (b) one member of the Academic Staff nominated by the Senate.

Provisions Concerning Appeal Procedures and Powers

29.

- (1) The procedure to be followed in respect of the preparation, consolidation, hearing and determination of appeals shall be that set out in paragraphs 2 and 3 below.
- (2) Without prejudice to the generality of the foregoing such Ordinances shall ensure:
 - (a) that an appellant is entitled to be represented by another person, whether such person be legally qualified or not, in connection with and at any hearing of his or her appeal;
 - (b) that an appeal shall not be determined without an oral hearing at which the appellant, and any person appointed by him or her to represent him or her are entitled to be present and, with the consent of the person or persons hearing the appeal, to call witnesses;

- (c) that full and sufficient provision is made for postponements, adjournments, dismissal of the appeal for want of prosecution and for the correction of accidental errors; and
 - (d) that the person appointed may set appropriate time limits for each stage (including the hearing itself) to the intent that any appeal shall be heard and determined as expeditiously as reasonably practicable.
- (3) The person or persons hearing the appeal may allow or dismiss an appeal in whole or in part and, without prejudice to the foregoing, may:
- (a) remit an appeal from a decision under Part II to the Council as the appropriate body (or any issue arising in the course of such an appeal) for further consideration as the person or persons hearing the appeal may direct; or
 - (b) remit an appeal arising under Part III for re-hearing by a differently constituted Tribunal to be appointed under that Part; or
 - (c) remit an appeal from a decision of the appropriate officer under Part IV for further consideration as the person or persons hearing the appeal may direct; or
 - (d) substitute any lesser alternative penalty that would have been open to the appropriate officer following the finding by the Tribunal which heard and pronounced upon the original charge or charges.

Notification of Decisions

30.

The person appointed shall send the reasoned decision, including any decision reached in exercise of his or her powers under paragraph 29(3)(a), (b) or (c), on any appeal together with any findings of fact different from those come to by the Council as the appropriate body under Part II or by the Tribunal under Part III, as the case may be, to the Vice-Chancellor and to the parties to the appeal.

Part VI Grievance Procedures

Purpose of Part VI

31.

The aim of this Part is to settle or redress individual grievances promptly, fairly and so far as may be, within the school, department or other relevant area by methods acceptable to all parties.

Application

32.

The grievances to which this Part applies are ones by members of the Academic Staff

concerning their appointments or employment where those grievances relate:

- (a) to matters affecting themselves as individuals; or
- (b) to matters affecting their personal dealings or relationships with other staff of the University, not being matters for which express provision is made elsewhere in this Ordinance.

Exclusion and Informal Procedures

33.

- (1) If other remedies within the school, department or other relevant area have been exhausted the member of the Academic Staff may raise the matter with the Head of the school, department or other relevant area.
- (2) If the member of the Academic Staff is dissatisfied with the result of an approach under sub-paragraph (1) or if the grievance directly concerns the Head of the school, department or other relevant area, the member may apply in writing to the Vice-Chancellor for redress of the grievance.
- (3) If it appears to the Vice-Chancellor that the matter has been finally determined under Part III, IV or V or that the grievance is trivial or invalid, he or she may dismiss it summarily, or take no action upon it. If it so appears to the Vice-Chancellor he or she shall inform the Council accordingly.
- (4) If the Vice-Chancellor is satisfied that the subject matter of the grievance could properly be considered with (or form the whole or any part of):
 - (a) a complaint under Part III;
 - (b) a determination under Part IV; or
 - (c) an appeal under Part V
 he or she shall defer action upon it under this Part until the relevant complaint, determination or appeal has been heard or the time for instituting it has passed and he or she shall notify the member and the Grievance Committee accordingly.
- (5) If the Vice-Chancellor does not reject the complaint under sub-paragraph (3) or if he or she does not defer action upon it under sub-paragraph (4) he or she shall decide whether it would be appropriate, having regard to the interests of justice and fairness, for him or her to seek to dispose of it informally. If he or she so decides he or she shall notify the member and proceed accordingly.

Grievance Committee Procedure

34.

If the grievance has not been disposed of informally under paragraph 33(5), the Vice-Chancellor shall refer the matter to the Grievance Committee for consideration.

35.

The Grievance Committee to be appointed by the Council shall comprise:

- (a) a Chair; and

- (b) one member of the Council not being a person employed by the University; and
- (c) one member of the Academic Staff nominated by the Senate.

Procedure in Connection with Determinations; and Right to Representation
36.

The procedure in connection with the consideration and determination of grievances shall be determined in Ordinances in such a way as to ensure that the aggrieved person and any person against whom the grievance lies shall have the right to be heard at a hearing and to be accompanied by a friend or representative.

Notification of Decisions

37.

The Committee shall inform the Council whether the grievance is or is not well-founded and if it is well-founded the Committee shall make such proposals for the redress of the grievance as it sees fit.

Annex (See Paragraph 3(1)(c))

Provisions as to the Vice-Chancellor

1. The Council may request its Chair to remove the Vice-Chancellor from office for good cause in accordance with the procedure described in this Annex.
 - (1) A complaint seeking the removal from office of the Vice-Chancellor for good cause may be made by not less than three members of the Council to the Chair of the Council.
 - (2) If it appears to the Chair of the Council, on the material before him or her, that the complaint raises a *prima facie* case and that this could, if proved, constitute good cause for dismissal or removal from office he or she shall request the Council to appoint a Tribunal to hear and determine the matter.
 - (3) If it appears to the Chair of the Council that a complaint made to him or her under sub-paragraph (1) does not raise a *prima facie* case or is trivial or invalid, he or she may recommend to the Council that no further action be taken upon it.
 - (4) When the Council has appointed a Tribunal under sub-paragraph (2) it shall instruct a solicitor or other suitable person to formulate a charge or charges and to present, or arrange for the presentation of, the charges before the Tribunal.
 - (5) A Tribunal appointed by the Council shall comprise:
 - (a) an independent Chair; and
 - (b) one member of the Council, not being a person employed by the University; and
 - (c) one member of the Academic Staff.

- (6) Subject to the principles of justice and fairness the Tribunal may determine its own procedure.
 - (7) The Tribunal shall send its reasoned decision on any charge referred to it together with its findings of fact regarding the charge and its recommendations, if any, as to the appropriate penalty to the Chair of the Council and to the Vice-Chancellor drawing attention to the period of time within which any appeal should be made.
 - (8) Persons appointed to hear such an appeal shall be persons independent of the University holding, or having held, judicial office or being barristers or solicitors of at least 10 years' standing and the person so appointed shall, subject to the principles of justice and fairness, determine the procedure to be adopted in hearing the appeal.
 - (9) A person appointed shall send the reasoned decision on the appeal, together with any findings of fact different from those come to by the Tribunal and his or her recommendations, if any, as to the appropriate penalty, to the Vice-Chancellor and to the Chair of the Council.
 - (10) Where a charge or charges have been upheld by the Tribunal and not dismissed on appeal, the Chair of the Council shall decide whether or not to dismiss the Vice-Chancellor.
2. Where a complaint is to be referred to a Tribunal under this Ordinance, the Chair of the Council may suspend the Vice-Chancellor from his or her duties and may exclude the Vice-Chancellor from the precincts of the University or any part thereof without loss of salary.
 3. 'Good cause' in this Annex has the same meaning as in paragraph 5 of this Ordinance.
 4. For the purpose of the removal of the Vice-Chancellor for incapacity on medical grounds, Part IV of this Ordinance shall have effect subject to the following modifications:
 - (a) for references to a member of the Academic Staff there shall be substituted references to the Vice-Chancellor;
 - (b) for any reference to the office of Vice-Chancellor there shall be substituted a reference to the office of Chair of the Council;
 - (c) for paragraph 23 there shall be substituted: '23. If the Board determines that the Vice-Chancellor should be required to retire on medical grounds, it shall ask the Chair as the appropriate officer, to decide whether or not to terminate the appointment of the Vice-Chancellor on those medical grounds.'

Ordinance 42

RETIREMENT, RESIGNATION OR TERMINATION OF CONTRACT OF OFFICERS AND ACADEMIC STAFF

1. The members of the Academic Staff, the Vice-Chancellor, the Registrar and Secretary, and the holders of any other posts specified contractually for this purpose may retire from office on a date of their choosing subject to the provision of notice in accordance with paragraph 2.
2. The holder of any of the posts referred to in paragraph 1 shall be at liberty to resign his or her appointment and terminate his or her engagement with the Council on giving the Council in writing at least three calendar months' notice and shall include one complete full academic term, unless a longer period of notice is agreed mutually at the time of appointment.
3. The holder of any of the posts referred to in paragraph 1 whose employment with the University is to be terminated under Ordinance 41 shall be entitled to be given, in writing, three calendar months' notice.

Ordinance 43

REMOVAL OF OFFICERS AND MEMBERS

1. The Chancellor, the Pro-Chancellors, the Treasurer and any other member of the Council (other than an ex officio member or a member of the Academic Staff to whom Ordinance 41 applies) may be removed from their respective offices for good cause by the Council.
2. No person shall be removed from office by the Council unless he or she shall have been given a reasonable opportunity of being heard by the Council and of questioning the witnesses upon whose evidence the case against him or her is based.
3. 'Good cause' in this section means:
 - (a) conviction of an offence which may be deemed by the Council, as the case may be, to be such as to render the person convicted unfit for the execution of the duties of the office; or
 - (b) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office; or
 - (c) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office whether such failure results from physical or mental incapacity or otherwise.

Ordinance 44

EMERITUS PROFESSORS

A Professor, on retirement and in recognition of distinguished service to the University of Essex, may be granted by the Senate, the title Emeritus Professor. Emeritus Professors shall not have any specific duties or powers, but are expected to maintain contact with their School or Department and contribute, as appropriate and in so far as they are able, for the benefit of their School or Department and the University as a whole. As part of this association with the University, in accordance with Ordinance 20, Emeritus Professors shall be members of the Court.

Ordinance 45

EXTERNAL EXAMINERS

1. For every assessment for an award of the University there shall be at least one External Examiner. An External Examiner may be appointed as an 'Award External Examiner' or a 'Module External Examiner'. No External Examiner shall be a current member of staff or shall have been a member of staff within the previous five years, either of the University of Essex or of a partner institution delivering programmes of study leading to a degree of the University. The Senate may designate awards of the University other than degrees, for which External Examiners should be appointed.
2. External Examiners shall be appointed for a period of four years by the Chair of the relevant Faculty Education Committee, under powers delegated by the Senate, receiving nominations from the Departments or partner institutions concerned. Appointments may be terminated with two months' notice by either party. External Examiners for taught degree courses may not normally be re-appointed by the University for four years.
3. Decisions as to the classification of a degree and the conferment or not of a Bachelor's degree shall normally require the consent of the appropriate Award External Examiner. If the External Examiner cannot consent, the decision requires the consent of a two-thirds majority of the examination board, including the Chair. The exception to this is when the board is suspended under Regulation 6.28.

Ordinance 46

BOARDS OF EXAMINERS

The Senate has delegated to Boards of Examiners the power to make the final decision on the results for modules, progression, awards and degree classification for all students of the University, provided that the Board of Examiners is properly

constituted in accordance with the procedures approved by the Senate.

Ordinance 47

REGULATIONS, POLICIES AND PROCEDURES

The Senate shall determine University regulations, policies and procedures for all programmes of study of the University. The Academic Registrar shall ensure that accurate and timely information is published to students. No change of substance shall be made to the regulations, policies and procedures pertaining to programmes of study of the University unless such change has been approved by the Senate and published by the Academic Registrar before the end of the academic year preceding that in which the change is to apply or, in exceptional circumstances, to be approved in each case by the Vice-Chancellor, on behalf of the Senate, before the first day of the period of study in which the change is to apply.

Ordinance 48

YEAR AND TERM

1. In the Charter, Ordinances and Regulations 'year' shall be defined as twelve calendar months.
2. With reference to the report of the Auditors and the Accounts, 'year' shall be twelve calendar months from the first day of August, unless in a particular case the circumstances require otherwise.

3. With reference to the offices of Pro-Chancellor, Treasurer, Chair of the Council, Pro-Vice-Chancellor, Executive Dean or his/her deputy, Head of Department and all other academic offices, 'year' shall be twelve calendar months from the first day of August, unless in a particular case the circumstances require otherwise.
4. With reference to meetings of the Council and the Senate and their Boards and Committees, and to the Annual Report, 'year' shall be twelve calendar months from the first day of August.
5. The period from the first day of the Autumn Term to the last day of September, both days included, shall be known as the 'academic year'.
6. There shall be three academic terms, being the Autumn Term, the Spring Term and the Summer Term, the dates of which shall be determined by the Senate.

Ordinance 49

USE OF THE UNIVERSITY SEAL

1. All deeds and documents requiring to be sealed by the University shall be sealed in the presence of two members of the Council, or of one member of the Council and the Registrar and Secretary or the Director of Finance, or of the Registrar and Secretary and the Director of Finance.
2. A Register shall be kept, listing all deeds and documents signed under seal. The Register shall be available for inspection by any member of the Council.

University Regulations Academic Regulations

Regulations relating to Admission

1.1.

Admission denotes acceptance of a person to begin a programme of study leading to a degree of the University. A programme of study shall be taken to include a programme of study and research. Only persons who have been admitted may be permitted to begin a programme of study leading to an award of the University.

1.2.

Only persons who have satisfied the general entrance requirements of the University and the published entry requirements for the relevant programme of study may be admitted and permitted to register as a student of the University.

- (a) For admission to a Foundation Degree, the general entrance requirement is a minimum of five General Certificates of Secondary Education passes at grade C or above, and a pass in one Advanced Level General Certificate, or equivalent.
- (b) For admission to a Bachelors degree, the general entrance requirement is a minimum of five General Certificates of Secondary Education passes at grade C or above, including English, and a pass in two Advanced Level General Certificates of Education, or equivalent.
- (c) Equivalencies to the General Certificate of Secondary Education and the Advanced Level General Certificate of Education will be determined by the relevant Admissions Officer and are available on request.
- (d) For admission to a postgraduate taught or research degree, an applicant is deemed to have met the University's general entrance requirement by virtue of meeting the published entry requirements for the programme of study for which s/he has applied.

1.3.

Persons who have been offered a place in the University to begin a programme of study must register as required under the procedures approved from time to time by the University by the end of the period of twenty-eight days starting with the day on which their programme of study commences, normally the first day of the autumn term in the year in which their programme of study commences. If a person fails so to register, the offer of

admission to the programme of study will lapse. It should be noted that, notwithstanding this Regulation, attendance is normally required on academic grounds from the first day of commencement of the programme of study. The University reserves the right, on academic grounds, not to allow students to register after term has started.

1.4.

Whilst the University has no minimum or upper age limits on entry, those who will be under 18 years of age will be required to comply with University child protection procedures. Offers of admission will only be made to those applicants who will be under 18 years of age on entry who undertake to comply with the University's child protection procedures.

1.5.

A person who, after his/her acceptance for admission as a student, has been convicted of a criminal offence in a court of law or has been formally cautioned by a police officer, is required to notify the Head of Admissions immediately. Such cases will be referred to the Academic Registrar for consideration under the appropriate University procedures and the student concerned may be required to withdraw from or be refused admission to the University.

1.6.

The Head of a department shall be responsible for determining the entry requirements for individual programmes of study annually. Programme-specific entry requirements shall normally be published at least twelve months before the commencement of the relevant programme of study.

1.7.

The Head of a department or his/her nominee shall be responsible for determining an applicant's suitability for admission to an undergraduate or postgraduate taught programme of study in accordance with University admissions policy and published entry requirements for the relevant programme of study.

1.8.

An Executive Dean or his/her deputy¹ may declare applicants who do not satisfy the general entrance requirements and/or the published entry requirements for the relevant undergraduate or postgraduate taught

¹ Where it is stated 'Executive Dean or his/her deputy' in most cases the deputy referred to will be the Deputy Dean. However, in the case of postgraduate research student matters this may be the Dean of Postgraduate Research and Education. This applies throughout these regulations.

programme of study suitable for admission, subject to their submitting satisfactory evidence of previous study and/or employment which demonstrates their capacity to pursue the relevant programme of study. The Executive Dean or his/her deputy may delegate this responsibility to a nominee.

1.9.

The Head of a department or his/her nominee shall be responsible for assessing the suitability for admission of an applicant for a research degree programme and for recommending the applicant's admission to the Executive Dean or his/her deputy for approval, in accordance with University admissions policy and published entry requirements for the relevant research degree programme.

1.10.

A Head of department or his/her nominee may declare applicants eligible for selection for admission to a programme of study leading to the grant of credits, which may be accumulated towards an award of the University, if they submit satisfactory evidence of the capacity and attainments requisite to enable them to pursue the programme of study for which they are applying.

1.11.

Applicants for a programme of study not leading to a degree or other qualification awarded by the University (eg Exchange Students) must satisfy the relevant University officer of their fitness to enter upon the programme of study which they intend to undertake.

1.12.

Applicants who have evidence of previous relevant learning may be permitted to import credit towards a named University award, within the University's policy for the Accreditation of Prior Learning (APL) or Accreditation of Prior Experiential Learning (APEL).

1.13.

Applicants who are not native English speakers must meet the University's published entry requirements in respect of English language competence.

They may also be required, to undertake an assessment of proficiency in written and spoken English conducted at the University. On the basis of this assessment, students and their Departments will:

- (a) be advised that they should take English language support classes and that failure to do so could be detrimental to their studies and, in the event of failure, would be part of the evidence available to Examination Boards; or
- (b) be advised that attendance at English language support classes is not considered necessary.

Regulations relating to Programmes of Study

2.1

The University offers programmes of study leading to the following awards:

SUB HONOURS

Certificate in Education (*CertEd*)
Certificate of Continuing Education (*CertCE*)
Certificate of Higher Education (*CertHE*)
International Diploma (*IntlDip*)
Diploma of Higher Education (*DipHE*)
Foundation Degree in Arts (*FdA*)
Foundation Degree in Science (*FdSc*)
Bachelor of Arts (*BA Ord*)
Bachelor of Science (*BSc Ord*)

HONOURS DEGREE

Bachelor of Arts (*BA*)
Bachelor of Business Administration (*BBA*)
Bachelor of Engineering (*BEng*)
Bachelor of Laws (*LLB*)
Bachelor of Science (*BSc*)

INTEGRATED MASTERS

Master of Animal Therapy, Applied Ecology², Engineering, Marine Biology, Science, Telecommunication Engineering or in Veterinary Physiotherapy (Integrated) (*MAnimTher*, *MEco*², *MEng*, *MMarBiol*, *MSci*, *MVetPhys*)

TAUGHT POSTGRADUATE

Graduate Diploma (*Dip*)
Graduate Certificate (*Cert*)
Certificate in Management Studies (*CMS*)
Diploma in Management Studies (*DMS*)
Postgraduate Diploma (*PGDip*)
Postgraduate Certificate (*PGCert*)
Postgraduate Certificate in Education (*PGCE*)(*M*)
Professional Graduate Certificate in Education (*PGCE*)
Master of Arts or Environmental Studies or Laws or Science or Fine Arts (by coursework) (*MA*, *MEnv*, *LLM*, *MSc MFA*)
Master of Business Administration (*MBA*)
Master of Fine Art (*MFA*)
Master of Public Enterprise and Management (*MPEM*)
Master of Research (*MRes*)

RESEARCH DEGREE

Master of Arts or Laws or Science by dissertation (*MA*, *LLM* or *MSc by dissertation*)
Master of Philosophy (*MPhil*)
Master of Philosophy (MPhil Programme) (*MPhil Prog*)
Doctor of Philosophy (*PhD*)
Doctor of Philosophy (Integrated) (*PhD Int*)

Doctor of Philosophy (Doctoral Programme) (*Doc Prog*)
Professional Doctorate*
Doctor of Medicine (*MD*)

*short codes for Professional Doctorates are subject-specific; see individual degrees in Regulation 2.2. initialled with 'D' and the qualification title.

2.2.

Students may be admitted to the following programmes of study, listed by Departments, Centres and other units, which lead to awards conferred or granted by the University. Programmes of study may be available in more than one mode of study, for example, full-time, part-time and/or modular. In individual cases a student's programme of study may lead to an award being conferred or granted which is not listed below. The University reserves the right not to admit students to a programme of study in a particular academic year:

Biological Sciences, School of

HONOURS DEGREE

Biochemistry *BSc*
Biochemistry (Including Year Abroad) *BSc*
Biological Sciences *BSc*
Biological Sciences (Including Year Abroad) *BSc*
Biological Sciences with a Year in Industry *BSc*
Biomedical Science *BSc*
Biomedical Science (Including Year Abroad) *BSc*
Biomedical Science (Integrated) *BSc*¹
Genetics *BSc*
Genetics (Including Year Abroad) *BSc*
Genetics with a Year in Industry *BSc*
Marine Biology *BSc*
Marine Biology (Including Year Abroad) *BSc*
Sports and Exercise Science (Including Year Abroad) *BSc*

INTEGRATED MASTERS

Applied Ecology *MEco*²
Marine Biology *MMarBiol*

TAUGHT POSTGRADUATE

Biomedical Science *PGCert*
Biotechnology *MSc*
Cardiac Rehabilitation *MSc PGCert*
Cellular Pathology *MSc PGDip PGCert*
Clinical Biochemistry *MSc PGDip PGCert*
Environmental Governance: the Natural World, Science and Society *MA MSc*
Environment and Resource Management *MSc*
Haematology with Hospital Transfusion Practice *MSc PGDip PGCert*
Medical Microbiology *MSc PGDip PGCert*
Molecular Medicine *MSc*

Plant Biology *MSc*
Tropical Marine Biology *MSc*

RESEARCH DEGREE

Biochemistry *PhD MPhil MSc by dissertation*
Biological Sciences *PhD MPhil MSc by dissertation*
Biological Sciences: Immunology *PhD MPhil MSc by dissertation*
Cell and Molecular Biology *PhD MPhil MSc by dissertation*
Chemical Biology *PhD MPhil MSc by dissertation*
Environmental Biology *PhD MPhil MSc by dissertation*
Environmental Governance *PhD MPhil*
Environmental Sciences *PhD MPhil MSc by dissertation*
Marine Biology *PhD MPhil MSc by dissertation*
Medicine *MD*
Microbiology *PhD MPhil MSc by dissertation*
Molecular Medicine *PhD MPhil MSc by dissertation*
Sport and Exercise Medicine *PhD MPhil MSc by dissertation*
Sport and Exercise Psychology *PhD MPhil MSc by dissertation*
Sport and Exercise Science *PhD MPhil MSc by dissertation*

Computer Science and Electronic Engineering, School of

HONOURS DEGREE

Computational Finance *BSc*
Computer Games *BSc*
Computer Games (Including Placement Year) *BSc*
Computer Games (Including Year Abroad) *BSc*
Computer Networks *BEng*
Computer Networks (Including Placement Year) *BEng*
Computer Networks (Including Year Abroad) *BEng*
Computer Science *BSc*
Computer Science (Including Placement Year) *BSc*
Computer Science (Including Year Abroad) *BSc*
Computer Systems Engineering *BEng*
Computer Systems Engineering (Including Placement Year) *BEng*
Computer Systems Engineering (Including Year Abroad) *BEng*
Computers with Electronics *BEng*
Computers with Electronics (Including Placement Year) *BEng*
Computers with Electronics (Including Year Abroad) *BEng*
Electronic Engineering *BEng*

Electronic Engineering (Including Placement Year) *BEng*
Electronic Engineering (Including Year Abroad) *BEng*
Information and Communication Technology *BSc*
Information and Communication Technology (Including Placement Year) *BSc*
Information and Communication Technology (Including Year Abroad) *BSc*
Telecommunication Engineering *BEng*
Telecommunication Engineering (Including Placement Year) *BEng*
Telecommunication Engineering (Including Year Abroad) *BEng*

INTEGRATED MASTERS

Computer Science *MSci*
Electronic Engineering *MEng*
Telecommunication Engineering *MEng*

TAUGHT POSTGRADUATE

Advanced Computer Science *MSc*
Advanced Web Engineering *MSc*
Algorithmic Trading *MSc*⁹
Artificial Intelligence *MSc*
Big Data and Text Analytics *MSc*
Cloud Computing *MSc*
Computational Finance *MSc*
Computer Engineering *MSc*
Computer Networks and Security *MSc*
Electronic Engineering *MSc*
Embedded Systems *MSc*
Financial Computing *MSc*
High Frequency Finance and Trading *MSc*⁸
Intelligent Systems and Robotics *MSc*
Multimedia Networking *MSc*
Telecommunication and Information Systems *MSc*

RESEARCH DEGREE

Computational Finance *MSc by dissertation MPhil*
Computing and Electronic Systems *PhD MPhil MSc by dissertation*
Computer Science *PhD PhD (Int) Doc Prog MPhil MSc by dissertation*
Electronic Systems Engineering *PhD MPhil MSc by dissertation*
Intelligent Games and Game Intelligence *PhD*

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SUB HONOURS

Stage Management and Technical Theatre *FdA*⁶
Theatre Arts *CertHE*

HONOURS DEGREE

Acting *BA*
Acting and Community Theatre *BA*
Acting and Contemporary Theatre *BA*
Acting and Stage Combat *BA*
Acting (International) *BA*

Physical Theatre *BA*
Stage and Production Management *BA*
Stage Management and Technical Theatre *BA*
World Performance *BA*

TAUGHT POSTGRADUATE

Acting *MA MFA*
Acting (International) *MA MFA*

Economics

HONOURS DEGREE

Economics *BA BSc*
Economics and Politics *BA*
Economics (Including Placement Year) *BA BSc*
Economics (Including Year Abroad) *BA*
Economics with French *BA*
Economics with French (Including Year Abroad) *BA*
Economics with German *BA*
Economics with German (Including Year Abroad) *BA*
Economics with Italian *BA*
Economics with Italian (Including Year Abroad) *BA*
Economics with Mathematics *BSc*
Economics with Mathematics (Including Year Abroad) *BSc*
Economics with Portuguese *BA*
Economics with Portuguese (Including Year Abroad) *BA*
Economics with Spanish *BA*
Economics with Spanish (Including Year Abroad) *BA*
Financial Economics *BA BSc*
Financial Economics and Accounting *BA*
Financial Economics and Accounting (Including Year Abroad) *BA*
Financial Economics (Including Year Abroad) *BA BSc*
Financial Economics (Including Placement Year) *BA BSc*
History and Economics *BA*
History and Economics (Including Year Abroad) *BA*
International Economics *BA BSc*
International Economics (Including Placement Year) *BA BSc*
International Economics (Including Year Abroad) *BA BSc*
Management Economics *BA BSc*
Management Economics (Including Placement Year) *BA BSc*
Management Economics (Including Year Abroad) *BA BSc*

TAUGHT POSTGRADUATE

Accounting and Financial Economics *MSc*
Applied Economics and Data Analysis *MSc*
Computational Economics, Financial Markets and Policy *MSc*
Behavioural Economics *MSc*
Economics *MSc Dip*

Economics and Econometrics *MSc*
Financial and Business Economics *MSc*
Financial Econometrics *MSc*
Financial Economics *MSc*
Financial Economics and Econometrics *MSc*
International Economics *MSc*
Management Economics *MSc*
Money and Banking *MSc*

RESEARCH DEGREE

Economics *PhD PhD (Int) Doc Prog MPhil MSc by dissertation*

Essex Business School

HONOURS DEGREE

Accounting *BSc*
Accounting (Including Year Abroad) *BSc*
Accounting and Finance *BSc*
Accounting and Finance (Including Year Abroad) *BSc*
Accounting and Management *BSc*
Accounting and Management (Including Year Abroad) *BSc*
Accounting with Economics *BSc*
Accounting with Economics (Including Year Abroad) *BSc*
Banking and Finance *BSc*
Banking and Finance (Including Year Abroad) *BSc*
Banking and Finance with a Modern Language *BSc*
Banking, Finance and Modern Languages *BSc*
Business Administration *BBA*
Business Administration (Including Year Abroad) *BBA*
Business and Service Industry Management *BSc*
Business Management *BSc*
Business Management (Including Year Abroad) *BSc*
Business Management and Modern Languages *BA*
Business Management with a Modern Language *BA*
Business Management with English *BSc*
Finance *BSc*
Finance and Modern Languages *BSc*
Finance (Including Year Abroad) *BSc*
Finance with a Modern Language *BSc*
Finance with Mandarin *BSc*
Financial Management *BSc*
Financial Management (Including Year Abroad) *BSc*
International Business and Entrepreneurship *BSc*
International Business and Entrepreneurship (Including Year Abroad) *BSc*
International Enterprise and Business Development *BSc*

International Enterprise and Business Development (Including Year Abroad) (4 year) *BSc*
 Management and Marketing *BSc*
 Management and Marketing (Including Year Abroad) *BSc*
 Management and Marketing (Including Placement Year) *BSc*
 Management with Mandarin *BSc*
 Marketing *BSc*
 Marketing (Including Year Abroad) *BSc*
 Marketing and Finance *BSc*
 Marketing and Finance (Including Year Abroad) (4 year) *BSc*
 Marketing and Human Resource Management *BSc*
 Marketing and Human Resource Management (Including Year Abroad) (4 year) *BSc*
 Marketing and Innovation *BSc*
 Marketing and Innovation (Including Year Abroad) (4 year) *BSc*
 New Technology and Digital Enterprise Management *BSc*
 Project and Strategic Management *BSc*

TAUGHT POSTGRADUATE

Accounting *MSc*
 Accounting and Finance *MSc*
 Accounting and Financial Management *MSc*
 Accounting and Management *MSc*
 Accounting, Finance and Management *MRes*
 Banking and Finance *MSc*
 Business Administration *MBA*
 Business Analytics *MSc*
 Business Strategies in a Global Environment *MSc*
 Entrepreneurship and Innovation *MSc PGDip PGCert*
 Entrepreneurship and Leadership in the Creative Industries *MSc*
 Finance *MSc*
 Finance and Investment *MSc*
 Finance and Management *MSc*
 Financial Engineering and Risk Management *MSc*
 Global Project Management *MSc*
 International Accounting *MSc*
 International Business and Entrepreneurship *MSc*
 International Finance *MSc*
 International Management *MSc*
 International Marketing and Entrepreneurship *MSc*
 Management, Innovation and Technology *MSc*
 Marketing and Brand Management *MSc*
 New Venture Creation *PGCert*
 Organisation Studies and International Human Resource Management *MSc*
 Public Enterprise and Management *MPEM MA PGCert Dip*
 Social Entrepreneurship *MSc*⁵
 Strategic Change *MA*

Work, Organisation and Society *MSc*⁶

RESEARCH DEGREE

Accounting *PhD PhD (Int) MPhil MSc by dissertation*
 Accounting and Finance *PhD Doc Prog MPhil MSc by dissertation*
 Business Administration *PhD MPhil MSc by dissertation*
 Entrepreneurship *PhD MPhil MSc by dissertation*
 Finance *PhD PhD (Int) Doc Prog MPhil MSc by dissertation*
 Management *PhD (Int)*
 Management Studies *PhD Doc Prog MPhil MA by dissertation*

Government

HONOURS DEGREE

Economics and Politics *BA*
 Economics and Politics (Including Year Abroad) *BA*
 Elections, Public Opinion and Parties *BA*
 International Relations *BA*
 International Relations (Including Year Abroad) *BA*
 Philosophy, Politics and Economics *BA*
 Philosophy, Politics and Economics (Including Year Abroad) *BA*
 Political Economics *BA*
 Political Economics (Including Year Abroad) *BA*
 Political Theory and Public Policy *BA*
 Politics *BA*
 Politics (Including Year Abroad) *BA*
 Politics and Law *BA*
 Politics and Law (Including Year Abroad) *BA*
 Politics with Human Rights *BA*
 Politics with Human Rights (Including Year Abroad) *BA*

TAUGHT POSTGRADUATE

Conflict Resolution *MA MSc*
 Global and Comparative Politics *MA MSc*
 Ideology and Discourse Analysis *MA*
 International Relations *MA MSc MRes*
 Multilevel Governance in Europe *MA MSc*
 Political Behaviour *MA MSc*
 Political Economy *MA MSc MRes*
 Political Science *MA MSc*
 Political Theory *MA*
 Politics *MA Dip*
 Political Science *MRes*
 Public Opinion and Political Behaviour *MA*
 Public Opinion and Polling *MSc*
 Social Science Data Analysis *MA*

RESEARCH DEGREE

European Politics *Doc Prog*
 Government *PhD MPhil MA by dissertation*
 Ideology and Discourse Analysis *Doc Prog*

International Relations *Doc Prog*
Political Behaviour *Doc Prog*
Political Economy *Doc Prog*
Political Theory *Doc Prog*
Politics *Doc Prog*

Health and Human Sciences, School of

SUB HONOURS

Health Science (Care of Adult) *FdSc*
Health Science (Mental Health) *FdSc*
Oral Health Science *FdSc*

HONOURS DEGREE

Health Care Practice *BSc*
Health Studies (Including Year Abroad) *BSc*
Nursing (Adult) *BSc*
Nursing (Mental Health) *BSc*
Oral Health *BSc*
Physiotherapy *BSc*
Social and Community Development *BA*
Social and Community Development
(Including Year Abroad) *BA*
Social Psychology and Sociology *BSc*
Social Psychology and Sociology (Including
Year Abroad) *BSc*
Social Work *BA*
Sports Therapy *BSc*
Sports Therapy (Including Placement Year)
BSc
Sports Therapy (Including Year Abroad) *BSc*

TAUGHT POSTGRADUATE

Advanced Musculoskeletal Assessment
(Imaging) *MSc PGDip PGCert*
Advanced Musculoskeletal Assessment and
Practice *MSc PGDip PGCert*
Health and Organisational Research *MA*
Health Care Management *MSc PGDip PGCert*
Health Care Practice *MSc PGDip PGCert*
Health Care Practice (End of Life Care) *MSc
PGDip PGCert*
Health Care Practice (Long Term Conditions)
MSc PGDip PGCert
Health Care Practice (Mental Health) *MSc
PGDip PGCert*
Health Care Practice (Respiratory Care) *MSc
PGDip PGCert*
High Intensity Therapy (Cognitive Behaviour
Therapy) *PGDip*
Infection Control *PGCert PGDip*
Medical and Clinical Education *MSc PGDip
PGCert*
Nursing (Adult) (pre-registration) *MSc*
Nursing (Mental Health) (pre-registration) *MSc*
Occupational Therapy *MSc*
Physiotherapy (pre-registration) *MSc*
Psychological Well-being Practitioner (Low
Intensity) *PGCert Cert*
Public Health *PGDip*
Public Health Management *MSc PGDip
PGCert*
Research Methods in Health *MSc*

Speech and Language Therapy (pre-
registration) *MSc*

RESEARCH DEGREE

Applied Psychology *MPhil PhD*
Clinical Psychology *DClinPsych*
Health and Organisational Research *PhD
MPhil*
Health Care Education *DHealthCareEducation*
Health Studies *PhD MPhil MSc by dissertation*
Nursing *DNursing*
Nursing Studies *PhD MPhil MSc by
dissertation*
Occupational Therapy *PhD MPhil MSc by
dissertation*
Physiotherapy *DPhysiotherapy PhD MPhil
MSc by dissertation*
Public Health *DPublicHealth MSc by
dissertation*
Public Health (Health Visiting)
DPublicHealth(HealthVisiting)
Social Care Education *DSocialCareEducation*
Social Policy *PhD MPhil MSc by dissertation*
Speech and Language Therapy *PhD MPhil
MSc by dissertation*

History

SUB HONOURS

Local Historical Studies *CertCE*
Local Historical Studies (Family and
Community History) *CertCE*

HONOURS DEGREE

American History *BA*
American History (Including Year Abroad) *BA*
British and European History (Including Year
Abroad) *BA*
History *BA*
History (Including Year Abroad) *BA*
History and Criminology *BA*
History and Criminology (Including Year
Abroad) *BA*
History and Film *BA*
History and Film (Including Year Abroad) *BA*
History and Literature *BA*
History and Literature (Including Year Abroad)
BA
History and Modern Languages *BA*
History and Sociology *BA*
History and Sociology (Including Year Abroad)
BA
History with Film Studies *BA*
History with Film Studies (Including Year
Abroad) *BA*
History with Human Rights *BA*
History with Modern Languages *BA*
Modern History *BA*
Modern History (Including Year Abroad) *BA*
Modern History and International Relations *BA*
Modern History and International Relations
(Including Year Abroad) *BA*
Modern History and Politics *BA*

Modern History and Politics (Including Year Abroad) *BA*
Social and Cultural History *BA*
Social and Cultural History (Including Year Abroad) *BA*

TAUGHT POSTGRADUATE

Cultural and Social History *MA⁷ PGCert⁷*
Digital History *MA⁷*
Historical Studies *MA⁷ PGCert⁷*
History *MA PGCert*
History (Cultural and Social Pathway) *MA PGCert*
History (Local and Regional History Pathway) *MA PGCert*
History (Public History Pathway) *MA PGCert*
Local, Community, and Family History *MA⁷*
Researching History in Britain *MA⁷*

RESEARCH DEGREE

History *PhD MPhil MA by dissertation*

Human Rights Centre

HONOURS DEGREE

Human Rights *BA*

TAUGHT POSTGRADUATE

Human Rights and Cultural Diversity *MA*
Human Rights and Research Methods *MSc*
Theory and Practice of Human Rights *MA PGDip*

Institute for Social and Economic Research

RESEARCH DEGREE

Applied Economics and Data Analysis *PhD MPhil*
Economics *PhD MPhil*
Health Research *PhD*
Longitudinal Social Research *PhD MPhil*
Survey Methodology *PhD*

Interdisciplinary Studies in the Humanities, Centre for

HONOURS DEGREE

American (United States) Studies (Including Year Abroad) *BA*
American (United States) Studies with Film (Including Year Abroad) *BA*
Criminology and American Studies (Including Year Abroad) *BA*
European Studies *BA*
European Studies and Modern Languages *BA*
European Studies with French *BA*
European Studies with German *BA*
European Studies with Italian *BA*
European Studies with Politics *BA*
European Studies with Spanish *BA*
Latin American Studies (Including Year Abroad) *BA*

Latin American Studies with Business Management *BA*
Latin American Studies with Human Rights *BA*
Liberal Arts *BA*
Liberal Arts (Including Year Abroad) *BA*

International Academy

SUB HONOURS

Business (Accounting, Finance and Management) *IntlDip*
Business (Marketing and International Entrepreneurship) *IntlDip*
Computer Science *CertHE*

HONOURS DEGREE

Accounting (4 years including foundation year) *BSc*
Accounting and Finance (4 years including foundation year) *BSc*
Accounting and Management (4 years including foundation year) *BSc*
Accounting with Economics (4 years including foundation year) *BSc*
American History (4 years including foundation year) *BA*
Art History (4 years including foundation year) *BA*
Biochemistry (4 years including foundation year) *BSc⁷*
Biological Sciences (4 years including foundation year) *BSc⁷*
Business Management (4 years including foundation year) *BSc*
Computers with Electronics (4 years including foundation year) *BEng*
Computer Science (4 years including foundation year) *BSc*
Contemporary History (4 years including foundation year) *BA*
Criminology (4 years including foundation year) *BA*
Economics (4 years including foundation year) *BA BSc*
English Language (4 years including foundation year) *BA⁷*
English Literature (4 years including foundation year) *BA*
Finance (4 years including foundation year) *BSc*
Financial Economics (4 years including foundation year) *BA BSc*
Financial Management (4 years including foundation year) *BA BSc*
Genetics (4 years including foundation year) *BSc⁷*
History (4 years including foundation year) *BA*
History and Literature *BA*
Human Rights (4 years including foundation year) *BA*
International Economics (4 years including foundation year) *BA BSc*

International Relations (4 years including foundation year) *BA*
 Law (4 years including foundation year) *LLB*
 Law and Human Rights (4 years including foundation year) *BA*
 Liberal Arts (4 years including foundation year) *BA*
 Linguistics (4 years including foundation year) *BA*
 Literature and Myth (4 years including foundation year) *BA*
 Literature and Art History (4 years including foundation year) *BA*
 Management Economics (4 years including foundation year) *BA BSc*
 Management, Mathematics and Economics (4 years including foundation year) *BSc*
 Marine Biology (4 years including foundation year) *BSc*
 Media, Culture and Society (4 years including foundation year) *BA*
 Modern History (4 years including foundation year) *BA*
 Philosophy *BA*
 Philosophy and History (4 years including foundation year) *BA*
 Philosophy and Literature (4 years including foundation year) *BA*
 Politics (4 years including foundation year) *BA*
 Psychology (4 years including foundation year) *BA*
 Sociology (4 years including foundation year) *BA*
 Sociology and Criminology (4 years including foundation year) *BA*
 Sociology and Liberal Arts (4 years including foundation year) *BA*
 Sports and Exercise Science (4 years including foundation year) *BSc*
 Telecommunications Engineering (4 years including foundation year) *BEng*

TAUGHT POSTGRADUATE

Accounting with English for Academic Purposes *Dip*
 Applied Linguistics with English for Academic Purposes *Dip*
 Art History with English for Academic Purposes *Dip*
 Biotechnology with English for Academic Purposes *Dip*
 Computer Science with English for Academic Purposes *Dip*
 Economics with English for Academic Purposes *Dip*
 Electronic Engineering with English for Academic Purposes *Dip*
 English for Academic Purposes *Dip Cert*
 Entrepreneurship and Innovation with English for Academic Purposes *Dip*
 European Union Law with English for Academic Purposes *Dip*

Finance with English for Academic Purposes *Dip*
 History with English for Academic Purposes *Dip*
 International Business Law with English for Academic Purposes *Dip*
 International Commercial Law with English for Academic Purposes *Dip*
 International Trade Law with English for Academic Purposes *Dip*
 Management with English for Academic Purposes *Dip*
 Philosophy with English for Academic Purposes *Dip*
 Politics (with English for Academic Purposes) *MA Dip*
 Politics with Extended English for Academic Purposes *Dip*
 Professional Practice (Education) *MA*
 Professional Practice (Leadership) *MA*
 Professional Practice (Safeguarding) *MA*
 Professional Practice (Social Work) *MA*
 Professional Practice (Therapeutic Approaches) *MA*
 Psychoanalytic Studies with English for Academic Purposes *Dip*
 Psychological Studies with English for Academic Purposes *Dip*
 Teaching English for Speakers of Other Languages *PGDip PGCert*
 UK Human Rights and Public Law with English for Academic Purposes *Dip*

Language and Linguistics

SUB HONOURS

English Language Teaching Practice *CertHE*
 Modern Languages *CertCE CertHE DipHE*

HONOURS DEGREE

Drama and Modern Languages *BA*
 English Language *BA*
 English Language (Including Year Abroad) *BA*
 English Language and English Language Teaching *BA*
 English Language and English Language Teaching (Including Year Abroad) *BA*
 English Language and History *BA*
 English Language and History (Including Year Abroad) *BA*
 English Language and Linguistics *BA*
 English Language and Linguistics (Including Year Abroad) *BA*
 English Language and Literature *BA*
 English Language and Literature (Including Year Abroad) *BA*
 English Language, Language Acquisition and Language Disorders *BA*
 English Language, Language Acquisition and Language Disorders (Including Year Abroad) *BA*
 French Studies and Modern Languages *BA*
 German Studies and Modern Languages *BA*

International Relations and Modern Languages *BA*
 Italian Studies and Modern Languages *BA*
 Language Studies *BA*
 Language Studies (Including Year Abroad) *BA*
 Linguistics *BA*
 Linguistics and Sociology *BA*
 Linguistics and Sociology (Including Year Abroad) *BA*
 Linguistics (Including Year Abroad) *BA*
 Modern Languages *BA*
 Modern Languages and English Language *BA*
 Modern Languages and Linguistics *BA*
 Modern Languages with Latin American Studies *BA*
 Modern Languages with Professional Skills *BA*
 Modern Languages and Teaching English as a Foreign Language *BA*
 Philosophy and/or with Modern Languages *BA*
 Politics and Modern Languages *BA*
 Portuguese Studies and Modern Languages *BA*
 Spanish, Portuguese and Brazilian Studies *BA*
 Spanish Studies and Modern Languages *BA*
 Spanish Studies with Latin American Studies *BA*
 Teaching English as a Foreign Language *BA*
 Teaching English as a Foreign Language (Including Year Abroad) *BA*

TAUGHT POSTGRADUATE

Analysing Language Use *MRes*
 Applied Linguistics *MA*
 Chinese-English Translation and Interpreting *MA PGDip*
 Computational Linguistics *MA*
 English Language and Linguistics *MA*
 English Language and Literature *MA*
 Experimental Linguistics *MRes*
 Language Acquisition *MA*
 Language Disorders *MA*³
 Linguistic Studies *MA*
 Linguistics *MA MRes*
 Psycholinguistics and Neurolinguistics *MA*
 Sociolinguistics *MA*
 Teaching English as a Foreign Language *MA*
 Teaching English to Speakers of Other Languages *MA*
 Translation and Literature *MA*
 Translation, Interpreting and Subtitling *MA*

RESEARCH DEGREE

Analysing Language Use *PhD MPhil*
 Applied Linguistics *PhD PhD (Int) MPhil MPhil Prog MA by dissertation*
 Descriptive and Applied Linguistics *MPhil Prog*
 English Language and Linguistics *MPhil Prog*
 English Language Teaching *PhD PhD (Int) MPhil MPhil Prog MA by dissertation*
 Experimental Linguistics *PhD MPhil*
 Language Acquisition *MPhil Prog*

Language Testing and Programme Evaluation *MPhil Prog*
 Linguistics *PhD PhD (Int) MPhil MPhil Prog MA by dissertation*
 Psycholinguistics and Neurolinguistics *PhD MPhil MPhil Prog MA by dissertation*
 Sociolinguistics *PhD PhD (Int) MPhil MPhil Prog MA by dissertation*
 Syntax *MPhil Prog*

Law, School of

HONOURS DEGREE

English and French Law (Maitrise) *LLB*
 Law *LLB*
 Law (Senior Status) *LLB*
 Law (with Placement year) *LLB*
 Law and Human Rights *BA LLB*
 Law and Philosophy *LLB*
 Law and Politics *LLB*
 Laws (Including Year Abroad) *LLB*

TAUGHT POSTGRADUATE

Economic, Social and Cultural Rights *LLM*
 EU Law and Comparative Legal Studies *LLM*
 European Business Law (PALLAS) *LLM*
 European Union Law *LLM PGDip*
 Health Care Law and Human Rights *LLM*
 International Business Law *LLM*
 International Commercial Law *LLM*
 International Human Rights and Humanitarian Law *LLM*
 International Human Rights Law *LLM*
 International Human Rights Law (Economic Relations) *LLM*
 International Trade Law *LLM PGDip*
 Internet Law *LLM*
 UK Human Rights and Public Law *LLM PGDip*

RESEARCH DEGREE

Human Rights and Research Methods *PhD MPhil*
 Law *PhD MPhil LLM by dissertation*
 Laws of Russia *PhD*

Learning and Development (Continuing Professional Development)

TAUGHT POSTGRADUATE

Higher Education Practice *PGCert*

Literature, Film, and Theatre Studies

HONOURS DEGREE

Creative Writing *BA*
 Creative Writing (Including Year Abroad) *BA*
 Drama *BA*
 Drama (Including Year Abroad) *BA*
 Drama and Literature *BA*
 Drama and Literature (Including Year Abroad) *BA*
 English and United States Literature *BA*
 English and United States Literature (Including Year Abroad) *BA*

English Literature *BA*
 English Literature (Including Year Abroad) *BA*
 Film Studies *BA*
 Film Studies (Including Year Abroad) *BA*
 Film and Creative Writing *BA*
 Film and Creative Writing (Including Year Abroad) *BA*
 Film Studies and Literature *BA*
 Film Studies and Literature (Including Year Abroad) *BA*
 Literature and/or with Modern Languages *BA*
 Literature and Myth *BA*⁶
 Literature and Myth (Including Year Abroad) *BA*
 Literature and Sociology *BA*
 Literature and Sociology (Including Year Abroad) *BA*
 World Literature *BA*

TAUGHT POSTGRADUATE

Creative Writing *MA*
 Film and Literature *MA*
 Film Studies *MA*
 Literature *MA*
 Myth, Literature, and the Unconscious *MA*
 Playwriting *MA*
 Theatre *MA*
 Wild Writing: Literature and the Environment *MA*

RESEARCH DEGREE

Creative Writing *PhD MPhil MA by dissertation*
 Film Studies *PhD MPhil MA by dissertation*
 Film Studies (Creative Practice) *PhD MPhil*
 Literature *PhD MPhil MA by dissertation*
 Theatre Studies *PhD MPhil MA by dissertation*
 Theatre Studies (Playwriting) *PhD MPhil*

Mathematical Sciences

HONOURS DEGREE

Accounting and Mathematics *BSc*
 Accounting and Mathematics (Including Year Abroad) *BSc*
 Actuarial Science *BSc*
 Actuarial Science (Including Placement Year) *BSc*
 Actuarial Science (Including Year Abroad) *BSc*
 Computing and Mathematics *BSc*
 Computing and Mathematics (Including Year Abroad) *BSc*
 Economics and Mathematics *BSc*
 Economics and Mathematics (Including Year Abroad) *BSc*
 Finance and Mathematics *BSc*
 Finance and Mathematics (Including Year Abroad) *BSc*
 Management and Mathematics *BSc*
 Management and Mathematics (Including Year Abroad) *BSc*
 Management with Mathematics *BSc*
 Management with Mathematics (Including Year Abroad) *BSc*

Mathematics *BSc*
 Mathematics (Including Year Abroad) *BSc*
 Mathematics and Liberal Arts *BA*
 Mathematics and Liberal Arts (Including Year Abroad) *BA*
 Mathematics and Statistics *BSc*
 Mathematics and Statistics (Including Placement Year) *BSc*
 Mathematics and Statistics (Including Year Abroad) *BSc*
 Mathematics, Cryptology and Network Security *BSc*
 Mathematics, Cryptology and Network Security (Including Year Abroad) *BSc*
 Mathematics for Secondary Teaching *BSc*
 Mathematics for Secondary Teaching (Including Year Abroad) *BSc*
 Mathematics with a Modern Language *BSc*
 Mathematics with a Modern Language (Including Year Abroad) *BSc*
 Mathematics with Computing *BSc*
 Mathematics with Computing (Including Year Abroad) *BSc*
 Mathematics with Economics *BSc*
 Mathematics with Economics (Including Year Abroad) *BSc*
 Mathematics with Physics *BSc*

TAUGHT POSTGRADUATE

Data Science *MSc*
 Discrete Mathematics and Its Applications *MSc PGDip*
 Financial Decision Making with Applications *MSc PGDip*
 Mathematical Sciences *PGCert*
 Mathematics *Dip*
 Mathematics and Finance *MSc PGDip*
 Statistics *MSc PGDip*
 Statistics and Computer Science *MSc PGDip*
 Statistics and Data Analysis *MSc PGDip*
 Statistics and Econometrics *MSc PGDip*
 Statistics and Operational Research *MSc PGDip*

RESEARCH DEGREE

Applied Mathematics *PhD MPhil MSc by dissertation*
 Bioinformatics *PhD*
 Bio-Statistics *PhD MPhil MSc by dissertation*
 Discrete Mathematics and Its Applications *Doc Prog*
 Mathematical Biology *PhD MPhil MSc by dissertation*
 Mathematical Sciences *PhD*
 Mathematics *PhD MPhil MSc by dissertation*
 Molecular Medicine *MSc*
 Operational Research *PhD MPhil MSc by dissertation*
 Operational Research and Computer Science *Doc Prog*
 Pure Mathematics *PhD MPhil MSc by dissertation*
 Statistics *PhD MPhil MSc by dissertation*

Statistics and Operational Research *Doc Prog*
Statistics and Computer Science *Doc Prog*
Statistics and Data Analysis *Doc Prog*

Philosophy and Art History

Art History @ Essex

HONOURS DEGREE

Art History *BA*
Art History (Including Year Abroad) *BA*
Art History and History *BA*
Art History and History (Including Year Abroad) *BA*
Art History and Modern Languages *BA*
Art History with Modern Languages *BA*
Film Studies and Art History *BA*
Film Studies and Art History (Including Year Abroad) *BA*
Literature and Art History *BA*
Literature and Art History (Including Year Abroad) *BA*

TAUGHT POSTGRADUATE

Architectural History and Theory *MA*
Art and Film Studies *MA*
Art History and Theory *MA Dip*
Contemporary Art, Theory and Criticism *MA*
Curating Contemporary Art *MA*
Curating Latin American Art *MA*
European Art from Renaissance to the Nineteenth Century *MA*
Gallery Studies and Critical Curating *MA*
Gallery Studies with dissertation *MA*
Latin American Art and Architecture *MA*
Pre-Columbian and Native American Art *MA*

RESEARCH DEGREE

Art History and Theory *PhD MPhil MA by dissertation*
Gallery Studies *MA with dissertation*

Philosophy @ Essex

HONOURS DEGREE

Philosophy *BA*
Philosophy (Including Year Abroad) *BA*
Philosophy and Art History *BA*
Philosophy and Art History (Including Year Abroad) *BA*
Philosophy and History *BA*
Philosophy and History (Including Year Abroad) *BA*
Philosophy and Law *BA*
Philosophy and Law (Including Year Abroad) *BA*
Philosophy and Literature *BA*
Philosophy and Literature (Including Year Abroad) *BA*
Philosophy and Politics *BA*
Philosophy and Politics (Including Year Abroad) *BA*
Philosophy and Sociology *BA*

Philosophy and Sociology (Including Year Abroad) *BA*
Philosophy, Religion, and Ethics *BA*
Philosophy, Religion, and Ethics (Including Year Abroad) *BA*
Philosophy with Human Rights *BA*
Philosophy with Human Rights (Including Year Abroad) *BA*

TAUGHT POSTGRADUATE

Continental Philosophy *PGCert*
Ethics, Politics and Public Policy *PGCert*
Philosophy *MA*
Philosophy and Psychoanalysis *PGCert*
Philosophy (Continental Philosophy) *MA*
Philosophy (Critical Social Theory) *MA*
Philosophy (Philosophy and Psychoanalysis) *MA*

RESEARCH DEGREE

Philosophy *PhD PhD (Int) MPhil MA by dissertation*

Centre for Social Work

SUB HONOURS

Therapeutic Foster Care *CertCE*

TAUGHT POSTGRADUATE

Approaches to Working Therapeutically with Children, Young People and Families *PGCert*
Leading and Managing for Change *PGCert*
Practice Education *PGCert*
Professional Practice *MA*

Psychoanalytic Studies, Centre for

SUB HONOURS

Creating the Therapeutic Environment *CertCE*
Therapeutic Communication and Therapeutic Organisations *FdA*
Therapeutic Communication and Therapeutic Organizations – Emotional Aspects of Working with Vulnerable and Challenging Adults *FdA*

HONOURS DEGREE

Therapeutic Communication and Therapeutic Organisations – Child and Adolescent *BA*

TAUGHT POSTGRADUATE

Applications of Psychoanalysis in Health Care *MA*
Jungian and Post-Jungian Studies *MA*
Management and Organisational Dynamics *MA PGDip*
Psychoanalysis in Social and Cultural Studies *MA*
Psychoanalysis of Social Observation *MA⁶ PGCert*
Psychoanalytic Studies *MA*
Psychoanalytic Studies in Psychotherapeutic Practice *MA PGDip PGCert*
Psychodynamic Approaches *Dip*
Psychodynamic Counselling *MA*

Refugee Care *MA PhP*
Working with Attachment *PGCert*

RESEARCH DEGREE

Analytical Psychology *DAnPsych*
Applications of Psychoanalysis in Health Care
Doc Prog
Psychoanalysis in Social and Cultural Studies
Doc Prog
Psychoanalytic Psychotherapy *DPsychPsych*
Psychoanalytic Studies *PhD PhD (Int) Doc
Prog MPhil MSc by dissertation*
Psychodynamic Psychotherapy
DPsychodynPsych
Refugee Care *PhD Doc Prog MPhil MA by
dissertation*

Psychology

HONOURS DEGREE

Psychology *BA BSc*
Psychology (Including Year Abroad) *BA BSc*
Psychology with Cognitive Neuroscience *BSc*
Psychology with Cognitive Neuroscience
(Including Year Abroad) *BSc*

TAUGHT POSTGRADUATE

Cognitive Neuropsychology *MSc*
Cognitive Neuroscience *MSc*
Language and the Brain *MSc*
Psychology *MSc*
Research Methods in Psychology *MSc*

RESEARCH DEGREE

Neuropsychology *PhD MPhil MSc by
dissertation*
Psychology *PhD Doc Prog MPhil MSc by
dissertation*

Sociology

HONOURS DEGREE

Criminology *BA*
Criminology (Including Year Abroad) *BA*
Criminology and the Media *BA*
Criminology and the Media (Including Year
Abroad) *BA*
Criminology with Social Psychology *BA*
Criminology with Social Psychology (Including
Year Abroad) *BA*
Media, Culture and Society *BA*
Media, Culture and Society (Including Year
Abroad) *BA*
Sociology *BA*
Sociology and Criminology *BA*
Sociology and Criminology (Including Year
Abroad) *BA*
Sociology and Social Anthropology *BA*
Sociology and Social Anthropology (Including
Year Abroad) *BA*
Sociology and Politics *BA*
Sociology and Politics (Including Year Abroad)
BA

Sociology (Including Year Abroad) *BA*
Sociology with Human Rights *BA*
Sociology with Human Rights (Including Year
Abroad) *BA*
Sociology with Psychosocial Studies *BA*
Sociology with Psychosocial Studies
(Including Year Abroad) *BA*
Sociology with Social Anthropology *BA*
Sociology with Social Anthropology (Including
Year Abroad) *BA*

TAUGHT POSTGRADUATE

Advertising, Marketing and the Media *MA*
Criminology and Socio-Legal Research *MSc*
Migration and Citizenship *MA*
Organised Crime, Terrorism and Security *MSc*
Sociological Research *MA*
Sociology *MA Cert*
Sociology and Management *MA*
Sociology (Citizenship and Rights) *MA*
Sociology (Contemporary Social Theory) *MA*
Sociology (Criminology) *MA*
Sociology (Global Challenges) *MA*
Sociology (Intimacy and Gender) *MA*
Sociology (Culture, Media and Identities) *MA*
Survey Methods for Social Research *MSc*

RESEARCH DEGREE

Criminology *PhD PhD (Int) MPhil*
Criminology and Socio-Legal Research *PhD
MPhil*
Sociological Research *PhD MPhil*
Sociology *PhD PhD (Int) MPhil MA by
dissertation*

¹This course will be discontinued for four years with effect from entry in October 2011.

²This course has been temporarily discontinued from 2012-13.

³This course has been temporarily discontinued with effect from entry in October 2012.

⁴This course has been suspended from 2012-13

⁵This course will be suspended from 2013-14.

⁶This course will be suspended for 2014-15.

⁷This course has been temporarily discontinued with effect from October 2013.

⁸This course has a change of name from October 2015.

⁹This course will commence from October 2015.

¹⁰There will be no new student intake into this course after August 2015. This course has been discontinued.

¹¹There will be no new student intake into this course after October 2015. This course has been discontinued.

2.3.

Validated Programmes of Study

Awards with the following titles, validated by the University for delivery at a Partner Institution, may be conferred or granted by the University.

Colchester Institute

SUB HONOURS

Art and Design *CertHE*
Business Administration *FdA CertHE*
Computing *CertHE*
Computing Solutions *CertHE*⁵
Computing Solutions (Internet) *FdSc*⁵
Computing Solutions (Networks) *FdSc*⁵
Construction *CertHE*
Construction Management *FdSc CertHE*
Creative Performance (Acting) *FdA*
Early Years *FdA CertHE*
Education (Lifelong Learning Sector) *CertEd*
Education (Post-Compulsory Education) *CertEd*
Education (Teaching Literacy and ESOL) *CertCE*
Education (Teaching Numeracy) *CertCE*
Film Music and Sound Production *CertHE DipHE*
Health and Social Care *FdA*
IT Systems and Applications *FdSc CertHE*
Management *FdA*
Management of Hospitality *FdA*
Management of Sport *FdA*
Music Education *DipHE CertHE*
Musical Theatre *FdA*
Person Centred Counselling *DipHE*
Person Centred Skills *CertHE*
Photography *FdA*
Popular Music *FdA*
Teaching Numeracy *CertCE*
Technical Theatre *FdA*

HONOURS DEGREE

Computing Solutions (Internet) *BSc*⁵
Computing Solutions (Networks) *BSc*⁵
Construction Management (Site Management) *BSc*
Construction Management (Commercial Management) *BSc*
Counselling Studies *BA*
Conference and Event Management *BA*
Creative Performance (Acting) *BA*
Early Years *BA*
Fashion and Textiles *BA*
Film Music and Sound Production *BA*
Fine Art *BA*
Graphic Design *BA*
Health and Social Care *BA*
IT Systems and Applications *BSc*
Management *BA*
Management of Hospitality *BA*
Management of Sport *BA*
Music *BA*⁵
Music Education *BA*

Musical Theatre *BA*
Photography *BA*
Popular Music *BA*
Technical Theatre *BA*
Three Dimensional Design and Craft *BA*

TAUGHT POSTGRADUATE

Art, Design and the Book *MA*
Arts in a Social Context *MA*
Business Administration *MBA*
Contemporary Art and Professional Practice *MA*
Education (Lifelong Learning Sector) *PGCert PGCE*
Management *MBA PGDip PGCert*
Music *MA*⁵
Sculptural Practice *MA*

Edge Hotel School Ltd

SUB HONOURS

Hotel Management *FdA*

HONOURS DEGREE

Hotel Management *BA*

Higher School of Economics, Perm, Russia

TAUGHT POSTGRADUATE

Business Strategies in a Global Environment *MSc*

Kaplan Open Learning, University of Essex Online

SUB HONOURS

Business and Management *FdA*
Business and Marketing *DipHE*
Business Studies *DipHE CertHE CertCE*
Financial Services *FdA CertHE*
Leadership and Management *FdA*
Marketing and Sales Management *FdA*

HONOURS DEGREE

Business and Management *BA*
Business and Marketing *BA*
Criminology and Community Justice *BA*
Criminology and Criminal Justice *BA*
Criminology and Policing *BA*
Criminology and Probation Studies (Community Justice) *BA*
Criminology and Youth Justice *BA*
Financial Services *BA*

TAUGHT POSTGRADUATE

Business Administration *PGDip PGCert*
Business and Management *MSc PGDip PGCert*
Finance *MBA*
Human Resource Management *MBA*
Infection Control *MSc PGDip PGCert*
Marketing *MBA*

Kaplan Singapore

HONOURS DEGREE

Accounting *BSc*
Accounting and Finance *BSc*
Banking and Finance *BSc*
Financial Management *BSc*
Management and Marketing *BSc*

Nanyang Academy of Fine Arts, Singapore

HONOURS DEGREE

Creative Industry Management *BA*
Theatre Arts *BA*

South Essex College of Further and Higher Education

SUB HONOURS

Business Studies *DipHE CertHE CertCE*
Construction Management *FdSc*
Counselling *FdA*
Creative Writing for Media *CertHE DipHE*
Early Years and Childhood *FdA*
Education (Learning and Skills Sector) *CertEd*
Education (Lifelong Learning Sector) *CertEd*
Engineering *CertHE FdSc*
Fashion Communication and Marketing *FdA*
Fashion Design *CertHE DipHE*
Graphic Design *CertHE DipHE*
Hospitality Management *CertHE FdSc*
Interior and 3D Design *CertHE DipHE*
Internet Technology *FdSc*
Journalism *CertHE DipHE*
Media Production *FdA*
Music Performance and Composition *CertHE DipHE*
Music Production *CertHE DipHE*
Network Technology *FdSc*
Personal Fitness Training and Management *FdA*
Photography *CertHE DipHE*
Production for Live Performance and Events *FdA CertHE*
Professional Studies in Childcare and Education *CertHE*
Social Studies *CertHE DipHE*
Sports Studies *CertHE DipHE*
Sports Studies (Health and Fitness) *DipHE*
Sports Studies (Teaching and Coaching) *DipHE*
Technology *FdA*
Television Production and Screen Media *CertHE DipHE*

HONOURS DEGREE

Business Studies *BA*
Business Studies (Project Management) *BA*
Computer Games Design *BSc*
Computing *BSc*
Counselling *BA*
Creative Writing for Media *BA*
Criminology and Forensic Investigation *BSc*

Digital Animation *BA*
Early Years Education *BA*
Fashion Communication and Marketing *BA*
Fashion Design *BA*
Fine Art *BA*
Graphic Design *BA*
Interior and 3D Design *BA*
Journalism *BA*
Media Production *BA*
Music Performance and Practice *BA*
Music Production *BA*
Music Production and Performance *BA*
Network Technology *BA BSc*
Photography *BA*
Social Studies *BSc*
Social Work *BA*
Sound Production and Performance
Technology *BA*
Special Education Studies *BA*
Sports Studies *BSc*
Sports Studies (Health and Fitness) *BSc*
Sports Studies (Teaching and Coaching) *BSc*
Television Production and Screen Media *BA*

TAUGHT POSTGRADUATE

Education (Lifelong Learning Sector) *PGCE*

Tavistock and Portman NHS Foundation Trust

TAUGHT POSTGRADUATE

Introduction to Counselling and
Psychotherapy *Cert*
The Foundations of Psychodynamic
Psychotherapy *MA PGDip*
Refugee Care *MA*

RESEARCH DEGREE

Child, Community and Educational
Psychology *DChEdPsych*
Child and Educational Psychology
DEdChPsych

Writtle College

SUB HONOURS

Agriculture *CertHE DipHE*
Agriculture (Crop Production) *FdSc*
Agriculture (Farm Livestock Production) *FdSc*
Agricultural Business Management (Crop
Production) *DipHE*
Agricultural Business Management (Livestock
Production) *DipHE*
Animal Management *FdSc DipHE BSc (Ord)*
Animal Science *FdSc BSc (Ord)*
Animal Studies *CertHE*
Applied Equine Management *DipHE*
Conservation and Environment *DipHE CertHE*
Conservation Management *FdSc CertHE*
Cycling Performance *FdSc*
Equestrian Coaching and Sports Performance
DipHE
Equine Behaviour *DipHE*

Equine Breeding and Stud Management
CertCE DipHE
 Equine Science *CertCE DipHE BSc (Ord)*
 Equine Science (Behaviour and Nutrition)
DipHE
 Equine Sports Therapy *DipHE*
 Equine Studies *CertHE CertCE BSc (Ord)*
 Equine Studies and Business Management
CertCE DipHE
 Equine Studies (Behaviour and Nutrition)
DipHE
 Equine Studies (Behaviour and Welfare)
DipHE
 Garden Design *CertHE*
 Horticulture *CertHE CertCE*
 Horticulture (Production Horticulture) *FdSc*
 Interior Architecture and Design *FdA CertHE*
 Professional Floristry *FdA CertHE CertCE*
 Professional Gardening *CertCE*
 Sports and Exercise Performance *DipHE*

HONOURS DEGREE

Agriculture *BSc*
 Agricultural Business Management (Crop
 Production) *BSc*
 Agricultural Business Management (Farm
 Livestock Production) *BSc*
 Agricultural Crop Production with
 Conservation Management *BSc*
 Agricultural Crop Production with Wildlife
 Conservation *BSc*
 Animal Management *BSc*
 Animal Management (Companion and Zoo
 Animals) *BSc*
 Animal Management (Equine Studies) *BSc*
 Animal Management with Farm Livestock
 Production *BSc*
 Animal Management with Wildlife
 Conservation *BSc*
 Animal Management with Business
 Management *BSc*
 Animal Science *BSc*
 Animal Science (Companion and Zoo
 Animals) *BSc*
 Animal Science (Equine Studies) *BSc*
 Animal Science with Farm Livestock
 Production *BSc*
 Animal Science with Wildlife Conservation
BSc
 Animal Therapy *BSc*
 Applied Equine Management *BSc*
 Business Management (Marketing and Supply
 Chain Management) *BSc*
 Conservation and Environment *BSc*
 Contemporary Art and Design *BA*
 Equestrian Coaching and Sports Performance
BSc
 Equine Behaviour *BSc*
 Equine Breeding and Stud Management *BSc*
 Equine Science *BSc*
 Equine Science (Behaviour and Welfare) *BSc*
 Equine Science (Equitation and Coaching)
BSc

Equine Science (Health and Exercise) *BSc*
 Equine Sports Therapy *BSc*
 Equine Studies (Behaviour and Nutrition) *BSc*
 Equine Studies (Breeding and Reproduction)
BSc
 Equine Studies (Sports Horse Performance)
BSc
 Equine Studies and Business Management
BSc
 Farm Livestock Production with Conservation
 Management *BSc*
 Farm Livestock Production with Wildlife
 Conservation *BSc*
 Garden Design Restoration and Management
BSc
 Horticulture *BSc*
 Interior Architecture and Design *BA*
 Landscape and Garden Design *BSc*
 Landscape Architecture *BSc*
 Professional Floristry *BA*
 Sports and Exercise Performance *BSc*
 Sports and Exercise Performance with
 Business Management *BSc*
 Sports and Exercise Performance with Event
 Management *BSc*

INTEGRATED MASTERS

Animal Therapy *MAnimTher*
 Veterinary Physiotherapy *MVetPhys*

TAUGHT POSTGRADUATE

Animal Health *MSc PGDip PGCert*
 Animal Health Science *MSc PGDip PGCert*
 Animal Welfare and Conservation *MSc PGDip
 PGCert*
 Applied Equine Science *MSc PGDip PGCert*
 Applied Equine Science (Behaviour and
 Welfare) *MSc*
 Applied Equine Science (Breeding and
 Reproduction) *MSc*
 Applied Equine Science (Nutrition) *MSc*
 Applied Equine Science (Sports Performance)
MSc
 Arable Crop Management *MSc PGDip PGCert*
 Conservation Management under Global
 Change *MSc PGDip PGCert*
 Environmental Resource Management *MSc*
 Equine Therapy and Rehabilitation *MSc
 PGDip PGCert*
 Garden Design *MA*
 Historic Designed Landscapes *MA PGDip
 PGCert*
 Horticulture *MSc PGDip PGCert*
 Horticulture (Crop Production) *MSc PGDip*
 Landscape and Garden Design *PGCert*
 Landscape Architecture *MA PGDip*
 Landscape Design *PGDip*
 Landscape Management *MSc PGDip PGCert*
 Livestock Production Science *MSc PGDip
 PGCert*
 Natural Environment and Society *MSc*
 Post Harvest Technology *MSc PGDip PGCert*
 Veterinary Physiotherapy *MSc PGDip*

RESEARCH DEGREE

Agriculture *PhD MPhil MSc by dissertation*
Animal Science *PhD MPhil MSc by dissertation*
Applied Biology *PhD MPhil MSc by dissertation*
Art and Design *MA by dissertation*
Business and Leisure Management *PhD MPhil MA by dissertation*
Conservation Management *MSc by dissertation*
Horticulture *PhD MPhil MSc by dissertation*

University Campus Suffolk (UCS) (awards are conferred jointly with the University of East Anglia)

UCS Bury St Edmunds

SUB HONOURS

Business Management *FdA CertHE DipHE BA (Ord)*
Business Management and Entrepreneurship *BA (Ord)*⁶
Business Management and Law *BA (Ord)*⁶
Business Management and Psychology *DipHE BA (Ord)*
Children's Care, Learning and Development *BA (Ord)*
Computing and Management *FdA CertHE*
Computing and Networking *FdSc*
Construction *FdSc*
Counselling *FdA*
Early Years Practice *FdA CertHE*
Electrical Engineering *FdSc CertHE*
Electronic Engineering *FdSc CertHE*
English and History *DipHE BA (Ord)*
English and Psychology *DipHE BA (Ord)*
English and Sociology *DipHE BA (Ord)*
Graphic Design *CertHE FdA*
History and Law *BA (Ord)*⁶
History and Psychology *DipHE BA (Ord)*
History and Sociology *DipHE BA (Ord)*
Hospitality and Event Management *FdA*
Mechanical Engineering *FdSc*
Music Production *FdA*
Psychology and Sociology *DipHE*
Salon Management *FdA*⁴
Sociology and Law *BA (Ord)*⁶
Sports Coaching and Development *FdSc CertHE*
Sport, Health and Exercise *FdSc*
Teaching Literacy *CertCE CertEd*
Teaching Literacy and English for Speakers of Other Languages (ESOL) *CertCE CertEd*
Teaching Numeracy *CertCE CertEd*
Teaching, Training and Development in the Further Education and Skills Sector *FdA*

HONOURS DEGREE

Applied Computing *BSc*
Business Management *BA*

Business Management and Entrepreneurship *BA*⁶
Business Management and Law *BA*⁶
Business Management and Psychology *BA*
Children's Care, Learning and Development *BA*
Business Management and Psychology *BA*
Construction Management *BSc*
Counselling *BA*
English and History *BA*
English and Psychology *BA*
English and Sociology *BA*
History and Law *BA*⁶
History and Psychology *BA*
History and Sociology *BA*
Music Production *BA*
Psychology and Sociology *BA*
Sociology and Law *BA*⁶

TAUGHT POSTGRADUATE

Management Studies *PGDip PGCErt*
Teaching Literacy *PGCE*
Teaching Literacy and English for Speakers of Other Languages (ESOL) *PGCE*
Teaching Numeracy *PGCE*

UCS Great Yarmouth

SUB HONOURS

Applied Computing *FdSc*
Applied Computing (End User Support) *CertHE*
Commercial Art and Design Practice *FdA CertHE*
Computing (Business Information Technology) *FdSc CertHE*
Computing (End User Support) *FdSc CertHE*
Computing (Software Engineering) *FdSc CertHE*
Counselling *DipHE*
Counselling and Therapeutic Care *DipHE CertHE*
Creative Music *FdA*
Early Years Practice *FdA CertHE*
Electronic Engineering *FdSc*
Event Management (Leisure) *FdA CertHE*
Event Management (Tourism) *FdA CertHE*
Fashion and Textiles *FdA CertHE*
Mechanical Engineering *FdSc CertHE*
Photography and Digital Media *DipHE CertHE*
Social Care Practice *FdA*⁵
Sport, Health and Exercise *FdSc*
Visual Media Production *FdA CertHE*

HONOURS DEGREE

Applied Computing *BSc*
Arts Practice *BA*
Counselling *BA*
Photography and Digital Media *BA*

UCS Ipswich

SUB HONOURS

Adult Nursing *DipHE*

Adult Nursing for Enrolled Nurses *DipHE*
 Adult Nursing with Advanced Studies *DipHE*
 Bioscience *CertHE DipHE*
 Business Management *DipHE CertHE BA (Ord)*
 Children, Young People and Policy *DipHE CertHE BA (Ord)*
 Child Health Nursing *DipHE*
 Children's Nursing with Advanced Studies *DipHE*
 Computer Games Design *DipHE*
 Computer Games Programming *DipHE*
 Continuing Care *FdA*
 Counselling *FdA*
 Creative Industries Management *DipHE CertHE*
 Criminology and Sociology *DipHE BSc (Ord)*
 Criminology and Youth Studies *DipHE BSc (Ord)*
 Digital Media *DipHE*
 Early Childhood Studies *DipHE*
 Early Childhood Studies and Youth Studies *DipHE BSc (Ord)*
 Early Learning *BA (Ord)*
 Early Years Practice *FdA CertHE*
 Employment Based Independent Study *FdA CertHE*
 English *DipHE*
 Event Management *DipHE CertHE*
 Event Management and Tourism Management *DipHE*
 Event Management with Business Management *DipHE*
 Film *DipHE*
 Film and Media Studies *DipHE*
 Fine Art *DipHE*
 Graphic Design *DipHE BA (Ord)*
 Graphic Design and Graphic Illustration *DipHE BA (Ord)*
 Health and Social Care Practice *DipHE*
 Health Care *DipHE*
 Healthcare Practice *FdA CertHE*
 Health Care Practice (End of Life Care) *FdA*
 Healthcare Practice (Maternity Assistant) *FdA CertHE*
 Healthcare Practice (Mental Health) *FdA CertHE*
 Healthcare Practice (Rehabilitation) *FdA CertHE*
 History *DipHE CertHE BA (Ord)*
 Hospitality Management *DipHE*
 Hospitality Management with Business Management *DipHE*
 Human Biology *DipHE*
 Human Resource Management *DipHE*
 Individual Studies *DipHE CertHE*
 Interior Design *DipHE*
 Learning Disability Nursing *DipHE*
 Learning Disability Nursing with Advanced Studies *DipHE*
 Leisure Management *DipHE*

Leisure Management with Business Management *DipHE*
 Management for the Heritage Sector *FdA CertHE*
 Marketing Management *DipHE*
 Mental Health Nursing *DipHE*
 Mental Health Nursing with Advanced Studies *DipHE*
 Midwifery *DipHE*
 Midwifery with Advanced Studies *DipHE*
 Network and Communication Technologies *FdSc CertHE*
 Nutrition and Health *DipHE*
 Operating Department Practice *DipHE*
 Performing Arts *DipHE*
 Photography *DipHE BA (Ord)*
 Psychology and Criminology *DipHE BSc (Ord)*
 Psychology and Early Childhood Studies *DipHE BSc (Ord)*
 Psychology and Sociology *DipHE*
 Psychology and Youth Studies *DipHE*
 Social Care Practice *FdA*
 Sociology and Criminology *DipHE CertHE*
 Sociology and Youth Studies *DipHE*
 Sports Science *DipHE*
 Tourism Management *DipHE*
 Tourism Management and Hospitality Management *DipHE*
 Tourism Management and Leisure Management *DipHE*
 Tourism Management with Business Management *DipHE*

HONOURS DEGREE

Accounting and Financial Management *BA*
 Acute and Critical Care Practice *BSc*
 Acute Health Care Practice *BSc*
 Acute Healthcare Practice (Accident and Emergency) *BSc*
 Adult Nursing *BSc*
 Applied Radiation Sciences in Healthcare *BSc*
 Bioscience *BSc*
 Business Management *BA*
 Business Management with Entrepreneurship *BA*
 Business Management with Finance *BA*
 Business Management with Law *BA*
 Business Management with Marketing *BA*
 Business Management with Human Resource Management *BA*
 Child Health Nursing *BSc*
 Clinical Professional Practice *BSc*
 Computer Games Design *BA*
 Creative Industries Management *BA*
 Criminology *BSc*
 Criminology and Sociology *BSc*
 Criminology and Youth Studies *BSc*
 Dance *BA*
 Diagnostic Radiography *BSc*
 Early Childhood Studies *BA*
 Early Childhood Studies and Youth Studies *BA*
 Early Learning *BA*

English *BA*
 Event Management *BA*
 Film *BA*
 Fine Art *BA*
 Graphic Design *BA*
 Graphic Design and Graphic Illustration *BA*
 Health and Social Care Practice *BA*
 History *BA*
 Hospitality Management *BA*
 Human Biology *BSc*
 Human Resource Management *BA*
 Interior Architecture and Design *BA*
 Leisure Management *BA*
 Management for the Heritage Sector *BA*
 Marketing Management *BA*
 Mental Health Nursing *BSc*
 Midwifery *BSc*
 Midwifery Practice *BSc*
 Nurse Practitioner *BSc*
 Nursing Practice *BSc*
 Nursing Practice: Adult *BSc*
 Nursing Practice: Child *BSc*
 Nursing Practice: Community *BSc*
 Nursing Practice: Learning Disabilities *BSc*
 Nursing Practice: Mental Health *BSc*
 Nursing Studies *BSc*
 Nutrition and Health *BSc*
 Operating Department Practice *BSc*
 Performing Arts *BA*
 Photography *BA*
 Pre-registration Midwifery *BSc*
 Pre-registration Nursing – Adult *BSc*
 Pre-registration Nursing – Child *BSc*
 Pre-registration Nursing – Mental Health *BSc*
 Psychology and Criminology *BSc*
 Psychology and Early Childhood Studies *BSc*
 Psychology and Sociology *BSc*
 Psychology and Youth Studies *BSc*
 Service Innovation and Development *BSc*
 Social Work *BA*
 Sociology and Criminology *BA*
 Sociology and Youth Studies *BA*
 Specialist Community Public Health Nursing
 (Health Visiting) *BSc*
 Specialist Community Public Health Nursing
 (School Nursing) *BSc*
 Sports Science *BSc*
 Tourism Management *BA*
 Urgent Care *BSc*

TAUGHT POSTGRADUATE

Administration (Enterprise) *MBA*
 Administration (Leadership) *MBA*
 Administration *MBA*
 Advanced Healthcare Practice *PGDip*
 Advanced Healthcare Practice (Advanced
 Nurse Practitioner) *MSc*
 Advanced Healthcare Practice (Allied Health
 Professionals) *MSc*
 Childhood and Youth Studies *MA PGDip*
PGCert
 Clinical Effectiveness *MA PGDip PGCert*

Clinical Practice: District/Home Nursing
*PGDip*⁵
 Community Leadership and Social Innovation
MSc PGDip PGCert
 Employment Law *PGCert*
 Education for Health and Social Care
 Professionals *MA PGDip PGCert*
 Health and Social Care Practice *MA PGDip*
PGCert
 Healthcare Education (Teacher) *PGCert*
 Higher Education Practice *PGCert*
 Human Resource Management *MSc PGDip*
 Interprofessional Health Care Education *MA*
PGCert PGDip
 Leadership and Service Innovation *MA PGDip*
PGCert
 Learning and Teaching *MA PGDip PGCert*
 Management *PGDip PGCert*
 Marketing *MA PGDip PGCert*
 Norfolk and Suffolk Primary School Centred
 Initial Teacher Training *PGCE*
 North East Essex Coastal Secondary School
 Centred Initial Teacher Training *PGCE*
 PGCE (Lifelong Learning Sector) *PGCE*
 PGCE (Secondary) North East Essex Coastal
 Consortium SCITTT *PGCE*
 Regenerative Medicine *MSc PGDip PGCert*
 Science of Healthy Ageing *MSc PGDip*
PGCert
 Specialist Community Public Health Nursing
 (Health Visiting) *PGDip*
 Specialist Community Public Health Nursing -
 (School Nursing) *PGDip*
 Suffolk and Norfolk Secondary School
 Centred Initial Teacher Training *PGCE*
 Sustainable Business *MSc PGDip PGCert*
 Tourism *MBA*

RESEARCH DEGREE

Biomedical Science *PhD MPhil*
 Business *PhD MPhil*
 Health Services Research *PhD MPhil*
 Leadership and Enterprise *PhD MPhil*
 Management *PhD MPhil*
 Regenerative Medicine *PhD MPhil*
 Social Science *PhD MPhil*

UCS Lowestoft

SUB HONOURS

Business Management *FdA CertHE*
 Children's Care, Learning and Development
FdA CertHE
 Design *CertHE DipHE BA (Ord)*
 Early Years *FdA*
 Early Years Practice *FdA CertHE*
 Inclusive Practice and Integrated Working *BA*
(Ord)
 Leadership and Management *CertHE*⁶
 Operations Engineering *FdSc CertHE BEng*
(Ord)
 Social Pedagogy *CertHE*

Supporting Inclusive Learning and Practice
FdA CertHE

HONOURS DEGREE

Children's Care, Learning and Development
BA

Design *BA*

Inclusive Practice and Integrated Working *BA*

Leadership and Management *BA*⁶

Operations Engineering *BEng*

UCS Otley

SUB HONOURS

Animal Science and Welfare *FdSc*

Fishery Management *CertHE*

Fishery Management and Sustainable

Aquaculture *FdSc*

Landscape and Garden Design *FdA*

Wildlife Management and Conservation *FdSc*

UCS Suffolk New College

SUB HONOURS

Architectural Technology *FdSc*

Civil Engineering *FdSc*

Construction *FdSc*

HONOURS DEGREE

Civil Engineering *BSc*

Construction Management *BSc*

2.4.

The duration, syllabus and rules pertaining to progression and assessment for programmes of study leading to undergraduate and taught graduate/postgraduate awards shall be defined and published annually in the relevant programme specification.

2.5.

First-year students registered on full-time courses may be permitted to change their degree within the first two teaching weeks of the academic year or, on successful completion of the relevant module, at the end of the first year of study, subject to the approval of the Executive Dean or his/her deputy and to the availability of places on the degree they wish to enter.

2.6.

The Executive Dean or his/her deputy may permit a student to follow as part of his or her study for the degree of Bachelor an approved programme of study at an overseas university or comparable institution approved for the purpose in each case.

2.7.

Students may be admitted to programmes of study which are not assessed and to programmes of study leading to the grant of credits which may be accumulated towards an award of the University.

2.8.

For each undergraduate programme of study there is a maximum period within which a student must complete his or her studies. The maximum period is set from the date when the student is first admitted to sub-degree or an undergraduate programme at the University of Essex. Transfers of programme are still included in the original maximum period. Academic stages in which the student has undertaken a period of intermission are still included in the original maximum period. The Executive Dean or his/her deputy may consider requests for an extension to the maximum period of study in cases of ill-health or other exceptional circumstances. Details of the maximum period of study for each award are published in the Undergraduate Rules of Assessment.

2.9.

For the purpose of applying University policies and procedures, students studying on Integrated Masters Awards will be regarded as Undergraduate students in Stages One, Two and Three, and Taught Postgraduates in Stage Four.

2.10.

Students may be admitted to a programme of study leading to a dual award of the University of Essex and one or more awarding institution(s). The dual award arrangements shall be entered into formally between the University and the partner institution(s) before any candidates are admitted to the programme. The details of the programme shall be published in the relevant programme specification.

Principal Regulations for Taught Masters Programmes

3.1.

In the University the following taught Masters degrees are conferred: Master of Arts (MA), Master of Fine Arts (MFA), Master of Public Enterprise and Management (MPEM), Master of Science (MSc), Master of Laws (LLM), Masters by Research (MRes), and the following integrated masters awards: Master of Animal Therapy (MAnimTher), Master of Applied Ecology (MEcol)², Master of Engineering (MEng), Master of Marine Biology (MMarBiol), Master in Science (MSci), Master of Telecommunication Engineering (MEng) and Master of Veterinary Physiotherapy (MVetPhys).

ADMISSIONS

3.2.

A person wishing to be accepted as a student for a taught Masters degree must apply through the Head of Department concerned to be admitted as a registered graduate student within the University.

3.3.

A candidate for a Masters degree must satisfy one of the following admissions criteria:

- (a) hold a Bachelors (Honours) degree awarded by an institution or body with degree awarding powers in the UK;
- (b) be a graduate of first-cycle higher education as defined by the Bologna Declaration or a person holding a degree-level qualification from a recognised overseas institution;
- (c) be a person who is deemed to demonstrate an academic standard equivalent to a Bachelors (Honours) degree, documented through professional or vocational achievement.

In the case of applicants who are not native speakers of English, evidence must be produced of a high level of ability in the language, including writing.

3.4.

Students may be admitted to a programme of study leading to a dual award of the University of Essex and one or more awarding institution(s). The dual award arrangements shall be entered into formally between the University and the partner institution(s) before any candidates are admitted to the programme. The details of the programme

shall be published in the relevant programme specification.

A student studying for a dual award shall normally spend at least half their time at the University and the rest of the time at the partner institution(s).

REGISTRATION ARRANGEMENTS

3.5.

Students must register as graduate students of the University and must comply with the Charter, Statutes, Ordinances and Regulations of the University; they must register annually at the beginning of each academic year after acceptance until they present themselves for examination for the degree.

MASTERS DEGREE REQUIREMENTS

3.6.

A Masters degree may be conferred on students who have followed a taught Masters programme approved by the Senate on the recommendation of the relevant Faculty Board and consisting of systematic courses of lectures and other teaching, and the undertaking of a dissertation or its equivalent, which shall comprise no more than half the work of the programme of study.

Such students shall:

- (a) spend at least three terms of full-time study in the University or six terms of part-time study;
- (b) be assessed by assignments prescribed in the regulations for the programme of study. In addition students shall present, in a manner acceptable to the Senate, a dissertation or its equivalent as prescribed in the regulations for the programme; candidates are personally responsible for all expenditure connected with the preparation of a thesis or dissertation. Students may also be required to present themselves for an oral examination.

Modular study may be followed for a maximum period of six years.

The attendance requirements do not apply to study by distance learning.

3.7.

A dissertation or its equivalent submitted for a Masters degree may not incorporate, whether in the same or different form, work which has been submitted to this or to any other university for a degree unless the subject of the research is an extension or continuation of research begun for such a degree. In such a case the extent of the material and the degree if any obtained should be indicated (the student may be required to produce the work previously submitted).

² This programme has been temporarily discontinued from 2012-13

A student must state generally in the preface to the dissertation and specifically in references the sources from which the material is derived and the extent to which the candidate has used the work of others including collaborators.

3.8.

Apart from quotations, the dissertation must be presented in English unless the relevant Executive Dean or his/her deputy has given permission in advance for it to be in another language.

3.9.

Assessment in each taught Masters programme shall take place at the time or times described in regulations or otherwise approved by the relevant Faculty Board for that programme. With the consent of the relevant Executive Dean or his/her deputy, a candidate may be permitted to submit the dissertation after the approved time.

3.10.

Masters degrees will be awarded by the Senate on the recommendation of a Board of Examiners appointed by the Faculty Board.

CONTINUATION PERIOD

3.11.

Students who have completed the minimum period of study prescribed by the Senate and who have not yet presented themselves for examination will be required on registration to pay an appropriate 'continuation' fee as determined from time to time by the University. Such students shall be entitled to be examined (but not re-examined), to obtain any supervision required and to use University facilities including the Library. They shall be subject to the Charter, Statutes, Ordinances and Regulations of the University at any time they are present in the University.

Principal Regulations for Graduate and Postgraduate Diplomas and Certificates

3.12.

In the University, graduate and postgraduate Diplomas and Certificates are offered.

3.13.

Candidates shall follow a programme of study approved by the Senate on the recommendation of the relevant Faculty Board. The regulations for each programme shall prescribe the period of study, whether in or outside the University, and the

examinations and any other forms of assessment required.

3.14.

A person wishing to be accepted as a student for a Diploma or Certificate programme must apply through the Head of Department concerned to be admitted as a registered student within the University.

3.15.

Diplomas and Certificates shall be granted by the Senate on the recommendation of a Board of Examiners appointed by the Faculty Board.

3.16.

For all purposes of higher degree regulations, programmes of study leading to a Graduate or Postgraduate Diploma or Certificate of the University shall be treated as if they lead to a Masters of the University.

Principal Regulations for Research Degrees

4.1.

In the University the following research degrees are conferred: Masters by Dissertation (MA or MSc by Dissertation), Master of Philosophy (MPhil), Doctor of Medicine (MD), Doctor of Philosophy (PhD) and Professional Doctorate.

Note: The Senate has approved *The Code of Practice for Research Degree Programmes* relating to postgraduate training and research, which is available online at: www.essex.ac.uk/about/governance/academic/codes-higher.aspx

PROVISIONS REGARDING ADMISSION

4.2.

A person wishing to be accepted as a student for a research degree must first apply to the Head of the Department concerned to be admitted by the Executive Dean or his/her deputy as a registered graduate student within the University.

The applicant must satisfy the admissions criteria set out in 4.3 and propose a field of study in which the department is able to offer supervision.

The Head of Department will recommend such applicants for admission to the Executive Dean or his/her deputy.

When an applicant is accepted for admission to a research degree, the Executive Dean or his/her deputy shall approve the appointment of a member or members of the Academic or Research staff of the University as the student's supervisor or supervisors.

It may be appropriate for an applicant to register for a research degree with a reduced

minimum period due to previous and appropriate study undertaken elsewhere (subject to Regulation 4.48). In such instances the Head of Department will recommend such applicants for admission with a reduced minimum period to the Executive Dean or his/her deputy.

ADMISSIONS CRITERIA

4.3.

In the case of applicants who are not native speakers of English, evidence must be produced of a high level of ability in the language, including writing.

MASTERS BY DISSERTATION, MASTER OF PHILOSOPHY AND INTEGRATED PHD

Applicants for admission for the degree of Masters by Dissertation, Master of Philosophy and Integrated PhD must satisfy one of the following admissions criteria:

- (a) hold a Bachelors (Honours) degree awarded by an institution or body with degree awarding powers in the UK;
- (b) be a graduate of first-cycle higher education as defined by the Bologna Declaration or a person holding a degree-level qualification from a recognised overseas institution;
- (c) be a person who is deemed by the Executive Dean or his/her deputy to demonstrate an academic standard equivalent to a Bachelors (Honours) degree, documented through professional or vocational achievement.

DOCTOR OF MEDICINE

Applicants for admission for the degree of Doctor of Medicine must satisfy both of the following admissions criteria:

- (a) hold a medical qualification which is recognised for registration by the General Medical Council and have held this qualification for at least three years by the date of submission of the thesis;
- (b) be a member of the academic staff of the University or be employed during the majority of their period of registration at the University in appropriate clinical or scientific work within the Eastern or South Eastern regions in any hospital or institution associated with the University of Essex.

DOCTOR OF PHILOSOPHY

Applicants for admission for the degree of Doctor of Philosophy must satisfy one of the following admissions criteria:

- (a) hold a Masters degree or a Bachelors degree with at least Class II Division i

- (b) Honours awarded by an institution or body with degree awarding powers in the UK;
- (b) be a graduate of second-cycle higher education as defined by the Bologna Declaration or a person holding a Masters-level qualification from a recognised overseas institution;
- (c) be an applicant who is deemed by the Executive Dean or his/her deputy to demonstrate an academic standard equivalent to a Masters degree, documented through professional or vocational achievement.

PROFESSIONAL DOCTORATE

Applicants for admission for the degree of Professional Doctorate must satisfy the following admissions criterion:

Be an applicant who in addition to meeting the criteria for admission to the degree of Doctor of Philosophy has appropriate professional qualifications and experience.

APPLICANTS NOT RESIDENT IN THE UK (DISTANCE LEARNING)

4.4.

Persons not normally resident within the UK may, on the recommendation of the Head of Department, be accepted by the Executive Dean or his/her deputy as students for a research degree by Distance Learning, either full or part-time. The Department or Centre recommending an offer must satisfy the Executive Dean or his/her deputy that expertise at the University makes it particularly appropriate for the student to undertake research here. An applicant must meet the relevant admissions criteria set out in 4.3 above. The Executive Dean or his/her deputy must be satisfied in each individual case that:

- (a) the applicant is equipped with the necessary basic research skills (or where not, that arrangements have been made for the acquisition of such skills);
- (b) details of supervisory arrangements for applicants accepted under this regulation are specified individually as appropriate (pro-rata for part-time study) and will include the frequency and mode of contact between supervisor and student, the extent of face-to-face contact envisaged, periods of time to be spent at the University, access to local facilities and expertise where relevant (most commonly in the place of employment), and arrangements for written reports on research and progress.

Meetings of supervisory boards will normally be held at the University of Essex.

REGISTRATION ARRANGEMENTS

4.5.

Students accepted for admission to a research degree must register as graduate students of the University and must comply with the Charter, Statutes, Ordinances and Regulations of the University; they must register annually at the beginning of each academic year after acceptance until they present themselves for examination for the degree.

MINIMUM AND MAXIMUM PERIODS

4.6.

The normal minimum and maximum periods of study are shown in Appendix 1.

4.7.

During the minimum period a full-time student is expected to undertake supervised study and research in the University. A part-time student is expected to attend for regular visits for the purpose of supervision, research training and supervisory boards.

4.8.

The Executive Dean or his/her deputy may permit transfer from one mode of study to another, eg from full-time to part-time, (including distance learning) or vice-versa and change of degree title. The minimum/maximum period will be adjusted pro-rata. Students are not allowed to transfer from full-time study to part-time study in the final term of their minimum period or during their completion period.

4.9.

In exceptional circumstances, the Executive Dean or his/her deputy may reduce the minimum period of study, provided that:

- (a) no more than three terms of the period shall be waived (for a PhD) (pro-rata for other awards and part-time students);
- (b) the Executive Dean or his/her deputy is satisfied that the student has completed his or her study and research and is ready to submit the thesis.

4.10.

Students admitted to a PhD (not a Professional Doctorate) will be initially registered for an MPhil/PhD. Their registration status will be subject to confirmation (see 4.30).

RESEARCH DEGREE REQUIREMENTS

4.11.

For all the University's research degrees a student shall:

- (a) attend such classes, seminars and personal consultations as the supervisor(s) shall require at times arranged by the supervisor(s);

- (b) attend supervisory board meetings as required, and produce work and/or other evidence of progress as required by the supervisor and other board members;

- (c) submit, in accordance with the regulations and rules governing presentation of such work, a dissertation/thesis for examination under a title which has been approved by the Head of Department.

4.12.

At the end of each academic year during his/her minimum period, a student may be permitted to proceed to the next year by the departmental Research Students' Progress Committee (see 4.33 on change of status and discontinuation). The Research Students' Progress Committee's decision will be reported to the Executive Dean or his/her deputy, accompanied by appropriate supporting documents. The Research Students' Progress Committee may also recommend that a student's registration status be downgraded or discontinued to the Executive Dean or his/her deputy. The Executive Dean or his/her deputy may accept or reject the recommendation. Students may submit an appeal against the recommendation that their registration status be downgraded or discontinued using the Appeals Procedure against a Progress Decision – Postgraduate Research Students (see Appeals Procedure against a Progress Decision – Postgraduate Research Students).

DOCTOR OF PHILOSOPHY DEGREE BY PROGRAMME

4.13.

A student shall follow a three-year programme approved by the Senate. In addition to the requirements set out in 4.11 and 4.12 above the programme commences with a six-month, intensively taught, initial period of training at the end of which the study will be formally assessed as specified at the time of admission.

DOCTOR OF MEDICINE

4.14.

The degree of Doctor of Medicine is offered as a programme of supervised research. The requirements are as for other research degrees.

Students shall be jointly supervised by a member of the Academic or Research staff of the University and an appropriately qualified and experienced associate supervisor employed by an NHS Trust associated with the University of Essex.

INTEGRATED PHD

4.15.

A student shall follow a four-year programme approved by the Senate.

The first year shall comprise an intensively taught initial period of training at the end of which the student will be formally assessed.

On successful completion, the first year will be followed by three years of supervised research following the requirements set out in 4.11 and 4.12 above.

In addition, during the second year, the student will receive further training in professional and research skills, which will be formally assessed.

PROFESSIONAL DOCTORATE

4.16.

Students shall follow a programme of study approved by the Senate. The requirements for each programme shall prescribe the period of study, whether in or outside the University and the form of assessment required of students.

COMPLETION PERIOD

4.17.

The stage between the end of the minimum period and the end of the maximum period is known as the completion period.

At the end of the prescribed minimum period, a student may be permitted to proceed to a twelve-month completion period by the Research Students' Progress Committee. The Research Students' Progress Committee shall decide that a student can proceed to the completion period where it is satisfied that the student has completed written work of sufficient quality and quantity to provide clear evidence that the student is in a position to write up the remainder of the thesis and submit within the twelve-month completion period.

4.18.

In the case of science departments, the student must have completed all experimentation/laboratory work and submitted a thesis plan. In addition the student must have submitted the following written work of a satisfactory quality:

Degree	Word count for submission of written work to the Supervisory Board
PhD	20,000
Professional Doctorate	15,000
MPhil/MD	15,000
Masters by Dissertation	10,000

4.19.

For other disciplines, the student must have completed all fieldwork/data collection, where appropriate, and have a substantial proportion of the thesis written in draft of a satisfactory quality.

4.20.

The Supervisory Board will base its judgement on whether the student can proceed to the completion period on the quality and quantity of the written work submitted to it at the end of the minimum period. The Research Students' Progress Committee's decision will be reported to the Executive Dean or his/her deputy, accompanied by appropriate supporting documents.

4.21.

Where the student is not ready to proceed to the completion period because there is no realistic expectation that the student will be in a position to present the thesis for examination within the completion period, even though the quality of the work is of the required standard, then the Executive Dean or his/her deputy may extend the minimum period, on the recommendation of the departmental Research Students' Progress Committee.

4.22.

A student who is not permitted to proceed to the completion period shall pay in advance the appropriate full-time fee (pro-rata for part-time students) for the additional terms of his/her extended minimum period.

PROFESSIONAL DOCTORATES

4.23.

There is no completion period for students on full-time Professional Doctorate programmes. If a student is not ready to submit his/her thesis at the end of the minimum period the Executive Dean or his/her deputy, on the recommendation of the Board of Examiners, shall extend the minimum period.

The appropriate full-time fee is payable for the additional terms of the extended minimum period.

For students on part-time Professional Doctorate programmes the arrangements in 4.17-4.22 apply.

COMPLETION FEE

4.24.

Students who are permitted to proceed to completion will be required on registration to pay an appropriate 'completion' fee as determined from time to time by the University. Such students shall be eligible to be examined (the fee does not cover re-examination), to obtain any supervision and

advice required and to use the University Library and IT facilities. Students in their completion period will be permitted to use laboratories only in special circumstances and with the permission of the Head of Department, subject to the payment of a termly laboratory bench fee. Students paying the completion fee shall be subject to the Charter, Statutes, Ordinances and Regulations of the University.

MAXIMUM PERIOD

From 2008-09

4.25.

A student shall normally submit his/her dissertation/thesis for examination within one calendar year of the end of the prescribed minimum period of study. A further extension will only be agreed in exceptional circumstances.

This does not apply to students on full-time Professional Doctorates (see 4.23) where the minimum and maximum periods are the same.

Before 2008-09

4.26.

A student shall normally submit his/her dissertation/thesis for examination within one calendar year of the prescribed minimum period of study. If the dissertation/thesis is not ready for examination within this period, a further completion period of one calendar year may be permitted. A further extension will only be agreed in exceptional circumstances.

PAID DUTIES

4.27.

Students who are registered as full-time students may with the consent of their supervisors undertake paid duties in the University for a maximum of eighteen hours per week averaged across the year. Students employed to teach at the University should normally have a maximum teaching load of six teaching hours per week and not more than a total of eighteen effort hours per week.

Tier 4 sponsored students must adhere to the regulations relating to the maximum number of hours of paid work permitted by their work permit.

Students funded by a Research Council studentship/scholarship must adhere to relevant terms and conditions of their studentship/scholarship relating to paid work.

PERMISSION TO CONDUCT RESEARCH OUTSIDE THE UK

4.28.

Except as provided for by specific regulations, the minimum period of supervised study and research for a research degree shall be spent in full-time study at the University of Essex.

For the degrees of MPhil and PhD, the student's Head of Department may give permission, in individual cases, for part of the minimum period to be spent conducting research outside the UK. This shall be for approved purposes including the full-time collection of material in the field and full-time study at a particular place. The Head of Department shall in each case approve the place of study outside the UK and shall approve the proposed arrangements for supervision away from the University of Essex, including attendance by the student at the University of Essex and visits by University staff. Any approved periods of Study Away must be reported to the Registry.

Except in special circumstances approved by the Executive Dean or his/her deputy, a student may not spend the first two terms of study away from the University of Essex. All students must spend at least three terms of full-time supervised study and research for the degree of PhD at the University of Essex, and two terms for the degree of MPhil.

LEAVE OF ABSENCE (INTERMISSION)

4.29.

Permission may be given to students to withdraw temporarily (intermit) from the University during the course of a research degree programme with a view to returning at a later date. Students must make a written application to their department and must give acceptable reasons for their request. The application for intermission must be supported by the student's supervisor. The Head of the student's department, or his or her nominee, will consider the request and come to a decision whether or not to give permission to the student to intermit from the University. In some cases, the Head/nominee may refer the request to the Executive Dean or his/her deputy who will make a decision whether or not to give permission to intermit.

The Head/nominee or Executive Dean or his/her deputy may prescribe conditions which shall be fulfilled before the student may resume their programme of study. If permission is given, the student will be registered as an intermitting student for the whole of the period of their absence and will comply with the Charter, Statutes, Ordinance and Regulations of the University.

An intermitting student may be required to pay an appropriate fee as determined from time to time by the University.

A student may apply for a period of intermission at any point during their minimum period; however periods of intermission will be linked to the University's term dates. During the completion year, requests for intermission

will normally only be approved on medical grounds and other exceptional circumstances. A student who is permitted or required to intermit from the University shall receive no supervision and is not entitled to attend any modules or training events, and is not expected to be present at the University. Students' computing accounts will remain active throughout the intermission period. In the term prior to returning from intermission, limited library borrowing rights are available.

All students are required to re-register upon return to the University following a period of intermission. Students who fail to do so within 28 days will be deemed to have withdrawn permanently and may be re-admitted only with the permission of the Academic Registrar.

Note: All decisions to grant intermission are governed by a set of guidelines that are published by the Registry.

CONFIRMATION – PHD STUDENTS ONLY

4.30.

The regulations concerning confirmation apply to PhD students, including those on Integrated PhD programmes, but not to students on Professional Doctorates. For students on an Integrated PhD, the process of confirmation occurs in the second year for students studying in the Faculty of Social Sciences or the Faculty of Humanities, and in the third year for students studying in the Faculty of Science and Health.

For students admitted from October 2008

All intending PhD students are initially registered as MPhil/PhD. During the second year of full-time study (or the equivalent for part-timers) a student's PhD registration may be confirmed. Until this point intending PhD students are registered as MPhil/PhD. At the end of the first year of full-time study (or the equivalent for part-timers), students studying in the Faculty of Social Sciences or Faculty of Humanities, may have their PhD registration confirmed. Students studying in the Faculty of Science and Health may have their PhD registration confirmed during the first term of the second year of full-time study (or the equivalent for part-timers). Until this point intending PhD students are registered as MPhil/PhD. The Research Students' Progress Committee shall decide that a student's PhD status be confirmed only if it is satisfied that the student has produced work of sufficient quality and quantity to provide evidence of appropriate PhD-level progress. The Research Students' Progress Committee's decision will be reported to the Executive Dean or his/her deputy, accompanied by appropriate supporting documents.

In exceptional cases, if the departmental Research Students' Progress Committee was satisfied that a student had produced work of sufficient quality and quantity to provide evidence of appropriate PhD-level progress and agreed milestones for confirmation had been met, PhD status could be confirmed at the end of the first year (or equivalent for part-timers).

A student whose PhD status is confirmed shall have his/her registration changed to PhD.

If a student's PhD status is not confirmed at the first meeting of the Research Students' Progress Committee in the second year (or equivalent), their progress will be re-evaluated at the second meeting in the year.

If a student's PhD status is not confirmed at the first meeting of the Research Students' Progress Committee (end of first year for students studying in the Faculty of Social Sciences or Faculty of Humanities, or first term of the second year for students studying in the Faculty of Science and Health (pro-rata for part-time study)), their progress will be re-evaluated at the next meeting held in the same academic year.

If a student's PhD status is not confirmed at the second meeting, the Research Students' Progress Committee shall recommend to the Executive Dean or his/her deputy that the student's status be changed to MPhil or Masters by Dissertation. The Executive Dean or his/her deputy may accept or reject the recommendation. Where the recommendation to change the student's status is accepted by the Executive Dean or his/her deputy the minimum period of study will be reduced accordingly.

APPEALS PROCEDURE

4.31.

Students admitted for the degree of MPhil/PhD whose PhD status is not confirmed following re-evaluation of their progress by a second Research Students' Progress Committee may submit an appeal against the recommendation that their registration status be changed using the Appeals Procedure against a Progress Decision – Postgraduate Research Students (see Appeals Procedure against a Progress Decision – Postgraduate Research Students).

UPGRADING

4.32.

A student for the degree of Masters by Dissertation may be permitted to transfer to the degree of MPhil MPhil/PhD, or PhD by the departmental Research Students' Progress Committee. The Executive Dean or his/her deputy may permit students to count the

period of study begun for the Masters towards the minimum period of study required for the degree of MPhil, MPhil/PhD or PhD.

A student for the degree of Master of Philosophy may be permitted to transfer to the degree of Doctor of Philosophy by the departmental Research Students' Progress Committee. The Executive Dean or his/her deputy may permit students to count the period of study begun for the MPhil towards the minimum period of study required for the degree of PhD.

CHANGE OF STATUS AND DISCONTINUATION

4.33.

The Executive Dean or his/her deputy may, after a report from the departmental Research Students' Progress Committee, require a student to discontinue as a research degree student, if, in the view of the Research Students' Progress Committee and the Executive Dean or his/her deputy, the student's progress is unsatisfactory at any stage.

After receiving a report from the departmental Research Students' Progress Committee that the progress of the student is unsatisfactory, the Executive Dean or his/her deputy may also, at any stage, agree that the registration status of a student for the degree of MPhil, MPhil/PhD or PhD be changed to either the degree of MPhil or of Masters by Dissertation.

APPEALS PROCEDURE

4.34.

Students may submit an appeal against the recommendation that their registration status be changed to MPhil or Masters by Dissertation from MPhil, MPhil/PhD or PhD, or discontinued using the Appeals Procedure against a Progress Decision – Postgraduate Research Students (see Appeals Procedure against a Progress Decision – Postgraduate Research Students).

Submission and Examination of the thesis/dissertation

Note: Please read 'dissertation' for 'thesis' for students for the degree of MSc or MA by Dissertation.

4.35.

Requirements for the award:

MASTERS BY DISSERTATION

4.36.

A candidate submitting a dissertation for a Mastership is required to present the results of research carried out during the approved period of study and should demonstrate advanced understanding of the area of study.

The dissertation should set out the relationship between the candidate's work and the wider field of knowledge, and should be expressed clearly and concisely.

In the case of a thesis involving original creative output, for the degree of Masters by Dissertation, the thesis must embody the results of research carried out/or output created during the approved period of study and should demonstrate advanced understanding of the area of study. The thesis must contain a commentary which addresses the originality and artistic relevance of the work.

The dissertation should set out the relationship between the candidate's work and the wider field of knowledge/the genre, and should be expressed clearly and concisely.

MASTER OF PHILOSOPHY

4.37.

A thesis submitted by a candidate for the degree of Master of Philosophy must embody the results of research carried out during the approved period of study and should make a contribution to knowledge. In the thesis and the oral examination the candidate is required to present the results of research that either forms original work or is an ordered and critical exposition of existing knowledge. The thesis should set out the relationship between the candidate's work and the wider field of knowledge, and should be expressed clearly and concisely.

In the case of a thesis involving original creative output, for the degree of Master of Philosophy, the thesis must embody the results of research carried out and/or output created during the approved period of study. The thesis must contain a commentary which addresses the originality and artistic relevance of the work. Within the thesis the candidate must show evidence of the originality of the work or an ordered and critical exposition of existing knowledge/the genre.

The thesis should demonstrate an understanding of the relationship between the candidate's work and the wider field of knowledge/the genre, and should be expressed clearly and concisely.

DOCTOR OF MEDICINE

4.38.

The thesis must meet the requirements for the degree of Master of Philosophy.

DOCTOR OF PHILOSOPHY

4.39.

A thesis submitted by a candidate for the degree of Doctor of Philosophy must embody the results of research carried out during the approved period of study. In the thesis and the oral examination the candidate is required to conduct and present original investigations that make a significant contribution to knowledge, to test ideas, whether the candidate's own or those of others, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express him/herself clearly and concisely.

In the case of a thesis involving original creative output, for the degree of Doctor of Philosophy, the thesis must embody the results of research carried out and/or output created during the approved period of study. The thesis must contain a commentary which addresses the originality and artistic relevance of the work.

Within the thesis and oral examination the candidate must show evidence of the originality of the work, demonstrate an understanding of the relationship of the theme of the thesis to a wider field of knowledge, make a significant contribution to knowledge/the genre, and must express him/herself clearly and concisely.

PROFESSIONAL DOCTORATE

4.40.

A thesis submitted by a candidate for the doctorate must embody the results of research carried out during the approved period of study. In the thesis and the oral examination the candidate is required to conduct and present original investigations that make a significant contribution to the nature of practice within the profession or to the way theory is applied, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express him/herself clearly and concisely.

Word length

4.41.

Degree	Maximum word length ³
Masters by Dissertation	30,000
MPhil	50,000
Doctor of Medicine	65,000
PhD	80,000
Professional Doctorate	40,000

These word lengths exclude any references and bibliography.

The thesis shall incorporate a summary of the work not exceeding 300 words in length which is part of the thesis. A thesis submitted for examination must not normally exceed the maximum word length for the degree specified in the above table unless previously submitted for a higher award. In cases where the thesis exceeds the maximum word length the Executive Dean or his/her deputy must approve the extended word length before submission.

4.42.

Apart from quotations, the thesis and summary must be in English, unless the Executive Dean or his/her deputy has given permission in advance for it to be in another language.

STRUCTURE OF THE THESIS

4.43.

A candidate who is about to submit a thesis must give at least two months' prior notice in writing to the Executive Dean or his/her deputy. The title of the thesis must be approved by the Head of Department.

4.44.

Because the basis for conferment of the degree is an account of the candidate's own research and scholarship, the form of a thesis may vary but, except with the express permission of the Executive Dean or his/her deputy, a thesis must consist of an investigation by one author of a unified theme of research.

4.45.

Normally two copies of a thesis shall be submitted to the Registry. Students should retain a third copy to be made available if required. The thesis must be presented with double spacing on A4 paper.

³ Maximum word lengths for a thesis including creative output may vary depending on the format of the thesis submission. Nominal word lengths for each format are to be approved by the Registry and published to students.

4.46.

Only material which is freely available for publication may be incorporated into a thesis, unless the Executive Dean or his/her deputy permits otherwise.

4.47.

A student must state, generally in a preface to the thesis and specifically in references, the sources from which the material is derived, and the extent to which the candidate has used the work of others, including, when permitted by the Executive Dean or his/her deputy under the provisions of Regulation 4.44 above, collaborators.

4.48.

A thesis may not incorporate, whether in the same or different form, work which has been submitted to this or to any other university for a degree unless the subject of the research is an extension or continuation of research begun for such a degree. In such a case the extent of the material and the degree if any obtained should be indicated (the candidate may be required to produce the work previously submitted). An exception will apply where the thesis is resubmitted after unsuccessful submission for a higher award (see 4.55-4.56).

4.49.

Before eligibility for conferment of the degree may be determined by the Executive Dean or his/her deputy the candidate shall deposit one copy of the thesis bound in book form, with stiff covers showing the year of presentation and the name of the candidate on the spine, to the University Library and one electronic version of the thesis to the University's Research Repository. The candidate is personally responsible for all expenditure connected with the preparation of a thesis or dissertation.

4.50.

One copy of the thesis of a successful candidate will be retained in the University Library, and will become the property of the University. (See Regulations 11.46-11.50). The second copy will be stored electronically on the University's Research Repository.

Appointment of Examiners

4.51.

A candidate for a research degree shall be examined by at least two persons appointed for the purpose by the Executive Dean or his/her deputy. The examiners shall include a member of the Academic or Research staff of the University of Essex, as the internal examiner, and an external examiner. In cases where a re-examination is necessary and the internal examiner has left the University after the original examination he or she shall normally continue to act as the internal

examiner for the re-examination. No person who has been a supervisor of the candidate's work shall be appointed as an examiner nor shall such a person be present at an oral examination of that candidate except in special circumstances to be approved in each individual case by the Executive Dean or his/her deputy with the agreement of the external examiner. Notwithstanding the foregoing, a person who has temporarily supervised the candidate's work for not more than twelve months in the absence of the permanent supervisor may, in exceptional circumstances, be appointed an examiner, provided that he or she has not acted as a temporary supervisor during any part of the twelve months before the candidate is examined. No person who has a professional or personal relationship with the candidate that might give rise to a conflict of interest shall be appointed as an examiner. Except with the prior permission of the Executive Dean or his/her deputy both examiners (or, where more than two are appointed, all examiners) shall be present when an oral examination is held.

For the examination of a candidate for the degree of Doctor of Medicine the external examiner shall normally be medically qualified and/or experienced in the relevant area of research.

As determined in individual cases, the Executive Dean or his/her deputy may appoint an Independent Chair, who is a senior member of the Academic or Research staff of the University of Essex, to oversee the conduct of the oral examination.

Oral examination

4.52.

The candidate must attend an oral examination, except that the Executive Dean or his/her deputy may, on sufficient grounds submitted by the examiners, excuse a candidate from the oral examination.

Examination Results

FOR ALL RESEARCH DEGREES

4.53.

Examiners may recommend one of the following:

- (a) pass – no corrections required;
- (b) pass with *minor typographical/presentational corrections* – the student makes the corrections prior to binding the thesis;
- (c) pass with *minor editorial revisions* to be made within two months – the examiners must provide a list of revisions that they wish to see made and the internal

examiner must confirm in writing that these have been made satisfactorily. Revisions must be made and the thesis submitted within two months;

- (d) pass with *editorial revisions* to be made within four months – the examiners must provide a list of revisions that they wish to see made and the internal examiner must confirm in writing that these have been made satisfactorily. Revisions must be made and the thesis submitted within four months;
- (e) referral for re-examination in up to 12 months – the student may resubmit, on one occasion only, a revised thesis for re-examination within 12 months. The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period required, which should not normally be less than four months or exceed 12 months;
- (f) fail – the examiners must provide a clear statement describing the shortcomings of the thesis.

4.54.

If the result is 'fail', the Executive Dean or his/her deputy may on the recommendation of the examiners either permit the candidate to re-submit the thesis and be re-examined for a lower award within three terms or determine that the candidate be immediately eligible for the conferment of a lower award (see 4.55-4.56 below).

If a revised thesis is required, as a result of the examiners' decision to refer the thesis or allow a failed thesis to be resubmitted for a lower award, there shall be a further oral examination, except when the Executive Dean or his/her deputy, on sufficient grounds submitted by agreement of both examiners, excuses a candidate from a further oral examination. Students who are referred will be required to register and pay the relevant fee and the re-examination fee even if working away from the University.

DOCTOR OF PHILOSOPHY

4.55.

In addition, the examiners may recommend one of the following:

- (a) award of an MPhil – the candidate has not met the requirements for a PhD but has met the requirements for the degree of Master of Philosophy. No corrections are required but the candidate must amend the title page of the thesis;

- (b) award of an MPhil with *minor typographical/presentational corrections* – the student makes the corrections prior to binding the thesis and the candidate must amend the title page of the thesis;
- (c) award of an MPhil with *minor editorial revisions* to be made within two months – the candidate has not met the requirements for a PhD but has met the requirements for the degree of Master of Philosophy. The examiners must provide a list of the revisions that they wish to see made and the internal examiner must confirm in writing these have been made satisfactorily. Revisions must be made and the thesis submitted within two months;
- (d) award of an MPhil with *editorial revisions* to be made within four months – the examiners must provide a list of the revisions that they wish to see made and the internal examiner must confirm in writing that these have been made satisfactorily. Revisions must be made and thesis submitted within four months.
- (e) referral for an MPhil – the candidate has not met the requirements for a PhD but may resubmit a revised thesis for re-examination for the degree of Master of Philosophy.
- (f) The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period required, which should not normally be less than four months or exceed 12 months.

MASTER OF PHILOSOPHY

4.56.

In addition, the examiners may recommend one of the following:

- (a) award of a Masters by Dissertation – the candidate has not met the requirements for an MPhil but has met the requirements for the degree of Masters by Dissertation. No corrections are required but the candidate must amend the title page of the thesis;
- (b) award of Masters by Dissertation with *minor editorial revisions* to be made within two months – the candidate has not met the requirements for an MPhil but has met the requirements for the degree of Masters by Dissertation subject to the approval of minor editorial revisions. The examiners must provide a list of the revisions that they wish to see made and

the internal examiner must confirm in writing these have been made satisfactorily. Revisions must be made and the thesis submitted within two months;

- (c) award of Masters by Dissertation with *editorial revisions* to be made within four months – the examiners must provide a list of the revisions that they wish to see made and the internal examiner must confirm in writing these have been made satisfactorily. Revisions must be made and the thesis submitted within four months;
- (d) referral for a Masters by Dissertation – the candidate has not met the requirements for an MPhil but may resubmit a revised thesis for re-examination for the degree of Masters by Dissertation. The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period required, which should not normally be less than four months or exceed 12 months.

Publication of Result

4.57.

A candidate shall normally be informed of the result of the examination within not more than one month from the date of the oral examination.

Candidates are entitled to receive copies of the examiners' reports on their thesis on request, when examining is complete.

Failure to agree

4.58.

In the event of disagreement on the result to be recommended, the examiners may, after due consideration between themselves, certify that their failure to agree on a result is irreconcilable. Two new examiners shall then be appointed. The new examiners shall examine the thesis and shall also conduct an oral examination. The new examiners may recommend to the Executive Dean or his/her deputy any result which was open to the original examiners and their decision on the recommendation shall be final, subject only to any right of appeal which may be given under the provisions of other Regulations.

Appeals Procedure

4.59.

A student for a research degree whose examination result is 'fail', 'referred', or is the award of or option to re-submit for a lower degree, may submit an appeal against that decision using the Appeals Procedure against an Examination Decision (Thesis) (see Appeals Procedure against an Examination Decision (Thesis)).

Provisions Regarding Candidature by Academic and Research Staff of the University and Partner Colleges

4.60.

Members of the Academic⁴ and Research⁵ staff of the University of Essex and its Partner Colleges may become candidates for the degree of Doctor of Philosophy, Master of Philosophy or Masters by Dissertation on the following conditions:

- (a) the work must be submitted for examination while the candidate is a member of the Academic or Research staff of the University of Essex or a Partner College or within twelve months of the candidate's ceasing to be a member;
- (b) candidates may submit a thesis or published research work, or both. With the permission of the Executive Dean or his/her deputy they may submit the results of research which cannot be presented in these forms; application for such permission should be made through the Head of Department. In order to make a submission that includes published work, candidates must have been members of the Academic or Research staff for not less than two calendar years before they present themselves for examination (see also 4.61 below);
- (c) candidates who commence their studies as a registered research student and take up employment in the University or Partner Colleges on either an Academic or a Research contract more than six months prior to submission will be examined as a member of staff of the University or Partner College;
- (d) no part of the work submitted for examination for the degree of Doctor of Philosophy, Master of Philosophy or Masters by Dissertation shall have been submitted to this or any other university for a degree unless such work supports the work on which the submission for the degree of Doctor of Philosophy, Master of Philosophy or Masters by Dissertation is based; in this case the extent of this

⁴ As defined by Ordinance 33

⁵ Those Research Staff covered by the Annual Review Procedures for Academic and Research staff

- material and the degree, if any, obtained, must be indicated;
- (e) the work submitted should constitute a coherent body of research by one author. Where the work submitted includes the work of others, a statement should be provided detailing the nature and proportion of the candidate's contribution.

4.61.

Regulations 4.41-4.50, relating to the form of presentation of a thesis, shall apply to staff candidates for the degree of Doctor of Philosophy, Master of Philosophy or Masters by Dissertation.

4.62.

Candidates who submit a thesis and/or published work shall normally submit three copies to the Registry. Candidates who submit published work must also provide three copies of a descriptive list and summary of the results of the research.

4.63.

Regulations 4.48 and, except with the permission of the Senate, 4.50 shall apply to staff candidates for the degree of Doctor of Philosophy, Master of Philosophy or Masters by Dissertation and references therein to a thesis shall be applied also to published and other work.

4.64.

Staff candidates shall not be required to register and formal supervision is not required.

4.65.

The examination of staff candidates shall be conducted exclusively by two external examiners appointed by the Executive Dean or his/her deputy; the report and recommendation of the examiners shall be received by the Executive Dean or his/her deputy.

The Executive Dean or his/her deputy shall appoint an Independent Chair to oversee the oral examination.

4.66.

Staff candidates must present themselves for oral examination as required by the examiners; the Executive Dean or his/her deputy may, for reasons recommended by the examiners, excuse a candidate from the oral examination.

4.67.

In the work submitted and the oral examination the candidate is required to conduct and present original investigations that make a significant contribution to knowledge, to test ideas, whether the candidate's own or those of others, to understand the relationship of the theme of his or her investigations to a wider field of knowledge, and to express him/herself clearly and concisely.

4.68.

The examiners for a submission by published work shall declare the result of an examination for the degree of Doctor of Philosophy, Master of Philosophy or Masters by Dissertation as 'pass', 'minor corrections to the summary' 'resubmission of published work on one further occasion only', 'MPhil', 'Masters by Dissertation' or 'fail'.

4.69.

The examiners for a submission by thesis may recommend any result that is available for the degree of Doctor of Philosophy, Master of Philosophy or Masters by Dissertation (see 4.53-4.55).

Provisions regarding Candidature by Other Staff of the University and Partner Colleges

4.70.

Members of staff of the University and its Partner Colleges (other than members of the full-time Academic⁶ and Research⁷ staff) may apply to become candidates for a research degree by thesis and their candidature shall be governed by Regulations 4.1-4.59.

4.71.

The Executive Dean or his/her deputy may, however, exceptionally permit a member of staff in individual cases to become a candidate under Regulation 4.60 for the purpose of making a submission that includes published work.

4.72.

In the case of a member of Support/Senior Support staff employed in the department within which they are studying, the department will need to confirm that there is no conflict of interest in the appointment of an Internal Examiner for the candidate. Where such a conflict exists, the examination of such staff candidates shall be conducted exclusively by two external examiners appointed by the Executive Dean or his/her deputy who shall also appoint an Independent Chair to oversee the oral examination. The report and recommendation of the examiners shall be received by the Executive Dean or his/her deputy.

4.73.

The Executive Dean or his/her deputy may however exceptionally permit them in individual cases to become candidates under Regulation 4.60.

⁶ As defined by Ordinance 33

⁷ Those Research Staff covered by the Annual Review Procedures for Academic and Research Staff

Provisions Regarding Candidature by Overseas Students Jointly Supervised by Their Home Institution

4.74.

Overseas students may be accepted by the Executive Dean or his/her deputy as candidates for the degree of Doctor of Philosophy on the basis of joint supervision with the student's home institution in the overseas country. The following shall apply to such candidates:

- (a) irrespective of the student's academic qualifications on acceptance as a candidate for the degree of PhD, the minimum period of study and research to be prescribed under this Regulation shall be three full-time years, except that this period may subsequently be reduced under the provisions of Regulation 4.9;
- (b) joint supervision arrangements shall be entered into formally between the University of Essex and the overseas institution before the candidate registers as a research student of the University of Essex;
- (c) a member or members of the Academic or Research staff of the University of Essex and at least one member of staff of the overseas institution shall be appointed as joint supervisors for students under this Regulation;
- (d) normally, the prospective Essex supervisor or another member of the academic staff shall visit the overseas institution, interview the prospective student and discuss the field and programme of research and the proposed supervision and financial arrangements before the candidate is accepted by the Executive Dean or his/her deputy. The Executive Dean or his/her deputy shall also approve the arrangements for supervision in each case, which must include at least one visit by the Essex supervisor to the overseas institution while the student is studying there;
- (e) a student for the degree of Doctor of Philosophy accepted under this Regulation shall normally spend at least half their time at the University of Essex, with the minimum period beginning and ending with at least one term's study at Essex;
- (f) students accepted under this Regulation shall pay the appropriate full fee for periods of study at the University of Essex; for periods of study at the overseas institution they shall pay the University of Essex a fee to be determined specially from time to time. The costs of visits by Essex staff to the overseas institution shall normally, at the discretion

of the University of Essex, be met by the overseas institution.

Provisions Regarding Candidature for a Dual Award

4.75.

Students may be accepted by the Executive Dean or his/her deputy as candidates for the degree of Doctor of Philosophy on a programme leading to a dual award of the University of Essex and one or more other awarding institution(s). The following shall apply to such candidates:

- (a) irrespective of the student's academic qualifications on acceptance as a candidate for the degree of PhD, the minimum period of study and research to be prescribed under this Regulation shall be three full-time years, except that this period may subsequently be reduced under the provisions of Regulation 4.9;
- (b) dual award arrangements shall be entered into formally between the University of Essex and the partner institution(s) before the candidate registers as a research student of the University of Essex;
- (c) a member or members of the Academic or Research staff of the University of Essex and at least one member of staff of the partner institution shall be appointed as joint supervisors for students under this Regulation;
- (d) a student for the degree of Doctor of Philosophy accepted under this Regulation shall normally spend at least half their time at the University of Essex;
- (e) fees payable under this arrangement shall be as set out in the formal agreement with the partner institution(s).

Regulations 4.5-4.23, 4.25, 4.29-4.59 shall apply to applicants accepted under Regulation 4.75 as students for the degree of Doctor of Philosophy.

Provisions Regarding Candidature by Persons From Government and Industrial Research Establishments

4.76.

Persons who are principally engaged in research and who are employed in government and industrial research establishments or in other establishments or parts of establishments whose principal function is research and whose research facilities are comparable to those of government and industrial research establishments may, on the recommendation of a Head of Department, be accepted by the Executive Dean or his/her deputy as candidates for the degree of Doctor of Philosophy and be permitted to follow the

whole or part of an approved programme of study and research at a place of research outside the University in accordance with the following conditions:

- (a) the Executive Dean or his/her deputy must satisfy him/herself in each individual case that there will be real contact between the student and the University;
- (b) the applicant must either have had conferred on him or her a Masters degree or have had conferred a qualification accepted by the Executive Dean or his/her deputy as the equivalent of a Masters degree, or show sufficient evidence of previous research work to enable the Executive Dean or his/her deputy to deem him or her to have achieved Mastership standard;
- (c) the place of study and research outside the University must be approved in each case by the Executive Dean or his/her deputy.

4.77.

When a student is accepted for admission, the Executive Dean or his/her deputy shall:

- (a) stipulate the amount of time, if any, which the student must spend within the University following the approved programme of study and research;
- (b) stipulate the earliest date, normally not less than three years from the date when the student begins the research degree at which the student may be examined for the degree. The Executive Dean or his/her deputy may subsequently change the stipulated date, if, for example, there is a change in the amount of time which the student is able to devote to his or her programme of study and research;
- (c) approve a programme of study and research, drawn up by the student in consultation with a member of the academic staff of the University, indicating the field in which the student proposes to present a thesis for examination for the degree;
- (d) approve the appointment of a member or members of the academic staff of the University as the student's supervisor or supervisors and a person at the place of research as the student's associate supervisor and approve arrangements for supervision, visits and reports.

Before an applicant may be accepted as a student for the degree of PhD under Regulation 4.73 the Executive Dean or his/her deputy shall receive an undertaking from the research establishment where the student is employed that he or she will be allowed sufficient time to complete the work within the terms of Regulation 4.74(b) for the degree of PhD.

Regulations 4.1-4.3, 4.11-4.12, 4.17-4.26, 4.29-4.59 shall apply to applicants accepted under Regulation 4.73 as students for the degree of Doctor of Philosophy.

Principal Regulations for the Degrees of Doctor of Letters, Doctor of Science and Doctor of Laws

4.78.

The degrees of Doctor of Letters (DLitt), Doctor of Science (DSc) and Doctor of Laws (LLD) may be conferred by the Senate of the University on candidates who have published work of distinction and merit constituting a substantial, important and original contribution to knowledge or scholarship.

4.79.

The following may become candidates for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws:

- (a) graduates of the University of Essex of not less than ten years' standing following conferment of an appropriate Bachelor's degree or Master's degree or not less than seven years' standing following conferment of the degree of MPhil or PhD;
- (b) members of the academic staff, or honorary or visiting members of staff, of the University of Essex who have served for not less than three years and who are graduates of an approved institution of not less than ten years' standing following conferment of an appropriate Bachelor's degree or Master's degree, or not less than seven years' standing following conferment of the degree of MPhil or PhD.

4.80.

A person who wishes to be accepted as a candidate for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws must apply in writing to the University and must submit a full curriculum vitae, together with a list of the published work on which he or she proposes to base the application. The Vice-Chancellor, acting on behalf of the Senate and after consulting the appropriate Pro-Vice-Chancellor and the Executive Dean or his/her deputy, shall decide whether a person shall or shall not be accepted as a candidate.

4.81.

Applications from persons whose candidature has been accepted for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws must be submitted in writing to the University and must be accompanied by:

- (a) three copies of the published work on which the application is based and of a list of this work;

(b) a 300 word summary, including a title for the collection of work;

(c) the appropriate fee.

Candidates submitting work of which they are not the sole authors shall submit also a statement explaining the part which they have played in the work in such a way that it can be related to each publication included in the submission; the extent of the contribution of others will be taken into account by the examiners in assessing how far the candidate's work meets the criterion for award of the degree. Work which has not been published and appeared in print shall not be taken into account by the examiners.

4.82.

A candidate for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws shall be examined by three examiners appointed for the purpose by the Executive Dean or his/her deputy; not more than one examiner may be a member of the academic staff of the University of Essex, except in the case of candidates who are themselves members of the academic staff of the University of Essex who shall be examined by three external examiners.

Candidates may be required by the examiners to present themselves for oral examination. The report and recommendation of the examiners shall be received by the Vice-Chancellor on behalf of the Senate.

4.83.

The examiners shall recommend that the result of the examination shall be 'pass' or 'fail'.

4.84.

One copy of the publications submitted by a successful candidate for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws may be retained by the University Library and will in that event become the property of the University.

Principal Regulations for Research Degrees – Appendix 1

Appendix 1

Minimum and Maximum Periods

From 2008-09

Research degree	Mode	Minimum	Maximum
Masters by Dissertation (MA or MSc by dissertation)	FT	One year	Two years
	PT	Two years	Three years
Master of Philosophy (<i>MPhil</i>)	FT	Two years	Three years
	PT	Four years	Five years
Doctor of Medicine (<i>MD</i>)	PT only	Two years	Three years
Doctor of Philosophy (<i>PhD</i>)	FT	Three years	Four years
	PT	Six years	Seven years
Doctor of Philosophy Integrated (<i>PhD</i>)	FT	Four years	Five years
	PT	Eight years	Nine years
Professional Doctorate	FT/PT	See individual programmes	See individual programmes

Before 2008-09

Research Degree	Mode	Minimum	Maximum
Masters by Dissertation (<i>MA or MSc by dissertation</i>)	FT	One year	Three years
	PT	Two years	Four years
Master of Philosophy (<i>MPhil</i>)	FT	Two years	Four years
	PT	Four years	Six years
Doctor of Medicine (<i>MD</i>)	PT only	Two years	Five years
Doctor of Philosophy (<i>PhD</i>)	FT	Three years	Five years
	PT	Six years	Eight years
Doctor of Philosophy Integrated (<i>PhD</i>)	FT	Four years	Six years
	PT	Eight years	Ten years
Professional Doctorate	FT/PT	See individual programmes	See individual programmes

The minimum and maximum periods shown for part-time students also apply to students studying by distance learning.

Regulations relating to Registration

Registration and Payment of Fees

5.1.

Student status commences at first registration for a programme of study and continues, unless it is otherwise terminated, until the award is conferred or granted.

5.2.

All prospective or continuing students must register each year at the required times in accordance with procedures approved from time to time by the University. The University reserves the right, on academic grounds, not to allow students to register after term has started. Only exceptionally and with the special permission of the Academic Registrar will prospective or continuing students be allowed to register late. A late fee will be charged in such cases, of an amount to be determined from time to time by the Academic Registrar.

5.3.

Students who have commenced a programme of study but who fail to re-register or are prevented by the operation of other Regulations from re-registering by the end of the period of twenty-eight days starting with the first day of the Autumn term shall be deemed to have withdrawn permanently from the University and from their programme of study and shall thereupon cease to be students of the University. This Regulation does not apply to students excluded temporarily by the Vice-Chancellor, continuation students or completion students, whose registration is governed by Regulations 5.14. and 5.15. respectively.

5.4.

In accepting an offer of a place at the University students agree to be bound by all the relevant provisions of the Charter, Statutes, Ordinances and Regulations of the University, which include the Code of Student Conduct. This undertaking is confirmed at Registration.

5.5.

All prospective or continuing students, full-time or part-time, will sign at Registration a statement undertaking that they will comply with the Charter, Statutes, Ordinances and Regulations of the University.

5.6.

Students shall notify the University as soon as possible of any subsequent change in the information which they have given at Registration relating to name, address, choice of module, choice of options, and source of financial support.

5.7.

A student who loses his/her Registration Card must inform the University immediately, and a duplicate Registration Card may be issued on payment of a fee determined from time to time by the University.

5.8.

All students are required to register with a doctor in the vicinity of their term-time residence within four weeks of registering with the University. Students who register with a doctor other than the Health Centre on the Colchester campus may be required to notify the University of his/her name.

5.9.

No prospective or continuing student will be permitted to attend lectures, classes or laboratories or to use the University Library, computing or any other facilities of the University until he/she has registered and paid or made satisfactory arrangements to pay the tuition fees due.

5.10.

Fees and other charges must be paid at the times prescribed by the University. Students who have not paid fees and other charges including accommodation charges by the required date will be liable for a late payment charge of an amount, or rate of interest, to be determined from time to time by the University. Fee refunds will only be made in accordance with the policy published by the Director of Finance.

5.11.

The use of University facilities may be withdrawn from students who have not paid or made satisfactory arrangements to pay the tuition fees due to the University. In the context of this Regulation the term 'University facilities' is to be interpreted to comprise all forms of academic instruction and supervision, the Albert Sloman Library, computing facilities and residential accommodation owned or administered by the University. A student who incurs a debt at another academic institution for which the University of Essex is liable to repay that institution during the programme of study will be deemed to be in debt to the University of Essex and therefore subject to Regulations 6.5. and 6.30. until the debt is paid.

Except with the permission of the Director of Finance no student who is in debt to the University may register for a further period of study in the University.

5.12.

Persons who hold office in the Students' Union and are not otherwise registered as students shall be required to register as full-time occasional students, without fee, during their period of office and will abide by the Charter, Statutes, Ordinances and Regulations of the University.

5.13.

Former students who have withdrawn permanently or been required to withdraw permanently or been deemed to have withdrawn permanently from the University will be considered for readmission to a programme of study in line with the University's Procedure for *Handling Requests from Former Students for Readmission to the University*.

5.14.

Students who have completed the minimum period of study prescribed by the Senate for the programme which they are following and who are required under Regulations or rules to register and pay a continuation fee are required to register each year as continuation students and shall remain subject to the Charter, Statutes, Ordinances and Regulations of the University. A continuation student who fails so to register will nevertheless be deemed to have done so and will be permitted and required to pay the appropriate continuation fee in arrears until his or her programme of study is completed or his or her permanent withdrawal from the University is recorded by the Registry; a student who fails to register and pay the appropriate fee as required each year will not however be entitled to use University facilities.

5.15.

Students who have completed the minimum period of study prescribed by the Senate for the programme which they are following and who are required under Regulations to register and pay an annual completion fee, as prescribed from time to time, are required to register each year as completion students and shall remain subject to the Charter, Statutes, Ordinances and Regulations of the University. Completion students may, however, be permitted to pay prescribed fees termly. Students who, by the end of the specified period have not presented themselves for examination, fail to pay, or make acceptable arrangements to pay, the appropriate completion fee shall be deemed to have withdrawn permanently from the University and from their research degree and shall thereupon cease to be students of the University.

5.16.

Completion students must present themselves for examination by the end of the final term (including the relevant vacation period) of their completion year. Where a student has extenuating circumstances that affect their ability to submit their thesis by the agreed deadline they may request an extension to their submission deadline of up to two weeks without having to register for the next term or pay the prescribed fee for that period. Requests for an extension must be made to the Registry in advance of the existing deadline. Students who fail to present themselves

for examination by the deadline shall be deemed to have withdrawn permanently from the University and from their research degree unless they are permitted a further period of completion (subject to Regulations 4.25 and 4.26) for which they must register and pay the prescribed fee for that period.

5.17.

Other cases which are not governed by Regulation 5.16 where a student has extenuating circumstances that affect their ability to submit their thesis by the agreed deadline will be considered by the Executive Dean or his/her deputy on a case-by-case basis.

TEMPORARY WITHDRAWAL (INTERMISSION)

5.18.

Permission may be given to students to withdraw temporarily (intermit) from the University during their programme of study with a view to returning at a later date. Students must make a written application to their Department and must give acceptable reasons for their request. The Head of the student's department, or his/her nominee, will consider the request and come to a decision whether or not to give permission to the student to intermit from the University. In some cases, the Head/nominee may refer the request to the Executive Dean or his/her deputy who will make a decision whether or not to give permission to intermit. The Head/nominee or Executive Dean or his/her deputy may prescribe conditions which shall be fulfilled before the student may resume their programme of study.

If permission is given, the student will be registered as an intermitting student for the whole of the period of their absence, and will comply with the Charter, Statutes, Ordinances and Regulations of the University.

An intermitting student may be required to pay an appropriate fee as determined from time to time by the University.

All students are required to re-register upon return to the University following a period of intermission. Students who fail to do so within 28 days will be deemed to have withdrawn permanently and may be re-admitted only with the permission of the Academic Registrar.

Special procedures apply to students applying to intermit after the sixth week of the Spring term (ie week 21) of a final year undergraduate course or week 30 in the first and second year of an undergraduate course (see Regulation 5.19).

5.19.

Students following a final year undergraduate course will be permitted to intermit from the University only if the request has been made to the relevant Head of Department, or his or her nominee or the Executive Dean or his/her deputy, before the Monday of the sixth week of the Spring

term (ie week 21) in the year in question. The final deadline to request permission to intermit in the first and second years is 4pm on Friday of week 30 (or the working day two weeks immediately prior to the first day of the examination period). Exceptionally the Executive Dean or his/her deputy may approve requests after this date. If permission is given, regulation 5.18 above applies.

If permission is not given, students must submit themselves, or will be deemed to have submitted themselves, for assessment in the main examination period in the normal way (see also Regulation 6.27. relating to the award of aegrotat degrees).

5.20.

A student who is permitted or required to intermit from the University is not entitled to attend any teaching and is not expected to be present at the University. Students' computing accounts will remain active throughout the intermission period. Limited library borrowing rights are available.

Note: All decisions to grant intermission are governed by a set of guidelines that are published by the Registry.

Regulations relating to Academic Affairs

Administration of Teaching

6.1.

Lectures and classes will begin on the hour. To enable students to move from one to the next, lectures and classes shall end not later than ten minutes to any hour.

6.2.

Availability of optional modules may be subject to student demand and timetabling constraints. Every effort is made to timetable optional modules in such a way that clashes are minimised. However, where a student is enrolled for two modules with a timetable clash between lectures, the student is required to change one of the conflicting modules. Students may request special permission from the Executive Dean or his/her deputy to be exempted from this requirement. Each request will be judged on its merits.

Administration of Examinations

6.3.

Examinations shall take place at times determined by the relevant Programme of Study. Publication of examination dates and times will be published by the Academic Registrar in a timely manner and in such a way that gives adequate notice to staff and students.

6.4.

Students must comply with the requirements of the Examinations Office in relation to examination entry. Alterations to examination entry after the published deadline will be made at the discretion of the Registrar and Secretary and may be subject to a fine.

6.5

The result of any examination taken by a student who is in debt to the University will not receive formal recognition by the University, unless otherwise determined by the Registrar and Secretary after consideration of individual circumstances.

6.6.

Attendance at all examinations associated with the approved programme of study is compulsory and any student who fails to present himself or herself for such an examination at the time and place published by the Registrar and Secretary, except when prevented from doing so by illness or other sufficient cause, will be deemed to have failed in that part of the examination. Misreading of the examination timetable will not be regarded as 'sufficient cause'.

6.7.

Invigilators shall have the power to remove any candidate from the examination room for good cause.

6.8.

No candidate will be admitted to the examination room later than 55 minutes after the start of any examination of more than one hour's duration. No candidate will be permitted to leave the examination room permanently during the first 55 minutes or during the last 30 minutes of an examination of more than one hour's duration. For examinations with a duration of up to one hour candidates will be admitted to the examination room up to 10 minutes after the start of the examination and will be permitted to leave the examination room permanently only with the permission of the invigilator.

6.9.

Where a candidate is unable for good cause to attend a written examination in the place arranged for the examination permission may be given by the Registrar and Secretary for the examination to be held elsewhere, provided that it is simultaneous and invigilated.

6.10.

Project or other work which is part of an examination must be submitted by the required date, otherwise such work may be left out of account in the assessment of the examination result.

Assessment

6.11.

Modules may be assessed by coursework or by examination or by a combination of both. Coursework may include class tests, project work, field work and laboratory work and other appropriate forms of assessment. The detailed methods and rules of assessment for individual modules are available from Departmental Offices or their equivalent.

6.12.

Students are examined at the end of each year of their course and must satisfy the examiners before being permitted to proceed. Examinations for groups of students on specified modules or courses may take place at times other than the main examination period in May/June.

6.13.

Students who do not satisfy the examiners in the examinations may be permitted to re-sit specified examinations, to undertake a repeat period of study, full-time or part-time, or be required to leave the University.

6.14.

In degree courses of three years' duration, the final class of degree will normally be based upon the assessment of the second and final years of

study. In degree courses of four years' duration, the assessment of the third year of study may be taken into account in assessing the final class of degree. The detailed rules of assessment for the award of first degrees are approved by the Senate and are available from the Registry.

6.15.

Students are required to be regular and punctual in their attendance at such instruction as may be prescribed by the relevant department in relation to individual modules.

6.16.

Students are required to see members of academic staff to discuss their attendance, conduct and progress when requested to do so.

6.17.

A student who is absent from teaching for more than one week during term shall inform the Head of Department as soon as possible, in writing, giving the reason for his or her absence. A student who is absent for more than two consecutive weeks during term must provide medical evidence in the case of illness, or appropriate corroboration where there are other reasons for absence, at the earliest opportunity.

Academic Progress

6.18.

Students will be permitted to proceed with their programmes of study only if their progress is satisfactory.

6.19.

The progress of each student shall be reviewed at regular intervals during the academic year by academic departments. Where necessary Heads of Department or, in the case of students following joint degrees, the Director of the course, shall inform the Executive Dean or his/her deputy of any student whose progress gives cause for concern. The Executive Dean or his/her deputy may refer a student to the Progress Committee, which shall be appointed annually by the Faculty Education Committee. In such cases the Progress Committee shall act on behalf of the Faculty Education Committee and may require a student whose progress is unsatisfactory to withdraw from the University. First and Second Year Boards of Examiners may also require a student whose progress is unsatisfactory to withdraw from the University. A student who is required to withdraw from the University on the grounds of unsatisfactory progress has the right of appeal in accordance with the procedures approved by the Senate.

6.20.

A student who is prevented by ill health or other serious impediment from meeting the normal requirements of his or her programme of study for more than six consecutive weeks, may not, except with the permission of the Executive Dean or his/her deputy, count that term as part of the

requirements of the programme of study for which he/she is registered.

Cheating

6.21.

- (a) It is an academic offence for a student to engage in unfair academic practices or to cheat in any examination, or in any other submitted part of his or her University work, whether or not such work is formally assessed. A student may be found guilty of an academic offence whether or not there has been intention to deceive; that is, a judgement that negligence has occurred is sufficient to determine guilt.
- (b) Academic offences include:
- i. plagiarism, that is, using or copying the work of others (whether written, printed or in any other form) without proper acknowledgement in any assignment, examination or other assessed work
 - ii. repeating work previously submitted for another assignment without full acknowledgement of the extent to which that previous work has been used
 - iii. falsifying data or evidence
 - iv. submitting a fraudulent claim of extenuating circumstances
 - v. assisting another student to commit an academic offence
 - vi. submitting written work produced collaboratively unless this is explicitly allowed
 - vii. copying the work of another candidate or otherwise communicating with another candidate in an examination
 - viii. introducing any written, printed or electronically stored information into an examination other than material expressly permitted in the instructions for that examination
 - ix. defacing or interfering with exam script booklets

This list is not exhaustive.

- (c) Allegations of academic offences shall be dealt with in accordance with procedures determined by the Senate. Previous offences shall be taken into account.

6.22.

In submitting any piece of work (eg dissertation, thesis, essay or report) a student shall acknowledge any assistance received or any use of the work of others.

Award and Conferment of Degrees

6.23.

A candidate who has fulfilled the requirements of the prescribed programme of study and has satisfied the examiners for the degree of Foundation Degree in Arts or Foundation Degree in Science shall be eligible for conferment of the degree in one of the following classes:

Pass
Merit
Distinction

6.24.

A candidate who has fulfilled the requirements of the prescribed programme of study and has satisfied the examiners for the degree of Bachelor of Arts or Bachelor of Science or Bachelor of Engineering or Bachelor of Laws (Ordinary) shall be eligible for conferment of the degree. These awards are unclassified.

6.25.

A candidate who has fulfilled the requirements of the prescribed programme of study and has satisfied the examiners for the degree of Bachelor of Arts or Bachelor of Science or Bachelor of Engineering or Bachelor of Laws or Bachelor of Business Administration with Honours shall be eligible for conferment of the degree in one of the following classes:

Class I

Class II Division i

Class II Division ii

Class III

6.26.

Candidates who do not satisfy the examiners in the final examinations of the final year of study for the degree may be re-assessed in accordance with the rules of assessment for Undergraduate awards. Marks will be capped excepted where a candidate is repeating the year. Candidates will be required to undertake the appropriate registration and pay the fee determined by the University. Students who are not fully registered shall not be permitted in the intervening year to receive instruction or supervision at the University of Essex. Students who are given the opportunity to be re-assessed shall be subject to the Statutes, Ordinances, and Regulations of the University at any time they are present in the University.

The following conditions apply only to candidates under the rules of assessment which applied before 2007-08: Candidates who satisfy the examiners in the final examinations for the degree of Bachelor at the second attempt shall be eligible for conferment an Honours degree at the Third Class level only and course level marks will be capped at the pass mark, unless the Board of Examiners has specified otherwise, normally in cases where candidates are being re-assessed for the purpose of demonstrating achievement of all programme learning outcomes or where extenuating circumstances have been taken into account.

6.27.

In the case of illness or other sufficient cause affecting a candidate an honours degree and occurring after the Sunday of the sixth week of the Spring term (ie week 21) of the candidate's final year course of study but before the end of

the final examinations, the candidate may on the recommendation of the Board of Examiners concerned and at least one external examiner be eligible for conferment of an aegrotat degree. Candidates who were required to be examined during the January examination period in their final year, and who were affected by illness or other sufficient cause which occurred during this period, and which was not an ongoing problem, may also be considered for an aegrotat degree. Candidates who have conferred on them an aegrotat degree may present themselves for examination for the honours degree at the next available opportunity which will normally be within one year. Such candidates shall be required to register partially and to pay an appropriate fee as determined from time to time by the University. They shall be subject to the Statutes, Ordinances and Regulations of the University at any time they are present in the University. It shall be open to the examiners to recommend conferment of an Honours degree under conditions prescribed in Regulation 6.25. to candidates who present themselves for examination under this Regulation.

6.28.

- (a) The Chair of a Board of Examiners may suspend any particular decision of the Board where:
 - i. the decision contravenes either a University regulation, policy, or procedure
 - ii. the decision, in the judgement of the Chair, leads to unfairness or inconsistency
- (b) In signing the grids at the conclusion of the Board meeting, the Chair shall indicate next to his/her signature that he/she has not approved the decision relating to the relevant candidate number(s).
- (c) The Chair shall then refer the decision to a sub-Committee of Senate by notifying the Vice-Chancellor's Office. The sub-committee shall be chaired by the Vice-Chancellor or his/her nominee, and shall consist of not fewer than three further members of Senate who are also senior members of academic staff. Where possible, the members should be chosen from disciplines cognate with that in the case under consideration. The sub-committee shall review the facts of the case and taken an independent and final decision. Any decision open to the original Board of Examiners shall be available to the sub-Committee. The sub-committee may wish to view the grids of other students in order to ensure consistency.
- (d) The decision of the sub-committee shall not require the agreement of external examiners

but the external examiner shall be informed of the decisions.

6.29.

No student, past student, or other person may represent himself or herself as a graduate of the University of Essex until such time as a degree of the University has been conferred.

6.30.

Except with the special permission of the Senate no degree of the University shall be conferred upon, or certificate or diploma of the University granted to, a person who is in debt to the University in respect of that qualification (see also Regulation 6.5).

6.31.

Students who are eligible for conferment of degrees may have them conferred upon them either at a congregation for the conferment of degrees or in absentia.

6.32.

Students attending a congregation of the University for the conferment of a degree or otherwise shall be required to wear dress suitable to the occasion.

Intellectual Property Rights

6.33.

Intellectual property rights generated by a student in the course of his/her study lie with the student, except in specific cases relating to commercial exploitation where agreement has been reached between the University and the student or where otherwise covered by an existing agreement between the student and his/her sponsoring body.

General Regulations

Academic Conduct

7.1.

Students are required to acquaint themselves with formal communications from academic departments and administrative sections of the University. These may take the form of written correspondence, sent by internal or external mail, notices posted on official noticeboards, information published in the myEssex student portal, and messages sent by electronic mail. Students are expected to access their University email at least once per week.

7.2.

Any student whose behaviour interferes with the satisfactory conduct of instruction may be required by a member of the academic staff to withdraw from a lecture, laboratory or class.

7.3.

A student may not make a personal recording of a teaching event, supervisory meeting, oral examination or other formal meeting or committee which considers the student's academic progress or performance without the permission of all other individuals present. If this permission is granted, the recording may be made for the personal use of the student only, in support of their studies and learning. The recording must not be made publicly available or shared for other purposes without the consent of those present. Disabled students who have difficulty with notetaking are encouraged to contact Student Support for further information on when recording is permissible and other access strategies.

Members Conduct

7.4.

Members of the University are required to give their names and either their home or University address when asked to do so by persons carrying written authority from the Registrar and Secretary and producing it if so requested.

7.5.

Members of the University wishing to invite guests to the University shall do so only in accordance with the rules and regulations of the University and shall accept responsibility for the conduct of and for any loss or damage caused by their guests while on the University site. No member of the University shall knowingly invite a person who has been excluded by the Registrar and Secretary to any University site.

7.6.

All users of IT facilities at the University must comply with the *Guidelines for Use of IT facilities*.

7.7.

Notices may be posted only in authorised places and the organisation or individual(s) responsible for the notice must be clearly identified on the notice.

7.8.

The Registrar and Secretary may from time to time declare any area of the University land and premises to be out of bounds; access to or continued presence in such areas is forbidden without written permission from the Registrar and Secretary.

7.9.

The University accepts no responsibility for property lost or damaged on University premises.

7.10.

Members of the University may not enter or remain in any University building without authority when the building is officially closed.

7.11.

Areas under the control of building contractors may not be entered without written permission. The roofs of University buildings are out of bounds and access is forbidden without written permission.

7.12.

The furniture and equipment and other property owned by the University may not be moved within any building to another room nor removed from any building without permission. Furniture and equipment and other property moved in contravention of this Regulation may be recovered without notice by authorised University staff.

7.13.

The University operates a No Smoking Policy, which complies with statutory requirements and applies to members, visitors, contractors and any other users of University facilities.

7.14.

For reasons of safety, when children under the age of 12 need to be brought into University buildings, it is required that the children must be closely supervised at all times. The University will require any children who are not so supervised to be removed from the building. Under no circumstances will children under the age of 12 be permitted in workshops and science department laboratories. The University accepts no liability for injury or harm to children.

Visitors between the age of 12 and 17 years will be permitted to enter University buildings, other than the Library, provided that they are in a supervised group. No parties or receptions for such groups will be permitted unless the room booked exits directly onto a square.

7.15.

For reasons of safety and to protect the University's estate, members and visitors, the Registrar and Secretary may at any time exclude non-students from any University-owned property or land. Any person subject to such exclusion shall be informed in writing of the decision. The

person has a right of appeal, which must be lodged with the designated Pro-Vice-Chancellor* within 15 working days from the date on which notification of the exclusion is despatched. An exclusion shall remain in force while the designated Pro-Vice-Chancellor reviews the case. Any decision to exclude remains in force indefinitely. Any person excluded in this way can request for the exclusion to be lifted three years from the date on which it came into force. Any such request must be put in writing to the Registrar and Secretary.

*currently Pro-Vice-Chancellor (Research)

7.16.

No dogs, except for guide dogs, may be brought into or kept in any University building. All dogs brought on to the University site or property by members of the University, guests or visitors, must be kept on a lead at all times. No pets may be brought into or kept in accommodation owned or administered by the University.

7.17.

The possession and use of weapons subject to public licensing is prohibited on the University site or on other University-owned and University-occupied property. The possession and use of air rifles, air pistols and similar items which are not subject to public licensing is also prohibited.

7.18.

Persons who make use of the University's sports facilities must comply with the rules for their use published from time to time by the Registrar and Secretary.

7.19.

Members of the University shall not create, or cause to be created, excessive noise which causes discomfort, inconvenience or annoyance to authorised users of the University premises.

7.20.

In order to ensure the safety of members of the University, their guests and other visitors, and the equitable access to facilities for all, the restrictions set out in the Rules Governing the Use of the Square (Wivenhoe Park campus) and Rules Governing the Driving and Parking of Vehicles within University Grounds shall apply.

7.21

When a fire alarm sounds in any part of the University or any University-owned or administered accommodation, members of the University and their guests are required to leave that part or accommodation immediately and not to return until told that it is safe to do so by a fire officer or authorised member of the University staff.

Regulations for Scholarships, Bursaries, Studentships, Travel Grants and Prizes

Student Finance

It is important that you are able to finance your undergraduate or postgraduate studies, so we aim to provide you with comprehensive information to ensure you make the right decisions and find out about any available funding. Go to our Student Finance website for further information at:

www.essex.ac.uk/studentfinance

Scholarships, Bursaries and Studentships

UNDERGRADUATE STUDENTS

8.1

The University offers a range of Scholarships and Bursaries for undergraduate students which are published on our website at: www.essex.ac.uk/studentfinance

POSTGRADUATE STUDENTS

8.2.

The University offers a range of Scholarships and Studentships for postgraduate students which are published on our website at: www.essex.ac.uk/studentfinance

RESEARCH STUDENTS

8.3.

Information on the Government support available for postgraduate research students is published on our website at: www.essex.ac.uk/studentfinance

Travel Grants

9.1.

The University offers a range of Travel Grants. The sum available in each fund will be offered to one student. Applicants must be registered students of the University on the intended date of travel. For further information see our website at: www2.essex.ac.uk/academic/students/pgr/travel.htm

Prizes

10.1.

The following University and departmental prizes are awarded, normally on an annual basis. The detailed criteria for the award of each prize and the sum awarded are available on application to the Academic Registrar.

SCHOOL OF BIOLOGICAL SCIENCES

Institute of Biology Bioscience Student Award
The Biotechnology Prize
The Project Biotechnology Prize
The British Technology Project Prize
The David Whytock Memorial Prize
The Environmental Biology Prize
The Environmental, and Conservation Prize
The Glaxo Smith Kline Prize
The John Gorrod Prize
The John Shire Memorial Prize
The John Shire Prize
The Project Glaxo Smith Kline Prize
Molecular Medicine Prize
Marine Biology Prize
The MSc Sports Science Prize
Richard Watson Prize
Syngenta Prize
Zeneca Syngenta Prize

SCHOOL OF COMPUTER SCIENCE AND ELECTRONIC ENGINEERING

Addison Wesley Longman Prize
KF Bowden Memorial Prize First Year
KF Bowden Memorial Prize Second Year
British Telecom Project Prize (Final Year)
British Telecom Postgraduate Research Publication Prize
British Telecom Project Presentation Prize (Final Year)
CCFEA MSc Project Prize
CNH (UK) Prize
Fujitsu Prize
Institute of Electrical & Electronics Engineers UK & RI Communications Chapter Prize (Final Year)
Institute of Electrical & Electronics Engineers UK & RI Communications Chapter Prize (Second Year)
Institution of Technology Prize (Final Year)
Institute of Engineering and Technology Anglian Coastal Network Prize (Second Year)
Institution of Technology Engineers Prize
MSc Project Prize in the area of Computer Science
MSc Project Prize in the area of Telecommunications & Data Communications
The Active Web Solutions Prize (Final Year)
The Agilent Technologies Prize
The R A Brooker Prize (PGT)
The Computer Science and Electronic Engineering Prize (Final Year)

The Devdas Korappath Gopal Prize (Second or Final Year)
Teamcast Prize
The Logica Dissertation Prize (PGT)
The O'Reilly Academic Prize (First Year)
The Schroder Prize
The Frank Thilo Prize (Second Year)
The Telecom Technologies Prize (Final Year)
The Telecom Technologies Prize (Postgraduate)
The Telecom Technologies Prize (Second Year)
The Wind River Systems Prize (Final Year)
TTPCom Prize
University of Essex Prize

EAST 15 ACTING SCHOOL

The Sir John Gielgud Charitable Trust Award
The Alan Bates Bursary
The Lilian Baylis Award
The John Hartley Award

DEPARTMENT OF ECONOMICS

The Department of Economics Best First Year Performance
The Department of Economics Best Second Year Undergraduates Performance Prize
The Department of Economics Best Third Year Undergraduate Performance Prize

ESSEX ABOARD OFFICE

Study Abroad Tempest Photography Prize

ESSEX BUSINESS SCHOOL

The Craig Hiemstra Memorial Prize
The Cengage Learning Prize for BE132 Auditing
The Chartered Financial Analyst Society of the UK Prize
The EBS Annual PGT Prize in Accounting Programmes
The Essex Business School Director's Prize for the best student in Accounting
The Essex Business School Director's Prize for the best student in Finance
The Essex Business School Director's Prize for the best student in Marketing, Entrepreneurship & Global Strategy
The Essex Business School Director's Prize for the best student in Management, Marketing & Organisation
The Business School Director's Prize for the best Postgraduate Dissertation
The EFC (Essex Finance Centre) Annual PGT Prize
The EMC (Essex Management Centre) Annual PGT Prize
The First Year Ivor Benveniste Prize
The McGraw-Hill Finance Prize for First Year
The McGraw-Hill Finance Prize for Second Year
The McGraw-Hill Finance Prize for Third Year

The Pearson Finance Prize for BE610
The Pearson Finance Prize for BE334 Financial Markets and Monetary Policy
The Pearson Finance Prize for BE650 Modern Banking
The Routledge Prize for the Best Performance in BE112 Business Law I
The Routledge Prize for the Best Performance in BE116 Business Law II
The Routledge Prize for the Best Performance in BE136 Employment Law
The Routledge Prize for the Best Performance in BE137 Insolvency Law
The Routledge Prize for the Best Performance in BSc Business Management
The Pearson Education First Year Management Essay Prize

DEPARTMENT OF GOVERNMENT

Best First Year Joint Degree Student
Department of Government Prize for best MA Student
PhD Prize
The Jean Blondel Prize for the best Second Year Student
The Oscar Arias Prize for the best Second Year Student
The Oscar Arias Prize for the best Undergraduate Dissertation
The Prize for the Best First Year Student

SCHOOL OF HEALTH AND HUMAN SCIENCES

BSc Prize for Outstanding Performance
Chartered Society of Physiotherapy
Foundation Degree Adult Care for best overall mark
Foundation Degree Mental Health for best overall mark
HHS Prize for Best Undergraduate Performance Final Year
Interprofessional Learning Prize for completing student with best overall score
Kimmy Eldridge outstanding progress Foundation Degree Oral Health Science
MSc Prize for Best Overall Student Performance
Outstanding Achievement Foundation Degree Oral Health Science Studies
Sandra Clark Memorial Prize

DEPARTMENT OF HISTORY

Best Performance by a Second Year on a History Degree Prize
Best Performance on HR100 Prize
Best Performance on HR111 Prize
The Essex Society for Family History Prize
MA Dissertation Prize

The Department of History Independent Research Project Prize
The Friends of Historic Essex Prize
The Harry Lubasz Memorial Prize for the Best Performance on HR211
The Humanities Faculty Prize for the Best Overall Degree Performance by a Final-Year History Student
The John S Appleby Prize for the best MA Dissertation on an Essex History Theme
Ruth Bensusan Prize
The Simon Collier Essay Prize
The Pop Ronson Memorial Prize for the Best Independent Research Project on a Local History Topic

HUMAN RIGHTS CENTRE

Deborah Fitzmaurice Memorial Prize

INTERDISCIPLINARY STUDY OF THE HUMANITIES, CENTRE FOR

American (United States) Studies Prize
Enlightenment Prize
BA Humanities Prize
Jean Monnet Prize
Latin American Project Prize

INTERNATIONAL ACADEMY

The Jack Kay Book Prize

DEPARTMENT OF LANGUAGE AND LINGUISTICS

Best First Year Performance in Linguistics
Best First Year Performance in Modern Languages
Best PhD Thesis Prize
The John Roberts Prize for Modern Languages
The John Ross Final Year Prize for French
The John Ross Second Year Prize for French
The Martin Atkinson Prize for Linguistics

SCHOOL OF LAW

The Departmental Prize for Tort Law
Elizabeth-Anne Gumbel Prize
Ellisons' Solicitors Commercial Property Law Prize
Gordon Sagar Prize
The Kevin Boyle Memorial Prize for the best student in MA Theory and Practice of Human Rights
Longman Prize
Oxford University Press Prize
Palgrave Prize
Pearson Education Prize
Suffolk and District Law Society Prize
Sweet and Maxwell Prize
Suffolk and North Essex Law Society Prize

DEPARTMENT OF LITERATURE, FILM, AND THEATRE STUDIES

Francis Barker Memorial Prize
University of the Third Age Literature Prize

DEPARTMENT OF MATHEMATICAL SCIENCES

Institute of Mathematics and its Applications Prize
Timothy Jarvis Prize
Townsend MSc Dissertation Prize
Winsten Prize

SCHOOL OF PHILOSOPHY AND ART HISTORY

Art History Prize
Bishop/McKinlay Prize
Roy Beston Memorial Prize
Sir Andrew Carnwarth Travel Prize
The Cioffi Prize
The External Examiner's Prize
The Mark Sacks' Memorial Prize
The Thomas Puttfarken Dissertation Prize
The Thomas Puttfarken Research Prize

CENTRE FOR PSYCHOANALYTIC STUDIES

The Kegerreis Prize

DEPARTMENT OF PSYCHOLOGY

The First Year Psychology Department Prize
The Margaret Bell Prize
The Michael Lodge Memorial Prize
The MSc Psychology Prize
The Second Year Psychology Prize
The Ray Meddis Prize
The Robert Ferry Memorial Prize
AT Welford Memorial Prize

DEPARTMENT OF SOCIOLOGY

First Year Sociology
The Fuller Bequest Criminology Prize
The Fuller Bequest First Year Prize
The Fuller Bequest Project Prize
The Fuller Bequest Second Year Prize
The Fuller Bequest Undergraduate Prize
Inner Wheel Club of Southend-on-Sea Prize
The David Lockwood Prize
The David Roberts Prize
The Don Pike Award

Library Regulations

Hours of Opening

11.1.

COLCHESTER CAMPUS

DURING TERM

Mondays to Fridays

8am-10pm

Monday to Friday in last week of Summer term

9am-5.30pm

Saturdays (except last two Saturdays of Summer term)

9am-6pm

Sundays (except last Sunday of Summer term)

2pm-7pm

DURING VACATION

Mondays to Fridays

9am-5.30pm*

Monday to Friday in last week of Easter vacation

9am-10pm

Last Saturday of each Christmas and each Easter vacation

9am-6pm

Last Sunday of each Christmas and each Easter vacation

2pm-7pm

*1pm on 24 December when this date is the last working day before the Christmas closure.

Further information is available on the Library website at: <http://libwww.essex.ac.uk/hours.htm>

LOUGHTON CAMPUS

Opening times are available from the Library website at:

<http://libwww.essex.ac.uk/Users/east15.htm>

SOUTHEND CAMPUS

The book collection is on the ground and first floors and is open at the following times:

Mondays to Fridays

8am-10pm

Saturdays

8am-6pm

Sundays

11am-5pm

Admission to the Library

11.2.

All members of the University as defined in Ordinance 1 are entitled to use the Library as readers. On written request, the Librarian may, at his discretion, admit other persons as readers

and may require them to furnish a written recommendation; in cases of doubt the Librarian may refer such requests to the Library Committee, whose decision will be final. External readers associated with commercial organisations and businesses will be charged a fee, at a rate determined from time to time by the Senate, if they are permitted to use the Library as readers.

11.3.

The right of borrowing from the Library under the conditions laid down in the Regulations is granted to the following readers:

members of Council and members of the academic, academic related, research, senior support and support staff; registered students of the University; other persons for purposes of special study, at the discretion of the Librarian in each case. External readers associated with commercial organisations and businesses will be charged a fee, at a rate determined from time to time by the Senate, if they are granted borrowing rights.

Registration

11.4.

No person may use the University Library until he or she has signed a Library registration card agreeing to abide by the Library Regulations. It is the reader's responsibility to ensure that the addresses given on his or her registration card are kept up to date.

11.5.

Persons using the Library should at all times carry with them their Library borrower's or reader's ticket or other means of identifying themselves as registered users of the Library. Such identification may be requested at any time by Library staff.

Borrowing

GENERAL

11.6.

Here and elsewhere the term 'book' is deemed to cover all types of Library material.

11.7.

With the exception of certain categories noted in 11.8. below, all books may be borrowed from the Library. No books shall be removed from the Library unless the borrower has first had the loan duly recorded at the Circulation Desk. All borrowers must produce a borrower's card when borrowing books from the Library. If a Library borrower's card is lost or stolen, the matter should be reported to the Library Circulation Desk, and, in the case of students, to the Registry. Library cards may be replaced upon application to the Registry, in the case of students, and to the Circulation Desk, in the case of all other

borrowers, on payment of a charge determined from time to time by the Senate.

11.8.

Reference books, dictionaries, atlases, etc, certain abstracting and bibliographical periodicals, current and unbound parts of all other periodicals*, and books of special value or rarity may not be removed from the Library. This restriction may be extended temporarily at any time to books in heavy demand. Other books in much demand may be issued only for such limited periods as the Librarian deems advisable.

*Current numbers of periodicals may for the present be borrowed overnight by members of the academic, academic related, research and senior support staff of the University from 5pm to 10am on Monday to Friday and from 12 noon on Saturday to 10am on Monday (4.30pm to 10am on Monday to Thursday, 4.30pm on Friday to 10am on Monday in vacation). This provision is subject to review by the Library Committee.

11.9.

A borrower remains responsible for a book as long as the loan record remains uncanceled. Books borrowed by one reader must not be passed on to another but must, in all cases, be formally returned to the Library and re-issued at the Circulation Desk.

PERIOD OF LOAN

11.10.

Members of Council and members of the academic, academic related, research and senior support staff may borrow books other than those in categories referred to in 11.8. above for any period up to the last Friday of the current term.

11.11.

Graduate students may borrow books for any period up to the last Friday of the current term.

11.12.

Undergraduate students may borrow books for any period up to two weeks during term.

11.13.

Members of support staff may borrow books as in 11.12. above.

11.14.

The latest date for return will be stamped inside all books borrowed under Regulations 11.10, 11.11, 11.12 and 11.13.

NUMBER OF VOLUMES

11.15.

Borrowers as defined in 11.10. above shall be allowed to have at one time not more than thirty books borrowed from the Library.

11.16.

Students may borrow the following number of books at any one time:

- (a) Undergraduate students: fifteen books
- (b) Masters students: twenty books
- (c) Doctoral programme students: twenty-five books.

11.17.

Borrowers as defined in 11.13. above may borrow up to five books at any one time.

11.18.

Books in excess of these numbers may be borrowed only in special circumstances and by permission of the Librarian.

11.19.

Two or more volumes constituting a single work but not two or more volumes of the same periodical are counted as one book.

BORROWING (OTHER THAN BY UNDERGRADUATES)

11.20.

Borrowers, as defined in Regulations 11.10. and 11.11. above, may borrow books for the next term two weeks before the end of the current term.

VACATION BORROWING (UNDERGRADUATE)

11.21.

All books borrowed for a vacation must be returned by the first Wednesday of the next term.

11.22.

Books may be borrowed for vacations two weeks before the end of the term.

RECALL AND RETURN OF BOOKS ON LOAN

11.23.

Any book may be recalled from a borrower when it has been on normal loan for five days and must be returned to the Library immediately.

11.24.

No recall notices will be sent to individual borrowers in advance of a general recall date, that is to say, the last Friday of each term (see Regulations 11.10. and 11.11.), but the Librarian will remind borrowers of these recall dates by means of a notice posted in the Library and included in the University newsletter. No recall notices will be sent for books on restricted loan (see Regulation 11.8.) unless requested by another reader.

11.25.

Borrowers who do not return books by the date for a recall under Regulations 11.10, 11.11, 11.12, 11.13 and 11.21, or by the date or time for return of books on restricted loan under Regulation 11.8, or who do not return books on the third day (Saturdays and Sundays excluded) during term, or on the tenth day (Saturdays and Sundays excluded) during vacation after a specific recall notice has been issued by the Librarian under Regulation 11.23, will incur fines from the recall date at a rate determined from time to time by the Senate.

11.26.

A borrower who retains a restricted loan beyond the prescribed period will lose the privilege of borrowing this category of books for a specified period at the discretion of the Librarian.

11.27.

No further loans of any kind will be made to a borrower who has books in his/her possession which he/she has failed to return in response to a recall notice.

11.28.

Reminders about the recall of books will be sent on the first day they are overdue, with periodic reminders thereafter including a note of the fines which have accrued.

11.29.

A reminder or a specific recall notice will be sent via University email and, for printed correspondence, to the address which they have notified to the Registrar & Secretary in accordance with Regulation 5.5, or, in the case of staff, to their home address.

11.30.

Borrowers and readers will be held responsible for any book in their charge and will be required to pay the cost of replacement or repair of any book lost, damaged or defaced, together with an administrative charge determined from time to time by the Senate to cover the cost of ordering, cataloguing and other processing of books which have been lost.

NOTE: The Senate has determined that the administrative charge at present shall be £6 per volume.

11.31.

When the amount of fines levied under the Library Regulations equals or exceeds the cost of replacing the book, including the administrative charge, the borrower will be charged for the book as if it were lost (see Regulation 11.30. above).

11.32.

Fines will be collected at the Circulation Desk of the Library and books will not be accepted without the payment of any fines due.

11.33.

Fines and charges for lost books will be regarded as debts to the University and in the case of non-payment a defaulter will be excluded from all further use of the Library until such debts have been paid.

11.34.

If the amount of a fine is in question the Librarian's decision shall be final.

NOTE: The Senate has determined that the rate of fines at present shall be 50p per day (Sundays excluded) for books borrowed under Regulation 11.10, 11.11, 11.12, 11.13 and 11.21, and £1 per day (Sundays excluded) for books which have been recalled under Regulation 11.23. For Short Loan Collection books which are borrowed under Regulation 11.8 the rate of fine shall be £1 per overdue hour or part thereof.

Annual Inspection

11.35.

An inspection of the Library will be held annually at the end of each academic year, or whensoever the Librarian deems necessary. All books on loan must be brought to the Library Circulation Desk beforehand for return or renewal.

General

11.36.

Silence is to be observed in all public reading areas.

11.37.

Smoking, the consumption of food and drink, and the use of matches or open lights are forbidden in all parts of the Library open to readers.

11.38.

Bags brought into the Library must be offered for examination if requested by a member of the Library staff when readers leave the Library.

11.39.

Containers of liquids may not be brought into the Library.

11.40.

The marking and defacing of books is strictly forbidden.

11.41.

The reservation of seats in the public reading areas of the Library is not permitted. Books and other articles left for any length of time on chairs and tables may be removed by the Library staff. Articles left in these areas at closing time will be cleared away. The Library accepts no responsibility for personal belongings left in the building.

11.42.

All readers leaving the Library in the possession of books or papers must show them to a member of the Library staff on demand. The knowing removal of Library books contrary to the Library Regulations is strictly forbidden and would render the person liable to the disciplinary procedures of the University.

11.43.

A warning bell will be rung twenty minutes before closing time. All readers must vacate the Library by closing time, and may be asked to vacate their seats after the bell has been rung.

11.44.

The Librarian shall report to the Vice-Chancellor any person whose conduct in the Library is, in his or her opinion, disorderly; such persons shall be excluded from all further use of the Library pending the Vice-Chancellor's decision. No person excluded from the University precincts pursuant to the powers of the Council, the Senate or the Vice-Chancellor may make use of the Library.

Inter-Library Loans

11.45.

Books borrowed from other libraries are subject in each case to the conditions imposed by the lending library.

University of Essex Theses

11.46.

One print copy of all theses for which a research degree has been conferred under University regulations will be deposited in the University Library. It will be bound in accordance with the rules laid down by the University. The author will empower the Librarian to allow the print copy of the thesis to be copied in whole or in part without further reference to the author on the understanding that such authority may be given in respect of single copies made for study purposes and will be subject to normal conditions of acknowledgement. The Librarian is similarly empowered to allow the digitisation of the thesis, or the retention of an existing digital copy of the thesis, by the British Library or its agents for the purpose of making its content available on the World Wide Web.

11.47.

Print theses will be available in the Library for reference, and digital copies will be made available by the University, the British Library or its agents, except when permission to consult or digitise a thesis has been withheld at the special request of the author for a period not exceeding five years agreed with the University.

11.48.

Theses may be lent to an approved library for consultation in that library on receipt of an application from the librarian.

11.49.

The University may publish the title and summary of the thesis in any way it sees fit and may authorise others to do so.

11.50.

Any person wishing to consult a thesis must sign an undertaking (on the form provided):

- a. not to reproduce the thesis or any substantial portion of it or to quote extensively from it or otherwise make substantial public usage of it without obtaining the written permission of the author;
- b. that due acknowledgement will in each case be made whenever such information is published.

The author may empower the Librarian to give such permission.

(See Regulations 4.41-4.49)

The Forum Library, Southend

11.51.

Readers using the shared library in the Forum building (Southend) are jointly subject to its regulations and, where applicable, the University Library regulations.

Code of Student Conduct in Residential Accommodation

INTRODUCTION

This code provides a framework for resolving complaints and dealing with incidents and allegations of misconduct that arise within University-owned, managed or administered accommodation. This code aims to resolve issues as efficiently and effectively as possible to assist residents in maintaining the quiet enjoyment of their accommodation, by ensuring that all residents are fully informed about the obligations and responsibilities of the University as Landlord and the resident as Tenant.

Scope

Only full-time registered students at the University will be entitled to occupy student accommodation owned, managed or administered by the University and designated for student occupation. The Registrar and Secretary will have the discretion to allow part-time registered students or University or visiting staff to occupy student accommodation if that is necessary for the better operation of the accommodation, or if the accommodation is surplus to student requirements.

Each occupier of student accommodation must enter into a contract with the University before taking up occupation. The contract will set out the period that the student accommodation will be made available and the applicable charges (as determined by Council from time to time). The contract will also set out the standard terms and conditions that the occupiers must observe and signify an agreement to abide by the Residents' Conduct Regulations contained within this code.

Permitted Occupiers

A permitted occupier is a person or persons who is permitted to live with a registered Student in that accommodation and is then named in the University's offer of student accommodation.

Behaviour of guests

Students residing in University-owned, managed or administered accommodation will be held responsible for the conduct of their guests and any permitted occupier and for any damage caused by their guests or permitted occupier whilst they are on the University site. Guests may only be invited in accordance with the rules and regulations of the University. No person who has been excluded by the Registrar and Secretary

from any University site may be invited as a student guest.

Partner Institutions

Students eligible for an award of the University of Essex following a programme of study validated by the University but delivered by a partner institution are registered with the relevant partner institution and come under the jurisdiction of the regulations for student conduct of the partner institution concerned. The University of Essex as Landlord may, however, instigate legal proceedings against a student studying at a partner institution following discussion with the person responsible for student conduct at the partner institution.

BROAD PRINCIPLES

Burden of Proof

The operation of this code is not a criminal process and therefore allegations of breaches of the Residents' Conduct Regulations need not be proved 'beyond a reasonable doubt'. The standard of proof applied is the 'balance of probabilities', which means that when assessing the evidence objectively, the view is that it is more likely than not that the allegation is true.

Alcohol and Drug Use

Being under the influence of alcohol or drugs will not normally be accepted as a mitigating factor or an excuse for behaviour leading to breaches of the Residents' Conduct Regulations.

Mental Health, Illness or Disability

Where there is concern that mental health, illness or disability may have impacted or continues to impact negatively on a student's behaviour and/or conduct, the proceedings may be adjourned at any stage for the matter to be considered by the Academic Registrar, who will determine whether proceedings are resumed under either the *Mental Health Crisis Intervention Policy*, the *Code of Student Conduct in Residential Accommodation*, the *Code of Student Conduct*, the *Fitness to Practise Procedure* or any other procedure or policy as appropriate.

Advice, Support, Representation and Guidance

All students have the right to be accompanied at any stage in the procedure described in this Code by a member of the University or a representative of the Students' Union, who provide independent advice, support, guidance and representation for students. Non-members of the University and legal representatives are not permitted to be present at any stage of the Residents' Conduct process.

Confidentiality

The operation of this code seeks to protect individual confidentiality at all stages throughout the operation of these procedures and the University will seek to ensure that confidentiality is maintained. This approach will not prevent the University from disclosing information where necessary for the discharge of its duties or as required by law, nor will it prevent the University, where appropriate from disclosing information about any outcome under this procedure.

Recording of Offences

Records relating to Residents' Conduct offences will be held by the Associate Proctor (Residents' Conduct) or his/her nominee, on a central database and will not normally be included in the student's centrally held academic file.

Records of Residents' Conduct cases are destroyed six years after the termination of the student's relationship with the University.

Monitoring

The Student Conduct Officer will monitor the number of Residents' Conduct cases considered and submit an annual anonymised report to the Student Conduct Panel. The Student Conduct Panel will consider the findings of the report and submit a summary report annually to the University's Senate and the University's Student Experience Committee.

ROLES AND RESPONSIBILITIES

Under these procedures, the following persons shall be deemed to be the authorised persons for dealing with student conduct in the residences:

The Associate Proctor (Residents' Conduct)

The Associate Proctor (Residents' Conduct), or his/her nominee, will have the power to respond to misconduct in accommodation owned or managed by the University. The Associate Proctor (Residents' Conduct) is an appropriate member of the University's Professional Services staff with responsibility for this area of work as part of their substantive role.

The Residents' Support Network

The Residents' Support Network (RSN) is an accommodation based service managed by the Deputy Director of Student Support (Residence Life). The aim of the RSN is to provide an environment within which students can have a positive experience of living and learning. Areas of accommodation are assigned to Residents' Assistants (RAs) who will get to know their residents, work with students to encourage communication and organise a range of social activities to promote integration. The other element is to respond to concerns and complaints that residents may have by operating an on-call

rota which operates from 5pm to 9am on weekdays and at weekends.

The Proctor

The Proctor is a permanent member of the Professional Services. S/he is responsible for investigating alleged breaches of the Student Conduct Regulations and has the power to impose a range of penalties, including the payment of fines and repair/replacement costs for minor offences. More serious cases are referred by the Proctor to the Student Conduct Officer for consideration by a Student Conduct Committee and the investigating Proctor is required to attend to present the case against the student.

The Student Conduct Officer

The Student Conduct Officer is appointed by the Council on the recommendation of the Vice-Chancellor and is an officer of the University and fulfils a number of duties.

The Student Conduct Officer chairs the Student Conduct Panel and reports annually to Senate on all matters relating to student conduct that have been investigated during the preceding academic year. In addition s/he considers all referrals from the Proctor of serious offences and all appeals in the first instance and convenes Student Conduct Committees and Committees of Appeal as appropriate.

The Student Conduct Panel

The Student Conduct Panel is a Committee of the Senate. Its membership consists of the Student Conduct Officer (*Chair*), the Vice-Chancellor, members of academic staff appointed by the Senate and student representation.

The Panel has two main functions, firstly to report annually to the Senate on all conduct cases considered during the previous academic year and to comment on the overall consistency of the resolutions of the Conduct Committees and of the Proctor. Individual cases are not discussed unless they are reported by the Student Conduct Officer. The Student Conduct Regulations and Procedures are also reviewed and recommendations are made to the Senate regarding any additions, amendments or deletions.

Panel members also make up the pool of trained volunteers from which members of Student Conduct Committees are drawn.

Students' Union Advice Centre

The Students' Union Advice Centre provides a 'Confidential, Independent and Impartial' service that is not part of the University. They provide support and guidance to students throughout the process and seek to ensure that the University procedures are properly adhered to. In addition to

advising students on their cases, the Advice Centre is also able to provide trained advisers to accompany students to meetings with the Associate Proctor (Residents' Conduct), the Proctor and Student Conduct Committees. Students are actively encouraged at every opportunity to engage with the service.

Conflict of Interest

Although it is intended that the named post holders will undertake these functions in the majority of cases, there may be special circumstances, including a conflict of interest, requiring another post holder to undertake the functions assigned to the post holder referred to in the document.

RESIDENTS' CONDUCT REGULATIONS

The following behaviour shall normally be treated as a minor breach of the Residents' Conduct Regulations and will normally result in action being taken by the Associate Proctor (Residents' Conduct) or his/her nominee:

- 1) attempting or inciting others to infringe a regulation;
- 2) exhibiting indecent or abusive language or behaviour in University student accommodation;
- 3) exhibiting disorderly behaviour in University student accommodation;
- 4) creating or causing to be created, excessive noise which causes discomfort, inconvenience or annoyance to authorised users of University student accommodation;
- 5) behaviour that is discourteous, disrespectful or uncooperative towards a member of the University;
- 6) committing theft of foodstuffs or other minor items within University student accommodation⁸;
- 7) smoking in an area of student accommodation;
- 8) the use of lighted candles, tea lights, incense sticks or any other device which has a naked flame without the permission of the Registrar and Secretary⁹;

⁸ As defined in Sections 1 to 7 of the Theft Act 1968 and relevant case law thereunder.

⁹ The Registrar and Secretary will give permission only in exceptional circumstances, for example, where candles are used for religious purposes and where the lighting of candles is accepted practice for that form of religious worship. In no circumstances will permission be given for unattended candles or devices.

- 9) misusing fire prevention equipment or fire fighting appliances within University student accommodation;
- 10) sounding or raising of a fire alarm within University student accommodation when it is unwarranted;
- 11) failing to immediately evacuate any part of University student accommodation, when a fire alarm sounds or returning before being told it is safe to do so by a fire officer or authorised member of the University staff;
- 12) interfering with, or impeding, or failing to comply with any member of the University in carrying out his/her duty or proper function within University student accommodation;
- 13) failing to disclose name and other relevant details to an employee of the University when it is reasonable to require that such information be given;
- 14) interfering with any mechanical, electrical or other services or installations within University student accommodation without the authority to do so;
- 15) causing actual or potential damage to, or defacement, misappropriation or unauthorised use of University student accommodation;
- 16) behaving in a manner within University student accommodation that amounts to harassment, as defined by the University's *'Guidelines for Dealing with Harassment and Bullying'*;
- 17) behaving in a manner which obstructs, frustrates or disrupts:
 - i. any meeting or other function (including social or sporting activities) authorised to take place within University student accommodation;
 - ii. the satisfactory conduct of the administrative work associated with the provision of University student accommodation;
- 18) publishing any matter (including expressed orally or in writing, sign or visible representation, including electronically) which is threatening, abusive or insulting or constitutes harassment or makes others fear violence, including:
 - i. by printing or displaying in University student accommodation or
 - ii. by publishing or distributing to any visitor or member of the University within University student accommodation;
 - iii. by using in any form of meeting or gathering within University student accommodation;
- 19) using social media in a way that constitutes a breach of any other Residents' Conduct Regulation or the terms and conditions of the accommodation contract;

- 20) failing to comply with the terms and conditions of the contract for accommodation; The following behaviour shall normally be treated as a serious breach of the Residents' Conduct Regulations which may result in conduct action being taken by the Proctor according to the provisions of the University's Code of Student Conduct:
- 21) using, selling or possessing within the University any controlled drug¹⁰;
- 22) possessing within the University any offensive weapon¹¹;
- 23) exhibiting threatening, intimidating or violent behaviour;
- 24) committing theft within the University;
- 25) behaviour that is likely to cause injury or impair safety on University premises;
- 26) interfering with or impeding, by the use of intimidation, violence, threat of violence or physical obstruction, the supply or delivery of any goods or services to the University, or interfering with or impeding the entry into the University of any lawful visitor;
- 27) failing to comply with a resolution previously imposed by the Associate Proctor (Residents' Conduct) or his/her nominee;
- 28) making an allegation which is deemed to be vexatious, malicious or false.

RESIDENTS' CONDUCT PROCEDURES

The purpose of this procedure is:

- 1) to establish whether a particular incident(s) took place and whether a Resident was involved in that incident;
- 2) to establish whether a resident or an authorised guest of a resident is in breach of the Residents' Conduct Regulations;
- 3) to determine what action should be taken against a resident who has breached the Residents' Conduct Regulations.

Minor breach of Residents' Conduct Regulations

Referral to the Associate Proctor (Residents' Conduct)

When, in the opinion of the Associate Proctor (Residents' Conduct) or his/her nominee, misconduct may have occurred within University student accommodation and action against a student is justified, s/he will supervise an investigation. In investigating the matter s/he may convene meetings to formally discuss the

¹⁰ As defined by the Misuse of Drugs Act 1971 and the Regulations promulgated thereunder or any legislation for the time being in force modifying or replacing the Act.

¹¹ As defined in the Prevention of Crime Act 1953 or, without good cause, any article as defined in Section 139 of the Criminal Justice Act 1988 and the Regulations promulgated there under or any legislation for the time being in force modifying or replacing that Act.

allegations with the subject of the complaint, the person making the complaint and any other persons involved.

Attendance at a meeting with the Associate Proctor (Residents' Conduct)

Students who fail to attend a meeting with the Associate Proctor (Residents' Conduct) or his/her nominee, without good reason, will be subject to a fine. Repeated failure to attend meetings or unauthorised absence from a meeting will result in either the Associate Proctor (Residents' Conduct) proceeding in the student's absence, including the imposition of an appropriate penalty where necessary or a direct referral of the matter to the Proctor for consideration.

Joint Hearings

If two or more students are involved in related misconduct, the Associate Proctor (Residents' Conduct) or his/her nominee may at his/her discretion deal with the cases together.

Advice, Support, Representation and Guidance

All students are permitted to bring a student or employee of the University or Students' Union to the meeting with the Associate Proctor (Residents' Conduct) or his/her nominee and are actively encouraged to do so.

Penalties

Following investigation the Associate Proctor (Residents' Conduct) or his/her nominee will determine the severity of the breach. S/he may deal with minor breaches regardless of whether the student admits or denies guilt. In such cases the Assistant Proctor (Residents' Conduct) or his/her nominee, has the power, on behalf of the Proctor and Senate, to make one or more of the following resolutions:

- i. That the allegation should be dismissed and no further action taken.
- ii. To issue a formal written warning to the student.
- iii. To require the student to make an apology and or restitution to parties affected by the breach of regulations.
- iv. To confiscate without compensation, any item prohibited by the terms and conditions of the Residents' Contract.
- v. To require the student to have no contact, or restricted contact, with a specified person or persons.
- vi. To impose a fine not exceeding £150 except in relation to allegations of the unwarranted sounding or raising of a fire alarm within the University, for which the Associate Proctor (Residents' Conduct) or his/her nominee has the authority to impose a maximum fine of £500.
- vii. To require the student to pay the whole or part of the cost of repair to, or replacement

value of, any property that has been damaged or stolen.

- viii. To require a student to attend a specified course or programme and to pay a reasonable cost for such a course or programme.
- ix. To require the student to move to alternative University student accommodation.
- x. To recommend to Accommodation Essex that the student should be refused University student accommodation in the future.
- xi. To exclude the student from the whole or any specified part or parts of the University student accommodation and its precincts for a defined period or periods, including suspension of any non-academic facilities.
- xii. Any other proportional action specified by the Associate Proctor (Residents' Conduct) or his/her nominee as s/he thinks proper.

Penalties will not last beyond the student's current programme of study. The imposition of a penalty, or part thereof, may be suspended pending any further breach of the same or other Residents' Conduct Regulations for a specified period of time.

Formal Notification

Students will be formally notified in writing, of the outcome of the investigations and subsequent decision and advised of the procedure for submitting an appeal.

All outcomes are monitored by the Student Conduct Officer.

Serious or Persistent breach of Residents' Conduct Regulations

Referral to the Proctor

If after investigation the Associate Proctor (Residents' Conduct) determines that the case is a serious breach of the Residents' Conduct Regulations or where there has previously been a series of minor offences, the case will be referred to the Proctor for investigation under the University's *Code of Student Conduct*. This does not prevent the Associate Proctor (Residents' Conduct) or his/her nominee from referring the case to the police.

The Associate Proctor (Residents' Conduct) will send a written notification to the student concerned, of the referral, the allegation or allegations and draw his/her attention to the University's *Code of Student Conduct Procedures*.

Temporary Exclusion from Accommodation

When, in the opinion of the Proctor, it is necessary for the protection of any person, property, the reputation of the University or the student him/herself, the Proctor may request the student to leave University student accommodation immediately or request the student to move to alternative University student accommodation pending the outcome of conduct proceedings. In such cases conduct proceedings will be initiated at the earliest opportunity. The Proctor may not suspend or relocate a student unless the student has been given the opportunity to make representations in person to the Proctor. Where for any reason it appears to the Proctor that it is not practicable for the student to attend in person, the student will be entitled to make written representation.

RESIDENTS' CONDUCT APPEALS PROCESS

Grounds for Appeal

A student has the right of appeal to a Student Conduct Committee of Appeal, against any resolution of the Associate Proctor (Residents' Conduct) or his/her nominee on one or more of the following grounds:

- (a) That there is material evidence now available which was not previously reasonably available; or
- (b) That the Associate Proctor (Residents' Conduct) or his/her nominee departed from the Residents' Conduct Procedures in a manner that may be prejudicial to the interests of the accused student; or
- (c) That the facts set out in the findings of the Associate Proctor (Residents' Conduct) or his/her nominee do not warrant the resolution that there was a breach of regulations; or
- (d) That the penalty imposed by the Associate Proctor (Residents' Conduct) or his/her nominee was unreasonable with regard to all the circumstances of the case.

Written Notice of Appeal

A student may exercise their right to appeal by completing an Appeal Form, setting out concisely the grounds for appeal (as described above) and sending it to the Student Appeals, Complaints and Conduct Office at studentconduct@essex.ac.uk within fifteen working days of the date on the letter containing the official notification of the outcome of conduct proceedings. The Student Conduct Officer has absolute discretion to extend this submission deadline to thirty working days from the date on the official outcome letter, providing that the student is able to show to the satisfaction of the Student Conduct Officer, that

circumstances beyond his/her control prevented the standard time limit being adhered to and that injustice would result from adhering to it.

Convening a Student Conduct Committee of Appeal

Upon receipt of an appeal the Student Conduct Officer will determine whether the grounds set out in the appeal merit referral to a Student Conduct Committee of Appeal, or whether the appeal should be dismissed. The student will be informed of the Student Conduct Officer's decision within ten working days from receipt of the appeal.

On referring the case to a Conduct Committee of Appeal the Student Conduct Officer will request from the Associate Proctor (Residents' Conduct) or his/her nominee, against whose decision the appeal is made, a Statement of the Case. This Statement will include details of the charge or charges in respect of which the decision was made, a brief summary of the evidence and of the relevant findings, the decision, details of any penalty imposed, a brief comment as to the reason for such findings, decision and penalty and any further information which the Associate Proctor (Residents' Conduct) or his/her nominee, considers to be relevant.

Within fifteen days of the lodging of the appeal, the Student Appeals, Complaints and Conduct Office will provide the student with a copy of the Statement of Case, details of the practical arrangements for the appeal hearing and the names of members of the Student Conduct Committee of Appeal, together with a reply slip which must be returned to the Student Appeals, Complaints and Conduct Office, within five working days of the date of the letter. The student has the right to object to any member of the proposed Conduct Committee of Appeal and the grounds for any objection must be clearly stated and the Student Conduct Officer will rule whether the objection is valid.

Withdrawing an Appeal

The student may, within ten days of the despatch of the Statement of the Case by the Student Conduct Officer, withdraw the appeal. A student who fails to withdraw the appeal within this period must proceed with it unless the Student Conduct Committee of Appeal gives permission for its withdrawal.

Attendance at Student Conduct Committees

Students are required to attend any meeting of a Student Conduct Committee of Appeal. Students who fail to attend a Student Conduct Committee of Appeal, without good reason will be subject to a fine and the appeal will automatically be dismissed.

Advice, Support, Representation and Guidance

All students are permitted to bring a student or employee of the University or Students' Union to help him/her in presenting their appeal to the Committee and are actively encouraged to do so.

Composition of a Student Conduct Committee of Appeal

A Student Conduct Committee of Appeal will consist of two appointed members of the Student Conduct Panel (who shall constitute the quorum) and one student member of the University selected from a pool of trained student volunteers. One of the two appointed academic members of the Committee will act as Chair of the proceedings and will have an additional casting vote upon a tie. No member of the Student Conduct Committee of Appeal will be from the same Department/School/Centre as the student subject to proceedings.

Order of Proceedings

The order of proceedings for a Student Conduct Committee of Appeal will normally be as follows:

- (a) Introduction of those present;
- (b) The Chair determines on what grounds the student is appealing and which charges/penalties are being appealed;
- (c) The Associate Proctor (Residents' Conduct) or his/her nominee sets out his/her view regarding their original resolution;
- (d) The student presents the case for the appeal and is present with their representative whenever oral evidence is being heard by the Committee;
- (e) The Committee has the opportunity to question both the Associate Proctor (Residents' Conduct) or his/her nominee and the student;
- (f) Either party may call witnesses who shall attend only to present their evidence and to answer any questions that the Committee or the other party may put to them through the Chair. Once their evidence has been heard and there are no more questions, witnesses are required to withdraw;
- (g) The Associate Proctor (Residents' Conduct) or his/her nominee and student are invited to provide a final summary;
- (h) The Associate Proctor (Residents' Conduct) or his/her nominee and the student withdraw whilst the Panel reach their verdict upon guilt where this is being appealed;
- (i) The Associate Proctor (Residents' Conduct) or his/her nominee and the student return for the delivery of the verdict upon guilt where this is being appealed;

- (j) If the Committee confirms the decision to find the student guilty of a breach of the Conduct Regulations, the student is given the opportunity to put forward a case for mitigation of penalty;
- (k) The Associate Proctor (Residents' Conduct) or his/her nominee informs the Committee of any previous breaches of the Residents' Conduct Regulations;
- (l) The Associate Proctor (Residents' Conduct) or his/her nominee and the student withdraw whilst the Committee consider whether the penalty under appeal appropriate;
- (m) The decision of the Committee is then presented orally to the student.

Student Conduct Committee of Appeal Resolutions

A Conduct Committee of Appeal will make one or more of the following resolutions:

- (a) Rescind the resolution of the Associate Proctor (Residents' Conduct) or his/her nominee, that the student be found guilty and that any consequential penalties should also be rescinded;
- (b) Confirm that the student be found guilty;
- (c) Either confirm or amend a penalty issued by Associate Proctor (Residents' Conduct) or his/her nominee, provided that any amendment is consistent with the powers of the Associate Proctor (Residents' Conduct) or his/her nominee that made the original resolution. It should be noted that this means that penalties may be increased as well as decreased.

Procedural Irregularity

Any appeal following the formal conclusion of the Student Conduct Committee of Appeal may be made on the grounds of procedural irregularity only, specifically that the Committee departed from the prescribed procedures. A student who wishes to appeal against the outcome of these procedures on the grounds of procedural irregularity should write to the Academic Registrar within four weeks of the date of the Student Conduct Committee of Appeal hearing, setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the process. If prima facie there is evidence to support the claim then the case will be reviewed by the Pro-Vice-Chancellor (Education). If the Pro-Vice-Chancellor determines that there were procedural irregularities in the process then the case will be referred to a new Student Conduct Committee of Appeal.

The Office of the Independent Adjudicator (OIA)

The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures letter.

Code of Student Conduct

INTRODUCTION

The Code of Student Conduct is built on the principle that all students are expected to maintain a standard of conduct which supports the University's commitment to excellence in education and scholarship and promotes good order and the good name and reputation of the University.

In accepting an offer of a place at the University, students agree to be bound by all relevant provisions of the Charter, Statutes, Ordinances and Regulations of the University, which include this Code of Student Conduct.

Scope

The Student Conduct Regulations and Procedures apply in relation to any activities engaged in, or services and facilities enjoyed, as a student of the University, or in the vicinity of any premises owned, leased or managed by the University. Disciplinary action may also be taken against a student in respect of any alleged misconduct wherever and whenever it may have taken place when it is considered necessary to protect the interests and reputation of the University and its members.

Behaviour of Guests

Members of the University will be held responsible for the conduct of their guests and for any damage caused by their guests whilst they are on the University site. Guests may only be invited in accordance with the rules and regulations of the University. No person who has been excluded by the Registrar and Secretary from any University site may be invited as a student guest.

Partner Institutions

Students eligible for an award of the University of Essex following a programme of study validated by the University but delivered by a partner institution are registered with the relevant partner institution and come under the jurisdiction of the regulations for student conduct of the partner institution concerned. This code of conduct does not, therefore, apply to students registered at partner institutions.

BROAD PRINCIPLES

Burden of Proof

The University's Student Conduct Procedures are not a criminal process and therefore allegations of breaches of the Conduct Regulations need not be proved 'beyond a reasonable doubt'. The standard of proof applied is the 'balance of probabilities', which means that, when assessing the evidence objectively, the view is that it is more likely than not that the allegation is true.

probabilities', which means that, when assessing the evidence objectively, the view is that it is more likely than not that the allegation is true.

Alcohol and Drug Use

Being under the influence of alcohol or drugs will not normally be accepted as a mitigating factor or an excuse for behaviour leading to breaches of the Student Conduct Regulations.

Mental Health, Illness or Disability

Where there is concern that mental health, illness or disability may have impacted or continues to impact negatively on a student's behaviour and/or conduct, the proceedings may be adjourned at any stage for the matter to be considered by the Academic Registrar, who will determine whether proceedings are resumed under either the *Mental Health Crisis Intervention Policy*, the *Student Code of Conduct*, the *Fitness to Practise Procedures* or any other procedure or policy as appropriate.

Advice, Support, Representation and Guidance

All students have the right to be accompanied at any stage during the procedure described in the Student Code of Conduct by a fellow student, member of staff or a representative of the Students' Union Advice Centre, which provides independent advice, support, guidance and representation for students. Non-members of the University and legal representatives are not permitted to be present at any stage of the conduct process.

Criminal Investigations and Convictions

Students are required to notify the Proctor immediately of any conviction of a criminal offence in a court of law or formal caution for a criminal offence by a police officer¹².

In cases of alleged breaches of conduct which would also constitute serious offences under criminal law, the Conduct Procedures will not be invoked or will be suspended until the matter has either been prosecuted, or a decision not to prosecute has been taken, at which time the Student Conduct Officer will decide whether disciplinary action will be taken or continued. Conviction by the Police or in a Criminal Court will be taken as conclusive evidence that the alleged offence has occurred, and no further investigation will be required by the University.

Under the circumstances, the focus of any subsequent University conduct proceedings will include an assessment of the risk posed to staff or students. Any penalty imposed by the criminal court will be taken into account.

¹² For the purposes of internal disposal, a conviction includes being put on probation, being given absolute or conditional discharges, being bound over or being given a formal caution. Students need not declare parking or speeding offences which are subject to fixed penalties.

Whilst criminal investigations are underway, the student is obliged to keep the University informed of any progress and/or change in status regarding his/her case. The Proctor, or nominee, will review the case on a monthly basis and will make recommendations to the Student Conduct Officer if any action is required during this period.

Where the victim of an alleged offence chooses not to report the matter to the police or does not co-operate with their inquiries, and irrespective of whether or not a preference for internal disposal has been indicated, the University reserves the right not to invoke the Student Conduct Procedures.

In cases where an allegation is withdrawn, the University reserves the right to continue with its investigations and invoke internal Conduct Procedures or refer the matter to the Police as appropriate.

In the case of a criminal conviction, where proceedings (including bail conditions, period of time spent on remand, period of time served in custody following conviction) result in a student being absent from his/her studies for a period of fewer than 12 months the student will normally be required to intermit from their studies for this period. It is the student's responsibility to notify the Student Appeals, Complaints and Conduct Office of the date of their release from custody and the matter will then be referred to a Student Conduct Committee to determine whether the nature of the offence poses an ongoing risk to the University community, and whether there are any outstanding matters of concern that have not been addressed by the criminal proceedings.

In the case of a criminal conviction, where proceedings (including bail conditions, period of time spent on remand, period of time served in custody following conviction) result in a student being absent from his/her studies for a period of 12 months or more, the student will be deemed withdrawn from the University. The student may then reapply for admission to the University, and as part of the standard readmission process will be required to declare criminal convictions to be considered prior to a decision regarding an offer of a place. For further information on admissions procedures in respect of criminal convictions see www.essex.ac.uk/dbs/documents/student_membership_and_crb_policy.pdf

Conduct in University-Owned or Managed Accommodation

On entering into a contract for University-owned or administered accommodation, students confirm that they will abide by the terms and conditions of their tenancy agreement. Breaches of these terms and conditions will be dealt with in accordance with the procedures set out in the Residents' Conduct Procedures.

Professional Misconduct

For students subject to the *Fitness to Practise Procedure*, conduct which affects professional suitability may also be referred to other relevant University authorities to be handled in accordance with the appropriate procedures.

Conferral of Degrees

Except with the special permission of the Senate, no degree of the University will be conferred upon, or certificate or diploma of the University granted to, a person who is subject to on-going action in accordance with the procedures contained in this Code of Student Conduct, including the hearing of any appeal under the procedures or outstanding criminal investigations or proceedings.

Essex Abroad

Serious breaches or repeated minor breaches of conduct are considered by Student Conduct Committees. Students sanctioned by a Student Conduct Committee for a breach of the Student Conduct Regulations are automatically prohibited from undertaking study abroad as a component of their degree programme.

Students have a right of appeal against this automatic prohibition and may exercise this right by following the Procedure for Dealing with Prospective Essex Abroad Students with a record of Serious Misconduct.

Confidentiality

The operation of the Student Code of Conduct seeks to protect individual confidentiality at all stages.

Throughout the operation of these procedures, the University will seek to ensure that confidentiality is maintained. This approach will not prevent the University from disclosing information where necessary for the discharge of duties or as required by law, nor will it prevent the University, where appropriate, from disclosing information about any outcome under this procedure.

Recording of Offences

Records relating to conduct offences will be held by the Student Appeals, Complaints and Conduct Office on a central database and will not normally be included in the student's centrally held academic file.

Records of conduct cases are destroyed by the Student Appeals, Complaints and Conduct Office six years after the termination of the student's relationship with the University.

Monitoring

The Student Conduct Officer monitors the number of conduct cases considered and submits an annual anonymised report to the Student Conduct Panel. The Student Conduct Panel considers the findings of the report and submits a summary report annually to the University's Senate and the University's Student Experience Committee.

ROLES AND RESPONSIBILITIES

Student Appeals, Complaints and Conduct Office Office

The Student Appeals, Complaints and Conduct Office co-ordinates all aspects of the administration and delivery of the Student Code of Conduct across all University campuses. All matters related to Student Conduct should be addressed to this office in the first instance. Contact details can be found at: www2.essex.ac.uk/academic/offices/discipline/index.htm.

The Proctor

The Proctor is a permanent member of the Professional Services. S/he is responsible for investigating alleged breaches of the Student Conduct Regulations and has the power to impose a range of penalties, including the payment of fines and repair/replacement costs for minor offences. More serious cases are referred by the Proctor to the Student Conduct Officer for consideration by a Student Conduct Committee and the Proctor is required to attend to present the case against the student.

The Student Conduct Officer

The Student Conduct Officer is appointed by the Council on the recommendation of the Vice-Chancellor and is an Officer of the University and fulfils a number of duties.

The Student Conduct Officer chairs the Student Conduct Panel and reports annually to the Senate on all matters relating to student conduct that have been investigated during the preceding academic year. In addition, s/he considers all referrals from the Proctor of serious offences and all appeals in the first instance and convenes Student Conduct Committees and Committees of Appeal as appropriate.

The Student Conduct Panel

The Student Conduct Panel is a Committee of the Senate. Its membership consists of the Student Conduct Officer (*Chair*), the Vice-Chancellor, members of academic staff appointed by the Senate and student representation.

The Panel has two main functions: firstly, to report annually to the Senate on all conduct cases considered during the previous academic year and to comment on the overall consistency of the resolutions of the Conduct Committees and

of the Proctor. Individual cases are not discussed unless they are reported by the Student Conduct Officer. Secondly, the Student Conduct Regulations and Procedures are also reviewed and recommendations are made to the Senate regarding any additions, amendments or deletions.

Panel members also make up the pool of trained volunteers from which members of Student Conduct Committees are drawn.

Students' Union Advice Centre

The Students' Union Advice Centre is a 'confidential, independent and impartial' service that is not part of the University. It provides support and guidance to students throughout the process and seek to ensure that the University procedures are properly adhered to. In addition to advising students on their cases, the Advice Centre is also able to provide trained advisors to accompany students to meetings with the Proctor and Student Conduct Committees. Students are actively encouraged to engage with the service at every opportunity.

Conflict of Interest

Although it is intended that the named post holders will undertake these functions in the majority of cases, there may be special circumstances, including a conflict of interest, where another post holder will be substituted.

STUDENT CONDUCT REGULATIONS

The following behaviour shall be treated as a breach of the Conduct Regulations which may result in disciplinary action being taken:

1. infringing a Regulation of the University;
2. attempting or inciting others to infringe a Regulation;
3. having been convicted of a criminal offence in a court of law or formally cautioned for a criminal offence by a police officer¹³;
4. failing to disclose the conviction of a criminal offence by a court of law or a formal caution by a police officer for a criminal offence¹²;
5. using, selling or possessing within the University any controlled drug¹⁴;
6. possessing within the University any offensive weapon¹⁵

¹³ For the purposes of internal disposal a conviction includes being put on probation, being given absolute or conditional discharges, being bound over, being given a formal caution or being issued a Penalty Notice for Disorder. Students need not declare parking or speeding offences which are subject to fixed penalties.

¹⁴ As defined in the Misuse of Drugs Act 1971 and the Regulations promulgated thereunder or any legislation for the time being in force modifying or replacing that Act;

¹⁵ As defined in the Prevention of Crime Act 1953 or, without good cause, any article as defined in Section 139 of the

7. behaviour that may be likely to bring the University into disrepute;
8. exhibiting threatening, intimidating or violent behaviour;
9. exhibiting indecent or abusive language or behaviour;
10. exhibiting disorderly behaviour;
11. behaving in a manner that amounts to harassment as defined by the University's *'Guidelines for Dealing with Harassment and Bullying'*;
12. creating, or causing to be created, excessive noise which causes discomfort, inconvenience or annoyance to authorised users of the University premises;
13. behaviour that is discourteous, disrespectful or uncooperative towards a member of the University;
14. committing theft within the University¹⁶;
15. behaviour that is likely to cause injury or impair safety on University premises;
16. misusing fire appliances within the University;
17. sounding or raising of a fire alarm within the University when it is unwarranted;
18. failing to immediately evacuate any part of the University or University-owned or administered accommodation, when a fire alarm sounds or returning before being told it is safe to do so by a fire officer or authorised member of the University staff;
19. interfering with, or impeding, or failing to comply with any member of the University in carrying out his/her duty or proper function as such;
20. failing to disclose name and other relevant details to an employee of the University or the Students' Union when it is reasonable to require that such information be given;
21. interfering with or impeding, by the use of intimidation, violence, threat of violence or physical obstruction, the supply or delivery of any goods or services to the University, or interfering with or impeding the entry into the University of any lawful visitor;
22. interfering with any mechanical, electrical or other services or installations within the University without the authority to do so;
23. causing actual or potential damage to, defacement, misappropriation or unauthorised use of the property of the University and its grounds;
24. disposing of litter inappropriately within the University;
25. behaving in a manner which obstructs, frustrates or disrupts:
 - a. any lecture, class or other instruction, or any laboratory work, or any examinations, authorised to be held, given or undertaken within the University; or
 - b. any meeting or other function (including social or sporting activities) authorised to take place within the University; or
 - c. the satisfactory conduct of the administrative work of the University or its public or official functions, activities or legal duties;
26. publishing any matter (including expressed orally or in any writing, sign or visible representation, including electronically) which is threatening, abusive or insulting or constitutes harassment or makes others fear violence, including:
 - a. by printing or displaying within the University or
 - b. by publishing or distributing to any visitor or member of the University or
 - c. by using in any form of instruction, meeting or gathering (including social and sporting activities) or
 - d. by broadcasting to any visitor or member of the University;
27. using electronic and social media in a way that constitutes a breach of any other Student Conduct Regulation;
28. forging, falsifying or misusing the University's name or any University record or document, or knowingly making any false statement or being party to impersonation in relation to any academic examination or assessment or University administrative function or service. This includes, but is not limited to, the use of false documentation or statement in the process of gaining admission to the University;
29. behaving in a manner that causes, or is likely to cause, death, unnecessary suffering, harm or distress to any species of wildlife or domesticated or semi-domesticated animal;
30. failing to comply with the terms and conditions of the contract for Accommodation;
31. failing to comply with the *'Guidelines for Use of IT Facilities'*;
32. failing to comply with any direction or restriction, imposed by the Librarian in respect of the use of Library facilities;
33. failing to comply with the University's *No Smoking Policy*;
34. failing to comply with a resolution previously imposed by the Vice-Chancellor, the Proctor, the Deputy Director Student Support (Residents Life), a Conduct Committee or the

Criminal Justice Act 1988 and the Regulations promulgated there under or any legislation for the time being in force modifying or replacing that Act;

¹⁶ As defined in Sections 1 to 7 of the Theft Act 1968 and relevant case law thereunder.

- Conduct Committee of Appeal, from the time of the notification of the resolution or such other time as is authorised by the Student Conduct Officer, save that a period of 28 days (or exceptionally, a longer period as specified by the Student Conduct Officer) is allowed for the payment of fines, damages and costs;
35. making an allegation which is deemed to be vexatious, malicious or false;
 36. any other behaviour that is deemed to contravene the general principles of the Code of Student Conduct.

STUDENT CONDUCT PROCEDURES

Minor Incidents

Investigating Allegations

When, in the opinion of the Proctor, misconduct may have occurred and action against a student is justified, the Proctor shall supervise an investigation. In investigating the matter, the Proctor will usually convene a series of meetings to formally discuss the allegations with the subject of the complaint, the person making the complaint and any other persons involved. In cases where the alleged offence/s involve/s more than one student, all or any of the cases may be dealt with at the same time.

Attendance at a meeting with the Proctor

Meetings with the Proctor take precedence over all other academic and social engagements and attendance is mandatory during term-time. Students who fail to attend a meeting with the Proctor without good reason, will be subject to a fine. Repeated failure to attend meetings or unauthorised absence from a meeting will result in either the Proctor proceeding in the student's absence, including the imposition of an appropriate penalty where necessary or a referral of the matter to the Student Conduct Officer for consideration by a Student Conduct Committee.

Joint Hearings

If two or more students are involved in related misconduct, the Proctor may at his/her discretion deal with the cases together.

Advice, Support, Representation and Guidance

All students are permitted bring a student or employee of the University or Students' Union Advice Centre to the meeting with Proctor and are actively encouraged to do so.

Penalties

Following investigation, the Proctor will determine the severity of the breach. The Proctor may deal with minor breaches regardless of whether the student admits or denies guilt. It is at the Proctor's discretion what constitutes a minor breach of the Regulations. In such cases, the Proctor has the

power, on behalf of Senate, to make one or more of the following resolutions:

- a. That the allegation should be dismissed and no further action taken.
- b. To issue a formal written warning to the student.
- c. To require the student to make an apology and/or restitution to the parties affected by the breach of regulations.
- d. To confiscate without compensation, any item prohibited by the rules and regulations relating to the possession of offensive weapons on University premises.
- e. To require the student to have no contact, or restricted contact, with a specified person or persons.
- f. To impose a fine not exceeding £250, except in relation to allegations of the unwarranted sounding or raising of a fire alarm within the University, for which the Proctor has the authority to impose a maximum fine of £500.
- g. To require the student to pay the whole or part of the cost of repair to, or replacement value of, any property that has been damaged or stolen.
- h. To require a student to attend a specified course or programme and to pay a reasonable cost for such a course or programme.
- i. To require the student to move to alternative University accommodation.
- j. To recommend to Accommodation Essex that the student should be refused University accommodation in the future.
- k. To exclude the student from the whole or any specified part or parts of the University and its precincts for a defined period or periods, including suspension of any non-academic facilities.
- l. Any other proportional action specified by the Proctor as he/she thinks proper.

Penalties Relating to Minor Criminal Convictions

In relation to a case referred as a consequence of a student being convicted of a minor criminal offence in a court of law or formally cautioned for a minor criminal offence by a police officer, the Proctor will take into account the safety of persons and property and good order in the University and its precincts, when imposing one or more of the following resolutions:

- a. That the charges against the student should be dismissed and no further action taken;
- b. To issue a formal written warning to the student;
- c. To confiscate without compensation, any item prohibited by the rules and regulations relating to the possession of offensive weapons on University premises;
- d. To require the student to attend a specified course or programme and to pay a

- reasonable cost for such a course or programme;
- e. To recommend to Accommodation Essex that the student may not be allocated accommodation in the future;
 - f. To exclude the student from the whole or any specified part or parts of the University and its precincts for a defined period or periods, including suspension of any non-academic facilities;
 - g. Any other proportional action specified by the Proctor as he/she thinks proper.

Penalties will not last beyond the student's current programme of study. The imposition of a penalty, or part thereof, may be suspended pending any further breach of the same or other conduct regulations for a specified period of time.

Formal Notification

Students will be formally notified in writing of the outcome of the Proctor's investigations and subsequent decision and advised of the procedure for submitting an appeal. All outcomes are monitored by the Student Conduct Officer.

Serious Incidents

Referral to the Student Conduct Officer

If the Proctor determines the case to be of a more serious nature or where there has previously been a series of minor offences, the case will be referred to the Student Conduct Officer. This does not prevent the Proctor from referring the case to the police.

Students will be formally notified in writing, of the referral, the allegation/s and draw his/her attention to the Conduct Procedures.

Upon receiving a referral from the Proctor the Student Conduct Officer will convene a Student Conduct Committee to consider the charges against the student.

Temporary Exclusion from Accommodation

When, in the opinion of the Proctor it is necessary for the protection of any person, property, the reputation of the University or the student him/herself, the Proctor may request the student to leave University student accommodation immediately or request the student to move to alternative University Student Accommodation pending the outcome of conduct proceedings. In such cases conduct proceedings will be initiated at the earliest opportunity. The Proctor may not suspend or relocate a student unless the student has been given the opportunity to make representations in person to the Proctor. Where

for any reason it appears to the Proctor that it is not practicable for the student to attend in person, the Student will be entitled to make written representation.

Temporary Suspensions and Exclusions Pending a Conduct Hearing or Criminal Trial

The Vice-Chancellor may, pending a conduct hearing or a criminal trial, suspend or exclude a student who is the subject of a complaint of misconduct or against whom a criminal charge is pending or who is the subject of a police investigation.

Suspension or exclusion pending a hearing is not used as a penalty. The power to suspend or exclude under this provision is designed to protect a member or members of the University community and will only be used where the Vice-Chancellor is of the opinion that it is in the best interests of either the student or any member of the University community. Written reasons for the decision will be recorded and notified to the student.

'Suspension' includes a total prohibition by the University on attendance at or access to the University and on any participation in University activities.

'Exclusion' involves selective restriction on attendance at or access to the University, or prohibition on exercising the functions or duties of any office or committee membership in the University or Students' Union, the exact detail to be specified in writing.

Suspension should only be used where exclusion from specified activities or facilities would be inadequate and as far as is possible, arrangements will be put in place to reduce the impact of suspension on the student's studies. The impact will however depend on the discipline.

An order of suspension or exclusion may include a requirement that the student should have no contact of any kind with a named person or persons.

Normally, a student will not be suspended or excluded by the Vice-Chancellor unless he or she has been given an opportunity to make representations in person to the Vice-Chancellor. If it is not possible for the student to attend in person, the student will be permitted to make written representations. Where the student attends in person s/he may be accompanied by a fellow student or member of staff from the University of Essex or a representative from the Students' Union Advice Centre.

In cases of great urgency, the Vice-Chancellor may suspend or exclude a student with immediate effect, provided that they are offered the opportunity to make representations to the Vice-Chancellor within five days of the suspension or exclusion coming into effect, or as soon as possible thereafter if it is impracticable under the circumstances.

A decision to temporarily suspend or exclude a student will be kept under review by the Vice-Chancellor. Should the holding of a disciplinary hearing or criminal trial be delayed for whatever reason, and where the suspension or exclusion has continued for at least four weeks, the student may request a review of the decision. A review will be conducted by three independent members of the Senate and the student will be given the opportunity to submit written representations and to make representations in person. Should the suspension or exclusion continue after the review, it will remain under constant review by the Vice-Chancellor and, at the request of the student, be subject to further independent reviews at four-weekly intervals thereafter, until a disciplinary hearing or criminal trial is held.

Breach of a suspension or exclusion order as noted above, will also be regarded as a breach of conduct regulation 34 and may result in an immediate referral to a Student Conduct Committee, who may issue an appropriate penalty commensurate with their powers.

The power to temporarily suspend or exclude a student, pending a disciplinary hearing or a criminal trial, is delegated to an appropriate senior office-holder and will be carried out in accordance with the procedure above. In all cases where the delegated power is exercised, the student retains the right to make representations to the Vice-Chancellor.

Convening a Student Conduct Committee

The Student Appeals, Complaints and Conduct Office will inform each student in writing that their case has been referred to a Conduct Committee and the substance of the referral. Details of the practical arrangements for the hearing will be included together with a reply slip which must be returned to the Student Appeals, Complaints and Conduct Office, within five days of the date of the letter, indicating whether he/she admits to having committed the cited breach/es and whether he/she has any objection to any of the members of the Committee. The grounds for any objection must be clearly stated and the Student Conduct Officer will rule whether the objection is valid.

If two or more students are involved in related misconduct, the Student Conduct Officer may

determine that the cases are considered together by the same Committee.

Attendance at Student Conduct Committees

Students are required to attend any meeting of a Student Conduct Committee appointed by the Student Conduct Officer. The Conduct Committee will proceed in the student's absence, should he/she fail to attend the hearing without good reason.

Advice, Support, Representation and Guidance

All students are permitted to bring a student or employee of the University or Students' Union Advice Centre to help him/her in presenting his/her case to the Committee and are actively encouraged to do so.

Evidence

Evidence will normally be presented orally but written evidence or electronic evidence may also be submitted for examination. The Chair has the power to determine whether any material appears irrelevant or appears unduly repetitive.

Witness Evidence

It is the responsibility of the student charged and the Proctor to arrange for their respective witnesses to give oral evidence or to submit any written statements. A witness giving oral evidence may be cross-examined. A witness not available for cross-examination may submit evidence in writing, but written evidence may be given less weight than evidence presented in person. The Committee may choose to disregard evidence from witnesses who are not prepared to have their names revealed to the Committee.

Composition of a Student Conduct Committee

A Student Conduct Committee will consist of two appointed members of the Student Conduct Panel (who shall constitute the quorum) and one student member of the University selected from a pool of trained student volunteers. One of the two appointed academic members of the Committee will act as Chair of the proceedings and will have an additional casting vote upon a tie. No member of the Student Conduct Committee will be from the same Department, School or Centre as the student subject to the proceedings.

Order of Proceedings

The order of proceedings for a Student Conduct Committee will normally be as follows:

- a. Introduction of those present;
- b. The Proctor sets out the allegation/s of misconduct;
- c. The student responds to the allegation/s and is present with their representative whenever oral evidence is being heard by the Committee;

- d. The Committee has the opportunity to question both the Proctor and the student;
- e. Either party may call witnesses who shall attend only to present their evidence and to answer any questions that the Committee or the other party may put to them through the Chair. Once their evidence has been heard and there are no more questions, witnesses are required to withdraw;
- f. The Proctor sums up the allegation/s;
- g. The student provides a final summary;
- h. The Proctor and the student withdraw whilst the Panel reach their verdict;
- i. The Proctor and the student return for the delivery of the verdict;
- j. If the Committee finds the student guilty of a breach of the Conduct Regulations, the student is given the opportunity to put forward a case for mitigation of penalty;
- k. The Proctor informs the Committee of any previous breaches of the Student Conduct Regulations by the student;
- l. The Proctor and the student withdraw whilst the Committee consider an appropriate penalty;
- m. The decision of the Committee is then presented orally to the student.

Adjourning a Student Conduct Committee

The Committee may, where it is appropriate to do so, adjourn consideration of a student's guilt or subsequent penalty in order to enable the student charged and/or their representative to be present. The Committee may adjourn a hearing in order to request that the Student Conduct Officer requires a witness to attend for cross-examination. The Committee may postpone its deliberations where a witness that the Committee considers to be a vital witness, fails to attend. The Committee may also adjourn where it is of the opinion that its proceedings are being impeded by any circumstances beyond its control.

The Committee will meet to consider an adjourned case, as soon as it is feasible and not later than three months after the adjournment, although the case does not need to be determined at the resumed meeting. Where it is not reasonably practicable for the same members to attend the Committee reconvened to hear an adjourned case, the Student Conduct Officer may co-opt up to three additional members to replace those unable to attend and, if necessary, may appoint from among those co-opted members a new Chair. Where two or more additional members are co-opted, the reconvened hearing will proceed as a new hearing. Where only one additional member is co-opted and the student charged requests it, the reconvened hearing will take the form of a new hearing.

Penalties

A Conduct Committee has the power, on behalf of the Senate, to make one or more of the following resolutions:

- a. That the charges against the student should be dismissed and no further action taken;
- b. To issue a formal written warning to the student;
- c. To require the student to make a written apology and/or restitution to the parties affected by the breach of Regulations;
- d. To confiscate without compensation, any item prohibited by the rules and regulations relating to the possession of offensive weapons on University premises;
- e. To require the student to have no contact, or restricted contact, with a specified person or persons;
- f. To impose a fine;
- g. To require the student to pay the whole or part of the cost of repair to, or replacement value of, any property that has been damaged or stolen;
- h. To require the student to attend a specified course or programme and to pay a reasonable costs for such a course or programme;
- i. To require the student to move to alternative University accommodation;
- j. To recommend to Accommodation Essex that the student should be refused University accommodation in the future;
- k. To exclude the student from the whole or any specified part or parts of the University and its precincts for a defined period or periods, including suspension of any University academic, residential, social or sporting facilities¹⁷;
- l. To expel the student from membership of the University¹⁸;

Penalties Relating to Serious Criminal Convictions

In relation to a case referred to it as a consequence of a student being convicted of a serious, or repeated minor criminal offence(s) in a court of law or formally cautioned for a serious criminal offence by a police officer, a Committee will take into account the safety of persons and property and of good order in the University and

¹⁷ A student expelled or excluded as a result of conduct proceedings shall have no right to a refund.

¹⁸ Expulsion from the University, is compulsory permanent withdrawal from the University and means that the student is no longer eligible to be registered for a programme of study or a component of a programme of study; or to be awarded a degree or exit award from the University or to reside in University Accommodation. Earned credits which have already been ratified by a Board of Examiners can be recorded on a transcript.

its precincts, and make one or more of the following resolutions:

- a. That the charges against the student should be dismissed and no further action taken;
- b. To issue a formal written warning the student;
- c. To confiscate without compensation, any item prohibited by the rules and regulations relating to the possession of offensive weapons on University premises;
- d. To require the student to attend a specified course or programme and to pay a reasonable cost for such a course or programme;
- e. To recommend to Accommodation Essex that the student may not be allocated accommodation in the future;
- f. To exclude the student from the whole or any specified part or parts of the University and its precincts for a defined period or periods, including suspension of any University academic, residential, social or sporting facilities;
- g. To expel the student from membership of the University⁶.

Penalties will not last beyond the student's current programme of study. The imposition of a penalty, or part thereof, may be suspended pending any further breach of the same or all conduct regulations for a specified period of time.

Formal Notification

Students will be formally notified in writing of the outcome of the committee's deliberations and decision and advised of the procedure for submitting an appeal.

STUDENT CONDUCT APPEALS PROCESS

Grounds for Appeal

A student has the right of appeal to a Conduct Committee of Appeal, against any resolution of the Proctor or a Student Conduct Committee on one or more of the following grounds:

- a. That there is material evidence now available which was not previously reasonably available to the Proctor or the Conduct Committee; or
- b. That the Proctor or Conduct Committee departed from the Student Conduct Procedures in a manner that may be prejudicial to the interests of the accused student; or
- c. That the facts set out in the findings of the Proctor or Conduct Committee do not warrant the resolution that there was a breach of regulations; or
- d. That the penalty imposed by the Proctor or Conduct Committee was unreasonable with regard to all the circumstances of the case.

Written Notice of Appeal

A student may exercise their right to appeal by completing an Appeal Form, setting out concisely the grounds for appeal (as described above) and sending it to the Student Appeals, Complaints and Conduct Office at studentconduct@essex.ac.uk within fifteen working days of the date on the letter containing the official notification of the outcome of conduct proceedings. The Student Conduct Officer has absolute discretion to extend this submission deadline to thirty working days from the date on the official outcome letter, providing that the student is able to show to the satisfaction of the Student Conduct Officer, that circumstances beyond his/her control prevented the standard time limit being adhered to and that injustice would result from adhering to it.

Convening a Student Conduct Committee of Appeal

Upon receipt of an appeal, the Student Conduct Officer will determine whether the grounds set out in the appeal merit referral to a Student Conduct Committee of Appeal, or whether the appeal should be dismissed. The student will be informed of the Student Conduct Officer's decision within ten working days from receipt of the appeal.

On referring the case to a Conduct Committee of Appeal, the Student Conduct Officer will request from the Chair of the original Conduct Committee or the Proctor, against whose decision the appeal is made, a Statement of Case, which will include details of the charge or charges in respect of which the decision was made, a brief summary of the evidence and of the relevant findings, the decision, details of any penalty imposed, a brief comment as to the reason for such findings, decision and penalty and any further information which the Proctor or Committee Chair concerned considers to be relevant.

Within fifteen days of the notification of the Student Conduct Officer's decision to refer the appeal to a Student Conduct Committee of Appeal, the Student Appeals, Complaints and Conduct Office will provide the student with a copy of the Statement of Case, details of the practical arrangements for the hearing and the names of members of the Student Conduct Committee of Appeal, together with a reply slip which must be returned to the Student Appeals, Complaints and Conduct Office, within five working days of the date of the letter. The student has the right to object to any member of the proposed Conduct Committee of Appeal and the grounds for any objection must be clearly stated and the Student Conduct Officer will rule whether the objection is valid.

Withdrawing an Appeal

The student may, within five days of the despatch of the Statement of the Case by the Student Conduct Officer, withdraw the appeal. A student who fails to withdraw the appeal within this period must proceed with it unless the Student Conduct Committee of Appeal gives permission for its withdrawal.

Attendance at Student Conduct Committees

Students are required to attend any meeting of a Student Conduct Committee of Appeal. Students who fail to attend a Student Conduct Committee of Appeal without good reason will be subject to a fine and the appeal will automatically be dismissed.

Advice, Support, Representation and Guidance

All students are permitted to bring a student or employee of the University or Students' Union to help him/her in presenting their appeal to the Committee and are actively encouraged to do so.

Composition of a Student Conduct Committee of Appeal

A Student Conduct Committee of Appeal will consist of two appointed members of the Student Conduct Panel (who shall constitute the quorum) and one student member of the University selected from a pool of trained student volunteers. One of the two appointed academic members of the Committee will act as Chair of the proceedings and will have an additional casting vote upon a tie. No member of the Student Conduct Committee of Appeal will be from the same Department/School/Centre as the student subject to proceedings. No member of the original Student Conduct Committee will be a member of the Student Conduct Committee of Appeal.

Order of Proceedings

The order of proceedings for a Student Conduct Committee of Appeal will normally be as follows:

- a. Introduction of those present;
- b. The Chair determines on what grounds the student is appealing and which charges/penalties are being appealed;
- c. The Proctor sets out his/her view regarding the original resolution of the Proctor or Conduct Committee;
- d. The student presents the case for the appeal and is present with their representative whenever oral evidence is being heard by the Committee;
- e. The Committee has the opportunity to question both the Proctor and the student;
- f. Either party may call witnesses who shall attend only to present their evidence and to answer any questions that the Committee or

the other party may put to them through the Chair. Once their evidence has been heard and there are no more questions, witnesses are required to withdraw;

- g. The Proctor and student are invited to provide a final summary;
- h. The Proctor and the student withdraw whilst the Panel reach their verdict upon guilt where this is being appealed;
- i. The Proctor and the student return for the delivery of the verdict upon guilt where this is being appealed;
- j. If the Committee confirms the decision to find the student guilty of a breach of the Conduct Regulations, the student is given the opportunity to put forward a case for mitigation of penalty;
- k. The Proctor informs the Committee of any previous breaches of the Student Conduct Regulations by the student;
- l. The Proctor and the student withdraw whilst the Committee consider whether the penalty under appeal appropriate;
- m. The decision of the Committee is then presented orally to the student.

Student Conduct Committee of Appeal Resolutions

A Conduct Committee of Appeal will make one or more of the following resolutions:

- a. Rescind the resolution of the Proctor or Conduct Committee, that the student be found guilty and that any consequential penalties should also be rescinded;
- b. Confirm that the student be found guilty;
- c. Either confirm or amend a penalty issued by either a Conduct Committee or the Proctor, provided that any amendment is consistent with the powers of the Proctor or the Conduct Committee which made the original resolution. It should be noted that this means that penalties may be increased as well as decreased.

Procedural Irregularity

Any appeal following the formal conclusion of the Student Conduct Committee of Appeal may be made on the grounds of procedural irregularity only, specifically that the Committee departed from the prescribed procedures. A student who wishes to appeal against the outcome of these procedures on the grounds of procedural irregularity should write to the Academic Registrar within four weeks of the date of the Student Conduct Committee of Appeal hearing, setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the process. If there is irrefutable evidence to support the claim then the case will be reviewed by the Pro-Vice-Chancellor (Education). If the

Pro-Vice-Chancellor determines that there were procedural irregularities in the process then the case will be referred to a new Student Conduct Committee of Appeal.

The Office of the Independent Adjudicator (OIA)

The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures letter.

Acquittal in a Court of Law

A student acquitted in a court of law of an offence related to an incident for which a penalty has been already imposed under the arrangements set out in this document shall have the right of appeal to a Conduct Committee of Appeal provided that such appeal is lodged in writing with the Student Conduct Officer within thirty working days of the date on which the verdict in the court of law is delivered.

Academic Offences Procedures

A. Academic Offences

A1.

Academic offences include:

- a. plagiarism, that is, using or copying the work of others (whether written, printed or in any other form) without proper acknowledgement in any assignment, examination or other assessed work;
- b. using work previously submitted for another assignment without full acknowledgement;
- c. falsifying data or evidence;
- d. submitting a fraudulent claim of extenuating circumstances;
- e. assisting another student to commit an academic offence;
- f. submitting written work produced collaboratively unless this is explicitly permitted;
- g. copying the work of another candidate or otherwise communicating with another candidate in an examination;
- h. introducing any written, printed or electronically stored information into an examination other than material expressly permitted in the instructions for that examination;
- i. attempting to interfere with the assessment process.

This list is not exhaustive.

A2.

In submitting any piece of work (eg dissertation, thesis, essay, test or report) a student shall acknowledge any assistance received or any use of the work of others.

GENERAL CONSIDERATIONS

A3.

A student may be found guilty of an academic offence whether or not there has been any intention to deceive; that is, **a judgement that negligence has occurred is sufficient to determine guilt.**

A4.

Students have a duty to inform themselves of the Academic Offences Policy and Procedures and of the academic conventions used in the University for correctly citing and acknowledging the work of others, including the correct use of quotation marks, and the regulations governing examinations. Further details and advice are to be found at: www.essex.ac.uk/plagiarism/ For advice on correct referencing see also departmental handbooks and websites.

A5.

Depending on their nature and severity, alleged academic offences will be dealt with by the

relevant Head of Department or Executive Dean or his/her deputy or by an Academic Offences Committee. Head of Department shall also be taken to include Head of School, Director of Area, Centre or Institute or a nominated academic for a partner institution.

A6.

Plagiarism or cheating in work for a Masters dissertation/project or for a research degree is considered an especially severe offence since the explicit aim is to carry out independent investigative work.

A7.

When any academic offence is alleged, a student is required either to attend any meeting arranged to discuss the alleged offence with the relevant Head of Department, Executive Dean or his/her deputy, or Academic Offences Committee or if he or she does not wish to attend to submit a written response by the date of the meeting. If the student attends the meeting, he or she may bring a student of the University, a member of staff of the University or an employee of the Students' Union to help him or her in presenting his or her case. A meeting may proceed in the absence of the student (and their representative) provided that the Head of Department, Executive Dean or his/her deputy, or Chair of the Academic Offences Committee is satisfied that due notice has been given to the student.

A8.

In some instances, such as allegations relating to collusion or group submissions, it may be necessary and appropriate for the relevant Head of Department, Executive Dean or his/her deputy or Academic Offences Committee to see more than one student at a time.

A9.

At any meeting to discuss an alleged academic offence, the student will be given an opportunity to make the Head of Department, Executive Dean or his/her Deputy, or Academic Offences Committee aware of any mitigating circumstances that they wish to be considered in the context of the allegation. Students should ensure that any mitigating circumstances they wish to present are submitted to the relevant adjudicator at the time the case is considered.

A10.

If an allegation of an academic offence has been proven, the student will be invited to disclose any further cases which they wish to be taken into consideration as part of the same offence. Students are warned that all undisclosed offences which come to light will be treated as subsequent offences, potentially carrying heavier penalties.

A11.

In determining the penalty for an academic offence any previous confirmed academic offence will be taken into account. When more than one

offence is considered at the same time the offences will normally all be considered as a first offence if the student has not previously been found guilty of an academic offence. A subsequent offence may occur from the point at which a student is found guilty of a first offence.

A12.

If a student is given an opportunity to resubmit work having been found to have committed an academic offence; any further allegations made about the resubmitted piece of work will be treated as a subsequent offence.

A13.

Students are reminded that the penalties for academic offences may be very severe, especially those for any subsequent offence (ie an offence identified after any previous offence has been confirmed), including requiring a student to withdraw or determining that a degree not be awarded. Students with a proven academic offence on record may be prevented from studying abroad under the Study Abroad scheme, and where necessary, the relevant Professional Body will also be informed.

A14.

Where a student who is in receipt of a University scholarship is found guilty of an academic offence by an Academic Offences Committee, the Chair may refer the matter to the appropriate Executive Dean or his/her deputy to determine whether there is good cause to terminate the scholarship.

A15.

Where a student has a penalised mark for work as a result of an academic offence the penalty will not be carried forward if the student repeats a year. However, the record of the offence is kept on the student's record and the academic offences database and any further offences will be classified as subsequent offences. Where necessary, the relevant Professional Bodies will be informed.

A16.

All information relating to suspected academic offences and their outcomes will be recorded on the academic offences database and in the student's file.

A17.

For students subject to the *Fitness to Practise Procedure*, an academic offence that affects professional suitability may also be referred to other relevant University authorities to be handled in accordance with the appropriate procedures.

A18.

Where the alleged offence involves an alleged breach of the University's disciplinary regulations, the case must first be referred to the Proctor.

A.19.

Where an academic offence has been alleged and a student has withdrawn, or been required to withdraw, from the University for reasons not related to the allegation; the Academic Offences Procedures will be completed. If the student is found to have committed an academic offence, a

notional penalty will be allocated and a record made of the outcome. The outcome will be communicated to the student in writing.

B. Alleged academic offences dealt with by Heads of Department

ALLEGED OFFENCES DEALT WITH BY HEADS

B1.

Heads of Department are responsible for the initial investigation of alleged academic offences relating to coursework submitted by any student undertaking a module in his or her department, and relating to preliminary drafts of chapters or to papers for a Supervisory Board produced by a research student in his or her own department. Where a student is charged with committing an offence on a module which is not run by a Department, School or Centre, the Head responsible for the student's degree programme shall investigate the allegation.

B2.

All cases referred to a Head of Department must be investigated and dealt with on a formal basis.

B3.

Heads of Department can take decisions about all suspected academic offences relating to coursework where:

- a. the offence is a first or subsequent academic offence that if confirmed will result in a penalty that it is within the Head's powers to impose (see B8(b));
- b. the student does not request referral to the Executive Dean or his/her deputy;
- c. the alleged offence does not involve any breach of the University's disciplinary regulations.

B4.

Where an academic offence is alleged for a student studying for a Postgraduate Certificate in Higher Education Practice, the alleged offence will be referred to the relevant Executive Dean or his/her deputy.

B5.

All other cases, including all cases relating to formal examinations or involving research students and any allegation of an academic offence after the degree has been conferred, must be referred to the relevant Executive Dean or his/her deputy.

B6.

Where appropriate, a student is entitled to see a copy of paperwork relating to the alleged offence at least one day prior to the meeting with the Head of Department.

B7.

A Head of Department should not take a student's array of marks into consideration when allocating a penalty.

HEADS' POWERS

B8.

Heads of Department acting on behalf of Senate shall have the power, taking into account the circumstances of the case, to:

- a. determine that no offence has been committed;
- b. determine that an offence has been committed and issue one of the following penalties;
 - i. a formal written warning only;
 - ii. unit of assessment to be referenced correctly/rewritten and assessed for an uncapped mark (students should only be permitted to rewrite assignments where the offence does not simply involve referencing);
 - iii. unit of assessment to be referenced correctly/rewritten and assessed for the maximum of a capped pass mark (students should only be permitted to rewrite assignments where the offence does not simply involve referencing);
 - iv. unit of assessment to be referenced correctly/rewritten and assessed for credit purposes only with a mark of zero to be retained for all calculations, including degree classification (students should only be permitted to rewrite assignments where the offence does not simply involve referencing);
- c. refer the case to the relevant Executive Dean or his/her deputy for further investigation.
- d. in some instances, where an academic offence has been committed in a unit of assessment which is worth a small part of the module aggregate (no more than 15%), it may be appropriate for a Head of Department to allocate a penalty of a mark of zero for the unit of assessment with no resubmission or second attempt allowed. This penalty may only be allocated following consultation with and approval by the relevant Executive Dean or his/her deputy.

B9.

No person shall perform the functions of a Head of Department regarding academic offences unless approved by the Executive Dean or his/her deputy. At the Head's request, the Executive Dean or his/her deputy may approve the appointment of named, normally senior members of the academic staff of the Department to perform all the functions of the Head of Department in respect of these procedures for all alleged offences in the Department.

B10.

Individual members of the academic staff are not permitted to make decisions about any case of

suspected plagiarism and must refer these to the Head of Department or his/her nominee(s).

B11.

A Head should not be involved in the investigation of allegations for modules for which they are responsible or in relation to a research student where they are the student's supervisor, or a member of the Supervisory Board. In such cases they should appoint a substitute who must be approved by the Executive Dean or his/her deputy.

HEADS' DUTIES

B12.

The Head is required to:

- a. inform in writing each student whose case has been referred to him or her about the nature of the alleged offence;
- b. notify the relevant Executive Dean or his/her deputy of the alleged offence and determine whether there has been any previous confirmed academic offence;
- c. inform each student in writing of his or her decisions and the student's right to appeal against the decision;
- d. inform the Executive Dean or his/her deputy in writing of his or her decisions in respect of any case and the grounds for the decision (a copy must be kept both in the student's departmental file and in the central file);
- e. inform the Executive Dean or his/her deputy annually of the number of cases dealt with by him or her.

C. Alleged Academic Offences dealt with by the Executive Deans or his/her deputy

ALLEGED OFFENCES DEALT WITH BY EXECUTIVE DEANS OR HIS/HER DEPUTY

C1.

Executive Deans or his/her deputy investigate:

- a. all alleged offences relating to formal examinations.
- b. all alleged offences relating to coursework which the regulations indicate must be referred to them by Heads of Department.
- c. all alleged offences relating to research degrees referred to them by Heads of Department.

C2.

Executive Deans or his/her deputy can take decisions about the following alleged offences where:

- a. the student does not request that the case is referred to an Academic Offences Committee;
- b. the offence is a first or subsequent academic offence that could result in a penalty that it is within the Executive Dean's or his/her deputy's powers to impose (see C9.(b));

- c. any first offence by a research student where, if confirmed, the appropriate penalty would be no more than a formal written warning.

C3.

Executive Deans or his/her deputy must refer to an Academic Offences Committee:

- a. any case where the student requests that it be heard by an Academic Offences Committee;
- b. any case where the penalty would be more severe than it is within the Executive Dean's or his/her deputy's powers to impose (see C9.(b));
- c. in the case of research students: any allegation, if confirmed, where the appropriate penalty could be more than a formal warning and any allegation involving a subsequent offence (see also C5).

C4.

Executive Deans or his/her deputy must refer to the Proctor any cases involving breaches of the University's disciplinary regulations.

C5.

Where an offence is alleged by an Examiner during the examination process for a research degree, the examination must be suspended and the allegation referred to the Executive Dean or his/her deputy. If plagiarism is alleged before the viva takes place, then the viva should be held over until the investigation has been completed. If plagiarism is identified during the viva, the Examiners should inform the candidate and suspend the viva. In both cases, the Examiners should prepare a written report for the Executive Dean or his/her deputy. All allegations brought after the thesis has been submitted will be considered by an Academic Offences Committee.

C6.

Where an allegation of an academic offence arises after the degree has been conferred the Executive Dean or his/her deputy must consult the Vice-Chancellor who shall determine the procedures to be used in dealing with the case.

C7.

Where appropriate, a student is entitled to see a copy of paperwork relating to the alleged offence at least one day prior to the meeting with the Executive Dean or his/her deputy.

C8.

An Executive Dean or his/her deputy should not take a student's array of marks into consideration when allocating a penalty.

EXECUTIVE DEANS' OR HIS/HER DEPUTY POWERS

C9.

Executive Deans or his/her deputy acting on behalf of Senate shall have the power to:

- a. determine that no offence has been committed;

- b. determine that an offence has been committed and impose one of the following penalties:

- i. a formal written warning;
- ii. unit of assessment to be referenced correctly/rewritten and assessed for an uncapped mark (students should only be permitted to rewrite assignments where the offence does not simply involve referencing);
- iii. unit of assessment to be referenced correctly/rewritten and assessed for the maximum of a capped pass mark (students should only be permitted to rewrite assignments where the offence does not simply involve referencing);
- iv. the student resit the examination for the maximum of a capped pass mark;
- v. unit of assessment to be referenced correctly/rewritten and assessed for credit purposes only with a mark of zero to be retained for all calculations, including degree classification students should only be permitted to rewrite the assignments where the offence does not simply involve referencing.

- c. refer the case to an Academic Offences Committee for further consideration;

- d. in some instances, where an academic offence has been committed in a unit of assessment which is worth a small part of the module aggregate (no more than 15%), it may be appropriate for an Executive Dean or his/her deputy to allocate a penalty mark of zero for the unit of assessment with no resubmission or second attempt allowed.

C10.

For research students the Executive Dean or his/her deputy can issue a formal written warning only.

EXECUTIVE DEANS' OR HIS/HER DEPUTY DUTIES

C11.

The Executive Dean or his/her deputy is required to:

- a. inform in writing each student whose case has been referred to him or her about the nature of the alleged offence.
- b. establish whether there has been a previous confirmed academic offence;
- c. inform in writing each student of his or her decision and the student's right to appeal against the decision;
- d. ensure that a note is kept on the student's central file of the decision and the reasons for it.
- e. inform the Head of Department of the decision;
- f. inform in writing each student whose case has been referred to an Academic Offences Committee the substance of such reference;

- g. report to the Academic Quality and Standards Committee annually the number of cases dealt with by Heads and the Executive Deans or his/her deputy.

D. Academic Offences Committees

MEMBERSHIP

D1.

An Academic Offences Committee is a Committee of Senate. Members of an Academic Offences Committee must be drawn from the Panel of potential Academic Offences Committee members.

D2.

An Academic Offences Committee shall consist of an Executive Dean or his/her deputy in the chair, and two members of staff from outside the student's department who have no connection with the case in question. The Committee shall be serviced by a Secretary.

D3.

If an Executive Dean or his/her deputy has previously made a judgement relating to the allegation in question, then another Executive Dean or his/her deputy must chair the Academic Offences Committee.

HEADS OF DEPARTMENT

D4.

The Head of the Department in which the alleged offence has occurred will attend the Committee to set out evidence relating to the alleged offence (ie to act as prosecutor). The Head should not present any mitigating circumstances of which he/she is aware unless they relate to the Department's procedures or teaching. Neither should the Head propose or comment on any penalty that might be imposed.

D5.

The Head is not a member of the Committee and can only attend when the student is present (not before or after). The Head is not permitted to ask questions of the student during the meeting except through the Chair.

D6.

Heads may, if they wish, delegate their duties in relation to Academic Offences Committees to an appropriate member of the academic staff in their department.

THE SECRETARY OF THE COMMITTEE

D7.

The Secretary of the Committee will notify the student in writing of the time and place in which the case will be heard.

D8.

The Secretary of the Committee will take notes of the meeting, taking particular care to record the reasons for the decision and the deliberation concerning the imposition of any penalty and the alternatives from the set of possible penalties that were considered.

STUDENT ATTENDANCE AND REPRESENTATION

D9.

If the student admits to the charge by informing the Executive Dean or his/her deputy in writing within five working days of notification of the charge, he or she need not attend the Committee and the Committee shall be free to proceed in his or her absence. In such a case a student may submit a statement in mitigation.

D10.

The student charged will be invited to be present at the committee whenever oral evidence is being heard by the Committee. He or she may bring a student of the University, a member of staff of the University or an employee of the Students' Union to help him or her in presenting his or her case to the Committee.

D11.

Where appropriate, a student is entitled to see a copy of paperwork relating to the alleged offence at least one day prior to the Academic Offences Committee.

ORDER OF PROCEEDINGS

D12.

The Chair of the Committee shall have the authority to determine the order of proceedings and exclude any material which appears irrelevant to the case.

D13.

The usual pattern of proceedings is:

- a. The members of the Committee have a preliminary discussion without the student, the student's representative or the Head being present.
- b. The student, the student's representative and the Head enter the room and the Chair introduces all those present.
- c. The Chair checks that the student has received details of the case and any supporting documentation.
- d. The Chair explains the order of proceedings to the student.
- e. The evidence relating to the alleged offence is then presented by the relevant Head, and members of the Committee, the student and the student's representative are invited to put questions to the Head.
- f. The Chair then invites the student to put forward a case orally if he or she wishes to do so including any mitigation, and members of

the committee (but not the Head) are invited to put questions to the student.

- g. The Chair invites the student's representative to put forward any additional statement.
- h. The Chair invites the student to make any final response.
- i. The student, the student's representative and the Head are then asked to leave the room.
- j. The Committee then deliberates and comes to a decision as to whether an offence has been committed.
- k. The Committee then determines the appropriate penalty from the set of penalties available to it, clarifying the reasons for the choice of penalty.
- l. The student is then recalled to the room to be told the decision as to whether the alleged offence is confirmed and, if so, the penalty and the reasons why this is the appropriate penalty. The Head of Department may be present during this final stage.

D14.

Where the student's case is being heard by an Academic Offences Committee because it is a subsequent offence this information will be included in the papers given to the Committee in advance of the meeting.

D15.

An Academic Offences Committee should not take a student's array of marks into consideration when allocating a penalty.

D16.

Only members of the Committee and the Secretary shall be present while a committee is reaching a decision of innocence or guilt, or on any penalty or other action.

ADJOURNMENT

D17.

The Committee may adjourn:

- a. in order to enable the student or the student's representative to be present;
- b. where this is necessary to obtain further information.

D18.

The Committee shall meet to consider an adjourned case as soon as it is feasible and not later than three months after the adjournment, although the case need not be determined at the resumed meeting. If necessary, the Executive Dean or his/her deputy may co-opt additional members to replace any member not able to attend the reconvened meeting, including a new chair. If there are two new members the reconvened meeting shall proceed as a new hearing. If there is one new member the student may request that the meeting proceed as a new hearing.

POWERS OF THE COMMITTEE

D19.

An Academic Offences Committee shall have the power to:

- a. determine that an offence has not been committed.
- b. determine that an offence has been committed and impose one of the following penalties:
 - i. a formal written warning only;
 - ii. unit of assessment to be referenced correctly/rewritten and assessed for an uncapped mark (students should only be permitted to rewrite assignments where the offence does not simply involve referencing);
 - iii. unit of assessment be referenced correctly/rewritten and assessed for the maximum of a capped pass mark (students should only be permitted to rewrite assignments where the offence does not simply involve referencing);
 - iv. the student resit the examination for the maximum of a capped pass mark;
 - v. unit of assessment to be referenced correctly/rewritten and assessed for credit purposes only, with a mark of zero to be retained for all calculations, including degree classification (students should only be permitted to rewrite assignments where the offence does not simply involve referencing);
 - vi. a mark of zero be awarded for the unit of assessment with no resubmission or second attempt permitted;
 - vii. a mark of zero be awarded for the entire module with no resubmission or second attempt permitted;
 - viii. a mark of zero be awarded for the module and the student be permitted to complete credits for an exit award only;
 - ix. a mark of zero be awarded for the module and the Exam Board be instructed to consider the student only for an exit award on the basis of credits already achieved; or
 - x. the student be required to withdraw without being awarded a degree or exit award (earned credits, that is credits which have already been ratified by a Board of Examiners, can be recorded).
- c. For research students an Academic Offences Committee shall have the power to:
 - i. determine that an offence has not been committed;
 - ii. determine that an offence has been committed and impose one of the following penalties:
 - (a) a formal written warning and/or thesis be referenced correctly and resubmitted for assessment;

- (b) where the alleged offence occurred prior to submission, the student's registration be downgraded and he or she can only be considered for a lower award;
- (c) where the alleged offence occurred after submission, the Examiners be instructed to consider the thesis, based on the unplagiarised sections, for a lower award with the outcomes limited to those available for a referred thesis; or
- (d) the student be required to withdraw (any earned credits can be recorded)

Where a research student is proven to have committed a second academic offence, having previously been issued with a formal written warning and/or allowed to reference the thesis correctly and resubmit for assessment; no further written warning will be issued or resubmission attempt allowed and an Academic Offences Committee will allocate either penalty D19.c.ii.b, D19.c.ii.c or D19.c.ii.d.

- d. In the case of a research student studying for a Professional Doctorate where the form of assessment is more akin to Postgraduate Taught assessment (not a thesis), the Academic Offences Committee shall have the power to allocate a penalty from those available for Postgraduate Taught students.

RECORD

D20.

A note of the committee's meeting, including the decision and the grounds for it, will be taken by the Secretary.

CHAIR'S DUTIES

D21.

The Chair shall ensure that:

- a. each student is informed in writing of the Committee's decision and of the student's right to appeal against the decision;
- b. a note is kept on the student's central file of the decision and the reasons for it;
- c. the Head of Department is informed of the decision.

E. Appeals against decisions by Heads, Executive Deans or his/her deputy or Academic Offences Committees

RIGHT OF APPEAL

E1.

A student shall have the right of appeal to an Academic Offences Appeal Committee against any decision of a Head of Department, Executive Dean or his/her deputy or Academic Offences

Committee (hereafter 'the Initial Adjudicator') on the following grounds:

- a. that there is material evidence now available which was not previously available to the Initial Adjudicator and of such a nature as to cause reasonable doubt as to whether the result might have been different had the material been available;
- b. that the Initial Adjudicator departed from the provisions of sections B, C or D in a manner prejudicial to the interests of the student and causing reasonable doubt as to whether the result might have been different had this not occurred;
- c. that the facts set out in the findings of the Initial Adjudicator do not warrant the resolution that there was an academic offence as charged;
- d. that the penalty imposed by the Initial Adjudicator was unreasonable having regard to all the circumstances of the case.

LODGING AN APPEAL

E2.

A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within five working days of the date on which notification of the decision was sent to the student concerned by the Initial Adjudicator. If the student can show to the satisfaction of the PVC (Education) that circumstances beyond his or her control prevented this time limit being adhered to and that injustice would result from adhering to it, the Academic Registrar may extend the time limit in which an appeal may be lodged up to the period of thirty days from the date on which the notification of the decision was sent.

E3.

The written appeal shall set out in detail the grounds of the appeal.

E4.

The student may withdraw an appeal as of right at any time before the meeting of the Committee.

DUTIES OF THE PRO-VICE-CHANCELLOR (EDUCATION)

E5.

On receipt of an Appeal the Pro-Vice-Chancellor (Education) shall nominate an Executive Dean or his/her deputy who has no previous involvement with the case (hereafter the Appointed Executive Dean or his/her deputy) to deal with the appeal.

DUTIES OF THE APPOINTED EXECUTIVE DEAN OR HIS/HER DEPUTY

E6.

The Appointed Executive Dean or his/her deputy shall inform in writing each student who lodges a request for an appeal, normally within ten days of the receipt by him or her of that request, whether or not in his or her judgement the request discloses a proper ground for an appeal.

E7.

If there are proper grounds for an appeal the Appointed Executive Dean or his/her deputy shall request that the Initial Adjudicator against whose decision the appeal is made, write a Statement of the Case, which shall include:

- a. details of the charge or charges in respect of which the decision was made;
- b. a brief summary of the evidence and of the relevant findings;
- c. the decision;
- d. details of any penalty imposed;
- e. a brief comment as to the reason for such findings, decision and penalty; and
- f. any further information which the person or body concerned considers to be relevant.

E8.

The Appointed Executive Dean or his/her deputy must notify the student and the Initial Adjudicator of the time and place at which the appeal will be heard.

E9.

The Appointed Executive Dean or his/her deputy must inform the student of his or her right to bring a student of the University, a member of staff of the University or an employee of the Students' Union to help in presenting the appeal to the Committee.

E10.

The Appointed Executive Dean or his/her deputy will provide the student and the Initial Adjudicator with a copy of the statement of the case in advance of the meeting of the Academic Offences Appeal Committee.

MEMBERSHIP OF AN ACADEMIC OFFENCES APPEAL COMMITTEE

E11.

An Academic Offences Appeal Committee is a committee of Senate. Members of the Committee must be drawn from the University Academic Offences Panel.

E12.

An Academic Offences Appeal Committee consists of the Appointed Executive Dean or his/her deputy in the chair, and two members of staff from outside the student's Department who have had no connection with the case.

E13.

The Appeal Committee will be serviced by a Secretary.

ORDER OF PROCEEDINGS

E14.

The Chair of the Committee shall have the authority to determine the order of proceedings and exclude any material which appears irrelevant to the case.

E15.

The usual pattern of proceedings is:

- a. The members of the Committee have a preliminary discussion without the student, the student's representative or the Initial Adjudicator being present.
- b. The student, the student's representative and the Initial Adjudicator enter the room and the Chair introduces all those present.
- c. The Chair checks that the student has received details of the case and any supporting documentation.
- d. The Chair explains the order of proceedings to the student.
- e. The evidence relating to the alleged offence is then presented by the Initial Adjudicator and members of the Committee are invited to put questions to the Initial Adjudicator.
- f. The Chair then invites the student to put forward a case orally if he or she wishes to do so including any mitigation, and members of the committee (but not the Initial Adjudicator) are invited to put questions to the student.
- g. The Chair invites the student's representative to put forward any additional statement.
- h. The Chair invites the student to make any final response.
- i. The student, the student's representative and the Initial Adjudicator are then asked to leave the room.
- j. The Committee then deliberates and comes to a decision as to whether an offence has been committed.
- k. The Committee then determines the appropriate penalty from the set of penalties available to it, clarifying the reasons for the choice of penalty.
- l. The student is then recalled to the room to be told the decision as to whether the alleged offence is confirmed and, if so, the penalty and the reasons why this is the appropriate penalty. The Initial Adjudicator may be present during this final stage.

E16.

The Committee may proceed in the absence of the student or the student's representative provided that the Chair is satisfied that due notice has been given to the student.

E17.

Only members of the Committee and the Secretary shall be present while a committee is reaching a decision of innocence or guilt, or on any penalty or other action.

ADJOURNMENT

E18.

The Committee may adjourn:

- a. in order to enable the student or the student's representative to be present;
- b. where this is necessary to obtain further information.

E19.

The Committee shall meet to consider an adjourned case as soon as it is feasible and not later than three months after the adjournment, although the case need not be determined at the resumed meeting. If necessary, the Appointed Executive Dean or his/her deputy may co-opt additional members to replace any member not able to attend the reconvened meeting, including a new chair. If there are two new members the reconvened meeting shall proceed as a new hearing. If there is one new member the student may request that the meeting proceed as a new hearing.

POWERS OF AN ACADEMIC OFFENCES APPEAL COMMITTEE

E20.

An Academic Offences Appeal Committee shall have the power to:

- a. rescind a resolution of a Head, Executive Dean or his/her deputy or Academic Offences Committee that the student has committed an offence and rescind all consequential penalties;
- b. confirm a resolution of a Head, Executive Dean or his/her deputy or Academic Offences Committee that the student has committed an academic offence;
- c. confirm or amend (increasing or decreasing) the penalty allocated by a Head, Executive Dean or his/her deputy or Academic Offences Committee, provided that any amendment is consistent with the powers of the original authority.

E21.

A note of the committee's meeting, including the decision and the grounds for it, will be taken by the Secretary.

E22.

The number of cases dealt with by an Academic Offences Appeals Committee under these procedures shall be reported by the Academic Registrar to Senate on an annual basis.

FURTHER APPEALS

E23.

Any appeal following the formal conclusion of the appeals procedures set out above may be made on the grounds of procedural irregularities in the appeals process only. A student who wishes to

appeal against the outcome of these procedures should write to the Academic Registrar within four weeks of the Appeal hearing setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the appeals process. If *prima facie* there is evidence to support the claim then the case will be reviewed by a Pro-Vice-Chancellor. If the Pro-Vice-Chancellor determines that there were procedural irregularities in the appeals process then the case will be referred to an Appeals Committee for consideration.

E24.

The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures letter.

ACADEMIC OFFENCES PENALTY GUIDELINES FOR HEADS, EXECUTIVE DEANS OR HIS/HER DEPUTIES AND ACADEMIC OFFENCES COMMITTEES

PRINCIPLES

F1.

In determining penalties Heads, Executive Deans or his/her deputies and Academic Offences Committees will take the following into account:

- a. the degree of severity of the offence
- b. whether it is a first or subsequent offence
- c. the academic stage the student has reached (first year u/g, Masters, etc)
- d. any mitigating circumstances (see the Guidelines for Penalties' tables for further guidance)

APPLICATION

F2.

A Board of Examiners may not overturn any decision on a penalty given in relation to an academic offence by a Head of Department, an Executive Dean or his/her deputy or an Academic Offences Committee.

F3.

If a student does not take the opportunity to submit a correctly referenced or rewritten unit of assessment, or resit the examination, then a mark of zero will be allocated and no further submission for credit or otherwise will be allowed.

F4.

If reassessment for the module is not on a like-for-like basis then the allocated penalty will be applied to the overall module mark in proportion to the weighting of the penalised unit of assessment.

F5.

In cases where the module mark is determined by either the aggregate of coursework and examination or examination only, whichever is the higher, then any penalty applied to an element of the coursework component will result in the student's final module mark being determined by the aggregate of coursework and examination: the student will not be entitled to have their module mark determined by examination only.

F6.

In cases where a module mark is determined by the best grades of a student's work (for example the best three out of four units of assessments) the unit(s) of assessment to which a penalty has been applied must be included in the final aggregate. The student will not be entitled to have the module mark determined by discounting any such penalties.

DEFINITION OF TERMINOLOGY

F7.

An examination is to be defined as any assessment under controlled conditions, including an in-class test.

F8.

A unit of assessment is to be defined as any element of a module which contributes to a final module mark.

GUIDELINES

The guidelines presented below are guidelines only and it is very important that those making decisions about penalties take the evidence with which they have been provided and any mitigating circumstances into account.

Table 1: Guidelines for penalties for first offences in taught courses

	Offence	Penalties graded by severity
Band 1	<u>Relatively minor offence</u> – eg plagiarising a few lines; taking a few notes into an examination that are not relevant to the examination.	<ol style="list-style-type: none"> 1. A formal written warning only 2. Unit of assessment to be referenced correctly/rewritten and assessed for an uncapped mark (students should only be permitted to rewrite assignments where the offence does not simply involve referencing)
Band 2	<u>Rather more severe offence</u> – eg plagiarism is somewhat more extensive (but less than 25%), the sources plagiarised are not listed but there is still a substantial proportion of the student's own work; or the plagiarism is more extensive but the work submitted is <u>an early unit of assessment for a module</u> , and the evidence indicates that there has been a failure to understand the academic conventions.	<ol style="list-style-type: none"> 3. Unit of assessment to be referenced correctly/rewritten and assessed for the maximum of a capped pass mark (students should only be permitted to rewrite assignments where the offence does not simply involve referencing)
Band 3	<u>Severe offence</u> – eg plagiarism extending to a substantial proportion of the work (25% or more); falsifying some data or evidence; cheating in an examination; taking a small amount of relevant material into an examination.	<ol style="list-style-type: none"> 4. Student to resit the examination for the maximum of a capped pass mark 5. Unit of assessment to be referenced correctly/rewritten and assessed for credit purposes only (students should only be permitted to rewrite assignments where the offence does not simply involve referencing) 6. Mark of zero be awarded for the unit of assessment with no resubmission or second attempt 7. Mark of zero be awarded for the module with no resubmission or second attempt
Band 4	<u>Very severe offence</u> – eg obtaining work from someone else; copying the work of another student almost in its entirety; falsifying the majority of data or evidence; taking a significant amount of relevant material into an examination; attempts to avoid detection by plagiarism software; impersonation of a student in an examination.	<ol style="list-style-type: none"> 8. Mark of zero be awarded for the module and student may complete credits for an exit award. 9. A mark of zero be awarded for the module and the Examination Board be instructed to consider the student only for an exit award on the basis of credits already achieved. 10. The student be required to withdraw without being awarded a degree or exit award (earned credits, that is credits which have already been ratified by a Board of Examiners, can be recorded).

Table 2: Guidelines for penalties for subsequent offences for taught courses

	Subsequent Offence is Band 1	Subsequent Offence is Band 2	Subsequent Offence is Band 3 or 4
First Offence was Band 1	<p>3. Unit of assessment to be referenced correctly/rewritten and assessed for the maximum of a capped pass mark (students should only be permitted to rewrite assignments where the offence does not simply involve referencing)</p> <p>4. Student to resit the examination for the maximum of a capped pass mark</p>	<p>5. Unit of assessment to be referenced correctly/rewritten and assessed for credit purposes only (students should only be permitted to rewrite assignments where the offence does not simply involve referencing)</p> <p>6. Mark of zero be awarded for the unit of assessment with no resubmission or second attempt</p> <p>7. Mark of zero be awarded for the module with no resubmission or second attempt</p>	<p>6. Mark of zero be awarded for the unit of assessment with no resubmission or second attempt</p> <p>7. Mark of zero be awarded for the module with no resubmission or second attempt</p> <p>8. Mark of zero be awarded for the module and student may complete credits for an exit award.</p> <p>9. A mark of zero be awarded for the module and the Examination Board be instructed to consider the student only for an exit award on the basis of credits already achieved.</p> <p>10. The student be required to withdraw without being awarded a degree or exit award (earned credits, that is credits which have already been ratified by a Board of Examiners, can be recorded).</p>
First Offence was Band 2	<p>5. Unit of assessment to be referenced correctly/rewritten and assessed for credit purposes only (students should only be permitted to rewrite assignments where the offence does not simply involve referencing)</p> <p>6. Mark of zero be awarded for the unit of assessment with no resubmission or second attempt</p> <p>7. Mark of zero be awarded for the module with no resubmission or second attempt</p>	<p>8. Mark of zero be awarded for the module and student may complete credits for an exit award.</p> <p>9. A mark of zero be awarded for the module and the Examination Board be instructed to consider the student only for an exit award on the basis of credits already achieved.</p> <p>10. The student be required to withdraw without being awarded a degree or exit award (earned credits, that is credits which have already been ratified by a Board of Examiners, can be recorded).</p>	<p>10. The student be required to withdraw without being awarded a degree or exit award (earned credits, that is credits which have already been ratified by a Board of Examiners, can be recorded).</p>

<p>First Offence was Band 3 or 4</p>	<p>8. Mark of zero be awarded for the module and student may complete credits for an exit award. 9. A mark of zero be awarded for the module and the Examination Board be instructed to consider the student only for an exit award on the basis of credits already achieved. 10. The student be required to withdraw without being awarded a degree or exit award (earned credits, that is credits which have already been ratified by a Board of Examiners, can be recorded).</p>	<p>10. The student be required to withdraw without being awarded a degree or exit award (earned credits, that is credits which have already been ratified by a Board of Examiners, can be recorded).</p>	<p>10. The student be required to withdraw without being awarded a degree or exit award (earned credits, that is credits which have already been ratified by a Board of Examiners, can be recorded).</p>
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Progress and Appeals Procedures for Taught Programmes of Study

To Whom do these Procedures apply?

These procedures apply to all students on taught programmes of study, including the following: students on undergraduate courses; students on University of Essex foundation-year courses taught on campus or away; students on postgraduate taught courses; students studying abroad as part of their degrees.

1.

MONITORING OF STUDENT PROGRESS AND ATTENDANCE ¹⁹

- a. Student engagement with their programme of study is primarily measured by attendance and completion of coursework and other assessed work, which are monitored in and by departments. As appropriate and where available, departments will take into account performance in assessed work when considering the impact of unsatisfactory attendance on a student's academic progress.
- b. Unsatisfactory attendance is determined on the basis of unauthorised absence from timetabled teaching event.
- c. Heads of Department are responsible for ensuring that an effective means of monitoring students' attendance and completion of assessments is established and maintained in each department in accordance with the requirements set out below.
- d. Departmental procedures including any formally approved variation to this procedure should be communicated to all students taking modules in the Department. This should include what level of non-submission/non-completion of coursework and other assessed work would be addressed at the Preliminary Stage (see 1f) below) and what would be addressed by a meeting with a departmental Progress Officer as the first action (see Secondary Stage 1g) below.

Progress Procedures for Taught Students

- e. For all taught students, departments should normally:
 - (i) record and monitor, the attendance of students at all timetabled teaching events.

- (ii) review regularly the data for all students on their degrees (including joint courses for which they are responsible) including the data for outside options which the student is taking and any compulsory in-session English module, and any available information on assessment due to be completed.
- (iii) monitor the submission of all coursework and other assessed work.

Preliminary Stage

- f. Where attendance and/or completion of assessments is unsatisfactory:
 - (i) where there has been no attendance in a two-week period the student will receive an invitation to a meeting normally with their Personal Tutor
 - (ii) where the level of attendance is unsatisfactory in a two-week period, the student will receive a communication from their department in the first instance. If, following a further two-week monitoring period, the level of attendance continues to be unsatisfactory, the student will receive an invitation to a meeting normally with their Personal Tutor
 - (iii) as determined by the department (see 1d) above) in the case of some instances of non-submission of assessed work the student will receive an invitation to a meeting normally with their Personal Tutor

Secondary stage

- g. In the following instances of unsatisfactory attendance and/or completion of assessed work the student will receive an invitation to a meeting with a departmental Progress Officer:
 - (i) failure to attend the meeting with a Personal Tutor or equivalent
 - (ii) continued non-attendance for a further one-week period
 - (iii) continued unsatisfactory level of attendance following a further two week monitoring period
 - (iv) as determined by the department (see 1.d) above) some instances of non-submission of assessed work will be referred directly to the Progress Officer

Referral to the Executive Dean or his/her deputy

- h. Where a department's efforts to encourage a student to engage with their studies have been unsuccessful and/or where progress measured by the completion of the required assessments is such that the student is unlikely to complete the stage successfully, the Progress Officer should refer the student to the relevant Executive Dean or his/her deputy in the following circumstances:

¹⁹ There may be professional, regulatory or statutory requirements regarding attendance that have consequences for students beyond those outlined in this procedure.

- (i) failure to attend the meeting with the departmental Progress Officer
 - (ii) continued non-attendance for a further one-week period
 - (iii) continued unsatisfactory level of attendance following a further two-week monitoring period
 - (iv) unsatisfactory submission of assessed work to an extent that suggests the student is unlikely to complete the year successfully
- i. Where a case is referred to the Executive Dean or his/her deputy, he/she may:
 - (i) refer the case to a Progress Committee
 - (ii) decide to take no further action/refer the case back to the department
 - (iii) arrange to meet the student
 - j. The Executive Dean or his/her deputy may invite the student to a meeting to discuss their progress. Following this meeting the Executive Dean or his/her deputy may:
 - (i) refer the case to a Progress Committee
 - (ii) permit the student to proceed with or without certain conditions, breach of which would automatically result in the student being referred to a Progress Committee
 - (iii) decide to take no further action

Subsequent occurrences of unsatisfactory attendance/non-submission in the same stage of study, where a student has previously been considered under these procedures, may result in an accelerated route through the stages set out in 1f to 1h above. Departments will consider such cases in accordance with the published guidelines at:

www.essex.ac.uk/about/governance/policies/absence.aspx#guidelines

- k. If a student does not attend a meeting with the Executive Dean or his/her deputy, and their attendance and/or submission of coursework has been unsatisfactory, then it will be assumed that they are no longer engaged in the course and they will normally be withdrawn.
- l. Departments operating joint degrees should liaise with the other departments involved to ensure that there is full co-ordination on the monitoring of progress. In the case of multidisciplinary courses the Director of the degree course should liaise with contributing departments.

2. REFERRAL TO PROGRESS COMMITTEE

- a. If an Executive Dean or his/her deputy refers the case of a student to Progress Committee then the Registry will write to inform the student and will copy the letter to the student's department.
- b. The student should be given adequate time to seek advice and prepare his or her case before the meeting of the Progress Committee. The letter to the student will indicate the reason for the referral to the Progress Committee.
- c. The student will be invited to attend the meeting and may be accompanied by a student of the University, a member of staff of the University or an employee of the Students' Union.
- d. A meeting may proceed in the absence of the student (and their representative) provided that the Chair of the Progress Committee is satisfied that due notice has been given to the student.
- e. A student who is unable to attend the meeting can ask a student of the University, a member of staff of the University or an employee of the Students' Union to attend on his or her behalf. No person can represent the student in his or her absence unless he or she has expressly been asked to do so by the student.
- f. The student will be invited to submit in advance the following documents:
 - (i) a written statement giving any facts or extenuating circumstances (see section 9 of this document) which the student thinks may have affected his or her engagement
 - (ii) documentary evidence to support any extenuating circumstances put forward. If no such documentation is provided, the Progress Committee may place lesser weight on the extenuating circumstances.

3. COMPOSITION AND FORM OF PROGRESS COMMITTEES

- a. Each Faculty will have a Progress Committee convened and chaired by an Executive Dean or his/her deputy. The quorum for a Progress Committee is three.
- b. A Progress Committee, for each student considered by that Committee, will normally consist of the relevant Executive Dean or his/her deputy and one other member from outside the student's department, selected by the Executive Dean or his/her deputy from a panel approved annually together with
 - (i) for undergraduates, normally the Course Director or nominee

or

- (ii) for graduates, the Director of Graduate Studies or his/her nominee.
- c. The member of staff from the student's department should have no previous experience of hearing the progress issue.

4.

CONDUCT OF PROGRESS COMMITTEES

- a. The Progress Committee will consider each case referred by an Executive Dean or his/her deputy.
- b. The Committee should receive papers fully setting out the case. The Head of Department or nominee should be responsible for gathering the required information.
- c. The Progress Committee may take into account performance in any remedial work and tests prescribed for overseas students following a test of proficiency in written and spoken English taken on arrival at the University; the Progress Committee may also take into account failure to attend the module or take the test.
- d. The student should receive copies of all the papers that are presented to Progress Committee, unless the confidentiality of a document precludes showing it to the student, in which case the Executive Dean or his/her deputy may inform the Committee and the student of the existence and general import of the document without divulging the details. The papers will be available to the student when they are available to members of the Progress Committee, normally in advance of the meeting.
- e. When the student is accompanied by his or her adviser or another member of academic staff, it must be noted that the staff member is present to act as the student's advocate and for no other reason.
- f. Meetings of Progress Committees will be conducted in accordance with the Order of Proceedings.
- g. The decision of the Progress Committee may be communicated orally to the student at the conclusion of the meeting. Formal notification of the outcome will be sent to the student in every case.

Progress Committee: Order of Proceedings

NOTE:

This document, which is derived from the Progress Procedures has no formal standing. It is issued to members of Progress Committees and students appearing before them as a guide to the order of proceedings.

The Proceedings are likely to follow the pattern outlined below, although there may be some variation at the discretion of the Chair.

- 1. The Chair opens the meeting by introducing himself/herself and establishing the names and functions of those in the room.
- 2. Check that the student has received the details of the case and any supporting documentation.
- 3. Explain the order of proceedings to the student.
- 4. Outline the case for referral to Progress Committee.
- 5. Invite the student to put forward a case orally, if he/she wishes to do so.
- 6. Invite the members of the committee to put questions to the student.
- 7. Invite the student's representative to put forward any additional statement.
- 8. Invite the student to respond and state what his/her preferred outcome would be.
- 9. The student and his/her representative will then be asked to leave the room. The decision of the Progress Committee will be communicated to the student orally either immediately after the meeting, or at another pre-arranged time. Students will be sent written confirmation of the decision of the Progress Committee.

Adjournment

The Committee may adjourn:

- a. In order to enable the student or the student's representative to be present;
- b. Where this is necessary to obtain further information.

The Committee shall meet to consider an adjourned case as soon as it is feasible and not later than two months after the adjournment, although the case need not be determined at the resumed meeting. If necessary, the Executive Dean or his/her deputy may co-opt additional members to replace any member not able to attend the reconvened meeting, including a new Chair. If there are two new members, the reconvened meeting shall proceed as a new hearing.

If there is one new member, the student may request that the meeting proceed as a new hearing.

5.

POWERS OF PROGRESS COMMITTEE

- a. After consideration of the case, the Progress Committee will make one of the following decisions:
 - (i) that the student be permitted to proceed, with or without specific conditions
 - (ii) that the student be permitted to proceed with a suspended withdrawal, with the withdrawal taking effect if the student's engagement continues to be unsatisfactory within a specified period
 - (iii) that the student be required to withdraw permanently.

- b. In certain circumstances the Progress Committee may deem it appropriate to:
 - (i) permit the student to repeat an appropriate period of study, including all or part of a period of study abroad
 - (ii) permit the student to transfer to another appropriate degree course
 - (iii) require the student to intermit for a period of time before proceeding
- c. Progress Committee may also attach such conditions as seem likely to assist the future progress of the student.

6.

APPEALS AGAINST THE DECISION OF AN EXECUTIVE DEAN OR HIS/HER DEPUTY OR PROGRESS COMMITTEE

- a. A student who wishes to appeal against the decision of an Executive Dean or his/her deputy or a Progress Committee must do so in writing to the Academic Registrar, stating fully the grounds of the appeal, within five working days of the date of the letter sent informing the student of the decision.
- b. The grounds on which a student may appeal are:
 - (i) that there were procedural irregularities in the arrangements for the meeting with the Executive Dean or his/her deputy or conduct of the Progress Committee (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the outcome might have been different had they not occurred
 - (ii) that there was evidence of extenuating circumstances which could not reasonably have been made available to the Executive Dean or his/her deputy or Progress Committee, of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred
- c. The Academic Registrar will refer to the Pro-Vice-Chancellor (Education) any appeal that meets the criteria stated above (b.1 and b.ii).
- d. Any such appeal shall be forwarded to the appropriate Pro-Vice-Chancellor, who may consult such persons as he or she thinks fit, including the appellant, in arriving at a decision as to whether or not the appeal is well-founded.
- e. If the Pro-Vice-Chancellor decides that the appeal is not well-founded, he or she shall inform the student in writing, stating his/her reasons for so deciding. The communication of this decision shall, in such cases, constitute the formal dismissal of the appeal.

- f. If the Pro-Vice-Chancellor decides that the appeal is well-founded then the case shall be referred to the Progress Appeal Panel.
- g. The Progress Appeal Panel shall consist of an Executive Dean or his/her deputy and two members of staff from outside the student's department who have no connection with the case.
- h. The student shall be invited to attend the meeting and may be accompanied by a student of the University, a member of staff of the University, or an employee of the Students' Union.
- i. If the student is unable to attend the meeting of the Progress Appeal Panel, the meeting will go ahead and the decisions taken will be valid.
- j. The members of the Progress Appeal Panel will have the papers that were made available to the original Executive Dean or his/her deputy/Progress Committee, together with the student's written statement of the appeal, and any documentary evidence to support any extenuating circumstances put forward. It will be open to the Progress Appeal Committee to call such witnesses as it thinks fit. The Executive Dean or his/her deputy who took the decision/chaired the original committee will have the right to appear before the Progress Appeal Panel.
- k. After consideration of the case the Progress Appeal Panel shall either dismiss the appeal or decide on one of the courses of action defined under the Powers of Progress Committees listed in section 5 of this document.
- l. The decision of the Progress Appeal Panel may be communicated orally to the student at the conclusion of the meeting. Formal notification of the outcome will be sent to the student in every case.
- m. The decision of the Progress Appeal Panel will be final.
- n. Any appeal following the formal conclusion of the appeals procedures set out above may be made on the grounds of procedural irregularities in the appeals process only. A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within four weeks setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the appeals process. If *prima facie* there is evidence to support the claim then the case will be reviewed by an alternate Pro-Vice-Chancellor. If the Pro-Vice-Chancellor determines that there were procedural irregularities in the appeals process then the case will be referred to an appeals panel for

consideration, and paragraphs h—m above will apply. The panel would be comprised of academic staff with no previous involvement in the case and would be chaired by an appropriate member of senior academic staff.

- o. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures.

7.

THE TIMING AND ROLE OF THE BOARDS OF EXAMINERS

- a. There are University Rules of Assessment that set out what constitutes passing for each stage of study and eligibility for an overall award.
- b. A Board of Examiners' meeting will be held after the main summer examination period and after the resit examination period in September. However, for some courses it may be necessary to hold Board of Examiners' meetings at other points during the year.
- c. The Board of Examiners sees the marks of each student and in the light of these marks, and any other relevant information, makes a decision about the student's progress in accordance with the Rules of Assessment.
- d. The Board of Examiners shall consider matters of extenuating circumstances. If the extenuating circumstances are of such a nature that a final decision cannot be reached without further investigation then the Board of Examiners should refer the case to the Executive Dean or his/her deputy and empower the Executive Dean or his/her deputy to act on its behalf within the terms of the Rules of Assessment.
- e. A student may appeal against the decision of a Board of Examiners in accordance with the procedures set out in section 10 of this document.

8.

PROGRESS PROCEDURES FOR STUDENTS ON COURSES WITH A YEAR ABROAD

- a. All courses for which the Year Abroad comprises part of the assessment for the degree must convene a meeting of a Board of

Examiners following the year spent abroad and prior to the start of the next academic year. The Board will ratify the Year Abroad marks, consider extenuating circumstances affecting the year abroad work and make decisions about the students' progress in accordance with the published Rules of Assessment.

- b. It is appropriate for one joint meeting to be convened to consider all courses with a Year Abroad. The meeting shall be chaired by an Executive Dean or his/her deputy. Membership shall comprise one representative from the relevant departments. The quorum, including the Chair, shall be four. External Examiners are not expected to attend these meetings.

9.

EXTENUATING CIRCUMSTANCES

- a. Extenuating circumstances are formally defined as: 'circumstances beyond the student's control which cause the student to perform less well in his or her coursework or examinations than he or she might otherwise have been expected to do (on the basis of other work). In general, extenuating circumstances will be of a medical or personal nature affecting the student for any significant period of time and/or during the examination period.'
- b. As a result of the policy on the late submission of coursework, the University-wide Extenuating Submission of Coursework Policy will be applied in cases where students are unable to submit coursework by the deadline as a result of acceptable extenuating circumstances. Extenuating circumstances in relation to the late submission of coursework are formally defined as: the inability to submit work by the deadline (or to attend the in-class test/presentation) due to circumstances beyond the student's control, of a medical, practical or personal nature which affects the student for the period *immediately preceding* the time of the deadline. Genuine emergencies and circumstances which could not reasonably have been expected will be accepted as extenuating.' Full details of the policy can be found at :
www2.essex.ac.uk/academic/students/ug/crswk_pol.htm
- c. At the time of examination entry the Notes to Students will remind students of the policy for submitting an Extenuating Circumstances Form, about extenuating circumstances which may have affected work during the year. Students should be warned that failure to submit an Extenuating Circumstances Form may mean that the circumstances may not be taken into account by the examiners.

- d. If a student informs a member of staff that extenuating circumstances have affected a piece of coursework he or she is submitting, the member of staff should tell the student to submit an Extenuating Circumstances Form, failing which the extenuating circumstances may not be taken into account by the examiners.

10.

PROCEDURE FOR APPEALS AGAINST THE DECISIONS OF BOARD OF EXAMINERS FOR ALL TAUGHT PROGRAMMES

- a. A student who wishes to appeal against the decision of a Board of Examiners must do so in writing on the Form of Appeal, stating fully and precisely the grounds for appeal. A student appealing against the progress decision of a First or Second Year Board of Examiners must submit a formal appeal within two weeks of the publication of results. In all other cases the appeal must be submitted within four weeks of publication of the results.
- b. A student appealing against the progress decision of a First or Second Year Board of Examiners may consult the Executive Dean or his/her deputy in advance of submitting a formal appeal (see below).
- c. Forms of Appeal are available from the Academic Registrar, Registry or Departmental Offices.
- d. The main legitimate grounds for appeal are the following:
 - (i) extenuating circumstances of which the Board of Examiners was unaware and of which the student could not reasonably have been expected to inform the Board of Examiners in advance, of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred.
 - (ii) procedural irregularities in the conduct of the Board of Examiners (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred.
- e. Other grounds will be considered on their merits.
- f. The following are not considered legitimate grounds on which to appeal, and any appeals based exclusively on one or more of these grounds will be rejected automatically:
 - (i) disagreement with a mark or grade and/or appeals against the academic judgement of internal or external examiners. Coursework and

examinations cannot be remarked, except in cases of procedural irregularities.

- (ii) any provisional mark or informal assessment of the student's work by a member of staff that is not the final mark approved by the Board of Examiners.
 - (iii) the retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose to the Board of Examiners before their meeting.
 - (iv) appeals against the judgement of the Board of Examiners in assessing the significance of extenuating circumstances, and whether and to what extent they affected academic performance.
 - (v) marginal failure to attain a higher class of degree.
 - (vi) appeals where the grounds of complaint concern the inadequacy of teaching or other arrangements during the period of study; such complaints must be raised, in writing, before the examination board meets.
- g. Any other officer of the University who receives a formal appeal from a student concerning his/her result shall forward it to the Academic Registrar.
 - h. The Academic Registrar will acknowledge the appeal within five working days of receipt.
 - i. The Academic Registrar will refer to the Appeals Officer any appeal that meets the criteria stated above (d and e).
 - j. Any such appeal will be considered by the Appeals Officer, who may consult such persons as he/she thinks fit, including the student who has lodged the appeal, in arriving at a decision as to whether or not the appeal is well-founded.
 - k. The Appeals Officer will conduct the investigation as quickly as possible but, particularly during the summer vacation, there may be unavoidable delays. The Academic Registrar will write to the student within six weeks of receipt about the progress of the appeal and will let the student know when he or she can expect to receive a decision.

The Appeals Officer dismisses the appeal

- l. If the Appeals Officer decides that there are not sufficient *prima facie* grounds for putting the case to the Board of Examiners, the Academic Registrar will inform the student in writing, stating the reasons for the decision. The communication of this decision shall, in

such cases, constitute the formal dismissal of the appeal.

- m. Any appeal following the formal conclusion of the appeals procedures set out above may be made on the grounds of procedural irregularities in the appeals process only. A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within four weeks setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the appeals process. If *prima facie* there is evidence to support the claim then the case will be reviewed by the Pro-Vice-Chancellor (Education). If the Pro-Vice-Chancellor determines that there were procedural irregularities in the appeal process then the case will be referred to an alternate Appeals Officer for consideration, and paragraphs h-s will apply.

The Appeals Officer upholds the appeal

- n. If the Appeals Officer decides there are sufficient *prima facie* grounds for putting the case to the Board of Examiners, he/she will forward it, together with his/her written comments, to the relevant Executive Dean or his/her deputy/Head of Department. The Academic Registrar will inform the student, and will subsequently inform the student when the Board of Examiners will meet to reconsider the case. On receipt of the appeal and the Appeals Officer's comments, the Executive Dean or his/her deputy/Head of Department shall cause the Board of Examiners responsible for the assessment against which the student has appealed to reconvene and put before the Board the student's submission, the Appeals Officer's comments and any material relevant to the original assessment. The Executive Dean or his/her deputy/Head of Department will then formally ask the Board to review its decision. The Appeals Officer will have the right to attend and to address the meeting of the Board of Examiners.
- o. If the Appeals Officer decides to uphold an appeal by a Second Year student on the grounds of extenuating circumstances of which the Board of Examiners was unaware and of which the student could not reasonably have been expected to inform the Board of Examiners in advance, the Appeals Officer will decide whether it is appropriate to ask the Executive Dean or his/her deputy to reconvene the Board of Examiners. If it is the Appeals Officer's view that the likely outcome of such a meeting would be that the Board of Examiners would decide either that the extenuating circumstances should be carried forward to the final year Board, or that the

extenuating circumstances would not have a material effect on the results, then the Appeals Officer will not ask the Executive Dean or his/her deputy to reconvene the Board. However s/he will ensure that the Executive Dean or his/her deputy is fully apprised of the extenuating circumstances so that they can be placed before the Board of Examiners in the student's final year.

- p. In causing a Board of Examiners to reconvene, the Executive Dean or his/her deputy/Chair may, at his or her discretion, consult by telephone or in writing any internal or external examiner who is unable to attend the reconvened meeting of the Board.
- q. If, following review of its decision, the Board of Examiners is satisfied that there is no reason to amend its original decision the Executive Dean or his/her deputy/Chair will so inform the Academic Registrar in writing, giving the Board's reasons for reaffirming its original decision and its comments, if any, on the grounds for appeal stated by the student.
- r. If, following review of its decision, the Board of Examiners concludes that its original decision was wholly or partly incorrect to the extent that it decides on a new outcome, the Executive Dean or his/her deputy/Chair will so inform the Academic Registrar in writing and advise him/her of any amended mark or classification.
- s. The decision of the Board of Examiners following review will be communicated in writing to the student by the Academic Registrar stating the grounds for the decision. The communication of the decision shall in all cases constitute the formal conclusion of action taken in accordance with these procedures.

All Appeals

- t. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures.

Consultation with an Executive Dean or his/her deputy

Consultation on progress decisions of a Foundation, First or Second Year Board of Examiners (ie requirement to withdraw

permanently, repeat the year, repeat individual modules, resit exams).

(i) The Executive Dean or his/her deputy of the relevant faculty shall take the actions described under these procedures whether or not the Executive Dean or his/her deputy is Chair of the Board of Examiners responsible for the decision against which the student is appealing. A student who is considering an appeal against a progress decision of the Board of Examiners should write to the Executive Dean or his/her deputy, giving full details of his or her case. Pro-formas are available to help students present their case. Students may wish to consult the Students' Advice Centre for advice about their circumstances before completing the form. The Executive Dean or his/her deputy has the power to take action on behalf of the Board of Examiners to change the original decision if the student presents appropriate new evidence to support his or her case.

(ii) The Executive Dean or his/her deputy may wish to consult members of the Board of Examiners or other members of academic staff before reaching a final decision. The Executive Dean or his/her deputy will contact the student if any additional information or evidence is required from the student. The Executive Dean or his/her deputy will then decide whether or not to change the original decision of the Board of Examiners and will inform the student accordingly. If, after consultation with the Executive Dean or his/her deputy, the student still wishes to appeal, and believes he or she has grounds, the student must submit a formal appeal in writing in accordance with the procedure set out above.

Progress and Appeals Procedures for Research Degree Students

Progress Procedures for Research Students

1.

MONITORING OF STUDENT PROGRESS

- a. Supervisory meetings, ongoing interaction with one's supervisor, and submission of work to Supervisory Boards and/or Research Students' Progress Committees are the primary means by which research student progress is monitored in and by departments.
- b. Heads of Department (and his/her nominee) are responsible for ensuring that an effective means of monitoring students' progress and attendance is established and maintained in each department in accordance with the requirements set out below.
- c. Heads of Department (or his/her nominee) are responsible for any additional progress monitoring procedures the Department may decide to operate.
- d. Departmental procedures, including norms for formal face-to-face meetings between students and their supervisor(s), should be communicated to all students in the Department.
- e. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in discussion/review of the student's work and progress at least once per month. For part-time students contact should be at least bi-monthly. A record of this monthly contact should be kept in the department.
- f. Supervisors are responsible for making contact with their student if the student fails to meet/communicate with them as expected each month. If the student fails to meet/communicate with the supervisor for three consecutive months, the supervisor should refer the student to the Graduate Director who will arrange a meeting with the student to discuss their progress. If the student continues to fail to meet/communicate with the supervisor, their progress remains unsatisfactory, or they fail to attend the meeting with the Graduate Director, the matter should be considered by the Research Students' Progress Committee.
- g. The Research Students' Progress Committee will arrange an ad hoc meeting with the student to assess their progress and

determine whether they should be permitted to continue with their studies.

- h. If a student is co-supervised by staff in two different departments, the lead supervisor should liaise with the second supervisor to ensure that there is full co-ordination on the monitoring of progress.

Appeals Procedure against a Progress Decision – Postgraduate Research Students

1. A research student who wishes to appeal against the recommendation of a Research Students' Progress Committee that they be downgraded or discontinued must do so in writing on the Form of Appeal, stating fully and precisely the grounds for appeal, within two weeks of receiving notification of the recommendation. Forms of Appeal are available from the Registry or online.
2. An MPhil/PhD registered student whose PhD status has not been confirmed and who wishes to appeal against the recommendation of a Research Students' Progress Committee that their registration be changed to MPhil or Masters by Dissertation, may appeal using this procedure only after the Research Students' Progress Committee has considered their case twice and has recommended a change of status. There is no right of appeal following a decision of a Research Students' Progress Committee not to confirm PhD status following the first supervisory board meeting.
3. A research student on the first year of an Integrated PhD (a 4-year programme) who wishes to appeal against a progress decision of the Research Students' Progress Committee (eg being downgraded or discontinued) should do so in accordance with the procedures for Appeals against the Decisions of Board of Examiners for all taught programmes.
4. The main legitimate grounds for appeal are the following:
 - (i) Extenuating circumstances of which the Research Students' Progress Committee was unaware and of which the student could not reasonably have been expected to inform the Committee in advance, of such a nature to cause reasonable doubt as to whether the result might have been different had they not occurred.
 - (ii) Procedural irregularities in the conduct of either the Supervisory Board and/or the Research Students' Progress Committee (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred.
 - (iii) That there is *prima facie* evidence of prejudice, bias, or inadequate

- assessment on part of one or more of the members of the Supervisory Board/Research Students' Progress Committee.
5. Other grounds will be considered on their merits.
 6. The following are not considered legitimate grounds on which to appeal, and any appeals based exclusively on one or more of these grounds will be rejected automatically:
 - (i) Prior informal assessments of the student's work by the supervisor.
 - (ii) The retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose to the Research Students' Progress Committee before their meeting.
 - (iii) Appeals where the grounds of complaint concern the inadequacy of supervision or other arrangements during the period of study; such complaints must be raised, in writing, before the Research Students' Progress Committee meets.
 7. Any other officer of the University who receives a formal complaint from a research student concerning his/her progress shall forward it to the Academic Registrar.
 8. The Academic Registrar will acknowledge the appeal within five working days of receipt.
 9. The Academic Registrar will refer to the Executive Dean or his/her deputy any appeal that meets the criteria stated above (4 and 5), who may consult such persons as he/she thinks fit, including the student who has lodged the appeal. The Executive Dean or his/her deputy will determine whether or not the appeal is well-founded.
 10. In some cases, where the circumstances of the case merit it, the Executive Dean or his/her deputy may arrange a formal hearing to consider the appeal.
 11. Such an Appeal Committee shall consist of the Executive Dean or his/her deputy (as Chair), and two members from outside the student's department who had no previous connection with the student. The Committee shall be serviced by a Secretary.
 12. The Appeal Committee may consult such persons, including the student and his or her supervisor, and take such advice as it thinks fit.
 13. The student will be invited to be present at the committee whenever oral evidence is being heard by the Committee, and will receive all the papers. He/she may be accompanied by a student of the University, a member of staff of the University or by an employee of the Students' Union.
 14. All decisions of the Executive Dean or his/her deputy/Review Committee must be notified to the student, the supervisor and the Director of Research Students in writing, together with a statement of any conditions that are attached to the decision. A copy must also be sent to the Head of Department. If a student's status is altered, a copy of the relevant written statement of arrangements for supervision must be included and the supervisor requested to ensure that the student fully understands these.
 15. An appeal following the formal conclusion of the procedures set out above may be made on the grounds of procedural irregularities in the appeal process only. A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within four weeks setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the appeal process. If *prima facie* there is evidence to support the claim then the case will be reviewed by the Pro-Vice-Chancellor (Education). If the Pro-Vice-Chancellor determines that there were procedural irregularities in the appeal process, an Appeal Committee will be established, and paragraphs 11-14 above will apply. No member of the Committee will have had any previous involvement in the case.
 16. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures.

Appeals Procedure against an Examination Decision – Postgraduate Research Students (Thesis)

1. A candidate for a research degree whose examination result is 'fail', or 'referred', or is the award of, or option to resubmit for a lower degree, may submit an appeal against that decision on one or more of the following grounds:
 - (i) that there were procedural irregularities in the conduct of the examination (including alleged administrative error) of such a

nature as to cause reasonable doubt as to whether the result might have been different had they not occurred; or

- (ii) that there is *prima facie* evidence of prejudice, bias, or inadequate assessment on the part of one or more of the examiners.
2. In addition, a student may appeal against a decision not to allow resubmission for the degree for which he or she was being examined, on the following grounds:
that there existed circumstances materially affecting the student's performance of which the examiners were not aware when their decision was taken and of which the student could not reasonably have been expected to inform the examiners in advance.
3. An appeal may not be submitted where the grounds of complaint concern the inadequacy of supervisory or other arrangements during the period of study; such complaints must be raised, in writing and preferably during the minimum period of study and research, with the Executive Dean or his/her deputy.
4. Failed candidates shall be informed of their right of appeal. A candidate who wishes to appeal must submit the appeal in writing to the Academic Registrar not later than eight weeks after the notification to him/her of the result of the examination. The candidate's submission must state fully the grounds on which it is based. The Academic Registrar will dismiss any appeals which do not meet the criteria stated above (1 and 2). All other appeals will be referred to the Pro-Vice-Chancellor (Education) to determine where *prima facie* there is evidence to support the claim.
5. The Pro-Vice-Chancellor (Education) shall consider the appeal and may decide that the case is not well-founded, in which case the appeal or complaint is dismissed and the candidate shall be informed of the reasons.
6. In those cases where the Pro-Vice-Chancellor decides that there is a *prima facie* case, it will be considered by a Committee appointed by the Pro-Vice-Chancellor, consisting of a Pro-Vice-Chancellor as Chair, not fewer than two Executive Deans or his/her deputy, but excluding the Executive Dean or his/her deputy, and a student member appointed by the President of the Students' Union.
7. The candidate shall be informed by the Secretary to the Appeal Committee of the date for consideration of the appeal not less than two weeks in advance. Candidates may present their case to the Committee in person, but, if they choose not to or are unable to, the Committee may proceed in their absence. Candidates may be accompanied by a student of the University, a member of staff of the University, or an employee of the Students' Union. A student

who is unable to attend the meeting may ask a member of the University, student of the University, a member of staff of the University, or an employee or a member of the full-time staff of the Students' Union, to attend on his or her behalf. No person may represent the student in his or her absence unless he or she has expressly been asked to do so by the student.

8. The onus shall be on the candidate to produce evidence before the Appeal Committee which substantiates the grounds of appeal set out in the original submission to the Pro-Vice-Chancellor.
9. The Appeal Committee, having considered the evidence, and taken such advice as may be necessary, may:
 - (i) reject the appeal, in which case the result originally recommended by the examiners shall stand;
 - (ii) ask the examiners to reconsider their decision for reasons specified by the Appeal Committee; the examiners' report shall be submitted to the Executive Dean or his/her deputy together with the Appeal Committee's statement of the reasons for reconsideration;
 - (iii) determine that the unamended thesis shall be re-examined by new examiners.

EXAMINERS' RECONSIDERATION OF THEIR INITIAL DECISION

10. Where the Appeal Committee determines that the examiners should be asked to reconsider their decision under paragraph 9(ii), the Executive Dean or his/her deputy shall do the following on receipt of the examiners' report and the Appeal Committee's statement of the reasons for reconsideration:
 - (i) Where the examiners agree to amend their decision, accept the amended decision as the revised result of the examination and issue a new results letter to the candidate;
 - (ii) Where the examiners decline to amend their decision, accept that the examiners' original recommendation stands and confirm the original result in a letter to the candidate.

RE-EXAMINATION

11. Where the Appeal Committee determines on a re-examination under paragraph 9(iii), the new examiners shall be appointed under the normal procedures. In number they should not be fewer than the original number of examiners nor fewer than two external examiners and one internal examiner. The new examiners shall be given no information about the previous examination except the single fact that they are conducting a re-examination on appeal. The new examiners

shall write independent reports on the thesis and shall then examine the candidate orally. Any such re-examination should be chaired by an Independent Chair.

12. The Executive Dean or his/her deputy shall receive the report of the new examiners.
13. The candidate's supervisor shall not be appointed as an examiner.

ALL APPEALS

14. An appeal following the formal conclusion of the appeals procedures set out above may be made on the grounds of procedural irregularities in the appeals process only. A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within four weeks setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the appeals process. If *prima facie* there is evidence to support the claim then the case will be reviewed by a Pro-Vice-Chancellor. If the Pro-Vice-Chancellor determines that there were procedural irregularities in the appeals process and that the appeal is well-founded, a new Committee will be established, and paragraphs 6-13 above will apply. The Committee will be comprised of Executive Deans or his/her deputy and will be chaired by a Pro-Vice-Chancellor. No member of the Committee will have had any previous involvement in the case.
15. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures.

Appeals against a Progress Decision – Professional Doctorate Students

1. A student who wishes to appeal against the recommendation of a Research Students' Progress Committee that they be discontinued or downgraded must do so in writing on the Form of Appeal, stating fully and precisely the grounds for appeal, within two weeks of receiving notification of the

recommendation. Forms of Appeal are available from the Registry or online.

2. The main legitimate grounds for appeal are the following:
 - (i) Extenuating circumstances of which the Examination Board/Research Students' Progress Committee was unaware and of which the student could not reasonably have been expected to inform the Committee in advance, of such a nature to cause reasonable doubt as to whether the result might have been different had they not occurred.
 - (ii) Procedural irregularities in the conduct of either the Supervisory Board and/or the Examination Board/Research Students' Progress Committee (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred.
 - (iii) That there is *prima facie* evidence of prejudice, bias, or inadequate assessment on part of one or more of the members of the Supervisory Board/Examination Board/Research Students' Progress Committee.
3. Other grounds will be considered on their merits, but the following are not considered legitimate grounds on which to appeal, and any appeals based exclusively on one or more of these grounds will be rejected automatically:
 - (i) Prior informal assessments of the student's work by the supervisor.
 - (ii) The retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose to the Research Students' Progress Committee before Appeals where the grounds of complaint concern the inadequacy of supervision or other arrangements during the period of study; such complaints must be raised, in writing, before the Research Students' Progress Committee meets.
4. Any other officer of the University who receives a formal complaint from a research student concerning his/her progress shall forward it to the Academic Registrar. The Academic Registrar will refer to the Executive Dean or his/her deputy any appeal that meets the criteria stated (see 2-3 above). The Academic Registrar will acknowledge the appeal within five working days of receipt.
5. Any such appeal will be considered by the Executive Dean or his/her deputy, who may consult such persons as he/she thinks fit, including the student who has lodged the appeal. The Executive Dean or his/her deputy

will determine whether or not the appeal is well-founded.

6. In some cases, where the circumstances of the case merit it, the Executive Dean or his/her deputy may arrange a formal hearing to consider the appeal.
7. Such an Appeal Committee shall consist of the Executive Dean or his/her deputy (as Chair), and two members from outside the student's department who had no previous connection with the student. The Committee shall be serviced by a Secretary.
8. The Appeal Committee may consult such persons, including the student and his or her supervisor, and take such advice as it thinks fit.
9. The student will be invited to be present at the committee whenever oral evidence is being heard by the Committee, and will receive all the papers. He/she may be accompanied by a student of the University, a member of staff of the University or an employee of the Students' Union to help him/her in presenting their appeal to the Committee.
10. All decisions of the Executive Dean or his/her deputy /Review Committee must be notified to the student, the supervisor and the Director of Research Students in writing, together with a statement of any conditions that are attached to the decision. A copy must also be sent to the Head of Department. If a student's status is altered, a copy of the relevant written statement of arrangements for supervision must be included and the supervisor requested to ensure that the student fully understands these.
11. An appeal following the formal conclusion of the procedures set out above may be made on the grounds of procedural irregularities in the appeal process only. A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within four weeks setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the appeal process. If *prima facie* there is evidence to support the claim then the case will be reviewed by the Pro-Vice-Chancellor (Education). If the Pro-Vice-Chancellor determines that there were procedural irregularities in the appeal process, an Appeal Committee will be established, and paragraphs 7-10 above will apply. No member of the Committee will have had any previous involvement in the case.
12. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures.

Complaints Procedure for Students

INTRODUCTION

The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, a student may feel dissatisfied with some aspect of his or her dealing 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'. Each case will be considered on its own merit and in accordance with the evidence and circumstances presented.

Principles

This complaints procedure is based on the principles of:

- Fairness
- Transparency

It sets out to ensure that:

- Complaints are dealt with as quickly as possible
- Processes, decisions and the reasons behind decisions are clear
- Students are supported

Who can complain using this procedure?

This procedure is available to students registered on a programme of study at the University of Essex, wishing to raise a complaint regarding an issue by which they have been materially affected. The term 'student' includes those registered to study with the University of Essex or registered for its awards and those who have recently left the University. Those Students who have recently left a programme of study may only raise issues of complaint within three months after the conferral of an award or withdrawal from their programme. The Academic Registrar has discretion to extend this three month period where he/she considers that there are compelling reasons to do so.

Complaints by third parties

Complaints by a third party will not normally be accepted. However, it is recognised that some individuals may be unable to make a complaint on their own. In these circumstances, complaints brought by permitted third parties (for example, a Students' Union representative or family member) will only be accepted when the individual affected has completed a third party authority form and the Academic Registrar has approved the request.

Collective complaints

Where the issues raised affect a number of students, those students can submit a complaint as a 'group complaint'. In such circumstances, in order to manage the progression of the complaint, the University will normally ask the group to nominate one student to act as group representative.

Anonymous Complaints

Complaints received anonymously will not be accepted.

Complaints made directly to the Vice-Chancellor and/or the Registrar and Secretary

All Complaints are managed via the formal complaints procedure. If a complaint is made directly to the Vice-Chancellor, Registrar and Secretary or other senior officer of the University, it will be passed to the Student Appeals, Complaints and Conduct Office who will ensure that it is referred to the most appropriate person, in line with the published complaints procedure.

What is a complaint?

In line with the QAA Quality Code, a complaint is defined as:

'The expression of a specific concern about matters that affect the quality of a student's learning opportunities'

Examples of complaints include:

- Failure by the University to meet its obligations including those outlined in the Student Charter
- Misleading or incorrect information provided by the University
- Concerns about the delivery of a programme, teaching or administration
- Poor quality facilities, learning resources or services provided directly by the University

Students must be prepared to provide evidence to support their allegation/s.

The definition of a complaint is very broad and the list above is not exhaustive. However, some issues may be more appropriately considered under processes other than the complaints procedure. The complaints procedure will not normally cover:

- Appeals relating to examinations or assessments or to academic progress or against a finding of guilt in relation to an academic offence (see the Academic Appeals Procedure)
- Complaints involving an allegation that a student has failed to meet his/her

academic commitments (see the Academic Progress Procedure)

- Complaints involving an allegation of misconduct by a student or dissatisfaction about an outcome of the Student Conduct Process (see the Code of Student Conduct)
- Complaints involving an allegation of harassment (see the Harassment Policy)
- A concern about a decision made under other specific regulations such as Fitness to Practise or DBS (see the Fitness to Practise Procedure / DBS)
- Complaints regarding admissions decisions

Reclassification and Suspension of Proceedings

Some situations can involve a combination of issues, some of which are complaints and others not and each case will be assessed on a case by case basis. Where this happens, students will be informed which specific issues will be considered under which specific procedure and directed to the appropriate procedure for the remaining issues. Where there is an overlap, complaints may be reclassified by the University in consultation with the student and dealt with under an alternative, more appropriate procedure.

Students will be informed of the implications, if any, of following two procedures at once, particularly where one procedure may be suspended pending completion of the other. Alternatively, with the written agreement of the student, both procedures may be considered at the same time / in parallel and investigations carried out collaboratively by the respective departments where possible. The party with overall responsibility for the conduct of the matter and the final decision will be communicated to the student.

This complaints procedure may be suspended where the complainant refers it to a court, tribunal or other external organisation until the outcome of the external process is known.

Partner Institutions

For students studying under collaborative arrangements, complaints should normally be made through the partner institution's complaints procedure in the first instance where the complaint relates to the partner institution.

In the event that a student remains dissatisfied with the outcome of their complaint they may request a review of their complaint by the University. A request for a review will be considered according to Stage 3 of this complaints procedure. All requests must be made within 10 working days of the date of the outcome letter from the partner institution, by completing the Request for a Review of a Complaint Form

which should be submitted to the Academic Registrar via the Student Appeals, Complaints and Conduct Office, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ.

The request for a review will be acknowledged within five working days of receipt and will be referred to the Pro-Vice-Chancellor (Education).

If the Pro-Vice-Chancellor (Education) considers that the case for review is not well-founded then s/he will dismiss the case and will inform the complainant accordingly, providing reasons why the complaint is not considered to be well-founded and this will normally be done within two weeks of receipt. The University will then issue a Completion of Procedures letter.

If the Pro-Vice-Chancellor (Education) considers that the case for review is well-founded then s/he will initiate an appropriate investigation and will let the complainant know, normally within two weeks, when to expect a response.

The Pro-Vice-Chancellor (Education) will respond to the complainant in writing with details of the investigation indicating, if the complaint is upheld, what the outcome will be and a Completion of Procedures letter will be issued. The Pro-Vice-Chancellor's decision will be final.

If a complainant does not consider that their complaint has been satisfactorily dealt with, s/he may be able to take their complaint to the Office of the Independent Adjudicator for Higher Education (OIA), within three months of the issue of the Completion of Procedures letter. Refer to Stage 4 of the complaints procedure. Full details of the scheme are available at www.oiahe.org.uk.

Complaints involving other organisations or contractors who provide a service on behalf of the University

Complaints regarding the facilities or services of University of Essex Campus Services or any other wholly owned subsidiary are covered by this complaints procedure and begin at Stage 1 (see below).

If a student wishes to complain about the service or facilities provided on behalf of the University by a company not owned by the University, they should contact the organisation directly and follow their complaints procedure in the first instance.

If the complainant remains dissatisfied with the outcome of their complaint they may apply to the University for a review of their complaint in line with Stage 3 of the Student Complaints Procedure (see below).

Complaints about the Students' Union

Students wishing to complain about an aspect of Students' Union provision, should submit a complaint via the Students' Union complaints process in the first instance.

If the complainant remains dissatisfied with the outcome of their complaint they may apply to the University for a review of their complaint in line

with Stage 3 of the Student Complaints Procedure (see below).

Advice, Support and Guidance

The Students' Union Advice Centre provides independent advice, support and guidance and representatives are permitted to accompany students to meetings at any stage of the complaints procedure. The complaints procedure is an internal process and does not have the same degree of formality as a court of law. It is not normally permitted for students to be legally represented at investigative meetings that form part of the complaints procedure.

Confidentiality

In accordance with the principles of natural justice, the University will disclose all case documents to all parties of the complaint. This will be done in an orderly and consolidated way at an early stage in the process and prior to any step which might affect the result of the complaint. Non-disclosure will only occur in exceptional circumstances and for compelling reasons.

Time Limits

All complaints should be submitted as soon as possible after the events or actions which have prompted the complaint. The University will not normally consider complaints which are made more than three months after the events complained about unless there is good reason for the delay. The Academic Registrar has absolute discretion to extend this deadline, providing that the complainant is able to demonstrate to the satisfaction of the Academic Registrar, that circumstances beyond his/her control prevented the standard time limit being adhered to.

Managing unacceptable behaviour

All individuals involved in a complaint need to act reasonably and fairly towards each other and treat the process itself with respect and not abuse it. It is recognised that people may act out of character in times of trouble or distress, however, the University also recognises its duty to ensure the safety and welfare of its staff and students. Consequently, the University has a zero tolerance towards complainants whose behaviour is deemed to be unacceptable and action will be taken to protect staff. The term 'complainant' also includes anyone appointed as a third party to act on the complainant's behalf or anyone who contacts the University in connection with a complaint.

The University's definition of 'unacceptable behaviour' might include, but is not necessarily

restricted to, cases in which there is clear evidence that the complainant has behaved in one or more of the following inappropriate ways or the complaint itself is considered to be frivolous, vexatious or motivated by malice:

- Complaints which are obsessive, harassing or repetitive
- Communicating with the University in an abusive, offensive, defamatory, distressing, aggressive, threatening, coercive or intimidating manner
- Submitting a complaint containing materially inaccurate or false information or evidence
- Insistence on pursuing non-meritorious complaints and/or unrealistic, unreasonable outcomes
- Insistence on pursuing meritorious complaints in an unreasonable manner
- Complaints which are designed to cause disruption or annoyance
- Demands for redress which lack any serious purpose or value

When a complainant's behaviour, or the complaint itself, is considered to be unacceptable, as a first step, the University will normally tell the complainant why their behaviour or complaint is considered to be unacceptable and will ask them to desist. If the unacceptable behaviour continues, the University will take action to restrict contact with the University.

Any decision to restrict a student's access will be communicated to the student in writing by the Academic Registrar and will be appropriate and proportionate. The options the University is most likely to consider are:

- Requesting contact in a particular form
- Requiring contact to take place with a named officer of the University
- Restricting telephone calls or emails to specified days and times
- Asking the complainant to appoint a representative to correspond with the University; and/or
- Asking the complainant to enter into an agreement about their conduct

Should the complainant not agree with the restriction, s/he should contest the decision in writing to the Registrar and Secretary within 10 working days of its communication. The Registrar and Secretary will consider the student's representations and, where the restriction is considered unavoidable and reasonable, the Registrar and Secretary will confirm the terms of the restricted access to the student in writing.

In instances where a complaint is considered to be frivolous and/or vexatious, or where a complainant continues to behave in a way that is considered to be unacceptable, the Academic Registrar may decide whether University

disciplinary proceedings should be initiated in accordance with the Code of Student Conduct or whether to terminate contact with the complainant. In exceptional circumstances, this may mean that consideration of the complaint is also terminated and a Completion of Procedures letter issued.

Should the complainant wish to appeal a decision to terminate contact or to dismiss a complaint, s/he should contest the decision in writing to the Registrar and Secretary within 10 working days of its communication. The Registrar and Secretary will consider the student's representations and, where the restriction is considered reasonable, the Registrar and Secretary will confirm the dismissal and issue the student with a Completion of Procedures letter within 28 days.

Where a complainant submits multiple complaints on substantially the same issue, the University reserves the right to treat the matter as a single complaint and to decline to respond to each separate subsequent complaint.

Governance of the Complaints Handling Procedure

Roles and Responsibilities

On behalf of the Academic Registrar, the **Student Appeals, Complaints and Conduct Office** co-ordinates all aspects of the administration and delivery of the Complaints Procedure across all University campuses. All matters related to Student Complaints should be addressed to this office in the first instance.

Complaints Investigators are trained senior staff members responsible for the conduct of investigations and the co-ordination of all aspects of the response to complainants.

The **Pro-Vice-Chancellor (Education)** conducts Stage 3 of the complaints procedure. S/he will review the complaint, at the complainant's request, to consider whether any procedural irregularities occurred during the formal stage, the reasonableness of the outcome and/or whether any further investigation is required.

On behalf of the University Senate, the **Academic Registrar** is responsible for ensuring that there are effective complaints handling procedures, with robust investigation processes which demonstrate that organisational learning is in place. S/he also ensures that complaints are used to identify improvements to services to students and also deal with any unacceptable behaviour by complainants.

The **University Senate**, through its **Student Experience Committee**, receives an annual report on student complaints in order to identify emerging issues and trends and recommend action as appropriate to the **Education Committee**.

Publicising complaints performance information

The University will record and monitor complaints to identify trends and areas where improvements could be made. The outcomes of this monitoring will be reported to the Student Experience Committee on an annual basis and used to inform University practices, procedures and activities and to enhance the quality of the student experience. Anonymous feedback will also be provided to the Students' Union Advice Centre on an annual basis to inform their activities in supporting complainants through the Complaints Procedure.

The Complaints Process – An overview

The Complaints Procedure is intended to provide a timely, simple and streamlined process with a strong focus on early resolution by empowered and well-trained staff.

The procedure involves the following four stages:

1. **Informal Resolution Stage (stage 1)** – seeks to resolve straightforward concerns swiftly and effectively at the point at which the complaint is made, or as close to that point as possible, for example at departmental level. In all cases, students will be directed to the next stage of the procedure if they remain dissatisfied at the conclusion of the informal resolution stage.
2. **Formal Stage (stage 2)** – is appropriate where a student is dissatisfied with the outcome of informal resolution, or where informal resolution is not possible or appropriate due to the complexity or seriousness of the case. This will usually be investigated by an independent Complaint Investigator appointed by the Student Appeals, Complaints and Conduct Office. This stage may include mediation or conciliation where appropriate.
3. **Review Stage (stage 3)** – provides an opportunity for a formal review, carried out by the Pro-Vice-Chancellor (Education), of the process of the formal complaint stage to ensure that appropriate procedures were followed; that the outcome was reasonable and/or that further investigation is required. At the conclusion of this stage, a Completion of Procedures letter will be issued to the complainant to enable them to request an external review if they remain dissatisfied at the conclusion of the review stage.
4. **External Review** – where the complainant remains dissatisfied, they can submit a complaint for review by the Office of the Independent Adjudicator

(OIA) within three months of the date of the Completion of Procedures letter provided by the University.

Stage 1: Informal Resolution – To be completed within 14 days

Anyone who has a complaint is encouraged to raise it at the point of becoming aware of it and to raise it with the department or section in which the issue arose. Complaints at this stage may be made face-to-face, by phone, in writing or by email.

The purpose of the informal resolution stage is to attempt to resolve as quickly as possible, complaints which are straightforward and require little or no investigation. Staff investigating complaints at this stage should, if possible, have a face-to-face discussion with the student concerned, to come to an understanding of the exact nature of the student's dissatisfaction and to explore what outcome the student seeks.

The following members of staff should be approached by the student to seek an informal resolution of their complaint:

- Complaints relating to an academic department/school/centre should be discussed with the Head of Department/School or Centre or Departmental Administrator (as set out in the departmental handbook)
- Complaints about one of the University's administrative or support services should be raised with the Head of that service

Complaints involving more than one Department/School/Centre or Service

If a complaint relates to the actions of two or more departments/school/centres or services, the staff member or office receiving the complaint will confer with the other areas and decide who will take the lead on the complaint. The complainant should be informed to whom the complaint has been passed and given their contact details.

Timelines

It is expected that Stage 1 of the complaints procedure should normally be completed within 14 days of receipt of the complaint.

Occasionally, an investigation during the informal stage will not be able to meet the published deadline. Where there are clear and justifiable reasons for extending the deadline the person dealing with the complaint will exercise judgement, set new time limits and notify the student in writing. In all cases where the University is unable to meet the deadline, the student will be kept updated regarding the reason

for the delay and given a revised deadline for bringing the investigation to a conclusion.

Students may escalate the matter to the Stage 2 of the complaints procedure within one month of communication of the outcome of the informal stage if s/he remains dissatisfied.

Closing the complaint at the informal resolution stage

Wherever possible, if responsibility for the issue raised lies in the staff member's area of work, attempt should be made to resolve the complaint at this local level, without the need to resort to formal proceedings. If responsibility lies elsewhere, the staff member receiving the complaint should liaise with the appropriate area to facilitate a swift resolution, rather than referring the complainant on to another office. Where this is not possible and the student is directed to liaise with another office, it is good practice to introduce the complainant to the person who will deal with the concern or alternatively make an appointment for the complainant to meet them at the earliest opportunity.

Resolution may be achieved by providing an on-the-spot explanation of why the issue occurred and/or an apology and, where possible, what will be done to prevent this from happening in the future.

Where proportionate to do so, the outcome of informal resolutions should be communicated to the complainant in writing. The decision and details of how and when it was communicated to the student will be recorded by the relevant service or department and reported on annually to the Student Appeals, Complaints and Conduct Office.

Stage 2: Formal complaint – to be completed within one month of receipt

If the student is not satisfied with the response at the informal resolution stage or when the issues raised are complex and require detailed investigation, s/he may initiate a formal complaint by completing a Complaint Form and submitting it to the Student Appeals, Complaints and Conduct Office, Room 5A.114, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ.

Students are required to set out their concerns clearly and succinctly and to provide evidence to substantiate the issues raised where it is reasonable to expect them to have gathered and provided it. This may include medical evidence such as letters confirming attendance or treatment at a GP surgery or hospital or counselling service, reports by professionals such as psychologists or disability advisors, police crime numbers in the case of reported incidents, financial information such as evidence of lost

income (where relevant to the complaint), bank statements or receipts or statements of witnesses to incidents where it is safe and helpful to provide these. Complainants should take care to raise all matters of complaint and put forward all supporting evidence at Stage 2, as they will not be able to raise new matters at Stage 3 and additional evidence will not be permitted unless they can show good reason why the new evidence/information was not available to them to put forward at Stage 2 and it is essential to the complaint. Complainants are encouraged to consider resolutions and are able to suggest an appropriate resolution. If at any time the complainant's expectations appear to be beyond what the University can reasonably provide or are not within the University's power to provide, they will be advised of this as soon as possible in writing.

A complaint will not be investigated if the form is not completed in full or if it is anonymous.

What the University will do when it receives a complaint for investigation

All submitted complaint forms will be reviewed initially to establish whether they are eligible for consideration under the complaints procedure.

Investigative meetings

Eligible complaints will be forwarded to a Complaints Investigator who will be independent of the source of the complaint. The purpose of conducting an investigation is to establish all of the facts relevant to the points made in the complaint and to provide a full, objective and proportionate response to the complainant which represents the University's clear position.

Within five working days, the appointed investigator will write to the complainant, clarifying how the complaint is to be investigated. The complaints investigator will usually consult the relevant Head of Department/School, Head of Service or his/her nominee and also seek to gather information as necessary from anyone else likely to be helpful in resolving the matter, including the complainant. Information may be sought in writing, via oral interview or both.

In any interview involving the complainant, s/he has the right to be accompanied by a student or employee of the University or an advisor from the Students' Union Advice Centre.

A Stage 2 report will be completed after each meeting, clearly setting out the evidence of the findings listed under each element of the complaint.

If at any time the complainant's expectations appear to be beyond what the University can reasonably provide or are not within the University's power to provide, they will be advised of this as soon as possible in writing.

Mediation

The Complaints Investigator may consider whether the complaint or appeal is amenable to mediation at this stage.

Mediation and conciliation are voluntary processes where an impartial independent third party helps parties involved in a dispute to resolve issues confidentially. Using mediation can help both parties to understand what is driving the complaint, and may be more likely to result in a swift and mutually satisfactory conclusion being reached. Mediation and conciliation can be used to 'stop the clock' on the formal process which may be restarted if agreement cannot be reached.

Where both the University and the student agree to mediation or conciliation, revised timescales will be agreed between the parties and confirmed in writing. All parties should understand how the arrangement fits with more formal procedures, the scope of the mediation or conciliation process and whether its use is subject to the parties agreeing in advance to accept the solution offered and the findings reached.

Timelines

The Student Appeals, Complaints and Conduct Office will acknowledge the receipt of a complaint within five working days.

It is expected that the formal complaints procedure should normally be completed and a formal written response sent to the student within one month of receipt of the completed complaints form. The outcome letter will outline the process followed, the information gathered, the conclusions drawn and any recommendations agreed.

Should the student remain dissatisfied with the outcome of their complaint, they should escalate the matter to the review stage within one month of communication of the outcome of the formal stage.

Occasionally, an investigation during the formal stage will not be able to meet the published deadline. Where there are clear and justifiable reasons for extending the deadline, the Complaints Investigator will exercise judgement, set new time limits and notify the student in writing. If the student does not agree to an extension, s/he should contest the decision in writing to the Academic Registrar. The Academic Registrar will consider the student's representations and, where an extension is considered unavoidable and reasonable, the Academic Registrar will confirm the extension to the student in writing. In all cases where the University is unable to meet the deadline, the student will be kept updated as to the reason for the delay and given a revised deadline for bringing the formal stage to a conclusion.

Closing the complaint at the formal stage

The outcome of the formal stage will normally be communicated to the student in writing within one month of receipt of the complaint, giving a clear explanation of the investigation and outlining the reasons for each decision. Where a complaint is upheld, the letter will also detail how and when the University will implement any remedy.

Complaints Investigators may:

- Dismiss the complaint, providing clear reasons why.
- Issue an apology:
 - An apology should be provided in all complaints that are found to be either fully or partially upheld
 - The Investigator may make an apology on behalf of the University or require a member of the University with responsibility for the area that is the subject of the complaint to make an apology
 - All apologies will be made in writing via the Student Appeals, Complaints and Conduct Office.
- Provide access to a procedure:
 - Where appropriate, the Complaints Investigator may refer the student to an alternative process from which they had previously been barred or which was initially mismanaged.
- Change arrangements with regard to a student:
 - This could include, for example, changes to supervisory arrangements, accommodation arrangements and support arrangements.
 - All changes must be 'reasonable' but the judgement as to what is 'reasonable' lies with the Complaints Investigator.

Complaints Investigators cannot:

- Change academic judgements²⁰
- Change University policy and procedures
- Make arrangements that will harm other students
- Remove a member of staff

²⁰ 'Academic judgement' is a term found in Part 2 of the Higher Education Act 2004. The Office of the Independent Adjudicator states that 'academic judgement is not any judgement made by an academic but a judgement that is made about a matter where only the opinion of an academic expert will suffice'. For example, a judgement about assessment, a degree classification, fitness to practise, research methodology or course content/outcomes will normally be academic judgement.

If a student is satisfied with the outcome of the Formal Stage and does not wish to take the complaint to the Review Stage within the time limit for doing so, the University will close the matter and issue the student with a Completion of Procedures letter within four weeks of the outcome letter.

Details of the complaint, including its investigation and the final outcome will be held on file by the Student Appeals, Complaints and Conduct Office and reported on annually to the Student Experience Committee.

Stage 3: Review – to be completed within 21 days of receipt

If the student is dissatisfied with the outcome of the formal complaint stage and believes his/her complaint has not been handled properly or fairly according to these procedures, s/he may request a review of the complaint within one month of the date of the letter containing the outcome of the formal stage.

A request for review may be made on limited grounds, including but not confined to:

- A review of the procedures followed at the formal stage
- Consideration of whether the outcome was reasonable in all the circumstances
- New material evidence which the student was unable, for valid reasons, to provide earlier in the process

The purpose of conducting a review is to consider whether any procedural irregularities occurred during the formal stage and whether the outcome was reasonable. The review stage will not usually consider the issues afresh or involve a further investigation. The complaint must have been considered at the formal stage before it can be escalated to the review stage.

In order to request a review of the complaint, students must complete a Complaint Review Form. The form can be completed and submitted by a third party where appropriate written consent is provided. Students are expected to set out their concerns clearly and succinctly and provide evidence to substantiate the issues raised where possible.

What the University will do when it receives a request for review

Students can expect to receive written acknowledgement of the request for a review within five working days. The University will then pass the request for review to the Pro-Vice-Chancellor (Education) for consideration.

If, at any time, the student's expectations appear to exceed the scope of the review stage, s/he will be advised of this as soon as possible in writing.

Timelines

A request for a review will be acknowledged by the University within five working days and the student can expect that s/he will be notified in writing if their request has been accepted and the outcome of the review normally within 21 days.

Not all reviews will be able to meet this deadline and, where there are clear and justifiable reasons for extending the deadline, the Pro-Vice-Chancellor (Education) will exercise his/her judgement and will set time limits for an extended review period and notify the student in writing. If the student does not agree to an extension, s/he may contest the extension to the deadline giving clear reasons why s/he considers it to be unreasonable. The Academic Registrar will consider the student's representations and, where an extension is considered unavoidable and reasonable, the Academic Registrar will confirm the extension to the student in writing. In all cases where the University is unable to meet the deadline, the student will be kept informed of the reason for the delay and given a revised deadline for bringing the review to a conclusion.

Closing the complaint at the review stage

The decision of the Pro-Vice-Chancellor (Education) will be final.

If the Pro-Vice-Chancellor (Education) determines that the request for review is not well-founded then s/he will dismiss the case and will formally issue the student with a Completion of Procedures letter, explaining the reasons for his/her findings, normally within 10 days of the receipt of the request for review.

If the Pro-Vice-Chancellor (Education) determines that the request for review is well-founded, then s/he will initiate a review of the case and, within 21 days of receipt of the request for a review, issue the student with a Completion of Procedures letter, containing details of his/her findings and what the outcome will be. Where a complaint is upheld, the letter will also detail how and when the University will implement any remedy.

Details of the request for a review and the final outcome will be held on file by the Student Appeals, Complaints and Conduct Office and reported on annually to the Student Experience Committee.

Stage 4: Independent External Review

Once the review stage has been completed, the student is entitled to ask the Office of the Independent Adjudicator (OIA), the independent ombudsman service of last resort, to look at his/her complaint. All applications to the OIA must be made within three months of the date of the Completion of Procedures letter issued by the University to the student.

The OIA considers complaints from people who remain dissatisfied at the conclusion of the University's internal complaints procedure. The OIA looks at issues such as whether the University followed its procedures, whether these procedures were reasonable, and whether the University's final decision was reasonable in all the circumstances.

The OIA **cannot** normally look at complaints:

- Where the student has not progressed through all stages of the University's complaints procedures
- Where the complaint refers to matters more than three years old
- Where the Completion of Procedures letter is received outside the three month time limit
- Where matters have been or are being considered in court.

The OIA's Scheme Rules and guidelines are available on its website, www.oiahe.org.uk

Useful Information

Student Appeals, Complaints and Conduct Office
5A.114
University of Essex
Wivenhoe Park
Colchester
Essex
CO4 3SQ

Telephone: 01206 874370
Email: studentcomplaints@essex.ac.uk

Fees

University Steering Group has approved the following tuition fees for the 2014-15 academic year.

University Steering Group has approved the following tuition fees for the 2014-15 academic year.

Contents

Section A	Undergraduate Fees
Section B	Postgraduate Taught Course Fees
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Appendix A	Fees for Modular Postgraduate Studies

SECTION A: UNDERGRADUATE FEES

Course Type	Home and EU		Overseas
	New Entrants	Continuing Students (maximum permissible fee set by UK government)	
Full-time degrees	£9,000 (CRT:U)	Students admitted in Oct 2011 £3,465; Students admitted in 2012 onwards £9,000	Courses in Biological Sciences and Psychology £13,950 (CRT:P)
			All other courses: £11,950 (CRT:U)
Year zero of International Academy 4 year degrees	£9,000 (selected courses only)	£9,000 (repeat year students only)	£9,250
International Diploma in Business	n/a	n/a	£11,950
International Foundation Programme	n/a	n/a	£9,250
Placement or year abroad within four year degree ²¹	Zero fee	Students admitted in Oct 2011 £1,725; Students admitted in	Students admitted in Oct 2011 50% of standard fee; Students admitted in 2012 onwards zero

²¹ Year abroad as part of a three year degree, £4,500; only in exceptional cases, must be approved by Associate Dean of OIA.

		2012 onwards zero fee	fee
Island fees (Channel Islands and Isle of Man)	£9,000	Students admitted in Oct 2012 £9,000; Students admitted in 2011: Lab-based £10,823, Acting: £8,521, All others £6,795	n/a

Undergraduate part-time fees

In 2014-15 no part-time undergraduate student undertaking a fee regulated HE course should incur an annual fee of more than £4,500.

SECTION B: POSTGRADUATE TAUGHT COURSE FEES

(a) HEU Masters Fee Bands

HEU fees for Masters Courses are on a series of incremental bands.

A	B	C	D	E	F	MBA
£5,500	£6,500	£7,500	£8,500	£9,500	£10,500	£16,950

(b) Overseas Masters Fee Bands

Overseas fees for Masters Courses are on a series of incremental bands from £13,500 to £16,950.

Standard Classroom PGT (CRT:A)	Standard Lab-based PGT/EBS Premium PGT (CRT:B)	MBA (CRT:M)
£13,500	£14,950	£16,950

(c) All Masters Fees by Subject (see para. (d) for East 15 Acting School)

Masters courses in any given subject discipline or sub-discipline are allocated to a specific HEU and OS fee band as set out below for full-time study. Part-time students returning for the second year of the course pay 50% of the fee specified.

Department/Centre	Discipline	HEU Fee	Overseas Fee
Art History & Theory	All Masters	Band A £5,500	£13,500
Biological Sciences	MSc Environmental Resource Management, MSc Environmental Governance: Natural World, and MSc Natural Environment and Society	Band A £5,500	£13,500
	All other Masters	Band A £5,500	£14,950

CSEE	Computational Finance, Financial Software Engineering, High Frequency Finance & Trade	Band F £10,500	£14,950
	All other Masters	Band A £5,500	£13,500
Economics	All Masters	Band E £9,500	£13,500
Essex Business School	MBA	Band MBA £16,950	£16,950
	All other Masters	Band E £9,500	£14,950
Government	All Masters	Band C £7,500	£13,500
Health & Human Sciences	Pre-registration Masters in Physiotherapy, Occupational Therapy, Speech & Language Therapy, Adult Nursing, Mental Health Nursing	Fees set and awarded by EESHA	Physiotherapy: £14,950 Occ. Therapy: £14,950
	Health Research	Band A £5,500	£13,500
	Masters in Public Health, Health & Organisational Research	Band B £6,500	£13,500
	All other Masters	Fees set and awarded by EESHA	N/A
History	All Masters	Band A £5,500	£13,500
Human Rights	All Masters	Band B £6,500	£13,500
Languages & Linguistics	MA TESOL	Band B £6,500	£13,500
	All other Masters	Band A £5,500	£13,500
Law	International Human Rights Law, International Human Rights & Humanitarian Law, International Human Rights Law: Economic Relations, LLM in Economic, Social and Cultural Rights	Band D £8,500	£13,500
	All other Masters	Band B £6,500	£13,500
Literature, Film & Theatre Studies	All Masters	Band A £5,500	£13,500

Mathematics	Mathematics & Finance, Financial Decision Making with Apps	Band C £7,500	£13,500
	All other Masters	Band A £5,500	£13,500
Philosophy	All Masters	Band A £5,500	£13,500
Professional Development	Professional Practice	Band A £5,500	£13,500
Psychoanalytic Studies	MA Refugee Care	Band C £7,500	£13,500
	All other Masters	Band B £6,500	£13,500
Psychology	All Masters	Band A £5,500	£14,950
Sociology	MA Longitudinal Social Research,	Band C£7,500	£13,500
	Advertising, Marketing, Media (with EBS)	Band B £6,500	£13,500
	All other Masters	Band A £5,500	£13,500

(d) Fees for East 15 Acting School (CRT:X)

Course	HEU Fee	Overseas Fee
MA Acting	£11,500	£12,500
MFA Acting	£11,000	£11,500
MA Theatre Directing	£11,500	£12,500
MFA Theatre Directing Year 1 and 2	£11,000	£11,500
MA Acting (International)	£11,500	£12,500
MFA Acting (International)	£11,500	£11,500
MA Filmmaking	£11,000	£12,000

(e) Diplomas and Certificates

Fees for **Postgraduate** Diplomas and Certificates are linked to the HEU or Overseas fee for the Masters course in the same subject discipline and charged at 80% and 40% of the relevant Masters fee (the 'baseline fee') respectively.

HEU Fees for **Graduate** Diplomas and Certificates, which are postgraduate in time but not in level, i.e. they are taken after a first degree but are final year honours level, are charged at 80% and 40% of the Band A or (exceptionally) the B Masters fee. Overseas fees for these courses are charged as set out below.

Fees for diplomas and certificates are therefore within a range as follows:

		Baseline Fee						
		A £5.5k	B £6.5k	C £7.5k	D £8.5k	E £9.5k	£13,500	£14,950
Post-graduate	Diploma (DIP)	£4,400	£5,200	£6,000	£6,800	£7,600	£10,800	£11,960
	Cert. (CER)	£2,200	£2,600	£3,000	£3,400	£3,800	£5,400	£5,980
Graduate	Diploma (DIPL)	£4,400	£5,200 ²				£8,950	
	Cert. (CERL)	£2,200					£4,475	

² The Graduate Diploma in Psychodynamic Approaches is priced at 80% of the Band B Masters fee for HEU students to reflect the additional costs of this course.

SECTION C: POSTGRADUATE RESEARCH DEGREE FEES

(a) Home and EU students

The Research Councils indicative fee for 2014-15 is £3,996 which we have rounded up to £4,000 (CRT:R). This has been adopted as the approved fee level for:

- (i) All Home/EU research students (PhD, MPhil, MA/MSc by dissertation, MD at University of Essex departments/centres) full and part-time where part-time is at half the standard fee;

With the exception of:

- Year 1 (full time) or years 1 and 2 (part-time) of the for the doctoral programme in Refugee Care which includes a taught first year which is charged at the Masters rate unless student is in receipt of a Research Council award.
- Professional Doctorates in School of Health & Human Sciences, fees for which are determined by the NHS as follows:

Professional Doctorates - Health and Human Sciences		
Subject	Home/EU fee Year 1 and 2	Home/EU fee Year 3+
Clinical psychology Counselling psychology Nursing Occupational therapy Physiotherapy Public health (health visiting) Social care practice management Health care education Social care education Health services management Social services management	£3100	TBC

- Professional Doctorates in the Centre for Psychoanalytic Studies (part-time) which are charged at postgraduate taught Band B, pro-rated for part-time study.
- (j) Home/EU students on a taught postgraduate course in receipt of an ESRC or AHRC award, where the standard RC Masters fee is payable.

(b) Overseas students

PhD, MPhil, MA/MSc by dissertation, MD in Biological Sciences and Psychology	£13,950 (CRT:S)
PhD, MPhil, MA/MSc by dissertation in all other subjects (Art History & Theory, CSEE, Economics, Essex Business School, Government, Health & Human Sciences, History, ISER, Languages & Linguistics, Law, Literature, Film, and Theatre Studies; Mathematics, Philosophy, Psychoanalytic Studies, Sociology)	£11,950 (CRT:R)
Professional Doctorates in Health & Human Sciences (part-time)	Pro rata to CRT:S £6,975
Professional Doctorates in Centre for Psychoanalytic Studies (part-time)	Pro rata to CRT:R £5,975
Doctorate in Clinical Psychology (DClinPsych) (full time)	£20,000 plus bench fees of £4275

(c) Completion and extension fees

Completion and extension fees for Research Degree students in any subject area, for all fee status categories are as follows:

Completion (up to three terms)	£250 per term
Further Completion for students first registered prior to 2008-09 (up to three terms)	£500 per term
Exceptional extension to maximum period, following Completion period, for students first registered from 2008-09	£500 per term
Extension fee for Doctorate in Clinical Psychology	Part-time fees per term

SECTION D: MODULAR STUDY

a) Undergraduate

Fees for modules taken on an individual basis by students registered part-time in order to complete modules for reassessment, will be charged by credit value pro rata to the relevant full-time fee, e.g. a 30 credit module will cost $\frac{1}{4}$ of the relevant full-time fee.

Fees for modules taken on an individual basis by students **concurrently** studying for a degree are determined on an individual basis, but are normally charged by credit value pro rata to the relevant full-time fee that the particular student is paying for their year of entry.

b) Essex Modern Language Certificates

Members of the public:

- £890 per 30 credit module (costs of the study abroad element of intensive language courses would be charged as an extra)

Members of the University (i.e. registered students/members of staff):

- £556 per 30 credit module

c) Languages for All Programme

The fees for the Language for All Programme have not yet been set for 2014-15. The 2013-14 fees for information are as follows.

All students wishing to learn a language in addition to their main course of study can do so at no additional cost through Languages for All. Students who wish to undertake a second language course can do so for a fee as follows:

- i. Language Express - £220
- ii. Language Portfolio - £205

d) Postgraduate Taught

Budget Sub-Committee previously approved the following principles for calculating modular PGT fees:

- (a) fees are calculated pro rata to the full-time fee for a Masters in the relevant department in the given year;
- (b) the dissertation should always cost 20% of the total, so that is calculated first;
- (c) the remaining fee is then divided equally by the number of modules that would be taken by a full-time student;
- (d) where a combination of 15 or 20 and 30 or 40 credit modules may be taken, this is reflected in the fee calculations.

PGT modular fees for 2014-15 have been calculated on the basis of recommended HEU fees for 2014-15 (attached as Appendix A).

SECTION E: POSTGRADUATE VISITING RESEARCH STUDENTS

The University has a tariff for visiting students seeking research attachments to departments and/or individual members of academic staff. This is intended to reflect the cost of providing a research attachment for an occasional student. These fees are calculated as a proportion of the standard PhD fees. The monthly rate is calculated as a quarter of a 'four month' term.

	HEU Fee	Overseas Fee	
	All	Classroom	Lab
Full year	£2,000	£5,975	£6,975
2 terms*	£1,330	£3,980	£4,650
1 term*	£670	£1,990	£2,325
Monthly (3 months max.)	£170	£495	£580

* includes vacation subsequent to final term, eg 1 term would be c.1 October to c.15 January.

The fee will include contact time with academic staff which would not exceed that delivered to a registered research degree student and occasional lecture attendance. Full module attendance would still require separate registration and payment in order to be registered for classes, examinations and to receive credit at the conclusion of the module.

SECTION F: PREPARATORY ENGLISH AND PRE-SESSIONAL ENGLISH COURSES

The International Academy fees for students on Preparatory English and Pre-Sessional English courses are not set in tandem with academic courses for the same academic year owing to the nature of the market. The following fees apply to courses in the academic years 2013-14 and 2014-15.

	2013-14 fee	2014-15 fee	Date of introduction of new fee
Essex English Language Programme (EELP)	£225 per week	£255 per week	October 2014
Pre-Sessional English Programme Classic	£225 per week	£265 per week	Summer 2014 <ul style="list-style-type: none"> ■ 15 week starts in May 2014 ■ 10 week starts in July 2014

Pre-Sessional English Programme Intensive	£275 per week	£295 per week	Summer 2014 <ul style="list-style-type: none"> ■ 10 week starts in July 2014 ■ 5 week starts in August 2014
English Language and Study Skills Enhancement (ELSSE)	£225 per week	£225 per week	No change

SECTION G: INCOMING STUDY ABROAD

	EU Students	Overseas Students
Full Year	£11,250	£11,250
Spring/Summer Term	£6,750	£6,750
Autumn Term	£4,500	£4,500

FEEES FOR INFORMATION ONLY

Fees for postgraduate research degrees at Writtle College are published by the College at www.writtle.ac.uk/fees

Katherine Free
Secretary to Fees Working Group
June 2013

TUITION FEES FOR MODULAR POSTGRADUATE STUDIES 2014-15

Dept/Centre	Dissertation Credits	Taught Credits	HEU Fee Band	20% Dissertation Fee (£)	80% Taught Credit Fee, per module (£)	Notes
Art History	80	5 x 20 credits	Band A £5,500	£1,100	£880	
Biological Sciences	60	4 x 30 credits or 8 x 15 credits or combination	Band A £5,500	£1,100	£550 (15 credits) £1,100 (30 credits)	
Computer Science and Electronic Engineering	60	4 x 30 credits or 8 x 15 credits or combination	Band F £10,500	£2,100	£1,050 (15 credits) £2,100 (30 credits)	Computational Finance, Financial Software Engineering, High Frequency Finance & Trade
	60	8 x 15 credits	Band A £5,500	£1,100	£550	All other courses.
East 15	MA & MFA Theatre Directing module fees published separately					
Economics	40	7 x 20 credits	Band E £9,500	£1,900	£1,090	
EBS (Colchester) see below for MBA	60	6 x 20 credits	Band E £9,500	£1,900	£1,270	
MBA	40	A combination of 20 and 10 credit modules	Band MBA £16,950	£3,390	£1,940 (20 credits) £970 (10 credits)	
EBS (Southend)	60	4 x 30 credits or 8 x 15 credits or combination	Band E £9,500	£1,900	£950 (15 credits) £1,900 (30 credits)	
Government	60	4 x 30 credits	Band C £7,500	£1,500	£1,500 (30 credits)	
Health & Human Sciences	60	Fees are determined by the Department in consultation with NHS funding bodies.				
History	80	5 x 20 credits	Band A £5,500	£1,100	£880	
Human Rights Centre	60	4 x 30 credits or 3	Band B £6,500	£1,300	£650 (15)	

		x 30 credits & 2 x 15 credits			credits) £1,300 (30 credits)	
International Academy	60	8 x 15 credits	Band B £6,500	£1,300	£650	
Language & Linguistics	60	8 x 15 credits	Band A £5,500	£1,100	£550	
Law	60	8 x 15 credits	Band D £8,500	£1,700	£850	International Human Rights Law, International Human Rights & Humanitarian Law, International Human Rights Law: Economic Relations, LLM in Economic, Social & Cultural Rights
	60	8 x 15 credits	Band B £6,500	£1,300	£650	All other courses
LIFTS	80	5 x 20 credits	Band A £5,500	£1,100	£880	
Mathematical Sciences	60	8 x 15 credits	Band C £7,500	£1,500	£750	Mathematics & Finance, Financial Decision Making with Apps
			Band A 5,500	£1,100	£550	All other courses
Philosophy	90	3 x 30 credit or 6 x 15 credits, or combination	Band A £5,500	£1,100	£740 (15 credits) £1,470 (30 credits)	
Psychoanalytic Studies	60	4 x 30 credits	Band C £7,500	£1,500	£1,500	MA in Refugee Care
			Band B £6,500	£1,300	£1,300	All other courses
Psychology	60	8 x 15 credits	Band A £5,500	£1,100	£550	
Sociology	60	6 x 20 credits	Band C £7,500	£1,500	£1000	MA Longitudinal Social Research,
	60	6 x 20 credits	Band B £6,500	£1,300	£870	Advertising, Marketing, Media (with EBS)
	60	6 x 20 credits	Band A £5,500	£1,100	£740	All other courses

Notes

1. These fees are for **Home/EU** students only. Fees for international students, who would normally be unable to study part-time because of their immigration status, would be determined on an individual basis by the Head of Graduate Admissions, using the relevant overseas fee.
2. Students declaring at the outset that they will not undertake assessments are entitled to 10% reduction, rounded to the nearest £5. There are no refunds for intended assessments which are not completed.

General Notes:

1. The amounts set out in this document for academic tuition are composite fees which include admission, registration, examination and graduation fees as well as an obligatory contribution towards the cost of student societies, sports activities and other amenities. The fees identified in this document do not include accommodation, or the cost of meals, or special or re-examination fees.
2. Late payment penalties are charged if tuition fee payments are late. Home and EU undergraduates are charged £25 per term – all other students are charged interest at 12.5% pa.
3. Once registered at the University, all students, regardless of funding source and fee status, are liable for their fees for the relevant degree course or research degree. If for any reason a student withdraws from their course, information on tuition fee payment and liability can be found on our website at: www.essex.ac.uk/fees/policies.aspx.
4. Liability for payment of overseas fees is determined by reference to the Education (Fees and Awards) Regulations. The Admissions Officer is responsible for determining the fee status of applicants to the University; following admission, an appeal by a student against an overseas classification is considered by Student Support. In the event of a disagreement between the Admissions Officer and Student Support, the matter will be referred to the Academic Registrar.

5. Other Fees and Charges:

Higher Doctorate	£1000
Re-examination or re-submission of coursework	£40 per module
Masters dissertation re-submission	£120
PhD re-examination or re-submission	£145
Partial Registration (during a period of intermission of studies)	No Fee
Continuation Fee (Mastership students)	£100 per term
Late Registration Fee	£75
Fee for late change to exam entry details	£25
Fee for late change to exam entry details – on second notification	£35
Duplicate Degree Certificate	£40
Replacement Student Registration Card	£10
Confirmation of Conferment of Degree	£5 per copy
Transcript	£5 per copy

Information available elsewhere

GUIDELINES, STATEMENTS, POLICIES AND CODES OF PRACTICE	
Fitness to Practise Procedure (pdf)	www.essex.ac.uk/about/governance/documents/policies/procedures-fitness-to-practice.pdf
Disability Statement (pdf)	www.essex.ac.uk/about/governance/documents/policies/disability-statement.pdf
Drugs and Alcohol Policy	www.essex.ac.uk/students/health-and-wellbeing/documents/alcohol-drugs-policy.doc
Equality Policy and Strategy 2011-14	www.essex.ac.uk/eo/codespolicies/codesdefault.htm
Freedom of Speech, Code of Practice (pdf)	www.essex.ac.uk/about/governance/documents/policies/cop-freedom-of-speech.pdf
Guidelines for Dealing with Late Submission of Coursework	<p>Undergraduates www2.essex.ac.uk/academic/students/ug/crswk_pol.htm</p> <p>Postgraduates www2.essex.ac.uk/academic/students/pgt/crswk_polPG.htm</p>
Harassment and Bullying, Guidelines for Dealing with	www.essex.ac.uk/equality/harassment/guidelines.aspx
IT Facilities, Guidelines for the Use of	www.essex.ac.uk/it/about/guidelines/default.aspx
Mental Health Crisis Intervention Policy (pdf)	www.essex.ac.uk/students/health-and-wellbeing/documents/mental-health-intervention-policy.pdf
Ownership of Intellectual Property Rights in Students' Work, Guidelines (pdf)	www.essex.ac.uk/about/governance/documents/policies/guidelines-ownership-ipr-students.pdf
Protection of under 18s and Vulnerable Adults (pdf)	www.essex.ac.uk/students/new/documents/under-18-information.pdf
Rules Governing the Parking and Driving of Vehicles within the University Grounds	www2.essex.ac.uk/estates/Pages/CarParkRegs.htm
Health, Safety and Wellbeing Policy (pdf)	www.essex.ac.uk/ohsas/hspolicy/hswpolicy.pdf
Student Absence and Medical Certification, Procedures relating to	www.essex.ac.uk/about/governance/policies/absence.aspx
Student Representation and feedback	www.essex.ac.uk/quality/student_representation/Default.asp
Policy on Tackling Violent Extremism in the name of ideology or belief and maintaining cohesive campus (pdf)	www.essex.ac.uk/about/governance/documents/policies/policy-tackling-violent-extremism.pdf
Whistleblowing Policy (pdf)	www.essex.ac.uk/about/governance/documents/policies/policy-whistleblowing.pdf

OTHER UNIVERSITY INFORMATION	
Former Chancellors of the University	www.essex.ac.uk/about/governance/senior-staff/former.aspx
Former Vice-Chancellors of the University	
Emeritus Professors	
Librarian Emeritus	
Honorary Graduates	
Honorary Fellows	www.essex.ac.uk/about/governance/senior-staff/honorary-fellows.aspx
Academic Dress (pdf)	www.essex.ac.uk/about/governance/documents/policies/academic-dress.pdf

Armorial Bearings	www.essex.ac.uk/about/governance/charter-statutes-ordinances/armorial-bearings.aspx
A Short History of the University	www.essex.ac.uk/about/history/default.aspx
OTHER PUBLICATIONS	
The Student Handbook	www.essex.ac.uk/students/study-resources/handbooks/default.aspx
Higher Degree Regulations and Procedures	www.essex.ac.uk/about/governance/academic/regulations-higher.aspx
Code of Practice: Postgraduate Research Degrees	www.essex.ac.uk/about/governance/academic/codes-higher.aspx
Code of Practice: Professional Doctorates	
The Student Charter	www.essex.ac.uk/students/experience/charter

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