

# University Calendar 2018-19

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### CAVEAT

The University of Essex appears on the Office for Students' register of English higher education providers.

Every effort is made to ensure that the contents of the University Calendar 2018-19 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: <https://www.essex.ac.uk/about/governance/university-calendar>

# Dates of Terms, Examinations and Graduation

## Dates of Terms

### 2018-19

Autumn term	Thursday 4 October 2018 - Friday 14 December 2018
Spring term	Monday 14 January 2019 - Friday 22 March 2019
Summer term	Tuesday 23 April 2019 - Friday 28 June 2019

*Note: Monday 22 April 2019 is a Bank Holiday.  
First day of Teaching: Tuesday 23 April 2019*

### 2019-20

Autumn term	Thursday 3 October 2019 - Friday 13 December 2019
Spring term	Monday 13 January 2020 - Friday 20 March 2020
Summer term	Monday 20 April 2020 - Friday 26 June 2020

### 2020-21

Autumn term	Thursday 8 October 2020 - Friday 18 December 2020
Spring term	Monday 18 January 2021 - Friday 26 March 2021
Summer term	Monday 26 April 2021 - Friday 2 July 2021

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: <https://www1.essex.ac.uk/students/new/international/default.aspx>

## Dates of Examinations

### 2018-19

#### MAIN EXAMINATION PERIOD

Monday 13 May 2019 - Friday 7 June 2019

#### HALF-YEAR EXAMINATION PERIOD

Monday 7 January 2019 - Saturday 12 January 2019

#### RE-SIT EXAMINATION PERIOD

Monday 2 September 2019 – Thursday 12 September 2019

Note: Examinations may take place at times other than the above examination periods. Further details are available from the Exams Office: <https://www1.essex.ac.uk/students/exams-and-coursework/dates-and-timetables.aspx>

## **Dates of Graduation**

(Ceremonies are held at the Colchester Campus, unless stated differently)

### **2018-19**

Saturday 23 February 2019 - University of Essex Beijing, Sofitel Wanda Beijing

Monday 15 July 2019

Tuesday 16 July 2019

Wednesday 17 July 2019

Thursday 18 July 2019

Friday 19 July 2019

### **2019-20**

Monday 13 July 2020

Tuesday 14 July 2020

Wednesday 15 July 2020

Thursday 16 July 2020

Friday 17 July 2020

### **2020-21<sup>1</sup>**

Monday 12 July 2021

Tuesday 13 July 2021

Wednesday 14 July 2021

Thursday 15 July 2021

Friday 16 July 2021

Further information on Graduation can be found on the Graduation website at:

<https://www1.essex.ac.uk/students/graduation/> (Enquiries should be directed to [graduation@essex.ac.uk](mailto:graduation@essex.ac.uk))

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<sup>1</sup> Graduation dates in 2020-21 are provisional and subject to final approval

# University Diary for Academic Year 2018-19

A Timetable of University Weeks can be found at: <https://www1.essex.ac.uk/students/course-admin/timetables.aspx>

Date	Day	Week	Event	Time
07/09/2018	Fri	49	AQSC virtual meeting - paper circulation	
14/09/2018	Fri	50	AQSC virtual meeting - committee decision deadline	
18/09/2018	Tue	51	Student Experience Committee	14:00
18/09/2018	Tue	51	Risk Management Group	10:00
26/09/2018	Wed	52	Professional Services Group	10:00
02/10/2018	Tue	1	University Steering Group	09:00
03/10/2018	Wed	1	Council Induction meeting	09:00
03/10/2018	Wed	1	Education Committee	14:00
04/10/2018	Thu	1	<b>AUTUMN TERM BEGINS</b>	
08/10/2018	Mon	2	Monday Management Meeting	16:00
09/10/2018	Tue	2	University Steering Group Away Day	09:00
09/10/2018	Tue	2	Health and Safety Group	14:00
11/10/2018	Thu	2	Audit and Risk Management Committee	14:45
15/10/2018	Mon	3	Nominations Committee	12:30
15/10/2018	Mon	3	Resources Committee	13:30
16/10/2018	Tue	3	Research Committee	12:00
16/10/2018	Tue	3	Safeguarding Advisory Group	14:00
17/10/2018	Wed	3	Academic Quality and Standards Committee	14:00
23/10/2018	Tue	4	University Steering Group	09:00
23/10/2018	Tue	4	Capital Planning Group (Joint with PCG)	14:30
23/10/2018	Tue	4	Project Coordination Group (Joint with CPG)	14:30
24/10/2018	Wed	4	Professional Services Group	10:00
24/10/2018	Wed	4	Human Resources and Equality and Diversity Group	14:00
30/10/2018	Tue	5	University Steering Group Away Day	09:00
31/10/2018	Wed	5	Directors' of Research meeting	09:30
31/10/2018	Wed	5	Senate	14:00
01/11/2018	Thu	5	Senior Staff Conference	09:00
05/11/2018	Mon	6	Monday Management Meeting	16:00
06/11/2018	Tue	6	University Steering Group	09:00
07/11/2018	Wed	6	Safeguarding Advisory Group	09:00
07/11/2018	Wed	6	Academic Staffing Committee	13:00
12/11/2018	Mon	7	Audit and Risk Management Committee	10:00
12/11/2018	Mon	7	Resources Committee	13:30
12/11/2018	Mon	7	Remuneration Committee	16:00
13/11/2018	Tue	7	Fees Group	09:00
14/11/2018	Wed	7	Graduate Directors' Meeting	12:30
14/11/2018	Wed	7	Student Experience Committee	14:00
15/11/2018	Thu	7	Council Away Day	09:00
19/11/2018	Mon	8	Head of Department termly Pre-Meeting	15:00
19/11/2018	Mon	8	Head of Department termly meeting	16:00

Date	Day	Week	Event	Time
20/11/2018	Tue	8	University Steering Group	09:00
21/11/2018	Wed	8	Professional Services Group Away Day	09:00
26/11/2018	Mon	9	Council	13:30
26/11/2018	Mon	9	Investment Sub-Committee	16:30
27/11/2018	Tue	9	University Steering Group Meeting for Strategic Review/Plan	09:00
27/11/2018	Tue	9	Research Committee	14:00
27/11/2018	Tue	9	University of Essex International College Joint Academic Board	10:30
28/11/2018	Wed	9	Partnerships Education Committee	10:00
28/11/2018	Wed	9	Faculty Education Committee (Humanities)	14:00
28/11/2018	Wed	9	Faculty Education Committee (Science & Health)	14:00
28/11/2018	Wed	9	Faculty Education Committee (Social Sciences)	14:00
03/12/2018	Mon	10	Information and Communications Technology (ICT) Steering Group	14:00
04/12/2018	Tue	10	University Steering Group Away Day	09:00
05/12/2018	Wed	10	University Steering Group Away Day	09:00
06/12/2018	Thu	10	Capital Planning Group (Joint with PCG)	14:00
06/12/2018	Thu	10	Project Coordination Group (Joint with CPG)	14:00
07/12/2018	Fri	10	AQSC virtual meeting - paper circulation	
10/12/2018	Mon	11	Monday Management Meeting	16:00
11/12/2018	Tue	11	Ethics Committee	14:00
12/12/2018	Wed	11	Professional Services Group	10:00
12/12/2018	Wed	11	Education Committee	14:00
14/12/2018	Fri	11	AQSC virtual meeting - committee decision deadline	
14/12/2018	Fri	11	<b>AUTUMN TERM ENDS</b>	
18/12/2018	Tue	12	University Steering Group	09:00
09/01/2019	Wed	15	Professional Services Group	10:00
14/01/2019	Mon	16	<b>SPRING TERM BEGINS</b>	
14/01/2019	Mon	16	Monday Management Meeting	16:00
15/01/2019	Tue	16	University Steering Group	09:00
16/01/2019	Wed	16	Safeguarding Advisory Group	09:00
17/01/2019	Thu	16	Risk Management Group	09:00
21/01/2019	Mon	17	Nominations Committee	11:00
21/01/2019	Mon	17	People Supporting Strategy Committee	12:00
21/01/2019	Mon	17	Resources Committee	13:30
22/01/2019	Tue	17	Research Committee	12:00
23/01/2019	Wed	17	Senate	14:00
29/01/2019	Tue	18	University Steering Group	09:00
30/01/2019	Wed	18	Academic Quality and Standards Committee	14:00
30/01/2019	Wed	18	Human Resources and Equality and Diversity Group	14:00
04/02/2019	Mon	19	Directors' of Research meeting	09:30
11/02/2019	Mon	20	Monday Management Meeting	16:00
12/02/2019	Tue	20	University Steering Group	09:00
13/02/2019	Wed	20	Graduate Directors' Meeting	12:30
13/02/2019	Wed	20	Education Committee	14:00

Date	Day	Week	Event	Time
18/02/2019	Mon	21	Council Away Day for Strategic Plan	09:00
18/02/2019	Mon	21	Council	13:30
20/02/2019	Wed	21	Professional Services Group	10:00
20/02/2019	Wed	21	Faculty Education Committee (Humanities)	14:00
20/02/2019	Wed	21	Faculty Education Committee (Science & Health)	14:00
20/02/2019	Wed	21	Faculty Education Committee (Social Sciences)	14:00
21/02/2019	Thu	21	Fees Group	14:00
25/02/2019	Mon	22	Head of Department termly Pre-Meeting	15:00
25/02/2019	Mon	22	Head of Department termly meeting	16:00
26/02/2019	Tue	22	University Steering Group	09:00
27/02/2019	Wed	22	Partnerships Education Committee	10:00
27/02/2019	Wed	22	Student Experience Committee	14:00
28/02/2019	Thu	22	Joint Academic Committee for the University of Suffolk (virtual meeting)	
28/02/2019	Thu	22	Capital Planning Group (Joint with PCG)	10:00
28/02/2019	Thu	22	Project Coordination Group (Joint with CPG)	10:00
28/02/2019	Thu	22	Audit and Risk Management Committee	14:30
04/03/2019	Mon	23	Honorary Degrees and Honorary Fellowships Committee	10:00
05/03/2019	Tue	23	Research Committee	12:00
12/03/2019	Tue	24	University Steering Group	09:00
12/03/2019	Tue	24	Ethics Committee	14:00
13/03/2019	Wed	24	Academic Staffing Committee	13:00
13/03/2019	Wed	24	Professional Services Group	10:00
13/03/2019	Wed	24	Information and Communications Technology (ICT) Steering Group	14:00
13/03/2019	Wed	24	Academic Quality and Standards Committee	14:00
18/03/2019	Mon	25	Monday Management Meeting	16:00
19/03/2019	Tue	25	University Steering Group Meeting for Strategic Review/Plan	09:00
20/03/2019	Wed	25	Safeguarding Advisory Group	09:00
22/03/2019	Fri	25	<b>SPRING TERM ENDS</b>	
25/03/2019	Mon	26	Education Committee	14:00
26/03/2019	Tue	26	University Steering Group Away Day	09:00
27/03/2019	Wed	26	University Steering Group Away Day	09:00
02/04/2019	Tue	27	University Steering Group	09:00
04/04/2019	Thu	27	Capital Planning Group (Joint with PCG)	10:00
04/04/2019	Thu	27	Project Coordination Group (Joint with CPG)	10:00
08/04/2019	Mon	28	People Supporting Strategy Committee	12:00
08/04/2019	Mon	28	Resources Committee	13:30
08/04/2019	Mon	28	Investment Sub-Committee	16:30
11/04/2019	Thu	28	Council Induction meeting	09:00
22/04/2019	Mon	30	<b>SUMMER TERM BEGINS</b>	
23/04/2019	Tue	30	<b>First day of Teaching</b>	
24/04/2019	Wed	30	Professional Services Group	10:00
30/04/2019	Tue	31	University Steering Group	09:00
30/04/2019	Tue	31	Health and Safety Group	14:00

<b>Date</b>	<b>Day</b>	<b>Week</b>	<b>Event</b>	<b>Time</b>
01/05/2019	Wed	31	Senate	14:00
02/05/2019	Thu	31	Senior Staff Conference	09:00
07/05/2019	Tue	32	Research Committee	12:00
07/05/2019	Tue	32	Monday Management Meeting	16:00
08/05/2019	Wed	32	Graduate Directors' Meeting	12:30
08/05/2019	Wed	32	Student Experience Committee	14:00
09/05/2019	Thu	32	Risk Management Group	10:00
09/05/2019	Thu	32	Human Resources and Equality and Diversity Group	14:00
13/05/2019	Mon	33	Council Away Day	09:00
13/05/2019	Mon	33	Council	13:30
15/05/2019	Wed	33	Partnerships Education Committee	10:00
15/05/2019	Wed	33	Faculty Education Committee (Humanities)	14:00
15/05/2019	Wed	33	Faculty Education Committee (Science & Health)	14:00
15/05/2019	Wed	33	Faculty Education Committee (Social Sciences)	14:00
16/05/2019	Thu	33	Capital Planning Group (Joint with PCG)	14:00
16/05/2019	Thu	33	Project Coordination Group (Joint with CPG)	14:00
20/05/2019	Mon	34	Directors' of Research meeting	09:30
21/05/2019	Tue	34	University Steering Group	09:00
22/05/2019	Wed	34	Safeguarding Advisory Group	09:00
22/05/2019	Wed	34	Professional Services Group	10:00
23/05/2019	Thu	34	Academic Staffing Committee	14:00
30/05/2019	Thu	35	Professorial Salary Review	09:00
03/06/2019	Mon	36	Fees Group	14:00
03/06/2019	Mon	36	Monday Management Meeting	16:00
04/06/2019	Tue	36	University Steering Group	09:00
05/06/2019	Wed	36	Academic Quality and Standards Committee	14:00
05/06/2019	Wed	36	Information and Communications Technology (ICT) Steering Group	14:00
11/06/2019	Tue	37	University Steering Group Away Day	09:00
12/06/2019	Wed	37	University Steering Group Away Day	09:00
13/06/2019	Thu	37	Academic Staffing Committee	13:00
17/06/2019	Mon	38	Head of Department termly Pre-Meeting	15:00
17/06/2019	Mon	38	Head of Department termly meeting	16:00
18/06/2019	Tue	38	University Steering Group Meeting for Strategic Review/Plan	09:00
18/06/2019	Tue	38	Ethics Committee	14:00
18/06/2019	Tue	38	Safeguarding Advisory Group	14:00
19/06/2019	Wed	38	Professional Services Group	10:00
19/06/2019	Wed	38	Education Committee	13:00
20/06/2019	Thu	38	Capital Planning Group (Joint with PCG)	09:00
20/06/2019	Thu	38	Project Coordination Group (Joint with CPG)	09:00
21/06/2019	Fri	38	Court	
21/06/2019	Fri	38	Audit and Risk Management Committee	10:00
24/06/2019	Mon	39	Nominations Committee	12:30
24/06/2019	Mon	39	Resources Committee	13:30
24/06/2019	Mon	39	Remuneration Committee	16:00

<b>Date</b>	<b>Day</b>	<b>Week</b>	<b>Event</b>	<b>Time</b>
25/06/2019	Tue	39	University Steering Group	09:00
25/06/2019	Tue	39	Research Committee	13:00
26/06/2019	Wed	39	University of Essex International College Joint Academic Board	13:00
28/06/2019	Fri	39	<b>SUMMER TERM ENDS</b>	
01/07/2019	Mon	40	Monday Management Meeting	16:00
02/07/2019	Tue	40	University Steering Group	09:00
03/07/2019	Wed	40	Joint Academic Committee for the University of Suffolk (virtual meeting)	
03/07/2019	Wed	40	Senate	14:00
09/07/2019	Tue	41	University Steering Group	09:00
09/07/2019	Tue	41	Academic Staffing Committee	14:00
10/07/2019	Wed	41	Professional Services Group	10:00
11/07/2019	Thu	41	Council Away Day	09:00
11/07/2019	Thu	41	Council	13:30
15/07/2019	Mon	42	Graduation	
16/07/2019	Tue	42	Graduation	
17/07/2019	Wed	42	Graduation	
18/07/2019	Thu	42	Graduation	
19/07/2019	Fri	42	Graduation	
21/08/2019	Wed	47	Professional Services Group	10:00



# University Governance

## Principal Officers of the University

### Chancellor

The Right Honourable John Bercow, MP DU BA

### Pro-Chancellor

Judith Judd, BA (Chair of the Council)  
Maria Stanford, BA FCIPD  
One Vacancy

### Vice-Chancellor

Professor Anthony Forster, FHEA FLF FRSA  
FAcSS

### Treasurer

Tim Porter, MA FCA

### Deputy Vice-Chancellor

Professor Jules Pretty, OBE FRSA FIBiol

### Deputy Vice-Chancellor Designate

Professor Lorna Fox O'Mahony, LLB PhD  
PGCHET

### Pro-Vice-Chancellor (Education)

Professor Madeline Eacott, DPhil

### Pro-Vice-Chancellor (Research)

Professor Christine Raines, PhD

## Executive Deans

### Humanities

Professor Andrew Le Sueur, LLB Barrister

### Science and Health

Professor Graham Underwood, BSc DPhil

### Social Sciences

Professor Moya Lloyd, BA PhD

## Deans

### Postgraduate Research and Education

Professor Sanja Bahun, BA MA PhD

### Deputy Dean (Postgraduate Research Training)

Dr Thoko Kaime, FHEA PhD LLM LLB

## Partnerships

Professor Dominic Micklewright, PhD CPsychol  
MSc BSc PGCertHE FHEA

### Deputy Dean of Partnerships

Allan Hildon, BHealthSc (Nursing)

### Deputy Dean (Education) (Humanities)

Dr Ilaria Boncori, PhD SFHEA FLF

### Deputy Dean (Research) (Humanities)

Dr Tracey Loughran PhD MA BA

### Deputy Dean (Postgraduate Research Education) (Humanities)

Professor David O'Mahony BSocSc MA MPhil

### Deputy Dean (Education) (Science and Health)

Dr David Penman, MA MMath MSc PhD

### Deputy Dean (Research) (Science and Health)

Professor Alan St Clair Gibson MBChB PhD MD

### Deputy Dean (Postgraduate Research Education) (Science and Health)

Dr Leanne Andrews, BA MSc PhD CPsychol

### Deputy Dean (Education) (Social Sciences)

Professor Jackie Turton, SRN SCM:HV BA PhD  
(until 31 December 2018) / to be confirmed (from  
1 January 2019)

### Deputy Dean (Research) (Social Sciences)

John Preston, PhD MA BA

### Deputy Dean (Postgraduate Research Education) (Social Sciences)

Professor Ismene Gizelis, PhD MA

## Registrar and Secretary

Bryn Morris, MA

## Student Conduct Officer

Penny Brearey-Horne, LLM LLB

# Heads of Departments/Schools

<b>Departments/Schools</b>	<b>Heads of Department/Director/Dean</b>
Biological Sciences	Professor Philip Mullineaux
Computer Science and Electronic Engineering	Professor Anthony Vickers
East 15 Acting School	Professor Leon Rubin (until 31 December 2018)
Economics	Professor Katharine Rockett
Edge Hotel School	Andrew Boer
Essex Business School	Professor Geoffrey Wood
Essex Pathways Department	Dr Nilüfer Demirkan-Jones
Government	Professor Lawrence Ezrow
Health and Social Care	Vikki-Jo Scott
History	Dr Mark Frost
Language and Linguistics	Professor Monika Schmid
Law	Professor Karen Hulme
Literature, Film, and Theatre Studies	Dr Elizabeth Kuti
Mathematical Sciences	Professor Berthold Lausen
Philosophy and Art History	Dr Timo Jütten
Psychology	Professor Paul Hibbard
Psychosocial and Psychoanalytic Studies	Dr Chris Nicholson
Sociology	Professor Andrew Canessa
Sport, Rehabilitation and Exercise Sciences	Professor Ian Maynard
UK Data Archive	Professor Matthew Woollard
<b>Research Institutes</b>	<b>Directors</b>
Human Rights Centre	Professor Lorna McGregor
Institute Analytics and Data Science (IADS)	Professor Maria Fasli
Institute for Social and Economic Research	Professor Emily Grundy
<b>Research Centres</b>	<b>Directors</b>
Accountability and Global Development (CAGD), Centre for	Professor Thankom Arun (Essex Business School)

Computational Finance and Economic Agents (CCFEA), Centre for	Dr Carmine Ventre (School of Computer Science and Electronic Engineering)
Computational Intelligence Centre	Professor Hani Hagrais (School of Computer Science and Electronic Engineering)
Creative Writing, Centre for	Professor Philip Terry (Department of Literature, Film, and Theatre Studies)
Criminology (C4C), Centre for	Professor Nigel South (Department of Sociology)
Curatorial Studies, Centre for	Dr Gavin Grindon (School of Philosophy and Art History) / Dr Michael Tymkiw (School of Philosophy and Art History)
Digital History Centre	Dr Lisa Smith / Professor Edward Higgs (Department of History)
Electoral Research, Centre for	Professor Paul Whiteley (Department of Government)
Environment and Society, Centre for	Professor Kelum Jayasinghe (Essex Business School)
ESRC Business and Local Government Data Research Centre	Professor Maria Fasli (Essex Business School)
Essex Accounting Centre (EAC)	Dr Shazad Uddin (Essex Business School)
Centre for Research in Economic Sociology and Innovation (CRESI)	Dr Linsey McGoey (Department of Sociology)
Essex Biomedical Sciences Centre (EBSC)	Professor Elena Klenova (School of Biological Sciences)
Essex Centre for Experimental Social Sciences (ExCESS)	Dr Patrick Nolan (Department of Economics)
Essex Centre for Macro and Financial Econometrics	Professor Rob Taylor (Essex Business School)
Essex Finance Centre (EFiC)	Professor Claudia Girardone (Essex Business School)
Film and Screen Media, Centre for	Professor Jeffrey Geiger (Department of Literature, Film, and Theatre Studies)
Ideology and Discourse Analysis (CIDA), Centre for	Professor David Howarth (Department of Government)
Interdisciplinary Studies Centre	Dr Diana Presciutti (School of Philosophy and Art History)
Intimate and Sexual Citizenship, Centre for (CISC)	Dr Roisin Ryan-Flood (Department of Sociology)
Jean Monnet European Centre of Excellence	Professor Emil Kirchner (Department of Government)
Latin American and Caribbean Studies, Centre for (CLACS)	Dr Lisa Blackmore (School of Philosophy and Art History)
The Michael Nicholson Centre for Conflict and Cooperation	Professor Kristian Gleditsch (Department of Government)
Migration Studies, Centre for	Dr Renee Luthra (Department of Sociology)
Myth Studies, Centre for	Professor Roderick Main (School of Psychosocial and Psychoanalytic Studies)
Politics of Representation in Crisis, Centre on the (CPRC)	Professor Ismene Gizelis (Department of Government)
Public Engagement, Centre for	Professor Jules Pretty
Public History, Centre for	Dr Alix Green (Department of History)
Research in Economic Society and Innovation (CRESI), Centre for	Professor Mark Harvey (Department of Sociology)
Research in Language Development throughout the Lifespan (LaDeLi), Centre for	Professor Florence Myles (Department of Language and Linguistics)

Research on Entrepreneurship Innovation Management and Internationalisation, Centre for (REIMI)	Professor Suma Athreye (Essex Business School)
Theatre Research, Centre for	Dr Elizabeth Kuti (Department of Literature, Film, and Theatre Studies)
Social and Economic Network Analysis, Centre for	Professor Christian Ghiglino (Department of Economics)
Trauma, Asylum and Refugees, Centre for (CTAR)	Professor Renos Papadopoulos (Department of Psychoanalysis and Psychoanalytic Studies)
Work, Organization and Society, Centre for (CWOS)	Dr Ed Barratt (Essex Business School)
<b>Administrative Sections</b>	<b>Heads of Section</b>
Academic Registrar	Richard Stock
Campus Manager, Southend Campus	Zoe Manning
Director of Communications and External Relations	Vanessa Potter
Director of Estates and Campus Services	Chris Oldham
Director of Finance	Andrew Keeble
Director of Human Resources	Susie Morgan
Director of IT Services	Richard Murphy
Director of Research and Enterprise	Vanessa Cuthill
Director of Strategic Planning and Change	To be confirmed
University Librarian and Director of Library Services	Cathy Walsh

# The Council

## EX OFFICIO MEMBERS

### Pro-Chancellors

Judith Judd, BA (*Chair of Council*)  
Maria Stanford, BA FCIPD  
One vacancy

### Vice-Chancellor

Professor Anthony Forster, FHEA FLF FAcSS

### Treasurer

Tim Porter, MA FCA

### Deputy Vice-Chancellor

Professor Jules Pretty, OBE FRSA FIBiol

## APPOINTED MEMBERS

Dean of Postgraduate Research and Education:  
Professor Sanja Bahun BA MA PhD  
Dean of Partnerships: Professor Dominic  
Micklewright, PhD CPsychol MSc BSc  
PGCertHE FHEA

## ELECTED MEMBERS

Five academic staff members of the Senate  
elected by the Senate:  
Dr Ilaria Boncori, PhD SFHEA FLF  
Professor Andrew Canessa, BA PhD  
Dr Nilüfer Demirkan-Jones, BA MA MPhil PhD  
Dr Timo Jütten, BA MA DPhil  
Professor Katharine Rockett, BA PhD

One non-academic staff member elected by the  
non-academic staff:  
Lynn Bowman-Burns

## EXTERNAL MEMBERS

Alexa Coates, BSc ACA  
Dr Elizabeth Hall, MBE  
Simon Hall, MBE  
Jane Hamilton, BCom FRICS  
Mark Lam, BA FRSA  
Paul Jackson, CEng FIET IMA  
Milan Makwana, MA FCIPD  
Geoffrey Probert  
Hayley White, BA  
Dr Adam Wright, PhD

## STUDENT MEMBER

President of the Students' Union: Tancrede  
Chartier

# The Senate

## EX-OFFICIO MEMBERS

### Vice-Chancellor

Professor Anthony Forster

### Deputy Vice-Chancellor

Professor Jules Pretty

### Pro-Vice-Chancellors

Pro-Vice-Chancellor (Education): Professor Madeline Eacott

Pro-Vice-Chancellor (Research): Professor Christine Raines

### Deans

Executive Dean (Humanities): Professor Andrew Le Sueur

Executive Dean (Science and Health): Professor Graham Underwood

Executive Dean (Social Sciences): Professor Moya Lloyd

Partnerships: Professor Dominic Micklewright

Postgraduate Research and Education: Professor Sanja Bahun

### Heads of Department/School

Biological Sciences, Professor Philip Mullineaux  
Computer Science and Electronic Engineering, Professor Anthony Vickers

East 15 Acting School, Professor Leon Rubin (until 31 December 2018)

Economics, Professor Katharine Rockett  
Edge Hotel School, Andrew Boer  
Essex Business School, Professor Geoffrey Wood

Government, Professor Lawrence Ezrow  
Health and Social Care, Vikki-Jo Scott  
History, Dr Mark Frost

Essex Pathways, Dr Nilüfer Demirkan-Jones  
Language and Linguistics, Professor Monika Schmid

Law, Professor Karen Hulme

Literature, Film, and Theatre Studies, Dr Elizabeth Kuti

Mathematical Sciences, Professor Berthold Lausen

Philosophy and Art History, Dr Timo Jütten

Psychology, Professor Paul Hibbard

Psychoanalysis and Psychoanalytic Studies: Dr Chris Nicholson

Sociology, Professor Andrew Canessa

Sport, Rehabilitation and Exercise Sciences: Professor Ian Maynard

The Institute for Social and Economic Research, Professor Emily Grundy

The UK Data Archive, Professor Matthew Woollard

## APPOINTED

Academic Registrar, Richard Stock

## ELECTED MEMBERS

Professor John Bartle

Dr Louise Beard

Dr Ilaria Boncori

Dr Karen Brennan

Professor Joan Busfield

Professor Edward Codling

Professor Maria Fasli

Dr Nicolas Geeraert

Dr Helge Gillmeister

Dr Matt Lodder

Dr Chris Main

Professor Roderick Main

Dr Antonio Marco

Professor Peter Patrick

Dr Stevphen Shukaitis

Professor Gianluigi Vernasca

## CO-OPTED MEMBERS

University Librarian and Director of Library Services, Cathy Walsh

Director for IT Services, Richard Murphy

Deputy Vice-Chancellor Designate: Professor Lorna Fox O'Mahony

## STUDENT MEMBERS

President of the Students' Union, Colchester Campus: Tancrede Chartier

Vice-President of the Students' Union (Southend) or President East 15 Loughton: Andrea Lungay or to be confirmed

Vice-President of the Students' Union: Faculty Convenors (3):

Humanities: Jenny Gurung

Science and Health: Hope Alexander

Social Sciences: Rachel Odumosu

Postgraduate Taught Officer: to be confirmed

Postgraduate Research Officer: to be confirmed

## OBSERVERS

Faculty Managers:

Humanities: Dr Jill Holliday

Science and Health: Alex Seabrook

Social Sciences: Emma Stock

## ATTENDEES (2018-19)

### Deputy Dean (Education)

Faculty of Science and Health: Dr David Penman

Faculty of Social Sciences: Professor Jackie Turton

### Deputy Dean (Research)

Faculty of Humanities: Dr Tracey Loughran

Faculty of Science and Health: Professor Alan St Clair Gibson

Faculty of Social Sciences: Professor John Preston

**Deputy Dean (Postgraduate Research  
and Education)**

Faculty of Humanities: Professor David  
O'Mahony

Faculty of Social Sciences: Professor Ismene  
Gizelis

Faculty of Science and Health: Dr Leanne  
Andrews

# Committees of the Council

## Audit and Risk Management Committee

### EX OFFICIO MEMBERS

Treasurer: Tim Porter (*Chair*)

### APPOINTED MEMBERS (APPOINTED BY NOMINATIONS COMMITTEE)

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

Nick Gerrard  
Paul Jackson  
Mark Lam  
Edward Lord  
Robin Paddock  
Kash Pandya  
Hayley White

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

### 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 Office for Students (OfS) Accounting Officer, have been informed;
- iii. to oversee the University's policy on fraud and irregularity, including being notified of any action taken under that policy, and to report to Council accordingly.

#### (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 agree with the External Auditor 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) **Financial Statements**
- i. To consider the University's financial statements and recommend their approval to Council;
  - ii. to consider the University's accounting policies, in consultation with the External Auditor where appropriate, and make recommendations to Council.
- (f) **Reports of an audit nature**
- To receive and consider any reports of an audit nature prepared by the Office for Students, the Quality Assurance Agency, the National Audit Office and any other similar bodies.
- (g) **Value for money**
- To satisfy itself that adequate arrangements are in place to promote value for money initiatives, economy, efficiency and effectiveness.



(h) **Quality of data**

To satisfy itself that adequate arrangements are in place to ensure that data provided to the Office for Students, the Higher Education Statistics Agency and other public bodies is of a high quality.

(i) **Risk management**

To advise 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 Office for Students 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. The report to Council to also include an appraisal of the Committee's own performance and effectiveness over the year.

(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.

Two private meetings (for External members only) will normally be held each year: one with the Internal Auditor and one with the External Auditor.

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

The Terms of Reference should be reviewed annually.

**Nominations Committee**

**EX OFFICIO MEMBERS**

Chair of Council: Judith Judd (*Chair*)  
Vice-Chancellor: Professor Anthony Forster

**APPOINTED MEMBERS, (APPOINTED BY NOMINATIONS COMMITTEE)**

Simon Hall  
Maria Stanford

One co-opted External member of Council:  
Tim Porter

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

**IN ATTENDANCE**

Registrar and Secretary: Bryn Morris

**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) External members, who are not members of Council, to Council Committees
- (f) Internal members, who are not members of Council, to Council Committees.

**MEETINGS**

Normally three times per year

**People Supporting Strategy Committee**

**EX OFFICIO MEMBERS**

Chair of Council: Judith Judd (*Chair*)  
Vice-Chancellor: Professor Anthony Forster  
Deputy Vice-Chancellor: Professor Jules Pretty  
Registrar and Secretary: Bryn Morris  
Director of Human Resources: Susie Morgan

**APPOINTED MEMBERS (APPOINTED BY NOMINATIONS COMMITTEE):**

Four External members of Council:  
Simon Hall  
Milan Makwana  
Geoffrey Probert  
Maria Stanford

One elected member of Council, selected from amongst the academic staff members:  
Professor Andrew Canessa

One student member of the Council: Tancrede Chartier

## **IN ATTENDANCE**

Human Resources Business Partner, in support of the Committee: Katherine Parker

## **TERMS OF REFERENCE**

- (a) To provide oversight of the University's People Supporting Strategy and workforce plan, to monitor their contribution to delivery of the University's strategic plan and to report to Council as necessary;
- (b) To make recommendations to Council regarding strategic people policies and plans;
- (c) To make recommendations to Council regarding the strategic framework for remuneration and reward, including as appropriate, pay structures, equal pay (including actions being taken to address any material pay gaps), reward and recognition, performance pay and pay bargaining;
- (d) On behalf of 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).

## **Meetings**

At least once a year

## **Remuneration Committee**

### **EX OFFICIO MEMBERS**

Chair of Council: Judith Judd<sup>2</sup> (*Chair*)

### **APPOINTED MEMBERS (APPOINTED BY NOMINATIONS COMMITTEE):**

Four External members of Council:  
Simon Hall  
Milan Makwana  
Geoffrey Probert  
Maria Stanford

One External member with relevant professional expertise, who is not a member of Council:

One vacancy

## **IN ATTENDANCE**

Registrar and Secretary: Bryn Morris  
Director of Human Resources: Susie Morgan  
Human Resources Business Partner, in support of the Committee: Katherine Parker

## **TERMS OF REFERENCE**

Under delegated authority from Council:

- (a) 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. Objectives set by the Chair of Council for the Vice-Chancellor should be provided for information to the Committee;
- (b) In the light of recommendations from the Vice-Chancellor based on an assessment of performance during the prior year against agreed objectives, to determine 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 by the Vice-Chancellor for these employees should be provided for information to the Committee. The Vice-Chancellor shall be invited to attend the Committee for this item to present recommendations in relation to these staff;
- (c) to consider and approve recommendations by the Vice-Chancellor on the salaries, other remuneration and conditions of service of senior office holders, professorial staff and professional services staff on Grade 11. The Vice-Chancellor shall be invited to attend the Committee for this item to present recommendations in relation to these staff;
- (d) to develop succession plans as appropriate in relation to the Senior Leadership (Vice-Chancellor and Registrar and Secretary) of the University and to determine the strategy for resourcing these posts should positions become vacant;
- (e) 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;
- (f) to approve the annual budget for strategic events and stakeholder engagement, of which the Vice-Chancellor shall be the budget holder;
- (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 in advance payments where:
  - i. the cost to the University would not be recovered in two years or less; or
  - ii. any payment above contractual entitlement is proposed to be paid to any member of University Steering Group;

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<sup>2</sup>The Chair shall be passed to one of the appointed members (to be determined by the Committee) on all occasions when the Committee is considering and determining matters relating to the remuneration and conditions of service of the Vice-Chancellor.

- (i) to receive a report on action taken by the Vice-Chancellor under Ordinance 36.3 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, to include details of the decisions taken by the Committee and the basis upon which it has exercised the authority delegated to it by the Council; assurance that decisions have been made with reference to the University's charitable objects; information on the number of professorial and grade 11 professional staff by salary band, salary trends and a summary of discretionary payments made; and providing details of the individual salaries of the Vice-Chancellor and Registrar and Secretary;
- (m) to conduct its activities with reference to good practice guidance from the Committee of University Chairs and the Charity Commission;
- (n) to consider any other related business appropriate to the remit of Remuneration Committee.

#### **MEETINGS**

At least once 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 them by Council and in discharging specific powers and duties delegated to USG by Council.

#### **EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster  
(*Chair*)

Deputy Vice-Chancellor: Professor Jules Pretty

Deputy Vice-Chancellor Designate: Professor Lorna Fox-O'Mahony

Pro-Vice-Chancellor (Education): Professor Madeline Eacott

Pro-Vice-Chancellor (Research): Professor Christine Raines

Registrar and Secretary: Bryn Morris

Director of Finance: Andrew Keeble

Executive Dean, Faculty of Humanities:

Professor Andrew Le Sueur

Executive Dean, Faculty of Science and Health:

Professor Graham Underwood

Executive Dean, Faculty of Social Sciences:

Professor Moya Lloyd

Chief of Staff: Monica Illsley

#### **TERMS OF REFERENCE**

- (a) To prepare and recommend annually to the Resources Committee of the Council five year financial forecasts and a Capital Investment Plan, incorporating an annual 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 (as developed and amended from time-to-time), their associated action plans and performance against their key performance indicators and to report to 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 Ordinances and recruitment policies as follows:
  - i. to the Deputy Vice-Chancellor, authority to approve staffing replacements and new requests of academic staff within budget within their academic Departments/Schools;
  - 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 revenue 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) under delegation from Council, to mandate new projects and their funding, enabling them to be added to the Capital Investment Plan, up to the value of £2,000,000 (gross expenditure) and to approve cost increases to existing projects up to £400,000, 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, 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 Resources Committee, the Chair of Audit and Risk Management Committee, Deans, 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.

#### **Resources Committee**

##### **EX OFFICIO MEMBERS**

Chair of Council: Judith Judd (*Chair*)

##### **University Steering Group Members**

Vice-Chancellor: Professor Anthony Forster  
Deputy Vice-Chancellor: Professor Jules Pretty  
Deputy Vice-Chancellor Designate: Professor Lorna Fox-O'Mahony  
Pro-Vice-Chancellor (Education): Professor Madeline Eacott  
Pro-Vice-Chancellor (Research): Professor Christine Raines  
Registrar and Secretary: Bryn Morris  
Director of Finance: Andrew Keeble

##### **APPOINTED MEMBERS, (APPOINTED BY NOMINATIONS COMMITTEE)**

Five external member of Council:  
Alexa Coates  
Simon Hall  
Jane Hamilton  
Geoffrey Probert  
Maria Stanford

One academic member of Council, who is not a member of University Steering Group:  
Dr Nilüfer Demirkan-Jones

President of the Students' Union: Tancrede Chartier

##### **OBSERVER**

Chief of Staff: Monica Illsley

##### **TERMS OF REFERENCE**

- (a) To monitor and review the sustainability and progress of the University in achieving its Strategic Plan and its development in academic, social, external, governance and other policy terms;  
(b) to recommend to the Council the annual recurrent budget of the University;

- (c) to approve on behalf of Council additions to the recurrent budget, up to the value of £1,000,000 (net expenditure);  
(d) 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;  
(e) to approve on behalf of Council new projects added to the Capital Investment Plan up to the value of £4,000,000 (gross expenditure);  
(f) to approve cost increases to approved projects in the Capital Programme up to the value of £1,000,000;  
(g) to receive an annual report of all completed capital projects in the last 12 months comparing the initially approved budget to its outturn cost;  
(h) to consider and, where appropriate, make comments on all recommendations sent forward from the Senate to the Council which have financial implications;  
(i) to make recommendations to the Council on all other financial matters;

#### **MEETINGS**

Normally five times per year

#### **Sub-Committees of Resources Committee**

##### **Investment Sub-Committee**

##### **EX OFFICIO MEMBERS**

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

##### **APPOINTED MEMBERS, (APPOINTED BY NOMINATIONS COMMITTEE)**

Simon Hall (*Chair*)

One member from Resources Committee: Geoffrey Probert

One external member with specialist knowledge:  
William Drake

##### **TERMS OF REFERENCE**

- (a) To develop and submit for approval to Resources Committee, the investment objectives for the University's investments;  
(b) 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 Resources Committee;  
(c) to monitor the performance of the fund managers, against the benchmarks set in the *investment objective* and comparator funds and market indices;

- (d) 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 Resources Committee;
- (e) 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.

#### **MEETINGS**

Normally twice per year

### **Advisory Groups of University Steering Group**

#### **Capital Planning Group**

##### **Purpose**

To support USG in developing for approval and in 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*)  
 Deputy Vice-Chancellor (Designate): Professor Lorna Fox O'Mahony  
 Registrar & Secretary: Bryn Morris  
 Director of Finance: Andrew Keeble  
 Director of Estates and Campus Services: Chris Oldham  
 Director of IT Services: Richard Murphy  
 Academic Registrar: Richard Stock  
 Director of Research and Enterprise Office: Vanessa Cuthill  
 Director of Strategic Planning and Change: To be confirmed

##### **APPOINTED MEMBERS**

Deputy Director of Finance (Financial Management): Rob Thomson  
 Head of Financial Accounting and Capital: Jo Willis  
 Head of Procurement: Phil Sweeting  
 Director of Maintenance and Capital Development: Andy Sheppard

##### **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 requests for new capital projects or increased 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. This includes requests from the University of Essex Campus Services Ltd and the Knowledge Gateway Ltd;

- (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 Resources Committee;
- (f) to provide a bi-annual assurance report on the CIP to USG, Resources Committee and Council.

#### **MEETINGS**

Normally five times per year

#### **Fees Group**

##### **EX-OFFICIO MEMBERS**

Deputy Vice-Chancellor (*Chair*): Professor Jules Pretty  
 Deputy Vice-Chancellor (Designate): Professor Lorna Fox O'Mahony  
 Registrar and Secretary: Bryn Morris  
 Executive Deans (or nominated DDEs): Professor Andrew Le Sueur, Professor Moya Lloyd, Professor Graham Underwood  
 Dean of Partnerships: Professor Dominic Micklewright  
 Dean of Postgraduate Research and Education: Professor Sanja Bahun  
 Academic Registrar: Richard Stock  
 Director of Communications and External Relations: Vanessa Potter  
 Director of Marketing and Student Recruitment: Lindsey Russell  
 Director of Admissions and Access: Lucy Murray  
 Head of Faculty Accounting: Chris Goldsworthy  
 Director of Student Life: Rachel Lucas  
 Head of Student Support: Angela Jones  
 Student Services Manager: Nicorum Flaherty  
 President of the Students' Union: Tancrede Chartier  
 Course Records Manager: Emily Bewg

##### **TERMS OF REFERENCE**

The Fees Group is an advisory group to USG which meets on a termly basis and has the following responsibilities:

- (a) Provides strategic direction for University fee policy including bursaries, scholarships and monitors their effectiveness against student recruitment, retention and wellbeing.
- (b) Develops policy on fees, recommends specific fees and price bands for undergraduate, postgraduate taught and postgraduate research courses to USG for approval on behalf of Council.
- (c) Identifying a framework for bursaries and scholarship provision, based on market intelligence and the specifics of individual department strategy and need. Informing future funding patterns and identifying areas of reduction to support areas of success, as well as supporting scholarship provision overheads.
- (d) Report on fees and financial support termly to USG regarding the effectiveness of the fees and financial support available to students in supporting academic excellence.
- (e) Reviews and endorses, on an annual basis, other fees and charges (including bench fees) levied for additional or exceptional costs connected to individual student activity which is not included within the main fees.

## MEETINGS

Termly

## Health and Safety Group

### Purpose

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

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

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

### EX OFFICIO MEMBERS

Vice-Chancellor: Professor Anthony Forster  
 Registrar and Secretary: Bryn Morris (*Chair*)  
 Director of Human Resources: Susie Morgan  
 Director of Estates and Campus Services: Chris Oldham  
 Southend Campus, Campus Manager: Zoe Manning  
 Loughton Campus, Campus Supervisor: Mark Spicer  
 Deputy Director, Student Services: Peter Brizio  
 or Director of Services, Activities and Support: Reeves Watson  
 Faculty Manager, Humanities: Dr Jill Holliday  
 Faculty Manager, Science and Health: Alex Seabrook

Faculty Manager, Social Sciences: Emma Stock  
 Head of Health and Safety (professional adviser to the Committee): Claire Saunders  
 Head of Workplace Health and Wellbeing: Lara Carmel  
 Professional Services & Business Planning  
 Accountant: Richard Fern

### NOMINATED/REPRESENTATIVE/ELECTED MEMBERS

One nominee from each of the recognised Trades Unions (3):  
 Unite: Colin McAuley  
 UCU: Catherine Crawford  
 Unison: John Wakeman

One student member elected by the Students' Union Council: Tancrede Chartier (President)

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)
- Health and Safety Adviser (Estates)
- Health and Safety Adviser (Science)
- Other specialist officers as deemed appropriate by the Committee

### TERMS OF REFERENCE

- (a) Reviewing the University's Health and Safety 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 policies and standards for the management of health and safety, fire safety and recommending adoption or amendment to USG as appropriate;
- (c) monitoring implementation of the University's Health and Safety 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 and safety 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 and safety 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 and safety 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, University of Essex Campus Services and Wivenhoe House Hotel, on their health and safety performance or specific issues of 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 and safety;
- (i) establishing sub groups to focus on particular health and safety risk areas.

### MEETINGS

Normally twice per year (April and October)

#### Sub-Committees of Health and Safety Group

- Biological Hazards and Genetic Modification Safety Committee
- Ionising Radiation Protection Committee
- Estate Management Section Health and Safety Group
- Human Resources and Equality and Diversity Group

### Purpose

To support USG in developing effective people and culture strategies, policies and practices, including those which relate to equality, diversity and inclusion (EDI), that will support and promote a culture of high performance and equality of opportunity within the University, for recommendation to the People Supporting Strategy Committee, Remuneration Committee and Council.

To monitor on behalf of USG, the implementation of the University's people strategies, policies and practice, including those relating to equality, diversity and inclusion (EDI); promote dissemination of good people management 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: Bryn Morris

Executive Dean, Faculty of Humanities: Professor Andrew Le Sueur

Executive Dean, Faculty of Science and Health: Professor Graham Underwood

Executive Dean, Faculty of Social Sciences: Professor Moya Lloyd

Director of Human Resources: Susie Morgan

Assistant Director (Organisational Development): Dr Jo Andrews

Assistant Director of Human Resources (Employee Relations and Reward): Sara Limerick

Head of Workplace Health and Wellbeing: Lara Carmel

Head of Equality and Diversity: Karen Bush

### CO-OPTED

The Group may co-opt members as appropriate.

### TERMS OF REFERENCE

- (a) On behalf of USG, to keep the University's people strategies and policies, including those relating to equality, diversity and inclusion, 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 including EDI, performance indicators, to be agreed as part of the University's People Supporting Strategy and to report annually to USG;
- (c) to identify examples of good people management 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 People Supporting Strategy, including its EDI sub-strategy and other related initiatives;
- (e) to advise USG on the resources required to support the delivery of the University's People Supporting Strategy and to promote equality of opportunity and inclusion;
- (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, conduct 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 employee learning and development, evaluate the effectiveness of the programme and suggest amendments as necessary.

### MEETINGS

Normally three times per year (once per term at least)

### 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: Bryn Morris (*Chair*)

Director of IT Services: Richard Murphy  
Director of Strategic Planning and Change: To be confirmed

A Faculty Manager nominated by the Registrar and Secretary: Alex Seabrook

Deputy Director of Finance (Business Systems and Major Projects) or nominee: Marc Albano

Director of Communications and External Relations or nominee: Tessa Bartlett

Academic Registrar or their nominee: Richard Stock

A member of academic staff nominated by the Deputy Vice-Chancellor: Professor Jackie Turton (autumn); to be confirmed (spring/summer)

Assistant Director (Organisational Development) or nominee: Jo Andrews

Deputy Director of Strategic Planning and Change: to be confirmed

Head of Procurement: Philip Sweeting

#### CO-OPTED

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

Pro-Vice-Chancellor (Education): Professor Madeline Eacott

Southend Campus, Campus Manager: Zoe Manning

External Consultant: 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 Strategic Project Portfolio (SPP);
- (b) under delegation from USG, to be responsible for the review and approval of detailed business cases for mandated capital projects, and for the monitoring of all

capital projects in the Capital Investment Plan (CIP);

- (c) develop, approve and maintain University policies and processes for the approval, management and oversight of all strategically important projects (capital and revenue funded);
- (d) in accordance with the policies and processes agreed under (a-c) above:
  - i. consider all project mandates for revenue funded projects and ensure appropriate management and oversight of these projects;
  - ii. consider all proposals of capital and revenue funded projects for admission to the University's SPP, ensuring that such projects are appropriately specified, resourced and scheduled before they are approved for admission and given permission to proceed;
  - iii. monitor the implementation of all strategically important projects in the SPP, and ensure that where implementation is not proceeding as planned appropriate action is taken;
  - iv. where appropriate, revoke approval to proceed with a strategically important project;
  - v. 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.
- (e) report at least annually to USG on the current status of the SPP, and on the University's programme of lean and SUMS activity, and at other times as necessary, to draw to the attention of USG any issues of strategic concern that arise from the development and implementation of the SPP;
- (f) report biannually to CPG on the current status of approved capital projects, and at other times as necessary to draw attention to any strategic concerns that arise from the delivery of the CIP;
- (g) 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;
- (h) 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;
- (i) support and promote the development of institutional capacity for project management and continuous improvement and advise the Registrar and Secretary on the areas of activity which could be included within the University's lean programme.



## 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: Bryn Morris (*Chair*)  
Director of Finance or nominee: Andrew Keeble  
Director of Communications and External Relations or nominee: Vanessa Potter  
Director of IT Services or nominee: Richard Murphy  
Director of Estates and Campus Services or nominee: Chris Oldham  
A Faculty Manager nominated by the Registrar and Secretary: Dr Jill Holliday  
Assistant Registrar: Lucy Johnson  
Head of Health and Safety: 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') in consultation with Risk Owners, Risk Handlers, Heads of Sections/Departments as appropriate, 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 termly, 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 review termly the University's operational risk registers and if necessary request the register owner to the Risk Management Group meeting to discuss any new, emerging or changing risks.
- (d) to update the Risk Register for any known material changes that occur in between termly 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 termly 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;
- (i) institutional capacity for risk assessment and management.

## MEETINGS

Normally three times per year

### Safeguarding Advisory Group

#### Ex Officio Members

Registrar and Secretary: Bryn Morris (*Chair*)  
Academic Registrar: Richard Stock  
Senior Compliance and Development Manager: Paula Rothero  
Director of IT Services: Richard Murphy  
Resourcing Manager: Claire Foster  
Security Manager: to be confirmed  
Information Assurance Manager: Sara Stock  
Professional Services and Business Planning Accountant: Richard Fern  
Head of Internal Communications: Emily Banfield  
Research Governance and Planning Manager: Sarah Manning-Press  
Multi-Faith Chaplaincy: Rev Julia Murphy  
Deputy Director Activities and Support, Students' Union: Fiona Harvey  
Societies Manager, Students' Union: Rae Waddon  
President, Students' Union: Tancrede Chartier  
Vice-President (Welfare), Students' Union: Taran Baragwanath  
Vice-President (Student Activities), Students' Union: Frances Onyinah  
Head of Customer Services: Darren Baker  
Assistant Registrar: Lucy Johnson  
Compliance Manager, Safeguarding: Rachel A Brown  
Essex Prevent Engagement Officer, Essex Police: to be confirmed

## MEETINGS

Normally three times per year

#### TERMS OF REFERENCE

- (a) To advise USG on the University's statutory obligations to safeguard vulnerable people, including its obligations to protect them from being drawn into terrorism.
- (b) To monitor the University's implementation of its statutory obligations in this area.
- (c) To draft recommendations for policy and practice in this area, including the Safeguarding Policy.
- (d) To review regularly associated institutional risks, developing an action plan in response to

those risks and measuring delivery in respect of the plan.

- (e) To oversee on-going training and development of staff in the context of our safeguarding duties.
- (f) To provide a forum for engaging with the Students' Union and partner bodies in respect of the Universities duties.
- (g) To receive updates on policy and practice across the country, providing suitable updates and information for stakeholders from time to time.
- (h) To oversee any inter-agency work in this area.
- (i) To provide regular reports to USG and the Audit and Risk Management Committee

#### **MEETINGS**

Normally to meet up to six times per year and no less than twice per year

#### **Joint Committee of the Council and the Senate**

#### **Honorary Degrees and Honorary Fellowships Committee**

##### **EX OFFICIO MEMBERS**

Chair of Council: Judith Judd (*Chair*)

One External member of Council: Dr Elizabeth Hall

One co-opted External member of Council: Dr Adam Wright

Vice-Chancellor/Chair of Senate: Professor Anthony Forster

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

Humanities: Dr Karen Brennan

Science and Health: Professor Ian Maynard

Social Sciences: Professor Monika Schmid

Registrar and Secretary: Bryn Morris

One member of Non-Academic Staff: Heather Doyle

President, Students' Union (or nominee): Tancrede Chartier

#### **IN ATTENDANCE**

A representative from the Development and Alumni Office: Director of Advancement: Jo Rogers

#### **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 monitor matters relating to equality and diversity within its overall consideration;
- (g) 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): Professor Madeline Eacott (*Chair*)

Executive Dean (Humanities): Professor Andrew Le Sueur

Executive Dean (Science & Health): Professor Graham Underwood

Executive Dean (Social Sciences): Professor Moya Lloyd

Dean of Partnerships: Professor Dominic Micklewright

Dean of Postgraduate Research and Education: Professor Sanja Bahun

Deputy Dean (Education) (Humanities): Dr Ilaria Boncori

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

Deputy Dean (Education) (Social Sciences): Professor Jackie Turton (autumn); to be confirmed (spring/summer)

Assistant Director (Organisational Development): Dr Jo Andrews

Head of Equality and Diversity: Karen Bush  
University Librarian and Director of Library Services: Cathy Walsh

Academic Registrar: Richard Stock

Director of Academic Services: Emma Hardy

Director of Student Life: Rachel Lucas

Director of IT Services: Richard Murphy

President, Students' Union: Tancrede Chartier

Vice-President (Education), Students' Union: Edmund Walker

Faculty Convenors:

Humanities: Jenny Gurung

Science and Health: Hope Alexander

Social Sciences: Rachel Odumosu

A Postgraduate Research Student: Hannah Prentice

### PROPOSED NUMBER OF MEETINGS PER ACADEMIC YEAR

Five 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 standard rules for progression, degree classification and award for all University programmes of study, including significant variations to the rules, and to make recommendations for approval by the Senate;

To receive reports on variations to the standard rules of progression, degree classification and award for the specific courses and modules which have been granted through delegated authority and in line with University policy;

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 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 receive reports from Library Advisory Group, and to consider issues relating to education and the student experience.

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
- The Joint Academic Committee for the University of Suffolk
- University of Essex International College Joint Academic Board

## **Academic Quality and Standards Committee**

### **EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster  
Pro-Vice-Chancellor (Education): Professor Madeline Eacott  
Deputy Dean (Education) (Humanities): Dr Ilaria Boncori  
Deputy Dean (Education) (Science and Health): Dr David Penman (*Chair*)  
Deputy Dean (Education) (Social Sciences): Professor Jackie Turton (*Deputy Chair*) (autumn); to be confirmed (spring/summer)

Dean of Partnerships or nominee: Allan Hildon  
Dean of Postgraduate Research and Education: Professor Sanya Bahun  
Deputy Director of Academic Services (Quality and Development): Claire Nixon  
Assistant Director of Human Resources or nominee: Paul Smart  
One member of the Senate elected by academic members of the Senate for a 3 year term: Dr Nilüfer Demirkan-Jones

### **Co-Opted**

Education Manager, Students' Union: Danny Douglas  
Faculty Convenors:  
Humanities: Jenny Gurung  
Science and Health: Hope Alexander  
Social Sciences: Rachel Odumosu  
One Students' Union Sabbatical Officer (to be nominated by the Students' Union): Edmund Walker  
Postgraduate Convenor: James North

### **PROPOSED NUMBER OF MEETINGS PER ACADEMIC YEAR**

Six 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 revalidate (after Periodic Review) and discontinue programmes of study and to report all decisions to the Education Committee;

As appropriate and on behalf of the Education Committee, to approve proposals and recommendations to establish programmes of study, or to receive report on programmes of study approved through delegated authority in line with University policy, 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 Joint Academic Committee for the University of Suffolk); 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 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.

## **Faculty Education Committee (Humanities)**

### **EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster

Pro-Vice-Chancellor (Education): Professor Madeline Eacott

Executive Dean: Professor Andrew Le Sueur (*Chair*)

Deputy Dean (Education): Dr Ilaria Boncori

Deputy Dean (Postgraduate Research Education):

Professor David O'Mahony

Faculty Heads of Department, School and Centre:

East 15: Professor Leon Rubin (autumn); to be confirmed (spring/summer)

Edge Hotel: Andrew Boer

History: Dr Mark Frost

Essex Pathways: Dr Nilüfer Demirkan-Jones

Literature, Film, and Theatre Studies: Dr Elizabeth Kuti

Philosophy and Art History: Dr Timo Jütten

Law: Professor Karen Hulme

Interdisciplinary Studies Centre: Dr Diana Presciutti

Faculty Directors of Education:

East 15: Dr Chris Main

Edge Hotel: Adrian Martin

History: Dr Nadine Rossol

Essex Pathways: Dr Ritta Husted

Law: Dr Matthew Stone

Literature, Film, and Theatre Studies: Dr Jordan Savage

Philosophy and Art History: Dr Natasha Ruiz-Gomez

Senior Faculty Employability Manager: Lynne Jordan

Faculty Convenor (nominated by the Students' Union): Jenny Gurung

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 receive information on proposals to establish taught and research programmes of study within the Faculty;

To consider proposals to revalidate (after Periodic Review) and discontinue programmes of study and to make recommendations to Academic Quality and Standards Committee and the Education Committee as appropriate;

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 monitor and review all undergraduate and postgraduate taught and research programmes of study 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 Madeline Eacott

Executive Dean: Professor Graham Underwood (*Chair*)

Deputy Dean (Education): Dr David Penman

Deputy Dean (Postgraduate Research Education): Dr Leanne Andrews

Faculty Heads of Department, School and Centre:

Biological Sciences: Professor Philip Mullineaux

Computer Science and Electronic Engineering: Professor Anthony Vickers

Health and Social Care: Vikki-Jo Scott

Mathematical Sciences: Professor Berthold Lausen

Psychology: Professor Paul Hibbard

Sport, Rehabilitation and Exercise Sciences: Professor Ian Maynard

Faculty Directors of Education:

Biological Sciences: Dr Julie Lloyd

Computer Science and Electronic Engineering: Dr John Woods

Health and Human Sciences: Professor Peter Martin

Mathematical Sciences: Dr Aris Perperoglou

Psychology: Dr Tracy Robinson

Sport, Rehabilitation and Exercise Sciences: Dr Murray Griffin

Senior Faculty Employability Manager: Nicholas Goodman

Faculty Convenor (nominated by the Students' Union): Hope Alexander

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 receive information on proposals to establish taught and research programmes of study within the Faculty;

To consider proposals to revalidate (after Periodic Review) and discontinue programmes of study and to make recommendations to Academic Quality and Standards Committee and the Education Committee as appropriate;

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 monitor and review all undergraduate and postgraduate taught and research programmes of study 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 Madeline Eacott

Executive Dean: Professor Moya Lloyd (*Chair*)

Deputy Dean (Education): Professor Jackie Turton (autumn); to be confirmed (spring/summer)

Deputy Dean (Postgraduate Research Education): Professor Ismene Gizelis

Faculty Heads of Department, School and Centre:

Economics: Professor Katharine Rockett

Essex Business School: Professor Geoff Wood

Government: Professor Lawrence Ezrow

Institute for Social and Economic Research:

Professor Emily Grundy

Language and Linguistics: Professor Monika Schmid

Psychosocial and Psychoanalytic Studies: Dr Chris Nicholson

Sociology: Professor Andrew Canessa

UK Data Archive: Professor Matthew Woollard

Faculty Directors of Education:

Economics: Professor Gianluigi Vernasca

Essex Business School: Dr Svetlana Warhurst

Government: Professor Natasha Ezrow

Institute for Social and Economic Research: Dr Malcolm Brynin

Language and Linguistics: Jessie Mallinson

Psychosocial and Psychoanalytic Studies:

Professor Roderick Main

Sociology: Dr Michael Halewood

UK Data Archive: Louise Corti

Senior Faculty Employability Manager: Antony Cotterill

Faculty Convenor (nominated by the Students' Union): Rachel Odumosu

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 receive information on proposals to establish taught and research programmes of study within the Faculty;

To consider proposals to revalidate (after Periodic Review) and discontinue programmes of study and to make recommendations to Academic Quality and Standards Committee and the Education Committee as appropriate;

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 monitor and review all undergraduate and postgraduate research programmes of study 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 Madeline Eacott

Dean of Partnerships: Professor Dominic Micklewright

Deputy Dean of Partnerships (*Chair*): Allan Hildon  
Deputy Dean (Education), Humanities: Dr Ilaria Boncori

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

Deputy Dean (Education), Social Sciences: Professor Jackie Turton (autumn); to be confirmed (spring/summer)

Deputy Director of Academic Services (Quality and Development): Claire Nixon

Senior Partnership Manager: Rachel Frost

Partner representatives:

Colchester Institute: Chris Mills, Nils Franke

Edge Hotel School: Andrew Boer, Adrian Martin

Kaplan Open Learning: David Dixon, Nicola Pittman

South Essex College: Colin Bladen-Kopacz, to be confirmed

The Tavistock and Portman NHS Foundation Trust: Dr Simon Carrington, Brian Rock

Writtle University College: Lesley Graham, Dr Andrew Williamson

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 University College: to be confirmed

### **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 Joint Academic Committee of the University of Suffolk.

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 receive information on proposals to establish taught and research programmes of study offered



by partner institutions that would lead to a University of Essex award;

To consider proposals to revalidate (after Periodic Review) and discontinue programmes of study offered by partner institutions that would lead of a University of Essex award, and to make recommendations to Academic Quality and Standards Committee and the Education Committee as appropriate;

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 consider new partner institutions for the delivery of research degrees and to make recommendations to the Academic Quality and Standards Committee and the Education Committee as appropriate;

To monitor and review all undergraduate and postgraduate taught and research programmes of study offered by partner institutions that lead to a University of Essex award, and to make recommendations to the Academic Quality and Standards Committee and 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 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.

## **Student Experience Committee**

### **EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster

Pro-Vice-Chancellor (Education): Professor Madeline Eacott

Academic Registrar: Richard Stock (*Chair*)

Director, Communications & External Relations or their nominee: Vanessa Potter

Director of Estates and Campus Services or their nominee: Chris Oldham

Director of IT Services or their nominee: Tessa Rogowski

Director of Student Life: Rachel Lucas

Director of Sport: Dr Dave Parry

A Deputy Dean (Education) (nominated by the Pro-Vice-Chancellor (Education)): Professor Jackie

Turton (autumn); to be confirmed (spring/summer)

Dean of Postgraduate Research and Education (or nominee): Dr Thoko Kaime

University Librarian and Director of Library Services or their nominee: Emma Wisher

President of the Students' Union: Tancrede Chartier

Four student members from within the Sabbatical Officers or Faculty Convenors (nominated for the year by the President of the Students' Union: Nana

Dompre-Sekyi, Asha Ali, Taran Baragwanath, Frances Onyinah

One member of Students' Union permanent staff (nominated by the Students' Union): Craig Stephens

Southend Campus Manager: Zoe Manning

Loughton Campus representative: Owen Gillham

### **PROPOSED NUMBER OF MEETINGS PER**

#### **ACADEMIC YEAR**

Up to four times per year

## **TERMS OF REFERENCE**

To provide a forum for creativity and innovation in relation to the student experience in its broadest sense, enhancing connections across the University and with the Students' Union, and to establish working groups as appropriate to consider matters in more detail in support of outcomes and the development of recommendations to Education Committee and Senate as appropriate.

To support the Pro-Vice-Chancellor (Education) in developing institution-wide strategy and plans to enhance the student experience for all taught and research students across all University campuses and in partnership with the Students' Union, underpinned by the institutional commitment to placing students at the heart of the University's mission.

To consider and promote student experience activities, facilitating collaboration across the institution and contributing to effective prioritisation of issues and links with the Education Strategy and associated Education Action Plans.

To provide a forum to harness the student voice, including oversight of the management and development of innovative ways of capturing student input, consideration of student feedback outcomes, outputs from the student representative system and Students' Union activities, and to make recommendations to Education Committee and Senate as appropriate.

To advise Senate and Education Committee on the enhancement and development of the extra-curricular elements of the student experience as part of the delivery of the University's Education Strategy, including, on behalf of, and under delegated authority from, Senate via the Education Committee, to maintain oversight of the Higher Education Achievement Report (HEAR) and to be responsible for the regular review and approval of the protocols by which applications for the inclusion of extra-curricular achievements on the HEAR are considered and for the approval of recommendations for the inclusion of individual extra-curricular awards, prizes and activities.

To receive reports as appropriate on matters affecting the student experience in order to identify emerging issues and trends and to recommend action as appropriate to the Education Committee and Senate.

To monitor matters relating to equality and diversity within the overall consideration of the student experience and to make

recommendations to the Education Committee and Senate as appropriate.

To co-opt members as appropriate in support of the Committee's work.

To report after each meeting to the Education Committee.

## **Academic Staffing Committee**

### **EX OFFICIO MEMBERS**

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

Deputy Vice-Chancellor (Designate): Professor Lorna Fox O'Mahony

The Pro-Vice-Chancellor (Research): Professor Christine Raines

Pro-Vice-Chancellor (Education): Professor Madeline Eacott

Executive Dean (Humanities): Professor Andrew Le Sueur

Executive Dean (Science and Health): Professor Moya Lloyd

Executive Dean (Social Sciences): Professor Graham Underwood

### **APPOINTED MEMBERS**

Faculty of Humanities:

Professor Lucy Noakes, Dr Susan Oliver, Professor Katharine Cockin

Faculty of Social Sciences:

Professor Neil Kellard, Professor Florence Myles, Dr Svetlana Warhurst

Faculty of Science and Health:

Dr Marie Juanchich, Professor Jo Jackson, Professor Riccardo Poli

### **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 monitor matters relating to equality and diversity within its overall consideration and 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.

### **Conditions governing the granting of permanency**

The conditions governing the granting of permanency are specified in the following Ordinances:-

Ordinance 39.3 '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)'

Ordinance 39.4 '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 their standing, experience and the opportunities which have been afforded to them, the member of Academic Staff under review has met the criteria laid down for probationary staff by the Committee'.

### **The Joint Academic Committee for the University of Suffolk**

**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): Louise Bohn

Head of Partnerships (or nominee): Gavin Tash

**Appointed by the University of Essex**

#### **EX OFFICIO MEMBERS**

Dean of Partnerships (or nominee): Professor Dominic Micklewright (*Joint Chair*)

Deputy Dean of Partnerships (or nominee): Allan Hildon

Head of Quality and Development (or nominee): Claire Nixon

**Appointed by the University of Suffolk**

#### **EX OFFICIO MEMBERS**

Deputy Vice-Chancellor: Professor Mohammed Dastbaz

Academic Registrar: Fiona Fisk

Deputy Academic Registrar: Laura Pennie

Head of Quality Enhancement: Dr Mark Lyne

### **APPOINTED OR ELECTED VIA THE UNIVERSITY OF SUFFOLK STUDENTS' UNION**

President (Education and Engagement), University of Suffolk Students' Union: Georgia Downe

### **TERMS OF REFERENCE**

- (a) To consider all matters related to the quality and standards of the academic provision of the University of Suffolk, which lead to a joint award of the University of East Anglia and the University of Essex, with due regard for issues of equality and diversity 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 the University of Suffolk to satisfy the requirements of joint awards of the two Universities;
- (c) to maintain an overview of the quality of the student experience for all University of Suffolk students registered on programmes leading to University of East Anglia and University of Essex joint awards, including the monitoring of internal and external student satisfaction survey outcomes; to receive annual reports on complaints, academic appeals and student discipline;
- (d) to have oversight of the Risk-based Monitoring and Enhancement (RiME) process for all University of Suffolk academic provision on which students remain registered on programmes leading to University of East Anglia and University of Essex joint awards, through the annual Academic report;
- (e) to receive reports of institution reviews of the University of Suffolk Learning Network partner colleges, 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;
- (f) to receive reports of external reviews of the University of Suffolk Learning Network partner colleges or programmes, including QAA reports and reports from professional, statutory and regulatory bodies;
- (g) to agree arrangements for the appointment of External Examiners for all University of Suffolk programmes on which students are registered

for University of East Anglia and University of Essex joint awards and have oversight of the External Examiner procedures for these awards.

### **QUORACY**

If a face-to-face meeting is held, the quorum for meetings of JAC shall be not less than six members, including representation from all three Universities. Where a meeting is held virtually or by correspondence, all members will receive the documentation and matters will be deemed received or approved, if not feedback is provided by the designated date.

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 of East Anglia and University of Essex 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.

### **University of Essex International College Joint Academic Board**

#### **Appointed by the University of Essex**

Dean of Partnerships: Professor Dominic Micklewright, (*Chair*)

Deputy Dean (Education) (Humanities) or their nominee: Dr Ilaria Boncori

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

Deputy Dean (Education) (Social Sciences) or their nominee: Professor Jackie Turton, (autumn); to be confirmed (spring/summer)

Head of Undergraduate Admissions or their nominee: Mandy Chetham

#### **Appointed by Kaplan International Pathways**

College Director of the University of Essex International College or a nominee: Daniel Martin

Academic Director of the University of Essex International College or their nominee: Adam Stewart

One additional member of academic staff from the University of Essex International College: not to be filled in 2018-19

Dr Victoria Wilson-Crane, Director of Student Learning or their nominee

The Board has the power to co-opt up to two members at any one time for special

purposes on a fixed term, normally for one year; suggested to include:

A representative from Essex Pathways

A further member of academic staff from either the University of Essex or the University of Essex International College

Additional representatives of either the University of Essex or Kaplan International Pathways may attend the meeting where appropriate by prior agreement of the Chair.

### **QUORACY**

Quorum for meetings should be equivalent to half the total number of members rounded up to a whole number. The Chair has a casting vote.

### **TERMS OF REFERENCE**

The remit of the JAB is to oversee the establishment and effective operation of academic governance for the partnership, including robust procedures for programme approval, development and review. In addition, the Board will facilitate an effective academic dialogue between the college and the University to ensure that teaching quality and standards are maintained across the partnership. Any proposed change to scholarship or other material policy shall be referred to the JAB prior to implementation. The Board reports to the University's Education Committee following each meeting.

In fulfilling its remit and purpose, the Board will:

- (a) Oversee the development and implementation of new University of Essex International College programmes and to monitor the agreed programme plan for each programme with particular reference to:
  - (i) student number projections, recruitment, retention, progression and achievement; and
  - (ii) compliance and regulatory requirements, with due regard for issues of equality and diversity.
- (b) Review and approve any curriculum changes to the existing University of Essex International College programmes based upon evidence gained from:
  - (i) student attainment at the College;
  - (ii) student attainment at the University of Essex following progression from the College;
  - (iii) a robust external examiner procedure;
  - (iv) feedback from academics from the College and University on student progress and curriculum content;
  - (v) student consultations and evaluations; and/or
  - (vi) input from other external sources (eg employers, regulatory bodies, market analysis), where appropriate.

- (c) Receive, approve and manage changes to the Progression Route List.
- (d) Receive notification of the appointment of External Examiners to programmes at the University of Essex International College.
- (e) Review and deliver a response to the Annual Programme Reports from the University of Essex International College.
- (f) Facilitate the exchange of student performance data between the College and the University.
- (g) Receive changes to existing Kaplan International Pathways academic regulations, policies and procedures and consider the development of new ones, where appropriate.
- (h) Monitor, and report to the Joint Strategic Management Board on:
  - (i) the academic standards and quality of all the programmes of study and the associated teaching, learning, assessment and academic resources;
  - (ii) staffing, staff development and student matters (such as learning support, discipline, appeals and expulsions for academic reasons).
- (i) Receive an update on joint College-University activities and recommend further enhancements to the joint work of the partnership.
- (j) Ensure there is an awareness of the College and its work at the University and promote an understanding of the partnership and its priorities.
- (k) Receive relevant strategic and operational updates from the College, University and Kaplan International Pathways.

#### **FREQUENCY OF MEETINGS**

The Board will meet twice per academic year.

#### **Senate Committees which report annually**

##### **Ethics Committee**

###### **EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster  
 Pro-Vice-Chancellor (Research): Professor Christine Raines (*Chair*)  
 Dean of Postgraduate Research and Education: Professor Sanja Bahun  
 Head of Health and Safety: Claire Saunders  
 Information Assurance Manager: Sara Stock  
 Research Governance and Planning Manager: Sarah Manning-Press  
 Vice-President (Education), Students' Union: Edmund Walker

###### **APPOINTED MEMBERS**

Dr Tony Elston  
 Professor Wayne Martin

Professor Sabine Michalowski  
 Auriol Stevens  
 Three 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 have due regard of issues of equality and diversity in its work and make an annual report to the Senate.

##### **Research Committee**

###### **EX OFFICIO MEMBERS**

Vice-Chancellor: Professor Anthony Forster  
 Pro-Vice-Chancellor (Research): Professor Christine Raines (*Chair*)  
 Director of the Research and Enterprise Office: Vanessa Cuthill  
 Executive Dean (Humanities): Professor Andrew Le Sueur  
 Executive Dean (Science and Health): Professor Graham Underwood  
 Executive Dean (Social Sciences): Professor Moya Lloyd  
 Dean of Partnerships: Professor Dominic Micklewright  
 Deputy Dean (Research) (Humanities): Dr Tracey Loughran  
 Deputy Dean (Research) (Science and Health): Professor Alan St Clair Gibson  
 Deputy Dean (Research) (Social Sciences): Professor John Preston  
 Dean of Postgraduate Research and Education: Professor Sanja Bahun  
 Vice-President (Education), Students' Union: Edmund Walker

###### **APPOINTED MEMBERS**

Professor Kristian Gleditsch  
 Professor Alison Rowlands  
 Professor Leonard Schalkwyk

###### **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) have due regard of issues of equality and diversity in its work and report to each meeting of Senate on relevant aspects of the Committee's areas of responsibilities.
- 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 monitor matters relating to equality and diversity within its overall consideration;
  - (g) to determine the arrangements for seeking nominations from the community of the University and to approve procedures and guidance notes relating to nominations.

## **Joint Committee of the Council and the Senate**

### **Honorary Degrees and Honorary Fellowships Committee**

#### **EX OFFICIO MEMBERS**

Chair of Council: Judith Judd (*Chair*)

One External member of Council: Dr Elizabeth Hall

One co-opted External member of Council: Dr Adam Wright

Vice-Chancellor/Chair of Senate: Professor Anthony Forster

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

Humanities: Dr Karen Brennan

Science and Health: Professor Ian Maynard

Social Sciences: Professor Monica Schmid

Registrar and Secretary: Bryn Morris

One member of Non-Academic Staff: Heather Doyle

President, Students' Union (or nominee): Tancrede Chartier

#### **IN ATTENDANCE**

A representative from the Development and Alumni Office: Director of Advancement, Jo Rogers

#### **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

# 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 their 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 their 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 a member of Council and 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 their inability through illness or any other cause to perform their 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 they are Chair of the Council, they 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 their 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 their 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 Management 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 they may determine.
8. The Vice-Chancellor may delegate all or any of their functions under paragraph 6 or paragraph 7 of this Ordinance to such Officer or Officers of the University as they 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 they 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 their 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 them 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 their 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.

## **Ordinance 8**

### **DEANS**

1. Executive Deans of Faculty, the Dean of Postgraduate Research and Education, the Dean of 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.

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 normally 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, Dean of 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, Dean of Partnerships, Deputy Dean (Education) or Deputy Dean (Postgraduate Research Education).
8. The composition of the Selection Committee for the roles of Dean of Postgraduate Research and Education and Dean of Partnerships, and deputies to these Deans, shall normally 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 normally be:  
The Executive Dean (Chair)  
The Pro-Vice-Chancellor (Education)  
Two Heads of Department from the relevant Faculty  
The Academic Registrar
10. The normal term of appointment shall be until the end of the third year following appointment or until such earlier date as

the Council on the recommendation of the Senate may in each case determine. 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 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 their 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 their 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 normally be until the end of the third year from the date 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 normally be ineligible for further appointment until one year has elapsed from the date of completion of their second period of office. A Head of Department may exceptionally be re-appointed for further terms of office on the recommendation of the Senate on receipt of a joint nomination from the members of Academic Staff holding posts allocated to the Department and the Vice-Chancellor.
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 their 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 their 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 Executive Dean 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 their 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 their 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 they cease 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 they must stand down from membership of the Council if they cease 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 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:**

Deputy Vice-Chancellor (Designate):

Professor Lorna Fox O'Mahony

University Librarian and Director of Library Services

The Director of IT Services

**Student Members:**

President of the Students' Union

Vice-President of the Students' Union

(Southend) or President East 15 Loughton

Vice-President (Education) of the Students' Union

Faculty Convenors (3)

Postgraduate Taught Officer

Postgraduate Research Officer

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 14 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 their 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 their 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 their dissent recorded in the Minutes of the meeting, provided that they 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 their 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 their 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 normally be held annually on a date or dates 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 they are 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 their 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
  - President of the Students' Union (Southend) or President East 15 Loughton
  - Vice-President (Education) of the Students' Union
  - Faculty Convenors (3)
  - Postgraduate Taught Officer
  - Postgraduate Research 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 they shall cease to be a member of the Senate and for the remainder of their year of appointment the Senate may, after consultation with the President of the Students' Union, co-opt another student to take their 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  
University Librarian and Director of Library Services  
The Emeritus Professors  
The Principal Officers of the Students' Union  
**Appointed Members:**  
Persons who have been External Members of the Council;  
Such other persons 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. Members of Court shall be invited to a meeting, normally at least once a year within 15 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 and sustainability of the University since the last meeting.

## 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 they are Chair, provided that they report 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 their 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  
Edge Hotel School  
Department of Government  
School of Health and Social Care  
Department of History  
Essex Pathways  
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  
Department of Psychosocial and Psychoanalytic Studies  
Institute for Social and Economic Research

Department of Sociology  
School of Sport, Rehabilitation and Exercise Sciences  
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.
4. The membership of Faculties shall be as follows:

#### **Faculty of Humanities**

East 15 Acting School  
Edge Hotel School  
Department of History  
Essex Pathways  
Department of Literature, Film, and Theatre Studies  
School of Law (incorporating the Human Rights Centre)  
School of Philosophy and Art History (incorporating the Interdisciplinary Studies Centre)

#### **Faculty of Science and Health**

School of Biological Sciences  
School of Computer Science and Electronic Engineering  
School of Health and Social Care  
Department of Mathematical Sciences  
Department of Psychology  
School of Sport, Rehabilitation and Exercise Sciences

#### **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  
Department of Psychosocial and 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 them 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 their discretion, and shall, upon the request in writing of not fewer than 25 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 their absence, a Pro-Chancellor or other Principal Officer of the University.

### **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, Senior Research Fellows, Lecturers, Research Fellows, Senior Research Officers or Research Officers 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 their 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 their 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 their 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 their standing, experience and the opportunities which have been afforded to them, 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, they can count their length of service as a member of the temporary Academic Staff for the purpose of accruing entitlement to research leave, provided that they are 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 recommence. 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 recommence.

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 they approve 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 their plans provided that a case has been made to their 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 they 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 their 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 their resignation. The options to be discussed with the member of staff will be:

- (a) To allow the member of staff to continue with their 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 their employment with the University early and take up their 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 their dismissal may in the circumstances (including the size and administrative resources of the University) reasonably be treated as a sufficient reason for dismissing them.

##### Application

3.
  - (1) This Ordinance shall apply:
    - (a) to the persons defined as 'Academic Staff' in Ordinance 34;
    - (b) to the Registrar and Secretary, University 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) their appointment is made, or their contract of employment is entered into, on or after 20 November 1987; or
    - (b) they are 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 their 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 their attention under sub-paragraph (1) they shall institute such investigations or enquiries (if any) as appear to them to be necessary.
- (3) If it appears to the Vice-Chancellor that a complaint brought to their 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 they 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) they shall treat the complaint as disclosing a sufficient reason for proceeding further under this Part and, if they see fit, they may suspend the member on full pay pending a final decision.
- (5) Where the Vice-Chancellor proceeds further under this Part they 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 themselves; or
  - (b) refer it for consideration under paragraph 13; or
  - (c) deal with it informally themselves 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), they 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 they are 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 them to represent them 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 them 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 their 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 their 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 their 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 they have 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 they consider 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 they consider 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 their appeal;
  - (b) that an appeal shall not be determined without an oral hearing at which the appellant, and any person appointed by them to represent them 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 their 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, they may dismiss it summarily, or take no action upon it. If it so appears to the Vice-Chancellor they 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

they 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 they 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 they do not defer action upon it under sub-paragraph (4) they shall decide whether it would be appropriate, having regard to the interests of justice and fairness, for them to seek to dispose of it informally. If they so decide they 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 them, that the complaint raises a *prima facie* case

and that this could, if proved, constitute good cause for dismissal or removal from office they 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 them under sub-paragraph (1) does not raise a *prima facie* case or is trivial or invalid, they 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 ten 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 their 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 their 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 their appointment and terminate their 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 they shall have been given a reasonable opportunity of being heard by the Council and of questioning the witnesses upon whose evidence the case against them 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.
2. **Taught provision**  
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.

3. External Examiners shall be appointed for a period of four years by the Chair of the relevant Faculty or Partnerships Education Committee or nominee appointed by the Chair, 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. Exceptional cases may require approval by the Pro-Vice-Chancellor (Education).
4. 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.
5. **Research provision**  
In any examination for a research degree of the University there shall be at least one External Examiner.
6. External Examiners for research degrees shall be appointed by the Chair of the relevant Faculty Education Committee or their nominee appointed by the Chair under powers delegated by the Senate, receiving nominations from the Departments or partner institutions concerned.
7. No External Examiner for research provision 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. Exceptional cases may require approval by the Pro-Vice-Chancellor (Education).

## **Ordinance 46**

### **BOARDS OF EXAMINERS**

1. The Senate has responsibility to confer Degrees, Diplomas, Certificates and other awards of the University. As such, Senate is responsible for the system of academic governance whereby final decisions on the results for modules, progression, awards

and degree classification for all students of the University are determined.

**2. Taught provision**

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.

3. In circumstances in which Boards of Examiners are not able to be properly constituted in accordance with the procedures approved by Senate, or are unable for any other reason to exercise the powers delegated to them by the Senate, the Chair of that board (or where this is not possible the Secretary) after taking all reasonable steps to address the situation shall be responsible for drawing this matter to the attention of the Chair of Senate and requesting that this power should revert to the Senate. The Chair of Senate may delegate authority to an alternative board of examiners which, provided it is properly constituted, can take forward the responsibilities subject to the normal powers outlined in (1) above.

**4. Research provision**

The Senate has delegated to the Chair of relevant Faculty Education Committee or their nominee appointed by the Chair the power to make the final decision on the results for all research degrees following recommendations from the examiners.

**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. Where changes in the law or obligations imposed upon the

University by government require an in-year change in institutional regulations, policies or procedures then that change shall be enacted immediately, subject to approval by the Vice-Chancellor, and the Academic Registrar shall ensure the relevant information is published in a timely manner and shall report that change to the next meeting of the Senate.

**Ordinance 48**

**YEAR AND TERM**

1. In the Charter, Ordinances and Regulations 'year' shall be defined as 12 calendar months.
2. With reference to the report of the Auditors and the Accounts, 'year' shall be 12 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 their deputy, Head of Department and all other academic offices, 'year' shall be 12 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 12 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 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/4 or above (or equivalent), 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/4 or above (or equivalent), 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 entry requirements for the programme of study for which they have applied and, for research degrees, have also met expectations at interview.

#### 1.3.

Persons who have been offered a place in the University to begin a programme of study must register as required under the Regulations relating to Registration. If a person fails so to register, the offer of admission to the programme of study will lapse. Only exceptionally and with the special permission of the Academic Registrar or nominee will late registration be permitted. The University reserves the right, not to allow students to register after term has started.

#### 1.4.

Whilst the University has no minimum or upper age limits on entry, offers will not be made to applicants who will be under 16 years of age at the point of entry. 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 processes relating to admission and registration of those who are under 18 years of age. The relevant policies and processes reflect the University's obligations under UK law to protect children and adults at risk.

#### 1.5.

Applicants for courses that are subject to a mandatory DBS check are required by the University to declare all criminal offences that are deemed to be unspent and spent in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. A person who, after their acceptance for admission as a student on a mandatory course, 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 relevant Head of Admissions immediately. Each case will be considered on its individual merits in accordance with the University's Student Membership and Disclosure and Barring Service Checks Policy and Procedure. The student concerned may be permitted to continue, required to withdraw from admission to the University, or transfer to an alternative programme of study.

#### 1.6.

The Head of a department, in conjunction with relevant colleagues shall be responsible for determining the entry requirements for individual programmes of study annually. Programme-specific entry requirements shall normally be published at least 12 months before the commencement of the relevant programme of study.

#### 1.7.

The Head of a department or their nominee, in conjunction with the relevant staff in Admissions, 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 entry requirements for the relevant programme of study.

1.8.

An Executive Dean or their deputy<sup>3</sup> may declare applicants who do not satisfy the general entrance requirements and/or the entry requirements for the relevant undergraduate or postgraduate taught programme of study suitable for admission, subject to their submitting satisfactory evidence of previous or current study and/or employment which demonstrates their capacity to pursue the relevant programme of study. The Executive Dean or their deputy may delegate this responsibility to a nominee, who will normally be the Deputy Dean (Education) or a member of the relevant Admissions team.

1.9.

The Head of a department or their nominee shall be responsible for assessing the suitability for admission of an applicant for a research degree programme in accordance with University admissions policy and entry requirements for the relevant full or part-time research degree programme.

1.10.

A Head of department or their 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 first language English speakers must meet the University's 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.

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<sup>3</sup>Where it is stated 'Executive Dean or their deputy' in most cases the deputy referred to will be the Deputy Dean (Education) or a member of the relevant Admissions team. However, in the case of postgraduate research student matters this may be the Dean, or the Deputy Dean of Postgraduate Research and Education. This applies throughout these regulations.



# 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*)

## 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 Computer Science, Electronic Engineering, Engineering, Languages or in Telecommunication Engineering (*MEng, MLang, MSci*)

## 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 Business Management (*MBM*)  
Master of Education (*M.Ed*)  
Master of Fine Art (*MFA*)  
Master of Research (*MRes*)

## RESEARCH DEGREE

Master of Arts or Laws or Science by dissertation (*MA 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*)  
Doctor of Science (*DSc*)

\*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 Placement Year) *BSc*  
Biochemistry (Including Year Abroad) *BSc*  
Biological Sciences *BSc*  
Biological Sciences (Including Placement Year) *BSc*  
Biomedical Science *BSc*  
Biomedical Science (Integrated) *BSc*  
Biological Sciences (Including Year Abroad) *BSc*  
Biomedical Science (Including Placement Year) *BSc*  
Biomedical Science (Including Year Abroad) *BSc*  
Genetics *BSc*  
Genetics (Including Placement Year) *BSc*  
Genetics (Including Year Abroad) *BSc*  
Marine Biology *BSc*  
Marine Biology (Including Placement Year) *BSc*  
Marine Biology (Including Year Abroad) *BSc*

### TAUGHT POSTGRADUATE

Biotechnology *MSc*  
Molecular Medicine *MSc*  
Tropical Marine Biology *MSc*

### RESEARCH DEGREE

Biochemistry *PhD DSc 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*  
Environmental Biology *PhD MPhil MSc by dissertation*  
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*  
Molecular Medicine: Medical Microbiology *PhD MPhil MSc by dissertation*  
Plant Biology *PhD*

## **Computer Science and Electronic Engineering, School of**

### **HONOURS DEGREE**

Communications Engineering *BEng*  
Communications Engineering (Including Placement Year) *BEng*  
Communications Engineering (Including Year Abroad) *BEng*  
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*  
Computing *BSc*  
Computing (Including Placement Year) *BSc*  
Computing (Including Year Abroad) *BSc*  
Computing and Electronics *BSc*  
Computing and Electronics (Including Placement Year) *BSc*  
Computing and Electronics (Including Year Abroad) *BSc*  
Data Science and Analytics *BSc*  
Data Science and Analytics (Including Placement Year) *BSc*  
Digital and Technology Solutions (Software Engineering) *BSc*  
Electronic System Engineering *BSc*  
Electronics *BSc*  
Electronics (Including Placement Year) *BSc*  
Electronics (Including Year Abroad) *BSc*  
Information and Communication Technology *BSc*  
Information and Communication Technology (Including Placement Year) *BSc*  
Information and Communication Technology (Including Year Abroad) *BSc*

Robotic Engineering *BEng*  
Robotic Engineering (Including Placement Year) *BEng*  
Robotic Engineering (Including Year Abroad) *BEng*

### **INTEGRATED MASTERS**

Communications Engineering *MEng*  
Computer Science *MSci*  
Computer Science (Including Placement Year) *MSci*  
Electronic Engineering *MEng*  
Electronic Engineering (Including Placement Year) *MEng*

### **TAUGHT POSTGRADUATE**

Advanced Computer Science *MSc*  
Algorithmic Trading *MSc*  
Artificial Intelligence *MSc*  
Big Data and Text Analytics *MSc*  
Computational Finance *MSc*  
Computer Engineering *MSc*  
Computer Games *MSc*  
Computer Networks and Security *MSc*  
Electronic Engineering *MSc*  
Global Communication Systems *MSc*  
Intelligent Systems and Robotics *MSc*  
Internet of Things *MSc*

### **RESEARCH DEGREE**

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

## **East 15**

### **SUB HONOURS**

Theatre Arts *CertHE*

### **HONOURS DEGREE**

Acting *BA*  
Acting (International) *BA*  
Acting and Community Theatre *BA*  
Acting and Contemporary Theatre *BA*  
Acting and Stage Combat *BA*  
Arts Management *BA*  
Creative Producing (Theatre and Short Film) *BA*  
Physical Theatre *BA*  
Stage and Production Management *BA*  
Theatre Arts *BA*  
World Performance *BA*

### **TAUGHT POSTGRADUATE**

Acting *MA MFA*  
Acting (International) *MA MFA*  
Theatre Directing *MA MFA*

## **Economics**

### **HONOURS DEGREE**

Business Economics *BA*  
Business Economics (Including Placement Year) *BA*  
Business Economic (Including Year Abroad) *BA*  
Economics *BA BSc*  
Economics (Including Placement Year) *BA BSc*  
Economics (Including Year Abroad) *BA BSc*  
Economics with a Modern Language *BA*  
Economics with Computing *BSc*  
Economics with Computing (Including Placement Year) *BSc*  
Economics with Computing (Including Year Abroad) *BSc*  
Economics with Mathematics *BSc*  
Economics with Mathematics (Including Placement Year) *BSc*  
Economics with Mathematics (Including Year Abroad) *BSc*  
Economics with Psychology *BA BSc*  
Economics with Psychology (Including Placement Year) *BA BSc*  
Economics with Psychology (Including Year Abroad) *BA BSc*  
Financial Economics *BA BSc*  
Financial Economics and Accounting *BA*  
Financial Economics and Accounting (Including Placement Year) *BA*  
Financial Economics and Accounting (Including Year Abroad) *BA*  
Financial Economics (Including Placement Year) *BA BSc*  
Financial Economics (Including Year Abroad) *BA BSc*  
History and Economics *BA*  
History and Economics (Including Placement Year) *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**

Applied Economics and Data Analysis *MSc*  
Behavioural Economics *MSc*  
Computational Economics, Financial Markets and Policy *MSc*  
Economics *MA MSc MRes Dip*  
Economics with Professional Placement *MSc*  
Economics and Econometrics *MSc*  
Financial and Business Economics *MSc*

Financial Econometrics *MSc*  
Financial Economics *MSc*  
Financial Economics and Accounting *MSc*  
Financial Economics and Econometrics *MSc*  
International Development *MA*  
International Economics *MSc*  
Management Economics *MSc*  
Money and Banking *MSc*  
Quantitative International Development *MSc*

### **RESEARCH DEGREE**

Economics *PhD PhD (Int) Doc Prog MPhil*

## **Edge Hotel School Ltd**

### **SUB HONOURS**

Events Management with Hospitality *FdA*  
Hotel Management *FdA*

### **HONOURS DEGREE**

Events Management with Hospitality *BA*  
Hotel Management *BA*

## **Essex Business School**

### **HONOURS DEGREE**

Accounting *BSc*  
Accounting (Including Placement Year) *BSc*  
Accounting (Including Year Abroad) *BSc*  
Accounting and Finance *BSc*  
Accounting and Finance (Including Placement Year) *BSc*  
Accounting and Finance (Including Year Abroad) *BSc*  
Accounting and Management *BSc*  
Accounting and Management (Including Placement Year) *BSc*  
Accounting and Management (Including Year Abroad) *BSc*  
Accounting with Economics *BSc*  
Accounting with Economics (Including Placement Year) *BSc*  
Accounting with Economics (Including Year Abroad) *BSc*  
Banking and Finance *BSc*  
Banking and Finance (Including Placement Year) *BSc*  
Banking and Finance (Including Year Abroad) *BSc*  
Business Administration *BBA*  
Business Administration (Including Placement Year) *BBA*  
Business Administration (Including Year Abroad) *BBA*  
Business Management *BSc*  
Business Management (Including Placement Year) *BSc*  
Business Management (Including Year Abroad) *BSc*  
Business Management and Modern Languages *BA*

Business Management with a Modern Language  
*BA*  
Finance *BSc*  
Finance (Including Placement Year) *BSc*  
Finance (Including Year Abroad) *BSc*  
Finance and Management *BSc*  
Finance and Management (Including Placement  
Year) *BSc*  
Finance and Management (Including Year  
Abroad) *BSc*  
Financial Management *BSc*  
International Business and Entrepreneurship *BSc*  
International Business and Entrepreneurship  
(Including Placement Year) *BSc*  
International Business and Entrepreneurship  
(Including Year Abroad) *BSc*  
Management and Marketing *BSc*  
Management and Marketing (Including Placement  
Year) *BSc*  
Management and Marketing (Including Year  
Abroad) *BSc*  
Marketing *BSc*  
Marketing (Including Placement Year) *BSc*  
Marketing (Including Year Abroad) *BSc*  
Tourism Management *BSc*  
Tourism Management (with Placement Year) *BSc*  
Tourism Management (with Year Abroad) *BSc*

#### **TAUGHT POSTGRADUATE**

Accounting *MSc MRes*  
Accounting and Finance *MSc*  
Accounting and Financial Management *MSc*  
Accounting and Management *MSc*  
Banking and Finance *MSc*  
Business Analytics *MSc*  
Entrepreneurship and Innovation *MSc*  
Finance *MSc*  
Finance and Data Analytics *MSc*  
Finance and Global Trading *MSc*  
Finance and Investment *MSc*  
Finance and Management *MSc*  
Financial Engineering and Risk Management  
*MSc*  
Global Project Management *MSc*  
Human Resource Management *MSc*  
International Accounting and Banking *MSc*  
International Accounting and Banking with  
Professional Placement *MSc*  
International Business and Entrepreneurship *MSc*  
International Finance *MSc*  
International Logistics and Supply Chain  
Management *MSc*  
International Management *MSc*  
International Marketing and Entrepreneurship  
*MSc*  
Management *MSc*  
Management and Organisation *MRes*  
Marketing and Brand Management *MSc*  
Marketing Management *MSc*  
Master of Business Administration: The Essex  
MBA *MBA*  
Master of Business Administration: The Essex  
Executive MBA *MBA*

Master of Business Management *MBM*  
New Venture Creation *PGCert*

#### **RESEARCH DEGREE**

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

#### **Essex Pathways**

##### **HONOURS DEGREE**

Accounting (Including Foundation Year) *BSc*  
Accounting and Finance (Including Foundation  
Year) *BSc*  
Accounting and Management (Including  
Foundation Year) *BSc*  
Accounting with Economics (Including Foundation  
Year) *BSc*  
Actuarial Science (including Foundation Year)  
*BSc*  
American Studies (United States) (Including  
Foundation Year and Year Abroad) *BA*  
American Studies (United States) with Film  
(Including Foundation Year and Year Abroad) *BA*  
Art History (Including Foundation Year) *BA*  
Art History (Including Foundation Year and Year  
Abroad) *BA*  
Art History and History (Including Foundation  
Year) *BA*  
Art History and History (Including Foundation  
Year and Year Abroad) *BA*  
Art History and Modern Languages (Including  
Foundation Year and Year Abroad) *BA*  
Art History with Modern Languages (Including  
Foundation Year and Year Abroad) *BA*  
Biological Sciences (Including Foundation Year)  
*BSc*  
Biochemistry (Including Foundation Year) *BSc*  
Biomedical Science (Including Foundation Year)  
*BSc*  
Business Administration (Including Foundation  
Year) *BBA*  
Business Management (Including Foundation  
Year) *BSc*  
Childhood Studies (Including Foundation Year)  
*BA*  
Communications and Digital Culture (including  
Foundation Year) *BA*  
Communications Engineering (Including  
Foundation Year) *BEng*  
Computer Science (Including Foundation Year)  
*BSc*  
Computers with Electronics (Including Foundation  
Year) *BEng*  
Creative Writing (Including Foundation Year) *BA*  
Criminology (Including Foundation Year) *BA*

Criminology and American Studies (Including Foundation Year) *BA*  
 Curatorial Studies (Including Foundation Year) *BA*  
 Curatorial Studies (Including Foundation Year and Year Abroad) *BA*  
 Data Science and Analytics (Including Foundation Year) *BSc*  
 Drama (Including Foundation Year) *BA*  
 Drama and Literature (Including Foundation Year) *BA*  
 Economics (Including Foundation year) *BA BSc*  
 Economics and Mathematics (Including Foundation Year) *BSc*  
 Economics with Mathematics (Including Foundation Year) *BSc*  
 Electronic Engineering (Including Foundation Year) *BEng*  
 English and Comparative Literature (Including Foundation Year) *BA*  
 English and United States Literature (Including Foundation Year) *BA*  
 English Language and Linguistics (Including Foundation Year) *BA*  
 English Language and Literature (Including Foundation Year) *BA*  
 English Literature (Including Foundation Year) *BA*  
 European Studies (Including Foundation Year) *BA*  
 European Studies and Modern Languages (Including Foundation Year) *BA*  
 European Studies with French (Including Foundation Year) *BA*  
 European Studies with German (Including Foundation Year) *BA*  
 European Studies with Italian (Including Foundation Year) *BA*  
 European Studies with Politics (Including Foundation Year) *BA*  
 European Studies with Spanish (Including Foundation Year) *BA*  
 Film and Creative Writing (Including Foundation Year) *BA*  
 Film Studies (Including Foundation Year) *BA*  
 Film Studies and Art History (Including Foundation Year) *BA*  
 Film Studies and Art History (Including Foundation Year and Year Abroad) *BA*  
 Film Studies and Literature (Including Foundation Year) *BA*  
 Finance (Including Foundation Year) *BSc*  
 Finance and Management (Including Foundation Year) *BSc*  
 Finance and Mathematics (Including Foundation Year) *BSc*  
 Financial Economics (Including Foundation Year) *BA BSc*  
 French Studies and Modern Languages (5 years Including Foundation Year) *BA*  
 Genetics (Including Foundation Year) *BSc*  
 German Studies and Modern Languages (5 years Including Foundation Year) *BA*  
 Global Studies (Including Foundation Year and Year Abroad) *BA*  
 History (Including Foundation Year) *BA*  
 History and Literature (Including Foundation Year) *BA*  
 History and Criminology (Including Foundation Year) *BA*  
 History and Economics (Including Foundation Year) *BA*  
 History and Sociology (Including Foundation Year) *BA*  
 History with Film Studies (Including Foundation Year) *BA*  
 History with Human Rights (Including Foundation Year) *BA*  
 International Business and Entrepreneurship (Including Foundation Year) *BSc*  
 International Economics (Including Foundation Year) *BA BSc*  
 International Relations (Including Foundation Year) *BA*  
 International Relations and Modern Languages (5 years Including Foundation Year) *BA*  
 Italian Studies and Modern Languages (5 years Including Foundation Year) *BA*  
 Language Studies (4 years Including Foundation Year) *BA*  
 Latin American Studies (Including Foundation Year) *BA*  
 Latin American Studies with Business Management (Including Foundation Year) *BA*  
 Latin American Studies with Human Rights (Including Foundation Year) *BA*  
 Law (Including Foundation Year) *LLB*  
 Liberal Arts (Including Foundation Year) *BA*  
 Liberal Arts (Including Foundation Year and Year Abroad) *BA*  
 Linguistics (Including Foundation Year) *BA*  
 Literature and Art History (Including Foundation Year) *BA*  
 Literature and Art History (Including Foundation Year and Year Abroad) *BA*  
 Literature and Creative Writing (Including Foundation Year) *BA*  
 Literature and Sociology (Including Foundation Year) *BA*  
 Management Economics (Including Foundation Year) *BA BSc*  
 Marine Biology (Including Foundation Year) *BSc*  
 Marketing (Including Foundation Year) *BSc*  
 Mathematics (Including Foundation Year) *BSc*  
 Mathematics and Statistics (Including Foundation Year) *BSc*  
 Mathematics with Computing (Including Foundation Year) *BSc*  
 Modern History (Including Foundation Year) *BA*  
 Modern History and International Relations (Including Foundation Year) *BA*

Modern History and Politics (Including Foundation Year) *BA*  
 Modern Languages (5 years Including Foundation Year) *BA*  
 Modern Languages and English Language (5 years Including Foundation Year) *BA*  
 Modern Languages and Linguistics (5 years Including Foundation Year) *BA*  
 Modern Languages and Teaching English as a Foreign Language (5 years Including Foundation Year) *BA*  
 Modern Language with Latin American Studies (5 years Including Foundation Year) *BA*  
 Philosophy (Including Foundation Year) *BA*  
 Philosophy (Including Foundation Year and Year Abroad) *BA*  
 Philosophy and Art History (Including Foundation Year) *BA*  
 Philosophy and Art History (Including Foundation Year and Year Abroad) *BA*  
 Philosophy and History (Including Foundation Year) *BA*  
 Philosophy and History (Including Foundation Year and Year Abroad) *BA*  
 Philosophy and Law (Including Foundation Year) *BA*  
 Philosophy and Law (Including Foundation Year and Year Abroad) *BA*  
 Philosophy and Literature (Including Foundation Year) *BA*  
 Philosophy and Literature (Including Foundation Year and Year Abroad) *BA*  
 Philosophy and Politics (Including Foundation Year) *BA*  
 Philosophy and Politics (Including Foundation Year and Year Abroad) *BA*  
 Philosophy and Sociology (Including Foundation Year) *BA*  
 Philosophy and Sociology (Including Foundation Year and Year Abroad) *BA*  
 Philosophy with Human Rights (Including Foundation Year) *BA*  
 Philosophy, Religion and Ethics (Including Foundation Year) *BA*  
 Philosophy, Religion and Ethics (Including Foundation Year and Year Abroad) *BA*  
 Philosophy with Human Rights (Including Foundation Year and Year Abroad) *BA*  
 Philosophy with Modern Languages (5 years Including Foundation Year) *BA*  
 Politics (Including Foundation Year) *BA*  
 Psychoanalytic Studies (Including Foundation Year) *BA*  
 Psychology (Including Foundation Year) *BA*  
 Psychology with Cognitive Neuroscience (Including Foundation Year) *BSc*  
 Sociology (Including Foundation Year) *BA*  
 Sociology and Criminology (Including Foundation Year) *BA*  
 Spanish Studies and Modern Languages (5 Years Including Foundation Year) *BA*  
 Spanish, Portuguese and Brazilian Studies (5 Years Including Foundation Year) *BA*

Teaching English as a Foreign Language (TEFL) (Including Foundation Year) *BA*  
 Tourism Management (Including Foundation Year) *BSc*

## **Government**

### **HONOURS DEGREE**

Economics and Politics *BA*  
 Economics and Politics (Including Placement Year) *BA*  
 Economics and Politics (Including Year Abroad) *BA*  
 International Development *BA*  
 International Development (Including Placement Year) *BA*  
 International Development (Including Year Abroad) *BA*  
 International Relations *BA*  
 International Relations (Including Placement Year) *BA*  
 International Relations (Including Year Abroad) *BA*  
 Philosophy, Politics and Economics *BA*  
 Philosophy, Politics and Economics (Including Placement Year) *BA*  
 Philosophy, Politics and Economics (Including Year Abroad) *BA*  
 Political Economics *BA*  
 Political Economics (Including Placement Year) *BA*  
 Political Economics (Including Year Abroad) *BA*  
 Political Theory and Public Policy *BA*  
 Political Theory and Public Policy (Including Placement Year) *BA*  
 Political Theory and Public Policy (Including Year Abroad) *BA*  
 Politics *BA*  
 Politics (Including Placement Year) *BA*  
 Politics (Including Year Abroad) *BA*  
 Politics and International Relations *BA BSc*  
 Politics and International Relations (Including Placement Year) *BA BSc*  
 Politics and International Relations (Including Year Abroad) *BA BSc*  
 Politics with Human Rights *BA*  
 Politics with Human Rights (Including Placement Year) *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*  
 Political Economy *MA MSc MRes*  
 Political Science *MA MSc MRes*  
 Political Theory *MA*  
 Politics *MA Dip*  
 Politics (With English for Academic Purposes) *MA*

Public Opinion and Political Behaviour *MA MSc*  
Social Science Data Analysis *MA*  
United States Politics *MA*

#### **RESEARCH DEGREE**

European Politics *Doc Prog*  
Government *PhD MPhil Ideology and Discourse Analysis PhD Doc Prog*  
International Relations *Doc Prog*  
Political Behaviour *Doc Prog Political Economy Doc Prog*  
Political Theory *Doc Prog*  
Politics *Doc Prog*

### **Health and Social Care, School of**

#### **SUB HONOURS**

Health Science *FdSc*  
Oral Health Science *FdSc*  
Therapeutic Foster Care *CertCE*

#### **HONOURS DEGREE**

Health Care Practice *BSc*  
Nursing (Adult) *BSc*  
Nursing (Adult (Including Year Abroad)) *BSc*  
Nursing (Mental Health) *BSc*  
Nursing (Mental Health) (Including Year Abroad) *BSc*  
Occupational Therapy *BSc*  
Oral Health Science *BSc*  
Social Work *BA*  
Speech and Language Therapy *BSc*  
Speech and Language Therapy (Including Placement Year) *BSc*  
Speech and Language Therapy (Including Year Abroad) *BSc*

#### **TAUGHT POSTGRADUATE**

Advanced Periodontal Practice *MSc*  
Approaches to Working Therapeutically with Children, Young People and Families *PGCert*  
Health Care Practice *MSc PGDip PGCert*  
Health and Organisational Research *MA*  
Health Research *MSc*  
Leading and Managing for Change *PGCert*  
Medical and Clinical Education *MSc PGDip PGCert*  
Nursing (Adult) (pre-registration) *MSc*  
Nursing (Mental Health) (pre-registration) *MSc*  
Occupational Therapy (pre-registration) *MSc*  
Periodontology *MSc*  
Practice Education *PGCert*  
Professional Practice *MA PGCert*  
Professional Practice (Health Care) *MSc*  
Psychological Well-being Practitioner (Low Intensity) *PGCert Cert*  
Speech and Language Therapy (pre-registration) *MSc*

#### **RESEARCH DEGREE**

Applied Psychology *PhD MPhil MPhD*  
Clinical Psychology *DClinPsych*

Health and Organisational Research *PhD MPhil*  
Health Care Education *Doctorate* (title to be confirmed)  
Health Service Management *DHealthServiceMan*  
Health Studies *PhD MPhil MSc by dissertation*  
Nursing *DNursing*  
Nursing Studies *PhD MPhil MSc by dissertation*  
Occupational Therapy *PhD MPhil MSc by dissertation Doctorate* (title to be confirmed)  
Public Health *PhD MPhil MSc by dissertation*  
Public Health (Health Visiting) *PublicHealth(HealthVisiting)*  
Social Care Education *DSocialCareEducation*  
Social Care Practice Management *DSocCarePractice*  
Social Policy *PhD MPhil MSc by dissertation*  
Social Services Management *DSocialServicesManagement*  
Social Work *PhD MPhil MSc by dissertation*  
Speech and Language Therapy *DSpeechLanguageTherapy*

### **History**

#### **HONOURS DEGREE**

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

Modern History and Politics (Including Placement Year) *BA*

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

**TAUGHT POSTGRADUATE**

History *MA PGCert*

**RESEARCH DEGREE**

History *PhD MPhil MA by dissertation*

**Human Resources – Learning and Development**

**TAUGHT POSTGRADUATE**

Higher Education Practice *PGCert*

**Human Rights Centre**

**TAUGHT POSTGRADUATE**

Human Rights and Cultural Diversity *MA*

Theory and Practice of Human Rights *MA*

**RESEARCH DEGREE**

Human Rights *PhD*

**Institute for Social and Economic Research**

**RESEARCH DEGREE**

Applied Social and Economic Research *PhD MPhil*

Biosocial Research *PhD MPhil*

Economics *PhD MPhil*

Health Research *PhD MPhil*

Sociology *PhD*

Survey Methodology *PhD MPhil*

**Interdisciplinary Studies Centre**

**HONOURS DEGREE**

American Studies (United States) *BA*

American Studies (United States) (UK Study) *BA*

American Studies (United States) (Including Year Abroad) *BA*

American Studies (United States) with Film *BA*

American Studies (United States) with Film (Including Year Abroad) *BA*

Criminology and American Studies *BA*

Criminology and American Studies (Including Year Abroad) *BA*

Criminology and American Studies (UK Study) *BA*

European Studies *BA*

European Studies (Including Year Abroad) *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*

Global Studies *BA*

Global Studies (Including Year Abroad) *BA*

Global Studies and Modern Languages (Including Year Abroad) *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*

**Language and Linguistics**

**SUB HONOURS**

Modern Languages *CertHE*

**HONOURS DEGREE**

English Language and Language Development *BA*

English Language and Language Development (Including Placement Year) *BA*

English Language and Language Development (Including Year Abroad) *BA*

English Language and Linguistics *BA*

English Language and Linguistics (Including Placement Year) *BA*

English Language and Linguistics (Including Year Abroad) *BA*

English Language and Literature *BA*

English Language and Literature (Including Placement Year) *BA*

English Language and Literature (Including Year Abroad) *BA*

English Language and Sociology *BA*

English Language and Sociology (Including Placement Year) *BA*

English Language and Sociology (Including Year Abroad) *BA*

English Language with Media Communication *BA*

English Language with Media Communication (Including Placement Year) *BA*

English Language with Media Communication (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*

Linguistics *BA*

Linguistics (Including Placement Year) *BA*

Linguistics (Including Year Abroad) *BA*

Modern Languages *BA*

Modern Languages and English Language *BA*

Modern Languages and Linguistics *BA*

Modern Languages and Teaching English as a Foreign Language *BA*

Modern Languages with Latin American Studies *BA*

Philosophy with Modern Languages *BA*

Spanish Studies and Modern Languages *BA*

Spanish, Portuguese and Brazilian Studies *BA*

Teaching English as a Foreign Language (TEFL) *BA*



Teaching English as a Foreign Language (TEFL) (Including Placement Year) *BA*  
Teaching English as a Foreign Language (TEFL) (Including Year Abroad) *BA*

#### **INTEGRATED MASTERS**

Modern Languages (Translation) *MLang*

#### **TAUGHT POSTGRADUATE**

Analysing Language Use *MRes*  
Applied Linguistics *MA*  
Business Translation and Interpreting (Chinese-English) *MA*  
Chinese-English Translation and Interpreting *MA PGDip*  
Chinese-English Translation and Professional Practice *MA*  
Conference Interpreting and Translation (Chinese-English) *MA*  
English Language and Linguistics *MA*  
Experimental Linguistics *MRes*  
Language in Society *MA*  
Linguistic Studies *MA*  
Linguistics *MA MRes*  
Psycholinguistics *MA*  
Teaching English to Speakers of Other Languages (TESOL) *MA*  
Translation and Literature *MA*  
Translation and Professional Practice *MA*  
Translation and Professional Practice with Professional Placement *MA*  
Translation, Interpreting and Subtitling *MA*

#### **RESEARCH DEGREE**

Analysing Language Use *PhD MPhil*  
Applied Linguistics *PhD PhD (Int) MPhil MA by dissertation*  
English Language Teaching *PhD MPhil MA by dissertation*  
Experimental Linguistics *PhD MPhil*  
Linguistics *PhD PhD (Int) MPhil MA by dissertation*  
Psycholinguistics *PhD MPhil MA by dissertation*  
Sociolinguistics *PhD PhD (Int) MPhil MA by dissertation*

#### **Law, School of**

##### **HONOURS DEGREE**

English and French Law (Maitrise) *LLB Law LLB*  
Law (Including Placement Year) *LLB*  
Law (Including Year Abroad) *LLB*  
Law (Senior Status) *LLB*  
Law and Politics *LLB*  
Law with Business *LLB*  
Law with Business (Including Placement Year) *LLB*  
Law with Business (Including Year Abroad) *LLB*  
Law with Finance *LLB*  
Law with Finance (Including Year Abroad) *LLB*

Law with Finance (Including Placement Year) *LLB*  
Law with Human Rights *LLB*  
Law with Human Rights (Including Placement Year) *LLB*  
Law with Human Rights (Including Year Abroad) *LLB*  
Law with Philosophy *LLB*  
Law with Philosophy (Including Placement Year) *LLB*  
Law with Philosophy (Including Year Abroad) *LLB*  
Law with Politics *LLB*  
Law with Politics (Including Placement Year) *LLB*  
Law with Politics (Including Year Abroad) *LLB*

##### **TAUGHT POSTGRADUATE**

Economic, Social and Cultural Rights *LLM*  
International Commercial and Business Law *LLM*  
International Commercial and Business Law with Professional Placement *LLM*  
International Humanitarian Law *LLM*  
International Human Rights Law *LLM*  
International Human Rights Law (Economic Relations) *LLM*  
International Trade Law *LLM PGDip*  
International Trade and Maritime Law *LLM*  
International Trade and Maritime Law with Professional Placement *LLM*

##### **RESEARCH DEGREE**

Human Rights and Research Methods *PhD Law PhD MPhil*

#### **Literature, Film, and Theatre Studies**

##### **HONOURS DEGREE**

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

Film and Creative Writing (Including Year Abroad) *BA*  
 Film Studies *BA*  
 Film Studies (Including Placement Year) *BA*  
 Film Studies (Including Year Abroad) *BA*  
 Film Studies and Literature *BA*  
 Film Studies and Literature (Including Placement Year) *BA*  
 Film Studies and Literature (Including Year Abroad) *BA*  
 Journalism and Criminology *BA*  
 Journalism and Criminology (Including Placement Year) *BA*  
 Journalism and Criminology (Including Year Abroad) *BA*  
 Journalism and Economics *BA*  
 Journalism and Economics (Including Placement Year) *BA*  
 Journalism and Economics (Including Year Abroad) *BA*  
 Journalism and English Language *BA*  
 Journalism and English Language (Including Placement Year) *BA*  
 Journalism and English Language (Including Year Abroad) *BA*  
 Journalism and Liberal Arts *BA*  
 Journalism and Liberal Arts (Including Placement Year) *BA*  
 Journalism and Liberal Arts (Including Year Abroad) *BA*  
 Journalism and Literature Arts *BA*  
 Journalism and Literature (Including Placement Year) *BA*  
 Journalism and Literature (Including Year Abroad) *BA*  
 Journalism and Modern Languages *BA*  
 Journalism and Philosophy *BA*  
 Journalism and Philosophy (Including Placement Year) *BA*  
 Journalism and Philosophy (Including Year Abroad) *BA*  
 Journalism and Politics *BA*  
 Journalism and Politics (Including Placement Year) *BA*  
 Journalism and Politics (Including Year Abroad) *BA*  
 Journalism and Sociology *BA*  
 Journalism and Sociology (Including Placement Year) *BA*  
 Journalism and Sociology (Including Year Abroad) *BA*  
 Journalism with Business Management *BA*  
 Journalism with Business Management (Including Placement Year) *BA*  
 Journalism with Business Management (Including Year Abroad) *BA*  
 Journalism with Human Rights *BA*  
 Journalism with Human Rights (Including Placement Year) *BA*  
 Journalism with Human Rights (Including Year Abroad) *BA*  
 Literature and Creative Writing *BA*

Literature and Creative Writing (Including Placement Year) *BA*  
 Literature and Creative Writing (Including Year Abroad) *BA*  
 Literature and Sociology *BA*  
 Literature and Sociology (Including Placement Year) *BA*  
 Literature and Sociology (Including Year Abroad) *BA*  
 Multimedia Journalism *BA*  
 Multimedia Journalism (Including Placement Year) *BA*  
 Multimedia Journalism (Including Year Abroad) *BA*

#### **TAUGHT POSTGRADUATE**

American Literatures *MA*  
 Avant-Gardes *MA*  
 Creative Writing *MA*  
 Film and Literature *MA*  
 Film Studies *MA*  
 Literature *MA*  
 Playwriting *MA*  
 Wild Writing: Literature, Landscape 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*  
 Journalism *PhD MPhil MSc by dissertation*  
 Literature *PhD MPhil MA by dissertation*  
 Theatre Studies *PhD MPhil MA by dissertation*  
 Theatre Studies (Playwriting) *PhD MPhil*

### **Mathematical Sciences**

#### **HONOURS DEGREE**

Actuarial Science *BSc*  
 Actuarial Science (Including Placement Year) *BSc*  
 Actuarial Science (Including Year Abroad) *BSc*  
 Data Science and Analytics *BSc*  
 Data Science and Analytics (Including Placement Year) *BSc*  
 Data Science and Analytics (Including Year Abroad) *BSc*  
 Economics and Mathematics *BSc*  
 Economics and Mathematics (Including Placement Year) *BSc*  
 Economics and Mathematics (Including Year Abroad) *BSc*  
 Finance and Mathematics *BSc*  
 Finance and Mathematics (Including Placement Year) *BSc*  
 Finance and Mathematics (Including Year Abroad) *BSc*  
 Mathematics *BSc*  
 Mathematics (Including Placement Year) *BSc*  
 Mathematics (Including Year Abroad) *BSc*  
 Mathematics and Statistics *BSc*  
 Mathematics and Statistics (Including Placement Year) *BSc*

Mathematics and Statistics (Including Year Abroad) *BSc*  
Mathematics with Computing *BSc*  
Mathematics with Computing (Including Placement Year) *BSc*  
Mathematics with Computing (Including Year Abroad) *BSc*  
Mathematics with Physics *BSc*  
Mathematics with Physics (Including Placement Year) *BSc*  
Mathematics with Physics (Including Year Abroad) *BSc*

#### **TAUGHT POSTGRADUATE**

Actuarial Science *MSc PGDip*  
Data Science *MSc*  
Data Science with Professional Placement *MSc*  
Discrete Mathematics and Its Applications *MSc PGDip*  
Mathematics *MSc Dip*  
Mathematics and Finance *MSc PGDip*  
Statistics *MSc PGDip*  
Statistics and Operational Research *MSc PGDip*

#### **RESEARCH DEGREE**

Actuarial Science *PhD*  
Applied Mathematics *PhD MPhil MSc by dissertation*  
Bioinformatics *PhD*  
Bio-Statistics *PhD MPhil MSc by dissertation*  
Mathematical Biology *PhD MPhil MSc by dissertation*  
Mathematical Sciences *PhD*  
Mathematics *PhD MPhil MSc by dissertation*  
Operational Research *PhD MPhil MSc by dissertation*  
Pure Mathematics *PhD MPhil MSc by dissertation*  
Statistics *PhD MPhil MSc by dissertation*

### **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*  
Curatorial Studies *BA*  
Curatorial Studies (Including Year Abroad) *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*  
Philosophy and Art History *BA*

Philosophy and Art History (Including Year Abroad) *BA*

##### **TAUGHT POSTGRADUATE**

Art History and Theory *MA PGCert Dip*  
Curating *MA*  
Curating with Professional Placement *MA*

##### **RESEARCH DEGREE**

Art History and Theory *PhD MPhil MA by dissertation*  
Curating *PhD MPhil*

#### **Philosophy @ Essex**

##### **HONOURS DEGREE**

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

##### **TAUGHT POSTGRADUATE**

Philosophy *MA*

##### **RESEARCH DEGREE**

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

### **Psychology**

##### **HONOURS DEGREE**

Psychological Studies *BA*  
Psychology *BA BSc*  
Psychology (Including Placement Year) *BA BSc*  
Psychology (Including Year Abroad) *BA BSc*  
Psychology with Cognitive Neuroscience *BSc*  
Psychology with Cognitive Neuroscience (Including Placement Year) *BSc*  
Psychology with Cognitive Neuroscience (Including Year Abroad) *BSc*  
Psychology with Economics *BSc*  
Psychology with Economics (Including Placement Year) *BSc*

Psychology with Economics (Including Year Abroad) *BSc*

#### **TAUGHT POSTGRADUATE**

Cognitive Neuroscience and Neuropsychology *MSc*

Psychology *MSc*

Research Methods in Psychology *MSc*

#### **RESEARCH DEGREE**

Neuropsychology *PhD MPhil MSc by dissertation*

Psychology *PhD Doc Prog MPhil MSc by dissertation*

### **Psychosocial and Psychoanalytic Studies**

#### **SUB HONOURS**

Therapeutic Communication and Therapeutic Organisations *FdA*

#### **HONOURS DEGREE**

Childhood Studies *BA*

Childhood Studies (Including Placement Year) *BA*

Childhood Studies (Including Year Abroad) *BA*

Psychoanalytic Studies *BA*

Psychoanalytic Studies (Including Placement Year) *BA*

Psychoanalytic Studies (Including Year Abroad) *BA*

Therapeutic Care *BA*

Therapeutic Car (Including Year Abroad) *BA*

Therapeutic Communication and Therapeutic Organisations *BA*

#### **TAUGHT POSTGRADUATE**

Jungian and Post-Jungian Studies *MA*

Management and Organisational Dynamics *MA PGDip*

Psychoanalytic Studies *MA*

Psychodynamic Counselling *MA Dip*

Psychodynamic Counselling (3 Year) *MA*

Refugee Care *MA*

#### **RESEARCH DEGREE**

Analytical Psychology *DAnPsych*

Psychoanalytic Psychotherapy *DPsychPsych*

Psychoanalytic Studies *PhD PhD (Int) Doc Prog MPhil*

Psychodynamic Psychotherapy

*DPsychodynPsych*

Refugee Care *PhD PhD (Int) Doc Prog MPhil MA by dissertation*

### **Sociology**

#### **HONOURS DEGREE**

Communications and Digital Culture *BA*

Communications and Digital Culture (Including Placement Year) *BA*

Communications and Digital Culture (Including Year Abroad) *BA*

Criminology *BA*

Criminology (Including Placement Year) *BA*

Criminology (Including Year Abroad) *BA*

Criminology with Counselling Skills *BA*

Criminology with Counselling Skills (Including Placement Year) *BA*

Criminology with Counselling Skills (Including Year Abroad) *BA*

Criminology with Criminal Law *BA*

Criminology with Criminal Law (Including Placement Year) *BA*

Criminology with Criminal Law (Including Year Abroad) *BA*

Criminology with Social Psychology *BA*

Criminology with Social Psychology (Including Placement Year) *BA*

Criminology with Social Psychology (Including Year Abroad) *BA*

Social Anthropology *BA*

Social Anthropology (Including Placement Year) *BA*

Social Anthropology (Including Year Abroad) *BA*

Social Anthropology with Human Rights *BA*

Social Anthropology with Human Rights (Including Placement Year) *BA*

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

Sociology *BA*

Sociology (Including Placement Year) *BA*

Sociology (Including Year Abroad) *BA*

Sociology and Criminology *BA*

Sociology and Criminology (Including Placement Year) *BA*

Sociology and Criminology (Including Year Abroad) *BA*

Sociology and Politics *BA*

Sociology and Politics (Including Placement Year) *BA*

Sociology and Politics (Including Year Abroad) *BA*

Sociology with Applied Quantitative Research Methods *BSc*

Sociology with Applied Quantitative Research Methods (Including Placement Year) *BSc*

Sociology with Applied Quantitative Research Methods (Including Year Abroad) *BSc*

Sociology with Counselling Skills *BA*

Sociology with Counselling Skills (Including Placement Year) *BA*

Sociology with Counselling Skills (Including Year Abroad) *BA*

Sociology with Human Rights *BA*

Sociology with Human Rights (Including Placement Year) *BA*

Sociology with Human Rights (Including Year Abroad) *BA*

Sociology with Psychosocial Studies *BA*

Sociology with Psychosocial Studies (Including Placement Year) *BA*

Sociology with Psychosocial Studies (Including Year Abroad) *BA*

Sociology with Social Psychology *BA*

Sociology with Social Psychology (Including Placement Year) *BA*

Sociology with Social Psychology (Including Year Abroad) *BA*

## **TAUGHT POSTGRADUATE**

Advertising, Marketing and the Media *MA*  
Criminology *MA*  
Criminology and Socio-Legal Research *MSc*  
Migration Studies *MA MSc*  
Organised Crime, Terrorism and Security *MSc*  
Sociological Research Methods *MA*  
Sociology *MA Cert*  
Sociology and Management *MA*  
Survey Methods for Social Research *MSc*

## **RESEARCH DEGREE**

Criminology *PhD PhD (Int) MPhil*  
Longitudinal Social Research *PhD MPhil*  
Sociology *PhD PhD (Int) Doc Prog MPhil MA by dissertation*

## **Sports, Rehabilitation and Exercise Sciences**

### **HONOURS DEGREE**

Physiotherapy *BSc*  
Sport and Exercise Science *BSc*  
Sport and Exercise Science (Including Placement Year) *BSc*  
Sport and Exercise Science (Including Year Abroad) *BSc*  
Sports Performance and Coaching *BSc*  
Sports Performance and Coaching (Including Placement Year) *BSc*  
Sports Performance and Coaching (Including Year Abroad) *BSc*  
Sports Therapy *BSc*  
Sports Therapy (Including Placement Year) *BSc*  
Sports Therapy (Including Year Abroad) *BSc*

### **TAUGHT POSTGRADUATE**

Advanced Musculoskeletal Assessment and Practice *MSc PGDip PGCert*  
Musculoskeletal Ultrasound Imaging *MSc PGDip PGCert*  
Physiotherapy *PhD MPhil*  
Physiotherapy (pre-registration) *MSc*  
Ultrasound Guided Musculoskeletal Interventions *PGCert*  
Sport and Exercise Psychology *MSc*  
Sport and Exercise Science *MSc MPH*

### **RESEARCH DEGREE**

Health and Exercise Sciences *PhD MPhil MSc by dissertation*  
Health and Physical Activity *PhD MPhil MSc by dissertation*  
Physiotherapy *PhD DPhysiotherapy*  
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 DSportPerformance and Exercise Science*  
Sport Performance and Coaching *DSport Performance and Coaching*  
Sports Therapy *PhD MPhil MSc by dissertation DSports Therapy*

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.

## **University Centre Colchester, Colchester Institute**

### **SUB HONOURS**

Business Administration *FdA CertHE*  
Business Innovation and Applied Management *CertHE DipHE*  
Construction *CertHE*  
Construction Management *FdSc*  
Early Years *FdA CertHE*  
Education (Further Education and Skills Sector) *CertHE*  
Film Music and Soundtrack Production *CertHE DipHE*  
Health and Social Care *FdA CertHE*  
IT Systems and Applications *FdSc CertHE*  
Management of Sport *FdA*  
Person-centred Counselling *DipHE*  
Photography *FdA*  
Popular Music *FdA*  
Technical Theatre *FdA*

### **HONOURS DEGREE**

3D Design and Craft *BA*  
Acting and Creative Performance *BA*  
Business Innovation and Applied Management *BA*  
Business Innovation and Applied Management (with placement year) *BA*  
Computer Games with 3D Modelling and Animation *BA*  
Construction Management (Site Management) *BSc*  
Construction Management (Quantity Surveying) *BSc*  
Digital Film Production *BA*  
Early Years *BA*  
Education *BA*  
Fashion and Textiles *BA*  
Film Music and Soundtrack Production *BA*  
Fine Art *BA*  
Graphic Design *BA*  
Health and Social Care *BA*  
IT Systems and Applications *BSc*  
Management *BA*

Management of Sport *BA*  
Music Education *BA*  
Musical Theatre *BA*  
Person-centred Counselling *BA*  
Photography *BA*  
Popular Music *BA*  
Technical Theatre *BA*

**TAUGHT POSTGRADUATE**

Education *MA PGCert*

**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 *DipHE*  
Business and Marketing *DipHE*  
Business Psychology *CertCE*  
Business Studies *CertCE*  
Criminal Psychology *CertCE*  
Criminology and Criminal Justice *DipHE CertCE*  
Criminology Justice *CertCE*  
Law *DipHE CertCE*  
Psychology *DipHE CertCE*

**HONOURS DEGREE**

Business and Management *BA*  
Business and Management (Top Up) *BA*  
Business and Marketing *BA*  
Business and Marketing (Top Up) *BA*  
Business Psychology *BSc*  
Criminal Justice *BA*  
Criminal Psychology *BSc*  
Criminology and Criminal Justice *BA*  
Financial Services (Kpv) *BA*  
Law *LLB*  
Law with Business *LLB*  
Law with Criminology *LLB*  
Law with Psychology *LLB*  
Psychology *BSc*

**TAUGHT POSTGRADUATE**

Business Administration *MBA*  
Business and Management *MSc PGDip PGCert*  
Business Psychology *PGDip*  
Business with Finance *MSc PGDip*  
Business with Human Resources *MSc PGDip*  
Business with Marketing *MSc PGDip*  
Criminology and Criminal Psychology *MSc PGDip  
PGCert*  
Criminology Psychology *PGDip*  
Education *M.Ed PGDip*  
Education (Education Practice) *PGCert*  
Infection Control *MSc PGDip PGCert*  
International Trade and Commercial Law *LLM  
PGDip PGCert*

Policing and Criminal Investigation *PGCert*  
Project Management *MSc PGDip PGCert*  
Psychology *PGCert*  
Public Health *MPH PGCert PGDip*

**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*

**Northwest University, China**

Electronic Information Science and Technology  
*BSc*

**South Essex College of Further and  
Higher Education**

**SUB HONOURS**

Business Studies *CertHE*  
Counselling *FdA*

**HONOURS DEGREE**

Business Studies *BA*  
Computer Games Design *BSc*  
Counselling *BA*  
Criminology and Forensic Investigation *BA BSc*  
Digital Animation *BA*  
Early Years Education *BA*  
Film and Television Production *BA*  
Music Performance, Production and Composition  
*BA*  
Photography *BA*  
Psychology and Sociology *BA*  
Special Education Studies *BA*  
Sports Studies (Health and Fitness) *BSc*  
Sports Studies (Teaching and Coaching) *BSc*

**TAUGHT POSTGRADUATE**

Education (Further Education and Skills Sector)  
*PGCE*

**Tavistock and Portman NHS Foundation  
Trust**

**TAUGHT POSTGRADUATE**

Child, Adolescent and Family Mental Well-being:  
Multidisciplinary Practice *PGCert*  
Consulting and Leading in Organisations:  
Psychodynamic and Systemic Approaches *MA*

Emotional Care of Babies, Children, Young People and Families *Dip Cert*  
 Foundations of Psychodynamic Psychotherapy *MA PGDip*  
 From Safeguarding to Permanence – Psychodynamic & Systemic Therapeutic Practice with Children in Complex Settings *MA Health Service Research MPhil*  
 Mental Health and Well-being of Older Adults *PGCert*  
 Mental Health and Well-being: Multidisciplinary Practice with Young People and Adults *PGCert*  
 Psychoanalytic Studies *MA PGDip PGCert*  
 Psychological Therapies with Children, Young People and Families *MA*  
 Regenerative Medicine *MPhil*  
 Safeguarding, Risk and Relational Practice in Social Work and Integrated Care *MA PGDip PGCert*  
 Social Care and Emotional Wellbeing *MA*  
 Systemic Approaches to Working with Individuals, Families and Organisations *PGDip PGCert Cert*  
 Systemic Approaches to Working with Individuals, Families and Organisations (Foundation) *Cert*  
 Systemic Approaches to Working with Individuals, Families and Organisations (Intermediate) *PGCert*  
 Systemic Psychotherapy *MA*  
 Working in Education: A Psychoanalytic Observational Approach *MA PGDip PGCert*  
 Working with Adolescents: A Psychoanalytic Observational Approach *MA PGDip PGCert*  
 Working with Children, Young People and Families: A Psychoanalytic Observational Approach *MA PGDip PGCert*  
 Working with Infants and the Early Years: A Psychoanalytic Observational Approach *MA PGDip PGCert*

#### RESEARCH DEGREE

Advanced Practice and Research: Consultation and the Organisation *Doctorate* (title to be confirmed)  
 Advanced Practice and Research: Education and Community Psychology *Doctorate* (title to be confirmed)  
 Advanced Practice and Research: Social Work and Social Care) *Doctorate* (title to be confirmed)  
 Advanced Practice and Research: Systemic Psychotherapy *Doctorate* (title to be confirmed)  
 Child, Community and Educational Psychology *DChEdPsych*  
 Consultation and the Organisation *Doctorate* (title to be confirmed)  
 Psychoanalytic Child and Adolescent Psychotherapy *Doctorate* (title to be confirmed)

Social Care and Emotional Wellbeing *Doctorate* (title to be confirmed)  
 Systemic Psychotherapy *Doctorate* (title to be confirmed)

#### Universite Jean Moulin Lyon 3, France

##### HONOURS DEGREE

English and French Laws (with Maitrise Master1) *LLB*

#### Universite Paris Ouest Nanterre La Defense, France

##### HONOURS DEGREE

English and French Laws (with Maitrise Master1) *LLB*

#### Universite of Toulouse 1 Capitole, France

##### HONOURS DEGREE

English and French Laws (with Maitrise Master1) *LLB*

#### Writtle University College

##### RESEARCH DEGREE

Agricultural Engineering *PhD MPhil*  
 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 MSc by dissertation*  
 Conservation Management *MSc by dissertation*  
 Horticulture *PhD MPhil MSc by dissertation*  
 Landscape Architecture *PhD MPhil MSc by dissertation*

#### 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 their deputy and to the availability of places on the degree they wish to enter.

#### 2.6.

The Executive Dean or their deputy may permit a student to follow as part of their 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 their 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 years in which the student has undertaken a period of intermission are still included in the original maximum period. The Executive Dean or their 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 Years One, Two and Three, and Taught Postgraduates in Year 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 Business Management (MBM), Master of Education (M.Ed), Master of Fine Arts (MFA), Master of Science (MSc), Masters in Language and Linguistics (MLang), Master of Laws (LLM), Masters by Research (MRes), and the following integrated masters awards: Master of Electronic Engineering (MEng), Master of Engineering (MEng), Master in Science (MSci) and Master of Telecommunication Engineering (MEng).

## 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, consisting of systematic courses of lectures and other teaching, and the undertaking of a dissertation or its equivalent. The dissertation or equivalent shall comprise no more than half the work of the programme of study except in the case of the final year of Integrated Masters degrees where the dissertation or equivalent may be up to three-quarters of the work of the final year of the programme of study provided there is clear and appropriate preparation of students for the dissertation or equivalent in the earlier years of the degree.

Students for a taught Masters degree 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).

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 their deputy) or Dean of Partnerships (or their 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 their deputy) or Dean of Partnerships (or their 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.

The University of Essex confers the following research degrees: Masters by Dissertation (MA or MSc), Master of Philosophy (MPhil), Doctor of Medicine (MD), Doctor of Philosophy (PhD) and Professional Doctorate. The Senate has approved *The Code of Practice for Postgraduate Research Degrees* and *The Code of Practice for Professional Doctorates* that should be used in conjunction with these Regulations. For Regulations 4.2 to 4.91 the 'Dean' refers to the Executive Dean (or their deputy) or Dean of Partnerships (or their deputy).

### **Research Degree Requirements**

4.2.

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 Panel meetings as required, and produce work and/or other evidence of progress as required by the supervisor and other panel members;
- (c) submit, in accordance with the regulations and rules governing presentation of such work, a thesis<sup>4</sup> for examination under a title which has been approved by the Head of Department; and
- (d) be aware of the requirements of these Regulations and the Code of Practice that govern the award for which the student is registered.

4.3.

Full-time students are expected to undertake the equivalent amount of study to a full-time job

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<sup>4</sup> 'Thesis' includes dissertations submitted for the degree of Masters by Dissertation.

spending 36 hours per week, averaged across the year, engaged in full-time study at the University except in the case of distance learning or those who have specific permission from the Dean.

## **Paid Duties**

4.4.

Students must, if relevant, fully comply with the terms and conditions of their scholarship/studentship and the requirements of the Home Office.

Full-time students may, with the consent of their supervisor(s), undertake paid duties alongside their studies.

Students employed to teach or demonstrate at the University of Essex are regulated by their contract and other related documents. A student in further completion, or in an extension to their completion period, is not permitted to be employed to teach or demonstrate at the University.

## **Distance Learning**

4.5.

Distance Learning does not normally involve face-to-face contact between a student and their supervisor(s) but instead uses technology to enable supervision from a distance.

A person either not resident within the UK or, in appropriate circumstances, a UK resident admitted as part of a collaborative arrangement may, on the recommendation of the Head of Department, or their nominee, be accepted by the Dean PGRE as a student for a research degree by part-time or full-time Distance Learning. As part of the recommendation, the supervisor and student will agree details of the supervisory arrangement, which will include:

- (a) the frequency and mode of contact;
- (b) the extent of face-to-face contact envisaged;
- (c) any periods of time to be spent at the University;
- (d) access to local facilities and expertise where relevant (most commonly in the place of employment); and
- (e) arrangements for written reports on research and progress.

## **STANDARD AND COMPLETION PERIODS**

4.6

The standard period is the minimum time a student is required to be registered on the specific research degree, unless exceptional circumstances exist (see 4.11). If a student does not submit for examination in the standard period they may be permitted to move into a completion period (see 4.10). The permission to move into a completion period is granted on a termly basis. A

maximum of three terms of completion may be available. Extensions beyond the completion period will only be agreed in exceptional circumstances approved by the Dean. At the end of the completion period a student is expected to submit their thesis.

The standard and completion periods of study are detailed within regulations relating to specific programmes. Students starting prior to the 2016-17 academic year will need to refer to the appropriate regulations (see <https://www.essex.ac.uk/about/governance/regulations>).

4.7.

At the end of each academic year during their standard period, a student may be permitted to proceed to the next year by the Research Students' Progress Board (RSPB)<sup>5</sup> where it is satisfied that the student has met the requirements as outlined in the relevant milestones document. The RSPB's decision will be reported to the Dean, accompanied by appropriate supporting documents. See 4.13-4.17 for change of status.

4.8.

In exceptional circumstances, the Dean may reduce the standard period of study, provided that:

- (a) no more than three terms of the period shall be waived (for a full-time PhD) (pro-rata for other awards and part-time students); and
- (b) they are satisfied that the student has completed their study and research and is ready to submit the thesis.

## **COMPLETION PERIOD**

4.9.

The period between the end of the standard period and the end of the expected submission date is known as the completion period.

4.10.

A student may be permitted to proceed into a completion period by the RSPB where it is satisfied that the student has met the requirements as outlined in the relevant milestones document. The RSPB's decision will be reported to the Dean, accompanied by appropriate supporting documents. Students who are permitted to proceed into a completion period will be required on registration to pay the specified completion fee(s) as determined from time to time by the University.

4.11.

Where a student has not met the requirements as outlined in the relevant milestones document the Dean may extend the standard period, on the

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<sup>5</sup> RSPB – Research Students' Progress Board throughout these Regulations

recommendation of the RSPB. A student who is not permitted to proceed into a completion period shall pay in advance the appropriate fee for the additional terms of their extended standard period.

### **Permission to Conduct Research Away from the University**

4.12.

The Head of Department, or their nominee, may give permission during the standard period to conduct research away from the University that is either:

- i. for an extended period of time in the UK, or
- ii. outside the UK for any length of time. Approved periods of research away from the University must be reported to the Postgraduate Research Education Team.

A student may not spend the first two terms of their research degree programme on research away from the University except in special circumstances approved by the Dean.

Normally the maximum time spent on research away from the University is one third of the standard period except in special circumstances approved by the Dean.

Permission under this regulation for Tier 4 sponsored students should be made in consultation with the International Services Team to ensure such permission does not breach Home Office requirements.

### **Change of Status**

#### **UPGRADING**

4.13.

Upgrading can only take place in the standard period.

A student for the degree of Masters by Dissertation may be permitted to transfer to the degree of MPhil or MPhil/PhD by the RSPB. The Dean may permit students to count the period of study begun for the Masters towards the standard period of study required for the degree of MPhil or MPhil/PhD.

A student for the degree of Master of Philosophy may be permitted to transfer to the degree of MPhil/PhD or PhD by the RSPB. The Dean may permit students to count the period of study already undertaken for the MPhil towards the standard period of study required for the degree of PhD.

Upgrading for Tier 4 sponsored students should be made in consultation with the International Services Team to ensure a change does not breach Home Office requirements.

#### **DOWNGRADING**

4.14.

Downgrading may take place at any time prior to the submission of the thesis. Downgrading for Tier 4 sponsored students should be made in consultation with the International Services Team to ensure a change does not breach Home Office requirements.

The Dean may, after a recommendation from the RSPB, require that the registration status of a student for the degree of MPhil, MPhil/PhD, PhD or Professional Doctorate be changed to either the degree of MPhil, Masters by Dissertation or a Masters of Science as appropriate.

#### **DISCONTINUATION**

4.15.

Discontinuation may take place at any time prior to the submission of the thesis.

The Dean may, after a recommendation from the RSPB, require a student to discontinue as a research degree student.

#### **FULL-TIME/PART-TIME**

4.16.

Students are not normally allowed to transfer from full-time study to part-time study in the final term of their standard period or during their completion period.

The Dean may permit transfer from one mode of study to another, eg from full-time to part-time, (including distance learning) or vice-versa. The standard/completion period will be adjusted pro-rata. Changes from full-time to part-time, (including distance learning) or vice-versa for Tier 4 sponsored students should be made in consultation with the International Services Team to ensure a change does not breach Home Office requirements.

#### **Change of Degree Title**

4.17.

The Dean may permit a change of degree title via a transfer to an alternative, approved PhD programme.

#### **Thesis Requirements**

4.18.

The maximum word length for the thesis is specified within each programme.

A thesis submitted for examination must not exceed the maximum word length for the degree unless previously submitted for a higher award. When a student wishes to submit a thesis that exceeds the maximum word length permission must be sought from the Dean at least one month prior to the submission of the thesis.

4.19.

The thesis will include a summary or abstract of the work not exceeding 300 words in length.

4.20.

The thesis and summary must normally be in English. This does not include quotations. The Dean may approve, at admission to the programme of study, a request for the thesis to be in another language.

4.21.

A student who is about to submit a thesis must give at least two months' prior notice in writing to the Dean. The Head of Department, or their nominee, must approve the title of the thesis.

4.22.

Copies of a thesis for examination shall be submitted according to the University *Policy on Thesis Submission, Deposit and Retention* (.pdf)

4.23.

The form of a thesis may vary. A thesis will normally consist of an investigation by one author of a unified theme of research. Where a thesis includes any work that has been written or produced in collaboration with another person(s), the candidate must explicitly acknowledge this, and must state, normally in a preface to the thesis, the extent and nature of the contribution of the other person(s). This applies whether or not the co-written or co-produced work has been published in any format before the examination of the thesis.

In cases where the submission takes the form of a thesis by papers, the thesis must be submitted in accordance with the *Guidance Notes for Submitting a Thesis as a Series of Papers* (.pdf). The thesis as a series of papers consists of a minimum of three papers of publishable quality, preceded by a substantial introduction and a conclusion. The student must use the introductory section of their thesis to outline the context of the research and to set the overarching, unifying question which the thesis addresses. The introductory section should include a literature review and an outline of the methodologies employed. The overall work must constitute a coherent and continuous thesis, rather than a series of disconnected papers. In case of co-authorship the candidate has to be the sole production of the other papers. Additionally, a co-authored thesis has to be submitted together with a 'Statement of Authorship'.

In the case of a thesis involving original creative output, 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 that addresses the originality and artistic relevance of the work.

4.24.

A candidate must clearly identify all sources, published and unpublished, from which material in the thesis is derived, and must supply full references to all sources, in an appropriate

format, both in the body of the text and in the bibliography or reference list.

4.25.

A candidate must ensure that their thesis does not contain material the publication of which may lead to liability under English law, specifically (but not limited to): intellectual property law; data protection law; defamation law; and discrimination law.

4.26.

A thesis may not incorporate, whether in the same or different form, work that has been submitted to this or to any other Higher Education provider 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 to this regulation will apply where the thesis is resubmitted after unsuccessful submission for a higher award at the University of Essex (see 4.33).

4.27.

Upon submission of a thesis for examination, a student becomes a candidate for that degree.

## **Appointment of Examiners**

4.28.

A candidate for a research degree shall be examined by at least two persons appointed for the purpose by the Dean. For student candidates, the examiners shall include a member of the Academic staff of the University of Essex or Partner Institution, as the internal examiner, and an external examiner who shall be independent of the University of Essex and its Partner Institutions. For staff candidates see 4.43 below.

In cases where a re-examination is necessary and the internal examiner has left the University after the original examination they 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 a viva of that candidate except in special circumstances to be approved in each individual case by the Dean and with the agreement of the external examiner.

Notwithstanding the foregoing, a person who has temporarily supervised the candidate's work for not more than six months in the absence of the permanent supervisor may, in exceptional circumstances, be appointed an examiner, provided that they have not acted as a temporary supervisor during any part of the six 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 Dean, both examiners (or, where more than two are appointed, all examiners) shall be present when a viva 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.

The University takes gender equality seriously. When recommending and appointing examiners and, if appropriate, an Independent Chair, every effort shall be made to achieve a reasonable gender balance.

### **Appointment of an Independent Chair**

4.29

As determined by the University *Policy on the Appointment of an Independent Chair* (.pdf), the Dean may appoint an Independent Chair to oversee the conduct of the viva.

### **Oral examination/Viva Voce Examination (Viva)**

4.30.

The viva must normally be held within three months of the submission of the thesis for examination if submitted in accordance with regulations 4.21 and 4.22.

A candidate must attend a viva, except when the Dean, on sufficient grounds submitted by the examiners, excuses a candidate from the viva.

A candidate will normally only be excused from the viva where the viva has been arranged for a re-examination following a referral period and where the examiners are in agreement that the candidate is now in a position to pass the viva, or where there are exceptional circumstances which prevent a candidate from engaging in the viva process.

A viva will not be waived where one or more examiners has deemed from reading the thesis that the candidate seems likely to fail, only eligible for a lower award or to be referred.

4.31.

A viva may be conducted via video link in accordance with the University *Policy on the Conduct of a Research Degree Viva by Video Link, Skype or an equivalent audio-visual service* (.pdf).

4.32

Supervisor(s) are not normally permitted to be present at the viva. The student's supervisor can only be present in exceptional circumstances, to be approved on an individual basis by the Dean and with the agreement of the external examiner. It is good practice to invite the supervisor to attend at the end of the viva when the examiners communicate their recommendation to the candidate. The attendance of the supervisor in

these circumstances is with the permission of the examiners and the candidate.

## **Examination Results**

### **FOR ALL RESEARCH DEGREES**

#### **Viva outcomes**

4.33

The outcomes available for each degree, and any lower award, are specified in the programme requirements below. The outcomes are:

- (a) Pass with *no corrections or minor typographical/presentational corrections*. The candidate makes any corrections prior to submission of the final version of the thesis.
- (b) Pass with *minor corrections* to be made within three months. The examiners must provide a list of corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.
- (c) Pass with *major corrections* to be made within six months. The examiners must provide a list of corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within six months.
- (d) Referral for re-examination in up to 12 months. The candidate has not met the requirements for the degree examined but 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, which should not normally be less than six months or exceed 12 months.

For viva outcomes (e), (f) and (g) (below) the candidate is awarded a degree at a lower level from the qualification for which they were initially

assessed (for example awarding a MPhil to a PhD candidate). In such cases, the examiners must clearly provide in their statement how the candidate has met the criteria for the lower award in addition to the reasons for not meeting the criteria for the higher award.

- (e) Award of a (lower award) with minor corrections to be made within three months. The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of minor corrections. The examiners must provide a list of the corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.
- (f) Award of a (lower award) with major corrections to be made within six months. The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of major corrections. The examiners must provide a list of the corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. and the internal examiner must confirm in writing that these have been made satisfactorily. Revisions must be made and thesis submitted within six months.
- (g) Referral for a (lower award). The candidate has not met the requirements for the degree examined but may resubmit a revised thesis for re-examination for a (lower award). 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, which should not normally be less than six months or exceed 12 months.

- (h) Fail. The examiners must provide a clear statement describing the shortcomings of the thesis.

### **Failure to agree**

4.34.

In the event of disagreement on the viva outcome, the examiners may, after due consideration between themselves, certify that their failure to agree on an outcome is irreconcilable. Two new examiners shall then be appointed. The new examiners shall examine the thesis and conduct a viva. The new examiners may recommend to the Dean any result that was open to the original examiners and their decision on the recommendation shall be final, subject only to any right of appeal that may be given under the provisions of other Regulations.

### **Publication of Result**

4.35.

A candidate shall normally be informed of the result of the viva within one month from the date of the viva. Candidates are entitled to receive copies of the examiners' reports on their thesis on request, when examining is complete.

### **Final Thesis Submission**

4.36.

Before being eligible for the conferment of the degree, the candidate shall deposit a copy or copies of the thesis according to the University *Policy on Thesis Submission, Deposit and Retention* (.pdf).

### **Conferment of the Degree**

4.37.

The Dean determines the conferment or otherwise of the degree.

### **Appeals and Complaints**

4.38.

A student or candidate has the right to appeal a Research Student Progress Board decision or a viva outcome following the *Progress and Appeals Procedures for Research Degree Students* (.pdf). A student or candidate has the right to make a formal complaint following the *Student Concerns and Complaints Procedure* (.pdf).

### **Staff Candidature**

4.39.

Members of staff of the University and its Partner Institutions may apply to become students for a research degree and will be registered as students. These regulations then apply as a student for a research degree except they will be

examined as a member of staff (see 4.43). Students who teach (Graduate Teaching Assistants, Graduate Laboratory Assistants, Graduate Demonstrators) are not considered members of staff for Regulations 4.40-4.46.

4.40.

Members of staff of the University and its Partner Institutions 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 staff of the University of Essex or a Partner Institution or within 12 months of the candidate ceasing to be a member;
- (b) candidates may submit a thesis or published research work, or both. With the permission of the Dean they may submit the results of research that cannot be presented in these forms. Application for such permission should be made through the Head of Department or their nominee;
- (c) the work is examined as published work or a thesis (see 4.45 and 4.46 below). The Dean will determine how the work is categorised for examination;
- (d) in order to make a submission that includes published work, candidates must have been members of staff for not less than two calendar years before they present themselves for examination;
- (e) candidates who commence their studies as a registered research student and take up employment in the University or a Partner Institution more than six months prior to submission will be examined as a member of staff of the University or Partner Institution.

4.41.

Regulations 4.18-4.26, relating to thesis requirements, shall apply to staff candidates for the degree of Doctor of Philosophy, Master of Philosophy or Masters by Dissertation.

4.42.

Staff candidates shall not be required to register and formal supervision is not required.

4.43.

The viva for staff candidates shall be conducted by two external examiners appointed by the Dean. The report and recommendation of the examiners shall be received by the Dean. The Dean shall appoint an Independent Chair for all staff candidates.

4.44.

Staff candidates must attend a viva, except when the Dean may, on sufficient grounds submitted by the examiners, excuse a candidate from the viva.

4.45

The examiners for a submission by published work shall declare the result of an examination for:

- (a) the degree of Doctor of Philosophy as 'pass', 'minor corrections to the summary'

'resubmission of published work on one further occasion only', 'award of Master of Philosophy' or 'fail';

- (b) the degree of Master of Philosophy as 'pass', 'minor corrections to the summary' 'resubmission of published work on one further occasion only', 'award of Masters by Dissertation' or 'fail';
- (c) the degree of Masters by Dissertation as 'pass', 'minor corrections to the summary' 'resubmission of published work on one further occasion only' or 'fail'.

4.46

The examiners for a submission by thesis may recommend any result that is available for the degree examined (see 4.52, 4.57 or 4.68).

### Joint and Dual Awards and Co-supervision

4.47.

Joint and dual awards and co-supervision of research students are determined by the University Policy on Dual and Joint Research Awards (.pdf).

The rules and regulations relating to joint awards are agreed as part of the Due Diligence and Institutional Approval Process. The standard University Principal Regulations for Research Degrees do not apply to Joint Research Awards.

### MASTERS BY DISSERTATION

4.48.

A student shall follow a programme of supervised research approved by the Senate.

### Periods of Study

4.49.

The normal standard and completion periods of study are:

	Mode	Standard	Completion
Masters by Dissertation	FT	One year	Up to one year
	PT	Two years	Up to one year

### Requirements of the Award

4.50.

A dissertation for the degree of Masters by Dissertation 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. In the dissertation 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 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 dissertation involving original creative output, the dissertation 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 dissertation must contain a commentary that 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.

### Word Length

4.51.

The maximum word length of the dissertation is 30,000 words, excluding any references and bibliography. Maximum word length for a dissertation including creative output may vary depending on the format of the dissertation.

### Examination Outcomes

4.52.

For the examination outcomes read thesis for dissertation. No lower award. Examiners may recommend one of the following examination outcomes on academic grounds: (a), (b), (c), (d), or (h) (see 4.33 for definitions).

### MASTER OF PHILOSOPHY (MPHIL)

4.53.

A student shall follow a programme of supervised research approved by the Senate.

### Periods of Study

4.54.

The normal standard and completion periods of study are:

	Mode	Standard	Completion
Master of Philosophy	FT	Two years	Up to one year
	PT	Four years	Up to one year

### Requirements of the Award

4.55.

A thesis submitted 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

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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, 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 that addresses the originality and artistic relevance of the work. Within the thesis the student 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.

### Word Length

4.56.

The maximum word length of the thesis is 50,000 words, excluding any references and bibliography. Maximum word length for a thesis including creative output may vary depending on the format of the thesis.

### Examination Outcomes

4.57.

Lower award: Masters by Dissertation. When the original examination was for a PhD and the candidate was referred for a MPhil there is no lower award.

Examiners may recommend one of the following examination outcomes on academic grounds: (a), (b), (c), (d), (e), (f), (g) or (h) (see 4.33 for definitions).

### DOCTOR OF PHILOSOPHY (PHD)

4.58.

A student shall follow a programme of supervised research approved by the Senate.

### Periods of Study

4.59.

The normal standard and completion periods of study are:

	Mode	Standard	Completion
Doctor of Philosophy	FT	Three years	Up to one year
	PT	Six years	Up to one year

## **CONFIRMATION**

4.60.

All PhD students are initially registered as MPhil/PhD except in individual cases where an MPhil student is allowed by the Dean to upgrade in accordance with Regulation 4.13.

4.61.

At the end of the first year of full-time study (or the equivalent for part-time) 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-time). Partner Institutions shall determine the confirmation requirements for their programmes.

4.62.

The RSPB shall decide that a student's PhD status is confirmed only when it is satisfied that the student has produced work of sufficient quality and quantity to provide evidence of appropriate PhD-level progress. The RSPB's decision will be reported to the Dean, accompanied by appropriate supporting documents.

4.63.

In exceptional cases, if the RSPB is satisfied that a student has produced work of sufficient quality and quantity to provide evidence of appropriate PhD-level progress and the agreed milestones for confirmation had been met, PhD status could be confirmed earlier.

4.64.

A student whose PhD status is confirmed shall have their registration changed to PhD.

If a student's PhD status is not confirmed at the first meeting of the RSPB that considers the confirmation decision, their progress will be re-evaluated at the next meeting held in the same academic year.

4.65.

If a student's PhD status is not confirmed at the second meeting, the RSPB shall recommend to the Dean that the student's status be changed to MPhil or Masters by Dissertation, or that the student be required to withdraw. The Dean may accept or reject the recommendation, taking into account all the circumstances. Where the recommendation to change the student's status is accepted by the Dean the minimum period of study will be reduced accordingly.

## **Requirements of the Award**

4.66.

A thesis submitted 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 themselves clearly and concisely.

In the case of a thesis involving original creative output, 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 that addresses the originality and artistic relevance of the work. Within the thesis and oral examination the student 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 themselves clearly and concisely.

## **Word Length**

4.67.

The maximum word length of the thesis is 80,000 words, excluding any references and bibliography. Maximum word length for a thesis including creative output may vary depending on the format of the thesis.

## **Examination Outcomes**

4.68.

Lower award: Master of Philosophy (MPhil). Examiners may recommend one of the following examination outcomes on academic grounds: (a), (b), (c), (d), (e), (f), (g) or (h) (see 4.33 for definitions).

## **INTEGRATED DOCTOR OF PHILOSOPHY (PHD)**

4.69.

A student shall follow a programme approved by the Senate.

The first year shall comprise an intensively taught 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 for PhDs. In some programmes, the student will receive further training in professional and research skills in the second year that will also be formally assessed.

### Periods of Study

4.70.

The normal standard and completion periods of study are:

	Mode	Standard	Completion
Integrated Doctor of Philosophy	FT	Four years	Up to one year
	PT	Eight years	Up to one year

### Confirmation

4.71.

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. The confirmation process is as per 4.66-4.69.

### Requirements of the Award

As per 4.66.

### Word Length

As per 4.67.

### Examination Outcomes

As per 4.68.

### DOCTOR OF PHILOSOPHY BY PROGRAMME (PHD)

4.72.

A student shall follow a three-year programme approved by the Senate. In addition to the three years of supervised research following the requirements set out for PhDs, the programme commences with a six-month, intensively taught, period of training at the end of which the study will be formally assessed as specified at the time of admission.

### Periods of Study

4.73.

The normal standard and completion periods of study are:

	Mode	Standard	Completion
Doctor of Philosophy by Programme	FT	Three years	Up to one year
	PT	Six years	Up to one year

### Confirmation

As per 4.60-4.65.

### Requirements of the Award

As per 4.66.

### Word Length

As per 4.67.

### Examination Outcomes

As per 4.68.

### PROFESSIONAL DOCTORATES

4.74.

A student 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.

### Periods of Study

4.75.

The mode, standard and completion periods of study are prescribed in the requirements of each programme.

### Completion Period for Full-time Professional Doctorates

4.76.

There is no completion period for students on full-time Professional Doctorate programmes. If a student is not ready to submit their thesis at the end of the standard period the Dean, on the recommendation of the Research Students' Progress Board, shall extend the standard period. The appropriate full-time fee is payable for the additional terms of the extended standard period.

### Requirements of the Award

4.77.

A thesis submitted for a professional 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 themselves clearly and concisely.

## Word Length

4.78.

The maximum word length of the thesis is 40,000 words, excluding any references and bibliography.

## Examination Results

4.79.

Lower award: Masters by Dissertation (or other award in accordance with the rules of assessment for the programme). Examiners may recommend one of the following examination outcomes on academic grounds: (a), (b), (c), (d), (e), (f), (g), or (h) (see 4.33 for definitions).

## DOCTOR OF MEDICINE (MD)

4.80.

A student shall follow a two-year part-time programme of supervised research approved by the Senate. 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.

## Periods of Study

4.81.

The normal standard and completion periods of study are:

	Mode	Standard	Completion
Doctor of Medicine	PT only	Two years	Up to one year

## Requirements of the Award

4.82.

A thesis submitted for the degree of Doctor of Medicine must embody the results of research carried out during the approved period of study and make a significant contribution to the field in some subject of Medicine. 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 themselves clearly and concisely.

## Word Length

4.83.

The maximum word length of the thesis is 65,000 words, excluding any references and bibliography.

## Examination Outcomes

4.84.

No lower award. Examiners may recommend one of the following examination outcomes on academic grounds: (a), (b), (c), (d) or (h) (see 4.33 for definitions).

# Principal Regulations for Higher Doctorates

4.85.

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.

4.86.

The following may become candidates for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws:

- 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;
- 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.

4.87.

A person who wishes to become a candidate for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws must apply in writing to the Vice-Chancellor. The written application must include a full curriculum vitae and a list of the published work that they propose to submit for examination. The Vice-Chancellor, acting on behalf of the Senate and after consulting the appropriate Dean, shall decide whether or not a person be accepted as a candidate.

4.88.

A candidate for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws must submit in writing to the University:

- three copies of the published work submitted for examination and of a list of this work;
- a 300 word summary, including a title for the collection of work;
- the appropriate fee.

(d) 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 that has not been published and appeared in print shall not be taken into account by the examiners.

4.89.

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 Dean; 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.

4.90.

The examiners shall recommend that the result of the examination shall be 'pass' or 'fail'. The Vice-Chancellor on behalf of the Senate shall receive the report and recommendation of the examiners. The Vice-Chancellor determines the conferment, or otherwise, of the degree.

4.91

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.

# 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.

At the start of each new programme of study, students are required to undertake a Right to Study check in order to demonstrate their eligibility to undertake study in the UK in accordance with published requirements.

5.3

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, not to allow students to register after term has started. Only exceptionally and with the special permission of the Academic Registrar or their nominee will prospective or continuing students be allowed to register late.

5.4.

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 28 days starting with the first day of the term of their next period of study 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 5.15. and 5.16. respectively.

5.5.

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.

5.6.

All prospective or continuing students, full-time or part-time, will confirm, either as part of the online registration process or sign at Registration, their agreement to a statement undertaking that they will comply with the Charter, Statutes, Ordinances and Regulations of the University.

5.7.

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.

5.8.

A student who loses their Registration Card must inform the University immediately, and a duplicate Registration Card may be issued on payment of a charge determined from time to time by the University.

5.9.

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 their name.

5.10.

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 they have registered and paid or made satisfactory arrangements to pay the fees due.

5.11.

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.

5.12.

The use of University facilities may be withdrawn from students who have not paid or made satisfactory arrangements to pay the 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

- (a) no applicant may register for a new course at the University where they are in any form of debt to the University or its companies
- (b) no student may register for a further period of study on their existing course where that debt relates to the fees for their course or ancillary academic costs.

5.13.

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.

5.14.

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*. Where a student has been de-registered automatically under 5.28, then their readmission would first be considered under 5.29.

### **Postgraduate Research students only**

5.15.

Students who have completed the standard 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 their programme of study is completed or their permanent withdrawal from the University is recorded by the Postgraduate Research Education Team; a student who fails to register and pay the appropriate fee as required each year will not however be entitled to use University facilities.

5.16.

Students who have completed the standard period of study prescribed by the Senate for the programme which they are following and who are required under Regulations to register and pay the stipulated completion fee, as prescribed from time to time, are required to register periodically as completion students and shall remain subject to the Charter, Statutes, Ordinances and Regulations of the University. 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.

5.17.

Completion students must present themselves for examination by the end of the approved completion period (including the relevant vacation period). 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 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 an extension for which they must register and pay the prescribed fee for that period.

5.18.

Other cases which are not governed by Regulation 5.17 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 their deputy on a case-by-case basis.

### **Temporary Withdrawal (Intermission)**

5.19.

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 their 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 their deputy who will make a decision whether or not to give permission to intermit. The Head/nominee or Executive Dean or their 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 5.20).

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

completion period, requests for intermission will normally only be approved on medical grounds and other exceptional circumstances.

5.20.

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 their nominee or the Executive Dean or their 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 their deputy may approve requests after this date. If permission is given, regulation 5.19 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).

5.21.

**(a) Taught**

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.

**(b) Research**

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.

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

5.22.

In order to be and remain enrolled at the University any student that is subject to an immigration requirement must regulate their immigration status by adhering to the requirements of their visa, leave to remain or other immigration status.

5.23.

It is noted that the student has accepted the personal responsibility to adhere to those requirements by accepting the visa, leave to remain or other immigration status. The University has an obligation to report to the Home Office

where a student fails to adhere to those requirements.

5.24.

The University reserves the right to withdraw immigration sponsorship and/or de-register a student subject to immigration control who fails to adhere to the immigration requirements of their visa, leave to remain or other immigration status or where a student seeks to (or unintentionally) undermine(s) the University's obligations in respect of the UK immigration system.

5.25.

At the discretion of the Academic Registrar or their nominee a student who is not able to present all the required immigration and associated documentation or evidence and is able to evidence that they are reasonably attempting to provide that information may be able to 'register with conditions'. Such registration may not last longer than 28 days from the date of expected registration or to the limits required by our obligations as an immigration sponsor or to a limit up to 28 days as specified by the Academic Registrar or their nominee. Written notification of the conditions shall be provided to the student and this shall include the date by which termination of registration with conditions is automatic.

5.26.

Registration with conditions shall be deemed to terminate upon expiration of the time limit or where a student fails to present themselves to the Academic Registrar or their nominee within 24 hours of being requested to do so or at the request of the student should they wish to withdraw from the University. There is no right of appeal against automatic termination. Where a student demonstrates they have met the conditions then the Academic Registrar or their nominee shall alter their registration accordingly.

5.27.

By registering with conditions a student shall have all the normal rights, responsibilities and privileges afforded to every registered student save the right to intermit or change their programme of study. Notwithstanding those rights, the termination of registration will proceed in line with 5.26 above.

5.28.

Where the University record for an individual student indicates that the student has not presented to the Academic Registrar or their nominee:

- (a) a current valid passport for the period of study
- (b) a current valid Biometric Residence Permit, visa or similar as required for the period of study
- (c) current valid UK contact details for the period of study

or where the record indicates that:



(d) their residence in the UK is unlawful or contrary to our obligations as a sponsor, then the student shall be deemed to have withdrawn immediately. The student shall be notified of this in writing without delay.

5.29.

Where a student that has deemed to have withdrawn under 5.28 subsequently presents the required evidence within a period of 14 days from the date of withdrawal then provided there are no concerns in relation to their academic progression, discipline, debt or restrictions

imposed by their immigration status the Academic Registrar or their nominee may exercise discretion to reinstate their registration. Should concerns be evident then their readmission shall be considered in line with the *Procedure for Handling Requests from Former Students for Readmission to the University* in line with 5.14 above.

# 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 their 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 normally receive formal recognition by the University where that debt relates to the fees of their course or ancillary academic costs, 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 themselves 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 Student Services Hub.

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 or professional services staff to discuss their attendance, conduct and progress when required 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 their 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 their deputy of any student whose progress gives cause for concern. The Executive Dean or their deputy may refer a student to the Progress Committee. In such cases the Progress Committee shall be convened and act on behalf of the Senate 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 their programme of study for more than six consecutive weeks, may not, except with the permission of the Executive Dean or their deputy, count that term as part of the requirements of the programme of study for which they are registered.

### **Cheating**

6.21.

The University, the Students' Union and the University's Partner Institutions expect all students:

- to behave with honesty and integrity in relation to coursework, examinations and other assessed work;
- to be familiar and act in accordance with the conventions of academic writing (including appropriate referencing of sources and acknowledgement of assistance);
- to show understanding of ethical considerations and be compliant with the relevant University Procedures.

A student suspected of not complying with any of these requirements shall be investigated and dealt with in accordance with the University's Academic Offences Procedures.

6.22.

A student suspected of helping another student commit an academic offence may be investigated and dealt with in accordance with the University's Code of Student Conduct.

### **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.

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 their signature that they have 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 their 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.

In the event of a candidate's death, the Board of Examiners may recommend to the Senate the award of a degree, diploma or certificate *post obitum* provided that it is satisfied that there is sufficient evidence that the candidate would have successfully completed the intended award and that the candidate had successfully completed at least two-thirds of the programme of study.

6.30.

No student, past student, or other person may represent themselves as a graduate of the University of Essex until such time as a degree of the University has been conferred.

6.31.

Except with the special permission of the Registrar and Secretary, 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 education fees related to that qualification (see also Regulation 6.5). Normally, no student in any type of unauthorised debt to the University or its companies may attend graduation or other similar event nor receive services of the University or its companies until said debt is cleared.

6.32.

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.

6.33.

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**

6.34.

Intellectual property rights generated by a student in the course of their 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 their sponsoring body.

### **Assessment by Dissertation (Immigration Control)**

6.35.

Any undergraduate or post-graduate taught student subject to immigration control who enters a dissertation period where that dissertation represents the totality of education during that time (regardless of 'term time' or otherwise) is required to continue to engage with their studies by being present on campus on a regular (full time) basis.

6.36.

Either the student should meet with their supervisor on at least a monthly basis and, where appropriate, a full plan of the research to be undertaken and the approach will be agreed by the supervisor and the supervisee which outlines expected progress during the period. Departments may require students to present themselves on a regular basis in order to confirm attendance at the University. Any prolonged period away from campus may prevent the University from being able to sponsor the student's visa and result in their withdrawal from the University.

### **Work-placement and study Abroad (Immigration Control)**

6.37.

Students subject to immigration control on a full time work placement or study/work abroad activity are required to attend on a full time basis and adhere to relevant local requirements; failure to do so could result in the student being withdrawn from the University and the cancellation of their visa sponsorship.

6.38.

Students on an Essex Abroad (or work experience abroad) programme or placement who are subject to immigration control may not re-enter the United Kingdom without first notifying the Essex Abroad office except at the end of each (host university) term (returning at the beginning of the next) or the end of the academic year as appropriate. If they leave the programme they must notify the Essex Abroad office immediately. Failure to do so could result in the student being withdrawn from the University and the cancellation of their visa sponsorship.

6.39.

If a decision taken in accordance with University student progress or assessment regulations conflicts with the University's legal or compliance obligations then the matter shall be referred to the Registrar and Secretary who shall decide upon a course of action.

6.40.

A student may appeal that decision to the Vice-Chancellor, in writing, within five days of the Registrar and Secretary's decision on the grounds of:

- (a) Substantive factual error; and/or
- (b) Extraordinary circumstances where the student was physically unable to support the University in discharging its compliance obligations.

6.41.

The Vice-Chancellor will accept or reject the appeal within ten days and their decision is final; there is no further right of appeal.

6.42.

Where the Vice-Chancellor is unavailable to review the appeal within the timescale, the Deputy Vice-Chancellor or Pro-Vice-Chancellor(s) may consider the appeal.

# 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 *IT Acceptable Use Policy*.

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.

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 assistance dogs as defined by the Equality Act 2010, 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

### **Immigration Status Requirements and extraordinary removal of University (Immigration) Sponsorship**

7.22.

Where a student holds a visa or similar that is sponsored by the University, or, where the University is subject to an obligation in relation to immigration control in respect of that student, the

student is responsible for ensuring adherence with the requirements of their visa or similar. Students have an additional responsibility to support the University in its sponsor (Tier 4 or similar) obligations to the Home Office.

7.23.

Where a student fails to adhere to those requirements and/or they fail to co-operate with the University or their actions or inactions impact upon the University's ability to adhere to its own obligations to the Home Office then, where necessary and upon the Academic Registrar or their nominee bringing that situation to the attention of the Registrar, the Registrar (or their nominee) may:

- (i) decide there is no case to answer or that the case is unproven;
- (ii) require the student demonstrate adherence with the requirements of their immigration status and/or their support of the University's responsibilities;
- (iii) withdraw the student and/or revoke the student's visa sponsorship;
- (iv) refer the matter to the Proctor; or
- (v) refer the matter to a Progress Committee or Research Students' Progress Committee.

7.24.

Where the Registrar takes the decision to withdraw visa sponsorship the student shall be notified of that decision in writing immediately.

7.25.

A student is able to appeal to the Vice-Chancellor, in writing, within five days of the Registrar's decision (iii, above) on the grounds of

- (a) substantive factual error; and/or
- (b) extraordinary circumstances where the student was physically unable to comply to the requirements of their immigration status and that same circumstance physically prevented them from communicating the situation to the University.

7.26.

The Vice-Chancellor will accept or reject the appeal and their decision is final; there is no further right of appeal.

7.27.

Where the Vice-Chancellor's rejects the appeal or ten days elapsing from the Registrar's decision to withdraw visa sponsorship (whichever is shorter) the immigration sponsorship shall be withdrawn and the student must leave the University and comply with the exit requirements of their visa or similar.

7.28.

Where the Vice-Chancellor is unavailable to review the appeal within the timescale the Deputy Vice-Chancellor or Pro-Vice Chancellor(s) may consider the appeal.

### **Immigration Status Requirements for those students subject to immigration control**

7.29.

In order to be or remain registered at the University a student must adhere to the requirements of their own immigration status as identified by the Home Office or successor body together with actively supporting the University in the discharge of its obligations as an immigration sponsor. Specific requirements in relation to this will be outlined by the Academic Registrar from time to time and notified to students at the offer stage and/or during (re-) /registration or where this is not possible at any point in their period of studies. Students should be notified at the earliest possible opportunity of any changes that have an impact upon the University's obligations and in turn upon their registration and/or studies.

7.30.

Students are obliged to report any change in their immigration status without delay as well as ensuring the record of their personal details and any other required information identified by the University is fully up to date.

### **Placement, Work Experience and Essex Abroad**

7.31.

Students are obliged to attend, full time, all aspects of their placement or study abroad as outlined in their placement (or similar) agreement. Where no such agreement exists, all such placements shall be full-time.

7.32.

Students subject to immigration control who fail to attend on a full time basis (or in the case of Essex Abroad, re-enter the United Kingdom without advising the Essex Abroad team in advance) will be subject to 7.22-7.28 above and may be withdrawn from the University and have their sponsorship cancelled.



# 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:

<https://www1.essex.ac.uk/fees-and-funding/>

## 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:

<https://www1.essex.ac.uk/fees-and-funding/ug/scholarships/default.aspx>

### POSTGRADUATE STUDENTS

#### 8.2.

The University offers a range of Scholarships and Studentships for postgraduate students which are published on our website at:

<https://www1.essex.ac.uk/fees-and-funding/masters/scholarships/default.aspx>

### RESEARCH STUDENTS

#### 8.3.

Information on the Government support available for postgraduate research students is published on our website at: <https://www1.essex.ac.uk/fees-and-funding/research/scholarships/default.aspx>

## 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: <https://www1.essex.ac.uk/essexabroad/work-research/funding.aspx>

## 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

The Abel Imray Project Prize  
The Alex Boughton Award  
The Biotechnology Prize  
The British Technology Project Prize  
The David Whytock Memorial and Syngenta Prize  
The Environmental Prize  
The Environmental and Conservation Prize  
The Glaxo Smith Kline Prize  
The IBMS President's Prize  
The Institute of Biology Bioscience Student Award  
The John Gorrod Prize  
The John Shire Memorial Prize  
The John Shire Prize for Biology  
The Molecular Medicine Prize  
The Marine Biology Prize  
The MSc Cancer Biology Prize  
The MSc Cardiac Rehabilitation Prize  
The OUP Achievement in Biosciences Prize  
The Pearson Life Science Award  
The Reproductive Immunology Congress Prize  
The Royal Society of Biology Student Award  
The Scholar Athlete Award

### SCHOOL OF COMPUTER SCIENCE AND ELECTRONIC ENGINEERING

The British Telecom Project Prize (Final Year)  
The British Telecom Project Presentation Prize (Final Year)  
The CCFEA MSc Project Prize  
The Computer Science and Electronic Engineering Prize (Final Year)  
The Devdas Korappath Gopal Prize (Second or Final Year)  
The Frank Thilo Prize (Second Year)  
The Institute of Electrical & Electronics Engineers UK & RI Communications Chapter Prize (Final Year)  
The Institute of Electrical & Electronics Engineers UK & RI Communications Chapter Prize (PGT)  
The Institute of Electrical & Electronics Engineers UK & RI Communications Chapter Prize (Second Year)  
The Institute of Engineering and Technology Prize (Final Year)  
The Itron Project Prize  
The KF Bowden Memorial Prize (First Year)  
The KF Bowden Memorial Prize (Second Year)  
The Martin Waite Memorial Prize

The MSc Project Prize in the area of Computer Science  
 The MSc Project Prize in the area of Telecommunications & Data Communications  
 The O'Reilly Academic Prize (First Year)  
 The Project Presentation Prize  
 The R A Brooker Prize (PGT)  
 The Teamcast Prize  
 The Telecom Technologies Prize (Final Year)  
 The Telecom Technologies Prize (Postgraduate)  
 The Telecom Technologies Prize (Second Year)  
 The two10degrees Prize (Final Year)  
 The Wind River Systems Prize (Final Year)

### **EAST 15 ACTING SCHOOL**

Lilian Baylis Award  
 The Alan Bates Bursary  
 The John Hartley Award  
 The Laurence Olivier Bursary  
 The Sir John Gielgud Charitable Trust Award

### **DEPARTMENT OF ECONOMICS**

Department of Economics Best Second Year Undergraduates Performance Prize  
 Department of Economics Best Third Year Undergraduate Performance Prize  
 Department of Economics Prize for Best MSc Performance  
 Economics Department Prize for Best First Year Performance  
 Economics Department Prize for the Best MSc Dissertation  
 Roy Bailey Prize for the Best Term Paper  
 The Pearson Education First Year Management Essay Prize for BE400  
 The Scholar Athlete Award  
 Third Year Project Prize

### **EDGE HOTEL SCHOOL**

Best Mark of the Year  
 FdA Highest Mark of the Year Award  
 Professional Performance of the Year  
 Student of the Year

### **ESSEX BUSINESS SCHOOL**

Pearson First Year Accounting Prize  
 The Cengage Learning Prize for BE132 Auditing  
 The Centre for Work, Organisation and Society Postgraduate Prize for Best Performance in Management  
 The Chartered Financial Analyst Society of the UK Prize for Outstanding Performance Finance Modules  
 The Craig Hiemstra Memorial Prize for the best Performance in MSc Finance at Pre-Dissertation stage  
 The EBS Director's Prize for the best Postgraduate Dissertation  
 The Essex Accounting Centre Postgraduate Prize for the best performance in Accounting

The Essex Business School Dean's Prize for the best student in Accounting  
 The Essex Business School Dean's Prize for the best student in Finance  
 The Essex Business School Dean's Prize for the best student in Management, Marketing & Organisation  
 The Essex Business School Dean's Prize for the best student in Management Science & Entrepreneurship  
 The Essex Finance Centre Postgraduate Prize for the best performance in Finance  
 The First Year Ivor Benveniste Prize for the best Performance in BE100  
 The International Centre for Entrepreneurship Research Postgraduate Prize  
 The MBA prize for the best MBA Dissertation/Project  
 The MBA prize for the best performance on the MBA Taught phase  
 The Michael Sherer Prize for the best Postgraduate Dissertation in Accounting Programmes  
 The Pearson Education First Year Management Prize for the best performance in BE400  
 The Pearson Finance Prize for BE334  
 The Pearson Finance Prize for BE610  
 The Pearson Finance Prize for BE650 Modern Banking  
 The Routledge Prize for Management for the Best Performance in BSc Business Management  
 The Routledge Law Prize for the Best Performance in BE112 Elements of Business Law  
 The Routledge Law Prize for the Best Performance in BE116 Principles of Commercial Law  
 The Sage Q-Step Prize for the Best Performance on BE333 Empirical Finance

### **ESSEX PATHWAYS DEPARTMENT**

Andreas Polyviou Assignment Prize  
 Andreas Polyviou Computing Year Mark Prize  
 Best Reflective Event Prize  
 Foundation Programme  
 Highest Year Mark Prize for Year Zero  
 Inspirational Graduate of the Year  
 The Graduate Diploma Highest Year Mark Prize  
 Highest Year Mark Award for International  
 The International Diploma in Business Highest Year Mark Prize  
 The Jack Kay Book Prize

### **DEPARTMENT OF GOVERNMENT**

Award for the Best Empirical Dissertation  
 Best First Year BA International Relations Student  
 Best First Year BA Politics Student  
 Best First Year Joint Degree Student prize  
 Book Prize for the Best Joint Degree  
 The Eric Tanenbaum Prize for Best PGT Student  
 The Ernesto Laclau Prize for Best PGT Political Theory Student

First Year Journal Prize  
The Jean Blondel Prize for the Best Undergraduate Degree Result  
The Leatherland Book Prize for the Best 2<sup>nd</sup> Year Student  
The Oscar Arias Prize for the best Undergraduate Dissertation  
PhD Prize for Outstanding Achievement in PhD Research  
The Prize for the Best First Year Student  
The Scholar Athlete Award  
Study Abroad Tempest Photography Prize

#### **SCHOOL OF HEALTH AND SOCIAL CARE**

BADT Outstanding Achievement BSc (Hons) Oral Health Science Prize  
British Association of Dental Therapists – Outstanding Achievement BSc (Hons) Oral Health Science  
British Society of Dental Hygiene Therapy Graduate Prize  
BSc Nursing (Adult) Prize for Best Performance  
BSc Nursing (Mental Health) Prize for Best Performance  
BSc Prize for Best Overall Score (Physiotherapy and Occupational Therapy)  
BSc Prize for Outstanding Performance  
BSc WBL Mental Health Prize for Best Overall Mark  
Chartered Society of Physiotherapy Prize  
Doctorate in Clinical Psychology Best Overall Academic Performance  
First Year Journal Prize  
Foundation Degree Adult Care Prize for Best Overall Mark  
Foundation Degree Mental Health Prize for Best Overall Mark  
HSC 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 Prize  
Kimmy Eldridge Service Enhancement Prize  
Most Impact on Placement  
Most Progress during Degree  
MSc Prize for Best Overall Student Performance  
Outstanding Achievement Foundation Degree Oral Health Science Prize  
Sandra Clark Memorial Prize  
Steve Moores Memorial Prize  
The Dan O'Neill Prize for the Best Dissertation (Final Year)  
The Hannah Witheridge Award for Clinical Excellence  
The Tavistock Trust for Aphasia Prize  
Top Performing Student

#### **DEPARTMENT OF HISTORY**

Best Degree Performance by a Final Year History Student  
Best Performance by a Second Year on a History Degree Prize  
Best Performance on HR100 Prize  
Best Performance on HR111 Prize  
Ede and Ravenscroft Prize (Second Year)  
Study Abroad Tempest Photography Prize  
The Department of History MA Dissertation Prize  
The Department of History Independent Research Project Prize  
The Essex Society for Family History Prize  
The Friends of Historic Essex Prize  
The Harry Lubasz Memorial Prize for the Best Performance on HR211  
The John S Appleby Prize for the best MA Dissertation on an Essex History Theme  
The Pop Ronson Memorial Prize for the Best Independent Research Project on a Local History Topic  
The Ruth Bensusan Prize  
The Scholar Athlete Award  
The Simon Collier Essay Prize

#### **INTERDISCIPLINARY STUDIES CENTRE**

American Studies Prize  
American (United States) Studies Prize  
BA Liberal Arts Prize  
Ede and Ravenscroft Prize (First Year)  
Ede and Ravenscroft Prize (Second Year)  
Enlightenment Prize  
Latin American Studies Prize  
The ISC Dissertation Prize  
The Jean Monnet Prize  
The John Ross Final Year Prize for French  
The John Ross Second Year Prize for French  
The Latin American Project Prize  
The Study Abroad Tempest Photography Prize

#### **KAPLAN OPEN LEARNING, UNIVERSITY OF ESSEX ONLINE**

Career Student of the Year  
The Kaplan Open Learning Alan Jenkins Memorial Award  
The Kaplan Open Learning Top Postgraduate Business Graduate  
The Kaplan Opening Learning Top Postgraduate Health Graduate  
The Kaplan Open Learning Top Undergraduate Business Graduate  
The Kaplan Open Learning Top Undergraduate Criminology Graduate  
Top Criminal Justice Graduate

#### **DEPARTMENT OF LANGUAGE AND LINGUISTICS**

First Year Best Overall Performance in Modern Languages

First Year Best Overall Performance in English Language/Linguistics  
The Andrew Radford 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  
The Mike Jones Prize for Best Final Year Project  
The Roger Hawkins Prize  
The Scholar Athlete Award

### **SCHOOL OF LAW**

Deborah Fitzmaurice Prize for the best MA Human Rights Cultural Diversity Student  
Elizabeth-Anne Gumbel Prize  
Ellisons' Solicitors Commercial Property Law Prize  
Gordon Sagar Prize  
Hammonds Prize for Commercial Law  
Oxford University Press Prize  
Palgrave Prize  
Pearson Education Prize  
The Kevin Boyle Memorial Prize for the best student in MA Theory and Practice of Human Rights Student  
The Lord Slynn of Hadley Award for Best Dissertation  
Sweet and Maxwell Prize  
Suffolk and North Essex Law Society Prize  
The Dalloz Prize for the Best Performance by a student in Stage 2 of the LLB English and French Law  
The Princess Margriet of the Netherlands Prize for the Best PALLAS Student  
The Robert Wight Memorial Prize for Tort Law Southend & District Law Society Prize  
The School of Law Prize for Best Student on the LLM in UK Human Rights & Public Law  
The School of Law Prize for Equity and Trusts  
The School of Law Prize for the Best Performance in Jurisprudence

### **DEPARTMENT OF LITERATURE, FILM, AND THEATRE STUDIES**

Department of Literature, Film, and Theatre Studies Prize for Best Literature Final Year  
Ede and Ravenscroft Prize First Year Undergraduate  
Ede and Ravenscroft Prize Second Year Undergraduate  
Enlightenment Prize  
Francis Barker Memorial Prize  
MA Dissertation Prize  
The Scholar Athlete Award  
University of the Third Age Literature Prize for Top Second Year Student

### **DEPARTMENT OF MATHEMATICAL SCIENCES**

Institute of Mathematics and its Applications Prize  
The Scholar Athlete Award  
Timothy Jarvis Prize

Townsend MSc Dissertation Prize  
Winsten Prize

### **SCHOOL OF PHILOSOPHY AND ART HISTORY**

Barbara Crawshaw Prize for the Best Second Year Performance in Philosophy  
Ede and Ravenscroft Prize (First Year)  
Ede and Ravenscroft Prize (Second Year)  
Philosophy Second Year Prize  
The Art History Prize  
The Art History Dissertation Prize  
The Bishop/McKinlay Prize  
The Cioffi Prize  
The Enlightenment Prize  
The External Examiner's Prize  
The Roy Beston Memorial Prize  
The Sir Andrew Carnwarth Travel Prize  
The Thomas Puttfarken Dissertation Prize  
The Thomas Puttfarken Research Prize  
The Mark Sacks' Memorial Prize

### **PSYCHOSOCIAL AND PSYCHOANALYTIC STUDIES**

BA Psychoanalytic Studies/BA Therapeutic Care First Year Student Prize  
David Holt Prize  
Hannah Curtis Prize  
Kegerreis Prize for Best Mark on BA (Hons) Therapeutic Communication and Therapeutic Organisations  
Paul Ford Memorial Prize  
The Artellus Prize  
The Sigmund Freud Memorial Student Prize

### **DEPARTMENT OF PSYCHOLOGY**

British Psychological Society Undergraduate Award (Final Year)  
The Departmental Prize (Final Year Undergraduate)  
The First Year Psychology Department Prize  
The Margaret Bell Prize for Outstanding Contribution to the Department  
The Michael Lodge Memorial Prize (Final Year Undergraduate) First Prize  
The Michael Lodge Memorial Prize (Final Year Undergraduate) Second Prize  
The Michael Lodge Memorial Prize (Final Year Undergraduate) Third Prize  
The MSc Psychology Prize for Best Dissertation  
The Psychology Prize (Second Year Undergraduate) First Prize  
The Psychology Prize (Second Year Undergraduate) Second Prize  
The Psychology Prize (Second Year Undergraduate) Third Prize  
The Ray Meddis Prize (Final Year Undergraduate)  
The Robert Ferry Memorial Prize (Postgraduate)  
AT Welford Memorial Prize (Second Year Undergraduate)

**DEPARTMENT OF SOCIOLOGY**

First Year Journal Prize  
Inner Wheel Club of Southend-on-Sea Prize  
The David Lockwood Prize  
The David Roberts Prize  
The Don Pike Award  
The Enlightenment Prize  
The First Year Sociology Prize  
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  
The Fuller Postgraduate Prize  
The Richard Smith Sociology Prize  
The Sage Quantitative Methods Prize  
The Scholar Athlete Award

**SCHOOL OF SPORT, REHABILITATION AND EXERCISE SCIENCES**

BSc Physiotherapy Best Overall Performance Prize  
BSc Sports Therapy Best Overall Performance Prize  
The Human Performance Unit Project Prize  
The MSc Sports Science Prize  
The Physiological Society prize for Best Final Year Project  
The Richard Watson Prize

# Library Regulations

## Library Opening Hours

11.1.

Information on Library opening hours for the Colchester, Loughton and Southend campuses is available on the Library website at: <http://libwww.essex.ac.uk/hours.htm>

## Admission to the Library

11.2.

All members of the University as defined in Ordinance 1 are entitled to use the Library. Alumni of the university are also entitled to use the library and may apply to the Alumni Office for an ID/library card. Members of the public and visitors to the university may apply, in writing, to the University Librarian for access to the Albert Sloman Library (ASL) at Colchester and may be required to provide a written recommendation. External users associated with commercial organisations and businesses will be charged a fee if they are permitted to use the Library.

11.3.

The right of borrowing from the Library under the conditions laid down in the Regulations is granted to the following users:

members of Council, members of the academic research staff, professional services staff, and registered students of the University. Members of the public and external users for purposes of special study and research may be granted borrowing rights at the discretion of the University Librarian or their representative. External users associated with commercial organisations and businesses will be charged a fee, at a rate determined from time to time by the University Librarian, if they are granted borrowing rights.

11.4.

The right to access the Library's subscribed electronic resources is granted to the following users: members of the academic and research staff, professional services staff, and registered students of the University. Members of the public and external users may be granted 'walk in' access to some electronic resources via PCs on the library premises, in compliance with existing licensing agreements and at the discretion of the University Librarian. External users associated with commercial organisations and businesses will not be granted access to subscribed electronic resources, in compliance with current licensing arrangements for academic institutions.

11.5.

In registering as a student of the university all students become members of the Library and agree to abide by its regulations. Employees of the university are also automatically registered as Library members under the same conditions. Other members of the university must sign a Library registration card agreeing to abide by the

Library Regulations. It is the library user's responsibility to ensure that the contact information held by the University is up to date.

11.6.

All Library users should carry their University ID card or Library card as a means of identifying themselves as registered users of the Library. Such identification may be requested at any time by Library staff.

## Borrowing

11.7.

No books shall be removed from the Library unless the user has first had the loan issued to them. All borrowers must produce their University ID card or a Library card when borrowing items from the Library. If a user's Library card or ID card is lost or stolen, the matter should be reported to the Library Helpdesk, and, in the case of students, to the Student Services Hub. Student ID cards may be replaced upon application to the Student Services Hub. Members of staff may obtain a replacement ID card from Human Resources office and Alumni may apply to the Alumni Office. All other users may apply to the Library Helpdesk.

11.8.

Reference books, periodicals and books of special value or rarity may not be borrowed from the Library.

11.9.

A user is responsible for any book which remains on their Library record. Loans are strictly non-transferrable. Books borrowed by one user must not be passed on to another but must first be returned to the Library and re-issued.

## PERIOD OF LOAN

11.10.

Information on loan periods at the Colchester, Loughton and Southend campuses is available on the Library website. Shorter loan periods apply for books in high demand.

11.11.

The latest date for return for each book will be stamped inside the book or shown on a printed receipt for self-service. Library users are expected to check their online Library record regularly to ensure they are aware of any changes to the indicated return dates for all borrowed items.

## BORROWING ALLOWANCE

11.12.

Borrowing allowances for all categories of Library user are shown on the Library website.

11.13.

Any library book may be recalled from a user while on loan. Where the original loan is for more than one week, the return date may be altered to

an earlier date. Users will be notified by email of any change to the due date.

11.14.

A Library user who retains a short loan (high demand) book beyond the prescribed loan period may lose the privilege of borrowing for ten weeks.

11.15.

A Library user who has books in their possession which they failed to return in response to a recall notice will lose the privilege of borrowing any library books until the recalled item is returned.

11.16.

Reminders of book return dates will be sent one day before the book is due for return and on the first day the book is overdue, with periodic reminders thereafter including a note of any fines which have accrued.

Library users are expected to check their email account and online library record regularly to ensure they are aware of the return dates for all items they have borrowed.

11.17.

A reminder or a specific recall notice will be sent via University email and a 'final demand' notice will be sent by post to all current addresses held on the user's record.

11.18.

Users from any of the University's libraries will be held responsible for any book they have on loan and will be required to pay the cost of replacement of any book lost, damaged or defaced whilst in their possession, together with an administrative charge to cover the cost of ordering, cataloguing and processing the replacement item. Where the University Librarian or their representative agrees that a replacement copy rather than the cost of the lost or damaged item is acceptable an administrative charge will also apply to cover the cost of cataloguing and processing the replacement copy.

## **FINES**

11.19.

Fines for overdue items are levied only when an item has been requested by another Library user. The current rates for Library fines levied for overdue recalled items, including the maximum fine applicable, are shown on the Library website. Borrowing privileges will be automatically suspended if the total outstanding charges on a library user's record exceed the agreed maximum level, as displayed on the Library website.

11.20.

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 services until such debts have been paid. Final year students with

outstanding Library debts may be excluded from their graduation ceremony.

11.21.

If the amount of a fine is in question the University Librarian's decision shall be final.

## **Inter-Library Loans**

11.22.

Books borrowed from other libraries are subject in each case to the conditions imposed by the lending library.

## **General (Colchester Campus)**

11.23.

Any behaviour likely to disturb or inconvenience other Library users is forbidden. Users should respect designated silent areas and keep noise to a minimum elsewhere in the Library. Mobile phones, personal stereos, handheld and laptop computers may only be used if they do not generate sounds audible to other users.

11.24. Smoking (including the use of e-cigarettes), and the use of matches is strictly forbidden in all parts of the Library.

11.25.

Food and drink (other than bottled water) is not allowed in designated Library reading areas. Cold snacks and lidded drinks are permissible in the landing and group work areas. Hot and/or smelly food is strictly forbidden throughout the Library building. All food and drink (including bottled water) is forbidden in the Special Collections room. All rubbish must be disposed of responsibly using the bins provided.

11.26.

The reservation of seats, study spaces or PCs in the Library is not permitted. Books and other articles left on chairs and tables may be removed by the Library staff. The Library accepts no responsibility for personal belongings left in the building.

11.27.

All users leaving the Library must be prepared to show any books or other library materials in their possession to a member of the Library staff, on request.

11.28.

A warning bell will be rung thirty minutes before closing time and at regular intervals after that. All users must vacate the Library by closing time, and may be asked to vacate their seats after the first bell has been rung.

11.29.

Any person whose conduct in the Library is disorderly or in breach of Library regulations will be subject to the University's Code of Student Conduct.

### **The Forum Library, Southend**

11.30.

Users using the shared library in The Forum building (Southend) are jointly subject to its regulations and, where applicable, the University Library regulations.

### **Loughton Campus Library**

11.31.

Users using the library at the Loughton campus are subject to the University Library regulations where applicable.

### **University of Essex Theses**

11.32.

One digital copy of all theses for which a research degree has been conferred will be deposited with the University's Institutional Research Repository. The Librarian or Institutional Repository Manager is empowered to allow the digital copy of the thesis to be made available in full on the World Wide Web by the British Library or its agents.

11.33.

Existing 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.

11.34.

Print theses may be lent to an approved library for consultation in that library on receipt of an application from the librarian.

11.35.

The University may publish the title and summary of the thesis in any way it sees fit and may authorise others to do so.

11.36.

Any person wishing to consult a print thesis must sign an undertaking

- (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 *Principal Regulations for Research Degrees* 4.18-4.27)



# Code of Student Conduct in Residential Accommodation

## INTRODUCTION

1. 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

2. 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.
3. 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

4. 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

5. 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

6. 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

### Standard of Proof

7. 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.

### Zero Tolerance to Sexual Misconduct, Harassment and Hate Crime

8. The University of Essex does not tolerate any acts of sexual misconduct, harassment, or hate crime. Zero tolerance means that (i) we will take action and (ii) the action will be proportionate to the circumstances of the case.
9. Allegations of sexual misconduct by students reported to the Proctor or Associate Proctor, including sexual assault, sexual violence, dating violence, domestic violence, or stalking are investigated and addressed following the procedures set forth in this Code.

### Policy on Academic Freedom and Freedom of Speech

10. In accordance with the duties imposed upon it by Section 43 of the Education (No 2) Act 1986, the Council of the University has instituted a policy to ensure that the University can promote academic freedom and freedom of speech within the law for members of the University (including the

Staff/and Students of the University) and for external speakers invited to make use of University facilities. The Policy can be found on our Governance webpages at: <https://www.essex.ac.uk/-/media/documents/about/governance/cop-freedom-of-speech.pdf>

### **Alcohol and Drug Use**

11. 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**

12. 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 *Fitness to Study 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**

13. All students have the right to be accompanied at any stage in the procedure described in this Code by a student or employee of the University or a representative of SU Advice, 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.

### **Essex Abroad**

14. Serious breaches or repeated minor breaches of conduct are considered by Student Conduct Committees. Students sanctioned by a Student Conduct Committee are automatically prohibited from undertaking study abroad as a component of their degree programme. Minor cases considered by the Proctor are not covered by this procedure but can still result in a student being prevented from studying abroad. Students should be aware that Essex Abroad review both minor and serious acts of misconduct and may be unable to nominate students to partner institutions based on visa regulations, national laws and partner institution admissions criteria.
15. 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*. Students with concerns about the potential impact of a misconduct outcome should contact Essex Abroad at the earliest opportunity for advice.

### **Confidentiality**

16. 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**

17. Records relating to Residents' Conduct offences will be held by the Student Progress Team or their nominee, on a central database and will not normally be included in the student's centrally held academic file.
18. Records of Residents' Conduct cases are destroyed six academic years after the academic year in which the incident is dealt with.

### **Monitoring**

19. The members of academic staff, students and other staff involved in the operation of the Code of Student Conduct in residential accommodation meet at least annually to review the operation of the Code of Conduct, consistency of decisions and other related matters as well as to undertake relevant training. The Student Progress Team provides annual reports to the Student Experience Committee, the Academic Quality and Standards Committee and Education Committee in relation to conduct and recommendations are considered and made to Senate as appropriate via the Education Committee.

### **ROLES AND RESPONSIBILITIES**

20. 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**

21. The Associate Proctor, or their nominee, will have the power to respond to misconduct in accommodation owned or managed by the University. The Associate Proctor is an

appropriate member of the University's Professional Services staff with responsibility for this area of work as part of their substantive role.

#### **Residence Life (formerly the Residents' Support Network)**

22. Residence Life is an accommodation-based service to help make sure you gain a positive experience of living and learning. There is a Residents' Assistant (RA) in each area of accommodation whose role is to get to know their residents, encourage communication and organise a range of social activities. Residence Life operates outside of office hours when other University support services are closed. The RAs also respond to concerns and complaints residents may have. As well as being able to help with various problems or concerns, the RAs also have information about other sources of help and support available on and off campus. Your RA will usually be able to assist you; however, on some occasions they may need to refer the matter to a Community Assistant or Residence Life Co-ordinator. Further information, including contact details, can be found on our website at: <https://www1.essex.ac.uk/accommodation/support/reslife.aspx>

#### **The Proctor**

23. The Proctor is a permanent member of the Professional Services. They are 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**

24. 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.
25. The Student Conduct Officer 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**

26. The Student Conduct Panel is a pool of trained staff and student volunteers from which members of Student Conduct Committees are drawn.

#### **SU Advice**

27. SU Advice 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, SU Advice is also able to provide trained advisers to accompany students to meetings with the Associate Proctor, the Proctor and Student Conduct Committees. Students are actively encouraged at every opportunity to engage with the service.

#### **Conflict of Interest**

28. 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**

29. 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 or their nominee:

- 1) Attempting or encouraging or assisting 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 accommodation<sup>6</sup>;
- 7) failing to comply with the University's *No Smoking Policy*<sup>7</sup>;

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<sup>6</sup> As defined in Sections 1 to 7 of the Theft Act 1968 and relevant case law thereunder.

- 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 Secretary<sup>8</sup>;
  - 9) misusing fire detection equipment, fire prevention equipment or firefighting 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 their 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 'Harassment and Bullying: Our zero tolerance approach';
  - 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:
- 1) using, selling or possessing within the University any controlled drug<sup>9</sup>;
  - 2) possessing within the University any offensive weapon<sup>10</sup>;
  - 3) exhibiting threatening, intimidating or violent behaviour;
  - 4) committing theft within the University;
  - 5) behaviour that is likely to cause injury or impair safety on University premises;
  - 6) 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;
  - 7) failing to comply with a resolution previously imposed by the Associate Proctor or their nominee;

<sup>7</sup> The policy is available on the Human Resources policy webpage at: <https://www.essex.ac.uk/-/media/documents/directories/human-resources/no-smoking.pdf> (.pdf). The prohibition on smoking includes the use of electronic cigarettes or 'vaping'

<sup>8</sup> 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.

<sup>9</sup> 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 and substances prohibited under the Psychoactive Substances Act 2016.

<sup>10</sup> 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 thereunder or any legislation for the time being in force modifying or replacing that Act.

- 8) making an allegation which is deemed to be vexatious, malicious or false.

## **RESIDENTS' CONDUCT PROCEDURES**

30. 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**

31. When, in the opinion of the Associate Proctor or their nominee, misconduct may have occurred within University student accommodation and action against a student is justified, they will supervise an investigation. In investigating the matter they may convene meetings to formally discuss the allegations with the subject of the complaint, the person making the complaint and any other persons involved.

### **Power of the Associate Proctor to impose a temporary non-contact resolution pending the outcome of an investigation**

32. When, pending the outcome of a conduct investigation, in the opinion of the Associate Proctor, it is necessary for the protection of any person, property, the reputation of the University or the student themselves, the Associate Proctor may impose on any student a requirement that the student has no contact, or restricted contact, with a specified person or persons. Failing without good reason to comply with such a requirement shall amount to a breach of *Residents' Conduct Regulation 27*.

### **Attendance at a meeting with the Associate Proctor**

33. Meetings with the Associate Proctor or their nominee take precedence over all other academic, sporting and social engagements and attendance is mandatory during term-time. The time of the Associate Proctor or their nominee is valuable and students who fail to attend meetings unnecessarily delay investigations. Students who fail to attend a meeting with the Associate Proctor or their nominee, without good reason, will be subject to a fine of £25. Repeated failure to attend

meetings or unauthorised absence from a meeting will result in either the Associate Proctor or their nominee 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. In order to reduce unnecessary delays to the investigation, students may attend a meeting with the Associate Proctor voluntarily during a vacation if they wish to do so and the Associate Proctor is available.

### **Joint Hearings**

34. If two or more students are involved in related misconduct, the Associate Proctor or their nominee may at their discretion deal with the cases together.

### **Advice, Support, Representation and Guidance**

35. All students are permitted to bring a student or employee of the University or a representative of the SU Advice to the meeting with the Associate Proctor or their nominee and are actively encouraged to do so.

### **Incidents in communal areas of residential accommodation**

36. Where, after investigation, the Associate Proctor is satisfied that a breach of these regulations has occurred in a communal area of residential accommodation, but it has not been possible to identify the student(s) responsible for the breach, the Associate Proctor may, if they consider it appropriate in the circumstances of the case, impose an appropriate penalty on all the registered occupants of the particular accommodation.

### **Penalties**

37. Following investigation the Associate Proctor or their nominee will determine the severity of the breach. They may deal with minor breaches regardless of whether the student admits or denies guilt. In such cases the Assistant Proctor or their 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 their 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 which shall be non-refundable in the case of a student who fails to attend without good reason.
- 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 or their nominee as they think proper.

38. The Penalty or penalties imposed will be determined by reference to the facts of the case, precedent in similar previous cases, any aggravating and mitigating factors, and the student's conduct history. Penalties will not last beyond the student's current programme of study. The imposition of a penalty, or part thereof, may be suspended on any reasonable terms decided by the Associate Proctor.

#### **Formal Notification**

- 39. 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.
- 40. All outcomes are monitored by the Student Conduct Officer.

#### **Serious or Persistent breach of Residents' Conduct Regulations**

##### **Referral to the Proctor**

- 41. If after investigation the Associate Proctor 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 or their nominee from referring the case to the police.

- 42. The Associate Proctor will send a written notification to the student concerned, of the referral, the allegation or allegations and draw their attention to the University's *Code of Student Conduct Procedures*.

#### **Temporary Exclusion from Accommodation**

- 43. 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 themselves 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**

- 44. A student has the right of appeal to the Student Conduct Officer, against any resolution of the Associate Proctor or their nominee on one or more of the following grounds:
  - A. That there is evidence now available which for good reason was not previously available, which might have materially affected the outcome; or
  - B. That the Associate Proctor or their nominee departed from the Residents' Conduct Procedures in a manner that may be prejudicial to the interests of the accused student; or
  - C. That on balance of probabilities, the facts of the case do not warrant the decision that the student has breached conduct regulations; or
  - D. That the penalty imposed by the Associate Proctor or their nominee was unreasonable with regard to all the circumstances of the case.

### Written Notice of Appeal

45. A student may exercise their right to appeal by completing an Appeal Form, setting out concisely the grounds for appeal and sending it to the Student Progress Team within ten 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 20 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 their control prevented the standard time limit being adhered to and that injustice would result from adhering to it.
46. Upon receipt of an appeal, the Student Conduct Officer will review all the evidence in the case and determine whether or not the grounds set out in the appeal form have merit or should be dismissed. If the appeal is dismissed the student will be notified in writing normally within 15 working days from the date of receipt of the appeal.
47. Where the Student Conduct Officer determines that the finding(s) of guilt are **not justified** by the evidence or that the Associate Proctor departed from the Residents' Conduct Procedures in a manner that may be prejudicial to the interests of the accused student (grounds of appeal A, B and / or C) the Student Conduct Officer will void the finding(s) of guilt, dismiss the charge(s) against the student and any penalty or penalties imposed will be revoked. Where the appeal has been made under ground of appeal A (new evidence) the Student Conduct Officer may at their sole discretion convene a Student Conduct Committee of Appeal to adjudicate the appeal. The student will be informed of the Student Conduct Officer's decision normally within 15 working days from the date of receipt of the appeal.
48. Where the Student Conduct Officer determines that the finding(s) of guilt are **justified** by the evidence but that the penalty/penalties imposed by the Associate Proctor or their nominee are unduly harsh, the Student Conduct Officer will refer the case back to the Associate Proctor or their nominee, setting out their reasons and instructing the Associate Proctor or their nominee to reconsider the penalty/penalties in light of the Student Conduct Officer's reasoning. If the Associate Proctor or their nominee accepts the Student Conduct

Officer's reasoning the Associate Proctor or their nominee accepts the Student Conduct Officer's reasoning the Associate Proctor or their nominee will impose an alternative (lesser) penalty. If the Associate Proctor or their nominee does not accept the Student Conduct Officer's reasoning and believes that the original penalty/penalties should be maintained the case will be automatically referred to a Student Conduct Committee of Appeal. The student will be informed of the Student Conduct Officer's decision normally within 15 working days from receipt of the appeal.

### Convening a Student Conduct Committee of Appeal

49. On referring the case to a Conduct Committee of Appeal the Student Conduct Officer will request from the Associate Proctor or their 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 or their nominee, considers to be relevant.
50. Within 15 days of the notification of the Student Conduct Officer's decision to refer the appeal to a Student Conduct Committee of Appeal, the Student Progress Team 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 Progress Team, 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

51. 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 of Appeal**

52. 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**

53. All students are permitted to bring a student or employee of the University or a representative of SU Advice to help them in presenting their appeal to the Committee and are actively encouraged to do so.

### **Composition of a Student Conduct Committee of Appeal**

54. 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**

55. The order of proceedings for a Student Conduct Committee of Appeal will normally be as follows:
- Introduction of those present;
  - The Chair determines on what grounds the student is appealing and which charges/penalties are being appealed;
  - The Associate Proctor or their nominee sets out their view regarding their original resolution;
  - The student presents the case for the appeal and is present with their representative whenever oral evidence is being heard by the Committee;
  - The Committee has the opportunity to question both the Associate Proctor or their nominee and the student;
  - 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;
  - The Associate Proctor or their nominee and student are invited to provide a final summary;

- The Associate Proctor or their nominee and the student withdraw whilst the Panel reach their verdict upon guilt where this is being appealed;
- The Associate Proctor or their nominee and the student return for the delivery of the verdict upon guilt where this is being appealed;
- 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;
- The Associate Proctor or their nominee informs the Committee of any previous breaches of the Residents' Conduct Regulations;
- The Associate Proctor or their nominee and the student withdraw whilst the Committee consider whether the penalty under appeal appropriate;
- The decision of the Committee is then presented orally to the student.

### **Student Conduct Committee of Appeal Resolutions**

56. A Conduct Committee of Appeal will make one or more of the following resolutions:
- Rescind the resolution of the Associate Proctor or their nominee, that the student be found guilty and that any consequential penalties should also be rescinded;
  - Confirm that the student be found guilty;
  - Either confirm or amend a penalty issued by Associate Proctor (Residents' Conduct) or their nominee, provided that any amendment is consistent with the powers of the Associate Proctor or their nominee that made the original resolution. It should be noted that this means that penalties may be increased as well as decreased.

### **Procedural Irregularity**

57. 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 20 working days 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)**

58. 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 12 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

1. 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.
2. 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

3. 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.

### Immigration Status

4. Where a student's proven conduct or evidence considered in relation to the conduct process brings their immigration status into question, the matter shall be referred to the Academic Registrar without delay for consideration under 7.22-7.28 in the *General Regulations, Academic Conduct*.

### Behaviour of Guests

5. 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

6. 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

### Standard of Proof

7. 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.

### Zero Tolerance to Sexual Misconduct, Harassment and Hate Crime

8. The University of Essex does not tolerate any acts of sexual misconduct, harassment, or hate crime. Zero tolerance means that
  - (i) we will take action and
  - (ii) the action will be proportionate to the circumstances of the case.
9. Allegations of sexual misconduct by students reported to the Proctor or Associate Proctor, including sexual assault, sexual violence, dating violence, domestic violence, or stalking are investigated and addressed following the procedures set forth in this Code.

### Policy on Academic Freedom and Freedom of Speech

10. In accordance with the duties imposed upon it by Section 43 of the Education (No 2) Act 1986, the Council of the University has instituted a policy to ensure that the University can promote academic freedom and freedom of speech within the law for members of the University (including the staff/and students of the University) and for external speakers invited to make use of University facilities. The Policy can be found at:  
<https://www.essex.ac.uk/media/documents/about/governance/cop-freedom-of-speech.pdf> (pdf)

### Alcohol and Drug Use

11. 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

12. 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 *Fitness to Study Policy*, the *Code of Student Conduct*, the *Fitness to Practise Procedures* or any other procedure or policy as appropriate.

### **Advice, Support, Representation and Guidance**

13. All students have the right to be accompanied at any stage during the procedure described in the Code of Student Conduct by a fellow student, member of staff or a representative of SU Advice, 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**

14. 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 officer<sup>11</sup>.
15. 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.
16. 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.
17. Whilst criminal investigations are underway, the student is obliged to keep the University informed of any progress and/or change in status regarding their case. The Proctor, or their 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.

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<sup>11</sup> 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 or being dealt with by way of Community Resolution. Students need not declare parking or speeding offences which are subject to fixed penalties.

18. 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.
  19. 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.
  20. 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 their 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 Progress Team 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.
  21. 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 their 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:  
<https://www1.essex.ac.uk/dbs/documents/student-membership-and-dbs-policy.pdf> (.pdf)
- ### **Conduct in University-Owned or Managed Accommodation**
22. 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 *Code of Student Conduct in Residential Accommodation*.

### **Conduct in Students' Union premises or during Students' Union organised events**

23. The University of Essex Students' Union has its own disciplinary system. Behaviour on any Students' Union premises or during any Students' Union organised events (wherever held) that may constitute a breach of regulations under this Code may also constitute a breach of Students' Union disciplinary rules. The two processes are not separate. However, appropriate cases may be dealt with under this Code notwithstanding that action is being or has been taken against the student under the Students' Union disciplinary process (and vice versa).

### **Professional Misconduct**

24. For students subject to the *Fitness to Practise Procedure* (.pdf), 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**

25. 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**

26. 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. Minor cases considered by the Proctor are not covered by this procedure but can still result in a student being prevented from studying abroad. Students should be aware that Essex Abroad review both minor and serious acts of misconduct and may be unable to nominate students to partner institutions based on visa regulations, national laws and partner institution admissions criteria.
27. 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*. Students with concerns about the potential impact of a misconduct outcome should contact Essex Abroad at the earliest opportunity for advice.

### **Confidentiality**

28. The operation of the Student Code of Conduct seeks to protect individual confidentiality at all stages.
29. 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**

30. Records relating to conduct offences will be held by the Student Progress Team on a central database and will not normally be included in the student's centrally held academic file.
31. Records of conduct cases are destroyed by the Student Progress Team six academic years after the academic year in which the incident is dealt with.

### **Monitoring**

32. The members of academic staff, students and other staff involved in the operation of the Code of Student Conduct meet at least annually to review the operation of the Code of Conduct, consistency of decisions and other related matters as well as to undertake relevant training. The Student Progress Team provides annual reports to the Student Experience Committee, the Academic Quality and Standards Committee and Education Committee in relation to conduct and recommendations are considered and made to Senate as appropriate via the Education Committee.

## **ROLES AND RESPONSIBILITIES**

### **Student Progress Team**

33. The Student Progress Team 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: <https://www1.essex.ac.uk/students/experience/code-conduct.aspx>

### **The Proctor**

34. The Proctor is a permanent member of the Professional Services. They are 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**

35. 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.
36. The Student Conduct Officer chairs the Student Conduct Panel. In addition, they consider 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**

37. The Student Conduct Panel is a pool of trained staff and student volunteers from which members of Student Conduct Committees are drawn.

#### **SU Advice**

38. SU Advice 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 seeks to ensure that the University procedures are properly adhered to. In addition to advising students on their cases, SU Advice 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**

39. 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**

40. The following behaviour shall be treated as a breach of the Conduct Regulations which may result in disciplinary action being taken:
  1. infringing or attempting to infringe a Regulation of the University;
  2. encouraging or assisting others to infringe a Regulation of the University including encouraging or assisting another student to commit an academic offence;
  3. having been convicted of a criminal offence in a court of law or formally

cautioned for a criminal offence by a police officer or dealt with for a criminal offence by way of Community Resolution by a police officer<sup>12</sup>;

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 offence;
5. using, selling or possessing within the University any controlled drug<sup>13</sup>
6. possessing within the University any offensive weapon<sup>14</sup>
7. behaving in such a way as may reasonably be deemed to harm the reputation of the University of Essex or its relationship with the local or wider community and/or attracting adverse publicity;
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 'Zero tolerance of harassment and bullying' (.pdf);
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 University<sup>15</sup>;

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<sup>12</sup> 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 or being dealt with by way of Community Resolution. Students need not declare driving offences which are subject to fixed penalty notices.

<sup>13</sup> 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 and substances prohibited under the Psychoactive Substances Act 2016;

<sup>14</sup> 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

<sup>15</sup> As defined in Sections 1 to 7 of the Theft Act 1968 and relevant case law thereunder

15. committing or attempting to commit any fraud<sup>16</sup> in relation to any monies due to the University or any debt owed to the University by any student;
16. behaviour that is likely to cause injury or impair safety on University premises;
17. misusing fire detection equipment, fire prevention equipment or fire-fighting appliances within the University;
18. sounding or raising of a fire alarm within the University when it is unwarranted;
19. 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;
20. interfering with, or impeding, or failing to comply with any member of the University in carrying out their duty or proper function as such;
21. 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;
22. 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;
23. interfering with any mechanical, electrical or other services or installations within the University without the authority to do so;
24. causing actual or potential damage to, defacement, misappropriation or unauthorised use of the property of the University and its grounds;
25. disposing of litter inappropriately within the University;
26. 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;
27. 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;
28. using electronic and social media in a way that constitutes a breach of any other Student Conduct Regulation;
29. misusing the University's name or any University record or document; or forging or falsifying any University record or document; or making any false statement either verbally or in writing in relation to any academic examination or assessment or University administrative function or service; 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 false statements in the process of gaining admission to the University;
30. 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;
31. failing to comply with the terms and conditions of the contract for Accommodation;
32. failing to comply with the '*IT Acceptable Use Policy*';
33. failing to comply with any direction or restriction, imposed by the Librarian in respect of the use of Library facilities;
34. failing to comply with the University's *No Smoking Policy*<sup>17</sup>;
35. failing to comply with a resolution previously imposed by the Vice-Chancellor or their nominee, the Proctor, the Associate Proctor or their nominee, a Student Conduct Committee or a Student

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<sup>17</sup> *No Smoking Policy* can be accessed: <https://www.essex.ac.uk/-/media/documents/directories/human-resources/no-smoking.pdf> (.pdf) The prohibition on smoking includes the use of electronic cigarettes or 'vaping'

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;

36. making an allegation which is deemed to be vexatious, malicious or false;
37. attempting to undermine or undermining the University's obligations in respect of UK Immigration policy;
38. failing to comply with the University's policy and procedures for attendance monitoring or misuse of a student registration card or a 'Count-me-in' electronic reader in relation to attendance monitoring<sup>18</sup>;
39. any other behaviour that is deemed to contravene the general principles of the Code of Student Conduct.

## STUDENT CONDUCT PROCEDURES

### Minor Incidents

#### Investigating Allegations

41. 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.

#### Power of Proctor to impose a temporary non-contact resolution pending the outcome of an investigation

42. Pending the outcome of a conduct investigation, 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 themselves, the Proctor may impose on any student a requirement that the student has no contact, or restricted contact, with a specified person or persons. Failing to comply with such a requirement, without

good reason, shall amount to a breach of *Student Conduct Regulation 35*.

#### Attendance at a meeting with the Proctor

43. Meetings with the Proctor take precedence over all other academic, sporting and social engagements and attendance is mandatory during term-time. The Proctor's time is valuable and students who fail to attend meetings unnecessarily delay investigations. Students who fail to attend a mandatory meeting with the Proctor without good reason will be subject to a fine of £25. 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. In order to reduce unnecessary delays to the investigation, students may attend a meeting with the Proctor voluntarily during a vacation if they wish to do so and the Proctor is available.

#### Joint Hearings

44. If two or more students are involved in related misconduct, the Proctor may at their discretion deal with the cases together.

#### Advice, Support, Representation and Guidance

45. All students are permitted bring a student or employee of the University or a representative of SU Advice to the meeting with the Proctor and are actively encouraged to do so.

#### Penalties

46. 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.

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<sup>18</sup> Guidance for students can be accessed at: <https://www1.essex.ac.uk/students/course-admin/attendance.aspx>

- 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 which shall be non-refundable in the case of a student who fails to attend without good reason.
- 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 they think proper.

#### **Penalties Relating to Minor Criminal Convictions**

47. 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 they think proper.

48. The Penalty or penalties imposed will be determined by reference to the facts of the case, precedent in similar previous cases, any aggravating and mitigating factors, and the student's conduct history. Penalties will not last beyond the student's current programme of study. The imposition of a penalty, or part thereof, may be suspended on any reasonable terms decided by the Proctor.

#### **Formal Notification**

49. 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.
50. All outcomes are monitored by the Student Conduct Officer.

#### **Serious Incidents**

##### **Referral to the Student Conduct Officer**

51. 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.

52. Students will be formally notified in writing, of the referral, the allegation/s and draw their attention to the Conduct Procedures.

53. Upon receiving a referral from the Proctor the Student Conduct Officer may convene a Student Conduct Committee to consider the charges against the student.

##### **Temporary Exclusion from Accommodation**

54. 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 themselves, 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**

55. The Vice-Chancellor or their nominee 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.
56. 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 or their nominee 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.
57. '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.
58. 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.
59. 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.
60. The Vice-Chancellor or their nominee may temporarily suspend or exclude a student with immediate effect. A student who has been temporarily suspended or temporarily excluded by the Vice-Chancellor or their nominee may make representations in person or in writing to the Vice-Chancellor. Such representations must be made within five working days of the date of the letter notifying the student of the temporary suspension or exclusion or as soon as practicable thereafter, if there is good reason why the student was prevented from making their representations within the deadline. Where the student attends in person they may be accompanied by a fellow student or member of staff from the University of Essex or a representative from SU Advice.
61. A decision to temporarily suspend or exclude a student will be kept under review by the Proctor who will report any significant changes in the circumstances of the case to 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 Proctor who will report any significant changes in the circumstances of the case to the Vice-Chancellor or their nominee 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.
62. Breach of a suspension or exclusion order as noted above, will also be regarded as a breach of conduct regulation 35 and may result in an immediate referral to a Student Conduct Committee, who may issue an

appropriate penalty commensurate with their powers.

### **Convening a Student Conduct Committee**

63. The Student Progress Team 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 Progress Team, within five days of the date of the letter, indicating whether they admit to having committed the cited breach/es and whether they have 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.
64. 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**

65. 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 they fail to attend the hearing without good reason.

### **Advice, Support, Representation and Guidance**

66. All students are permitted to bring a student or employee of the University or a representative of SU Advice to help them in presenting their case to the Committee and are actively encouraged to do so.

### **Evidence**

67. 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**

68. 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**

69. 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**

70. 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.

### **Alternative verdicts**

71. Where, having heard and carefully considered all of the evidence presented by the Proctor and by the accused student(s), the Committee determines that the evidence does not support the charge or charges put forward by the Proctor but does support a breach of some other conduct regulation, the Committee may find the student(s) guilty of breaching that other regulation and may impose a penalty for that breach notwithstanding that it was not included in the original list of charges in the Proctor's case against the student.

### **Adjourning a Student Conduct Committee**

72. 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.

73. 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**

74. 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 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 University academic, residential, social or sporting facilities<sup>19</sup>;
  - l. To expel the student from membership of the University<sup>20</sup>.

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<sup>19</sup> A student expelled or excluded as a result of conduct proceedings shall have no right to a refund.

<sup>20</sup> 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

## STUDENT CONDUCT APPEALS PROCESS

### Penalties Relating to Serious Criminal Convictions

75. 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 its precincts, and make one or more of the following resolutions:
- That the charges against the student should be dismissed and no further action taken;
  - To issue a formal written warning to the student;
  - To confiscate without compensation, any item prohibited by the rules and regulations relating to the possession of offensive weapons on University premises;
  - To require the student to attend a specified course or programme and to pay a reasonable cost for such a course or programme;
  - To recommend to Accommodation Essex that the student may not be allocated accommodation in the future;
  - 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<sup>20</sup>;
  - To expel the student from membership of the University<sup>20</sup>.
76. The penalty or penalties imposed will be determined by reference to the facts of the case, precedent in similar previous cases, any aggravating and mitigating factors, and the student's conduct history. 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 reasonable terms decided by the Committee.

### Formal Notification

77. 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.

### Grounds for Appeal

78. A student has the right of appeal to the Student Conduct Officer, against any resolution of the Proctor or a Student Conduct Committee on one or more of the following grounds:
- That there is evidence now available, which for good reason was not previously available to the Proctor or the Conduct Committee, which might have materially affected the outcome; or
  - 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
  - That on the balance of probabilities, the facts of the case did not warrant the decision that the student had breached conduct regulations; or
  - 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

79. 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 Progress Team at studentconduct@essex.ac.uk within ten 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 20 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 their control prevented the standard time limit being adhered to and that injustice would result from adhering to it.
80. Students are strongly encouraged to contact SU Advice for advice and guidance before completing the form.

### Minor cases where the Proctor determined guilt and imposed a penalty

81. Upon receipt of an appeal, the Student Conduct Officer will review all the evidence in the case and determine whether or not the grounds set out in the appeal form have merit or should be dismissed. If the appeal is dismissed the student will be notified in writing normally within 15 working days from receipt of the appeal.

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already been ratified by a Board of Examiners can be recorded on a transcript.

82. Where the Student Conduct Officer determines that the finding(s) of guilt was/were **not justified** by the evidence or that the Proctor departed from the Student Conduct Procedures in a manner that may be prejudicial to the interests of the accused student (grounds of appeal A, B and / or C), the Student Conduct Officer will void the finding(s) of guilt and dismiss the charges(s) against the student and any penalty or penalties imposed will be revoked. Where the appeal has been made under ground of appeal A (new evidence) the Student Conduct Officer may, at their sole discretion, convene a Student Conduct Committee of Appeal to adjudicate the appeal. The student will be informed of the Student Conduct Officer's decision normally within 15 working days from receipt of the appeal.

83. Where the Student Conduct Officer determines that the finding(s) of guilt was/were **justified** by the evidence, but that the penalty imposed by the Proctor was unduly harsh (ground of appeal D), the Student Conduct Officer will refer the case back to the Proctor setting out their reasons and instructing the Proctor to reconsider the penalty/penalties in light of the Student Conduct Officer's reasoning. If the Proctor accepts the Student Conduct Officer's reasoning, the Proctor will impose an alternative (lesser) penalty. If the Proctor does not accept the Student Conduct Officer's reasoning and believes that the original penalty/penalties should be maintained, the case will be automatically referred to a Student Conduct Committee of Appeal (in which case the procedure described below will apply). The student will be informed of the Student Conduct Officer's decision normally within 15 working days from receipt of the appeal.

#### **Acquittal in a Court of Law**

84. 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.

#### **Appeals against the outcome of a Student Conduct Committee**

85. 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 normally within ten working days from receipt of the appeal.

86. 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.

87. Within 15 days of the notification of the Student Conduct Officer's decision to refer the appeal to a Student Conduct Committee of Appeal, the Student Progress Team 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 Progress Team, 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**

88. 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 of Appeal**

89. 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**

90. All students are permitted to bring a student or employee of the University or Students' Union to help them in presenting their appeal to the Committee and are actively encouraged to do so.

### **Composition of a Student Conduct Committee of Appeal**

91. 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**

92. 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 their 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**

93. 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**

94. 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 20

working days 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)**

95. 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 12 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 Procedures

## A. Academic Offences & General Information

A1.

The University, the Students' Union and the University's Partner Institutions expect all students:

- to behave with honesty and integrity in relation to coursework, examinations and other assessed work;
- to be familiar and act in accordance with the conventions of academic writing including appropriate referencing of sources and acknowledgement of assistance;
- to show understanding of ethical considerations and be compliant with the relevant University Procedures.

A student who does not comply with any of these requirements (either intentionally or by negligence) may be charged with having committed an academic offence.

A2.

The following are some examples of academic offences and do not constitute an exhaustive list:

- 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. self-plagiarism, that is, using or copying one's own work that has previously been submitted for assessment, at the University or elsewhere, without proper acknowledgement in any assignment, examination or other assessed work, unless this is explicitly permitted;
- c. false authorship, that is the submission of work for assessment that has been written wholly or in part by a third party and presented as one's own original work;
- d. collusion, that is, submitting work produced collaboratively for individual assessment, unless this is explicitly permitted and acknowledged;
- e. falsifying data or evidence;
- f. unethical academic practice, for example conducting research without obtaining ethical approval from the University where such approval is required, or the unauthorised use of information that has been confidentially acquired;
- g. introducing, or attempting to introduce, any written, printed or electronically accessible information into an examination, other than material explicitly permitted in the instructions for that examination;

- h. copying, or attempting to copy, the work of another candidate in an examination;
- i. communicating, or attempting to communicate, with another person, other than an invigilator, during an examination.

A3.

The University reserves the right, at its absolute discretion, to use plagiarism detection facilities and services. In registering as students of the University, students consent to copies of their work being submitted to any plagiarism detection facility and service.

A4.

A student suspected of helping another student commit an academic offence may be investigated and dealt with in accordance with the University's *Code of Student Conduct*.

## DEFINITIONS OF TERMINOLOGY

A5.

An examination is to be defined as any assessment under controlled conditions.

A6.

A unit of assessment is to be defined as any element of a module which contributes to a final module mark.

## B. Investigating an Academic Offence

### REPORTING AN ACADEMIC OFFENCE

B1.

Any member of the University who wishes to report a suspected academic offence that has been committed by one or more students in a module, may refer their suspicion in writing via the Academic Offences Referral Report Form to the administration team in the Department primarily responsible for the module in which the alleged offence has taken place. (If no single department is responsible for the module, the allegation should be reported to the department(s) responsible for the degree course(s) of the student(s)).

B2.

Prior to becoming a formal Academic Offence allegation, the Deputy Dean (Education) or a nominated member of staff will initially discuss the referral with the student who initiated it. The discussion with the student will be conducted in confidence. Given the seriousness of the allegation, action may be taken against malicious reporting under the Student Conduct or Disciplinary Procedure.

### INVESTIGATING AN ACADEMIC OFFENCE

B3.

Departmental Adjudicators are responsible for the initial investigation of all alleged academic offences within the Department. The



Departmental Adjudicator is the Head of Department or a nominee approved by the Executive Dean of the appropriate Faculty, or their Deputy or the Dean of Partnerships or their Deputy. All allegations of an academic offence must be referred to a Departmental Adjudicator (except for formal examinations), and be investigated and dealt with on a formal basis. Individual members of academic staff are not permitted to make decisions about any case of suspected plagiarism and must refer these to the Departmental Adjudicator. Head of Department shall also be taken to include the Head, Dean or Director of a Department, School, Centre, Institute or equivalent, or a nominated academic for a partner institution.

B4.

Faculty Adjudicators are responsible for considering:

- a. cases that have been referred to the Faculty by the Departmental Adjudicator;
- b. cases relating to formal examinations;
- c. cases where the student is completing a research degree.

The role of Faculty Adjudicator will be undertaken by the Executive Dean, Deputy Dean (Education) or Deputy Dean (Postgraduate Research Education). For partner institutions, the role of Faculty Adjudicator will be undertaken by the Dean of Partnerships or their Deputy. Additional Faculty Adjudicators must be approved by the Executive Dean of the appropriate Faculty or the Dean of Partnerships.

B5.

Academic Offences Committees are responsible for considering cases that have been referred by the Faculty.

B6.

Adjudicators and Academic Offences Committees are required to:

- a. provide written notification to the student that an allegation is being formally investigated, with confirmation of the module and unit of assessment that is being investigated;
- b. check for any previous academic offences before making a final decision;
- c. consider whether the allegation is in breach of the *Code of Student Conduct* (see B8);
- d. provide each student an opportunity to respond to the allegation (see B22 to B29);
- e. provide written confirmation to the student, the Department and the Student Progress Team of the decision made. The written confirmation will include a summary of the allegation, a summary of the student's response and the reasons for the decision, as well as a notification of the student's right of appeal;

- f. for cases handled by the Faculty or an Academic Offences Committee, notify the Department of the final decision.

B7.

Adjudicators and Academic Offences Committees are appointed on behalf of Senate in accordance with the Academic Offences Procedures.

B8.

Where the alleged offence involves an alleged breach of the University's *Code of Student Conduct*, the Departmental Adjudicator must first consult with the Proctor before proceeding with the investigation. The Proctor will consider how best to proceed on a case by case basis and advise the Initial Adjudicator accordingly.

B9.

Adjudicators and Committees will be required to obtain evidence in finding an allegation to be proven and determining a penalty. Examples of suitable evidence include, but are not limited to, the use of plagiarism detection software, obtaining and annotating allegedly plagiarised material, questioning students on the content of the assignment, inspecting material taken into an examination without authorisation, and comparing a student's work with other work that the student has previously submitted. Students may also be asked to provide notes, rough working and any previous drafts of their work.

#### **ADDITIONAL INVESTIGATIVE RESPONSIBILITIES: UNDERGRADUATE AND POSTGRADUATE TAUGHT STUDENTS**

B10.

The Departmental Adjudicator is responsible for the investigation of alleged academic offences relating to coursework submitted by any student undertaking a module in their department. Where a student is charged with committing an offence on a module which is not run by a Department, School or Centre, the Department responsible for the student's degree programme shall investigate the allegation.

B11.

The Departmental Adjudicator should not be involved in the investigation of allegations for modules for which they are responsible for. In such cases a substitute Departmental Adjudicator should be appointed in accordance with B1 of the Academic Offences procedures.

B12.

The Departmental Adjudicator can take decisions about all suspected academic offences relating to coursework where the offence, if confirmed, will result in a penalty that it is within the Department's power to impose.

B13.  
The Departmental Adjudicator will refer to the Faculty any such case where:

- a. the nature or severity of the alleged offence would warrant a more serious penalty than those that the Department can apply (see Section D);
- b. the offence is alleged to have occurred in a formal examination;
- c. the student is student studying towards a Postgraduate Certificate in Higher Education Practice.

B14.  
Faculty Adjudicator of the appropriate Faculty will consider all cases referred to the Faculty.

B15.  
The Faculty Adjudicator will refer to an Academic Offences Committee any such case that is suspected to warrant a more severe penalty than those than the Faculty can apply.

#### **ADDITIONAL INVESTIGATIVE RESPONSIBILITIES: POSTGRADUATE RESEARCH STUDENTS**

B16.  
The Departmental Adjudicator is responsible for the initial investigation of alleged academic offences relating to preliminary drafts of chapters or to papers submitted to a Supervisory Panel or for consideration by a Research Students' Progress Board produced by a research student in their own department.

B17.  
All allegations relating to work submitted for assessment by a Supervisory Panel or Research Student's Progress Board shall be considered for formal investigation. The Departmental Adjudicator may dismiss allegations where it is deemed that the work has been submitted for formative assessment only.

B18.  
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 a Faculty Adjudicator. 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 Faculty Adjudicator. All allegations brought after the thesis has been submitted will be considered by an Academic Offences Committee.

B19.  
The Departmental Adjudicator should not be involved in the investigation of allegations where they are the student's supervisor or a member of the Supervisory Board. In such cases a substitute Departmental Adjudicator should be appointed by the Head of Department and approved by the

Executive Dean or Deputy Dean (Postgraduate Research Education).

B20.  
The Departmental Adjudicator will refer all allegations of an academic offence for a Postgraduate Research Student to the Faculty. An appropriate Faculty Adjudicator will consider all cases referred to the Faculty.

B21.  
The Faculty Adjudicator will refer to an Academic Offences Committee any such case that is suspected to warrant a more severe penalty than those that the Faculty can apply.

#### **RIGHT TO REPLY**

B22.  
A student has the right to reply to any allegation and must be given the opportunity to meet with the relevant Adjudicator or Academic Offences Committee, before a final decision about the allegation is made.

B23.  
Normally, students should be given advanced notice of the scheduled meeting, and access to the relevant documentation, at least one week in advance. A meeting may proceed in the absence of the student (or a written statement) if the Adjudicator or Chair of the Academic Offences Committee is satisfied that due notice has been given to the student.

B24.  
A penalty cannot be decided upon by an Adjudicator or Academic Offences Committee unless a meeting has been scheduled and due notice has been given. Cases may be referred to the Faculty or to an Academic Offences Committee without scheduling a meeting with the student.

B25.  
Student attendance at a meeting is not compulsory but is strongly advised. If the student attends, they may be accompanied by a student or member of staff of the University or Students' Union to help them in presenting their case. If the student does not wish to attend, they may submit a written response in advance of the meeting.

B26.  
At any meeting to discuss an alleged academic offence, or by way of a written statement being provided instead, the student will be given an opportunity to respond to the allegation by way of defence and/or disclose any extenuating circumstances that they wish to be considered in the context of the allegation, or an admission to the charge. Students should ensure that any extenuating circumstances they wish to present are submitted to the relevant adjudicator at the time the case is considered.

B27.  
In some instances, such as allegations relating to collusion or group submissions, it may be

necessary and appropriate for the Adjudicator or Academic Offences Committee to see more than one student at a time.

B28.

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.

B29.

All meetings conducted by Faculty Adjudicators and meetings of the Academic Offences Committee will be serviced by a Secretary, acting on behalf of the Academic Registrar. The Secretary of the Committee will notify the student in writing of the time and place in which the case will be heard. During the meeting, the Secretary will take notes, 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.

#### **ACADEMIC OFFENCES COMMITTEE**

B30.

Academic Offences Committees shall consist of a Faculty Adjudicator in the chair, and two members of staff from outside of the student's department approved by the Executive Dean or their Deputy, and who have no connection with the case in question. If the Faculty Adjudicator has previously made a judgement relating to the allegation in question, then another Faculty Adjudicator must chair the Committee.

B31.

A representative of the Department in which the alleged offence has occurred (normally the Departmental Adjudicator) will attend the meeting of the Committee to set out evidence relating to the alleged offence. The Departmental Representative should not present any extenuating circumstances on behalf of the student unless they relate to the Department's procedures or teaching. The Departmental Representative is not a member of the Committee should not propose or comment on any penalty that might be imposed, and is not permitted to ask questions of the student during the meeting except through the Chair.

B32.

Only members of the Committee and the Secretary shall be present while the Committee is reaching a decision. The student is entitled to be present at all times that the Departmental Representative is in attendance at the meeting.

B33.

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.

B34.

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 Departmental Representative being present;
- b. The student, the student's representative and the Departmental Representative 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 Departmental Representative, and members of the Committee, the student and the student's representative are invited to put questions to the Departmental Representative;
- f. The Chair then invites the student to put forward a case orally if they wish to do so including any extenuating circumstances or other 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 Departmental Representative 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 and the student's representative are 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 Departmental Representative may be present during this final stage.

B35.

The Committee may choose to adjourn in order to enable the student or the student's representative to be present, or 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 three months after the adjournment, although the case need not be determined at the resumed meeting. If necessary, the Executive Dean, or the appropriate Deputy Dean of the relevant Faculty, 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.

### **WITHDRAWN STUDENTS**

B36.

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.

B37.

Where an allegation of an academic offence arises after the degree has been conferred, the Faculty Adjudicator must consult the Vice-Chancellor who shall determine the procedures to be used in dealing with the case.

### **C. Determining an Academic Offence and Applying a Penalty**

C1.

Adjudicators and Academic Offences Committee are expected to determine whether an academic offence has been proven, before deciding which penalty to apply. Where a professional body (or similar) may be concerned with the intentionality of the offence, a judgement has to be made as to whether the offence was intentional or not.

C2.

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.

C3.

Any allegation can be dismissed before or after a meeting with the student has been held. The Departmental Adjudicator may determine that no offence has been committed at any point of their investigation, but not after a case has been referred to the Faculty. The Faculty Adjudicator may determine that no offence has been committed at any point after a case has been referred to them by the Department, but not after the case has been referred to an Academic Offences Committee. In all cases where formal proceedings have begun, such a decision should be confirmed to the student in writing and noted on the student's record.

C4.

In determining an appropriate penalty, the Adjudicator or Academic Offences Committee will take the following into account:

- a. the degree of severity of the offence;
- b. whether it is a first or subsequent offence, and, if applicable, the nature and severity of the previous offence;
- c. the academic stage the student has reached (first year undergraduate, Masters, etc.);
- d. any extenuating circumstances;
- e. the status of the module enrolment (ie core, compulsory or optional).

C5.

The Adjudicator or Academic Offences Committee should not take a student's array of marks into consideration when allocating a penalty.

C6.

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.

C7.

If an academic offence is proven, the Adjudicator or Academic Offences Committee shall apply a penalty and may, in addition, require the student to complete an Academic Integrity Tutorial, attendance at which will be considered compulsory. Attendance at an Academic Integrity Tutorial cannot replace a penalty. Failure to attend the Academic Integrity Tutorial will be noted should the student commit any subsequent offences and shall not be considered as a valid claim of mitigation, unless exceptional extenuating circumstances have prevented the student from attending.

### **PENALTIES FOR UNDERGRADUATE AND POSTGRADUATE TAUGHT STUDENTS**

C8.

The following penalties may be applied by Departmental Adjudicators, Faculty Adjudicators and Academic Offences Committees:

- Penalty 1: A formal written warning only;
- Penalty 2: Resubmit unit of assessment with minor amendments only, as determined by the Adjudicator (such as correct referencing, paraphrasing or striking out), for an uncapped mark.
- Penalty 3: Resubmit unit of assessment with minor amendments only, as determined by the Adjudicator (such as correct referencing, paraphrasing or striking out) for a capped mark.
- Penalty 4: Mark of zero to be given for the unit of assessment, reassessment available to the Board of Examiners.

The following penalties may be applied by Faculty Adjudicators and Academic Offences Committees:

- Penalty 5: Mark of zero to be given for the unit of assessment, with no resubmission or reassessment permitted.

The following penalties may be applied by Academic Offences Committees only:

- Penalty 6: Mark of zero to be awarded for the module, with no resubmission or reassessment permitted;
- Penalty 7: No longer eligible for full award: Mark of zero to be awarded for the module with no resubmission or reassessment permitted and the student may complete currently enrolled credits for an exit award only;
- Penalty 8: Required to withdraw immediately and no longer eligible for full award: A mark of zero to be awarded for the module no resubmission or reassessment permitted and the Examination Board to be invited to consider the student only for an exit award on the basis of credits already achieved;
- Penalty 9: Required to withdraw immediately with no qualification awarded: A mark of zero to be awarded for the module no resubmission or reassessment permitted and the Examination Board to be invited to ratify credits that have already been achieved for recording purposes.

## **PENALTIES FOR POSTGRADUATE RESEARCH STUDENTS**

C9.

For allegations that have occurred prior to the student's submission for final assessment, the following penalties may be applied by Faculty Adjudicators and Academic Offences Committees only:

- Penalty 1: A formal written warning only;
- Penalty 2: Specified section of submission to be referenced correctly, rewritten or removed, and resubmitted for assessment.

For allegations that have occurred prior to submission for the student's final assessment, the following penalties may be applied by Academic Offences Committees only:

- Penalty 3: No longer eligible for full award: the student's registration shall be downgraded and they will be considered for a lesser award only.
- Penalty 4: Required to withdraw with no qualification awarded.

C10.

For allegations that have occurred after the submission of the student's final assessment, the

following penalties may be applied by Academic Offences Committees only:

- Penalty 1: Formal written warning only;
- Penalty 2: The Examiners shall be instructed to consider the non-plagiarised sections of the final submission, for the degree for which it has been submitted;
- Penalty 3: No longer eligible for full award: The Examiners shall be instructed to consider the non-plagiarised sections of the final submission for a lesser award only;
- Penalty 4: Required to withdraw with no qualification awarded.

C11.

For research students where the form of assessment is more akin to taught assessment (as determined by the Adjudicator or Academic Offences Committee), a penalty from those available for Postgraduate Taught students may be applied.

## **D. Implications of an Academic Offence**

D1.

An academic offence may lead to a student:

- being prevented from continuing their studies, either as a direct result of a penalty, or by the further application of the rules of assessment after a penalty has been applied;
- being prevented from studying abroad under the Study Abroad Scheme;
- being prevented from completing a work placement as part of their course;
- being prevented from receiving accreditation from a Professional Body;
- having their scholarship terminated by the Executive Dean (or their Deputy) of the relevant Faculty
- being subject to the *Fitness to Practise Procedure* (applicable for students on a relevant course of study only);

On each occasion, the student will be notified separately as part of the relevant process or procedure.

D2.

All information relating to suspected academic offences and their outcomes will be recorded on the academic offences database and in the student's file.

D3.

Academic Offences are not explicitly recorded on academic transcripts or the Higher Education Achievement Record. However details of an academic offence, such as the nature of the offence and the penalty applied, may be passed on to third parties as deemed appropriate, such as professional accreditors, placement providers, educational sponsors (including embassies) and organisations approved by the student in order to provide a professional or character reference.

D4.

Details of the allegation (including evidence presented by the student's Department) may be passed on to other University services if deemed appropriate, such as the University Proctor, the Talent Development Centre or a Professional Suitability Group. On such occasions, students will be notified and informed of the reason why.

## **ACADEMIC OFFENCES & THE RULES OF ASSESSMENT**

D5.

A Board of Examiners may not overturn any decision on a penalty given in relation to an academic offence by a Departmental Adjudicator, a Faculty Adjudicator or an Academic Offences Committee.

D6.

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. Where a student is awarded Penalty 3 and/or Penalty 4 given in C8 of the Procedures, and also submits a claim of extenuating circumstances to the Board of Examiners, the Board will however have limited discretion and should act in accordance with the relevant guidance.

D7.

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.

D8.

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.

D9.

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.

## **RESUBMITTED WORK**

D10.

Where a student is entitled to resubmit work with the correct referencing applied following an academic offence:

- if the student does not take up the opportunity to resubmit the work by the given deadline, a mark of zero will be awarded for consideration by the Board of Examiners;
- any allegations made about the resubmitted piece of work will be treated as a subsequent offence;
- no other changes may be made to the original submission except for the minor amendments as determined by the Adjudicator. Any unauthorised changes made to the assignment will be treated as a subsequent offence.

## **E. Academic Offence Appeals**

E1.

A student shall have the right of appeal to an Academic Offences Appeal Committee against any decision of a Departmental Adjudicator, Faculty Adjudicator or Academic Offences Committee (hereafter 'the Initial Adjudicator') on the following grounds:

- a. that there is material evidence now available, which could not have reasonably been made available to the Initial Adjudicator and is 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 the Academic Offences Procedures 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 submit an academic offences appeal form to the Academic Registrar setting out the grounds of the appeal in detail. Students must appeal within ten working days of the date on which the final decision was confirmed to the student in writing. Students are strongly encouraged to contact SU Advice for advice and guidance before completing the form. If the student can show

that circumstances beyond their 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 normally up to the period of 20 working days from the date on which the final decision was confirmed to the student in writing.

E3.

On receipt of an Appeal, the Initial Adjudicator whose decision the appeal is made against is asked to write a Statement of the Case, normally within five working days, which shall include:

- the details of the charge(s) in respect of which the decision that was made;
- a brief summary of the evidence and of the relevant findings;
- the decision, including the details of any penalty imposed;
- a brief comment as to the reason for such findings, decision and penalty;
- any further information that may be deemed to be relevant.

Where the Initial Adjudicator was an Academic Offences Committee, the Chair of the Committee will normally provide the statement.

#### **DUTIES OF THE APPOINTED DEAN**

E4.

An Executive Dean or their deputy who has no previous involvement with the case (hereafter the Appointed Dean) is appointed to deal with the appeal.

E5.

The Appointed Dean shall consider whether or not in their judgement the request discloses a proper ground for an appeal, normally within five working days of the receipt of the Initial Adjudicator's report. Where it is agreed that the appeal does have valid grounds, the case shall be referred to an Academic Offences Appeals Committee.

#### **ACADEMIC OFFENCES APPEALS COMMITTEE**

E6.

The Academic Offences Appeal Committee will have the same authority, and be composed in the same way, as an Academic Offences Committee (see B7 and B22 to B35) but will operate with the following differences:

- a. The Appointed Dean chairs the Academic Offences Appeal Committee.
- b. The Initial Adjudicator will normally attend the meeting of the Appeals Committee instead of the Departmental Representative, and, in regards to their role at the meeting, will be bound by the same requirements. The Initial Adjudicator is not a member of the committee. The Secretary shall be responsible

for providing the Initial Adjudicator with the relevant documentation. Where the Initial Adjudicator is an Academic Offences Committee, a member of the Academic Offences Committee (normally the Chair) will normally undertake this role;

- c. Where a Committee has adjourned and it is necessary to co-opt additional members, these must be approved by the Appointed Dean or the Pro-Vice-Chancellor (Education);
- d. The student will not normally be given a further opportunity to disclose any further cases which they wish to be taken into consideration as part of the same offence.

E7.

An Academic Offences Appeal Committee shall have the power to:

- a. rescind a resolution of the Initial Adjudicator that the student has committed an offence and rescind all consequential penalties;
- b. confirm a resolution of the Initial Adjudicator that the student has committed an academic offence;
- c. confirm or amend (increasing or decreasing) the penalty allocated by a the Initial Adjudicator, provided that any amendment is consistent with the powers of the original authority.

E8.

An Academic Offences Appeal Committee can only apply a more serious penalty where evidence or information is provided by the student as part of the appeal, or where new evidence is submitted by the Department or Initial Adjudicator at the request of the Appeals Committee that indicates that the offence is more severe.

E9.

The student may withdraw an appeal at any time before the meeting of the Committee.

#### **FURTHER APPEALS**

E10.

Any appeal following the formal conclusion of the appeals procedures set out above may be made on the following grounds only:

- Procedural irregularities in the appeals process
- Consideration of whether the outcome was reasonable in all the circumstances

A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within 20 working days 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. The claim will be reviewed by a Pro-Vice-Chancellor who will determine whether

there were any procedural irregularities in the appeals process in which case the appeal will be referred to a new Appeals Committee for consideration.

E11.

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 a 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 12 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.

## **F. Reporting on Academic Offences and Appeals**

F1.

The Executive Dean is responsible for providing an annual report of the number of cases dealt with by Departments, Faculties, Academic Offences Committees and Partner Institutions to the Academic Quality and Standards Committee.

F2.

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.



## GUIDELINES FOR PENALTIES

### (UNDERGRADUATE AND POSTGRADUATE TAUGHT)

The Bands presented below are guidelines only, whilst the Penalties are fixed. Adjudicators should always take the evidence with which they have been provided, including any extenuating circumstances, into account.

<b>Band A – Minor Offence / Unacceptable Academic Practice</b>	
<b>Maximum Suggested Penalty:</b>	<b>Penalty 3</b>
<p><b>Coursework:</b></p> <ul style="list-style-type: none"> <li>The academic offence relates to a failure to understand or apply the University's academic conventions in regards to proper referencing and acknowledging source material, but where an attempt to do so has been made.</li> <li>The student is completing a unit of assessment that is early in their studies, or has no previous experience of the particular referencing style (including self-plagiarism), and there has been a failure to understand the University's academic conventions.</li> </ul> <p><b>Examination:</b></p> <ul style="list-style-type: none"> <li>The student is found to have contravened the rules of the examination and as a result of human error or a misunderstanding, and it is agreed that they have not gained an unfair advantage.</li> </ul>	
<b>Band B – Intermediate Offence</b>	
<b>Maximum Suggested Penalty:</b>	<b>Penalty 5</b>
<p><b>Coursework:</b></p> <ul style="list-style-type: none"> <li>A significant portion of the work submitted by a student is not original text and has not been referenced properly, either where the student has made no attempt to acknowledge the source material, or where the student would reasonably be expected to have a full understanding of the academic conventions.</li> <li>The work submitted includes references that are false or incongruous, (ie it appears that the student has not consulted works to which reference is made) but the concern does not relate to false authorship.</li> </ul> <p><b>Examination:</b></p> <ul style="list-style-type: none"> <li>The student is found to have contravened the rules of the examination by introducing and/or attempting to access a small amount of material to aid their attempt at the examination.</li> <li>The student is found to have had access to the internet or to have communicated with someone other than an invigilator during an examination.</li> </ul>	

<b>Band C – Severe Offence</b>	
<b>Maximum Suggested Penalty:</b>	<b>Penalty 9</b>
<p><b>Coursework:</b></p> <ul style="list-style-type: none"> <li>The majority of the work submitted by the student is not original or has not been referenced properly, either where the student has made no attempt to acknowledge the source material, or where the student would reasonably be expected to have a full understanding of the academic conventions.</li> <li>The student has submitted work that has been written or created by a third party, either wholly or in part.</li> </ul> <p><b>Examination:</b></p> <ul style="list-style-type: none"> <li>The student is found to have contravened the rules of the examination by introducing and/or attempting to access a significant amount of material to aid their attempt at the examination.</li> <li>The student is found to have accessed the internet, or communicated with someone other than an invigilator during an examination, about the content of the module.</li> <li>The student has arranged for the examination to be attempted by a third party on their behalf.</li> </ul>	

#### **Penalties available to Departments (coursework only), Faculties and Academic Offence Committees:**

- Penalty 1: A formal written warning only.
- Penalty 2: Resubmit unit of assessment with minor amendments only, as determined by the Adjudicator (such as correct referencing, paraphrasing or striking out) for an uncapped mark.
- Penalty 3: Resubmit unit of assessment with minor amendments only, as determined by the Adjudicator (such as correct referencing, paraphrasing or striking out), for a capped mark. Penalty 4: Mark of zero to be given for the unit of assessment with reassessment available to the Board of Examiners

#### **Penalties available to Faculties and Academic Offence Committees):**

- Penalty 5: Mark of zero to be given for the unit of assessment, with no resubmission or reassessment permitted.

#### **Penalties available to Academic Offence Committees only:**

- Penalty 6: Mark of zero to be awarded for the module, with no resubmission or reassessment permitted.
- Penalty 7: No longer eligible for full award- Mark of zero to be awarded for the module with no resubmission or reassessment permitted AND the student may complete currently enrolled credits for an exit award only.
- Penalty 8: Required to withdraw immediately and no longer eligible for full award - A mark of zero to be awarded for the module with no resubmission or reassessment permitted and the Examination Board to be invited to consider the student only for an exit award on the basis of credits already achieved.
- Penalty 9: Required to withdraw immediately with no qualification awarded - A mark of zero to be awarded for the module with no resubmission or reassessment permitted and the Examination Board to be invited to ratify credits that have already been achieved for recording purposes.

## **Academic Integrity Tutorials**

In addition to a penalty, a student who is found to have committed an Academic Offence may be required to complete an Academic Integrity Tutorial.

Failure to attend the Academic Integrity Tutorial will be noted should the student commit any subsequent offences and shall not be considered as a valid claim of mitigation, unless exceptional extenuating circumstances have prevented the student from attending.

## **Subsequent Offences**

### **ESCALATION OF PENALTIES**

A subsequent academic offence will generally result in a more severe penalty, particularly when the student has made little or no attempt to understand the University's academic conventions since the first or previous offence.

- Where a student is found to have committed successive offences at Band A, or where one of the offences is Band B, it would normally be appropriate for Penalty 4 to be considered the minimum available penalty.
- Where the student has been found to have committed successive offences at Band B or higher, or where one of the offences is Band C, it would normally be appropriate for Penalty 7 to be considered the minimum available penalty.

## **EXCEPTIONS**

The only occasions when the penalty need not necessarily be escalated (or escalated so severely) are where the Adjudicator has deemed that:

- The academic offence is of a different nature and/or
- there was no intent to deceive in either offence; and/or
- the student has made a suitable effort to resolve all and any concern(s) that arose following their previous academic offence(s) and/or
- there are exceptional extenuating circumstances in the latest academic offence.

# 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.

## Immigration Status

These procedures focus exclusively on Academic progress and appeals; staff involved in consideration of progress matters or appeals should not consider immigration status. However, all outcomes in relation to a student's continued registration at the University are subject to them having met the terms of their immigration status where applicable. The immigration status is a secondary decision but may mean that a student cannot legally accept the decision that has been confirmed as part of the Progress and Appeals Procedures.

Where an immigration status is questioned by the evidence being considered by the progress procedures process then the Secretary to a panel or, where being considered at a preliminary stage, the department should seek advice from the Compliance Manager or Head of International Services and who will confirm either that (a) there is no issue to consider or (b) refer the matter to the Academic Registrar who shall review the case and advise the Registrar in accordance with 7.22-7.28 in the *General Regulations, Academic Conduct*.

## 1.

### MONITORING OF STUDENT PROGRESS AND ATTENDANCE <sup>21</sup>

- 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 and overall

engagement 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(s).
- 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:
  - (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.
  - (iv) Keep a record of communications with students when undertaking progress procedures.

## Preliminary Stage

- f. Where attendance and/or completion of assessments is unsatisfactory:
  - (i) for all taught students, where there has been no attendance in the monitoring period the student will receive an invitation to a meeting normally with their Personal Tutor.
  - (ii) for undergraduate students, where the level of attendance is unsatisfactory in the monitoring period, the student will receive a communication from their department in the first instance. If, following a further monitoring period, the level of attendance continues to be unsatisfactory, the student will receive an invitation to a meeting, either a group

<sup>21</sup> There may be professional, regulatory or statutory requirements regarding attendance that have consequences for students beyond those outlined in this procedure.

meeting or an individual meeting normally with their Personal Tutor. Discretion may be applied in accordance with the approved guidance, except where the student holds a Tier 4 visa.

- (iii) for all taught students, 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 either their Personal Tutor or equivalent or a departmental Progress Officer. Discretion may be applied in accordance with the approved guidance in case of (i) - (iii) below, except where a student holds a Tier 4 visa:

- (i) failure to attend either a group meeting or an individual meeting with a Personal Tutor or equivalent
- (ii) continued non-attendance following a further one-week monitoring period
- (iii) continued unsatisfactory level of attendance following a further 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 their 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 their deputy in the following circumstances:

- (i) continued non-attendance or unsatisfactory level of attendance, where this suggests the student is unlikely to complete the year successfully
- (ii) 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 their deputy, they 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 their deputy may invite the student to a meeting to discuss their

progress. Following this meeting the Executive Dean or their 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

k. 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 where a department decides that the case should be considered at the next stage in the procedures. A department may take into consideration the previous year's attendance record when advising a student and when deciding whether to call a student to a meeting with the departmental progress officer, however, this information shall not be used to accelerate the steps as set out in the Progress Procedures. If a student does not attend a meeting with the Executive Dean or their 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 their 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 their 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 their behalf. No person can represent the student in their absence unless they have 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 their 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. A Progress Committee shall be convened and chaired by an Executive Dean or their deputy. The quorum for a Progress Committee is three.
- b. A Progress Committee, for each student considered by that Committee, will normally consist of an Executive Dean or their deputy and one other member from outside the student's department, selected by the Executive Dean or their deputy together with
  - (i) for undergraduates, normally the Course Director or their nominee
  - or
  - (ii) for graduates, the Director of Graduate Studies or their 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 their deputy.
- b. The Committee should receive papers fully setting out the case. The Head of Department or their 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 their 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 a student of the University, a member of staff of the University or an employee of the Students' Union, it must be noted that the person 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 themselves 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 they wish 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 their preferred outcome would be.
9. The student and their 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 their 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 THEIR DEPUTY OR PROGRESS COMMITTEE**

A student who wishes to appeal against the decision of an Executive Dean or their deputy or a Progress Committee must do by submitting a

Progress Appeal Form to the Academic Registrar, stating fully the grounds of the appeal, within ten working days on which the student was confirmed to the student in writing. Students are strongly encouraged to contact SU Advice for advice and guidance before submitting an appeal. If the student can show that circumstances beyond their 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 normally up to the period of 20 working days from the date on which the final decision was confirmed to the student in writing.

- a. 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 their 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 their 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.
- b. Any appeal will be referred to an Executive Dean (or their Deputy) who has no previous involvement with the case, hereafter referred to as the Appointed Dean who may consult such persons as they think fit, including the appellant, in arriving at a decision as to whether or not the appeal is well-founded.
- c. If the Appointed Dean decides that the appeal is not well-founded, they shall inform the student in writing, stating their reasons for so deciding. The communication of this decision shall, in such cases, constitute the formal dismissal of the appeal.
- d. If the Appointed Dean decides that the appeal is well-founded then the case shall be referred to a Progress Appeal Panel consisting of the Appointed Dean and two members of staff from outside the student's department who have no connection with the case.
- e. The student shall be invited to attend the meeting of the Progress Appeals Panel and may be accompanied by a student of the University, a member of staff of the University, or an employee of the Students' Union.
- f. 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.

- g. The student and the members of the Progress Appeal Panel will have the papers that were made available to the original Executive Dean or their 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 their deputy who took the decision or a representative of the original committee (normally the Chair) will normally be required to appear before the Progress Appeal Panel.
- h. 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.
- i. The decision of the Progress Appeal Panel may be communicated orally to the student at the conclusion of the meeting. Written notification of the outcome will be sent to the student in every case.
- j. 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 (or their nominee) within 20 working days 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 panel for consideration, and paragraphs e-j 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.
- k. 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 12 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 their deputy and empower the Executive Dean or their 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 their 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 their coursework or examinations than they 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:  
<https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx>
- 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 they are 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

within ten working days of the publication of their results by submitting an Academic Appeal Form, stating fully and precisely the grounds for appeal.

- b. If the student can show that circumstances beyond their control prevented this time limit being adhered to and that injustice would result from adhering to it, the Academic Registrar or their nominee may extend the time limit in which an appeal may be lodged, normally up to the period of 20 working days from the date on which the notification of the decision was sent.
- c. Students are strongly encouraged to contact SU Advice for advice and guidance before completing the form.
- d. Any other officer of the University who receives a formal appeal from a student concerning their result shall forward it to the Academic Registrar or their nominee.
- e. The Academic Registrar or their nominee five working days.

### Consultation with an Executive Dean or their deputy

- f. A student appealing against a progress decision of a Board of Examiners (ie requirements to withdraw permanently, complete reassessment or repeat a period of study) will have their appeal considered by the Executive Dean or their Deputy of the relevant Faculty, hereafter referred to as the Appointed Dean, in the first instance in accordance with the following procedure:
  - (i) The Appointed Dean will take the actions described under these procedures whether or not the Appointed Dean is Chair of the Board of Examiners responsible for the decision against which the student is appealing. The Appointed Dean or their 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 their case.
  - (ii) The Appointed Dean may wish to consult members of the Board of Examiners or other members of academic staff before reaching a final decision. The Appointed Dean will contact the student if any additional information or evidence is required from the student. The Appointed Dean 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 Appointed Dean, the student still wishes for their appeal to be considered by an Appeals Officer they will be asked to confirm this in writing and their appeal will be escalated in accordance with the procedure set out below.



## Formal Appeals

- g. 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.
- h. Other grounds will be considered on their merits.
- i. 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.
- j. The Academic Registrar or their nominee will refer to the Appeals Officer any appeal that meets the criteria stated above (g and h).

- k. Any such appeal will be considered by the Appeals Officer, who may consult such persons as they think fit, including the student who has lodged the appeal, in arriving at a decision as to whether or not the appeal is well-founded.
- l. 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 or their nominee will write to the student within 30 working days of receipt about the progress of the appeal and will let the student know when they can expect to receive a decision.

## The Appeals Officer dismisses the appeal

- m. 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 or their nominee 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.
- n. If a student is dissatisfied with the outcome of the appeal, they may request a review on the following grounds:
  - a. procedural irregularity in the appeals process
  - b. consideration of whether the outcome was reasonable given all the circumstances
  - c. that new material evidence is now available which the student was unable, for valid reasons, to provide earlier in the process.
- o. The review stage will not normally consider the issues afresh or involve further investigation.
- p. In order to request a review of an appeal, students must complete a Request for Review Form and submit it to the Academic Registrar within 20 working days, who passes the request to the Pro-Vice-Chancellor (Education) or their nominee for consideration.
- q. If the Pro-Vice-Chancellor upholds the request for a review then the case will be referred to an alternate Appeals Officer for consideration, and paragraphs k-x will apply.

## The Appeals Officer upholds the appeal

- r. If the Appeals Officer decides there are sufficient *prima facie* grounds for putting the case to the Board of Examiners, they will forward it, together with their written comments, to the relevant Executive Dean or

- their 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 their 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 their 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.
- s. 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 their 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 their deputy to reconvene the Board. However they will ensure that the Executive Dean or their 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.
  - t. In causing a Board of Examiners to reconvene, the Executive Dean or their deputy/Chair may, at their discretion, consult by telephone or in writing any internal or external examiner who is unable to attend the reconvened meeting of the Board.
  - u. 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 their 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.
  - v. 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 their deputy/Chair will so inform the Academic Registrar in writing and advise them of any amended mark or classification.
  - w. 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**

- x. 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 12 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.

# Progress and Appeals Procedures for Research Degree Students

## A. Progress Procedures for Research Students

These procedures focus exclusively on Academic Progress and Appeals, staff involved in consideration of progress matters or appeals should not consider immigration status. However, all outcomes in relation to a student's continued registration at the University are subject to their having met the terms of their immigration status where applicable. The immigration status is a secondary decision but may mean that a student cannot legally accept the decision that has been confirmed as part of the Progress and Appeals Procedures.

Where immigration status is questioned by evidence being considered through a supervisory panel or Research Students' Progress Board (RSPB), then the Secretary and/or chair of the supervisory panel or RSPB should seek advice from the International Services Team who will confirm either:

- (a) that there is no issue to consider; or
- (b) to refer the matter to the Academic Registrar who shall review the case and advise the Registrar in accordance with 7.22.-7.28 in the *General Regulations, Academic Conduct*.

Where a supervisor has concerns over the engagement of a research student at any time, they should refer the matter to the Academic Registrar; Heads of Department are responsible for ensuring effective measures are in place within their department in order to achieve this.

### A1.

#### MONITORING OF STUDENT PROGRESS

- a. Supervisory meetings, ongoing interaction with one's supervisor, and submission of work to the Supervisory Panel and/or Research Students' Progress Board the primary means by which research student progress is monitored in and by departments.
- b. Heads of Department (or their 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 their 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 in an accessible and immediately available format and then made available upon request.
- 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 in that month they should be contacted to arrange another meeting at the earliest possible point in that same month or within two weeks. If this is not possible or they do not attend, then 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 Board.
- g. The Research Students' Progress Board 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.

### A2.

#### STUDENTS SUBJECT TO IMMIGRATION CONTROL

- a. A student subject to immigration control, including Tier 4 is required to engage with their programme (be present, in person, on a regular basis commensurate with full-time education). Where a student fails to do this their visa sponsorship will be withdrawn.
- b. Information related to PGR progress for students subject to immigration control must

be kept in a robust way and be immediately accessible upon request as it is all subject to audit by the Home Office; the information (or a subset as appropriate) should also be passed to the International Services Team upon request.

- c. Any students subject to immigration control can, in respect of the required monthly meeting under A1(e) above, have a virtual meeting although this should be very rare; the overwhelming majority in any six month period should be in-person.
- d. Any student referred to the Graduate Director or where there is concern related to their visa status and or our obligations as a sponsor or similar will be referred to the International Services Team by the supervisor or Graduate Director.
- e. Departments may decide to nominate a member of administrative staff to co-ordinate the responses in relation to immigration requirements.
- f. Departments may decide to require students to sign in to their department on a regular basis (ie at least 15 days apart and no more than 31 days) in addition to ensuring regular monthly meetings in line with institutional requirements of PGR progression.

## **B. Appeals Procedure against a Progress Decision – Postgraduate Research Students (excluding Professional Doctorates)**

1. A research student who wishes to appeal against the recommendation of a Research Students' Progress Board that they be downgraded or discontinued, which has been confirmed by the Executive Dean or their deputy, must do so in writing on the Form of Appeal, stating fully and precisely the grounds for appeal, within ten working days of receiving confirmation of the decision from the Postgraduate Research Education team. Forms of Appeal (Progress Decision) are available online. If the student can show that circumstances beyond their control prevented this time limit being adhered to and that injustice would result from adhering to it, the Academic Registrar or their nominee may extend the time limit in which an appeal may be lodged, normally up to the period of thirty days from the date on which the notification of the decision was sent.
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 Board that their registration be changed to MPhil or Masters by Dissertation, may appeal using this procedure only after the Research Students' Progress Board 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 Board not to confirm PhD status following the first Supervisory Panel 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 Board (eg being downgraded or discontinued) should do so in accordance with this procedure. However, if they wish to appeal against the decision of the Board or Examiners consideration/decision of their taught marks, then they should appeal 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:
  - (a) Extenuating circumstances of which the Research Students' Progress Board was unaware and of which the student could not reasonably have been expected to inform the Committee in advance, of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred.
  - (b) Procedural irregularities in the conduct of either the Supervisory Panel and/or the Research Students' Progress Board (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.
  - (c) That there is *prima facie* evidence of prejudice, bias, or inadequate assessment on part of one or more of the members of the Supervisory Panel/Research Students' Progress Board.
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:
  - (a) Prior informal assessments of the student's work by the supervisor.
  - (b) The retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose to the Research Students' Progress Board before their meeting.
  - (c) Appeals where the grounds 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 Board meets.
7. Any other officer of the University who receives a formal appeal from a research student concerning their 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 their deputy any appeal that meets the criteria stated above (4 and 5), who may consult such persons as they think fit, including the student who has lodged the appeal. The Executive Dean or their deputy will determine whether or not the appeal is well-founded and will outline their reasons for upholding or dismissing the case.
10. In some cases, where the circumstances of the case merit it, the Executive Dean or their deputy may arrange an Appeal Committee to consider the appeal.
11. Such an Appeal Committee shall consist of the Executive Dean or their 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 their 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. They 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. The Executive Dean or their deputy or the Appeal Committee, having considered the evidence, and taken such advice as may be necessary, may;
  - (a) reject the appeal, in which case the result originally recommended by the RSPB shall stand;
  - (b) ask the RSPB to reconsider their decision for reasons specified by the Appeal Committee;
  - (c) consult with the RSPB and/or the student's supervisor(s) and/or other member of academic staff before reaching a decision on an appropriate outcome which takes into account the evidence provided by the student in support of their appeal. The Committee will then decide whether or not to change the original decision of the RSPB in whole or part, and decide upon a new outcome.
15. All decisions of the Executive Dean or their deputy or the Appeal Committee must be notified to the student, the supervisor and the Graduate Director 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.

16. An appeal following the formal conclusion of the procedures set out above may be made on the following grounds only.
  - (a) Procedural irregularity in the appeals process;
  - (b) consideration of whether the outcome was reasonable in all the circumstances;
  - (c) new material evidence which the student was unable, for valid reasons, to provide earlier in the process.
17. To appeal against a Progress Appeal Outcome (all Postgraduate Research Students (including Professional Doctorates)), please refer to Section D.

### **C. Appeals against a Progress Decision – Professional Doctorate Students**

1. A Professional Doctoral student who wishes to appeal against the recommendation of a Research Students' Progress Board that they be discontinued or downgraded, which has been confirmed by the Executive Dean or their deputy, must do so in writing on the Form of Appeal (Progress decision), stating fully and precisely the grounds for appeal, within ten working days of receiving confirmation of the decision from the Postgraduate Research Education team. Forms of Appeal are available online. If the student can show that circumstances beyond their control prevented this time limit being adhered to and that injustice would result from adhering to it, the Academic Registrar or their nominee may extend the time limit in which an appeal may be lodged, normally up to the period of 30 days from the date on which the notification of the decision was sent.
2. The main legitimate grounds for appeal are the following:
  - (a) Extenuating circumstances of which the Examination Board/Research Students' Progress Board was unaware and of which the student could not reasonably have been expected to inform the Board in advance, of such a nature to cause reasonable doubt as to whether the result might have been different had they not occurred.
  - (b) Procedural irregularities in the conduct of either the Supervisory Panel and/or the Examination Board/Research Students' Progress Board (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.

- (c) That there is *prima facie* evidence of prejudice, bias, or inadequate assessment on part of one or more of the members of the Supervisory Panel/Examination Board/Research Students' Progress Board.
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:
  - (a) Prior informal assessments of the student's work by the supervisor.
  - (b) The retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose to the Research Students' Progress Board before their meeting.
  - (c) 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 Board meets.
4. Any other officer of the University who receives a formal appeal from a research student concerning their progress shall forward it to the Academic Registrar. The Academic Registrar will refer to the Executive Dean or their 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 their deputy, who may consult such persons as they think fit, including the student who has lodged the appeal. The Executive Dean or their deputy will determine whether or not the appeal is well-founded and will outline their reasons for upholding or dismissing the case.
6. In some cases, where the circumstances of the case merit it, the Executive Dean or their deputy may arrange an Appeal Committee to consider the appeal.
7. Such an Appeal Committee shall consist of the Executive Dean or their 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 their 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. They 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 them in presenting their appeal to the Committee.

10. The Executive Dean or their deputy or the Appeal Committee, having considered the evidence, and taken such advice as may be necessary, may:
  - (a) reject the appeal, in which case the result originally recommended by the RSPB shall stand;
  - (b) ask the RSPB to reconsider their decision for reasons specified by the Appeal Committee;
  - (c) consult with the RSPB and/or the student's supervisor(s) and/or other member of academic staff before reaching a decision on an appropriate outcome which takes into account the evidence provided by the student in support of their appeal. The Committee will then decide whether or not to change the original decision of the RSPB in whole or part, and decide upon a new outcome.
11. All decisions of the Executive Dean or their deputy or the Appeal Committee must be notified to the student, the supervisor and the Graduate Director 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.
12. An appeal following the formal conclusion of the procedures set out above may be made on the following grounds only.
  - (a) Procedural irregularity in the appeals process;
  - (b) consideration of whether the outcome was reasonable in all the circumstances;
  - (c) new material evidence which the student was unable, for valid reasons, to provide earlier in the process.
13. To appeal against a Progress Appeal Outcome (all Postgraduate Research Students (including Professional Doctorates), please refer to Section D.

#### **D. Appeals against a Progress Appeal Outcome (all Postgraduate Research Students, (including Professional Doctorates))**

1. A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within 20 working days setting out in detail the nature of the evidence to support their claim. If *prima facie* there is evidence to support the claim then

the case will be reviewed by the Pro-Vice-Chancellor (Education) or their nominee. If the Pro-Vice-Chancellor, or their nominee, determines that there are grounds for appeal, an Appeal Committee will be established, and paragraphs B11-15 (PGR students, excluding Professional Doctorates)/C7-11 (Professional Doctorates only) above will apply.

No member of the Committee will have had any previous involvement in the case.

2. 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 12 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.

#### **E. Appeals Procedure against an Examination Decision – Postgraduate Research Students (including Professional Doctorates)**

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:
  - (a) Extenuating 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;
  - (b) 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
  - (c) that there is *prima facie* evidence of prejudice, bias, or inadequate assessment on the part of one or more of the examiners.
2. 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:

- (a) Appeals against the academic judgement of internal or external examiners. Coursework and examinations cannot be remarked, except in cases of procedural irregularities.
- (b) Any provisional or informal assessment of the student's work by a member of staff, that is not the final assessment by the examiners.
- (c) The retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose to the examiners.
- (d) 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 their deputy.

3. 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 shall be informed of their right of appeal. A candidate who wishes to appeal must do so in writing on the Form of Appeal (Examination decision) not later than 40 working days after the notification to them of the result of the examination. If the student can show that circumstances beyond their control prevented this time limit being adhered to and that injustice would result from adhering to it, the Academic Registrar or their nominee may extend the time limit in which an appeal may be lodged, normally up to the period of an additional 30 working days. 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 (E1). All other appeals will be referred to the Pro-Vice-Chancellor (Education) to determine where *prima facie* there is evidence to support the claim.
4. 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.
5. In those cases where the Pro-Vice-Chancellor decides that there is a *prima facie* case, the Pro-Vice-Chancellor, having considered the evidence and taken such advice as may be necessary, may:
  - (a) Ask the examiners to reconsider their decision for reasons specified as part of the consideration of the appeal, the examiner's report shall be submitted to

the Executive Dean or their deputy together with the Pro-Vice-Chancellor's statement of the reasons for reconsideration.

- (b) Determine that the unamended thesis shall be re-examined by new examiners.
  - (c) Consult with the Examiners and/or the student's supervisor(s) and/or other members of academic staff before reaching a decision on an appropriate outcome which takes into account the evidence provided by the student in support of their appeal. The Pro-Vice-Chancellor will contact the student if any additional information or evidence is required. The Pro-Vice-Chancellor will then decide whether or not to change the original decision of the Examiners, in whole or part, and decide upon a new outcome. This might include, but is not limited to, an additional period of completion. The student will be informed accordingly.
  - (d) Determine that the case should be considered by an Appeal Committee.
6. An Appeal Committee, appointed by the Pro-Vice-Chancellor, will consist of a Pro-Vice-Chancellor as Chair, not fewer than two Deans (including Executive Deans, Deputy Deans (Education), Dean/Deputy Dean of Partnerships, Dean of Postgraduate Research and Education) and Deputy Dean (Postgraduate Research Education)), but excluding the Dean who had originally approved the result, and a student member appointed by the President of the Students' Union.
  7. In those cases where the Pro-Vice-Chancellor decides that an Appeal Committee should be appointed to hear the case, 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 their behalf. No person may represent the student in their absence unless they have 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:
  - (a) reject the appeal, in which case the result originally recommended by the examiners shall stand;
  - (b) 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 their deputy together with the Appeal Committee's statement of the reasons for reconsideration;
  - (c) determine that the unamended thesis shall be re-examined by new examiners.
  - (d) Consult with the Examiners and/or the student's supervisor(s) and/or other members of academic staff before reaching a decision on an appropriate outcome which takes into account the evidence provided by the student in support of their appeal. The Committee will then decide whether or not to change the original decision of the Examiners, in whole or part, and decide upon a new outcome.

#### **EXAMINERS' RECONSIDERATION OF THEIR INITIAL DECISION**

10. Where the Pro-Vice-Chancellor or Appeal Committee determines that the examiners should be asked to reconsider their decision under paragraph 5(a)/9(b), the Executive Dean or their deputy shall do the following on receipt of the examiners' report and the Pro-Vice-Chancellor or Appeal Committee's statement of the reasons for reconsideration:
  - (a) 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.
  - (b) 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 Pro-Vice-Chancellor or Appeal Committee determines on a re-examination under paragraph 5(b)/9(c), the new examiners shall be appointed under the normal procedures. 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 re-examination will follow the standard examination procedure. Any such re-



examination will be chaired by an Independent Chair.

#### **F. All appeals against an Examination Appeal Outcome – Postgraduate Research Students (including Professional Doctorates)**

1. An appeal following the formal conclusion of the procedures set out above may be made on the following grounds only:
  - (a) Procedural irregularity in the appeals process;
  - (b) consideration of whether the outcome was reasonable in all the circumstances;
  - (c) new material evidence which the student was unable, for valid reasons, to provide earlier in the process.

A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within 20 working days of receiving their appeal outcome setting out in detail the nature of the evidence to support their claim. If *prima facie* there is evidence to support the claim then the case will be reviewed by the Pro-Vice-Chancellor (Education) or their nominee. If the Pro-Vice-Chancellor or their nominee determines that there are grounds for appeal, an Appeal Committee will be established, and paragraphs F.6-11 above will apply.

2. Notwithstanding paragraph 1 above, a student whose original examination result was 'fail', or 'referred', or is the award of, or option to resubmit for a lower degree, cannot appeal against the original examination result following their resubmission and re-examination. Any subsequent appeal can only be made against the outcome of the re-examination and not the original examination.
3. 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 12 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 Committee for an Appeal against an Examination Appeal Outcome**

##### **MEMBERSHIP OF THE APPEAL COMMITTEE**

4. An Appeal Committee will be appointed by the Pro-Vice-Chancellor and will consist of a Pro-Vice-Chancellor as Chair, not fewer than two Deans (including Executive Deans, Deputy Deans (Education), Dean/Deputy Dean of Partnerships, Dean of Postgraduate Research and Education and Deputy Dean (Postgraduate Research Education), but excluding the Executive Dean or their deputy who had originally approved the result, and a student member appointed by the President of the Students' Union.
5. The Appeal Committee will be serviced by a Secretary.

##### **ORDER OF PROCEEDINGS**

6. 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.
7. The usual pattern of proceedings is:
  - (a) The members of the Committee have a preliminary discussion without the student, the student's representative or any persons who have been called to give evidence being present.
  - (b) The student and the student's representative 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 Chair summarises the evidence relating to the appeal and members of the Committee are invited to put questions to any persons who have been invited to the Committee to give evidence.
  - (f) The Chair then invites the student to make a statement orally if they wish to do so including any mitigation, and members of the committee 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 any persons who have been invited to the Committee to give evidence are then asked to leave the room (or equivalent for meetings conducted by video-conferencing or similar).

- (j) The Committee then, having considered the evidence, and taken such advice as may be necessary, comes to a decision regarding the outcome of the appeal. Please see D1.
- (k) The student is then recalled to the room to be told the decision as to whether the appeal is well-founded. The outcome of the appeal and the reasons why are explained to the student.
- 8. 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.
- 9. Only members of the Committee and the Secretary shall be present while a committee is reaching a decision of the outcome of the Appeal Committee.
- (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 their 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.
- (iv) Consult with the Examiners and/or the student's supervisor(s) and/or other member of academic staff before reaching a decision in an appropriate outcome which takes into account the evidence provided by the student in support of their appeal. The Committee will then decide whether or not to change the original decision of the Examiners, in whole or part, and decide upon a new outcome.

#### **ADJOURNMENT**

- 10. The Appeal Committee may adjourn where this is necessary to obtain further information.

#### **OUTCOMES OF THE APPEAL COMMITTEE**

- 11. 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;

# Student Concerns and Complaints Procedure

## INTRODUCTION

1. 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 their 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

2. This procedure will:
  - Be fair and impartial
  - Be transparent and easy to access
  - Be flexible and timely, ensuring that concerns and complaints are dealt with as quickly as possible
  - Clearly communicate processes, decisions and the reasons behind decisions
  - Ensure that decisions are taken without actual or perceived conflicts of interest
  - Ensure an appropriate level of confidentiality
  - Include support for students
  - Use the information gathered to improve services for students and the student experience
  - Will expect all involved to behave appropriately and not allow our procedures to be misused.

## Confidentiality

3. Complainants may expect concerns and complaints to be dealt with confidentially and that their privacy will be respected. However, any person who is the subject of a concern or a complaint will be advised, and an appropriately redacted copy of the concern or complaint and any associated evidence will normally be copied to them, in order that they are given the opportunity to respond. It may also be necessary to disclose information to others in order to deal with the concern or complaint and, in these circumstances, the parties concerned will be informed of such a disclosure. An appropriately redacted copy of the investigator's report may be provided to

the person who is the subject of a concern or complaint.

4. Where a concern or complaint has been raised against a member of staff and has been upheld, the student will be advised of this. However, specific details affecting individual staff members will not normally be shared, particularly where disciplinary action is being taken.

## Advice, Support and Guidance

5. SU Advice provides independent advice, support and guidance and representatives are permitted to accompany students to meetings at any stage of the procedure. The 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 procedure.
6. If a complainant appears unable to engage effectively with the procedure, it may be necessary to suspend consideration of their concern or complaint until they have accessed appropriate support.
7. Any member of staff directly affected by a concern or a complaint from a student may seek support from Human Resources, their trade union or the University occupational health service.
8. Staff required to attend any meetings in relation to a student concern or complaint have the right to be accompanied by a work colleague or Trade Union Representative. Investigative meetings are designed to clearly establish facts, not to apportion blame, and are not disciplinary investigations.

## Timeliness

9. All concerns or complaints should be submitted as soon as possible after the events or actions which have prompted them. The University will not normally consider concerns or complaints which are made more than three months after the event/s 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 their control prevented the standard time limit being adhered to.
10. The University will endeavour to complete the processing of a formal complaint and any associated internal review within 90 calendar days. The 90 calendar day timeframe requires students to meet any university

deadlines for the submission of material. There will occasionally be circumstances when, for good reason, the University will need to extend the timeframe. Where this is the case the University will notify the student and keep the student regularly informed of progress.

### **Who can complain using this procedure?**

11. This procedure is available to students registered on a programme of study at the University of Essex, wishing to raise a concern or 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 concern or 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 they consider that there are compelling reasons to do so.

### **Concerns and Complaints by third parties**

12. Concerns and complaints submitted via a third party will not normally be accepted. However, it is recognised that some individuals may be unable to raise a concern or make a complaint on their own. In these circumstances, concerns or 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. Where a student is represented by a third party the concern or complaint will be dealt with according to the same timescales as other cases.

### **Collective concerns and complaints**

13. Where the issues raised affect a number of students, those students can submit a concern or complaint as a 'group concern/complaint'. In such circumstances, in order to manage the progression of the concern or complaint, the University will normally ask the group to nominate one student to act as group representative. The University will deal with the nominated representative only and will expect them to liaise with the other students.

### **Anonymous concerns and complaints**

14. Concerns and complaints received anonymously will not normally be accepted,

except where there are compelling reasons, supported by evidence, for the matter to be investigated.

### **Partner Institutions**

15. For students studying under collaborative arrangements, concerns and complaints should be made through the partner institution's complaints procedure.
16. If a complainant does not consider that their complaint has been satisfactorily dealt with, they may be able to take their complaint to the Office of the Independent Adjudicator for Higher Education (OIA), within 12 months of the issue of the Completion of Procedures letter. Full details of the scheme are available at [www.oiahe.org.uk](http://www.oiahe.org.uk).
17. Partner institutions will report formally to the University on an annual basis in relation to student complaints in order to identify emerging issues and trends and for action to be identified as appropriate.

### **Concerns and Complaints involving other organisations or contractors who provide a service on behalf of the University**

18. Concerns and complaints regarding the facilities or services of University of Essex Campus Services or any other wholly owned subsidiary are covered by this procedure and begin at stage 1 (see below).
19. If a student wishes to raise a concern or 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.
20. If the complainant remains dissatisfied with the outcome of their complaint they may apply to the University for an internal review of their complaint in line with stage 3 of this procedure (see below).

### **Concerns and complaints about the Students' Union**

21. Students wishing to raise a concern or complain about an aspect of the Students' Union provision, should submit a complaint via the Students' Union complaints process in the first instance.
22. 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 this procedure (see below). All requests must be made within ten working days of the date of the complaint outcome letter from the Students' Union, by completing the stage 3 Internal Review Form, which should be submitted to the Academic Registrar via the

### What is a complaint?

23. In line with the QAA Quality Code, a complaint is defined as:

*'an expression of dissatisfaction by one or more students about a University's action or lack of action, or about the standard of service provided by or on behalf of the University'*

24. Examples of concerns and complaints include:

- Failure by the University to meet its obligations including those outlined in the course/student handbooks or the Student Charter
- Misleading or incorrect information provided by the University in prospectuses or promotional material
- Concerns about the delivery of a programme, teaching or administration
- Poor quality facilities, learning resources or services provided directly by the University

25. Students must be prepared to provide evidence to support their allegation/s.

26. 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 this procedure. This 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 their 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 *Zero tolerance of harassment and bullying 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. Students already at the University wishing to complain about a decision not to allow them to transfer to

### Concerns and complaints involving more than one Department/Schools/Centre or Service

27. If a concern or complaint relates to the actions of two or more departments/schools/centres or services, the staff member or office receiving the concern or complaint will confer with the other areas and decide who will take the lead on the concern or complaint. The complainant should be informed to whom the matter has been passed and given their contact details.

### Concerns and complaints made directly to the Vice-Chancellor and/or the Registrar and Secretary

28. All concerns and complaints are processed via the Student Concerns and Complaints Procedure. If a concern or complaint is made directly to the Vice-Chancellor, the Registrar and Secretary or other senior officer of the University, it will be passed to the Student Progress Team who will ensure that it is referred to the most appropriate person, in line with the published procedure.

### Reclassification and Suspension of Proceedings

29. 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.
30. 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 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.

31. The procedure will normally be suspended where the complainant refers it to a court, tribunal or other external organisation until the outcome of the external process is known.

## **The Student Concerns and Complaints Procedure – An overview**

32. The procedure is intended to provide a timely, simple and streamlined process with a strong focus on early resolution by empowered and well-trained staff.
33. The procedure involves the following four stages:
  1. **Early Resolution (stage 1)** – seeks to resolve concerns swiftly and effectively at the point at which the concern is raised, 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 early resolution stage.
  2. **Formal Complaint (stage 2)** – is appropriate where a student is dissatisfied with the outcome of early resolution, or where early resolution is not possible. This will usually be investigated by an independent Complaint Investigator appointed by the Student Progress Team. This stage may include mediation or conciliation where appropriate.
  3. **Internal Review (stage 3)** – provides an opportunity for a formal internal review, carried out by the Pro-Vice-Chancellor (Education), of the process of the formal complaint stage to ensure that appropriate procedures were followed; and/or that the outcome was reasonable. This stage will not normally require a reconsideration of the issues raised. 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 internal review stage.
  4. **External Review** – where the complainant remains dissatisfied, they can submit a request for a review by the Office of the Independent Adjudicator (OIA) within 12 months of the date of the Completion of Procedures letter provided by the University.
36. Where the student is uncomfortable about approaching the appropriate contact, or where they have not previously received a satisfactory response they should contact the Head of Department/School or Centre or the Head of Service
37. Staff investigating concerns at this stage should, if possible, have a face-to-face discussion with the parties concerned, to come to an understanding of the exact nature of the student's dissatisfaction and to explore appropriate resolutions. These meetings are designed to clearly establish facts, not to apportion blame, and are not disciplinary investigations.

## **Closing the concern at the early resolution stage**

### **Stage 1: Early Resolution**

34. The purpose of the early resolution stage is to attempt to resolve concerns and complaints as quickly as possible. Concerns at this stage may be made face-to-face, by phone, in writing or by email.
35. Students who experience a problem with their course or any other University service, should normally raise this with a relevant member of the University's staff involved with the service or matter, providing relevant details of the complaint and any remedy sought. This may be the member of staff whose actions have caused the concern or a personal tutor or programme director. Issues of a general nature relating to the teaching and learning provision in a department/school or centre may alternatively be raised via the departmental Student Staff Liaison Committee (SSLC) representative.
38. Wherever possible, if responsibility for the issue raised lies in the staff member's area of work, attempts should be made to resolve the concern at this local level, without the need to resort to formal proceedings. If responsibility lies elsewhere, the staff member receiving the concern 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.
39. 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. It is important to remember that complaints may not always produce the outcome preferred by the complainant. There may be a number of reasons for this, including lack of evidence to substantiate the complaint or the fact that circumstances beyond the University's control may affect the level of service provided. However, whatever the decision, the student will be informed of the result of their complaint.

40. The outcome of an early resolution, including the reasons for the outcome, should be communicated to the complainant. Where proportionate to do so this will be 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 Progress Team.
41. Students may escalate the matter to the stage 2 of the Student Concerns and Complaints Procedure within one month of communication of the outcome of the early resolution stage if they remain dissatisfied.

### **Stage 2: Formal complaint**

42. Where it has not been possible to resolve the matter at stage 1, the complainant may initiate a formal complaint by completing a stage 2 Formal Complaint Form and submitting it to the Student Progress Team, University of Essex, Wivenhoe Park, Colchester, CO4 3SQ. Email studentcomplaints@essex.ac.uk
43. Students are required to set out their complaint 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.
44. 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.
45. 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.

### **What the University will do when it receives a complaint for investigation**

46. The Student Progress Team will acknowledge the receipt of a complaint within five working days.
47. All submitted complaint forms will be reviewed initially to establish whether they are eligible for consideration under this procedure.
48. Where a formal complaint has been made about a member of staff, the Student Progress Team will inform the relevant Head of Department/Section as soon as a formal complaint is made and thereafter keep them informed of progress.
49. The Director of Human Resources or their nominee, will also be informed of all formal complaints where staff are concerned, and will assess whether the matter is an academic or staff issue. Where the matter is a staff issue, the investigative process may include input from Human Resources and the University will advise any member of staff who is the subject of a complaint:
  - a. That a complaint has been made;
  - b. Of the nature of the complaint, together with appropriately redacted copies of any associated evidence;
  - c. that they have a right to representation;
  - d. that they will be given the opportunity to respond to the concern or complaint and state their case.

### **Investigative meetings**

50. 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.
51. 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 their nominee and also seek to gather information as necessary from anyone else likely to be helpful in resolving the matter, including the complainant and the subject/s of the complaint. Information may be sought in writing, via oral interview or both.
52. The Complaint Investigator will contact complainants and staff members directly to ask them to attend investigative meetings and it is important that these take place quickly

and at a mutually convenient time and location. Investigative meetings are designed to clearly establish facts, not to apportion blame and are not disciplinary interviews. In any meeting involving the complainant or a member of staff, they have the right to be accompanied by a student, an employee of the University or an advisor from the SU Advice or a trade union representative.

53. A note of the main points of discussion will be taken and shared with interviewees after each meeting. Any factual inaccuracies should be highlighted immediately.
54. 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**

55. The Complaints Investigator may consider whether the complaint or appeal is amenable to mediation at this stage.
56. 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.
57. 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**

#### **Closing the complaint at the formal stage**

58. A stage 2 report will be completed at the end of the investigation, setting out clearly the process followed, the information gathered, the conclusions drawn and any recommendations. This will be shared with the complainant, the subject of the complaint and the Head of Service/Department, School or Centre. Any factual inaccuracies should be highlighted immediately.
59. Where a complaint is upheld, the outcome letter will also detail how and when the University will implement any remedy. It is important to remember that complaints may

not always produce the outcome preferred by the complainant. There may be a number of reasons for this, including lack of evidence to substantiate the complaint or the fact that circumstances beyond the University's control may affect the level of service provided.

60. If a complaint about a member of staff is upheld it might be recommended that the University considers whether any disciplinary action needs to be taken against the staff member. In these cases, the staff member's line manager and Human Resources will also receive a copy of the report for their joint consideration. Details affecting individual staff members will not be shared with complainants, particularly where they relate to any subsequent disciplinary action that is taken.
61. Should the student remain dissatisfied with the outcome of their complaint, they should escalate the matter to the internal review stage within one month of communication of the outcome of the formal stage.
62. If a student is satisfied with the outcome of the formal stage or does not take the complaint to the Internal Review Stage within four weeks, the University will close the matter.
63. Details of the complaint, including its investigation and the final outcome will be held on file by the Student Progress Team and reported on annually to the Student Experience Committee.

### **Stage 3: Internal Review**

64. If the student is dissatisfied with the outcome of the formal complaint stage and believes their complaint has not been handled properly or fairly according to these procedures, they may request an internal review of the complaint within one month of the date of the letter containing the outcome of the formal stage.
65. A request for an internal 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
66. The purpose of conducting an internal review is to consider whether any procedural irregularities occurred during the formal complaint stage and whether the outcome was reasonable. The internal review stage will not usually consider the issues afresh or involve a further investigation. The complaint must have been considered at the formal



complaint stage before it can be escalated to the internal review stage.

67. In order to request an internal review of the complaint, students must complete a stage 3 Internal 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 complaint 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**

68. Students can expect to receive written acknowledgement of the request for an internal review within five working days. The University will then pass the request for review to the Pro-Vice-Chancellor (Education) or their nominee for consideration.
69. If, at any time, the student's expectations appear to exceed the scope of the review stage, they will be advised of this as soon as possible in writing.

### **Closing the complaint at the review stage**

70. The decision of the Pro-Vice-Chancellor (Education) or their nominee will be final. If the Pro-Vice-Chancellor (Education), or their nominee determines that the request for an internal 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 their findings.
71. If the Pro-Vice-Chancellor (Education), or their nominee determines that the request for an internal review is well-founded, then they will initiate a review of the case and then issue the student with a outcome letter, containing details of their 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.
72. Details of the request for an internal review and the final outcome will be held on file by the Student Progress Team and reported on annually to the Student Experience Committee.

### **Stage 4: Independent External Review**

73. Once the internal 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 their complaint. All applications to the OIA must be made within

12 months of the date of the Completion of Procedures letter issued by the University to the student.

74. The OIA considers complaints from people who remain dissatisfied at the conclusion of the University's internal Student Concerns and 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.
75. The OIA **cannot** normally look at complaints:
- Where the student has not progressed through all stages of the University's Student Concerns and Complaints Procedure
  - Where the complaint refers to matters more than three years old
  - Where the Completion of Procedures letter is received outside the 12 month time limit
  - Where matters have been or are being considered in court.
76. The OIA's Scheme Rules and guidelines are available on its website, [www.oiahe.org.uk](http://www.oiahe.org.uk)

### **Managing unacceptable behaviour**

77. 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.
78. 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
79. 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.
80. 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
81. Should the complainant not agree with the restriction, they should contest the decision in writing to the Registrar and Secretary within ten 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.
82. 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.
83. Should the complainant wish to appeal a decision to terminate contact or to dismiss a complaint, they should contest the decision in writing to the Registrar and Secretary within

ten 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.

84. 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**

85. On behalf of the Academic Registrar, the **Student Progress Team** co-ordinates all aspects of the administration and delivery of this procedure across all University campuses. All matters related to student concerns and complaints should be addressed to this office in the first instance.
86. **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.
87. The **Pro-Vice-Chancellor (Education)** conducts stage 3 of this procedure. They 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.
88. 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. They also ensure that concerns and complaints are used to identify improvements to services to students and also deal with any unacceptable behaviour by complainants.
89. The University **Senate**, through its **Academic Quality and Standards Committee** and **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**

90. 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 SU Advice on an annual basis to inform their activities in supporting complainants through the Student Concerns and Complaints Procedure.

### **Useful Information**

Student Progress Team  
University of Essex  
Wivenhoe Park  
Colchester  
Essex  
CO4 3SQ

Telephone: 01206 874370  
Email: [studentcomplaints@essex.ac.uk](mailto:studentcomplaints@essex.ac.uk)

# Fees

University Steering Group has approved the following tuition fees for the 2018-19 academic year.

## Contents:

Section A	<a href="#">Undergraduate Fees</a>
Section B	<a href="#">Incoming Study Abroad</a>
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Section F	<a href="#">Postgraduate Visiting Research Students</a>
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## Section A: Undergraduate Fees

Standard Undergraduate Fees by Course Type	Home/EU Fee	Overseas Fee
Standard Full-Time degrees	£9250	£14020
Premium Full-Time degrees	£9250	£16170
Year zero of 4 year degree	£9250	
International Foundation Programme	£9250	
Placement or year abroad within 4 year degree	£0 <sup>22</sup>	£0 <sup>22</sup>
Standard modules per credit	£75	£115
Premium modules per credit	£75	£135

Standard Undergraduate Fees by Course Department		Home/EU Fee	Overseas Fee
AR	Art History and Theory	£9250	£14020
BE	Essex Business School	£9250	£14020
BS	Biological Sciences (School of)	£9250	£16170
CE	Computer Science and Electronic Engineering (School of)	£9250	£14020
CS	Interdisciplinary Studies Centre (ISC)	£9250	£14020
EA	East 15 Acting School	£9250	£14020
EC	Economics	£9250	£14020
GV	Government	£9250	£14020
HR	History	£9250	£14020
HS	Health and Social Care (School of)	£9250	£14020
HU	Human Rights Centre	£9250	£14020
IA	Essex Pathways	£9250	£14020
LL	Language and Linguistics	£9250	£14020
LT	Literature, Film, and Theatre Studies	£9250	£14020
LW	Law (School of)	£9250	£14020
MA	Mathematical Sciences	£9250	£14020
PA	Psychosocial and Psychoanalytic Studies	£9250	£14020
PS	Psychology	£9250	£16170

<sup>22</sup> From 2020-21 a year abroad will cost 15% of the standard tuition fee and placement year will cost 20% of the standard tuition fee

PY	Philosophy	£9250	£14020
SC	Sociology	£9250	£14020
SE	Sport, Rehabilitation and Exercise Sciences (School of)	£9250	£14020

Exception Undergraduate Fees by Administering Department					
	Course	Course Title	Study Mode	Home/EU Exception Fee	Overseas Exception Fee
AS	NONUYYYQ	English Plus Study Abroad	UG1	£4700	£4700
AS	NONUYYYQ	English Plus Study Abroad	UG1	£6500	£6500
CE	BSC YHG1	Digital and Technology Solutions (Software Engineer)	UG3D	£9000	£14020
CE	BENGH610DA	Electronic Engineering	UG3D	£9000	£14020
EC	BA L100JK	Economics	UG2	£4625	£7010
EC	BSC L101SK	Economics	UG2	£4625	£7010
EC	BA L100SK	Economics	UG2	£4625	£7010
EC	BA L108JK	Management Economics	UG2	£4625	£7010
HS	FDSCL515SO	Health Science	UG2D	£6000	£6000
HS	FDSCL515	Health Science	UG2D	£6000	£6000
HS	FDSCL510HA	Health Science (Care of the Adult)	UG2D	£6000	£6000
HS	FDSCL511HA	Health Science (Mental Health)	UG2D	£6000	£6000
HS	BSC B740SD	Nursing (Adult)	UG4D	£6750	£6750
HS	BSC B740DS	Nursing (Adult)	UG4D	£6750	£6750
HS	BSC B740DO	Nursing (Adult)	UG4D	£6750	£6750
HS	BSC B740OD	Nursing (Adult)	UG4D	£6750	£6750
HS	BSC B740DA	Nursing (Adult)	UG4D	£6750	£6750
HS	BSC B760DA	Nursing (Mental Health)	UG4D	£6750	£6750
HS	BSC B760DS	Nursing (Mental Health)	UG4D	£6750	£6750
HS	BSC B760OD	Nursing (Mental Health)	UG4D	£6750	£6750
HS	BSC B760DO	Nursing (Mental Health)	UG4D	£6750	£6750
SE	BSC B16048	Physiotherapy	UG4		£17520

### Section B: Incoming Study Abroad

Incoming Study Abroad Fees	EU Fee	Overseas Fee
AUTUMN	£4150	£5150
AUTUMN (SO)	£4150	£5150
AUTUMN/SPRING	£9250	£12250
FULL YEAR	£9250	£12250
FULL YEAR (SO)	£9250	£12250
SPRING	£4335	£6035
SPRING/SUMMER	£5100	£7100
SUMMER	£765	£1065

### Section C: Postgraduate Taught Fees

Standard Postgraduate Taught Course Fee Bands	Home/EU Full-time Fee	Overseas Full-time Fee	Home/EU Part-time Fee	Overseas Part-time Fee
Band A	n/a	n/a	n/a	n/a
Band B	£7560	£16225	£3780	£8113
Band C	£8610	£16750	£4305	£8375
Band D	£9680	n/a	£4840	n/a
Band E	£10710	n/a	£5355	n/a
Band F	£12075	n/a	£6038	n/a
Band G	£13755	£15175	£6878	£7588
Band M	£19000	£19000	£9500	£9500

Postgraduate taught provision in any given subject discipline is allocated to a specific Home/EU (Home) and Overseas (Oseas) fee band as set out below.

Fees for Postgraduate Diplomas and Certificates are linked Home and Oseas Postgraduate taught fee band for the course department and charged at 80% and 40% of the relevant full-time fee respectively.

Home 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 in level, are charged at 66% and 33% of the Band B postgraduate taught fee.

The Continuation Fee for Masters students is £100 per term.

Standard Postgraduate Taught Fees by Course Administering Department											
		Postgraduate Taught		Postgraduate Diploma		Postgraduate Certificate		Graduate Diploma		Graduate Certificate	
		Home Fee	Oseas Fee	Home Fee	Oseas Fee	Home Fee	Oseas Fee	Home Fee	Oseas Fee	Home Fee	Oseas Fee
AR	Art History and Theory	£7560	£16225	£6048	£12980	£3024	£6490	£4990	£10710	£2495	£5355
BE	Essex Business School	£10710	£16750	£8568	£13400	£4284	£6700	£4990	£10710	£2495	£5355
BS	Biological Sciences (School of)	£7560	£16225	£6048	£12980	£3024	£6490	£4990	£10710	£2495	£5355
CE	Computer Science and Electronic Engineering (School of)	£7560	£16225	£6048	£12980	£3024	£6490	£4990	£10710	£2495	£5355
CF	Computational Finance and Economic Agents (Centre for)	£7560	£16225	£6048	£12980	£3024	£6490	£4990	£10710	£2495	£5355
EA	East 15 Acting School	£13755	£15175	£11004	£12140	£5502	£6070	£4990	£10710	£2495	£5355
EC	Economics	£10710	£16750	£8568	£13400	£4284	£6700	£4990	£10710	£2495	£5355
GV	Government	£7560	£16225	£6048	£12980	£3024	£6490	£4990	£10710	£2495	£5355
HR	History	£7560	£16225	£6048	£12980	£3024	£6490	£4990	£10710	£2495	£5355
HS	Health and Social Care (School of)	£7560	£16225	£6048	£12980	£3024	£6490	£4990	£10710	£2495	£5355
HU	Human Rights	£7560	£16225	£6048	£12980	£3024	£6490	£4990	£10710	£2495	£5355
LL	Language and	£7560	£16225	£6048	£12980	£3024	£6490	£4990	£10710	£2495	£5355

	Linguistics										
LT	Literature, Film, and Theatre Studies	£7560	£16225	£6048	£12980	£3024	£6490	£4990	£10710	£2495	£5355
LW	Law (School of)	£9680	£16225	£7744	£12980	£3872	£6490	£4990	£10710	£2495	£5355
MA	Mathematical Sciences	£7560	£16225	£6048	£12980	£3024	£6490	£4990	£10710	£2495	£5355
PA	Psychosocial and Psychoanalytic Studies	£7560	£16225	£6048	£12980	£3024	£6490	£4990	£10710	£2495	£5355
PS	Psychology	£7560	£16225	£6048	£12980	£3024	£6490	£4990	£10710	£2495	£5355
PY	Philosophy	£7560	£16225	£6048	£12980	£3024	£6490	£4990	£10710	£2495	£5355
SC	Sociology	£7560	£16225	£6048	£12980	£3024	£6490	£4990	£10710	£2495	£5355
SE	Sport, Rehabilitation and Exercise Sciences (School of)	£7560	£16225	£6048	£12980	£3024	£6490	£4990	£10710	£2495	£5355

Exception Postgraduate Taught Fees by Course Administering Department						
	Course	Course Title	Study Mode	Home/EU Exception Fee	Overseas Exception Fee	
AR	MA V356PP	Curating with Professional Placement (year 2)	PG2	£3024	£6490	
BE	MSC N431PP	International Accounting and Banking with Professional Placement (year 2)	PG2	£4284	£6700	
BE	MBA N2V312	Museum Management	PG1	£19000	£19000	
BE	MBA N2V324	Museum Management	PG2	£9500	£9500	
BE	MBA N20012	The Essex MBA	PG1	£19000	£19000	
BE	MBA N20024	The Essex MBA	PG2	£9500	£9500	
EA	MA W42012	Theatre Directing	PG1	£12650	£13800	
EA	MFA W42124	Theatre Directing	PG2	£12650	£13800	
EC	DIPLL10009	Economics	PGL	£4990	£10710	
EC	MSC L100PP	Economics with Professional Placement (year 2)	PG2	£4284	£6700	
EC	NONPL100PS	Pre-Sessional Mathematics and Statistics (PG)	PGL	£500	£500	
GV	MA L290MO	Social Science Data Analysis	PG1	£7560	£7560	
GV	MA L29024	Social Science Data Analysis	PG2	£7560	£7560	
HS	DIP A40112	Advanced Periodontal Practice	PG1	£8400	£12400	
HS	MSC A40136	Advanced Periodontal Practice	PG3	£10500	£15500	
HS	MSC B740SO	Nursing (Adult) (Pre-Registration) (including bench fee)	PG2	£9250	£19300	
HS	MSC B74024	Nursing (Adult) (Pre-Registration)	PG2	£9250	£16750	
HS	MSC B740SO	Nursing (Adult) (Pre-Registration)	PG2	£9250	£16750	
HS	MSC B74024	Nursing (Adult) (Pre-Registration) (including bench fee)	PG2	£9250	£19300	
HS	MSC B76024	Nursing (Mental Health) (Pre-Registration)	PG2	£9250	£16750	
HS	MSC B760SO	Nursing (Mental Health) (Pre-Registration) (including bench fee)	PG2	£9250	£19300	

HS	MSC B76024	Nursing (Mental Health) (Pre-Registration) (including bench fee)	PG2	£9250	£19300
HS	MSC B760SO	Nursing (Mental Health) (Pre-Registration)	PG2	£9250	£16750
HS	MSC B93024	Occupational Therapy (Pre-Registration)	PG2	£12075	£16750
HS	MSC B93024	Occupational Therapy (Pre-Registration) (including bench fee)	PG2	£9250	£18750
HS	DIP A40012	Periodontology	PG1	£9200	£12800
HS	MSC A40036	Periodontology	PG3	£11500	£16000
HS	MSC B62024	Speech and Language Therapy (Pre-Registration)	PG2	£12075	£16750
HS	MSC B62024	Speech and Language Therapy (Pre-Registration) (including bench fee)	PG2	£9250	£18750
LL	MA Q911PP	Translation and Professional Practice with Professional Placement (year 2)	PG2	£3024	£6490
LW	LLM M12012	European Union Commercial Law	PG1	£7560	£16225
LW	LLM M12024	European Union Commercial Law	PG2	£3780	£8113
LW	DIP M12009	European Union Commercial Law	PGL	£6048	£12980
LW	LLM M2M212	International Commercial and Business Law	PG1	£7560	£16225
LW	LLM M2M224	International Commercial and Business Law	PG2	£3780	£8113
LW	LLM M2M2PP	International Commercial and Business Law with Professional Placement (year 1)	PG2	£7560	£16225
LW	LLM M2M2PP	International Commercial and Business Law with Professional Placement (year 2)	PG2	£3024	£6490
LW	LLM M20012	International Humanitarian Law	PG1	£7560	£16225
LW	LLM M20024	International Humanitarian Law	PG2	£3780	£8113
LW	LLM M22112	International Trade and Maritime Law	PG1	£7560	£16225
LW	LLM M22124	International Trade and Maritime Law	PG2	£3780	£8113
LW	LLM M221PP	International Trade and Maritime Law with Professional Placement (year 1)	PG2	£7560	£16225
LW	LLM M221PP	International Trade and Maritime Law with Professional Placement (year 2)	PG2	£3024	£6490
LW	LLM M10212	International Trade Law	PG1	£7560	£16225
LW	LLM M10224	International Trade Law	PG2	£3780	£8113
LW	DIP M10209	International Trade Law	PGL	£6048	£12980
MA	MSC G304PP	Data Science with Professional Placement (year 2)	PG2	£3024	£6490
PA	DIP C8N221	Management and Organisational Dynamics	PGL	£3024	£6489
SE	MSC B16024	Physiotherapy (Pre-Registration)	PG2	£9250	£16750
SE	MSC B16024	Physiotherapy (Pre-Registration) (including bench fee)	PG2	£9250	£18750



<b>Standard Postgraduate Taught Modular Fees by Module Department</b>	Dissertation Credit Value	Taught Module Credits	Dissertation Home Fee	Dissertation Overseas Fee	PG Module Home/EU per credit	PG Module Overseas per credit
AR	80	100	£1510	£3250	£60	£130
BE	60	120	£2140	£3350	£71	£112
BS	60	120	£1510	£3250	£50	£108
CE	60	120	£1510	£3250	£50	£108
CF	60	120	£1510	£3250	£50	£108
EA	60	120	£2750	£3040	£92	£101
EC	40	140	£2140	£3350	£61	£96
GV	60	120	£1510	£3250	£50	£108
HR	80	100	£1510	£3250	£60	£130
HS	60	120	£1510	£3250	£50	£108
HU	60	120	£1510	£3250	£50	£108
LL	60	120	£1510	£3250	£50	£108
LT	80	100	£1510	£3250	£60	£130
LW	60	120	£1940	£3250	£65	£108
MA	60	120	£1510	£3250	£50	£108
PA	60	120	£1510	£3250	£50	£108
PS	60	120	£1510	£3250	£50	£108
PY	90	90	£1510	£3250	£67	£144
SC	60	120	£1510	£3250	£50	£108
SE	60	120	£1510	£3250	£50	£108
MBA	40	140	£3800	£3800	£127	£127

#### Section D: Postgraduate Research Degree Fees

<b>Standard Postgraduate Research by Course Department</b>		Home /EU Fee	Overseas Fee
AR	Art History and Theory	£4410	£14020
BE	Essex Business School	£4410	£14020
BS	Biological Sciences (School of)	£4410	£16225
CE	Computer Science and Electronic Engineering (School of)	£4410	£14020
CF	Computational Finance and Economic Agents (Centre for)	£4410	£14020
EC	Economics	£4410	£14020
GV	Government	£4410	£14020
HR	History	£4410	£14020
HS	Health and Social Care (School of)	£4410	£14020
HU	Human Rights	£4410	£14020
LL	Language and Linguistics	£4410	£14020

LT	Literature, Film, and Theatre Studies	£4410	£14020
LW	Law (School of)	£4410	£14020
MA	Mathematical Sciences	£4410	£14020
PA	Psychosocial and Psychoanalytic Studies	£4410	£14020
PS	Psychology	£4410	£16225
PY	Philosophy	£4410	£14020
SC	Sociology	£4410	£14020
SE	Sport, Rehabilitation and Exercise Sciences (School of)	£4410	£14020

The fee for a Higher Doctorate is £1000

### 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
PhD re-examination or re-submission	£200

Exception Postgraduate Research Fees by Course Administering Department				Home/EU Exception Fee	Overseas Exception Fee
	Course	Course Title	Study Mode		
HS	DOCTC84136	Applied Psychology	PR3	£2060	£8113
HS	DOCTC84136	Applied Psychology	PR3	£3100	£8113
HS	DOCTC84072	Clinical Psychology (D Clin Psych)	PR6	£17061	£25000
HS	DOCTC84036	Clinical Psychology (D Clin Psych)	PR3	£17061	£25000
HS	DOCTC84436	Counselling Psychology (D Couns Psych)	PR3	£3100	£16225
HS	DOCTC84324	Counselling Psychology (D Couns Psych)	PR2	£3100	£16225
HS	DOCTB90448	Health Care Education	PR4	£3400	£16225
HS	DOCTB90048	Health Service Management	PR4	£3400	£16225
HS	DOCTB74048	Nursing	PR4	£3400	£16225
HS	DOCTB93048	Occupational Therapy	PR4	£3400	£16225
HS	DOCTB16048	Physiotherapy	PR4	£3400	£16225
HS	DOCTB71248	Public Health (Health Visiting)	PR4	£3400	£16225
HS	DOCTL59248	Social Care Education	PR4	£3400	£16225
HS	DOCTL59148	Social Care Practice Management	PR4	£3400	£16225
HS	DOCTL59048	Social Services Management	PR6	£3400	£16225
HS	DOCTB62048	Speech and Language Therapy	PR4	£3100	£16225
PA	DOCTC89524	Analytical Psychology	PR2	£7560	£14020
PA	DOCTC89436	Psychoanalytic Psychotherapy	PR3	£3780	£7010
PA	DPDPC89D36	Psychodynamic Psychotherapy	PR3	£3780	£7010

**For information:** Fees for postgraduate research degrees at Writtle University College are published by the College at [www.writtle.ac.uk/fees](http://www.writtle.ac.uk/fees)

### **Section E: 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 changed by credit value pro rata to the relevant full-time fee, e.g. a 30 credit module will cost 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 Languages Certificates:**

Members of the public: £890 per 30 credit module (costs of the study abroad element on intensive language courses would be charged as an extra)

Members of the University (i.e. registered students and members of staff): £560 per 30 credit module

**(c) Languages for All Programme:**

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. The fee for both Express and Portfolio additional modules has been set at £260.

**(d) Postgraduate Taught:**

Fees for individual modules can be found in Section B above.

Modular study students declaring at the outset that they will not undertake assessments are entitled to a 10% fee reduction, rounded to the nearest £5. There are no refunds for intended assessments which are not completed.

Overseas students would normally be unable to study part-time because of their immigration status.

### **Section F: 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 postgraduate research degree fees. The monthly rate is calculated as a quarter of a 'four month' term.

**(a) Home/EU Fee - Classroom and Lab Based:**

Full Year: £2,205

2 terms\*: £1,470

1 term\*: £735

Monthly (3 months maximum): £185

**(b) Overseas Fee - Classroom:**

Full Year: £7,010

2 terms\*: £4,675

1 term\*: £2,335

Monthly (3 months maximum): £585

- (c) Overseas Fee - Lab Based:  
Full Year: £8,110  
2 terms\*: £5,405  
1 term\*: £2,705  
Monthly (3 months maximum): £675

\* includes vacation subsequent to final term, e.g. 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 G: Preparatory English and Pre-Sessional English Courses**

The Essex Pathways fees for students on Pre-sessional and English Language programmes for 2018-19 entry:

Pre-Sessional academic, language and study skills programme (PALSS):

- 25 weeks: £8,530
- 15 weeks: £5,120
- 10 weeks: £3,410

Pre-Sessional English language programme (PEL and subject specific):

- 10 weeks: £3,675
- 5 weeks: £1,840

Essex Academic Skills Programme (EASP):

- 4 weeks: £630

#### **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: <https://www1.essex.ac.uk/fees-and-funding/current/payments/>
4. Liability for payment of overseas fees is determined by reference to the Education (Fees and Awards) Regulations. The Head of Admissions is responsible for determining the fee status of applicants to the University. Following Registration, a request by the student to reclassify their fee status can be considered only in specific circumstances (<http://www.essex.ac.uk/fees-and-funding/current/fee-status/>). Cases are considered by the Funding team and referred to the Academic Registrar for approval.

**Other Charges:**

Re-examination or re-submission of coursework	£50
Masters dissertation re-submission	£120
Additional module assessment to change course	£50
Partial Registration (during a period of intermission of studies)	No fee charged
Late Registration Fee	No fee charged
Duplicate Degree Certificate	£40
Replacement for student Registration card	£5
Confirmation of conferment of Degree	£5 per copy
Award Confirmation Letter	£5
Alumni Information Letter	£5
Academic Transcript (Year of Graduation 2016-17 onwards)	£10
Academic Transcript (Year of Graduation 1996-97 – 2015-16)	£15
Further Achievements Transcript Year of Graduation 1996-97 – 2015-16)	£15
Academic Transcript (Year of Graduation Pre 1995-96)	£20

## Information available elsewhere

GUIDELINES, STATEMENTS, POLICIES AND CODES OF PRACTICE	
Academic Freedom and Freedom of Speech, Code of Practice (pdf)	<a href="https://www.essex.ac.uk/-/media/documents/about/governance/cop-freedom-of-speech.pdf">https://www.essex.ac.uk/-/media/documents/about/governance/cop-freedom-of-speech.pdf</a>
Dealing with Late Submission of Coursework, Guidelines for	<a href="https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx">https://www1.essex.ac.uk/students/exams-and-coursework/late-submission.aspx</a>
Alcohol and Drugs Policy (staff/students)	<a href="https://www.essex.ac.uk/staff/employment-policies-procedures/alcohol-and-drugs">https://www.essex.ac.uk/staff/employment-policies-procedures/alcohol-and-drugs</a> <a href="https://www1.essex.ac.uk/students/health-and-wellbeing/alcohol-and-drugs.aspx">https://www1.essex.ac.uk/students/health-and-wellbeing/alcohol-and-drugs.aspx</a>
Equality and Diversity policy and strategy	<a href="https://www.essex.ac.uk/information/emergencies-security-and-safety/report-harassment">https://www.essex.ac.uk/information/emergencies-security-and-safety/report-harassment</a>
Fitness to Practise Procedure (.pdf)	<a href="https://www.essex.ac.uk/-/media/documents/about/governance/procedures-fitness-to-practise.pdf">https://www.essex.ac.uk/-/media/documents/about/governance/procedures-fitness-to-practise.pdf</a>
Fitness to Study Policy and Procedure (.pdf)	<a href="https://www1.essex.ac.uk/students/health-and-wellbeing/documents/fitness-to-study.pdf">https://www1.essex.ac.uk/students/health-and-wellbeing/documents/fitness-to-study.pdf</a>
Harassment and Bullying: our zero tolerance approach	<a href="https://www.essex.ac.uk/staff/emergencies-security-and-safety/zero-tolerance-of-harassment-and-bullying">https://www.essex.ac.uk/staff/emergencies-security-and-safety/zero-tolerance-of-harassment-and-bullying</a>
Ownership of Intellectual Property Rights in Students' Work, Guidelines (.pdf)	<a href="https://www.essex.ac.uk/-/media/documents/about/governance/guidelines-ownership-ipr-students.pdf">https://www.essex.ac.uk/-/media/documents/about/governance/guidelines-ownership-ipr-students.pdf</a>
IT Acceptable Use Policy	<a href="https://www1.essex.ac.uk/it/about/acceptable-use-policy/default.aspx">https://www1.essex.ac.uk/it/about/acceptable-use-policy/default.aspx</a>
Children, young people and adults at risk guidance (.pdf)	<a href="https://www.essex.ac.uk/-/media/documents/directories/academic-section/safeguarding-guidance.pdf">https://www.essex.ac.uk/-/media/documents/directories/academic-section/safeguarding-guidance.pdf</a>
Rules Governing the registration, driving and parking of vehicles within the University grounds (.pdf)	<a href="https://www.essex.ac.uk/-/media/documents/directories/estates-and-campus-services/rules-governing-vehicles.pdf">https://www.essex.ac.uk/-/media/documents/directories/estates-and-campus-services/rules-governing-vehicles.pdf</a>
Health and Safety Policy (.pdf)	<a href="https://www1.essex.ac.uk/health-safety/policies/documents/employee-guide.pdf">https://www1.essex.ac.uk/health-safety/policies/documents/employee-guide.pdf</a>
Safeguarding Policy	<a href="https://www.essex.ac.uk/staff/emergencies-security-and-safety/safeguarding-policy-and-guidance">https://www.essex.ac.uk/staff/emergencies-security-and-safety/safeguarding-policy-and-guidance</a>
Student Absence and Medical Certification, Procedures relating to	<a href="https://www1.essex.ac.uk/students/course-admin/attendance.aspx">https://www1.essex.ac.uk/students/course-admin/attendance.aspx</a>
Student Voice (Student Representation) policy (.pdf)	<a href="https://www1.essex.ac.uk/quality/Documents/university_policies/Student_Voice%20Policy_with_SSLC_section.pdf">https://www1.essex.ac.uk/quality/Documents/university_policies/Student_Voice%20Policy_with_SSLC_section.pdf</a>
Whistleblowing Policy (pdf)	<a href="https://www.essex.ac.uk/-/media/documents/about/governance/policy-whistleblowing.pdf">https://www.essex.ac.uk/-/media/documents/about/governance/policy-whistleblowing.pdf</a>

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