



University of Essex

**Your studies**

# **East 15 Acting School Postgraduate Taught Student Handbook 2023-24**



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## Welcome

**For over 50 years, we have produced actors, directors, theatre practitioners and technicians for the international stage, TV, film and radio.**

The School has two Campuses - one in Loughton on the edge of East London and the other in the vibrant and modern resort town of Southend-on-Sea.

Both Campuses have quick and direct links to London's West End theatre district, whilst also offering a peaceful setting in which to study.

The school was founded by Margaret Bury and grew from the work of Joan Littlewood's famed Theatre Workshop, which broke new ground re-interpreting the classics for a modern age, commissioning new plays from socially committed writers, and creating an ensemble capable of inventing new work that combined improvisational brilliance with method, technique, research, text analysis and the intense expression of truthful emotion.

Much of the original approach was based upon the theories of Stanislavski and over the years training methods at East 15 have now embraced approaches from diverse practitioners, such as Michael Chekhov, Rudolf Laban, Jerzy Grotowski, Jacques Lecoq, Peter Brook, Sanford Meisner and other important contemporary trainers.

In 2000, East 15 merged with the University of Essex, a leading UK research-intensive university, opening an exciting new chapter in the history of both institutions and offering more opportunities to students, including our specialist courses.

Since 2007, more than £13 million has been spent on new buildings and facilities for East 15 in both Loughton and Southend, including Southend's Clifftown Theatre and Studios, once a Victorian gothic church which now enjoys a new lease of life, converted into studios, workshops and a state-of-the art theatre.

East 15 offers an extraordinary, dynamic and unique portfolio of Undergraduate, Masters and PhD courses that span many areas of training for actors, directors, producers, technical theatre specialists and students of theatre practice. It is one of a 2 leading group of UK conservatoires and is now one of the largest specialist drama

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schools in the UK, with a distinguished international teaching staff and an undergraduate and extensive postgraduate population of over 800 students.

In addition to the carefully selected UK students, we also teach and train students from over 26 countries worldwide. Our training is by professionals and for professionals, allowing our graduates to work successfully across the globe. Our outstanding international teaching faculty is made up of professionals from all areas of live and recorded performance.

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## Introduction

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

At Essex we put the success of our students at the heart of everything we do, and want to support you to achieve outstanding outcomes. We are absolutely determined to provide you with the best Essex education and student experience we can, while safeguarding your health and wellbeing.

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

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

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## Practicalities and Getting Started

You've made it to Essex! We've outlined below the most important things you need to make sure you do as soon as possible to get your time at Essex started.

### Registration (New Students)

As a new student, you must complete the [registration process](#) in order to begin your studies with us. Registration is not only a formal procedure of enrolling you into the University, but also, connects you to a number of vital systems which allow you to access your online Welcome and Induction information and start your studies. Because of this, you'll be asked to complete compulsory steps, such as activating your Essex IT account, provide key information about you as part of Online Registration (including payment of fees where required), complete online Right to Study checks and attend an in-person Right to Study Check on campus where you will collect your Student Registration Card. Once you've completed these steps, you'll be able to begin attending teaching and engage with your course.

You should ensure you have completed the [registration process, including payment of your fees \(where required\) by the published Latest Registration Deadline](#) for your course. If you do not do this, you may not be allowed to register and begin your course with us.

### Registration (Returning Students)

As a returning student, you will need to ensure you complete [Online Registration and pay your fees \(if required to do so\)](#) at the start of each academic year to be able to continue your studies with us. It is essential that you complete all required steps, by the published [Latest Registration Deadline](#), otherwise you may not be allowed to continue your studies with us.

If you are a student undertaking studies with us with a form of immigration permission, in some instances you may be required to undertake an additional Right to Study Check, before being permitted to re-register. This may be the case if one or more of your documents have expired, or your immigration status has changed. You will be contacted by our International Services Team, if you need to complete an additional check.

## **Right to Study**

The University must ensure all students have the right to study at the University of Essex for the whole duration of their course. If you aren't a UK or Irish national, your [immigration permission](#) to study in the UK will be checked via the online Right to Study system, when you first arrive on campus, and as necessary thereafter. Students have a duty to maintain valid UK immigration permission that allows study for the duration of their course, failure to do so may lead to withdrawal from the University under the [University's General Regulations](#).

## **Students with sponsored immigration permission**

The University is a Student Sponsor with a track record of compliance and must ensure we remain compliant to retain our sponsor status. Students with a Student visa have [additional responsibilities](#) to the University and the Home Office. There will be conditions attached to your visa that restrict what you can do in the UK, breaking any of the conditions may mean you can't remain in the UK and complete your course. You are expected to attend your in-person teaching events and this will be monitored throughout your course. If your [attendance and engagement](#) fall below expected levels or you are absent without permission for a period of time this is likely to impact on the University's ability to continue to sponsor your Student immigration permission. The International Services Team can provide [immigration information and advice](#) throughout your studies.

## **Choosing your modules**

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

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## Explore your Campus

There is a broad range of [facilities](#) across each of our campuses to support your experience at Essex, whether in person or virtually. For the latest information, see the updates on campus [services on campus](#).

## Get connected

### Your IT account

You will need to activate [your Essex IT account](#). Once you're set up, you can access your Essex email, log in to [Moodle](#), access lab computers and Library services, [print for free](#) (subject to our fair use policy) on campus, connect to campus wifi, and much more. When you activate your account, you will need to register an external email address and passphrase so that if you [forget your password](#), you can also reset it using these details. If you have forgotten those also, you should contact the [IT Helpdesk](#). Make sure you keep your password safe and do not share it with others. For a quick rundown of what you need when you first start, head to the Getting Started with IT guide on the Student Directory.

For a quick rundown of what you need when you first start, head to the [Getting Started with IT guide](#) on the Student Directory.

### Campus wifi

If you are studying on any of our campuses, connect to our wifi by finding the eduroam network on your device. Use your Essex email and password to join.

### Essex Apps

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

### MyEssex

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

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## **PocketEssex**

[Pocket Essex](#) is the University's official app for students that can be downloaded on your phone or tablet for free. It acts as a portal through to a variety of areas and resources that will be useful to you throughout your studies. PocketEssex links to many areas that MyEssex does, but also takes you through to other key resources, such as the Students' Union, FindYourWay and the Library.

## **Find Your Way**

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

## **Working while studying**

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

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

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

## **Your personal belongings**

The University does not cover costs for personal damage or loss of possessions; only in instances where the University has been negligent would a claim be viable for compensation for personal belongings. Therefore, you are strongly advised to take out personal insurance cover for your possessions. This is especially important for valuable items, such as laptops, phones and tablets.

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## **The Essex Experience**

We are proud of our inclusive and international community. Our campuses are places where every single person can feel they belong and where you can find the world in one place. We have created a [Student Charter](#) as a pledge that every student signs up to when they join us. By signing up, you promise to uphold our values and to behave in ways that strengthen and support our community. We promise to support you at every stage of your journey with us.

### **Embracing our values**

We are different at Essex. We are brave, we are bold, and we embrace challenges and drive change. Our values are underpinned by this very culture. While we encourage you to challenge the status quo and explore the unknown, we expect all of our students do so respectfully, intelligently and act as true ambassadors for the University. Our [Code of Student Conduct](#) outlines the rules and regulations that help us maintain our high standards of behaviour.

### **Equality, Diversity and Inclusion**

The University recognises the value of diversity and is committed to providing equal opportunities for both students and staff. Our students and staff are treated with dignity and respect on the basis of their merits, abilities and potential, while still having the relevant impact and implications associated with race, ethnic or national origin, gender, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations, or any other identity-forming characteristics, taken into consideration as necessary to ensure equal opportunity.

The University is committed to a programme of action to ensure that this [policy](#) is fully effective.

### **Actions East 15 have taken**

We reviewed the 'Professional Code of Conduct' to ensure that racism is clearly referenced as a breach of School policy. We reviewed and modified Year 1 Contextual Studies to create a syllabus that better reflects diversity. We will ensure that across all years and all courses, students are working from plays and/or texts

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that have been written by Black artists. The School held a review into of 'Living History' project, including our student and alumni community, in order to address previous concerns about the process and ensure matters of diversity and wellbeing are being addressed. We continue to review the School's Voice curriculum, assessing accent training as well as looking to expand our 'Accent Database' and use of source material to provide a far wider range of diverse material. We have introduced clear signage across each campus detailing information about where to report racial abuse. We also ensure students and staff receive this information via email at the start of the new academic year. We continue to offer an 'Audition Fee Waiver Scheme', implemented in 2019, to reduce the barriers to Higher Education.

### **Student Communities**

We pride ourselves on being a welcoming and inclusive community. We recognise the value of diversity and are committed to equality of opportunity within the University.

We offer a wide range of support to individuals and [groups of student members](#), such as our [postgraduate students](#) – our student communities - who may have specific requirements, interests or responsibilities- to help fulfil your potential. Whether you are an international student, a mature student, a BAME student or have any other requirements or needs, we want to welcome you with open arms. The University is committed to a programme of action to ensure that this [policy](#) is fully effective.

### **Environmental Sustainability**

We have made commitments as a University to reduce our impacts on the environment, including reaching net zero carbon emissions by 2035. In December 2020 we declared a [climate and ecological emergency](#) and developed a [sustainability strategy](#) that sets out our ambitions up to 2026. Our Sustainability team works on a range of projects from energy efficiency to extracurricular activities to help everyone at Essex live, study and work in environmentally-friendly ways. Everyone is encouraged to do their bit, and there are simple steps you can take as a student: remember to bring a reusable cup for takeaway drinks, and a bottle that you can refill at one of our many water fountains. If you live on campus, switch off electrical items that aren't in use, and be sure to keep windows closed in colder months when the

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heating is on. For more information, contact the Sustainability team – [sustainability@essex.ac.uk](mailto:sustainability@essex.ac.uk).

## **Essex Sport**

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

[Join](#) Essex Sport and be part of something bigger. We're a community of like-minded individuals who are dedicated to enriching your experience at University of Essex. By fuelling your passion for all things active we help you make new friends, find new interests and be the best you. Whatever your sport, whatever your level, from fan to [professional athlete](#), we've got a place for you.

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

## **Students' Union**

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

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

## **Get involved!**

There are opportunities to join [Sports Clubs](#), and get involved with competitive sports in our [BUCS teams](#) or if you don't want to commit to a regular team, or would rather not play competitively, check out our [Just Play](#) programme run by the Students' Union.



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

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

We also have our very own lettings agency ([SUHomes](#)), to offer help and support to students to find off campus accommodation.

### **Chart My Path**

Use Chart My Path to discover over 200 extracurricular activities offered at Essex, and get recommendations personalised to you. Log into [GradIntelligence](#) to get started.

### **Essex spirit, social media and what's on?**

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

Follow us on social:



/uniofessex



/uniessex



/Uni\_of\_Essex



/uniofessex



/uniessex



/@uniessexonline

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

## About East 15

### Meet the team

A full list of all staff can be found on [our website](#). Below is a summary of the roles of staff that can help you with a variety of areas during your time at Essex.<sup>1</sup>

Query	Staff Member
Any course related matters	Your Head of Course
Policy and/or procedure queries or concerns	Caroline Ibrahim-Hansford – East 15 School Manager
Queries relating to absences, room bookings or other course related paperwork Departmental Disability Liaison Officer (DDLO)	Academic & Operations Administrator Pamela Freedman (Loughton) Emma Marns (Southend)
Finance, accommodation or documents for bank, GP or other government bodies	Student Services Hub

### Teaching staff and support

All teaching staff hold regular weekly academic support hours during term time. This is a time when you can meet with them about anything to do with your modules, from difficulties you might be having with your seminar readings, to discussions about feedback on your coursework. East15 staff do not have set Academic support hours each week due to the nature of study at East15, therefore students should speak directly with the relevant member of staff either face to face or by email to arrange a suitable time to meet. Meetings can be in person or on zoom.

Please note that academic staff do not hold regular academic support hours during the vacations, and may, on occasions, be away from the University on research trips and visits. Therefore, if you need to get in touch with them during the vacation periods, you should email them in the first instance.

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<sup>1</sup> Department/school information in this Handbook is correct at time of publication but there may be role changes within the department/school throughout the Academic Year. Students should consult staffing details held online for the most up-to-date information.

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## **Your Personal Tutor**

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

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

## **Staff research interests**

Research at East 15 champions a spirit of radical curiosity and rigorous experimentation. Our research staff celebrate contemporary theatre practice and challenge established definitions of genre, identity, and tradition. Informed by theoretical and historical perspectives, we aim to illuminate the key processes by which innovative performance is formed, performed, produced, consumed, and valued in contemporary society. This aim extends East 15's long-recognised emphasis on industry engagement and professional practice into the domain of research.

We are a vibrant and ambitious research community committed to interdisciplinary and partnership working with positive political, social, cultural, and intercultural significance. We promote a collaborative and inclusive research environment, and our staff work with each other, with industry specialists, and with external partners to generate research with real-world relevance and industry impact.

East 15 research takes many forms including practice as research, practice-based, and text-based enquiry, and we encourage the exploration of new and progressive research methodologies. In addition to individual areas of expertise, our research team shares specialist knowledge in actor- training, theatre-directing, immersive and participatory theatre, embodiment, and intercultural practices.

A full list of staff research interests are available on their online profiles:

[Dr Christina Kapadocha](#)

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[Dr Eirini Kartsaki](#)

[Prof Rosie Klich](#)

[Dr Tara McAllister-Viel](#)

[Dr Holly Maples](#)

### **Departmental resources and facilities**

A wide range of facilities and resources are available for all students to access and use as part of their study at Essex. Each department and school also has a selection for the exclusive use of their students. Below is a summary of the facilities and resources that are likely to be most useful to you.

#### **Postgraduate Study Room**

You can find the study room designated specifically for use by all postgraduate and research students on the first floor of Hatfields House (Loughton).

#### **Postgraduate Lockers**

Lockers are available in across both campus' for postgraduate students. These are allocated on a first-come first-served basis. Please book your locker and pay the deposit online through the [East 15 Website](#), you can then collect your key from the Admin office of the relevant campus.

#### **Postgraduate Training**

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

#### **Printing, photocopying and scanning**

All students can [print, copy and scan for free at Essex](#) subject to our fair use policy. You can even print from your mobile by sending your file to [mobileprinting@essex.ac.uk](mailto:mobileprinting@essex.ac.uk) using your Essex email.

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

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

### **Noticeboards**

Every department and school has their own noticeboard providing information on staff, courses and classes, updates, careers, events and opportunities. At Loughton Campus, noticeboards are located opposite the main reception in Hatfields House and the Café at Roding House. In Southend, there are student noticeboards on the 5th floor adjacent to the lift lobby. Both campuses utilise electronic screens as a means of ensuring students access current information.

### **Publications**

If a publication is not already available at the Library (either in-print or online) and/or cannot be accessed in other online platforms through Shibboleth (using your UoE credentials), you can request access through our [Library Services](#) via the website.

### **Communications**

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

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

### **Social Media**

Keep up to date with graduate and alumni news via our Social Media channels:

Instagram: [@east15actingschool](#)

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Facebook: [@east15actingschool](#)

### **The use of personal devices**

You can use laptops and tablet PCs during teaching classes for purposes related to the class you are attending. You should refrain from using your mobile phone during all teaching events, except in cases where you have been given permission from the lecturer because they are required for participation in the class.

## Learning and Teaching

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

### The academic year

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

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

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

Some courses have slightly different term dates All East 15 Courses follow the East 15 Term dates listed on the Website, please refer to these dates for all activities.

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

### My Course

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

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

### **Credits**

Your course will be made up of a certain [number of credits](#), depending on your level of study and specific postgraduate course. Each year of study will hold a credit value, with credits allocated to each module. You will need to meet the required learning outcomes and assessments to be awarded credits.

### **Learning outcomes**

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

### **Grade boundaries**

On most Masters degrees, an overall mark of 50 is a pass. An overall mark of 60 is classed as a pass with merit, and an overall mark of 70 is classed as a pass with distinction. Methods for calculating your final postgraduate award classification vary across awards and may depend on other factors. Full details are set out in the [Rules of Assessment](#).

### **Module enrolment**

Most modules taught reflect the individual research interests of members of our academic staff. New modules are regularly explored, researched and developed in collaboration with the University's Quality and Academic Development Team to expand our transformative educational offering at Essex.

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

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



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## Changing Modules

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

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

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

Requests to study a lot of outside options, to change a core or compulsory module of your course, or to study a module at a different level of study, are unlikely to be approved.

## Module Directors

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

## Fitness to practise

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

## Study Abroad

As a postgraduate student there are a variety of opportunities through Essex Abroad to have an international experience. Providing you with the chance to enhance employability, gain valuable transferable skills and develop as individuals.

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[Essex Abroad](#) have a wide range of [summer programmes](#) suitable for postgraduate students including summer schools abroad, volunteering programmes, international internships and research abroad opportunities which are open to all Essex students. These programmes vary in duration, location and cost. [Find out more](#) about Essex Abroad opportunities. For information regarding your funding during a period of study abroad, you should liaise with the Funding Team – [funding@essex.ac.uk](mailto:funding@essex.ac.uk). Students with disabilities should also liaise with the Student Wellbeing and Inclusivity Service – [include@essex.ac.uk](mailto:include@essex.ac.uk).

The University of Essex is a founding member of the YUFE Alliance. YUFE (Young Universities for the Future of Europe) is a collaboration of 10 different European institutions, providing you with the opportunity to study across multiple partners virtually or physically; as part of your degree or in addition to it. YUFE aims to be a leading model of a young, student-centred, non-elitist, open and inclusive European University.

As a University of Essex student, you can obtain an international experience through YUFE, taking anything from academic to language courses, or even entrepreneurship courses; allowing you to go the extra mile and stand out from the crowd. Find out more about YUFE and how to apply on our dedicated section on the [Essex Abroad YUFE webpage](#) and through the [YUFE Virtual Campus](#).

## **Work Placements**

There are a variety of opportunities to undertake work-based learning and placements either during or as part of your studies.

If undertaking a placement, it is your responsibility to find a work placement, however, the Industry Engagement and Placements Team can help prepare and support you and will advertise relevant placements. If you are interested in undertaking a work placement, or other work-based opportunities that may be available to you and your course, contact the [Industry Engagement and Placements team](#). If you have a Student visa, please be aware that the Immigration Rules restrict the length of placements and the type of work you can do.

Upon successfully securing a placement you need to inform the Industry Engagement and Placements team by completing a [secured placement form](#). This is required in

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order to begin the placement approval process. Please note without approval from the Industry Engagement and Placement team you will be unauthorised to commence a placement.

For extracurricular opportunities, [Careers Services](#) are here to help. Use [Chart My Path](#) to find your personalised recommendations at Essex, and check out [CareerHub](#) for part-time jobs, internships and career development support.

### **DBS Checks for Placements**

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

### **Module Materials**

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

### **Teaching timetable**

In East 15 timetables are published weekly and shared via Moodle on the Friday the week before. Classes usually run from 9am until 6:10pm, Monday to Friday.

If you have any queries relating to your timetable you should speak to your Head of Course.

### **Reading weeks**

Some courses may have reading weeks within the term, your Head of Course will inform you of these if applicable.

### **Recording your attendance**

We monitor your attendance at teaching sessions on campus using registers and absence is monitored in line with the Profession Code of Conduct (PCC). Full attendance and excellent punctuality is the expectation of both the industry and the

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School. East 15 Acting School deems that 'satisfactory' attendance means attending all scheduled classes and prescribed activities.

Non-attendance makes attainment of the following types of assessment criteria impossible:

- Ability to work as part of a team
- Contribution to group work or performance
- Positive contribution to discussions

Where absence from classes and activities makes it impossible to meet the learning outcomes of the module, a fail grade is applied. Please be aware that for Tier 4 students, poor attendance may affect your visa.

Full details of how to seek approval to authorise an unavoidable absence please refer to the absence tile on the East 15 Moodle page.

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

## **Making changes to your study**

### **Changing your course**

If you are thinking about changing course, you will need to do so by a [certain date](#) and should first speak to your department and personal tutor. They will be able to provide advice about the things you should [consider](#) before changing your course.

### **Thinking of leaving or taking a break?**

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

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You should also be aware of how your funding may be impacted if you choose to take a break. You can do this by contacting the Funding Team – [funding@essex.ac.uk](mailto:funding@essex.ac.uk).

## **Library & Cultural Services**

The Library aims to provide all of the resources you will need to succeed in your course, via online reading lists and access to extensive collections of books and journals both on our shelves and online. The Library team can help you learn how to search effectively so you can find appropriate resources for your assignments. They can also provide advice on referencing, academic integrity, evaluating sources, and more. Our Skills at Library guide provides a [range of online support](#) in these areas and our [subject guides](#) for each department provide subject-specific guidance and resource recommendations. In addition, the Library offers '[On Track for your Master's](#)', an annual programme of workshops delivered in collaboration with other professional services teams to help you with a whole range of research skills. If you have any questions about Library services, there are a range of ways you can get in [touch with the team](#).

At Loughton our **Library and IT Centre** is a modern, stylish, spacious study area accessible over long hours, providing resources tailored to your needs, including the latest plays. You can also request books from the Albert Sloman Library at our Colchester campus. IT facilities are available, and you have access to a vast array of online resources via the [Library website](#).

Our Southend Campus Library & Learning Hub is located within **The Forum** and offers a variety of silent and group study areas as well as access to all the resources you need for your studies, either on the shelves of the Library or online via the Library website. You can access computers in the Learning Hub, which is a pleasant and safe environment that is open 24 hours a day, 7 days a week, with help available from specialist Library staff at the InfoPoint and via live chat. You can also request books from our libraries at Colchester and Loughton - and your library card gives you access to all public libraries in the SELMS consortium of libraries in the South East of England.

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

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## **Publish with the Essex Student Journal**

If you are looking to develop and gain recognition for your writing skills, the Essex Student Journal provides the perfect platform for you to showcase your work and gain valuable experience in academic publishing and the peer review process.

Our multi-disciplinary journal is run by and for students at the University, publishing the hard work of our students and giving you the ability to improve your writing through feedback from peer reviewers.

Not all universities have a Student Journal - this is a unique opportunity for you to publish a paper in your name and build your academic portfolio early in your career. We accept a wide range of submissions including essays, case studies, research papers, dissertations, and academic blog posts.

If you are going on to be a PGR student at the University, you can become a peer reviewer for the Journal, developing vital analytical and feedback skills required for any future career.

Join our community of student writers to develop new skills and the best practices in writing. Find out more about the Essex Student Journal and embark on your academic publishing journey today. If you have any questions, get in touch with the Journal Team via [journal@essex.ac.uk](mailto:journal@essex.ac.uk).

## **Academic Skills Support**

Skills for Success are here to support you with everything that you need to do well in your studies that is not directly related to your course content – in other words, the skills that you need to be successful. We are committed to ensuring that every student is able to get the most out of their academic study and achieve their potential on their course, and provide a range of embedded teaching, [workshops](#) and [1:1s](#) on:

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

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For more information, please contact [skills@essex.ac.uk](mailto:skills@essex.ac.uk).

### **Proofreading services**

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

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

### **Language classes**

#### **Academic English Support classes**

Skills for Success runs a range of [Academic English support classes](#) throughout the year, which all new students who have English as an additional language are invited to enrol on. These classes are free, voluntary and designed to help students improve their language proficiency and maximise their existing language skills in an academic context.

Options include 8 week or 4 week modules and one-off, bookable sessions. You will be emailed on registration, or can contact us at any time at [skills@essex.ac.uk](mailto:skills@essex.ac.uk).

#### **General English classes for beginner/intermediate/advanced learners (GEC)**

The [Department of Language and Linguistics](#) offers the wider University of Essex community the chance to improve their English language skills through our General English Classes. These classes are available to:

- Dependants and close family members of students and staff at the University of Essex
- International staff at Essex who may want to work on their general English and fluency skills

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- International students currently studying at UEIC Kaplan
  - International students currently studying at both UG and PG level at Essex who wish to develop their language skills
  - Refugees and asylum seekers who hold an ARC card, or a letter granting them Immigration Bail

The classes, which take place at the Colchester Campus, will enable you to meet people from other countries and cultures and will help you develop your language skills. These classes are free and are taught at three basic levels: Beginner (A1/A2), Intermediate (B1/B2) and Advanced (C1/C2) and will focus on listening, speaking, reading and writing. Throughout the year, you will have a unique opportunity to develop your conversation skills, by reflecting on real-life examples of how language is used in context.

### **Learning a language**

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



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## Assessment and Academic Integrity

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

### Rules of Assessment

The [Rules of Assessment](#) are used to calculate your results. There is a main set of rules for [Masters](#) and other [postgraduate award courses](#), but some departments also have [additional variations](#) which can be found alongside the Rules of Assessment for your year of entry.

In East 15 we do have a variation to the [Rules of Assessment](#):

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

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

## Core, compulsory and optional modules

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

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

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

## Academic Integrity and Academic Offences

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

It is your responsibility to make yourself aware of the regulations governing examinations and how to correctly prepare your coursework. An academic offence can take place even if you didn't mean to commit one, and examples include plagiarism, using Artificial Intelligence such as ChatGPT to write all or part of an assignment unless specifically permitted to do so, falsifying data or evidence, and communicating with another candidate in an examination.

## Methods of Assessment in East 15

Whether a module is core, compulsory or optional, all methods of assessment are compulsory. If you do not complete coursework or attend examinations, and do not

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have extenuating circumstances to support your non-submission or absence, then you are at risk of being withdrawn from the University.

A wide range of assessment methods are used in the East 15 Acting School from rehearsals, performances and practical demonstrations to reflective log books and essays.

### **Coursework**

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

### **Preparation of assignments**

Students will be required to carry out thorough preparation for practical sessions and assignments, which vary based on the module/subject. This may include, but is not limited to: reading and analysing scripts, learning lines, carrying out student-led rehearsals, and developing and honing physical and musical skills.

### **Referencing in coursework**

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

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

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

## Submission of coursework

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

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

Only Microsoft word or PDF files should be uploaded to FASER unless otherwise specified.

## Problems with FASER

If you have technical difficulties, please contact the [IT Helpdesk](#) as soon as possible to find out if this is a system issue or whether it may be a problem with your computer. This will count towards your claim when submitting a late coursework extenuating circumstance form should you need to.

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

## Late submission of coursework

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

Where a student is unable to undertake the assessment by the deadline, and it is deemed impossible to consider a late submission request due to the nature of the

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assessment (e.g. absence from in-class tests, practical assignments and presentations), an [extenuating circumstances](#) form should be submitted which will be considered by the Board of Examiners.

### **Dissertation Extensions (PGT Only)**

Postgraduate taught dissertations (or equivalent) are not counted as coursework and are therefore not covered by the policy on the late submission of coursework. Students can request an extension for their postgraduate dissertation if they find that, due to extenuating circumstances, they will be unable to submit the dissertation by the published deadline. Students can request an informal extension of up to four weeks from the school. Where a longer extension is required, an application for an extension to a postgraduate taught dissertation can be completed via the [online form on the ESF SharePoint website](#), for consideration by the relevant Faculty Dean (Postgraduate).

### **Return of coursework**

Return of course work will depend on the type of assignment. Details of this can be found in your Course handbook available on Moodle.

### **Ethics in research**

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

**Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority and /or NHS Research Ethics Committee approval. You should contact the REO Research Governance Team ([reo-governance@essex.ac.uk](mailto:reo-governance@essex.ac.uk)) at an early stage.**

### **Moderation and marking**

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

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## Marking

All student work is marked in line with the University's Marking Policy. If your assessment is worth up to and including 40% of your module mark, it will be marked by one member of academic staff. If it is worth more 40%, then it will also be moderated. If the assessment is worth 30 credits or more, it will be marked by two members of academic staff. The full procedure and assessment marking requirements can be found in the [Marking Policy](#) – there is a useful flowchart in Appendix C to visually represent the requirements, and detailed definitions of marking and moderation within the policy itself.

## Moderation

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

## External Examiners

External Examiners are academics from other universities, but may also be from industry, business or the relevant profession depending on the requirements of the course. They give an impartial view of the course and independent advice to ensure that modules and courses at the University meet the academic standards expected across UK higher education. You can find more information about the role of External Examiners on our [External Examiner roles and responsibilities webpage](#).

## Re-marking of coursework

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

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

## Appeals

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

## Feedback

You will be given regular feedback throughout the year. This will often take the form of informal verbal feedback in classes, but may also be delivered to you in written form. If you need to undertake any reassessment on a module, your department will provide you with written feedback on any elements being reassessed.

## The Board of Examiners

The Board of Examiners meet at the end of the Summer Term to consider marks for taught modules and final boards meet in the Autumn. For courses which start in January the final boards are in the Spring Term, and there may also be boards in September.

Boards of Examiners use the Rules of Assessment to determine whether:

- you have passed the modules you have studied and can be awarded credits;
- you have met the requirements to progress to the next year of your course (*if you are on a course which lasts more than one year*);
- you have met the requirements to pass your course and what classification you will receive for each module;
- you are eligible to receive a merit or distinction.

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

- what reassessment you could be offered and when you can take it<sup>2</sup>

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<sup>2</sup> The Board of Examiners will not be aware of any student's immigration status. As a result, some reassessment options may be offered that are not compatible with individual student visa rules. All options should be considered in conjunction with applicable visa restrictions.

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## Publication of results

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

## Failure to pass

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

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

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

## Credit accumulation

You can decide if you want to [accumulate credit](#) by taking individual modules with the aim of achieving a postgraduate award; this is called [Modular study](#). The Rules of Assessment are different when you study individual modules. There are opportunities to achieve postgraduate awards through credit accumulation study in an increasing number of departments, as an alternative to standard full or part-time study.

## Reassessment

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

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



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Reassessed modules are normally capped at the pass mark of 50 unless you have extenuating circumstances which are accepted by the Board of Examiners. Please be aware that reassessment in examinations and coursework may carry a fee.

In the East 15 Acting School reassessment is assessed exclusively by coursework. Reassessment in the same year is only offered in accordance with the Variations to the Rules of Assessment for East15.

### **Resit exams**

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

### **Exit Awards**

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

### **Extenuating Circumstances**

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

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

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

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## Computers, Learning Technologies and your Information

### Computers

#### Using a campus computer

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

#### IT Help and Training

You can search the [Student Directory](#) for more IT information, including [software available](#) to students, help and support with your Essex account, account storage and printing.

Need some help with Word, Excel or EndNote? IT Training is available to book through [CareerHub](#) or Proficio. You also have free access to LinkedIn Learning, an online video training platform, using your Essex account.

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

### Learning Technologies and Systems

#### Learner Engagement Activity Portal (LEAP)

[LEAP](#) is our student centred, personalised engagement tool. LEAP displays [your engagement](#) with university resources and activities. An algorithm within LEAP gives a weighting score to each activity and combines your use of these resources and activities to produce an overall engagement indicator.

There are 5 engagement indicators (high, good, partial, low and very low) which will help you map and better understand your engagement pattern over time based on your class attendance, utilisation of Moodle etc. Full details on the resources included in LEAP, the engagement ratings and how LEAP uses your data can be found on the [LEAP webpage](#).

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

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

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

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

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

### **Moodle**

[Moodle](#) is our online learning environment. It holds key course and module materials, discussion forums, chat facilities, quizzes, surveys, glossaries and wikis released by your lecturers.

### **FASER**

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

### **Online reading lists**

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

### **Listen Again**

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

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theatres where you see the sign. Lecture videos are normally uploaded on Listen Again 24 hours after the lecture.

## **Zoom**

You can use Zoom to join online lectures delivered by the University or attend online meetings and tutorials. If your lecture or class is going to be online the link to join will be available in your individual timetable 48 hours before the class.

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

## **Your information**

### **Changes to your information**

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

### **Your personal information**

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

All information about you is kept securely, and access to your information is only given to staff who need it in order to do their job. You have a [right to ask for copies of information](#) we hold about you.

To find out more about what information we collect, what we do with it, who gets to see it, and your rights under the Data Protection Act 2018, read our [Privacy Notice for students](#).

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## **Student Voice**

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

## **Student Representatives**

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

## **Student Voice Groups**

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

## **Student Surveys**

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

## **Postgraduate Taught Experience Survey (PTES)**

The [Postgraduate Taught Experience Survey \(PTES\)](#) is the only UK higher education sector-wide survey to gain insight from postgraduate taught students about their learning and teaching experience.

The PTES gives you the opportunity to provide open and honest feedback on your experience of study at Essex, your course and your department. It considers your motivations for studying your chosen programme and your experience, where relevant, of undertaking a major project/dissertation.

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

### **Student Module Feedback**

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

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

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

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

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## You Matter

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

### Student Services Hub

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

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

### Support for students with disabilities or additional needs

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

If you are care experienced, estranged from your family, primary carer and/or University of Sanctuary student please contact the Student Wellbeing and Inclusivity Service (SWIS) for [further information](#) about support that may be available to you.

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



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## **Personal Emergency Evacuation Plans (PEEP)**

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

## **Essex Access Forum**

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

## **Seeing a Doctor**

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

## **Counselling services**

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

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

## **Wellbeing drop in**

The Wellbeing Assessors provide support to students with anything affecting their wellbeing, mental health and/or disability. You can speak to a Wellbeing Assessor for support and advice at our wellbeing [drop-in sessions](#) in person. If you would feel more comfortable with a telephone or Zoom appointment, you can still request this via our [online appointment form](#).

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## Drop In/Wellbeing Appointments

### UK Immigration Advice and Guidance

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

### Money management

Financial Support Officers in our [Student Services Hub](#) and our independent [Students' Union Advice](#) can provide [money management and budgeting advice](#) and can talk through any financial issues that you may be experiencing and how best to tackle them. You can also ensure that you keep your finances on track by working through some free online money management modules offered by [Blackbullion](#).

If you get into financial difficulty, you should get help and talk to someone **as soon as possible**. The sooner your problem is identified, the sooner it can be solved. You may be eligible to [apply for financial support](#) to assist you with short-term unexpected and unforeseen costs while studying at Essex.

### Funding Opportunities

There are lots of funding opportunities available to UK, EU and International students offered by the University and by external companies and organisations. This may be in the form of a student loan, a scholarship, or a bursary. You can find out more information, including what you may be eligible for on the [PGT Scholarships and Funding webpage](#).

### Students' Union Advice

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

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**Colchester students** – [suadvice@essex.ac.uk](mailto:suadvice@essex.ac.uk); 01206 874034

**Southend students** – [suacsou@essex.ac.uk](mailto:suacsou@essex.ac.uk); 01702 328235 (term time only)

**Loughton students** – [suaclou@essex.ac.uk](mailto:suaclou@essex.ac.uk); 01206 874034

## **Residence Life**

Our [Residence Life team](#) is here to help you settle in and support you during your time living on campus. Each Residents' Assistant (RA) is assigned an area and will aim to get to know you, provide advice and support with any wellbeing issues and organise a range of social activities to help you connect with others. Find your RAs contact details on your flat kitchen poster if you live on campus. You can find out about all our exciting events by following us on [Facebook](#) or by checking out the University [Events page](#).

## **Religion, faith and beliefs**

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

## **Harassment support**

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

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

## **Health and safety on campus**

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

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

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

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

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

### **Making a Complaint**

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

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

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## Student Development

### Careers Services

The [Career Services](#) team offer a programme of information, advice, guidance and support through events, workshops and one-to-one sessions. With teams dedicated to supporting work-based learning, placements, internships and professional development, we'll provide the information and support you need to thrive.

### CareerHub

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

### Get experience

Develop your skills and showcase your potential through our extracurricular offer:

- Find the right activity for you with **Chart My Path**, and to get recognised on your HEAR for your extracurricular achievements with the **Big Essex Award**. Log into [GradIntelligence](#) to get started.
- Looking for your first paid experience in the field/sector you want to graduate into? Discover [Frontrunners](#), our on-campus internship programme.
- Discover paid internships with local businesses that have been exclusively designed for Essex Students – sign up to [Essex Interns](#) to find out more.
- Apply for [Mentor Connections](#) and be matched with an industry expert to expand your network, learn from their experience and explore options for your future.
- Calling our Black students! Unlock your academic potential and cultivate research skills through our digital **Black Researchers' Hub**. Explore on [GradIntelligence](#) today.

### Volunteering

Join the [vTeam](#) and be the difference. There are plenty of opportunities to **volunteer** during your time at Essex. The vTeam, run by the Students Union, is a fantastic

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opportunity to meet new people, make friends, give something to the local community, and gain valuable skills.

## **You Are Essex**

### **Graduation and Awards**

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

### **Award documents**

You will be able to access your full academic transcript electronically via your [Higher Education Achievement Record \(HEAR\)](#). Your [Higher Education Achievement Report \(HEAR\)](#) not only showcases a full record of your academic achievements, but also any activities you have undertaken and logged through the [Big Essex Award](#), and any other awards and prizes that you may have received.

This will be updated after the successful completion of study each year, and final HEAR will be issued upon conferral of your final award.

Upon conferral of your final award, you will receive both an electronic and hard copy award certificate. Your electronic Certificate will be available on your [GradIntelligence](#) account within 5 working days of award conferral, and you will be contacted by the Graduation and Awards team regarding issue of your hard copy Certificate.

You will have full access to your GradIntelligence account for life. You will be able to share your HEAR and Certificate with employers and other universities by providing them with a University-certified record of your achievements.

### **Graduation ceremonies**

The culmination of all your hard work! [Graduation](#) ceremonies take place at our Colchester Campus in the Ivor Crewe Lecture Hall with a departmental Reception held afterwards on campus. All eligible students studying at our Colchester, Loughton and

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Southend Campuses will be invited to attend their course's ceremony at the next available Graduation. Confirmed dates for future graduation ceremonies are [published online](#).

We hold two Graduations per year: one in Spring and one in Summer. More information on the dates and ceremonies held for each Graduation, including eligibility and how and when to book your place at Graduation, will be published at the start of each academic year on the [Graduation webpages](#).

## **References**

### **Requesting references from members of staff**

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

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

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

### **Copies of references**

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

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## Alumni

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

We will be here for you wherever life takes you next. You might know the path you wish to take, but if you need help to reach your goals, our Careers Services Team offer information, guidance and advice on your different options after graduation. Careers support is for life as an Essex graduate and we'll be with you every step of the way. We are proud of our world-class research at Essex and your invitation to contribute is lifelong. As an Essex graduate, you can also take advantage of [generous discounts](#) on further [postgraduate study](#) and [postgraduate research degrees](#).

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