

**Your studies**

**Essex  
Pathways**

**STUDENT HANDBOOK**  
2021-22



University of Essex

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# Welcome



**A very warm welcome to the Essex Pathways Department; we are delighted that you have chosen to study with us.**

At Essex Pathways, we are dedicated to providing the best educational experience for you. You will find that we are committed to excellence in teaching and learning and will give you all the support that you need throughout your course.

We realise that starting your university education is a big step and therefore we put student experience at the heart of all we do. We focus on building an inclusive and caring learning community that will continually support all our students and ensure that you can develop and achieve your potential. We hope that you will enjoy and benefit from your time with us as an Essex Pathways student. This is your chance to challenge and stretch yourself and to build the foundations for your success. We want you to become an active member of our living and learning community and make full use of the opportunities, resources and facilities available. We are here to advise you on how to achieve this. We, in return, expect a high level of commitment and hard work from you so that you will finish your course with a sense of achievement and confidence.

This Handbook provides you with some useful information about the Department and the University; you can refer to it whenever you have a particular query, or need specific guidance. This Handbook also outlines important regulations that you will need to know and abide by as a student here. It is our responsibility to provide full and accurate information and it is your responsibility to familiarise yourself with it.

We hope that your time as a student at the University is successful and enjoyable. On behalf of everyone in the Department, I wish you every success in your studies and in your future career.

**Dr Nilüfer Demirkan-Jones**

**Head of Department**  
**Essex Pathways Department**

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## Contents

Welcome .....	1
Introduction .....	1
Practicalities and Getting Started.....	2
Registration .....	2
Right to Study.....	2
Student visas.....	2
Choosing your modules .....	2
Explore your Campus.....	2
Get connected.....	3
Your IT account.....	3
Campus Wi-fi.....	3
Essex Apps .....	3
MyEssex.....	3
PocketEssex.....	3
Find Your Way .....	3
Working while studying .....	3
Your personal belongings .....	3
The Essex Experience .....	4
Essex Values .....	4
Equality, Diversity and Inclusion .....	4
Student communities.....	4
Essex Sport.....	5
Students' Union.....	5
Get involved! .....	5
Essex spirit, social media and what's on? .....	5
About Essex Pathway Department .....	6
Meet the team .....	6
Key academic staff.....	6
Key professional services staff .....	6
Teaching staff and support.....	7
Module Tutors .....	7
Your Personal Tutor.....	7
Your Peer Mentor.....	8
Staff research interests .....	8
Departmental resources and facilities.....	8
Essex Pathways Social Space.....	8

Printing, photocopying and scanning .....	8
Premium printing .....	8
Noticeboards .....	8
Departmental prizes .....	8
Communications .....	9
Social Media.....	9
The use of personal devices .....	9
Learning and Teaching .....	10
The academic year.....	10
My Course .....	10
Credits .....	10
Learning outcomes.....	10
Grade boundaries .....	10
Module enrolment .....	11
Changing Modules .....	11
Employability Modules .....	11
Module Materials.....	11
Teaching timetable.....	11
Recording your attendance .....	12
Making changes to your study .....	12
Changing your course .....	12
Thinking of leaving or taking a break? .....	12
Library Services .....	12
Academic Skills Support .....	13
Proofreading services .....	13
Language classes .....	13
English classes for dependants .....	13
Learning a Language .....	14
Assessment and Academic Integrity .....	15
Rules of Assessment .....	15
Core, compulsory and optional modules.....	15
Academic Integrity and Academic Offences .....	15
Methods of Assessment in Essex Pathways .....	15
Coursework .....	16
Preparation of assignments .....	16
Assignment length.....	17
Samples of coursework.....	17
Referencing in coursework.....	17

Submission of coursework .....	17
Problems with FASER.....	17
Late submission of coursework.....	17
Return of coursework.....	18
Ethics in research.....	18
Examinations.....	18
Exam timetable .....	18
Attending an exam .....	18
Calculators in examinations .....	18
Dictionaries.....	19
Sample and past papers .....	19
Revision classes .....	19
Exam stress.....	19
Access to your exam script .....	19
Moderation and marking .....	19
Marking.....	19
Moderation .....	19
Second marking .....	20
External Examiners .....	20
Re-marking of coursework .....	20
Appeals .....	20
Feedback.....	20
Written feedback .....	21
Essay writing support .....	21
The Board of Examiners .....	21
Publication of results .....	22
Reassessment .....	22
Resit exams.....	22
Extenuating Circumstances .....	22
Computers, Learning Technologies and your Information.....	23
Computers.....	23
Using a campus computer .....	23
IT Help and guidance .....	23
Learning Technologies and Systems .....	23
Learner Engagement Activity Portal (LEAP).....	23
Moodle.....	23
FASER .....	24
Online reading lists.....	24

Listen Again.....	24
Zoom .....	24
Your information .....	24
Changes to your information .....	24
Your personal information .....	24
Student Voice.....	25
Student Representatives.....	25
Student Voice Groups .....	25
Student Surveys .....	25
UK Engagement Survey (UKES) .....	25
Student Module Feedback .....	25
You Matter.....	26
Student Services Hub .....	26
Support for students with disabilities or additional needs .....	26
Funding opportunities.....	26
Personal Emergency Evacuation Plans (PEEP).....	26
Essex Accessibility Forum .....	26
Seeing a Doctor .....	26
Counselling services .....	26
Drop In/Wellbeing Appointments .....	27
UK Immigration Advice and Guidance .....	27
Money management .....	27
Students' Union Advice .....	27
Residence Life .....	27
Religion, faith and beliefs .....	27
Harassment support.....	27
COVID-19 (Coronavirus).....	28
Health and safety on campus.....	28
Making a Complaint .....	28
Student Development.....	29
Careers Services.....	29
CareerHub.....	29
Your Personal Development at Essex .....	29
Volunteering .....	29
Get Work Experience .....	29
You Are Essex .....	30
Graduation and Awards .....	30
Graduation ceremonies.....	30

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HEAR .....	30
References.....	30
Requesting references from members of staff.....	30
Copies of references .....	31
Alumni .....	31
What comes next? .....	31

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## Introduction

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

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

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

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



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## Practicalities and Getting Started

### Registration

Whether a new or returning student, you will need to [officially register and pay your fees \(if required to do so\)](#) at the start of each academic year and prior to the published latest Registration date. Registration is not only a formal procedure of enrolling you into the University, but also connects you to a number of vital systems which allow you to access your online Welcome and Induction information and start your studies. As part of this process, you will need to activate your Essex IT account, register online (including payment of fees where required) and, once you arrive on campus, undertake a Right to Study check and collect your student registration card.

### Right to Study

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

### Student visas

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

### Choosing your modules

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

### Explore your Campus

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

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## Get connected

### Your IT account

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

### Campus Wi-fi

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

### Essex Apps

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

#### MyEssex

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

#### PocketEssex

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

#### Find Your Way

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

## Working while studying

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

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

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

## Your personal belongings

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

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

## The Essex Experience

### Essex Values

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

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

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

### Equality, Diversity and Inclusion

The University recognises the value of diversity and is committed to equality of opportunity. All of our students and staff are treated with dignity and respect, and solely on the basis of their merits, abilities and potential, regardless of race, ethnic or national origin, gender, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations, or any other irrelevant distinction.

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

Essex Pathways Department is committed to creating and sustaining a welcoming, inclusive, and socially just community that values, respects, celebrates and advocates for all individuals. As a department, we embrace a culture of care by empowering individuals' voices and valuing the diversity of our social identities.

We acknowledge that individually, and as a department, we are constantly learning and moving towards intellectual, social, and emotional growth through our daily work, our dialogue and interactions with one another.

### Student communities

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

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

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## Essex Sport

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

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

## Students' Union

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

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

### Get involved!

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

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

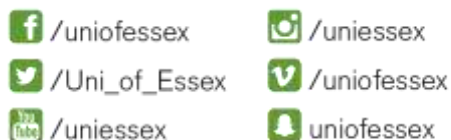
We also train, recruit and support hundreds of student reps each year. These reps gather feedback to share student viewpoints on academic experiences. You can find out more about student reps including how to sign up and getting trained [here](#).

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

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

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

Follow us on social:



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 Essex Pathway Department

### 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.

Dr Nilüfer Demirkan-Jones, the Head of Department, has general responsibility for managing the Essex Pathways Department. If you wish to contact the Head of Department, please book an appointment through a member of the professional services team.

The Department has two Departmental Disability Liaison Officers (DDLO) who liaise with Student Wellbeing and Inclusion Services to make sure reasonable adjustments are made for your teaching, learning and assessments. The DDLO duties and responsibilities can be found [online](#). Departmental queries, suggestions or feedback can be confidentially directed to our DDLOs: Dr Anyarath Kitwiwattanachai and Dr Victoria Allen-Baum.

### Key academic staff

Name	E-mail address	Title	Phone	Room
Maurice Abbott	mdabbott@essex.ac.uk	Lecturer, Course Director	2612	4.108
Dr Ahmed Al-Razaz	ahmed.alrazaz@essex.ac.uk	Lecturer, Course Director	4858	4.124
Dr Victoria Allen-Baume	v.allen-baume@essex.ac.uk	Lecturer, Department Disability and Liaison Officer	2231	4.111
Dave Briggs	dbrigg@essex.ac.uk	Senior Lecturer, Director for Blended Learning and Digital Innovation	3132	4.126A
Dr Nilüfer Demirkan-Jones	ndemirk@essex.ac.uk	Senior Lecturer, Head of Department	2205	4.105
Dr Ritta Husted	rhuste@essex.ac.uk	Senior Lecturer, Director of Education	4319	4.102
Dr Anyarath Kitwiwattanachai	akitwi@essex.ac.uk	Lecturer, Department Disability and Liaison Officer	4541	4.106
Dr Radu-Dragomir Manac	rmanac@essex.ac.uk	Lecturer, Employability and Development Director	2391	4.126B
Amanda Morris	a.j.morris@essex.ac.uk	Lecturer, Director of Recruitment and Transitions	2231	4.111
Dr Ian Mothersole	imothe@essex.ac.uk	Lecturer, Senior Tutor	2930	4SA.3.10
Dr Devon Wybrow	devon.wybrow@essex.ac.uk	Lecturer, Director of Student Engagement and Inclusivity	4921	4.103
Haji Yakubu	hyakubu@essex.ac.uk	Lecturer, Director of Staff Inclusivity and Development	3352	4.110

### Key professional services staff

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The Administration Office (room 4.117) is located on the main Essex Pathways corridor as you come through the 3NE entrance. Opening days and times are stipulated on the door. You can also contact the Professional Services Team via our Virtual Administration Hub, Monday to Friday. The Zoom link will be emailed to all students.

Name	E-mail address	Title	Phone	Room
Lucy Anthony	lanthony@essex.ac.uk	Student Administrator	4794	4.117
Helen Hearn	hhearn@essex.ac.uk	Senior Student Administrator	2842	4.117
Becky Humphreys	becky.humphreys@essex.ac.uk	Student Administrator	2217	4.117
Silvia Lefley	sleflay@essex.ac.uk	Department Manager	2109	4.101
Kate Smith	catsmith@essex.ac.uk	Senior Student Administrator	4564	4.117
Jayne Summers	jpsumm@essex.ac.uk	Deputy Department Manager	4432	4.115

### 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. Each member of the academic team hosts an office hour each week, the times of which will usually be available on their office door and on Moodle. These will either be hosted in the academic's office on campus, or via Zoom.

Supplementary to this, some modules offer timetabled lecture support hours, and/or tutorials which may take the form of a Zoom meeting, online forum, or other electronic means which will be made known to you at the beginning of the module.

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

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

### Module Tutors

There are dedicated Module Tutors to support students for each module. The Module Tutor for each module can be found on Moodle. If you have a specific study question, please check the [Moodle site](#) or the [Module Directory](#).

### Your Personal Tutor

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

If you need to speak with the Essex Pathways Senior Tutor, please contact Dr Ian Mothersole, telephone: 2930, email: [imothe@essex.ac.uk](mailto:imothe@essex.ac.uk).

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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).

### **Your Peer Mentor**

All Foundation Year students are assigned a [Peer Mentor](#). Peer Mentors are usually a first-year student at Essex. They will contact you to introduce themselves and organise how you'll stay in contact.

### **Staff research interests**

Essex Pathways is a unique department within the University which is home to academics from multiple disciplines. You can find their research interests [online](#).

### **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.

#### **Essex Pathways Social Space**

The Essex Pathways Social Space (room 4.116A) is located on the main Essex Pathways corridor as you come through the 3NE entrance. You can meet and chat with other fellow students and members of staff or eat your lunch. Please be aware that the number of staff and students accessing this room will be restricted in the academic year 2021-22 in line with the University's health and safety rules. Further details will be provided through clear signage on the Social Space door.

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

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

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

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

#### **Premium printing**

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

#### **Noticeboards**

Every department has their own noticeboard providing information on staff, courses and classes, updates, careers, events and opportunities. Information relevant to Foundation Year students is placed on noticeboards around Essex Pathways Department. We also have electronic displays in the Social Space and corridor. These will provide a mixture of important and interesting content, so please make use of them.

#### **Departmental prizes**

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



- 
- Highest Year Mark Award for the Humanities and Social Sciences Pathway
  - Highest Year Mark Award for the Law Pathway
  - Highest Year Mark Award for the Sciences Pathway
  - Highest Year Mark Award for the Economics and Business Management Pathway
  - The Andreas Polyviou Assignment Prize
  - Andreas Polyviou Highest Year Mark for Computing Prize

## **Communications**

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

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

## **Social Media**

Essex Pathways has a Facebook page, where we post useful information about the department and university: [www.facebook.com/UoEPathways](http://www.facebook.com/UoEPathways)

There is also a Facebook discussion group, for staff and students of the department to discuss life at Essex: [www.facebook.com/groups/1960050364274424/](http://www.facebook.com/groups/1960050364274424/)

## **The use of personal devices**

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



## Learning and Teaching

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

### The academic year

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

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

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

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

### My Course

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

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

### Credits

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

### Learning outcomes

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

### Grade boundaries

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

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

## Module enrolment

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

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

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

## 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 your Student Administrator in the first instance.

Late changes may be permitted but will be subject to the approval of the relevant Dean. 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 Course Director before submitting a request.

## Module Leaders

Module Leaders 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.

## Employability Modules

In Essex Pathways Department we choose to have no standalone employability module. Instead, we ensure that all modules focus on enhancing your employability through the development of your transferable skills, which we know are essential for future success in the world of work as well as your academic studies.

## Module Materials

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

## Teaching timetable

Every student has a [personal timetable](#) published at the start of term which shows when and where your teaching is taking place, and zoom links if teaching online. You can access your timetable on

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most mobile devices, including smart phones and tablets. You will need to have registered and activated your University of Essex log-in and selected all of your modules (if applicable) before you will be able to access your teaching timetable.

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

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

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

## Recording your attendance

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

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

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

## Making changes to your study

### Changing your course

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

### Thinking of leaving or taking a break?

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

## Library Services

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

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areas is also available via the library website, including [subject guides](#) for each department, and support in developing [search skills](#).

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

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

## Academic Skills Support

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

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

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

## Proofreading services

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

Where an Essex Pathways module includes a language element, as in the Research and Academic Development Skills module, then work cannot be proofread. Proofreading, the use of translation tools and assistance with language or grammar are not allowed in this module given that language proficiency is an integral part of the skills students are required to develop. For subject modules, students must acknowledge the use of a proof-reader by signing a declaration on the cover sheet.

## Language classes

### English classes for dependants

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

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## Learning a Language

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

## Assessment and Academic Integrity

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

### Rules of Assessment

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

In Essex Pathways we do not 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 amount of credits to be awarded your degree, and the Rules of Assessment and the Framework for undergraduate courses give you more information about this.

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

### Core, compulsory and optional modules

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

<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.

All Essex Pathways modules are core and must be passed.

### Academic Integrity and Academic Offences

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

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

### Methods of Assessment in Essex Pathways

In Essex Pathways, you are offered an inclusive learning experience through our teaching approaches and assessment methods. We ensure that our teaching methodologies cater for all students regardless of preferred learning styles and we ensure that our assessments include

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opportunities for students to reflect on their previous learning or general life experiences. We are very mindful that we respond to the diverse needs of our students by having in place support mechanisms which help all students achieve their potential. Personalised academic feedback and tutorial sessions are an integral part of our provision as well as peer support from fellow students. We firmly believe that all students will have a positive learning experience in our Department and one which will prepare them well for their future academic career.

All methods of assessment are compulsory. If you do not complete coursework or attend examinations and do not have extenuating circumstances to support your non-submission or absence, then you are at risk of being withdrawn from the University. Essex Pathways Department recognises that different assessment methods are needed to provide an accurate reflection of your achievements depending on the subject matter. Hence, a variety of methods are adopted in each module. The main assessment methods include:

- **Tests:** timed examinations which focus on concise presentation of knowledge and the application of analytical methods;
- **Assignments:** include essays, reports and projects, as well as database assignments and case studies. They are often of a problem-solving nature, allowing the exploration of theories, methods and policies with more creativity and depth than tests, and are less likely to be subject to the same time constraints as tests;
- **Presentations:** presenting ideas orally and answering questions is a valuable skill and in some modules these form part of the assessment;
- **Laboratory reports:** a formal record and written account of an experiment or project, describing any technical or background information, detailing objectives and procedures, and discussions of the final results;
- **Examinations:** assess the concise expression of ideas, analytical reasoning capabilities and power of arguments. For online exams you will be given a defined time period to complete the exam paper and upload it to the appropriate University system (usually Moodle or FASer)

Assessment methods for each module can be found in the [Module Directory](#).

Teaching staff use defined marking criteria to mark all coursework and exams. Please read the marking criteria for each assessment carefully to fully understand what is expected of you for each assignment. The marking criteria will be provided on our [Moodle site](#) and will be explained to you by your lecturer.

## 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

Your Module Leaders and Tutors will ensure that you are prepared to undertake all of your coursework. Assessments will be based on content that you have already studied, and therefore it is of the utmost importance that you regularly attend all of your online and on campus classes, and engage with the material delivered by your lectures. Assessment briefs will be published via Moodle, alongside the coursework rubric, in good time, to ensure that you understand the criteria against

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which your submission will be assessed. Further guidance on preferred structure, layout and referencing style may also be provided, depending on the module and method of assessment.

### Assignment length

Assignment details will include a word count appropriate to the task(s). Please ensure that you adhere to the required word count as failure to do so may incur a marks penalty (this is indicated in the marking criteria).

### Samples of coursework

A range of pieces of work are available for students to identify what constitutes a good essay within different disciplines. For some modules examples of solutions are published in the lecture notes and full solutions for each test are issued with the marks. Detailed solutions are also published on Moodle.

### Referencing in coursework

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

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

Referencing skills will be developed in your Research and Academic Development Skills module. You must use the referencing style relevant to your discipline. 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 onto the server and are encouraged to use this as a safe and secure area to store your coursework. This can help to avoid the problem of your computer crashing at the last minute and your important files being lost. In cases where multiple versions are uploaded you will **need to make any which you do NOT want to be included in the final submission a 'draft'** otherwise just the most recently uploaded file will be taken as the final version. The maximum file upload size is **50MB**.

### Problems with FASER

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

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

### Late submission of coursework

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



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satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline.

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

## Return of coursework

You will receive your coursework marks during the academic year. You are not permitted to re-submit assignments or re-take tests in order to raise your mark. Marked assignments and tests are normally returned to you within 20 working days of the submission deadline or the test. The 20-working day period does not include Bank Holidays and any of the University's Christmas closure period (which is usually considered to be six days).

Other vacation periods are included in the 20 working days as well as term-time (e.g. coursework handed in at the end of term should be returned at the start of the following term). Please note that all marks are provisional until they have been ratified by the Board of Examiners which convenes at the end of the Summer term.

## Ethics in research

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

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

## Examinations

Attendance at examinations is **compulsory** and if you do not attend them and do not have [extenuating circumstances](#) then you are at risk of being withdrawn.

### Exam timetable

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

### Attending an exam

In 2021-22 most exams will be run online, using FASER or Moodle. You will quickly become familiar with these platforms, if you are not already, as FASER is also used for coursework submissions and Moodle is often used to hold module materials.

Your exam timetable will indicate which platform applies to each exam. The Exams Team will also send you links to information about the different platforms and how they are used for exams when they publish your exam timetable.

### Calculators in examinations

If you are allowed to use a calculator in your examinations, the only models you are permitted to use in invigilated exams are the Casio FX-83GT X, Casio FX-85GT X, Casio FX-83GT PLUS or the Casio FX-85GT PLUS.

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The only exception is for certain **Finance** exams that require a **financial** calculator, in which case you may use the **Hewlett Packard 12c** (all variants) or the **Texas Instruments BAI Plus** (including the BAI Plus Professional).

### Dictionaries

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

### Sample and past papers

Past papers or sample exam questions may be available for some modules. Please ask your lecturer for details about accessing these. Please bear in mind that the detailed content of a module can change from year to year, so papers from previous years may contain questions which are no longer relevant.

### Revision classes

Revision classes will be timetabled at the beginning of the Summer Term.

### Exam stress

[Exams create stress](#) for most people, but there is a lot that you can do to prepare for them and help manage the levels of stress associated with exams. The University's Skills for Success Team offers a series of [Exam Workshops](#) which are run by specialist staff. These sessions cover revision planning and techniques, as well as sessions on relaxation and how to cope with stress. Staff in the [Student Services Hub](#) can also provide sessions on stress management if required.

### Access to your exam script

If you would like to see your script for an invigilated exam, you should make the request to your Student Administrator within four weeks of the exam. You will either: be allowed to see the script in the presence of one of the staff responsible for teaching the module, *or* you will be provided with a copy or summary of the examiners' comments on your performance. If you need to undertake an exam as part of reassessment on a module, Essex Pathways will provide you with written feedback on the exam within two weeks of results being released.

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

### Moderation and marking

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

#### Marking

All student work is marked in line with the University's Marking Policy. If your assessment is worth up to and including 40% of your module mark, it will be marked by one member of academic staff. If it is worth more than 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 have been applied appropriately. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given.

## Second marking

Second marking is a process whereby another member of academic staff marks the work again and has access to the first marker's marks and comments. Where two members of staff are involved in marking a piece of work, the markers make every effort to agree a mark, rather than merely averaging the two marks. Essex Pathways keeps a full record of both individual and agreed marks for all work which is second marked.

Once you have submitted your assignments, they will be marked and then second marked if they fall within the bands specified in the Essex Pathways second marking policy:

Course	Essex Pathways second marking protocol for coursework and exams
Foundation Year	<ul style="list-style-type: none"><li>▪ 42% and below</li><li>▪ between and including 68% and 72%</li><li>▪ sample the rest (10% with a focus on borderline marks)</li> <li>▪ With the exception of Mathematics modules (IA112, IA115, IA124, IA126, IA127, IA128) where the second marking protocol is:<ul style="list-style-type: none"><li>▪ 42% and below</li><li>▪ sample the rest (10% with a focus on borderline marks)</li></ul></li></ul>

## External Examiners

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

## Re-marking of coursework

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

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

## 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

In the Essex Pathways Department great emphasis is placed on feedback and you will receive regular written and verbal feedback on assessed and non-assessed coursework, thus enabling direct and prompt clarification of any queries you may have. Formal feedback includes:

- comments and/or corrections on marked assignments and tests;

- typed feedback sheets completed by teaching staff, which identify how you can improve on future assessed work. You receive this together with your marks;
- a highlighted copy of the marking rubric for the assessed work (where appropriate) that identifies where your work falls on the marking criteria;
- solutions (where appropriate);
- tutorials, in which written feedback comments can be explored and discussed with your lecturer.

Please note that different forms of feedback may be appropriate in different disciplines. You are expected to discuss the feedback by arranging to see the relevant lecturer or tutor during their academic support hours. You are encouraged to reflect on the markers' comments and to use the feedback to shape your study plans. Feedback is also effectively provided by informal interactions between students and lecturers.

### **Written feedback**

As an integral part of the marking process, teaching staff will provide you with written feedback on each assignment you submit. General feedback on the overall quality of your assignment, its major strengths and weaknesses, and points for improvement is included on a separate feedback sheet. More specific and detailed feedback (relating to particular parts of your assignment) is given in the form of notes written on relevant parts of the text of your assignment (e.g. on the margins, or on the back of the relevant page, or at the end of the assignment).

### **Essay writing support**

Your course is specifically designed so as to equip you with the essay writing and academic study skills that you will need to successfully pursue your studies at undergraduate level. You will be taught how to plan, draft, write, edit and proofread your work effectively and will learn and master a range of important skills including note-taking, paraphrasing, summarising, citation and referencing. Particular attention will also be paid to developing your ability to think critically and synthesise information in ways which will allow you to create an effective academic argument.

If you need to undertake any reassessment on a module, Essex Pathways will provide you with written feedback on the elements being reassessed. Following the exam board and release of results, lecturers will be available to meet and discuss feedback with you. The Department also organises support sessions and revision lessons, face-to-face or on Zoom, towards the end of August.

### **The Board of Examiners**

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

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

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

- what reassessment you could be offered and when you can take it<sup>1</sup>

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<sup>1</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.

- whether you must withdraw from your course, with or without an exit award

### Publication of results

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

### Reassessment

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

If you have to take compulsory reassessment, whether coursework or examination, it is really important that you do this. If you do not, it is likely that you will be unable to progress with your studies at the University.

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

The reassessment strategy for each module can be found on the [Module Directory](#).

### 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 Leaders 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).

### Extenuating Circumstances

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

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

Essex Pathways 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, and so it is best to check availability first.

#### IT Help and guidance

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

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

### Learning Technologies and Systems

#### Learner Engagement Activity Portal (LEAP)

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

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

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

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

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

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

#### Moodle

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

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## **FASER**

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

## **Online reading lists**

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

## **Listen Again**

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

## **Zoom**

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

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

## **Your information**

### **Changes to your information**

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

### **Your personal information**

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

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

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



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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.

## 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.

## UK Engagement Survey (UKES)

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

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

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

## Student Module Feedback

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

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

If you have some feedback but don't know who to tell, please 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 difficulty or mental health difficulty to disclose and register with the [Student Services Hub](#) so that we can plan how best to [support you in your studies](#).

### Funding opportunities

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

### Personal Emergency Evacuation Plans (PEEP)

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

### Essex Accessibility Forum

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

### Seeing a Doctor

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

### Counselling services

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

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

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## Drop In/Wellbeing Appointments

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

## UK Immigration Advice and Guidance

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

## Money management

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

## Students’ Union Advice

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

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

## Residence Life

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

## Religion, faith and beliefs

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

## Harassment support

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

We encourage a culture of dignity and respect. We’re committed to upholding an environment that’s free from any form of harassment or bullying. Though rare, these incidents can occur and if they do

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our [Harassment Report and Support Service](#) of trained Harassment Support Workers are on hand to help.

## **COVID-19 (Coronavirus)**

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

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

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

## **Health and safety on campus**

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

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

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

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

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

## **Making a Complaint**

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

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

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## Student Development

### Careers Services

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

### CareerHub

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

### Your Personal Development at Essex

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

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

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

### Volunteering

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

### Get Work Experience

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

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

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## You Are Essex

### Graduation and Awards

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

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

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

### Graduation ceremonies

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

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

### HEAR

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

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

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

### References

#### Requesting references from members of staff

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

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an academic who has taught you or your Personal Tutor. Course Directors provide references for applications made through the UCAS system.

Every reasonable effort will be made to meet a request for reference for a student who has undertaken study within our Department. Requests received from students who have graduated from the University within the last three years will be prioritised. Requests received outside of this period may, of course, be met if a member of staff is equipped with the necessary information and is willing to provide a reference.

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

### **Copies of references**

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

### **Alumni**

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

### **What comes next?**

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

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

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

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