

Your studies

School of Law

Postgraduate taught

STUDENT HANDBOOK
2021-22



University of Essex

Welcome

Welcome to the School of Law and Human Rights Centre. We hope that you will settle in smoothly as you move into the next steps in your academic development - it should be challenging, but very rewarding as you focus on your own special areas of interest. This year we have adapted our teaching and extra-curricular activities to suit your needs and ensure that Covid-19 does not impede the same fulfilling experience of studying law that we are proud to offer.

The aim of this handbook is to provide you with information which will be useful and answer some of the questions you might have.

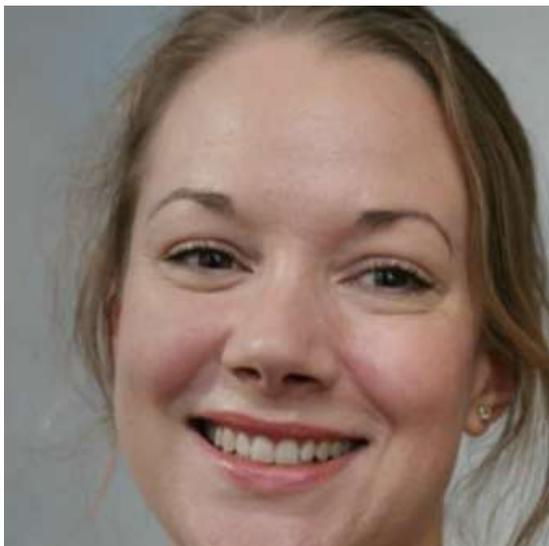
If you have any problems or queries during the next few weeks, do not be reluctant to ask for help. Some issues can be resolved in the School; for others please see the following suggestions to ensure you receive more specialised advice:

- Administrative enquiries and questions about individual courses – ask one of the administrative staff in the Law General Office at pgtlawqueries@essex.ac.uk
- Problems with accommodation – contact the Accommodation Office in the first instance;
- Significant personal or emotional issues –you can make an appointment with the [Student Support Office at the Silberrad Centre](#).
- [PGT Student Support Officer, Mohammed Alshaleel: \[mkalsh@essex.ac.uk\]\(mailto:mkalsh@essex.ac.uk\)](#)

And remember, your personal tutor is also available to give advice, or point you in the direction of someone who can help you.

Best wishes

Dr Karen Brennan
Acting Head of School



Caveat

The information included in this handbook is correct at the time of printing. However, it is possible that changes will occur and sometimes at very short notice. In such cases, the School of Law and Human Rights Centre reserve the right to update, modify or even withdraw specific courses/modules or staffing arrangements or methods of assessment where academic developments or unexpected contingencies render such action necessary or expedient in the judgement of the Head of School. If there are any discrepancies between this handbook and University or School documents, then official University or School documents take precedence.

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Introduction

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

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

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

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

Practicalities and Getting Started

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

Registration

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 campus [services on campus](#) and make sure that you're aware of the [guidance](#) for those coming onto campus.

Get connected

Your IT account

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

Campus Wi-fi

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

Essex Apps

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

MyEssex

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

PocketEssex

[Pocket Essex](#) is the University's official app for students; its interface of icons 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

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.

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.

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

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 work hard to support our PGT community, and are here from day one to the moment you graduate to support you in any way we can.

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

Get involved!

There are opportunities to join [Sports Clubs](#), 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 the School of Law

At Essex we teach the law that matters. Consistent with our founding ethos, we are 'freer, more daring and more experimental' than a traditional law school. Your legal education has to be relevant and responsive to the needs of a changing society, so our approach is global in outlook, based on justice, and engaged with real-world problems.

Our significantly diverse population of undergraduate and postgraduate students, and academics, supports an approach to research and education which is informed by cross-cultural and comparative insights. We embrace the idea of the "fundamental unity of human knowledge" *; law is not a discipline confined to its own sphere, but rather one that is enriched by drawing upon insights from other disciplines and other legal traditions.

We are committed to transnational legal conversations and exploring the meaning of justice in different legal systems. We encourage our students to take up opportunities to study abroad during their time with us. We are proud to run the largest double degree programme in the United Kingdom with students qualifying to practice in both France and England & Wales. The Essex Human Rights Centre is recognised internationally for its work in the promotion of human rights.

We value building and maintaining personal links and a sense of academic community both on campus and beyond. We seek not only to impart knowledge about the law but also to stimulate critical dialogues about justice, and the operation and purpose of the law.

The School of Law is home to the Essex Public International Law Lecture Series. This is a weekly lecture series featuring judges of international courts and tribunals, leading academics and practitioners of international law from governmental service, international organisations and private practice from across the globe. You can find further information about the lecture series [here](#).

*Sir Albert Sloman, first Reith Lecture.

For more information you can visit the [School of Law](#) webpages

The Human Rights Centre

The Human Rights Centre is housed within the School of Law and run by core staff supported by other members from across different departments at the University. The HRC is staffed by what is undoubtedly the strongest team of academic human rights lawyers in the UK, together with philosophers, political theorists and sociologists who have worked on human rights issues. The Centre co-ordinates the University's interdisciplinary human rights teaching programme as well as a programme of research, training, external consultancy and publication on international, comparative and national aspects of human rights. The School/Departments of Law, Government, Philosophy and Sociology all contribute to the work of the Centre, which has a worldwide reputation for its teaching and research. Many members of the academic team have extensive practical experience of international human rights work with organisations such as the United Nations, the Council of Europe, the Organisation for Security and Co-operation in Europe, Amnesty International, and Minority Rights Group. Staff bring their field experience to bear on their teaching and research activities. It is this combination of academic excellence and practical experience that makes the Human Rights Centre a unique and stimulating place to study.

For more information you can visit the [Human Rights Centre](#) webpages.

Meet the team

A full list of all academic and professional services staff for The School of Law and Human Rights Centre can be found on [our website](#).

Below is a summary of the roles of staff that you are likely to be in contact with most frequently:

Jamie Tuxford – School Manager, School of Law

Jamie is the School of Law and Human Rights Centre Manager and oversees the professional Services teams.

Ilse Verwulgen – Deputy School Manager, School of Law

Ilse is Deputy School of Law and Human Centre Manager and is responsible for student services and timetabling. Ilse supports Jamie, the School of Law and Human Rights Centre Manager.

Liam Best – Senior Administrator (PGT), School of Law

Liam is responsible for the administration of all LLM and MA students and modules in the School of Law and Human Rights Centre.

Katrina Radford – Senior Administrator (PGT), School of Law

Katrina is responsible for the administration of all LLM and MA students and modules in the School of Law and Human Rights Centre.

Bev Jackson – Director of Student Support, School of Law

Bev Jackson provides support for all students in the School of Law. You can use this support to discuss study skills to help you with your programme, to talk through issues you are experiencing or for feedback on your coursework and advice on how to improve your grades. You can make an appointment for a one-to-one tutorial or you can call at Bev's office, which is near the Essex Law and Human Rights Centre Clinics.

Professor Lars Waldorf – Graduate Director for Human Rights

Professor Lars Waldorf is Graduate Director for Human Rights and Professor at the School of Law.

Professor Onyeka Osuji – Graduate Director for Commercial Law

Professor Onyeka K. Osuji is a Professor of Law and Director of the Commercial Law PGT programmes at the School of Law.

Dr Meagan Wong – LLM International Law Programme Leader

Dr Meagan Wong is the Postgraduate Director of the LLM in International Law degree. She is the co-founder, co-host and co-convenor of the Essex Public International Law Lecture Series.

Dr Andrew Fagan – Director of the Human Rights Centre

Dr Andrew Fagan is Director of the Human Rights Centre and Senior Human Rights Lecturer.

Administrative Support

If you have general questions about your programme of study, such as how to select modules or where to find certain information, please check the [Law and Human Rights PGT Moodle page](#). The page holds a wealth of useful information and resources and you may find the answer you need:

If your query is more specific, contact the Law PGT Admin Team at pgtlawqueries@essex.ac.uk – you can usually expect a response within 3 working days (sooner where possible). Please note that response times may be longer at very busy times of the year.

The Law PGT Admin Team can help with all queries relating to your programme of study including advice on timetables, assessments, module enrolments, document requests, what to do if you are experiencing problems and more. Not all queries can be answered directly by the Admin Team and if this is the case, we will refer you on to the most appropriate person for help.

The majority of questions and issues can be resolved by email, but if you wish to talk to someone in the Admin Team we will also be offering drop-in sessions where you can raise your queries with us over Zoom. Drop-in sessions will be an hour long and will be held as follows:

Autumn term zoom drop-in sessions

Week 1 (W/C Mon 4th Oct) to Week 4 (W/C Mon 25th Oct) Two drop-in sessions per week.

Week 5 (W/C Mon 5th Nov) to Week 11 (W/C Mon 13th Dec) One drop-in session per week

Spring and Summer term zoom drop-in sessions

TBC depending on demand

We will not hold drop-in sessions during university vacations.

The times and dates of drop-in sessions will be published via Moodle announcement at the beginning of each term. We will also send out reminders before each session. In some circumstances we may also be able to arrange for individual meetings with students over Zoom.

We will also be holding some drop-in sessions at the beginning of the academic year (October and January) covering specific issues at such as timetables and module enrolment. Details of these sessions will be published via Moodle announcement at the start of term.

The Law Office is located in room 5S.5.5. Opening hours for our in-person Helpdesk are currently subject to change. Please check Moodle and the notices posted on the Law Office door regularly for updates to opening hours.

Contact Details

Email: pgtlawqueries@essex.ac.uk

Student Support

Student Support Officers in the School of Law and Human Rights Centre work to provide support for students who may be experiencing difficulties due to personal or wellbeing issues or because of a temporary or permanent disability such as a medical condition or specific learning difficulty. If you have any problems or concerns, or you would like some advice about the specialist support services available at Essex, please speak to your Personal Tutor, Dr Mohammed Alshaleel the Student Support Officer for PGT programmes or Bev Jackson, Director of Student Support and Progress.

Useful contact details:

Dr Mohammed Alshaleel Email: mkalsh@essex.ac.uk

Bev Jackson Email: bjackson@essex.ac.uk

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.

You can arrange for an appointment with the relevant academic via Zoom or face-to-face, as appropriate and convenient, by contacting them via email directly. A list of your academics can be found [here](#).

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.

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 questions the relevant module.

You can find out who is the module tutor for each Module on the [Module Directory](#).

Your Personal Tutor

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

The Graduate Directors

In some circumstances, you may wish to contact your Graduate Director. The Graduate Directors are responsible for the overall management of our PGT programmes and can be contacted with queries relating to your course. However, we suggest that you contact your Personal Tutor were possible in the first instant.

Staff research interests

School of Law

The School of Law offers expertise in various areas of law which range from Public and Administrative Law to Commercial and Business Law. It is renowned for its prominence in the field of Human Rights Law, European Law, International Law, Business Law and Regulation and Trade and Maritime Law. Its academic members of staff are specialised in fields as diverse as Criminal Law, Company Law and Corporate Governance, Consumer Law, Arbitration and Commercial Dispute Resolution, Banking Law, Competition Law, Marine Insurance Law, Carriage of Goods, Wet and Dry Shipping, Intellectual Property Law, International Investment Law, International Economic Law and Family Law. Comparative Law, Private International Law and Environmental Law are other areas where the School excels.

An indication of research interests can be found on the [School of Law webpages](#).

Human Rights Centre

The research interests of the Human Rights Centre are as extensive as the specific research interests of the staff and Members of the HRC. With over 80 academic members of our research community, the HRC offers one of the world's largest and most diverse human rights research communities. Areas of particular interest include: civil and political rights; economic, social and cultural rights; cultural diversity and human rights; minority rights; business and human rights; transitional justice; environmental rights; the rights of prisoners and detention; health and human rights; regional human rights systems; refugees and displaced persons; the law of armed conflict and humanitarian law; political systems and human rights; religion and freedom of expression; the arts and human rights and many others.

Further details can be found on the [Human Right Centre webpages](#).

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.

The School of Law Common Room

The School of Law and Human Rights Centre Common Room (5S.6.17) is located in the School of Law and is for the use of all students and staff. It is an ideal space for personal study and relaxation as well as group study and revision.

Postgraduate Training

Postgraduate Taught students are provided with structured training throughout their scheme of study. The Department offers a wide range of postgraduate taught modules that either explore particular fields and concepts or offer specific training in research methods and skills. Students should peruse the modules available and discuss with the relevant Module Director in the first instance and the Graduate Director Taught which of these modules would be suitable. Students are also encouraged to take trainings offered by the Skills for Success team of the University.

Printing, photocopying and scanning

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

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

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

Premium printing

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

Noticeboards

Every department and school has their own noticeboard providing information on staff, courses and classes, updates, careers, events and opportunities. The Law School postgraduate noticeboards are located outside the Law Office in corridor 5.

Departmental prizes

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

The Suffolk & North Essex Law Society Prize

The Law Society inaugurated this prize in 1992; this consists of a certificate and an award of £150 and is awarded annually to the best graduating student from the LLM International Human Rights Law, the LLM International Humanitarian Law or the LLM Economic, Social and Cultural Rights.

The Kevin Boyle Memorial Prize

The Kevin Boyle Memorial Prize was established in recognition of the immense contribution Professor Kevin Boyle made over many years to the development of the Essex Human Rights Centre. It is awarded annually to the most academically accomplished student on the MA Human Rights & Cultural Diversity.

The Deborah Fitzmaurice Prize

Deborah Fitzmaurice was instrumental in the creation of the MA Theory & Practice in Human Rights. She tragically died in 1992. The Deborah Fitzmaurice Prize was created in recognition of the indispensable contribution she made to human rights teaching at Essex. The prize is awarded annually to the most academically accomplished MA Theory & Practice student. The recipient will receive a certificate and an award of £150.

The Nigel Rodley Prize

The Nigel Rodley Prize was established in memory of Nigel Rodley who made an immense contribution to Human Rights and the creation of the Human Rights Centre. The prize is awarded annually to the best performing student in the LLM International Human Rights Law dissertation. The recipient will receive a certificate and an award of £100.

Best Performance in a Commercial Law Postgraduate Dissertation

The prize is awarded annually to the student receiving the highest mark for the year in the dissertation for International Commercial and Business Law, International Trade Law, International Trade and Maritime Law, Maritime Law or Corporate Responsibility. The recipient will receive a certificate and a book token to the value of £100.

Best Performance in Individual Commercial Law Postgraduate Programmes

The prize is awarded annually to the student receiving the highest overall degree mark for the year in International Commercial and Business Law, International Trade Law, International Trade and Maritime Law, Maritime Law or Corporate Responsibility. The recipient will receive a certificate and a book token to the value of £150.

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

The School of Law and Human Rights Centre's Social Media pages can be found at:

Twitter: @EssexLawSchool

Facebook: @UOELAW

Linkedin Student Group: <https://www.linkedin.com/groups/8956677/>

Human Rights Centre

Twitter and Facebook: @EssexHRC

The School of Law & Human Rights Centre PGT Information Page on Moodle

All students on our LLMs and MAs have access to the [School of Law and Human Rights Centre PGT Information](#) page on Moodle.

This page is your first port of call for a wealth of information about your course and procedures and policies in the department. You can find information about Welcome Week, the Library, Student Support, engagement and progress, useful links, coursework deadlines and submission instructions, late submissions, extenuating circumstances, the School Bursary, Dissertation-related procedures and resources and more.

The page is also home to a general news and announcements feed that the department uses to send out notifications that need to reach the whole PGT cohort.

The use of personal devices

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

Learning and Teaching

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

The academic year

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

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

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

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

The structure of your academic year

Full Time 12 Month Master's Programmes – October starts

If you join us in October for a full time Master's programme, you will take your taught modules in the Autumn and Spring terms. You will have a vacation at Christmas (Weeks 12-15) and Easter (Weeks 26-29). You will not have a summer vacation. Work on the dissertation begins in the Summer term and continues through July and August until the dissertation submission deadline in early September.

Full Time 12 Months Masters Programmes – January starts

If you join us in January for a full time Master's programme you will take the first half of your taught modules in the Spring term. You will have an Easter vacation (Weeks 26-29). You will not have a summer vacation. Work on the dissertation begins in the Summer term and continues through July and August until the dissertation submission deadline in early September. You will take the rest of your taught modules in the following Autumn term.

Full Time 24 Month Master's Programmes with Professional Placement

If you join us in October for a full time Master's programme with professional placement, you will take your taught modules in the Autumn and Spring terms of Year 1. You will have a vacation at Christmas (Weeks 12-15) and Easter (Weeks 26-29). You will not have a summer vacation. You will be expected to take up your work placement in the Summer Term and continue your placement until the Spring of Year 2. You will begin work on the dissertation in the Summer term of Year 2. Work on the dissertation will continue through July and August until the dissertation submission deadline in early September.

Part Time 24 Month Master's Programmes

If you join us in October on a 24 month part-time Master's programme, you will take half of your taught modules in the Autumn and Spring terms of Year 1. You will have a vacation at Christmas (Weeks 12-15) and Easter (Weeks 26-29). The Summer term will end in Week 39 and you will have a

summer vacation. You will take the second half of your taught modules in the Autumn and Spring terms of Year 2. You will have a Christmas and Easter vacation only in Year 2. There is no summer vacation. Work on the dissertation begins in the Summer term of Year 2 and continues through July and August until the dissertation submission deadline in early September.

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](#).

Through the above link you will also be able to search for each of our courses, and find out which modules are core, compulsory, and optional.

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

Credits

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

Master's degrees in the School of Law and Human Rights Centre require a specific number of credits to achieve the award:

LLM programmes: 180 credits (normally 120 credits of taught modules and a 60-credit dissertation).

MA programmes: 180 to 190 credits (normally 120 to 130 credits of taught modules and a 60-credit dissertation).

Learning outcomes

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

Grade boundaries

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

Module enrolment

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

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

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

Modules in the School of Law and Human Rights Centre

Modules in the School of Law are worth either 15 or 30 credits. 15 credit modules take place in a single term, either Autumn (module prefix AU) or Spring (module prefix SP). 30 credit modules take place over two terms (Autumn and Spring).

How many modules do I need to take?

If you are enrolled on a full time LLM programme you must take 120 credits of taught modules to achieve the degree award.

If you are enrolled on a part-time LLM programme you must take 120 credits of taught modules across the 2 years of your course. You will usually be expected to take 60 credits of taught modules in Year 1 and 60 credits in Year 2.

If you are enrolled on one of our MA programmes you must take between 120 and 130 credits of taught modules to achieve the degree award.

Whatever programme you are enrolled on, your credits total must include any core or compulsory modules that are part of your programme structure as well as your optional modules.

Module enrolment for students on part-time programmes

If you are enrolled on a part-time programme you will not be able to select your optional modules online in eNROL. You should contact the PGT Admin Team by email with the full codes and titles of your chosen modules and they will organise your enrolment.

Auditing modules

You may request to audit a limited number of modules. Auditing means you have access to classes and teaching material, but you will not take assessment in the module. The module will not appear on your transcript. If you would like to audit a module you must seek approval from the relevant Module Director and then contact the PGT Admin Team who will arrange for you to be enrolled as an auditor. Permission to audit is at the Module Director's discretion. Not all Module Directors accept auditors.

Module enrolment for HU902-7-SP: Human Rights Clinic

Acceptance on module HU902: Human Rights Clinic is subject to an application procedure in the first weeks of the academic year. You will be provided with full application details in Welcome Week. If your application is successful, you will be enrolled on the module. If you are unsuccessful in your application, you will be asked to select an alternative module.

Human Rights MAs: Modules in outside departments

If you are enrolled on MA Human Rights and Cultural Diversity or MA Theory and Practice of Human Rights, you will have the option to select modules that are not taught by the School of Law and Human Rights Centre. Depending on which programme you are enrolled on, this can include modules in the following departments:

Module Prefix	Department	Departmental Contact Details
AR	School of Philosophy and Art History – Art History and Theory	spahpg@essex.ac.uk
BE	Essex Business School	ebspgtad@essex.ac.uk or ebshelp-col@essex.ac.uk
CS	School of Philosophy and Art History – Interdisciplinary Studies Centre	spahpg@essex.ac.uk
EC	Economics	pgteco@essex.ac.uk
GV	Government	govpgquery@essex.ac.uk
HR	History	history-office@essex.ac.uk
LT	Literature, Film and Theatre Studies	liftspostgraduatequeries@essex.ac.uk
PA	Psychosocial and Psychoanalytic Studies	ppspgt@essex.ac.uk
PY	School of Philosophy and Art History - Philosophy	spahpg@essex.ac.uk
SC	Sociology	sociology-pgt@essex.ac.uk

You should contact the relevant department direct if you have any queries about taking a module with them.

You may find that some outside modules have a different credits value to a standard Law or Human Rights module. This means you can take between 120 and 130 credits of taught modules in total.

Choosing a balanced workload

When selecting your modules, we strongly recommend that you consider taking a balanced workload. You should aim to take an equal number of credits in the Spring and Autumn terms. If you take too many credits during a single term, this may have a detrimental impact on your studies if you struggle to manage your workload.

Module requisites and exemptions

Some of our programmes and modules have specific requirements and these are detailed below:

LW902: Public International Law. If you are registered on one of the Human Rights LLM programmes, you must take module LW902 unless you have evidence of previous study in Public International Law. If you have studied this previously, you may be eligible to opt-out of the module. You will be provided with instructions for opting-out of LW902 in Welcome Week.

LW803-7-AU: International Law of Armed Conflict and LW804-7-SP: Current Challenges in the Law of Armed Conflict. If you are registered on one of the Human Rights LLM programmes and wish to take LW804 in the Spring term, you must also take LW803 in the Autumn term.

LW603-7-AU: International Sale of Goods and LW604-7-SP: Carriage of Goods by Sea. If you are registered on a Commercial Law LLM or the International Law LLM and wish to take LW604 as an optional module in the Spring term, you must also take LW603 in the Autumn Term.

MA Theory and Practice of Human Rights. If you are registered on this programme and do not have a background in Law but wish to take modules with codes starting LW8XX or LW9XX, you must also take LW901-7-AU: International Human Rights Law: Law and Practice in the Autumn term. The only exceptions are if you wish to take modules LW902: Public International Law, LW922: Business and Human Rights or LW927: Transitional Justice.

LLM International Law pathways

There are three pathways available if you are registered on LLM International Law. You need to choose the appropriate modules for the pathway to wish to take:

LLM International Law: You may take any mix of Human Rights and Commercial Law modules from the optional modules list. Please note that LW902: Public International Law is compulsory unless you are eligible to opt-out.

LLM International Law (with Human Rights): You need to take at least 60 credits of Human Rights modules. Please note that LW902: Public International Law is compulsory unless you are eligible to opt-out.

LLM International Law (with Business Law): You need to take at least 60 credits of Commercial Law modules. Please note that LW902: Public International Law and LW966: Commercial Conflict of Laws are compulsory. However, you may opt-out of LW902 if you are eligible.

MA Theory and Practice of Human Rights pathways

here are four pathways available if you are registered on the full time 12 month MA Theory and Practice of Human Rights. These are:

MA Theory and Practice of Human Rights – generic pathway

MA Theory and Practice of Human Rights – Global Diversity

MA Theory and Practice of Human Rights – Social Justice

MA Theory and Practice of Human Rights – Identity

There are specific options lists for each pathway. When you are first registered on the programme, you will be enrolled on the generic pathway by default. You can choose to remain on this pathway or select one of the other options. The Law PGT Admin Team will contact you shortly before the start of term and ask you to confirm which pathway you wish to take. If you wish to change to the Global Diversity, Social Justice or Identity specialisms, Law PGT Admin will then arrange for you to be enrolled so that you can access the correct options list for your chosen pathway. You will have until the end of Week 2 (Friday 15th October) to make changes to your pathway. The School of Law and Human Rights Centre cannot guarantee it will be possible for any changes to be made after this date.

The Global Diversity, Social Justice and Identity pathways are not available if you are studying MA Theory and Practice of Human Rights on a part-time basis.

Changing Modules

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

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

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

to your Department or School responsible for your course, as well as the Department that teach the module if it is an outside option.

Module Directors

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

Fitness to practise

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

Study Abroad

As a postgraduate student there are a variety of opportunities at Essex to have an international experience through one of our Essex Abroad programmes.

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

Work Placements

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

Commercial Law LLMs with Professional Placement

Module LW811-7-FY: Industry Placement is the assessed element of Commercial Law LLMs with a professional placement. This module is only open to students registered on LLM Commercial and International Law with Professional Placement and LLM International Trade and Maritime Law with Professional Placement. Details and aims of the module can be found in the Module Directory [here](#). If you are taking this module you must note the following:

- You are responsible for finding and securing a suitable work placement. The University can assist in finding a placement but cannot organise the placement on your behalf. All placements must be approved by both the School of Law and the Work Based Learning Team.
- Placements may be paid or unpaid. There is no guarantee you will be paid for your work placement.
- Fees will be charged for both years of the LLM with Professional Placement. Details of fees liability can be found in the programme specification on the University website
- If you are unable to secure a placement by the beginning of the Spring term, you will be required to change to the 1-year variant of the programme and proceed straight to work on the dissertation. You will be notified of the deadline for securing a placement during the academic year.

Useful contacts:

Dr Marios Koutsias – Module Director for LW811-7-FY. You can contact Dr Koutsias with any questions about the module at mkouts@essex.ac.uk

Lauren Lewis – Work Based Learning Manager. You can contact Lauren with any questions about the University approval process for your work placement at lauren@essex.ac.uk

PGT internships or work experience and the School Bursary

PGT students are encouraged, but not required, to undertake internships between June and September. To make this more feasible, the Law School offers small bursaries and short dissertation extensions (see the relevant section in this Handbook). The Law School also provides some careers sessions, which include discussion of internships. Please be advised, however, that you are responsible for finding your own internship.

Applications for the School Bursary open in the Spring term and the deadline for applications is usually in May. Applications are subject to criteria set by the School of Law and Human Rights Centre and bursaries are awarded by a departmental committee. Full details of the application criteria and procedure will be circulated in the Spring term.

DBS Checks for Placements

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

Work-based Learning

There are several opportunities for work-based learning in the School of Law and Human Rights Centre:

The Human Rights Centre Clinic

The Human Rights Centre Clinic (the Clinic) is based in the Human Rights Centre at the University of Essex. Participation in the Clinic is a requirement of enrolment in the clinical module HU902 and is restricted to these students. Students taking module HU902 are assessed on the basis of a take home essay and a mark awarded for professionalism demonstrated in their Clinic work. The Clinic's primary objective is to provide students with the opportunity to develop the skillset necessary to become successful human rights practitioners through structured engagement in the practice of human rights. The Clinic provides students with the opportunity to work in a professional human rights environment and to actively engage with key human rights mechanisms. The Clinic also seeks to support and facilitate the work of human rights organisations but working with them on specific projects.

Human Rights Clinic structure and scope of activity

The Clinic works on approximately 6 projects each year. Each project is staffed a team of 4 PGT human rights students who work under the overall supervision of the Clinic Director, the Deputy Director and an academic supervisor with subject-matter expertise.

Clinic projects are grounded in international human rights or humanitarian law. Some projects are interdisciplinary in their approach and projects employ a variety of research methods. In selecting projects and partners, the HRC Clinic ensures that in any academic year, there are projects focusing

on a range of regions and human rights issues. The projects may support litigation, advocacy, policy and programme development or technical guidance on human rights for civil society organisations, national human rights institutions, governments, UN human rights bodies and international organisations.

More information about current and past projects is available on the [HRC Clinic webpages](#).

The Clinic works on the basis of the academic calendar. Students begin working for the Clinic each November and finish at the end of June. The Clinic closes temporarily for one month twice a year in mid-December and mid-March in order to accommodate exam preparation. All Clinic projects operate on a year-long basis with project deliverables prepared for submission by the end of June.

Essex Law Clinic

Volunteering opportunities in the Essex Law Clinic are open to all Master's students with a law degree who are studying on a PGT programme in the Law School and Human Rights Centre.

The Essex Law Clinic was founded in 2008 by Professor Karen Hulme. It has state of the art premises on campus and a dedicated staff of six experienced clinical academics and one administrator. Its objectives are to enhance access to justice to those in the Essex area, while providing students with experience in putting their legal knowledge into practice, learning legal skills and developing ethical awareness.

Students provide advice and limited forms of assistance to members of the public under the supervision of qualified lawyers on campus, at outreach clinics in various localities in Essex such as Jaywick and Colchester and at 'pop-up' clinics at schools in the mid-Tendring area. In addition to providing legal advice, students also engage in a wide range of projects such as providing legal information to the public in areas such as housing, domestic violence, LGBT+ rights, law reform and investigating miscarriages of justice in collaboration with a wide variety of organisations including Jaywick Sands Residents Association, Beacon House, Unite Community, Next Chapter and the Freedom Law Clinic.

Entry to the Clinic is via a membership application and interview. If successful, students must undertake training over four afternoons and commit to being available to take cases once a month during term time. The Clinic remains open during University vacations, but students are not obliged to take on cases outside term.

More information about the Law Clinic is available on the [Essex Law Clinic webpages](#).

You can contact the Law Clinic at elawclinic@essex.ac.uk

Employability events

Human Rights Centre Employability Fortnight

The Human Rights Centre Employability Fortnight offers a comprehensive and intensive programme of events, carefully designed to improve your professional development and job prospects. Our events focus on the different areas of human rights that our alumni have typically pursued and offer you an invaluable opportunity to learn from Essex alumni who were once in the same position you are now.

The programme is only available to Final Year Undergraduate and Postgraduate students unless stated otherwise.

Dates and the schedule of events for the 2021-22 Human Rights Centre Employability Fortnight are to be confirmed and will be published during the academic year along with details of how to register.

Human Rights Field Trips

In past years the Human Rights Centre has offered field trips providing an important opportunity for our students to travel to Geneva and Kosovo. These trips provide a unique opportunity to gain insight into the reality of human rights whilst enhancing the learning experience.

Given the continuing uncertainties surrounding travel restrictions, we cannot guarantee that we will be able to offer student trips beyond the UK in 2021-22. The Human Rights Centre is considering the possibility of alternative trips to relevant UK-based human rights bodies and institutions.

Details of any available trips will be published during the academic year.

Module Materials

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

Teaching timetable

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

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

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

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

Reading weeks

During your course, you will have two reading weeks. These are weeks in which there will be no teaching, but you will be expected to catch-up on any reading and research for your course. The reading weeks for all MA and LLM programmes in the School of Law and Human Rights Centre are:

WEEK 6 (W/C Monday 8th November 2021)

WEEK 21 (W/C Monday 21st February 2021)

However, please note that if you are taking a module that is also taught at undergraduate level, you may still have classes during reading week and will be expected to attend as usual. These modules are LW224-7-SP: Banking Law and LW349-7-SP: Contemporary Issues in Criminal Justice.

If you are taking modules an outside department, you may find that reading week for those modules varies. You may have classes for outside modules during the reading weeks listed above and will be expected to attend as usual.

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 or Graduate Director. They will be able to advise of the [things you should be thinking about](#) before changing your course.

Thinking of leaving or taking a break?

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

Library Services

The library aims to provide all of the resources you will need to succeed in your course, via online reading lists and access to extensive collections of books and journals both on our shelves and online. The library team can help you learn how to search effectively so you can find appropriate resources for your assignments. They can also provide advice on referencing, academic integrity, using reference management software and evaluating sources. A [range of online support](#) in these areas is also available via the library website, including [subject guides](#) for each department, and support in developing [search skills](#). In addition, the library offers 'On Track for your Masters', an annual programme of workshops delivered in collaboration with other professional services teams to help you with a whole range of research 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. There is also a dedicated Postgraduate Study Room on the ground floor.

See the [Library website](#) for the latest information on all our libraries and the services available, including opening hours. If you have any questions about our library facilities, please contact our Academic Liaison Librarian for the School of Law; Ai Gooch at aito@essex.ac.uk

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](#)

Departmental Support

Academic writing support

Across all programmes in Law, instruction for researching and writing essays will be provided across Weeks 1 to 3 of the Autumn Term. There will also be a Dissertation Workshop in Week 24 of the Spring Term, where you will be given guidance and have a chance to ask questions. This will be followed up by recorded videos and webinars on dissertations in the Summer Term.

Bev Jackson, our Director of Student Support and Progress, provides support for all students at the school. You can use this support to have a general discussion on study skills to help you with your programme, to talk through any difficulties you are experiencing or for feedback on your coursework and advice on how to improve your grades.

You can make an appointment for a one-to-one tutorial. Bev also runs a series of practical skills development sessions to help students with their studies. You'll receive regular emails with details of the development sessions that are scheduled. You can contact Bev at: bjackson@essex.ac.uk

Our [Law Learning Essentials Moodle](#) page has resources, advice and guidance to help you develop your academic skills.

Proofreading services

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

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

Language classes

English classes for dependants

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

Learning a language

Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad,

and get a competitive edge when you're looking for a job. There are a number of ways to do it, so [look online](#) to discover the best option for you.

Assessment and Academic Integrity

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

Rules of Assessment

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

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

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

Core, compulsory and optional modules

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

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

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

Academic Integrity and Academic Offences

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

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

Methods of Assessment in the School of Law

Whether a module is core, compulsory or optional, all methods of assessment are compulsory. If you do not complete coursework or attend examinations, and do not have extenuating circumstances to support your non-submission or absence, then you are at risk of being withdrawn from the University.

The School of Law employs several methods of assessment. Most 15 credit modules are assessed by a single piece of end of term coursework or an exam. These assessments are worth 100% of the module grade. A few modules have 2 elements of assessment, each worth a proportion of the module grade. These are usually made up of a short mid-term assessment such as a case study, presentation, blog post or professionalism marks relating to a clinical project and a longer end of term assignment.

Full year modules usually have 2 elements of assessment. These are usually either an essay or exam at the end of each term and each worth 50% of the module grade.

You can find details of the specific methods of assessment for your modules in the [Module Directory](#) on the Essex website.

Methods of assessment for modules in outside departments will vary. If you are taking outside modules, you should contact the relevant department for details.

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).

The structure of the LLM and MA programmes has two main assessed elements: the taught element and the dissertation.

The taught element includes a compulsory non-assessed Foundation Essay plus the taught module assessments.

Coursework Deadlines and Questions

Coursework deadlines for modules in the School of Law and Human Rights Centre are published as early as possible in the Autumn term. A list of all coursework deadlines will be published on the PGT Information page in Moodle. Your deadlines will also be published in FASER later in the term.

Coursework questions are published in FASER and you will be notified by email when they are released.

For most modules, you will have an end of term assignment only. Autumn assignments will be due for submission around Week 16. Spring term assignments will be due for submission around Week 30.

If assessment in a module includes a short mid-term assignment, you will be notified of the dates involved when deadlines are published early in the Autumn term.

If you are taking modules in an outside department the procedure for the release of questions and submission deadlines may vary. You should contact the relevant department for details. Please make sure you know when your deadlines are so that you can plan your workload.

Foundation Essay

The Foundation Essay is a diagnostic essay intended to provide an early opportunity to engage in legal analysis and writing. The assignment is compulsory but does not count towards the final assessment of your degree.

The Foundation Essay question will be released to you via FASER early in the Autumn term and will be due for submission around half way through the term. The word limit is 1,500 words excluding footnotes and bibliography.

The Foundation Essay for January starts will be released early in the Spring term with a submission deadline around half way through the term.

The Law School will endeavour to provide feedback on the Foundation Essay in good time for you to begin work on your end of term assignments.

Preparation of assignments

The initial stage of preparing your assignment is to ensure that you understand the question you have been asked and its elements. Make sure you are aware of the key words and how they relate to the question. Once you are able to understand the question, you will need to plan how to complete the assignment. Planning involves thinking about how and where to research, locating materials and allocating time for writing, proofreading and submitting the assignment by the deadline. Most materials for your research are likely to be available electronically and you will need to ensure that you are able to navigate the databases and other materials in the electronic library. Ensure that you regularly take notes during your research. This will also help you in referencing. Give yourself enough time for proofreading before submission of your assignment.

Experience suggests that those students not from a common law tradition suffer a form of culture shock with English law assessments. It is difficult to explain in general terms what is expected of students. It depends on the question and the person who sets it. Those used to a civil law system should, however, please be warned that it is unlikely that a mere reference to a treaty provision will be sufficient. It may be the case that they need to discuss the scope of certain words in that provision, especially where they are open to different interpretations. Students are expected to include in their discussion of the relevant issues treaty texts, case-law, examples and academic authorities as and where appropriate. If you have any questions about assessment style, you should ask the appropriate member of staff. You are strongly encouraged to attend sessions organised by the Law School and the Skills for Success team on undertaking PGT assessments.

Referencing in coursework

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

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

There are styles of referencing which will determine exactly how you format your reference. Your departmental referencing style is:

Commercial Law LLMs and International Law LLMs: the prescribed referencing style is OSCOLA. You must use this referencing style when writing your assignments.

Human Rights MAs and LLMs: You may use whichever referencing style you prefer unless otherwise stated by a module convenor.

Guidance on your referencing style is available [online](#), including an interactive referencing tutorial. You can also take the [Academic Integrity course on Moodle](#).

If you are taking modules in an outside department, the expected referencing style may vary. You should contact the relevant department for confirmation.

Formatting your coursework for submission

All coursework assignments must be submitted in Microsoft Word format (.doc, .docx) only. Assignments submitted in other formats such as PDF or Pages will not be accepted for marking.

The School of Law provides an Assignment Cover and Feedback Sheet which must be used for all coursework assignments. You should complete this and submit it as the first 2 pages of your assignment. The body of your essay should start on page 3 of your document.

You can access a downloadable copy of the Assignment Cover and Feedback Sheet on the [PGT Information page in Moodle](#).

Coursework Word Limits

Most assessed coursework assignments have a limit of **4,000 words** excluding footnotes, title page, and bibliography unless otherwise specified. Most mid-term assignments have a word limit of **1,000 words**, excluding footnotes, title page, and bibliography unless otherwise specified. Please make sure that you read each assignment carefully as a small number of modules specify a different word count.

Do not exceed the word limit. Penalties can and will be applied for exceeding the word limit.

Coursework found to exceed the word limit will be subject to the following tapered mark reduction up to a maximum deduction of 10 marks:

Words Over the Limit	Penalty		Words Over the Limit	Penalty
Up to 2% over	Minus 1 mark		10% to 12% over	Minus 6 marks
2% to 4% over	Minus 2 marks		12% to 14% over	Minus 7 marks
4% to 6% over	Minus 3 marks		14% to 16% over	Minus 8 marks
6% to 8% over	Minus 4 marks		16% to 18% over	Minus 9 marks
8% to 10% over	Minus 5 marks		18% to 20%	Minus 10 marks

Coursework found to be 20% or more over the limit will be returned marked at 0.

You must state your word count on your assignments. This will not include footnotes, the title page, or the bibliography unless otherwise specified.

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.

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

Late submission of coursework

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

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.

Late submission of coursework for modules in outside departments

If you make a late submission claim for an outside module, the claim will be considered and the outcome determined by the department in question.

Dissertation Extensions (PGT Only)

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

Return of coursework

The School of Law aims to return coursework and accompanying feedback within 20 working days of the submission deadline. Feedback for written coursework is uploaded to FASER and you will receive a notification when it is available. Feedback for other types of coursework assessment may be provided in a different format.

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

Exams can take two forms; either sit down exams or take-home exams.

Sit Down Exams

You must bring your registration card and exam entry form to all invigilated exams where these take place. You will not be allowed entry without them. Remember to check your exam entry form carefully and email the Examinations Office (exams@essex.ac.uk) if there are any errors.

For exams that are more than 1 hour long, you will not be allowed to enter the examination room if you arrive later than 55 minutes after the start of the exam. If your exam is only 1 hour long, you will only be admitted up to 10 minutes after the start of the exam.

Take Home Exams

You will be given coursework questions to complete at home within a timed period. The typical length of PGT take home exams is 48 hours. Take home exams are published and submitted in FASER.

Exams in the School of Law and Human Rights Centre

All exams in the School of Law and Human Rights Centre will be take-home exams in 2021-22.

Exams in outside departments

If you are taking a module in an outside department, the format of your exams may vary. You should contact the relevant department for information about their exam delivery.

Calculators in Examinations

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

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

Dictionaries

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

Sample and past papers

You may be provided with sample and past papers from previous years, so that you can see what is required of you to get a good grade in your assessments. This is up to each individual module convenor and may vary from module to module.

Revision classes

Revision classes may be scheduled for some modules. These will appear on your timetable where applicable.

You can also access support with exam revision via the Skills for Success team at askthehub@essex.ac.uk

Exam stress

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

Access to your exam script

If you want to see your script for an invigilated exam, you should make the request to the department responsible for the module within four weeks of the exam. The department should either: let you see the script in the presence of one of the staff responsible for teaching the module *or* give you a copy or summary of the examiners' comments on your performance. If you need to undertake an exam as part of reassessment on a module, your department will provide you with written feedback on any elements being reassessed.

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

Feedback for take home exams in the School of Law and Human Rights Centre will be uploaded to FASER.

Moderation and marking

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

Marking in the School of Law and Human Rights Centre

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

The School of Law and Human Rights Centre adopts the following numerical scale to assess all postgraduate coursework and dissertations.

70 or above	Distinction Standard
60 - 69	Merit Standard
50 - 59	Pass Standard
40 - 49	Fail, condonable up to 40 credits as long as overall taught course average is 50+
Less than 40	Fail

Grade Descriptors – General Guidelines

In line with the School of Law's existing marking policy, marks of 39, 49, 59, 69 etc. should be avoided for individual pieces of assessment. For all grades, the ability of the student to communicate the relevant knowledge or arguments in a clear and coherent manner should be taken into consideration. The use of language should not necessarily be a determining factor in any mark given, but the language used should be sufficiently precise and clear so as to convey the import and meaning of the substantive knowledge in a manner that is commensurate with the over-all grade awarded, the context of the assignment (essay, exam or dissertation) and the published Learning Outcomes for the particular Course; please see [the Programme Specifications](#)

90-100	Supreme performance, showing exceptional insight, rigour and originality. Work which equals the best which may be expected from any student. This grade will be awarded only rarely, and will be reserved for the most exceptional pieces of work. A piece of work that is of publishable quality, in an unrevised or edited form, will attract a mark of 90-100. Work of this quality will show, throughout: A complete mastery of the subject matter, reflecting deep and broad knowledge and understanding; An ability to organise, analyse and express ideas in the most original, sophisticated and discriminating manner possible; An optimal capacity for critical analysis, supremely supported by evidence and citation.
80-88	Outstanding performance, engaging deeply and systematically with the question set. Work of this quality will show, throughout: A comprehensive mastery of the subject matter, amply supported by evidence and citation; Reflecting deep and broad knowledge and critical insight as well as extensive reading; An ability to organise, analyse and present arguments fluently and logically with a high level of critical analysis; A highly-developed capacity for original, creative and logical thinking.
70-78	Excellent performance. Work meriting a distinction mark will have the following characteristics: Real insight into difficulties of the subject or the relationship between its parts; A high level of skill in problem solving, which demonstrates powers of critical analysis; Confidence in the delimitation of issues and in the handling of them; Originality of thought; An ability to step outside the confines of the module or its prescribed materials, without loss of relevance.
60-68	Very good performance. A merit mark can be obtained for work which: Maintains over the greater part of the performance a good level of knowledge and understanding of the principles of law dealt with; Demonstrates a good ability to apply principles effectively in the solution of factual problems and to deal with problems in an orderly and discriminating manner; Is aware of, and understands, a reasonable amount of contextual material (history, policy, analysis, academic discussion, social relevance, law reform proposals), but is not necessarily equally at home in every dimension of the module; Has a good grasp of the hierarchy of legal authority - that is, knows the weight to give to statutory provisions, decisions of different courts, juristic opinion, both separately and in relation to each other; Has a sound sense of relevance? The piece does not necessarily show originality, critical flair, brilliance in problem solving or literary elegance of a high order. An ability to offer any of these will compensate for weakness elsewhere.
50-58	Satisfactory performance – has met the conditions to pass. A Pass can be obtained for work which: Has average knowledge of principle and authority, and either expresses it very well or shows solid understanding of it; Commands a considerable mass of material but does not integrate it very well or express with confidence. Makes a fairly efficient attempt at problems: but commonly misses one or two points (not just the subtlest, which are for the distinction candidate to see); Faithfully reproduces a good deal of what has been taught in class, but contributes little from independent reading or thinking; Has quite a good formal knowledge of the hierarchy of legal authority, but is unsubtle in using it.
40-48	Weak performance. Work falling into this category will show some familiarity with the relevant literature and techniques, and demonstrate: Basic grasp of the subject matter, but somewhat lacking in focus and structure; Some effort to engage, but only a basic understanding of the topic portrayed; Some

	development of argument; No evidence or relevant citation included in answer; Appearance of several minor errors or one major error; Lacking evidence of capacity for original or logical thinking; Although work in this band will be classified as a fail there will be evidence of some effort and engagement.
5-38	Poor performance. Pieces of work falling into this band are characterised by the following defects: A failure to refer to the law (cases or statute/treaties etc.) – a piece of work awarded 30% may contain a small number of case or statutory/treaty references, a piece of work awarded 20% is unlikely to contain any such references; Significant failure to reference the work; Heavy reliance upon unsuitable sources. Evidence that the only research carried out for the essay is from non-peer reviewed internet sources – such as ‘Wikipedia’ or similar sources. It will often be the case that ‘research’ has been conducted by the sole means of a ‘Google’ search rather than by using proper academic means; Failure to follow the rubric, e.g. the student misses key aspects of the question set. 20% is the lowest mark normally awarded to a piece of work – this represents a serious failure to reach the minimum standard expected of a student. A derisory mark of 5% will be awarded where, in the view of the marker, there has been no serious attempt to answer the question.

Moderation

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

External Examiners

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

Re-marking of coursework

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

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

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

Coursework feedback

Written feedback for coursework assignments in the School of Law and Human Rights Centre will be published in FASER within 20 **working** days of the submission deadline. You will be notified by email if there is a delay to the publication of feedback.

Feedback for take-home exams

Feedback for take home exams in the School of Law and Human Rights Centre will be published in FASER. Feedback for take home exams in the January exams period for and reassessment exams will be published within 20 **working** days of the submission deadline. You will be notified by email if there is a delay to the publication of feedback.

Feedback for take home exams in the May/June exams period will be published after results from the June Interim Exam Board have been released.

Dissertation feedback

You will be notified of your dissertation grade and provided with written feedback after the Final Exam Board. Dissertation feedback is released by email.

If you need to undertake any reassessment on a module, your department will provide you with written feedback on any elements being reassessed. In addition to written feedback, Module Directors and tutors may provide drop-in sessions for additional feedback.

Feedback for modules in outside departments

If you are taking modules in an outside department, the release and format of feedback may vary. You should contact the department to check their feedback policy.

The Dissertation

The dissertation is a Core element of the LLM and MA courses offered by the School of Law and Human Rights Centre. It is worth 60 credits and is an extremely important element of your degree.

The Dissertation writing period

The dissertation writing period is from the end of May to early September and the department will provide you with advice and guidance in researching and writing your dissertation.

Dissertation writing workshops

Workshops to discuss all issues relating to the dissertation will take place in Week 24. The time and date of the workshops will be published in your online timetable. The workshops are compulsory for all students on a 1 Year Master's programme, all students in Year 2 of a 24 month programme and all students in Year 1 of a 24 month Commercial Law LLM with professional placement.

Submitting your dissertation title

You will be asked to submit your dissertation title early in the Summer term. All students on a one-year Master's programme, in Year 2 of a 24 month programme and in Year 1 of a 24 Month Commercial Law LLM with professional placement are expected to submit a title.

Instructions for submitting your title and deadline by which you need to submit it will be published in the Spring term. You may change your title during the dissertation writing period with the approval of your supervisor. Any major changes to your title must also be approved by your Graduate Director.

Allocation of supervisors

Once you have submitted a title your Graduate Director will allocate a suitable supervisor. You may state a preference, but you are not guaranteed to be allocated your chosen supervisor. The Graduate Director will consider each supervisor's workload and area of expertise when making their decision. The PGT Admin Team will notify you of your supervisor and the supervision arrangements by email. You will not be permitted to change supervisor without the permission of the Graduate Director.

Supervision guidelines

The final dissertation title, preparation, research, writing up, presentation and submission of the dissertation is your sole responsibility. The supervisor's role is only to provide general advice and guidance as appropriate on the subject area of the dissertation and its format.

Once your supervisor has been allocated it is your responsibility to contact your supervisor and arrange a first meeting to discuss and revise your title if needed.

The supervisor is there to guide you. First, they will discuss your proposed topic with the aim of ensuring you have a topic that will permit you to contribute to knowledge and will be manageable within the available time and word limit. Second, they will want to see that you are making appropriate progress. This usually means you will be asked to produce a provisional working outline. They will probably also expect you to produce a provisional bibliography. Third, subject to absences during vacation periods they will be available to discuss any issues and provide guidance.

Your supervisor will not read a full draft of your work. Your supervisor may read a maximum of **2,000** words of the dissertation before submission. You should consult with your supervisor as to which parts of the dissertation they will comment on prior to final submission. You must give your supervisor adequate time to do this.

You are expected to have three meetings with your supervisor over the entire dissertation writing period. Supervisors will allocate approximately 4 hours for such meetings. These meetings can take place remotely as appropriate. Please be aware that academics are frequently absent on research leave during the summer break. Any meetings must therefore be arranged well in advance. Meetings are to enable the supervisor to check on your progress towards completion of the dissertation by the submission deadline and to allow you to raise any problems or issues you encounter.

Recording of supervision meetings

You are required to keep a record of your supervision meetings using the Supervision Record Form. The form must be completed after each meeting in consultation with your supervisor. Both you and your supervisor must sign the form and you should then submit it to the PGT Admin Team for their records. A link to the form in Moodle and instructions for submitting it will be circulated at the beginning of the dissertation writing period.

You will also need to complete a final progress report which should be submitted after your last supervision meeting.

Tier 4 students

The School of Law is obliged to monitor the engagement of Tier 4 students during the summer dissertation writing period. If you are studying at Essex on a Tier 4 visa, the PGT Admin Team will contact you in the spring to notify you of the monitoring process and to find out where you plan to be whilst you work on the dissertation. You are permitted to return permanently to your home country to work on the dissertation with the permission of your Graduate Director. However, you must notify the University if you decide to do this. It is essential that you engage with the monitoring process. Failure to do so will result in a referral to the University's International Services Team and could have implications for your Tier 4 visa status.

Submission of the Dissertation

You are required to submit ONE copy of your dissertation to FASER by the specified deadline. You are not required to submit a hard copy of the dissertation.

**The dissertation submission deadline is
12:00 Noon BST on Thursday 8th September 2022.**

You must familiarise yourself with and adhere to all School of Law and Human Rights Centre and university rules regarding the presentation and submission of the dissertation.

Formatting the dissertation for submission

- The dissertation must be double-spaced
- The dissertation must be word processed using Arial font size 10
- All pages must be numbered
- The dissertation must be submitted as a **Microsoft Word** document (.doc, .docx) **ONLY**. Dissertations submitted in any other format will not be accepted for marking.
- The department will provide a Dissertation Feedback Sheet and a Dissertation Title Page. These will be available to download from Moodle. You must ensure that you save these as the first 2 pages of your submission. Your dissertation should then follow on directly from page 3 of the same document.

Dissertation Word Count

The word count for your dissertation is no longer than **12,000 words** excluding footnotes, endnotes and abstract. Please note that the abstract is compulsory. The bibliography, appendices containing material referred to in the dissertation, contents page, page of acronyms and any acknowledgment do not form part of the word count. **Penalties will be applied for any dissertations that are over the required length.**

Dissertations found to exceed the word limit will be subject to the following tapered mark reduction up to a maximum deduction of 10 marks.

Words Over the Limit	Penalty	Words Over the Limit	Penalty
1-99	Minus 1 mark	500-599	Minus 6 marks
100-199	Minus 2 marks	600-699	Minus 7 marks
200-299	Minus 3 marks	700-799	Minus 8 marks
300-399	Minus 4 marks	800-899	Minus 9 marks
400-499	Minus 5 marks	900-999	Minus 10 marks

Dissertations found to be 1,000 words or more over the limit will be returned marked at 0. You must state your word count on the Dissertation Feedback Sheet and Details Page

Dissertations Held in the University Research Repository

A copy of your dissertation will automatically be sent to the University's online research repository after the Final Exam Board. It will be publicly available to view online. If you do not wish for your dissertation to be held in the repository, you will be able to opt-out when you submit your dissertation title. You will also be able to opt out later if you change your mind.

Dissertation Pass Mark

The pass mark for all dissertations is 50%

Dissertation Extensions

You may request an extension to the dissertation deadline for the following reasons:

- You have extenuating circumstances that mean you will be unable to submit the dissertation by the published deadline

OR

- You are participating in full or part time work or an internship during the dissertation writing period.

Requests for extensions will be considered by the department's Extenuating Circumstances Committee. There is no guarantee that all extension requests will be approved.

If you request an extension due to extenuating circumstances, you are likely to be asked to provide evidence to support the request.

If you request an extension due to employment or internship commitments, you will be required to provide evidence from your employer of your start and end date and the number of days/hours you work per week. Your request will not be considered without this evidence.

The general rule applied for extensions due to work/internships is that you are entitled to an extension that is as long as the period of full-time employment/internship, **less 4 weeks** and provided that it takes place over the dissertation writing period. The dissertation writing period is from the end of May to the submission deadline in September. Extensions for part time hours will be calculated on a pro-rata basis depending on the number of hours worked per week.

The School of Law may grant extensions of up to 4 weeks. Longer extensions require additional approval from the Deputy Dean of Education.

**The deadline to submit a request for a dissertation extension is
12:00 Noon BST on Friday 26th August 2022.**

Any requests submitted after this deadline will be considered at the discretion of the Committee.

Full instructions and a copy of the form to use for requesting an extension will be available in Moodle.

Dissertation information and resources in Moodle

The [Dissertation 21-22: Information and Resources](#) page in Moodle provides detailed information about the administrative process you need to know about during the dissertation writing period. You will be able to find information about formatting and submitting your dissertation, requesting Ethical Approval, how to change your title, recording your supervision meetings, monitoring of Tier 4 students and how to request an extension.

You will also find downloadable copies of all the forms you need to complete these processes.

The Board of Examiners

The Board of Examiners meet at the end of the Summer Term to consider marks for taught modules and final boards meet in the Autumn, 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 (*if you are on a course which lasts more than one year*)
- you have met the requirements to pass your course and what classification you will receive for each module
- you are eligible to receive a merit or distinction

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

- what reassessment you could be offered and when you can take it¹

Publication of results

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

Failure to pass

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

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

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

Credit accumulation

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

Reassessment

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

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

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

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

If you fail a module in the School of Law and Human Rights Centre, you will need to undergo reassessment. Unlike initial assessment, which contains multiple components (such as essays, exams, or presentations) modules are reassessed by a single piece of assessment only. Where modules are initially assessed by a coursework component and an exam component, the reassessment will always be a single 100% exam. Where a module is reassessed by several coursework components, the module will be reassessed by a single 100% essay.

Resit exams

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

Exit Awards

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

Extenuating Circumstances

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

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

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

Extenuating Circumstances for modules in outside departments

If you claim extenuating circumstances for a module in an outside department, the claim will be considered, and the outcome determined by the School of Law and Human Rights Centre as your home department.

Computers, Learning Technologies and your Information

Computers

Using a campus computer

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

IT Help and Guidance

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

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

Learning Technologies and Systems

Learner Engagement Activity Portal (LEAP)

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

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

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

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

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

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

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

Moodle

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

FASER

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

Online reading lists

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

Listen Again

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

Zoom

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

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

Your information

Changes to your information

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

Your personal information

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

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

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

Student Voice

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

Student Representatives

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

Student Voice Groups

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

Student Surveys

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

Postgraduate Taught Experience Survey (PTES)

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

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

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

Student Module Feedback

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

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

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

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

You Matter

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

Student Services Hub

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

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

Support for students with disabilities or additional needs

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

Funding opportunities

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

Personal Emergency Evacuation Plans (PEEP)

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

Essex Accessibility Forum

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

Seeing a Doctor

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

Counselling services

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

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

Drop In/Wellbeing Appointments

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

UK Immigration Advice and Guidance

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

Money management

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

Students' Union Advice

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

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

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

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

Residence Life

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

Religion, faith and beliefs

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

Harassment support

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

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

COVID-19 (Coronavirus)

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

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

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

Health and safety on campus

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

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

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

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

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

Making a Complaint

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

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

Student Development

Careers Services

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

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 Further Achievement Record (FAR). 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.

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

[Fronrunners](#) 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 Fronrunner level placements, as well as supporting more experienced students to develop new career pathways through Fronrunner Plus roles.

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

You Are Essex

Graduation and Awards

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

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

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

Graduation ceremonies

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

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

HEAR

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

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

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

If you completed your undergraduate degree at Essex, you will be able to view both your undergraduate and postgraduate HEAR and award certificates through your [GradIntelligence account](#) as separate documents.

References

Requesting references from members of staff

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

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

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

Copies of references

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

Alumni

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

What comes next?

The world is your oyster! The options and opportunities open to you as a graduate can be overwhelming. You may know the exact path and next steps that you wish to take, or you might not, and this is okay. Our Careers Services can offer information, guidance and advice on your different options after graduation and you can return to Essex for these services at any time.

Spread your wings graduand; but you can always come back! As an alumnus of Essex, you can take advantage of [generous discounts](#) on further [postgraduate study](#) and [postgraduate research degrees](#).

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! Keep us up to date with your achievements and explore the variety of ways through which you can give back to Essex too.