University of Essex

University Calendar

2024 - 2025

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Caveat

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

Every effort is made to ensure that the contents of the University Calendar 2024-25 are correct at the time of going to print. However, amendments may be approved by the relevant authorities for immediate implementation during the academic year. These will be incorporated into the online version of the University Calendar.

Dates of terms, examinations and graduation

2024-25

Autumn term	Spring term	Summer term
Thursday 3 October 2024 – Friday 13 December 2024	Monday 13 January 2025 – Friday 21 March 2025	Tuesday 22 April 2025[1] – Friday 27 June 2025

2025-26

Autumn term	Spring term	Summer term
Thursday 2 October 2025 – Friday 12 December 2025	Monday 12 January 2026 – Friday 20 March 2026	Monday 20 April 2026 – Friday 26 June 2026

Course specific term dates

Course specific term dates 2024-25 - October and January start (.pdf)

Students with a Tier 4 or Student visa

If you have a Tier 4 or Student visa to study in the UK you will need to make sure you are aware of the term dates that apply to you and understand your visa conditions and responsibilities. Further information is available to read on our website at: https://www.essex.ac.uk/student/immigration-and-visas/your-responsibilities

Dates of Examinations 2024-25

Further details are available from the Exams Office.

[1] Term starts on Tuesday, as Monday is a Bank Holiday

Dates of Graduation

Ceremonies held at the Colchester Campus

2024-25

Spring Graduation
Week commencing Monday 7 April 2025 – Friday 11 April 2025

Summer Graduation
Week commencing Monday 14 July 2025 – Friday 18 July 2025

International graduation ceremonies

Graduation in India
Sunday 18 February 2024

For more information on each of the Graduations scheduled for 2025, please refer to the Graduation webpages. Enquiries should be directed to graduation@essex.ac.uk

Diary of meetings: Council, Senate and sub-committees

Introduction

The *Diary of Meeting: Council, Senate and their committees*, is published annually in the Autumn term preceding the next academic year.

Meetings of all committees published in the University's Committee Papers Publication Schedule are listed within the diary of meetings. All other meetings can be viewed by accessing the diary@essex.ac.uk meeting calendar on Outlook calendar (University staff and students only).

Summer vacation

Week	Day	Date	Committee	Start time	End time
49	Tue	03 September 2024	Critical Incident Management Planning Group	11:00	13:00
49	Tue	03 September 2024	University Steering Group	11:00	14:00
49	Fri	06 September 2024	AQSC virtual meeting - paper circulation	09:00	09:00
50	Tue	10 September 2024	Essex Sports Board	09:30	12:30
50	Wed	11 September 2024	Professional Services Group	10:00	11:00
50	Thu	12 September 2024	Delivery Assurance Groups	09:30	12:30
50	Fri	13 September 2024	AQSC virtual meeting - decision deadline	09:00	09:00
51	Wed	18 September 2024	Student Experience Committee	14:00	17:00
51	Thu	19 September 2024	Investment Committee	10:00	13:00

Week	Day	Date	Committee	Start time	End time
51	Thu	19 September 2024	Office for Students Advisory Group	14:00	15:30
52	Mon	23 September 2024	Data Insight Advisory Group	11:00	12:00
52	Mon	23 September 2024	Fees Group	14:00	16:00
52	Mon	23 September 2024	Trusts and foundation Working group	14.30	16.00
52	Tue	24 September 2024	University Steering Group	09:00	15:00
52	Wed	25 September 2024	People, Culture and Inclusion Advisory Group	14:00	16:00
52	Wed	25 September 2024	Capital Planning Group and Project Coordination Group	10:00	13:00
1	Mon	30 September 2024	Safeguarding Advisory Group	10:00	11:30
1	Mon	30 September 2024	Strategic Planning Advisory Group	14:00	15:00
1	Wed	02 October 2024	Professional Services Group	10:00	11:00
1	Thu	03 October 2024	Knowledge Gateway Ltd	10:00	12:00
1	Thu	03 October 2024	Audit and Risk Management Committee	13:00	17:00

Autumn term

Week	Day	Date	Committee	Start time	End time
2	Mon	07 October 2024	Policy and Resources Committee	09:30	12:30

Week	Day	Date	Committee	Start time	End time
2	Mon	07 October 2024	Nominations Committee	13:00	14:00
2	Tue	08 October 2024	University Steering Group	09:00	13:00
2	Wed	09 October 2024	Education Committee Away Day	09:00	14:00
2	Wed	09 October 2024	Education Committee	14:00	17:00
2	Thu	10 October 2024	Partnerships Advisory Group	10:00	12:00
2	Thu	10 October 2024	Knowledge Gateway Ltd	14:00	16:00
3	Mon	14 October 2024	Risk Management Group	09:30	11:30
3	Mon	14 October 2024	Health and Safety Group	13:30	15:30
3	Tue	15 October 2024	Research Committee	14:00	17:00
3	Wed	16 October 2024	Diving Sub-Group	11:00	13:00
3	Wed	16 October 2024	Academic Quality and Standards Committee	14:00	16:30
3	Thu	17 October 2024	Senior Staff Conference	09:00	17:00
4	Mon	21 October 2024	Data Insight Advisory Group	14:00	15:00
4	Mon	21 October 2024	Strategic Planning Advisory Group	15:30	16:30
4	Tue	22 October 2024	University Steering Group	09:00	13:00
4	Thu	24 October 2024	Wivenhoe House Hotel Board	10:00	12:30
4	Thu	24 October 2024	University of Essex Campus Services Board	14:00	16:00
4	Thu	24 October 2024	Campus Services Advisory Board	16:00	17:00
5	Fri	31 October 2024	Remuneration Committee	10:00	11:30

Week	Day	Date	Committee	Start time	End time
6	Wed	04 November 2024	Directors' of Research, Directors' of Impact and Deputy Deans meeting	14:00	16:00
6	Wed	04 November 2024	University of Essex International College Joint Academic Board	14:00	16:00
6	Tue	05 November 2024	University Steering Group	09:00	13:00
6	Wed	06 November 2024	Senate	14:00	17:00
6	Thu	07 November 2024	Academic Staffing Committee	13:00	17:00
7	Mon	11 November 2024	People Supporting Strategy Committee	09:30	11:00
7	Mon	11 November 2024	Remuneration Committee	11:00	12:30
7	Mon	11 November 2024	Policy and Resources Committee	13:00	16:30
7	Tue	12 November 2024	University Steering Group Away Day	09:00	17:00
7	Wed	13 November 2024	Graduate Directors' Meeting	10:30	12:00
7	Wed	13 November 2024	Student Experience Committee	10:00	13:00
7	Thu	14 November 2024	Audit and Risk Management Committee	09:30	13:30
7	Thu	14 November 2024	Office for Students Advisory Group	11:30	13:00
8	Mon	18 November 2024	VC's Meeting with Heads of Department and Section	16:00	17:00
8	Tue	19 November 2024	University Steering Group	09:00	13:00
8	Wed	20 November 2024	Professional Services Group Away Day	09:00	17:00
8	Thu	21 November 2024	Delivery Assurance Groups	09:30	12:30

Week	Day	Date	Committee	Start time	End time
9	Mon	25 November 2024	Council (Meeting and pre-programme)	09:00	16:30
9	Tue	26 November 2024	Fees Group	10:30	12:30
9	Tue	26 November 2024	Research Committee	14:00	17:00
9	Wed	27 November 2024	Trusts & Foundations Working Group	14:30	16:00
9	Wed	27 November 2024	Faculty Education Committee (Arts & Humanities)	14:00	17:00
9	Wed	27 November 2024	Faculty Education Committee (Science & Health)	14:00	17:00
9	Wed	27 November 2024	Faculty Education Committee (Social Sciences)	14:00	17:00
9	Thu	28 November 2024	Partnerships Advisory Group	10:00	12:00
10	Mon	02 December 2024	Safeguarding Advisory Group	10:00	11:30
10	Mon	02 December 2024	Data Insight Advisory Group	14:00	15:00
10	Tue	03 December 2024	University Steering Group	16:00	17:00
10	Wed	04 December 2024	Strategic Planning Advisory Group	15:30	16:30
10	Thu	05 December 2024	Capital Planning Group and Project Coordination Group	10:00	13:00
10	Thu	05 December 2024	Universal Accommodation Group	14:00	14:30

Week	Day	Date	Committee	Start time	End time
10	Thu	05 December 2024	Essex Enterprise	14:30	15:00
10	Thu	05 December 2024	Eastern HE Cost Sharing Group	15:00	15:30
10	Thu	05 December 2024	University Management Meeting	16:00	17:00
10	Fri	06 December 2024	AQSC virtual meeting - paper circulation	09:00	09:00
10	Fri	06 December 2024	Southend-on-Sea Forum Management	10:30	12:30
11	Mon	09 December 2024	University Steering Group Away Day	09:00	17:00
11	Tue	10 December 2024	University Steering Group Away Day	09:00	17:00
11	Wed	11 December 2024	Professional Services Group	10:00	11:00
11	Wed	11 December 2024	Ethics Committee	10:30	13:30
11	Wed	11 December 2024	Education Committee	14:00	17:00
11	Thu	12 December 2024	People, Culture and Inclusion Advisory Group	10:00	12:00
11	Thu	12 December 2024	Knowledge Gateway Ltd	14:00	16:00
11	Fri	13 December 2024	Academic Quality and Standards Committee - decision deadline	09:00	09:00

Winter vacation

Week	Day	Date	Committee	Start time	End time
15	Wed	08 January 2025	Data Insight Advisory Group	14:00	

Spring term

Week	Day	Date	Committee	Start time	End time
16	Mon	13 January 2025	Council	10:00	11:00
16	Mon	13 January 2025	Council Away Day	11:00	15:30
16	Tue	14 January 2025	University Steering Group	09:00	13:00
16	Tue	14 January 2025	Research Committee	14:00	17:00
16	Wed	15 January 2025	Professional Services Group	10:00	11:00
16	Wed	15 January 2025	Ionising Radiation Protection Sub-Group	10:30	11:30
16	Wed	15 January 2025	University Management Meeting	16:00	17:00
17	Mon	20 January 2025	University Steering Group Away Day	09:00	17:00
17	Wed	22 January 2025	Essex Sports Board	09:30	12:30
17	Wed	22 January 2025	Senate	14:00	17:00
17	Thu	23 January 2025	Wivenhoe House Hotel R&R	09:00	10:00
17	Thu	23 January 2025	Wivenhoe House Hotel Board	10:00	12:30
17	Thu	23 January 2025	University of Essex Campus Services R&R	13:00	14:00
17	Thu	23 January 2025	University of Essex Campus Services Board	14:00	16:00
17	Thu	23 January 2025	Campus Services Advisory Board	16:00	17:00

Week	Day	Date	Committee	Start time	End time
17	Thu	23 January 2025	Trusts and foundation Working group	10:30	12:00
18	Mon	27 January 2025	Safeguarding Advisory Group	11:00	12:30
18	Mon	27 January 2025	Investment Committee	14:00	17:00
18	Tue	28 January 2025	University Steering Group	09:00	13:00
18	Wed	29 January 2025	Research Committee Away Day	09:30	15:30
18	Wed	29 January 2025	Biological Hazards and Genetic Modification Safety Sub-Group	10:00	12:00
18	Wed	29 January 2025	Academic Quality and Standards Committee	14:00	16:30
18	Thu	30 January 2025	Partnerships Advisory Group	10:00	12:00
19	Mon	03 February 2025	Audit and Risk Management Committee	09:00	09:45
19	Mon	03 February 2025	Policy and Resources Committee	10:00	12:00
19	Mon	03 February 2025	Council	12:15	13:15
19	Mon	03 February 2025	Honorary Degrees and Honorary Fellowships Committee	14:30	17:00
19	Thu	06 February 2025	Fees Group	09:30	11:30
19	Thu	06 February 2025	Risk Management Group	14:00	16:00
20	Mon	10 February 2025	Data Insight Advisory Group	14:00	15:00
20	Mon	10 February 2025	Directors' of Research, Directors' of Impact and Deputy Deans meeting	11:00	13:00
20	Tue	11 February 2025	University Steering Group	09:00	13:00
20	Wed	12 February 2025	Professional Services Group	10:00	11:00

Week	Day	Date	Committee	Start time	End time
20	Wed	12 February 2025	Graduate Directors' Meeting	10:30	12:00
20	Wed	12 February 2025	Education Committee	14:00	17:00
20	Thu	13 February 2025	Delivery Assurance Groups	09:30	12:30
20	Thu	13 February 2025	Office for Students Advisory Group	11:00	12:30
21	Tue	19 February 2025	Faculty Education Committee (Arts & Humanities)	14:00	17:00
21	Tue	19 February 2025	Faculty Education Committee (Science & Health)	14:00	17:00
21	Tue	19 February 2025	Faculty Education Committee (Social Sciences)	14:00	17:00
21	Wed	20 February 2025	Diving Sub-Group	14:00	16:00
22	Tue	25 February 2025	University Steering Group	09:00	13:00
22	Wed	26 February 2025	Student Experience Committee	14:00	17:00
23	Tue	04 March 2025	Research Committee	14:00	17:00
23	Wed	05 March 2025	Academic Quality and Standards Committee	14:00	16:30
23	Thu	06 March 2025	Capital Planning Group and Project Coordination Group	09:30	12:30
23	Thu	06 March 2025	Audit and Risk Management Committee	13:30	17:00
24	Mon	10 March 2025	People, Culture and Inclusion Advisory Group	10:00	12:00
24	Mon	10 March 2025	Data Insight Advisory Group	14:00	15:00
24	Tue	11 March 2025	University Steering Group	09:00	13:00
24	Tue	11 March 2025	Ethics Committee	14:00	17:00
24	Wed	12 March 2025	Professional Services Group	10:00	11:00
24	Wed	12 March 2025	University Management Meeting	16:00	17:00
24	Thu	13 March 2025	Safeguarding Advisory Group	11:00	12:30

Week	Day	Date	Committee	Start time	End time
24	Thu	13 March 2025	Academic Staffing Committee	13:00	17:00
25	Mon	17 March 2025	Nominations Committee	10:30	11:30
25	Mon	17 March 2025	Council Pre-programme	09:00	10:30
25	Mon	17 March 2025	Council Meeting	11:45	16:00
25	Wed	19 March 2025	Southend-On-Sea Forum Management	10:30	12:30
25	Thu	20 March 2025	Education Committee	09:30	12:30
26	Mon	24 March 2025	Trusts and foundation Working group	11:30	13:00
26	Mon	24 March 2025	Strategic Planning Advisory Group	14:00	15:00
26	Mon	24 March 2025	VC's Meeting with HoDs and HoS	16:00	17:00
26	Tue	25 March 2025	University Steering Group	09:00	13:00
26	Thu	27 March 2025	Knowledge Gateway Ltd	14:00	16:00
27	Thu	03 April 2025	Wivenhoe House Hotel Board	10:00	12:30
27	Thu	03 April 2025	University of Essex Campus Services Board	14:00	16:00
27	Thu	03 April 2025	Campus Services Advisory Board	16:00	17:00
28	Tue	08 April 2025	University Steering Group	09:00	13:00
28	Mon	07 April 2025	Spring Graduation		
28	Tue	08 April 2025	Spring Graduation		
28	Wed	09 April 2025	Spring Graduation		
28	Thu	10 April 2025	Spring Graduation		
28	Fri	11 April 2025	Spring Graduation		

Spring vacation

Week	Day	Date	Committee	Start time	End time
26	Mon	24 March 2025	Trusts and foundation Working group	11:30	
26	Mon	24 March 2025	Strategic Planning Advisory Group	14:00	
26	Mon	24 March 2025	VC's Meeting with HoDs and HoS	16:00	
26	Tue	25 March 2025	University Steering Group	09:00	
26	Thu	27 March 2025	Knowledge Gateway Ltd	14:00	
27	Wed	03 April 2025	Wivenhoe House Hotel R&R	09:00	
27	Thu	03 April 2025	Wivenhoe House Hotel Board	10:00	
27	Thu	03 April 2025	University of Essex Campus Services R&R	13:00	
27	Thu	03 April 2025	University of Essex Campus Services Board	14:00	
27	Thu	03 April 2025	Campus Services Advisory Board	16:00	
28	Mon	07 April 2025	University Steering Group	09:00	11:00

Summer term

Week	Day	Date	Committee	Start time	End time
30	Tue	22 April 2025	University Steering Group	09:00	13:00
30	Wed	23 April 2025	Senate	14:00	17:00

Week	Day	Date	Committee	Start time	End time
30	Thu	24 April 2025	Partnerships Advisory Group	10:00	12:00
30	Thu	24 April 2025	Office for Students Advisory Group	11:00	12:30
31	Mon	28 April 2025	People Supporting Strategy Committee	11:00	12:30
31	Mon	28 April 2025	Policy and Resources Committee	13:00	16:30
31	Tue	29 April 2025	Data Insight Advisory Group	09:30	10:30
31	Tue	29 April 2025	Strategic Planning Advisory Group	11:00	12:00
31	Tue	29 April 2025	Health and Safety Group	13:30	15:30
31	Wed	30 April 2025	Student Experience Committee	14:00	17:00
31	Thu	01 May 2025	Senior Staff Conference	09:00	17:00
31	Fri	02 May 2025	Delivery Assurance Groups	09:30	12:30
32	Tue	06 May 2025	University Steering Group	09:00	13:00
32	Tue	06 May 2025	Research Committee	14:00	17:00
32	Wed	07 May 2025	Faculty Education Committee (Arts & Humanities)	14:00	17:00
32	Wed	07 May 2025	Faculty Education Committee (Science & Health)	14:00	17:00
32	Wed	07 May 2025	Faculty Education Committee (Social Sciences)	14:00	17:00
32	Thu	08 May 2025	Academic Staffing Committee	13:00	17:00
33	Mon	12 May 2025	Directors' of Research, Directors' of Impact and Deputy Deans meeting	09:30	11:30
33	Mon	12 May 2025	Safeguarding Advisory Group	14:00	15:30

Week	Day	Date	Committee	Start time	End time
33	Tue	13 May 2025	University Steering Group Away Day	09:00	17:00
33	Wed	14 May 2025	Professional Services Group	10:00	11:00
34	Mon	19 May 2025	Council Meeting	10:30	15:00
34	Tue	20 May 2025	University Steering Group	09:00	13:00
34	Tue	20 May 2025	Trusts and foundation Working group	14:00	15:30
34	Wed	21 May 2025	People, Culture and Inclusion Advisory Group	10:00	12:00
34	Wed	21 May 2025	Academic Quality and Standards Committee	14:00	16:30
36	Mon	02 June 2025	Investment Committee	14:00	17:00
36	Tue	03 June 2025	University Steering Group	09:00	13:00
36	Wed	04 June 2025	Fees Group	10:30	12:30
36	Wed	04 June 2025	Knowledge Gateway Ltd	14:00	16:00
36	Wed	04 June 2025	University Management Meeting	16:00	17:00
36	Thu	05 June 2025	Audit and Risk Management Committee	13:00	17:00
37	Mon	09 June 2025	Data Insight Advisory Group	14:00	15:00
38	Tue	10 June 2025	University Steering Group Development Day	09:00	17:00
37	Wed	11 June 2025	Education Committee	14:00	17:00
37	Thu	12 June 2025	Academic Staffing Committee	13:00	17:00
38	Mon	16 June 2025	Nominations Committee	11:30	12:30
38	Mon	16 June 2025	Policy and Resources Committee	13:00	16:30

Week	Day	Date	Committee	Start time	End time
38	Tue	17 June 2025	University Steering Group	09:00	13:00
38	Tue	17 June 2025	Safeguarding Advisory Group	14:30	16:00
38	Wed	18 June 2025	Professional Services Group	10:00	11:00
38	Wed	18 June 2025	Ethics Committee	14:00	17:00
38	Thu	19 June 2025	Essex Sports Board	09:30	12:30
38	Thu	19 June 2025	People, Culture and Inclusion Advisory Group	14:00	16:00
38	Thu	19 June 2025	University of Essex International College Joint Academic Board	14:00	16:00
39	Mon	23 June 2025	Strategic Planning Advisory Group	14:00	15:00
39	Mon	23 June 2025	VC's Meeting with Heads of Department and Section	16:00	18:00
39	Tue	24 June 2025	Research Committee	14:00	17:00
39	Wed	25 June 2025	Senate	14:00	17:00
39	Thu	26 June 2025	Partnerships Advisory Group	10:00	12:00
40	Mon	30 June 2025	Data Insight Advisory Group	14:00	15:00
40	Mon	30 June 2025	Remuneration Committee	15:00	16:30
40	Tue	01 July 2025	University Steering Group	09:00	13:00
40	Wed	02 July 2025	University Management Meeting	16:00	17:00
40	Thu	03 July 2025	Delivery Assurance Groups	09:30	12:30
40	Thu	03 July 2025	Academic Staffing Committee	13:00	17:00

Summer vacation

Week	Day	Date	Committee	Start time	End time
41	Mon	07 July 2025	Professional Services Group	10:00	11:00
41	Mon	07 July 2025	Ionising Radiation Protection Sub-Committee	14:00	15:00
41	Tue	08 July 2025	University Steering Group Away Day	09:00	17:00
41	Wed	09 July 2025	University Steering Group Away Day	09:00	17:00
41	Thu	10 July 2025	Council Pre-programme	09:00	10:30
41	Thu	10 July 2025	Council Meeting	10:30	14:00
41	Thu	10 July 2025	Joint Meeting of Senate and Council	14:00	17:00
41	Fri	11 July 2025	Wivenhoe House Hotel R&R	09:00	10:00
41	Fri	11 July 2025	Wivenhoe House Hotel Board	10:00	12:30
41	Fri	11 July 2025	Southend-On-Sea Forum Management	10:30	12:30
41	Fri	11 July 2025	University of Essex Campus Services Board R'n'R	13:00	14:00
41	Fri	11 July 2025	University of Essex Campus Services Board	14:00	16:00
41	Fri	11 July 2025	Campus Services Advisory Board	16:00	17:00
42	Mon	14 July 2025	Biological Hazards and Genetic Modification Safety Sub-Group	14:00	16:00
42	Mon	14 July 2025	Summer Graduation		
42	Tue	15 July 2025	Summer Graduation		
42	Wed	16 July 2025	Summer Graduation		
42	Thu	17 July 2025	Summer Graduation		

Week	Day	Date	Committee	Start time	End time
42	Fri	18 July 2025	Summer Graduation		
43	Mon	21 July 2025	Trusts and foundation Working group	10:30	12:00
43	Thu	24 July 2025	Capital Planning Group and Project Coordination Group	10:00	13:00
43	Thu	24 July 2025	Estates Health and Safety Group	14:00	15:00
45	Mon	04 August 2025	Strategic Planning Advisory Group	14:00	15:00

Other key dates

More information on Graduation, Registration and timetables and Examinations webpages can be found on the Key Dates webpage.

Events

Further details of Events held throughout the academic year can be found on our events webpages.

Principal Officers of the University

Chancellor

Dr Sarah Perry, FRSL PhD

Pro-Chancellor

Melanie Leech, CBE MA FRSA MIoD

Paul Jackson, BSc (Eng) CEng FIET IMA

Dr Adam Wright, PhD

Acting Vice-Chancellor

Professor Maria Fasli, Certificate in Education, BSc

Treasurer

Alan Newman, MA, FCA, FRSA (Designate)

Deputy Vice-Chancellor

Professor Lorna Fox O'Mahony, LLB PhD PGCHET (until 3 August 2024)

Acting Deputy Vice-Chancellor

Professor Neil Kellard, BA MSc PhD (from 4 August 2024)

Pro-Vice-Chancellor (Education)

Professor Larra Anderson MFA FRSA SFHEA

Pro-Vice-Chancellor (Research)

Professor Chris Greer, PhD MSc FASS FRSA

Registrar and Secretary

Bryn Morris, MA

Deputy University Secretary

Lucy Johnson, MA MSc

Assistant Registrar

Sarah Tattersall

Deputy Registrar (Education and Research)

To be confirmed

Deputy Registrar (Infrastructure and Environments)

Chris Oldham

Executive Deans

Arts and Humanities

Professor Sanja Bahun, BA MA PhD

Science and Health

Professor Graham Underwood, BSc DPhil Social Sciences

Professor John Preston, BA MA PhD

Deans

Integrated Health and Care Partnerships

Professor Victoria Joffe, BA DPhil

Undergraduate Education

Professor Dominic Micklewright, BSc MSc PhD

Postgraduate Research and Education

Professor Shane Martin

Dean of Postgraduate Taught Education

Barry Pryer, BSc MSc SFHEA

Dean Postgraduate Research Development and Engagement) Professor Ilaria Boncori, PhD (until 31 December 2024) / To be confirmed (from 1 January 2025)

Partnerships

Dr Annecy Lax, MPhil PGDip BA FHEA (Education)

Professor David O'Mahony, BSocSc MA MPhil (Research) (until 1 October 2024) / Professor Stavroula Karapapa (from 1 January 2025)

Deputy Dean of Partnerships

Dave Briggs

Deputy Dean of Partnerships (Europe)

To be confirmed

Faculty Dean Postgraduate (Arts and Humanities)

Dr Lisa Smith, PhD MA BA

Faculty Dean Undergraduate (Arts and Humanities)

Dr Anna Hardiman-McCartney PhD LLM BA

Faculty Dean Research (Arts and Humanities)

Professor Stavroula Karapapa, LLB LLM PhD (until 31 August 2024)

Professor Dorina-Maria Buda (from 1 September 2024)

Faculty Dean Postgraduate (Science and Health)

Dr Michael KIampouridis, CertHE BSc MSc PhD

Faculty Dean Research (Science and Health)

Professor Edward Codling, PhD

Faculty Dean Undergraduate (Science and Health)

Dr Louise Beard, PhD

Faculty Dean Postgraduate (Social Sciences)

Dr Allyson Benton, BA MA PhD

Faculty Dean Research (Social Sciences)

Professor Thankom Arun, PhD

Faculty Dean Undergraduate (Social Sciences)

Dr Laurie James-Hawkins, BA MA PhD

Heads of departments, schools and administrative sections

Academic departments and schools

Department of Economics

Professor Carlos Carrillo Tudela

Department of Government

Professor Faten Ghosn

Department of Language and Linguistics

Dr Tracey Costley (until 17 December 2024) / Jessie Mallinson (from 18 December 2024)

Department of Literature, Film, and Theatre Studies

Matthew De Abaitua

Department of Psychology

Professor Silke Paulmann

Department of Psychosocial and Psychoanalytic Studies

Acting Head: Dr Jessica Battersby

Department of Sociology and Criminology

Professor Linsey McGoey

Edge Hotel School

Professor Marcus Stephenson

East 15 Acting School

Dr Chris Main

Essex Business School

Professor Claudia Girardone

Essex Law School

Professor Onyeka Osuji

Essex Pathways

Fiona Elsted

Institute for Social and Economic Research (ISER)
Professor Meena Kumari

School of Computer Science and Electronic Engineering

Professor Reinhold Scherer

School of Health and Social Care

Professor Winifred Eboh

School of Life Sciences

Professor Terence McGenity

School of Mathematics, Statistics and Actuarial Science

Professor Spyridon Vrontos

School of Philosophical, Historical, and Interdisciplinary Studies

Dr Matthew Grant

School of Sport, Rehabilitation and Exercise Sciences

Professor Nelson Cortes

UK Data Archive

Joanne Webb

Research Centres and Institutes

Analytics and Data Science, Institute for (IADS)

Professor Haralambos Mouratidis

Centre for Accountability and Global Development (CAGD)

Professor Thankom Arun (Essex Business School)

Centre for Behavioural Science

Dr Dennie Van Dolder (Department of Economics)

Centre for Childhood Studies

Dr Norman Gabriel (Psychosocial and Psychoanalytic Studies)

Centre for Coastal Communities

Dr Emily T Murray (School of Health and Social Care)

Centre for Commons Organising, Values, Equalities, and Resilience

Professor Peter Bloom (Essex Business School), Professor Phoebe Moore (Essex Business School), Dr Stevphen Shukaitis (Essex Business School)

Centre for Computational Finance and Economic Agents (CCFEA)

Dr Michael Kampouridis (School of Computer Science and Electronic Engineering)

Centre for Creative Writing

Professor Philip Terry (Department of Literature, Film, and Theatre Studies)

Centre for Criminology (C4C)

Professor Nigel South (Department of Sociology and Criminology)

Centre for Curatorial Studies

Dr Michael Tymkiw (School of Philosophy, Historical, and Interdisciplinary Studies) (until 31 December 2024) / Dr Michael Tymkiw (School of Philosophy, Historical, and Interdisciplinary Studies / Dr Matt Lodder (School of Philosophy, Historical, and Interdisciplinary Studies (from 1 January 2025)

Centre for Environment and Society

Professor Kelum Jayasinghe (Essex Business School)

Centre for Film and Screen Media

Professor Jeffrey Geiger (Department of Literature, Film, and Theatre Studies)

Global Health and Intersectional Equity Research, Centre for

Professor Anuj Kapilashrami (School of Health and Social Care)

Centre for Global South Studies

Professor Sandya Hewamanne (Department of Sociology and Criminology)

Centre for Ideology and Discourse Analysis (CIDA)

Professor David Howarth (Department of Government)

Centre for Interdisciplinary Research in Literary Studies

Professor Katharine Cochin (Department of Literature, Film, and Theatre Studies)

Centre for Intimate and Sexual Citizenship (CISC)

Dr Roisin-Ryan Flood (Department of Sociology and Criminology) / Dr Phoebe Kisubi Mbasalaki (Department of Sociology and Criminology)

Centre for Latin American and Caribbean Studies (CLACS)

Dr Lisa Blackmore (School of Philosophy and Art History)

Centre for Microsimulation and Policy Analysis (CeMPA)

Professor Matteo Ri9chiardi (Institute for Social and Economic Research)

Centre for Migration Studies

Dr Renee Luthra (Department of Sociology and Criminology)

Centre for Myth Studies

Professor Roderick Main (Centre for Psychosocial and Psychoanalytic Studies)

Centre for Public History

Dr Alix Green (Department of History)

Centre for Public and Policy Engagement (CPPE)

Professor Jules Pretty

Centre for Research in Language Development throughout the Lifespan (LaDeLi), Centre for
Professor Florence Myles (Department of Language and Linguistics)

Centre for Research in Economic Sociology and Innovation (CRESI)

Dr Maitrayee Deka / Dr Jason Sumich (Department of Sociology and Criminology)

Centre for Research on Entrepreneurship Innovation Management and Internationalisation (REIMI)

Professor Niraj Kumar (Essex Business School)

Centre for Social and Economic Network Analysis
Professor Christian Ghiglino (Economics)

Centre for Theatre Research
Dr Nora Williams / Professor Elizabeth Kuti (Department of Literature, Film, and Theatre Studies)

Centre for Trauma, Asylum and Refugees (CTAR)
Professor Renos Papadopoulos (Centre for Psychosocial and Psychoanalytic Studies)

Centre for Work, Organisation and Society (CWOS)
Dr Ed Barratt (Essex Business School)

Computational Intelligence Centre

Professor Hani Hagras (School of Computer Science and Electronic Engineering)

Philosophy and Art History)

Institute of Public Health and Wellbeing

Professor Mariachiara Di Cesare

ESRC Business and Local Government Data Research Centre

Professor Maria Fasli (Essex Business School)

Essex Accounting Centre (EAC)

Dr Shazad Uddin (Essex Business School)

Essex Biomedical Sciences Centre (EBSC)

Dr Ralf Zwacka (School of Life Sciences)

Essex Centre for Macro and Financial Econometrics (ECMFE)

Professor Rob Taylor (Essex Business School)

Essex Finance Centre (EFiC)

Professor Claudia Girardone (Essex Business School)

Essex Plant Innovation Centre (EPIC)

Professor Tracy Lawson (School of Life Sciences)

Financial Technology Centre Essex (FinteX)

Professor Franco Fiordelisi (Essex Business School)

Human Rights Centre (HRC)

Dr Andrew Fagan (until 31 September 2024) / Professor Carla Ferstman (from 1 October 2024)

Jean Monnet European Centre of Excellence

Professor Emil Kirchner (Department of Government)

The Michael Nicholson Centre for Conflict and Cooperation

Professor Kristian Gleditsch (Department of Government)

Research on Entrepreneurship Innovation Management and Internationalisation

Professor Palitha Konara

Administrative Sections

Academic Registrar

Richard Stock

Campus Manager, Southend Campus
Zoe Manning

Director of Communications and External Relations
Vanessa Potter

Chief Financial Officer
Andrew Keeble

Director of People and Culture
Sara Limerick

Chief Digital and Technology Officer
Ian Arbuthnot

Director of Research and Enterprise
Dr Robert Singh

Director of Library and Cultural Services and University Librarian
Jonathan White

The Council

Ex Officio members

Pro-Chancellors

Melanie Leech, CBE MA FRSA MIoD (Chair of Council)

Paul Jackson, BSc (Eng) CEng FIET FIMA

Dr Adam Wright, PhD

Acting Vice-Chancellor

Professor Maria Fasli, Certificate in Education, BSc, PhD

Treasurer

Alan Newman MA FCA

Deputy Vice-Chancellor

Professor Lorna Fox O'Mahony, LLB PhD PGCHET (until 3 August 2024)

Acting Deputy Vice-Chancellor

Neil Kellard, BA MSc PhD (from 4 August 2024)

President of the Students' Union

Lily-May Cameron

Elected Members

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

Professor Faten Ghosn, BA MA PhD

Dr Laurie James-Hawkins, BA MA PhD

Professor Shane Martin, BA (Mod) MBS PhD

Professor Onyeka Osuji, LLB BCL PhD

One Professional Services staff member elected by the non-academic staff: Zoe Manning, BA MSc

External Members

Julie Bentley, MBA

Obum Ekeke, OBE MSc MBA

Robert Hale, BSc

Simon Hall, MBE DL MA

Ajit Menon, DProf

Lesley Smith, BA MSc

Mickola Wilson, BSc

Observer

Russell Sheldon, BSc

Senate

Ex officio members

Acting Vice-Chancellor

Professor Maria Fasli

Deputy Vice-Chancellor

Professor Lorna Fox O'Mahony (until 3 August 2024)

Acting Deputy Vice-Chancellor

Professor Neil Kellard (from 4 August 2024)

Pro-Vice-Chancellors

Pro-Vice-Chancellor (Education): Professor Larra Anderson

Pro-Vice-Chancellor (Research): Professor Chris Greer

Deans

Executive Dean (Arts and Humanities): Professor Sanja Bahun

Acting: Executive Dean (Science and Health): Professor Graham Underwood

Executive Dean (Social Sciences): Professor John Preston

Partnerships (Education): Professor Annecy Lax

Postgraduate Research and Education: Professor Shane Martin

Heads of Department/School

East 15 Acting School, Dr Chris Main

Department of Economics, Professor Carlos Carrillo Tudela

Department of Language and Linguistics, Dr Tracey Costley (until 17 December 2024); Jessie Mallinson (from 18 December 2024)

Department of Literature, Film, and Theatre Studies, Matthew De Abaitua

Department of Psychology, Professor Silke Paulmann

Department of Government, Professor Faten Ghosn

Department of Sociology, Professor Linsey McGoey

Edge Hotel School, Professor Marcus Stephenson

Essex Business School, Professor Claudia Girardone

Essex Law School, Professor Onyeka Osuji

Essex Pathways, Fiona Elsted

School of Computer Science and Electronic Engineering, Professor Reinhold Scherer

School of Health and Social Care, Professor Winifred Eboh

School of Life Sciences, Professor Terence McGenity

School of Mathematics, Statistics and Actuarial Science, Professor Spyridon Vrontos

School of Philosophical, Historical, and Interdisciplinary Studies, Dr Matthew Grant

Psychoanalysis and Psychoanalytic Studies: Dr Jessica Battersby

School of Sport, Rehabilitation and Exercise Sciences: Professor Nelson Cortes

The Institute for Social and Economic Research: Professor Meena Kumari

The UK Data Archive, Joanne Webb

Appointed

Academic Registrar, Richard Stock

Elected members

Professor Thankom Arun

Professor Fabian Freyenhagen

Professor Hannah Gibson

Dr Georgi Grahovski

Dr Raynee Gutting (until 31 January 2025)

Dr Laurie James-Hawkins

Professor Timo Jütten

Dr Olayinka Lewis

Dr Alastair Litterick

Dr Ruth Lowry (until 29 September 2024)

Dr Rick O'Gorman

Dr Brandon Reeder

Marcin Rudy

Professor Róisín Ryan-Flood

Dr Stevphen Shukaitis (from 30 September 2024)

Dr Christoph Siemroth

Dr ZhiMin Xiao (from 1 February 2025)

Professor Ting Xu

Co-opted members

Chief Information Officer, Ian Arbuthnot

Director of Library and Cultural Services and University Librarian, Jonathan White

The Dean, Undergraduate Education: Professor Dominic Micklewright

Student members

President of the Students' Union, Colchester Campus: Lily-May Cameron (until 30 June 2025)

Vice-President of the Students' Union (Education): Joe Holmes (until 30 June 2025)

Faculty Convenors (3):

Arts and Humanities: Jenny West (until 30 June 2025)

Science and Health: Natalie Denham (until 30 June 2025)

Social Sciences: Miriam Mebrahtu (until 30 June 2025)

Postgraduate Convenor: Chloe Jeffery (until 30 June 2025)

Two student members from within the Sabbatical Officers of the Students' Union nominated for the year by the President of the Students' Union and approved by the Students' Union Trustees:

Guilherme Banari (until 30 June 2025)

Oluwanifemi Wilson-Adu (until 30 June 2025)

Observers

Dean of Integrated Health and Care Partnerships: Professor Vicky Joffe

Dean of Postgraduate Taught Education: Barry Pryer

Dean of Partnerships (Research): Professor David O'Mahony (until 1 October 2024), Professor Stavroula Karapapa (from 1 January 2025)

Faculty Deans Undergraduate

Faculty of Arts and Humanities: Dr Anna Hardiman-McCartney

Faculty of Science and Health: Dr Louise Beard

Faculty of Social Sciences: Dr Laurie James-Hawkins

Faculty Deans Research

Faculty of Arts and Humanities: Dorina-Maria Buda (from 1 September 2024)

Faculty of Science and Health: Professor Edward Codling

Faculty of Social Sciences: Professor Thankom Arun

Faculty Deans Postgraduate

Faculty of Arts and Humanities: Dr Lisa Smith

Faculty of Science and Health: Professor Dr Michael Kampouridis

Faculty of Social Sciences: Dr Allyson Benton

Dean of Partnerships (Education): Dr Annecy Lax

Dean of Postgraduate Taught Education: Barry Pryer (from 1 September 2024)

Faculty Managers

Arts and Humanities: Carly Peaston-Hart

Science and Health: Alex Seabrook

Social Sciences: Emma Stock

Officers in attendance

Registrar and Secretary: Bryn Morris

Deputy Academic Registrar: Emma Hardy

Committees of the Council

Audit and Risk Management Committee

N.B. Audit and Risk Management Committee shall have no fewer than three members and normally no more than eight members, including the Chair. None of the members shall be drawn from amongst the University's executive or members of Policy and Resources Committee.

Ex officio members

University Treasurer: Alan Newman (*Chair)*

Appointed members

Mickola Wilson

Dr Adam Wright

Independent members

Mary Dowd

Karen Lowe

Officers in attendance

The Registrar and Secretary: Bryn Morris

Deputy University Secretary: Lucy Johnson

Chief Financial Officer: Andrew Keeble

The Head of Internal Audit: To be confirmed

A representative from External Audit

Head of Corporate Governance: Clare Hornsby

Governance Officer: Sarah Lawrence

Terms of reference

Financial and Internal Control

a. To review the effectiveness of the financial and other internal control systems.

b. To ensure that all significant losses have been properly investigated and that the internal and external auditors, and where appropriate the Office for Students (OfS) Accounting Officer, have been informed.

c. To oversee the University's policy on fraud and irregularity, including being notified of any action taken under that policy, and to report to Council accordingly.

External audit

a. To consider and advise the Council on: the appointment and, if necessary, the dismissal of the External Auditor; the terms of engagement; the audit fee; and any non-audit services from the External Auditor.

b. Where the External Auditor ceases to hold office for any reason, to consider the circumstances and issues giving rise to the resignation or removal of the External Auditor; consider and report to Council any action that is required; and present to Council the statement from the External Auditor in which they describe any circumstances connected with their removal that they consider should be brought to the governing body's attention, or a statement that there are no such circumstances.

c. To agree with the External Auditor the nature and scope of the audit.

d. To meet privately with the External Auditor at least once each academic year, without the presence of University's senior management.

e. To receive and consider the External Auditor's management letter in connection with the audit of the University's Annual Accounts and the management response and any other matter the external auditor wishes to discuss.

f. To consider elements of the annual financial statements in the presence of the External Auditor, including the auditor's formal opinion, the statement of members' responsibilities and any corporate governance statement and make recommendations to Council.

g. To provide oversight on behalf of Council of external audit matters relating to the University's subsidiary companies and the University of Essex Students' Union.

Internal audit

a. To consider and make recommendations to the Council on the appointment of the Internal Auditor; the terms of engagement, the audit fee and any non audit services from the Internal Auditor.

b. To receive and approve a five-year Strategic Plan for the Internal Auditor.

c. To receive and approve an Annual Plan for the Internal Auditor and any other matter the Internal auditor wishes to discuss.

d. To meet privately with the Internal Auditor at least once each academic year, without members of the University's senior management present.

e. To receive and consider the final report of each internal audit assignment, activity or investigation undertaken on behalf of the University by the Internal Auditor and any other matter the internal auditor wishes to discuss.

f. To review the work of the Internal Auditor in conjunction with the receipt of an annual report prepared by the Internal Auditor, the report to include an opinion on the degree of assurance that can be taken from the system of control, and to make recommendations to Council.

g. To consider any internal audit matters not specifically covered above.

Monitoring and co-ordination of internal and external audit

a. To monitor the effectiveness of internal and external audit on the basis of performance indicators approved by Council from time to time on the recommendation of the Audit and Risk Management Committee; to promote co-ordination between the internal and external auditors.

Financial statements

a. To consider the University's transparency and openness of reporting in the financial statements and recommend their approval to Council.

b. To consider the University's accounting policies, in consultation with the External Auditor where appropriate, and make recommendations to Council.

Oversight

a. To oversee the University's policies related to ethical and other behaviours, including whistleblowing, anti-bribery, material adverse or reportable events, fraud and irregularity; and to note any action taken under these policies.

b. To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time to time), as relevant to the work of the Committee.

c. Under delegation of authority from Council, to approve the University of Essex Students' Union annual audited accounts, to ensure appropriate University oversight of internal controls within the Students' Union.

d. To have due regard to the University's commitment to equality, diversity and inclusion and meeting the requirements of the public sector equality duty.

Reports of an audit nature

a. To receive and consider any reports of an audit nature prepared by the Office for Students, the Quality Assurance Agency, the National Audit Office and any other similar bodies.

Value for money

a. To satisfy itself that adequate arrangements are in place to promote value for money initiatives, economy, efficiency and effectiveness.

Quality of data

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

Risk management

a. To monitor, and review, and advise Council on the effectiveness of the University's risk management (inclusive of academic risk), control and governance arrangements. ARMC will:

i. be familiar with the concept and requirements of risk management

ii. act as a catalyst for risk management activity across the University

iii. ensure appropriate audit work on risk management is performed

iv. collect information on risks and risk management and consider the culture and behaviour of the University and institutional arrangements that can affect the University's reputation, such as conflicts of interest

v. monitor other relevant sources of assurance, such as the outcome of external reviews

vi. receive reports from the Risk Management Group regarding the actions taken on the highest risks identified on the Risk Register

Review

a. To review the Committee's terms of reference annually.
b. To review and present the Committee's Standing Orders to Council for approval, annually.
c. To undertake a formal assessment of its effectiveness at least every four years. Recommendations arising from the annual effectiveness review should be presented to Council.
d. To prepare an annual report for submission to Council reviewing the work of the Audit and Risk Management Committee, incorporating an opinion on the effectiveness of the internal control system and securing value for money and effective, risk management. The report to Council to also include an informal appraisal of the Committee's own performance and effectiveness over the year.

Meeting arrangements and reporting mechanisms

Membership

The University Treasurer, being an external member of Council that is not a member of Policy and Resources Committee, shall normally be appointed to the role of Chair of Audit and Risk Management Committee, by the Council upon the recommendation of Nominations Committee.

At least two other external members of Council, not being members of Policy and Resources Committee, shall be appointed to Audit and Risk Management Committee by the Council, upon receipt of a joint recommendation from Nominations Committee and the Chair of Audit and Risk Management Committee. Independent and co-opted members may be appointed to Audit and Risk Management Committee by the Council upon receipt of a joint recommendation from Nominations Committee and the Chair of Audit and Risk Management Committee.

At least one appointed, independent or co-opted member of Audit and Risk Management Committee should have recent and relevant experience in accounting or auditing.

Audit and Risk Management Committee shall have no fewer than three members and normally no more than eight members, including the Chair. None of the members shall be drawn from amongst the University's executive.

Quorum

The Committee shall be quorate when half of the members are present, one of which must also be an external member of Council.

Meetings

Meetings shall be conducted in accordance with Audit and Risk Management's Standing Orders.

Meeting structure

Meetings of Audit and Risk Management Committee will normally attend two private meetings each year: one with the Internal Auditor and one with the External Auditor. With the exception of staff servicing the meetings, officers of the University shall not be present at these private meetings.

Standing Orders

Standing Orders for meetings of the Audit and Risk Management Committee shall be recommended to Council for approval annually.

Annual report

To prepare an annual report for submission to Council and the Office for Students on the work of the Audit and Risk Management Committee, incorporating an opinion on the effectiveness of the University's internal control system and the pursuit of value for money, together with assurance on the University's risk management arrangements. The report to Council will also include an appraisal of the Committee's own performance and effectiveness over the year.

Minutes

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

Nominations Committee

Ex officio members

Chair of Council: Melanie Leech *(Chair)*

Acting Vice-Chancellor: Professor Maria Fasli

President of the Students' Union: Lily-May Cameron

Appointed members, (recommended by Nominations Committee)

Two External members of Council:

Dr Ajit Menon

Dr Adam Wright

One internal member of Senate elected to the Council, : Professor Faten Ghosn

The Committee may co-opt members, subject to the approval of Council.

Officers in attendance

Registrar and Secretary: Bryn Morris

Head of Corporate Governance: Clare Hornsby

Governance Officer: Roxi Powell

Role of Chair

In accordance with Ordinance 3, The Chair shall be passed to a Pro-Chancellor on all occasions when the Committee is considering and determining matters relating to the succession to the role of Chair of Council.

Terms of reference

1. To make recommendations to Council on the appointment of:

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

To keep under review and make recommendations to Council on:

a. the procedures and arrangements for the recruitment of external members of Council and Council committees
b. the development of role descriptions for members of Council and its committees
c. the induction and training of members of Council and its committees, and
d. the Code of Governor Conduct

To provide assurance to Council that the candidates in Senate to Council elections and Professional Services staff member elections to Council are free from any known or potential conflicts of interest that might preclude them from performing the role of governor and trustee, and that their status as a ‘fit and proper person’ has been confirmed.

To make recommendations to Council on:

a. the method by which Professional Services members of staff will be elected to Council
b. whether an alternate member should be appointed to Council or a Council Committee, in

circumstances where a vacancy arises as a result of a member taking a period of leave or upon their resignation, suspension or removal; and

c. The term of appointment and method by which an alternate member of Council or a Council Committee should be selected.

Take decisions to suspend or remove members of Council, and Council-appointed members of Council Committees, in accordance with the Ordinances.

To make recommendations to Council on:

a. the date on which membership of the Council and any committees of the Council shall cease, in circumstances where a member of Council resigns from the Council, and
b. the date on which membership of the Council and any committees of the Council shall cease, in circumstances where an ex officio, appointed or elected member of the Council resigns from the post in which they are employed by the University, or is served notice that their contract of employment shall be terminated by the University

On behalf of Council:

a. approve the approach to, and oversee the recruitment and selection of, the Directors of the University's subsidiary companies
b. endorse and recommend to Council the appointment, reappointment and removal of new and existing Directors of the University's subsidiary companies
c. keep under review the composition and membership of each subsidiary company's board, ensuring that there are plans in place for the orderly succession of members, and that the appropriate balance of skills, knowledge, experience and diversity are maintained; and to
d. ensure that appropriate arrangements are in place for the induction, training and regular performance review of all subsidiary company board members, and that these arrangements are proportionate to each entity's legal, regulatory and broader operating context.

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee.

To have due regard to the University's commitment to equality, diversity and inclusion and meeting the requirements of the public sector equality duty.

Meetings

Normally three times per year.

People Supporting Strategy Committee

Ex officio members

Chair of Council: Melanie Leech *(Chair)*

Acting Vice-Chancellor: Professor Maria Fasli

Acting Deputy Vice-Chancellor: Professor Neil Kellard

Registrar and Secretary: Bryn Morris

Director of People and Culture: Sara Limerick

President of the Students' Union: Lily-May Cameron

Appointed members (recommended by Nominations Committee):

Four External members of Council:

Julie Bentley

Obum Ekeke

Paul Jackson

Dr Ajit Menon

One Senate elected member of Council: Dr Laurie James-Hawkins

In attendance

Director, of Organisational Development, People and Culture: Dr Jo Andrews

Director, of Employee Relations and Reward, People and Culture: Tracey Nunn

Director, of Health and Wellbeing, People and Culture: Lara Carmel

Director of Inclusion: Elaine Brown

Deputy University Secretary: Lucy Johnson

People and Culture Business Partner: Katherine Parker

Terms of reference

1. To provide oversight of the University's People Supporting Strategy and workforce plan, to monitor their contribution to delivery of the University's strategic plan and to report to Council as necessary.

To make recommendations to Council regarding strategic people policies and plans including Workplace Health, Safety and Wellbeing.

To make recommendations to Council regarding the strategic framework for remuneration and reward, including as appropriate, pay structures, equal pay (including actions being taken to address any material pay gaps), reward and recognition, performance pay and pay bargaining.

To provide oversight on the impact of the people policies and plans in delivering the University's commitment to equality, diversity and inclusion and meeting the requirements of the public sector equality duty.

On behalf of Policy and Resources Committee, to put in place a scheme of delegation to the Vice-Chancellor to agree salary increases in individual cases to address urgent retention issues for all categories of staff (currently up to £25,000 on the Vice-Chancellor's own authority and in excess of £25,000 with the agreement of the Chair).

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee.

To submit to Council an annual report on the work on the Committee, with more regular reports as required.

Meetings

At least once a year

Remuneration Committee

Ex officio members

Chair of Council: Melanie Leech

Appointed members, (recommended by Nominations Committee):

Four External members of Council:

Julie Bentley

Paul Jackson *(Chair)*

Dr Ajit Menon

Leslie Smith

One independent member with relevant specialist expertise, who is not a member of Council:

Frances Mills

In attendance

Registrar and Secretary: Bryn Morris

Director of People and Culture: Sara Limerick

Business Partner, People and Culture: Katherine Parker (until February 2025)

Terms of reference

Under delegated authority from Council:

1. To recommend to Council the Vice-Chancellor's salary, remuneration and conditions of service (within the context of the total reward package) at the time of appointment.

In the light of an assessment of performance during the prior year against agreed objectives, to determine the salary, other remuneration and conditions of service of the Vice-Chancellor, within the context of the total reward package. Objectives set by the Chair of Council for the Vice-Chancellor should be provided for information to the Committee.

In the light of recommendations from the Vice-Chancellor based on an assessment of performance during the prior year against agreed objectives, to determine the salary, other remuneration and conditions of service (within the context of the total reward package) of the Registrar and Secretary, Deputy Vice-Chancellor, Pro-Vice-Chancellors and Executive Deans (in the absence of the Registrar and Secretary for consideration of their case). Objectives set by the Vice-Chancellor for these employees should be provided for information to the Committee. The Vice-Chancellor shall be invited to attend the Committee for this item to present recommendations in relation to these staff and shall withdraw following completion of this presentation and prior to a decision being reached by the Committee.

To consider and approve recommendations by the Vice-Chancellor on the salaries, other remuneration and conditions of service of senior office holders, professorial staff and professional services staff on Grade 11 within the context of the total reward package. The Vice-Chancellor shall be invited to attend the Committee for this item to present recommendations in relation to these staff and shall withdraw following completion of this presentation and prior to a decision being reached by the Committee.

To develop succession plans as appropriate in relation to the Senior Leadership (Vice-Chancellor and Registrar and Secretary) of the University and to determine the strategy for resourcing these posts should positions become vacant.

To receive annually:

i. a report on work related visits abroad by the Vice-Chancellor and the Registrar and Secretary
ii. a report on any additional paid work undertaken externally (and the associated earnings) on the outside earnings of the Vice-Chancellor and the Registrar and Secretary

To receive a report on the award of discretionary increments and bonuses for academic and professional services staff up to and including grade 10, subject to the availability of such awards in any year.

To receive a report on early retirement packages and severance payments to members of the University and to approve in advance payments where:

a. the cost to the University would not be recovered in two years or less, or

b. any payment above contractual entitlement is proposed to be paid to any member of University Steering Group

To receive a report on action taken by the Vice-Chancellor under Ordinance 36.3 or 37.4.

To receive a report on action taken by the Vice-Chancellor to approve salary awards to staff who have received offers from other organisations.

To receive a report on action taken by the Vice-Chancellor to approve the payment of market supplements.

To make an annual report to Council that meets the requirements of the Committee of University Chairs senior remuneration code, to include details of the decisions taken by the Committee and the basis upon which it has exercised the authority delegated to it by Council; and providing details of the individual salaries of the Vice-Chancellor and Registrar and Secretary.

To conduct its activities with reference to good practice guidance from the Committee of University Chairs and the Charity Commission.

To consider any other related business appropriate to the remit of Remuneration Committee.

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee.

To have due regard to the University’s commitment to equality, diversity and inclusion and meeting the requirements of the public sector equality duty.

Meetings

At least once per year.

Policy and Resources Committee

Ex officio members

Chair of Council: Melanie Leech (*Chair*)

University Steering Group members

Acting Vice-Chancellor: Professor Maria Fasli

Acting Deputy Vice-Chancellor: Professor Neil Kellard

Pro-Vice-Chancellor (Education): Professor Larra Anderson

Pro-Vice-Chancellor (Research): Professor Chris Greer

Registrar and Secretary: Bryn Morris

Chief Financial Officer Andrew Keeble

President of the Students' Union: Lily-May Cameron

Appointed members, (recommended by Nominations Committee)

Five external members of Council:

Julie Bentley

Obum Ekeke

Simon Hall

Robert Hale

Paul Jackson

One academic member of Council, who is not a member of University Steering Group: Professor Onyeka Osuji

Officer in attendance

Deputy University Secretary: Lucy Johnson

Governance Officer: Lisa Briggs

Terms of reference

1. To review and recommend to Council the University's Strategic Plan and the corporate strategies that support it, having due regard for the role and remit of Senate.

To monitor and review the sustainability and progress of the University in achieving its Strategic Plan and its development in academic, social, external, governance and other policy terms.

To approve the Students' Union annual budget in advance of each new financial year, and keep under review the Students' Union's work, performance, and financial sustainability and viability, reporting to Council as appropriate.

Maintain oversight of the University's admissions position, reporting to Council as appropriate.

To recommend to Council the annual recurrent budget of the University.

To approve on behalf of Council additions to the recurrent budget, up to the value of £1,000,000 (net expenditure).

To delegate to the Remuneration Committee authority to determine an appropriate level of delegation to the Vice-Chancellor to offer salary increases, in cases to address urgent retention issues for all categories of staff.

To approve on behalf of Council new projects added to the Capital Investment Plan up to the value of £4,000,000 (gross expenditure).

To approve cost increases to approved projects in the Capital Programme up to the value of £1,000,000.

To receive an annual report of all completed capital projects in the last 12 months comparing the initially approved budget to its outturn cost.

To consider and, where appropriate, make comments on all recommendations sent forward from the Senate to the Council which have financial implications.

To make recommendations to the Council on all other financial matters.

On behalf of Council, approve high level corporate policies that relate to the management and administration of the University's revenue, property and other non-staff resources, which require consideration by the University's governors. The approval and implementation of policies that are operational in nature shall remain within the purview of the University Steering Group.

To determine the governance arrangements for the approval of and subsequent revisions to policies considered in accordance with paragraph 13 above, delegating authority to the University Steering Group and others, as appropriate.

To consider and make recommendations to Council on high level policies that relate to the employment of staff, recognising Council's role as the employer of staff at the University and being cognisant of the role and remit of the University Steering Group, Senate, Council and their sub-committees and advisory groups.

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee.

To have due regard for the University's commitment to equality, diversity and inclusion and meeting the requirements of the public sector equality duty.

Meetings

Normally four times per year.

Sub-Committee of Policy and Resources Committee

Investment Committee

Ex officio members

Acting Vice-Chancellor: Professor Maria Fasli

Vice-Chancellor's nominee: No nomination made

Chief Financial Officer Andrew Keeble

Appointed members, (recommended by Nominations Committee)

One external member from Policy and Resources Committee: Simon Hall *(Chair)*

Co-opted members

The Committee may co-opt members, subject to the approval of Council.

One external member with specialist knowledge: Kevin Wade

External member of Council: Mickola Wilson

External member of Council: Robert Hale

Membership

At least two appointed external members, at least one of whom must be a member of Policy and Resources Committee.

In attendance

Director of Finance (Financial Reporting and Risk Management): Richard Fern

Head of Financial Accounting and Capital, Finance, Planning and Data Insight: Jo Willis

Officer in attendance

Governance Officer: Roxi Powell

Terms of reference

1. To develop and submit for approval to Policy and Resources Committee, the investment objectives for the University's investments and the Treasury Management Policy.

To keep under review the University's investment and borrowing policies, ensuring that due consideration is given to ethnical and sustainable investment and borrowing, making recommendations to Policy and Resources Committee as appropriate.

To agree and keep under review appropriate asset allocation between equities, fixed interest and cash deposits, and within equities between the UK and overseas markets, taking account of the capital and income growth targets and risk set in the *Treasury Management Policy* agreed by the Policy and Resources Committee.

To monitor the performance of the fund managers, against the benchmarks set in the *Treasury Management Policy* and comparator funds and market indices.

To review, against the benchmark, at least every three years from the date of appointment all managers/investments and either remain invested or replace and to make recommendations to Policy and Resources Committee.

To receive at each meeting an overall report, prepared by the Director of Finance, Planning and Data Insight, on the performance of the University's investments and the key issues to be addressed.

To prepare and submit to Policy and Resources Committee, an annual summary of investments and borrowings, along with year-on-year movements, including returns achieved/financing costs.

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee.

To have due regard to the University's commitment to equality, diversity and inclusion and meeting the requirements of the public sector equality duty.

To review at least annually the approved counterparties and monetary limits of the University.

Meetings

Normally three times a year.

University Steering Group

Ex officio members

Acting Vice-Chancellor: Professor Maria Fasli *(Chair)*

Acting Deputy Vice-Chancellor: Professor Neil Kellard

Pro-Vice-Chancellor (Education): Professor Larra Anderson

Pro-Vice-Chancellor (Research): Professor Chris Greer

Registrar and Secretary: Bryn Morris

Chief Financial Officer Andrew Keeble

Executive Dean, Faculty of Arts and Humanities: Professor Sanja Bahun

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

Executive Dean, Faculty of Social Sciences: Professor John Preston

Chief of Staff: Monica Illsley

Officer in attendance

Governance Manager: Galina Bloomfield

Purpose

To be the University's executive group, supporting the Vice-Chancellor in the discharge of powers and duties delegated to them by Council and discharging specific powers and duties delegated to University Steering Group (USG) by Council.

Terms of reference

1. To prepare and recommend annually to Policy and Resources Committee of Council five-year financial forecasts and a Capital Investment Plan, incorporating an annual revenue and capital budget for the University, and to monitor the implementation of these.

To review and monitor the implementation of the Strategic Plan of the University, its Strategies, Sub-Strategies and Supporting Strategies (as developed from time to time), their associated action plans and performance against their key performance indicators and to report to Policy and Resources Committee, Council and other committees as appropriate.

To keep the allocation and deployment of University resources under regular scrutiny and review, including allocations to Faculties, Professional Services and institutional contributions (eg Host Institution Contributions, Doctoral Training Partnerships/Centres for Doctoral Training allocations), to ensure that resources are being used to support the institutional interests and the objectives in the Strategic Plan.

To approve the provision of staff posts, and to monitor appointments made, delegating authority for individual appointments in accordance with the University's Ordinances and recruitment policies as follows:

a. to the Deputy Vice-Chancellor, authority to approve staffing replacements and new requests of academic staff within budget of academic Departments/Schools
b. to the Registrar and Secretary authority to approve staffing replacements and new requests within budget of Professional Services staff in central sections, Faculties and schools/departments

To approve non-recurrent non-staff additions to the revenue budget up to the value of £250,000 (net expenditure).

To review and monitor the annual budget allocations to Faculties and Professional Services.

Under delegation from Council, to mandate new projects and their funding, enabling them to be added to the Capital Investment Plan, up to the value of £2,000,000 (gross expenditure), and to approve cost increases to existing projects up to £400,000, provided the Capital Investment Plan is supported by appropriate financing, eg loans, capital receipts.

On behalf of Policy and Resources Committee, to approve the University's policies on tuition fees and price bands, bursaries and scholarships and monitor their effectiveness in relation to student recruitment, retention and wellbeing.

To monitor key institutional risks, including those relating to the health and safety of student, staff, and visitors, and compliance with statutory obligations, reporting to Audit and Risk Management Committee, Policy and Resources Committee and Council as appropriate.

To develop and monitor the effectiveness of the University's people and culture policies and practices, including those which relate to equality, diversity and inclusion, for recommendation to the People Supporting Strategy Committee, Remuneration Committee and Council as appropriate.

To oversee the development the University's strategic partnerships portfolio and, the implementation of associated policies and practices, and to monitor the effectiveness of the University's approach, reporting to Senate and Council as appropriate.

To establish advisory groups to undertake detailed work to support USG in discharging its responsibilities more effectively, including delegation of authority for specific decisions where this is considered appropriate.

To provide oversight of the policies and plans to deliver the University's commitment to equality, diversity and inclusion and meeting the requirements of the public sector equality duty.

Method of operation

a. The record of meetings of University Steering Group shall be shared with all members of Policy and Resources Committee, the Chair of Audit and Risk Management Committee, Deans, Heads of Departments/Schools and Directors of flagship Institutes and Centres, Deputy Registrars, Heads of Professional Services and Faculty Managers.
b. University Steering Group provides a regular assurance report to Council of the work carried out and decisions taken by the Group in relation to the powers delegated to it by Council.

Meetings

Normally on a fortnightly basis during term time throughout the year.

University Steering Group - Advisory Groups

Capital Planning Group

Ex officio members

Acting Vice-Chancellor: Professor Maria Fasli

Acting Deputy Vice-Chancellor; Professor Neil Kellard *(Chair)*

Chief Financial Officer Andrew Keeble

Deputy Registrar (Infrastructure and Environments: Chris Oldham

Chief Information Officer: Ian Arbuthnot

Academic Registrar: Richard Stock

Director of Research and Enterprise Office: Dr Rob Singh

Director of Strategic Project Delivery, Digital Innovation and Technology Services: Kerry Wood

Pro-Vice-Chancellor (Research): Professor Chris Greer

Director of Infrastructure Services (Deputy Chief Information Officer): Kit Lindsley

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

Appointed members

Director of Financial Reporting and Risk Management or nominee: Richard Fern

Head of Financial Accounting and Capital: Jo Willis

Director of Procurement: Phil Sweeting

Director Estates: Andy Sheppard

Southend Campus, Campus Manager: Zoe Manning

Officer in attendance

Projects Governance Manager: Leila Winn

Purpose

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

Terms of reference

1. To recommend to the USG, the University's Capital Investment Plan (CIP), covering all capital expenditure requirements of the University for a minimum period of five years.

To consider requests for new capital projects or increased capital expenditure for inclusion within the CIP, prioritising them against the requirements of the Strategic Plan and the contribution they will make to the delivery of excellence in education and research. This includes requests from the University's subsidiaries.

To be responsible for the review and endorsement of detailed business cases for mandated capital projects.

On an annual basis, to recommend to University Steering Group an annual capital budget necessary to finance projects within the CIP that will be initiated in the coming year, for approval by Council alongside the University's revenue budget.

Under delegated authority from USG, be responsible to USG for overseeing the system through which the University manages individual capital projects, to ensure that they proceed to time, to budget and deliver their intended benefits.

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

To provide a bi-annual assurance report on the CIP to USG, Policy and Resources Committee and Council.

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time to time), as relevant to the work of the Group.

To provide oversight on capital projects in delivering the University's commitment to equality, diversity and inclusion and meeting the requirements of the public sector equality duty.

Meetings

Normally five times per year.

Data Insight Advisory Group

Ex Officio Members

Acting Deputy Vice-Chancellor: Professor Neil Kellard (*Chair*)

Pro-Vice-Chancellor (Education): Professor Larra Anderson

Pro-Vice-Chancellor (Research): Professor Chris Greer

Academic Registrar: Richard Stock

Director of Research and Enterprise Office: Dr Rob Singh

Chief Financial Officer Andrew Keeble

Chief Information Officer: Ian Arbuthnot

Director of Planning and Data Insight: Naomi Drinkwater

Associate Director, Data Governance and Statutory Returns: James Lewis

Head of Student Data reporting: Sean Mitchell

Head of Planning and Performance: Stephen Bland

In attendance

Planning and Data Insight Officer: Megan Black

Purpose

To monitor on behalf of USG progress towards achieving the targets set out in the Key Performance Indicators and Performance Indicators in our Strategic Plan, and draw to the attention of USG any matters requiring USG's attention.

The establishment of a Data Insight Advisory Group (DIAG) will enable a coordinated and efficient approach to monitoring performance through systematic analysis of data releases, and forecasts based on lead and lag indicators. It will ensure proportionate action in response to early signals about performance.

This group will have oversight of Working Groups focused on in-year reporting of established lead indicators and those requiring development in each area: (I) Education Performance, (ii) Research Performance and (iii) Financial Performance. The Working Groups will identify actionable insights from the lead indicators and will report to the Data Insight Advisory Group on an interim basis.

DIAG will also coordinate systematic monitoring of forecasts of performance and data releases on an agreed schedule.

Terms of Reference

The Group will:

1. Have overall oversight of institution performance indicators (Research, Education and Finance) and have responsibility for the scrutiny and challenge of these.

Provide advice and guidance to the Deputy Vice-Chancellor on the operation and development of the working groups via the Chairs.

Plan, review and assess the success in delivering the activities undertaken by the group and working groups.

Provide assurance reports to University Steering Group (USG) on actions taken, and bring to USG's attention any matters requiring USG's attention.

If required, re-prioritise activities to address conflicting priorities and emerging themes (e.g identified as part of the University's annual performance review and planning process).

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time to time), as relevant to the work of the Group.

To provide oversight on the policies and plans in delivering the University's commitment to equality, diversity and inclusion and meeting the requirements of the public sector equality duty.

Meetings

The Group will meet normally every four to six weeks, with additional meetings scheduled subject to the approval of the Chair.

Working-groups of Data Insight Advisory Group

- Education Data Insight Action Group (E-DIAG)
- Research Data Insight Action Group (R-DIAG)
- Finance Data Insight Action Group (F-DIAG)

Essex Sports Board

Ex Officio members

Deputy Registrar (Infrastructure and Environments): Chris Oldham *(Chair)*

Director of Education, Activities and Welfare, Students' Union: Keith Rowland

Deputy Director of Finance (UECS): Louise Wilson

Director of Marketing and Student Recruitment: Lindsey Russell

Director of Sport: Dr Dave Parry

Director of Student Life: Rachel Lucas

Head of the school of Sport, Rehabilitation and Exercise Sciences: Professor Nelson Cortes

Student Activities Manager (sports), Students' Union: Dominic King

VP Student Experience, Students' Union: Ian Lau

Head of Active Essex: Jason Fergus

Director of Campus Services: Helena Newton

In attendance

Head of Corporate Governance: Clare Hornsby
Governance Officer: Roxi Cebuc

Purpose

To provide advice and guidance to USG on the development and delivery of the University's Sport Sub-Strategy and the associated annual action plans, ensuring that sport makes a positive contribution to lives of members of the University's community.

Terms of Reference

1. To support the development and implementation of the University's Sport Sub-Strategy by offering advice to the University Steering Group and the Students' Union, and ~~through~~ by promoting the alignment of the University and Students' Union's ~~our~~ respective priorities.

To comment and advise on a draft of the University's Annual Action Plan arising from the Sport Sub-Strategy prior to its consideration by the University Steering Group and Education Committee each year~~.~~

To review and provide feedback on the operational delivery of sport at Essex and provide guidance for the Sport Operational Group as necessary.

To review and provide feedback on the development and achievements of performance and focus teams and on our British Universities and Colleges Sport (BUCS) strategy, participation sport and outreach.

To make recommendations to Communications and External Relations on the brand development and marketing plan for sport at the University.

To review and provide feedback and advice on key partnerships with internal stakeholders and external bodies, including regional organisations and national governing bodies, to support the delivery of the Essex Sport Sub-Strategy and to leverage additional resources including external funding.

To provide a forum to facilitate collaboration with academic partners to ensure an integrated approach to the delivery of the academic offer allied to sport and physical activity at Essex.

To review and provide advice on priorities for investment in sporting facilities prior to the commencement of the University's Annual Planning Round.

To review and provide feedback and advice on the charging model for student and staff participation in all sporting activities, prior to budgetary approval by the University Steering Group.

To note the proposed and final approved annual sports and sports-related budget for each academic year.

To comment and advise on the Board's annual cycle of business

Meetings

Normally three meetings will be held each year.

Fees Group

Ex officio members

Acting Deputy Vice-Chancellor: Professor Neil Kellard *(Chair)*

Register and Secretary or nominee: Lucy Johnson

Executive Deans (or nominated Faculty Deans Undergraduate): Professor Sanja Bahun, Professor John Preston, Professor Graham Underwood

Dean of Partnerships (Education): Dr Annecy Lax

Dean of Postgraduate Research and Education: Professor Shane Martin

Academic Registrar: Richard Stock

Director of Communications and External Relations: Vanessa Potter

Director of Marketing and Student Recruitment: Lindsey Russell

Director of Admissions: Mandy Chetham

Director of Financial Planning and Analysis: Chris Goldsworthy

Director of Student Life (or nominee): Rachel Lucas

President of the Students' Union: Lily-May Cameron

Course Records Manager: Emily Bewg

Officer in attendance

Funding Manager: Natalie Walker

Terms of reference

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

1. Provides strategic direction for University fee policy bursaries and scholarships and monitors their effectiveness against student recruitment, retention and wellbeing.

Develops policy on fees, recommends specific fees and price bands for undergraduate, postgraduate taught and postgraduate research courses to USG for approval on behalf of Council.

Establishes a framework for bursaries and scholarship provision, based on market intelligence and the specifics of individual department strategy and need. Informs future funding patterns and identifies areas of reduction to support areas of success, as well as supporting scholarship provision overheads.

Reports on fees and financial support annually to USG regarding the effectiveness of the fees and financial support available to students in supporting academic excellence.

Reviews and endorses, on an annual basis, other fees and charges levied for additional or exceptional costs connected to individual student activity which is not included within the main fees.

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Group.

To have due regard to the University's commitment to equality, diversity and inclusion and meeting the requirements of the public sector equality duty.

Meetings

Four meetings per year.

Financial Sustainability Advisory Group

Ex Officio Members

Acting Vice-Chancellor: Professor Maria Fasli (Chair)

Acting Deputy Vice-Chancellor: Professor Neil Kellard

Registrar and Secretary: Bryn Morris

Chief Financial Officer: Andrew Keeble

Terms of Reference

2. To maintain oversight of the implementation of the Action Plan for Financial Sustainability, working to ensure that the University:

    a. optimises academic delivery

    b. secures greater economy and efficiency in operations

c. undertakes deep financial planning

3. To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time to time), as relevant to the work of the Group.

4. To have due regard to the University's commitment to equality, diversity and inclusion and meeting the requirements of the public sector equality duty.

5. Progress made against the Plan will be reported to each meeting of Policy and Resources Committee and Council.

Meetings

At least four times a year.

Health and Safety Group

Ex officio members

Acting Vice-Chancellor: Professor Maria Fasli

Registrar and Secretary: Bryn Morris *(Chair)*

Director of People and Culture: Sara Limerick

Deputy Registrar (Infrastructure and Environments): Chris Oldham

Southend Campus, Campus Manager: Zoe Manning

Loughton Campus, Campus Facilities Supervisor: Mark Spicer

Head of Facilities Management (Health & Safety, IT and Premises): Matthew Smith

Faculty Manager, Arts and Humanities: Carly Peaston-Hart

Faculty Manager, Science and Health: Alex Seabrook

Faculty Manager, Social Sciences: Emma Stock

Professional Lead for Health and Safety (Professional Services): Richard Green

Fire Safety Manager: Peter Campbell

Director of Health and Wellbeing, People and Culture: Lara Carmel

Interim Professional Lead for Health and Safety (Academic Faculties): Sarah Lilienthal

Professional Lead for Occupational Health: Nicola King

Director of Estates: Andy Sheppard

Director of Campus Services: Helena Newton

Chief Compliance Officer (Infrastructure and Environments): Darren Baker

Director of Sustainability (Estates): Rob Davey

Insurance and Risk Assistant: Fabio Moneiro Martins

Business Services Manager (DITS): Susannah Jones

Workplace Health, Safety and Wellbeing Administrator: Sam Sprules (Secretary)

Nominated/Representative/Elected members

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

Unite: To be confirmed

UCU: Dr Cara Booker

Unison: to be confirmed

One student member elected by the Students' Union Council:

Students' Union President, Lily-May Cameron or Vice-President (Community and Engagement), Guilly Banari

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

- University Ionising Radiation Protection Officer (UIRPO)
- University Non-ionising Radiation Protection Adviser (UNIRPA)
- University Biological Safety Adviser (UBSA)
- University Diving Officer (UDO)
- Other specialist officers as deemed appropriate by the Group

In attendance

Professional Lead for Occupational Health: Nicola King

Health and Safety Advisor: Glyn Shand

Assistant Fire Officer: Corina Stanescu

Assistant Health and Safety Adviser: Abigail Fletcher

Purpose

- To support the Vice-Chancellor and USG in discharging their executive responsibilities for safeguarding and promoting the health and safety of staff, students and visitors at the University.
- To provide a forum for consultation with student and staff representatives in relation to health and safety.
- In appropriate circumstances, to draw matters directly to the attention of Council.

Terms of reference

1. Reviewing the University's Health and Safety Policy to ensure it remains fit-for-purpose as a basis for delivering the University's Health and Safety obligations and objectives, reporting to USG on any requirements for change as appropriate.
2. Overseeing the development, implementation and review of policies and standards for the management of health and safety, fire safety and recommending adoption or amendment to USG as appropriate.
3. Monitoring implementation of the University's Health and Safety action plan as the basis upon which the policy is being operationalised.
4. Monitoring performance against agreed health and safety performance measures, including providing an annual report on health and safety performance to USG and Council and making recommendations for any amendments to the agreed performance measures.
5. Considering reports on changes to legislation and best practice that significantly affect health and safety practice at the University recommending to USG any changes in policy or practice that might as a consequence be required.
6. Consulting on the introduction of any measures that may substantially affect the health and safety of staff and students.
7. Considering reports:
    a. from the Workplace Health, Safety and Wellbeing and other relevant specialist officers, for the continuous improvement of the University's health and safety arrangements
    b. on issues of strategic health and safety policy and practice raised by the trade union health and safety representatives and representatives of Faculty and Professional Services management
    c. on audits, significant incidents and health and safety related enforcement action by regulatory bodies; and

d. from the Students' Union, University of Essex Campus Services and Wivenhoe House Hotel, on their health and safety performance or specific issues of health and safety practice.

8. Making recommendations to USG and Council, on actions needed to address significant health and safety performance issues and to promote continuous improvement and promotion of health and safety.

9. To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Group.

10. To have due regard to the University's commitment to equality, diversity and inclusion and meeting the requirements of the public sector equality duty.

Meetings

Normally twice per year (April and October).

Sub-Groups of Health and Safety Group

- Biological Hazards and Genetic Modification Safety Sub-Group
- Ionising Radiation Protection Sub-Group
- Estate Management Section Health and Safety Group
- Diving Sub-Group

Office for Students Advisory Group Office for Students Advisory Group

Ex Officio Members

Deputy University Secretary: Lucy Johnson (*Chair*)

Chief Financial Officer Andrew Keeble

Director of Admissions: Mandy Chetham

Head of Corporate Governance: Clare Hornsby

Director of Planning and Data Insight: Naomi Drinkwater

Associate Director, Data Governance and Statutory Returns: James Lewis

Director of Student Life: Rachel Lucas

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

Chief Executive of the Students' Union: Craig Stephens

Students' Union President: Lily-May Cameron

In attendance

Governance Officer: Roxi Powell

Purpose

To support University Steering Group (USG) in managing the University's compliance with the requirements of the Office for Students (OfS), the regulator of higher education in England and Wales, by overseeing the development and delivery of activities in support of the University's compliance with the OfS's Regulatory Framework.

To monitor on behalf of USG the University's compliance with the initial and ongoing conditions of registration with the OfS, and to alert Council and USG to any matters requiring Council's attention.

Terms of Reference

The Terms of Reference for the Office for Students Advisory Group are:

1. to monitor of the University's compliance with the conditions of registration with the OfS, as outlined in the Regulatory Framework

2. to provide strategic assurance to Council and USG about the University's and, where relevant, the University's partners' ongoing compliance with the conditions of registration with the OfS, alerting USG and Council's attention to matters requiring Council's attention

3. to develop, achieve approval for, and publish the University's annual Student Protection Plan

4. to provide oversight on the University's approach to academic freedom and freedom of speech, as outlined in the Regulatory Framework, providing assurance to USG and Council of the University's compliance actions

5. to coordinate, facilitate and maximise partnership working across the University to ensure the continued compliance with the requirements of the OfS

6. to review the University's approach to reportable events and to monitor the number of events reported annually

7. to report annually to USG and Council on the University's compliance with the conditions of registration with the OfS, as outlined in the Regulatory Framework

Meetings

The Office for Students Advisory Group will meet termly and as required as necessary.

Delegates of ex-officio members are permitted in the absence of the named individual.

Partnerships Advisory Group

Ex Officio Members

Acting Deputy Vice-Chancellor: Professor Maria Fasli (*Chair*)

Deans of Partnerships (Deputy Chairs): Dr Annecy Lax and Professor David O'Mahony (until 30 September 2024) / Professor Stavroula Karapapa (from 1 January 2025) and Professor Vicky Joffe

Dean of Postgraduate Education: Barry Pryer

Deputy Dean of Partnerships: Dave Briggs

Academic Registrar: Richard Stock

Director of Communications and External Relations: Vanessa Potter

Director Research and Enterprise Office: Dr Rob Singh

Director of Academic Services: Maricia Klinke

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

Director of Marketing and Student Recruitment: Lindsey Russell

Head of International Business Development: Ivan Hutchins

Director of Library Services and University Librarian: Jonathan White

Director of Financial Planning and Analysis: Chris Goldsworthy

Director of Partnerships: Louise Blair

Deputy Director of Partnerships (Europe): Dr Dorian Hayes (from 1 September 2024)

Faculty Partnerships Director, Faculty of Science and Health – Dr Maria Kyropoulou (until 31 December 2024) / To be confirmed (from 1 January 2025)

Faculty Partnerships Director, Faculty of Arts and Humanities – Dr Konstantinos Kalliris (until 31 December 2024) / To be confirmed (from 1 January 2025)

Faculty Partnerships Director, Faculty of Social Sciences – Prithwiraj Nath (until 31 December 2024) / To be confirmed (from 1 January 2025)

Partnerships Lead: Progress and Assessment – Dr Ritta Husted (until 31 December 2024) / To be confirmed (from 1 January 2025)

Partnerships Lead: Progress and Assessment

Co-opted Member

Director of Planning and Data Insight (nominee): Naomi Drinkwater

In attendance

Governance Officer: Sarah Lawrence

Purpose

To support USG in the implementation of the University Strategy by overseeing the development and delivery of strategic partnerships that contribute to the University's mission of excellence in education and research, deliver on our ambitions to grow the University and enhance the University's reputation and standing.

To monitor on behalf of USG the implementation of the University's Partnerships sub-strategy and draw to the attention of USG any matters requiring USG's attention.

Terms of Reference

The Terms of Reference for the Partnerships Advisory Group are:

1. to provide strategic oversight of the University's partnerships portfolio, in accordance with the priorities set out in the University's Strategic Plan and Key Performance Indicators

2. to oversee the development of partnership activities including progressing the establishment of new partnerships and the development of existing partnerships, aligning decision-making to the principles set out in the Partnerships sub-strategy

3. to coordinate, facilitate and maximise partnership working across the University to ensure the effective and efficient implementation of the University's Partnerships sub-strategy

4. to monitor the implementation of action plans agreed by USG for the delivery of the University's Partnerships sub-strategy

5. to consider and recommend to USG and Senate and its sub-committees as appropriate University policies and processes for the approval, management and oversight of the University's strategic partnerships

6. to report at least annually to USG on progress in delivering the University's Partnerships sub-strategy and at other times as necessary to draw to the attention of USG any issues of strategic concern that arise from the development and implementation of the Partnerships sub-strategy

7. to contribute to the development of annual action plans, budget and resource needs for implementation of the University's Partnerships sub-strategy, including supporting and

promoting the University's Advanced Institutional International Visit programme by University senior staff and International Partnership Development visits by academic and professional service staff

8. to have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Group

9. To provide oversight on the policies and plans in delivering the University's commitment to equality, diversity and inclusion and meeting the requirements of the public sector equality duty

Meetings

The Partnerships Advisory Group will meet five times each year and as required as necessary

People, Culture and Inclusion Advisory Group

Ex officio members

Acting Vice-Chancellor: Professor Maria Fasli

Acting Deputy Vice-Chancellor: Professor Neil Kellard *(Chair)*

Registrar and Secretary : Bryn Morris

Executive Dean, Faculty of Arts and Humanities: Professor Sanja Bahun

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

Executive Dean, Faculty of Social Sciences: Professor John Preston

Director of People and Culture: Sara Limerick

Director of Organisational Development, People and Culture: Dr Jo Andrews

Director of Employee Relations and Reward, People and Culture: Tracey Nunn

Director of Health and Wellbeing, People and Culture: Lara Carmel

Director of Inclusion, People and Culture: Elaine Brown

Co-opted

The Group may co-opt members as appropriate.

Officers in attendance

Governance Officer: Lisa Briggs

Purpose

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

To monitor on behalf of USG, the implementation of the University's people strategies, policies and practices, including those relating to equality, diversity and inclusion (EDI); promote dissemination of good people management practice throughout the University and draw to the attention of USG any areas of concern requiring attention.

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

In appropriate circumstances, to draw matters to the attention of Council through the University Steering Group.

Terms of reference

1. On behalf of USG, to keep the University's people strategies and policies, including those relating to equality, diversity and inclusion, under review and to make recommendations to USG on any changes required, including the development of new policies.

2. To monitor the performance of the University in relation to a set of People and Culture including EDI, performance indicators, to be agreed as part of the University's People Supporting Strategy to 2025 and to report annually to USG.

3. To identify examples of good people management practice and promote their dissemination, as a means of promoting equality of opportunity and a high performance culture at the University.

4. To oversee the implementation of action plans agreed by USG for the delivery of the University's People Supporting Strategy to 2025, including its EDI sub-strategy and other related initiatives.

5. To advise USG on the resources required to support the delivery of the University's People Supporting Strategy to 2025 and to promote equality of opportunity and inclusion.

6. To receive reports from the University's formal consultative arrangements with the recognised trades unions, drawing relevant issues to the attention of USG.

7. To review issues arising from cases being considered under the University's grievance, conduct and performance management arrangements, identify any themes which might require particular actions for the University and might need to be drawn to the attention of USG and Council.

8. Under delegated authority from USG, to approve the University's annual programme of employee learning and development, evaluate the effectiveness of the programme and suggest amendments as necessary.

9. To monitor the impact of the University's budget and financial plans on equality and diversity, reporting to Council through the University Steering Group, as appropriate.

10. To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Group.

11. To draw matters to the attention of USG as required.

Meetings

Up to four times per year (once a term at least).

An unstarred report on the work of PCIAG should be submitted to USG annually.

Project Coordination Group

Ex officio members

Acting Vice-Chancellor: Professor Maria Fasli

Deputy Registrar (Infrastructure and Environments): Chris Oldham *(Chair)*

Chief Information Officer: Ian Arbuthnot

Director of Strategic Project Delivery, Digital Innovation and Technology Services: Kerry Wood

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

Director of Financial Reporting and Risk Management or nominee: Richard Fern

Director of Infrastructure Services (Deputy Chief Information Officer): Kit Lindsley

Director of Communications and External Relations or nominee: Vanessa Potter

Academic Registrar or their nominee: Richard Stock

A member of academic staff nominated by the Deputy Vice-Chancellor: Lisa Smith

Director of Organisational Development, People and Culture or nominee: Dr Jo Andrews

Director of Procurement: Phil Sweeting

Pro-Vice-Chancellor (Education): Professor Larra Anderson

Pro-Vice-Chancellor (Research): Professor Chris Greer

Southend Campus, Campus Manager: Zoe Manning

Director of Sustainability and Grounds: Rob Davey

Chief Financial Officer Andrew Keeble

Head of Financial Accounting and Capital: Jo Willis

In attendance

Projects Governance Manager: Leila Winn

Purpose

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

Terms of Reference

1. Under delegated authority from USG, to be responsible to USG for the approval, management and oversight of all non-capital projects included in the University's Strategic Project Portfolio (SPP).

2. Under delegation from USG, to be responsible for the monitoring of all capital projects in the Capital Investment Plan (CIP).

3. Develop, approve and maintain University policies and processes for the approval, management and oversight of all strategically important projects (capital and revenue funded).

4. In accordance with the policies and processes agreed under (1-3) above:

    a. consider all project mandates for revenue funded projects and ensure appropriate management and oversight of these projects

    b. consider all proposals of revenue funded projects for admission to the University's SPP, ensuring that such projects are appropriately specified, resourced and scheduled before they are approved for admission and given permission to proceed

c. admit all approved capital funded projects to the SPP

d. monitor the implementation of all strategically important projects in the SPP, and ensure that where implementation is not proceeding as planned appropriate action is taken; and

e. where appropriate, revoke approval to proceed with a strategically important project

f. take a strategic overview of the SPP, to ensure that it is delivering demonstrable value in relation to the University's Strategic Plan and that potential synergies and economies of scale across the SPP are maximized and risks appropriately mitigated

5. Receive regular reports from the Delivery Assurance Groups on the current status of all approved projects, and at other times as necessary, to draw attention to any strategic concerns, particularly those that arise from the delivery of the CIP.

6. Support and promote the development of institutional capacity for project management and transformation.

7. To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time to time), as relevant to the work of the Group.

8. To provide oversight on capital projects in delivering the University's commitment to equality, diversity and inclusion and meeting the requirements of the public sector equality duty.

Meetings

Normally five times per year.

Risk Management Group

Ex officio members

Chief Financial Officer or nominee: Andrew Keeble (*Chair*)

Director of Communications and External Relations or nominee: Vanessa Potter

Chief Information Officer or nominee: Ian Arbuthnot

Deputy Registrar (Infrastructure and Environments) or nominee: Chris Oldham

Director of People and Culture: Sara Limerick

Academic Registrar or nominee: Richard Stock

A Faculty Manager nominated by the Registrar and Secretary: Carly Peaston-Hart

Assistant Registrar: Sarah Tattersall

Deputy University Secretary: Lucy Johnson

Professional Lead for Health and Safety (Professional Services): Richard Green

Chief Compliance Officer (Infrastructure and Environments): Darren Baker

In attendance

Deputy Director of Finance (Financial Reporting and Risk Management): Richard Fern

Purpose

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

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

Terms of reference

1. Under delegated authority from USG, to be responsible for the development and maintenance of the University's central register of risks (the 'Risk Register') in consultation with Risk Owners, Risk Handlers, Heads of Sections/Departments as appropriate, covering strategic and operational risks for consideration and approval by USG, Audit and Risk Management Committee and Council.

2. To have due regard to the risks associated with the University's implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Group.

3. To review, recommend updates if necessary, to USG, Audit and Risk Management Committee and Council concerning all items contained in the Risk Register at least termly, ensuring that all risks are assigned to a 'risk owner' and that appropriate procedures and actions are in place to mitigate risk to an acceptable level.

4. To review termly the University's operational risk registers and if necessary request the register owner to the Risk Management Group meeting to discuss any new, emerging or changing risks.

5. To update the Risk Register for any known material changes that occur in between termly reviews.

6. To report to University Steering Group, Audit and Risk Management Committee and where appropriate, Council on all material updates to the Risk Register, on the outcome of the termly review and in relation to other material changes to the risk environment.

7. To provide annual assurance to University Steering Group, Audit and Risk Management Committee and where appropriate, Council, that the University has effective controls in place to protect itself from the risks associated with international activity as outlined in the Universities UK guide to managing risks in internationalisation.

8. To consider the work of the University's Crisis Management Group and how this impacts on the implementation of the University's risk management policy.

9. To consider the risks associated with the University's policies and plans in delivering commitments to equality, diversity and inclusion and meeting the requirements of the public sector equality duty.

10. To proactively undertake a horizon scanning approach aimed at identifying analysing, and anticipating emergency risks, trends, as well as potential challenges and opportunities.

11. To advise University Steering Group of any actions necessary to improve the management of risk within the University.

12. To support and promote the development of institutional capacity for risk assessment and management.

Meetings

Normally three times per year.

Safeguarding Advisory Group

Ex Officio members

Academic Registrar: Richard Stock *(Chair)*

Assistant Registrar: Sarah Tattersall

Chief Information Officer (or nominee): Ian Arbuthnot

Deputy University Secretary: Lucy Johnson

Director of Communications (or nominee): Liam Preston

Director of Education, Activities and Welfare, Students' Union: Keith Rowland

Director of Facilities Services: Kanisha Braddick

Faith and Community Manager: Andy Chrin

Head of Campus Security and Safety: Richard Oliver

Head of Student Wellbeing and Inclusivity : Danielle Booth

Director of Employee Relations and Rewards (or nominee): Tracey Nunn

Information Assurance Manager: Clare Chatfield

Head of Research Governance and Planning: Phin Wenlock

Inclusion Manager and EDI Lead: Karen Bowlby

Vice-President (Welfare), Students' Union: Nifemi Wilson-Adu

In attendance

Compliance Manager (Safeguarding): Rachel A Brown

Director of Financial Reporting and Risk Management or nominee: Richard Fern

Terms of reference

1. To advise USG on the University's statutory obligations to safeguard vulnerable people, including its obligations to protect them from being drawn into terrorism.
2. To monitor the University's implementation of its statutory obligations in this area.
3. To provide oversight for the operation of the Speaker Code of Practice and any related policies and procedures and to propose recommendations for changes, as appropriate.
4. To provide oversight of policies related to the University's Safeguarding obligations and to provide recommendations for the changes as appropriate.
5. To review regularly associated institutional risks, developing an action plan in response to those risks, and monitoring delivery in respect of the plan.
6. To oversee on-going training and development of staff in the context of our safeguarding duties.
7. To provide a forum for engaging with the Students' Union and partner bodies in respect of the University's duties.
8. To receive updates on policy and practice across the country, providing suitable periodic updates and information for stakeholders.
9. To oversee any multi-agency work in this area.

10. To provide regular reports to USG, Audit and Risk Management Committee and Council.

11. To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time to time), as relevant to the work of the Group.

12. To provide oversight on the policies and plans in delivering the University's commitment to equality, diversity and inclusion and meeting the requirements of the public sector equality duty.

Meetings

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

Strategic Planning Advisory Group

Membership

Chief Financial Officer Andrew Keeble (Chair)

Assistant Registrar: Sarah Tattersall

Acting Deputy Vice-Chancellor: Professor Neil Kellard

Director of Strategic Project Delivery: Kerry Wood

Director of Procurement: Phil Sweeting

Associate Director, Data Governance and Statutory Returns: James Lewis

Deputy Director Finance (UECS): Louise Wilson

Officer in Attendance

Head of Professional Service Accounting: Daniel Shedd (Secretary)

Finance Business Partner Trainee: Gyan D Santos

Purpose

The Strategic Planning Advisory Group (SPAG) will enable a coordinated and efficient approach to monitoring and achieving Value for Money (VFM) through targeted initiatives endorsed by the Group, while the annual planning process promotes VFM at the departmental and section level, SPAG promotes VFM across the University, supporting the institutional Value for Money Strategy.

In addition, SPAG will have strategic oversight of the delivery of the action plan for financial sustainability, which sets out the next steps to be taken to enhance the University's financial

performance as it responds a challenging student number environment; proportionate action will be taken in response to early signals about performance.

This Group is advisory to the University Steering Group and will have oversight of initiatives in the areas of:

a. yield per student, including new product delivery

b. the use of University assets

c. the use of technology to streamline performance

d. procurement

e. efficiency

f. execution of the action plan for financial sustainability, and

g. the Sustainability Sub-Strategy

Terms of Reference

1. Oversee institutional Value for Money initiatives and have responsibility for the scrutiny and challenge of these.

2. Take on a strategic oversight role in guiding of the execution of the action plan for financial sustainability, whereby the University must achieve cost transformation to assist it through a challenging student number environment and enable rebuilding of cash balances. The Action Plan for Financial Sustainability supports other key University workstreams including the Digital Transformation Programme and the Sustainability Sub Strategy

3. Plan, review and assess the success of activities promoted by the Group.

4. If required, re-prioritise activities to address conflicting priorities and emerging themes (e.g. identified as part of the University's annual performance review and planning process).

5. Bring to USG's attention any matters requiring it's attention.

6. Provide advice and recommendations on the Advisory Group's operation and development to the University Steering Group.

7. If required, pass on actions to F-DIAG which could involve the facilitation of university wide analysis of the monitoring of key metrics.

Joint Committee of the Council and the Senate

Honorary Degrees and Honorary Fellowships Committee

Ex officio members

Chair of Council: Melanie Leech (*Chair*)

Acting Vice-Chancellor/Chair of Senate: Professor Maria Fasli

Registrar and Secretary: Bryn Morris

President, Students' Union (or nominee): Lily-May Cameron (

Appointed members (recommended by Nominations Committee)

One External member of Council: Mickola Wilson

Elected members

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

Arts and Humanities: Dr Olayinka Lewis

Science and Health: Professor Nelson Cortes

Social Sciences: Dr Jessica Battersby

One member of Non-Academic Staff elected by members of non-academic staff at the University: To Be confirmed

Officers in attendance

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

Graduation and Awards Manager: Chelsey Smith

Terms of reference

1. To consider nominations for the conferment of honorary degrees of the University and to make recommendations for such awards to the Senate and Council.

2. To consider nominations for the award of honorary fellow of the University and to make recommendations for such awards to the Senate and Council.

3. To consider nominations for the award of honorary degrees by the University's major partner institutions in accordance with procedures agreed from time to time with those institutions and to make recommendations for such awards to the Senate and Council.

4. To consider nominations for the award of the Alumnus or Alumna of the Year and to make recommendations for such awards to the Senate and Council.

5. To consider such nominations in accordance with the criteria for eligibility and procedures as approved by the Council.

6. To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee.

7. To monitor matters relating to equality and diversity within its overall consideration.

8. To determine the arrangements for seeking nominations from the community of the University and to approve procedures and guidance notes relating to nominations.

Meetings

Once per year.

Committees of the Senate

Education Committee

Ex officio members

Pro-Vice-Chancellor (Education): Professor Larra Anderson *(Chair)*

Dean of Partnerships: Dr Annecy Lax

Dean of Undergraduate Education: Professor Dominic Micklewright

Dean of Postgraduate Taught Education: Barry Pryer

Dean of Postgraduate Research and Education: Professor Shane Martin

Faculty Dean Undergraduate (Arts and Humanities): Professor Anna Hardiman-McCartney

Faculty Dean Undergraduate (Science and Health): Dr Louise Beard

Faculty Dean Undergraduate (Social Sciences): Dr Laurie James-Hawkins

Faculty Dean Postgraduate (Arts and Humanities): Dr Lisa Smith

Faculty Dean Postgraduate (Science and Health): Dr Michael Kampouridis

Faculty Dean Postgraduate (Social Sciences): Dr Allyson Benton

A Director of Education from the Faculty of Arts and Humanities (nominated by the Executive Dean of Faculty of Arts and Humanities): To be confirmed

A Director of Education from the Faculty of Social Sciences (nominated by the Executive Dean of Faculty of Social Sciences): To be confirmed

A Director of Education from the Faculty of Science and Health (nominated by the Executive Dean of Faculty of Science and Health): To be confirmed

Director of Organisational Development, People and Culture: Dr Jo Andrews

Director of Library and Cultural Services and University Librarian: Jonathan White

Academic Registrar: Richard Stock

Director of Academic Services: Maricia Klincke

Director of Student Life: Rachel Lucas

Chief Information Officer: Ian Arbuthnot

Director of Inclusion: Elaine Brown

Assistant Registrar: Sarah Tattersall

President, Students' Union: Lily-May Cameron

Vice-President (Education), Students' Union: Joe Holmes

Faculty Convenors:

Arts and Humanities: Jenny West

Science and Health: Natalie Denham

Social Sciences: Miriam Mebrahtu

Postgraduate Convenor: Chloe Jeffery

Proposed number of meetings per academic year

Five times per year.

Terms of reference

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

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;

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

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

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

To be responsible for the University's overall policies and procedures for research degree programmes, and to make recommendations to the Senate as appropriate;

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

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

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

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

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

To consider and monitor relevant issues relating to student access, engagement, continuation, completion, attainment and progression and success and the impact of our strategies to address these;

To maintain oversight of the Access and Participation Plan, its implementation and evaluation, on behalf of Senate;

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

To consider institutional alignment and institutional review reports, and to make recommendations to Senate for the approval and re-approval of academic partnerships with other educational bodies;

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

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

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

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

- Faculty Education Committee (Arts and Humanities)
- Faculty Education Committee (Science and Health)

- Faculty Education Committee (Social Sciences)
- Academic Standards and Quality Committee
- Student Experience Committee
- University of Essex International College Joint Academic Board

Academic Quality and Standards Committee

Ex officio members

Pro-Vice-Chancellor (Education) or nominee (Chair): Professor Lara Anderson

Dean of Undergraduate Education: Professor Dominic Micklewright

Dean of Postgraduate Taught Education: Barry Pryer

Dean of Postgraduate Research and Education: Professor Shane Martin

Faculty Dean Undergraduate (Arts and Humanities): Dr Anna Hardiman-McCartney

Faculty Dean Undergraduate (Science and Health): Dr Louise Beard

Faculty Dean Undergraduate (Social Sciences): Dr Laurie James-Hawkins

Faculty Dean Postgraduate (Arts and Humanities): Dr Lisa Smith

Faculty Dean Postgraduate (Science and Health): Dr Michael Kampouridis

Faculty Dean Postgraduate (Social Sciences): Dr Allyson Benton

Dean of Partnerships (Education) or nominee: Dave Briggs

Academic Registrar (or nominee): Richard Stock

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

Director of Organisation Development, People and Culture or nominee: Samer Gharib

One member of the Senate elected by academic members of the Senate for a 3 year term: Professor Winifred Eboh

Co-opted

Education Manager, Students' Union: Chris Jakens

Faculty Convenors:

Arts and Humanities: Jenny West

Science and Health: Natalie Denham

Social Sciences: Miriam Mebrahtu

One Students' Union Sabbatical Officer (to be nominated by the Students' Union): Joe Holmes

Postgraduate Convenor: Chloe Jeffery

Proposed number of meetings per academic year

Six times per year.

Terms of reference

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

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;

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

As appropriate and on behalf of the Education Committee, to approve proposals and recommendations to establish programmes of study, or to receive report on programmes of study approved or discontinued through delegated authority in line with University policy, and to report all decisions to the Education Committee;

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

On behalf of the Education Committee, to approve, monitor and review all University of Essex awards offered by the University's partner institutions and to make recommendations to the Education Committee and to partner institutions on best practice and on the enhancement of the quality of collaborative education;

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

To assess the overall effectiveness of the policies and procedures for assuring academic quality and standards, and enhancing academic quality and the student experience in supporting the University's Education Strategy, with a focus on:

- curriculum renewal, development and innovation

- student access and recruitment, and links with entry tariff and admissions policy, continuation, completion, attainment and progression, and the Access and Participation Plan and its implementation
- graduate employability
- student survey outcomes and student feedback; and
- External Examiner and professional, accrediting and statutory body reports, receiving regular reports from the Faculty Deans and the Dean of Partnerships (or nominee)

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

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

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

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

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

Faculty Education Committee (Arts and Humanities)

Ex officio members

Executive Dean: Professor Sanja Bahun

Faculty Dean Undergraduate: Dr Anna Hardiman-McCartney

Faculty Dean Postgraduate: Dr Lisa Smith

Chair of the committee to be either the Faculty Dean Undergraduate or Postgraduate (appointed by the Executive Dean)

Faculty Heads of Department, School and Centre:

East 15: Dr Chris Main

Edge Hotel: Professor Marcus Stephenson

Essex Pathways: Fiona Elsted

Literature, Film, and Theatre Studies: Matthew De Abaitua

School of Philosophical, Historical, and Interdisciplinary Studies: Dr Matthew Grant

Essex Law School: Professor Onyeka Osuji

Faculty Directors of Education:

East 15: Dr Ainslie Masterton

Edge Hotel: Adrian Martin

Essex Pathways: Dr Anyarath Kitwiwattanachai

Essex Law School: Professor Karen Hulme

Literature, Film, and Theatre Studies: Dr Holly Pester

School of Philosophical, Historical, and Interdisciplinary Studies: Dr Joerg Schaub

Student Development Manager: Lynne Jordan

Faculty Convenor (nominated by the Students' Union): To be confirmed

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

Proposed number of meetings per academic year

Three times per year.

Terms of reference

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

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

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

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

To receive reports on programmes of study approved or discontinued through delegated authority in line with University policy, and to report all decisions to Academic Quality and Standards Committee as appropriate;

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

- curriculum renewal, development and innovation
- student access and recruitment and links with admissions policy and entry tariff, continuation, completion, attainment and progression, and the Access and Participation Plan and its implementation
- graduate employability
- student survey outcomes and student feedback
- External Examiner report outcomes

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;

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

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

To monitor and review all undergraduate and postgraduate taught and research programmes of study offered by the Faculty and to make recommendations to the Academic Quality and Standards Committee and the Education Committee as appropriate;

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

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

To report after each meeting to the Education Committee.

Faculty Education Committee (Science and Health)

Ex officio members

Acting Executive Dean: Professor Graham Underwood

Faculty Dean Undergraduate: Dr Louise Beard

Faculty Dean Postgraduate: Dr Michael Kampouridis

Chair of the committee to be either the Faculty Dean Undergraduate or Postgraduate (appointed by the Executive Dean)

Faculty Heads of Department, School and Centre:

Department of Psychology: Professor Silke Paulmann

School of Computer Science and Electronic Engineering: Professor Reinhold Scherer (until 31 March 2025) / To be confirmed (from 1 April 2025)

School of Health and Social Care: Professor Winifred Eboh

School of Life Sciences: Professor Terry McGenity

School of Mathematics, Statistics and Actuarial Science: Professor Spyridon Vrontos

School of Sport, Rehabilitation and Exercise Sciences: Professor Nelson Cortes

Faculty Directors of Education:

Department of Psychology: Dr Veronica Lamarche

School of Computer Science and Electronic Engineering: Dr John Woods

School of Health and Social Care: Professor Chris Green

School of Life Sciences: Dr Ralf Zwacka

School of Sport, Rehabilitation and Exercise Sciences: To be confirmed

Student Development Manager: Dr Dave Rush

Faculty Convenor (nominated by the Students' Union): To be confirmed

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

Proposed number of meetings per academic year

Three times per year.

Terms of reference

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

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

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

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

To receive reports on programmes of study approved or discontinued through delegated authority in line with University policy, and to report all decisions to Academic Quality and Standards Committee as appropriate;

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

- curriculum renewal, development and innovation
- student access and recruitment and attainment and links with admissions policy and entry tariff, continuation, completion, attainment and progression, and the Access and Participation Plan and its implementation
- graduate employability
- student survey outcomes and student feedback
- External Examiner report outcomes

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;

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

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

To monitor and review all undergraduate and postgraduate taught and research programmes of study offered by the Faculty and to make recommendations to the Academic Quality and Standards Committee and the Education Committee as appropriate;

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

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

To report after each meeting to the Education Committee.

Faculty Education Committee (Social Sciences)

Ex officio members

Executive Dean: Professor John Preston

Faculty Dean Undergraduate: Dr Laurie James-Hawkins

Faculty Dean Postgraduate: Dr Allyson Benton

Chair of the committee to be either the Faculty Dean Undergraduate or Postgraduate (appointed by the Executive Dean)

Faculty Heads of Department, School and Centre:

Department of Economics: Professor Carlos Carrillo Tudela

Department of Government: Professor Faten Ghosn

Department of Language and Linguistics: Dr Tracey Costley (until 17 December 2024); Jessie Mallinson (from 18 December 2024)

Department of Psychosocial and Psychoanalytic Studies: Dr Jessica Battersby

Department of Sociology and Criminology: Professor Linsey McGoey

Essex Business School: Professor Claudia Girardone

Institute for Social and Economic Research: Professor Meena Kumari

UK Data Archive: Joanne Webb

Faculty Directors of Education:

Department of Economics: Professor Gianluigi Vernasca

Department of Government: Professor Reed Wood

Department of Language and Linguistics: Ignazia Posadinu

Department of Sociology and Criminology: Professor Michael Halewood

Essex Business School: Dr Noelia-Sarah Reynolds

Institute for Social and Economic Research: Dr Cara Booker

School of Psychosocial and Psychoanalytic Studies: Dr Orsolya Lukacs

UK Data Archive: Joanne Webb

Student Development Manager: Caterina Sinibaldi

Faculty Convenor (nominated by the Students' Union): Miriam Mebrahtu

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

Proposed number of meetings per academic year

Three times per year.

Terms of reference

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

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

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

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

To receive reports on programmes of study approved or discontinued through delegated authority in line with University policy, and to report all decisions to Academic Quality and Standards Committee as appropriate;

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

diversity issues, and to report to the Education Committee and Academic Quality and Standards Committee as appropriate, with a focus on:

- curriculum renewal, development and innovation
- student access and recruitment and attainment and links with admissions policy and entry tariff continuation, completion, attainment and progression, and the Access and Participation Plan and its implementation
- graduate employability
- student survey outcomes and student feedback
- External Examiner report outcomes

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;

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

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

To monitor and review all undergraduate and postgraduate research programmes of study offered by the Faculty and to make recommendations to the Academic Quality and Standards Committee and the Education Committee as appropriate;

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

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

To report after each meeting to the Education Committee.

Student Experience Committee

Ex officio members

Academic Registrar: Richard Stock *(Chair)*

Pro-Vice-Chancellor (Education) (or up to three nominees, ensuring effective representation for taught and research students respectively):

- Dean of Undergraduate Education: Professor Dominic Micklewright

- Dean of Postgraduate Taught Education: Barry Pryer
- Dean of Postgraduate Research and Education: Professor Shane Martin

Deputy Director of Finance (UECS): Louise Wilson

Chief Information Officer (or nominee): Tessa Rogowski

Director of Student Life: Rachel Lucas

Director of Communications or nominee: Liam Preston

Director of Library & Cultural Services and University Librarian (or nominee): Sarah Boateng

A Faculty Dean Undergraduate (nominated by the Pro-Vice-Chancellor (Education)): Dr Louise Beard

A Faculty Dean Postgraduate (nominated by the Pro-Vice-Chancellor (Education)): Dr Allyson Benton

President of the Students' Union: Lily-May Cameron

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

One member of Students' Union permanent staff (nominated by the Students' Union): Steve Haugh

Southend Campus Manager: Zoe Manning

Loughton Campus representative: Caroline Ibrahim-Hansford

Proposed number of meetings per academic year

Up to four times per year.

Terms of reference

To consider issues related to the student experience in its broadest sense on behalf of the Education Committee and in line with the University Strategy, having due regard for equality and diversity, providing a forum for promoting creativity and innovation and enhancing connections across the University and with the Students' Union.

To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;

To provide a forum for overseeing the mechanisms for harnessing and championing the student voice, including oversight of the management and development of innovative ways of capturing student input, and facilitation coherence in the University's approach to seeking student feedback, and to make recommendations to Education Committee and Senate and elsewhere as appropriate.

To consider outputs from Student Voice Groups, student surveys and other mechanisms for seeking student feedback in order to identify emerging issues and trends, share good practice, monitor agreed institutional action in response, and to recommend action to Education Committee, Senate and elsewhere as appropriate.

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

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

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

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

To make recommendations to the Education Committee and Senate, and elsewhere as appropriate, and/or to escalate matters for action under the leadership of the Pro-Vice-Chancellor (Education).

To report after each meeting to the Education Committee.

Academic Staffing Committee

Ex officio members

Acting Deputy Vice-Chancellor: Professor Neil Kellard (*Chair*)

The Pro-Vice-Chancellor (Research): Professor Chris Greer

Pro-Vice-Chancellor (Education): Professor Larra Anderson

Executive Dean (Arts and Humanities): Professor Sanja Bahun

Acting Executive Dean (Science and Health): Professor Graham Underwood

Executive Dean (Social Sciences): Professor John Preston

Appointed members

Four appointed members of academic staff from each of the faculties of which at least two must be professors and at least one must be a Senior Lecturer or Reader.

Faculty of Arts and Humanities: Dr Ritta Husted (from 1 October 2024), Professor Ting Xu, Dr Joerg Schaub, Professor Rosemary Klich

Faculty of Social Sciences: Dr Maria Hudson; Professor Lawrence Ezrow, Professor Katharine Rockett, Professor Neli Demireva

Faculty of Science and Health: Professor Jo Jackson, Dr Michelle Taylor, Professor Nikolaos Thomos, Dr Murat Akman

Terms of reference

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

(a) to report to the Senate on the terms and conditions of appointment of staff or of sections of the staff
(b) to keep under review and advise the Senate on procedure for the appointment of staff
(c) to conduct the annual review of staff and to determine and report to the Senate on:
    (i) extensions of Pathway to Permanency periods
    (ii) confirmation of appointments as permanent
    (iii) promotion to Lecturer/Senior Research Officer (Grade 8), Lecturer/Research Fellow (Grade 9), Senior Lecturer/Senior Research Fellow (Grade 10), Reader (Grade 10) and Professor (Grade 11)
(d) to have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee
(e) to monitor matters relating to equality and diversity within its overall consideration and report to the Senate at any time on any matter relating to the staff, including such matters as may be referred to it by the Senate

Conditions governing the granting of permanency

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

Ordinance 39.3 'Professors, Readers and Senior Lecturers shall, provided that they hold permanently established posts in the University, normally be appointed with permanency of office (subject to the provisions of the Ordinances as to termination). Lecturers who have held a permanent appointment in a teaching post in a university may, provided that they hold permanently established posts in the University, be appointed with permanency of office (subject to the provisions of the Ordinances as to termination).

Lecturers who are appointed without having held a permanent appointment in a teaching post in a university shall normally be appointed subject to confirmation after a Pathway to Permanency period of three years, and if this appointment as Lecturer is confirmed they shall then have permanency of office (subject to the provisions of the Ordinances as to termination)'

Ordinance 39.4 'Decisions as to confirmation of an appointment which has been made with a view to permanency are made by Academic Staffing Committee. The Committee may make a decision on confirmation at any point prior to the end of the Pathway to Permanency period and the decision will be based on evidence that, having regard to their standing, experience and the opportunities which have been afforded to them, the member of Academic Staff under review has met the criteria laid down for Pathway to Permanency academics by the Committee'.

University of Essex International College Joint Academic Board

Appointed by the University of Essex

Deputy Dean of Partnerships: Dave Briggs *(Chair)*

Dean of Partnerships: Dr Annecy Lax

A Faculty Dean from each Faculty nominated by the Executive Dean and approved by the Chair of Education Committee:

Faculty Director of Partnerships: To be confirmed

Faculty of Arts and Humanities: Professor Prithwiraj Nath

Faculty of Science and Health: Dr Maria Kyropoulou

Faculty of Social Sciences: Dr Konstantinos Kalliris

Director of Admissions or a nominee: Liz Guyar-Brown (Head of Admissions (Partnerships))

Appointed by Kaplan International Pathways

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

Learning and Teaching Director of the University of Essex International College or their nominee: Michelle Gibbons

Head of College Services of the University of Essex International College or their nominee: Richard Pentecost

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

University of Essex International College Student Representative: To be confirmed

The Board has the power to co-opt up to two members at any one time for special purposes on a fixed term, normally for one year; suggested to include:

A representative from Essex Pathways

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

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

Quoracy

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

Terms of Reference

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

In fulfilling its remit and purpose, the Board will:

(a) oversee the development and implementation of new University of Essex International College programmes and to monitor the agreed programme plan for each programme with particular reference to:
  (i) student number projections, recruitment, retention, progression and achievement, and
  (ii) compliance and regulatory requirements

(b) review and approve any curriculum changes to the existing University of Essex International College programmes based upon evidence gained from:
  (i) student attainment at the College
  (ii) student attainment at the University of Essex following progression from the College
  (iii) a robust external examiner procedure
  (iv) feedback from academics from the College and University on student progress and curriculum content
  (v) student consultations and evaluations, and/or

(vi) input from other external sources (e.g. employers, regulatory bodies, market analysis), where appropriate

(c) receive, approve and manage changes to the Progression Route List

(d) receive notification of the appointment of External Examiners to programmes at the University of Essex International College

(e) review and deliver a response to the Annual Programme Reports from the University of Essex International College

(f) facilitate the exchange of student performance data between the College and the University

(g) receive changes to existing Kaplan International Pathways academic regulations, policies and procedures and consider the development of new ones, where appropriate

(h) monitor, and report to the Joint Strategic Management Board on:

(i) the academic standards and quality of all the programmes of study and the associated teaching, learning, assessment and academic resources

(ii) staffing, staff development and student matters (such as learning support, discipline, appeals and expulsions for academic reasons)

(i) have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Board

(j) receive an update on joint College-University activities and recommend further enhancements to the joint work of the partnership

(k) ensure there is an awareness of the College and its work at the University and promote an understanding of the partnership and its priorities

(l) receive relevant strategic and operational updates from the College, University and Kaplan International Pathways

Frequency of Meetings

The Board will meet twice per academic year.

Ethics Committee

Ex officio members

Pro-Vice-Chancellor (Research): Professor Chris Greer (*Chair*)

Dean of Postgraduate Research and Education: Professor Sanja Bahun

Health and Safety Representative: Glyn Shand

Information Assurance Manager: Clare Chatfield

Head of Research Governance and Planning: Phin Wenlock

Vice-President (Education), Students' Union: Joe Holmes

Appointed members

Loreen Chikwira

Alan Cullen

Dr Tony Elston

Sophie Krumins

Professor Wayne Martin

Vimal Shah

one vacancy

Terms of reference

(a) To advise the Senate on matters pertaining to the ethics of research;

(b) To consider the ethical implications of all research involving human participants, the processing of personal data, or animal subjects carried out at the University or under the auspices of the University, including the use of the University's name and/or logo, or facilities for research purposed, where the University if the data controller or processor;

(c) To consider the ethical implications of all research involving human participants, the processing of personal data, or animal subjects carried out by staff and students of the University in places other than the University, including the use of the University's name and/or logo, where the University is the data controller or processor; Where there is no Ethics committee at the other institution, the University's Ethics Committee will act, where a committee exists at the other institution, the University's Ethics Committee must be notified and will determine whether or not to be involved;

(d) To provide authoritative and definitive guidance to the University on any specific ethical issue that might affect the University;

(e) To have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;

(f) To have due regard of issues of equality and diversity in its work and make an annual report to the Senate.

Research Committee

Ex officio members

Pro-Vice-Chancellor (Research): Professor Chris Greer *(Chair)*

Director of the Research and Enterprise Office: Dr Rob Singh

Dean of Partnerships (Research): Professor David O'Mahony (until 1 October 2024), Professor Stavroula Karapapa (from 1 January 2025)

Faculty Dean Research (Arts and Humanities): Professor Stavroula Karapapa (Acting) (until 31 August 2024), Professor Dorina-Maria Buda (from 1 September 2024)

Faculty Dean Research (Science and Health): Professor Edward Codling

Faculty Dean Research (Social Sciences): Professor Thankom Arun

Dean of Postgraduate Research and Education: Professor Shane Martin

Chief Information Officer: Ian Arbuthnot

Director of Library and Cultural Services and University Librarian: Jonathan White

Director of People and Culture (or Nominee): Tracey Nunn (from 1 October 2024)

Vice-President (Education), Students' Union: Joe Holmes

Appointed Members from the Academic Staff

Professor Alex Dumbrell

Professor Peter Fussey (until 29 September 2024)

Dr Ruth Lowry (until 29 September 2024)

Professor Noam Lubell

Dr Emily Murray (from 1 October 2024)

Professor Melissa Tyler

Dr Michael Tymkiw

Dr Julie Walsh (from 1 October 2024)

Terms of reference

The Committee will:

(a) Have oversight of research strategy at University and department levels;
(b) On behalf of Senate, monitor and review progress and development of the University's research performance with a view to sustainability and improvement;
(c) On behalf of Senate, prepare the University's submission to the Research Excellence Framework;
(d) Establish and promote models of good practice for the management of research at departmental level, and to ensure that all departments have suitable structures in place;
(e) Advise departments on the strategic use of the centrally-provided research funds available to them, and receive annual reports from departments on their strategic research investments and the outcomes;
(f) Have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee;
(g) Have due regard of issues of equality and diversity in its work and report to each meeting of Senate on relevant aspects of the Committee's areas of responsibilities.

Joint Committee of the Council and the Senate

Honorary Degrees and Honorary Fellowships Committee

Ex officio members

Chair of Council: Melanie Leech (Chair)

Acting Vice-Chancellor/Chair of Senate: Professor Maria Fasli

Registrar and Secretary: Bryn Morris

President, Students' Union (or nominee): Lily-May Cameron

Appointed members (recommended by Nominations Committee)

One External member of Council: Mickola Wilson

Elected members

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

Arts and Humanities: Dr Olayinka Lewis

Science and Health: Professor Nelson Cortes

Social Sciences: Dr Jessica Battersby

One member of Professional Services staff elected by members of the Professional Services staff at the University: To be confirmed

Officers in attendance

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

Graduation and Awards Manager: Chelsey Smith

Terms of reference

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

(b) to consider nominations for the award of honorary fellow of the University and to make recommendations for such awards to the Senate and the Council

(c) to consider nominations for the award of honorary degrees by the University's major partner institutions in accordance with procedures agreed from time to time with those institutions and to make recommendations for such awards to the Senate and Council

(d) to consider nominations for the award of the Alumnus or Alumna of the Year and to make recommendations for such awards to the Senate and Council

(e) to consider such nominations in accordance with the criteria for eligibility and procedures as approved by the Council

(f) to have due regard for the implementation of the Strategic Plan, its Strategies, Sub-Strategies and Supporting Strategies, and the delivery of key institutional priorities and their associated action plans (as agreed from time-to-time), as relevant to the work of the Committee

(g) to monitor matters relating to equality and diversity within its overall consideration

(h) to determine the arrangements for seeking nominations from the community of the University and to approve procedures and guidance notes relating to nominations

The Charter

ELIZABETH THE SECOND

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

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING!

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

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

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

1.

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

2. Definitions and Interpretations

(a) In the Charter and Statutes

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

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

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

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

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

‘Ordinances’ means Ordinances made under the Charter or the Statutes.

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

‘Regulations’ means Regulations made under the Charter, the Statutes or the Ordinances.

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

‘Staff’ means all persons employed by the University.

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

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

‘Students’ Union’ means an association of all Students of the University.

‘University’ means The University of Essex.

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

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

3. Objects of the University

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

4. Powers of the University

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

(A)
in relation to teaching and research:

i. to provide instruction and programmes of study and research;

ii. to engage in scholarship and conduct research;

iii. to admit applicants to programmes of study in accordance with their qualifications or experience;

iv. to determine fees in relation to programmes of study and to require payment of such fees;

v. to determine and conduct appropriate forms of assessment, including examinations;

vi. to confer degrees and grant other academic awards;

vii. to withdraw degrees and other academic awards conferred or granted by the University;

(B)
in relation to students:

i. to prescribe rules for the discipline of Students;

ii. to determine procedures for the hearing of complaints by Students;

(C)
in relation to staff:

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

(D)
in relation to other institutions:

i. to affiliate other institutions, or branches or departments of other institutions;

ii. to co-operate and collaborate with other institutions;

iii. to award joint degrees and other academic awards with other institutions;

iv. to incorporate into the University any other institution and take over its rights, property and liabilities, for any purpose not inconsistent with the Charter.

(E)
in relation to the provision of services and goods, within the limits applicable to a charity:

i. to exploit for the University's benefit a facility or resource of the University, including study, research or knowledge, or the practical application of study, research or knowledge, belonging to the University, whether alone or with someone else;

ii. to sell books, and other learning resources, intellectual property and other goods and services consistent with the Charter;

iii. to print, reproduce and publish research and other works initiated by the University, or to provide for their printing, reproduction and publication;

iv. to provide facilities and resources for the wellbeing of the University's Students and Staff.

(F)
in relation to the transaction of University business:

i. to enter into contracts;

ii. to acquire, hold, dispose of and deal with property;

iii. to raise funds;

iv. to act as trustee or manager of any property or funds given or bequeathed to the University for purposes of education or research or other objects of the University, and to invest any such funds.

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

5. The Council

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

6. Functions of the Council

The Council's functions shall be to:

(a) have ultimate responsibility for the affairs of the University;

(b) determine the strategic direction of the University;

(c) ensure the effective management and control of the University's affairs, property and finances;

(d) determine the structure, staffing and overall composition of the University;

(e) appoint the Chancellor, Pro-Chancellors, Vice-Chancellor, and other officers of the University.

7. Powers of the Council

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

8. Delegation by the Council

(a) Subject to sub-paragraph (b) below, the Council may delegate its powers under the Charter, the Statutes and Ordinances to:

i. an appropriately qualified member of the Council; or

ii. an appropriately qualified committee that contains one or more members of the Council; or

iii. an appropriately qualified member of the University's staff.

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

(b) The Council may not delegate its powers:

i. to appoint and dismiss the Vice-Chancellor and to approve the Vice-Chancellor's terms and conditions on appointment;

ii. to approve the annual budget;

iii. to amend the Charter under the provisions of Article 18;

iv. to make, amend or remove University Statutes under the provisions of Article 19

v. to make, amend or remove University Ordinances under the provisions of Article 20;

vi. to adopt the University's Annual Accounts;

vii. to appoint the University's Auditors.

9. The Senate

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

10. The Court

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

11. Students' Union

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

12. Alumni Association

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

13. The Chancellor

(a) There shall be a Chancellor of the University who shall be the chief Officer of the University.

(b) The Chancellor shall be entitled to preside over the Annual Meeting of the Court and to confer degrees on behalf of the University.

14. The Pro-Chancellor

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

15. The Vice-Chancellor

(a) There shall be a Vice-Chancellor of the University who shall be the principal academic and administrative Officer of the University and *ex officio* Chair of the Senate.

(b) The Vice-Chancellor shall assume the role of the chief executive officer of the University.

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

16. The Treasurer

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

17. The Pro-Vice-Chancellor

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

18. The Charter

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

19. The Statutes

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

(a) the constitution and business of the Council;

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

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

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

20. The Ordinances

Subject to the provisions of the Charter and the Statutes the Council may, on the recommendation of the Senate, and by Ordinary Resolution, make, add to, amend or revoke such Ordinances as it considers necessary or desirable for the purpose of carrying out the objects of the University, and shall

stipulate when such Ordinances come into effect; provided that no Ordinances shall be inconsistent with the provisions of the Charter or Statutes.

21. The Regulations

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

(a) teaching, research, programmes of study and the award of degrees and other academic distinctions;

(b) the conduct of examinations;

(c) the University Library;

(d) the requirements for admission to the University and to any particular programme of study;

(e) the conditions under which Students shall be permitted to continue their studies in the University;

(f) academic dress;

(g) the discipline of the Students of the University; and

(h) such other matters within its delegated responsibilities as it considers necessary or desirable for the purpose of carrying out the objects of the University.

22. Academic Freedom

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

23. Discrimination

The University shall show no discrimination, as required by law, against any person in determining whether they are to be admitted as a member of the Staff, or as a Student, or to graduate from the University or to hold any advantage or privilege of the University.

24. Dividend, Gift, Division or Bonus in Money

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

25. Visitor

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

26.

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

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

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

BY WARRANT UNDER THE QUEEN'S SIGN MANUAL, COLDSTREAM

The Statutes

1. The Council

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

(a) Ex officio Members:

The Pro-Chancellors, the Vice-Chancellor, the Deputy-Vice-Chancellor, the Treasurer and the President of the Students' Union.

(b) Elected Members:

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

One Professional Services staff member elected by the professional services staff subject to and in accordance with the Ordinances.

(c) External Members:

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

2. In accordance with the provisions of Section 1 of the University's Statutes, and the Ordinances, and on terms approved by the Council, Council members shall be appointed to the Council.
3. In accordance with the Ordinances, and on terms approved by the Council, the Council shall appoint from its members a Chair.
4. The Council shall operate in such a way as to not conflict with the University's Charter, Statutes or Ordinances.

2. Committees of the Council

1. There shall be Committees of the Council with responsibility for audit, remuneration and nominations.
2. The Council may from time to time establish additional standing, special and advisory Committees, Sub-Committees or Boards.
3. The constitution and responsibilities of Committees of the Council shall be as prescribed by the Council.

3.The Auditors

1. The Council shall appoint an Auditor or Auditors in accordance with the requirements of the Companies Act 2006. No person shall be appointed Auditor who is or who has a partner who is a member of the Council or Staff of the University, or who has been or who has had a partner that has been a member of the Council or Staff of the University during the period that is subject to audit.
2. The Auditor or Auditors shall hold office for such period and shall receive such remuneration as may be determined by the Council.
3. The Auditor or Auditors shall have a right of access at all reasonable times to the books, records, accounts and vouchers of the University and shall be entitled to require from the University such information and explanations as may be necessary for the performance of his/her or their duties.
4. If the office of Auditor or Auditors shall become vacant by his/her or their death or resignation or any other cause before the expiration of his/her or their period of office the Council shall forthwith appoint an Auditor or Auditors in his/her or their place for the remainder of such period.
5. An Auditor may resign by writing addressed to the Council.
6. The Auditor or Auditors shall make a report to the Council as to the accuracy of the Annual Accounts and the financial management of the University at least once in each year.

4.Interpretation of Statutes

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

The Ordinances

Ordinance 1 - The members of the University

1. The following persons shall be Members of the University:

   The Chancellor
   The Pro-Chancellors
   The Treasurer
   The members of the Court
   The external members of the Council and its sub-committees
   The staff of the University
   The Emeritus Professors
   The students of the University
   The former students of the University
2. The Council, on the recommendation of the Senate, shall have the power to declare such other persons Members of the University as it may deem fit.

Ordinance 2 – The Chancellor

1. The Chancellor shall be appointed subject to the approval of the Senate and the Council on the recommendation of a Joint Committee of the Senate and the Council.
2. The membership of the Joint Committee shall be:

- The Chair of the Council (Chair)
- A Pro-Chancellor
- The Vice-Chancellor
- The Chair of the Senate Agenda Group
- The Registrar and Secretary

Additional members may be co-opted at the discretion of the Chair of the Joint Committee.

3. The Chancellor shall hold office for a period of five years on terms approved by the Joint Committee.
4. Subject to the approval of the Council and the Senate, on the recommendation of a Joint Committee of the Council and the Senate (the membership of which is prescribed in clause 2 above), the Chancellor’s period of office may be extended to a maximum total of ten years.

5. The Chancellor may resign by writing addressed to the Council.

Ordinance 3 - The Pro-Chancellors

1. The Pro-Chancellors shall be appointed by the Council on the recommendation of Nominations Committee.
2. A Pro-Chancellor shall hold office until the end of the third year following their appointment, or until such earlier date as the Council may in each case determine, and shall be eligible for re-appointment, normally for a further period of three years and a maximum total of nine years.
3. The Chair of the Council of the University shall be appointed by the Council on the recommendation of the Nominations Committee. The Chair of the Council shall be selected from amongst those external members of Council appointed as, or recommended to Council by the Nominations Committee to be appointed as, a Pro-Chancellor.
4. The Chair of the Council shall hold office until the end of the third year following their appointment as Chair of the Council, or until such earlier date as the Council may in each case determine and shall be eligible for re-appointment, normally for a further period of three years and a maximum total of nine years or the point at which their appointment as a member of the Council and Pro-Chancellor ceases, whichever is the earlier.
5. If there is more than one Pro-Chancellor, the Pro-Chancellor who is Chair of Council shall, during a vacancy in the office of Chancellor, or during their inability through illness or any other cause to perform their functions, perform all the functions of the Chancellor; during the inability of such Pro-Chancellor through illness or any other cause to perform those functions, the Pro-Chancellor who has been in office for the longest period or aggregate of periods (whether consecutive or not) shall so act. If no Pro-Chancellor is able to perform all of the functions of the Chancellor, the Vice-Chancellor shall perform all of the functions of the Chancellor.
6. A Pro-Chancellor, who is not the Chair of Council, shall perform the functions of the Senior Independent Director and will chair the Remuneration Committee when it is considering the remuneration and conditions of service of the Vice-Chancellor; chair the Nominations Committee when it is considering succession to the role of Chair of Council; meet with members of Council at least once a year to appraise the Chair’s performance and on such other occasions as are deemed appropriate; and will meet with the Chair of Council annually to review performance and feedback.
7. A Pro-Chancellor may resign by writing addressed to the Council, provided that, if they are Chair of the Council, they shall at the same time resign the office of Chair of the Council.

Ordinance 4 - The Treasurer

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

Ordinance 5 - The Vice-Chancellor

1. The Vice-Chancellor shall be appointed by the Council after consideration by the Council of the report of a Joint Committee of the Senate and the Council. Upon the recommendation of Remuneration Committee, Council shall approve the Vice-Chancellor's salary, remuneration and conditions of service at the time of appointment.
2. The membership of the Joint Committee shall include:

- The Chair of the Council (Chair)
- Three external members of the Council appointed by the Council
- Three Academic Staff members of the Senate appointed by the Senate.

3. Additional members of the Joint Committee may be co-opted at the discretion of the Chair.
4. During a vacancy in the office of Vice-Chancellor or during prolonged inability of the Vice-Chancellor through illness or any other cause to perform their functions, the Council may appoint a Committee with the membership as set out in paragraph 2 above, to recommend to the Council the appointment as Acting Vice-Chancellor, from the professorial members of the Senate, of a person acceptable to the Senate as Acting Vice-Chancellor, for such period and on such conditions as may be determined by the Council.
5. The Vice-Chancellor shall be ex officio, a member of the Court, the Council and its sub-committees, the Senate, and of all Joint Committees of these bodies except the Joint Committee constituted under paragraph 1 of this Ordinance, Audit and Risk Management Committee, and Remuneration Committee.
6. The Vice-Chancellor shall have a general responsibility to the Council for maintaining and promoting the efficiency and good order of the University.

7. The Vice-Chancellor may without assigning any reason refuse to admit any person as a student.
8. The Vice-Chancellor may:

   (a) suspend any student from any teaching event; or

   (b) exclude any student from any part of the University or its precincts for such period as they may determine.
9. The Vice-Chancellor may delegate all or any of their functions under paragraph 7 or paragraph 8 of this Ordinance to such Officer or Officers of the University as they may think fit.

Ordinance 6 - The Registrar and Secretary

1. The Council shall appoint a Registrar and Secretary of the University with such functions, at such remuneration and upon such terms and conditions as it may think fit.

- The Registrar and Secretary shall be appointed by the Council after consideration by the Council of the report of a Joint Committee of the Council and the Senate.
- The membership of the Joint Committee shall include:
- The Chair of the Council (Chair)
- The Vice-Chancellor
- Two other external members of the Council, appointed by the Council
- Two Academic Staff members of the Senate, appointed by the Senate

If any External Assessor is appointed, they shall act in an advisory capacity to the Joint Committee.

2. The Council shall appoint the Registrar and Secretary to the role of Secretary to the Council.

Ordinance 7 - The Deputy Vice-Chancellor and Pro-Vice-Chancellors

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

3. Normally, only Professors shall be eligible for appointment as Deputy Vice-Chancellor and Pro-Vice-Chancellor.
4. The composition of the Selection Committee shall normally be:

- The Vice-Chancellor (Chair)
- An external member of the Council
- The Deputy Vice-Chancellor or a Pro-Vice-Chancellor
- An Academic Staff member of Senate
- The Registrar and Secretary

Additional members may be co-opted at the discretion of the Committee.

5. Where an application is being considered by a Selection Committee, the selection process will consider the applicant's credentials for the award of a substantive chair by the University as well as for the role of Deputy Vice-Chancellor or Pro-Vice-Chancellor for which they have applied. The Chair of the Selection Committee shall be responsible for ensuring that these credentials are tested in line with the University's normal practice for professorial appointments.
6. The Deputy Vice-Chancellor or a Pro-Vice-Chancellor shall hold office until the end of the third year following their appointment or until such earlier date as may in each case be determined by the Council on the recommendation of the Senate.
7. The Deputy Vice-Chancellor or a Pro-Vice-Chancellor shall be eligible for re-appointment for a further consecutive period of three years.
8. The re-appointment of the Deputy Vice-Chancellor or a Pro-Vice-Chancellor shall be proposed by the Vice-Chancellor and approved by the Council on the recommendation of the Senate.
9. The Deputy Vice-Chancellor or a Pro-Vice-Chancellor may exceptionally be re-appointed for a further consecutive period of up to three years, taking the period of their appointment to nine years. The re-appointment shall be proposed by the Vice-Chancellor and approved by the Council on the recommendation of the Senate.
10. The Deputy Vice-Chancellor and Pro-Vice-Chancellors will have a review period of six months prior to confirmation of their appointment to their role.
11. The Deputy Vice-Chancellor or a Pro-Vice-Chancellor shall cease to hold office should their employment as a member of the Academic Staff of the University cease.
12. In the absence of the Vice-Chancellor, the Deputy Vice-Chancellor shall act as Chair at meetings of the Senate. In the absence of both the Vice-Chancellor and the Deputy Vice-Chancellor, meetings of the Senate shall be chaired by a Pro-Vice-Chancellor.

13. The Deputy Vice-Chancellor or a Pro-Vice-Chancellor shall perform such other functions of the Vice-Chancellor as shall be delegated to them by the Vice-Chancellor.
14. If the Deputy Vice-Chancellor or a Pro-Vice-Chancellor becomes unable through illness or any other cause to perform their functions, the Council, or the Chair of the Council acting on behalf of the Council, may, on the recommendation of the Vice-Chancellor, terminate the appointment, appoint an Acting Deputy Vice-Chancellor or Acting Pro-Vice-Chancellor for a specified period, or take any other action it thinks fit.
15. The Deputy Vice-Chancellor or a Pro-Vice-Chancellor may resign their office by writing addressed to the Council, subject to any contractual notice period.

Ordinance 8 - Deans

1. Executive Deans of Faculty, Deans with pan-University portfolios, and any deputies to these Deans (including Faculty Deans), shall be appointed from among the members of the Academic Staff by the Council on the recommendation of the Senate. The Senate shall make the recommendation to the Council on the basis of a recommendation from a Selection Committee. Heads of Department who carry the title of Dean shall be appointed in accordance with Ordinance 9.
2. Recruitment to the role of Executive Dean will be through internal and external advertisement. Where an external applicant is appointed to one of these roles they will also (subject to clause 5 below) be appointed to a substantive chair in a University department, which is held independently of the appointment as Executive Dean.
3. Normally only Professors, shall be eligible for appointment as Executive Dean.
4. The composition of the Selection Committee for the role of Executive Dean shall normally be:

- The Vice-Chancellor (Chair)
- An external member of the Council
- The Deputy Vice-Chancellor or a Pro-Vice-Chancellor
- Two Heads of Department from the relevant Faculty
- The Registrar and Secretary

Additional members may be co-opted at the discretion of the Committee.

5. Where an application for the role of Executive Dean is being considered by a Selection Committee, the selection process will consider the applicant’s credentials for the award of a substantive chair by the University as well as the role of Executive Dean. The Chair of the Selection Committee shall be responsible for ensuring that these credentials are tested in line with the University’s normal practice for professorial appointments.

6. Recruitment to the role of a Dean with a pan-University portfolio, and to the role of deputy to these Deans or to any Faculty Deans, will be by internal advertisement.
7. Only Professors, Readers and Senior Lecturers shall be eligible for appointment as a Dean with a pan-University portfolio, or as a Deputy to these Deans or as a Faculty Dean.
8. The composition of the Selection Committee for the role of a Dean with a pan-University portfolio, and a deputy to these Deans, shall normally be:

- The Deputy Vice-Chancellor or Pro-Vice-Chancellor (Education) (*Chair*)
- An existing Dean or deputy to a Dean
- Two Heads of Department
- The Academic Registrar

9. The composition of the Selection Committee for a Faculty Dean shall normally be:

- The Executive Dean (*Chair)*
- The Pro-Vice-Chancellor (Education) or the Pro-Vice-Chancellor (Research)
- Two Heads of Department from the relevant Faculty
- The Academic Registrar or The Director of the Research and Enterprise Office

10. The normal term of appointment for an Executive Dean, a Dean with a pan-University portfolio, or a deputy to a Dean or Faculty Dean, shall be until the end of the third year following appointment or until such earlier date as the Council on the recommendation of the Senate may in each case determine. They shall be eligible for re-appointment for further consecutive periods of up to a total of three years; such periods shall be until the end of the third year from the first re-appointment or until such earlier date as the Council on the recommendation of the Senate may in each case determine.
11. The re-appointment of an Executive Dean, a Dean with a pan-University portfolio, or a deputy to a Dean or a Faculty Dean shall be proposed by the University Steering Group and approved by the Council on the recommendation of the Senate.
12. An Executive Dean, a Dean with a pan-University portfolio, or a deputy to a Dean or Faculty Dean may exceptionally be re-appointed for a further consecutive period of up to three years, taking the period of their appointment to nine years. The re-appointment shall be proposed by the University Steering Group and approved by the Council on the recommendation of the Senate.
13. An Executive Dean, a Dean with a pan-University portfolio or a deputy to a Dean or Faculty Dean shall have such responsibilities as the Senate shall determine.

14. An Executive Dean, a Dean with a pan-University portfolio, or a deputy to a Dean or Faculty Dean shall cease to hold office should their appointment as a member of the Academic Staff of the University cease.

15. If an Executive Dean, a Dean with a pan-University portfolio, or a deputy to a Dean or Faculty Dean becomes unable through illness or any other cause to perform their functions, the Council, or the Chair of the Council acting on behalf of the Council, may, on the recommendation of the Vice-Chancellor, terminate the appointment, appoint an Acting Dean or a deputy to a Dean for a specified period of up to three years or take any other action it thinks fit.

16. Other Deans with specific functions not falling within paragraph 1 of this Ordinance (including deputies to such other Deans) may be appointed by Council on the recommendation of the Vice-Chancellor.

Ordinance 9 - Heads of Department

1. A Head of Department shall be appointed by the Council on the recommendation of the Senate on receipt of a joint nomination from the members of the Academic Staff holding posts allocated to the relevant Department and the Vice-Chancellor, determined in accordance with the published procedures for nomination of Heads of Department. These procedures shall also apply to Heads of Department who carry the title of Dean or other approved title. The nominee shall be a Professor, Reader or Senior Lecturer, normally holding a post allocated to the Department concerned.

2. A Head of Department shall hold office until the end of the third year following their appointment or until such earlier date as the Council on the recommendation of the Senate may in each case determine.

3. A Head of Department shall be eligible for re-appointment for further consecutive periods of up to a total of three years; on the recommendation of the Senate on receipt of a joint nomination from the members of the Academic staff holding posts allocated to the relevant Department and the Vice-Chancellor. Such periods shall normally be until the end of the third year from the date of re-appointment or until such earlier date as the Council on the recommendation of the Senate may in each case determine.

4. A Head of Department who has held office for two consecutive periods shall normally be ineligible for further appointment until one year has elapsed from the date of completion of their second period of office. A Head of Department may exceptionally be re-appointed for further terms of office on the recommendation of the Senate on receipt of a joint nomination from the members of Academic Staff holding posts allocated to the Department and the Vice-Chancellor.

5. A Head of Department shall cease to hold office upon ceasing to be a member of the Academic Staff of the University.

6. If a Head of Department becomes unable through illness or any other cause to perform their functions, the Council (or, if authorised by the Council from time to time, the Chair of the Council on behalf of the Council) may, on the recommendation of the Vice-Chancellor, appoint an Acting Head of Department for a specified period or take any other action it thinks fit. In exceptional circumstances, a Lecturer may act as Acting Head. An Acting Head of Department shall be an ex officio member of the Senate during their period of office.
7. A Head of Department shall be responsible to the Executive Dean for maintaining and promoting the efficiency and good order of the Department, in accordance with the Charter, Ordinances and Regulations of the University, and the policies and procedures determined from time to time by resolutions of the Council and the Senate.
8. A Head of Department may resign their office by writing addressed to the Council, subject to any contractual notice period.

Ordinance 10 - The Council

1. The membership of the Council and their terms of office are set out in Section 1 of the Statutes.
2. The proceedings of the Council shall be governed by Standing Orders, which shall be determined and approved annually by the Council.

Ordinance 11 - Appointment of Members of the Council

Ex officio, elected and external members

1. Ex officio, elected and external members of the Council are appointed as set out in Section 1 of the Statutes.

Elected members from amongst the Academic Staff

2. The four Academic Staff members of the Senate elected by the Senate to the Council in accordance with Section 1(b) of the Statutes shall include at least two Heads of Department at the time of election to the Council, and at least one member of the Senate who is not a Professor at the time of election to the Council.
3. The normal term of office for members elected to the Council by the Senate shall be three years, and members may be re-elected for a further term of up to three years. Such members must stand down from membership of the Council if they cease to be an Academic Staff member of the Senate.

4. All Academic Staff members of the Senate who have a contract of employment commencing at least 20 working days prior to the call for electoral nominations shall be eligible to vote in the election, providing that their contract extends to at least 31 July in the following academic year.
5. The only persons entitled to stand for election and to be elected to the Council from among the Senate as the Academic Staff members shall be those persons who are also entitled to vote in that election.
6. A member of the Council elected by the Senate who has held office for two consecutive periods shall, upon completion of their second consecutive term of membership or upon resignation, be ineligible for further re-election until one year has elapsed from the date of completion of their second term of appointment or their resignation, as the case may be.
7. The method of election of members elected to the Council by the Senate and of filling casual vacancies among the same shall be determined by the Senate, except that all Academic Staff members of the Senate wishing to be nominated for election to the Council must first demonstrate that they are free from any conflicts of interest that might preclude them from serving as a governor and trustee of the University, and that they meet the test of being 'fit and proper' persons.
8. Academic Staff members elected by the Senate to the Council may resign from the Council by writing addressed to the Chair of Council.

Elected staff members from amongst the Professional Services staff

9. There shall be one professional services (including technician) staff member elected to the Council in accordance with Section 1(b) of the Statutes. The method of election of the professional services staff member shall be determined by the Council; except that all professional services staff members of the University wishing to be nominated for election to the Council must first demonstrate that they are free from any conflicts of interest that might preclude them from serving as a governor and trustee of the University, and that they meet the test of being 'fit and proper' persons.
10. All professional services staff that have a contract of employment commencing at least 20 working days prior to the call for electoral nominations shall be eligible to vote in the election, providing that their contract extends to at least 31 July in the following academic year.
11. The only persons entitled to stand for election and to be elected to the Council as the professional services staff member shall be those persons who are also entitled to vote in that election.
12. The normal term of office for the professional services staff member elected to the Council shall be three years, and the member may be re-elected for a further term of three years, except that they must stand down from membership of the Council if they cease to be a member of the professional services staff.

13. A professional services staff member of the Council who has held office for two consecutive periods shall, upon completion of such term or upon resignation from this role, or otherwise ceasing to be a professional services staff member of the Council, be ineligible for further re-election until one year has elapsed from the date of completion of their second consecutive term of appointment, their resignation from this role or when they otherwise cease to be a professional services staff member of the Council, as the case may be.
14. If an elected professional services staff member of the Council resigns, is suspended, or removed permanently from the Council during the course of their term of office, the Council, on the basis of a recommendation from the Nominations Committee, shall determine whether an alternate individual should take their place until they are able to return to their Council role if suspended, or for the remainder of their term of office if removed. The Council, on the basis of a recommendation from the Nominations Committee, shall determine the method by which an alternate individual may be selected.
15. The professional services staff member elected to the Council may resign from the Council by writing addressed to the Chair of Council.

Casual vacancies

16. A casual vacancy occurs by the death, resignation, or removal of an elected Council member, following the publication of an election result.
17. There shall be no requirement to hold a by-election to fill the casual vacancy, should it arise sixty calendar days prior to the scheduled end of the member's appointed term.

Student member

18. The duly elected President of the Students' Union is an ex officio member of the Council in accordance with Section 1(a) of the Statutes.
19. The President of the Students' Union shall remain a member of the Council only so long as they hold the office of President of the Students' Union.
20. If the President of the Students' Union, as the 'student member' of the Council, is suspended or removed from their position as President of the Students' Union during their term of office as a member of the Council, the Vice-President Education (or, if not possible, another member of the Sabbatical team as nominated by the trustees of the Students' Union) shall become the 'student member' of the Council during the period of suspension or, if necessary, until 30 June in that academic year.

Ordinance 12 - Powers of the Council

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

Statement of Primary Responsibilities

A Powers of appointment and employment

1. To appoint the Vice-Chancellor in accordance with the provisions of Ordinance 5 and to put in place suitable arrangements for monitoring their performance.

2. Jointly with the Senate to appoint the Chancellor on the recommendation of a Joint Committee of the Senate and the Council.

3. To appoint the Pro-Chancellors, the Treasurer and Senior Independent Director, and the external members of the Council.

4. To appoint the Registrar and Secretary as Secretary to the Council; to ensure that there is an appropriate separation in the lines of accountability.

5. To be the employing authority for all Staff in the University and to be responsible for establishing a human resources strategy.

B Financial and legal powers

6. To be the principal financial and business authority of the University, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall responsibility for the University's assets, property and estate.

7. To be the University's legal authority and, as such, to ensure that systems are in place for meeting all the University's legal obligations, including those arising from contracts and other legal commitments made in the University's name.

8. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the University.

C Planning, monitoring and control

9. To approve the mission and strategic vision of the University, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders.

10. To delegate authority to the Vice-Chancellor, as chief executive, under policies, procedures and limits approved by the Council from time to time, for the academic, corporate, financial, estate and personnel management of the University; and to establish and keep under regular review such policies, procedures and limits.

11. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest.

12. To ensure processes are in place to monitor and evaluate the performance and effectiveness of the University against the plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable institutions.

13. To conduct its business in accordance with best practice in higher education corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life.

14. To safeguard the autonomy, good name and values of the University of Essex.

15. To ensure compliance with the provisions of the Charter, Statutes and Ordinances at all times and that appropriate advice is available to enable this to happen.

16. To establish processes to monitor and evaluate the performance and effectiveness of the Council itself.

17. To promote a culture which supports equality, diversity, and inclusion across the University.

18. To maintain and protect the principles of academic freedom as set out in the University's Charter and freedom of speech within the law under relevant legislation.

19. To ensure that all students and staff have opportunities to engage with the governance of the University should they choose.

20. To ensure compliance with the initial and ongoing conditions of registration determined by the regulator or higher education in England.

D Delegation by the Council

21. In accordance with the Charter, and subject to sub-paragraph 21 below, the Council may delegate its powers under the Charter, the Statutes and Ordinances to:

    i. an appropriately qualified member of the Council; or

    ii. an appropriately qualified committee that contains one or more members of the Council; or

    iii. an appropriately qualified member of the University's staff.

22. The Council may not delegate its powers:

    i. to appoint and dismiss the Vice-Chancellor and to approve the Vice-Chancellor's terms and conditions on appointment;

    ii. to approve the annual budget;

    iii. to amend the Charter under the provisions of Article 18 of the Charter;

iv. to make, amend or remove University Statutes under the provisions of Article 19 of the Charter;

v. to make, amend or remove University Ordinances under the provisions of Article 20 of the Charter;

vi. to adopt the University's Annual Accounts;

vii. to appoint the University's Auditors.

E Student welfare

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

Ordinance 13 - The Senate

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

Ex Officio Members:

- The Vice-Chancellor (Chair)
- The Deputy Vice-Chancellor (Deputy Chair)
- The Pro-Vice-Chancellors
- The Dean of Postgraduate Research and Education
- The Dean of Partnerships (Education)
- Executive Deans
- The Heads of the Departments

Appointed member:

Academic Registrar

Elected members:

Sixteen members of permanent Academic Staff, including at least nine of whom shall hold non-professorial posts at the time of election. Academic Staff members of the Senate shall be elected under an election procedure approved by Senate from time to time, and shall be Senate members on terms approved by Senate from time to time.

Co-opted Members:

- Chief Information Officer
- Director of Library and Cultural Services and University Librarian
- Dean of Undergraduate Education (until 31 July 2025)

Student Members:

- President of the Students' Union
- Vice-President (Education) of the Students' Union
- Faculty Convenors (3)
- Postgraduate Convenor
- Two student members from within the Sabbatical Officers of the Students' Union nominated for the year by the President of the Students' Union and approved by the Students' Union Trustees.

1.

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

(b) Elected Members of the Senate shall hold office until the end of the fourth year following their election or until such earlier date as may in each case be determined by the Senate to effect rotation; they shall be eligible for re-election for consecutive terms of office.

(c) Elected members of the Senate may resign from the Senate in writing addressed to the Chair.

(d) Appointed members of the Senate shall be appointed by the Vice-Chancellor.

(e) Co-opted members of the Senate shall hold office for such periods as may be determined in each case by the Senate.

(f) In nominating student members for the Senate, the Students' Union President must ensure the constitution of student members is able to represent undergraduate, postgraduate taught and postgraduate research matters, and the student experience across all three campuses, as appropriate to the remit of the Senate.

(g) If any student member ceases to hold the office to which they were elected or appointed, they shall cease to be a member of the Senate. For the remainder of their year of appointment, the Senate may, after consultation with the President of the Students' Union, or if this is not possible, with the Students' Union Trustees, co-opt another student member to take their place.

2. Observers shall be invited to attend meetings of the Senate at the discretion and by invitation of the Chair of Senate.

Ordinance 14 - Powers of the Senate

The Senate shall be the supreme academic authority of the University, responsible to the Council in line with Article 9 of the Chair, and shall, subject to the powers reserved to the Council by the Charter and these Ordinances, take such measures and act in such a manner as shall appear to it best calculated to promote the academic work of the University both in teaching and research and for the regulation and superintendence of the education and, subject to the powers of the Council and Vice-Chancellor, the discipline of the students of the University. The Senate shall, subject to the Charter and these Ordinances, in addition to all other powers vested in it, have the following powers:

Academic policy and strategy

1. To discuss, declare an opinion and make recommendations to the Council on any matter of academic policy and strategy concerning the University.

2. To maintain oversight of the quality of education and the arrangements for its enhancement.

3. To be responsible for the University's policy on admission of students.

4. To maintain oversight of the quality of research and the arrangements for its enhancement.

5. To review, amend, refer back or disallow any act of any committee or advisory group of Senate.

Powers of appointment

6. Jointly with the Council to appoint the Chancellor on the recommendation of a Joint Committee of the Senate and the Council.

7. To recommend to the Council the appointment of Pro-Vice-Chancellors, Deans and Heads of Departments, as prescribed by the Ordinances.

8. To review from time to time the conditions of service of all members of the Academic Staff and to make recommendations thereon to the Council.

9. To define the functions of Deans, as covered by Ordinance 8, and Heads of Departments and members of the Academic Staff.

10. To stipulate which posts shall qualify a person to be a member of the Academic Staff.

11. In accordance with the provisions of the Ordinances, to confer the title of Emeritus Professor and Honorary Fellow.

12. To stipulate which honorary titles may be assigned to visitors to the University.

13. To make recommendations to the Council for the appointment of members of the Academic Staff.

14. To establish the rules, procedures and criteria for the decisions of the Senate committees responsible for staffing matters.

15. To determine the conditions of appointment and service of examiners.

16. To elect members of the Senate to be members of the Council in accordance with the Ordinances.

17. To appoint a Senate Agenda Group in accordance with the Ordinances.

18. To co-opt members of the Senate in accordance with the Ordinances.

Degree regulation and awarding powers

19. To be responsible for the maintenance and assurance of academic standards by ensuring that the University has an effective quality assurance framework in place.

20. To be responsible for the approval, review and discontinuation of programmes of study.

21. To institute new awards of the University.

22. To approve the rules of assessment governing progression and the award of Degrees, Diplomas and Certificates.

23. To be responsible for the academic policies associated with programmes of study.

24. To arrange for the conferral of Degrees, Diplomas, Certificates and other awards of the University.

25. To revoke any Degrees, Diplomas or Certificates or other distinctions or titles conferred by the University on what the Senate deems to be good cause.

Academic regulation

26. To review the research, teaching, staffing and general work of any School, Department or other academic unit of the University, and, if the Senate so wishes, to report and make recommendations thereon to the Council.

27. To institute a review of Schools, Faculties, Departments, Institutes, Centres or other academic units of the University, as appropriate.

28. To make recommendations to the Council to institute, merge, discontinue or otherwise modify Schools, Faculties, Departments, Institutes, Centres or other academic units of the University as appropriate.

29. To recommend to the Council the establishment of academic partnerships with other educational bodies, as appropriate.

30. To receive records and reports of the proceedings of Senate's committees, and to give directions to and to consider recommendations from the same.

31. To be responsible for the general policy concerning the University's Library and Information Systems, and to make recommendations thereon to Council, as Senate deems appropriate.

32. To oversee the arrangements for assuring the ethical conduct of research.

Student regulation

33. To regulate and superintend the discipline of the students of the University as agreed with the Council from time to time.

General

34. To conduct the business of the Senate in accordance with the Ordinances.

35. To report and make recommendations to the Council from time to time on the Ordinances.

36. To report to the Council on any matter referred to the Senate by the Council.

37. Generally. to exercise all such powers as are or may be conferred on the Senate by the Charter and these Ordinances, including the power to make Regulations in the exercise of the powers hereinbefore expressly set out in this Section of these Ordinances and of all the other powers of the Senate, and to carry such Regulations into effect.

Ordinance 15 - Standing Orders for the Council

1. Ordinary Meetings

1.1. Ordinary Meetings of the Council shall be held on such days and at such times as are published in the University Calendar each year, provided that at least three Ordinary Meetings are held each year.

1.2. Notice of each Ordinary Meeting shall be circulated by the Registrar and Secretary, or their nominee, at least ten working days before the date of the meeting.

1.3. The Agenda for each Ordinary Meeting shall be circulated by the Registrar and Secretary, or their nominee, at least five working days before the date of the meeting.

2. Special Meetings

2.1. A Special Meeting of the Council may be convened at any time by the Chair, and shall be convened at the request of any one of the Pro-Chancellors, the Vice-Chancellor or the Treasurer, or at the written request of at least six other members of the Council.

2.2. At least three working days' notice of a Special Meeting, stating generally the nature of the business to be transacted, shall be sent to each member of the Council and the meeting shall not be competent to transact any business other than that mentioned in the notice or directly arising therefrom.

3. Attendance

3.1. Members should attend all meetings of the Council and Council Away Days. They may attend in person or virtually by means of video or teleconference, subject to the approval of the Chair.

3.2. Failure to attend two or more meetings of Council in a given academic year may result in the removal of membership of the Council and its committees, unless mitigating circumstances have been notified to the Registrar and Secretary or their nominee, and accepted by the Chair of Council.

3.3. External members of the Council may request to take a period of leave in accordance with the University's *Leave Policy for External Council and Committee Members*.

3.4. Requests from internal members wishing to take a period of leave will be considered within the context of the University's suite of leave policies.

4. Quorum

4.1. there shall be a quorum at a meeting of the Council when not less than half of the members, rounded up to a whole number, which shall include a majority of external members, are present.

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

4.3. The proceedings of the Council shall not be invalidated by any vacancy in its number or by any defect in the appointment or qualification of the members.

5. Adjourned Meetings

5.1. The procedures for adjournment owing to the absence of a quorum are set out in Standing Order 4.2.

5.2. When a meeting is adjourned temporarily for a brief period, for convenience, unruly behaviour, emergency or other cause, no special procedures are required when the meeting resumes. The remaining business shall be dealt with as if the meeting had been continuous.

5.3. When a meeting is adjourned to continue on another day, at least three working days' notice of the calling of the adjourned meeting shall be given. At the adjourned meeting, only the unfinished business for which the original meeting was called shall be transacted.

5.4. At the discretion of the Chair, when there are no matters of urgency to be resolved, the unfinished business may be referred to the next Ordinary Meeting of the Council, where it shall take precedence over other business except for the confirmation of the Minutes of the previous meeting.

6. Chair of the Council

6.1. In the absence of the Chair, the longest serving Pro-Chancellor present shall take the Chair at meetings of the Council. In the absence of the Chair and the Pro-Chancellors, the meeting shall elect its own Chair.

7. Secretary of the Council

7.1. The Registrar and Secretary shall be the Secretary of the Council. They, or a member of their staff to whom they have delegated the responsibility, shall have the duty of recording the proceedings of Council and of ensuring that its decisions and instructions are carried out.

8. Business for Meetings

8.1. Members of the Council intending to bring forward any item of business at an Ordinary Meeting shall give written notice of such business to the Registrar and Secretary or their nominee, at least ten working days before the date of the meeting. Business of this kind will not be considered in the absence of the member concerned unless that member has secured the agreement of another member to present it and has so informed the Registrar and Secretary or their nominee.

8.2. Where possible, at least two days' notice shall be given to the Registrar and Secretary or their nominee of any matter that a member wishes to raise under 'Any Other Business'. The Chair shall be duly notified by the Registrar and Secretary or their nominee, and have the right to rule whether any such items shall be taken at the meeting.

8.3. Papers for discussion at meetings shall be confined to those circulated by the Registrar and Secretary or their nominee. Papers will be made available in an electronic format only, except where the provision of hard copy papers constitutes a reasonable adjustment within the law, under relevant legislation.

9. Reserved Business

9.1. In accordance with Ordinance 24, paragraphs 1 and 2, a student member and observers in attendance shall be required to withdraw from a meeting when it discusses a reserved area of business. The minutes and other records which relate to the discussion of reserved areas of business shall not at any time be made available to student members or observers.

9.2. The Chair shall have power to declare whether a matter is a reserved area of business or not, consulting as appropriate, and their decision shall be final in accordance with Ordinance 24, paragraph 3.

10. Confidentiality

10.1. Confidential items, and any accompanying papers, shall be indicated as such on the Agenda and/or the cover sheet which accompanies the report. Such items shall not be made available to anyone other than members of the Council before, during or after the meeting at which they are considered. Council's discussion pertaining to these items shall not be disclosed to or discussed with anyone who is not a member of the Council, unless the Chair makes a declaration to the contrary.

10.2. Papers classified as 'Open' or without a classification, as indicated on the cover sheet which accompanies the report, shall not be divulged or disclosed to anyone who is not a member of the Council prior to the meeting. Unless stated otherwise at the meeting, papers classified as 'Open' may be shared without restriction upon the close of a meeting.

11. Starring of Agenda Items

11.1. Those items of business which the Registrar and Secretary has previously determined as requiring discussion by the Council shall be indicated as such by means of a star on the Agenda paper.

11.2. The first item of business at an Ordinary Meeting, following 'Welcome and Announcements' and 'Declarations of Interest', shall be 'Starring of Agenda Items'.

11.3. Members wishing to star additional items for discussion should notify the Registrar and Secretary or their nominee no later than noon two working days before the meeting. In

exceptional circumstances and at the sole discretion of the Chair, items may be starred for discussion after this time but prior to the commencement of the meeting.

11.4. Council members wishing to star items for discussion following the commencement of a meeting are required to propose a motion to suspend the Standing Orders, in accordance with Standing Orders 13, 14, 17 and 23.

11.5. All unstarred items shall be deemed to have been noted or approved as appropriate without discussion.

12. Minutes

12.1. The Minutes shall be circulated to all members of the Council, save that the section of the Minutes relating to Reserved Business shall not be circulated to the student member or observers.

12.2. After the confirmation of the Minutes, amended if necessary, they shall be signed by the Chair.

13. Motions and Amendments

13.1. The Chair shall be able to propose a motion or amendment at any time without the need for it to be seconded.

13.2. No discussion shall be allowed on a motion or amendment which has not been seconded, but such a motion or amendment shall, if the mover so desires, be entered in the Minutes. All motions except formal motions and all amendments shall, if the Chair so decides, be handed to the Registrar and Secretary in writing, signed by the mover.

13.3. When seconding a motion or amendment, a member may, if the intention to do so is declared, reserve a supporting speech until later in the debate.

13.4. Every amendment must be relevant to the motion on which it is moved, and the question of relevancy shall be decided by the Chair.

13.5. Amendments shall not have the effect of negating the original motion.

13.6. When only one amendment is made upon a motion, it shall be discussed and a vote taken between the original and amended motions. Where there is more than one amendment, each shall be discussed separately, and a vote taken on whether it should be incorporated in the main motion. Finally, a vote shall be taken on the amended main motion.

13.7. The mover of a motion shall have the right of reply and shall be the last speaker, but they shall in their reply confine themselves to answering previous speakers and shall not introduce any new matter.

13.8. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment. The mover of the amendment shall have no right of reply to the debate on their amendment.

14. Voting

14.1. Except where specifically provided otherwise, motions and amendments shall be determined by the majority of members present and voting. There shall be no casting vote allowed to the Chair and in the case of the voting being equal, the motion shall be lost.

14.2. Voting shall be by show of hands (or equivalent notification by any members attending by video or teleconference), unless any member requests a ballot which shall be taken if supported by a majority of members present in such manner as the Chair shall direct (taking account of any members attending the meeting by video or teleconference).

14.3. The number of members voting for and against an item of business shall, on the request of any member, be recorded in the Minutes. The name of any member voting for or against an item of business or abstaining from voting shall, on the request of that member, be recorded in the Minutes.

15. Points of Order

15.1. At any time in the course of a discussion, a member may speak to a point of order, and the discussion shall be suspended until the point of order has been decided by the Chair.

16. Conduct of Debate

16.1. The speech shall be directed to the question and discussion in hand or to a point of order or a point of explanation.

16.2. The Chair may impose a formal time limit on speech to ensure that there is an opportunity for a diverse range of voices and perspectives to be heard. The Chair may alter the time limit if necessary.

16.3. No member shall speak more than once on the same question, except at the invitation of the Chair, to second a motion, in reply to an amended motion, to provide an explanation or by leave of the meeting.

16.4. Those present by invitation as observers may speak in accordance with Standing Orders, but shall not be entitled to move or second a motion or amendment or to vote on any matter before the meeting.

17. Procedural Motions

17.1. When a motion or amendment is under debate, no other motion shall be moved except the following procedural motions:

- that the motion be not put
- that the motion be now put (closure of the debate)
- that Standing Orders be suspended for a specified item of business
- that the meeting be adjourned to a specific time
- that the matter be deferred to the next Ordinary Meeting
- that the matter be referred to the appropriate committee
- that the order of business be changed
- that the voting figures be recorded in the Minutes
- that speeches be not allowed to exceed a specified time
- that a part or parts of a motion be voted on separately
- that the meeting be closed
- that the debate be adjourned

17.2. Procedural motions shall have a proposer and a seconder and shall be debated in order of precedence as indicated in 17.1 above. A motion for the closure of debate shall be put to the vote without discussion. If it is carried, the mover of the original motion shall have a right of reply as provided in Standing Order 13.7 and the original question shall then be put forthwith.

18. Disorderly Conduct

18.1. If any member persistently disregards the rulings of the Chair or behaves irregularly, or improperly, or offensively, or wilfully obstructs the business of the meeting, it shall be competent for a member to move ‘that the member named be not further heard’ or ‘that the member named leave the meeting’ and the motion, if seconded, shall be put and determined without discussion.

18.2. If, after a motion under Standing Order 18.1 has been carried, the misconduct or obstruction is continued and in the opinion of the Chair renders the due and orderly dispatch of business impossible, the Chair may, without the question being put, adjourn or suspend the sitting of the Council for such period as may be considered expedient.

18.3. In the event of general disturbance which, on the ruling of the Chair, renders the due and orderly dispatch of business impracticable, the Chair may, without the question being put, adjourn or suspend the sitting of the Council for such period as may be considered expedient.

19. Rescinding a Resolution

19.1. No resolution of the Council shall normally be rescinded within six calendar months.

20. Declaration of Interest

20.1. Any member of the Council who has a clear and substantial interest in a matter under discussion shall declare that interest whether or not that interest is already declared in the Register of Interests. Such declarations should make clear the interest and whether it carries either direct or indirect financial interest to the member.

20.2. Where such an interest constitutes a direct or indirect financial interest, the member involved shall withdraw from any meeting and not speak, participate in or otherwise seek to influence any decision taken by the Council relating to the matter under discussion.

20.3. Where a member has an interest which is not financial, but which is relevant to the activities of the University, that interest shall also be declared. Where the interest is substantial, the member involved shall withdraw from discussions or decisions relating to that interest. Where an interest arises from membership of a public body, and where there is no financial interest, full participation in the discussion and decision is permitted.

20.4. In all circumstances, members of Council shall ask themselves whether members of the public, knowing the facts of the situation, would reasonably conclude that the interest involved might influence the approach taken to the actions of Council. If so, the interest is sufficient for the member to declare that interest.

20.5. Members of staff of the University do not need to declare an interest or to withdraw from discussion when general terms and conditions of service of staff or a group of staff are considered. However, if a member of staff has a particular interest in the issue which is greater than the interest of the group of staff as a whole, then that interest shall be declared and the member of staff shall withdraw from the meeting and not speak, participate in or otherwise seek to influence any decision taken by the Council relating to the matter under discussion.

20.6. Any such declarations of interest shall be recorded in the Minutes.

21. Delegation of Powers

21.1. In accordance with Section 2 of the University Statutes, there shall be Committees of the Council with responsibility for audit, remuneration and nominations. The Council may, from time to time,

establish additional standing, special and advisory Committees, Sub- Committees or Boards. In accordance with Ordinance 22, the Council shall determine annually the membership and terms of reference of these committees, and these shall be published in the University Calendar.

21.2. In addition, there shall be a schedule of specific powers formally delegated by the Council to other bodies, over and above those covered by Standing Order 21.1, which shall be approved annually.

21.3. The Council may grant delegated authority to the Chair to act on its behalf between meetings on matters of routine business. The Chair shall be answerable to Council for any action which they take on its behalf and a written report shall be made to the next meeting of Council detailing any Chair's action taken for endorsement by Council.

21.4. In all cases, the Council shall be ultimately accountable and shall accept corporate responsibility for the actions taken.

22. Chair's Ruling

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

23. Suspension of Standing Orders

23.1. Any of these Standing Orders may be suspended at any meeting after a motion to that effect has been passed by a majority of two-thirds of the members present and voting. Such suspension shall be for a specified item of business only and shall lapse when that item is concluded.

24. Amendments to Standing Orders

24.1. Amendment or repeal of Standing Orders shall require the approval of two-thirds of those present and voting on the motion for amendment or repeal.

25. Code of Conduct

25.1. Contravention of Standing Orders 3, 10, 18 or 20 may constitute a breach of the Code of Governor Conduct and could result in the suspension or removal of membership of the Council and its committees. Allegations of misconduct will be investigated in accordance with Ordinance 41 and Ordinance 43, and the University's Whistleblowing Policy, as appropriate.

Ordinance 16 - Standing Orders for Senate

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

Setting the agenda

1. The elected Senate Agenda Group (as defined in Ordinance 17) may request that an item shall be placed on the Agenda of an Ordinary Meeting of Senate. Such a request together with papers and notice of motion shall be sent to the Registrar and Secretary at least ten working days before the meeting.

2. The Vice-Chancellor shall cause the Agenda and accompanying papers for Senate to be prepared in consultation with the Senate Agenda Group. Together they shall see that the Agenda and papers provide, as far as possible, notice of matters to be raised, essential information and, where appropriate, motions for consideration by the Senate.

3. The Agenda and Papers for a Senate meeting shall normally be available to all members of the Senate not less than five working days before the meeting.

4. The Vice-Chancellor, or their deputy, may waive any of the preceding rules but only in order to call an Extraordinary Meeting of the Senate to address urgent business.

5. The Agenda for a Senate meeting shall be divided into two parts: the first on matters of academic strategy and policy (including the Vice-Chancellor's report); the second on matters of academic business (including the reports from Senate's committees). All items of the first part shall be taken for discussion. All items of the second part shall be business taken without discussion, except when starred for discussion either by the Vice-Chancellor, or their deputy, or by any member of the Senate, no later than noon on the day before the Senate meets. All items remaining unstarred shall be deemed to have been approved, or recommended to the Council, without discussion.

Addressing the agenda

6. At any meeting the business shall be confined to the particulars in the Agenda and accompanying papers, and no member shall be entitled to propose a motion other than one directly arising out of the discussion of a subject before the Senate.

7. The first item of business at an Ordinary meeting shall be 'Welcome and Announcements', during which quoracy of the meeting shall be confirmed. This shall be followed by 'Declarations of Interest', 'The Minutes of the last Ordinary Meeting' and of any subsequent 'Extraordinary Meetings', and 'Matters Arising from the Minutes'. Discussion on the Minutes shall normally be confined to errors and omissions. These items are categorised as 'General Business'.

8. After the conclusion of the ‘General Business’ part of the Agenda, the meeting will address the items on the first part of the Agenda, normally beginning with the Vice-Chancellor’s report, before moving to discuss the starred items of academic business.

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

Quorum

10. There shall be a quorum at the meeting of the Senate when not less than half of the members are present, rounded up to a whole number. In the absence of a quorum, no business shall be transacted other than the adjournment of the meeting. In such a case, the Chair shall appoint a date, time, and place at which the meeting shall be reconvened. At least three working days’ notice of the calling of the adjourned meeting shall be given.

11. The proceedings of the Senate shall not be invalidated by any vacancy in its number or by any defect in the appointment or qualification of the members.

The conduct of the meeting

12. All motions and any questions where the sense of the meeting may be in doubt shall be decided by show of hands.

13. All members shall be allowed to put motions and amendments to motions, and all variations upon a motion shall be deemed amendments and treated as such.

14. No discussion shall be allowed on a motion or amendment which has not been seconded. All motions except procedural motions (see Standing Order 18) and all amendments shall, if the Chair so decides, be handed to the Registrar and Secretary in writing, signed by the mover.

15. The mover of a motion shall normally have the right of reply.

16. At any time in the course of a discussion a member may speak to a point of order, and the discussion shall be suspended until the point of order has been decided by the Chair.

17. A member may dissent from any resolution or recommendation come to by the Senate and shall be entitled to have their dissent recorded in the Minutes of the meeting, provided that they have proposed a motion or spoken on the matter under discussion.

18. No member shall speak more than once on the same item of business, subject to the mover’s right of reply (Standing Order 13).

19. Any of the foregoing orders may be suspended at any meeting after a motion to that effect has been passed by a majority of two-thirds of the members present and voting. Such suspension shall be for a specified item of business only and shall lapse when that item is concluded.

20. The following procedural motions may be put and debated in the following order of precedence, provided they have a proposer and a seconder:

(a) the motion be not put

(b) the motion be now put (closure of debate)

(c) the meeting be adjourned to a specific time

(d) the matter be deferred to the next meeting

(e) the matter be referred to the appropriate committee

(f) the order of business be changed

(g) the voting figures be recorded in the Minutes

(h) a part or parts of a motion be voted on separately

(i) the meeting be closed

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

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

Ordinance 17 - Senate Agenda Group

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

1. The Senate Agenda Group shall normally comprise, (a) the members of the Senate elected to the Council and (b) the Students' Union representative on the Council.

2. Should there be a vacancy in the number of Senate members elected to the Council, with the agreement of the Chair of the Senate, the Senate Agenda Group may co-opt an additional member from amongst the academic staff members of the Senate for the period of the vacancy.

3. The Senate Agenda Group shall elect a Chair from among its Academic Staff members in category 1(a) above.

4. The Chair of the Senate Agenda Group shall normally meet with the Vice-Chancellor and/or their deputy prior to each ordinary meeting of the Senate to discuss items for the first part of the agenda. The Secretary to the Senate shall normally be in attendance.

5. The Senate Agenda Group may request that an item be placed on the agenda of an ordinary meeting of Senate, in accordance with Ordinance 16.

6. The Senate Agenda Group may recommend to the Vice-Chancellor or their deputy that an extraordinary meeting of the Senate be called to discuss any urgent matter of academic strategy or policy.

Ordinance 18 - Procedure for election of members of academic staff to the Senate

1. Elections to the Senate shall normally be held annually on a date or dates to be fixed on each occasion by the Registrar and Secretary or their nominee, who shall act as Returning Officer.

2. All academic staff that have a contract of employment commencing at least 20 working days prior to the call for electoral nominations shall be eligible to vote in the election, providing that their contract extends to at least 31 July in the following academic year.

3. The only persons entitled to stand for election and to be elected to the Senate as elected Academic Staff members shall be the permanent members of Academic Staff who are also entitled to vote in that election.

4. Not less than 20 working days before the date of an election, the Registrar and Secretary or their nominee shall invite all persons entitled to vote in that election to submit nominations of persons eligible to stand for election. Nominations shall be in writing, shall be signed by not less than two electors at least one of whom shall be the holder of a post allocated to a Department other than that to which the nominee's post is allocated, and shall include a statement signed by the nominee that they are willing to stand. Nominations shall be submitted to the Registrar and Secretary or their nominee not less than ten working days before the date of election.

5. If the number of persons nominated exceeds the number of vacancies, there shall be an election. Voting shall be by secret ballot. The ballot paper shall indicate the post held by each candidate and the Department to which it is allocated, and a personal statement written by each candidate. It shall also indicate the number of persons to be elected and each elector shall vote by placing the requisite number of crosses against the names of the candidates.

6. The election as a whole shall not necessarily be invalidated if an invitation to submit nominations or a ballot paper is inadvertently not sent to or not received by a person entitled to vote in the election.

7. Ballot papers which are submitted to the Registrar and Secretary or their nominee later than midday on the day of election shall be void.

Ordinance 19 - Procedure for filling a casual vacancy in the elected membership of Senate

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

Ordinance 20 - The Court

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

Ex officio members:

- The Chancellor
- The Pro-Chancellors
- The Treasurer
- The external members of the Council and its Committees
- The Vice-Chancellor
- The Deputy Vice-Chancellor
- The Pro-Vice-Chancellors
- The Deans and Deputies to these Deans, in accordance with Ordinance 8
- Directors of Professional Services
- Directors of Education and Research
- The Emeritus Professors
- The Emeritus Librarians
- The Trustees, Chief Executive and Directors of the Students' Union
- Non-Executive Directors of the University's subsidiary companies

Appointed members:

- Former external members of the Council and its committees

- Former Chancellors of the University
- Former Vice-Chancellors of the University
- Recipients of University of Essex Honorary Degrees and Honorary Fellowships
- Such other persons appointed by the Council on the recommendation of Nominations Committee.

2. Ex officio members of the Court shall remain members only so long as they continue to hold the office by virtue of which they became members.

3. Persons appointed by the Council shall hold office for such periods as may be determined by the Council.

4. Former members may be re-appointed.

5. Any member of the Court may resign by writing addressed to the Registrar and Secretary.

Ordinance 21 - Meetings of the Court

1. Members of Court shall be invited to a meeting, normally at least once a year within 15 months of the preceding meeting.

2. The Chancellor or, in their absence, a Pro-Chancellor, the Treasurer, or other Principal Officer of the University, shall act as Chair of Court.

3. The Court will receive a report from the Vice-Chancellor on the workings and sustainability of the University since the last meeting.

Ordinance 22 - The boards and committees of the Council and the Senate

1. The Council and the Senate may appoint Boards and Committees consisting either wholly or partly of members of the Council and/or the Senate.

2. The Boards and Committees of the Council and the Senate shall be as published annually in the University Calendar.

3. The Council and the Senate shall determine annually the membership and terms of reference of their Boards and Committees, and these shall be published in the University Calendar.

4. The Council and the Senate may delegate such functions and the exercise of specified powers to Boards and Committees as it may think fit.

5. The Council and the Senate shall receive annually a schedule of delegated powers in accordance with paragraph 4.

6. Nothing in this Ordinance shall enable the Council to delegate its power to reach a decision under paragraph 8(b) of the Charter.

Ordinance 23 - Procedure for the Boards and Committees of the Council and the Senate

1. There shall be a quorum at the meeting of any Board or Committee of the Council and the Senate when not less than half of the members are present, rounded up to a whole number. In the absence of a quorum, no business shall be transacted other than the adjournment of the meeting. In such a case, the Chair shall appoint a date, time, and place at which the meeting shall be reconvened. At least three working days' notice of the calling of the adjourned meeting shall be given.

2. The proceedings of any Board or Committee of the Council or the Senate shall not be invalidated by any vacancy in its number or by any defect in the appointment or qualification of the members.

3. At meetings of the Boards and Committees of the Council and the Senate, when a vote is taken a matter shall be determined by the majority of the members present and voting on the matter. In the case of equality of votes the Chair shall have the casting vote.

4. In the absence of a person who is Chair by appointment or ex officio, any Board or Committee of the Council or the Senate shall elect a Chair for the meeting.

5. Boards and Committees of the Council and the Senate may propose their own standing orders or otherwise to determine the procedure to be followed at meetings.

6. Whether specifically empowered to do so or not, the Chair of any Board or Committee of the Council or the Senate shall have the power, in cases of urgency, to take action on behalf of the Board or Committee of which they are Chair, provided that they report any such action at the next meeting.

7. A member, other than an ex officio member, any Board or Committee of the Council or the Senate, may resign from the Board or Committee by writing addressed to the Chair.

Ordinance 24 - Reserved business

1. Any student member(s) or observers in attendance at meetings of the Council or the Senate or a Board or Committee thereof shall be required to withdraw from a meeting when it is declared by the Chair of the meeting that the meeting is about to discuss a reserved area of business and shall not return to the meeting until the discussion on the reserved area of business is concluded.

2. Minutes and other records which relate to the discussion of reserved areas of business shall not at any time be made available to student members.

3. The Chair of the Council or the Senate or a Board or Committee thereof shall decide whether a matter is a reserved area of business or not, consulting as appropriate, and their decision shall be final.

Ordinance 25 - Faculties, Schools, Departments and Centres

1. There shall be Faculties in the University as follows:

- Arts and Humanities
- Science and Health
- Social Sciences

1. There shall be Departments in the University as follows:

- Department of Economics
- Department of Government
- Department of Language and Linguistics
- Department of Literature, Film, and Theatre Studies
- Department of Psychology
- Department of Psychosocial and Psychoanalytic Studies
- Department of Sociology and Criminology
- East 15 Acting School
- Edge Hotel School
- Essex Business School
- Essex Law School
- Essex Pathways
- Institute for Social and Economic Research
- School of Computer Science and Electronic Engineering

- School of Health and Social Care
- School of Life Sciences
- School of Mathematics, Statistics and Actuarial Science
- School of Philosophical, Historical, and Interdisciplinary Studies
- School of Sport, Rehabilitation and Exercise Sciences
- The UK Data Archive

2. There shall be Centres and Institutes in the University, established from time to time by the Senate and the Council, and listed annually in the University Calendar.

3. The membership of Faculties shall be as follows:

Faculty of Arts and Humanities

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

Faculty of Science and Health

- Department of Psychology
- School of Computer Science and Electronic Engineering
- School of Health and Social Care
- School of Life Sciences
- School of Mathematics, Statistics and Actuarial Science
- School of Sport, Rehabilitation and Exercise Sciences

Faculty of Social Sciences

- Department of Economics

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

4. Changes to the Faculties, Schools, Departments, Centres and Institutes in the University shall be approved by the Senate and the Council, in accordance with the respective powers of the Senate and the Council.

Ordinance 26 - Academic partnerships

The University may establish academic partnerships with other educational bodies in accordance with the provisions of the Charter. A register of the University's academic partnerships shall be maintained by the Registrar and Secretary or their nominee.

Ordinance 27 - Departmental meetings

1. A meeting of the Academic Staff holding posts allocated (primarily or otherwise) to a Department shall be known as a 'Departmental Meeting'.

2. The Head of each Department shall convene a Departmental Meeting at least once in each term, and at other times within five working days of them having received a request in writing signed by at least one quarter of the Academic Staff holding posts allocated to the Department that such a meeting should be convened.

3. The agenda for each Departmental Meeting shall contain a standing item in relation to the Senate. The item shall provide the Head of Department with an opportunity to update Academic Staff on Senate decisions and related activity and provide a forum for discussion.

Ordinance 28 - General meeting of staff

The Vice-Chancellor may at any time at their discretion, and shall, upon the request in writing of not fewer than 25 employees of the University, convene a General Meeting which shall be open to all employees of the University.

Ordinance 29 - The Students' Union

1. There shall be a Students' Union for the purposes of advancing the education and social welfare of students of the University, and to serve as a channel of communication between the members of the Students' Union and the University and other bodies.

2. The name of the Students' Union shall be 'The University of Essex Students' Union' (hereinafter referred to as 'The Students' Union').

3. All registered students of the University shall be Full Members of the Students' Union, unless they exercise their right to elect not to be a member of the Students' Union. Students who exercise that right shall not be unfairly disadvantaged with regard to the provision of services or otherwise by reason of having done so.

4. The Students' Union shall make a Constitution, which shall not conflict with the Charter and Ordinances of the University.

5. The Constitution of the Students' Union and any amendments thereto shall be approved by the Council of the University and shall be reviewed by the Council of the University at intervals of not less than five years.

6. The financial affairs of the Students' Union shall be properly conducted and its budget approved by the University Council, who shall also be responsible for monitoring its income and expenditure.

7. The procedures for a student to elect not to be a Full Member of the Students' Union and other matters governing the operation of the Students' Union and its relationship with the University shall be laid down in a Code of Practice which shall be approved by the Council of the University and shall be reviewed by the Council of the University at intervals of not less than five years.

Ordinance 30 - The Alumni Association

1. All persons who have been students of the University of Essex, and those persons on whom honorary degrees have been conferred, shall be invited to keep in touch with the University through its Alumni Network, formerly known as the Alumni Association.

2. The principal function of the Alumni Network is to establish and develop a mutually beneficial relationship between the University and its body of alumni.

Ordinance 31 - Graduation

Degrees of the University shall be conferred at ceremonies held from time to time which shall be presided over by the Chancellor or, in their absence, a Pro-Chancellor or other Principal Officer of the University.

Ordinance 32 - Honorary Degrees and Honorary Fellowships

1. The Council, on the recommendation of the Senate, may agree recipients of honorary degrees of the University and may award honorary fellowships of the University.

2. The Honorary Degrees and Honorary Fellowships Committee shall consider candidates for the conferment of honorary degrees and the award of honorary fellowships, in accordance with the criteria for eligibility for these awards and the procedure approved by the Council.

3. The Honorary Degrees and Honorary Fellowships Committee is a joint committee of the Council and the Senate and shall report to the Council and to the Senate.

4. All members of the University shall have the right to submit, in confidence, proposals for the conferment of honorary degrees and the award of honorary fellowships, and all such proposals shall be considered by the Honorary Degrees and Honorary Fellowships Committee. Self-nominations will not be accepted.

Ordinance 33 - The academic staff

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

Ordinance 34 - Definition of academic staff

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

Ordinance 35 - Allocation of Posts on the academic staff

1. For the purposes of these Ordinances, 'Department' shall mean one of those Departments and Schools established from time to time by the Senate and the Council and listed annually

in the University Calendar. 'Head of Department' shall mean 'Head of Department or Head or Dean or Director or Principal of a School , provided the Department or School is listed in the University Calendar.

(a) The University Steering Group shall have the power to establish a post on the Academic Staff, to be allocated within a specified Department.

(b) The University Steering Group shall have the power subsequently to make changes to any such established post, save that no such change shall be made without having consulted with the current holder of the post.

(c) Every allocation of a post on the Academic Staff shall lapse on the promotion, resignation, retirement, removal from office, or death of the holder of the post.

(d) No post on the Academic Staff shall be filled by an appointment unless it has been established, or change approved, by the University Steering Group.

2. Where a post is allocated to more than one Department, the University Steering Group shall indicate to which Department the post is primarily allocated.

3. The University Steering Group may also impose on such an allocation of constraints which it deems appropriate concerning the field of study, the duration of an appointment, and any other matter consistent with the Ordinances.

4. The University Steering Group may delegate its power set out in paragraphs 2 to 4 to an Executive Dean.

Ordinance 36 - Appointment of Professors

1. When the University Steering Group has resolved that a Professorship be established in a Department and does not constrain the appointment to be temporary, the following procedure shall be followed:

(a) The Vice-Chancellor shall appoint a Selection Committee, normally including the Vice-Chancellor as Chair, a Pro-Vice-Chancellor, an Executive Dean, the Head of the Department to which the Professorship is allocated, and up to five other persons of whom no member of the Academic Staff shall be appointed who has not been granted permanency of office

(b) The vacancy shall be publicly advertised, subject to any constraints laid down by the University Steering Group

(c) The Vice-Chancellor shall appoint at least two External Assessors who shall be neither members of the Academic Staff nor of the Selection Committee, to advise the Selection Committee on its decision

(d) The Selection Committee alone shall have the power to resolve the appointment of a person to the vacant Professorship. The Selection Committee shall report to the Senate and the Council the name of the person appointed to the vacant Professorship

(e) The Vice-Chancellor may delegate their powers as set out in paragraphs (a) and (c) above to a Pro-Vice-Chancellor or an Executive Dean

2.

(a) Under the provisions of Ordinance 22 the Senate shall appoint an Academic Staffing Committee, the membership and terms of reference of which shall be approved annually by the Senate and published in the University Calendar.

(b) Subject to the provision of Ordinance 36(3), the Academic Staffing Committee alone shall have the power to resolve that a Reader, Senior Lecturer or Senior Research Fellow who is a member of the permanent Academic Staff should be promoted to a Professorship. The rules, procedures and criteria of the Academic Staffing Committee shall be determined from time to time by the Senate.

(c) The Academic Staffing Committee shall report to the Senate and the Council the promotion of a member of Academic Staff to a Professorship.

3. In cases of urgency, the Vice-Chancellor shall be empowered to appoint a member of Academic Staff to a Professorship, subject to the following conditions:

(a) That the member of Academic Staff has received a definite offer of a Professorship from another university or an offer at an equivalent level from outside the university sector

(b) That the following are consulted before the offer of a Professorship is made: the Pro-Vice-Chancellor (Education), the Pro-Vice-Chancellor (Research), the relevant Executive Dean, the permanent professorial staff and the Head of the member of staff's Department

(c) That at least two External Assessors appointed by the Vice-Chancellor are unambiguously of the opinion that the member of Academic Staff is a suitable person to appoint to a Professorship

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

Ordinance 37 - Appointment of Readers and Senior Lecturers

1. When the University Steering Group has resolved that a Readership or Senior Lectureship be established in a Department and does not constrain the appointment to be temporary, the following procedure shall be followed:

(a) The Vice-Chancellor shall appoint a Selection Committee, normally including the Faculty Executive Dean as chair, the Head of the Department to which the Readership or Senior Lectureship is allocated, and up to three other persons of whom no member of the Academic Staff shall be appointed who has not been granted permanency of office

(b) The vacancy shall be publicly advertised, subject to any constraints laid down by the University Steering Group

(c) The Vice-Chancellor shall appoint at least one External Assessor, who shall be neither a member of the Academic Staff nor of the Selection Committee, to advise the Selection Committee on its decision

(d) The Selection Committee alone shall have the power to resolve the appointment of a person to the vacant Readership or Senior Lectureship. The Selection Committee shall report to the Senate and the Council the name of the person appointed to the vacant Readership or Senior Lectureship

(e) The Vice-Chancellor may delegate their powers as set out in paragraphs (a) and (c) above to an Executive Dean

2. The University Steering Group may delegate its powers set out in paragraph 1 to an Executive Dean.

3.

(a) Under the provisions of Ordinance 22 the Senate shall appoint an Academic Staffing Committee, the membership and terms of reference of which shall be approved annually by the Senate and published in the University Calendar.

(b) Subject to the provision of Ordinance 37(4), the Academic Staffing Committee alone shall have the power to resolve that a Lecturer who is a member of the permanent Academic Staff should be promoted to a Senior Lectureship, or that a Senior Lecturer who is a member of the permanent Academic Staff should be promoted to a Readership. The rules, procedures and criteria of the Academic Staffing Committee shall be determined from time to time by the Senate.

(c) The Academic Staffing Committee shall report to the Senate and the Council the promotion of a member of Academic Staff to a Readership or Senior Lectureship.

4. In cases of urgency, the Vice-Chancellor shall be empowered to appoint a member of Academic Staff to a Readership or Senior Lectureship subject to the following conditions:

(a) That the member of Academic Staff has received a definite offer of a Professorship, Readership or Senior Lectureship from another university or an offer at an equivalent level from outside the university sector

(b) That the following are consulted before the offer of a Readership or Senior Lectureship is made: the Pro-Vice-Chancellor (Education), the Pro-Vice-Chancellor (Research), the relevant Executive Dean, the permanent senior staff of the member of staff's Department

(c) That at least two External Assessors appointed by the Vice-Chancellor are unambiguously of the opinion that the member of Academic Staff is a suitable person to appoint to a Readership or Senior Lectureship

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

Ordinance 38 - Appointment of Lecturers

1. When the University Steering Group has resolved that a Lectureship be established in a Department and does not constrain the appointment to be temporary, the following procedure shall be followed:

(a) The Vice-Chancellor shall normally appoint the relevant Faculty Executive Dean as Chair of a Selection Committee, and shall appoint to membership of that Committee the Head of the Department to which the post is allocated, and, on the nomination of the Chair of the Selection Committee, up to five other members of whom no member of the Academic Staff shall be appointed who has not been granted permanency of office and of whom at least one shall be a Professor, Reader or Senior Lecturer in a Department different from that to which the post is allocated. If the appointed Chair is unable to take the chair, a Pro-Vice-Chancellor or an Executive Dean shall do so

(b) The vacancy shall be publicly advertised, subject to any constraints laid down by the University Steering Group

(c) The Selection Committee alone shall have the power to resolve the appointment of a person to the vacant Lectureship. The Selection Committee shall report to the Senate and the Council the name of the person appointed to the vacant Lectureship

(d) The Vice-Chancellor may delegate their powers as set out in paragraph (a) above to an Executive Dean

2. The University Steering Group may delegate its powers set out in paragraph 1 to an Executive Dean.

Ordinance 39 - Functions of the academic staff

1. The Academic Staff shall perform such functions as may from time to time be defined by the Senate, in accordance with the Charter and these Ordinances.

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

3. Professors, Readers and Senior Lecturers shall, provided that they hold permanently established posts in the University, normally be appointed with permanency of office (subject to the provisions of the Ordinances as to termination). Lecturers who have held a permanent appointment in a teaching post in a university may, provided that they hold permanently established posts in the University, be appointed with permanency of office (subject to the provisions of the Ordinances as to termination). Lecturers who are appointed without having held a permanent appointment in a teaching post in a university shall normally be appointed subject to confirmation after a Pathway to Permanency period of three years, and if this appointment as Lecturer is confirmed they shall then have permanency of office (subject to the provisions of the Ordinances as to termination).

4. Decisions as to confirmation of an appointment which has been made with a view to permanency are made by Academic Staffing Committee. The Committee may make a decision on confirmation at any point prior to the end of the Pathway to Permanency period and the decision will be based on evidence that, having regard to their standing, experience and the opportunities which have been afforded to them, the member of Academic Staff under review has met the criteria laid down for Pathway to Permanency academics by the Committee.

5. Members of Academic Staff may undertake consultancy work in accordance with the terms of the University's Consultancy Policy, or other additional paid work with the permission of the Vice-Chancellor.

Ordinance 40 - Research leave and leave of absence

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

1. Each member of eligible Academic Staff employed as a Lecturer, Senior Lecturer, Reader or Professor has an entitlement to research leave. The fundamental purpose of research leave is to enable eligible Academic Staff to undertake research that contributes to the University’s mission and research strategy and to the further development of the individual as a scholar.

2. The entitlement is one term of research leave with full salary for each six terms’ service as a member of the full time eligible permanent or Pathway to Permanency Academic Staff. Temporary Academic Staff are not entitled to research leave. However, if a member of the

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

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

4. Providing an eligible academic member of staff has accrued the necessary entitlement then research leave will be granted subject to the following conditions:

(a) that the work to be undertaken during a period of research leave is of benefit to the University, the Department and the individual member of staff

(b) that the application has been signed by the Head of Department (and, if appropriate, Executive Dean) who will comment on whether they approve the application in relation to content and timing

(c) that the research leave will be spent on the work specified in the application for leave; and

(d) that the member of staff submits a report on the study undertaken at the end of the period of research leave which indicates how far the stated objectives of the research leave have been achieved. In certain circumstances a member of staff may for good reason change their plans provided that a case has been made to their Head of Department

(e) A satisfactory report on the research undertaken during a period of research leave is required before further applications for research leave can be approved

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

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

7. During a period of research leave a member of Academic Staff shall not be required to undertake teaching or administrative duties.

8. Members of staff are reminded that the purpose of research leave is to enhance the research profile of the University and the individual. It is not intended to function as an indirect subsidy for the research output of other universities. For that reason special provisions apply where a member of staff tenders their resignation immediately before or during a period of research leave. Following discussions with the member of staff, the University reserves the right to withdraw approval of research leave at the point where a member of staff tenders their resignation. The options to be discussed with the member of staff will be:

   (a) To allow the member of staff to continue with their research leave where the planned programme of research is agreed to be in the interests of the University, the Department and the individual member of staff

   (b) To terminate the research leave and require the member of staff to undertake such teaching, research and administrative duties as reasonably allocated by the Head of Department

   (c) To waive the notice period in order to allow the member of staff to leave their employment with the University early and take up their new post

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

Ordinance 41 - Grievance, discipline, dismissal and related matters

Part I Construction, application and interpretation

Construction

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

(a) to ensure that Academic Staff have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges;

(b) to enable the University to provide education, promote learning and engage in research efficiently and economically; and

(c) to apply the principles of justice and fairness.

Reasonableness of decisions

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

Application

3.

(1) This Ordinance shall apply:

(a) to the persons defined as 'Academic Staff' in Ordinance 34;

(b) to the Registrar and Secretary, University Librarian, Academic Staff and designated Senior Support Staff and

(c) to the Vice-Chancellor to the extent and in the manner set out in the Annex to this Ordinance.

(2) In this Ordinance any reference to 'Academic Staff' is a reference to persons to whom this Ordinance applies.

Interpretation -meaning of 'dismissal'

4.

In this Ordinance 'dismiss' and 'dismissal' mean dismissal of a member of the Academic Staff and:

(a) include remove or, as the case may be, removal from office; and

(b) in relation to employment under a contract, shall be construed in accordance with section 55 of the Employment Protection (Consolidation) Act 1978.

Meaning of 'good cause'

5.

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

(a) conviction for an offence which may be deemed by a Tribunal appointed under Part III to be such as to render the person convicted unfit for the execution of the duties of the office or employment as a member of the Academic Staff; or

(b) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office or employment; or

(c) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office; or

(d) physical or mental incapacity established under Part IV.

(2) In this paragraph:

(a) 'capability', in relation to such a member, means capability assessed by reference to skill, aptitude, health or any other physical or mental quality; and

(b) 'qualifications', in relation to such a member, means any degree, diploma or other academic, technical or professional qualification relevant to the office or position held by that member.

Meaning of 'redundancy'

6.

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

(a) the fact that the University has ceased, or intends to cease, to carry on the activity for the purposes of which the member of the Academic Staff concerned was appointed or employed by the University, or has ceased, or intends to cease, to carry on that activity in the place in which the member concerned worked; or

(b) the fact that the requirements of that activity for members of the Academic Staff to carry out work of a particular kind, or for members of the Academic Staff to carry out work of a particular kind in that place, have ceased or diminished or are expected to cease or diminish.

Incidental, supplementary and transitional matters

7.

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

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

(2) Nothing in any appointment made, or contract entered into, shall be construed as over-riding or excluding any provision made by this Ordinance concerning the dismissal of a member of the Academic Staff by reason of redundancy or for good cause:

Provided that nothing in this sub-paragraph shall prevent waivers made under section 142 of the Employment Protection (Consolidation) Act 1978 from having effect.

(3) Nothing in any Ordinance or Regulation made there under shall authorise or require any officer of the University to sit as a member of any Committee, Tribunal or body appointed under this Ordinance or to be present when any such Committee, Tribunal or body is meeting to arrive at its decision or for the purpose of discussing any point of procedure.

(4) In this Ordinance references to numbered Parts, paragraphs, and sub-paragraphs are references to Parts, paragraphs, and sub-paragraphs so numbered in this Ordinance.

Part II Redundancy

Purpose of Part II

8.

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

Exclusion from Part II of persons appointed or promoted before 20 November 1987

9.

(1) Nothing in this Part shall prejudice, alter or affect any rights, powers or duties of the University or apply in relation to a person unless:

(a) their appointment is made, or their contract of employment is entered into, on or after 20 November 1987; or

(b) they are promoted on or after that date.

(2) For the purposes of this paragraph in relation to a person, a reference to an appointment made or a contract entered into on or after 20 November 1987 or to promotion on or after that date shall be construed in accordance with subsections (3) to (6) of section 204 of the Education Reform Act 1988.

The appropriate body

10.

(1) The Council shall be the appropriate body for the purposes of this Part.

(2) This paragraph applies where the appropriate body has decided that it is desirable that there should be a reduction in the Academic Staff:

(a) of the University as a whole; or

(b) of any school, department or other similar area of the University by way of redundancy.

11.

(1) Where the appropriate body has reached a decision under paragraph 10(2) it shall appoint a Redundancy Committee to be constituted in accordance with sub-paragraph (3) of this paragraph to give effect to its decision by such date as it may specify and for that purpose:

(a) to select and recommend the requisite members of the Academic Staff for dismissal by reason of redundancy; and

(b) to report their recommendations to the appropriate body.

(2) The appropriate body shall either approve any selection recommendation made under sub-paragraph (1) or shall remit it to the Redundancy Committee for further consideration in accordance with its further directions.

(3) A Redundancy Committee appointed by the appropriate body shall comprise:

(a) a Chair; and

(b) two members of the Council, not being persons employed by the University; and

(c) two members of the Academic Staff nominated by the Senate.

Notices of intended dismissal

12.

(1) Where the appropriate body has approved a selection recommendation made under paragraph 11(1) it may authorise an officer of the University as its delegate to dismiss any member of the Academic Staff so selected.

(2) Each member of the Academic Staff selected shall be given separate notice of the selection approved by the appropriate body.

(3) Each separate notice shall sufficiently identify the circumstances which have satisfied the appropriate body that the intended dismissal is reasonable and in particular shall include:

(a) a summary of the action taken by the appropriate body under this Part;

(b) an account of the selection processes used by the Redundancy Committee;

(c) a reference to the rights of the person notified to appeal against the notice and to the time within which any such appeal is to be lodged under Part V (Appeals); and

(d) a statement as to when the intended dismissal is to take effect.

Part III Discipline, dismissal and removal from Office disciplinary procedures

13.

(1) Minor faults shall be dealt with informally.

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

Stage 1 - Oral warning

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

Stage 2 - Written warning

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

Stage 3 - Appeals

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

Preliminary examination of serious disciplinary matters

14.

(1) If there has been no satisfactory improvement following a written warning given under Stage 2 of the procedure in paragraph 13, or in any other case where it is alleged that conduct or performance may constitute good cause for dismissal or removal from office, a complaint seeking the institution of charges to be heard by a Tribunal appointed under paragraph 16 may be made to the Registrar and Secretary who shall bring it to the attention of the Vice-Chancellor.

(2) To enable the Vice-Chancellor to deal fairly with any complaint brought to their attention under sub-paragraph (1) they shall institute such investigations or enquiries (if any) as appear to them to be necessary.

(3) If it appears to the Vice-Chancellor that a complaint brought to their attention under sub-paragraph (1) relates to conduct or performance which does not meet acceptable standards but for which no written warning has been given under paragraph 13 or which relates to a particular alleged infringement of rules, regulations or byelaws for which a standard penalty is normally imposed in the University or within the School, Department or other relevant area, or is trivial or invalid they may dismiss it summarily, or decide not to proceed further under this Part.

(4) If the Vice-Chancellor does not dispose of a complaint under sub-paragraph (3) they shall treat the complaint as disclosing a sufficient reason for proceeding further under this Part and, if they see fit, they may suspend the member on full pay pending a final decision.

(5) Where the Vice-Chancellor proceeds further under this Part, they shall write to the member of the Academic Staff concerned inviting comment in writing.

(6) As soon as may be following receipt of the comments (if any), the Vice-Chancellor shall consider the matter in the light of all the material then available and may:

(a) dismiss it themselves; or

(b) refer it for consideration under paragraph 13; or

(c) deal with it informally themselves if it appears to the Vice-Chancellor appropriate to do so and if the member of the Academic Staff agrees in writing that the matter should be dealt with in that way; or

(d) direct the Registrar and Secretary to prefer a charge or charges to be considered by a Tribunal to be appointed under paragraph 16.

(7) If no comment is received within 28 days, the Vice-Chancellor may proceed as aforesaid as if the member concerned had denied the substance and validity of the alleged case in its entirety.

Institution of charges

15.

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

(2) Where the Council has been requested to appoint a Tribunal under paragraph 16 the Registrar and Secretary or, if they are unable to act, another officer appointed by the Vice-Chancellor shall take charge of the proceedings.

(3) The officer in charge of the proceedings shall formulate, or arrange for the formulation of, the charge or charges and shall present, or arrange for the presentation of, the charge or charges before the Tribunal.

(4) It shall be the duty of the officer in charge of the proceedings:

(a) to forward the charge or charges to the Tribunal and to the member of the Academic Staff concerned together with the other documents therein specified, and

(b) to make any necessary administrative arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case before the Tribunal.

The tribunal

16.

A Tribunal appointed by the Council shall comprise:

(a) a Chair; and

(b) one member of the Council, not being a person employed by the University; and

(c) one member of the Academic Staff nominated by the Senate.

Provisions concerning tribunal procedure

17.

(1) The procedure to be followed in respect of the preparation, hearing and determination of charges by a Tribunal shall be that set out in Ordinance made under this paragraph.

(2) Without prejudice to the generality of the foregoing such Ordinances shall ensure:

(a) that the member of the Academic Staff concerned is entitled to be represented by another person, whether such person be legally qualified or not, in connection with and at any hearing of charges by a Tribunal;

(b) that a charge shall not be determined without an oral hearing at which the member of the Academic Staff concerned and any person appointed by them to represent them are entitled to be present;

(c) that the member of the Academic Staff and any person representing the staff member may call witnesses and may question witnesses upon the evidence on which the case against them is based; and

(d) that full and sufficient provision is made:

i. for postponements, adjournments, dismissal of the charge or charges for want of prosecution, remission of the charge or charges to the Vice-Chancellor for further consideration and for the correction of accidental errors; and

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

Notification of tribunal decisions

18.

(1) A Tribunal shall send its decision on any charge referred to it (together with its findings of fact and the reasons for its decision regarding that charge and its recommendations, if any, as to the appropriate penalty) to the Vice-Chancellor and to each party to the proceedings.

(2) A Tribunal shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V (Appeals) accompanies each copy of its decision sent to a party to the proceedings under this paragraph.

Powers of the appropriate officer where charges are upheld by tribunal

19.

(1) Where the charge or charges are upheld and the Tribunal finds good cause and recommends dismissal or removal from office, but in no other case, the appropriate officer shall decide whether or not to dismiss the member of the Academic Staff concerned.

(2) In any case where the charge or charges are upheld, other than where the appropriate officer has decided under sub-paragraph (1) to dismiss the member of the Academic Staff concerned, the action available to the appropriate officer (not comprising a greater penalty than that recommended by the Tribunal) may be:

(a) to discuss the issues raised with the member concerned; or

(b) to advise the member concerned about their future conduct; or

(c) to warn the member concerned; or

(d) to suspend the member concerned for such period as the appropriate officer shall think fair and reasonable, not to exceed 3 months after the Tribunal's decision; or

(e) any combination of any of the above or such further or other action under the member's contract of employment or terms of appointment as appears fair and reasonable in all the circumstances of the case.

Appropriate officers

20.

(1) The Vice-Chancellor shall be the appropriate officer to exercise the powers conferred by paragraph 19 and any reference to the appropriate officer includes a reference to a delegate of that officer.

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

Part IV Removal for incapacity on medical grounds

21.

(1) This Part makes separate provision for the assessment of incapacity on medical grounds as a good cause for dismissal or removal from office.

(2) In this Part references to medical grounds are references to capability assessed by reference to health or any other physical or mental quality.

(3) In this Part references to the appropriate officer are references to the Vice-Chancellor or an officer acting as their delegate to perform the relevant act.

(4) References to the member of the Academic Staff include, in cases where the nature of the alleged disability so requires, a responsible relative or friend in addition to (or instead of) that member.

22.

(1) Where it appears that the removal of a member of the Academic Staff on medical grounds would be justified, the appropriate officer:

(a) shall inform the member accordingly; and

(b) shall notify the member in writing that it is proposed to make an application to the member's doctor for a medical report and shall seek the member's consent in writing in accordance with the requirements of the Access to Medical Reports Act 1988.

(2) If the member shares that view the University shall meet the reasonable costs of any medical opinion required.

(3) If the member does not share that view the appropriate officer shall refer the case in confidence, with any supporting medical and other evidence (including any medical evidence submitted by the member), to a Board comprising one person nominated by the Council; one person nominated by the member concerned or, in default of the latter nomination, by the Senate; and a medically qualified Chair jointly agreed by the Council and the member or, in default of agreement, to be nominated by the President of the Royal College of Physicians.

(4) The Board may require the member concerned to undergo medical examination at the University's expense.

Termination of employment

23.

If the Board determines that the member shall be required to retire on medical grounds, the appropriate officer shall direct the Registrar and Secretary or their delegate to terminate the employment of the member concerned on those medical grounds.

Part V Appeals

Purpose of Part V

24.

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

Application and interpretation of Part V

25.

(1) This Part applies:

(a) to appeals against the decisions of the Council as the appropriate body (or of a delegate of that body) to dismiss in the exercise of its powers under Part II;

(b) to appeals arising in any proceedings, or out of any decision reached, under Part III other than appeals under paragraph 13 (Appeals against disciplinary warnings);

(c) to appeals against dismissal otherwise than in pursuance of Part II or Part III;

(d) to appeals against discipline otherwise than in pursuance of Part III; and

(e) to appeals against decisions reached under Part IV and ‘appeal’ and ‘appellant’ shall be construed accordingly.

(2) No appeal shall however lie against:

(a) a decision of the appropriate body under paragraph 10(2);

(b) the findings of fact of a Tribunal under paragraph 18(1) save where, with the consent of the person or persons hearing the appeal, fresh evidence is called on behalf of the appellant at that hearing;

(c) any finding by a Board set up under paragraph 22(3).

(3) In this Part references to 'the person appointed' are references to the person appointed by the Council under paragraph 28 to hear and determine the relevant appeal.

(4) The parties to an appeal shall be the appellant and the Registrar and Secretary and any other person added as a party at the direction of the person appointed.

Institution of appeals

26.

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

Time for appealing and notices of appeal

27.

(1) A notice of appeal shall be served within 28 days of the date on which the document recording the decision appealed from was sent to the appellant or such longer period, if any, as the person appointed may determine under sub-paragraph (3).

(2) The Registrar and Secretary shall bring any notice of appeal received (and the date when it was served) to the attention of the Council and shall inform the appellant that they have done so.

(3) Where the notice of appeal was served on the Registrar and Secretary outside the 28 day period, the person appointed under paragraph 28 shall not permit the appeal to proceed unless they consider that justice and fairness so require in the circumstances of the case.

Persons appointed to hear and determine appeals

28.

(1) Where an appeal is instituted under this Part the Council shall appoint a person described in sub-paragraph (2) to hear and determine that appeal.

(2) The persons described in this sub-paragraph are persons not employed by the University being persons holding, or having held, judicial office or being barristers or solicitors of at least ten years' standing.

(3) The person appointed shall sit alone unless they consider that justice and fairness will best be served by sitting with two other persons.

(4) The other persons who may sit with the person appointed shall be:

(a) one member of the Council not being a person employed by the University; and

(b) one member of the Academic Staff nominated by the Senate.

Provisions concerning appeal procedures and powers

29.

(1) The procedure to be followed in respect of the preparation, consolidation, hearing and determination of appeals shall be that set out in paragraphs 2 and 3 below.

(2) Without prejudice to the generality of the foregoing such Ordinances shall ensure:

(a) that an appellant is entitled to be represented by another person, whether such person be legally qualified or not, in connection with and at any hearing of their appeal;

(b) that an appeal shall not be determined without an oral hearing at which the appellant, and any person appointed by them to represent them are entitled to be present and, with the consent of the person or persons hearing the appeal, to call witnesses;

(c) that full and sufficient provision is made for postponements, adjournments, dismissal of the appeal for want of prosecution and for the correction of accidental errors; and

(d) that the person appointed may set appropriate time limits for each stage (including the hearing itself) to the intent that any appeal shall be heard and determined as expeditiously as reasonably practicable.

(3) The person or persons hearing the appeal may allow or dismiss an appeal in whole or in part and, without prejudice to the foregoing, may:

(a) remit an appeal from a decision under Part II to the Council as the appropriate body (or any issue arising in the course of such an appeal) for further consideration as the person or persons hearing the appeal may direct; or

(b) remit an appeal arising under Part III for re-hearing by a differently constituted Tribunal to be appointed under that Part; or

(c) remit an appeal from a decision of the appropriate officer under Part IV for further consideration as the person or persons hearing the appeal may direct; or

(d) substitute any lesser alternative penalty that would have been open to the appropriate officer following the finding by the Tribunal which heard and pronounced upon the original charge or charges.

Notification of decisions

30.

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

Part VI Grievance procedures

Purpose of Part VI

31.

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

Application

32.

The grievances to which this Part applies are ones by members of the Academic Staff concerning their appointments or employment where those grievances relate:

(a) to matters affecting themselves as individuals; or

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

Exclusion and informal procedures

33.

(1) If other remedies within the school, department or other relevant area have been exhausted the member of the Academic Staff may raise the matter with the Head of the school, department or other relevant area.

(2) If the member of the Academic Staff is dissatisfied with the result of an approach under sub-paragraph (1) or if the grievance directly concerns the Head of the school, department or other relevant area, the member may apply in writing to the Vice-Chancellor for redress of the grievance.

(3) If it appears to the Vice-Chancellor that the matter has been finally determined under Part III, IV or V or that the grievance is trivial or invalid, they may dismiss it summarily, or take no action upon it. If it so appears to the Vice-Chancellor they shall inform the Council accordingly.

(4) If the Vice-Chancellor is satisfied that the subject matter of the grievance could properly be considered with (or form the whole or any part of):

(a) a complaint under Part III;

(b) a determination under Part IV; or

(c) an appeal under Part V

they shall defer action upon it under this Part until the relevant complaint, determination or appeal has been heard or the time for instituting it has passed and they shall notify the member and the Grievance Committee accordingly.

(5) If the Vice-Chancellor does not reject the complaint under sub-paragraph (3) or if they do not defer action upon it under sub-paragraph (4) they shall decide whether it would be appropriate, having regard

to the interests of justice and fairness, for them to seek to dispose of it informally. If they so decide they shall notify the member and proceed accordingly.

Grievance Committee procedure

34.

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

35.

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

(a) a Chair; and

(b) one member of the Council not being a person employed by the University; and

(c) one member of the Academic Staff nominated by the Senate.

Procedure in connection with determinations; and right to representation

36.

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

Notification of decisions

37.

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

Annex (see paragraph 3(1)(c))

Provisions as to the Vice-Chancellor

1. The Council may request its Chair to remove the Vice-Chancellor from office for good cause in accordance with the procedure described in this Annex.

(1) A complaint seeking the removal from office of the Vice-Chancellor for good cause may be made by not less than three members of the Council to the Chair of the Council.

(2) If it appears to the Chair of the Council, on the material before them, that the complaint raises a *prima facie* case and that this could, if proved, constitute good cause for dismissal or removal from office they shall request the Council to appoint a Tribunal to hear and determine the matter.

(3) If it appears to the Chair of the Council that a complaint made to them under sub-paragraph (1) does not raise a *prima facie* case or is trivial or invalid, they may recommend to the Council that no further action be taken upon it.

(4) When the Council has appointed a Tribunal under sub-paragraph (2) it shall instruct a solicitor or other suitable person to formulate a charge or charges and to present, or arrange for the presentation of, the charges before the Tribunal.

(5) A Tribunal appointed by the Council shall comprise:

(a) an independent Chair; and

(b) one member of the Council, not being a person employed by the University; and

(c) one member of the Academic Staff.

(6) Subject to the principles of justice and fairness the Tribunal may determine its own procedure.

(7) The Tribunal shall send its reasoned decision on any charge referred to it together with its findings of fact regarding the charge and its recommendations, if any, as to the appropriate penalty to the Chair of the Council and to the Vice-Chancellor drawing attention to the period of time within which any appeal should be made.

(8) Persons appointed to hear such an appeal shall be persons independent of the University holding, or having held, judicial office or being barristers or solicitors of at least ten years' standing and the person so appointed shall, subject to the principles of justice and fairness, determine the procedure to be adopted in hearing the appeal.

(9) A person appointed shall send the reasoned decision on the appeal, together with any findings of fact different from those come to by the Tribunal and their recommendations, if any, as to the appropriate penalty, to the Vice-Chancellor and to the Chair of the Council.

(10) Where a charge or charges have been upheld by the Tribunal and not dismissed on appeal, the Chair of the Council shall decide whether or not to dismiss the Vice-Chancellor.

2. Where a complaint is to be referred to a Tribunal under this Ordinance, the Chair of the Council may suspend the Vice-Chancellor from their duties and may exclude the Vice-Chancellor from the precincts of the University or any part thereof without loss of salary.

3. 'Good cause' in this Annex has the same meaning as in paragraph 5 of this Ordinance.

4. For the purpose of the removal of the Vice-Chancellor for incapacity on medical grounds, Part IV of this Ordinance shall have effect subject to the following modifications:

   (a) for references to a member of the Academic Staff there shall be substituted references to the Vice-Chancellor;

   (b) for any reference to the office of Vice-Chancellor there shall be substituted a reference to the office of Chair of the Council;

   (c) for paragraph 23 there shall be substituted: '23. If the Board determines that the Vice-Chancellor should be required to retire on medical grounds, it shall ask the Chair as the appropriate officer, to decide whether or not to terminate the appointment of the Vice-Chancellor on those medical grounds.'

Ordinance 42 - Retirement, resignation or termination of contract of officers and academic staff

1. The members of the Academic Staff, the Vice-Chancellor, the Registrar and Secretary, and the holders of any other posts specified contractually for this purpose may retire from office on a date of their choosing subject to the provision of notice in accordance with paragraph 2.

2. The holder of any of the posts referred to in paragraph 1 shall be at liberty to resign their appointment and terminate their engagement with the Council on giving the Council in writing at least three calendar months' notice and shall include one complete full academic term, unless a longer period of notice is agreed mutually at the time of appointment.

3. The holder of any of the posts referred to in paragraph 1 whose employment with the University is to be terminated under Ordinance 41 shall be entitled to be given, in writing, three calendar months' notice.

Ordinance 43 - Suspension or removal of officers and members of the Council

1. The Chancellor may be suspended or removed from office for a Substantial Reason.

2. Any member of the Council who is not employed by the University may be suspended or removed from any office and/or membership of the Council for a Substantial Reason.

3. Any member of the Council who is employed by the University (other than an ex-officio member to whom Ordinance 41 applies) may be suspended or removed from membership of the Council for a Substantial Reason.

4. Where a member of the Council who is also employed by the University is suspended from their employment with the University, the Registrar and Secretary (or relevant nominee) should be notified immediately or, if this is not possible, within two working days of the suspension being confirmed. The Registrar and Secretary (or relevant nominee) will notify the Chair of the Nominations Committee as soon as is practicable so that a meeting can be scheduled to determine whether to suspend the individual from their role as a member of the Council.

Process for suspension or removal

5. Decisions to suspend or remove a member of the Council will be taken by the Nominations Committee. Where the need to suspend or remove a member of the Council is extremely urgent, the decision may be taken by the Chair of the Nominations Committee. Should the Chair be unable to fulfil their role due to incapacity or a conflict of interest, the role will be undertaken by the longest serving Pro-Chancellor. Any decision taken in this way should be reviewed and ratified by the Nominations Committee within three working days.

6. Where a member of the Council who is also employed by the University is suspended from employment with the University on the basis of a medical assessment (by a qualified practitioner in the University's Workplace Health and Wellbeing Team or an independent medical practitioner), the Nominations Committee shall consider whether an independent medical assessment should be sought in regard to their role as a member of the Council. In urgent situations, the suspension or removal from the Council may need to take place with immediate effect and before the independent medical assessment is received, but all efforts should be made to secure an independent medical assessment at the earliest opportunity, if this is required.

7. Before the Nominations Committee decides to suspend or remove, or to ratify an urgent suspension or removal of a member of the Council, the member shall be given a reasonable opportunity to be heard by the Nominations Committee, to see all evidence that is being

considered in reaching a decision and to provide their own evidence and make representations.

8. When any decision is taken to suspend or remove a member of the Council, the reason for the decision and in the case of suspension, the duration and the mechanisms and timeframe for review, should be made clear to the individual concerned and reported to the Council within three working days of the decision having been made by the Nominations Committee.

Review of suspension

9. A member of the Council that has been suspended following the decision of the Nominations Committee may seek a review of the decision by making written representations to the Registrar and Secretary within 28 working days, following the date of notification of the decision of the Nominations Committee.

10. The Registrar and Secretary (or their nominee) shall bring any representations received (and the date when they were received) to the attention of the Council, and within seven working days of doing so, shall inform the suspended member of the Council in writing that they have done so. The written representations will be considered by the Council at its next scheduled meeting or at a specially convened meeting if this is deemed preferable by the Chair of Council. Any decision of the Council following consideration of the written representations shall be communicated within 28 working days to the suspended member of the Council.

Termination of membership of the Council

11. Where a member of the Council is suspended from the Council, and during the period of that suspension, the term of appointment to the role comes to an end, they will cease to be a member of the Council at the end of the term of appointment.

12. Any member of the Council who is also employed by the University shall cease to be a member of the Council upon termination of their employment contract.

13. ‘Substantial Reason’ in this section means:

a. conviction of an offence which the Council decides, at its absolute discretion, renders the person convicted unfit for the execution of the duties of the office; or

b. conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office; or

c. conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office whether such failure results from physical or mental incapacity or otherwise; or

d. conduct which means that the member is no longer a fit and proper person for the

requirements of any Regulatory Framework to which the University is subject; or

e. breach of the Governors' Code of Conduct applicable to Council members from time to time; or

f. medical incapacity which means that the member is no longer fit to undertake the duties of the office; or

g. any other substantial reason which is considered to justify suspension or removal.

Ordinance 44 - Emeritus Professors

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

Ordinance 45 - External Examiners

1. For every assessment for an award of the University there shall be at least one External Examiner.

Taught provision

2. An External Examiner may be appointed as an 'Award External Examiner' or a 'Module External Examiner'. No External Examiner shall be a current member of staff or shall have been a member of staff within the previous five years, either of the University of Essex or of a partner institution delivering programmes of study leading to a degree of the University. The Senate may designate awards of the University other than degrees, for which External Examiners should be appointed.

3. External Examiners shall be appointed for a period of four years by the Chair of the relevant Faculty Education Committee or nominee appointed by the Chair, or by the Dean of Partnerships or nominee appointed by the Dean of Partnerships, under powers delegated by the Senate, receiving nominations from the Departments or partner institutions concerned. Appointments may be terminated with two months' notice by either party. External Examiners for taught degree courses may not normally be re-appointed by the University for four years. Exceptional cases may require approval by the Pro-Vice-Chancellor (Education).

4. Decisions as to the classification of a degree and the conferment or not of a Bachelor's degree shall normally require the consent of the appropriate Award External Examiner. If the External Examiner cannot consent, the decision requires the consent of a two-thirds majority

of the examination board, including the Chair. The exception to this is when the board is suspended under Regulation 6.28.

Research provision

5. In any examination for a research degree of the University there shall be at least one External Examiner.

6. External Examiners for research degrees shall be appointed by the Chair of the relevant Faculty Education Committee or nominee appointed by the Chair under powers delegated by the Senate, receiving nominations from the Departments or partner institutions concerned.

7. No External Examiner for research provision shall be a current member of staff or shall have been a member of staff within the previous five years, either of the University of Essex or of a partner institution delivering programmes of study leading to a degree of the University. Exceptional cases may require approval by the Pro-Vice-Chancellor (Education).

Ordinance 46 – Boards of Examiners

1. The Senate has responsibility delegated from Council to arrange for the conferral of Degrees, Diplomas, Certificates and other awards of the University. As such, Senate is responsible for the system of academic governance whereby final decisions on the results for modules, progression, awards and degree classification for all students of the University are determined.

Taught provision

2. The Senate has delegated to Boards of Examiners the power to make the final decision on the results for modules, progression, awards and degree classification for all students of the University, provided that the Board of Examiners is properly constituted in accordance with the procedures approved by the Senate.

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

Research provision

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

Ordinance 47 - Regulations, policies and procedures

The Senate shall determine University regulations, policies and procedures for all programmes of study of the University. The Academic Registrar shall ensure that accurate and timely information is published to students. No change of substance shall be made to the regulations, policies and procedures pertaining to programmes of study of the University unless such change has been approved by the Senate and published by the Academic Registrar in advance of the academic year in which the change is to apply or, in exceptional circumstances, to be approved in each case by the Chair of Senate, on behalf of the Senate, before the first day of the period of study in which the change is to apply. In-year changes are normally only made where they are designed to bring benefits to all affected students and/or they relate to changes in the law, statutory requirements or obligations imposed upon the University by the government. Such changes shall be enacted immediately, subject to approval by the Chair of Senate. In-year changes that are approved by the Chair of Senate and the Academic Registrar shall ensure the relevant information is published in a timely manner. .

Ordinance 48 – Year and term

1. In the Charter, Ordinances and Regulations ‘year’ shall be defined as 12 calendar months.

2. With reference to the report of the Auditors and the Accounts, ‘year’ shall be 12 calendar months from the first day of August, unless in a particular case the circumstances require otherwise.

3. With reference to the Principal Officers of the University,, 'year' shall be 12 calendar months from the first day of August, unless in a particular case the circumstances require otherwise.

4. With reference to meetings of the Council and the Senate and their Boards and Committees, and to the Annual Report, 'year' shall be 12 calendar months from the first day of August.

5. The period from the first day of the Autumn Term to the last day of September, both days included, shall be known as the 'academic year'.

6. The structure of the academic year shall be determined by the Senate.

Ordinance 49 - Use of the University Seal

1. All deeds and documents requiring to be sealed by the University shall be sealed in the virtual (whereby all participants can see and hear each other) and/or physical presence of two

members of the Council, or of one member of the Council and the Registrar and Secretary or the Chief Financial Officer, or of the Registrar and Secretary and the Chief Financial Officer.

2. A Register shall be kept by the Registrar and Secretary or their nominee, listing all deeds and documents signed under seal. The Register shall be available for inspection by any member of the Council.

University Regulations

Academic regulations

Regulations relating to Admission

1.1.

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

1.2.

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

(a) For admission to a Foundation Degree, the general entrance requirement is a minimum of five General Certificates of Secondary Education passes at grade C/4 or above (or equivalent), and a pass in one Advanced Level General Certificate, or equivalent.

(b) For admission to a Bachelors degree, the general entrance requirement is a minimum of five General Certificates of Secondary Education (GCSE) passes at grade C/4 or above (or equivalent), including English, and a pass in two Advanced Level General Certificates of Education (A-level), or equivalent.

(c) Equivalencies to the General Certificate of Secondary Education (GCSE) and the Advanced Level General Certificate of Education (A-level) will be determined by relevant staff in Admissions and are available on request.

(d) For admission to a postgraduate taught or research degree, an applicant can meet the University's general entrance requirement by achieving the entry requirements for the relevant programme of study. For research degrees, this also includes successful completion of an interview.

1.3.

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

1.4.

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

1.5.

Applicants for courses that require a mandatory Disclosure and Barring Service (DBS) check are required by the University to declare all criminal offences that are deemed to be unspent and spent in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and 2020. Each case will be considered on its individual merits in accordance with the University's *Student Membership and Disclosure and Barring Service Checks Policy and Procedure.* The student concerned may be permitted to continue, have their offer of admission to the University withdrawn, or transfer to an alternative programme of study. Applicants who are convicted of a criminal offence or receive a police caution after submitting an application for a course where a DBS check is mandatory must inform the University.

1.6.

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

1.7.

The Head of a department or nominee, in conjunction with the relevant staff in Admissions, shall be responsible for determining an applicant's suitability for admission to an undergraduate or postgraduate taught programme of study in line with University admissions policy and entry requirements for the relevant programme of study. This includes admission to any programme or individual module that leads to the award of credit and modular study. Modular study is where individual modules are studied over a period of time and the credits are accumulated towards an award of the University in a manner that differs from full-time and part-time awards.

1.8.

Applicants must submit satisfactory evidence of their ability to pursue the programme of study during the application process. In most cases this will be evidenced by satisfactory completion of the relevant application form (and successful performance at interview/audition, if relevant)

1.9.

An Executive Dean or their deputy[2] may agree that applicants who do not satisfy the general entrance requirements and/or the entry requirements for the relevant undergraduate or postgraduate taught programme of study can still be admitted This may be subject to their submitting satisfactory evidence of previous or current study and/or employment which demonstrates their ability to pursue the relevant programme of study. The Executive Dean or their deputy may delegate this responsibility to a nominee, who will normally be the relevant Faculty Dean or a member of the Admissions team.

1.10.

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

1.11.

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

1.12.

Applicants who have evidence of previous relevant learning may be permitted to import credit towards a named University award, within the University's policy for the *Recognition of prior learning and re-use of credit policy* (.pdf).

1.13.

Applicants who are not first language English speakers must meet the University's entry requirements in respect of English language competence. If admitted to the University, they will be offered English language support classes in their first year, and be able to access language support services throughout their studies.

[2]Where it is stated 'Executive Dean or their deputy' in most cases the deputy referred to will be the Faculty Dean or a member of the relevant Admissions team. However, in the case of postgraduate research student matters this may be the Dean, or the Faculty Dean (Postgraduate). This applies throughout these regulations.

Regulations relating to programmes of study

2.1

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

Sub Honours

Certificate (*Cert)*

Certificate *(Cert TEFL)*

Certificate of Continuing Education (*CertEd*)

Certificate of Higher Education *(CertHE*)

Diploma of Higher Education *(DipHE)*

Foundation Certificate *(FC)*

Foundation Degree in Arts (*FdA)*

Foundation Degree in Science (*FdSc*)

Honours Degree

Bachelor of Arts (*BA*)

Bachelor of Business Administration *(BBA)*

Bachelor of Engineering (*BEng*)

Bachelor of Laws (*LLB*)

Bachelor of Science (*BSc*)

Integrated Masters

Master in Accounting *(MAcc)*

Master in Art History *(MArt)*

Master in Economics *(MEcon)*

Master in Engineering *(MEng)*

Master in History *(MHist)*

Master in Law *(MLaw)*

Master in Linguistics *(MLing)*

Master in Literary Studies *(MLit)*

Master in Management *(MMan)*

Master in Mathematics *(MMath)*

Master in Modern Languages (MLang)

Master in Philosophy *(MPhil)*

Master in Politics *(MPol)*

Master in Science *(MSci)*

Taught Postgraduate

Graduate Certificate *(Cert)*

Graduate Diploma (*Dip)*

Master of Arts or Laws or Science or Fine Arts *(MA, LLM, MSc, MFA)*

Master of Arts or Science (by dissertation) *(MAD, MSD)*

Master of Business Administration *(MBA)*

Master of Business Management *(MBM)*

Master of Education *(MEd)*

Master of Fine Arts (*MFA*)

Master of Philosophy *(MPhil)*

Master of Professional Studies *(MProf)*

Master of Public Health *(MAPH)*

Master of Public Policy (MPP)

Master of Research *(MRes)*

Postgraduate Certificate (*PGCert*)

Postgraduate Diploma (*PGDip*)

Postgraduate Certificate in Education *(PGCE)(M)*

Professional Graduate Certificate in Education *(PGCE)*

Research Degree

Doctor of Medicine (*MD*)

Doctor of Philosophy *(PhD)*

Doctor of Philosophy (Integrated) *(PhD (Int))*

Doctor of Philosophy (Doctoral Programme) *(Doc Prog)*

Doctor of Psychology (DPsych)

Doctorate of Sport and Exercise Science *DSES*

Doctorate of Sport Performance and Coaching *DSPC*

Doctorate of Sports Therapy *DST*

Professional Doctorate *(DOCT)**

Doctor of Science *(DSc)*

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

2.2.

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

Department of Economics

Honours Degree

Business Economics *BA*

Business Economics (Including Placement Year) *BA*

Business Economic (Including Year Abroad) *BA*

Economics *BA BSc*

Economics (Including Placement Year) *BA BSc*

Economics (Including Year Abroad) *BA BSc*

Economics with Computing *BSc*

Economics with Computing (Including Placement Year) *BSc*

Economics with Computing (Including Year Abroad) *BSc*

Economics with Data Science *BSc*

Economics with Data Science (Including Placement Year) *BSc*

Economics with Data Science (Including Year Abroad) *BSc*

Economics with Psychology *BA BSc*

Economics with Psychology (Including Placement Year) *BA BSc*

Economics with Psychology (Including Year Abroad) *BA BSc*

Financial Economics *BA BSc*

Financial Economics (Including Placement Year) *BA BSc*

Financial Economics (Including Year Abroad) *BA BSc*

Financial Economics and Accounting *BA*

Financial Economics and Accounting (Including Placement Year) *BA*

Financial Economics and Accounting (Including Year Abroad) *BA*

History and Economics *BA*

History and Economics (Including Placement Year) *BA*

History and Economics (Including Year Abroad) *BA*

Management Economics *BA BSc*

Management Economics (Including Placement Year) *BA BSc*

Management Economics (Including Year Abroad) *BA BSc*

Integrated Masters

Economics *MEcon*

Economics (Including Placement Year) *MEcon*

Economics (Including Year Abroad) *MEcon*

Financial Economics *MEcon*

Financial Economics (Including Placement Year) *MEcon*

Financial Economics (Including Year Abroad) *MEcon*

International Economics *MEcon*

International Economics (Including Placement Year) *MEcon*

International Economics (Including Year Abroad) *MEcon*

Management Economics *MEcon*

Management Economics (Including Placement Year) *MEcon*

Management Economics (Including Year Abroad) *MEcon*

Taught Postgraduate

Applied Economics and Data Analysis *MSc*

Behavioural and Experimental Economics *MSc*

Economics *MA MSc MRes Dip*

Economics and Econometrics *MSc*

Economics of Business and Management *MSc*

Economics with Data Science *MSc*

Economics with Public Policy *MA*

Financial and Business Economics *MSc*

Financial Economics *MA MSc*

Financial Economics and Accounting *MSc*

Financial Technology (Economics) *MSc*

International Development *MA*

International Economics *MSc MA*

Management Economics *MSc MA*

Quantitative International Development *MSc*

Research Degree

Economics *PhD PhD (Int) MPhil*

Department of Government

Honours Degree

Economics and Politics *BSc*

Economics and Politics (Including Placement Year) *BSc*

Economics and Politics (Including Year Abroad) *BSc*

International Relations *BA*

International Relations (Including Placement Year) *BA*

International Relations (Including Year Abroad) *BA*

Philosophy, Politics and Economics *BA*

Philosophy, Politics and Economics (Including Placement Year) *BA*

Philosophy, Politics and Economics (Including Year Abroad) *BA*

Politics *BA*

Politics (Including Placement Year) *BA*

Politics (Including Year Abroad) *BA*

Politics and International Relations *BA BSc*

Politics and International Relations (Including Placement Year) *BA BSc*

Politics and International Relations (Including Year Abroad) *BA BSc*

Politics with Business *BA BSc*

Politics with Business (Including Year Abroad) *BA BSc*

Politics with Business (Including Placement Year) *BA BSc*

Social Sciences *BA*

Integrated Masters

International Relations *MPol*

International Relations (Including Placement Year) *MPol*

International Relations (Including Year Abroad) *MPol*

Politics and International Relations *MPol*

Politics and International Relations (Including Placement Year) *MPol*

Politics and International Relations (Including Year Abroad) *MPol*

Taught Postgraduate

Conflict Resolution *MA MSc*

Environmental Futures with Climate Change *MA MSc*

Global and Comparative Politics *MA MSc*

Ideology and Discourse Analysis *MA*

International Relations *MA MSc MRes*

Political Economy *MA MSc MRes*

Political Psychology *MA MSc*

Political Science *MA MSc MRes*

Political Theory *MA*

Politics *Dip MA*

Politics (With English for Academic Purposes) *MA*

Politics, Communications and Data Analytics *MSc*

Social Data Science *MSc*

Social Science Data Analysis *MA*

The Essex MPP *MPP*

Research Degree

Government *PhD MPhil*

Government (Ideology and Discourse Analysis) *PhD*

Ideology and Discourse Analysis *PhD*

Department of Language and Linguistics

Honours Degree

Computational Linguistics *BA*

Computational Linguistics (Including Placement Year) *BA*

Computational Linguistics (Including Year Abroad) *BA*

English Language and Linguistics *BA*

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

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

English Language and Literature *BA*

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

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

English Language with Media Communication *BA*

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

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

French Studies and Modern Languages *BA*

International Relations and Modern Languages *BA*

Journalism and Language Studies *BA*

Journalism and Modern Languages *BA*

Language Studies *BA*

Language Studies and Linguistics *BA*

Language Studies with Latin American Studies *BA*

Linguistics *BA*

Linguistics (Including Placement Year) *BA*

Linguistics (Including Year Abroad) *BA*

Modern Languages *BA*

Modern Languages and Linguistics *BA*

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

Modern Languages Translation, Interpreting and Cultural Mediation *BA*

Spanish Studies and Modern Languages *BA*

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

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

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

Integrated Masters

English Language and Linguistics *MLing*

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

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

European Languages and Translation *MLang*

Taught Postgraduate

Advanced Interpreting with Specialised Translation (Chinese-English) *MA*

Applied Linguistics *MA*

Audiovisual and Literary Translation *MA*

Chinese-English Translation and Interpreting *PGDip*

Chinese-English Translation and Professional Practice *MA*

Conference Interpreting and Translation (Chinese-English) *MA*

English Language and Linguistics *MA*

Linguistics *MA MRes*

Psycholinguistics *MA*

Teaching English to Speakers of Other Languages (TESOL) *MA*

Translation and Professional Practice *MA*

Translation, Interpreting and Subtitling *MA*

Research Degree

Analysing Language Use *PhD PhD (Int)*

Applied Linguistics *PhD MPhil MA by dissertation*

English Language Teaching *PhD PhD MA by dissertation*

Experimental Linguistics *PhD PhD (Int)*

Languages and Cultures *PhD*

Linguistics *PhD PhD (Int) MA by dissertation*

Psycholinguistics *PhD PhD (Int) MA by dissertation*

Sociolinguistics *PhD PhD (Int) MA by dissertation*

Translation Studies (Translation, Interpreting and Subtitling) *PhD PhD (Int)*

Department of Literature, Film, and Theatre Studies

Honours Degree

Creative Writing *BA*

Creative Writing (Including Placement Year) *BA*

Creative Writing (Including Year Abroad) *BA*

Drama *BA*

Drama (Including Placement Year) *BA*

Drama (Including Year Abroad) *BA*

Drama and Creative Writing *BA*

Drama and Creative Writing (Including Placement Year) *BA*

Drama and Creative Writing (Including Year Abroad) *BA*

Drama and Literature *BA*

Drama and Literature (Including Placement Year) *BA*

Drama and Literature (Including Year Abroad) *BA*

English and Comparative Literature *BA*

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

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

English Literature *BA*

English Literature (Including Placement Year) *BA*

English Literature (Including Year Abroad) *BA*

Film and Creative Writing *BA*

Film and Creative Writing (Including Placement Year) *BA*

Film and Creative Writing (Including Year Abroad) *BA*

Film and Drama *BA*

Film and Drama (Including Placement Year) *BA*

Film and Drama (Including Year Abroad) *BA*

Film and Journalism *BA*

Film and Journalism (Including Placement Year) *BA*

Film and Journalism (Including Year Abroad) *BA*

Film Studies *BA*

Film Studies (Including Placement Year) *BA*

Film Studies (Including Year Abroad) *BA*

Film Studies and Literature *BA*

Film Studies and Literature (Including Placement Year) *BA*

Film Studies and Literature (Including Year Abroad) *BA*

Journalism and Criminology *BA*

Journalism and Criminology (Including Placement Year) *BA*

Journalism and Criminology (Including Year Abroad) *BA*

Journalism and Politics *BA*

Journalism and Politics (Including Placement Year) *BA*

Journalism and Politics (Including Year Abroad) *BA*

Journalism with Human Rights *BA*

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

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

Literature and Creative Writing *BA*

Literature and Creative Writing (Including Placement Year) *BA*

Literature and Creative Writing (Including Year Abroad) *BA*

Multimedia Journalism *BA*

Multimedia Journalism (Including Placement Year) *BA*

Multimedia Journalism (Including Year Abroad) *BA*

Integrated Masters

Creative Writing *MLit*

Literature *MLit*

Literature and Creative Writing *MLit*

Taught Postgraduate

Creative Writing *MA*

Film and Literature *MA*

Film Studies *MA*

International Journalism *MA*

Literature *MA*

Literature and Creative Writing *MA*

Modern and Contemporary Literature *MA*

Scriptwriting (Theatre and Digital Media) *MA*

Theatre Practice *MA*

Wild Writing: Literature, Landscape and the Environment *MA*

Research Degree

Creative Writing *PhD MPhil MA by dissertation*

Film Studies *PhD MA by dissertation MPhil*

Film Studies (Creative Practice) *PhD MPhil*

Journalism *PhD MPhil MSc by dissertation*

Literature *PhD MPhil MA by dissertation*

Theatre Studies *PhD MPhil MA by dissertation*

Theatre Studies (Playwriting) *PhD MPhil*

Department of Psychology

Honours Degree

Psychological Studies *BA*

Psychological Studies (Including Placement Year) *BA*

Psychological Studies (Including Year Abroad) *BA*

Psychology *BA BSc*

Psychology (Including Placement Year) *BA BSc*

Psychology (Including Year Abroad) *BA BSc*

Psychology with Cognitive Neuroscience *BSc*

Psychology with Cognitive Neuroscience (Including Placement Year) *BSc*

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

Psychology with Economics *BSc*

Psychology with Economics (Including Placement Year) *BSc*

Psychology with Economics (Including Year Abroad) *BSc*

Integrated Masters

Psychology with Cognitive Neuroscience *MSci*

Psychology with Cognitive Neuroscience (Including Year Abroad) *MSci*

Psychology with Cognitive Neuroscience (Including Placement Year) *MSci*

Taught Postgraduate

Cognitive Neuroscience and Neuropsychology *MSc*

Psychology *MSc*

Research Methods in Psychology *MSc*

Research Degree

Psychology *PhD PhD (Int) MPhil MSc by dissertation*

Psychology with Cognitive Neuroscience and Neuropsychology *PhD PhD (Int) MPhil*

Department of Psychosocial and Psychoanalytic Studies

Sub Honours

Therapeutic Communication and Therapeutic Organisations *FdA*

Honours Degree

Childhood Studies *BA*

Childhood Studies (Including Placement Year) *BA*

Childhood Studies (Including Year Abroad) *BA*

Psychodynamic Practice *BA*

Psychodynamic Practice (Including Placement Year) *BA*

Psychodynamic Practice (Including Year Aboard) *BA*

Psychosocial and Psychoanalytic Studies *BA*

Psychosocial and Psychoanalytic Studies (Including Placement Year) *BA*

Psychosocial and Psychoanalytic Studies (Including Year Abroad) *BA*

Therapeutic Communication and Therapeutic Organisations *BA*

Taught Postgraduate

Childhood Studies *MA*

Gender and Sexuality Studies *MA*

Jungian and Post-Jungian Studies *MA*

Management and Organisational Dynamics *MA PGDip*

Psychoanalytic Studies *MA*

Psychodynamic Approaches *Dip*

Psychodynamic Counselling *MA*

Psychodynamic Counselling and Psychotherapy (3 year) *MA*

Psychodynamic Counselling (4 Year) *MA*

Refugee Care *MA*

Research Degree

Analytical Psychology *DAnPsych MA by Dissertation*

Childhood Studies *PhD MPhil*

Psychoanalytic Psychotherapy *DPsychPsych MA by Dissertation*

Psychoanalytic Studies *MPhil PhD PhD (Int) MA by Dissertation*

Psychodynamic Counselling *D(title to be confirmed) MA by Dissertation*

Psychodynamic Psychotherapy *DPsychodynPsych*

Psychosocial Studies *PhD MPhil*

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

Department of Sociology and Criminology

Honours Degree

Criminology *BA*

Criminology (Including Placement Year) *BA*

Criminology (Including Year Abroad) *BA*

Criminology with Counselling Skills *BA*

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

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

Criminology with Criminal Law *BA*

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

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

Criminology with Social Psychology *BA*

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

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

Media and Digital Culture *BA*

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

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

Social Anthropology *BA*

Social Anthropology (Including Placement Year) *BA*

Social Anthropology (Including Year Abroad) *BA*

Social Anthropology with Human Rights *BA*

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

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

Social Sciences *BA*

Social Sciences (Including Placement Year) *BA*

Social Sciences (Including Year Abroad) *BA*

Sociology *BA*

Sociology (Including Placement Year) *BA*

Sociology (Including Year Abroad) *BA*

Sociology and Criminology *BA*

Sociology and Criminology (Including Placement Year) *BA*

Sociology and Criminology (Including Year Abroad) *BA*

Sociology with Counselling Skills *BA*

Sociology with Data Science *BSc*

Sociology with Data Science (Including Placement Year) *BSc*

Sociology with Data Science (Including Year Abroad) *BSc*

Sociology with Psychosocial Studies *BA*

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

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

Sociology with Social Psychology *BA*

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

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

Taught Postgraduate

Advertising, Marketing and the Media *MA*

Criminology *MA*

Migration Studies *MA MSc*

Organised Crime, Terrorism and Security *MSc MA*

Sociological Research Methods *MA*

Sociology *MA*

Sociology and Criminology *MA*

Survey Methods for Social Research *MSc*

Research Degree

Criminology *PhD PhD (Int) MPhil*

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

East 15

Sub Honours

Acting and Theatre Arts *CertHE*

Honours Degree

Acting *BA*

Acting (International) *BA*

Acting and Community Engagement *BA*

Acting and Contemporary Theatre *BA*

Acting and Physical Theatre *BA*

Creative Producing (Theatre and Short Film) *BA*

Stage Acting *BA*

Stage and Production Management *BA*

World Performance *BA*

Taught Postgraduate

Acting *MA MFA*

Acting for Digital Media *MA MFA*

Acting (International) *MA MFA*

Advanced Professional Theatre Practice *MA*

Theatre Directing *MA MFA*

Research Degree

Drama and Performance *PhD*

Drama and Performance (Practice as Research) *PhD*

Edge Hotel School Ltd

Sub Honours

Events Management *FdA*

Hospitality Management FdA

Honours Degree

Events Management *BA*

Events Management (Including Year Abroad) *BA*

Events Management with Hospitality *BA*

Hospitality Management *BA*

Hospitality Management (Including Year Abroad) *BA*

Hotel Management *BA*

Tourism *BA*

Tourism (Including Year Abroad) *BA*

Taught Postgraduate

International Hospitality Management *MSc*

Essex Business School

Honours Degree

Accounting *BSc*

Accounting (Including Placement Year) *BSc*

Accounting (Including Year Abroad) *BSc*

Accounting and Finance *BSc*

Accounting and Finance (Including Placement Year) *BSc*

Accounting and Finance (Including Year Abroad) *BSc*

Accounting and Management *BSc*

Accounting and Management (Including Placement Year) *BSc*

Accounting and Management (Including Year Abroad) *BSc*

Banking and Finance *BSc*

Banking and Finance (Including Placement Year) *BSc*

Banking and Finance (Including Year Abroad) *BSc*

Business Administration *BBA*

Business Administration (Including Placement Year) *BBA*

Business Administration (Including Year Abroad) *BBA*

Business Administration and Supply Chain Management *BSc*

Business Administration and Supply Chain Management (Including Placement Year) *BSc*

Business Administration and Supply Chain Management (Including Year Abroad) *BSc*

Business and Analytics *BSc*

Business and Analytics (Including Placement Year) *BSc*

Business and Analytics (Including Year Abroad) *BSc*

Business and Human Resource Management *BSc*

Business and Human Resource Management (including Placement Year) *BSc*

Business and Human Resource Management (including Year Abroad) *BSc*

Business Management *BSc*

Business Management (Including Placement Year) *BSc*

Business Management (Including Year Abroad) *BSc*

Business Management and Modern Languages *BA*

Business Management with a Modern Language *BA*

Finance *BSc*

Finance (Including Placement Year) *BSc*

Finance (Including Year Abroad) *BSc*

Finance and Management *BSc*

Finance and Management (Including Placement Year) *BSc*

Finance and Management (Including Year Abroad) *BSc*

International Business and Entrepreneurship *BSc*

International Business and Entrepreneurship (Including Placement Year) *BSc*

International Business and Entrepreneurship (Including Year Abroad) *BSc*

International Business and Finance *BSc*

International Business and Finance (Including Placement Year) *BSc*

International Business and Finance (Including Year Abroad) *BSc*

Marketing *BSc*

Marketing (Including Placement Year) *BSc*

Marketing (Including Year Abroad) *BSc*

Marketing Management *BSc*

Marketing Management (Including Placement Year) *BSc*

Marketing Management (Including Year Abroad) *BSc*

Integrated Masters

Accounting and Finance *MAcc*

Accounting and Finance (Including Placement Year) *MAcc*

Accounting and Finance (Including Year Abroad) *MAcc*

Marketing and Management *MMan*

Marketing and Management (Including Placement Year) *MMan*

Marketing and Management (Including Year Abroad) *MMan*

Marketing Management *MMan*

Marketing Management (Including Placement Year) *MMan*

Marketing Management (Including Year Abroad) *MMan*

Taught Postgraduate

Accounting *MRes*

Accounting and Finance *MSc*

Accounting and Financial Management *MSc*

Banking and Finance *MSc*

Business Administration *MBA PGDip*

Business Analytics *MSc*

Corporate and Investment Banking *MSc*

Digital Marketing and Analytics *MSc*

Entrepreneurship and Innovation *MSc*

Finance *MSc MRes*

Finance and Data Analytics *MSc*

Finance and Global Trading *MSc*

Finance and Management *MSc*

Financial Data Analytics *MSc*

Financial Engineering and Risk Management *MSc*

Financial Technology (Finance) *MSc*

Global Project Management *MSc*

Human Resource Management *MSc*

International Business and Entrepreneurship *MSc*

International Hospitality Management *MSc*

International Logistics and Supply Chain Management *MSc*

International Marketing and Business Intelligence *MSc*

International Marketing and Entrepreneurship *MSc*

Investment and Wealth Management *MSc*

Management *MSc MRes*

Management (Advertising and Corporate Communications) *MSc*

Management (International) *MSc*

Management (Marketing) *MSc*

Management (Social Economy) *MSc*

Marketing *MSc*

Master of Business Administration: The Essex MBA *MBA*

Master of Business Administration: The Essex Executive MBA *MBA*

Master of Business Management *MBM*

Organisational Change Management *MSc*

Professional Accounting *MSc*

Research Degree

Accounting *PhD PhD (Int) MPhil*

Accounting and Finance *PhD MPhil*

Business Administration *PhD PhD (Int)MPhil*

Business Analytics *PhD MPhil*

Entrepreneurship *PhD PhD (Int) MPhil*

Finance *PhD PhD (Int)MPhil MSc by dissertation*

Human Resource Management and Organisation Studies *PhD*

Management *PhD PhD (Int) MPhil*

Management Studies *PhD MPhil*

Marketing *PhD*

Essex Law School

Honours Degree

Law *LLB*

Law (Including Placement Year) *LLB*

Law (Including Year Abroad) *LLB*

Law (Senior Status) *LLB*

Law with Business *LLB*

Law with Business (Including Placement Year) *LLB*

Law with Business (Including Year Abroad) *LLB*

Law with Criminology *LLB*

Law with Criminology (Including Placement Abroad) *LLB*

Law with Criminology (Including Year Abroad) *LLB*

Law with History *LLB*

Law with History (Including Placement Year) *LLB*

Law with History (Including Year Abroad) *LLB*

Law with Human Rights *LLB*

Law with Human Rights (Including Placement Year) *LLB*

Law with Human Rights (Including Year Abroad) *LLB*

Law with Philosophy *LLB*

Law with Philosophy (Including Placement Year) *LLB*

Law with Philosophy (Including Year Abroad) *LLB*

Law with Politics *LLB*

Law with Politics (Including Placement Year) *LLB*

Law with Politics (Including Year Abroad) *LLB*

Licence English and French Law (Double Degree) *LLB*

Integrated Masters

Law *MLaw*

Law (Including Placement Year) *MLaw*

Law (Including Year Abroad) MLaw

Taught Postgraduate

Corporate Responsibility and Business Law *LLM*

Economic, Social and Cultural Rights *LLM*

Human Rights *PhD*

International Commercial and Business Law *LLM*

International Commercial and Business Law with Professional Placement *LLM*

International Criminal Law *LLM*

International Human Rights Law *LLM*

International Human Rights and Economic Law *LLM*

International Human Rights Law *LLM*

International Human Rights Law (Economic Relations) *LLM*

International Humanitarian Law *LLM*

International Law *LLM*

International Trade and Maritime Law *LLM*

International Trade and Maritime Law with Professional Placement *LLM*

International Trade Law *LLM*

Law and Technology *LLM*

Law, Environment and Sustainability *LLM*

Maritime Law *LLM*

Theory and Practice of Human Rights *MA*

Research Degree

Human Rights *PhD*

Human Rights and Research Methods *PhD MPhil*

Law *PhD PhD (Int) MPhil*

Essex Pathways

Honours Degree

Accounting and Finance (Including Foundation Year) *BSc*

Accounting with Economics (Including Foundation Year) *BSc*

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

Art History and History (Including Foundation Year) *BA*

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

Art History and Language Studies (Including Foundation Year) *BA*

Art History and Modern Languages (Including Foundation Year and Year Abroad) *BA*

Art History with Language Studies (Including Foundation Year) *BA*

Art History with Modern Languages (Including Foundation Year and Year Abroad) *BA*

Biological Sciences (Including Foundation Year) *BSc*

Biomedical Science (Including Foundation Year) *BSc*

Biotechnology *BSc*

Biotechnology (Including Foundation Year) *BSc*

Biotechnology (Including Year Abroad) *BSc*

Business Management (Including Foundation Year) *BSc*

Childhood Studies (Including Foundation Year) *BA*

Computer Games (Including Foundation Year) *BSc*

Computer Science (Including Foundation Year) *BSc*

Criminology (Including Foundation Year) *BA*

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

Economics with Language Studies (Including Foundation Year) *BA*

Economics with Psychology (Including Foundation Year) *BSc*

Electronic Engineering (Including Foundation Year) *BEng*

English and United States Literature (Including Foundation Year) *BA*

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

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

English Literature (Including Foundation Year) *BA*

European Studies (Including Foundation Year) *BA*

European Studies and Language Studies (Including Foundation Year) *BA*

European Studies and Modern Languages (Including Foundation Year) *BA*

European Studies with French (Including Foundation Year) *BA*

European Studies with German (Including Foundation Year) *BA*

European Studies with Italian (Including Foundation Year) *BA*

European Studies with Politics (Including Foundation Year) *BA*

Film Studies (Including Foundation Year) *BA*

Film Studies and Art History (Including Foundation Year) *BA*

Film Studies and Art History (Including Foundation Year and Year Abroad) *BA*

History (Including Foundation Year) *BA*

History and Criminology (Including Foundation Year) *BA*

History and Drama (Including Foundation Year) *BA*

History and Economics (Including Foundation Year) *BA*

International Development (Including Foundation Year) *BA*

International Relations and Language Studies (Including Foundation Year) *BA*

Language Studies (4 years Including Foundation Year) *BA*

Language Studies and Teaching English as a Foreign Language (Including Foundation Year) *BA*

Law with Finance (Including Foundation Year) *LLB*

Law with History (Including Foundation Year) *LLB*

Law with Literature (Including Foundation Year) *LLB*

Law with Philosophy (Including Foundation Year) *LLB*

Law with Politics (Including Foundation Year) *LLB*

Liberal Arts (Including Foundation Year) *BA*

Linguistics (Including Foundation Year) *BA*

Literature and Art History (Including Foundation Year) *BA*

Literature and Art History (Including Foundation Year and Year Abroad) *BA*

Literature and Sociology (Including Foundation Year) *BA*

Management and Marketing (Including Foundation Year) *BSc*

Marine Biology (Including Foundation Year) *BSc*

Marketing Management (Including Foundation Year) *BSc*

Marketing (Including Foundation Year) *BSc*

Mathematics (Including Foundation Year) *BSc*

Modern Languages and English Language (5 years Including Foundation Year) *BA*

Modern Languages and Linguistics (5 years Including Foundation Year) *BA*

Modern Languages and Teaching English as a Foreign Language (5 years Including Foundation Year) *BA*

Modern Languages with Latin American Studies (5 years Including Foundation Year) *BA*

Philosophy (Including Foundation Year and Year Abroad) *BA*

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

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

Philosophy and History (Including Foundation Year) *BA*

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

Philosophy and Sociology (Including Foundation Year) *BA*

Philosophy and Sociology (Including Foundation Year and Year Abroad) *BA*

Politics (Including Foundation Year) *BA*

Politics with Human Rights (Including Foundation Year) *BA*

Psychology with Economics (Including Foundation Year) *BSc*

Psychosocial and Psychoanalytic Studies (Including Foundation Year) *BA BSc*

Social Sciences *BA*

Social Sciences (Including Foundation Year) *BA*

Sociology (Including Foundation Year) *BA*

Spanish Studies and Modern Languages (5 Years Including Foundation Year) *BA*

Spanish, Portuguese and Brazilian Studies (5 Years Including Foundation Year) *BA*

Sports and Exercise Science (Including Foundation Year) *BSc*

Institute for Social and Economic Research

Research Degree

Applied Social and Economic Research *PhD MPhil*

Biosocial Research *PhD MPhil*

Economics *PhD MPhil*

Health Research *PhD MPhil*

Sociology *PhD*

Survey Methodology *PhD MPhil*

Institute for Socio-Technical Research

Research Degree

Socio-Technical Studies *PhD*

School of Computer Science and Electronic Engineering

Honours Degree

Artificial Intelligence *BSc*

Artificial Intelligence (including Placement Year) *BSc*

Artificial Intelligence (including Year Abroad) *BSc*

Artificial Intelligence and Psychology *BSc*

Communications Engineering *BEng*

Communications Engineering (Including Placement Year) *BEng*

Communications Engineering (Including Year Abroad) *BEng*

Computer Games *BSc*

Computer Games (Including Placement Year) *BSc*

Computer Games (Including Year Abroad) *BSc*

Computer Networks *BEng*

Computer Networks (Including Placement Year) *BEng*

Computer Networks (Including Year Abroad) *BEng*

Computer Science *BSc*

Computer Science (Including Placement Year) *BSc*

Computer Science (Including Year Abroad) *BSc*

Computer Systems Engineering *BEng*

Computer Systems Engineering (Including Placement Year) *BEng*

Computer Systems Engineering (Including Year Abroad) *BEng*

Computers with Electronics *BEng*

Computers with Electronics (Including Placement Year) *BEng*

Computers with Electronics (Including Year Abroad) *BEng*

Electronic Engineering *BEng*

Electronic Engineering (Including Placement Year) *BEng*

Electronic Engineering (Including Year Abroad) *BEng*

Electronics *BSc*

Mechatronic (Including Year Abroad) *BSc*

Mechatronic Systems *BEng*

Mechatronic Systems (Including Placement Year) *BEng*

Mechatronic Systems (Including Year Abroad) *BEng*

Neural Technology with Psychology *BSc*

Neural Technology with Psychology (Including Placement Year) *BSc*

Neural Technology with Psychology (Including Year Abroad) *BSc*

Robotic Engineering *BEng*

Robotic Engineering (Including Placement Year) *BEng*

Robotic Engineering (Including Year Abroad) *BEng*

Integrated Masters

Communications Engineering (Including Placement Year) *MEng*

Communications Engineering (Including Year Abroad) *MEng*

Computer Science *MSci*

Computer Science (Integrated Masters, Including Placement Year) *MSci*

Electronic Engineering *MEng*

Electronic Engineering (Integrated Masters, Including Placement Year) *MEng*

Taught Postgraduate

5G and Emerging Communication Systems *MSc*

Advanced Computer Science *MSc*

Artificial Intelligence *MSc MSc by dissertation*

Artificial Intelligence and its Applications *MSc*

Applications of Artificial Intelligence *MSc*

Artificial Intelligence *MSc*

Artificial Intelligence in Finance *MSc*

Artificial Intelligence in Finance *MSc*

Computational Finance *MSc*

Computer Engineering *MSc*

Computer Games *MSc*

Computer Networks and Security *MSc*

Computing *MSc*

Electronic Engineering *MSc*

Financial Technology (Computer Science) *MSc*

Intelligent Systems and Robotics *MSc*

Research Degree

Artificial Intelligence *PhD MSc by dissertation*

Computational Finance *PhD MPhil MSc by dissertation*

Computer Science *PhD PhD (Int)MPhil MSc by dissertation*

Computing and Electronic Systems *PhD MPhil MSc by dissertation*

Electronic Systems Engineering *PhD PhD (Int)MPhil MSc by dissertation*

School of Health and Social Care

Sub Honours

Assistant Practitioner *FdSc*

Health and Social Care *CertHE*

Nursing Associate *FdSc*

Oral Health Science *FdSc*

Honours Degree

Nursing (Adult) *BSc*

Nursing (Adult) Degree Apprenticeship *BSc*

Nursing (Adult (Including Year Abroad) *BSc*

Nursing (Mental Health) *BSc*

Nursing (Mental Health) Degree Apprenticeship *BSc*

Nursing (Mental Health) (Including Year Abroad) *BSc*

Occupational Therapy *BSc*

Occupational Therapy Degree Apprenticeship *BSc*

Oral Health Science *BSc*

Social Work *BA*

Speech and Language Therapy *BSc*

Speech and Language Therapy Degree Apprenticeship *BSc*

Speech and Language Therapy (Including Placement Year) *BSc*

Speech and Language Therapy (Including Year Abroad) *BSc*

Integrated Masters

Nursing (Dual Award in Adult and Mental Health) *MSCI*

Taught Postgraduate

Advanced Clinical Practice *MSc*

Advanced Clinical Practice Apprenticeship *MSc*

Advanced Periodontal Practice *MSc*

Global Public Health *MSc*

Health Research *MRes*

Leadership in Health and Care *MSc PGDip*

Medical and Clinical Education *MSc PGCert PGDip*

Occupational Therapy (Pre-Registration) *MSc*

Periodontology *MSc*

Periodontology Science and Practice *MSc*

Psychological Wellbeing Practice *PGCert Cert*

Social Work *MA*

Specialist Adult Mental Health (Mental Health and Wellbeing Practitioner) *PGCert Cert*

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

Research Degree

Applied Psychology *PhD MPhil*

Clinical Psychology *DClinPsych*

Health and Organisational Research *PhD PhD (Int) MPhil*

Health Care Education *Doctorate*

Health Service Management *Doctorate*

Language and Communication Science *PhD MPhil*

Health Studies *PhD PhD (Int) MPhil MSc by dissertation*

Nursing *DNursing*

Nursing Studies *PhD PhD (Int) MPhil MSc by dissertation*

Occupational Therapy *Doctorate* (title to be confirmed) *PhD PhD (Int) MPhil MSc by dissertation*

Public Health *PhD MPhil MSc by dissertation*

Public Health (Health Visiting) *PublicHealth(HealthVisiting)*

Social Care Education *DSocialCareEducation*

Social Policy *PhD MPhil MSc by dissertation*

Social Services Management *Doctorate*

Social Work *PhD MPhil MSc by dissertation*

Speech and Language Therapy *DSpeechLanguageTherapy PhD MPhil*

School of Life Sciences

Honours Degree

Applied Biomedical Science (NHS Placement) *BSc*

Biochemistry *BSc*

Biochemistry (Including Placement Year) *BSc*

Biochemistry (Including Year Abroad) *BSc*

Biological Sciences *BSc*

Biological Sciences (Including Placement Year) *BSc*

Biological Sciences (Including Year Abroad) *BSc*

Biomedical Science *BSc*

Biomedical Science (Including Placement Year) *BSc*

Biomedical Science (Including Year Abroad) *BSc*

Biotechnology *BSc*

Biotechnology (Including Placement Year) *BSc*

Biotechnology (Including Year Abroad) *BSc*

Ecology and Environmental Biology *BSc*

Ecology and Environmental Biology (Including Placement Year) *BSc*

Ecology and Environmental Biology (Including Year Abroad) *BSc*

Genetics *BSc*

Genetics (Including Placement Year) *BSc*

Genetics (Including Year Abroad) *BSc*

Global Sustainability *BSc*

Global Sustainability (Including Placement Year) *BSc*

Global Sustainability (Including Year Abroad) *BSc*

Global Sustainability *BSc*

Global Sustainability (Including Placement Year) *BSc*

Global Sustainability (Including Year Abroad) *BSc*

Human Biology *BSc*

Human Biology (Including Placement Year) *BSc*

Human Biology (Including Year Abroad) *BSc*

Marine Biology *BSc*

Marine Biology (Including Placement Year) *BSc*

Marine Biology (Including Year Abroad) *BSc*

Integrated Masters

Biochemistry and Biotechnology *MSci*

Biochemistry and Biotechnology (Including Placement Year) *MSci*

Biochemistry and Biotechnology (Including Year Aboard) *MSci*

Biomedical Science *MSci*

Biomedical Science (Including Placement Year) *MSci*

Biomedical Science (Including Year Abroad) *MSci*

Tropical Marine Biology *MSci*

Tropical Marine Biology (Including Placement Year) *MSci*

Tropical Marine Biology (Including Year Abroad) *MSci*

Taught Postgraduate

Biotechnology *MSc*

Cancer Biology *MSc*

Health Genomics *MSc*

Marine Science and Sustainable Development *MSc*

Molecular Medicine *MSc*

Tropical Marine Biology *MSc*

Research Degree

Biochemistry *PhD MSc by dissertation*

Biological Sciences *PhD MSc by dissertation*

Cancer Biology *PhD MPhil*

Cell and Molecular Biology *PhD MSc by dissertation*

Environmental Biology *PhD MSc by dissertation*

Marine Biology *PhD MPhil MSc by dissertation*

Medicine *MD*

Microbiology *PhD MSc by dissertation*

Molecular Medicine *PhD MSc by dissertation*

Plant Biology *PhD MSc by dissertation*

Tropical Marine Biology *PhD PhD (Int)*

School of Mathematics, Statistics and Actuarial Sciences

Honours Degree

Actuarial Science *BSc*

Actuarial Science (Including Placement Year) *BSc*

Actuarial Science (Including Year Abroad) *BSc*

Data Science and Analytics *BSc*

Data Science and Analytics (Including Placement Year) *BSc*

Data Science and Analytics (Including Year Abroad) *BSc*

Economics and Mathematics *BSc*

Economics and Mathematics (Including Placement Year) *BSc*

Economics and Mathematics (Including Year Abroad) *BSc*

Finance and Mathematics *BSc*

Finance and Mathematics (Including Placement Year) *BSc*

Finance and Mathematics (Including Year Abroad) *BSc*

Mathematics *BSc*

Mathematics (Including Placement Year) *BSc*

Mathematics (Including Year Abroad) *BSc*

Mathematics with Computing *BSc*

Mathematics with Computing (Including Placement Year) *BSc*

Mathematics with Computing (Including Year Abroad) *BSc*

Mathematics with Physics *BSc*

Mathematics with Physics (Including Placement Year) *BSc*

Mathematics with Physics (Including Year Abroad) *BSc*

Statistics *BSc*

Statistics (Including Placement Year) *BA*

Statistics (Including Year Abroad) *BA*

Integrated Masters

Actuarial Science and Data Science *MSci*

Mathematics *MMath*

Mathematics and Data Science *MSci*

Taught Postgraduate

Actuarial Science *MSc PGDip*

Applied Data Science *MSc*

Data Science *MSc*

Data Science and its Applications *MSc*

Data Science with Professional Placement *MSc*

Mathematics *MSc PGDip*

Mathematics and Finance *MSc PGDip*

Optimisation and Data Analytics *MSc PGDip*

Statistics *MSc PGDip*

Research Degree

Actuarial Science *PhD PhD (Int)*

Applied Mathematics *PhD MPhil MSc by dissertation*

Bioinformatics *PhD*

Bio-Statistics *PhD MPhil MSc by dissertation*

Data Science *PhD PhD (Int) MPhil*

Mathematical Biology *PhD MPhil*

Mathematics *PhD PhD (Int) MPhil MSc by dissertation*

Mathematics Education *PhD*

Operational Research *PhD PhD (Int) MPhil MSc by dissertation*

Pure Mathematics *PhD MPhil MSc by dissertation*

Statistics *PhD MPhil MSc by dissertation*

School of Philosophical, Historical, and Interdisciplinary Studies

Honours Degree

American Studies (United States) *BA*

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

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

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

American Studies (United States) (UK Study) (Including Placement Year) *BA*

Art History *BA*

Art History (Including Placement Year) *BA*

Art History (Including Year Abroad) *BA*

Art History and Language Studies *BA*

Art History with Language Studies *BA*

Art History with Modern Languages *BA*

Art History, Heritage and Museum Studies *BA*

Art History, Heritage and Museum Studies (Including Placement Year) *BA*

Art History, Heritage and Museum Studies (Including Year Abroad) *BA*

Art History, Visual Culture and Media Studies *BA*

Art History, Visual Culture and Media Studies (Including Placement Year) *BA*

Art History, Visual Culture and Media Studies (Including Year Abroad) *BA*

Continental Philosophy *BA*

Continental Philosophy (Including Placement Year) *BA*

Continental Philosophy (Including Year Abroad) *BA*

Curating *BA*

Curating (Including Placement Year) *BA*

Curating (Including Year Abroad) *BA*

Curating with History *BA*

Curating with History (Including Placement Year) *BA*

Curating with History (Including Year Abroad) *BA*

Curating, Heritage and Human Rights *BA*

Curating, Heritage and Human Rights (Including Placement Year) *BA*

Curating, Heritage and Human Rights (Including Year Abroad) *BA*

Criminology and American Studies *BA*

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

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

Criminology and American Studies (UK Study) *BA*

Criminology and American Studies (UK Study) (Including Placement Year) *BA*

European Studies *BA*

European Studies (Including Placement Year) *BA*

European Studies (Including Year Abroad) *BA*

European Studies with Spanish *BA*

Global Studies *BA*

Global Studies (Including Placement Year) *BA*

Global Studies (Including Year Abroad) *BA*

Global Studies and Language Studies *BA*

Global Studies and Latin American Studies (including Placement Year) *BA*

Global Studies and Latin American Studies (including Year Abroad) *BA*

Global Studies with Human Rights *BA*

Global Studies with Human Rights (Including Placement Year) *BA*

Global Studies with Human Rights (Including Year Abroad) *BA*

Global Studies with Latin American Studies *BA*

Global Studies with Latin American Studies (Including Placement Year) *BA*

Global Studies with Latin American Studies (Including Year Abroad) *BA*

Global Studies with Politics *BA*

Global Studies with Politics (Including Placement Year) *BA*

Global Studies with Politics (Including Year Abroad) *BA*

Global Studies with Sustainability *BA*

Global Studies with Sustainability (Including Placement Year) *BA*

Global Studies with Sustainability (Including Year Abroad) *BA*

History *BA*

History (Including Placement Year) *BA*

History (Including Year Abroad) *BA*

History and Criminology *BA*

History and Criminology (Including Placement Year) *BA*

History and Criminology (Including Year Abroad) *BA*

History and Heritage *BA*

History and Heritage (Including Year Abroad) *BA*

History and Heritage (Including Placement Year) *BA*

History and Law *BA*

History and Law (Including Year Abroad) *BA*

History and Law *BA* (Including Placement Year) *BA*

History and Literature *BA*

History and Literature (Including Placement Year) *BA*

History and Literature (Including Year Abroad) *BA*

History and Sociology *BA*

History and Sociology (Including Placement Year) *BA*

History and Sociology (Including Year Abroad) *BA*

History with Film Studies *BA*

History with Film Studies (Including Placement Year) *BA*

History with Film Studies (Including Year Abroad) *BA*

History with Human Rights *BA*

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

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

Latin American Studies (Including Placement Year) *BA*

Latin American Studies (Including Year Abroad) *BA*

Liberal Arts *BA*

Liberal Arts (Including Placement Year) *BA*

Liberal Arts (Including Year Abroad) *BA*

Modern History *BA*

Modern History (Including Placement Year) *BA*

Modern History (Including Year Abroad) *BA*

Modern History and International Relations *BA*

Modern History and International Relations (Including Placement Year) *BA*

Modern History and International Relations (Including Year Abroad) *BA*

Modern History and Politics *BA*

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

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

Philosophy *BA*

Philosophy (Including Placement Year) *BA*

Philosophy (Including Year Abroad) *BA*

Philosophy and Art History *BA*

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

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

Philosophy and History *BA*

Philosophy and History (Including Placement Year) *BA*

Philosophy and History (Including Year Abroad) *BA*

Philosophy and Law *BA*

Philosophy and Law (Including Placement Year) *BA*

Philosophy and Law (Including Year Abroad) *BA*

Philosophy and Literature *BA*

Philosophy and Literature (Including Placement Year) *BA*

Philosophy and Literature (Including Year Abroad) *BA*

Philosophy and Politics *BA*

Philosophy and Politics (Including Placement Year) *BA*

Philosophy and Politics (Including Year Abroad) *BA*

Philosophy with Business Management *BA*

Philosophy with Business Management (Including Placement Year) *BA*

Philosophy with Business Management (Including Year Abroad) *BA*

Philosophy with Human Rights *BA*

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

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

Philosophy, Ethics and Sustainability *BA*

Philosophy, Ethics and Sustainability (Including Placement Year) *BA*

Philosophy, Ethics and Sustainability (Including Year Abroad) *BA*

Philosophy, Religion and Ethics *BA*

Philosophy, Religion and Ethics (Including Placement Year) *BA*

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

Social Change *BA*

Social Change (Including Placement Year) *BA*

Social Change (Including Year Abroad) *BA*

Integrated Masters

Art History *MArt*

Art History (Including Placement Year) *MArt*

Art History (Including Year Abroad) *MArt*

History *MHist*

History (Including Placement Year) *MHist*

History (Including Year Abroad) *MHist*

Philosophy *MPhil*

Philosophy (Including Placement Year) *MPhil*

Philosophy (Including Year Abroad) *MPhil*

Taught Postgraduate

Art History and Theory *MA Dip*

Curating *MA*

Curating with Professional Placement *MA*

Environment, Society and Culture *MA*

Heritage and Museum Studies *MA*

History *MA PGCert*

History, Power and Identity *MA*

Philosophy *MA Dip*

Social and Political Thought *MA*

War, Culture and Society *MA*

Western Marxism *MA*

Western Marxism and Translation *MA*

Research Degree

Art History and Theory *MA by dissertation PhD MPhil*

Curating *PhD*

History *PhD MPhil MA by dissertation*

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

School of Sports, Rehabilitation and Exercise Sciences

Honours Degree

Physiotherapy *BSc*

Sport and Exercise Psychology *BSc*

Sport and Exercise Psychology (Including Placement Year) *BSc*

Sport and Exercise Psychology (Including Year Abroad) *BSc*

Sports and Exercise Science *BSc*

Sports and Exercise Science (Including Placement Year) *BSc*

Sports and Exercise Science (Including Year Abroad) *BSc*

Sports Performance and Coaching *BSc*

Sports Performance and Coaching (Including Placement Year) *BSc*

Sports Performance and Coaching (Including Year Abroad) *BSc*

Sports Therapy *BSc*

Sports Therapy (Including Placement Year) *BSc*

Sports Therapy (Including Year Abroad) *BSc*

Integrated Masters

Sports and Exercise Science *MSci*

Sports and Exercise Science (Including Placement Year) *MSci*

Sports and Exercise Science (Including Year Abroad) *MSci*

Taught Postgraduate

International Musculoskeletal Ultrasound Imaging *MSc PGDip PGCert* Physiotherapy (pre-registration) *MSc*

Sport and Exercise Psychology *MSc*

Sport and Exercise Science *MSc*

Sports Therapy *MSc*

Strength and Conditioning *MSc*

Research Degree

Health and Exercise Sciences *PhD MPhil MSc by dissertation*

Health and Physical Activity *PhD MPhil MSc by dissertation*

Musculoskeletal Practice *PhD MPhil*

Physiotherapy *PhD DPhysiotherapy*

Sport and Exercise Medicine *PhD MPhil MSc by dissertation*

Sport and Exercise Psychology *PhD MPhil MSc by dissertation*

Sport and Exercise Science *PhD MPhil MSc by dissertation*

Sports Therapy *PhD MPhil MSc by dissertation DST*

University of Essex International College

Sub-Honours

Foundation Certificate for Business, Law and Social Sciences

Foundation Certificate for Business, Law and Social Sciences (with supplementary English)

Foundation Certificate for Humanities

Foundation Certificate for Humanities (with supplementary English)

Foundation Certificate for Humanities with Internship

Foundation Certificate for Humanities with Internship plus supplementary English

Foundation Certificate for Science and Engineering

Foundation Certificate for Science and Engineering (with supplementary English)

Foundation Certificate for Science and Health

Foundation Certificate for Science and Health (with supplementary English)

Foundation Certificate for Science and Health with Internship

Foundation Certificate for Social Sciences

Foundation Certificate for Social Sciences (with supplementary English)

Foundation Certificate for Social Sciences with Internship

Foundation Certificate for Social Sciences with Internship plus supplementary English

International Year One in Business *CertHE*

International Year One in Business (with supplementary English) *CertHE*

International Year One in Business with Internship *CertHE*

International Year One in Business with Internship (with supplementary English) *CertHE*

International Year One in Computer Science *CertHE*

International Year One in Computer Science (with Supplementary English) *CertHE*

International Year One in Computer Science with Internship (with Supplementary English) *CertHE*

International Year One in Economics *CertHE*

International Year One in Economics (with supplementary English) *CertHE*

International Year One in Economics with Internship *CertHE*

International Year One in Economics with Internship (with supplementary English) *CertHE*

International Year One in Law *CertHE*

International Year One in Law (with supplementary English) *CertHE*

International Year One in Law with Internship *CertHE*

International Year One in Law with Internship (with supplementary English) *CertHE*

International Year One in Politics and International Relations *CertHE*

International Year One in Politics and International Relations (with supplementary English) *CertHE*

International Year One in Politics and International Relations with Internship *CertHE*

International Year One in Politics and International Relations with Internship (with supplementary English) *CertHE*

International Year One with Life Sciences *CertHE*

International Year One with Life Sciences (with supplementary English) *CertHE*

International Year One with Life Sciences with Internship *CertHE*

International Year One with Life Sciences with Internship (with supplementary English) *CertHE*

International Year One with Psychology *CertHE*

International Year One with Psychology (with supplementary English) *CertHE*

International Year One with Psychology with Internship *CertHE*

International Year One with Psychology with Internship (with supplementary English) *CertHE*

Sub Taught Postgraduate

Pre-Master for Business, Law and Social Sciences

Pre-Masters for Business, Law and Social Sciences (with supplementary English)

Pre-Masters for Humanities

Pre-Masters for Humanities (with supplementary English)

Pre-Masters for Humanities with Internship

Pre-Masters for Humanities with Internship plus supplementary English

Pre-Masters for Science and Engineering

Pre-Masters for Science and Engineering (with supplementary English)

Pre-Masters for Science and Health

Pre-Masters for Science and Health (with supplementary English)

Pre-Masters for Science and Health with Internship

Pre-Masters for Science and Health with Internship plus supplementary English

Pre-Masters for Social Sciences

Pre-Masters for Social Sciences (with supplementary English)

Pre-Masters for Social Sciences with Internship

Pre-Masters for Social Sciences with Internship plus supplementary English

2.3.

Validated Programmes of Study

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

Aegean Omiros College (AOC)

Honours Degree

Accounting and Finance *BSc*

Biology *BSc*

Biology (Ecology and Conservation) *BSc*

Biology (Marine Biology) *BSc*

Biology (Molecular Biology and Genetics) *BSc*

Biomedical Science *BSc*

Business Administration *BSc*

Business Administration (Accounting and Finance) *BSc*

Business Administration (Digital Marketing) *BSc*

Business Administration (Logistics) *BSc*

Chemistry *BSc*

Clinical Speech and Language Pathology *BSc*

Computing (Artificial Intelligence) *BSc*

Computing (Data Science) *BSc*

Computing (Software Development) *BSc*

Dietetics (Applied) *BSc*

Drama (Acting) *BA*

English Language Teaching *BA*

Mathematics *BSc*

Mathematics (Mathematical Computation) *BSc*

Mathematics (Mathematical Statistics) *BSc*

Mathematics (Mathematics Education) *BSc*

Mathematics (Mathematics for Business) *BSc*

Occupational Therapy (Applied) *BSc*

Physiotherapy (Applied) *BSc*

Pre-Primary Education *BSc*

Pre-Primary Education with Special Needs *BSc*

Primary Education *BSc*

Primary Education with Special Needs *BSc*

Psychology Science *BSc*

Shipping Management *BSc*

Sport Science with Physical Education *BSc*

Tourism and Hospitality Management *BSc*

Tourism and Hospitality Management (Customer Experience and Wellness Management) *BSc*

Tourism and Hospitality Management (Hotel Management) *BSc*

Tourism and Hospitality Management (International Events Management) *BSc*

Tourism and Hospitality Management (International Tourism Management) *BSc*

Taught Postgraduate

Artificial Intelligence *MSc*

Artificial Intelligence (Data Analytics) *MSc*

Artificial Intelligence (Future Governance) *MSc*

Artificial Intelligence (Healthcare) *MSc*

Artificial Intelligence (Machine Learning) *MSc*

CBT wit Counselling Skills *MSc*

Clinical Biochemistry and Molecular Biomarkers *MSc*

Clinical Psychology *MSc*

Coaching and Mentoring (Well-Being Practitioner) *MSc*

Current Approaches in Physiotherapy (Cardiorespiratory Physiotherapy) *MSc*

Current Approaches in Physiotherapy (Musculoskeletal Physiotherapy) *MSc*

Current Approaches in Physiotherapy (Neurological Physiotherapy) *MSc*

Current Approaches in Physiotherapy (Paediatric Physiotherapy) *MSc*

Cybersecurity *MSc*

Cybersecurity (Cryptography) *MSc*

Cybersecurity (Incident Response) *MSc*

Early Childhood Education *MSc*

Early Childhood Education with Special Needs *MSc*

Financial Technology *MSc*

Forensic Psychology *MSc*

Forensic Psychology with Criminal Psychology *MSc*

Forensic Psychology with Investigative Psychology *MSc*

Human Nutrition (Clinical Nutrition) *MSc*

Human Nutrition (Obesity-Eating Behaviour) *MSc*

Human Nutrition (Paediatric Nutrition) *MSc*

Human Nutrition (Precision Nutrition) *MSc*

Human Nutrition (Public Health Nutrition) *MSc*

Human Nutrition (Sports Nutrition) *MSc*

Human Resources Management *MSc*

Human Rights and Migration Studies *MSc*

Human Rights and Migration Studies with Cultural Diversity and Displacement *MSc*

Human Rights and Migration Studies with Refugee Studies *MSc*

Industrial and Commercial Biotechnology *MSc*

International Commercial and Business Law *LLM*

International Sustainable Tourism *MSc*

Management of Musculoskeletal Conditions *MSc*

Maritime Law and Management *LLM*

Neuropsychology with Cognitive Neuroscience *MSc*

Perinatal Mental Health *MSc*

Rehabilitation Science *MSc*

Rehabilitation Science (Occupational Therapy) *MSc*

Rehabilitation Science (Physiotherapy) *MSc*

Rehabilitation Science (Speech and Language Therapy) *MSc*

School Psychology *MSc*

School Psychology (Applications of Psychology in the School Environment) *MSc*

Shipping Management *MSc*

Sustainable Shipping Management *MSc*

Systemic Psychotherapy *MSc*

Research Degree

Psychology *PhD*

Essex Partnership University NHS Foundation Trust (EPUT)

Taught Postgraduate

Clinical Associate in Psychology (Adult Health, Ageing and Disability) *MSc*
Clinical Associate in Psychology (Adult Mental Health) *MSc*

Kaplan Open Learning (University of Essex Online)

Sub-Honours

Business and Management *CertHE*

Business Psychology *CertHE*

Criminal Justice *FdA*

Healthcare Management *DipHE CertHE*

Law *CertHE*

Law with Business *CertHE*

Law with Criminology *CertHE*

Law with Psychology *CertHE*

Psychology *CertHE*

Honours Degree

Business and Management *BA*

Business and Management (Top up) *BA*

Business and Marketing *BA*

Business and Marketing (Top up) BA

Business Psychology *BSc*

Computer Science *BSc*

Criminal Justice *BA*

Criminology and Criminal Justice *BA*

Criminal Psychology *BSc*

Healthcare Management *BSc*

Law *LLB*

Law with Business *LLB*

Law with Criminology *LLB*

Law with Psychology *LLB*

Psychology *BSc*

Taught Postgraduate

Artificial Intelligence *MSc PGCert PGDip*

Business Administration *MBA PGCert*

Business and Management *MSc PGDip PGCert*

Business Management *MBM PGDip PGCert*

Business and Management (Business Analytics) *MSc PGDip PGCert*

Business with Finance *MSc PGDip*

Business with Human Resources *MSc*

Business with Marketing *MSc PGCert*

Computer Science *MSc PGDip PGCert*

Criminology and Criminal Psychology *MSc PGDip PGCert*

Cyber Security *MSc PGDip PGCert*

Data Science *MSc PGDip PGCert*

Digital Education *MSc PGDip PGCert*

Education *MED PGDip*

Education (Educational Practice) *PGCert*

Enterprise IT Management *MSc PGDip PGCert*

Global Digital Marketing *MSc PGDip PGCert*

Global Mental Health and Wellbeing *MSc PGDip PGCert*

Infection Control *MSc PGDip PGCert*

International Business Law *LLM PGDip PGCert*

International Healthcare Management *MSc PGDip PGCert*

International Human Resource Management *MSc PGDip PGCert*

Leadership for Sustainability *MSc PGDip PGCert*

Nursing *MSc PGDip PGCert*

Organisational Psychology *MSc PG Dip PGCert*

Project Management *MSc PGDip*

Psychology *MSc PGDip PGCert Cert*

Public Health *MPH PGDip PGCert*

Supply Chain Management and Global Logistics *MSc PGDip PGCert*

Kaplan Singapore

Honours Degree

Accounting and Finance *BSc*

Banking and Finance *BSc*

Computer Science *BSc*

Psychology *BSc*

Sports Performance and Coaching *BSc*

Northwest University, China

Honours Degree

Electronic Systems Engineering *BSc*

Portobello Institute

Honours Degree

Early Childhood Care and Education *BA*

Inclusive Education Practice *BA*

Sports Therapy *BSc*

Taught Postgraduate

Early Childhood Studies *MA*

Inclusive Education and Special Educational Needs *MA*

Princess Nourah bint Abdulrahman (PNU)

Taught Postgraduate

Applied Linguistics *MA PGDip PGCert*

Teaching English to Speakers of Other Languages (TESOL) *MA PGDip PGCert*

Tavistock and Portman NHS Foundation Trust

Taught Postgraduate

Child, Adolescent and Family Mental Well-being: Multidisciplinary Practice *PGCert*

Consulting and Leading in Organisations: Psychodynamic and Systemic Approaches *MA PGDip PGCert*

Emotional Care of Babies, Children, Young People and Families *Cert Dip*

Foundations of Psychodynamic Psychotherapy *MA PGDip*

Mental Health and Well-being: Multidisciplinary Practice with Young People and Adults *PGCert*

Multidisciplinary Practice in Health and Social Care *PGDip PGCert*

Psychoanalytic Studies *MA PGDip*

Psychological Therapies with Children, Young People and Families *MA*

Systemic Approaches to Working with Individuals, Families and Organisations (Foundation) *Cert*

Systemic Approaches to Working with Individuals, Families and Organisations (Intermediate) *Cert*

Systemic Psychotherapy *MA*

Working with Children, Young People and Families: A Psychoanalytic Observational Approach *MA PGDip PGCert*

Working with Complex Needs in Contemporary Social Work Practice *PGDip PGCert*

Working with Infants and the Early Years: A Psychoanalytic Observational Approach *MA PGDip PGCert*

Research Degree

Advanced Practice and Research: Consultation and the Organisation *DProf*

Advanced Practice and Research: Education and Community Psychology *DProf*

Advanced Practice and Research: Social Work and Social Care *DProf*

Advanced Practice and Research: Systemic Psychotherapy *DProf*

Child, Community and Educational Psychology *DProf*

Psychoanalytic Child and Adolescent Psychotherapy *DPsych*

Universite Jean Moulin Lyon 3, France

Honours Degree

English and French Law (Licence) *LLB*

Universite Paris Ouest Nanterre La Defense, France

Honours Degree

English and French Law (Licence) *LLB*

Universite of Toulouse 1 Capitole, France

Honours Degree

English and French Law (Licence) *LLB*

2.4.

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

2.5.

First-year students registered on full-time courses may be permitted to change their degree within the first two teaching weeks of the academic year or, on successful completion of the relevant module, at

the end of the first year of study, subject to the approval of the Executive Dean or their deputy and to the availability of places on the degree they wish to enter.

2.6.

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

2.7.

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

2.8.

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

2.9.

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

2.10.

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

Principal regulations for taught Masters programmes

3.1.

In the University the following taught Masters degrees are conferred: Master of Arts (MA), Master of Arts (by Dissertation) (MAD), Master of Business Administration (MBA), Master of Business Management (MBM), Master of Education (MEd), Master of Fine Arts (MFA), Master of Laws (LLM), Master of Philosophy (MPhil), Master of Professional Studies (MProf), Master of Public Health (Master PH), Master of Public Policy (MPP), Master of Research (MRes), Master of Science (MSc), Master of Science (by Dissertation) (MSD), and the following integrated masters awards: Master in Accounting (MAcc), Master in Art History (MArt), Master in Economics (MEcon), Master in Engineering (MEng), Master in History (MHIst), Master in Law (MLaw), Master in Linguistics (MLing), Master in Literature Studies (MLit), Master in Management (MMan), Master in Mathematics (MMath), Master in Modern Languages (MLang), Master in Philosophy (MPhil), Master in Politics (MPol), Master in Science (MSci).

Admissions

3.2.

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

3.3.

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

a) hold a Bachelors (Honours) degree awarded by an institution or body with degree awarding powers in the UK

b) be a graduate of first-cycle higher education as defined by the Bologna Declaration or a person holding a degree-level qualification from a recognised overseas institution;

c) be a person who is deemed to demonstrate an academic standard equivalent to a Bachelors (Honours) degree, documented through professional or vocational achievement

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

3.4.

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

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

Registration arrangements

3.5.

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

Masters Degree requirements

3.6.

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

Students for a taught Masters degree shall:

a) spend at least three terms of full-time study in the University or six terms of part-time study;

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

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

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

3.7.

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

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

3.8.

Apart from quotations, the dissertation must be presented in English unless the relevant Executive Dean (or their deputy) or Dean of Partnerships (or their deputy) has given permission in advance for it to be in another language.

3.9.

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

3.10.

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

Continuation period

3.11.

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

Principal regulations for Graduate and Postgraduate Diplomas and Certificates

3.12.

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

3.13.

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

3.14.

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

3.15.

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

3.16.

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

Principal regulations for Research Degrees

4.1.

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

Research Degree requirements

4.2.

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

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

b) attend Supervisory Panel meetings as required, and produce work and/or other evidence of progress as required by the supervisor and other panel members

c) submit, in accordance with the regulations and rules governing presentation of such work, a thesis[3] for examination under a title which has been approved by the Head of Department, and

d) be aware of the requirements of these Regulations and the Code of Practice that govern the award for which the student is registered

4.3.

Full-time students are expected to undertake the equivalent amount of study to a full-time job spending 36 hours per week, averaged across the year, engaged in full-time study at the University except in the case of distance learning or those who have specific permission from the Dean.

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[3] Thesis' includes dissertations submitted for the degree of Masters by Dissertation.

Paid duties

4.4.

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

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

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

Distance learning

4.5.

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

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

a) the frequency and mode of contact

b) the extent of face-to-face contact envisaged

c) any periods of time to be spent at the University

d) access to local facilities and expertise where relevant (most commonly in the place of employment), and

e) arrangements for written reports on research and progress

Standard and completion periods

4.6

The standard period is the minimum time a student is required to be registered on the specific research degree, unless exceptional circumstances exist (see 4.11). If a student does not submit for examination in the standard period they may be permitted to move into a completion period, up to a maximum of three terms of completion (see 4.10). At the end of the approved completion period a student is expected to submit their thesis. For students who have three terms (pro-rata equivalent for part-time students) of completion approved, the final submission date is four weeks before the end of the third term (sixth term for part-time students) of completion. Extensions beyond the completion period will only be agreed in exceptional circumstances approved by the Dean.

The standard and completion periods of study are detailed within regulations relating to specific programmes. *Students starting prior to the 2016-17 academic year will need to refer to the appropriate regulations (see https://www.essex.ac.uk/-/media/documents/about/governance/university-calendar-2016-2017.pdf*).

4.7.

At the end of each academic year during their standard period, a student may be permitted to proceed to the next year by the Research Students' Progress Board (RSPB)[4] where it is satisfied that the student has met the requirements as outlined in the relevant milestones document. The RSPB's decision will be reported to the Dean, accompanied by appropriate supporting documents. See 4.13-4.17 for change of status.

4.8.

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

a) no more than three terms of the period shall be waived (for a full-time PhD) (pro-rata for other awards and part-time students), and

b) they are satisfied that the student has completed their study and research and is ready to submit the thesis

[4] RSPB – Research Students' Progress Board throughout these Regulations

Completion period

4.9.

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

4.10.

A student may be permitted to proceed into a completion period if they have met the requirements as outlined in the relevant milestones document. The Supervisory Panel will consider the amount of work remaining, and recommend a period of completion of between one and three terms (two and six terms for part-time students). The recommendation will be considered by the RSPB who will:

- for students registered pre-October 2018, report the decision to the Dean
- for students registered post October 2018, submit the relevant recommendation to the Faculty Dean, accompanied by appropriate supporting documentation, for consideration and approval

Students who are permitted to proceed into a completion period will be required on registration to pay the specified completion period as determined by the University.

4.11.

Where a student has not met the requirements as outlined in the relevant milestones document the Dean may extend the standard period, by up to one term, on the recommendation of the RSPB. In such instances, the maximum number of completion terms available to the student will subsequently be reduced by one term. In exceptional cases an extension of more than one term may be granted, or the maximum number of completion terms may not be reduced, and consideration will be given on a case by case basis. A student who is not permitted to proceed into a completion period shall pay in advance the appropriate fee for the additional terms of their extended standard period. *Students starting prior to the 2019-20 academic year will need to refer to the appropriate regulations (see https://www.essex.ac.uk/-/media/documents/about/governance/university-calendar-2018-19.pdf)*

Permission to conduct research away from the University

4.12.

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

i. for an extended period of time in the UK, or

ii. outside the UK for any length of time. Approved periods of research away from the University must be reported to the Postgraduate Research Education Team.

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

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

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

Change of status

Upgrading

4.13.

Upgrading can only take place in the standard period.

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

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

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

Downgrading

4.14.

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

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

Discontinuation

4.15.

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

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

Full-time/part-time

4.16.

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

Students are required to undertake periods of part-time study in multiples of two terms, before requesting a change to full time study (two terms of part-time study equate to one term of full-time study).

The Dean may permit transfer from one mode of study to another, eg from full-time to part-time, (including distance learning) or vice-versa. The Dean will not normally permit a change of mode of study within the final six months of the standard period. Students who have changed from full-time to part-time or vice-versa will have any completion period calculated on the predominant mode of study for their standard period. A student who commences and remains on a part-time mode of study will have up to six terms of completion available (the pro-rata equivalent of three terms for full-time study). A student who has completed two-thirds or more of their standard period on a part-time mode of study, having switched between full-time and part-time study during their standard period, and is entering a period of completion as a part-time student, will have up to six terms of completion available (the pro-rata equivalent of three terms for full-time study). A student who has completed less than two thirds of their standard period on a part-time mode of study or is entering completion as a full-time student, will have up to the full-time equivalent of three terms of completion applied (unless exceptional circumstances exist, considered on a case-by-case basis). Changes from full-time to part-time, (including distance learning) or vice-versa for Student Visa sponsored students should be made in consultation with the International Services Team to ensure a change does not breach Home Office requirements.

Change of Degree title

4.17.

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

Thesis requirements

4.18.

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

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

4.19.

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

4.20.

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

4.21.

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

4.22.

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

4.23.

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

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

than a series of disconnected papers. In case of co-authorship the candidate has to be the sole author of at least one of the papers and has to be the main contributor to the research and production of the other papers. Additionally, a co-authored thesis has to be submitted together with a ‘Statement of Authorship’.

In the case of a thesis involving original creative output, the thesis must embody the results of research carried out and/or output created during the approved period of study. The thesis must contain a commentary that addresses the originality and artistic relevance of the work.

4.24.

A candidate must clearly identify all sources, published and unpublished, from which material in the thesis is derived, and must supply full references to all sources, in an appropriate format, both in the body of the text and in the bibliography or reference list.

4.25.

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

4.26.

A thesis may not incorporate, whether in the same or different form, work that has been submitted to this or to any other Higher Education provider for a degree unless the subject of the research is an extension or continuation of research begun for such a degree. In such a case the extent of the material and the degree, if any, obtained should be indicated. The candidate may be required to produce the work previously submitted. An exception to this regulation will apply where the thesis is resubmitted after unsuccessful submission for a higher award at the University of Essex (see 4.33).

4.27.

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

Appointment of examiners

4.28.

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

In cases where a re-examination is necessary and the internal examiner has left the University after the original examination they shall normally continue to act as the internal examiner for the re-examination.

No person who has been a supervisor of the candidate's work shall be appointed as an examiner nor shall such a person be present at a viva of that candidate except in special circumstances to be approved in each individual case by the Dean and with the agreement of the external examiner.

Notwithstanding the foregoing, a person who has temporarily supervised the candidate's work for not more than six months in the absence of the permanent supervisor may, in exceptional circumstances, be appointed an examiner, provided that they have not acted as a temporary supervisor during any part of the six months before the candidate is examined.

No person who has a professional or personal relationship with the candidate that might give rise to a conflict of interest shall be appointed as an examiner. Except with the prior permission of the Dean, both examiners (or, where more than two are appointed, all examiners) shall be present when a viva is held.

For the examination of a candidate for the degree of Doctor of Medicine the external examiner shall normally be medically qualified and/or experienced in the relevant area of research.

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

Appointment of an independent Chair

4.29.

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

Oral examination/Viva Voce examination (Viva)

4.30.

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

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

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

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

4.31.

A viva may be conducted either in person or via video link in accordance with the University *Policy on the Conduct of Research Degree Vivas* (.pdf).

4.32.

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

Examination results

For all research degrees

Viva outcomes

4.33.

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

a) Pass *subject to no corrections*

b) Pass *subject to typographical/presentational corrections*. The candidate makes any corrections prior to submission of the final version of the thesis, usually within four weeks of being notified of the outcome

c) Pass *subject to minor corrections* to be made within three months. The examiners must provide a list of corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within three months

d) Pass *subject to major corrections* to be made within six months. The examiners must provide a separate list of corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing

data, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within six months

e) Referral for re-examination in up to 12 months. The candidate has not met the requirements for the degree examined but may resubmit, on one occasion only, a revised thesis for re-examination within 12 months. The examiners must provide a separate statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

For viva outcomes (f) to (i) (below) the candidate is awarded a degree at a lower level from the qualification for which they were initially assessed (for example awarding a MPhil to a PhD candidate). In such cases, the examiners must clearly provide in their statement how the candidate has met the criteria for the lower award in addition to the reasons for not meeting the criteria for the higher award.

f) Award of a (lower award) *subject to no corrections*

g) Award of a (lower award) *subject to minor typographical/presentational corrections.* The candidate makes any corrections prior to submission of the final version of the thesis

h) Award of a (lower award) *subject to minor corrections* to be made within three months. The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of minor corrections. The examiners must provide a list of the corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing these have been made satisfactorily. Corrections must be made and the thesis submitted within three months

i) Award of a (lower award) *subject to major corrections* to be made within six months. The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of major corrections. The examiners must provide a list of the corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. and the internal examiner must confirm in writing that these have been made satisfactorily. Revisions must be made and thesis submitted within six months

j) Referral for a (lower award). The candidate has not met the requirements for the degree examined but may resubmit a revised thesis for re-examination for a (lower award). The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

k) Fail. The examiners must provide a clear statement describing the shortcomings of the thesis.

Any student who receives an outcome that includes ‘subject to corrections’ who fails to complete the corrections satisfactorily by the deadline will be given additional feedback from the examiner/examination team and afforded one further period to complete the corrections required. Any student who does not successfully complete the corrections to the satisfaction of the examiner/examination team following the second (and final) attempt, may receive an outcome of either a lower award or a fail, as deemed appropriate by the examination team.

Refusal by a student to complete the stipulated corrections, including not engaging during the corrections period, will result in the original thesis being returned to the examiner(s) and may result in an outcome of either a lower award or a fail, as deemed appropriate by the examiner/examination team. A student may appeal the final decision in line with the published Appeals Procedure for Research Degree Students.

Failure to agree

4.34.

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

Publication of result

4.35.

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

Final thesis submission

4.36.

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

Conferment of the Degree

4.37.

The Dean determines the conferment or otherwise of the degree.

Appeals and complaints

4.38.

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

A student or candidate has the right to make a formal complaint following the *Student Concerns and Complaints Procedure* (.pdf).

PhD by publication

4.39.

A candidate for the degree of Doctor of Philosophy by Publication must be either:

i. a graduate of this University, or

- a current member of staff of the University and its Partner Institutions, or have been a member of staff of the University and its Partner Institutions within the past 12 months, or
- be a graduate of another University with at least five year's standing, normally holding a bachelor's degree or equivalent, and evidence of substantial professional work experience,

ii. and have published work of a nature and depth consistent with the doctoral level research and/or practice.

As well as standard academic or creative publications, 'published work' may include performance, exhibition, installation, media of various kinds as defined in relevant regulations and policies, provided that it is made available in an appropriate recorded format. The body of published work must be of

appropriate quantity and quality of research and/or practice equivalent to that of a traditional PhD student.

Published work must:

i. form a coherent body of research;

ii. be timely and current as determined by academic judgement;

iii. demonstrate sufficient substance and significance as to meet the criteria for the Doctor of Philosophy as specified in regulation 4.69.

The published work submitted must be formally published by the date of registration; works not yet submitted for publication are ineligible for submission.

In all cases, a written critical analysis should accompany the published work (or Practice as Research submission), as well as a statement outlining the contribution the work makes to the field. The total submission should be equivalent to the standard thesis requirements for the degree of Doctor of Philosophy.

The maximum period of study shall normally be six months. The Executive Dean or nominee can exceptionally permit a period of up to twelve months.

4.40.

To apply for the admission to PhD study, a candidate must consult with the Head of the relevant academic Department and submit to them their evidence of published work of a nature which is consistent with the award of the degree of Doctor of Philosophy, as well as their accompanying critical analysis or plans to develop the critical analysis under the supervision of an appointed supervisor/supervisory team. The Head of Department will make a recommendation to the Executive Dean, or nominee, outlining the candidate's eligibility (or ineligibility) for admission to the PhD by Publication, to include:

i. a list of the publications or other outputs on which the assessment for the degree is to be based as well as a comment on the suitability of the submitted work;

ii. the supervisor(s) to be appointed to support the writing of the critical analysis and advise the candidate on the inclusions of published work and coherence of the body of research work;

iii. the duration of registration.

The quality of the publisher/venue/outlet(s) (i.e. scholarly journals, scholarly texts, curated productions) within which publications or other outputs have been published and the timeliness of the research will be assessed as part of the application procedure.

4.41.

The Head of Department or nominee shall recommend for approval by Faculty Dean Postgraduate the names of two examiners, one of whom shall be an external examiner. This recommendation shall not normally be made later than two months before the expected date of the submission of the work to be examined. Current members of staff, that also meet the requirements to be considered a staff candidate in regulation 4.44, will need to be examined in accordance with Regulation 4.46.

4.42.

Candidates for the award of PhD by Publication must attend a viva, except when the Executive Dean or nominee may, on sufficient grounds submitted by the examiners, excuse a candidate from the viva. The examiners for a submission by published work shall declare the result of an examination for:

a) the degree of Doctor of Philosophy as ‘pass’, ‘minor corrections to the summary’ ‘resubmission of published work on one further occasion only’, ‘award of Master of Philosophy’ or ‘fail’

b) the degree of Master of Philosophy as ‘pass’, ‘minor corrections to the summary’ ‘resubmission of published work on one further occasion only’, ‘award of Masters by Dissertation’ or ‘fail’

c) the degree of Masters by Dissertation as ‘pass’, ‘minor corrections to the summary’ ‘resubmission of published work on one further occasion only’ or ‘fail’

Staff candidature

4.43.

Members of staff of the University and its Partner Institutions may apply to become students for a research degree and will be registered as students, and all Regulations and Policies.

4.44.

Candidates who commence their studies as a registered research student and take up employment at the University or a Partner Institution at any point prior to submission of their thesis and/or any point during the examination processes, for an employment duration of more than six months may be examined as a staff candidate:

a) students solely employed in a role outside the Academic Department within which they are registered, or those employed as either an Assistant Lecturer, Graduate Laboratory Assistant, or Graduate Demonstrator, will not be examined as a staff candidate

b) students that previously had employment at the University or a Partner Institution, but ceased being employed more than 12 months prior to thesis submission, will not be examined as a staff candidate

c) students whose employment is not excluded within regulation 4.44 (a) or (b) will be examined as a staff candidate, unless a case can be made that the employment does not give rise to any potential conflict of interest that necessitates the student being examined as a staff candidate. The student's supervisor must outline the duration of employment and nature of the work undertaken by the student, and outline why the student should not be examined as a staff candidate. The relevant Faculty Dean (PG) will consider the supervisor's recommendation, and determine whether or not the student should be examined as a staff candidate

4.45

Members of staff of the University and its Partner Institutions may become candidates for the degree of Doctor of Philosophy, Master of Philosophy or Masters by Dissertation on the following conditions:

a) candidates may submit a thesis, practice as research, published research work, or a combination, if the volume of published work is deemed to require supplementing with further research and/or analysis. Following consultation with the relevant Head of Department, the Executive Dean or nominee will determine whether the intended submission is of sufficient quality and quantity. With the permission of the Dean they may submit the results of research that cannot be presented in these forms. Application for such permission should be made through the Head of Department or nominee

b) the work will be examined as either published work or a thesis (see 4..49 below). The Dean will determine how the work is categorised for examination

c) in the case of work examined as published work, the definition of published work outlined in regulation 4.39 (above) is applied

4.46.

The viva for staff candidates shall be conducted by two external examiners appointed by the Executive Dean or nominee. The Executive Dean or nominee shall appoint an Independent Chair for all staff candidates.

4.47.

The examiners for a submission by thesis may recommend any result that is available for the degree examined (see 4.53, 4.58 or 4.69).

Joint and dual awards and co-supervision

4.48.

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

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

Masters by Dissertation

4.49.

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

Periods of study

4.50.

The normal standard and completion periods of study are:

	Mode	Standard	Completion
Masters by Dissertation	FT	One year	Up to three terms
Masters by Dissertation	PT	Two years	Up to six terms

Requirements of the award

4.51.

A dissertation for the degree of Masters by Dissertation is required to present the results of research carried out during the approved period of study and should demonstrate advanced understanding of the area of study. In the dissertation and the oral examination the candidate is required to present the results of research that either forms original work or is an ordered and critical exposition of existing knowledge. The dissertation should set out the relationship between the candidate's work and the wider field of knowledge, and should be expressed clearly and concisely.

In the case of a dissertation involving original creative output, the dissertation must embody the results of research carried out/or output created during the approved period of study and should demonstrate advanced understanding of the area of study. The dissertation must contain a commentary that addresses the originality and artistic relevance of the work. The dissertation should set out the relationship between the candidate's work and the wider field of knowledge/the genre, and should be expressed clearly and concisely.

Word length

4.52.

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

Examination outcomes

4.53.

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

Master of Philosophy (MPhil)

4.54.

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

Periods of study

4.55.

The normal standard and completion periods of study are:

	Mode	Standard	Completion
Master of Philosophy	FT	Two years	Up to three terms
Master of Philosophy	PT	Four years	Up to six terms

Requirements of the award

4.56.

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

In the case of a thesis involving original creative output, the thesis must embody the results of research carried out and/or output created during the approved period of study. The thesis must contain a commentary that addresses the originality and artistic relevance of the work. Within the thesis the student must show evidence of the originality of the work or an ordered and critical exposition of existing knowledge/the genre. The thesis should demonstrate an understanding of the relationship

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

Word length

4.57.

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

Examination outcomes

4.58.

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

Examiners may recommend one of the following examination outcomes on academic grounds: (a) to (k) (see 4.33 for definitions).

Doctor of Philosophy (PhD)

4.59.

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

Periods of study

4.60.

The normal standard and completion periods of study are:

	Mode	Standard	Completion
Doctor of Philosophy	FT	Three years	Up to three terms
Doctor of Philosophy	PT	Six years	Up to six terms

Confirmation

4.61.

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

4.62.

At the end of the first year of full-time study (or the equivalent for part-time) students studying in the Faculty of Social Sciences or Faculty of Arts and Humanities may have their PhD registration confirmed. Students studying in the Faculty of Science and Health may have their PhD registration

confirmed during the first term of the second year of full-time study (or the equivalent for part-time). Partner Institutions shall determine the confirmation requirements for their programmes.

4.63.

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

4.64.

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

4.65.

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

If a student's PhD status is not confirmed at the first meeting of the RSPB that considers the confirmation decision, their progress will be re-evaluated at the next RSPB meeting held in the same following term, following consideration by an additional Supervisory Panel meeting.

4.66.

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

Requirements of the award

4.67.

A thesis submitted for the degree of Doctor of Philosophy must embody the results of research carried out during the approved period of study. In the thesis and the oral examination the candidate is required to conduct and present original investigations that make a significant contribution to knowledge, to test ideas, whether the candidate's own or those of others, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express themselves clearly and concisely.

In the case of a thesis involving original creative output, the thesis must embody the results of research carried out and/or output created during the approved period of study. The thesis must contain a commentary that addresses the originality and artistic relevance of the work. Within the thesis and oral examination the student must show evidence of the originality of the work, demonstrate an

understanding of the relationship of the theme of the thesis to a wider field of knowledge, make a significant contribution to knowledge/the genre, and must express themselves clearly and concisely.

Word length

4.68.

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

Examination outcomes

4.69.

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

Integrated Doctor of Philosophy (PhD)

4.70.

A student shall follow a programme approved by the Senate.

The first year shall comprise an intensively taught period of training at the end of which the student will be formally assessed. On successful completion, the first year will be followed by three years of supervised research following the requirements set out for PhDs. In some programmes, the student will receive further training in professional and research skills in the second year that will also be formally assessed.

Periods of study

4.71.

The normal standard and completion periods of study are:

	Mode	Standard	Completion
Integrated Doctor of Philosophy	FT	Four years	Up to three terms
Integrated Doctor of Philosophy	PT	Eight years	Up to six terms

Confirmation
4.72.

For students on an Integrated PhD, the process of confirmation occurs in the second year for students studying in the Faculty of Social Sciences or the Faculty of Arts and Humanities, and in the third year for students studying in the Faculty of Science and Health. The confirmation process is as per 4.64-4.67.

Requirements of the award
As per 4.67.

Word length
As per 4.68.

Examination outcomes
As per 4.69.

Doctor of Philosophy by Programme (PhD)

4.73.

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

Periods of study
4.74.

The normal standard and completion periods of study are:

	Mode	Standard	Completion
Doctor of Philosophy by Programme	FT	Three years	Up to three terms
Doctor of Philosophy by Programme	PT	Six years	Up to six terms

Confirmation
As per 4.61-4.66.

Requirements of the award
As per 4.67.

Word length
As per 4.68.

Examination outcomes
As per 4.69.

Professional Doctorates

4.75.

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

Periods of study
4.76.

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

Completion period for full-time Professional Doctorates
4.77.

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

Requirements of the award
4.78.

A thesis submitted for a professional doctorate must embody the results of research carried out during the approved period of study. In the thesis and the oral examination the candidate is required to conduct and present original investigations that make a significant contribution to the nature of practice within the profession or to the way theory is applied, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express themselves clearly and concisely.

Word length
4.79.

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

Examination results

4.80.

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

Doctor of Medicine (MD)

4.81.

A student shall follow a two-year part-time programme of supervised research approved by the Senate. Students shall be jointly supervised by a member of the Academic or Research staff of the University and an appropriately qualified and experienced associate supervisor employed by an NHS Trust associated with the University of Essex.

Periods of study

4.82.

The normal standard and completion periods of study are:

	Mode	Standard	Completion
Doctor of Medicine	PT only	Two years	Up to three terms

Requirements of the award

4.83.

A thesis submitted for the degree of Doctor of Medicine must embody the results of research carried out during the approved period of study and make a significant contribution to the field in some subject of Medicine. In the thesis and the oral examination the candidate is required to conduct and present original investigations that make a significant contribution to knowledge, to test ideas, whether the candidate's own or those of others, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express themselves clearly and concisely.

Word length

4.84.

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

Examination outcomes

4.85.

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

Principal regulations for Higher Doctorates

4.86.

The degrees of Doctor of Letters (DLitt), Doctor of Science (DSc) and Doctor of Laws (LLD) may be conferred by the Senate of the University on candidates who have published work of distinction and merit constituting a substantial, important and original contribution to knowledge or scholarship.

4.87.

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

a) graduates of the University of Essex of not less than ten years' standing following conferment of an appropriate Bachelor's degree or Master's degree or not less than seven years' standing following conferment of the degree of MPhil or PhD

b) members of the academic staff, or honorary or visiting members of staff, of the University of Essex who have served for not less than three years and who are graduates of an approved institution of not less than ten years' standing following conferment of an appropriate Bachelor's degree or Master's degree, or not less than seven years' standing following conferment of the degree of MPhil or PhD

4.88.

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

4.89.

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

a) three copies of the published work submitted for examination and of a list of this work

b) a 300 word summary, including a title for the collection of work

c) the appropriate fee

d) Candidates submitting work of which they are not the sole authors shall submit also a statement explaining the part which they have played in the work in such a way that it can be related to each publication included in the submission; the extent of the contribution of others will be taken into account by the examiners in assessing how far the candidate's work meets the criterion for award of the degree. Work that has not been published and appeared in print shall not be taken into account by the examiners

4.90.

A candidate for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws shall be examined by three examiners appointed for the purpose by the Dean; not more than one examiner may be a member of the academic staff of the University of Essex, except in the case of candidates who are themselves members of the academic staff of the University of Essex who shall be examined by three external examiners. Candidates may be required by the examiners to present themselves for oral examination.

4.91.

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

4.92.

One copy of the publications submitted by a successful candidate for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws may be retained by the University Library and will in that event become the property of the University. Principal Regulations for Higher Doctorates

4.93.

The degrees of Doctor of Letters (DLitt), Doctor of Science (DSc) and Doctor of Laws (LLD) may be conferred by the Senate of the University on candidates who have published work of distinction and merit constituting a substantial, important and original contribution to knowledge or scholarship.

4.94.

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

a) graduates of the University of Essex of not less than ten years' standing following conferment of an appropriate Bachelor's degree or Master's degree or not less than seven years' standing following conferment of the degree of MPhil or PhD

b) members of the academic staff, or honorary or visiting members of staff, of the University of Essex who have served for not less than three years and who are graduates of an approved institution of not less than ten years' standing following conferment of an appropriate Bachelor's degree or Master's degree, or not less than seven years' standing following conferment of the degree of MPhil or PhD

4.95.

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

4.96.

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

a) three copies of the published work submitted for examination and of a list of this work

b) a 300 word summary, including a title for the collection of work

c) the appropriate fee

d) candidates submitting work of which they are not the sole authors shall submit also a statement explaining the part which they have played in the work in such a way that it can be related to each publication included in the submission; the extent of the contribution of others will be taken into account by the examiners in assessing how far the candidate's work meets the criterion for award of the degree. Work that has not been published and appeared in print shall not be taken into account by the examiners

4.97.

A candidate for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws shall be examined by three examiners appointed for the purpose by the Dean; not more than one examiner may be a member of the academic staff of the University of Essex, except in the case of candidates who are themselves members of the academic staff of the University of Essex who shall be examined by three external examiners. Candidates may be required by the examiners to present themselves for oral examination.

4.98.

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

4.99

One copy of the publications submitted by a successful candidate for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws may be retained by the University Library and will in that event become the property of the University.

Regulations relating to Registration

Registration and payment of fees

5.1.

Student status commences at first registration for a programme of study and continues, unless it is otherwise terminated, until the award is conferred or granted.

5.2.

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

5.3

All prospective or continuing students must register each year by the University by the published latest registration deadlines. by the University. The University reserves the right, not to allow students to register after this point. Only exceptionally and with the special permission of the Academic Registrar or nominee will prospective or continuing students be allowed to register late.

5.4.

Students who have commenced a programme of study but who fail to re-register or are prevented by the operation of other Regulations from re-registering by the end of the period of 28 days starting with the first day of the term of their next period of study shall have their contract terminated and shall thereupon cease to be students of the University. This Regulation does not apply to students excluded temporarily by the Vice-Chancellor or nominee, continuation students or completion students, whose registration is governed by Regulations 5.15. and 5.16. respectively.

5.5.

In accepting an offer of a place at the University students agree to be bound by all the relevant provisions of the Charter, Statutes, Ordinances and Regulations of the University, which include the *Student Contract* (.pdf) and *Code of Student Conduct* (.pdf). This undertaking is confirmed at Registration.

5.6.

As part of the registration process, all prospective or continuing students, full-time or part-time, will confirm, their agreement to a statement undertaking that they will comply with the Charter, Statutes, Ordinances and Regulations of the University.

5.7.

Students shall notify the University as soon as possible of any subsequent change in the information which they have given at Registration relating to name, address, choice of module, choice of options, and source of financial support.

5.8.

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

5.9.

All students are required to register with a doctor in the vicinity of their term-time residence within four weeks of their arrival at the University. Students who register with a doctor other than the Health Centre on the Colchester campus may be required to notify the University of their name.

5.10.

No prospective or continuing student will be permitted to engage with on campus activities, including but not limited to lectures, classes or laboratories or to use the University Library, computing or any other facilities of the University until they have registered and paid or made satisfactory arrangements to pay the fees due. Students are permitted to access specific preparatory materials, as determined by the University in advance of registration.

5.11.

Fees and other charges must be paid at the times prescribed by the University. Students who have not paid fees and other charges including accommodation charges by the required date will be liable for a late payment charge of an amount, or rate of interest, to be determined from time to time by the University. Fee refunds will only be made in accordance with the policy published by the Chief Financial Officer.

5.12.

The use of University facilities may be withdrawn from students who have not paid or made satisfactory arrangements to pay the fees due to the University. In the context of this Regulation the term 'University facilities' is to be interpreted to comprise all forms of academic instruction and supervision, the Library facilities, computing facilities and residential accommodation owned or administered by the University. A student who incurs a debt at another academic institution for which the University of Essex is liable to repay that institution during the programme of study will be deemed to be in debt to the University of Essex and therefore subject to Regulations 6.5. and 6.30. until the debt is paid.

Except with the permission of the Chief Financial Officer:

a) no applicant may register for a new course at the University where they are in any form of debt to the University or its companies

b) no student may register for a further period of study on their existing course where that debt relates to the fees for their course or ancillary academic costs

5.13.

Persons who hold office in the Students' Union and are not otherwise registered as students shall be required to register as full-time occasional students, without fee, during their period of office and will abide by the Charter, Statutes, Ordinances and Regulations of the University.

Readmission

5.14.

Former students who have withdrawn permanently or had their contract terminated or been deemed to have withdrawn permanently from the University will be considered for readmission to a programme of study in line with the University's *Procedure for Handling Requests from Former Students for Readmission to the University*. Where a student has been referred to the Registrar & Secretary, or nominee, under 5.29, then their readmission would first be considered under 5.30.

Postgraduate Research students only

5.15.

Students who have completed the standard period of study prescribed by the Senate for the programme which they are following and who are required under Regulations or rules to have an extension to their standard period are required to register for each period in accordance with regulation 5.4 and shall remain subject to the Charter, Statutes, Ordinances and Regulations of the University. Students who, by the end of the specified approved period have not presented themselves for examination, have not been granted a period of completion (see 5.16), failed to pay, or make acceptable arrangements to pay the appropriate fee, shall have their contract terminated and shall thereupon cease to be students of the University.

5.16.

Students who have been granted either a completion period or a post-examination referral period, are required to register for each period in accordance with regulation 5.4, and shall remain subject to the Charter, Statutes, Ordinances and Regulations of the University. Completion and referral students must present themselves for examination by the end of the approved completion or referral period. Where a student has extenuating circumstances that affect their ability to submit their thesis by the agreed deadline they may request an extension to their submission deadline of up to two weeks without having to register for the next term or pay the prescribed fee for that period. Requests for an extension must be made in advance of the existing deadline. Students who fail to present themselves for examination by the deadline shall have their contract terminated unless they are permitted an extension for which they must register and pay the prescribed fee for that period.

5.17.

Other cases which are not governed by Regulation 5.16 where a student has extenuating circumstances that affect their ability to submit their thesis by the agreed deadline will be considered by the Executive Dean or their deputy on a case-by-case basis.

5.18.

Students who have submitted their thesis for examination will automatically be registered under examination for a period of up to one year. Examination periods are not subject to fees, however students shall remain subject to the Charter, Statutes, Ordinances and Regulations of the University. Students who fail to engage with the examination process shall have their contract terminated and shall thereupon cease to be students of the University.

Temporary withdrawal (intermission)

5.19.

Permission may be given to students to withdraw temporarily (intermit) from the University during their programme of study with a view to returning at a later date. Students must make a written application to their Department and must give acceptable reasons for their request. The Head of the student's department, or nominee, will consider the request and come to a decision whether or not to give permission to the student to intermit from the University. In some cases, the Head/nominee may refer the request to the Executive Dean or their deputy who will make a decision whether or not to give permission to intermit. The Head/nominee or Executive Dean or their deputy may prescribe conditions which shall be fulfilled before the student may resume their programme of study.

If permission is given, the student will be registered as an intermitting student for the whole of the period of their absence, and will comply with the Charter, Statutes, Ordinances and Regulations of the University.

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

All students are required to re-register upon return to the University following a period of intermission. Students who fail to do so within 28 days shall have their contract terminated and may be re-admitted only with the permission of the Academic Registrar or nominee.

Special procedures apply to students applying to intermit after the sixth week of the Spring term (ie week 21) of a final year undergraduate course or week 30 in the first and second year of an undergraduate course (see Regulation 5.20).

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

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

5.20.

Students following a final year undergraduate course will be permitted to intermit from the University only if the request has been made to the relevant Head of Department, or nominee or the Executive Dean or their deputy, before the Monday of the sixth week of the Spring term (ie week 21) in the year in question. The final deadline to request permission to intermit in the first and second years is 4pm on Friday of week 30 (or the working day two weeks immediately prior to the first day of the examination period). Exceptionally the Executive Dean or their deputy may approve requests after this date. If permission is given, regulation 5.19 above applies.

If permission is not given, students must submit themselves, or will be deemed to have submitted themselves, for assessment in the main examination period in the normal way (see also Regulation 6.27. relating to the award of aegrotat degrees).

5.21.

(a) Taught

A student who is permitted or required to intermit from the University is not entitled to attend any teaching and is not expected to be present at the University. Students' computing accounts will remain active throughout the intermission period. Limited library borrowing rights are available.

(b) Research

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

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

Students with immigration permission

5.22.

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

5.23.

It is noted that the student has accepted the personal responsibility to adhere to those requirements by accepting the visa, permission to enter or stay or other immigration status. In cases where the University is providing immigration sponsorship, the University has an obligation to report to the Home Office where a student fails to adhere to those requirements.

5.24.

The University reserves the right to withdraw immigration sponsorship from and/or terminate the contract of a student subject to immigration control who fails to adhere to the immigration requirements of their visa, permission to enter or stay or other immigration status or where a student seeks to (or unintentionally) undermine(s) the University's obligations in respect of the UK immigration system.

5.25.

Students requiring immigration permission to study in the UK must present original documentary evidence in person as instructed, unless, at the University's discretion, it is determined that exceptional circumstances outside the students' control prevent it.

5.26.

At the discretion of the Academic Registrar or nominee a student who is not able to present all the required immigration and associated documentation or evidence and is able to evidence that they are reasonably attempting to provide that information may be able to 'register with conditions'. A deadline for production of required documentation will be applied by the University based on the circumstances. Notification of the conditions shall be provided to the student and this shall include the date by which evidence must be produced in order to avoid a recommendation for the termination of their contract and/or withdrawal of immigration sponsorship.

5.27.

Students who are registering on a course for the first time, and whose country of birth is outside the UK, will automatically be given registration with conditions in advance of the registration period. Successful completion of a right to study check will result in registration becoming permanent.

5.28.

Students whose immigration permission expires before the end of their course must provide evidence of ongoing immigration permission which allows study in order that their registration status remains active. Failure to provide required documentation in advance of the agreed deadline will result in immediate referral to the Registrar & Secretary or nominee with a recommendation of termination of the student's contract.

5.29.

Registration with conditions shall be deemed to terminate upon expiration of the time limit or where a student fails to present themselves to the Academic Registrar or nominee within 24 hours of being requested to do so or at the request of the student should they wish to withdraw from the University. Following termination of the agreed period of a referral will be made to the Registrar and Secretary or nominee with a recommendation for the termination of the student's contract and/or withdrawal of immigration sponsorship. Where a student demonstrates they have met the conditions then the Academic Registrar or nominee shall alter their registration accordingly.

5.30.

Where a student fails to adhere to the requirements of their registration status, and/or they fail to co-operate with the University, or their actions or inactions impact upon the University's ability to adhere to its own obligations to the Home Office then, where necessary and upon the Academic Registrar or nominee bringing that situation to the attention of the Registrar and Secretary or nominee who may (i) require the student demonstrate adherence with the requirements of their immigration status and/or their support of the University's responsibilities; (ii) withdraw the students and/or revoke the student's immigration sponsorship.

5.31

Where a continuing student is expected to provide new immigration document/s in order to register for a new academic year they will be prevented from completing registration until the document/s has/have been provided.

5.32.

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

By registering with conditions a student shall have all the normal rights, responsibilities and privileges afforded to every registered student save the right to intermit or change their programme of study. Notwithstanding those rights, the termination of registration will proceed in line with 5.29 above.

5.34.

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

a) a current valid passport for the period of study

b) a current valid Biometric Residence Permit, visa or similar as required for the period of study

c) current valid UK contact details for the period of study

or where the record indicates that:

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

Where a student that has deemed to have withdrawn subsequently presents the required evidence within a period of 7 days from the date of withdrawal then provided there are no concerns in relation to their academic progression, discipline, debt or restrictions imposed by their immigration status the Academic Registrar or nominee may exercise discretion to reinstate their registration. Should concerns be evident then their readmission shall be considered in line with the *Procedure for Handling Requests from Former Students for Readmission to the University* in line with 5.14 above.

Regulations relating to Academic Affairs

Administration of teaching

6.1.

Lectures and classes will begin on the hour. To enable students to move from one to the next, lectures and classes shall end not later than ten minutes to any hour.

6.2.

Availability of optional modules may be subject to student demand and timetabling constraints. Every effort is made to timetable optional modules in such a way that clashes are minimised. However, where a student is enrolled for two modules with a timetable clash between lectures, the student is required to change one of the conflicting modules. Students may request special permission from the Executive Dean or their deputy to be exempted from this requirement. Each request will be judged on its merits.

Administration of examinations

6.3.

Examinations shall take place at times determined by the relevant Programme of Study. Publication of examination dates and times will be published by the Academic Registrar in a timely manner and in such a way that gives adequate notice to staff and students.

6.4.

Students must comply with the requirements of the Examinations Office in relation to examination entry. Alterations to examination entry after the published deadline will be made at the discretion of the Registrar and Secretary and may be subject to a fine.

6.5

The result of any examination taken by a student who is in debt to the University will not normally receive formal recognition by the University where that debt relates to the fees of their course or ancillary academic costs, unless otherwise determined by the Registrar and Secretary after consideration of individual circumstances.

6.6.

Attendance at all examinations associated with the approved programme of study is compulsory and any student who fails to present themselves for such an examination at the time and place published by the Registrar and Secretary, except when prevented from doing so by illness or other sufficient cause, will be deemed to have failed in that part of the examination. Misreading of the examination timetable will not be regarded as 'sufficient cause'.

6.7.

Invigilators shall have the power to remove any candidate from the examination room for good cause.

6.8.

No candidate will be admitted to the examination room later than 55 minutes after the start of any examination of more than one hour’s duration. No candidate will be permitted to leave the examination room permanently during the first 55 minutes or during the last 30 minutes of an examination of more than one hour’s duration. For examinations with a duration of up to one hour candidates will be admitted to the examination room up to 10 minutes after the start of the examination and will be permitted to leave the examination room permanently only with the permission of the invigilator.

6.9.

Where a candidate is unable for good cause to attend a written examination in the place arranged for the examination permission may be given by the Registrar and Secretary for the examination to be held elsewhere, provided that it is simultaneous and invigilated.

6.10.

Project or other work which is part of an examination must be submitted by the required date, otherwise such work may be left out of account in the assessment of the examination result.

Assessment

6.11.

Modules may be assessed by coursework or by examination or by a combination of both. Coursework may include class tests, project work, field work and laboratory work and other appropriate forms of assessment. The detailed methods and rules of assessment for individual modules are available from Departmental Offices or their equivalent.

6.12.

Students are examined at the end of each year of their course and must satisfy the examiners before being permitted to proceed. Examinations for groups of students on specified modules or courses may take place at times other than the main examination period in May/June.

6.13.

Students who do not satisfy the examiners in the examinations may be permitted to re-sit specified examinations, to undertake a repeat period of study, full-time or part-time, or be required to leave the University.

6.14.

In degree courses of three years' duration, the final class of degree will normally be based upon the assessment of the second and final years of study. In degree courses of four years' duration, the assessment of the third year of study may be taken into account in assessing the final class of degree. The detailed rules of assessment for the award of first degrees are approved by the Senate and are available from the Student Services Hub.

6.15.

Students are required to be regular and punctual in their attendance at such instruction as may be prescribed by the relevant department in relation to individual modules.

6.16.

Students are required to see members of academic or professional services staff to discuss their attendance, conduct and progress when required to do so.

6.17.

A student who is absent from teaching for more than one week during term shall inform the Head of Department as soon as possible, in writing, giving the reason for their absence. A student who is absent for more than two consecutive weeks during term must provide medical evidence in the case of illness, or appropriate corroboration where there are other reasons for absence, at the earliest opportunity.

Academic progress

6.18.

Students will be permitted to proceed with their programmes of study only if their progress is satisfactory.

6.19.

The progress of each student shall be reviewed at regular intervals during the academic year by academic departments. Boards of Examiners may also require a student whose progress is unsatisfactory to withdraw from the University. A student who is required to withdraw from the University on the grounds of unsatisfactory progress has the right of appeal in accordance with the procedures approved by the Senate.

6.20.

A student who is prevented by ill health or other serious impediment from meeting the normal requirements of their programme of study for more than six consecutive weeks, may not, except with the permission of the Executive Dean or their deputy, count that term as part of the requirements of the programme of study for which they are registered.

Cheating

6.21.

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

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

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

6.22.

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

Award and conferment of Degrees

6.23.

A candidate who has fulfilled the requirements of the prescribed programme of study and has satisfied the examiners for the degree of Foundation Degree in Arts or Foundation Degree in Science shall be eligible for conferment of the degree in one of the following classes:

Pass

Merit

Distinction

6.24.

A candidate who has fulfilled the requirements of the prescribed programme of study and has satisfied the examiners for the degree of Bachelor of Arts or Bachelor of Science or Bachelor of Engineering or Bachelor of Laws (Ordinary) shall be eligible for conferment of the degree. These awards are unclassified.

6.25.

A candidate who has fulfilled the requirements of the prescribed programme of study and has satisfied the examiners for the degree of Bachelor of Arts or Bachelor of Science or Bachelor of Engineering or Bachelor of Laws or Bachelor of Business Administration with Honours shall be eligible for conferment of the degree in one of the following classes:

Class I

Class II Division i

Class II Division ii

Class III

6.26.

Candidates who do not satisfy the examiners in the final examinations of the final year of study for the degree may be re-assessed in accordance with the rules of assessment for Undergraduate awards. Marks will be capped excepted where a candidate is repeating the year. Candidates will be required to undertake the appropriate registration and pay the fee determined by the University. Students who are not fully registered shall not be permitted in the intervening year to receive instruction or supervision at the University of Essex. Students who are given the opportunity to be re-assessed shall be subject to the Statutes, Ordinances, and Regulations of the University at any time they are present in the University.

6.27.

In the case of illness or other sufficient cause affecting a candidate an honours degree and occurring after the Sunday of the sixth week of the Spring term (ie week 21) of the candidate’s final year course of study but before the end of the final examinations, the candidate may on the recommendation of the Board of Examiners concerned and at least one external examiner be eligible for conferment of an aegrotat degree. Candidates who were required to be examined during the January examination period in their final year, and who were affected by illness or other sufficient cause which occurred during this

period, and which was not an ongoing problem, may also be considered for an aegrotat degree. Candidates who have conferred on them an aegrotat degree may present themselves for examination for the honours degree at the next available opportunity which will normally be within one year. Such candidates shall be required to register partially and to pay an appropriate fee as determined from time to time by the University. They shall be subject to the Statutes, Ordinances and Regulations of the University at any time they are present in the University. It shall be open to the examiners to recommend conferment of an Honours degree under conditions prescribed in Regulation 6.25. to candidates who present themselves for examination under this Regulation.

6.28.

a) The Chair of a Board of Examiners may suspend any particular decision of the Board where:

   i. the decision contravenes either a University regulation, policy, or procedure

   ii. the decision, in the judgement of the Chair, leads to unfairness or inconsistency

b) In signing the grids at the conclusion of the Board meeting, the Chair shall indicate next to their signature that they have not approved the decision relating to the relevant candidate number(s).

c) The Chair shall then refer the decision to a sub-Committee of Senate by notifying the Vice-Chancellor's Office. The sub-committee shall be chaired by the Vice-Chancellor or nominee, and shall consist of not fewer than three further members of Senate who are also senior members of academic staff. Where possible, the members should be chosen from disciplines cognate with that in the case under consideration. The sub-committee shall review the facts of the case and taken an independent and final decision. Any decision open to the original Board of Examiners shall be available to the sub-Committee. The sub-committee may wish to view the grids of other students in order to ensure consistency.

d) The decision of the sub-committee shall not require the agreement of external examiners but the external examiner shall be informed of the decisions.

6.29.

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

b) For a research award, in the event of a candidate's death, the Chair of the relevant Faculty Education Committee or nominee may confer the award of a research degree listed in the Principal Regulations for Research Degrees *post obitum* provided that, following the report from the

examiners, they are satisfied that; the work submitted is the candidate's own; that the standard, quantity and originality of the research work completed has been judged to be that normally required to submit for examination for the proposed award; and that enough of the research has been completed and written-up to allow a proper assessment to be made of the thesis.

6.30.

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

6.31.

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

6.32.

Students who are eligible for conferment of degrees may have them conferred upon them either at a congregation for the conferment of degrees or in absentia.

6.33.

Students attending a congregation of the University for the conferment of a degree or otherwise shall be required to wear dress suitable to the occasion.

Intellectual Property Rights

6.34.

Intellectual property rights generated by a student in the course of their study lie with the student, except in specific cases relating to commercial exploitation where agreement has been reached between the University and the student or where otherwise covered by an existing agreement between the student and their sponsoring body.

Assessment by Dissertation (immigration control)

6.35.

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

6.36.

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

Work-placement and study abroad (immigration control)

6.37.

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

6.38.

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

6.39.

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

6.40.

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

a) substantive factual error, and/or

b) extraordinary circumstances where the student was physically unable to support the University in discharging its compliance obligations.

6.41.

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

6.42.

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

Force majeure

6.43.

The Chair of Senate will determine when there are circumstances which would be classed as a Force Majeure and will notify the Senate. In the case of a Force Majeure, the following range of actions may be considered to ensure that wherever possible, students can continue their studies and gain awards without experiencing significant delays to their studies. Any action taken will ensure the quality and standards of the courses, modules and credits awarded are protected.

6.44.

Where any such decisions are taken, the Academic Registrar shall be responsible for bringing those decisions to the attention of the Senate.

6.45.

Decisions taken under Force Majeure are based on academic assessment and progress. However, all outcomes offered that require a student's continued registration at the University are subject to their ability to maintain a valid UK immigration status and provide proof of their right to study with the University for the duration of their programme of study. Therefore, any decision taken as a result of an action under Force Majeure that may affect a student's immigration status must be referred for consideration in accordance with the *University's General Regulations* and the relevant UK Immigration rules and guidance.

Alternative forms of assessment

For all taught students

Relevant to Assessment Policies

a) Where the approved form of assessment cannot be offered, alternative forms will be found wherever possible (subject to requirements of any professional, statutory and regulatory body requirements).

b) Where an alternative is found (for example where a take-home exam is held in place of an unseen, invigilated examination), the classification of the alternative form of assessment as either exam or coursework under the relevant assessment policy will be agreed by the Faculty Dean Undergraduate or alternative senior academic member of the University (nominees to be approved by the PVC (Education)).

c) The new form of assessment and its classification as either coursework or exam will normally be subject to marking and moderation as set out in the Marking Policy.

d) Departments can also adjust assessment deadlines (to move to a later date) with careful consideration of the impact and notification to students.

Extenuating circumstances

Relevant to Extenuating Circumstances Policy

For all taught students

a) Where appropriate, the duration for which students can self-certify under the Extenuating Circumstances policy may be extended. Any extensions will be agreed by the Academic Registrar (or nominee).

b) Subject to the approval of the Academic Registrar, in the case of a Force Majeure that impacts students' ability to undertake assessment, students may automatically be offered an uncapped reassessment attempt. Claims made in these circumstances will not normally need to be considered by an Extenuating Circumstances Committee.

Students unable to complete the requirements of their programme of study

For all taught students

a) Where, for reasons of a Force Majeure, a Board of Examiners does not have sufficient information despite candidates presenting themselves for examination or where for the same Force Majeure reason examinations or other forms of assessment were not possible, the Board may temporarily confer an alternative award to students in the final year of their course. This would only apply to courses with a non-protected title (including professional body regulated courses).

b) The award conferred would be the highest level award for which the student met the requirements.

c) Candidates who have conferred on them an alternative award under these circumstances may be offered the choice of undertaking assessment needed to meet the requirements of

their original award at the next available opportunity (which will normally be within one year). They shall be subject to the Statutes, Ordinances and Regulations of the University at any time they are studying at the University.

Study abroad

Relevant to Rules of Assessment

For all taught students

a) If there is a situation relating to Force Majeure which prevents a student studying abroad to complete their period abroad, students will be able to remain on a 4 year programme variant “[subject] (including Study Abroad)”, with the verified marks received from the Partner Institution for the study they have completed being recognised by Essex.

Exceptional progression decisions

For all taught students

b) Any of the following options may be activated in the case of a Force Majeure, subject to the approval of the PVC Education or nominee.

Relevant to Rules of Assessment

c) An amendment to approved rules of assessment, including an approved variation to the rules, for example to ensure requirements of professional, regulatory or statutory bodies continue to be met.

d) Exceptionally permit students who are not in their final year of study to trail up to 30 failed credits into the subsequent year. This option would only be available for non-core modules and where the arithmetic average of known total module results is above the pass mark for the course. Reassessment of the failed credits will take place during their subsequent year. Students would still need to meet the requirements for their course as set out in the Rules of Assessment. Any student offered this opportunity will be given information about the implications of failing to complete assessment in the subsequent year.

e) Offer reassessment in up to a maximum of the total volume of credits undertaken during the year to be completed before the start of the following academic year (subject to any course or award specific requirements, including approved variations which would prevent this from being possible).

Undergraduate

a) Offer students who have achieved a year mark of less than 20 the opportunity to continue their studies by repeating the year. This would count as an attempt at assessment and towards the maximum period of study and number of attempts.

b) Offer students who have not attempted any of the required reassessment another reassessment opportunity.

Postgraduate

a) Waive the requirement for postgraduate students to pass the minimum number of credits at first attempt as set out in the Rules of Assessment.

For all research students

Relevant to Code of Practice: Postgraduate Research Degrees; Professional Doctorates

a) For students with a Tier 4 visa, waive the requirement that the majority of contact should be face-to-face and allow supervisory meetings to take place via video link.

b) For new students who are unable to attend their induction in person, an alternative induction will be arranged.

General Regulations

Academic conduct

7.1.

Students are required to acquaint themselves with formal communications from academic departments and administrative sections of the University. These may take the form of written correspondence, sent by internal or external mail, notices posted on official noticeboards, information published in the myEssex student portal, and messages sent by electronic mail. Students are expected to access their University email at least once per week.

7.2.

Any student whose behaviour interferes with the satisfactory conduct of instruction may be required by a member of the academic staff to withdraw from a lecture, laboratory or class.

7.3.

A student may not make a personal recording of a teaching event, supervisory meeting, oral examination or other formal meeting or committee which considers the student's academic progress or performance without the permission of all other individuals present. If this permission is granted, the recording may be made for the personal use of the student only, in support of their studies and learning. The recording must not be made publicly available or shared for other purposes without the consent of those present. Disabled students who have difficulty with notetaking are encouraged to contact the Student Wellbeing and Inclusivity Service for further information on when recording is permissible and other access strategies.

Members conduct

7.4.

Members of the University are required to give their names and either their home or University address when asked to do so by persons carrying written authority from the Registrar and Secretary and producing it if so requested.

7.5.

Members of the University wishing to invite guests to the University shall do so only in accordance with the rules and regulations of the University and shall accept responsibility for the conduct of and for any loss or damage caused by their guests while on the University site. No member of the University shall knowingly invite a person who has been excluded by the Registrar and Secretary to any University site.

Without exception, children or young people under 18 who are not registered students are not permitted to attend University teaching events.

7.6.

All users of IT facilities at the University must comply with the *IT Acceptable Use Policy*.

7.7.

Notices may be posted only in authorised places and the organisation or individual(s) responsible for the notice must be clearly identified on the notice.

7.8.

The Registrar and Secretary may from time to time declare any area of the University land and premises to be out of bounds; access to or continued presence in such areas is forbidden without written permission from the Registrar and Secretary.

7.9.

The University accepts no responsibility for property lost or damaged on University premises.

7.10.

Members of the University may not enter or remain in any University building without authority when the building is officially closed.

7.11.

Areas under the control of building contractors may not be entered without written permission. The roofs of University buildings are out of bounds and access is forbidden without written permission.

7.12.

The furniture and equipment and other property owned by the University may not be moved within any building to another room nor removed from any building without permission. Furniture and equipment and other property moved in contravention of this Regulation may be recovered without notice by authorised University staff.

7.13.

The University operates a No Smoking Policy, which complies with statutory requirements and applies to members, visitors, contractors and any other users of University facilities.

7.14.

For reasons of safety, when children under the age of 12 need to be brought into University buildings, it is required that the children must be closely supervised at all times. The University will require any

children who are not so supervised to be removed from the building. Under no circumstances will children under the age of 12 be permitted in workshops and science department laboratories. The University accepts no liability for injury or harm to children.

7.15.

For reasons of safety and to protect the University's estate, members and visitors, the Registrar and Secretary may at any time exclude non-students from any University-owned property or land. Any person subject to such exclusion shall be informed in writing of the decision. The person has a right of appeal, which must be lodged with the designated Pro-Vice-Chancellor* within 15 working days from the date on which notification of the exclusion is despatched. An exclusion shall remain in force while the designated Pro-Vice-Chancellor reviews the case. Any decision to exclude remains in force indefinitely. Any person excluded in this way can request the exclusion to be lifted three years from the date on which it came into force. Any such request must be put in writing to the Registrar and Secretary.

*currently Pro-Vice-Chancellor (Research)

7.16.

No dogs, except assistance dogs as defined by the Equality Act 2010, may be brought into or kept in any University building. All dogs brought on to the University site or property by members of the University, guests or visitors, must be kept on a lead at all times. No pets may be brought into or kept in accommodation owned or administered by the University.

7.17.

The possession and use of weapons subject to public licensing is prohibited on the University site or on other University-owned and University-occupied property. The possession and use of air rifles, air pistols and similar items which are not subject to public licensing is also prohibited.

7.18.

Persons who make use of the University's sports facilities must comply with the rules for their use published from time to time by the Registrar and Secretary.

7.19.

Members of the University shall not create, or cause to be created, excessive noise which causes discomfort, inconvenience or annoyance to authorised users of the University premises.

7.20.

In order to ensure the safety of members of the University, their guests and other visitors, and the equitable access to facilities for all, the restrictions set out in the *Rules Governing cycling, scooters, and similar modes of transport on University campuses and rules governing the driving and parking of vehicles within University Grounds* apply.

7.21.

When a fire alarm sounds in any part of the University or any University-owned or administered accommodation, members of the University and their guests are required to leave that part or accommodation immediately and not to return until told that it is safe to do so by a fire officer or authorised member of the University staff.

Immigration status requirements and extraordinary removal of University (immigration) sponsorship

7.22.

Where a student has immigration permission that is sponsored by the University, or, where the University is subject to an obligation in relation to immigration control in respect of that student, the student is responsible for ensuring adherence with the full requirements of their permission. Students have an additional responsibility to support the University in its sponsor obligations as a Student sponsor to the Home Office.

7.23.

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

(i) decide there is no case to answer or that the case is unproven

(ii) require the student demonstrate adherence with the requirements of their immigration status and/or their support of the University's responsibilities

(iii) withdraw the student and/or revoke the student's immigration sponsorship

(iv) refer the matter to the Conduct Investigator; or

(v) refer the matter to a Research Students' Progress Committee

7.24.

Where the Registrar and Secretary (or nominee) takes the decision to withdraw immigration sponsorship the student shall be notified of that decision in writing immediately.

7.25.

A student may appeal an immigration sponsorship withdrawal decision (iii above), in writing, within five days of the Registrar and Secretary's decision on the grounds of

a) substantive factual error, and/or

b) extraordinary circumstances where the student was physically unable to comply with the requirements of their immigration status and that same circumstance physically prevented them from communicating the situation to the University

7.26.

All appeals are considered in the first instance by the International Services Team to determine whether there are grounds for appeal in line with the criteria set out in 7.25 above. Appeals that meet the criteria are referred to the Pro-Vice-Chancellor (Education) or nominee for consideration.

7.27.

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

7.28.

Where the Pro-Vice-Chancellor (or nominee) rejects the appeal or ten days have elapsed from the Registrar & Secretary's decision to withdraw immigration sponsorship (whichever is shorter) the immigration sponsorship shall be withdrawn and the student must leave the University and comply with the immigration permission exit requirements.

7.29.

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

Immigration status requirements for those students subject to immigration control

7.30.

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

Placement, work experience and Essex Abroad

7.31.

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

7.32.

Students subject to immigration control who fail to attend on a full time basis (or in the case of Essex Abroad, re-enter the United Kingdom without advising the Essex Abroad team in advance) will be subject to 7.22-7.29 above and may be withdrawn from the University and have their sponsorship cancelled.

Regulations for Scholarships, Bursaries, Studentships, Travel Grants and Prizes

Scholarships, Bursaries, Studentships and Student Finance

Undergraduate students

8.1
The University offers a range of Scholarships and Bursaries for undergraduate students as well as information relating to other student finance opportunities, which are published on our website at:

https://www.essex.ac.uk/undergraduate/fees-and-funding/scholarships-and-funding

Postgraduate students

8.2.
The University offers a range of Scholarships and Studentships for postgraduate students which are published on our website at:

https://www.essex.ac.uk/postgraduate/masters/fees-and-funding/scholarships-and-funding

Research students

8.3.

Information on the Government support available for postgraduate research students is published on our website at: https://www.essex.ac.uk/postgraduate/research/fees-and-funding

Travel Grants

9.1.
The University offers a range of Travel Grants. The sum available in each fund will be offered to one student. Applicants must be registered students of the University on the intended date of travel. For further information see our website at: https://www.essex.ac.uk/study-abroad/summer-abroad/funding-opportunities

Prizes

10.1.

The following University and departmental prizes have been approved for award. Not all prizes are awarded on an annual basis. The detailed criteria for the award of each prize and the sum awarded are available on application to the relevant department.

Department of Economics

Department of Economics Best Second Year Undergraduate Performance Prize

Department of Economics Best Third Year Undergraduate Performance Prize

Department of Economics Prize for Best MSc Performance

Economics Department Prize for Best First Year Performance

Economics Department Prize for the Best MSc Dissertation

Roy Bailey Prize for the Best Term Paper

The Ian Sinclair Beggs Economic Award All Students Performance Prize Winner

The Ian Sinclair Beggs Economic Award All Students Performance Prize Runner Up

The Scholar Athlete Award

Third Year Project Prize

Department of Government

Award for the Best Empirical Dissertation

Best First Year BA International Relations Student

Best First Year BA Politics Student

Best First Year Joint Degree Student prize

Book Prize for the Best Joint Degree

First Year Journal Prize

The Eric Tanenbaum Prize for Best PGT Student

The Ernesto Laclau Prize for Best PGT Political Theory Student

The Jean Blondel Prize for the Best Undergraduate Degree Result

The Leatherland Book Prize for the Best 2nd Year Student

The Oscar Arias Prize for the best Undergraduate Dissertation

PhD Prize for Outstanding Achievement in PhD Research

The Prize for the Best First Year Student

The Scholar Athlete Award

Study Abroad Tempest Photography Prize

Department of Language and Linguistics

First Year Best Overall Performance in Modern Languages

First Year Best Overall Performance in English Language/Linguistics

Second Year Prize for English Language and Linguistics

Second Year Prize for Modern Languages

The Andrew Radford Prize

The Director of Education's Prize

The Final Year Prize for German

The Final Year Prize for German (best overall performance in German)

The Final Year Prize for Italian

The Final Year Prize for Italian (best overall performance in Italian)

The Final Year Prize for Portuguese

The Final Year Prize for Portuguese (best overall performance in Portuguese)

The Final Year Prize for Spanish

The Final Year Prize for Spanish (best overall performance in Spanish)

The Head of Department's Prize (Best PGT dissertation)

The John Roberts Prize for Modern Languages

The John Ross Final Year Prize for French

The John Ross Second Year Prize for French

The Martin Atkinson Prize for Linguistics

The Roger Hawkins Prize

The Scholar Athlete Award

Department Literature, Film, and Theatre Studies

Best First Year Student

Best First Year Student (Runner Up)

Best Independent Project

Best Second Year Student

Best Second Year Student (Runner Up)

Francis Barker Memorial Prize

MA Dissertation Prize

Publishing Project Award

Outstanding Contribution to the Department of Literature, Film, and Theatre Studies

The Scholar Athlete Award

University of the Third Age Literature Prize for Top Second Year Student

Department of Psychology

British Psychological Society Undergraduate Award (Final Year)

Christine Temple Prize

The First Year Psychology Prize

The Margaret Bell Prize for Outstanding Contribution to the Department

The Michael Lodge Memorial Prize (Final Year Undergraduate)

The Michael Lodge Memorial Prize (Final Year Undergraduate) Second Prize

The Michael Lodge Memorial Prize (Final Year Undergraduate) Third Prize

The Psychology Prize (Second Year Undergraduate) First Prize

The Psychology Prize (Second Year Undergraduate) Second Prize

The Psychology Prize (Second Year Undergraduate) Third Prize

The Ray Meddis Prize (Final Year Undergraduate)

The Robert Ferry Memorial Prize (Postgraduate)

AT Welford Memorial Prize (Second Year Undergraduate)

Department of Psychosocial and Psychoanalytic Studies

BA Psychoanalytic Studies/BA Therapeutic Care First Year Student Prize

BA Psychodynamic Practice Prize for Critical Analysis

BA Therapeutic Care Prize for Critical Analysis

David Holt Prize

FdA TCTO Prize for Critical Analysis

Kegerreis Prize for Best Mark on BA (Hons) Therapeutic Communication and Therapeutic Organisations

Paul Ford Memorial Prize

The Artellus Prize

The Henry Centre Prize for first year student with highest mark in reflective essay in PA221

The Kegerreis Prize for Psychodynamic Counselling

The Rima Cherri Prize for first year student with the highest dissertation mark on MA Refugee Care

The Sigmund Freud Memorial Student Prize

Department of Sociology and Criminology

Inner Wheel Club of Southend-on-Sea Prize

The David Lockwood Prize

The David Roberts Prize

The Don Pike Award

The Enlightenment Prize

The First Year Sociology Prize

The Fuller Bequest Criminology Prize

The Fuller Bequest First Year Prize

The Fuller Bequest Project Prize

The Fuller Bequest Second Year Prize

The Fuller Bequest Undergraduate Prize

The Fuller Postgraduate Prize

The Richard Smith Sociology Prize

The Sage Quantitative Methods Prize

East 15 Acting School

Lilian Baylis Award

The Alan Bates Bursary

The John Hartley Award

The Laurence Olivier Bursary

The Sir John Gielgud Charitable Trust Award

Edge Hotel School

Best Mark of the Year

Best Dissertation Mark for MSc International Hospitality Management

Edge Hotel School Student of the Year in memory of Alan Jenkins

FdA Highest Mark of the Year Award

Industry Project of the Year

Professional Performance of the Year

Student of the Year

Wivenhoe House Student of the Year

Essex Business School

Essex Business School Dean’s Prize for the best student in Strategy Operations & Entrepreneurship

Pearson First Year Accounting Prize for the Best Performance in BE100 MyAccountingLab class tests

Ron Shepherd Trust MSC Human Resource Management Award

The Cengage Learning Prize for BE132 Auditing

The Centre for Research on EIMI Prize for Best Performance in SOE Programmes Pre-Dissertation Stage

The Centre for Work, Organisation and Society Postgraduate Prize for Management

The Chartered Financial Analyst Society of the UK Prize for Outstanding Performance Finance Modules

The Craig Hiemstra Memorial Prize for the best Performance in MSc Finance at Pre-Dissertation stage

The EBS Dean’s Prize for the best Postgraduate Dissertation

The Essex Accounting Centre Postgraduate Prize for Accounting Programmes

The Essex Business School Dean’s Prize for the best student in Accounting

The Essex Business School Dean’s Prize for the best student in Finance

The Essex Business School Dean’s Prize for the best student in Management, Marketing & Organisation

The Essex Finance Centre Postgraduate Prize for Finance

The First Year Ivor Benveniste Prize for the best Performance in BE100

The MBA Dissertation/Project Prize

The MBA Taught Phase Prize

The Michael Sherer Prize for the best Postgraduate Dissertation in Accounting Programmes

The Pearson Education First Year Management Prize for the best performance in BE400

The Pearson Finance Prize for BE334

The Pearson Finance Prize for BE610

The Pearson Finance Prize for BE650 Modern Banking

The Routledge Law Prize for the Best Performance in BE116 Elements of Corporate and Business Law

The Sage Q-Step Prize for the Best Performance on BE333 Empirical Finance

Essex Law School

Best Performance in Capstone

Best Performance in Commercial Law postgraduate dissertation

Best Performance in individual Commercial Law post graduate programmes

Deborah Fitzmaurice Prize for the best MA Theory and Practice in Human Rights

Deborah Fitzmaurice Prize for the best MA Human Rights Cultural Diversity Student

Elizabeth-Anne Gumbel Prize

Ellisons' Solicitors Commercial Property Law Prize

Gordon Sagar Prize

Hammonds Prize for Commercial Law

Nigel Rodley prize for best performance in the LLM International Human Rights Law Dissertation

Oxford University Press Prize

Palgrave Prize

Pearson Education Prize

Southend & District Law Society Prize

Sweet and Maxwell Prize

Suffolk and North Essex Law Society Prize

The Dalloz Prize for the Best Performance by a student in Stage 2 of the LLB English and French Law

The Fernne Brennan prize for best performance in Criminal Law

The Herbert Smith Freehill Prize

The Kevin Boyle Memorial Prize for the Best MA Theory and Practice Human Rights Student

The Kevin Boyle Memorial Prize for the best student in MA Theory and Practice of Human Rights

The Robert Wight Memorial Prize for Tort Law

The School Achievement Prize for Best Performance by a third year student on a joint honours degree

The School of Law Prize for Best Student on the LLM in International Human Rights Law

The School of Law Prize for Equity and Trusts

The School of Law Prize for the Best Performance in Jurisprudence

Essex Pathways Department

Andreas Polyviou Highest Year Mark for Computing Prize

Best Reflective Event Prize

Highest Year Mark Award for the Economics and Business Management Pathway

Highest Year Mark Award for the Humanities and Social Sciences Pathway

Highest Year Mark Award for the January start Pathways

Highest Year Mark Award for the Law Pathway

Highest Year Mark Award for the Sciences Pathway

The Andreas Polyviou Assignment Prize Pathway

School of Computer Science and Electronic Engineering

PlayLabZPrise

The Barry Chaplain Innovation Award in Final Year Project in CE301

The British Computer Society (BCS) Prize

The British Telecom Project Prize (Final Year)

The British Telecom Project Presentation Prize (Final Year)

The CCFEA MSc Project Prize

The Computer Science and Electronic Engineering Prize (Final Year)

The Devdas Korappath Gopal Prize (Second or Final Year)

The Institute of Electrical & Electronics Engineers UK & RI Communications Chapter Prize (Final Year)

The Institute of Electrical & Electronics Engineers UK & RI Communications Chapter Prize (Second Year)

The Institute of Engineering and Technology Prize (Final Year)

The Itron Project Prize

The KF Bowden Memorial Prize (First Year)

The KF Bowden Memorial Prize (Second Year)

The MSc Project Prize for January Start Programmes

The MSc Project Prize in the area of Computer Science (October Start)

The MSc Project Prize in the area of Telecommunications & Data Communications

The Nova System Prize

The O'Reilly Academic Prize (First Year)

The Project Presentation Prize

The R A Brooker Prize (PGT)

The two10degrees Prize (Final Year)

The Wind River Systems Prize (Final Year)

School of Health and Social Care

BADT Outstanding Achievement BSc (Hons) Oral Health Science Prize

British Association of Dental Therapists – Outstanding Achievement BSc (Hons) Oral Health Science

British Society of Dental Hygiene Therapy Graduate Prize

BSc Nursing (Adult) Prize for Best Performance

BSc Nursing (Mental Health) Prize for Best Performance

BSc Prize for Outstanding Performance

BSc WBL Mental Health Prize for Best Overall Mark

Chartered Society of Physiotherapy Prize

Chelsea Hobbs Adult Nursing Clinic Excellence Award

Doctorate in Clinical Psychology Best Overall Academic Performance

First Year Journal Prize

HA Health Sciences – Prize for best overall performance

HHS Prize for Best Undergraduate Performance (Final Year)

Innovative Dissertation contributing to research in the field of Social Work in MA Social Work

Kimmy Eldridge Outstanding Progress Foundation Degree Oral Health Science Prize

Kimmy Eldridge Service Enhancement Prize

Most Impact on Placement

Most Progress during Degree

MSc Prize for Best Overall Student Performance

Outstanding Achievement Foundation Degree Oral Health Science Prize

Postgraduate Pre-Registration Prize for Outstanding Performance

Sandra Clark Memorial Prize

Steve Moores Memorial Prize

The Dan O'Neill Prize for the Best Dissertation (Final Year)

The Hannah Witheridge Award for Clinical Excellence

The Pearson Education Award for Outstanding Student Achievement in Adult Nursing (Southend)

The Tavistock Trust for Aphasia Prize

The Teresa Eade Triumph Over Adversity Prize

Top Performing Student

Top Performing Student in MA Social Work

Undergraduate Allied Health Pre-Registration Prize

Kaplan Open Learning, University of Essex Online

Career Student of the Year

The Kaplan Open Learning Alan Jenkins Memorial Award

The Kaplan Open Learning Top Postgraduate Business Graduate

The Kaplan Open Learning Top Postgraduate Computing Graduate

The Kaplan Open Learning Top Postgraduate Criminology Graduate

The Kaplan Open Learning Top Postgraduate Education Graduate

The Kaplan Open Learning Top Postgraduate Health Graduate

The Kaplan Open Learning Top Postgraduate Law Graduate

The Kaplan Open Learning Top Postgraduate Psychology Graduate

The Kaplan Open Learning Top Undergraduate Business Graduate

The Kaplan Open Learning Top Undergraduate Law Graduate

The Kaplan Open Learning Top Undergraduate Criminology Graduate

The Kaplan Open Learning Top Undergraduate Psychology Graduate

Top Criminal Justice Graduate

School of Life Sciences

The Abel Imray Project Prize

The Alex Boughton Award

The Biotechnology Prize

The British Technology Project Prize

The David Whytock Memorial and Syngenta Prize

The Environmental Prize

The Environmental and Conservation Prize

The Glaxo Smith Kline Prize

The IBMS President’s Prize

The Institute of Biology Bioscience Student Award

The John Gorrod Prize

The John Shire Memorial Prize

The John Shire Prize for Biology

The Molecular Medicine Prize

The Marine Biology Prize

The MSc Cancer Biology Prize

The MSc Cardiac Rehabilitation Prize

The OUP Achievement in Biosciences Prize

The Pearson Life Science Award

The Reproductive Immunology Congress Prize

The Royal Society of Biology Student Award

The Scholar Athlete Award

School of Mathematics, Statistics and Actuarial Science

Institute of Mathematics and its Applications Prize

The Scholar Athlete Award

Timothy Jarvis Prize

Townsend MSc Dissertation Prize

Winsten Prize

School of Philosophy, History, Art and Interdisciplinary Studies

American Studies Prize

Award for the Best Empirical Dissertation

Barbara Crawshaw Prize for the Best Second Year Performance in Philosophy

Best Degree Performance by a Final Year History Student

Best Performance by a Second Year on a History Degree Prize

Best Performance on HR100 Prize

Best Performance on HR111 Prize

Best Performance on Europe Transformed: 1450-1750

Best Performance on The Making of the Modern World Since 1750

CS200 Community Project Prize

Jean Monnet Prize

Latin American Studies Prize

Philosophy Second Year Prize

Social Entrepreneurs, Sustainability and Community Project Prize

Study Abroad Tempest Photography Prize

The American (United States) Studies Prize

The Art History Prize

The Art History Dissertation Prize

The BA Liberal Arts Prize

The Bishop/McKinlay Prize

The Cioffi Prize

The Department of History MA Dissertation Prize

The Department of History Independent Research Project Prize

The Enlightenment Prize

The Essex Society for Family History Prize

The External Examiner's Prize

The Friends of Historic Essex Prize

The Harry Lubasz Memorial Prize for the Best Performance on HR211

The ISC Dissertation Prize

The Interdisciplinary Studies MA Dissertation Prize

The Jean Monnet Prize

The John S Appleby Prize for the best MA Dissertation on an Essex History Theme

The Mark Sacks Memorial Prize

The Oscar Arias Prize for the Best Undergraduate Dissertation

The Pop Ronson Memorial Prize for the Best Independent Research Project on a Local History Topic

The Roy Beston Memorial Prize

The Ruth Bensusan Prize

The Sir Andrew Carnwarth Travel Prize

The Thomas Puttfarken Dissertation Prize

The Thomas Puttfarken Research Prize

The Scholar Athlete Award

The Simon Collier Essay Prize

The John Ross Final Year Prize for French

The John Ross Second Year Prize for French

The Latin American Project Prize

The Study Abroad Tempest Photography Prize

School of Sport, Rehabilitation and Exercise Sciences

BSc Physiotherapy Best Overall Performance Prize

BSc Sports and Exercise Sciences Best Overall Performance Prize

BSc Sports Performance and Coaching Best Overall Performance Prize

BSc Sports Therapy Best Overall Performance Prize

Human Kinetics Prize for Best Overall Year 1 Performance (BSc Sports Therapy)

Human Kinetics Prize for Best Overall Year 1 Performance (BSc Sports and Exercise Science)

Human Kinetics Prize for Best Overall Year 1 Performance (BSc Sports Performance and Coaching)

MSc Physiotherapy Best Overall Performance Prize

School of Sport, Rehabilitation and Exercise Sciences Prize for Best MSc

The Human Performance Unit Project Prize

The MSc Sports Science Prize

The Physiological Society prize for Best Final Year Project

Library Regulations

Scope of regulations

11.1. These regulations apply to all users of University of Essex Library & Cultural Services and facilities, both physical and online.

11.2.

Within these regulations, ‘Item’ and ‘material’ is deemed to cover all types of physical library material e.g. books, journals, DVDs, laptops and other formats and devices.

Library Service standards and opening hours

11.3.

We will deliver and maintain a range of high-quality services to a set of defined service standards, published on our website.

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

Users will vacate the Library at closing times, immediately in emergencies and when asked to by a member of university staff.

Admission to the Library

11.4.

All members of the University as defined in Ordinance 1 are entitled to use Library Services. Alumni of the university are also entitled to use the library and may apply to the Alumni Office for an ID/library card.

External users associated with commercial organisations and businesses , members of the public and visitors to the university may apply for access to the Albert Sloman Library (ASL) at Colchester via SCONUL Access (where eligible), or in writing to the University Librarian, and may be required to provide a written recommendation.

11.5.

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

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

11.6.

All Library users should carry their University ID card or Library card as a means of identifying themselves as registe4red users of the Library. Such identification may be requested at any time by Library staff.

Electronic resources access and usage

11.7.

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

11.8.

Users accessing the library's electronic resources must comply at all times with copyright law, publishers' licence terms and the University's IT Acceptable Usage Policy.

11.9.

Licenced electronic resources are provided for education use only. Any commercial uses are strictly forbidden.

Bookable study spaces

11.10.

Users must abide by the terms and conditions when using bookable study space, details of which are available on the Library website.

11.11.

The information reservation of seats, study spaces or PCs in the Library is not permitted. Books and other articles left on chairs and tables may be removed by the Library staff.

The Library accepts no responsibility and liability for personal belongings left in the building.

Borrowing from the Library

11.12.

The right of borrowing from the Library under the conditions laid down in the Regulations is granted to the following users: members of Council, members of Court, members of the academic and research staff, professional services staff, and registered students of the University. Members of the public and external users for purposes of special study and research may be granted limited borrowing rights at the discretion of the University Librarian or their representative.

11.13.

No material shall be removed from the Library unless the user has first had the material issued to them. All borrowers must produce their University ID card or a Library card when borrowing items from the Library. If a user's Library card or ID card is lost or stolen, the matter should be reported to the Library Helpdesk, and, in the case of students, to the Student Services Hub.

11.14.

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

11.15.

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

11.16.

Users of The Forum at Southend will be subject to the borrowing and fines conditions determined by Forum partners for all loaned material external to the University of Essex collection.

Borrowing allowance

11.17.

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

Period of loan

11.18.

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

11.19.

The latest date and time for return of each physical item will be shown on an emailed receipt. Library users are expected to check their online Library record and Essex email account (or registered email address for external members) regularly to ensure they are aware of any changes to the indicated return dates for all borrowed items. Failure to comply with due dates may incur penalties such as fines and loss of borrowing privileges.

11.20.

Any physical item may be recalled from a user while on loan and must be returned by the due date. Users will be notified by email with any change recall notices and subsequent reminders regarding a change to the loan status.

11.21.

Books will be loaned for seven days and automatically renewed each day up to a maximum of 365 days, after which the borrower will return the item to the Library. If an item is recalled by another user, automatic renewal will not occur. Information on the conditions for automatic renewals Information on the conditions for automatic renewals are available on the library website.

11.22.

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

Fines

11.23.

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

11.24.

Fines and charges for lost items will be regarded as debts to the University and in the case of non-payment a defaulter will be excluded from all further use of the Library services until such debts have been paid.

11.25.

Final year students will return any borrowed material on completion of their course prior to graduation or before they leave. Material that has not been returned will be considered lost with the replacement costs and administrative charge added to their library account for payment. Those with outstanding Library debts may be excluded from their graduation ceremony.

11.26.

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

Inter-Library loans

11.27.

Users are able to request material that is not available in the Library's collection using the Inter-library loans service. Details of eligibility are on the Library website. Physical and digital material acquired from other libraries are subject in each case to the conditions imposed by the lending library. Information about the service are shown on the Library website.

General (Colchester Campus)

11.28.

Any behaviour likely to disturb or inconvenience other Library users is forbidden. Users should respect designated Silent and Quiet study zones keep noise to a minimum elsewhere in the Library. Devices, such as mobile phones and laptops, should not generate sounds audible to other users. Headphones should be used when listening to audio. Bookable spaces and appropriate zones should be used to attend online classes or meetings where participation is required, to minimalise disruption to other users.

Library staff will respond to noise disturbance notifications and users will follow staff instruction. Where disturbing behaviour continues after staff intervention, the user will leave the library.

11.29.

Users choosing to visit the Albert Sloman Library whilst accompanied by a child/children must abide by the *Policy on Children and Young People in the Library*. Children are not permitted at Loughton Campus Library or in the Learning Hub at Southend.

11.30.

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

11.31.

Food which is hot and/or with a strong odour is strictly forbidden throughout the Library building. All food and drink (including bottled water) is forbidden in the Special Collections room. Cold snacks and non-alcoholic lidded drinks are permissible in all other library areas. All rubbish must be disposed of responsibly using the bins provided.

11.32.

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

11.33.

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

The Forum Library, Southend

11.34.

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

Loughton Campus Library

11.35.

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

University of Essex Theses

11.36.

All newly published University of Essex thesis are made available digitally via the Institutional Research Repository. The *Policy for Thesis Submission, Deposit and Retention* is available on the University website.

11.37.

Existing print theses (prior to 2016) will be available in the Albert Sloman Library for reference. Digital copies will be made available by the University, the British Library or its agents, except when permission to consult or digitise a thesis has been withheld at the special request of the author for a period not exceeding five years agreed with the University.

11.38.

We will consider external requests for a copy of a University of Essex thesis, for the purposes of non-commercial research or private study, where an application is submitted by a librarian on behalf of their user.

11.39.

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

11.40.

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

a) not to reproduce the thesis or any substantial portion of it or to quote extensively from it or otherwise make substantial public usage of it without obtaining the written permission of the author

b) that due acknowledgement will in each case be made whenever such information is published. The author may empower the Librarian to give such permission. (See *Principal Regulations for Research Degrees* 4.18-4.27) (.pdf).

Code of Student Conduct

1. Introduction

1.1. As a student at the University of Essex, you are expected to behave in accordance with our Code of Student Conduct. The Code sets out the standards of behaviour that we expect and the action that will be taken where behaviour falls below these standards. The Code forms part of a range of measures the University has in place to safeguard and promote a safe culture across the University community and to enable our students to realise their full potential in a safe, healthy and inclusive environment. In line with our Student Charter, you will play an active part and are expected to respect all members of the University equally, regardless of their background or characteristics. If you witness or experience behaviour that does not uphold our values, you are expected to speak out and the University will listen and take action.

1.2. The Code applies to all students undertaking a programme of study at the University of Essex, including those who are on study abroad, or on an apprenticeship or work-based learning placement. It applies to any activities you undertake, or services and facilities that you use, as a student of the University. This includes any premises owned, leased or administered by the University, including University owned or administered accommodation. In addition, action may be taken under this Code in respect of any alleged misconduct wherever and whenever it may have taken place when it is considered necessary to protect the interests of the University and the members of our community.

1.3. The primary aim of the Code is to tackle allegations of misconduct by students in an integrated and supportive way, and ensure fair, effective, and timely outcomes where behaviour falls below expectations. The Code seeks to make our standards of behaviour clear to students and to reduce further incidents of misconduct.

1.4. In accepting a place, you agree to comply with the University's regulations, policies and procedures which include this Code of Student Conduct. This Code should be read in conjunction with other relevant policies referenced within it.

1.5. The Code sets out the principles on which the procedures are based, the support, advice and guidance that is available for both complainants and reported students, how we manage information about you and what happens if you make an allegation, you are a witness, or an allegation is made against you. It also sets out and explains the roles and responsibilities of certain individuals and bodies within the University who will ensure that procedures within this Code are properly applied and carried out as described.

Student Conduct Regulations

1.6. The Student Conduct Regulations are based on the University's mission and values and describe the actions which are considered to be unacceptable behaviour. They cover offences against people, property and the environment, offences related to health, safety and wellbeing, and more general offences against the University. They are presented in full in Appendix 1, with examples of the types of penalties that may be imposed as a result of a breach.

Reporting an incident

1.7. If you are the victim of, or witness to, an incident that you feel is a breach of the Code, you should complete an incident report form and send it to the Student Progress Team for consideration by the Conduct Investigator. The Conduct Investigator will also consider reports received directly from Report and Support; Security; Accommodation; Residence Life; Student Services Hub; your academic department; Students' Union; and emails sent directly to the Student Conduct Team from students, staff or the public.

1.8. Reports received anonymously will not normally be accepted, except where there are compelling reasons, supported by evidence, for the matter to be investigated. Reports submitted via a third party will not normally be accepted. However, it is recognised that some individuals may be unable to make a complaint on their own. In these circumstances, concerns or complaints brought by permitted third parties (for example, a Students' Union representative or family member) will only be accepted when the individual affected has completed a third party authority form and the Academic Registrar (or nominee) has approved the request.

Consequences of breaching the Code

1.9. If you are found to have breached a Student Conduct Regulation, you will receive a penalty as determined by the Conduct Investigator or Student Conduct Committee or Student Conduct Review Panel as relevant to your case. You also put at risk your eligibility to undertake study abroad or an international experience, to hold a role or position of responsibility within the University or Students' Union, or to meet the requirements of any relevant professional and statutory regulatory body relevant to your programme of study or future career.

Immigration status

1.10. If your behaviour or evidence considered in relation to the procedures in this Code brings your immigration status into question, an immediate referral will be made to the Academic Registrar for consideration in accordance with paragraphs 7.22-7.29 of the *University's General Regulations*.

Conferral of Degrees

1.11. During the process of an investigation, if you are the reported student and the allegation is so serious that it would normally be referred to a meeting with a Student Conduct Committee or Student Conduct Review Panel, except with the special permission of Senate, or until the investigation is complete, you will not be allowed to:

- have a degree of the University conferred upon you
- have a certificate or a diploma of the University granted to you
- Attend a graduation ceremony

These exclusions will apply during the review of any appeal under this Code and whilst there are any outstanding criminal proceedings.

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

1.12. The University of Essex Students' Union has its own disciplinary procedures. Behaviour which may breach this Code on any Students' Union premises or during any Students' Union organised events (wherever they take place) may also constitute a breach of the Students' Union disciplinary rules. This means that a case may be dealt with both under this Code and the Students' Union disciplinary process. Where there is an allegation involving behaviours that are covered by the University's Zero Tolerance Policy, and may be a breach of Regulations A2, A3, A4, A5 A6, A13 and A14, the case will be considered by the University's Code of Student Conduct, and not the Students' Union's disciplinary procedures.

Glossary of terms

1.13. Further information about the terminology used in this Code is provided in the Glossary of Terms in Appendix 7. You should refer to this glossary if there are any words or terms that are unclear to you. If, having referred to the glossary, you are still unclear about any aspect of this procedure, contact the Student Progress Team.

Partner institutions

1.14. If you are eligible for an award of the University of Essex following a programme of study validated by the University but delivered by a partner institution, you are registered with the relevant partner institution. You must, therefore, follow the partner's regulations for student conduct. However, if you live in University of Essex owned or administered accommodation you will be liable under this Code for misconduct occurring in University accommodation.

2. Standards of behaviour

2.1. The University expects all members of its community to uphold standards of behaviour that are in line with its values and commitment to safeguarding and promoting a safe culture across the University community, enabling all students to realise their full potential in a safe, healthy and inclusive environment. As a member of the University you have signed-up to our *Student Charter* in which you promise to uphold the University's values and behave in ways that strengthen and support the University community. This includes your full participation in the procedures that fall within the Code of Student Conduct, including attendance at meetings. The University celebrates diversity, challenges inequality and expects that all members of its community treat each other, and can expect to be treated, with dignity and respect.

2.2. As part of our commitment to supporting student development, the Code makes use of compulsory attendance at a specified workshop as one of its penalties. Workshops are used as a penalty where relevant to the offence and are intended to support student learning, reduce reoffending, and improve standards of behaviour.

2.3. Expected standards of behaviour are supported by a number of policies. The following are particularly relevant to this Code:

Academic Freedom and Freedom of Speech

- The Council of the University has a series of duties under law (through the Higher Education (Freedom of Speech) Act 2023 (and, until the new Act is fully in force, under Section 43 of the Education (No. 2) Act 1986) to secure and promote the importance of academic freedom and freedom of speech. These freedoms, set out in the Policy on Academic Freedom and Freedom of Speech (.pdf) are available to all members of the University and to external speakers invited to make use of University facilities.

Zero tolerance of harassment, bullying, and hate incidents

- The University has a Zero Tolerance approach to Harassment and Bullying. This Code reflects the definitions as outlined in the University's Harassment and Bullying: Our Zero Tolerance Approach document. All cases involving behaviour relating to Regulations A2, A3, A4, A5, A6, A13 and A14, are regarded as serious. This includes antisemitism as specified by the International Holocaust Remembrance Alliance (IHRA) definition of Antisemitism. Further information is available through the University's Report & Support service.

- Sexual misconduct includes sexual harassment, sexual assault, sexual abuse and any conduct of a sexual nature that is without consent, including conduct online or through social media. Further information is available through the University's Report & Support service.

- Where there is evidence that an incident is found to be motivated by hostility or prejudice, the University may treat this as an aggravating factor in considering any appropriate action to take.

- In circumstances where an incident is reported, the University will take action in accordance with this Code, and the action will be proportionate to the circumstances of the case.

Equality, diversity and inclusion

The University's approach to Equality, diversity and inclusion is supported by a policy and strategy. The *University's Policy Statement on Equality, Diversity and Inclusion* sets out that:

The University of Essex fosters good relations between people who share a relevant protected characteristic and those who do not, celebrates diversity, challenges inequality and is committed to nurturing an inclusive and diverse community that is open to all who have the potential to benefit from membership of it, and which ensures equality of opportunity for all its members. We expect all our campus communities, employees, workers, contractors, students, invitees and visitors to be treated, and to treat others, with dignity and respect. We have a zero-tolerance approach to discrimination, harassment and bullying. Zero tolerance means that (i) we will take action and (ii) the action will be proportionate to the circumstances of the case.

We are committed to meeting our obligations under the Equality Act 2010, which requires the University show no discrimination as required by law on account of age, disability, gender reassignment[5], marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. The University will always act lawfully and this may include taking action to support people with particular protected characteristics, including disability and sex. In addition to its obligations under the EA, the University shall adopt policies, practices, and procedures that define expected standards of behaviour and specify any additional characteristics, beyond those required by law, to which protection is provided, for example, in relation to political belief, social background and refugee status.

For the purposes of this Policy Statement the term 'trans' is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. The term 'non-binary' is an umbrella term for people whose gender identity does not sit comfortably with 'woman' or 'man'. Non-binary identities are varied and can include people who identify with some aspects of binary identities, while others reject them entirely.

Alcohol and Drugs

- The University is committed to supporting the safe and sensible use of alcohol and to the provision of clear information on alcohol, drugs and substance misuse. If you breach this Code because you

[5] The University's policies, practices and procedures specifically extend to all gender identities including trans, non-binary and gender non-conforming people.

were under the influence of alcohol or drugs, you will not normally be able to use this as an excuse for your behaviour. Advice and support is available.

Initiation Ceremonies

- The University of Essex is committed to supporting the safe and sensible use of sports clubs and societies but opposes the use of initiation ceremonies. An initiation ceremony is defined as a ceremony during which others are made to take part in demeaning activities to gain formal access to any sports clubs, societies or any student groups, or for the awarding of an emblem or other status associated with that club, e.g. a tie, trophy or club / society / executive committee.

- In circumstances where an incident is reported of any student who is involved in an initiation ceremony and/or the planning and preparation of an initiation ceremony and/or who participates in the improper coercion or manipulation of students during a ceremony, the University will take action in accordance with this Code, and the action will be proportionate to the circumstances of the case.

Fitness to Practise

- If you are registered on a course where a practical professional placement is required (including health, social work and education) you have additional responsibilities for your professional suitability as outlined in relevant regulatory and/or professional body codes of practice. Failure to meet these responsibilities can lead to your referral under the Fitness to Practise Procedure (.pdf). You will be notified on registration if your course is covered by this procedure.

Behaviour of guests

As a member of the University you take responsibility for the conduct of your guests and for any excessive noise or damage caused by them while they are on the University site. If you live in University owned or administered accommodation you are responsible for the conduct of your guests and any permitted occupier and for any damage caused by them while they are on the University site.

2.4. Guests may be invited only in accordance with the rules and regulations of the University. You are not permitted to invite as your guest any person who has been excluded by the Registrar and Secretary from any University site.

3. Support

3.1. You have the right to receive the support and advice of the University's and Students' Union's support services at all stages of the procedures described in this Code (whether an allegation has been made against you, or you have reported an allegation, or are a witness). This includes the Student Wellbeing and Inclusivity Service, SU Advice and, for students living in University accommodation, Residence Life.

Students' Union (SU) Advice

3.2. SU Advice is a confidential, independent and impartial service that is not part of the University. The service is for all students who are involved in the procedures described in this Code, whether you are the complainant, the reported student, or a witness. It will provide a named advisor who will meet with you and support and guide you throughout the process, and can help you prepare for meetings with the Conduct Investigator and/or with the Conduct Committee and/or Conduct Review Panel, and attend with you if you choose. They will also provide you with advice and support following the conclusion of a case, including, where applicable, information about whether you may have grounds for appeal, and support relating to any ongoing impact of any penalty imposed. They will aim to ensure that procedures are followed and that all students involved are given a fair opportunity to present their case.

3.3. At the point at which the Conduct Investigator initiates an investigation, they will provide the name and email address of the student(s) involved in the investigation to SU Advice who will make contact. No details of the case will be shared. You are strongly encouraged to respond to this initial contact and make use of this service at all stages of the process.

Student wellbeing and inclusivity service

3.4. All students involved in procedures under this Code can obtain confidential advice and assistance from the Student Wellbeing and Inclusivity Service (SWIS). If you are involved in an allegation that falls under the University's Zero Tolerance Policy that may result in a breach of Regulations A2, A3, A4, A5, A6, A13 and A14, at the point at which the Conduct Investigator initiates an investigation, they will provide the name and email address of the student(s) involved in the investigation to a member of SWIS who will make contact with you. No details of the case will be shared. You are strongly encouraged to respond to this contact and make the most of this service at all stages of the process.

Residence Life

Residence Life is a campus service to help you gain a positive experience from living and learning. The team is formed of student-staff called Residents' Assistants (RA) who focus on community building, supporting students' transition to university life, and providing programs that enhance cultural competencies. The Residence Life program includes monthly activities, guidance on being a good neighbour, promotion of wellbeing events, and support for international students adjusting to the local community.

4. Personal Data

Recording and storing your data

5.1. Conduct case files will be held by the Student Progress Team on a central database and will not be included in your centrally-held academic file. They will be destroyed by the Student Progress Team six academic years after the academic year in which the incident was dealt with (or latest incident if there is more than one). The conduct case file will include all evidence, including recordings of meeting, and correspondence related to the case. At the start of any meeting that forms part of an investigation or a conduct committee, you will be informed how information gathered at the meeting will be captured and held in the case file.

Confidentiality

5.2. This Code aims to protect the confidentiality of all students involved in procedures described in this Code at all stages. Information about you and the details of the case will not be shared routinely, or disclosed unnecessarily, beyond those directly involved in your case, and with clear roles and responsibilities as set out in this Code. Information will not be shared routinely with, for example, teaching staff, personal tutors, and departmental professional services teams. There are however circumstances where outcomes and relevant information will be shared where it is necessary to inform a decision, or as required by law.

5.3. Where information is shared within the University or with the Students' Union, it will only be shared with those individuals who are responsible for decision-making, and the level of detail that is shared will be limited to what is necessary or required. For example, there may be circumstances where the detail of the case needs to be shared but on an anonymous basis or that the names of some, or all, of the parties involved need to be shared but with minimal facts about the case. In all cases, extreme care will be taken over the disclosure of any sensitive or personal information and if you have any concerns or queries about how your information will be used, you should contact the Student Progress Team. Examples of where the sharing of information within the University or with the Students' Union may be required include situations where:

- actions need to be taken by the University regarding the imposition of a temporary order, the management of any ongoing risks, or the implementation of any required actions;
- the reported student is expecting to undertake a period of work-based learning in order that a decision about eligibility can be undertaken on an assessment of risk;
- the reported student holds, or plans to hold, the post of Residents' Assistant or Senior Residents' Assistant in order that appropriate action may be taken in relation to suitability or eligibility;

- the reported student holds a role or position of responsibility for which suitability may be affected by the outcome of a case;
- the outcome of a case will have an impact on the reported student's continued engagement with Students' Union activities or attendance at Students' Union premises;
- the reported student is also a member of staff, in order that appropriate action may be taken in respect of the employment contract;
- the circumstances of the case need to be escalated as part of a serious incident protocol.

5.4. Information will only be shared with third party organisations, for example Essex Police, in circumstances where it is necessary to safeguard the health, safety and security of members of the University community, or in accordance with any information sharing agreement.

5.5. Anonymised data and case studies will be used by the University for the purposes of reviewing performance, identifying trends, identifying service improvements and procedural changes, and interventions that could support a reduction in misconduct. They will also be used in reports that will be shared with the University community to support greater understanding and transparency of the Code. When information is used for such purposes, care will be taken in how the information is presented to ensure that it is not possible, through the details of the case, to identify any individuals involved.

5.6. All students involved in a case are expected to respect the confidentiality of others who are involved in the case. If you are involved in a student conduct case, you must not share any information about other students involved in the case beyond those individuals with roles and responsibilities in the procedure, or with a professional support role. Improper sharing of information that is confidential could result in a breach of Regulation D12.

Essex Abroad

5.7. If you breach this Code and are following a programme of study that includes a compulsory study abroad component or you decide to undertake study abroad as an optional part of your course or as an international experience, the outcome of your case will be referred to Essex Abroad for consideration in accordance with the Procedure for managing eligibility for study abroad in cases of proven misconduct as set out in Appendix 4.

Professional misconduct

5.8. If you break this Code and you are following a programme of study leading to a professional qualification which may be registered with a statutory and/or professional regulatory body, the outcome of your case will be referred to the relevant Department or School for consideration in

accordance with the *Fitness to Practise Procedure* (.pdf). Conduct which affects your professional suitability may be referred for consideration in accordance with other relevant procedures.

Monitoring and oversight

5.9. Individual outcomes are reviewed by the Senior Student Progress Manager for monitoring purposes. Anonymised data are reviewed termly by the Student Conduct Panel members to support learning and inform working practices. The Senior Student Progress Manager compiles reports drawing on anonymised data to provide regular assurance to Council and Senate about the effectiveness of the Code, and highlight any areas of concern and action that is being taken. To support the annual review of the Code, the Senior Student Progress Manager provides a more detailed annual report to Student Experience Committee, Education Committee, Senate, and Council. The annual report draws on aggregated data, which are used to inform any recommendations for change to the Code for implementation in the following academic year.

5. Roles and responsibilities

5.1. The roles and responsibilities involved in the operation of this Code are set out below:

Senior Student Progress Manager

The Senior Student Progress Manager is responsible for the processes that support the effective operation of the Code of Student Conduct. They work closely with Conduct Investigators and advise on individual cases as required. In liaison with the Conduct Investigators, Student Conduct Committee Chairs and Panel Members they compile assurance reports to Council, Senate, and its committees, in order to monitor and review practice, scrutinise data, analyse trends and make recommendations for service improvements and procedural changes. They review individual outcomes for monitoring purposes.

Student Progress team

The Student Progress Team coordinates all aspects of the administration and delivery of this Code across all University campuses. All matters related to Student Conduct should be addressed to the Student Progress Team in the first instance.

The Conduct Investigator

The role and functions of the Conduct Investigator are undertaken by appropriately trained individuals, appointed by the University. They have responsibility for investigating alleged breaches of this Code, including in University owned or administered accommodation, and have the power on behalf of Senate to impose a range of penalties. While each Conduct Investigator will take responsibility for their own individual cases, some cases may be referred or dealt with by more than one Conduct Investigator. More serious cases are referred to the Academic Registrar or nominee for consideration by a Student Conduct

Committee or Student Conduct Review Panel. The role of the Conduct Investigator in a Student Conduct Committee or Student Conduct Review Panel is to set out the allegations of misconduct.

Academic Registrar

The Academic Registrar or nominee:

- considers referrals of serious breaches from the Conduct Investigator, determines whether a Student Conduct Committee or Student Conduct Review Panel should be convened, and approves, or appoints a nominee to approve, the Committee membership
- reviews cases once criminal proceedings are complete to decide what action should be taken in accordance with the Code, as set out in Appendix 2
- determines whether a case should be suspended due to mental health, illness or disability and the appropriate Procedure to which proceedings will be subject when resumed
- determines whether temporary orders may need to be put in place, as set out in Appendix 3
- considers all appeals in the first instance and directs the Student Progress Team to convene Student Conduct Committees of Appeal as appropriate. In cases of appeal, where the Academic Registrar has prior knowledge of a case, a nominee who has had no previous involvement will be appointed
- decides whether a case should be escalated to the Registrar and Secretary. Examples of where this may be appropriate include when a case is likely to exceed the timescales set out in this Code, or as part of a serious incident protocol, for example where there is a potential risk to the health, safety or security to members of the University community.

Registrar and Secretary

The Registrar and Secretary:

- reviews any cases that are escalated by the Academic Registrar or nominee as part of a serious incident protocol, or due to the potential risk to the health, safety or security to members of the University community, and determines the correct course of action
- decides any adjustment to timescales for concluding a case where it is subject to a delay and as a result is likely to exceed the timescales published in the Code
- determines whether procedures that relate to an alleged breach of the Code that may also constitute a criminal offence should be suspended until criminal proceedings have been concluded, as set out in Appendix 2
- reviews representations regarding decisions to impose temporary orders, as set out in Appendix 3.
- considers requests for internal review, following an appeal

Pro-Vice-Chancellor (Education)

The Pro-Vice-Chancellor (Education) or nominee considers:

- requests for a review of a temporary exclusion that has continued for at least four weeks
- cases following appeal that are referred by the Registrar and Secretary for internal review

The Student Conduct Panel

The Student Conduct Panel comprises:

- Student Conduct Committee Chairs. These are members of senior University staff who are appointed by the University's Council, on recommendation of the Senate, and whose role is to consider serious cases of alleged student misconduct, and through their role as Chair, determine and communicate the outcome to all relevant parties. They will also review requests to call witnesses, requests for specific arrangements, and information about potential conflicts of interest, ensure that procedures are followed, that decisions are fair and consistent to all parties, and appropriate support is in place. They work with other panel members and the Senior Student Progress Manager to monitor and review practice, scrutinise data, analyse trends and make recommendations for service improvements and procedural changes.
- Student Conduct Committee Members. These are representatives from the University's staff and student community whose role is to serve on Student Conduct Committees, contribute to the decision to determine whether there has been a breach of University regulations and if so, what penalty should be imposed. They work with other panel members and the Senior Student Progress Manager to monitor and review practice, scrutinise data, analyse trends and make recommendations for service improvements and procedural changes.
- Student Conduct Review Panel Members. These are representatives from the University's staff community whose role is to serve on Student Conduct Review Panels, contribute to the decision to determine whether there has been a breach of University regulations and if so, what penalty should be imposed. They work with other panel members and the Senior Student Progress Manager to monitor and review practice, scrutinise data, analyse trends and make recommendations for service improvements and procedural changes.
- The University will take steps, as far as possible, to ensure that the Student Conduct Panel represents the diversity of the University community, including, but not limited to, gender identity, sexual orientation and ethnicity. All Panel members undertake mandatory training to support them with their role, and are expected to maintain their knowledge through practice and through their work with other panel members. Student Panel membership will normally be made up of current registered students, but former students may be appointed, with the approval of the Academic Registrar, where necessary to support the operation of the Code.

Student Conduct Committee and Student Conduct Review Panel

A Student Conduct Committee consists of a Chair and two members of the Student Conduct Panel.

The members will comprise a member of staff and a current or recent student. Whilst every effort will be made to ensure there is a student member, in circumstances where no student member is available, the Committee may proceed with the Chair and one staff member. The Chair will have the casting vote.

A Student Conduct Review Panel consists of a Chair and one member of the Student Conduct Panel. The Chair will have the casting vote.

They will be selected to ensure, as far as possible, that the diversity within the student body is reflected in the composition of each Committee or Review Panel. Student Conduct Committees or Student Conduct Review Panels are convened when there is evidence of a major breach, as determined by the Academic Registrar.

Conduct Committee Secretary

The Conduct Committee or Review Panel Secretary is a member of University professional services staff who has expertise in the Code of Student Conduct and its operating procedures. Their role is to liaise with all parties involved in a Conduct Committee or Review Panel, ensuring that paperwork is prepared and distributed in a timely way, support the Chair during the meeting, to ensure that procedures are followed, and ensure that all parties understand and discharge their responsibilities once the meeting has concluded. All Conduct Secretaries undertake mandatory training to support them with their role

Senate

Senate is the University's supreme academic authority. It has responsibility for academic policy and strategy, degree regulation and awarding powers, academic regulation and student regulation including conduct. Senate delegates powers for imposing penalties in respect of the Code of Student Conduct to the Conduct Investigator, their nominee and the Student Conduct Committee or Student Conduct Review Panel.

5.2. Although it is intended that the named post holders will undertake these functions in the majority of cases, there may be special circumstances, including a conflict of interest, where these functions may be carried out by an appropriate nominee. In such cases, the nominee will have had any relevant training and be of appropriate seniority.

6. Principles

7.1. Each allegation is considered on a case-by-case basis on the facts and the evidence. There is a presumption of innocence until a case has been fully considered and concluded.

Standard of proof

7.2. The procedures set out in this Code are not a criminal process. The standard of proof applied is a 'balance of probabilities'. This means that when the evidence is reviewed, an objective assessment will be made to determine whether it is more likely than not that the alleged misconduct occurred.

Zero tolerance of harassment, bullying, and hate incidents

7.3. Any breach of Student Conduct Regulations A2, A3, A4, A5, A6, A13 and A14 are considered to be serious and following investigation will be referred to the Academic Registrar or nominee for a decision on whether to convene a Student Conduct Committee or Student Conduct Review Panel.

Use of temporary orders

7.4. Any party involved in a case may be subject to a temporary order while an investigation is underway. A temporary order is not used as a penalty and is put in place under circumstances where it is considered to be in your best interests or when it is considered necessary to protect the interests of the University and the members of its community. More information on temporary orders is provided in Appendix 3.

Criminal investigations and convictions

7.5. The University's conduct procedures are not intended to replace criminal proceedings and if the allegation you have made may also constitute an offence under criminal law, you are expected to report the matter to the Police. Where the allegation constitutes a breach of this Code, the University will initiate procedures to consider the allegation in accordance with the Code. Where this Code is initiated alongside criminal proceedings, it will be kept under regular review and may be suspended if there is a clear reason to do so. Further details are set out in Appendix 2.

7.6. You are required to notify the Academic Registrar immediately by e-mailing the Student Progress Team if you receive a formal police caution or if you are convicted in a court of law for any relevant criminal offence irrespective of whether the allegation is also being considered under the Code of Student Conduct. Further guidance on what constitutes a relevant criminal offence can be found in Appendix 7.

Representation and support

7.7. A primary aim of the Code is to ensure that all cases are handled in a supportive way. In allocating a Conduct Investigator, the University will take account of the particular circumstances of each individual case.

7.8. All students involved in procedures under this Code have the right to be accompanied by a fellow student, a member of staff or a representative of SU Advice or the Students' Union at any meetings conducted as part of this Code. Whoever accompanies you must not be involved in the case. As the Code of Student Conduct is not a criminal process, legal representatives are not permitted to be present at any stage of the conduct process.

7.9. Any student involved in the procedure under this Code who has a confirmed disability, specific learning difficulty, and/or mental health condition may be accompanied by a member of staff from the Student Wellbeing and Inclusivity Service. You may not bring anyone to a meeting who is not a member of the University unless this has been agreed as a reasonable adjustment under the Equality Act 2010. You will be offered reasonable adjustments to assist you in any meetings. Adjustments will be relevant to your disability and/or your specific learning disability and may involve additional external support. Your representative can speak on your behalf if you might otherwise be at a disadvantage. If you think you may need a reasonable adjustment, please contact the Student Progress Team at the earliest opportunity.

Mental health, illness or disability

7.10. If we are concerned that mental health, illness or disability may have had (or still has) an impact on your behaviour, alleged conduct or both, any proceedings against you may be suspended at any stage. The matter will then be considered by the Academic Registrar or nominee who will make a decision on whether the proceedings are resumed under either the *Study and Wellbeing Intervention Policy and Procedure* (.pdf), the *Fitness to Practise Procedure* (.pdf), this Code or any other procedure or policy as appropriate.

7.11. In cases where the Academic Registrar has determined that your mental health, illness or disability had or has an impact on your behaviour, they may also consider whether you are currently fit to engage in a conduct investigation and whether sufficient measures to safeguard and support you are in place to facilitate this. In cases where there is risk to you, others or University property posed by your mental health, illness or disability, conduct cases may be suspended on those grounds until sufficient measures to safeguard and support you are in place, at which point an investigation could resume. In some circumstances, this may include concurrent proceedings under both the Code and Study and *Wellbeing Intervention Policy and Procedure*. For example, in cases where:

- delaying conduct proceedings may cause disproportionate distress
- delaying conduct proceedings would cause risk to the safety and wellbeing of yourself others or University property
- the students involved are fit to engage in conduct proceedings, with adequate support in place, so as to prevent delay in providing a timely outcome for all involved

- In all cases, mitigating factors are considered as part of the outcome of a case

Conflict of interest

7.12. The University will take measures to minimise any risk of conflict of interest in order that the individuals involved in investigating and/or making decisions about your case will be able to operate impartially and without self-interest or prejudice.

7.13. When arranging a Student Conduct Committee, Student Conduct Review Panel or a Committee of Appeal, the Student Progress Team will take appropriate measures to minimise the risk of a possible conflict of interest. This will include ensuring that Student Conduct Panel members are drawn from a department or school which is different from yours and that they do not already know you. You should notify the Student Progress Team immediately should you become aware of a potential conflict of interest.

Withdrawing an allegation

7.14. If you make an allegation which you subsequently decide to withdraw, we will contact you to discuss the circumstances surrounding your decision. The University may decide to continue with its investigations using the procedures in this Code, or to refer the matter to the Police if it is necessary to uphold the health, safety and security of members of the University community. In all circumstances, you will continue to have the right to receive the support and advice of the University's support services.

Communication

7.15. During an investigation, the Conduct Investigator will keep those involved regularly informed of progress in relation to the case. For example, an investigator will contact you if there is a change in the status of your case, when you case has progressed to the next stage, or when agreed with you by the investigator. The frequency and nature of the communication will depend on the circumstances of the case and your role in it. You should contact the Student Conduct Team if you have any questions about the status of your case.

7.16. The complainant will be notified when the case has concluded, what information was considered, informed whether the case was substantiated and advised of any relevant penalties where possible. You will also be informed of your right to appeal. Due to the rules around confidentiality further information cannot always be provided but may be shared on a case-by-case basis in accordance with our Data Protection responsibilities.

7.17. If an allegation is made against you, you will be notified of the outcome, the rationale for the decision and where applicable any potential consequences of a penalty being applied. You will have the

opportunity to seek clarification from the Conduct Investigator if you are unclear about any aspect of the outcome, but this would not alter the decision. You will be informed of your right to appeal.

Timescales

7.18. The University will aim to complete the conduct proceedings as quickly as possible and not take longer than 40 working days from the date that the reported student is informed. The University will aim to complete the appeal proceedings within 20 working days from receipt of your appeal form and supporting evidence.

While every effort will be made to comply with the timescales set out above, occasionally there will be circumstances when, for good reason, the University will need to extend the timeframe, particularly for serious and complex investigations. Where this is the case, the student will be notified and kept regularly informed of progress.

7.19. In exceptional circumstances, where a case needs to extend beyond these timescales, the Academic Registrar will contact the Registrar and Secretary to provide an explanation for the delay and to seek approval for a new timeframe. You will be notified and regularly kept informed of progress. Extending a case beyond these timescales shall not invalidate the outcome of the conduct proceedings and it shall not imply any right of appeal.

7.20. In circumstances where the Registrar and Secretary has approved the suspension of the conduct proceedings, for example, where the alleged breach may also constitute an offence under criminal law and the continuation of the conduct proceedings would prejudice any criminal proceedings, the impact on timescales will be kept under review, and you will be kept informed. Further information is in Appendix 2.

7.21. In order to meet these timescales and ensure sufficient time is allocated to the investigation and decision-making process, it is important that all students involved in the case attend all meetings, and meet all deadlines set. If you are unable to attend, you must inform the Student Progress Team immediately and agree an alternative.

7.22. It is important that you attend any meetings that are arranged as part of your conduct case, including when they clash with a teaching event or other University commitment. Through avoiding delays, such as the rescheduling of meetings, the University hopes to minimise the impact of the case on the students involved. Some cases may involve students who are subject to a temporary exclusion order at a stage where no decision on the case has been reached. It is particularly important that these cases are able to be resolved at the earliest opportunity.

8. Student Conduct Procedures

Reporting allegations

8.1. To report a breach of the Code of Student Conduct you should complete an incident report form and send it with your evidence to the Student Progress Team. The form will be passed to a Conduct Investigator for review. The Student Progress Team will acknowledge receipt of your form within five working days. All allegations are considered seriously and action will always be taken where it is possible to do so.

8.2. Unless a case is defined as serious in the Code, those reporting a student to the conduct team will be required to demonstrate how they have attempted to resolve the issue informally. All reports about behaviour defined as serious within the Code will proceed straight to allocation to an investigator.

If attempts to address the issue informally have not been successful, the report may be escalated to the Conduct team. The complainant should demonstrate that:

- the incident was a breach of the Code
- that they have evidence supporting their complaint
- that they have attempted to resolve the issue informally

Once you have made a report, a member of the team will review your report and assess whether your case meets the threshold for consideration under the Code and communicate to you the outcome of this assessment. Once a report has been assessed to have met this threshold, you will be kept updated while your case is awaiting allocation to a Conduct Investigator.

If your report does not meet the threshold for referral to the Student Conduct Team, you will be informed of the reasons for this and signposted to advice and support.

8.3. The Conduct Investigator may decide to issue an informal warning; use the Early Resolution Procedure; or carry out a formal investigation.

Informal warning

8.4. If an allegation has been made against you and (a) you do not have any previous proven cases of misconduct or have cases of misconduct unrelated to the current allegation, and (b) the case is not judged to be severe enough to merit a penalty, the Conduct Investigator may issue you with an informal warning. This has the advantage of resolving the case as quickly as possible. The use of informal warnings is limited to certain types of minor breaches (such as a breach of tapping in to

show attendance at a lecture but not staying) and a record is kept. Informal warnings will not normally be used where there are repeated examples of minor misconduct.

Early resolution

8.5. If an allegation has been made against you and you do not have any previous proven cases of serious misconduct or have previous proven minor cases of misconduct unrelated to the current allegation, you may be offered the opportunity to resolve the matter without the need for a meeting. This is called Early Resolution and can be used where the case is minor and straightforward.

8.6. If you are eligible for Early Resolution the Conduct Investigator will write to you and tell you about the reported allegation. You will be asked to complete a form describing your version of events, providing evidence or explanation for your actions, and confirming whether or not you admit to the breach. In order to be eligible for consideration under the Early Resolution procedure, you will need to return the form within seven working days of the date of the e-mail.

8.7. If you admit the allegation, the Conduct Investigator will take into account all the information you have provided when determining the penalty or penalties to impose. No further investigation will be undertaken.

8.8. If the allegation is found proven, you will be sent the outcome of the Conduct Investigator's decision, via your Essex email, within seven working days of receipt of your form and advised of the procedure for submitting an appeal.

8.9. If you deny the allegation or fail to return the form by the deadline, an investigation will be conducted in accordance with the procedures set out in this Code.

Formal investigation

8.10. If the Conduct Investigator decides to carry out a formal investigation, they will normally arrange a series of formal individual meetings to discuss the allegation with the person or persons who made the allegation and anyone else who was involved. If the alleged breach also involves criminal proceedings, this may affect the University's internal procedures. Further details are set out in Appendix 2. If the allegation involves other students they may be investigated at the same time.

Allegations about students who are also a member of staff

8.11. If the allegation involves a student who is also a member of staff, the Student Progress Team will notify the Director of People and Culture, as soon as the allegation is received, who will advise the Student Progress Team that either:

- the nature and content of the allegation indicates that the member of staff should be investigated in accordance with the Disciplinary Procedures for Staff, in which case any

investigation into their conduct as a student, in accordance with this Code, will be suspended until the Disciplinary Procedures have been completed

- the nature and content of the allegation does not give reason to initiate Disciplinary Procedures for Staff, or that the Disciplinary procedures have previously been completed in relation to the allegation. As such, the investigation will proceed as outlined in this Code

8.12. A Conduct Investigator will not have the authority to call into question a decision previously taken under the University's Disciplinary Procedures for Staff but will be able to take into account the findings of the Disciplinary Procedures and consider this as part of their investigation.

8.13. If the Disciplinary Procedure for Staff is initiated, People and Culture will keep the complainant, reported student and the Student Progress Team updated on progress of the disciplinary proceedings.

8.14. Should an investigation in accordance with this Code establish new evidence or information that may relate to staff conduct that has not previously been considered, then the Conduct Investigator should notify People and Culture immediately and the conduct investigation will be suspended until further advice has been taken.

Attendance at a meeting with the Conduct Investigator

8.15. You will either be asked to attend a pre-scheduled meeting with the Conduct Investigator **or** will be asked to book a suitable meeting with a Conduct Investigator. You must attend a meeting when asked to do so. It takes priority over all other term-time commitments and is critical to enabling cases to be concluded within published timescales. In arranging meetings, the Conduct Investigator will take into account periods of time when your availability may be limited and you should contact the Student Progress Team immediately if you are unable to attend.

8.16. If you do not book a meeting when asked to do so, agree an alternative time in advance or fail to attend meetings and/or engage with these procedures, the Conduct Investigator will proceed without you. This can include imposing a suitable penalty or referring the matter to the Academic Registrar or nominee for consideration by a Student Conduct Committee. A decision on whether to proceed will be made based on the circumstances of the case, ensuring the safety of members of the University community, and the interests of all parties involved.

Procedure for dealing with minor breaches

8.17. On completion of the investigation, the Conduct Investigator may decide there is:

a) insufficient evidence so no further action will be taken

b) evidence of a minor breach resulting in a penalty imposed by the Conduct Investigator

c) evidence to suggest that a breach of Student Conduct Regulations A2, A3, A4, A5, A6, A13 or A14 has occurred resulting in a referral to the Academic Registrar or nominee

d) evidence to suggest that a serious breach has occurred resulting in a referral to the Academic Registrar or nominee

Penalties available to the Conduct Investigator

8.18. For a minor breach the Conduct Investigator may impose one or more of the following penalties for each breach:

a) a formal written warning

b) a requirement that you should apologise in writing, make compensation in some way, or both, to everyone affected by your breach of the regulations

c) confiscation without compensation of any item in your possession which is not allowed on University premises by the rules and regulations, or by the terms and conditions of your accommodation contract

d) a requirement to have no contact, or restricted contact, with a named person or persons

e) imposition of a fine. The Conduct Investigator may fine you up to £250. The only exception is in relation to behaviour which is likely to cause injury or impair safety on University premises where the Conduct Investigator may fine you up to £500

f) requirement to pay the whole cost or part of the cost of repairing or replacing any property that has been damaged or stolen

g) requirement to attend a specified workshop and to pay a reasonable cost for doing so. The payment is non-refundable

h) requirement to move to alternative University accommodation

i) recommendation to Accommodation Essex to be refused University accommodation in the future

j) recommendation to the Registrar and Secretary for exclusion from the whole or any specified part or parts of the University for a defined period. When excluded from occupancy of residential accommodation you will be served a Notice to Terminate giving you 28 days' notice to vacate your room

k) any other action specified by the Conduct Investigator that they think is appropriate. The action will be proportionate to the severity of the breach

8.19. The penalty or penalties imposed will be determined by the facts of the case, similar previous cases, any aggravating and mitigating factors, and your conduct record. Penalties will not last beyond your

programme of study. The Conduct Investigator may decide to suspend any penalty or a part of it on any reasonable terms they decide.

8.20. Sometimes it may not be possible to identify who was responsible for a breach of the regulations in a communal area of residential accommodation, even after an investigation. If so, the Conduct Investigator may decide that it is appropriate to impose a penalty on all the registered occupants of the accommodation in question.

8.21. The reported student and complainant will be informed via their Essex email of the outcome the Conduct Investigator's investigation and their decision. The reported student will be informed of any penalty and the complainant will be informed of any penalty which has a direct impact on them. They will also be informed of the procedure for submitting an appeal.

9. Procedure for dealing with serious breaches

9.1. If the Conduct Investigator determines that the case is serious, it will be referred to the Academic Registrar or nominee.

9.2. If you have breached the Code previously your case may be referred to the Academic Registrar or nominee.

9.3. The reported student and complainant will be notified of the referral and the allegations made in writing, told why the referral has been made, and advised of the next steps.

9.4. On receiving a referral from the Conduct Investigator, the Academic Registrar or nominee will consider the allegations. They may decide there is:

a) insufficient evidence so no further action will be taken, or

b) evidence of a minor breach, resulting in a referral back to the Conduct Investigator to impose a penalty or penalties, or

c) evidence to suggest that a major breach may have occurred resulting in a referral to a Student Conduct Committee or Conduct Review Panel

Convening a Student Conduct Review Panel

9.5. The Student Progress Team will tell both the reported student and complainant in writing when the case has been referred to a Student Conduct Review Panel and the reason for the referral.

9.6. To enable the meeting to happen in a timely way, the reported student is required to respond within five working days of the date of the email to confirm:

a) whether or not you intend to attend to make representations in person. You are not normally required to attend the meeting, but you may wish to do so

b) whether or not you admit to the breach or breaches

c) whether you will be submitting any additional representations in writing (these should be included)

d) whether or not you have any objection to any of the members of the Review Panel. Your grounds for any objection must be clearly stated. The Academic Registrar or nominee will decide whether or not your objection is valid and their decision will be communicated to you in writing along with the reasons

9.7. If you are unable to meet this deadline, please contact the Student Progress Team at the earliest opportunity. If the reported student and one or more other students are involved in related misconduct, the Academic Registrar or nominee may decide that the cases should be considered together by the same review panel.

9.8. Representations for consideration by the Review Panel must be sent to the Student Progress Team at least five working days in advance of the Review Panel. The Chair of the Review Panel has the power to determine whether any representations appear irrelevant or unduly repetitive and can determine that this should not be accepted. Representations received after this deadline will only be accepted at the discretion of the Chair.

During the meeting of the Conduct Review Panel, members of the panel will review the evidence submitted by the Conduct Investigator. They will also review the representations submitted by the reported student or complainant. This will not normally include new information that has not been previously provided to your investigator, unless there is good reason why you did not do so. The panel members will review the information provided and make a determination on the outcome of the case.

This will be communicated to you in writing and you will be informed of your right to appeal.

Penalties available to a Student Conduct Review Panel

9.9. A Student Conduct Review Panel has the power, on behalf of the Senate, to impose one or more of the following penalties for each breach:

a) a formal written warning

b) a requirement that you should apologise in writing, make compensation in some way, or both, to everyone affected by your breach of the regulations

c) confiscation without compensation of any item in your possession which is not allowed on University premises by the rules and regulations, or by the terms and conditions of your accommodation contract

d) a requirement to have no contact, or restricted contact, with a named person or persons.

e) imposition of a fine

f) requirement to pay the whole cost or part of the cost of repairing or replacing any property that has been damaged or stolen

g) requirement to attend a specified workshop and to pay a reasonable cost for doing so. The payment is non-refundable

h) requirement to move to alternative University accommodation

i) recommendation to Accommodation Essex to be refused University accommodation in the future

j) exclusion from the whole or any specified part or parts of the University for a defined period. When excluded from occupancy of residential accommodation you will be served a Notice to Terminate giving you 28 days' notice to vacate your room

k) recommendation to a Student Conduct Committee that you receive expulsion from membership of the University

l) any other action specified by the Student Conduct Review Panel that they think is appropriate. The action will be proportionate to the severity of the breach

Convening a Student Conduct Committee

9.10. The Student Progress Team will tell both the reported student and complainant in writing when the case has been referred to a Student Conduct Committee and the reason for the referral. You will be told about the details of the arrangements for the Committee meeting and what will happen at the meeting.

9.11. To enable the meeting to happen in a timely way, the reported student is required to respond within five working days of the date of the e-mail to confirm:

a) whether or not you admit to the breach or breaches

b) whether or not you will be attending the Committee meeting, and

c) whether or not you have any objection to any of the members of the Committee. Your grounds for any objection must be clearly stated. The Academic Registrar or nominee will decide whether or not your objection is valid and their decision will be communicated to you in writing along with the reasons

9.12. If you are unable to meet this deadline, please contact the Student Progress Team at the earliest opportunity.

9.13. If the reported student and one or more other students are involved in related misconduct, the Academic Registrar or nominee may decide that the cases should be considered together by the same Committee.

Attendance at Student Conduct Committees

9.14. The reported student and complainant must attend any meeting of a Student Conduct Committee when asked to do so. It takes priority over all term-time commitments and is critical to enabling cases to be concluded within published timescales. In arranging meetings, the Student Progress Team will take into account periods of time when your availability may be limited such as examinations, undertaking placements as part of your course or other commitments deemed unavoidable. The Committee will proceed in your absence if you fail to respond to the notification you receive or if you fail to attend the meeting without good reason.

9.15. If you are the complainant or a witness called by the complainant, to ensure you feel able to be present at the Committee, you may request specific arrangements to be made, such as being located in a separate room to that of the reported student where you present your evidence by video link. If you think you may need such arrangements to be made, please contact the Student Progress Team at the earliest opportunity. All requests will be reviewed by the Committee Chair.

Evidence

9.16. Evidence presented to the Committee will normally be oral, but written evidence or electronic evidence may also be submitted.

9.17. The reported student, the complainant, and the Conduct Investigator each have a responsibility to arrange for their respective witnesses to give oral evidence or to submit any written statements.

9.18. Documentary evidence for consideration by the Committee, and/or the names of any witnesses or their written statements, along with how they are related to the case, must be sent to the Student Progress Team at least five working days in advance of the Committee. The Chair of the Committee has the power to determine whether any documentary evidence and/or witnesses or their statement appears irrelevant or unduly repetitive and can determine that this should not be accepted. Where evidence is accepted by the Chair it will be circulated in advance to the Committee members, reported student and complainant. Documentary evidence and/or witnesses received after this deadline will only be accepted at the discretion of the Chair of the Committee.

9.19. During the Committee, the Chair will facilitate all questions. A witness who is not available for questioning may submit written evidence only but where there is no opportunity for questioning by the Committee, such evidence is likely to be deemed less valuable. The Committee may choose to disregard evidence from witnesses who are not prepared to have their names revealed to the Committee.

9.20. Details of the proceedings of the Committee are provided in Appendix 6.

Postponing a Student Conduct Committee

9.21. The Committee may postpone a case in any of the following circumstances:

a) to enable the reported student, complainant, and/or their representative to be present

b) to require a certain witness or witnesses to attend for questioning

c) if a witness fails to attend

d) to enable the Committee to gather further evidence which is critical to the case

e) if it believes that its proceedings are being impeded by circumstances beyond its control

f) to allow time for the reported student and complainant, where relevant, to prepare a response to a potential alternative or additional outcome

9.22. The Committee will meet to consider a postponed case as soon as possible and not later than 20 working days after the postponement. The case does not need to be concluded at the resumed meeting.

9.23. Where it is not possible for the same Committee members to attend the resumed meeting, the Academic Registrar or nominee may appoint a new Chair and new members. In circumstances where the Committee involves two or three changes in appointments, the Committee will start its proceedings again. If the Committee only involves one change in appointment, the meeting will continue from where it was postponed unless a request is made by the reported student or complainant to start its proceedings again.

9.24. The Student Conduct Committee will decide on the balance of probabilities whether the evidence supports a breach of regulations. If the evidence supports a breach of regulations the Student Conduct Committee may impose one or more penalties in respect of each breach. If there is insufficient evidence of a breach the case will be closed and no further action will be taken.

Alternative or additional outcome

9.25. The Committee will hear and carefully consider all of the evidence presented in the case. If the Committee determines that the evidence supports a breach of another conduct regulation, the Committee may find the reported student and anyone else involved to have breached that other regulation. The Committee may postpone consideration of the case to allow time for the reported student and complainant, where relevant, to prepare their response. The Committee may impose a penalty for that breach even though it was not included in the original list of charges in the Conduct Investigator's case against you.

9.26. The Student Conduct Committee may decide in circumstances where there has been insufficient evidence to make a finding and no penalty is imposed that it remains or becomes necessary for the safety, security and wellbeing of the members of the University to put a non-contact order in place between all parties involved in the case following the conclusion of the committee. You must comply with any such instructions issued to you. If you do not comply (without good reason), this will amount to a breach of Student Conduct Regulation D8.

Penalties available to a Student Conduct Committee

9.27. A Student Conduct Committee has the power, on behalf of the Senate, to impose one or more of the following penalties for each breach:

a) a formal written warning

b) a requirement that you should apologise in writing, make compensation in some way, or both, to everyone affected by your breach of the regulations

c) confiscation without compensation of any item in your possession which is not allowed on University premises by the rules and regulations, or by the terms and conditions of your accommodation contract

d) a requirement to have no contact, or restricted contact, with a named person or persons.

e) imposition of a fine

f) requirement to pay the whole cost or part of the cost of repairing or replacing any property that has been damaged or stolen

g) requirement to attend a specified workshop and to pay a reasonable cost for doing so. The payment is non-refundable

h) requirement to move to alternative University accommodation

i) recommendation to Accommodation Essex to be refused University accommodation in the future

j) exclusion from the whole or any specified part or parts of the University for a defined period. When excluded from occupancy of residential accommodation you will be served a Notice to Terminate giving you 28 days' notice to vacate your room.

k) expulsion from membership of the University

l) any other action specified by the Student Conduct Committee that they think is appropriate. The action will be proportionate to the severity of the breach

9.28. The penalty or penalties imposed will be determined by the facts of the case, similar previous cases, any aggravating and mitigating factors, and your conduct record. Penalties will not last beyond your

programme of study, except in the case of expulsion or in circumstances where an exclusion is put in place in accordance with Paragraph 7.15 of the *General Regulations*. The Committee may decide to suspend any penalty or a part of it on any reasonable terms decided by the Committee.

Formal notification

9.29. The reported student and complainant will be informed separately by the Chair on the day of the Committee. The formal outcome of the Committee's decision will follow in writing. The reported student will be informed of any penalty and the complainant will be informed of any penalty which has a direct impact on them. Further information may be shared with the complainant on a case-by-case basis in accordance with our Data Protection responsibilities. The reported student and complainant will also be informed of the procedure for submitting an appeal.

10. Student Conduct Appeals Procedure

Grounds for appeal

10.1 If you reported an allegation, or an allegation was made against you, you have the right of appeal to the Academic Registrar or nominee against any finding, penalty or order of the Conduct Investigator, Student Conduct Review Panel or a Student Conduct Committee on one or more of the following grounds:

a) there is new evidence, which for good reason was not previously available to the Conduct Investigator, Student Conduct Review Panel or the Student Conduct Committee, which might have materially affected the outcome

b) the Conduct Investigator or Student Conduct Committee did not follow the procedures in this Code which disadvantaged your case

c) there is evidence of prejudice and/or bias in the investigation and/or the decision making

d) on the balance of probabilities, the facts of the case did not justify the decision reached

e) the penalty imposed by the Conduct Investigator, Student Conduct Review Panel or Student Conduct Committee was disproportionate with regard to all the circumstances of the case, or not permitted under this Code

Written notice of appeal

10.3. You may appeal by completing an Appeal Form, setting out your grounds for appeal and sending it with all supporting evidence to the Student Progress Team. You are expected to do so within ten working days of the date on the letter containing the outcome of the conduct proceedings. If circumstances beyond your control prevent you from meeting the standard time limit and that

unfair treatment would result from not extending the deadline, the Academic Registrar or nominee may use discretion to accept the appeal.

10.4. You are strongly encouraged to contact SU Advice for advice and guidance before completing the form.

Notification

10.5. You will be notified if the other party to a case has appealed and the grounds on which they have appealed. You will be kept informed of the progress of the appeal and whether the decision of the Conduct Investigator, Student Conduct Review Panel or Student Conduct Committee is amended.

Minor cases where the Conduct Investigator made the decision and imposed a penalty

10.6. Upon receipt of an appeal, the Academic Registrar or nominee will decide whether or not the grounds set out in the appeal form have met the published criteria. You will be informed of the Academic Registrar or nominee's decision, within ten working days from receipt of the appeal. If the appeal has not met the published criteria and is unsuccessful, the reported student and complainant will be notified of the reasons for this in writing in the form of a Completion of Procedures letter.

10.7. Where the Academic Registrar or nominee determines the grounds for appeal have met the published criteria they will refer the case to a Conduct Investigator with no prior involvement in your case for review.

10.8. Following review, the Conduct Investigator will make one or more of the following decisions:

a) cancel the original decision of the Conduct Investigator and any resulting penalties

b) confirm the original decision of the Conduct Investigator

c) confirm or amend a penalty, provided that the amendment is consistent with the powers of a Conduct Investigator. It should be noted that this means that penalties may be increased as well as decreased.

d) refer the appeal to a Student Conduct Committee of Appeal

10.9. The Academic Registrar or nominee has discretion to refer an appeal directly to a Student Conduct Committee of Appeal where the substance of the appeal is sufficiently serious and/or complex, in which case the procedure described below will apply.

10.10. The reported student and complainant will be informed of the outcome of the appeal within twenty working days of the receipt of the appeal.

Appeals against the outcome of a Student Conduct Committee or Student Conduct Review Panel

10.11. Upon receipt of your appeal, the Academic Registrar or nominee will decide whether or not the grounds set out in the appeal form have met the published criteria.

10.12. You will be informed of the Academic Registrar or nominee's decision, within ten working days from receipt of the appeal. If the appeal has not met the published criteria and is unsuccessful, the reported student and complainant will be notified in writing in the form of a Completion of Procedures letter.

10.13. On referring the case to a Student Conduct Committee of Appeal, the Academic Registrar or nominee will ask the Chair of the original Student Conduct Committee, Student Conduct Review Panel or the Conduct Investigator, against whose decision the appeal is made, for a Statement of Case. This will include details of the allegation(s) on which the decision was made, a brief summary of the evidence and of the relevant findings, the decision, details of any penalty imposed, a brief comment on the reason for the findings, decision and penalty and any further information which the Conduct Investigator or Committee Chair concerned considers to be relevant.

10.14. Within five working days of the notification of the Academic Registrar or nominee's decision to refer the appeal to a Student Conduct Committee of Appeal, the Student Progress Team will send the reported student and complainant a copy of the Statement of Case, details of the arrangements for the Committee meeting and information about what will happen at the meeting.

10.15. The reported student and complainant will also be told the names of the members of the Student Conduct Committee of Appeal. You must respond within five working days of the date of the e-mail to say whether or not you have any objection to any of the Committee members. Your grounds for any objection must be clearly stated. The Academic Registrar or nominee will decide whether or not your objection is well founded and will explain their decision to you.

Withdrawing an appeal

10.16. You may withdraw an appeal at any point up until the outcome of the appeal is determined after which the outcome of the appeal will stand and replace the original decision. Should you wish to withdraw your appeal, please inform the Student Progress Team as soon as possible in writing.

Attendance at Student Conduct Committees of Appeal

10.17. If you have submitted an appeal you are required to attend any meeting of a Student Conduct Committee of Appeal. If you fail to do so your appeal will normally be automatically withdrawn.

Composition of a Student Conduct Committee of Appeal

10.18. A Student Conduct Committee of Appeal will consist of a Chair and two members of the Student Conduct Panel. They will be selected to ensure as far as possible that the diversity within the student body is reflected in the composition of each Committee. The members will comprise a member of staff and a current or recent student. In circumstances where no student member is available, the Committee may proceed with two staff members. The Chair will have the casting vote. No committee member will be from an earlier Student Conduct Committee which considered your case.

10.19. Details of the proceedings of a Committee of Appeal are set out in Appendix 6.

Student Conduct Committee of Appeal Resolutions

10.20. A Student Conduct Committee of Appeal will make one or more of the following decisions:

a) cancel the decision of the Conduct Investigator, Student Conduct Review Panel or Student Conduct Committee and any resulting penalties

b) confirm the decision of the Conduct Investigator, Student Conduct Review Panel or Student Conduct Committee

c) confirm or amend a penalty, provided that the amendment is consistent with the powers of the Conduct Investigator, Student Conduct Review Panel or the Student Conduct Committee which made the original decision. It should be noted that this means that penalties may be increased as well as decreased

10.21. The penalty or penalties imposed will be determined by the facts of the case, similar previous cases, any aggravating and mitigating factors, and your conduct record.

10.22. Penalties will not last beyond your programme of study, except in the case of expulsion, or in circumstances where an exclusion is put in place in accordance with the Paragraph 7.15 of the *General Regulations*. The Committee may decide to suspend any penalty or a part of it on any reasonable terms decided by the Committee.

10.23. The reported student and complainant will be informed separately by the Chair on the day of the Committee, and in writing, of the outcome and the Committee's decision. The reported student will be informed of any amendment to the penalty and the complainant will be informed of any amendment to the penalty which has a direct impact on them. They will also be informed of the procedure for requesting an internal review.

Internal review

10.24. Any request for review following the formal conclusion of the Student Conduct Committee of Appeal may be made on the grounds of procedural irregularity only, specifically that the Committee

departed from the prescribed procedures. If you wish to request a review against the outcome on the grounds of procedural irregularity, you should write to the Registrar and Secretary within ten working days of the date of the Student Conduct Committee of Appeal meeting and send it to the Student Progress Team. You must set out in detail the evidence to support your claim that there were procedural irregularities in the process. Should the Registrar and Secretary decide that you do not have a valid reason, your request will be unsuccessful and you will be sent a Completion of Procedures letter.

10.25. If there is evidence to support your request for review then the case will be reviewed by the Pro-Vice-Chancellor (Education) or nominee. If the Pro-Vice-Chancellor (Education) or nominee decides that there were procedural irregularities in the process then the case will be referred to a new Student Conduct Committee of Appeal. Should the Pro-Vice-Chancellor (Education) or nominee dismiss your request you will be sent a Completion of Procedures letter.

External review

10.26. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. If you wish to avail yourself of the opportunity of an independent review by the OIA you must submit your application to the OIA within 12 months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures letter.

Code of Student Conduct

Appendix 1: Student Conduct Regulations

1. Below are the behaviours which shall be treated as a breach of the Student Conduct Regulations which may result in disciplinary action being taken. They are organised into following sections:

   A Offences against People
   B Offences relating to Health, Safety and Wellbeing
   C Offences against the Environment
   D Other Offences

2. Opposite each Conduct Regulation is an example of the type of penalty that may be imposed by the Conduct Investigator on a student found guilty of a **first breach** of that regulation. Please note that this is **illustrative only**. The University will consider all mitigating and aggravating factors when determining the appropriate penalty or penalties to be imposed in each case. Such factors include, but are not limited to, precedent in other similar cases, elements of discrimination, instances of previous misconduct by the same student, and mitigating circumstances. A full list of the penalties which may be imposed by the Conduct Investigator is set out in the Code of Student Conduct.

3. Penalties for a **second** breach of the regulations are likely to be more severe and may be referred to the Academic Registrar or nominee to determine whether to convene a Student Conduct Review Panel or Student Conduct Committee.

4. **Serious alleged breaches** of the regulations will be referred to the Academic Registrar or nominee to determine whether to convene a Student Conduct Review Panel or Student Conduct Committee irrespective of the number of previous breaches. Any breach of Student Conduct Regulations A2, A3, A4, A5, A6, A13 and A14 is considered to be serious.

5. It necessary to uphold the health, safety and security of members of the University, the University may decide to refer an alleged breach to the Police.

The Student Conduct Review Panel or Student Conduct Committee have a greater range of penalties. Opposite some of the Conduct Regulations is an example of the type of penalty imposed by a Student Conduct Review _Panel or Student Conduct Committee on a student found to have breached the regulations. A full list of the penalties which can be imposed by a Student Conduct Review Panel or Student Conduct Committee are also set out in the Code of Student Conduct.

A. Offences against people

Student Conduct Regulation	Example Penalty
A1. Exhibiting disorderly, threatening, intimidating or violent behaviour.	**Conduct Investigator:** Formal warning Fine Suspended fine pending any further breach Compulsory attendance at a specified workshop **Student Conduct Review Panel or Student Conduct Committee:** Banned from SU licensed premises Refused University accommodation Suspended expulsion from the University Expelled from the University **Student Conduct Committee:** Expelled from the University
A2. Unwanted behaviour which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or threatening environment for that person, as set out in the definition of harassment in the University's harassment and bullying zero tolerance approach.	**Student Conduct Review Panel or Student Conduct Committee:** Non-contact order Compulsory attendance at a specified workshop Removal from University accommodation Banned from SU licensed premises Refused University accommodation **Student Conduct Committee:** Expelled from the University

Student Conduct Regulation	Example Penalty
A3. Sexual misconduct, which includes sexual harassment, sexual assault, sexual abuse and any conduct of a sexual nature that is without consent, to include conduct online or through social media.	**Student Conduct Review Panel or Student Conduct Committee:** Non-contact order Compulsory attendance at a specified workshop Removal from University accommodation Banned from SU licensed premises Refused University accommodation **Student Conduct Committee:** Expelled from the University
A4. Behaviour from a person or group, directed at a person or group, that is both unwarranted and unwanted, or which may also be bullying or victimisation, as set out in the definitions in the University's harassment and bullying zero tolerance approach.	**Conduct Investigator:** Formal warning Non-contact order Letter of apology Fine Suspended fine pending any further breach **Student Conduct Review Panel or Student Conduct Committee:** Non-contact order Exclusion from specified parts of the University Banned from SU licensed premises Compulsory attendance at a specified workshop Letter of apology Suspended expulsion pending any further breach **Student Conduct Committee:** Expelled from the University

Student Conduct Regulation	Example Penalty
A5**.** Publishing any matter (whether expressed orally or in writing, sign or visible representation, including electronically or via social media) which is threatening, abusive or insulting or which constitutes harassment or bullying.	Student Conduct Review Panel or Student Conduct Committee: Non-contact order Letter of apology Fine Banned from SU licensed premises Refused University accommodation Suspended expulsion from the University Student Conduct Committee: Expelled from the University
A6. Behaving in a manner that constitutes a hate incident as defined in the University's harassment and bullying zero tolerance approach.	**Student Conduct Review Panel or Student Conduct Committee:** Non-contact order Compulsory attendance at a specified workshop Removal from University accommodation Banned from SU licensed premises Refused University accommodation **Student Conduct Committee:** Expelled from the University
A7. Creating, or causing to be created, excessive noise which causes nuisance, inconvenience or annoyance to authorised users of the University or University owned or administered accommodation.	**Conduct Investigator:** Formal warning Fine Suspended fine pending any further breach
A8. Behaviour towards any member of the University which is discourteous, disrespectful or uncooperative or which interferes with or impedes any member of	**Conduct Investigator:** Formal warning

Student Conduct Regulation	Example Penalty
the University in carrying out their duty or proper function as such	Fine Letter of apology Student Conduct Review Panel or Student Conduct Committee: Moved to alternative accommodation Banned from SU licensed premises Refused University accommodation
A9. Behaviour that is likely to cause injury, illness or impair safety on University premises, including University owned or administered accommodation.	**Conduct Investigator:** Attendance at a specified workshop Fine **Student Conduct Committee:** Moved to alternative accommodation Banned from SU licensed premises Refused University accommodation Suspended expulsion from the University
A10. Interfering with or impeding, by the use of intimidation, violence, threat of violence or physical obstruction, the supply or delivery of any goods or services to the University, or interfering with or impeding the entry into the University or University owned or administered accommodation of any lawful visitor.	**Conduct Investigator:** Compulsory attendance at a specified workshop Fine **Student Conduct Review Panel or Student Conduct Committee:** Fine Refused University accommodation Suspended expulsion from the University
A11. Behaving in a manner which obstructs, frustrates or disrupts:	**Conduct Investigator:** Compulsory attendance at a specified workshop

Student Conduct Regulation	Example Penalty
■ any lecture, class or other instruction, or any laboratory work, or any examinations, authorised to be held, given or undertaken within the University; or ■ any meeting or other function (including social or sporting activities) authorised to take place within the University; or the satisfactory conduct of the administrative work of the University or its public or official functions, activities or legal duties.	Fine **Student Conduct Review Panel or Student Conduct Committee:** Fine Suspended expulsion from the University
A12. Failing to disclose name and other relevant details to an employee of the University or the Students' Union when it is reasonable to require that such information be given.	**Conduct Investigator:** Fine Formal warning Letter of apology
A13. Coercive behaviour, which constitutes a continuing act, or a pattern of acts, of assault, threats, intimidation or humiliation or other abuse that is used to harm, punish, or frighten.	**Conduct Investigator:** Letter of apology Fine Compulsory attendance at a specified workshop **Student Conduct Review Panel or Student Conduct Committee:** Non-contact order Letter of apology Exclusion from specified parts of the University Banned from SU licensed premises Refused University accommodation Compulsory attendance at a

Student Conduct Regulation	Example Penalty
	specified workshop Suspended expulsion pending any further breach **Student Conduct Committee:** Expelled from the University
A14. Controlling behaviour, which constitutes acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating everyday behaviour.	Conduct Investigator: Letter of apology Reimbursement up to value of property stolen Fine **Student Conduct Review Panel or Student Conduct Committee:** Non-contact order Letter of apology Exclusion from specified parts of the University Refused University accommodation Compulsory attendance at a specified workshop Suspended expulsion pending any further breach **Student Conduct Committee:** Expelled from the University

B. Offences related to health, safety and wellbeing

Student Conduct Regulation	Example Penalty
B1. Possessing, using, or supplying within the University and University owned or administered accommodation any controlled drug or psychoactive substance.	**Conduct Investigator:** Attendance at a specified workshop Fine **Student Conduct Review Panel or Student Conduct Committee:** Banned from SU licensed premises Removal from University accommodation Refused University accommodation Suspended expulsion from the University **Student Conduct Committee:** Expelled from the University
B2. Possessing within the University and University owned or administered accommodation any offensive weapon.	**Conduct Investigator:** Compulsory attendance at a specified workshop To confiscate without compensation prohibited items **Student Conduct Review Panel or Student Conduct Committee:** Suspended expulsion from the University Expelled from the University
B3. Causing the activation of a fire alarm within the University and University owned or administered accommodation when it is unwarranted.	**Conduct Investigator:** Fine which may be part suspended pending any further breach **Student Conduct Review Panel or Student Conduct Committee:** Refused University accommodation

Student Conduct Regulation	Example Penalty
	Suspended expulsion pending any further breach
B4. Misusing fire detection equipment, fire prevention equipment or fire-fighting appliances within the University and University owned or administered accommodation.	**Conduct Investigator:** Pay the whole cost or part of repair Compulsory attendance at a specified workshop Fine
B5. Failing to immediately evacuate any part of the University or University-owned or administered accommodation, when a fire alarm sounds or returning before being told it is safe to do so by a fire officer or authorised member of the University staff.	**Conduct Investigator:** Formal written warning Fine **Student Conduct Review Panel or Student Conduct Committee:** Refused University accommodation Suspended expulsion pending any further breach
B6. The use of lighted candles, tea lights, incense sticks or any other device which has a naked flame without the written permission of the Registrar and Secretary.	**Conduct Investigator:** Compulsory attendance at a specified workshop Fine **Student Conduct Review Panel or Student Conduct Committee:** Refused University accommodation Suspended expulsion pending any further breach
B7. Failing to comply with the University's No Smoking Policy.	**Conduct Investigator:** Compulsory Attendance at a specified workshop Fine

Student Conduct Regulation	Example Penalty
	Student Conduct Review Panel or Student Conduct Committee: Refused University accommodation Suspended expulsion pending any further breach

C. Offences against property or the environment

Student Conduct Regulation	Example Penalty
C1. Committing theft within the University and University owned or administered accommodation.	**Conduct Investigator:** Letter of apology Reimbursement up to value of property stolen Fine **Student Conduct Review Panel or Student Conduct Committee:** Refused University accommodation Suspended expulsion from the University pending any further breach
C2. Committing or attempting to commit any fraud against the University or any member of the University.	**Conduct Investigator:** Fine Suspended fine Reimbursement up to value of property stolen **Student Conduct Review Panel or Student Conduct Committee:** Suspended expulsion from the University **Student Conduct Committee:** Expelled from the University

Student Conduct Regulation	Example Penalty
C3. Causing damage to property belonging to another or unauthorised use of the property of the University or its grounds, or interfering with any mechanical, electrical or other services or installations within the University and University owned or administered accommodation without the authority to do so.	**Conduct Investigator:** Letter of apology Formal written warning Pay for the cost or repair or replacement to damaged property **Student Conduct Review Panel or Student Conduct Committee:** Suspended expulsion from the University pending any further breach
C4. Behaving in a manner that causes, or is likely to cause, death, unnecessary suffering, harm or distress to any species of wildlife or domesticated or semi-domesticated animal.	**Conduct Investigator:** Formal written warning Fine **Student Conduct Review Panel or Student Conduct committee:** Suspended expulsion from the University **Student Conduct Committee:** Expelled from the University
C5. Disposing of litter inappropriately within the University and University owned or administered accommodation.	**Conduct Investigator:** Formal written warning

D. Other offences

Student Conduct Regulation	Example Penalty
D1. Infringing or attempting to infringe a regulation of the University and encouraging or assisting others to infringe a regulation of the University including encouraging or	**Conduct Investigator:** Formal written warning Fine

Student Conduct Regulation	Example Penalty
assisting another student to commit an academic offence.	Suspended fine **Student Conduct Review Panel or Student Conduct Committee:** Suspended expulsion **Student Conduct Committee:** Expelled from the University
D2. Having received a formal police caution or having been convicted in a court of law or failing to report having received a formal police caution or having been convicted in a court of law in relation to any relevant criminal offence(s).	**Conduct Investigator:** Compulsory attendance at a specified workshop Formal written warning **Student Conduct Review Panel or Student Conduct Committee:** Refused University accommodation Suspended expulsion from the University pending any further breach **Student Conduct Committee:** Expelled from the University
D3. Behaving in such a way as may reasonably be deemed to harm the reputation of the University of Essex or its relationship with the local or wider community and/or attracting adverse publicity.	**Conduct Investigator:** Fine Suspended fine **Student Conduct Review Panel or Student Conduct Committee:** Suspended expulsion from the University **Student Conduct Committee:** Expelled from the University
D4. Misusing the University's name or any University record or document; or forging or falsifying any University record or document;	**Conduct Investigator:** Formal written warning

Student Conduct Regulation	Example Penalty
or making any false statement either verbally or in writing in relation to any academic examination or assessment or University administrative function or service; or being party to impersonation in relation to any academic examination or assessment or University administrative function or service. This includes, but is not limited to, the use of false documentation or false statements in the process of gaining admission to the University.	Fine Suspended fine **Student Conduct Review Panel or Student Conduct Committee:** Suspended expulsion from the university **Student Conduct Committee:** Expelled from the University
D5. Failing to comply with the terms and conditions of the contract for accommodation.	**Conduct Investigator:** Formal written warning Fine Suspended fine **Student Conduct Review Panel or Student Conduct Committee:** Refused University accommodation
D6. Failing to comply with the 'IT Acceptable Use Policy'.	**Conduct Investigator:** Formal written warning Fine **Student Conduct Review Panel or Student Conduct Committee:** Suspended expulsion from the University pending any further breach Student Conduct Panel: Expelled from the University
D7. Failing to comply with any direction or restriction, imposed by the Librarian in respect of the use of Library facilities.	**Conduct Investigator:** Formal written warning

Student Conduct Regulation	Example Penalty
	Letter of apology **Student Conduct Review Panel or Student Conduct Committee:** Suspended expulsion from the University pending any further breach
D8. Failing without good reason to comply with a resolution previously imposed by the Registrar and Secretary, the Conduct Investigator, a Student Conduct Committee or a Student Conduct Committee of Appeal.	**Conduct Investigator:** Fine **Student Conduct Review Panel or Student Conduct Committee:** Suspended expulsion from the University **Student Conduct Committee:** Expelled from the University
D9. Making an allegation which is deemed to be vexatious, malicious or false.	Conduct Investigator: Formal written warning Letter of apology Fine Student Conduct Review Panel or Student Conduct Committee: Suspended expulsion from the University Student Conduct Panel: Expelled from the University
D10. Attempting to undermine or undermining the University's obligations in respect of UK Immigration policy.	Student Conduct Review Panel or Student Conduct Committee: Suspended expulsion from the University Student Conduct Panel: Expelled from the University

Student Conduct Regulation	Example Penalty
D11. Failing to comply with the University's policy and procedures for attendance monitoring or misuse of electronic attendance monitoring.	Conduct Investigator: Formal written warning Fine Student Conduct Review Panel or Student Conduct Committee: Suspended expulsion from the University pending any further breach
D12. Any behaviour that is deemed to contravene the general principles of the Code of Student Conduct, including failure to engage in the Code of Student Conduct when requested to do so.	Conduct Investigator: Formal written warning Letter of apology Fine **Student Conduct Review Panel or Student Conduct Committee:** Suspended expulsion from the University **Student Conduct Panel:** Expelled from the University

Appendix 2: Criminal proceedings

1. If your alleged breach of the Code of Student Conduct may also constitute an offence under criminal law, this Appendix sets out how this affects the University's procedures.
2. The University will always initiate the conduct procedures at the earliest opportunity. Where the Code is initiated alongside criminal proceedings, it will be kept under regular review and may be suspended if there is a clear reason to do so. An example of when the procedure may be initiated and then suspended would include when the University's internal procedures risk prejudicing the criminal proceedings. When considering circumstances in which a suspension may be appropriate, the Student Progress Team will consult with the Police prior to making any recommendation to the Registrar and Secretary for decision.
3. Any decision to suspend proceedings under this Code will be kept under regular review to ensure that the period of any suspension is kept to a minimum. You will be notified if this is relevant to your case.
4. While criminal proceedings are on-going, you are obliged to keep the University informed of any progress or change in status regarding your case.
5. In circumstances where criminal proceedings have been concluded before the University procedures have been completed, the Academic Registrar or nominee will then decide what action to take. The action will include an assessment of the risk posed to the University community and take account of any caution, community resolution or penalty imposed by the criminal court. The Academic Registrar or nominee may:
   - take no further action, or
   - refer the matter to the Conduct Investigator to be dealt with according to this Code, or
   - refer the matter to a Student Conduct Committee or Student Conduct Review Panel
6. If a court remands you in custody pending trial or sentence, or after conviction you are sentenced to prison and are absent from your studies for a period of fewer than twelve months, you will normally be required to intermit from your studies for this period. It is your responsibility to notify the Student Progress Team of the date of your release from custody. The matter will then be referred to a Student Conduct Committee or Student Conduct Review Panel. The Committee or Panel will decide whether the nature of your offence poses an on-going risk to the University community. It will also decide whether there are any outstanding matters of concern that have not been addressed by the criminal proceedings.
7. If you are remanded in custody pending trial or sentence, or after conviction you are sentenced to prison and are absent from your studies for a period of twelve months or more, you will be considered

to have withdrawn from the University. Nevertheless, you may apply for readmission to the University upon your release from custody.

Appendix 3: Temporary orders

1. This Appendix to the Code of Student Conduct sets out the circumstances and arrangements for temporary orders that may be imposed whilst an investigation is underway.

Temporary non-contact order

2. While an investigation is taking place or in circumstances where procedures are suspended until criminal proceedings have been concluded, the Conduct Investigator may decide that the reported student and/or the complainant and/or witness should have no contact or restricted contact with certain people. You must comply with any such instructions issued to you. If you do not comply (without good reason), this will amount to a breach of Student Conduct Regulation D8.
3. In cases where an incident has been reported but the complainant is not supportive of an investigation being carried out or further action being taken, a Conduct Investigator may decide that the reported student and/or the complainant and/or witness should have no contact or restricted contact with certain people. You must comply with any such instructions issued to you. If you do not comply (without good reason), this will amount to a breach of Student Conduct Regulation D8.
4. The Conduct Investigator or Student Conduct Committee may decide in circumstances where there has been insufficient evidence to make a finding and no penalty is imposed that it remains or becomes necessary for the safety, security and wellbeing of the members of the University to put a non-contact order in place between all parties involved in the case. You must comply with any such instructions issued to you. If you do not comply (without good reason), this will amount to a breach of Student Conduct Regulation D8.

Temporary exclusion from University accommodation

5. If it is relevant to the case, the Conduct Investigator may recommend to the Academic Registrar and the Accommodation Team that it is necessary for you to move to alternative University student accommodation immediately while the investigation continues. This decision will be taken where, following risk assessment, the Conduct Investigator considers that there is an immediate potential risk to the health, safety or wellbeing of those involved in the case and/or members of the University community.

Temporary exclusions from the University pending a conduct outcome or criminal trial

6. If an allegation has been made against you or you are subject to criminal proceedings, the Academic Registrar may, on the recommendation of the Conduct Investigator, exclude you from the University pending the outcome of the Code of Student Conduct procedures.

7. Temporary exclusion pending the outcome of the procedures is not used as a penalty. The power to exclude is designed to protect the interests of the University and the members of its community, including you. It will be used only where the Academic Registrar believes that it is in the best interests of you or any other member of the University community. The reasons for the decision will be recorded in writing and you will be notified of them. The decision will also be shared with other parties involved in your case, where this is appropriate, and with other members of the University or Students' Union, where this is required to manage ongoing risks.

8. Exclusion means that your attendance at, or access to, the University will be restricted on a selective basis as set out in the exclusion order. It may also mean that if you have any functions or duties as an officer or committee member in the University or Students' Union, you will not be able to carry them out. The exact details will be specified in writing to you.

9. The Academic Registrar may temporarily exclude you with immediate effect. If you have been temporarily excluded, you may make representations in person or in writing to the Registrar and Secretary. Any representations should relate to the terms of the temporary exclusion, not the substance of the case. You must do so within five working days of the date of the letter notifying you of the temporary exclusion or as soon as possible afterwards, provided there is good reason why you were prevented from meeting the deadline. If you attend in person you may take someone with you, either a fellow student or a University of Essex staff member or a representative from SU Advice.

10. A decision to exclude you temporarily will be kept under review by the Conduct Investigator. Any significant changes in the circumstances of your case will be reported to the Academic Registrar. If your disciplinary hearing or criminal proceedings are delayed and the exclusion has continued for at least four weeks, you may request a review of the decision by contacting the Student Progress Team. A review will be conducted by the Pro-Vice-Chancellor (Education) and you will be given the opportunity to submit written representations and to make representations in person. Should the exclusion continue after the review, it will be reviewed every four weeks by the Conduct Investigator until a disciplinary hearing or criminal trial takes place. If things change in the interim or if you ask for it, an independent review will be carried out.

11. If you breach an order it will be regarded as a breach of Student Conduct Regulation D8. This may result in an immediate referral to a Student Conduct Committee which may issue an appropriate penalty according to its powers.

Appendix 4: Eligibility for study abroad in cases of proven misconduct

1. If you are registered on a course with study abroad, or wish to take a period of study abroad or an international experience whilst at the University of Essex, the Essex Abroad Team will work with you to facilitate this. However, if you breach a student conduct regulation, you may put a risk your eligibility to do so. This is because your misconduct may have an impact on the University's reputation, and affect your eligibility governed by the rules and regulations of the country and/or partner institution where you are intending to study.
2. This Appendix sets out the procedure that is followed if you are registered for a course with study abroad, or decide that you would like to undertake a period of study abroad or an international experience and have breached the Code of Student Conduct.
3. The outcome and any relevant information will be shared with Essex Abroad.
4. The Essex Abroad Manager (or nominee) will assess your case based on a risk assessment. If your case is straight-forward and has no impact on your study abroad choices, they will write to you to confirm that you remain eligible for study abroad and that no changes are required to current arrangements.
5. If your case is more complex and could have an impact on your study abroad choices, the Essex Abroad Manager (or nominee) will invite you to attend a meeting to discuss your case. Failure to attend such a meeting may result in the decision being made in your absence. Possible outcomes could be:

    a) there is no impact on your study abroad choices and you continue to be eligible without making any changes

    b) you can continue to be eligible for study abroad but with some restrictions, such as country or choice of institution. You will be provided with details of the restrictions and offered advice on alternative options;

    c) you are no longer eligible for study abroad

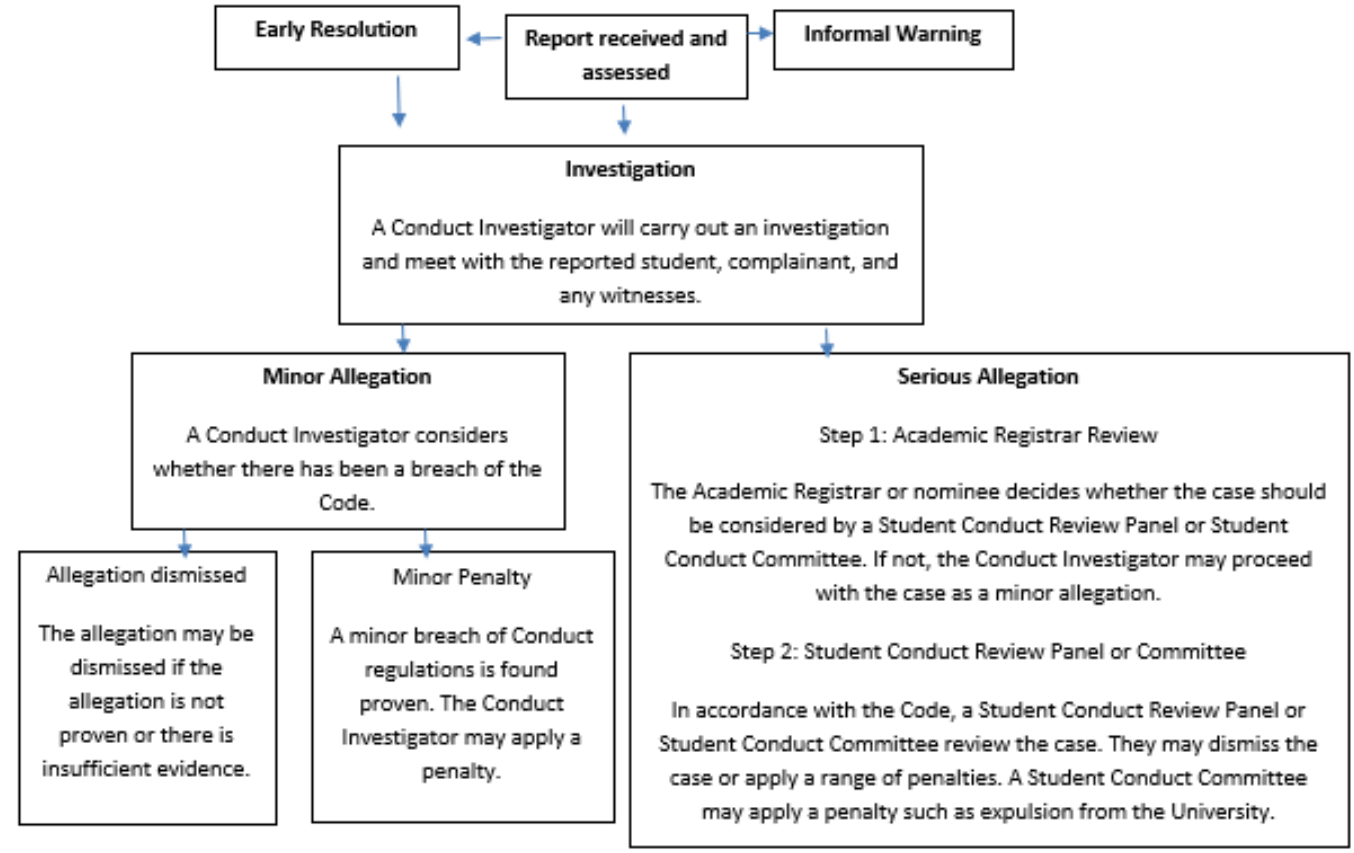
6. You will receive written confirmation of the outcome of your case and advised on your right to appeal. If the outcome of your case has an impact on your programme of study, your department will also be notified.
7. All students will have a right to appeal on the following grounds:

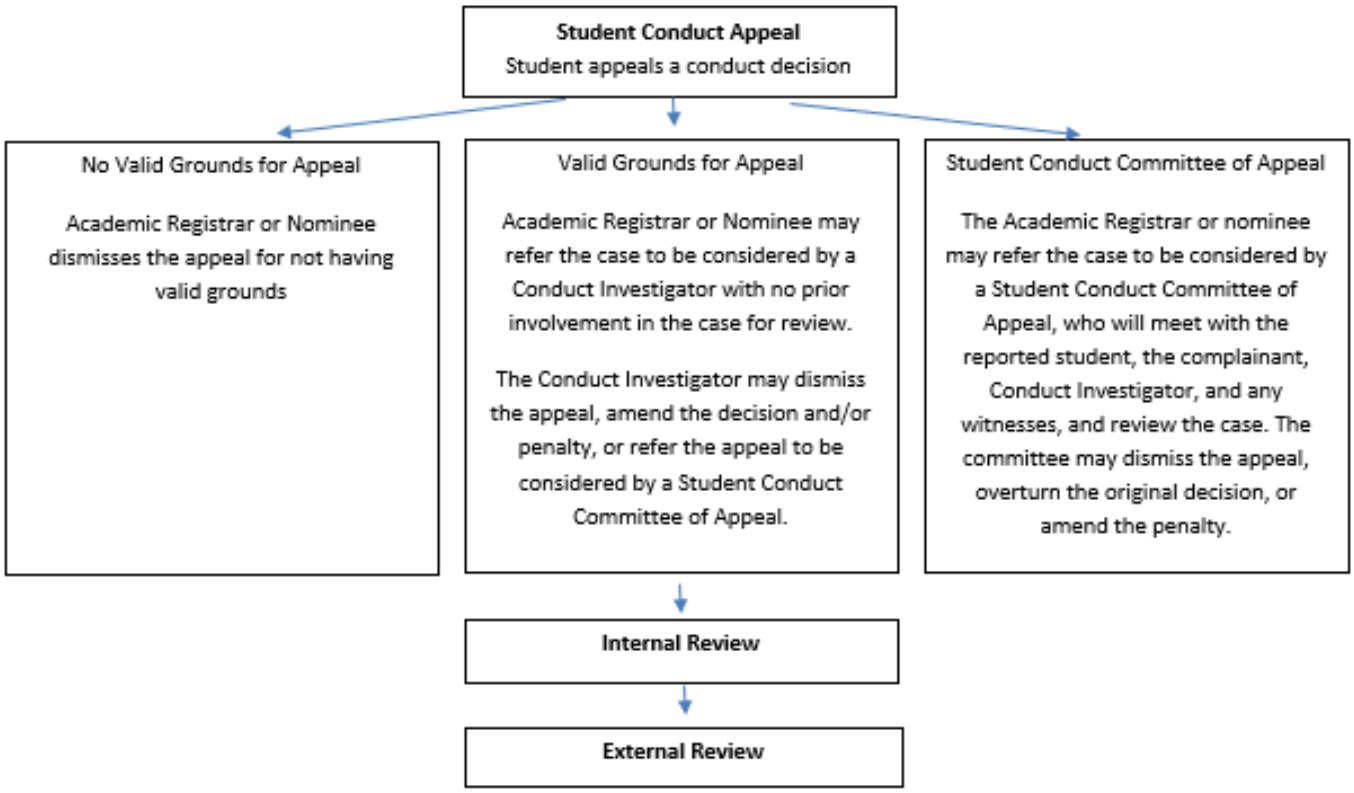
    - that there is evidence now available, which for good reason was not previously available, which might have materially affected the outcome

- that the decision made was unreasonable with regard to all the circumstances of the case
- that there was a procedural irregularity in the operation of the procedure to consider continued eligibility for study abroad.

To initiate an appeal, you will need to complete an appeal form setting out concisely the grounds for appeal and sending it to the Essex Abroad Team within ten working days of the date of the outcome letter. The appeal will be considered by the Academic Registrar or nominee and their decision is final. Notification of the outcome of the appeal will be provided in 30 calendar days.

Appendix 5: Flowchart





Appendix 6: Order of proceedings

1. The order of proceedings for a Student Conduct Committee and Committee of Appeal will normally be as follows:

    a. the Chair welcomes everyone present and sets out the purpose of the meeting.

    b. the Conduct Investigator sets out the allegations of misconduct, summarising the information they have gathered and concluding that there may have been a breach of Conduct Regulations. The Chair facilitates any questions around points of clarification

    c. the complainant (where applicable) will make their statement and ask any witnesses to join the meeting. The Chair will facilitate any questions

    d. the reported student will make their statement and ask any witnesses to join the meeting. The Chair will facilitate any questions

    e. all present are given the opportunity to summarise their information

    f. the complainant (where applicable), reported student, and Conduct Investigator will then leave, and the Committee reaches its decision on whether there has been a breach of conduct regulations in private

    g. if the Committee find the case proven, the reported student and Conduct Investigator will be asked back into the room. The reported student will be invited to inform the Committee of any mitigation and the Conduct Investigator will outline if there have been any previous proven allegations of misconduct

    h. the Committee reaches its decision on which penalty or penalties to impose in private

    i. when the final outcome and any penalty (where applicable) has been determined, the Chair communicates the decision, in person, separately to the reported student and complainant

2. The Committee Secretary will be present throughout the above proceedings.

3. Proceedings will be adapted to accommodate any approved alternative arrangements for the complainant and/or witnesses, such as being located in a separate room to present evidence by video link.

Appendix 7: Glossary of terms

Term	Definition
Aggravating factors	Factors which made your offence more serious or less excusable.
Allegation	An assertion, especially relating to wrongdoing or misconduct on somebody's part, which has yet to be proved or supported by evidence.
Acquit, acquitted	To declare officially that somebody is not guilty of a charge.
Balance of probabilities	A standard of proof in which a decision is made following an objective assessment of the evidence whether it is more likely than not that an alleged incident occurred.
Confiscation	To have the authority to take or seize someone's possessions or property.
Conflict of interest	A conflict between the personal interests or loyalty of an individual and the functions that they carry out that could result in them pre-judging a case.
Consent	Someone consents to sexual activity when they agree, by choice, and have the freedom and capacity to make that choice. For example, this means that someone cannot give their consent when they are: scared or threatened bullied or pressurised incapacitated due to drink or drugs Asleep or unconscious. Consent cannot be assumed on the basis of a previous sexual experience or previously given consent. Consent must be given explicitly every time sexual activity occurs. Consent may be given to one sort of sexual activity but not another and can be withdrawn at any time.
Convicted	Found guilty of a crime in a court of law.
Compensation	Something awarded to someone in recognition of loss or suffering or injury, which may or may not be financial.

Term	Definition
Complainant	The individual who has been impacted by an incident.
Criminal proceedings	A term used in the Code when a criminal investigation is being conducted by the police into an alleged offence or when the police have concluded their investigation and subsequent Court proceedings are taking place.
Deliberations	Long and careful consideration of something; formal or official discussion or debate.
Expel, expulsion	Expulsion from the University is compulsory permanent withdrawal from the University and means that the student is no longer eligible to be registered for a programme of study or a component of a programme of study; or to be awarded a degree or exit award from the University or to live in University Accommodation. Earned credits which have already been ratified by a Board of Examiners can be recorded on a transcript. A student expelled as a result of conduct proceedings shall have no right to a refund.
Impede	To interfere with the movement, progress, or development of something or somebody.
Infringe	To fail to obey a law or regulation.
Malicious	Making an allegation on insufficient grounds with the purpose of causing harm or damage.
Misconduct	Unacceptable or inappropriate behaviour.
Mitigating factors	Factors which made your offence less serious or more excusable.
Nuisance	Noise nuisance occurs when noise significantly and unreasonably impacts your quality of life and can be assessed by considering: intensity, time of day, frequency, duration, how reasonable it is, how many people are affected. The investigator may also take into account the necessity or benefit of the activity causing noise, or how controllable or preventable the activity causing noise is.
Nominee	A person who has designated authority to act on someone else's behalf.
Offensive weapon	An offensive weapon is an object that is made, adapted or altered in some way for the purpose of causing injury or damage, which has no

Term	Definition
	practical purpose in the normal world, or any objects which are carried for the purpose of causing injury or damage.
Office of the Independent Adjudicator (OIA)	An independent body set up to review student complaints about Higher Education Providers in England and Wales. It provides students with the opportunity of an independent review of their complaint or appeal once the University's internal procedures have been followed and completed.
Permitted occupier	A person or persons permitted to live with a registered Student in that accommodation and is named in the University's offer of student accommodation.
Police caution	A formal warning given by the Police to a person who has admitted that they are guilty of a minor crime.
Prosecute	Take legal action against somebody.
Relevant Criminal Offence	An offence that: ■ Is committed against any member of the University ■ Is committed against the University more broadly or its grounds or buildings ■ Is committed whilst engaged on any University or Students' Union related activity (whether academic, sporting, social or other) ■ May reasonably be considered to harm the reputation of the University or its relationship with the local or wider community and/or which may attract adverse publicity ■ Involves any kind of violence including threatening behaviour, offences concerning the intention to harm, or offences which resulted in actual bodily physical harm ■ Involves sexual violence, harassment or hate crime, including offences listed in the Sexual Offences Act 2003 ■ Involves unlawfully supplying controlled drugs or psychoactive substances ■ Involves Firearms, knives or offensive weapons;

Term	Definition
	■ Is listed in the Terrorism Act 2006 ■ Involves arson ■ For students enrolled on courses where a practical professional placement is required (including health, social work and education), the term relevant criminal offence extends to all criminal proceedings, cautions or convictions as required by the relevant regulator and/or professional body codes of practice.
Reported student	The student who is alleged to have breached the Conduct Regulations.
Suspend	Defer or delay taking action. This may relate to action under the procedures or the application of a penalty.
University Premises	Any buildings or grounds owned, leased or administered by the University on any of its Campuses, including University owned or administered accommodation.
Vexatious	Making an allegation on insufficient grounds and with the intention of causing annoyance to the person who is reported to have breached the Conduct Regulations.
Witness	A witness is a term used in the Code to refer to a third party who is not the complainant or reported student. Witnesses provide additional information in support of a conduct investigation. This does not necessarily require a witness to have been present at the time of the incident, but where witnesses can provide evidence that is relevant to the case this will be considered as part of an investigation and conduct outcome.
Working Day	Monday to Friday when the University is open. The University is normally open throughout the year, except for a closure period between Christmas and New Year. A working day does not include English bank holidays.

Academic Offences Procedures

1.Academic offences & general information

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

- to behave with honesty and integrity in relation to coursework, examinations and other assessed work
- to be familiar and act in accordance with the conventions of academic writing including appropriate referencing of sources and acknowledgement of assistance
- to show understanding of ethical considerations and be compliant with the relevant University Procedures
- a student who does not comply with any of these requirements (either intentionally or by negligence) may be charged with having committed an academic offence

1.2. The following are some examples of academic offences and do not constitute an exhaustive list:

a) plagiarism, that is, using or copying the work of others (whether written, printed or in any other form) without proper acknowledgement in any assignment, examination or other assessed work

b) self-plagiarism, that is, using or copying one's own work that has previously been submitted for assessment, at the University or elsewhere, without proper acknowledgement in any assignment, examination or other assessed work, unless this is explicitly permitted

c) false authorship or contract cheating, that is the soliciting of a third party to provide written material that is then submitted for assessment presented as one's own original work;

d) collusion, that is, submitting work produced collaboratively for individual assessment, unless this is explicitly permitted and acknowledged

e) falsifying data or evidence

f) unethical academic practice, for example conducting research without obtaining ethical approval from the University where such approval is required, or the unauthorised use of information that has been confidentially acquired

g) introducing, or attempting to introduce, any written, printed or electronically accessible information into an examination, other than material explicitly permitted in the instructions for that examination

h) copying, or attempting to copy, the work of another candidate in an examination;

i) communicating, or attempting to communicate, with another person, other than an invigilator, during an examination

j) accessing, or attempting to access, the assessment material (such as an examination paper) prior to it being published, except in cases where it is formally permitted by the University

1.3. A student suspected of helping another student commit an academic offence may be investigated and dealt with in accordance with the University's Code of Student Conduct. Action may also be taken against maliciously false allegations of academic offences.

1.4. These procedures do not apply for assessment that is undertaken for formative purposes only.

1.5. These procedures do not apply to any student that is regarded as a visitor to the University of Essex (ie a student registered with a separate Higher Education Institute whose studies are not validated or formally assessed, entirely or in part, by the University of Essex). In such circumstances, the matter will be reported to the individual's home institution.

1.6. A report of the number of academic offence cases and appeals formally administered under these procedures at the University of Essex and its Partner Institutions will be submitted annually to Senate and appropriate sub-committees.

Support and guidance

1.7. Support and guidance is available to students studying at the University of Essex via the Student Services Hub, or independently from SU Advice. Students studying at a partner institution should seek support and guidance from their education provider.

1.8. Students may request reasonable adjustments to these procedures in line with the rights that students retain under the Equality Act 2010. Requests will be considered individually, and students will be notified of the adjustments that have been agreed to in writing and at the earliest opportunity.

Definitions of terminology

1.9. An examination is to be defined as any assessment under controlled conditions. In the Procedure the term 'formal examination' refers to a centrally timetabled exam.

1.10. A unit of assessment is to be defined as any element of a taught module which contributes to a final module mark.

1.11 A postgraduate taught dissertation is extended to include any equivalent assessment, as confirmed in the Credit Framework for Taught Postgraduate Courses.

2. Investigating an Academic Offence

Reporting an academic offence

2.1. Departments and Partner Institutions may initiate the Academic Offences Procedures at any point that the integrity of a student's work is called into question, including when a concern is raised by (but not limited to):

- the individual(s) marking a student's submission for assessment
- an external examiner in reviewing a student's submission for assessment
- the invigilator(s) of an examination
- a student or non-member of the University
- a plagiarism checking tool

2.2. Any students or non-members of the University wishing to raise a concern about a suspected academic offence(s) should submit their concerns to the relevant Department, Partner Institution or the Student Progress Team. A named record will likely be kept of the concern being raised and may be submitted as evidence. Anonymous allegations will not normally be acted upon.

Investigating an academic offence

2.3. All Academic Offence allegations are subject to formal investigations that are conducted by approved Adjudicators and Academic Offence Committees who are required to follow these procedures. Adjudicators are approved on behalf of Senate by the Executive Dean (or Deputy) of the appropriate Faculty or the Dean of Partnerships (or Deputy), and are required to attend a briefing on the Academic Offences Procedures before they can undertake this role. The type of Adjudicator that will consider the case will depend on the severity of the allegation, and the range of penalties that are available to the Adjudicator.

2.4. Adjudicators may not investigate any allegations which they are directly involved in the teaching, assessment or supervision of. In such cases, the matter should be referred to an alternative Adjudicator within the Department, School or Partner Institution. A student may submit a request that a case is escalated to a Faculty Adjudicator or Academic Offences Committee prior to any investigative meeting taking place.

2.5. Departmental Adjudicators are responsible for the initial investigation of all alleged academic offences within the Department, School or Partner Institution, except for allegations relating to formal examinations. Departmental Adjudicators are able to apply a fixed range of penalties for undergraduate and postgraduate taught students, as stated in Section 5 of these procedures, or refer the matter to a Faculty Adjudicator.

2.6. Faculty Adjudicators are responsible for considering cases that have been referred to the Faculty by the Departmental Adjudicator, cases relating to formal examinations. Faculty Adjudicators are able to apply a fixed range of penalties for all students, as stated in Section 5 and 6 of these procedures, or refer the matter to an Academic Offences Committee.

2.7. Academic Offences Committees are responsible for considering cases that have been referred by the Faculty Adjudicator and are able to apply the full range of penalties for all current and former students, as stated in Section 5 and 6 of these procedures.

2.8. Adjudicators and Academic Offences Committees are required to:

a) provide written notification to the student that an allegation is being formally investigated, with confirmation of the unit of assessment or submission that is being investigated

b) check for any previous academic offences before making a final decision

c) consider whether the allegation is in breach of the Code of Student Conduct

d) ensure that an appropriate record of how the concern was raised and how the allegation was investigated is kept

e) provide each student an opportunity to respond to the allegation (see Section 3)

f) provide written confirmation to the student, the Department and the Student Progress Team of the decision made. The written confirmation will include a summary of the allegation, a summary of the student's response and the reasons for the decision, as well as a notification of the student's right of appeal

g) notify the relevant offices and stakeholders within the University (and Partner Institution) of the final decision

2.9. Where the alleged offence involves an alleged breach of the University's Code of Student Conduct, the Departmental Adjudicator must first consult with the Student Progress Team before proceeding with the investigation. The Student Progress Team will consider how best to proceed on a case by case basis and advise the Adjudicator accordingly.

Timeframes

2.10. Departmental Adjudicators will endeavour to complete their investigation within 20 working days of becoming aware of the allegation, whilst Faculty Adjudicators and Academic Offence Committees will endeavour to reach a final decision within 20 working days of receiving the referral. During this time, the student must meet any deadlines set. If a student enters a period of intermission, then the Academic Offence procedures will normally proceed within the standard timeframes, except in exceptional circumstances.

2.11. Occasionally there will be circumstances when, for good reason, the University will need to extend the timeframe. Where this is the case, the student will be notified and kept regularly informed of progress. While every effort will be made to comply with the time limits set out above, if a time limit is exceeded, it shall not invalidate the outcome of the academic offence proceedings.

Gathering evidence

2.12. The University reserves the right to use plagiarism detection facilities and services in checking students' work for plagiarism.

2.13. Examples of suitable evidence include, but are not limited to, the use of plagiarism detection software, obtaining and annotating allegedly plagiarised material, inspecting material taken into an examination without authorisation, and reviewing the student's notes and drafts. Witness statements may be considered as evidence, but may be disregarded if the witness is not prepared to be named. For allegations relating to false authorship, misuse of machine learning, artificial intelligence or other automated technology, contract cheating or plagiarism, the student may be questioned about the content of the assignment and their submission may be compared with work that they have previously submitted in order to establish the student as the author.

2.14. Where a student is questioned about the content of their submission, a member of staff with relevant knowledge of the subject area and/or assignment, such as the module lead, may attend a meeting to support the Adjudicator or Committee in questioning the student on the assessment topic and they may comment on the quality of the student's responses. They should not propose or comment on any penalty that might be imposed.

2.15. Academic Offences Committees and Adjudicators may approve witnesses to be in attendance at a meeting in exceptional cases only, and must provide a clear rationale for doing so when notifying the student. Witnesses will only be expected to provide a statement and answer any questions put to them by the Adjudicator, Committee or the student. The witness will not be permitted to direct any questions to the student directly.

Additional investigative responsibilities: Undergraduate and Postgraduate Taught students

2.16. The Departmental Adjudicator is responsible for the investigation of alleged academic offences relating to coursework submitted by any student undertaking a module in their department. Where a student is charged with committing an offence on a module which is not run by a Department, School or Centre, the Department responsible for the student's degree programme shall investigate the allegation.

2.17. All allegations relating to formal examinations will be referred directly to the Faculty Adjudicator and the Exam Invigilator(s) will normally be required to provide a report of the incident that is said to have occurred.

2.18. Adjudicators are restricted in the range of penalties available for allegations made against a postgraduate taught dissertation, as per Section 5 of the procedures.

Postgraduate Research students

2.19. Allegations of Academic Misconduct made against a Postgraduate Research Student will be investigated and considered in accordance with the Procedure for the Investigation of Allegations of Research Misconduct in Postgraduate Research.

2.20. For research students where the form of assessment is more akin to taught assessment (as determined by the Faculty Dean (Postgraduate)), the Faculty Dean may, as an initial action, apply instead the procedures applicable for Postgraduate Taught students under the Academic Offences Procedure (this Procedure), including the range of penalties that may be applied.

Additional investigative responsibilities: Postgraduate Certificate in Higher Education Practice

2.21. For allegations made against students studying towards a Postgraduate Certificate in Higher Education Practice, a Faculty Adjudicator will take on the investigative duties of the Departmental Adjudicator in conducting the initial investigation and adjudicating the case. The Adjudicator will be restricted to the penalties available to a Departmental Adjudicator as outlined in Section 5 of the procedures. Should the offence be deemed to be more serious, the matter should be referred directly to an Academic Offences Committee, for which an alternative Faculty Adjudicator will be appointed as Chair and the initial Faculty Adjudicator will take on the role of the Departmental Representative.

Additional procedural requirements: former students

2.22. Where an allegation is made against a person that is no longer a student of the University, University policies and procedures should be followed as if the individual were a student, including the range of penalties available. However, if the individual has received a validated award from the University, then the allegation should be referred directly to an Academic Offences Committee. The Pro-Vice Chancellor (Education) may also approve any amendments to the procedures that are deemed appropriate. In such circumstances, the individual must be informed of the amendments and the reasons why the amendments have been agreed to.

2.23. The former student will retain all rights afforded to students in these procedures, including due notification of the allegation, access to evidence and documentation, the right to representation by a member of the University or Students' Union and the right to appeal.

2.24. The Academic Offence Committee will make use of the standard range of penalties given in these procedures. Should a penalty be applied, the relevant Progress Procedures and/or Rules of Assessment will be followed in order to reconsider the award previously conferred. The Pro-Vice Chancellor (Education) must be consulted before rescinding an award.

2.24. Should an Academic Offences Committee or Board of Examiners provide the opportunity to resubmit work or undertake reassessment and the former student declines to do so, a mark of zero will be replace the mark previously awarded.

3. Right to reply

3.1. A student has the right to reply to any allegation and must be given the opportunity to meet with the relevant Adjudicator or Academic Offences Committee, before a final decision about the allegation is made.

3.2. For clarity, a penalty cannot be decided upon by an Adjudicator or Academic Offences Committee unless a meeting has been scheduled and due notice has been given, but cases may be referred to the Faculty or to an Academic Offences Committee without scheduling a meeting with the student.

3.3. In holding a meeting, the Adjudicator or Academic Offences Committee will normally:

a) give the student notice of the meeting and access to any relevant evidence at least five working days in advance

b) arrange the meeting at a time that does not clash with teaching events or examinations that the student is scheduled to attend

c) not rearrange meetings if the above conditions have been met

d) provide the student with a clear explanation of the allegation

e) ensure the student is granted the opportunity to present their response to the allegation, including any extenuating circumstances

f) Inform the student in advance if the meeting will include viva-style questioning

3.4. Upon receiving notice of a meeting, the student may choose to:

a) attend the meeting, and may be accompanied to the meeting by a fellow student, a member of staff, the Students' Union or a representative of SU Advice. Student attendance at meetings is strongly advised. Where a meeting will include viva-style questioning the student should make every effort to attend to discuss their work. The student may not normally bring anyone to the meeting that is not a member of the University unless this has been agreed as a reasonable adjustment under the Equality Act 2010

b) submit a written statement and any evidence, instead of attending the meeting. All written statements should be provided ahead of the scheduled date and time of the meeting

c) the case will be considered in the student's absence, if they fail to respond to the allegation and appropriate notice of the meeting was provided

3.5. In responding to the allegation, the student will be asked to:

a) confirm whether they admit or deny the allegation

b) notify the Adjudicator or Academic Offences Committee of any extenuating circumstances that may be relevant to the case

c) provide any evidence that is deemed relevant to the case

3.6. In some instances, such as allegations relating to collusion or group submissions, it may be necessary and appropriate for the Adjudicator or Academic Offences Committee to see more than one student at a time.

3.7. If an allegation of an academic offence has been proven, the student will be invited to disclose any further cases which they wish to be taken into consideration as part of the same offence. Students are warned that all undisclosed offences which come to light will be treated as subsequent offences, potentially carrying heavier penalties.

3.8. All meetings conducted by Faculty Adjudicators and meetings of the Academic Offences Committee will be serviced by a Secretary, acting on behalf of the Academic Registrar. The Secretary of the Committee will notify the student in writing of the time and place in which the case will be heard. During the meeting, the Secretary will take notes, taking particular care to record the reasons for the decision and the deliberation concerning the imposition of any penalty and the alternatives from the set of possible penalties that were considered.

Academic Offences Committee

3.9. Academic Offences Committees shall consist of a Faculty Adjudicator in the chair, and two members of staff from outside of the student's department approved by the Executive Dean or their Deputy, and who have no connection with the case in question. If the Faculty Adjudicator has previously made a judgement relating to the allegation in question, then another Faculty Adjudicator must chair the Committee.

3.10. A representative of the Department in which the alleged offence has occurred (normally the Departmental Adjudicator) will attend the meeting of the Committee to set out evidence relating to the alleged offence. The Departmental Representative should not present any extenuating circumstances on behalf of the student unless they relate to the Department's procedures or teaching. The Departmental Representative is not a member of the Committee should not propose or comment on any penalty that might be imposed, and is not permitted to ask questions of the student during the meeting except through the Chair.

3.11. With the permission of the Chair, a member of staff with relevant knowledge may attend to support the Committee in questioning the student to establish their understanding of the

assessment topic and to assess the quality of the student's responses. They are not a member of the Committee and should not propose or comment on any penalty that might be imposed.

3.12. Only members of the Committee and the Secretary shall be present while the Committee is reaching a decision. The student is entitled to be present at all times that the Departmental Representative and/or invited staff member are in attendance at the meeting.

3.13. The order of proceedings for an Academic Offences Committee will normally be as follows:

a) the members of the Committee have a preliminary discussion without the student, the student's representative or the Departmental Representative being present

b) the student, the student's representative and the Departmental Representative enter the room and the Chair introduces all those present

c) the Chair checks that the student has received details of the case and any supporting documentation

d) the Chair explains the order of proceedings to the student

e) the evidence relating to the alleged offence is then presented by the Departmental Representative, and members of the Committee, the student and the student's representative are invited to put questions to the Departmental Representative

f) the Chair then invites the student to put forward a case orally if they wish to do so including any extenuating circumstances or other mitigation, and members of the committee are invited to put questions to the student

g) if appropriate, and with the permission of the Chair, the Departmental Representative or member of staff with relevant knowledge may ask questions of the student about the content of their submitted assignment

h) the Chair invites the student's representative to put forward any additional statement

i) the Chair invites the student to make any final response

j) the student, the student's representative and the Departmental Representative are then asked to leave the room

k) the Committee then deliberates and comes to a decision as to whether an offence has been committed

l) the Committee then determines the appropriate penalty from the set of penalties available to it, clarifying the reasons for the choice of penalty

m) the student and the student's representative are then recalled to the room to be told the decision as to whether the alleged offence is confirmed and, if so, the penalty and

the reasons why this is the appropriate penalty. The Departmental Representative may be present during this final stage

3.13. The Committee may choose to adjourn in order to enable the student or the student's representative to be present, or where this is necessary to obtain further information. The Committee shall meet to consider an adjourned case at the earliest opportunity and the student should be kept informed of the progress of the case. If necessary, the Executive Dean, or the appropriate Faculty Dean of the relevant Faculty, may co-opt additional members to replace any member not able to attend the reconvened meeting, including a new chair. If there are two new members, the reconvened meeting shall proceed as a new hearing. If there is one new member, the student may request that the meeting proceed as a new hearing.

4. Determining an academic offence and applying a penalty

4.1. Adjudicators and Academic Offences Committee are expected to determine whether an academic offence has been proven, before deciding which penalty to apply. Where a professional body (or similar) may be concerned with the intentionality of the offence, a judgement has to made as to whether the offence was intentional or not.

4.2. The standard of proof shall be based on the balance of probabilities and a student may be found guilty of an academic offence whether or not there has been any intention to deceive; that is, a judgement that negligence has occurred is sufficient to determine guilt.

4.3. Any allegation can be dismissed before or after a meeting with the student has been held. The Departmental Adjudicator may determine that no offence has been committed at any point of their investigation, but not after a case has been referred to the Faculty. The Faculty Adjudicator may determine that no offence has been committed at any point after a case has been referred to them by the Department, but not after the case has been referred to an Academic Offences Committee. In all cases where formal proceedings have begun, such a decision should be confirmed to the student in writing and noted on the student's record.

4.4. In determining an appropriate penalty, the Adjudicator or Academic Offences Committee will take the following into account:

a) the severity of the offence

b) any previous offences and penalties

c) any extenuating circumstances

d) how co-operative the student has been with the investigation and procedures

1.5. The Adjudicator or Academic Offences Committee should not take a student's array of marks into consideration when allocating a penalty.

1.6. When more than one offence is considered at the same time the offences will normally all be considered as a first offence if the student has not previously been found guilty of an academic offence. A subsequent offence may occur from the point at which a student is found guilty of a first offence.

1.7. If an academic offence is proven, the Adjudicator or Academic Offences Committee shall apply a penalty and may, in addition, require the student to complete an Academic Integrity Tutorial, attendance at which will be considered compulsory. Attendance at an Academic Integrity Tutorial cannot replace a penalty. Failure to attend the Academic Integrity Tutorial will be noted should the student commit any subsequent offences and shall not be considered as a valid claim of mitigation, unless exceptional extenuating circumstances have prevented the student from attending.

5. Penalties for Undergraduate and Postgraduate Taught students

5.1. The following penalties may be applied by Departmental Adjudicators, Faculty Adjudicators and Academic Offences Committees:

- penalty 1: A formal written warning only
- penalty 2: Resubmit unit of assessment with minor amendments only, as determined by the Adjudicator (such as correct referencing, paraphrasing or striking out), for an uncapped mark
- penalty 3a: Resubmit unit of assessment with minor amendments only, as determined by the Adjudicator (such as correct referencing, paraphrasing or striking out) for a capped mark
- Penalty 3b: Resubmit the dissertation for a capped mark with amendments as determined by the Adjudicator, such as amendment of specific sections, correct referencing, paraphrasing or striking out). This penalty can only be applied to Postgraduate Taught dissertations
- penalty 4: Mark of zero to be given for the unit of assessment, reassessment available to the Board of Examiners.

5.2. The following penalty may be applied by Faculty Adjudicators and Academic Offences Committees:

- penalty 5: Mark of zero to be given for the unit of assessment, with no resubmission or reassessment permitted

5.3. The following penalties may be applied by Academic Offences Committees only:

- penalty 6: Mark of zero to be awarded for the module, with no resubmission or reassessment permitted. No previous mark for the module will be reinstated
- penalty 7: No longer eligible for full award: Mark of zero to be awarded for the module with no resubmission or reassessment permitted and the student may complete currently enrolled credits for an exit award only but excluding an Ordinary Degree
- penalty 8: Required to withdraw immediately and no longer eligible for full award: A mark of zero to be awarded for the module no resubmission or reassessment permitted and the Examination Board to be invited to consider the student only for an exit award, but excluding an Ordinary Degree, on the basis of credits already achieved
- penalty 9: Required to withdraw immediately with no qualification awarded: A mark of zero to be awarded for the module no resubmission or reassessment permitted and the Examination Board to be invited to ratify credits that have already been achieved for recording purposes

5.4. Departmental Adjudicators and Faculty Adjudicators may not apply penalty 4 or penalty 5 for offences that have occurred in a postgraduate taught dissertation.

5.5. In cases where the offence is failure to gain ethical approval, an Adjudicator or Academic Offences Committee can exercise discretion to impose a penalty 2, 3a or 3b where there is evidence that there were irregularities in support and/or supervision, or that student has been misadvised.

6. Implications of an academic offence

6.1. An academic offence may lead to a student:

- being prevented from continuing their studies, either as a direct result of a penalty, or by the further application of the rules of assessment after a penalty has been applied;
- being prevented from studying abroad under the Study Abroad Scheme;
- being prevented from completing a work placement as part of their course;
- being prevented from receiving accreditation from a Professional Body;
- having their scholarship terminated by the Executive Dean (or their Deputy) of the relevant Faculty;
- being subject to the *Fitness to Practise Procedure* (applicable for students on a relevant course of study only);
- On each occasion, the student will be notified separately as part of the relevant process or procedure.

6.2. All information relating to suspected academic offences and their outcomes will be recorded on the academic offences database and in the student's file.

6.3. Academic Offences are not explicitly recorded on academic transcripts or the Higher Education Achievement Record. However details of an academic offence, such as the nature of the offence and the penalty applied, may be passed on to third parties as deemed appropriate, such as professional accreditors, placement providers, educational sponsors (including embassies) and organisations approved by the student in order to provide a professional or character reference.

6.4. Details of the allegation (including evidence presented by the student's Department) may be passed on to other University services if deemed appropriate, such as the Student Progress Team, or a Professional Suitability Group. On such occasions, students will be notified and informed of the reason why.

Academic offences and the Undergraduate and Postgraduate Taught rules of assessment

6.5. A Board of Examiners may not overturn any decision on a penalty given in relation to an academic offence by a Departmental Adjudicator, a Faculty Adjudicator or an Academic Offences Committee.

a) If a student submits a claim of extenuating circumstances for the same module for which they have committed an academic offence, the Board of Examiners will have limited discretion on how to proceed and should act in accordance with the relevant guidance.

b) The mark for any individual unit of assessment that has had an academic offence penalty applied (including a mark of zero) must be used in the calculation of the overall module aggregate.

c) If a student would normally be able to complete reassessment prior to marks being ratified by the Board of Examiners (as a result of an approved variation to the Rules of Assessment), then a student with an academic offence may be offered reassessment before the Board of Examiners, if the penalty allows for it.

d) Where a student has a penalised mark for work as a result of an academic offence, the penalty will not be carried forward if the student repeats the module in full, including after a period of intermission. However, the record of the offence is kept on the student's record and the academic offences database and any further offences will be classified as subsequent offences.

Resubmitted work

6.6. Where a student is entitled to resubmit work in order to make minor amendments only following an academic offence:

- if the student does not take up the opportunity to resubmit the work by the given deadline, a mark of zero will be awarded for consideration by the Board of Examiners
- no other changes may be made to the original submission except for the minor amendments as determined by the Adjudicator. Any unauthorised changes made to the assignment will be treated as a subsequent offence
- if the student's resubmitted coursework has not fully resolved the Department's concerns regarding the academic offence, then the offending sections of the student's resubmitted coursework will be struck out and only the non-offending text of the student's assignment will be marked. Students are entitled to request an annotated copy of the assignment that has been submitted for marking

7. Academic offence appeals

Submitting an appeal

7.1. Students studying at the University of Essex may appeal by completing an Appeal Form, setting out the grounds for appeal and sending it with all supporting evidence to the Student Progress Team at the University of Essex. Students must do so within 10 working days that the outcome of the Academic Offence proceedings was confirmed in writing.

7.2. Appeals received after the deadline will only be accepted at the discretion of the Academic Registrar (or nominee). For this to apply, the student must be able to show, to the satisfaction of the Academic Registrar (or nominee), that circumstances beyond the student's control prevented them from meeting the standard time limit and that unfair treatment would result from not extending the deadline.

Grounds for appeal

7.3. Students have the right of appeal against any finding or penalty of the Departmental Adjudicator, Faculty Adjudicator or Academic Offences Committee (hereafter referred to as 'the Initial Adjudicator') on one or more of the following grounds:

a) there is new evidence, which for good reason was not previously available to the Initial Adjudicator, which might have materially affected the outcome

b) the Initial Adjudicator did not follow the Academic Offences Procedures which disadvantaged the student's case

c) there is evidence of prejudice and/or bias during the procedures

d) on the balance of probabilities, the facts of the case did not justify the decision that the student had committed an academic offence

e) the penalty imposed by the Initial Adjudicator was unreasonable with regard to all the circumstances of the case

Academic offence appeal procedures

7.4. The Academic Registrar (or nominee) will acknowledge receipt of the appeal within five working days.

7.5. The University will endeavour to complete the appeal proceedings within 20 working days from receipt of the appeal form and supporting evidence. During this time, the student must meet all deadlines set. Occasionally there will be circumstances when, for good reason, the University will need to extend the timeframe. Where this is the case, the student will be notified and kept regularly informed of progress.

7.6. On receipt of an Appeal, the Initial Adjudicator whose decision the appeal is made against is asked to write a Statement of the Case which shall include:

- the details of the charge(s) in respect of which the decision that was made
- a brief summary of the evidence and of the relevant findings
- the decision, including the details of any penalty imposed
- a brief comment as to the reason for such findings, decision and penalty
- any further information that may be deemed to be relevant

Where the Initial Adjudicator was an Academic Offences Committee, the Chair of the Committee will normally provide the statement.

7.7. An Executive Dean or their deputy who has no previous involvement with the case (hereafter the Appointed Dean) will be appointed to deal with the appeal.

Duties of the appointed Dean

7.8. The Appointed Dean shall consider whether or not the request discloses a valid ground for an appeal. Where it is agreed that the appeal does have valid grounds, the case shall be referred to an Academic Offences Appeals Committee.

7.9. Should the Appointed Dean decide to dismiss the appeal, the student will be sent a Completion of Procedures Letter.

Academic Offences Appeal Committee

7.10. The Academic Offences Appeal Committee will have the same authority, and be composed in the same way, as an Academic Offences Committee (see Section 3) but will operate with the following differences:

a) the Appointed Dean chairs the Academic Offences Appeal Committee

b) the Initial Adjudicator will normally attend the meeting of the Appeals Committee instead of the Departmental Representative, and, in regards to their role at the meeting, will be bound by the same requirements. The Initial Adjudicator is not a member of the committee. The Secretary shall be responsible for providing the Initial Adjudicator with the relevant documentation. Where the Initial Adjudicator is an Academic Offences Committee, a member of the Academic Offences Committee (normally the Chair) will normally undertake this role

c) where a Committee has adjourned and it is necessary to co-opt additional members, these must be approved by the Appointed Dean or the Pro-Vice-Chancellor (Education)

d) the student will not normally be given a further opportunity to disclose any further cases which they wish to be taken into consideration as part of the same offence

7.11. An Academic Offences Appeal Committee shall have the power to:

- rescind a resolution of the Initial Adjudicator that the student has committed an offence and rescind all consequential penalties
- confirm a resolution of the Initial Adjudicator that the student has committed an academic offence
- confirm or amend (increasing or decreasing) the penalty allocated by the Initial Adjudicator, provided that any amendment is consistent with the powers of the original authority

7.12. An Academic Offences Appeal Committee can only apply a more serious penalty where evidence or information is provided by the student as part of the appeal, or where new evidence is submitted by the Department or Initial Adjudicator at the request of the Appeals Committee that indicates that the offence is more severe.

7.13. The student may withdraw an appeal at any time before the meeting of the Committee.

Internal review

7.14. Any request for internal review following the formal conclusion of the Academic Offences Appeal Committee may be made on the grounds of procedural irregularity only, specifically that the Committee departed from the prescribed procedures. If the student wishes to request an internal

review against the outcome on the grounds of procedural irregularity, they should write to the Student Progress Team within 10 working days of the date of the Academic Offences Appeal Committee meeting. The request must set out in detail the evidence to support their claim that there were procedural irregularities in the process.

7.15. Should the Pro-Vice-Chancellor (Education) (or nominee), decide that the request does not have valid grounds it will be dismissed and the student will be sent a Completion of Procedures letter.

7.16. If there is evidence to support the request then the case will be reviewed by the Pro-Vice-Chancellor (Education) (or nominee). If the Pro-Vice-Chancellor (Education) (or nominee), decides that there were procedural irregularities in the process then the case will be referred to a new Academic Offences Appeal Committee.

External review

7.17. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been completely exhausted, the University will issue a Completion of Procedures Letter.

7.18. Students will be issued with a Completion of Procedures letter when:

a) the Appointed Dean has deemed the appeal to not have valid grounds

b) the Pro-Vice-Chancellor (Education) or their nominee has dismissed the request for Internal Review

7.19. Students may also request a Completion of Procedures within 20 working days that the outcome of the Academic Offences Appeal Committee was confirmed in writing.

7.20. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within 12 months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures letter.

Appendix: Guidelines for penalties for Undergraduate and Postgraduate Taught students

The Bands presented below are guidelines only and provide examples of academic offences, whilst the Penalties are fixed. Adjudicators should always take the evidence with which they have been provided into account, including any extenuating circumstances

Band A – Minor Offence / Unacceptable Academic Practice **Maximum Suggested Penalty: Penalty 3b**	**Penalties available to Departments (coursework only), Faculties and Academic Offence Committees*:**
The academic offence relates to: ■ a failure to understand or apply the University's academic conventions in regards to inadequate application of referencing and acknowledging source material, but where an attempt to do so has been made ■ a small portion of the work submitted has been proven to have been: – produced collaboratively for individual assessment and ideas were shared to an inappropriate extent – generated using AI and presented as the student's own work without acknowledgement For Band A offences, the student is completing a unit of assessment that is early in their studies and/or there are no previous offences and there has been a clear failure to understand the University's academic conventions.	**Penalty 1:** A formal written warning only. **Penalty 2:** Resubmit unit of assessment with minor amendments only, as determined by the Adjudicator (such as correct referencing, paraphrasing or striking out), for an uncapped mark. **Penalty 3a:** Resubmit unit of assessment with minor amendments only, as determined by the Adjudicator (such as correct referencing, paraphrasing or striking out), for a capped mark. Penalty 3b: Resubmit the dissertation for a capped mark with amendments as determined by the Adjudicator, such as amendment of specific sections, correct referencing, paraphrasing or striking out). This penalty can only be applied to Postgraduate Taught dissertations. **Penalty 4*:** Mark of zero to be given for the unit of assessment, with reassessment available to the Board of Examiners.
Examination: The student is found to have contravened the rules of the examination as a result of human error or a misunderstanding, and it is agreed that they have not gained an unfair advantage.	

Band B – Intermediate Offence Maximum Suggested Penalty: Penalty 5	**Penalties available to Faculties and Academic Offence Committees only*:**	**Penalties available to Academic Offence Committees only**
A significant portion of the work submitted by a student is not original text and has not been referenced properly and where the student has made no attempt to acknowledge the source material. The work submitted includes references that are false or incongruous, (ie it appears that the student has not consulted works to which reference is made) but the concern does not relate to false authorship. ■ has been proven to have been produced collaboratively for individual assessment and ideas were shared to an inappropriate extent ■ generated using AI and presented as the student's own work without acknowledgement For Band B offences, the student would reasonably be expected to have a full understanding of the academic conventions.	**Penalty 5[6]:** Mark of zero to be given for the unit of assessment, with no resubmission or reassessment permitted.	**Penalty 6:** Mark of zero to be awarded for the module, with no resubmission or reassessment permitted. **Penalty 7:** No longer eligible for full award - a mark of zero to be awarded for the module with no resubmission or reassessment permitted and the student may complete currently enrolled credits for an exit award only but excluding an Ordinary Degree. **Penalty 8:** Required to withdraw immediately and no longer eligible for full award - a mark of zero to be awarded for the module no resubmission or reassessment permitted and the Examination Board to be invited to consider the student only for an exit award, but excluding an Ordinary Degree, on the basis of credits already achieved.
Examination: The student is found to have contravened the rules of the examination by introducing and/or attempting to access a small amount of material to aid their attempt at the examination.		

[6] Departmental Adjudicators and Faculty Adjudicators may not award Penalty 4 or 5 for allegations relating to Postgraduate Taught dissertations

Band B – Intermediate Offence Maximum Suggested Penalty: Penalty 5	**Penalties available to Faculties and Academic Offence Committees only*:**	**Penalties available to Academic Offence Committees only**
The student is found to have had access to the internet or to have communicated with someone other than an invigilator during an examination.		

Band C – Severe Offence Maximum Suggested Penalty: Penalty 9	**Penalties available to Academic Offence Committees only**
Coursework: The majority or entirety of the work submitted by the student: ■ is not original or has not been referenced properly, and where the student has made no attempt to acknowledge the source material ■ has been produced collaboratively for individual assessment and the work has been produced jointly not individually ■ has been written or created by a third party ■ has been proven to have been generated using AI presented as the student's own work without acknowledgement ■ data or evidence has been falsified ■ unethical academic practice of a serious nature For Band C offences, the student would be expected to have a full understanding of the academic conventions.	**Penalty 9:** Required to withdraw immediately with no qualification awarded - a mark of zero to be awarded for the module no resubmission or reassessment permitted and the Examination Board to be invited to ratify credits that have already been achieved for recording purposes.
Examination: The student is found to have contravened the rules of the examination by introducing and/or attempting to access a significant amount of material to aid their attempt at the examination.	

Band C – Severe Offence Maximum Suggested Penalty: Penalty 9	Penalties available to Academic Offence Committees only
The student is found to have accessed the internet, or communicated with someone other than an invigilator during an examination, about the content of the module. The student has arranged for the examination to be attempted by a third party on their behalf.	

Academic integrity tutorials

In addition to a penalty, a student who is found to have committed an Academic Offence may be required to complete an Academic Integrity Tutorial.

Failure to attend the Academic Integrity Tutorial will be noted should the student commit any subsequent offences and shall not be considered as a valid claim of mitigation, unless exceptional extenuating circumstances have prevented the student from attending.

Subsequent offences

Escalation of penalties

A subsequent academic offence will generally result in a more severe penalty, particularly when the student has made little or no attempt to understand the University's academic conventions since the first or previous offence.

- Where a student is found to have committed successive offences at Band A, or where one of the offences is Band B, it would normally be appropriate for Penalty 4 to be considered the minimum available penalty.

Exceptions

- The only occasions when the penalty need not necessarily be escalated (or escalated so severely) are where the Adjudicator has deemed that:
- The academic offence is of a different nature

  and/or
- there was no intent to deceive in either offence

  and/or
- the student has made a suitable effort to resolve all and any concern(s) that arose following their previous academic offence(s)

and/or

- there are exceptional extenuating circumstances in the latest academic offence

Student Engagement Policy

Policy Context

1. The University of Essex delivers a transformational education to our students and puts their success at the heart of our mission, supporting every student from every background to achieve outstanding outcomes, and nurturing our community of educators to support and promote student success. In supporting our students to achieve, we work in partnership with them to enable them to take an active role in their engagement with their studies, underpinned by the responsible use of data to provide the broadest picture of individual student engagement. Our purpose is to enable meaningful interventions and to provide effective support arrangements.

Policy coverage, aims and principles

2. The Student Engagement Policy ('the policy') establishes an institutional framework for our approach towards taught student engagement with their studies.

3. For the purposes of the policy, taught students are defined as all undergraduate and postgraduate students undertaking taught modules or courses. This includes postgraduate research students who may be undertaking taught modules as part of their programme of study.

4. The purpose of the policy is to maximise the success and achievement of every student through a structured approach based on support and mutual decision-making to enable timely and impactful interventions.

5. While providing a structure for the management and response to student engagement, the policy recognises the importance of:

   - personal contact alongside the use of data
   - a focus on support for students
   - flexibility in approach to respond to individual student needs and behaviour

6. The policy is underpinned by five principles:

   - An approach to monitoring and responding to student engagement that is driven, and seen to be driven, by support and advice to succeed
   - Visibility and a shared understanding across the institution of student engagement and the impact of our interventions

- Personalised interventions and mutually agreed solutions for students as far as possible, tailored to individual needs and circumstances to support students to be active participants in their education and academic progress
- Parity of experience for all our students regardless of academic discipline or Department through the establishment of clear institutional expectations both of the University and of our students in managing student engagement
- Resource deployment that focuses on effectiveness, efficiency and is targeted in support of student success

7. The policy recognises that there are many single or combined factors[7] that may affect students' engagement with their academic studies and/or their personal circumstances. The policy seeks to enable us to identify and understand these factors and to intervene in order to provide appropriate support to facilitate our students' success and development to thrive in their future lives.

Monitoring student engagement

8. Students are active partners in their education. They are expected to engage fully in the full range of academic activities and are expected to attend and engage with all timetabled teaching events and other scheduled activities.

9. Taught student engagement is measured primarily through the data available in the Learner Activity Engagement Portal (LEAP), which provides a broad picture of engagement across a range of education activities at individual and cohort levels, combined with other data and knowledge, including academic marks and interactions with personal tutors and academic and professional services colleagues. LEAP is not the sole method of monitoring engagement, which is also undertaken through a variety of formal and informal means.

10. LEAP creates a daily engagement rating for students based on their academic activity in relation to attendance at teaching (both in person and online), use of Moodle, FASER, Listen Again and PC Logins. The system establishes the following engagement ratings for individual students: Very Low, Low, Partial, Good and High. The ratings are used to determine the appropriate action and interventions required to understand why a student may not be engaging and advise them of the support that can be offered.

[7] For example, these factors could include but are not exclusively academic-related, health, financial, caring or other responsibilities and/or personal relationships.

11. Data collected, stored and analysed in the implementation of this policy are managed in accordance with the Ethical Use of Data Policy and the data protection principles and approach defined in Appendix A. The University is committed to using student data in ways that are ethical, beneficial, legal and proportionate. The University's approach is transparent to students and all students have access to their own individual engagement data. Monitoring data according to this policy is set out in the student privacy notice at www.essex.ac.uk/student/my-essex/privacy-notice-students

12. In addition to the arrangements established by this policy, the engagement of students subject to immigration permission to study in the UK is also monitored and managed in accordance with the requirements of the UK Government via the Home Office. Separate processes are approved by the Academic Registrar as Immigration Authorising Officer to meet these requirements and published and communicated to students as required.

Supporting student engagement

13. Academic Departments and Schools ('Departments') are responsible for monitoring, understanding and maximising the engagement of their students with their studies and for taking proactive steps where there is evidence of lower engagement than expected. Departments engage with data available to them, encourage a culture of student engagement, undertake regular reviews of data and contact students to offer support. Arrangements for courses with a Professional Code of Conduct or other additional engagement requirements are managed by the relevant Departments and Schools alongside this policy, which provides an institutional framework.

14. Departments are supported in the work to monitor the engagement of their students and with the operation of the policy through advice and guidance provided by central Professional Services teams, including the Student Progress team, Student Wellbeing and Inclusivity Service and those providing data analysis.

15. Decisions in relation to referral for further action to support engagement are taken in conjunction with broader data and knowledge about a student's academic progress.

16. The policy's referral process does not prevent intervention at other points in the academic year for students where engagement levels may drop or for options to be discussed to facilitate an appropriate decision to be made for an individual student. Monitoring continues for all students throughout the year to enable meaningful interventions to support student success.

17. All taught students are monitored to measure the engagement with their studies. Where there are concerns about a student's engagement, there are normally three stages of intervention and referral during the Autumn and Spring terms.

Courses with different entry and continuation points

18. Where a student undertakes a programme of study with a different entry point during the academic year or academic structure, an equivalent process to monitor early engagement is managed by the Department or School to enable students to be referred in line with the principles of the stages of the policy and for support to be offered. These arrangements are agreed in discussion with the Academic Registrar or nominee.

Stage 1: Early engagement

Weeks 1 to 5: Weekly Review

19. In the first five weeks of the Autumn term, Departments monitor the engagement of all students at least once a week to identify and contact students identified as having very low or low engagement.

    A small group of staff in each Department, including both academic and professional services staff, meet weekly in the crucial early engagement period to determine which students they will contact to understand why they are not engaging and to offer support.

20. The guidance provided to Departments in line with paragraph 27 of the policy includes a framework for the actions to be taken during weeks 1-5, covering: Week, Cohort/Year Group, Data to Review, Criteria for Contact and Recommended Type of Contact.

21. In the early weeks of the autumn term, Departments prioritise the following specific categories of students for contact if their engagement falls into the low or very low categories:

    - Students that are repeating a year or returning after a lengthy period away (including intermission, placements or Study Abroad, reassessment out of residence)
    - Students that are known to the Department as having experienced problems in previous years
    - Students who have joined the University through clearing
    - Students who are studying at Foundation year or Stage 1
    - Students who have changed course
    - Students who have declared conditions that may result in additional support requirements

Weeks 6 to 11: Fortnightly Review

22. From week 6, Departments undertake fortnightly reviews, along with discussions with students through the scheduled Personal Tutor meetings, to ensure that all taught students

who are not engaging with their studies are identified. The guidance provided to Departments in line with paragraph 27 of the policy includes a framework for the actions to be taken during weeks 6-11, covering: Week, Cohort/Year Group, Data to Review, Criteria for Contact and Recommended Type of Contact.

Stage 2: Referral for support

23. By 1 December in the autumn term, the Department undertakes the following actions and all students with low or very low engagement and/or where concerns remain about the student's academic progress are referred to the Student Progress team for contact and support:

- Contact has been made with the student
- The student has met their Personal Tutor and/or the Departmental Progress Officer

24. The Student Progress team contacts the students to confirm they have been identified as having low engagement with their studies. The purpose of the contact is to identify and understand the reasons for the low engagement and to offer routes to solution and support, including signposting and/or referring a student to another support service or referral for action under another policy or procedure.

Where appropriate, the team works in partnership with the Department(s) to remove barriers to engagement for the individual student.

Stage 3: Supported decision-making

25. The Student Progress team monitors the engagement of students referred for support under stage 2. Where a student's engagement does not improve following referral at stage 2, in March of the Spring term, the Student Progress team offers the student a formal choice of three options, which are set out below, noting that these options may be discussed at any stage during the escalation process to facilitate the best outcome for the student:

- Continuation in the current year of study
- Intermission
- Voluntary withdrawal, including the option to transfer to another higher education institution

26. The student is required to make the decision during the Spring term in line with relevant regulations and to take account of assessment requirements and other factors. The student is supported in making the decision through the provision of relevant information, including the financial and academic implications of each option, and access to relevant support services.

27. Where a student decides to continue in the current year of study, they are informed of the academic implications of proceeding with continued low engagement, and they are referred

back to their Department for support by their Personal Tutor as a priority during the Spring and Summer terms. If other support requirements are identified at this point, the student is signposted appropriately.

28. For students who do not engage with the stages of referral for further action and support, the default position is that they remain a student and any decision about their academic progression is determined by the Board of Examiners as per our standard procedures. Support continues to be offered by the Department throughout the academic year, working with central Professional Services teams where appropriate.

Exceptional withdrawal through lack of engagement

29. In cases where (i) there has been zero or minimal engagement from a student either with their studies or in response to contact for support; and/or (ii) there is evidence taking all the facts into account that a student has never engaged with, or has disengaged from their studies, a recommendation may be made exceptionally to the Academic Registrar or nominee, who will have the authority to withdraw the student from the University. In such cases, the student will be notified in advance of the recommendation to the Academic Registrar. Where the recommendation to withdraw a student is approved, the student will be notified and a final deadline set by which they may request to remain a student. Where the student requests to continue with their studies, the case will usually be considered under stage 3 of the policy and appropriate options considered. In some circumstances, even where a student requests to continue studying, upon recommendation by the relevant Department or School and in discussion with the relevant Faculty Dean, the Academic Registrar or nominee may determine that withdrawal or another course of action is appropriate. Where a student has requested to remain studying, they may appeal a withdrawal decision within 10 working days of the notification of the decision. Appeals are considered by an appropriate Faculty Dean from outside the Faculty. The grounds for appeal are solely where there is either (i) new evidence that was not previously available to the Academic Registrar or nominee; or (ii) evidence of procedural irregularity in the implementation of this policy. Where an appeal is successful, courses of action usually include readmission and intermission in line with the University's Admissions Policy.

Policy Guidance

30. The policy is accompanied by a range of guidance materials relating to student engagement to support its operation, including information for students, Personal Tutors, Departments and in relation to the LEAP system. The guidance is updated annually by the Student Progress team in conjunction with stakeholders, including students, to support enhancement and to ensure it remains fit for purpose.

Analysis and monitoring

31. An annual report of the operation of the policy is provided to Senate and its relevant sub-committees at the end of each academic year, including analysis of the impact of the policy in supporting student success and trends in institutional performance.

32. The Education Committee provides institutional oversight for the use, deployment and impact of LEAP and the focus on the use and understanding of data to support student achievement. There is appropriate reporting to the University Steering Group and Senate.

Policy review and oversight

33. On behalf of the University Senate, the Academic Registrar is responsible for ensuring that the policy operates effectively and is reviewed appropriately and remains fit for purpose in meeting its aims and supporting the University's mission.

34. On behalf of the Academic Registrar, the Senior Student Progress Manager co-ordinates all aspects of the administration and operational delivery of the policy across all University campuses, providing a focal point for operational management for activities associated with the policy and in partnership with Departments.

35. The policy is reviewed annually by the Academic Registrar or nominee in conjunction with stakeholders, including students. Any proposed changes are considered by the Education Committee and recommended to Senate for approval.

Appendix A

Data protection and student engagement

The University is subject to the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Legal basis for processing information

The University requires a legal basis for processing personal data. In most cases attendance data is collected as necessary for the performance of its contract with you as a student.

In some cases the University may be subject to a legal obligation to provide attendance data to a third party, such as the Home Office.

In an emergency situation where a student's vital interests are at stake, data may be shared with a medical professional or emergency contact.

Where the University holds student ethnicity data in reference to student absence information, it does so as part of its legal obligations under the Equality Act. Ethnicity data will only be used for aggregated analysis to allow us to monitor outcomes and plan for future policy decisions. Students will not be identified as part of this analysis or be subject to any individual intervention. As ethnicity data is special category data, the University requires an additional legal basis to process the data (Article 9 (2) (b)) our obligations under Equality law) and a Substantial Public Interest Condition from the Data Protection Act 2018, Schedule 1 (2) (8), 'Equality of Opportunity of Treatment'.

Sharing data with third parties

The University may, in certain circumstances, provide attendance data to a third party. In all cases the University will only provide the minimum of data necessary for the purposes of the sharing. Examples of this type of sharing includes:

- the Home Office, where the provision attendance information is a condition of a visa application.
- the NHS or professional accreditation bodies, where they are funding the course or attendance reporting is a necessary part of the programme of study
- National Embassies, where a student is being sponsored or has given permission for the Embassy to be updated
- the Policy, where a formal investigation requires provision of data and an exemption in the Data Protection Act 2018 applies

Where the student wishes to share information

Students may wish to share their attendance data with third parties for a variety of reasons- for example in order to support a job application, a legal claim or other process, or to allow a parent, guardian, supporter or legal representative to discuss an issue regarding their attendance on their behalf. If students wish their data to be shared in this way they must supply written authorisation, setting out what information may be shared, the contact details of the person or people the information is to be shared with, and the period over which the information is to be shared.

The rights of data subjects

Students can have a number of rights under the GDPR in regard to their data, with full details on how to use this at the University's Privacy Hub https://www.essex.ac.uk/disclaimer/privacy-statements As stated elsewhere in the policy, all students have access to their attendance data through the LEAP portal. Former students may request their attendance data under the subject access right.

Automated profiling

Whilst the University's LEAP system creates a daily engagement rating, the University does not use that rating alone for the purposes of an intervention or a decision made in relation to a student's studies. It highlights where a relevant member of staff can investigate in more detail the student's engagement in line with this policy. Therefore the use of data is not "a decision based solely on

automated processing", as defined in Article 22 of the GDPR.

Statistical purposes

Aggregated statistical data, where the figures cannot be used to identify any individuals, will be shared across the University to help monitor outcomes and provide evidence for future decision making.

Statistics may also be shared in response to requests under the Freedom of Information Act 2000.

Data retention

In accordance with the University's records retention schedules, attendance data, whether paper or electronic, is stored for 6 years after the completion of studies.

Academic appeals procedure for Undergraduate and Postgraduate Taught students

1. Introduction

1.1. The Academic Appeals Procedure provides students with the opportunity to appeal against a formal decision made by a Board of Examiners about a student's progress or the awarding of a qualification, including the Board of Examiners' consideration of a student's claims of extenuating circumstances.

1.2. This procedure applies to all students studying on a Taught Programme of Study that is accredited by the University of Essex or at one of the University's partner institutions, including students studying on an undergraduate and postgraduate taught course, a foundation degree, a year of study abroad or work placement. This procedure also applies to postgraduate research students that wish to appeal against a Board of Examiners decision regarding the taught element of their course.

1.3. On behalf of the University Senate, the Academic Registrar is responsible for ensuring that there are effective procedures for considering student appeals against the decisions made by Boards of Examiners.

1.4. The University Senate (and its sub-committees) receives an annual report on academic appeals and Internal Reviews to provide assurances to Senate and make recommendations that inform University practices, procedures and activities.

Timescales

1.5. The University will endeavour to complete the appeal proceedings within 40 working days from receipt of an appeal and supporting evidence, and any internal review proceedings within 20 working days from receipt of the request.

1.6. Occasionally there will be circumstances where, for good reason, the University will need to extend the timeframe. Where this is the case, the student will be notified and kept regularly informed of progress.

1.7. While every effort will be made to comply with the time limits set out above, if a time limit is exceeded, it shall not invalidate the outcome of the appeal proceedings.

Support & guidance

1.8. Support and guidance is available to students studying at the University of Essex via the Student Services Hub, or independently from SU Advice. Students studying at a partner institution should seek support and guidance from their education provider. Requests should be made to appeals@essex.ac.uk

1.9. Students may request reasonable adjustments to these procedures in line with the rights that students retain under the Equality Act 2010. Requests will be considered individually, and students will be notified of the adjustments that have been agreed in writing and at the earliest opportunity.

Immigration status

1.10. Staff involved in consideration of academic appeal matters should not consider immigration status. Immigration status is a secondary decision but may mean that a student would not be able to proceed with the academic decision that has been confirmed as part of the Academic *Appeals Procedure for Undergraduate and Postgraduate Taught Students*. (.pdf).

1.11. The University of Essex is not able to sponsor students to extend their leave to remain in the UK in order to await the outcome of an appeal. An appeal outcome offered that requires a student's continued registration at the University is subject to their ability to maintain a valid UK immigration status and provide proof of their right to study with us for the duration of their course.

1.12. Students studying at the University of Essex may be referred to the International Services Team if the evidence considered in relation to this procedure brings a student's continued UK immigration status into question, in accordance with paragraphs 7.22-7.29 of the *University's General Regulations* and the relevant UK Immigration rules and guidance. Equivalent action may also be taken by a Partner Institution.

2. Submitting an appeal

2.1. A student may submit a formal academic appeal by completing an Appeal Form, setting out their grounds for appeal and sending it with all supporting evidence to the Student Progress Team or Partner Institution. Students must do so within ten working days of the publication of the decision of the Board of Examiners, or with ten working days following the early resolution of an informal appeal by the Department (see Section 4).

2.2. Students can only appeal the most recent decision made by the Board of Examiners. If a student submits an appeal based on a previous decision made by the Board of Examiners, the appeal will be treated as an appeal submitted after the deadline, even if it submitted within ten working days of the publication of a more recent decision of the Board of Examiners.

2.3. Appeals received after the deadline will only be accepted at the discretion of the Academic Registrar (or nominee). For this to apply, the student must be able to demonstrate, to the satisfaction of the Academic Registrar (or nominee), that circumstances beyond the student's control prevented them from meeting the standard time limit and that unfair treatment would result from not extending the deadline. Where possible, students are expected to provide evidence of the circumstances that led to a late appeal, as well as evidence to support the appeal itself.

2.4. When submitting an appeal, students are expected to provide any and all information, and any and all evidence that may be relevant to the appeal and that is available at the time of the submission.. The University will not normally request more evidence in considering the appeal. If the student has not provided evidence in the appeal that was available at that time, a subsequent request for internal review may be dismissed on the ground that evidence was not provided in a timely manner (see 5.6).

2.5. The Academic Registrar (or nominee) will acknowledge receipt of the appeal within five working days.

3. Grounds for appeal

3.1. Students may submit an appeal on the following grounds:

a) there are extenuating circumstances , which for good reason were not previously available to the Board of Examiners, which might have materially affected the outcome

b) there is new evidence for previously disclosed extenuating circumstances, which for good reason was not available to the Board of examiners, which might have materially affected the outcome

c) the Board of Examiners did not follow the University's procedures which disadvantaged the student's case;

d) there is evidence of prejudice and/or bias during the consideration of the student's progress by the Board of Examiners

3.2. The following are not considered valid grounds for appeal, and any appeals based exclusively on one or more of these grounds may be dismissed by the Academic Registrar (or nominee) and not considered under these procedures:

- disagreement with a mark or grade and/or appeals against the academic judgement of internal or external examiners.

i. Coursework and examinations cannot be remarked, except in cases of procedural irregularity or evidence of bias/prejudice in the marking process. The Academic Appeals Procedure only applies when marks have been confirmed and ratified by the Board of Examiner

ii. If the Board of Examiners has not yet ratified and confirmed the marks, students should contact their department with their concerns, in accordance with the Marking Policy

- any difference between a ratified mark and a provisional mark or informal assessment of the student's work by a member of staff that is not the final mark approved by the Board of Examiners
- marginal failure to attain a higher class of degree
- the retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose to the Board of Examiners before their meeting without good reason. Deadlines for submitting extenuating circumstances are published in advance of the Board of Examiners' meeting
- the retrospective submission of evidence for previously disclosed extenuating circumstances, which a student might reasonably have been expected to submit to the Board of Examiners before their meeting, without good reason
- Students who were asked to provide supporting evidence for an extenuating circumstances claim and missed their deadline to provide this cannot submit the evidence retrospectively via an academic appeal, unless the evidence was not available until after the deadline
- appeals against the judgement of the Board of Examiners in assessing the significance of extenuating circumstances, and whether and to what extent they affected academic performance
- concerns relating to the inadequacy of teaching or other arrangements during the period of study.

iii. Students should raise such complaints in writing, as soon as issues arise, before the Board of Examiners meeting, under the *Student Concerns and Complaints Procedures* (or equivalent for Partner Institutions).

- appeals where the student has not understood or complied with the Rules of Assessment properly, including:

    i. not attending scheduled examinations (or equivalent)
    ii. not notifying the University of any planned absences at scheduled examinations (or equivalent)
    iii. not undertaking any reassessment that was previously instructed
    iv. requesting further attempts at reassessment that are not permitted under the Rules of Assessment

Other requests

3.3. The following are not considered legitimate grounds for appeal, but may be submitted to the Student Progress Team or Partner Institution, and will be considered by the Executive Dean (or their deputy), or the Dean of Partnerships (or their deputy):

a) requests to repeat a year of study in full or to repeat failed modules part-time, where this offer has not been made by the Board of Examiners

b) requests to undertake reassessment, repeat the year or to repeat failed modules part-time, after the student has been withdrawn by the Board of Examiners solely due to the student's complete non-engagement with their examinations or required reassessment

3.4. Such requests will be considered exceptionally by the Executive Dean (or their nominee), or the Dean of Partnerships (or their nominee), whose decision will be final. The request should be made via the Academic Appeals form.

4. Academic Appeals Procedure

Early resolution

4.1. Students should contact their academic department with their concerns in the first instance. The department is best placed to respond to concerns about marking, investigate mark discrepancies or explain the decisions of the Board of Examiners.

4.2. Students should contact their academic department with any concerns within 10 working days of the publication of their results. If an error is identified, the academic department can resolve this. If the department is in the process of resolving the issue, no formal appeal needs be submitted to appeal against the same error.

4.3. Late early resolution requests may be considered at the discretion of the academic department.

4.4. If the issue cannot be resolved by the department, or the student is unhappy with the outcome of Early Resolution, the student can submit a formal appeal.

Initial assessment of a formal Academic Appeal

4.5. Students can submit a formal appeal against the most recent decision of the Board of Examiners within 10 working days of their outcome being published, or within 10 working days of early resolution of an informal appeal by the Department (See Section 2).

4.6. The Academic Registrar (or nominee) will conduct an initial check to determine whether the student has demonstrated valid grounds for appeal, as indicated under Section 3, and the appeal has been submitted by the deadline, as indicated under Section 2.

4.7. The Academic Registrar (or nominee) may determine:

- the appeal is not valid or has been submitted too late without good reason,, and is therefore dismissed
- the appeal may be considered

4.8. The Academic Registrar (or nominee) may determine exceptionally that the appeal should be investigated under the Student Concerns and Complaints Procedures instead of the appeal procedures.

4.9. If the appeal is dismissed following an Initial Assessment or the case will be taken forward as a complaint, the students will be notified in writing of the Academic Registrar's (or nominee) decision and the reason for this decision.

Consideration of a formal Academic Appeal

4.10. If the appeal demonstrates a clear administrative or procedural error that led to the Board of Examiners reaching an incorrect decision, and the matter may be rectified by the standard application of the Rules of Assessment, the matter will be referred to the relevant academic department to resolve as part of the Early Resolution process.

4.11. Students will be notified in writing if their appeal has been referred to the relevant academic department to resolve via Early Resolution.

4.12. If an appeal is deemed not eligible for Early Resolution, it shall not invalidate the outcome of the appeal proceedings.

4.13. If the appeal demonstrates valid grounds, but is not eligible for Early Resolution, or the student remains dissatisfied with Early Resolution, then the appeal will be submitted considered on its merits.

4.14. An Academic Appeal is considered by the Academic Registrar (or nominee)

4.15. The Academic Registrar (or nominee) will give full consideration to whether the student's progress should be reviewed by a Board of Examiners as a result of the appeal or whether the appeal should be dismissed. In order to reach their decision, the Academic Registrar (or nominee) may need to consult with others to reach a decision, including the student who has submitted the appeal.

4.16. The Academic Registrar (or nominee) will complete a written report that outlines the reasons for reaching their final decision.

4.17. If the Appeal Officer decides there are sufficient grounds for the Board of Examiners to reconsider the student's progress, then the appeal is upheld, and will be referred to the Board of Examiners who will be asked to reconvene to reconsider the student's progress (see Section 5).

4.18. If the Academic Registrar (or nominee) decides that the grounds for appeal have not been fully met and the appeal should be dismissed, the decision will be confirmed to the student in writing and the student will be provided the student with a copy of the report.

5. Dismissed appeals

Appeals dismissed at Initial Assessment

5.1. Students who are advised that their appeal is invalid, or has been submitted too late, may submit a request to review this decision within ten working days of the date of the Academic Registrar (or nominee's) decision in writing.

5.2. The Academic Registrar (or nominee) will consider a request to review a decision that an appeal was not valid. This will normally be someone who has not previously been involved in the case.

5.3. Requests received after the deadline will only be accepted at the discretion of the Academic Registrar (or nominee), on the condition that circumstances beyond the student's control prevented them from meeting the standard time limit and that unfair treatment would result from not extending the deadline.

5.4. The Academic Registrar (or nominee) may determine:

- that the appeal be reinstated and proceed to be considered (see Section 4)
- that the appeal be dismissed.

5.5. If the Academic Registrar (or nominee) dismisses the appeal, then the decision will be confirmed to the student in writing and the student will be sent a Completion of Procedures Letter (see Section 7).

Appeals dismissed after consideration

5.6. Students who are dissatisfied with the outcome of their appeal may request an Internal Review on the following grounds:

- there is new evidence, which for good reason was not previously submitted as part of the appeal, which might have materially affected the outcome
- the University did not follow the Appeal Procedures properly which disadvantaged the student's case
- there is evidence of prejudice and/or bias during the consideration of the student's appeal

5.7. A student who wishes to submit a request for Internal Review must do so within ten working days of the date of the Academic Registrar (or nominee) decision in writing.

5.8. Requests for Internal Review received after the deadline will only be accepted at the discretion of the Academic Registrar (or nominee). For this to apply, the student must be able to show, to the satisfaction of the Academic Registrar (or nominee), that circumstances beyond the student's control prevented them from meeting the standard time limit and that unfair treatment would result from not extending the deadline.

5.9. The Academic Registrar (or nominee) will determine whether an Internal Review request meets the grounds listed above (5.6). If it is determined that the Internal Review request does not meet the necessary grounds, the Internal Review request will be dismissed and a Completion of Procedures Letter will be issued.

5.10. Students who are dissatisfied with the outcome of their appeal but do not have grounds for Internal Review, may request a Completion of Procedures Letter within 20 working days of the Appeal Investigator's decision being confirmed in writing (see Section 7).

Internal Review procedure

5.11. An Internal Review will consider whether the University has considered the appeal properly and fairly, and does not usually mean that the issues raised in the appeal are considered afresh or involve a further investigation. An academic appeal must have been considered and an outcome reached at the formal stage before it can be escalated to the review stage.

5.12. An Internal Review will be conducted by the Pro-Vice-Chancellor (Education) (or nominee). The Pro-Vice-Chancellor (Education) (or nominee) may consult with others to reach a decision, including the student who has submitted the request.

5.13. The Pro-Vice-Chancellor (Education) (or nominee)may resolve that:

- there are not sufficient grounds for the appeal to be referred to a Board of Examiners
- that the appeal should be referred to a Board of Examiners for consideration in light of the information provided

5.14. If the Pro-Vice-Chancellor (Education) (or nominee) decide that there are not sufficient grounds for putting the case to a Board of Examiners, they will confirm their decision to the Academic Registrar (or nominee) in writing to explain the reason for their decision. The Academic Registrar (or nominee) will confirm this decision to the student in writing and issue a Completion of Procedures Letter (see Section 7).

5.15. If the Pro-Vice-Chancellor (Education) (or nominee) decides that there are sufficient grounds for the Board of Examiners to reconsider the student's progress, the appeal will be referred to the Board of Examiners who will be asked to reconvene (see Section 6).

6. Referred Appeals

6.1 The Board of Examiners (or nominee) will be provided with the student's appeal and evidence and any other documentation deemed to be relevant, including any reports or comments provided by the Academic Registrar (or nominee) or Pro-Vice-Chancellor (Education) (or nominee) who have previously considered the appeal.

6.2 The reconvened Board of Examiners (or nominee) will operate in compliance with the Assessment Policies for Undergraduate and Taught Postgraduate Awards of the University Of Essex and the relevant Rules of Assessment for the course, and may take the following action:

- amend the previous decision made about the student's progress and agree a new outcome, in light of the information provided
- not amend the previous decision made about the student's progress, confirming the information provided following the appeal to have had no material effect

6.3 If the grounds for the upheld appeal are based on prejudice or bias in the operation of the Board of Examiners, then the reconvened Board (or nominee) should normally have a new membership, with the exception of the External Examiners.

6.4 The Board of Examiners (or nominee) decision shall be final. The Board (or nominee) will confirm their decision to the Academic Registrar (or nominee) in writing with an explanation as to how the decision was reached. The Academic Registrar (or nominee) will confirm the Board's decision to the student in writing.

6.5 Students who are dissatisfied with the outcome of the reconvened Board of Examiners decision may request a Completion of Procedures Letter within 20 working days of the decision being confirmed in writing (see Section 7).

7. External review

7.1. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with appeals have been completed, the University will issue a Completion of Procedures letter.

7.2. Students will be issued with a Completion of Procedures letter when:

- the Academic Registrar (or nominee) has confirmed the appeal to not have valid grounds following a request to reconsider the previous decision
- the Academic Registrar (or nominee) has deemed an internal review request does not have valid grounds

- the Pro-Vice Chancellor (Education) (or nominee) has dismissed the request for internal review

7.3. Students may also request a Completion of Procedures within 20 working days of receiving

- the written decision of the reconvened Board of Examiners following an upheld appeal or Internal Review

- the written confirmation that the appeal has been dismissed by the Academic Registrar (or nominee), where the student does not intend to request an Internal Review

7.4 Students wishing to avail themselves of the opportunity to have an independent review by the OIA must submit their application to the OIA within twelve months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures letter.

Progress and appeals procedures for Research Degree students

1.Progress Procedures for Research students

1.1. These procedures focus exclusively on Academic Progress and Appeals, staff involved in consideration of progress matters or appeals should not consider immigration status. The University is not able to sponsor students to extend their leave to remain in the UK in order to await the outcome of an appeal. An appeal outcome offered that requires continued registration at the University is subject to the student's ability to maintain a valid UK immigration status and provide proof of their right to study with us for the duration of their course. Immigration status is a secondary decision but may mean that students would not be able to proceed with the decision that has been confirmed as part of the Progress and Appeals Procedures.

1.2. If the evidence considered in relation to this procedure brings a student's continued UK immigration status into question, a referral will be made to the International Services team by the Secretary and/or Chair of the Supervisory Panel (SP) or Research Students' Progress Board (RSPB), for consideration in accordance with 7.22-7.29 of the University's *General Regulations* and the relevant UK Immigration rules and guidance.

1.3. Where a supervisor has concerns over the engagement of a research student at any time, they should refer the matter to the Academic Registrar; Heads of Department are responsible for ensuring effective measures are in place within their department in order to achieve this.

Support & guidance

1.4. Support and guidance is available to students studying at the University of Essex via the Student Services Hub, or independently from SU Advice. Students studying at a partner institution should seek support and guidance from their education provider.

1.5. Students may request reasonable adjustments to these procedures in line with the rights that students retain under the Equality Act 2010. Requests will be considered individually, and students will be notified of the adjustments that have been put in place in writing and at the earliest opportunity.

Monitoring of student progress

1.6. Supervisory meetings, ongoing interaction with one's supervisor, and submission of work to the Supervisory Panel and/or Research Students' Progress Board are the primary means by which research student progress is monitored in and by departments.

1.7. Heads of Department (or nominee) are responsible for ensuring that an effective means of monitoring students' progress and attendance is established and maintained in each department in accordance with the requirements set out below.

1.8. Heads of Department (or nominee) are responsible for any additional progress monitoring procedures the Department may decide to operate.

1.9. Departmental procedures, including norms for formal face-to-face meetings between students and their supervisor(s), should be communicated to all students in the Department.

1.10. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in discussion/review of the student's work and progress at least once per month. For part-time students contact should be at least bi-monthly. A record of this monthly contact should be kept in the department in an accessible and immediately available format and then made available upon request.

1.11. Supervisors are responsible for making contact with their student if the student fails to meet/communicate with them as expected each month. If the student fails to meet/communicate with the supervisor in that month they should be contacted to arrange another meeting at the earliest possible point in that same month or within two weeks. If this is not possible or they do not attend, then the supervisor should refer the student to the Graduate Director who will arrange a meeting with the student to discuss their progress. If the student continues to fail to meet/communicate with the supervisor, their progress remains unsatisfactory, or they fail to attend the meeting with the Graduate Director, the matter should be considered by the Research Students' Progress Board.

1.12. The Research Students' Progress Board will arrange an ad hoc meeting with the student to assess their progress and determine whether they should be permitted to continue with their studies.

1.13. If a student is co-supervised by staff in two different departments, the lead supervisor should liaise with the second supervisor to ensure that there is full co-ordination on the monitoring of progress.

Monitoring engagement for sponsored students

1.14. Students must be studying within the UK on a full-time basis, meet with their supervisor monthly in-person and adhere to all their responsibilities as a Sponsored student.

1.15. The University is not able to guarantee to continue to sponsor students during periods of study away. Where a student wishes to retain their immigration sponsorship during an agreed study away period, requests must be referred to the International Services team for consideration.

1.16. In respect of the required monthly meeting under 1.10. above, the majority in any six-month period must be face-to-face in person. Meetings must be recorded centrally by the Department/School in a format agreed with the International Services team.

2. Appeals procedure

2.1. The following procedure applies to all Postgraduate Research students, including those at Partner Institutions, wishing to appeal against either a progress decision (a recommendation made by the Research Students' Progress Board (RSPB)) or an examination decision (an outcome decided upon by the examiners following a viva voce). This procedure also contains the process for students wishing to request an Internal Review of an appeal outcome.

2.2. A postgraduate research student who wishes to appeal against one of the following decisions must do so in writing on the Form of Appeal, stating fully and precisely the grounds for appeal and within 20 working days of receiving written confirmation of the Executive Dean's (or their deputy's) decision, be it:

a) the recommendation of an RSPB that they be downgraded, discontinued, or not have their PhD status confirmed[8], or

b) the examination outcome of 'fail', 'referred', a lower award, or option to resubmit for a lower award

2.3. Appeals received after the deadline will only be accepted at the discretion of the Academic Registrar (or nominee), whose decision is final. For this to apply, students must be able to show,

[8] An MPhil/PhD registered student whose PhD status has not been confirmed and who wishes to appeal against the recommendation of an RSPB that their registration be changed to MPhil or Masters by Dissertation, may appeal using this procedure only after the RSPB has considered their case twice and has recommended a change of status. There is no right of appeal following a decision of an RSPB not to confirm PhD status following the first SP meeting.

to the satisfaction of the Academic Registrar (or nominee), that circumstances beyond their control prevented them from meeting the standard time limit and that unfair treatment would result from not extending the deadline.

2.4. Students are strongly encouraged to contact the SU Advice Centre for advice and guidance before completing the form.

2.5. The University will endeavour to complete the appeal proceedings within 40 working days from receipt of an appeal and supporting evidence, and any internal review proceedings within 20 working days from receipt of the request.

2.6. Occasionally there will be circumstances when, for good reason, the University will need to extend the timeframe. Where this is the case, the student will be notified and kept regularly informed of progress.

2.7. While every effort will be made to comply with the time limits set out above, if a time limit is exceeded, it shall not invalidate the outcome of these proceedings.

Integrated PhD students and Professional Doctorates

2.8. A research student on the first year of an Integrated PhD (a 4-year programme) or a research student on a Professional Doctorate programme who wishes to appeal against a progress decision of the RSPB (e.g. being downgraded or discontinued) should do so in accordance with this procedure. However, if they wish to appeal against the decision of the Board of Examiners' consideration/decision of their taught marks, they should appeal in accordance with the Academic Appeals Procedures for Undergraduate and Postgraduate Taught Programmes of Study.

Grounds for appeal

2.9. Students may submit an appeal on the following grounds:

a) there is new evidence, which for good reason was not previously available to the RSPB/examiners, which might have materially affected the outcome

b) the Supervisory Panel/RSPB/ examiners did not follow the University's procedures, which led to the student being disadvantaged

c) there is evidence of prejudice and/or bias or the appearance of prejudice and/or bias during the Supervisory Panel/RSPB/examination process

2.10. The following are not considered legitimate grounds for appeal, and any appeals based exclusively on one or more of these grounds will be rejected automatically:

a) prior informal assessments of the student's work by the supervisor or another member of staff

b) the retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose in advance of the RSPB/examination

c) concerns relating to the inadequacy of supervision or other arrangements during the period of study. Students should raise such complaints in writing, normally before the RSPB/examination, under the Student Concerns and Complaints procedures(.pdf) (or equivalent for Partner Institutions)

d) appeals against academic judgement. Coursework and examinations cannot be remarked, except in cases of procedural irregularities

Submission and consideration of appeals

2.11. Appeals should be submitted in accordance with the guidance published alongside these procedures and using the agreed form. Any member of staff of the University who receives a formal appeal from a research student shall forward it to the appropriate team.

2.12. Following receipt, the appeal will be acknowledged within five working days of receipt. The appeal will be processed and sent to the Academic Registrar (or nominee) for consideration.

2.13. The Academic Registrar (or nominee) shall consider the appeal and will dismiss any appeal that either does not meet the criteria stated above (2.9), or that are solely based on the criteria listed in 2.10, without referring the appeal to the Executive Dean or their nominee. A Completion of Procedures letter will be issued and the student may request an independent review by the OIA (see External Review section for more details).

2.14. The Academic Registrar (or nominee) will refer to the Executive Dean or their nominee any appeal that meets the criteria stated above (2.9), who may consult such persons as they think fit, including the student who has lodged the appeal.

2.15. If the appeal demonstrates a clear administrative or procedural error that led to the Research Student Progress Board (RSPB) reaching an incorrect decision, and the matter may be rectified by the standard application of the published procedure, the matter will be referred to the relevant academic department to resolve via an ad hoc RSPB.

2.16. The Academic Registrar (or nominee) may determine exceptionally that the appeal should be investigated under the Student Concerns and Complaints Procedure of the appeal procedures. In such cases, the student will be notified of this decision and the reasons for this, and advised of the next steps.

2.17. In some cases, where the circumstances of the case merit it, the Executive Dean or their deputy may arrange an Appeal Committee to consider the appeal.

Appeal outcomes

2.18. The Executive Dean or their deputy or the Appeal Committee, having considered the evidence and taken such advice as may be necessary, may;

a) reject the appeal, in which case the original decision shall stand

b) ask the RSPB/examiners to reconsider their decision for reasons specified as part of the consideration of the appeal

c) determine that the unamended thesis shall be re-examined by new examiners

d) consult with the RSPB/examiners and/or the student's supervisor(s) and/or other member of academic staff before reaching a decision on an appropriate outcome which takes into account the evidence provided by the student in support of their appeal. The Executive Dean (or their deputy) or the Appeal Committee will then decide whether or not to change the original decision of the RSPB/examiners in whole or part, and decide upon a new outcome

2.19. For appeals against an examination outcome:

a) Where the Executive Dean or their deputy or Appeal Committee determines that the examiners should be asked to reconsider their decision under paragraph 2.16(b), the examiners must either:

(i) agree to amend their decision, in which case a new results letter with the revised result will be issued to the candidate, or

(ii) decline to amend their decision, in which case the examiners' original recommendation stands and the original result will be confirmed in a letter to the candidate

b) Where the Executive Dean or their deputy or Appeal Committee determines that a re-examination under paragraph 2.18(c) is required, the new examiners shall be appointed under the normal procedures. The new examiners shall be given no information about the previous examination except the single fact that they are conducting a re-examination on appeal. The re-examination will follow the standard examination procedure. Any such re-examination will be chaired by an Independent Chair.

2.20. All decisions of the Executive Dean or their deputy or Appeal Committee must be notified to the student, the supervisor, the Graduate Director, and the Head of Department in writing, together with a statement of any conditions that are attached to the decision. If a student's status is

altered, a copy of the relevant written statement of arrangements for supervision must be included and the supervisor requested to ensure that the student fully understands these.

Internal review

2.21. Following the formal conclusion of the appeal procedures set out above, a student may request an internal review of the appeal outcome on the following grounds[9]:

a) there is new evidence, which for good reason was not previously submitted as part of the appeal, which might have materially affected the outcome

b) the University did not follow the Appeal Procedures properly which disadvantaged the student's case

c) there is evidence of prejudice and/or bias or the appearance of prejudice and/or bias during the consideration of the student's appeal

2.22. A student who wishes to request a review of the outcome of the appeal procedures should do so in writing on the Internal Review Request Form within 20 working days of the date of the appeal outcome letter, setting out in detail the nature of the evidence to support their claim.

2.23. Requests received after the deadline will only be accepted at the discretion of the Academic Registrar (or nominee), whose decision is final. For this to apply, students must be able to show, to the satisfaction of the Academic Registrar (or nominee), that circumstances beyond their control prevented them from meeting the standard time limit and that unfair treatment would result from not extending the deadline.

2.24. Students are strongly encouraged to contact the SU Advice Centre for advice and guidance before completing the form.

2.25. Following receipt, the request for review will be acknowledged within five working days. The Internal Review Request will be sent to the Academic Registrar (or nominee) for consideration.

2.26. The Academic Registrar (or nominee) shall consider the Internal Review Request and will dismiss any requests that do not meet the criteria stated above (2.21), without referring them to the Pro-Vice-Chancellor (Education) (or nominee.) A Completion of Procedures letter will be

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[9] Notwithstanding paragraph 2.19, a student whose original viva examination result was 'fail', or 'referred', or is the award of, or option to resubmit for a lower degree, cannot appeal against the original examination result following their resubmission and re-examination. Any subsequent appeal can only be made against the outcome of the re-examination and not against the original examination.

issued and the student may request an independent review by the OIA (see External Review section for more details).

2.27. The Academic Registrar (or nominee) will refer to the Pro-Vice-Chancellor (Education) (or nominee) any request that meets the criteria stated above (2.21), who may consult such persons as they think fit, including the student who has lodged the request.

2.28. In some cases, where the circumstances of the case merit it, the Pro-Vice-Chancellor (Education) (or nominee) may arrange an Appeal Committee to consider the appeal. No member of the Committee will have had any previous involvement in the case.

2.29. The Pro-Vice-Chancellor (Education) (or nominee) or Appeal Committee, having considered the evidence and taken such advice as may be necessary, may:

a) reject the appeal, in which case the original decision shall stand

b) ask the RSPB/examiners to reconsider their decision for reasons specified as part of the consideration of the appeal

c) determine that the unamended thesis shall be re-examined by new examiners

d) consult with the RSPB/examiners and/or the student's supervisor(s) and/or other member of academic staff before reaching a decision on an appropriate outcome which takes into account the evidence provided by the student in support of their appeal. The Pro-Vice-Chancellor (Education) (or nominee) or the Appeal Committee will then decide whether or not to change the original decision of the RSPB/examiners in whole or part, and decide upon a new outcome

2.30. For appeals against an examination outcome:

a) Where the Pro-Vice-Chancellor (Education) (or nominee) or Appeal Committee determines that the examiners should be asked to reconsider their decision under paragraph 2.29(b), the examiners must either:

(i) Agree to amend their decision, in which case a new results letter with the revised result will be issued to the candidate; or

(ii) Decline to amend their decision, in which case the examiners' original recommendation stands and the original result will be confirmed in a letter to the candidate.

b) Where the Pro-Vice-Chancellor (Education) (or nominee) or Appeal Committee determines that a re-examination under paragraph 2.29(c) is required, the new examiners shall be appointed under the normal procedures. The new examiners shall be given no information about the previous examination except the single fact that they are conducting a re-examination on appeal. The re-examination will follow the standard

examination procedure. Any such re-examination will be chaired by an Independent Chair.

2.31. All decisions of the Pro-Vice-Chancellor (Education) (or nominee) or Appeal Committee must be notified to the student, the supervisor, the Graduate Director, and the Head of Department in writing, together with a statement of any conditions that are attached to the decision. If a student's status is altered, a copy of the relevant written statement of arrangements for supervision must be included and the supervisor requested to ensure that the student fully understands these.

Representation

2.32. Students have the right to be accompanied by a fellow student, a member of staff or a representative of SU Advice or the Students' Union at any meetings and committee hearings conducted as part of this Procedure. Whoever accompanies the student must not be involved in the case.

2.33. Students may not bring anyone to a meeting that is not a member of the University unless this has been agreed as a reasonable adjustment under the Equality Act 2010. Reasonable adjustments should be requested at the earliest opportunity through the appropriate team. Legal representatives are not permitted to be present at any stage of the appeals process.

External review

2.34. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with appeals have been completed, the University will issue a Completion of Procedures letter.

2.35. Students will be issued with a Completion of Procedures letter when:

a) the Academic Registrar (or nominee) has deemed the appeal or internal review request not to have valid grounds

b) the Pro-Vice Chancellor (Education) (or nominee) has dismissed the request for internal review

2.36. Students may also request a Completion of Procedures within 20 working days of receiving:

a) the written decision of the reconvened RSPB/Examiners following an appeal

b) the written confirmation that the appeal has been dismissed by the Executive Dean or their deputy, where the student does not intend to request an internal review

2.37. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within twelve months of the issue of the Completion of

Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures

3. Appeal committees

3.1. Where the Executive Dean or their deputy or the Pro-Vice-Chancellor (Education) (or nominee) decides to establish an Appeal Committee, the following will apply.

3.2. An Appeal Committee may be appointed by the Executive Dean or their deputy or Pro-Vice-Chancellor (Education) or nominee considering the case and will consist of:

a) for initial appeals, the Executive Dean or their deputy as Chair and two members of academic staff from outside the student's department who had no previous connection with the student, or

b) for appeals following an Internal Review request, the Pro-Vice-Chancellor (Education) (or nominee) as Chair, not fewer than two Deans[10], and a student member appointed by the President of the Students' Union

3.3. The Appeal Committee will be serviced by a Secretary.

3.4. The Appeal Committee may consult such persons, including the student and their supervisor, and take such advice as it thinks fit.

3.5. The student will be invited to be present at the Committee whenever oral evidence is being heard by the Committee, and will receive all the papers.

3.6. The Chair of the Committee shall have the authority to determine the order of proceedings and exclude any material which appears irrelevant to the case.

3.7. The usual pattern of proceedings is:

a) the members of the Committee have a preliminary discussion without the student, the student's representative or any persons who have been called to give evidence being present

b) the student and the student's representative enter the room and the Chair introduces all those present

[10] excluding the Dean who had originally approved the outcome against which the student is appealing, and the Dean who had considered the initial appeal

c) the Chair checks that the student has received details of the case and any supporting documentation

d) the Chair explains the order of proceedings to the student

e) the Chair summarises the evidence relating to the appeal and members of the Committee are invited to put questions to any persons who have been invited to the Committee to give evidence

f) the Chair then invites the student to make a statement orally if they wish to do so, including any mitigation, and members of the Committee are invited to put questions to the student

g) the Chair invites the student's representative to put forward any additional statement.

h) the Chair invites the student to make any final response

i) the student, the student's representative and any persons who have been invited to the Committee to give evidence are then asked to leave the room (or equivalent for meetings conducted by video-conferencing or similar)

j) the Committee then, having considered the evidence, and taken such advice as may be necessary, comes to a decision regarding the outcome of the appeal (see 2.18/2.29).

k) the student is then recalled to the room to be told the decision as to whether the appeal is well-founded. The outcome of the appeal and the reasons why are explained to the student

3.8. The Committee may proceed in the absence of the student or the student's representative provided that the Chair is satisfied that due notice has been given to the student.

3.9. Only members of the Committee and the Secretary shall be present while a committee is reaching a decision of the outcome of the Appeal Committee.

3.10. The Appeal Committee may adjourn where this is necessary to obtain further information.

Student concerns and complaints procedure

1. Introduction

1.1. The University is a large community engaged in many activities of both an academic and non-academic nature. From time to time, a student may feel dissatisfied with some aspect of their dealing with the University and, when that happens, it is important that the issue is dealt with constructively and as quickly as possible 'without risk of disadvantage or recrimination'. Each case will be considered on its own merit and in accordance with the evidence and circumstances presented.

1.2. In line with the QAA Quality Code, a complaint is defined as *'an expression of dissatisfaction by one or more students about a University's action or lack of action, or about the standard of service provided by or on behalf of the University*'. Some examples of concerns and complaints include:

- failure by the University to meet its obligations including those outlined in the course/student handbooks or the Student Charter
- misleading or incorrect information provided by the University in prospectuses or promotional material
- concerns about the delivery of a programme, teaching or administration
- poor quality facilities, learning resources or services provided directly by the University

Raising a complaint

1.3. This procedure is intended to provide a timely, simple and streamlined process with a strong focus on early resolution by empowered and well-trained staff.

1.4. Students wishing to raise a complaint, should follow each stage of the complaint procedure and would not normally be permitted to skip a stage. These are:

a) ***Early Resolution see Section 4)*** – seeks to resolve concerns swiftly and effectively at the point at which the concern is raised, or as close to that point as possible, for example at departmental level. In all cases, students will be directed to the next stage of the procedure if they remain dissatisfied at the conclusion of the Early Resolution Stage.

b) ***Formal Complaint (see Section 5)*** – is appropriate where a student is dissatisfied with the outcome of early resolution, or where early resolution is not possible. This will usually be investigated by an independent Complaint Investigator appointed by the Student Progress Team. This stage may include mediation or conciliation where appropriate.

c) ***Internal Review (see Section 7)*** – provides an opportunity for a formal Internal Review, carried out by the Pro-Vice-Chancellor (Education) or nominee, of the process of the formal complaint stage to ensure that appropriate procedures were followed; and/or that the outcome was reasonable. This stage will not normally require a reconsideration of the issues raised.

d) ***External Review (see Section 8)*** – where the complainant remains dissatisfied, they can submit a request for a review by the Office of the Independent Adjudicator (OIA) within twelve months of the date of the Completion of Procedures letter provided by the University.

1.5. All concerns or complaints should be submitted as soon as possible after the events or actions which have prompted them, and normally within the timeframes outlined in these procedures. Students should be prepared to provide evidence to support their concerns or complaint and where required, students should use the relevant Complaint Form available from the University website.

1.6. If a concern or complaint is made directly to the Vice-Chancellor, the Registrar and Secretary or other senior officer of the University, it will be passed to the Student Progress Team who will ensure that it is referred to the most appropriate person, in line with the published procedure.

Advice, support and guidance

1.7. SU Advice provides independent advice, support and guidance and representatives are permitted to accompany students to meetings at any stage of the procedure. The procedure is an internal process and does not have the same degree of formality as a court of law. The student may not normally bring anyone to a meeting that is not a member of the University unless this has been agreed as a reasonable adjustment under the Equality Act 2010.

1.8. If a complainant appears unable to engage effectively with the procedure, it may be necessary to suspend consideration of their concern or complaint until they have accessed appropriate support.

1.9. The University of Essex has a zero tolerance approach to harassment and bullying. Students who want to make a complaint of harassment, bullying, hate incidents or assault by someone working for the University should use this procedure, and seek support via the University's

Report and Support service at the earliest opportunity. Complaints about another student should be made using the Code of Student Conduct.

1.10. Students may request reasonable adjustments to these procedures in line with the rights that students retain under the Equality Act 2010. Requests will be considered individually, and students will be notified of the adjustments that have been agreed in writing and at the earliest opportunity.

Roles and responsibilities

1.11. On behalf On behalf of the Academic Registrar, **the Student Progress Team** co-ordinates all aspects of the administration and delivery of this procedure across all University campuses.

1.12. **Complaints Investigators** are trained senior staff members responsible for the conduct of investigations and the co-ordination of all aspects of the response to complainants.

1.13. **The Pro-Vice-Chancellor (Education) (or nominee)** conducts Internal Reviews. They will review the complaint, at the complainant's request, to consider whether any procedural irregularities occurred during the Formal Complaint, the reasonableness of the outcome and/or whether any further investigation is required.

1.14. On behalf of the University Senate, **the Academic Registrar** is responsible for ensuring that there are effective complaints handling procedures, with robust investigation processes which demonstrate that organisational learning is in place. The Academic Registrar also ensures that concerns and complaints are used to identify improvements to services, The Academic Registrar deals with any unacceptable behaviour by complainants.

1.15. The **Head of Department** includes the Head of Department, School, Centre, Faculty or Service Provider at the University of Essex, and is responsible for ensuring staff employed in their relevant area of responsibility are making reasonable attempts at Early Resolution for any complaints initially raised with them, and are co-operating with the Formal Complaint, Internal Review and External Review proceedings.

1.16. The **University Senate**, (and its sub-committees) receives an annual report on Formal Complaints and Internal Reviews in order to identify emerging issues and trends and recommend action that informs University practices, procedures and activities and in order to enhance the quality of the student experience.

2. Principles

2.1. This procedure will:

- be fair and impartial
- be transparent and easy to access

- be flexible and timely, ensuring that concerns and complaints are dealt with as quickly as possible
- clearly communicate processes, decisions and the reasons behind decisions
- ensure that decisions are taken without actual or perceived conflicts of interest
- ensure an appropriate level of confidentiality
- include support for students
- use the information gathered to improve services for students and the student experience
- expect all involved to behave appropriately and not allow our procedures to be misused.

Confidentiality

2.2. Complainants may expect concerns and complaints to be dealt with confidentially and that their privacy will be respected. However, any person who is the subject of a concern or a complaint will be advised, and an appropriately redacted copy of the concern or complaint and any associated evidence will normally be copied to them, in order that they are given the opportunity to respond. It may also be necessary to disclose information to others in order to deal with the concern or complaint and, in these circumstances, the parties concerned will be informed of such a disclosure. An appropriately redacted copy of the investigator's report may be provided to the person who is the subject of a concern or complaint.

Where a concern or complaint has been raised against a member of staff and has been upheld, the student will be advised of this. However, specific details affecting individual staff members will not normally be shared, particularly where disciplinary action is subsequently taken.

Managing unacceptable behaviour

2.3. All individuals involved in a complaint are expected to act reasonably and fairly towards each other, treat the process itself with respect and not abuse it. It is recognised that people may act out of character in times of trouble or distress, however, the University also recognises its duty to ensure the safety and welfare of its staff and students. Consequently, the University has a zero tolerance towards complainants whose behaviour is deemed to be unacceptable and action will be taken to protect staff. The term 'complainant' also includes anyone appointed as a third party to act on the complainant's behalf or anyone who contacts the University in connection with a complaint.

2.4. The University's definition of 'unacceptable behaviour' might include, but is not necessarily restricted to, cases in which there is clear evidence that the complainant has behaved in one or

more of the following inappropriate ways or the complaint itself is considered to be frivolous, vexatious or motivated by malice:

- complaints which are obsessive, harassing or repetitive
- communicating with the University in an abusive, offensive, defamatory, distressing, aggressive, threatening, coercive or intimidating manner
- submitting a complaint containing materially inaccurate or false information or evidence
- insistence on pursuing non-meritorious complaints and/or unrealistic, unreasonable outcomes
- insistence on pursuing meritorious complaints in an unreasonable manner
- complaints which are designed to cause disruption or annoyance
- demands for redress which lack any serious purpose or value

2.5. When a complainant's behaviour, or the complaint itself, is considered to be unacceptable, as a first step, the University will normally tell the complainant why their behaviour or complaint is considered to be unacceptable and will ask them to desist. If the unacceptable behaviour continues, the University will take action to restrict contact with the University.

2.6. Any decision to restrict a student's access will be communicated to the student in writing by the Academic Registrar (or nominee) and will be appropriate and proportionate. The options the University is most likely to consider are:

- requesting contact in a particular form
- requiring contact to take place with a named officer of the University
- restricting telephone calls or emails to specified days and times
- Asking the complainant to appoint a representative to correspond with the University,

and/or

- asking the complainant to enter into an agreement about their conduct

2.7. Should the complainant not agree with the restriction, they should contest the decision in writing to the Registrar and Secretary within ten working days of its communication. The Registrar and Secretary (or nominee) will consider the student's representations and, where the restriction is considered unavoidable and reasonable, the Registrar and Secretary (or nominee) will confirm the terms of the restricted access to the student in writing.

2.8. In instances where a complaint is considered to be frivolous and/or vexatious, or where a complainant continues to behave in a way that is considered to be unacceptable, the Academic Registrar (or nominee) may decide whether University disciplinary proceedings should be initiated in accordance with the Code of Student Conduct or whether to terminate contact with the complainant. In exceptional circumstances, this may mean that consideration of the complaint is also terminated and a Completion of Procedures letter issued.

2.9. Should the complainant wish to appeal a decision to terminate contact or to dismiss a complaint, they should contest the decision in writing to the Registrar and Secretary within ten working days of its communication. The Registrar and Secretary (or nominee) will consider the student's representations and, where the restriction is considered reasonable, the Registrar and Secretary (or nominee) will confirm the dismissal and issue the student with a Completion of Procedures letter within 28 days. Where the restriction is considered unreasonable the Registrar and Secretary (or nominee) may amend or rescind the restrictions.

2.10. Where a complainant submits multiple complaints on substantially the same issue, the University reserves the right to treat the matter as a single complaint and to decline to respond to each separate subsequent complaint.

3. Eligibility

3.1. This procedure is available to students registered on a programme of study at the University of Essex, wishing to raise a concern or complaint regarding an issue by which they have been materially affected. The term 'student' includes those registered to study with the University of Essex or registered for its awards and those who have recently left the University. Those students who have recently left a programme of study may only raise issues of concern or complaint within three months after the conferral of an award or withdrawal from their programme. The Academic Registrar (or nominee) has discretion to extend this three month period where they consider that there are compelling reasons to do so.

3.2. Some issues may be more appropriately considered under processes other than this procedure. As such, this procedure will not normally cover:

- appeals relating to examinations or assessments or to academic progress or against a finding of guilt in relation to an academic offence (see the Academic Appeals Procedure, Academic Offences Procedure or Progress Procedures)
- complaints involving an allegation that a student has failed to meet their academic commitments (see the Academic Appeals Procedure)
- a concern about a decision made under other specific regulations such as Fitness to Practise or DBS (see the Fitness to Practise Procedure / DBS)

- complaints regarding an admissions or readmission decision (see *Complaint policy for applicants* (.pdf)).
- complaints regarding the behaviour of another student, which should be submitted in accordance with the Code of Student Conduct.

1.3. Students who are affected by a policy outcome but do not have the right to appeal may submit their concern or complaint through this procedure.

Concerns and complaints by third parties

3.4. Concerns and complaints submitted via a third party will not normally be accepted. However, it is recognised that some individuals may be unable to raise a concern or make a complaint on their own. In these circumstances, concerns or complaints brought by permitted third parties (for example, a Students' Union representative or family member) will only be accepted when the individual affected has completed a third party authority form and the Academic Registrar (or nominee) has approved the request.

Collective concerns and complaints

3.5. Where the issues raised affect a number of students, those students can submit a concern or complaint as a 'group concern/complaint'. In such circumstances, in order to manage the progression of the concern or complaint, the University will normally ask the group to nominate one student to act as group representative. The University will deal with the nominated representative only and will expect them to liaise with the other students.

Anonymous concerns and complaints

3.6. Concerns and complaints received anonymously will not normally be accepted, except where there are compelling reasons, supported by evidence, for the matter to be investigated.

Students at Partner Institutions

3.7. For students studying under collaborative arrangements, concerns and complaints should be made through the partner institution's complaints procedure.

3.8. If a complainant does not consider that their complaint has been satisfactorily dealt with, they may be able to take their complaint to the Office of the Independent Adjudicator for Higher Education (OIA), within 12 months of the issue of the Completion of Procedures letter. Full details of the scheme are available at www.oiahe.org.uk.

3.9. Partner institutions will report formally to the University on an annual basis in relation to student complaints in order to identify emerging issues and trends and for action to be identified as appropriate.

Concerns and complaints involving other organisations or contractors who provide a service on behalf of the University

3.10. Concerns and complaints regarding the facilities or services of University of Essex Campus Services or any other wholly owned subsidiary are covered by this procedure and begin at Early Resolution (see Section 4).

3.11. If a student wishes to raise a concern or complain about the service or facilities provided on behalf of the University by a company not owned by the University, they should contact the organisation directly and follow their complaints procedure in the first instance. If the student does not know who to contact in order to raise their concerns, they may contact the Student Progress Team in the first instance.

3.12. If the complainant remains dissatisfied with the attempts of Early Resolution with the other organisation or contractor, they may submit a Formal Complaint under this procedure (see Section 5).

Concerns and complaints about the Students' Union

3.13. Students wishing to raise a concern or complain about an aspect of the Students' Union provision, should submit a complaint via the Students' Union complaints process in the first instance. If the complainant remains dissatisfied with the outcome of their complaint they may apply to the University for an Internal Review of their complaint (see Section 7). All requests must be made within ten working days of the date of the complaint outcome letter from the Students' Union, by completing the Internal Review Form, which should be submitted to the Academic Registrar via the Student Progress Team.

Concerns and complaints about free speech

3.14 Academic Freedom and Freedom of Speech within the law are fundamental commitments at the heart of our mission at the University of Essex, which we promote as core values and vital components of being an inclusive community. The University of Essex will accept complaints about free speech within the institution from both current and former students, as well as from staff members (including applicants for academic posts) and visiting speakers (including those who have been invited to be visiting speakers).

Reclassification and suspension of proceedings

3.15. Where it is deemed that elements of the complaint raised should be handled under another of the University procedures, then the student will be notified and the consideration of the complaint will be postponed until the other proceedings have resolved.

3.16. Where a complaint is raised about an ongoing internal process, the complaint procedure may be suspended if it is deemed that a complaint investigation may prejudice the outcome of that process, until the outcome is known.

3.17. The procedure will normally be suspended where the complainant refers it to a court, tribunal or other external organisation until the outcome of the external process is known.

4. The Complaints Procedure: early resolution

4.1. The purpose of the early resolution stage is to attempt to resolve concerns and complaints as quickly as possible. Concerns at this stage may be made in writing or at a meeting with the relevant member of staff.

4.2. Students who experience a problem with their course or any other University service, should normally raise this with a relevant member of the University's staff involved with the service or matter, providing relevant details of the complaint and any remedy sought. This may be the member of staff whose actions have caused the concern or a personal tutor or programme director. Issues of a general nature relating to the teaching and learning provision in a department/school or centre may alternatively be raised via the departmental Student Voice Groups representative.

4.3. Complaints submitted for Early Resolution should normally be raised within three months of the event(s) complained about unless there is good reason for the delay.

4.4. Where the student is uncomfortable about approaching the appropriate contact, or where they have not previously received a satisfactory response, they should contact the Head of Department. If the student is not sure who the relevant Head of Department is, then they should contact the Student Progress Team in first instance.

4.5. Staff investigating concerns at this stage should, if possible, have a face-to-face discussion with the parties concerned, to come to an understanding of the exact nature of the student's dissatisfaction and to explore appropriate resolutions. These meetings are designed to clearly establish facts, not to apportion blame, and are not disciplinary investigations.

4.6. If a concern or complaint relates to the actions of two or more departments/schools/centres or services, the staff member or office receiving the concern or complaint will confer with the other areas and decide who will take the lead on the concern or complaint. The complainant should be informed to whom the matter has been passed and given their contact details.

Resolving the concern at early resolution

4.7. Resolution may be achieved by providing an on-the-spot explanation of why the issue occurred and/or an apology and, where possible, what will be done to prevent this from happening in the future. It is important to remember that complaints may not always produce the outcome preferred by the complainant. There may be a number of reasons for this, including lack of

evidence to substantiate the complaint or the fact that circumstances beyond the University's control may affect the level of service provided.

4.8. The outcome of an early resolution, including the reasons for the outcome, should be communicated to the complainant. Where proportionate to do so this will be in writing.

5. The complaints procedure: formal complaint

5.1. Where it has not been possible to resolve the matter by Early Resolution, the complainant may initiate a Formal Complaint by completing a Formal Student Complaint Form and submitting it to the Student Progress Team.

5.2. Complaints submitted as a Formal Complaint should normally be raised after attempts at Early Resolution have been completed, and no later than three months after the event/s complained about OR after one month after the attempts of the Early Resolution have concluded (whichever is later) unless there is good reason for the delay.

5.3. The Academic Registrar (or nominee) has absolute discretion to extend this deadline, providing that the complainant is able to demonstrate to the satisfaction of the Academic Registrar (or nominee) that circumstances beyond their control prevented the standard time limit being adhered to.

5.4. Students are required to set out their complaint clearly and succinctly and to provide evidence to substantiate the issues raised where it is reasonable to expect them to have gathered and provided it. This may include medical evidence such as letters confirming attendance or treatment at a GP surgery or hospital or counselling service, reports by professionals such as psychologists or disability advisors, police crime numbers in the case of reported incidents, financial information such as evidence of lost income (where relevant to the complaint), bank statements or receipts or statements of witnesses to incidents where it is safe and helpful to provide these.

5.5. Complainants should take care to raise all matters of complaint and put forward all supporting evidence, as they will not be able to raise new matters or provide any additional evidence to an Internal Review unless they can show good reason why the new evidence/information was not available to them to put forward as part of the Formal Complaint and it is essential to the complaint.

5.6. Complainants are encouraged to consider resolutions and are able to suggest an appropriate resolution. If at any time the complainant's expectations appear to be beyond what the University can reasonably provide or are not within the University's power to provide, they will be advised of this as soon as possible in writing.

What the University will do when it receives a formal complaint

5.7. The Student Progress Team will acknowledge the receipt of a complaint within five working days. All submitted complaint forms will be reviewed initially to establish whether they are eligible for consideration under this procedure.

5.8. The University will endeavour to complete the processing of a formal complaint within 40 working days. The 40 working day timeframe requires students to meet any university deadlines for the submission of material. There will occasionally be circumstances when, for good reason, the University will need to extend the timeframe. Where this is the case the University will notify the student and keep the student regularly informed of progress. While every effort will be made to comply with the time limits set out above if a time limit is exceeded it shall not invalidate the outcome of the complaint proceedings.

5.9. Where a formal complaint has been received, the Student Progress Team will inform the relevant Head of Department/Section and thereafter keep them informed of progress.

Investigating the formal complaint

5.10. Eligible complaints will be forwarded to a Complaints Investigator who will be independent of the source of the complaint. The purpose of conducting an investigation is to establish all of the facts relevant to the points made in the complaint and to provide a full, objective and proportionate response to the complainant which represents the University's clear position.

5.11. Within five working days, the appointed investigator will write to the complainant, clarifying how the complaint is to be investigated. The Complaints Investigator will usually consult the relevant Head of Department/School, Head of Service or their nominee and also seek to gather information as necessary from anyone else likely to be helpful in resolving the matter, including the complainant and the subject/s of the complaint. Information may be sought in writing, via in-person or online meetings or both.

5.12. The Complaint Investigator will contact complainants and staff members directly to ask them to attend investigative meetings and it is important that these take place quickly and at a mutually convenient time and location. Investigative meetings are designed to clearly establish facts, not to apportion blame and are not disciplinary interviews. In any meeting involving the complainant or a member of staff, they have the right to be accompanied by a student, an employee of the University or an advisor from the SU Advice or a trade union representative.

5.13. The Complaint Investigator will be responsible for keeping records of their investigation. During discussions and meetings, a note of the main points of discussion will be taken and shared with interviewees after each meeting. Any factual inaccuracies should be highlighted immediately.

5.14. Meetings may not be video or audio recorded without the explicit permission of all parties and the approval of the Academic Registrar (or nominee). Permission must be obtained before the meeting.

5.15. If at any time the complainant's expectations appear to be beyond what the University can reasonably provide or are not within the University's power to provide, they will be advised of this as soon as possible in writing.

Mediation

5.16. The Complaints Investigator may consider whether the complaint or appeal is amenable to mediation at this stage.

5.17. Mediation and conciliation are voluntary processes where an impartial independent third party helps parties involved in a dispute to resolve issues confidentially. Using mediation can help both parties to understand what is driving the complaint, and may be more likely to result in a swift and mutually satisfactory conclusion being reached. Mediation and conciliation can be used to 'stop the clock' on the formal process which may be restarted if agreement cannot be reached.

5.18. Where both the University and the student agree to mediation or conciliation, revised timescales will be agreed between the parties and confirmed in writing. All parties should understand how the arrangement fits with more formal procedures, the scope of the mediation or conciliation process and whether its use is subject to the parties agreeing in advance to accept the solution offered and the findings reached.

Resolving a formal complaint

5.19. The Complaint Investigator will provide a written report at the end of the investigation, setting out clearly the process followed, the information gathered, the conclusions drawn and any recommendations. This will be shared with the complainant, the subject of the complaint and the Head of Service/Department, School or Centre. Any factual inaccuracies should be highlighted immediately.

5.20. Where a complaint is upheld or partially upheld, the outcome letter will also detail how and when the University will implement any remedy. It is important to remember that complaints may not always produce the outcome preferred by the complainant. There may be a number of reasons for this, including lack of evidence to substantiate the complaint or the fact that circumstances beyond the University's control may affect the level of service provided.

5.21. If a complaint about a member of staff is upheld or partially upheld it might be recommended that the University considers whether any disciplinary action needs to be taken against the staff member. In these cases, the staff member's line manager and Human Resources will also receive a copy of the report for their joint consideration. Details affecting individual staff members will not be shared with complainants, particularly where they relate to any subsequent disciplinary action that is taken.

5.22. Should the student remain dissatisfied with the outcome of their complaint, they should submit a request for Internal Review within 20 working days of communication of the outcome of the formal stage (see Section 7).

5.23. If a student is satisfied with the outcome of the formal stage or does not submit a request for Internal Review within 20 working days, the University will close the matter.

6. The complaints procedure: complaints about members of Staff

6.1. A student's complaint may be in relation to the actions of a member of staff employed by the University that the student is dissatisfied with. As with all complaints, it is important that students have the opportunity to raise concerns without risk of disadvantage or recrimination, whilst members of staff should have the opportunity to respond to the concerns raised.

Submitting a concern about a member of staff

6.2. Students should contact the Head of the Department or Service where the member of staff is employed in the first instance. Alternatively, students may submit their concerns to any of the following team who will notify the relevant Head of Department or Service and/or the employee's line manager:

- the Student Progress Team (studentcomplaints@essex.ac.uk).
- Report and Support if the concern relates to being a victim of harassment
- People and Culture (erpc@essex.ac.uk)

For advice, guidance and support available to students, please see 1.7-1.10 of these procedures..

6.3. The Head of Department is responsible for ensuring that the student(s) is provided with an 'Early Resolution' response on behalf of the Department (see section 4). Under Early Resolution, the Head of Department may put in place any reasonable measures that enables the student(s) to continue to receive the relevant support, service and/or learning opportunities. If a student(s) remains dissatisfied with the attempts at Early Resolution, they may submit a Formal Complaint (see section 5).

6.4. The Head of Department is also responsible for ensuring that the relevant staff (such as the employee and their line manager) are made aware of the complaint and kept informed of the progress of the case.

Complaints of staff misconduct

6.5. All complaints of staff misconduct will be taken seriously by the University. If the University receives a complaint that gives the University a concern of misconduct by an employee, then People and Culture will be consulted in line with the University's Disciplinary Procedures for Staff and the University will consider whether or not disciplinary investigation or action is appropriate.

If the University deems that the Disciplinary Procedures for Staff do not need to be initiated, then a student's formal complaint will be considered in line with the Student Concerns and Complaint Procedures as normal (see section 5). If the University does decide to initiate the Disciplinary Procedures for Staff, members should be aware that:

6.5.1. The Disciplinary Procedures for Staff will be undertaken first. As such, students may be asked to provide more information to assist the University in applying its staffing procedures, and may be accompanied by another member of the University or Students' Union during any discussion that take place.

6.5.2. People and Culture support the Disciplinary Procedures for Staff, and will ensure that the student, the Head of Department, affected staff and the Student Progress Team are updated of the progress of the disciplinary proceedings.

6.5.3. Due to an employee's right to confidentiality, the student(s) that raised the concerns will not be provide with details of any action taken under the Disciplinary Procedures for Staff.

6.5.4. Students do not have a right to appeal against any decision taken under the University's Disciplinary Procedures for Staff.

6.5.5. The Disciplinary Procedures for Staff do not prevent the student from having their concerns responded to, investigated or reviewed under the Student Concerns and Complaints Procedures. However, members should be aware that:

i. consideration of the Formal Complaint will normally be postponed until after the staff procedures are completed, however Departments can continue to organise and implement any interim arrangements that are deemed appropriate for the student

ii. any subsequent consideration or review under the Student Concerns and Complaint Procedures will not reconsider the conduct of individual members of staff. However, the findings from the Disciplinary Procedures for Staff may be made available to the Complaint Investigator or the Pro-Vice-Chancellor (Education), on a case-by-case basis, who can consider alternative resolutions for the student(s)

6.6. When it is deemed appropriate for safeguarding our members and for respecting our members' right to confidentiality, student(s) and employee(s) may be asked to refrain from contacting each other whilst the Student Concerns and Complaint Procedures are ongoing.

Representation for Staff

6.7. Any member of staff directly affected by a concern or a complaint from a student may seek support from People and Culture, their trade union or the University occupational health service. Staff required to attend any meetings in relation to a student concern or complaint have the right to be accompanied by a work colleague or Trade Union Representative.

7.Internal review

7.1. If the student believes their complaint has not been handled properly or fairly according to these procedures, they may request an Internal Review of the complaint within 20 working days of the date of the letter containing the outcome of the Formal Complaint.

7.2 Students may request an Internal Review of the outcome of a Formal Complaint investigation on the following grounds:

- the University did not follow the Student Concerns and Complaints Procedures properly which disadvantaged the student's case
- consideration of whether the outcome was reasonable in all the circumstances
- there is new evidence, which for good reason was not previously submitted as part of the complaint, which might have materially affected the outcome

7.3. The Internal Review will not usually consider the issues afresh or involve a further investigation. The complaint must have been considered as a Formal Complaint before it is eligible for Internal Review.

7.4. In order to request an Internal Review of the complaint, students must complete an Internal Review Form. The form can be completed and submitted by a third party where appropriate written consent is provided. Students are expected to set out their complaint clearly and succinctly and provide evidence to substantiate the issues raised where possible.

What the University will do when it receives a request for review

7.5. Students can expect to receive written acknowledgement of the request for an Internal Review within five working days. The University will then pass the request for review to the Pro-Vice-Chancellor (Education) (or nominee) for consideration.

7.6. If, at any time, the student's expectations appear to exceed the scope of the Internal Review, they will be advised of this as soon as possible in writing.

7.7. The University will endeavour to complete the processing of an Internal Review within 20 working days. The 20 working day timeframe requires students to meet any university deadlines for the submission of material. There will occasionally be circumstances when, for good reason, the University will need to extend the timeframe. Where this is the case the University will notify the student and keep the student regularly informed of progress. While every effort will be made to comply with the time limits set out above if a time limit is exceeded it shall not invalidate the outcome of the complaint proceedings.

7.8. The decision of the Pro-Vice-Chancellor (Education) (or nominee) will be final. If the Pro-Vice-Chancellor (Education) (or nominee) determines that the request for an internal review is not well-

founded, then s/he will dismiss the case and will formally issue the student with a Completion of Procedures letter, explaining the reasons for their findings.

7.9. If the Pro-Vice-Chancellor (Education) (or nominee) determines that the request for an Internal Review is well-founded, then they will initiate a review of the case and then issue the student with an outcome letter, containing details of their findings and what the outcome will be. Where a complaint is upheld, the letter will also detail how and when the University will implement any remedy.

8.External review

8.1. Once the Internal Review has been completed, the student is entitled to ask the Office of the Independent Adjudicator (OIA), the independent ombudsman service of last resort, to look at their complaint. All applications to the OIA must be made within 12 months of the date of the outcome letter issued by the University to the student.

8.2. Students are entitled to a Completion of Procedures letter when the Pro-Vice Chancellor (Education) or their nominee has completed the Internal Review and reached a final decision.

8.3. The OIA considers complaints from people who remain dissatisfied at the conclusion of the University's internal Student Concerns and Complaints Procedure. The OIA looks at issues such as whether the University followed its procedures, whether these procedures were reasonable, and whether the University's final decision was reasonable in all the circumstances.

8.4. The OIA's Scheme Rules and guidelines are available on its website, www.oiahe.org.uk

Schedule of tuition fees 2024-25

How our tuition fees are set

1. The Fees Group committee is an advisory group to University Steering Group (USG) who meet four times per year and have the following responsibilities with regards to the setting of fees:

    a) provides strategic direction for University fee policy

    b) develops policy on fees, recommends specific fees and price bands for undergraduate, postgraduate taught and postgraduate research courses

    c) reviews and endorses, on an annual basis, other fees and charges levied for additional or exceptional costs connected to individual student activity which is not included within the main fees.

2. All policies, fees, fee bands and other fees and charges are recommended to USG for approval on behalf of Council.

3. The amounts set out in this document for academic tuition are composite fees which include admission, registration, examination and graduation fees as well as an obligatory contribution towards the cost of student societies, sports activities and other amenities. The fees identified in this document do not include accommodation or the cost of meals.

4. The Undergraduate Home EU fees are regulated by the Government.

Fee increases for Home students

5. For full-time undergraduate students with a Home fee status (which currently only includes EU students who have a pre-settled status) any fee increases during your programme of study will be limited to the annual increase in the RPI-X index. Increases in fees for full-time undergraduate students with a Home fee status remain subject to UK Government approval.

Fee increases for International students

6. The University sets tuition fees for one academic year at a time. If your course lasts for more than one academic year, the fees due in subsequent years of study may therefore be different to the fee advertised and charged for your year of entry.

7. For other students who started in 2017-18 and earlier, the annual fee increase will be 3% and other students starting from 2018-19 up to 2023-24, the annual fee increase will be 5%. This should be budgeted for annually for each subsequent academic year of study. For students who are not

paying their fees in British Pounds, fluctuations in the currency being used should also be budgeted for where possible.

Part-time fees

8. Part-time students will normally pay a fee pro-rata to the relevant full-time fee for the same course in each academic year in which they undertake study. For example, a student taking a part-time Masters course over two academic years starting in October 2023 will pay 50 per cent of the full-time fee charged for that course in 2024-25 and 50 per cent of the full-time fee charged for that course in 2025-26. The fee for the second year of the course may therefore be higher than for the first year fee liability.

General information regarding fees

9. Tuition fees are normally published online at least 12 months in advance of the start of the next academic year. Students returning for a second or subsequent year of study will be notified of their tuition fees for the next year of study as part of the arrangements for Registration.

10. Liability for payment of overseas fees is determined by reference to the Education (Fees and Awards) Regulations. The Head of Admissions is responsible for determining the fee status of applicants to the University. Following Registration, a request by the student to reclassify their fee status can be considered only in specific circumstances. Cases are considered by the Funding Team and referred to the Academic Registrar for approval where necessary.

11. A tuition fee deposit may be payable before you start your course. If this applies to you, details of the amount and how it should be paid will be included with your offer of study issued by the relevant admissions office. Our full tuition fee deposit policy is available on our website.

12. General information on how new students can pay their first annual tuition fee will be included with your offer of study issued by the relevant admissions office. Arrangements will be confirmed when your place at the University is finalised and will be included in the pre-arrival information including arrangements for Registration. You can find more information on how to pay your fees on our webpage.

13. At Registration, which takes place at the start of a period of academic study, you accept liability for the tuition fees for the forthcoming academic year. This will normally be a full academic year unless your course starts in January or April, or you are finishing prior to the end of the normal academic year.

14. Once registered at the University, all students, regardless of funding source and fee status, are liable for their fees for the relevant degree course or research degree. If for any reason a student withdraws from their course, information on tuition fee payment and liability can be found on our website.

How we use your fees

Full details on how we use your fees can be found on our using your fees webpage.

Tuition Fees

The Tuition Fees table identifies the list of courses offered by the University of Essex that are available at the time that this document has been produced. It displays the information by course, academic year of entry, entry month and stage, listing the corresponding Home or Overseas fee. A description of the headers used in the table is provided below.

- *Title*: Course title
- *Dept*: Department or School code (see list below)
- *Course id*: Course identifier code
- *Entry month*: The month of entry onto the course

  10: October

  1: January

  4: April
- *Stage:* The entry year of study (year 0, 1, 2, 3, etc)

The Tuition Fees by department can be found on the Governance webpages.

Department	Department Name
AS	Academic Section
BE	Essex Business School
BS	Life Sciences (School of)
CE	Computer Science and Electronic Engineering (School of)
CF	Computational Finance and Economic Agents (Centre for)
CS	Interdisciplinary Studies Centre (ISC)

Department	Department Name
EA	East 15 Acting School
EC	Economics
EG	Edge Hotel School
GV	Government
HR	History
HS	Health and Social Care (School of)
HU	Human Rights Centre
IA	Essex Pathways
LL	Language and Linguistics
LT	Literature, Film, and Theatre Studies
LW	Essex Law School
MA	Mathematics, Statistics and Actuarial Science (School of)
PA	Psychosocial and Psychoanalytic Studies
PS	Psychology
PY	Philosophical, Historical, and Interdisciplinary Studies (School of)
SC	Sociology and Criminology
SE	Sport, Rehabilitation and Exercise Sciences (School of)

Additional information

- An asterisk signifies a course title change
- XX: cost of course unavailable at time of production

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