



University of Essex

**Your studies**

# **East 15 Acting School Undergraduate Student Handbook 2024-25**



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## Welcome

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

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

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

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

Much of the original approach was based upon the theories of Stanislavski and over the years training methods at East 15 have now embraced approaches from diverse practitioners, such as Michael Chekhov, Rudolf Laban, Jerzy Grotowski, Jacques Lecoq, Peter Brook, Sanford Meisner and other important contemporary trainers. In 2000, East 15 merged with the University of Essex, a leading UK research-intensive university, opening an exciting new chapter in the history of both institutions and offering more opportunities to students, including our specialist courses.

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

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East 15 offers an extraordinary, dynamic and unique portfolio of Undergraduate, Masters and PhD courses that span many areas of training for actors, directors, producers, technical theatre specialists and students of theatre practice. It is one of a leading group of UK conservatoires and is now one of the largest specialist drama schools in the UK, with a distinguished international teaching staff and an undergraduate and extensive postgraduate population of over 800 students.

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

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## Introduction

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

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

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

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

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## Practicalities and getting started

### Registration (new students)

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

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

### Registration (returning students)

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

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

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## Right to study

The University must ensure all students have the right to study at the University of Essex for the whole duration of their course. If you were born outside the UK or Republic of Ireland, your [immigration permission](#) to study in the UK will be checked via the online Right to Study system, when you first arrive on campus, and as necessary thereafter. Students have a duty to maintain valid UK immigration permission that allows study for the duration of their course, failure to do so may lead to withdrawal from the University under the [University's General Regulations](#).

## Students with sponsored immigration permission

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

## Choosing your modules

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

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## Explore your campus

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

## Get connected

### Your IT account

You will need to set up [your Essex IT account](#). This will give you access to your Essex email, [Moodle](#), campus wifi, campus computers and many more digital resources. When you set up your Essex IT account, you will need to register an external email address and passphrase so that if you [forget your Essex password](#), you can also reset it using these details. If you have forgotten those, you should contact the [IT Helpdesk](#). Make sure you keep your password safe and do not share it with others.

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

### Campus wifi

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

### Essex apps

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

### MyEssex

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

### Find Your Way

When on campus, we know that finding your way can be challenging to start with. Our Colchester campus in particular can be difficult to navigate with a historically complex

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room numbering system! [FindYourWay](#) is our interactive campus map app designed to get you from A to B on either the Colchester or Southend campuses with quick and easy directions. You can download this app on your phone or tablet for free!

### **Working while studying**

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

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

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

### **Your personal belongings**

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

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## The Essex Experience

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

### Embracing our values

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

### Equality, diversity and inclusion

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

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

### Actions East 15 have taken

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

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

### **Student communities**

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

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

### **Environmental Sustainability for All**

The University of Essex is committed to reducing its environmental impact by reaching net zero carbon emissions by 2035. The Sustainability team works on a range of projects such as like carbon reduction, reuse and recycling, and sustainable education. During your time at Essex there are extracurricular opportunities for you to learn more about sustainable development and equip you with the skills and knowledge that will help you in your future choices – whether that's further study or the start of your career. Be sure to check your programme modules if you're keen to take environmentally focused course options. You can access extra-curricular activities through Chart My Path and the vTeam, plus you can join the Students for Sustainability Group. Your participation in all additional events is recorded on [Higher Education Achievement Record](#) (HEAR), your online CV. There are easy everyday



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habits to help you do your bit too – bring your own takeaway cup to cafes on campus for a discount and remember your bottle to refill at one of our many water coolers. There are lots of recycling bins across our campuses to encourage mindfulness when disposing of your waste. If you're living on campus, be sure to switch off lights and chargers when not in use, and keep windows closed in colder months when the heating is on. For any more information, head to the sustainability pages on the Essex website. If you have questions or an idea for a sustainability event or project of your own contact the Sustainability team: [sustainability@essex.ac.uk](mailto:sustainability@essex.ac.uk). Follow us on Instagram: @uoe\_susandgrounds and [LinkedIn](#).

## **Essex Sport**

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

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

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

## **Students' Union**

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

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

## Get involved!

There are opportunities to join [Sports Clubs](#), and get involved with competitive sports in our [BUCS teams](#).

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

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

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

## Chart My Path

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

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

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

Follow us on social:



/uniofessex



/uniessex



/Uni\_of\_Essex



/uniofessex



/uniessex



/@uniessexonline

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

## About East 15

### Meet the team

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

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

### Teaching staff and support

All teaching staff hold regular weekly academic support hours during term time. This is a time when you can meet with them about anything to do with your modules, from difficulties you might be having with your seminar readings, to discussions about feedback on your coursework.

East 15 staff do not have set Academic support hours each week due to the nature of study at East15, therefore students should speak directly with the relevant member of staff either face to face or by email to arrange a suitable time to meet. Meetings can be in person or on zoom. Please note that academic staff do not hold regular academic support hours during the vacations, and may, on occasions, be away from the

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

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University on research trips and visits. Therefore, if you need to get in touch with them during the vacation periods, you should email them in the first instance.

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

### **Your Personal Tutor**

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

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

### **Your Peer Mentor**

All first-year students are assigned a [Peer Mentor](#). Peer Mentors are either a second or final-year student. They will contact you to introduce themselves and organise how you'll stay in contact.

### **Become a Mentor**

If you are in your second or final-year and are interested in becoming a Peer Mentor, a call for mentor applications is usually circulated in the Spring term. If you have any questions in the meantime, you can contact your [Peer Mentor Coordinator](#) for further details.

### **Staff research interests**

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

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emphasis on industry engagement and professional practice into the domain of research.

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

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

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

[Dr Christina Kapadocha](#)

[Dr Eirini Kartsaki](#)

[Prof Rosie Klich](#)

[Dr Tara McAllister-Viel](#)

[Prof Holly Maples](#)

### **Departmental/school resources and facilities**

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

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

All students can [print, copy and scan for free at Essex](#) subject to our fair use policy. You can print from a campus PC or from your personal device using our mobile print service. Campus printers can be found in or near to study spaces where there are

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computers. Find out how to print and how to top up your printer credit on the [Student Directory](#).

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

### **Lockers**

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

### **Noticeboards**

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

### **Dean's List for Excellence**

The Dean's List for Excellence is an annual list of students within each Faculty who have achieved a high level of performance in a non-Final Year of degree level study. To be included on the Dean's List for Excellence, you must have achieved either:

- (a) A Year Mark of 70 or above, or
- (b) 60 Credits at 70 or above with a Year Mark of 68 or 69.

### **Communications**

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

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

### **Social media**

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

Instagram: [@east15actingschool](#)

Facebook: [@east15actingschool](#)

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

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



## Learning and teaching

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

## The academic year

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

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

Please note: Many East 15 courses have different term dates from the number of weeks listed above.

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

Some courses have slightly different term dates. All East 15 Courses follow the East 15 Term dates listed [on the website](#), please refer to these dates for all activities. However, you will find that all activities and events make reference to the standard academic year terms and schedule noted above.

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

## My course

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

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

## Credits

Your course will be made up of a certain number of credits. Generally, undergraduate degree courses are made up of 360 credits. This is divided into 120 credits per year of study, with credits allocated to each module that you take.

## Learning outcomes

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

## Grade boundaries

Marks for undergraduate modules at NQF Level 5 and above fall into one of the classifications set out in the table below. Honours degrees are usually awarded under these classifications too. The method for calculating your final award classification will take into account module marks and any other requirements - full details are set out in the [Rules of Assessment](#).

Degree mark	Class
70 and over	Class 1
60 - 69	Class 2.1
50 - 59	Class 2.2
40 - 49	Class 3
39 and under	Fail

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## **Module enrolment**

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

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

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

## **Changing modules**

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

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

## **Module Directors**

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

## **Fitness to practise**

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

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## **Study and Wellbeing Intervention Policy and Procedure**

[The Study and Wellbeing Intervention Policy and Procedure](#) provides a framework to support students during their studies when it appears that their health and wellbeing is either disrupting or having a detrimental impact on themselves or on people around them. The policy applies to all students and will aim to ensure students are offered appropriate intervention and support to succeed academically.

### **Study Abroad**

[Essex Abroad](#) provides you with the opportunity to have an international experience during your time at Essex to enhance employability, gain valuable transferable skills and develop as individuals. You can study, volunteer, intern or complete research abroad as part of our programmes. Many courses can be taken as a four-year variant to include a year studying abroad at one of our partner universities across the world, and some courses have the option to study for a term abroad as part of a three-year degree. You can [find out more about applying](#) and what you'll need to consider if you're interested in a term or year studying abroad. For information regarding your funding during a study abroad, you should liaise with the Funding Team – [funding@essex.ac.uk](mailto:funding@essex.ac.uk). Students with disabilities should also liaise with the Student Wellbeing and Inclusivity Service – [include@essex.ac.uk](mailto:include@essex.ac.uk).

As well as studying abroad, we have a wide range of [summer programmes](#) available including volunteering programmes, international internships and research abroad opportunities which are open to all Essex students. These programmes vary in duration, location and cost and can be a great addition (or alternative!) to studying abroad.

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

As a University of Essex student, you can obtain an international experience through YUFE, taking anything from academic to language courses, or even entrepreneurship

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courses; allowing you to go the extra mile and stand out from the crowd. Find out more about YUFE and how to apply on our dedicated section on the [Essex Abroad YUFE webpage](#) and through the [YUFE Virtual Campus](#).

## **Work placements**

There are a variety of opportunities to undertake work-based learning and placements either during or as part of your studies. Many courses may also be taken as a four-year variant to include a placement year. If undertaking a placement year, it is your responsibility to find a work placement, however, the Industry Engagement and Placements Team can help prepare and support you and will advertise relevant placements. If you are interested in undertaking a placement year, or other work-based opportunities that may be available to you and your course, contact the [Industry Engagement and Placements team](#). If you have a Student visa, please be aware that the Immigration Rules restrict the length of placements and the type of work you can do.

Upon successfully securing a placement you need to inform the Industry Engagement and Placements team by contacting [placements@essex.ac.uk](mailto:placements@essex.ac.uk). This is required to begin the placement approval process. Please note without approval from the Industry Engagement and Placement team you will be unauthorised to commence a placement.

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

## **DBS checks for placements**

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

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## **Safeguarding training**

Prior to going out on placement students who are working with children or adults at risk should be aware of their safeguarding responsibilities. The University offers a general [introduction to safeguarding Moodle module](#) which you are encouraged to complete at the same time as your DBS check. This training is additional to the mandatory safeguarding training that may be offered by your department/school and/or the placement provider.

## **Module materials**

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

## **Teaching timetable**

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

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

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

## **Reading weeks**

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

## **Recording your attendance**

We monitor your attendance at teaching sessions on campus using registers and absence is monitored in line with the [Profession Code of Conduct](#) (PCC). Full attendance and excellent punctuality is the expectation of both the industry and the School. East 15 Acting School deems that 'satisfactory' attendance means attending all scheduled classes and prescribed activities.

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

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

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

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

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

## **Making changes to your study**

### **Changing your course**

If you are thinking about changing course, you will need to do so by a [certain date](#) and should first speak to your department or school, and personal tutor. They will be able to provide advice about the things you should consider before changing your course. If you are thinking of undertaking a placement year or year abroad, you should check the requirements for these programmes by contacting the [Industry and Placements Team](#) or [Essex Abroad Team](#). Student visa holders may not be able to change their course without first obtaining a new visa, from overseas, if eligible. You can find information on the potential visa implications of a change in course on our Immigration [webpages](#). If you have any further questions, you should contact the [International Services Team](#)

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

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



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You can find information on the visa implications of your decision on our [Immigration webpages](#). If you have any further questions, you should contact the [International Services Team](#).

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

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## Library and Cultural Services

### Library Services

The Library aims to provide all the resources you will need to succeed in your course, via online reading lists and access to extensive collections of books, journals and a variety of other resources, both online and on our shelves.

The Library team can help you learn how to search effectively so you can find appropriate resources for your assignments. They can also provide advice on [referencing](#), academic integrity, evaluating sources and more. Our [Skills at Library](#) guide provides a range of online support in these areas, and our [subject guides](#) provide subject-specific guidance and resource recommendations. In addition, the Library offers a programme of '[Workshops at Library](#)' sessions which cover key information and research skills, including searching for information, checking and evaluating sources, using AI ethically and referencing.

The Library is also home to a number of Special Collections which support the delivery of object-based learning across a variety of courses, and provide primary source material for research across many subject areas. We are home to two major art collections; [ESCALA](#) (the Essex Collection of Art from Latin America) and the [University Art Collection](#). Our Colchester Campus library houses [Special Collections](#), over 70 individual archives containing primary source materials and collections covering a variety of subjects and time periods. The collections provide a valuable resource for teaching, through object based learning and other sessions, and for research.

If you have any questions about library services, there are a range of ways you can [get in touch with the team](#).

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

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

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

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

Publishing your writing with [the Essex Student Journal](#) provides the opportunity for you to develop your writing skills, showcase your work, and gain valuable experience in academic publishing and the peer review process. All undergraduate students can submit academic or creative writing regardless of your experience.

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

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

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

## Academic skills support

Skills for Success are here to support you with everything that you need to do well in your studies that is not directly related to your course content – in other words, the skills that you need to be successful.

We are committed to ensuring that every student is able to get the most out of their academic study and achieve their potential on their course, and provide a range of embedded teaching, [workshops](#) and [1:1s](#) on:

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

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

## Proofreading services

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

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

## Language classes

### Academic English support classes

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

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their language proficiency and maximise their existing language skills in an academic context.

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

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

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

- Dependants and close family members of students and staff at the University of Essex
- International staff at Essex who may want to work on their general English and fluency skills
- International students currently studying at UEIC Kaplan
- International students currently studying at both UG and PG level at Essex who wish to develop their language skills

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

### **Learning a language**

Learn a language at Essex to increase your global and cultural awareness. Language learning can give you the confidence to work and travel internationally, expand your options for studying abroad, and get a competitive edge when you're looking for a job. There are a number of ways to do it, either as extracurricular activity via [Language For All](#) or it may be possible to select a language module as part of your degree (see what [modules](#) are available or email [lalteam@essex.ac.uk](mailto:lalteam@essex.ac.uk)).

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## Assessment and Academic Integrity

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

### Rules of Assessment

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

In East 15 we do have a variation to the Rules of Assessment:

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

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

## Core, compulsory and optional modules

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

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

Most modules in each year must be passed, with only a small number of credits, if any, being allowed to be failed across your degree. For the Honours Degree this is 30 non-core credits across the whole degree.

## Academic integrity and academic offences

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

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

## Methods of assessment in East 15

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



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

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

## **Coursework**

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

## **Preparation of assignments**

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

## **Referencing in coursework**

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

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

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

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

### Submission of coursework

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

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

### Problems with FASER

If you have technical difficulties when submitting your coursework to FASER, you should contact the [IT Helpdesk](#). They can advise on any system or computer problems. This will count towards your claim when submitting a late coursework extenuating circumstance form should you need to. If you are confused or unsure how to upload or are having any non-technical difficulties, you should contact your Undergraduate Administrator.

### Late submission of coursework

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

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

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

### **Return of coursework**

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

### **Ethics in research**

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

Further information about the research ethics process can be found on the [University's ethics review webpages](#). **Studies involving the NHS (i.e. patients, their data or samples; staff, their data or samples; sites; data extracted from or through clinical systems) and studies involving human tissue or adults lacking capacity to consent are very likely to need some kind of NHS approval, such as ethical approval, governance approval or study registration. Even 'data only' studies, which do not involve direct contact with NHS staff or patients, will often require approval of some kind. Service evaluations, audits and similar involving the NHS may not require NHS ethical review. In cases where the project has not been defined as research by the HRA, ethical approval will need to be sought through the University's ethics review processes. If your study involves the NHS, you should contact the REO Research Governance Team ([reo-governance@essex.ac.uk](mailto:reo-governance@essex.ac.uk)) at an early stage for advice about the ethics review process.**

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## **Moderation and marking**

The [University's Marking Policy](#) can be found online and includes our policy and procedure on the moderation of work. Please note that there is in place an approved [variation for East 15](#) modules using continuous assessment.

### **Marking**

All student work is marked in line with the University's Marking Policy. Within this policy, moderation is the default approach to assuring the quality and standards of marking, with double marking used in certain situations. Some types of assessment may be single marked, including where they contribute only a small amount of the overall module weighting. The full procedure and assessment marking requirements and detailed definitions can be found in the [Marking Policy](#).

### **Moderation and double marking**

Moderation is a process separate from that of marking and provides assurance that assessment criteria have been applied appropriately. Moderators review a sample of the marked student work and liaise with the first markers if they believe that the marks are not at the correct level or do not reflect the assessment criteria or feedback given. In some situations, double marking is used instead of moderation. This means that two markers each mark the work and then agree a final mark for it.

### **External Examiners**

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

### **Re-marking of coursework**

You may, under certain circumstances, have the right to request a re-mark of your coursework. Should you feel that your work needs to be reviewed and potentially re-marked, you should first contact your department or school to advise you accordingly. The [Marking Policy](#) sets out the grounds on which a request for re-marking can be submitted.

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

## Appeals

[Appeals on academic grounds](#) can only be made following the meeting of the Board of Examiners and the publication of your results. All academic appeals should be submitted within 10 working days of the publication of your results by the Board of Examiners. You can only appeal your results on limited grounds. As such, we strongly advise all students thinking about making an appeal to contact the [SU Advice Centre](#).

## Feedback

You will receive regular feedback throughout the year. This will often take the form of informal verbal feedback in classes but may also be delivered to you in written form.

If you need to undertake any reassessment on a module, your department or school will provide you with written feedback on any elements being reassessed.

## The Board of Examiners

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

- you have passed the modules you have studied and can be awarded credits;
- you have met the requirements to progress to the next year of your course;
- you have met the requirements to pass your course and, where you have, the classification/citation you are eligible for.

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

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

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

- whether you must withdraw from your course, and your eligibility for an exit award.

Student visa holders can find the visa implications for each of the possible decisions that the Board of Examiners can make on our Immigration [webpages](#). If you have any further questions you should contact the [International Services Team](#)

### **Publication of results**

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

### **Reassessment**

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

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

Reassessed modules are normally capped at the pass mark of 40 unless you have extenuating circumstances which are accepted by the Board of Examiners.

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

Students with a Student visa expiring before their reassessment will need to know whether they are required to be in the UK before requesting further sponsorship to complete their studies.

### **Exit awards**

If you decide to withdraw from your course before you finish, or you do not meet the requirements to be considered for your full award, you may be awarded an exit award which may be at a lower level, if appropriate.

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Student visa holders should be aware that obtaining a lesser award will impact eligibility to apply for a Graduate visa after completion of studies. Further guidance about the Graduate route and eligibility criteria can be viewed on our [Immigration webpages](#)

### **Extenuating circumstances**

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

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

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

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## Computers, learning technologies and your information

### Computers

#### Using a campus computer

Visit an IT lab to [use a campus computer](#). Many are open until late and some are open 24/7. Some labs may be booked for teaching, so it is best to check availability first. If you prefer to be on the move, you can [loan a laptop](#) from the Library for a few hours at no cost.

#### IT training and help

If you need help with Word, Excel, PowerPoint, or EndNote, book on our digital skills training through [CareerHub](#). You also have unlimited, free access to [LinkedIn Learning](#), an online video training platform, using your Essex IT account. You can choose what you would like to learn and when. LinkedIn Learning is a great tool for both personal and professional development.

For IT help and support, visit the IT Services pages on the [Student Directory](#). You can also find information on free software available to students, account storage and how to print.

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

### Learning technologies and systems

#### Learner Engagement Activity Portal (LEAP)

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



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

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

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

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

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

### **Moodle**

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

### **FASER**

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

### **Online reading lists**

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

### **Listen Again**

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

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

## **Zoom**

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

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

## **Your information**

### **Changes to your information**

During your period of study at Essex, you may wish to be known by a preferred name or update your legal name on our student record database (ESIS) if your circumstances change. It is important you keep your information up to date including any change to your address or contact information which you can [manage and update online](#). If you have immigration permission to study with us and obtain a new passport or visa during your studies, please ensure you bring this to your [Student Services Hub](#) so a scan can be taken for University record.

### **Your personal information**

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

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

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

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## Student Voice

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

### Student Representatives

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

### Student Voice Groups

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

### Student surveys

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

### National Student Survey

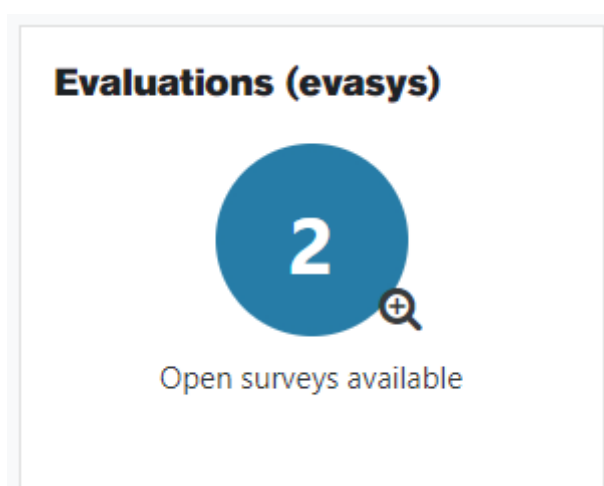
The [National Student Survey \(NSS\)](#) is an independent survey commissioned by the Office for Students aimed mainly at final-year undergraduate students. The survey provides students the opportunity to provide feedback on their University course and experience. The feedback you provide will be used to help shape the future for your fellow students and published on the [Discover Uni](#) website to help prospective students make informed decisions about where and what they want to study.

## Undergraduate Student Survey (non-final year students)

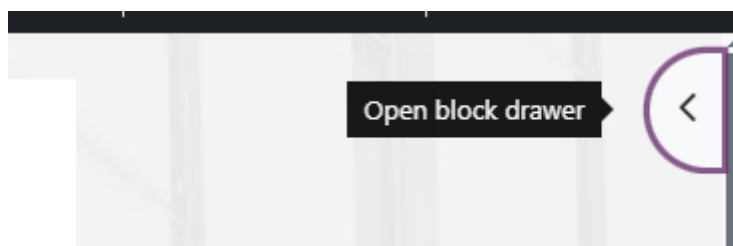
In addition to the NSS, aimed at final year students, the University runs an annual survey for all other undergraduate student groups. If eligible, you will be invited to participate via email.

### Student Module Feedback

At the end of each term you will have the opportunity to provide feedback and comments on your modules via the University's [Student Module Feedback](#) process. All students will receive an email from University of Essex Surveys (no-reply)@essex.ac.uk inviting you to complete a brief online survey for each module undertaken over the preceding term. Available surveys are also accessible via the Evaluations block on the right-hand side of your [Moodle](#) homepage. This will display to the right of your Moodle page when you have open surveys that you haven't yet completed, as below:



To see this, you may need to click to expand the block drawer, using the arrow shown below:



These surveys allow you to provide some information on your experience of each of the modules you have studied, to say what worked well and to give constructive

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feedback on how they can be further improved. This is critical for the University to understand what works well, and what could be improved, from the perspective of students. All feedback will be summarised and discussed by SVGs and will inform reports written for central University committees as part of our quality assurance processes.

There are also many [other satisfaction surveys](#) taking place, to ensure students are happy with the services the University of Essex provides.

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

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

## **You Matter**

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

## **Student Services Hub**

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

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

## **Support for students with disabilities or additional needs**

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

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

The University of Essex is committed to providing an inclusive educational learning environment for all students. The [Student Reasonable Adjustment Policy](#) provides a framework for the effective implementation of a reasonable adjustment and to ensure the legal requirements of the [Equality Act 2010](#) are met.

## **Support for students who are pregnant**

If you are pregnant, you are protected under the [Equality Act 2010](#) and are encouraged to contact your department/school or SWIS via the [Student Services Hub](#). You can talk through a variety of issues including; arrangements for maternity-related absence, financial implications, visa implications and emotional support.

## **Support for students who are parents or guardians**

There is a wide range of information, support and advice available for parents and guardians studying with us available on the [Student Directory](#). Please contact the [Student Services Hub](#) or your department for further guidance or to discuss your individual circumstances.

Children or young people under 18 who are not registered students are not permitted to attend any University teaching events so it is important that you make adequate childcare arrangements to enable you to attend your teaching and assessments. If you have emergency childcare needs or other circumstances linked to caring responsibilities that affect your availability for teaching or assessment, we have support in place. It is important that you contact your department by [reporting your absence](#) as soon as possible to let them know you won't be there and to discuss

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your situation and any support they can offer. The University also has an [Extenuating Circumstances Policy](#) where absence relates to missed assessment.

### **Financial Support for students with disabilities or additional needs**

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

We also offer bursaries for UK students who are [Care Experienced, Estranged or have Refugee status](#).

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

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

### **Essex Access Forum**

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

### **Seeing a doctor**

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

### **Counselling service**

The University's counselling service is available to all registered students, including those who are intermitting on medical grounds. To learn more about the counselling

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service, visit the [counselling page](#) of the University website. You can also request counselling directly by completing this [form](#).

### **Digital wellbeing support**

[SilverCloud](#) offers a broad range of programmes to support students with their wellbeing, mental health and long-term conditions. Use your Essex email to sign into a programme of your choice. Visit the [SilverCloud](#) platform.

[Togetherall](#) is a digital, peer support, mental health platform where you can share your lived experiences and learn from the experiences of others in a safe and anonymised global community. Use your Essex email to [register on the platform](#).

### **Student Wellbeing Support Line**

Open 24-hours a day, including at weekends and bank holidays. Ring 0800 028 3766 for emotional support at any time.

### **Wellbeing Appointments for Students at Colchester, Southend and Loughton**

Our team of Wellbeing Assessors offer a welcoming and friendly space where you will be able to talk about anything that is happening in your life.

We can help guide you to develop the personal resources and skills you need to navigate the challenges and opportunities of student life.

Our support is designed to be short term and intended to guide you on your next steps. If you need longer term support we can help to signpost you to external health/wellbeing services and partnerships.

You can make an appointment by emailing [wellbeing@essex.ac.uk](mailto:wellbeing@essex.ac.uk).

We offer in person appointments, or online via Zoom, or via telephone (01206873133).



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## **UK immigration advice and guidance**

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

## **Money management**

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

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

## **Funding opportunities**

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

## **Students' Union Advice**

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

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

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

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

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

## **Residence Life**

Our [Residence Life team](#) is here to help you settle in and support you during your time living on campus. Residents' Assistants are student staff who organise social and community events to help you make friends and adjust to university life. You can find out about all our exciting events by following us on [Facebook](#) or by checking out the University [Events page](#).

## **Religion, faith and beliefs**

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

## **Harassment support**

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

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

## **Health and safety on campus**

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

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

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

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

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

### **Making a complaint**

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

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

## Student Development

### Careers Services

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

### CareerHub

Book on to careers events and workshops, take career assessments, practice your interview skills, build your CV, and connect with employers on [CareerHub](#), the online Essex careers and jobs portal. You will find hundreds of live opportunities from part-time jobs, internships & placements to graduate vacancies on the jobs board. You can login to [CareerHub](#) with your Essex username and password.

### Get experience

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

- Find the right activity for you with **Chart My Path**, and to get recognised on your HEAR for your extracurricular achievements with the **Big Essex Award**. Log into [GradIntelligence](#) to get started.
- Explore Essex Interns to access paid internships with University departments/schools and local businesses that have been exclusively designed for Essex Students. Log into [GradIntelligence](#) to get started.
- Apply for [Career Mentoring](#) and be matched with an industry expert to expand your network, learn from their experience and explore options for your future.
- Calling our Black students! Unlock your academic potential and cultivate research skills through our digital **Black Researchers' Hub**. Explore on **Black Researchers' Hub**. Explore on [GradIntelligence](#) today.

### Volunteering

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

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## You Are Essex

### Graduation and Awards

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

### Award documents

Award documents are issued after each year of study and upon final completion of an award. Digital copies of Award documents will be uploaded to your [GradIntelligence](#) account, which you will be able to access for free even after Graduating. You will be able to log into your account at any time in your career and access these documents.

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

This will be updated after the successful completion of each year of study, and a final HEAR will be issued upon conferral of your final award. If you are studying an award for which the University is currently unable to issue a HEAR, then you will receive a printed copy of your Transcript.

Upon conferral of your final award, your final HEAR and Award Certificate will be available on your [GradIntelligence](#) account within 7 days. In addition to your digital Award Certificate, you will also receive a physical embossed and crested Award Certificate either at Graduation or posted to you. You will be contacted by the Graduation and Awards team regarding issue of your printed Award Certificate.

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## **Graduation ceremonies**

The culmination of all your hard work! [Graduation](#) ceremonies take place at our Colchester Campus in the Ivor Crewe Lecture Hall with a departmental Reception held afterwards in the Sports Arena. All eligible students will be invited to attend a ceremony at the next available Graduation. Confirmed dates for future graduation ceremonies are [published online](#). It is essential that all students book their place at Graduation by the deadline provided.

The Graduation and Awards team will contact eligible students directly with more information, including eligibility and how and when to book their place at Graduation.

## **References**

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

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

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

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

### **Copies of references**

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

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## Alumni

Essex is forever and although your time here will fly by, you'll be part of the Essex family for life. When you graduate, you'll get an alumni card and join a community of over 125,000 fellow graduates around the world. We'd love to keep in touch and invite you to our alumni events, networking and volunteering opportunities, as well as offer you special alumni benefits. Want to know more? Visit [our website](#).

We will be here for you wherever life takes you next. You might know the path you wish to take, but if you need help to reach your goals, our Careers Services Team offer information, guidance and advice on your different options after graduation. We will be in touch 15 months after you graduate with reminders about the Graduate Outcomes survey which is your opportunity to tell us how you're doing and give us feedback on your university experience. Careers support is for life as an Essex graduate and we'll be with you every step of the way.

As an Essex graduate, you can take advantage of [generous discounts](#) on further [postgraduate study](#) and [postgraduate research degrees](#). Whatever you choose to do, please stay in touch. We'd love to hear where your Essex degree has taken you.