



University of Essex

Your studies

**School of Philosophical,
Historical, and
Interdisciplinary Studies
Postgraduate Research
Student Handbook 2024-25**



Welcome from the Head of School



Welcome to the School of Philosophical, Historical, and Interdisciplinary Studies!

A very warm welcome to the academic community of the School of Philosophical, Historical, and Interdisciplinary Studies (PHAIS), which includes Philosophy, History, Art History, and Interdisciplinary Studies.

In PHAIS, we pride ourselves on being a close-knit community, one where lecturers know the names of their students and there are lots of opportunities for you as students to take an active role in shaping your university experience. We have a very friendly Professional Services Team who are always willing to help you, whether to offer guidance on your degree programme and module options, provide general support and information about the University or advise you on where to go to get the best advice. You can find them on level 6, in room 6.130 (close to our Common Room).

Please bookmark this handbook as it contains lots of useful information about all aspects of your studies here at Essex; and of course, if you still have any questions then please do not hesitate to [get in touch](#) with us.

Very best wishes for your time at Essex!

Dr Matthew Grant, Head of School

Contents

Introduction.....	6
Practicalities and getting started	7
Registration (new students)	7
Registration (returning students).....	7
Right to study	8
Students with sponsored immigration permission.....	8
Explore your campus	8
Get connected.....	8
Your IT account.....	8
Campus wifi.....	9
Essex apps.....	9
MyEssex.....	9
Find Your Way	9
Zoom	9
Working while studying	10
Your personal belongings	10
The Essex Experience	11
Embracing our Values.....	11
Equality, diversity and inclusion	11
PHAIS Women’s Officer and local SWIP branch	12
PHAIS Policy on Equality	12
What is Implicit Bias?	13
Examples of Implicit Bias:	14
Counteracting Implicit Bias:.....	14
Promote diversity	14
Work on your own prejudice:	14
Student communities.....	15
Environmental Sustainability for All.....	15
Essex Sport.....	16
Students’ Union.....	16
Get involved!	17
Chart My Path	17
Essex spirit, social media and what’s on?	17
About the School of Philosophical, Historical and Interdisciplinary Studies	18
Meet the team	18
Your supervisor	21
Supervision of research students during periods of leave	22
The Supervisory Panel (SP) and Research Students’ Progress Board (RSPB)	22
Staff research interests	24

History	24
Philosophy and Art History	24
Departmental/school resources and facilities	24
PHAIS Common Room	24
Postgraduate (Research) Study Room	24
Postgraduate Research training	25
Printing, photocopying and scanning	25
Noticeboards	25
Social media	26
Departmental Prizes	26
Learning and Teaching	26
Student Staff Partnership	26
The academic year	29
My programme of study	29
Making changes to your study	30
Thinking of leaving or taking a break?	31
Periods of study	31
Library and Cultural Services	32
Library Services	32
Art Exchange	33
Lakeside Theatre	33
Peer Review with the Essex Student Journal	34
Departmental/school support or funding for attending conferences/other events	35
Study Abroad	36
Assessment and Academic Integrity	37
Ethics and integrity in research	37
Risk assessments in research	38
Academic integrity, academic offences and research misconduct	38
Referencing	39
Academic Skills Support	39
Proofreading services	40
Language classes	40
Academic English Support	40
General English classes for beginner/intermediate/advanced learners (GEC)	40
Learning a language	41
Extenuating Circumstances	41
Submission of Thesis	42
Thesis Submission Pre-Examination	42
Thesis Submission for Award	42
Thesis Deposit and Retention	42

Examiners and the Viva	43
Exit Awards (Professional Doctorate students only)	43
Appeals	43
Taught Modules	44
Teaching timetable	44
Student Voice	45
Student Representatives	45
Student Voice Groups	45
Student Surveys	45
You Matter	46
Student Services Hub	46
Support for disabilities and additional needs	46
Support for students who are pregnant.....	47
Support for students who are parents or guardians.....	47
Personal Emergency Evacuation Plans (PEEP).....	47
Essex Access Forum	48
Seeing a Doctor	48
Counselling service	48
Digital wellbeing support	48
Student Wellbeing Support Line	48
Wellbeing appointments for students at Colchester, Southend and Loughton.....	49
Study and Wellbeing Intervention Policy and Procedure.....	49
UK immigration advice and guidance	49
Money management	50
Funding opportunities.....	50
Students' Union Advice	50
Residence Life	50
Religion, faith and beliefs	51
Harassment support.....	51
Health and safety on campus.....	51
Making a complaint	52
Your information	52
Changes to your information	52
Your personal information	52
Student Development.....	53
Careers Services.....	53
CareerHub.....	53
Get experience	53
Volunteering	54
You Are Essex	54

Your Award Certificate	54
Graduation ceremonies.....	54
References.....	55
Requesting references from members of staff.....	55
Copies of references	55
Alumni	55

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.

Practicalities and getting started

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

Registration (new students)

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

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 register on your course, 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 in-person meetings with your Supervisor every month 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.

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 (if applicable), update your personal details, request replacement student cards or supporting documents, monitor your course progress, 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 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!

Zoom

Zoom is the principal delivery mechanism used by the University for online meetings, presenting, teaching and training. This quick [start guide](#) gives you an introduction to the essentials of joining and participating in a Zoom webinar or meeting.

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.

The Essex Experience

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

Embracing our Values

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

Equality, diversity and inclusion

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

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

The Department is committed to furthering equality and diversity, but we know that we can always do more. There is an Equality and Diversity Committee that meets regularly to review Departmental policy and discusses any matters students raise on issues related to equality and diversity. We have made important strides in the past year, working towards decolonising the curriculum, and consulting students on the best way to do this. As we move forward, it is important to ensure that we consult with

students on more matters, and more often. If you have any concerns about any issues related to equality and diversity, big or small, please contact the Chair of the Equality and Diversity Committee, Professor Diana Bullen Presciutti (autumn term), Dr Lorna Finlayson (spring and summer terms). Diana and Lorna will always be happy to meet with you and to discuss your ideas. Working together is the best way to make this a School where all voices and perspectives are represented.

PHAIS Women's Officer and local SWIP branch

If you want to speak confidentially to a female member of staff, we have a dedicated Women's Officer for this very purpose. In 2024-25, this will be Dr Lorna Finlayson can also tell you more about the local branch of the Society for Women in Philosophy (SWIP).

PHAIS Policy on Equality

PHAIS aims to treat all staff and students who are part of the School, and also visitors to the School, equally in all relevant respects. We acknowledge that historically women and minorities have been disadvantaged in many aspects of university and academic life, through both conscious and unconscious assumptions, biases, and prejudices, and through unfavourable practical arrangements. We are committed to changing this situation. We believe that the School in general will benefit academically, intellectually, and socially from an energetic commitment to promoting equality.

1. This commitment entails that all students and staff of the School should strive to be conscious of ways in which their behaviour may be disrespectful, detrimental or damaging to the activities and equal status of women and other underrepresented groups.
2. It is part of the responsibility of everyone in the School to maintain an atmosphere for work and study in which equality is the norm. On occasions, this may require us to bring contrary behaviour to the attention of the person concerned, as well as to accept appropriate criticism of our own behaviour.
3. Within the School our commitment to equality involves consideration of the following (non-exhaustive) list of issues:

a) Ensuring a female presence on committees and decision-making bodies within the School.

b) Ensuring female participation in selection processes (e.g. regarding applications for PGT and PGT studentships, regarding posts – academic and administrative – within the School).

c) Giving consideration to the representation of female and minority thinkers, writers, and artists on the syllabi for modules within the School.

d) Taking measures to allow female and underrepresented voices to be adequately heard during seminars, discussions, question and answer sessions, etc.

4. In terms of broader professional activities, our commitment to equality involves consideration of the following (non-exhaustive) list of issues:

a) Invitation of female and minority speakers when setting up conferences.

b) Inclusion of female and minority authors when editing collections of articles.

c) Inclusion of female and minority representation on editorial/advisory boards.

d) Awareness of possible implicit bias when refereeing/assessing non-anonymised work.

What is Implicit Bias?

Controlled research studies demonstrate that people typically hold unconscious assumptions about groups of people that influence their judgments about members of those groups in negative ways.

This is particularly true for traditionally discriminated-against groups like women, minorities, and disabled people. All people display these biases, including those who belong to the discriminated-against groups. Counteracting these biases requires us to become aware of the ways they might be affecting our assessments of our colleagues, teachers, and students.

Examples of Implicit Bias:

- Recommendation letters for women tend to be shorter, provide ‘minimal assurances’ rather than solid recommendation, raise more doubts, portray women as students rather than professionals, and mention their personal lives more (Trix and Psenka 2003).
- Job applicants with “white-sounding” names are more likely to be interviewed for open positions than equally qualified applicants with “African-American-sounding” names (Bertrand & Sendhil 2004)
- When the same CV is randomly assigned a female or a male name, both male and female assessors rate male applicants better in terms of teaching, research, and service experience, and are more likely to hire them (Steinpreis et al 1999).
- Female post-doc applicants to the Medical Research Council of Sweden needed substantially more publications to achieve the same rating as male applicants (Wenneras & Wold 1997).

Counteracting Implicit Bias:

Remember that you are not immune. For example, a recent meta-analysis of 122 research reports (involving a total of 14,900 subjects) revealed that implicit bias scores better predict stereotyping and prejudice than explicit self-reports (Greenwald et al 2009.).

Promote diversity

Research shows that assumptions are more likely to negatively affect evaluation of women and minorities when they represent a small proportion (less than 25%) of the relevant group. Exposure to “positive” exemplars (e.g. Martin Luther King in history class) decreased implicit bias against Blacks (Dasgupta & Greenwald 2001).

Work on your own prejudice:

Awareness of statistical discrepancies between the ideal of impartiality and actual performance – coupled with a commitment to that ideal – helps counteract implicit bias.

E.g. in one study, a mental imagery exercise of imagining a professional business woman decreased implicit stereotypes of women (Blair et al 2001).

E.g. contact with female professors and deans decreased implicit bias against women for college-aged women (Dasgupta & Asgari 2004)

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. Research students also have options through [Proficio](#). When you are thinking about your research proposals, you can take bespoke workshops on considerations of sustainability designed to help you get best prepared for your thesis and career readiness. Your participation in all additional events is recorded on [Higher Education Achievement Record](#) (HEAR), your online CV. There are easy everyday 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. 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're not just a member of a normal Students' Union; you're part of a family. They work hard to support our PGR community, and are here from day one to the moment you graduate to support you in any way we can.

The Students' Union is run by students for students, and you have the ability to shape what they do. From deciding who leads the SU by electing our entire Student Leadership team including the PGT officer, to shaping your own experiences at Essex, 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 media:



/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.

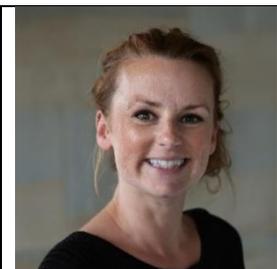
About the School of Philosophical, Historical and Interdisciplinary Studies

Meet the team

A full list of all academic and professional services staff for the School of Philosophical, Historical and Interdisciplinary Studies can be found on our [website](#). Below is a summary of the roles of staff that you are likely to be in contact with most frequently. ¹

Professional Services Team

We pride ourselves with a welcoming and friendly Professional Services Team, where their priority is making sure you are making the most of your time at Essex and have everything you need to succeed. From deadlines to dissertations, they are always on hand to offer help, advice or point you in the right direction for other services so please do get in touch.

	<p>Hannah Witing School Manager</p> <p>Hannah is responsible for the day-to-day smooth running of the School on the administrative side and assists the Head of School. She can provide you with general information on the School and deals with queries relating to course structures, timetabling, and examinations</p>	<p>Contact Details</p> <p>Email: phaissm@essex.ac.uk</p> <p>Tel: 01206 87 2703</p> <p>Office: 6.137</p>
---	--	---

¹ 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.

	<p>Lisa Willis Deputy School Manager</p> <p>Lisa is responsible for all matters relating to student administration and the smooth running of our student facing operation. Lisa can provide you with general information on the School and she deals with queries relating to course structures and module enrolment.</p>	<p>Contact Details</p> <p>Email: phaisdsm@essex.ac.uk</p> <p>Tel: 01206 872190</p> <p>Office: 6.132</p>
	<p>Abby Connell Senior Student Administrator (PG)</p> <p>Abby is the first point of contact for matters relating to postgraduate study for PHAIS, including queries about courses. She is responsible for the administration of our PG Student Voice Meeting. Abby works closely with the Director of Graduate Studies and PGT Directors and can point you in the right direction for other support and help within and outside the School regarding postgraduate queries.</p>	<p>Contact details</p> <p>Email: phaispg@essex.ac.uk</p> <p>Tel: 01206 872313</p> <p>Office: 6.130</p>



Rachel Weightman
Senior Operations
Administrator

Rachel is responsible for looking after the finances for the School and can advise on many areas including claiming expenses, reimbursement for gallery trips and study trips abroad.

Contact Details

Email:
phaisfin@essex.ac.uk

Tel: 01206 872688

Office: 6.132

Key contacts

Name and title	Email address
<p>Head of School</p> <p>Dr Matthew Grant</p>	<p>m.grant@essex.ac.uk</p>
<p>Graduate Director</p> <p>Professor Irene McMullin</p> <p>In the first instance you should consult your Research Supervisor, but the Graduate Director Research is happy to advise you on practical or personal matters, or matters relating to the University's formal requirements. Should you at any time feel dissatisfied with the treatment you have received from your Research Supervisor, you should raise the matter with the Graduate Director Research, who will discuss problems in the strictest confidence. They may be contacted in person during consultation hours, or by email or telephone.</p>	<p>i.mcmullin@essex.ac.uk</p>

Director of Education Dr Jörg Schaub	jschaub@essex.ac.uk
Director of Research and Impact Dr Dan Watts	dpwatts@essex.ac.uk
Senior Tutor / Departmental Disability Liaison Officers Dr Lorna Finlayson (Art History and Philosophy) Dr Tom Freeman (History) Professor Matthias Röhrig Assunção – AUTUMN, Dr Steve Gormley – SPRING/SUMMER (Interdisciplinary Studies)	ljfinl@essex.ac.uk tfreeman@essex.ac.uk assuncao@essex.ac.uk segorm@essex.ac.uk
Employability Director Dr Fiona Hughes (AUTUMN) Dr Steve Gormley (SPRING/SUMMER)	fhughes@essex.ac.uk segorm@essex.ac.uk
Ethics Officer Dr Xun Zhou (AUTUMN/SUMMER) Professor Timo Jütten (SPRING)	xzhoug@essex.ac.uk tjuetten@essex.ac.uk
Women's Officer Dr Lorna Finlayson	ljfinl@essex.ac.uk
Inclusivity Lead Professor Diana Bullen Presciutti (AUTUMN) Dr Lorna Finlayson (SPRING/SUMMER)	dbpres@essex.ac.uk ljfinl@essex.ac.uk

Your supervisor

A supervisor will have been appointed for you during the admissions process. You are expected to have regular contact with your supervisor during your studies and they

should be the first port of call for any concerns/problems. We recommend that you consider attending the '[Making the most of your supervisor](#)' training course, provided through Proficio. In addition, if needed, the PGR Director within your department/school is also available to support you during your studies.

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.

Supervision of research students during periods of leave

Academic staff serving as supervisors of postgraduate research students will, on occasion, take periods of research leave for research purposes. During some periods of research leave, supervisors may not be in residence at the University. It is incumbent upon the supervisor, with the approval of the PGR Director, to develop a plan for the continuing supervision of students during periods of research leave. In making such arrangements, it is the policy of the department/school that:

- a) Members of staff are expected to continue to carry out their role as supervisor during periods of research leave.
- b) Members of staff on research leave are not expected to attend Supervisory Panels but are expected to provide a written assessment of progress.
- c) Members of staff on research leave should make arrangements for continuing contact with their supervisees, whether through face-to-face meetings, or through some form of remote communication,
- d) In cases where a member of staff plans to be out-of-residence for an extended period during their research leave, an alternate member of staff should be named (by the PGR Director in consultation with the supervisor) as a local contact for the supervisee student. The local contact is not meant to act as a substitute supervisor (see point (A) above) but to serve as a designated point of contact in the Department during the period when the supervisor is out-of-residence.

The Supervisory Panel (SP) and Research Students' Progress Board (RSPB)

These are the formal committee meetings at which an individual student's work, training/skills development, and progress are reviewed against the published

milestones. Progress decisions are considered by the SP with a recommendation being made to the RSPB. This includes Confirmation of Status and entry to the next stage of study or period of completion, along with extensions, downgrading and discontinuation. The final RSPB decisions and/or recommendations are reported to the relevant Faculty Dean (Postgraduate).

Your Supervisory Panel is composed of you, at least one of your supervisors and one other academic who acts as Chair. In exceptional circumstances where the sole supervisor is on study leave, an acting supervisor may attend.

The RSPB comprises senior members of academic staff and is chaired by the PGR Director or Head of Department/School. It reviews the progress of every student through to the award of a degree, withdrawal or failure, on the basis of the reports from the Supervisory Panel, including the written report from the student.

[Principal Regulations for Research Degrees](#)

Term	Supervisory Panel Date	RSPB Dates
Autumn	Week 8	To be confirmed
Spring	Week 21	To be confirmed
Summer	Week 38	To be confirmed
Deferred Summer <i>(for exceptional cases)</i>	Week 47	To be confirmed

Postgraduate Research progress and milestones

It is important that you familiarise yourself with the departmental [milestones](#) for your degree and the requirements for your chosen thesis format. The milestones are designed to help you submit your thesis by the deadline and are used to assess your progress during your period of study. The milestones will be considered at your Supervisory Panels and RSPB which take place throughout your degree.

You should review your [milestones](#) regularly to ensure you'll be ready to submit your thesis by the required date.

Staff research interests

You can find out about the research interests of our PHAIS academic staff and their publications [here](#).

History

We are internationally recognised for the quality of its research across a broad range of areas from 1450 to the present, ranging from social and cultural history to politics, international relations and global history. Themes of particular interest in research include protest and citizenship, gender, race, class formation, nationalism, cultural history, violence, wars and revolutions.

Philosophy and Art History

We foster a distinctive research ethos: collaborative, transdisciplinary, cutting edge.

Philosophers and Art Historians at Essex have long been internationally renowned for first-rate research that challenges traditional academic boundaries and canons. Throughout our work, we emphasise issues of autonomy, agency, dissent, and the contestation of the public realm.

Our transdisciplinary approach facilitates critical engagement beyond the traditional canons of philosophy and art history, enabling us to deliver research which is both impactful and relevant.

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 have 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.

PHAIS Common Room

The PHAIS Common Room (6.143) is located on the 6th floor in the School of Philosophical, Historical and Interdisciplinary Studies and is for the use of all students.

Postgraduate (Research) Study Room

The Postgraduate Study rooms 5A.112 and 5B.116 are available for all PGR students in the School. Please speak to Abby Connell in 6.130 if you would like a desk in one of these rooms. A returnable key deposit of £5 is payable.

Postgraduate Research training

PGR students all have access to Proficio; our innovative professional development scheme, unique to Essex. We believe that your academic and professional development is vital to your growth as a postgraduate research student and we give you funds that can be spent on a variety of courses and conferences.

As a postgraduate research student, you will be registered on the Proficio system. You will need to complete the Training Needs Analysis (TNA) on Moodle in order to unlock your Proficio funding account. The enrolment key is 'PGRstudent'.

In addition to the centralised training provision, students can also access a wide range of postgraduate taught modules that either explore particular fields and concepts, or offer specific training in research methods and skills. Students should peruse the modules available and discuss with their supervisor which of these modules would be suitable.

Printing, photocopying and scanning

All students can [print, copy and scan for free at Essex](#), subject to our fair use policy. You can 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 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.

Noticeboards

Every department and school has their own noticeboard(s) providing information on staff, courses and classes, updates, careers, events and opportunities.

Our noticeboard is located outside our General Office on the 6th Floor (6.130). Further down the corridor, and also in the Philosophy corridor on 5B, you will find notice boards announcing seminars and conferences, both at Essex and at other universities, and a variety of other information. We will also post important information on the Moodle announcement areas.

Social media

X: [@PHAISEssex](#)

Instagram: [@arthistoryessex](#)

LinkedIn: [Philosophical, Historical & Interdisciplinary Studies](#)

Departmental Prizes

Each year we are pleased to award prizes signifying excellence. Please [click here](#) for more information on the prizes available for award to postgraduate research students.

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 taken into account 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.

Student Staff Partnership

Guidelines on Research Supervision and Training

The University has a Code of Practice on Postgraduate Research Degrees, which sets out its policies and guidelines on training, supervision and progress procedures. This document may be found on the University website. All research students are encouraged to read through the code of practice, which will also be supplemented by departmental statements, procedures and arrangements that are monitored by the Dean of Postgraduate Research and Education.

Absence from the University

If you are going to be away from the University, doing research in foreign archives or libraries, there are certain formalities that you should note. If you plan to be away from the University for a substantial period of time (more than 6 weeks), you are required to request formal permission from the relevant Dean. If you will be away at the start of the year you will need to make arrangements for registration and payment of fees with the Registry and Finance Office. Please note that Senate and the School Board

require that Supervisors keep a written record of the frequency of contact between Supervisors and students. The University 'Code of Practice on Postgraduate Research Degrees' is supplemented by the Department's supervisory arrangements, detailed in this handbook. Students beginning a research degree will be asked to sign a certificate to confirm that they have read and agree to abide by these arrangements.

As a Postgraduate Research student, you have a responsibility to:

- Read the documentation provided, including the [regulations](#) for your degree, the [Code of Practice](#) and details of the departmental supervisory arrangements.
- Attend meetings with your supervisors and Supervisory Panels as arranged, and prepare adequately for them, notifying your supervisor in the event of unavoidable absence.
- Keep in regular contact with your supervisor. Students and supervisors are required to communicate, whether face-to-face or by electronic means, to engage in discussion/review of the student's work and progress at least once a month (and bi-monthly for part-time students).
- Provide updates on progress as outlined in the [Progress and Appeals Procedures for Research Degree Students](#)
- Carry out, as far as possible, the work agreed with your supervisor and submit written work as agreed so that you meet the required milestones.
- Familiarise yourself with the departmental [milestones](#) for your degree and the requirements for your chosen thesis format. The milestones are designed to help you submit your thesis by the deadline and are used to assess your progress during your period of study. The milestones will be considered at your RSPB which takes place twice a year (or equivalent for part-time students). It's important that you review your milestones regularly to ensure you'll be ready to submit your thesis by the required date.
- Familiarise yourself with University and subject-specific guidelines on ethical research, including data protection matters, and with health and safety and intellectual property regulations and obtain ethical approval as appropriate.
- Familiarise yourself with the expectations and conventions regarding academic referencing other people's work.
- Attend any research training and generic skills courses as agreed with your supervisor.

-
- As requested, submit reports on progress to professional practice and research supervisors, Supervisory Panels, or the departmental Research Students' Progress Board.
 - Keep a record of your personal progress, including a copy of agreed training needs, courses that need to be attended and when they are attended. This may take the form of a logbook or research portfolio to be signed off by your supervisor.
 - Inform the relevant supervisor promptly if there are any specific needs or circumstances likely to affect your work. Notify the Supervisory Panel/Research Students' Progress Board in writing of any extenuating circumstances that you believe have significantly affected your performance.
 - Discuss any supervisory problems with your supervisor or the Head of Department or PGR Director. Alternatively, if you feel unable to talk to a member of the departmental staff, please contact the [Postgraduate Research Education Team](#) to discuss the concerns. Any discussions will remain confidential if requested. Students may request a change of supervisor but should note that it may not always be possible for suitable alternative arrangements to be made.
 - You must present your thesis for examination by the end of the final term of your standard period, or by the end of the prescribed completion period.
 - A request for an extension of up to two weeks to the submission deadline may be made. Requests must be made to the Postgraduate Research Education Team in advance of the deadline. If granted an extension, you will not be expected to register or pay the prescribed fee for that two-week period.
 - If you fail to present your thesis for examination by the deadline, you will be deemed to have withdrawn permanently from the University and from your research degree, unless you are permitted an exceptional further period of completion.
 - Extenuating circumstances that affect your ability to submit your thesis by the agreed deadline will be considered by the Dean on a case-by-case basis.
 - Familiarise yourself with the guidelines on thesis submission and with the examination process, and ensure that you are prepared for your viva.

In addition to the above requirements, Professional Doctorate students should:

- Attend lectures and seminars for taught modules where applicable and attend meetings with your professional practice supervisor. For more information on this, please refer to the section on [taught modules](#) in this handbook.
- Complete the work required for your taught modules.
- Maintain a professional practice portfolio which forms part of the assessment for the degree.

The academic year

Postgraduate Research students are expected to work on their theses throughout the calendar year, and are not subject to the same academic year term structures as that of taught students. As a reference point, the academic year uses a week numbering system that covers the 52 weeks of a calendar year but corresponds to typical term dates. So, the start of the academic year is week 1, which is Welcome week, with teaching commencing in week 2.

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

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

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

My programme of study

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

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

Making changes to your study

If you feel as though your research has changed direction and that it would be appropriate to change your degree title, please discuss this with your supervisor, as they'll be best placed to advise on the most suitable option. You may also feel it appropriate to change to a differing degree type (from PhD to MSD for example), again please discuss this with your supervisor in the first instance.

Once you have decided that you want to change your degree title, you will need to make a formal request using the online [Change of Course/Degree title form](#).

Until the final term of your standard period, you may request **a transfer from one mode of study** to another, for example from full-time to part-time, including distance learning, or vice-versa. You should discuss any proposed change with your supervisor.

Once you have decided you want to change your mode of study, you will need to make a formal request, using the online [Change of Mode of Study form](#), which will need to be approved by your department or school, and the Dean.

If your request is approved your period of study will be adjusted pro-rata.

If you are a financially **sponsored student**, you should discuss any proposed change with your funding body and/or check its terms and conditions. If you are a UK Research and Innovation funded student, you should contact the Postgraduate Research Education team to discuss your request to change your mode of study.

If you are studying a course where an ATAS certificate is required and there are changes to your course, research area, supervisor or course length, you may need a new ATAS certificate. You can find further information on our Immigration [webpages](#).

Students with a Student visa 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 your decision 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/school, supervisor 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.

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.

Periods of study

Research degree	Mode	Standard Period	Completion Period
Masters by Dissertation (<i>MA or MSc by dissertation</i>)	FT	One year	Up to one year
	PT	Two years	Up to one year
Master of Philosophy (<i>MPhil</i>)	FT	Two years	Up to one year
	PT	Four years	Up to one year
Doctor of Medicine (<i>MD</i>)	PT only	Two years	Up to one year
Doctor of Philosophy (<i>PhD</i>)	FT	Three years	Up to one year
	PT	Six years	Up to one year
Doctor of Philosophy Integrated (<i>PhD</i>)	FT	Four years	Up to one year
	PT	Eight years	Up to one year
Professional Doctorate	FT/PT	See individual programmes	See individual programmes

Library and Cultural Services

Library Services

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

As well as a team of specialist Librarians who can advise on appropriate resources for your area, there is also a Research Support team, who can advise on a variety of topics including open access, online research profiles, and how/where to publish and promote your work. Online support in these areas can be found in the Library's [Research Support guide](#). A range of workshops and training sessions are also held throughout the year through [Newcomers](#), a collaborative network that aims to support postgraduate research students and early career researchers by offering training and guidance covering topics across the research lifecycle. Signing up to the [Newcomers mailing list](#) is the best way to keep up to date with the latest training and development opportunities, and it also provides a platform to network with fellow early career researchers.

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 our Colchester Campus, the **Albert Sloman Library** on Square 5 has a variety of study spaces, including individual and group work areas and bookable study pods and rooms. There is also a dedicated Postgraduate Study Room that is open 24/7. You'll

need your student card to access this space, so be sure to bring it with you during your visit. The Library offers a wide range of learning resources, online and in print, with a dedicated Helpdesk, live chat and the opportunity to book appointments with experienced Library staff to help you through your studies and into whatever you choose to do after graduation. The Albert Sloman Library is open 24/7 during term time and offers a laptop loans service which is also available 24 hours a day.

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

Art Exchange

Placing students at its core, [Art Exchange](#) is a place where art, artists and the campus community come together. Our programme of exhibitions and activities are here to get you inspired, make new friends – or simply to chill while having fun making art.

We show international art by established and emerging artists throughout the year, building up a dynamic programme by working closely with the campus community, as the art on our walls is co-created by students and responds to what matters to them.

Alongside exhibitions, our exciting programme of events and art classes are free for students. Led by professional artists, they support students' creativity, confidence and wellbeing - as well as being great fun!

We want everyone to get involved and enjoy great art.

Lakeside Theatre

The [Lakeside Theatre](#) provides a warm, welcoming social hub of creativity at the heart of the University to foster the living learning community.

We produce a programme of diverse, dynamic and accessible live performances of theatre, music, comedy, dance, workshops, artist development and live art for audiences on and off campus. It is a learning and social experience for students that will deliver key life skills to enable them to respond to a rapidly changing world with creativity and personal and cultural confidence. Students' wellbeing remains at the forefront of what we do which is why we provide opportunities for enjoyment, inspiration and creativity.

We believe that theatre is for everyone, you don't have to be studying drama or theatre studies to take part in or develop as an actor, producer, director, technician, or performer. That's why we have our [Homegrown Programme](#), to develop theatre makers at the University of Essex. Students, researchers, staff and alumni of the university can join the programme at any stage in their journey for support, guidance and opportunity to become a performing arts professional. Keep an eye out for our workshops and for when applications open up to our [Homegrown Studio Season](#), where you can perform on our stage!

The theatre and technical facilities are kept up to date, for student use in education and further skill building in modern practices nationally and internationally.

Peer Review with the Essex Student Journal

Peer reviewing is a vital academic skill that can help you improve the quality of your own writing by providing feedback to others on theirs. [The Essex Student Journal](#) provides the opportunity for you to gain practical peer reviewing experience, with training, guidance, and support throughout.

This invaluable experience will enhance your expertise as an early career researcher, developing your understanding of the academic publishing process and providing an opportunity for you to contribute to the community. Peer reviewing is typically expected of researchers at all stages of their academic careers, so starting in our supportive environment will build your confidence for the future. The analytical skills you develop are transferrable to a wide variety of other professions too.

Not all universities have a Student Journal, making this a unique opportunity for you and the authors. Our multi-disciplinary journal, run by students, for students, showcases the hard work of our undergraduates and PGTs and, through a double-blind peer review process, supports them to develop their writing skills and produce high quality outputs.

If you are interested in developing your skills and helping others to do the same, find out more about joining our vibrant community of peer reviewers at the Essex Student Journal and embark on your academic peer reviewing journey with confidence.

If you have any questions, get in touch with the Journal Team via journal@essex.ac.uk.

Departmental/school support or funding for attending conferences/other events

Postgraduate Research students can get help with funding via Proficio. We also have departmental prizes which can be applied for (please [click here](#) for more information).

Study Abroad

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

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

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

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

Assessment and Academic Integrity

Undertaking a research degree varies for each person. Some are predominantly lab based, others require significant library research, and some must undertake taught modules. All schools and departments at the University employ a variety of assessment methods, and these will be tailored based on your research area and the course you're on.

Ethics and integrity 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](#).

All research projects undertaken under the auspices of the University should observe a commitment to good research conduct. Information on research integrity can be found on the University's [research integrity webpages](#).

The University offers the following training resources to ensure you are familiar with best practice in research: Epigeum [module on research ethics](#) and Epigeum [modules on research integrity](#).

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) at an early stage for advice about the ethics review process.

Research involving vulnerable groups may require a DBS check if you are engaging in regulated activity. More information about the DBS check process can be found on the [University's DBS webpages](#). 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.

Risk assessments in research

If the research you are undertaking could potentially harm participants, researchers or the University (e.g. risks to physical or mental health, safeguarding or reputational, legal or financial risks) you will need to carry out a risk assessment, which you may be asked to provide as part of the ethics approval process. Your academic supervisor will be able to advise you on this.

You can book onto [Research Risk Assessment training](#) online, where there is also further information about risk assessment and managing health and safety risks.

If you are planning to carry out research abroad it is important that you research your destination, so that you are aware of [security, safety or culture issues](#) that may affect you or your research. The University has comprehensive travel insurance, which you will be able to arrange by completing the online [Travel Insurance Application Form](#).

Academic integrity, academic offences and research misconduct

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](#) or [research misconduct](#), 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 work. An academic offence can take

place even if you didn't mean to commit one, and examples include plagiarism, falsifying data or evidence, and communicating with another candidate in an examination.

Referencing

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. In History your referencing style is MHRA, for Philosophy, Art History and Interdisciplinary Studies, your departmental referencing style is Chicago. You must use the correct 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](#).

Academic Skills Support

There are a variety of skills and training opportunities available for postgraduate research students from [Skills for Success](#), covering a range of aspects across the research and thesis writing process. We also run a dedicated English language support class for international PhD students, a thesis writing class for all students and a PhD Support Network.

We are committed to ensuring that every student is able to get the most out of their postgraduate research, and are here to help all year round, providing support, resources, [workshops](#) and [1:1s](#) on:

- [Academic writing](#)
- [Maths and stats](#)

- [Digital Skills](#)
- [Research](#) and [referencing](#)
- [English language](#)

Some of these services are open to all students at the university, whilst others are specially tailored to research students. All are designed to help you develop your academic and language skills no matter what department or school you are attached to, or what stage you are at.

All services are free, and have no limits on the number of bookings you can make.

Proofreading services

Before considering the use of proofreading services, all students should first discuss their work with their supervisor(s). 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

Skills for Success run a dedicated [PhD Language Support](#) module throughout the year, to help you develop your writing skills, presentation skills and confidence. They also run a range of [Academic English Support classes](#) which are available throughout the year. Modules include Academic Writing, Speaking, Reading and Grammar Review. Bookable [workshops](#) and [1:1 support](#) are also available.

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, so [look online](#) to discover the best option for you.

Extenuating Circumstances

[Extenuating circumstances](#) are circumstances beyond your control which cause you to perform less well during your studies than you might have expected or to miss an assessment or milestone. 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.

Your department or school will review your claim at your Supervisory Panel and RSPB and determine an appropriate course of action to take into account your extenuating circumstances, if appropriate.

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

Extenuating circumstance claims must be submitted to your Graduate Administrator in your department/school by no later than two weeks before the meeting of the Supervisory Panel, or by the deadline published by the department/school if different. It cannot be guaranteed that forms submitted after this date will be referred to the Panel/RSPB. You should also ensure that you record at least a brief summary of your extenuating circumstances on your Supervisory Panel report form.

Submission of Thesis

Thesis Submission Pre-Examination

All candidates for a Masters by Dissertation (MAD or MSD), Master of Philosophy (MPhil), Doctor of Medicine (MD), Doctor of Philosophy (PhD) and Professional Doctorate must submit an electronic copy of their thesis for examination.

The electronic copy should take the format of one PDF document containing all chapters, references and appendices.

All registration fees and debts must be paid before the thesis can be accepted for submission.

You should submit the following as attachments via email to: pgrsubmission@essex.ac.uk:

- a) A single PDF copy of your entire thesis; and
- b) A submission form (RD1) completed and signed by yourself.

Thesis Submission for Award

Following the completion of the examination process, the candidate will be notified via email that in order to gain their award they must submit one electronic version of their thesis to the online [Research Repository](#). Following the receipt of this deposit, the candidate will be awarded their postgraduate research degree.

Thesis Deposit and Retention

Your thesis will be made open access when deposited in the online Research Repository. Students wishing to [place a restriction or embargo](#) on their thesis must do

so via the [Approval of Title \(intention to submit\) form](#) prior to the submission of their thesis for examination.

When depositing your thesis in the [online Repository](#) you will be required to read and accept the conditions stipulated in the Thesis Deposit Agreement. The Thesis Deposit Agreement outlines the availability of the thesis and how it will be stored in the Repository.

Examiners and the Viva

Your supervisor will not normally be present during **your viva** and will not normally have any contact with your examiners other than to arrange their appointment. [More information on the examination process](#) and viva can be found on the Student Directory.

Exit Awards (Professional Doctorate students only)

If a student does not meet the progression requirements on the Professional Doctorate, or the examiners feel that the thesis has not met the requirements for the Professional Doctorate, they may be eligible to receive an exit award or lower award, as appropriate for the course. Details of the available exit/lower awards can be found in the [Code of Practice: Professional Doctorates](#).

Appeals

PGR students wishing to [appeal](#) against either a progress decision (a recommendation made by the Research Students' Progress Board (RSPB)) or an examination decision (an outcome decided upon by the examiners following a viva voce) should follow the [Appeals Procedure](#).

Please note that research students on the first year of an Integrated PhD (a 4-year programme) or a research student on a Professional Doctorate programme who wish to appeal against a progress decision of the RSPB (e.g. being downgraded or discontinued) should do so in accordance with the above procedure. However, students who wish to appeal against the decision of the Board of Examiners' consideration/decision of their taught marks should appeal in accordance with the Academic Appeals [Procedures for Undergraduate and Postgraduate Taught Programmes of Study](#).

Students thinking about making an appeal are strongly advised to contact the [SU Advice Centre](#).

Taught Modules

Teaching timetable

Most PGR students won't be required to undertake taught modules, and so a teaching timetable isn't applicable. For those students who do undertake taught modules as part of their course, you'll have a personal timetable, this shows you when your teaching is taking place, as well as who is teaching you. Check your personal [online timetable](#) regularly for up to date teaching information. You will need to have registered and activated your University of Essex log-in before you will be able to access your teaching timetable.

Information about teaching timetables, including accessing your individual timetable can be found [here](#). If you wish to report a timetable clash or request a class change, you should do so via the [online timetable](#).

You can find the location of your teaching rooms and get directions quickly and easily using the interactive campus map, [Find Your Way](#).

Postgraduate Research course in PHAIS do not contain taught modules. However, you may decide that you wish to audit a module to broaden your knowledge in a particular subject area relevant to your research. This means that you will attend classes but will not submit assessments or receive any module credits. Please speak to the Abby Connell if you wish to audit a module.

Student Voice

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

Student Representatives

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

Student Voice Groups

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

Student Surveys

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

The University runs a PGR Student Voice Survey bi-annually, and this will be running this year . If eligible, you will be invited to participate via email.

If you have some feedback but don't know who to tell, email: 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 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](#) is the place to go. 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 disabilities and 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. You may also be eligible for one of our [bursaries](#) that is available to provide additional funding.

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.

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.

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

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 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.

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

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.

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 studentship. You can find out more information, including what you may be eligible for on the [PGR Scholarships and Funding webpage](#) or your [department/school page](#).

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/Tier 4 visa extensions, housing, complaints, welfare and consumer issues.

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

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

Loughton students – suaclo@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](#).

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.

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](#).

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 and 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 or 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 [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.

You Are Essex

Your Award Certificate

Award Certificates are issued upon final completion of an award. Upon conferral of your final award, your 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.

If you undertook taught elements as part of your studies and require a transcript, you can request this by contacting the Graduation and Awards team at award-docs@essex.ac.uk.

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.

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

Copies of references

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

Alumni

Essex is forever and although your time here will fly by, you'll be part of the Essex family for life. When you graduate, you'll get an alumni card and join a community of over 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. Careers support is for life as an Essex graduate and we'll be with you every step of the way.

We are proud of our world-class research at Essex and your invitation to contribute is lifelong. Whatever you choose to do, please stay in touch. We'd love to hear where your Essex degree has taken you.