

**Your studies**

**STUDENT HANDBOOK**  
**DEPARTMENT OF**  
**LITERATURE, FILM,**  
**AND THEATRE STUDIES**

**Postgraduate taught student handbook**

**2016–2017**



University of Essex

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# Section 1: Introduction

## Welcome to the Department.

Welcome to the University of Essex and to the Department of Literature, Film, and Theatre Studies (LiFTS). We hope that you will enjoy your time at Essex and that you will find your studies with us both challenging and rewarding.

Your first port of call for any queries should be the General Office (Room 5NW.6.16) which is open daily from 10.00am until 4.00pm.

As soon as you have your e-mail address and internet access you should look at the Department's website at <http://www.essex.ac.uk/lifts/>. Take your time to learn your way around it. The site is packed with useful information about module content. Many lecturers will use ORB (online resource bank) <https://orb.essex.ac.uk/lt/> and / or Moodle <https://moodle.essex.ac.uk/> to inform you of required reading and essay titles.

We expect you to take your academic work seriously. You must attend all seminars, and screenings (if appropriate), and keep up to date with your coursework. There are strict deadlines for handing in coursework that, if not adhered to, will result in a zero mark for your essay.

But this shouldn't stop you having an active social life: the Students' Union offers an array of services including bars, cafés, and shops. All registered students are automatically members of the Union and can take advantage of all the facilities, including the myriad of clubs and societies: see <http://www.essexstudent.com/main/student/clubsandsocieties/socs/list> .

Good luck in your academic endeavours this year.

**Philip Terry, Head of Department**  
**Department of Literature, Film, and Theatre Studies**

## About your Student Handbook

This handbook has been designed to give you essential information about our Department and the University.

There is a range of useful information online at [www.essex.ac.uk/myessex](http://www.essex.ac.uk/myessex). Our friendly departmental staff are also always happy to help. You can find their contact details in this handbook.

At Essex, we don't separate our students and academic staff, or our professional-services staff and our alumni. Everyone is a member of our community for life. Our three uniquely intimate campuses encourage an inter-weaving of people, ideas, and disciplines. We celebrate diversity and challenge inequality. Whatever your background, race or sexual orientation, you are part of a vibrant community that lives, learns, and plays together.

## MyEssex

MyEssex is your online account. Use it to keep your personal details up-to-date, see how you're doing on your course, let us know if you'll miss a seminar, contact the Student Services Hub and much more. <https://www.essex.ac.uk/myessex/>

## **Term dates, calendar and academic week numbers**

2016-17

Autumn term	Thursday 6 October 2016	Friday 16 December 2016
Spring term	Monday 16 January 2017	Friday 24 March 2017
Summer term	Monday 24 April 2017	Friday 30 June 2017

2017-18

Autumn term	Thursday 5 October 2017	Friday 15 December 2017
Spring term	Monday 15 January 2018	Friday 23 March 2018
Summer term	Monday 23 April 2018	Friday 29 June 2018

The University Calendar is available at

<http://www.essex.ac.uk/about/governance/documents/diary-next.pdf>

Details of the academic week numbers can be found at

<http://www.essex.ac.uk/students/course-admin/timetables.aspx>

## Section 2: About the Department of Literature, Film and Theatre Studies

### Administrative Staff

Emily Banks Student and Academic Services Administrator	Emily deals with student enquiries and is your first point of contact for general questions.	Office: 5NW.6.16 Email: <a href="mailto:ebanks@essex.ac.uk">ebanks@essex.ac.uk</a> Phone: 01206 872619
Deanna McCarthy Student and Academic Services Administrator	Deanna deals with Undergraduate and Postgraduate Taught student enquiries.	Office: 5NW.6.16 Email: <a href="mailto:dlmcca@essex.ac.uk">dlmcca@essex.ac.uk</a> Phone: 01206 872176
Antonio Vivas Student and Academic Services Administrator	Antonio deals with Undergraduate and Taught Postgraduate student enquiries	Office 5NW.6.16 Email: <a href="mailto:ajjviv@essex.ac.uk">ajjviv@essex.ac.uk</a> Phone: 01206 872417
Jane Thorp Graduate Administrator	Jane deals with both MA and PhD student queries and PG admissions.	Office: 5NW.6.14 Email: <a href="mailto:thorj@essex.ac.uk">thorj@essex.ac.uk</a> Phone: 01206 872624
Emma New Finance Officer	Emma deals with departmental financial issues, including all expenses claims	Office: 5NW.6.14 Email: <a href="mailto:emma.new@essex.ac.uk">emma.new@essex.ac.uk</a> Phone: 01206 876332
Daniela Wachsening Departmental Administrator	Daniela is responsible for overall departmental administrative matters.	Office: 5NW.6.18 Email: <a href="mailto:d.wachsening@essex.ac.uk">d.wachsening@essex.ac.uk</a> Phone: 01206 872604
Rachele Winn Deputy Departmental Administrator	Rachele deals with student administration and deals with specific enquiries such as late submissions, student welfare and pastoral issues.	Office: 5NW.6.12 Email: <a href="mailto:rachele@essex.ac.uk">rachele@essex.ac.uk</a> Phone: 01206 872611

### Academic Staff

Contact details for all Academic Staff can be found at <http://www.essex.ac.uk/lifts/staff/>

### Departmental Support

If you have any pastoral or academic problems or questions, the following members of staff are available to help or can advise you on whom to contact.

Jane Thorp	Graduate Administrator	Office: 5NW.6.14 Email: <a href="mailto:thorj@essex.ac.uk">thorj@essex.ac.uk</a> Phone: 01206 872624
Deanna McCarthy	Student and Academic Services Administrator	Office: 5NW.6.16 Email: <a href="mailto:dlmcca@essex.ac.uk">dlmcca@essex.ac.uk</a> Phone: 01206 872176
Antonio Vivas	Student and Academic Services Administrator	Office: 5NW.6.16 Email: <a href="mailto:ajjviv@essex.ac.uk">ajjviv@essex.ac.uk</a> Phone: 01206 872417

Professor John Gillies	Departmental Disability Liaison Officer (DDLO)	Office: 5NW.6.7 Email: <a href="mailto:jgillies@essex.ac.uk">jgillies@essex.ac.uk</a> Phone: 01206 872609
John Haynes	Director of Education	Office: 5NW.5.7 Email: <a href="mailto:jhaynes@essex.ac.uk">jhaynes@essex.ac.uk</a> Phone: 01206 872625

### Academic Responsibilities

Phil Terry	Head of Department and Director of the Centre for Creative Writing	Office: 5NW.4.9 Email: <a href="mailto:pterry@essex.ac.uk">pterry@essex.ac.uk</a> Phone: 01206 872618
Owen Robinson	Deputy Head of Department	Office: 5NW.4.11 Email: <a href="mailto:orobin@essex.ac.uk">orobin@essex.ac.uk</a> Phone: 2617
Sanja Bahun	Deputy Director of Graduate Studies (Spring & Summer)	Office: 5NW.6.9 Email: <a href="mailto:sbahun@essex.ac.uk">sbahun@essex.ac.uk</a> Phone: 01206 872634
Shohini Chaudhuri	Director of Graduate Studies (Autumn)	Office: 5NW.5.9 Email: <a href="mailto:schaudh@essex.ac.uk">schaudh@essex.ac.uk</a> Phone: 01206 872591
Susan Oliver	Director of Research	Office 5NW.6.11 Email: <a href="mailto:soliver@essex.ac.uk">soliver@essex.ac.uk</a> Phone: 01206 872616
Nic Blower	Employability Director	Office: 5NW.5.3 Email: <a href="mailto:nblower@essex.ac.uk">nblower@essex.ac.uk</a> Phone: 01206 874456
Liz Kuti	Director of the Centre for Theatre Studies	Office: 5NW.4.7 Email: <a href="mailto:ejkuti@essex.ac.uk">ejkuti@essex.ac.uk</a> Phone: 01206 873408
Adrian May	Deputy Director of the Centre for Creative Writing	Office: 5NW.4.4 Email: <a href="mailto:adrmay@essex.ac.uk">adrmay@essex.ac.uk</a> Phone: 01206 872613
Jeff Geiger	Director of the Centre for Film Studies and Screen Media (Autumn, Summer)	Office: 5NW.5.11 Email: <a href="mailto:geiger@essex.ac.uk">geiger@essex.ac.uk</a> Phone: 01206 872623
Karin Littau	Director of the Centre for Film Studies and Screen Media (Spring)	Office: 5NW. Email: Phone:

### Staff research interests

Our research is at the heart of our activities and feeds directly into our undergraduate and postgraduate teaching. We follow a distinctly comparative approach through critical and creative work in literature, drama, film, and creative writing that extends across genres and media forms.

We have internationally recognised expertise in literatures from both Europe and the Americas, and our work covers areas from Shakespeare and transatlantic romanticism to global modernism and world literature. This is combined with strengths in world cinema, film theory and practice, contemporary theatre and poetry, as well as myth, adaptation, and



translation studies. For more information visit our Research pages at <http://www.essex.ac.uk/lifts/research/default.aspx>.

Our academic staff are the authors of numerous major publications, <http://www.essex.ac.uk/lifts/research/publications/default.aspx>. See our academic staff profiles <http://www.essex.ac.uk/lifts/staff/Staff.aspx?type=academic> for full lists of individual research.

### **Royal Literary Fund Fellows**

The Royal Literary Fund exists to help writers, and champion good writing. It provides two resident fellows, here at Essex, to help our students with the writing of their essays, dissertations, theses, or even job and grant applications. This year the fellows are Kate Worsley and Clare Pollard - both published authors. If you want to visit them for an hour just book a slot in the General Office. The service is entirely free, confidential and independent of the university. Ask in the Office for the appointment and directions to the RLF office.

### **Film Library**

Our Departmental Film Library has a collection of hundreds of movies and documentaries. Students are welcome to borrow DVDs from our collection at no cost. The film library is catalogued electronically and searchable via the Department website. Please visit the General Office for more details.

### **Department Seminars**

A programme of extra-curricular seminars will take place at 5pm on Tuesday afternoons during term time. These seminars are intended to bring our students and staff together to hear presentations of work in progress, given by our research students, staff members, and external speakers. Whatever your own interests, these occasions will be useful to you in the development of your work and you are very welcome to attend. The seminars are advertised on the Department's Facebook page <https://www.facebook.com/LiFITS.UoE/> and on our Graduate Student Noticeboard.

### **Location of General Administrative office, opening hours, common room, noticeboards**

The Department is located on square 4, entrance 4N, next to Santander. The staff offices are located on floors 4, 5 and 6.

The General Office is located on the sixth floor, in room 5NW.6.16, and is open from 10am to 4pm, Monday to Friday.

The Department has a Common Room in 5NW.6.1. This space is open from 9.00am – 5.00pm, Mondays to Fridays, for you to relax and meet informally with fellow students and staff.

Noticeboards are located throughout the Department.

### **Study Leave**

Many of your lecturers and tutors are on work contracts which oblige them to combine teaching and research duties. You see the teaching side of things as part of the everyday life of the Department in term-time; the research tends to happen out of hours, at weekends, and over the vacations, although it feeds into the Department's publications and into the innovative qualities of its teaching. Roughly every couple of years, a lecturer on a research contract can apply for a term of leave in which to carry out further research - for instance, to travel to an archive abroad. During these periods, your teaching will be covered by someone else equally well qualified, and the only issue which might affect you is if you are hoping to

ask the absent scholar for a reference or for some personal advice. Bear in mind that they might be travelling, and might not have ready access to email all the time, so you may need to plan ahead and allow extra time to receive a reply.

### **Communication**

We use email to contact you about important information relating to your studies and other issues such as welfare. Please check your University email regularly as we will not email alternative personal addresses.

You can access your email on any lab computer using Microsoft Outlook. We also provide an Outlook Webmail service that you can access through a web browser anytime, anywhere: <https://email.essex.ac.uk/>. You can also send and receive University emails on the move by setting up your smart phone or tablet. Go to [www.essex.ac.uk/it/email/access/](http://www.essex.ac.uk/it/email/access/) where you will find instructions on how to set up your mobile device with email.

### **Reference Requests**

When requesting academic references for Postgraduate Study please allow enough time before the closing date for staff to research and write the references. You should allow at least 3 weeks for a reference to be produced. Please consult with your referee about the most appropriate contact details to include for him or her. It is also important for you to include as much information as possible with your requests, and include an up to date copy of your CV.

### **Email guidance**

As a student, you will be on a number of University email lists. Some are mandatory and reflect your current course, modules, department, year and so on. You cannot unsubscribe from these lists but they will primarily be used to send out important information relating to your studies. You will also automatically be subscribed to a small number of opt-out lists, again, based on your course. These will be used to send useful information and, while some of this may be about events, marketing or other opportunities, we try to avoid sending too much. To opt in or out of such lists, visit: [www.essex.ac.uk/dsh/maillinglists](http://www.essex.ac.uk/dsh/maillinglists) . We do not send out marketing information unless you have opted in to it.

### **Prizes**

**The Francis Barker Prize** is awarded annually for the best MA coursework of the year following the interim MA Board of Examiners in June.

**The MA Dissertation Prize** will also be awarded annually for the best MA Dissertation of the year. The prize winner will be selected at the Final MA Board of Examiners meeting in November.

## Section 3: Academic Matters

### Learning and Teaching

Modules are taught in a variety of ways. You will be required to attend all seminars of your selected modules. Some modules will also include workshops and involve group work. You will be given more details on the individual module teaching methods at the start of the term. The Module Directory <https://www.essex.ac.uk/modules/> also gives information about the teaching and learning methods used.

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. Where appropriate, reasonable adjustments will be set in place for individual students to support them through their studies

#### **Moodle, ORB and FASER**

Our **online resource bank (ORB)** stores important module materials such as reading lists and past exam papers.

We use **Moodle** as our online learning environment, to enhance face-to-face teaching. It lets you get to course materials, and has built-in features to enhance learning such as discussion forums, chat facilities, quizzes, surveys, glossaries and wikis.

**FASER** is our **online coursework submission and feedback system**. Use it to submit your coursework electronically, produce a watermarked copy of your work and receive electronic feedback all in one place.

#### **Changing your degree**

If you want to change your course, you should talk to someone in your department first. Normally, you would be required to make a new application for admission.

Investigate your potential new course by looking at course information on the department's web pages, talking to students on the course and speaking to tutors. You should also look at our Rules of Assessment for the new course to check whether there are any course-specific requirements.

If you want to **change your mode of study** from full-time to part-time, you should discuss this with our departmental staff. If this is possible, you will need to make a formal request using the online **Change of Mode of Study form** which you can find here: [www.essex.ac.uk/esf/](http://www.essex.ac.uk/esf/)

Changing your mode of study may affect your immigration status if you have a Tier 4 visa and you may need to contact the Home Office or make a new Tier 4 application.

**Please read carefully our guidance on Tier4 and course changes here:**

[www.essex.ac.uk/immigration/studies/changes](http://www.essex.ac.uk/immigration/studies/changes)

#### **Maximum period of study**

Postgraduate taught students have a maximum period in which to complete their studies. This is set at the point at which you register, and is normally the length of your programme which is 12 months, full time; 24 months part-time.

## **Learning outcomes**

Your course's learning outcomes are set out in Programme Specifications. They are categorised under the headings of knowledge, intellectual, practical and key skills, and are linked to the aims, learning outcomes, and assessment on the modules you take. You can measure your progress against the outcomes, for example when reviewing coursework feedback, and they can be used to guide you when undertaking independent study. You can find a copy of the module map showing how your course learning outcomes are connected to the modules <http://www.essex.ac.uk/programmespecs/degreeslist.asp> here. Full module outlines are available here <https://www.essex.ac.uk/modules/>.

You will find module descriptions, learning and teaching methods and assessment information on the Module Directory <http://www.essex.ac.uk/modules/>

## **Credits**

Each module is worth a certain number of credits. All MA modules in the Department are worth 20 credits and the MA dissertation is normally worth 80 credits. You are required to achieve 180 credits over the year (or over 2 years if you are a part-time student) in order to achieve the award of a degree. See Rules of Assessment - [www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.asp](http://www.essex.ac.uk/students/exams-and-coursework/ppg/general/assess-rules.asp)

## **Choosing your Optional Modules**

You will need to choose your optional modules when you arrive at University. The eNROL website has all in information you need [http://www.essex.ac.uk/enrol/home/home\\_phase1.asp](http://www.essex.ac.uk/enrol/home/home_phase1.asp)

You may request changes until the end of Week 3, Monday 21 October 2016 at 8.59am. No changes will be considered after this date for Autumn term modules.

If you have any problems with the online web pages, please email [enrol@essex.ac.uk](mailto:enrol@essex.ac.uk) .

How it works: eNROL is a secure web environment and will require you to enter some of your personal details to authenticate your access.

You will be shown a list of the modules that make up the year of your course. Any core/compulsory modules are displayed for information but you cannot change them. Some programmes of study have all core/compulsory modules so there will be no action for you to take.

If you have an option module(s) to choose, you can select the one(s) you want from a list. Clicking on the module will take you to a description in the Module Directory.

When you have finished, you will see a confirmation message on the screen and you will receive an email. (If you are a new student you will receive an email to the address which was provided with your application).

Enrolments are regarded as provisional until the department providing the module has reviewed your choice. On some programmes of study, your module selections are subject to the approval of the Course Director.

If the issue is of an academic nature, e.g. your query is about a course, or a module, then please contact the Graduate Administrator, Jane Thorp ([thorj@essex.ac.uk](mailto:thorj@essex.ac.uk), 01206 872624).

## **Employability Modules**

Many of your modules here in LiFITS are designed to encourage you to develop a range of practical and transferable skills, through a variety of teaching and assessment methods.

These include:

- Developing critical and independent thinking
- Managing your own time and acquiring high levels of self-motivation and organisation
- Meeting deadlines
- Being on time
- Performing well under stress
- Collaborating with others
- Seeing projects through to their completion

## **Reading Lists**

Please refer to our Online Resource Bank at: <http://orb.essex.ac.uk/lt/> for reading lists.

Alternatively, you can visit the Talis Aspire website which has full and comprehensive reading lists: <https://essex.rl.talis.com/index.html>.

## **Listen Again**

Did you miss something? Our Listen Again digital recording service lets you listen again to lectures so you grasp every detail. It is available in teaching rooms or lecture theatres where you see the sign.

<http://listenagain.essex.ac.uk/>

The LiFITS Facebook page <https://www.facebook.com/LiFITS.UoE/> is an important source for finding career and work experience opportunities that may not be advertised elsewhere.

Recent opportunities on the website include internships and paid work with theatre companies, creative writing workshops, producer training programmes and a researcher/producer runner position in the film industry.

## **Information for disabled students**

We would encourage all new students with a disability, long term medical condition, specific learning difficulty or mental health difficulty to disclose and register with the disability service so that we can plan how best to support you in your studies. Please also see Student Services Hub including contacts for disability/SpLD support on page 36.

You can find out about the academic and learning support we offer here:

[www.essex.ac.uk/students/disability/academic.aspx](http://www.essex.ac.uk/students/disability/academic.aspx)

UK students may be eligible for a Disabled Students' Allowance grant. Go here for more information including application forms and key changes for 2016-17

[www.essex.ac.uk/students/disability/funding.aspx](http://www.essex.ac.uk/students/disability/funding.aspx)

## **Information for international students**

We are proud to be a global community and we recognise that living and studying in the UK may be very different from your own country.

Essex has a wide range of support covering academic and health and wellbeing issues. Our friendly and professional staff will be able to guide, give advice and assist you during your time at Essex.

You can find helpful information here - [www.essex.ac.uk/students/new/international](http://www.essex.ac.uk/students/new/international)

If you are studying on a **Tier 4 visa**, don't forget to read Tier 4 Information **on page 35** of this handbook which has further information and links.

### **Mature and part-time Students**

As a mature student you'll be in very good company – around 37% of our students are mature students.

We appreciate that studying as a mature student can present challenges. This is particularly true if this is your first experience of higher education and you have other commitments and responsibilities to meet such as work and family. We want you to be aware of the support available so that you can make the most of your time at Essex.

You can find more information here: [www.essex.ac.uk/life/students/mature.aspx](http://www.essex.ac.uk/life/students/mature.aspx)

### **Student representation, Student Staff Liaison Committees, Student Assessment of Modules and Teaching and Student Surveys**

Student feedback is a vital part of the University's approach to quality assurance and enhancement. It is important that you are given the opportunity and that you take time to feedback to the University.

You can do this in a number of ways:

1. You can contact (or be elected as) a **student representative** who represent the voice of fellow students in departmental Student Staff Liaison Committees (SSLCs) and other University level committees.
2. You can find more information on the Students' Union website [www.essexstudent.com/representation/coursereprs/](http://www.essexstudent.com/representation/coursereprs/) and the University's policy here: [www.essex.ac.uk/quality/student\\_representation/student\\_rep.asp](http://www.essex.ac.uk/quality/student_representation/student_rep.asp).
3. You can find out information about Student Staff Liaison Committees here: [www.essex.ac.uk/quality/student\\_representation/sslc.asp](http://www.essex.ac.uk/quality/student_representation/sslc.asp).

Every year, we will ask you to complete the **Student Assessment of Module and Teaching (SAMT)**. This survey will be summarised and discussed by SSLCs and will inform reports written by us for central University committees as part of our quality assurance processes.

**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 the student experience of learning at Essex. You will probably be aware of the National Student Survey (NSS) for final year undergraduate students which feeds into university league tables. We also run our own Student Satisfaction Survey (SSS) which tells us on a local level how we're doing and where we can make improvements. It's for all postgraduate students (except those in the first year of a part-time postgraduate taught programme). The surveys are run online and you will receive a link to the survey in your email.

### **Library Services**

At our Colchester Campus, the **Albert Sloman Library** on Square 5 has long opening hours, a new extension, and 24 hours a day access in the weeks leading up to exam time, the library has a wide range of learning resources, including books, journals, British and foreign-language newspapers, databases, microfilms and audio-visual materials. There are quiet group study areas, a special study area for postgraduate students and networked PCs on all floors.

[libwww.essex.ac.uk](http://libwww.essex.ac.uk)

### **Attendance monitoring (Count-me-in) and absence from sessions**

Your attendance at lectures and classes has a significant impact on how successful you are in your studies. At Essex, we monitor attendance so we can identify students who may need guidance and support.

You'll need to **record your attendance** at teaching events using your registration card and the electronic reader in the teaching room. Just 'tap in' for every timetabled teaching event you attend. Your tap will count from 15mins before the start time and up to 15mins after the start time on your timetable.

**You should not tap in for someone who is not attending the class; and also you should not tap in if you then immediately leave the teaching event.** This is breaking the Student Code of Conduct and you could be fined.

Attending is especially important if you are here on a Tier 4 visa.

If you **lose your card** or it is **faulty**, go to the Student Services Hub to get a new card (a small fee is applicable for lost cards).

If you need to **report an absence** from a teaching event you should do so by completing the **notified absence** on MyEssex. We will consider the reasons and may record it as an **authorised absence**. Be aware that you may need to **provide evidence**, including medical evidence if relevant. Please see [www.essex.ac.uk/see/attendance](http://www.essex.ac.uk/see/attendance) for acceptable reasons to be absent.

You will be able to **check your attendance record**, and notified absences on **MyEssex**. **We are introducing this by department during the year.**

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

For more information on attendance, and for links to forms and guidelines visit: [www.essex.ac.uk/see/attendance](http://www.essex.ac.uk/see/attendance)

### **Assessment**

<http://www.essex.ac.uk/students/exams-and-coursework/ppg/pgt/assess-rules.aspx>

**The Rules of Assessment** are the rules, principles and frameworks which the University uses to calculate your course progression and final results. These decisions are made by the Board of Examiners who use the Rules of Assessment to decide:

- you can be awarded credit for the modules you have studied
- you have done enough to move on to the next stage of your course (if you are on a course which lasts more than one year)
- you need reassessment
- whether you have done enough to pass your course
- whether you are eligible to receive a merit or distinction

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

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

Individual modules can yield 15, 20, 30 or 40 credits depending upon which department you are studying in. Each award has a defined structure, normally consisting of a combination of core, compulsory and optional modules, and requires a specific volume of credit to be achieved:

- Graduate/Postgraduate Certificates - 60 credits (all taught module credits)
- Graduate/Postgraduate Diplomas - 120 credits (all taught module credits)
- Masters Courses - 180 credits (normally 120 credits of taught module credits and a 60 credit dissertation or equivalent)

Credit is awarded for successful completion of individual modules.

### **Extenuating Circumstances, withdrawing and intermitting**

**Extenuating circumstances** are circumstances beyond your control which cause you to perform less well in your coursework or examinations than you might have expected. In general, extenuating circumstances will be of a medical or personal nature that affect you for any significant period of time and/or during the examination period.

You need to submit your form by the deadline given here -

[www.essex.ac.uk/students/exams-and-coursework/ext-circ](http://www.essex.ac.uk/students/exams-and-coursework/ext-circ)

You will **not** get extra marks you hand in an extenuating circumstances form. Boards of Examiners use other methods to take into account extenuating circumstances, such as permitting further reassessment opportunities for uncapped marks.

**Please read the guidance on extenuating circumstances very carefully before submitting your form and evidence. Please seek advice from the Students' Union Advice Centre ([www.essexstudent.com/services/advice\\_centre/](http://www.essexstudent.com/services/advice_centre/)) or the Student Services Hub ([www.essex.ac.uk/students/contact/registry](http://www.essex.ac.uk/students/contact/registry)) if you need any guidance.**

**Intermitting** is a temporary withdrawal or leave of absence from your studies for one term, two terms or one academic year (stage). In exceptional circumstances, a period of up to two academic years away from our University may be allowed as long as it does not exceed your maximum period of study. Normally this is for reasons beyond your control such as health or personal problems. An intermission is approved for a defined period of time after which you would return to your studies. This is a formal process which needs formal approval.

If you are thinking about intermitting, there are some practical things you need to consider such as academic issues, for example, the impact on your module choices and maximum period of study, accommodation, financial matters including the impact on your tuition fees, and visas if you have a student or Tier 4 visa.

If you decide to intermit you will no longer be entitled to attend tuition but you will still have access to your Essex email account (which we will use to communicate with you) and some Library access.



If you decide to intermit, you will need to complete the online form at: [www.essex.ac.uk/esf/](http://www.essex.ac.uk/esf/) and you will receive an email confirming whether your request to intermit has been successful.

**You should read the guidance on intermitting very carefully before submitting your form at [www.essex.ac.uk/students/course-admin/intermission](http://www.essex.ac.uk/students/course-admin/intermission). You are strongly advised to discuss intermitting with your department.**

You may experience doubts about continuing on your course at some point during your studies. **Withdrawing from your course** is the formal process for permanently leaving your programme of study and the University. There are plenty of people at Essex who can provide you with information, advice, guidance and support to help you to make a decision that's right for you. For instance, you might find that taking a temporary break from your studies (intermitting) will enable you to resolve the current situation that is causing you to think about leaving. Also, please note that if you are thinking about withdrawing from the University, there are some practical things you need to consider: accommodation, financial matters including your tuition fees, visas if you have a student or Tier 4 visa, and careers advice. Who to contact for advice, the practical matters that you need to consider, your options, and the withdrawal process are all detailed here: <http://www.essex.ac.uk/students/course-admin/withdrawing.aspx>

If you decide to withdraw, you will need to complete the online form at [www.essex.ac.uk/esf/](http://www.essex.ac.uk/esf/) and you will receive a letter confirming that your withdrawal has been completed.

**External Examiners** are usually academics from other universities but may be from industry, business or the profession depending on the requirements of the course. They give an impartial view of the course and independent advice to ensure that courses at the University meet the academic standards expected across UK higher education. External Examiners write reports on the courses and modules they are responsible for which are made available to you via your department. You can find the name and institution of the External Examiner for your course and modules by looking on the Programme Specifications Catalogue and the Module Directory. You can find out more about how the University uses External Examiners by following this link: [www.essex.ac.uk/quality/external\\_examiners](http://www.essex.ac.uk/quality/external_examiners)

**Please note: you may not contact External Examiners directly under any circumstances.** If you have any concerns about the quality and standards of your course, please contact your student rep, your Head of Department or the Students' Union.

### **Appeals, complaints, and fitness to practise**

Following the release of your end of year results, you are eligible to submit a formal appeal against the **progress decision** of the Board of Examiners that have made the decision regarding your academic progress. Formal appeals can take up to 6 weeks to be considered, however, if you are not in the final year of your programme of study, you can "Consult the Dean" before submitting a formal appeal. The Dean can take action and change the original progress decision, and can also consider requests from students who want to repeat the year rather than take reassessment across the summer. Please visit the Appeals webpage for information regarding the deadline by which you must "Consult the Dean" and/or submit your formal appeal by.

As with all appeals, you would be required to provide any relevant evidence that substantiate your claims. The main legitimate grounds for appeal are any extenuating circumstances that you could not make the Board of Examiners' aware of in advance, or procedural irregularities in the conduct of the Board of Examiners (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred. Other grounds will be considered on their merits but **you may not appeal**

**against academic judgement.** This means that you can't appeal against the marks you have been given by a Board of Examiners without evidence of extenuating circumstances or procedural irregularity.

The Appeals Procedure gives examples of grounds for appeal which are not considered legitimate. You should read these before submitting an appeal. You may also appeal against the outcome of academic offences committees and progress committees under certain circumstances.

**We strongly advise all students thinking about making an appeal to contact the Students' Union Advice Centre. Please visit [www.essexstudent.com/advice](http://www.essexstudent.com/advice) for more information.**

### **The Complaints Procedure:**

The University is a large community engaged in many activities, both academic and non-academic. If you feel dissatisfied with some aspect of your dealings with the University, it is important that the issue is dealt with constructively and as quickly as possible without risk of disadvantage or recrimination. You can find the complaints procedure and the forms here:

[www.essex.ac.uk/see/complaints](http://www.essex.ac.uk/see/complaints)

**Fitness to practise** is only applicable to students on certain professional courses (such as nursing or social work). If this applies to you, you will have been told by your department.

You can read the procedures on the University website at:

[www.essex.ac.uk/students/exams-and-coursework/ppg](http://www.essex.ac.uk/students/exams-and-coursework/ppg)

### **Academic Offences Procedure**

[www.essex.ac.uk/see/academic-offence](http://www.essex.ac.uk/see/academic-offence)

All students are expected to behave with honesty and integrity in relation to coursework, examinations and other assessed work. If you do not do so, you may be found to have committed an academic offence. The University takes academic offences very seriously.

Academic offences can include plagiarism, false authorship, collusion, falsifying data or evidence, unethical research behaviour and cheating in an examination (this list is not exhaustive). Academic offences can be committed as a result of negligence, meaning that you may be found guilty of an academic offence even if you didn't intend to commit one. It is your responsibility to make yourself aware of the Academic Offences Procedure, the regulations governing examinations, and how to correctly reference and cite the work of others. If you aren't sure what referencing system you should use, you should ask your department and also refer to **Referencing and good academic practice** in this handbook. on page **32**.

If an allegation of an academic offence is made against you, we strongly advise contacting the Students' Union Advice Centre. Please visit [www.essexstudent.com/advice](http://www.essexstudent.com/advice) for more information.

### **Ethics**

All research involving human participants, 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 can find our Guidelines for Ethical Approval of Research Involving Human Participants here - [www.essex.ac.uk/reo/governance/human](http://www.essex.ac.uk/reo/governance/human) - along with the University Ethical Approval application form.

'Human participants' are defined as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and fetuses, human tissue and bodily fluids, and personal data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). Research involving the NHS may require and research involving human tissue or adults lacking capacity to consent will require Health Research Authority approval.

## Coursework

Effective feedback helps students to understand the mark given for a particular piece of work, and helps students to reflect on their own learning and to achieve better marks in future pieces of work. A variety of methods of providing feedback are used across the University, and departments chose the most appropriate for their courses and modules. The University does not have an institution-wide approach to anonymous marking in coursework. Departments decide whether to use anonymous marking in coursework or not.

This Department does not operate a system of **anonymous marking**. We believe that marking provides an important point of contact with the student, through which individualised and personal forms of encouragement and involvement can be fostered. We believe that the quality of formative feedback is enhanced when the marker knows the student, and current work can be seen in the context of earlier assignments and classroom interactions. The comments we provide in coursework seek to encourage students in areas where they have done well and to highlight what they could do better. We take great care to mark fairly and effectively and we feel strongly that our ability to do this is improved through knowing our students.

### Re-marking of coursework

You have the right to request a re-mark of your coursework under certain circumstances which your department will advise you on. The University Marking Policy can be found here: [www.essex.ac.uk/quality/university\\_policies/examination\\_and\\_assessment/marking\\_policy](http://www.essex.ac.uk/quality/university_policies/examination_and_assessment/marking_policy). You will need to complete a form and be aware that marks can go down as well as up.

### Moderation and second marking policies

The University policy on **moderation** can be found as part of the Marking Policy. When work is moderated, it means that a second member of academic staff takes a random sample of the work for a particular assessment and reviews the marks given. A moderator would not change the individual marks for the work, but would liaise with the first marker if s/he believed that the marks were not at the correct level, with a view to the first marker reviewing and adjusting the marking.

**Second marking** is where a second marker marks the work but has access to the first marker's marks and/or comments. Where two members of staff are involved in marking a piece of work, the markers should make every effort to agree a mark, rather than merely averaging the two marks. Departments must keep a full record of both individual and agreed marks for all work which is second or double marked.

Please see page **22** of this handbook on coursework submission for details of how to submit your coursework.

*If you take optional modules outside your home department, you should make sure you are aware of the policy on whether coursework is marked anonymously or not and how to submit your coursework.*

## Assignment and Essay Guidelines

### Structure

- Opening: concise summary of the main points of your argument.
- Argument: one or, at most, two points per paragraph – each supported by textual references.
- Conclusion: just that – conclude your argument.

### Argument

- You must have a clear argument and sustain it throughout the essay. The single most important issue to address is the essay title/research question you have decided upon.
- Decide what are the stages of the argument that you wish to conduct and arrange them in an order which will be clear to your reader. Each sentence and each paragraph should contribute to the support of your argument. Make sure each point you make is linked logically, clearly and fluently to the next.
- Most importantly, don't just retell the action of the text.
- Try to distinguish between feelings and thought, and between opinion and analysis.
- If you make a specific point, you must provide evidence in the form of details or quotations from the text.
- A single sentence does not comprise a paragraph. Paragraphs should, ideally, be approximately half a page in length.
- Also remember to use the correct layout: the first line of a paragraph should be marked (i.e. indented), for the ease of the reader. It is not easy to read multiple blocks of text.
- Quality of thought is related to concision. Never write a single word more than is strictly required by your argument. Go through your essay after you have drafted, it striking out anything that is not essential. Make sure, however, that you have given sufficient information, and a broad enough context, for your reader to understand the point you are making.

### Secondary Reading

- Locating and analysing appropriate secondary sources are important academic skills. Make sure you analyse and do not simply reproduce what a published critic writes. Comment on any facts or opinions cited.
- Why is a secondary text interesting? What evidence that you yourself see in the primary text leads you to agree, or modify, or challenge the cited material? Signpost where indebtedness to others ideas begins (often with explicit comment: As Robert Alter notes/suggests/asserts . . . ) and ends (with a footnote to Alter's book and to the relevant page numbers).

### Plagiarism

- If you do not indicate your sources clearly and in detail, you will be open to a charge of plagiarism, and your essay will be referred to the Head of Department The penalties for plagiarism are severe: for the first offence, an essay usually receives a mark of zero. Please refer to the University web pages for information on plagiarism if you are at all unclear about its definition: <http://www.essex.ac.uk/plagiarism/>
- Remember that you need to reference not only all quotations, but also any ideas that you paraphrase or that have influenced your own argument. All texts, including secondary articles, books, and websites consulted for the essay must be included in your bibliography, it is not necessary to cite lectures or seminars. It counts as self-plagiarism if you reproduce substantial sections from other essays you have written.

### Language

- Vernacular (i.e. slang) is not acceptable in an academic essay. Abbreviations are usually too colloquial.

- Avoid claims which are vague (such as ‘effective’ as general praise) and those which you could not substantiate on the basis of your own reading (such as calling a poet ‘the greatest’ or ‘the first’).
- ‘You’ is normally avoided in academic arguments—as distinct from practical advice like this.
- ‘I’ is acceptable, but best used sparingly to define an individual response (‘when I saw a production of *Electra*, I felt . . .’) or an independent line of argument (‘Although Melville, in the introduction to his edition of *Metamorphoses*, asserts that . . . , I would argue that . . .’). In opening paragraphs of essays, avoid a tedious series of statements announcing what you intend to do (‘I will discuss . . . I will compare . . .’), especially when these statements repeat the title of the essay. Just do it! Name the authors and texts you are comparing, and make a point about their similarities or differences.

#### Spelling

- Pay careful attention to spelling, particularly titles of texts and names of authors and characters.
- Be careful about your use of apostrophes, especially avoiding ‘it’s’ for ‘its’.

#### Grammar

- Pay equal attention to your grammar. Try to avoid clumsy and/or over-long sentences.
- Be aware that marks will be lost for poor spelling and grammar.
- Remember you are not writing for yourself, but for another reader. Make sure your writing style is clear and your argument and ideas easy to follow.

#### Printed essays

- Essays must be word processed.
- Always include your bibliography as a separate sheet.

#### Suggested Reading

- If you are unsure about academic essay writing, there are a variety of publications that will give you advice and guidance on all of the points outlined above. A good buy is: Brian Greetham, *How to Write Better Essays* (Basingstoke: Palgrave Macmillan, 2001).
- There is also a variety of publications that give advice on locating and researching secondary critical sources. A good buy is: Ellie Chambers and Andrew Northedge, *The Arts Good Study Guide* (Milton Keynes: Open University Press, 1995).

#### Word Count

- The Essay word count will be set by the Module Supervisor and will vary depending on which module you are studying. All details will be available on ORB, but please check with the Module Supervisor or the General Office if you have any questions.

### **Note for part-time Students**

As a part-time student you will probably find yourself working to one of two general patterns: you will either:

- (a) Follow all the taught modules in the first year and write your dissertation in the second; or
- (b) You will take some modules in both years.

However, the minimum requirement is that you write two essays before the beginning of the Summer Term of your first year, so that on achieving a Pass mark for both essays you may be permitted to proceed to the second year of study by the MA Board of Examiners.

*Please note that part-time students must adhere to the same coursework submission deadlines as the full-time students.*

## Coursework submission

### Online coursework submission

All essays must be submitted online using the online system known as FASER. Please see FASER website <https://www.essex.ac.uk/e-learning/tools/faser> for instructions on how to submit essays.

Please note, we have introduced a new policy in 2015-16 for all new incoming taught MA students where only electronic submission is required. You are not required to submit a watermarked copy to the General Office.

### Coursework deadline policy

We have a single policy at the University of Essex for the late submission of coursework in taught MA courses: all coursework submitted after the deadline will receive a mark of zero. No extensions will be granted. A student submitting coursework late will have the University's and department's arrangements for late submission drawn to their attention. The policy states that the mark of zero shall stand unless you submit satisfactory evidence of extenuating circumstances that indicate that you were unable to submit the work by the deadline. More information about extenuating circumstances relating to late submission of coursework is available at: [www.essex.ac.uk/exams-coursework](http://www.essex.ac.uk/exams-coursework).

If you have experienced extenuating circumstances immediately around the time of the deadline, which prevent you from submitting your work by the deadline, you should submit your late work along with a Late Submission of Coursework Form with supporting evidence to the General Office **within 7 days** (including weekends and/or bank holidays) of the deadline date. Your Late Submission of Coursework Form will then be considered by the department's Late Submissions Committee.

### Coursework Deadlines

You will be able to see your coursework deadlines via MyEssex.

## Marking Criteria for the written component of MA essays and Dissertations

The Pass mark for MA essays and dissertations is 50%.

Coursework and dissertations are awarded numerical marks according to the following guidelines:

80%+	Distinction. Work which, over and above possessing all the qualities of the 70-79 mark range, indicates a fruitful new approach to the material studied, represents a real advance in scholarship, or is judged by the markers to be of publishable quality.
79-70%	Distinction. Outstanding piece of work, showing full conceptual command, good methodology, impressive overall organisation, and pertinent and persuasive analysis. Excellent use is made of well-chosen critical, theoretical or other relevant material. The thought is clearly articulated and concisely expressed. The argument is well-conceived and executed rigorously. The work includes a full, accurate and properly laid out bibliography with complete references.

69-60%	Merit. The work is soundly structured and shows good conceptual command. It demonstrates detailed knowledge of the subject-matter, good use of critical writing and evidence of independent critical thinking and of analytical skills. The argument is well-conceived and conducted and analysis is clear. The work includes a full, accurate and properly laid out bibliography with complete references.
59-50%	Pass. Sensible and reasoned work which covers major points, clearly expressed, with some analysis and some use of critical reading. The range of knowledge is satisfactory and the argument coherent. Structure basically sound. The bibliography is properly presented and adequate references are given.
49-40%	The work shows basic understanding, and an adequate grasp of the material. There is little independent thought, ideas are not always well expressed, and the argument is deficient at some levels. The bibliography is incomplete or not properly presented, and references are not fully given.
39% or below	Patchy understanding of the material at best, poor expression, incoherent argument. Does not address the question or the title. Embryonic bibliography. Poor references.

*Please note that poor presentation is not acceptable and it will be penalised by up to ten points. Poor presentation can include, for example, spelling mistakes, grammatical and syntactical errors, careless writing, lack of proof-reading, inconsistent or incorrect referencing.*

### **Marking Criteria for MA in Film Studies/Film and Literature (practical component only, if practical component is chosen)**

The Pass mark is 50%. Numerical marks are awarded according to the following guidelines:

LT932 Film Project (recommended length 10 minutes);  
**Dissertation Film/video/digital component (recommended length: 30 minutes; 50% of overall dissertation mark)**

80%+	Distinction. Work, which, over and above possessing all the qualities of the 70-79 mark range, indicates a genuinely innovative approach to the medium, signals a new departure for film language in its audio-visual style or narrative strategy, or is judged by the markers to be of a standard worthy of public (festival or commercial) exhibition.
79-70%	Distinction. Whether documentary, experimental, or narrative fiction, this is an outstanding piece of work, exhibiting a clear command of the medium, original thinking, and an effective overall technical approach. Excellent use of human and technical resources. The work should show evidence of thoughtful planning (preproduction), effective execution of plans (production), and mastery of postproduction techniques. The thought behind the project is clearly and creatively

articulated in the finished product. There are full, accurate and properly laid out titles and credits.

- 69-60% Merit. The work is soundly structured and shows good conceptual command of the medium. It demonstrates a good use of human and technical resources. There is good evidence of independent thinking, of translating ideas into images, and of effective execution at all level of the production process. There are few or only minor technical problems in evidence. The work includes titles and credit attribution for significant contributors.
- 59-50% Pass. A reasonably well-thought-out work which shows evidence of a conceptual command of the medium. There should be evidence of planning and largely successful execution of plans. All stages of the work should be of a reasonable technical standard but may contain some minor technical problems. Overall, this is a satisfactory project that shows some creative thinking, and a fairly coherent use of the medium. Titles and credits of a reasonable standard.
- 49-40% The piece of work shows a basic understanding of the visual medium, but nevertheless demonstrates a marginally adequate execution of plans and intents. There is little independent thought, ideas are not always well expressed through the images and/or text, and the work is technically deficient at some or many levels. Titles and credits are not clearly presented.
- 39% or below Patchy understanding of the medium, poor expression of ideas, Incoherent as a visual text. Shows little evidence of successful planning or execution. Poor titles and credits.

NOTE on film projects: Obvious technical problems will be taken into consideration by markers only if there is clear evidence presented of adverse circumstances beyond the student's control.

*Please note that poor presentation is not acceptable and it will be penalised by up to ten points. Poor presentation can include, for example, spelling mistakes, grammatical and syntactical errors, careless writing, lack of proof-reading, inconsistent or incorrect referencing.*

**Marking Criteria for MA Theatre (practical projects only, if practical component is chosen)**

The Pass mark is 50%

- 80%+ Work, which as well as the qualities outlined in the 70-79 category, also has one of the following attributes:-  
It shows a highly innovate approach  
It demonstrates a progression in theatre form  
It is judged to be at a standard worthy or public exhibition
- 79%-70% Distinction. An outstanding piece of work which displays all of the following criteria:



Creativity and originality: the piece clearly and successfully integrates experimentation and imaginative ideas into elements of the performance (communication of the narrative, the acting style, the use of theatrical space, etc.).

Conceptualisation: the piece demonstrates clearly that theoretical and conceptual ideas have been researched and successfully applied.

Coherence: the piece constitutes a creative and conceptual whole.

Organisation: the overall organisation of the performance is highly effective and professional.

Addressing the audience: the audience is addressed fully.

69-60%

Merit. A very solid piece of work, which displays a significant number of the following criteria:

Creativity and originality: the piece integrates some experimentation and imaginative ideas into elements of the performance (communication of the narrative, the acting style, the use of theatrical space, etc).

Conceptualisation: the piece demonstrates that theoretical and conceptual ideas have been researched and applied.

Coherence: the piece constitutes a creative and conceptual whole.

Organisation: the overall organisation of the performance is effective and professional.

Addressing the audience: the audience is addressed.

59-50%

Pass. A satisfactory though unremarkable piece of work, which displays some of the following criteria:

Creativity and originality: the piece integrates some experimentation and imaginative ideas into elements of the performance (communication of the narrative, the acting style, the use of theatrical space, etc.).

Conceptualisation: the piece demonstrates that theoretical and conceptual ideas have, to some extent, been researched and applied.

Coherence: the piece holds together.

Organisation: the organisation of the performance is fairly effective and professional.

Addressing the audience: the audience is to some extent addressed.

49-40%

A hardly adequate piece of work which barely displays the following criteria:

Creativity and originality: the piece integrates some experimentation and imaginative ideas into elements of the performance (communication of the narrative, the acting style, the use of theatrical space, etc.).

Conceptualisation: the piece demonstrates that theoretical and conceptual ideas have, to some extent been researched and applied.

Coherence: the piece holds together.

Organisation: the organisation of the performance is fairly effective and professional.

Addressing the audience: the audience is to some extent addressed.

39% or below A very poor piece of work which does not meet any of the above criteria.

*Please note that poor presentation is not acceptable and it will be penalised by up to ten points. Poor presentation can include, for example, spelling mistakes, grammatical and*

*syntactical errors, careless writing, lack of proof-reading, inconsistent or incorrect referencing.*

All coursework will be marked as a percentage.

### **Marking Criteria for MA in Literature: Creative Writing components only**

The Pass mark for MA essays and dissertation is 50%.

Coursework and dissertations are awarded numerical marks according to the following guidelines. For the sake of convenience, criteria for creative work and commentary have been separated, though often the two will work synergistically.

80%+	Distinction. Work which, over and above possessing all the qualities of the 70-79 mark range, indicates a fruitful new approach to the genre, represents a real advance in method, or is judged by the markers to be of publishable quality.
79-70%	<p>Distinction. An outstanding piece of creative work, showing complete stylistic command, good conceptual understanding of genre, original thinking, very effective overall organisation. Excellent use is made of appropriate sources, where relevant, and work displays a mastery of writing skills. The work is original, well-conceived and executed rigorously.</p> <p>The commentary is pertinent and persuasive, clearly articulated and concisely expressed, making excellent use of appropriate secondary material. It is original, well-conceived and executed rigorously. It includes a full, accurate and properly laid-out bibliography and complete references.</p>
69-60%	<p>Merit. The creative work is soundly structured and shows good stylistic command and makes appropriate choice of stylistic options. It demonstrates thorough knowledge of the genre, some original thinking and is well organised.</p> <p>The commentary is well structured, demonstrating a detailed knowledge of the subject matter, independent critical thinking and analytical skills. It is well-conceived and executed with some rigour. There is a full, accurate and properly laid out bibliography and there are complete references.</p>
59-50%	<p>Pass. A sensible and well-written piece of creative work, showing some stylistic merit. The work is satisfactorily conceived and executed, with some creative thinking.</p> <p>The commentary contains some analysis and some appropriate use of secondary reading and a fairly coherent argument. Structure basically sound. The bibliography is properly presented and adequate references are given.</p>
49-40%	The piece of creative work is relevant and shows a basic grasp of creative writing skills, but nevertheless fails to cohere as a piece of writing. There is little independent or creative thought, ideas are not

always well expressed, and the choice of stylistic options is deficient at some levels.

Commentary demonstrates only a marginally adequate grasp of the material. The bibliography is incomplete or not properly presented, and references are not fully given.

39% or below Patchy creative work at best, poor expression and/or structure. The work does not exhibit good use of stylistic options and shows little independent or creative thought. Incoherent argument in the commentary. Embryonic bibliography and poor references.

**Please note that poor presentation is not acceptable and it will be penalised by up to ten points. Poor presentation can include, for example, spelling mistakes, grammatical and syntactical errors, careless writing, lack of proof-reading, inconsistent or incorrect referencing.**

## Writing the Dissertation

You should begin to write your dissertation during the Summer Term and a draft should be shown to your supervisor in early July. The revised final draft must be ready by the first week of September for the supervisor to clear it before it is prepared for submission (see Timetable below). There are two separate pieces of work that you need to submit in order to proceed to the dissertation: “**The Dissertation Proposal**” (not assessed) and “**The Dissertation Plan**” (which is assessed).

### Dissertation Proposal

The Dissertation Proposal is meant to help you firm up your Dissertation ideas and encourage discussion with your supervisor. The ‘Approval for Dissertation Proposal’ form will be sent to your Essex email address as an attachment in March 2017. For this you should write a 200-300 word outline together with a brief indicative bibliography for your proposed dissertation in consultation with your supervisor. The proposal should be the outcome of thought and consultation, not their beginning.

The outline should formulate a problem to be solved or an argument to be pursued, and a description of the scope of the project, including primary texts. For creative writers, the “problem to be solved” or “argument to be pursued” might involve, for example, the distinction between “fabula” and “sjuzet” (that is, the story to be told and the specific way and order in which it will be told) and the aesthetic choices to be made or the mode of representation to be chosen, including details such as appropriate choices of style, language, point of view, structure etc.

You should send your dissertation approval form electronically to the staff member who has agreed to supervise your dissertation. The supervisor will check the document and provide feedback if necessary. Once they approve, they should add a comment to that effect with their name/electronic signature. It is then the student’s responsibility to submit the signed approval form online, by **Tuesday of week 30 (25 April 2017)**. The Dissertation proposal is essential for approval purposes, so that you can proceed to your dissertation, but it is not assessed.

### Dissertation Plan

The Dissertation Plan counts for 75% of the course assessment for the LT901 Research Methods module: for details of the requirements for the plan, see the LT901 Moodle page.

The Dissertation Plan should consist of (1) an outline of 200-300 words, (2) a rough plan of the structure of your dissertation, and (3) an indicative bibliography of **at least** 20 entries, 10 of which must be annotated (for creative writers these might include visits to places/locations, or museums, and interviews, etc).

The outline in the Dissertation Plan can be identical to that in the Dissertation Proposal you submitted to your supervisor for approval, or can be a new version of it. The plan can also incorporate material from your LT901 SLR, if you are proposing the same topic. However, you should not repeat essay material from your other modules. The Dissertation Plan should be submitted online by 12 noon on **Tuesday of week 32 (9 May 2017)**.

### MA Supervision during Summer Term

The suggested supervision timetable is as follows, although this will vary slightly in individual cases:

The first meeting with your supervisor to set up the arrangement and discuss the Dissertation Proposal

The second meeting to get the “Approval for Dissertation Proposal” form signed, discuss the project further, and agree the timetable for meetings three and four.

The third and fourth meetings can discuss work in draft form – this can be done via mail or email if more convenient. (Please note: supervisors are meant to provide academic and scholarly feedback but are not expected to edit or proofread draft work).

### **Requirements**

Different MAs have slightly different requirements:

#### **Dissertation for MA in Literature**

A written dissertation of 20,000 words, exclusive of the notes and bibliography, which will be assessed according to the marking criteria for MA essays and dissertations (see Marking Criteria above)

#### **Dissertation for MA in Film Studies; MA in Film and Literature**

The MA in Film Studies offers two options for the dissertation:

- a written dissertation of 20,000 words, exclusive of the notes and bibliography, which should adhere to the criteria outlined for the MA in Literature, OR
- a practical/creative film or digital project accompanied by a shorter written component (10,000 to 15,000 words)

The recommended length of the practical project is 15-30 minutes, depending on genre and content (please consult your supervisor). The written component should engage with the practical component in one or more of the following ways: it should include detailed commentary regarding methodology or analysis of methods and intentions in the project; it should place the project within a historical and/or critical frame; it should be an original scholarly work in film studies that bears some relation to the practical project and that illuminates its primary goals. The written component will be assessed according to the marking criteria for the MA in Literature (see Marking Criteria above), and the practical component will be assessed according to the marking criteria for practical components in Film Studies/Film and Literature (see above).

#### **Dissertation for MA in Playwriting**

A stage play (or radio play) **AND** a 10,000 word dissertation, exclusive of the notes and bibliography, which should be related to the play. The 10,000 word written component will be assessed according to the marking criteria for the MA in Literature.

#### **Dissertation for MA in Creative Writing**

A substantial piece of creative work, length negotiable, **AND** a critical commentary of between 7,000 – 10,000 words.

The creative writing component and critical commentary will be assessed according to the marking criteria for Creative Writing dissertations (see above).

#### **Dissertation for MA in Wild Writing**

This degree offers two options for the dissertation:

- a 20,000 word dissertation, which should adhere to the criteria outlined for the MA in Literature, OR
- a piece of creative writing (10,000 words) which will be assessed according to the marking criteria for Creative Writing dissertations **AND** a critical commentary (10,000

words), exclusive of the notes and bibliography, which should adhere to the criteria outlined for the MA in Literature.

## **Dissertation Writing**

### **Topic**

It is never too early to start thinking about, and even working on, your dissertation. As soon as you have an idea, mention it to the MA Course Director for informal feedback. Through research, reading, and careful thought, try to gauge the scope of the project. Remember that most topics will turn out to be more complicated when you start to work on them, so either begin with a narrow field or concept, or be prepared to concentrate on a specific aspect of a range of texts that interest you. A good way to consider whether you have a viable topic is to summarise it in writing in 100 words.

The dissertation will probably be the most important piece of writing you have yet had to undertake. It will be read by the External Examiner, and judged according to high standards of scholarship. It is important that you conceive of it as qualitatively different from the module essays, as well as (at 20,000 words) much longer.

Start by discussing your intended topic with the MA course Director. This is best done in the early months of the calendar year. (Part-time students may work to different patterns, see Notes on Part-time Students (above). Based on your proposed dissertation area (which you will have to provide as part of your LT901 Research Methods coursework), you will be assigned a dissertation supervisor by the MA Director in the Spring term. You are welcome to contact the MA Director if you would prefer a different supervisor, but be sure to confirm that a potential supervisor has already agreed in principle to supervise your work. Staff research areas can be found at: [www.essex.ac.uk/lifts/staff/Staff.aspx?type=academic](http://www.essex.ac.uk/lifts/staff/Staff.aspx?type=academic) . For the rules governing submission of the Dissertation Proposal and Dissertation Plan see the appropriate sections above.

### **Timetable**

Plan supervisory sessions with your supervisor during late Spring and Summer terms. You should begin to write your dissertation during the Summer Term and it is recommended that at least half of it be drafted to show to your supervisor before the end of Summer Term. Plan to complete a draft by early August, leaving time for editing, revisions, and proofreading. It always takes longer than you imagine to write up, revise, and package the final version of the dissertation.

### **Presentation**

The University regulations state that the dissertation must be presented in typescript and consist of not more than 20,000 words (bibliography, notes, and references are not included in the word count). Be aware of basic presentation issues such as font style and size, line spacing, page numbers, clear titles and section heading, clear and correct incorporation of quotations, a clear table of contents, precise and accurate referencing and bibliography, and other presentation components such as a correct cover page, title page, acknowledgements, and (potentially) the use of images. Consult your MA Course Director if there are special circumstances – but do so well before the dissertation deadline.

## **Organisation**

Think, as you are writing, about the best way to organise your material. Avoid both very lengthy unbroken paragraphs / pieces of writing or too elaborate system of sections and sub-sections. You need an organisation appropriate to the material, but, usually, a clear introduction, a division into three to five chapters or sections, and a clear Conclusion is an appropriate approach.

## **Appearance**

Give some thought to the appearance of the dissertation: consult dissertations from earlier years to find models. The watchwords in presentation are clarity and space. The paper should be standard A4, of good quality. The dissertation must be word-processed with one-and-a-half spacing, on one side of the paper only, leaving a wide left-hand margin. Footnotes may be single spaced. Always start with a title-page, a contents page, and a one page abstract outlining the aims and organisation of the dissertation. Number the pages sequentially from the beginning of the introduction. Follow the Departmental Style Guide (see Appendix)

One copy of your dissertation will be retained in the Department for future researchers. It is therefore in your interest that the dissertation be presented immaculately.

## **Proof-reading**

Always proof-read your work. Print out the complete version in draft form, read it through and if possible, get a friend to read it too for spelling and typing mistakes you might have missed. In certain cases, if professional proof-reading has been sought, it must be declared in the Acknowledgements.

## **Corrections**

If you have had another person correct the English of your work, you must acknowledge the nature and extent of that correction in your Acknowledgements, bound into the copies you submit.

If you have not corrected your English or you have not proof-read your dissertation thoroughly, this will affect your final result.

## **Submission**

Two copies of the dissertation must be submitted to the LiFTS General Office by **Friday 1<sup>st</sup> September 2017**. Please note that you will first have to upload and watermark an electronic copy of it on FASER beforehand as usual. The hard copy should be neatly bound in a plastic cover by the "heat binding" service provided by the Copy Centre in Square 4. Please let the Graduate Administrator know whether you wish for your coursework essays to be forwarded to you (you can request that the copies be disposed of) and then please remember to update your contact details on your MyEssex.

## **Deadline**

The deadline for the submission of the dissertation is 10 am on FASER and the hard copies at 2 pm to the Graduate Administrator or the Taught Team Administrator on **1st September 2017**. You may submit your dissertation earlier, but discuss doing so with your supervisor first.

## **Your Essex Email Account**

Please keep your Essex email account activated (just send one email now and again) after you have submitted your dissertation, because this is how you will receive an alert to tell you when the results of the Final Exam Board are published. You will also have to use your Essex log-in to access the online web results page.

### **Extensions for Dissertations**

A request for an extension in order to complete the writing of a dissertation will be considered only if there are serious medical grounds, or other reasons outside your control. A request should be made to the MA Director through your supervisor **as soon as** the need for an extension becomes evident to you, and no later than mid-August. Requests for any other reasons will not be accepted by the Dean at whose discretion extensions are given.

If your request for an extension of one term or more is granted you will be required to register up to the end of December as a continuation student and pay the continuation fee (currently £100). Please note, however, that after 9 September there may be no campus accommodation available for you. The degree results of students granted such extensions will be decided at a meeting of the Examination Board held in the following year.

### **Return of Marked Coursework**

University policy requires that feedback on assessed work should be provided to students within four weeks of submission. If for any justifiable and unavoidable reason the Department is unable to meet this deadline for the provision of feedback, students will be informed of this and advised of the revised arrangements.

### **Referencing and Good Academic Practice**

Respecting authorship through good academic practice is one of the keys to academic integrity, and a key value of higher education in the United Kingdom.

The Talent Development Centre provides online courses and guides to help you fully understand what is required from you. You can find out about the full range of workshops and resources that are available to you by visiting [www.essex.ac.uk/see/tdc](http://www.essex.ac.uk/see/tdc). You can also complete the online Academic Integrity course [moodle.essex.ac.uk/login/index.php](http://moodle.essex.ac.uk/login/index.php)

You should read the sections of this handbook which refer to referencing, coursework and examinations very carefully. Failure to understand the academic conventions may result in you being found to have committed an academic offence (see **Academic Offences Procedure page 18**).

Remember, if you have any questions about referencing you can ask our academic staff, or staff in the Talent Development Centre.

### **The University Academic Offences Procedure**

Please see Page 18 and remember that the Academic Offences Procedure applies to all students [www.essex.ac.uk/see/academic-offence](http://www.essex.ac.uk/see/academic-offence)



## Section 4: You Matter

### Practicalities: Getting started and IT matters

#### Find Your Way and room numbering system

Find Your Way is our interactive campus map app. Download it to help you find any location on campus and get directions quickly and easily. There's also a handy web version - <http://findyourway.essex.ac.uk/>

If you're looking for a specific room, follow these rules.

**If the room number has three parts and the first is alphabetical** eg TC.1.20 then the room is in one of the outer buildings. The format is building.floor.room. The first part indicates the building - "TC" is the Teaching Centre and "LH" is the Ivor Crewe Lecture Hall. The second part tells you the floor and the third the room number. For example, LH.1.12 is Ivor Crewe Lecture Hall, floor 1, room 12.

**If the number has three parts and the first contains numbers and letters** eg 5N.7.16, then the room is in square 4 or 5. The format is entrance.floor.room. The first part tells you the square and corner (eg 4S is the south corner of square 4), which matches the labels on the entrances (eg door 4NW is next to The Store). The second part is the floor and the third part the room. For example, 5NW.6.12 is in the north-west (NW) corner of Square 5 (entrance "5NW"), floor 6, room 12.

**If the number has two elements and the second element has three digits** eg 4.722, the room is in the Maths/Social Studies/Rab Butler/Square 1 building area. The first number shows the floor and the last three digits show the room number.

**Also...** if the last three digits are 700-799 the room is off Square 1, and if the last three digits are 500-599 the room is in the Square 2 area (Computer Science). For example, 5.512 is room 512, floor 5.

[www.essex.ac.uk/about/colchester/documents/location\\_of\\_teaching\\_rooms.pdf](http://www.essex.ac.uk/about/colchester/documents/location_of_teaching_rooms.pdf)

#### IT support, wifi, email account, free MS office, computer labs, m:drive

Visit our website to set up your **IT account and password**. Once you're set up, you can access email, log on to lab computers, connect to eduroam wi-fi and much more.

[www.essex.ac.uk/it/getaccount](http://www.essex.ac.uk/it/getaccount).

You must change your password within four weeks of starting, and then once every four months after that. The easiest way to **change your password** is online at:

[www.essex.ac.uk/password](http://www.essex.ac.uk/password).

As part of your Office 365 email account you get unlimited cloud storage space for all your documents with OneDrive. OneDrive lets you create, edit, and share documents online. You also get at least 300 MB of local storage, known as your M: drive. You can access this by going to 'My Documents' on any lab computer.

Visit the IT Services website for helpful information, including how-to guides, answers to frequently asked questions, and links to video screencasts. [www.essex.ac.uk/it](http://www.essex.ac.uk/it)

If you can't find what you're looking for, or if you need to talk to someone, then you can get help from the IT Helpdesk in the Silberrad Student Centre. Open Monday to Thursday 8.30am to 6.00pm, and Friday 8.30am to 5.45pm.

You can also download Microsoft Office 365, for free. You can install it for free on up to five computers, and up to five mobile devices. [www.essex.ac.uk/see/software](http://www.essex.ac.uk/see/software)

If you need to use a **computer on campus** our computer labs are the perfect place to study or work. Many labs stay open until late and some are open 24/7. For computer lab locations, opening hours and real-time availability visit: [www.essex.ac.uk/it/computers/labs](http://www.essex.ac.uk/it/computers/labs).

#### **Tier 4 Information**

If you are a citizen of a country that is not part of the European Economic Area or Switzerland it is likely that you will require a **visa** to enter or remain in the UK to study. The type of visa you need to apply for will depend on your personal circumstances, proposed study and where you are applying from. Find out more on the University's website at: [www.essex.ac.uk/immigration/](http://www.essex.ac.uk/immigration/)

#### **On-campus facilities**

There is a broad range of **facilities** to support your living and learning experience at our Colchester Campus – including study-based services like the IT helpdesk and group study pods, but also various food and drink venues, three banks, a general store run by the Students' Union, a printing and copy centre, market stalls each Thursday, a Post Office, launderettes, and much, much more. Full details on all on-campus facilities feature on our student webpages and in the campus guide you received with your welcome information when you joined us as a student member.

[www.essex.ac.uk/students](http://www.essex.ac.uk/students)

[www.essex.ac.uk/welcome](http://www.essex.ac.uk/welcome)

#### **Graduation**

The culmination of all your hard work, **Graduation** ceremonies take place at our Colchester Campus each July in the Ivor Crewe Lecture Hall. All eligible students studying at our Colchester, Loughton and Southend Campuses will be invited to attend. For more information visit our graduation pages:

[www.essex.ac.uk/students/graduation](http://www.essex.ac.uk/students/graduation)

## **Skills, Employability and Experience**

#### **Employability and Careers Centre**

Our careers specialists can give you valuable advice throughout your time at Essex and beyond. We offer one-to-one advice and guidance, job-hunting workshops, CV and job application reviews, and online access to graduate and part-time job vacancies.

[www.essex.ac.uk/careers](http://www.essex.ac.uk/careers)

#### **Learning Languages at Essex**

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.

[www.essex.ac.uk/study/why/languages](http://www.essex.ac.uk/study/why/languages)

#### **Talent Development Centre**

Unleash your potential and visit our Talent Development Centre. Providing support on academic literacy, numeracy, English language, employability and IT to help you be the best you can be.

[www.essex.ac.uk/students/study-resources/tdc/](http://www.essex.ac.uk/students/study-resources/tdc/)

### **Career Hub**

Browse hundreds of top jobs and graduate vacancies, sign up to exclusive careers events, book CV reviews and one-to-one careers advice, and connect with employers on CareerHub, our online jobs portal.

[www.essex.ac.uk/welcome/careerhub](http://www.essex.ac.uk/welcome/careerhub)

### **Frontrunners**

**Frontrunners** is the on-campus work placement scheme, and one of the best ways to enrich Frontrunners is our unique placement scheme for students. We'll give you challenging employment opportunities on campus and help you develop the skills you need to compete for the best jobs. We'll even give you on-the-job training and pay you, too.

[www.essex.ac.uk/welcome/frontrunners](http://www.essex.ac.uk/welcome/frontrunners)

### **Student Ambassadors**

Student Ambassadors are current students who help to promote the University and higher education. As a Student Ambassador you can get involved in a whole range of opportunities, in particular helping our Student Recruitment and Outreach teams. Student Ambassadors are normally recruited at the start of the Autumn Term.

[www.essex.ac.uk/careers/job\\_hunting/on\\_campus](http://www.essex.ac.uk/careers/job_hunting/on_campus)

### **Volunteering**

There are plenty of opportunities to **volunteer** during your time at Essex. The Students' Union runs the vTeam, which is a fantastic opportunity to meet new people, make friends, give something to the local community, and gain valuable skills.

[www.essex.su/vteam](http://www.essex.su/vteam)

### **Big Essex Award**

This is the University's **employability award** and will help you stand out from the crowd and get University recognition for all your extra-curricular experience.

[www.essex.ac.uk/careers/bige](http://www.essex.ac.uk/careers/bige)

### **Essex Interns**

Essex interns create paid internships exclusively for you as an Essex student. They're flexible too; part time during term time or full time in vacations. You can even take part up to three years after you graduate, as part of our Essex graduates support package.

[www.essex.ac.uk/careers/internships](http://www.essex.ac.uk/careers/internships)

## Health, Welfare, Support and Safety

**Student Services Hub, including contacts for disability/SpLD support** (see page 13 for Information for disabled students)

### Wellbeing, counselling and confidential issues

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. Want to know how and when to apply for accommodation? Having problems with your funding? Struggling with exam stress? Your questions matter and you'll get answers from our team of experts.

Colchester email: [askthehub@essex.ac.uk](mailto:askthehub@essex.ac.uk)

If you get into financial difficulty get help and talk to someone as soon as possible. The sooner your problem is identified, the sooner it can be solved. Advisers in our Student Services Hub and our independent SU Advice Centre can listen and talk you through the issues.

<http://www.essex.ac.uk/fees-and-funding/money/>

<http://www.essexstudent.com/advice/money/>

### Harassment advisory network, dignity and respect

We are Essex. 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 network of trained harassment advisors are on hand to help.

[www.essex.ac.uk/equality](http://www.essex.ac.uk/equality)

[www.essex.ac.uk/equality/harassment](http://www.essex.ac.uk/equality/harassment)

[www.essex.ac.uk/students/new](http://www.essex.ac.uk/students/new)

### Faith groups

We're proud of our vibrant and diverse multicultural community and we recognise and support the many different religions and beliefs on campus. The calm, friendly and supportive atmosphere in our Multi-Faith Chaplaincy is a welcoming place for staff, students and the wider community to meet, interact and engage with each other.

[www.essex.ac.uk/students/experience/mfc](http://www.essex.ac.uk/students/experience/mfc)

### Nightline

Established at Essex in 1970, Nightline is a friendly help and support service run by students, for students. We work under strict confidentiality ensuring complete anonymity, and we're always willing to listen. From tea and toast to campbeds, whether you're waiting for a taxi, need a revision break, or just want to chat, pop in or call us.

[www.essex.ac.uk/students/health-and-wellbeing/nightline](http://www.essex.ac.uk/students/health-and-wellbeing/nightline)

### 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 advice and information.

<http://www.essex.ac.uk/students/experience/safety>

Please read the emergency evacuation notice in your accommodation, work or study location for fire safety procedures. If you have a permanent or temporary disabilities that may mean you have difficulty in evacuating one or more areas, you can arrange for a

Personal Emergency Evacuation Plan (PEEP).

[www.essex.ac.uk/students/experience/safety](http://www.essex.ac.uk/students/experience/safety)

[www.essexstudent.com/services/safety\\_bus](http://www.essexstudent.com/services/safety_bus)

[www.essex.ac.uk/students/campus/emergency](http://www.essex.ac.uk/students/campus/emergency)

[www.essex.ac.uk/ohsas/fireSafety/peep.htm](http://www.essex.ac.uk/ohsas/fireSafety/peep.htm)

### **Residence Life**

Our Residence Life team is here to help you settle in and support you during your time living on campus. Each residents' assistant (RA) is assigned an area and will aim to get to know you and organise a range of social activities. Plus they can help if you've got any concerns or complaints. Residence Life operates outside of office hours when other University support services are closed.

<http://www.essex.ac.uk/accommodation/support/reslife>

### **Health Centre**

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.

[www.rowhedgesurgery.co.uk](http://www.rowhedgesurgery.co.uk)

[www.nhs.uk](http://www.nhs.uk)

### **Students' Union Advice Centre**

Our SU advice centre offers free, confidential, independent and impartial advice on any issue that might be affecting you. Our friendly, trained staff are on hand to support you throughout your time at Essex.

[www.essex.su/advice](http://www.essex.su/advice)

[suadvice@essex.ac.uk](mailto:suadvice@essex.ac.uk)

01206 874034

### **University Privacy Statement**

Under the Data Protection Act 1998, any individuals about whom the University may be holding personal data have the right to access the data that is being held about them. Full details about how this works, and how to request such information are available on the Records Management web pages, see: 'How to access your personal data'.

[www.essex.ac.uk/site/privacy\\_policy](http://www.essex.ac.uk/site/privacy_policy)

[www.essex.ac.uk/records\\_management/request](http://www.essex.ac.uk/records_management/request)

## Section 5: Essex Matters

### The Essex Experience

#### The Essex Student Charter

Our **Student Charter** is developed by the University of Essex and our Students' Union as a part of our ongoing commitment to create an outstanding environment that offers the highest standards of teaching, research and support in an international and multi-cultural community.

[www.essex.ac.uk/students/experience/charter](http://www.essex.ac.uk/students/experience/charter)

#### Freedom of Speech Policy and Code of Conduct

For regulations relating to the **Code of Student Conduct**; procedures for investigating breaches; appeals process please refer to the Terms and Conditions apply booklet all new students receive with welcome information, previously known as the Code of Student Conduct and The Rulebook. This information is on the University's website and is updated annually.

[www.essex.ac.uk/students/study-resources/handbooks](http://www.essex.ac.uk/students/study-resources/handbooks)

[www.essex.ac.uk/about/governance/regulations/code-conduct.aspx](http://www.essex.ac.uk/about/governance/regulations/code-conduct.aspx)

#### Essex Spirit, Social Media and Other Channels of Communication with Students

Keep up-to-date with important news, events and offers from across the University with our Essex Spirit blog. Go to our email lists to subscribe to the fortnightly e-bulletin.

<http://blogs.essex.ac.uk/essexspirit/>

[www.essex.ac.uk/students/new/](http://www.essex.ac.uk/students/new/)

We have more than 60 Facebook pages, including one for each department. We're also on Twitter.

[www.facebook.com/uniofessex/](http://www.facebook.com/uniofessex/)

[https://twitter.com/Uni\\_of\\_Essex](https://twitter.com/Uni_of_Essex)

Our 'What's on?' calendar brings together all the events happening across our three campuses, so you can make the most of your time at Essex.

<http://www.essex.ac.uk/events>

#### Students' Union

We're famous for our **Students' Union** at Essex, and for good reason. Here you're not just a member of a normal Students' Union, you're part of a family. We're here to cheer you on as you walk into exams and to help you absolutely destroy the competition in interviews and land your dream job. We've given students the tools to set up over 100 societies for anything they want. And if you're into sport – we run more than 40 sports teams and unlike other Universities ours are free to join. You choose what drinks we serve in our bar and what products we stock in our shops, just write it on the wall and we'll do our absolute best to get it in stock for you ASAP.

Say hello at [essex.su](http://essex.su)

#### Alumni

Your time will fly by. But Essex is forever, not just for a few years, and you'll be part of this place for life. When you graduate, you'll get an alumni card, which gets you access to all alumni events, like our popular Sports Weekend, and allows you to keep using the gym and the library, so stay in touch.

[alumni.essex.ac.uk/home](http://alumni.essex.ac.uk/home)

### **What comes next?**

Choosing to be a **postgraduate research student** at Essex is one of the few decisions in life that's black and white. Our research degrees include PhD, MPhil, MSc, MA and MD, and our culture of world-class research provides an outstanding and supportive environment in which to undertake your research study. If you decide to stay on for further study with us, you'll have a great opportunity to study a challenging course within a research-intensive and supportive environment. You'll develop knowledge in your chosen area and learn from some of the top academics in the field, while becoming a valued member of our postgraduate community. Explore our courses on our coursefinder, and find out more about the value of being a postgrad.

[www.essex.ac.uk/study/pg](http://www.essex.ac.uk/study/pg)

[www.essex.ac.uk/coursefinder](http://www.essex.ac.uk/coursefinder)

## SECTION 6: APPENDIX

### DEPARTMENTAL STYLE GUIDE

This guide should be used as the stylistic basis for all coursework and dissertations submitted to the Department. It describes good practice in all the aspects of formatting, quotation, and referencing that you are likely to need to use, and adheres to widely recognised standards in scholarly writing. It is based upon the Chicago style guide, further information on which can be found here: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

There is often a good deal of nervousness regarding academic style, particularly over referencing. However, it is, for the most part, simply a case of following straightforward models, which are described in this document. Nothing outlined here is particularly complex, so following these guidelines should help you in submitting clear, well-referenced work. You should always bear in mind that good, coherent style and accurate, properly formatted references are vital research skills. As such, note that you can expect to lose marks if this style sheet is not followed for MA essays and dissertations.

#### Quotations

Always make sure that your quotations are clearly identified as another's words, cited in the manner described in the 'Referencing' section, below.

- Short quotations do not need to be indented from your main text.
  - Prose quotations of fewer than 50 words should be run on as part of the text, in quotation marks.
  - Two or three lines of verse should be run on with the lines separated by a forward slash: e.g. "In the room the women come and go / Talking of Michelangelo".
- Long quotations of more than 50 words, or of several lines of verse, dialogue, etc., should be indented from the text, single-spaced, and not enclosed in quotation marks.
- If you wish to skip over part of a sentence you are quoting, indicate this by three spaced dots . . . or four if you run over the end of a sentence. Explanatory words added by you within quotations are indicated by square brackets.
- Make sure that you use punctuation to make your quotations fit in smoothly and logically with your own prose.
  - If the quotation begins a new sentence or distinct new point, a colon or full stop is probably most appropriate: "Punctuation is as vital to strong writing as the words used."
  - If the quotation continues the point, functioning as a new clause in a sentence, "then a comma should be sufficient."
- As well as correctly citing your quotation with a footnote, identify the source in your main text, using such phrases as "As John Smith suggests".
- Do not italicise quotations, unless the original text is italicised. If you use italics to *emphasise* a particular word or phrase in a quotation, make this clear in square brackets [my italics].

#### Footnotes and Referencing

You must ALWAYS acknowledge the source of:

- any direct quotation from a published work;
- any idea from a published work which has significantly influenced your argument, even if you do not make a direct quotation;



- any repetition of material from another of your own essays;
- any other quoted or directly influential source, such as lecture notes, presentations, or seminar discussions.

The rule of thumb for footnotes is to be brief and clear.

Please refer to the University webpages for information on plagiarism if you are at all unclear about the definition: <http://www.essex.ac.uk/plagiarism/>

### **Footnotes and parenthetical citations: the basics**

After quotation from, or reference to, any work, indicate a footnote by a raised number, thus.<sup>1</sup>

Footnotes should appear at the foot of the page to which they apply. Your word-processing package will allow you to enter footnotes automatically (usually 'Insert Footnote'), but pay attention to the 'Options' menu (always choose Arabic numbering) and use 'Format Style, Footnote Text' to arrange the notes in readable fashion.

### **Footnote formatting—general**

Footnote formatting for citing book, journal, film, internet (and so on) sources generally follows the very similar format as for bibliographical citations (see 'Bibliography,' below, for key differences), except that the author name runs--forename surname--followed by citation details. For instance,

<sup>1</sup> Sigmund Freud, *Civilization and Its Discontents* [1929], trans. James Strachey (New York: W.W. Norton, 1961), 79-80.

If you are quoting from a source multiple times in the same essay, you can provide one footnote with the citation details of the text, followed by the statement "subsequent page references in text." For example, footnote 1 might read:

<sup>1</sup> Sigmund Freud, *Civilization and Its Discontents* [1929], trans. James Strachey (New York: W.W. Norton, 1961), 79-80. Subsequent page references in text.

After this, page references for this text can go in parentheses after quotations:

Freud describes the word "civilization" as, "the whole sum of the achievements and the regulations which distinguish our lives from those of our animal ancestors" (544).

Woolf's novel concludes with the third section, "The Lighthouse," where Lily's memory of Mrs Ramsey is reframed; Lily finds herself "tunnelling her way" into the past (355).

### **Citing dramatic works**

The first footnote reference should cite author, title, place, publisher, date, page number (for more detailed examples see below). Act and scene numbers should always appear in parentheses after the quotation. No further footnote is needed for the same play, though further parenthetical citations should indicate page, act, scene, and line numbers (if given) using the form (V.ii.19-22), where the sequence of upper case Roman, lower case Roman, and finally Arabic signifies act V, scene ii, lines 19-22.

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<sup>1</sup> Full citation here.

## Citing poetry

The first footnote should cite author, title, place, publisher, date, page number. Line numbers should always appear in parentheses after the quotation. NO further footnote is needed for the same poem, though further parenthetical citations should cite page and line number(s) (for example: p. 12, l. 12). Multiple lines of a poetic work are signified by 'll.' (for example, p. 12, ll. 12-15). Long poems, such as *The Aeneid* or *The Faerie Queene* are referenced by their internal divisions into, for example, books and cantos and stanzas (ll. x.12). Shorter poems are referenced simply by line numbers (ll. 45-53).

## Citing films

The first mention of all films in an essay should immediately be followed by a parenthetical reference to the year in which it was released. For example, "In Alfred Hitchcock's *The Birds* (1963), Tippi Hedren plays Melanie Daniels ..." Any direct quotation from a film does not usually need to be cited, but a complete filmography can be included in the essay. See 'F,' below.

## Footnote sample Entries

from the Chicago Manual of Style (15<sup>th</sup> edition)

(more details can be found at: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html))

### Book

#### One author

<sup>1</sup> Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

#### Two authors

<sup>6</sup> Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.

#### Four or more authors

<sup>13</sup> Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 262.

#### Author's work as edited (scholarly) edition

<sup>1</sup> Virginia Woolf, *To The Lighthouse* [1927], ed. Sylvia Hopstetter (London: Virago, 1985), 55.

#### Editor, translator, or compiler instead of author

<sup>4</sup> Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

#### Edited, translated, or compiled poetry collection

<sup>4</sup> Emily Dickinson, *Collected Poems*, ed. Lina Al Hadid (London: Routledge, 2010), 22.

<sup>16</sup> Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.

#### Edited, translated, or compiled dramatic work

<sup>17</sup> Jean Genet, *The Balcony*, trans. Bernard Frechtman (New York: Grove Press, 1966), 55.

<sup>30</sup> William Shakespeare, *The Tempest*, in *The Oxford Shakespeare*, ed. Stanley Wells and Gary Taylor (Oxford: Oxford University Press, 1995).

### *Chapter or other part of a book*

<sup>5</sup> Andrew Wiese, "The House I Live In': Race, Class, and African American Suburban Dreams in the Postwar United States," in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101-2.

### *Book published electronically*

<sup>2</sup> Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), <<http://press-pubs.uchicago.edu/founders>> (accessed June 27, 2006).

### **Journal article (or individual poetic work)**

#### *Poem in collection*

<sup>17</sup> Forugh Farrokhzad, "Born Again," trans. Jascha Kessler (with Amin Banani), *The Penguin Book of Women Poets*, ed. Carol Cosman and Ivan Keefe (London: Penguin Books, 1996), 334.

#### *Article in a print journal*

<sup>8</sup> John Maynard Smith, "The Origin of Altruism," *Nature* v. 23, no. 2 (Summer 1998): 639.

#### *Article in an online journal*

<sup>33</sup> Mark Hiroshi, "The Trials of *Fanny Hill*," *Journal of British Studies* v. 15, no. 5 (Autumn 2002), <<http://jama.aassn.org/issues/v15n5/full/joc10108.html>>

#### *Popular magazine or newspaper article*

<sup>29</sup> Steve Martin, "Sports-Interview Shocker," *New Yorker*, 6 May 2002, 84.

<sup>10</sup> William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," *New York Times*, 15 June 2000, sec B, 3.

#### *Book review*

<sup>1</sup> James Gorman, review of *The Last American Man* by Elizabeth Gilbert, *New York Times Book Review*, 2 June 2002, 16.

### **Paper presented at a meeting or conference**

<sup>13</sup> Brian Doyle, "Howling Like Dogs: Metaphorical Language in Psalm 59" (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, 19 June 2009).

### **Websites**

#### *Web entry or comment*

<sup>8</sup> Peter Pearson, "The New American Dilemma: Illegal Immigration," The Becker-Posner Blog, <<http://www.beckerposnerblog.com/archives/2006>> (accessed 28 March 2006).

#### *Online database*

<sup>7</sup> Pliny the Elder, *The Natural History*, ed. John Bostock and H. T. Riley, The Perseus Digital Library, <<http://www.perseus.tufts.edu>> (accessed 17 March 2005).

### **Bibliography**

Whether or not you have referred to them directly, list at the end of an essay all the books and articles you have consulted. Bibliographies are arranged **in alphabetical order by author** with the author's surname given first.

## Bibliography formats

from the Chicago Manual of Style (15<sup>th</sup> edition) (more details can be found at:  
<<http://www.chicagomanualofstyle.org/contents.html>>)

### Book

#### *One author*

Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.

#### *Two authors*

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#### *Author's work as edited (scholarly) edition*

Woolf, Virginia, *To The Lighthouse* [1927]. Ed. Sylvia Hopstetter. London: Virago, 1985.

#### *Editor, translator, or compiler instead of author*

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

#### *Edited, translated, or compiled poetry collection*

Dickinson, Emily. *Collected Poems*. Ed. Lina Al Hadid. London: Routledge, 2010.

Bonnefoy, Yves. *New and Selected Poems*. Ed. John Naughton and Anthony Rudolf. Chicago: University of Chicago Press, 1995.

#### *Edited, translated, or compiled dramatic work*

Genet, Jean. *The Balcony*. Trans. Bernard Frechtman. New York: Grove Press, 1966.

Shakespeare, William. *The Tempest*. In *The Oxford Shakespeare*. Ed. Stanley Wells and Gary Taylor. Oxford: Oxford University Press, 1995.

#### *Chapter or other part of a book*

Wiese, Andrew. "The House I Live In': Race, Class, and African American Suburban Dreams in the Postwar United States." In *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue, 99-119. Chicago: University of Chicago Press, 2006.

#### *Book published electronically*

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <<http://press-pubs.uchicago.edu/founders>>

### Journal article (or individual poetic work)

#### *Poem in collection*

Farrokhzad, Forugh. "Born Again." Trans. Jascha Kessler (with Amin Banani). *The Penguin Book of Women Poets*. Ed. Carol Cosman, Ivan Keefe. London: Penguin Books, 1996: 53-4.

#### *Article in a print journal*

Smith, John Maynard. "The Origin of Altruism." *Nature* v. 393, no. 2 (1998): 639-50.

#### *Article in an online journal*

Mark A. Hiroshi, "The Trial of *Fanny Hill*." *Journal of British Studies* v. 32, no. 5 (Autumn 2002). <<http://jama.ama-assn.org/issues>>

*Popular magazine or newspaper article*

Martin, Steve. "Sports-Interview Shocker." *New Yorker*, 6 May 2002: 35-43.

Niederkorn, William S. "A Scholar Recants on His 'Shakespeare' Discovery." *New York Times*, 20 June 2002, sec. 3: 12-13.

*Book review*

Gorman, James. Review of *The Last American Man* by Elizabeth Gilbert. *New York Times Book Review*, 2 June 2002: 2.

**Paper presented at a meeting or conference**

Doyle, Brian. "Howling Like Dogs: Metaphorical Language in Psalm 59." Paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, 19 June 2009.

**Websites**

*Web entry or comment*

Pearson, Peter. "The New American Dilemma: Illegal Immigration." The Becker-Posner Blog. <<http://www.becker-posner-blog.com>>.

*Item in online database*

Pliny the Elder. *The Natural History*. Ed. John Bostock and H. T. Riley. Perseus Digital Library. <<http://www.perseus.tufts.edu/cgi-bin/ptext>>.

**Filmography**

**Model one:** After the first direct reference to a film in an essay, a footnote should appear which includes the following information: the film title, director's name, two or three of the principal players, the studio or production company that released it, and the year. Further citations are not necessary. For example:

*Grease*, dir. Randal Kleiser, feat. John Travolta, Olivia Newton-John (Paramount, 1978).

**Model two:** Rather than a footnote, the essay can simply quote directly from the film without any references. It should, however, present a *filmography* at the end of the document, which includes: the film title, director, principal players, the studio or production company, and the year of release. For example:

*Guys and Dolls*, dir. Joseph L. Mankiewicz, feat. Marlon Brando, Jean Simmons, Frank Sinatra (Twentieth-Century Fox, 1955).

**Referencing in Creative Writing Commentaries**

Referencing for creative writing commentaries should be done in the same way as for essays. Creative work itself does not usually require referencing. If references are used, students are advised to follow the departmental style guide or, where this interferes with the aesthetic of the writing, to consult their tutor.