

Contents

Contents.....	1
Dates of Terms, Examinations and Graduation	2
University Diary for Academic Year 2008-2009.....	3
University Governance	5
Principal Officers of the University.....	5
Heads of Departments	6
The Council	8
The Senate.....	9
Committees of the Council	10
Committees of the Senate	16
The Charter.....	26
The Statutes	30
The Ordinances	32
University Regulations	55
Academic Regulations	55
Regulations relating to Admission.....	55
Regulations relating to Programmes of Study	58
Principal Regulations for Taught Masters Programmes	72
Principal Regulations for Graduate and Postgraduate Diplomas and Certificates	73
Principal Regulations for Research Degrees	73
Principal Regulations for Research Degrees – Appendix 1	84
Regulations relating to Registration	85
Regulations relating to Academic Affairs.....	87
Regulations relating to Conduct	90
Regulations for Studentships, Travel Grants and Prizes.....	92
Library Regulations	96
Residence Regulations.....	99
Disciplinary Regulations	102
University Procedures	104
Disciplinary Procedures.....	104
Disciplinary Committee Procedures	109
Disciplinary Committee of Appeal Procedures	110
Academic Offences Procedures.....	111
Progress and Appeals Procedures for Taught Programmes of Study.....	120
Appeals Procedures for Taught Programmes	124
Appeals Procedures for Research Degree Students	127
Complaints Procedure for Students	131
Fees	133
Information available elsewhere.....	141
Index.....	143

Caveat

Every effort is made to ensure that the contents of the University Calendar 2008-2009 are correct at the time of going to print. However, amendments may be approved by the relevant authorities for immediate implementation during the academic year. These will be incorporated into the online version of the University Calendar at: www.essex.ac.uk/academic/docs/cal/cal_index.shtml

Dates of Terms, Examinations and Graduation

Dates of Terms

2008-2009

Autumn term	Thursday 2 October 2008-Friday 12 December 2008
Spring term	Monday 12 January 2009-Friday 20 March 2009
Summer term	Monday 20 April 2009-Friday 26 June 2009

2009-2010

Autumn term	Thursday 8 October 2009-Friday 18 December 2009
Spring term	Monday 18 January 2010-Friday 26 March 2010
Summer term	Monday 26 April 2010-Friday 2 July 2010

2010-2011

Autumn term	Thursday 7 October 2010-Friday 17 December 2010
Spring term	Monday 17 January 2011-Friday 25 March 2011
Summer term	Monday 25 April 2011-Friday 1 July 2011

First day of Teaching: Tuesday 26 April 2011

Dates of Examinations

2008-2009

MAIN EXAMINATION PERIOD

Monday 11 May 2009-Friday 5 June 2009

HALF-YEAR EXAMINATION PERIOD

Monday 5 January 2009-Friday 9 January 2009

RE-SIT EXAMINATION PERIOD

Monday 7 September 2008-Friday 11 September 2009

Note: Examinations may take place at times other than the above examination periods

Dates of Graduation

(ceremonies are held at the Colchester Campus)

2008-2009

Wednesday 15 July 2009
Thursday 16 July 2009
Friday 17 July 2009

2009-2010

Wednesday 21 July 2010
Thursday 22 July 2010
Friday 23 July 2010

2010-2011

Wednesday 20 July 2011
Thursday 21 July 2011
Friday 22 July 2011

Further information on Graduation can be found on the Graduation website at:
www2.essex.ac.uk/academic/graduation/index.htm
(Enquiries should be directed to graduation@essex.ac.uk)

University Diary for Academic Year 2008-2009

Note: Dates may be subject to change. Committee members affected will be notified individually

A Timetable of University Weeks can be found at: www2.essex.ac.uk/academic/offices/tt/tt8-9.xls

DATE	DAY	WEEK	EVENT	TIME
08-Sep-08	Mon	50	Finance & Strategy Committee	13:30
10-Sep-08	Wed	51	University/Students' Union Consultative Group	14:00
01-Oct-08	Wed	1	Academic Staffing Committee	14:00
02-Oct-08	Thu	1	AUTUMN TERMS BEGINS	
15-Oct-08	Wed	3	Honorary Degrees Committee (Internal Committee Meeting)	09:00
15-Oct-08	Wed	3	Senate	14:00
20-Oct-08	Mon	4	Nominations Committee	16:00
23-Oct-08	Thu	4	Ethics Committee	14:00
27-Oct-08	Mon	5	Finance & Strategy Committee	13:30
27-Oct-08	Mon	5	Council	17:00
12-Nov-08	Wed	7	Transport Policy Sub-Committee	10:00
05-Nov-08	Wed	6	Quality Assurance and Enhancement Committee	10:00
05-Nov-08	Wed	6	Telecommunications Review Group	14:00
07-Nov-08	Fri	6	International Academy Board	10:00
10-Nov-08	Mon	7	Library Committee	14:00
10-Nov-08	Mon	7	Audit and Risk Management Committee	16:30
11-Nov-08	Tue	7	University Procurement Strategy Group	14:00
11-Nov-08	Tue	7	Investment and Loans Sub-Committee	18:00
12-Nov-08	Wed	7	Transport Policy Sub-Committee	10:00
13-Nov-08	Thu	7	Equality and Diversity Committee	14:00
17-Nov-08	Mon	8	Senior Staff Retreat (two day event)	14:00
19-Nov-08	Wed	8	Academic Partnerships Board	10:00
19-Nov-08	Wed	8	Faculty Board, Humanities and Comparative Studies	14:00
19-Nov-08	Wed	8	Faculty Board, Law and Management	14:00
19-Nov-08	Wed	8	Health and Safety Committee	14:00
20-Nov-08	Thu	8	Honorary Degrees Committee	10:00
20-Nov-08	Thu	8	University/Students' Union Consultative Group	14:00
24-Nov-08	Mon	9	Arts Advisory Group	14:00
24-Nov-08	Mon	9	Council	14:15
26-Nov-08	Wed	9	Faculty Board, Science and Engineering	14:00
26-Nov-08	Wed	9	Faculty Board, Social Sciences	14:00
27-Nov-08	Thu	9	University Campus Suffolk Joint Academic Committee	14:00
01-Dec-08	Mon	10	Finance & Strategy Committee	13:30
03-Dec-08	Wed	10	Disciplinary and Membership Panel	14:00
03-Dec-08	Wed	10	Undergraduate School Board	14:00
10-Dec-08	Wed	11	Graduate School Board	14:00
12-Dec-08	Fri	11	AUTUMN TERM ENDS	
12-Jan-09	Mon	16	SPRING TERM BEGINS	
14-Jan-09	Wed	16	Senate	14:00
27-Jan-09	Tue	18	University/Students' Union Consultative Group	14:00
29-Jan-09	Thu	18	Ethics Committee	14:00
02-Feb-09	Mon	19	Nominations Committee	12:30
02-Feb-09	Mon	19	Finance & Strategy Committee	13:30
04-Feb-09	Wed	19	Quality Assurance and Enhancement Committee	14:00
12-Feb-09	Thu	20	International Academy Board	10:00
16-Feb-09	Mon	21	Council	14:15
24-Feb-09	Tue	22	Transport Policy Sub-Committee	10:00
24-Feb-09	Tue	22	Information Systems Strategy Committee (to be confirmed)	14:00
25-Feb-09	Wed	22	Academic Partnerships Board	10:00
25-Feb-09	Wed	22	Faculty Board, Humanities and Comparative Studies	14:00
25-Feb-09	Wed	22	Faculty Board, Law and Management	14:00
26-Feb-09	Thu	22	Audit and Risk Management Committee	16:00

DATE	DAY	WEEK	EVENT	TIME
03-Mar-09	Tue	23	Arts Advisory Group	14:00
03-Mar-09	Tue	23	Investment and Loans Sub-Committee	18:00
04-Mar-09	Wed	23	Faculty Board, Science and Engineering	14:00
04-Mar-09	Wed	23	Faculty Board, Social Sciences	14:00
04-Mar-09	Wed	23	Library Committee	14:00
05-Mar-09	Thu	23	Professorships Committee	10:00
05-Mar-09	Thu	23	University Campus Suffolk Joint Academic Committee	14:00
11-Mar-09	Wed	24	Undergraduate School Board	14:00
17-Mar-09	Tue	25	Academic Staffing Committee	12:15
18-Mar-09	Wed	25	Graduate School Board	14:00
19-Mar-09	Thu	25	University/Students' Union Consultative Group	14:00
20-Mar-09	Fri	25	SPRING TERM ENDS	
30-Mar-09	Mon	27	Finance & Strategy Committee	13:30
20-Apr-09	Mon	30	SUMMER TERM BEGINS	
21-Apr-09	Tue	30	Academic Staffing Committee	14:00
22-Apr-09	Wed	30	Senate	14:00
23-Apr-09	Thu	30	Court	17:00
06-May-09	Wed	32	Health and Safety Committee	14:00
06-May-09	Wed	32	Quality Assurance and Enhancement Committee	14:00
07-May-09	Thu	32	International Academy Board	10:00
07-May-09	Thu	32	Ethics Committee	14:00
11-May-09	Mon	33	Council	14:15
12-May-09	Tue	33	Information Systems Strategy Committee (to be confirmed)	14:00
12-May-09	Tue	33	Investment and Loans Sub-Committee	18:00
15-May-09	Fri	33	University Procurement Strategy Group	14:00
18-May-09	Mon	34	Finance & Strategy Committee	13:30
20-May-09	Wed	34	Academic Partnerships Board	10:00
20-May-09	Wed	34	Faculty Board, Humanities and Comparative Studies	14:00
20-May-09	Wed	34	Faculty Board, Law and Management	14:00
20-May-09	Wed	34	University/Students' Union Consultative Group	14:00
21-May-08	Thu	34	Equality and Diversity Committee	14:00
26-May-09	Tue	35	Library Committee	14:00
27-May-09	Wed	35	Finance & Strategy Staffing Sub-Committee	09:30
27-May-09	Wed	35	Faculty Board, Science and Engineering	14:00
27-May-09	Wed	35	Faculty Board, Social Sciences	14:00
03-Jun-09	Wed	36	Professorships Committee	10:00
03-Jun-09	Wed	36	Undergraduate School Board	14:00
09-Jun-09	Tue	37	Arts Advisory Group	10:00
09-Jun-09	Tue	37	Academic Staffing Committee	14:00
10-Jun-09	Wed	37	Graduate School Board	14:00
15-Jun-09	Mon	38	Remuneration Committee	12:30
15-Jun-09	Mon	38	Finance & Strategy Committee	13:30
16-Jun-09	Tue	38	Audit and Risk Management Committee	16:30
17-Jun-09	Wed	38	Telecommunications Review Group	14:00
25-Jun-09	Thu	39	University Campus Suffolk Joint Academic Committee	14:00
26-Jun-09	Fri	39	SUMMER TERM ENDS	
01-Jul-09	Wed	40	Senate	14:00
03-Jul-09	Fri	40	University/Students' Union Consultative Group	14:00
08-Jul-09	Wed	41	Transport Policy Sub-Committee	10:00
15-Jul-09	Wed	42	Graduation	
16-Jul-09	Thu	42	Graduation	
17-Jul-09	Fri	42	Graduation	
20-Jul-09	Mon	43	Council	14:15

University Governance

Principal Officers of the University

Chancellor

Lord Phillips of Sudbury, OBE BA

Pro-Chancellor

Mr Derek C Lewis MA MSc CIMgt
Mr Bill Gore, BSc MSc (Chem Eng), ACA (*Chair of the Council*)
Ms Auriol Stevens, BA FRSA

Vice-Chancellor

Professor Colin Riordan, BA PhD

Treasurer

Ms Nicola Colston, BSc (SocSci)

Deputy Vice-Chancellor and Pro-Vice-Chancellor (Research and Enterprise)

Professor Rob Massara, BA PhD Essex, CEng FIEE

Pro-Vice-Chancellor (Learning and Teaching)

Professor Andy Downton, BSc PhD S'ton, CEng FIEE SMIEEE

Pro-Vice-Chancellor (Academic and Regional Development)

Professor Nigel South, BA MA Essex, PhD Middx

Pro-Vice-Chancellor (Resources)

Professor Christine Temple, BSc StAnd, MA Calif, DPhil Oxf, CPsychol

Faculty Deans

HUMANITIES AND COMPARATIVE STUDIES

Dr Leon Burnett, BA Wales, MA PhD Essex

LAW AND MANAGEMENT

Professor Stuart Manson, BA MBA CA

SCIENCE AND ENGINEERING

Dr Paul Scott, MA Oxf, MSc Lond, DPhil Sus

SOCIAL SCIENCES

Dr Mike Jones, BA LesL MA PhD

Deans

GRADUATE SCHOOL

Professor Joan Busfield, MA St And, MA PhD Essex

SOUTHEND CAMPUS

Mr Bob Mack, BSc (Eng) Lond, ACGI

ACADEMIC PARTNERSHIPS

Dr Aulay Mackenzie, BSc Edin, PhD E Anglia

ASSOCIATE DEAN OF ACADEMIC PARTNERSHIPS

Dr Ceri Watkins, BSc N'cle (UK), MA PhD Essex

Registrar and Secretary

Dr Tony Rich, BA PhD PGCE Manc

Disciplinary and Membership Officer

Mr Roy Bailey, BA MA Essex

Proctor

Mr Richard Barnard, BA Essex

Assistant Proctors

Mr Allan Hildon, BHLthSc MPH

Ms Jessie Mallinson, BA Essex

Heads of Departments

Departments	Heads Of Department/Director
Art History and Theory	Professor Peter Vergo
Biological Sciences	Professor Graham Underwood
Computing and Electronic Systems	Dr Sam Steel
East 15 Acting School	Professor Leon Rubin
Economics	Professor Melvyn Coles
Essex Business School	Professor Michael Sherer
Government	Dr Han Dorussen
Health and Human Sciences, School of	Dr Peter Martin
History	Dr Rainer Schulze
International Academy	Mr Stuart Bannerman
Language and Linguistics	Professor Andrew Radford
Law, School of	Dr RA Watt
Literature, Film, and Theatre Studies	Professor Peter Hulme
Mathematical Sciences	Professor Peter Higgins
Philosophy	Professor Beatrice Han-Pile
Psychology	Professor Elaine Fox
Institute for Social and Economic Research	Professor Stephen Jenkins
Sociology	Dr Michael Roper
UK Data Archive	Professor Kevin Schürer
Centres and Institutes	Directors
Chimera (Institute for Socio-Technical Innovation & Research)	Professor Chris Fowler
Centre for Computational Finance and Economic Agents (CCFEA)	Professor Sheri Markose (Department of Economics)
Centre for Computational Intelligence	Professor Hani Hagrais (Department of Computing and Electronic Systems)
Centre for Cultural and Social History	Dr Edward Higgs (Department of History)
Centre for Curatorial Studies	Professor Peter Vergo (Department of Art History and Theory)
Centre for Democratic Governance	Dr Todd Landman (Department of Government)
Centre for Digital Lifestyles	Dr Michael Gardner (Chimera) and Professor Vic Callaghan (Department of Computing and Electronic Systems)
Institute for Electoral Research	Professor Paul Whiteley (Department of Government)
Centre for Entrepreneurship Research	Professor Jay Mitra (Essex Business School)
Centre for Environment and Society	Professor I Colbeck (Department of Biological Sciences)
Essex Biomedical Sciences Institute	Professor JD Norton (Department of Biological Sciences)
Essex Finance Centre	Professor Jerry Coakley (Essex Business School)
Essex Management Centre	Professor Heather Höpfl (Essex Business School)
Centre for Film Studies	Dr Shohini Chaudhuri (Department of Literature, Film, and Theatre Studies)

Centre for Global Accountancy	Professor Prem Sikka (Essex Business School)
Human Rights Centre	Professor John Packer
Interdisciplinary Study of the Humanities	Dr Alan Cardew (Department of Literature, Film, and Theatre Studies)
Centre for Local and Regional History	Dr Christopher Thornton (Department of History)
Jean Monnet European Centre of Excellence	Professor Emil Kirchner (Department of Government)
Centre for Myth Studies	Dr Leon Burnett (Department of Literature, Film, and Theatre Studies)
Physics Centre	Dr David Lovett
Centre for Psychoanalytic Studies	Dr Roderick Main
Centre for Radicals and Oxidative Stress	Professor Chris Cooper (Department of Biological Sciences)
Centre for Remote Sensing & Environmetrics	Dr DHO Bebbington (Department of Electronic Systems Engineering)
Centre for Research in Economic Sociology and Innovation	Professor Mark Harvey (Department of Sociology)
Centre for Sports & Exercise Science	Dr Martin Sellens (Department of Biological Sciences)
Centre for Systems Biology	Professor Phil Mullineaux (Department of Biological Sciences)
Technology and Social Change Research Centre	Dr Ben Anderson (Chimera (Institute for Socio-Technical Innovation & Research))
Centre for Theatre Studies	Mr J Lichtenstein (Department of Literature, Film, and Theatre Studies)
Centre for Theoretical Studies in Humanities and Social Sciences	Dr Aletta Norval (Department of Government) and Dr David Howarth (Department of Government)
Centre for Trauma, Asylum and Refugees	Professor Renos Papadopoulos (Centre for Psychoanalytic Studies)
Albert Sloman Library	Librarian
Albert Sloman Library	Mr Robert Butler
Administrative Sections	Heads of Section
Academic Registrar	Dr Wayne Campbell
Director of Communications	Ms Vanessa Potter
Director of Estate Management	Mr Andrew Nightingale
Director of Finance	Mr Andrew Connolly
Director of Information Systems	Mr Richard Murphy
Director of Research and Enterprise	Dr Janice Pittis
Director of Personnel Services	Mrs Sue Endean

The Council

EX OFFICIO MEMBERS

Pro-Chancellors

Mr Derek Lewis, MA MSc CIMgt
Mr Bill Gore, BSc MSc (Chem Eng), ACA (*Chair of Council*)
Ms Auriol Stevens, BA FRSA

Vice-Chancellor

Professor Colin Riordan, BA PhD

Treasurer

Ms Nicola Colston, BSc (SocSci)

Deputy Vice-Chancellor and Pro-Vice-Chancellor

Professor Rob Massara, BA PhD CEng FIEE

APPOINTED MEMBERS

Professor Joan Busfield, MAPHD
Dr Aulay Mackenzie, BSc PhD

ELECTED MEMBERS

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

Mr Richard Cornes, BA LLB Barrister Solicitor
Professor Peter Hulme, BA PhD
Dr Rainer Schulze, MA PhD
Dr Sam Steel, BA PhD
Professor Kevin Schürer BA MA PhD

One non-academic staff member elected by the non-academic staff:

Mr Neil Barnard

EXTERNAL MEMBERS

Mr David Boyle MA
Mrs Kuldip Byatt, FCIPD
Mrs Celia Edey
Mrs Julie Garbutt, MA MBA DipHSM
Professor Richard Nicol, FEng, PLD
Mr Philip Tolhurst
Ms Rosy Stamp, MEd LCSLT
Dr Marion Wood, MBBS MRCP FRCP MRCPATH
FRCPATH GMC MDU
Two vacancies

STUDENT MEMBER

President of the Students' Union: Mr Dominic Kavakeb

OBSERVER

South East Essex College: Jan Hodges (Principal and Chief Executive)

The Senate

EX-OFFICIO MEMBERS

Vice-Chancellor

Professor Colin Riordan

Deputy Vice-Chancellor and Pro-Vice-Chancellor

Professor Rob Massara

Pro-Vice-Chancellors

Professor Andy Downton

Professor Nigel South

Professor Christine Temple

Deans

Academic Partnerships, Dr Aulay Mackenzie

Graduate School, Professor Joan Busfield

Southend Campus, Mr Bob Mack

Faculty of Humanities and Comparative Studies, Dr Leon Burnett

Faculty of Law and Management, Professor Stuart Manson

Faculty of Science and Engineering, Dr Paul Scott

Faculty of Social Sciences, Dr Mike Jones

Heads of Department/School

Art History and Theory, Professor Peter Vergo

Biological Sciences, Professor Graham Underwood

Computing and Electronic Systems, Dr Sam Steel

East 15 Acting School, Professor Leon Rubin

Economics, Professor Melvyn Coles

Essex Business School, Professor Michael Sherer

Government, Dr Han Dorussen

Health and Human Sciences, Dr Peter Martin

History, Dr Rainer Schulze

International Academy, Mr Stuart Bannerman

Language and Linguistics, Professor Andrew Radford

Law, Dr bob Watt

Literature, Film, and Theatre Studies, Professor Peter Hulme

Mathematical Sciences, Professor Peter Higgins

Philosophy, Professor Beatrice Han-Pile

Psychology, Professor Elaine Fox

Sociology, Dr Michael Roper

The Institute for Social and Economic Research,

Professor Stephen Jenkins

The UK Data Archive, Professor Kevin Schürer

APPOINTED

Academic Registrar, Dr Wayne Campbell

ELECTED MEMBERS

Dr Steffen Boehm

Ms Fernne Brennan

Professor Jerry Coakley

Mr Richard Cornes

Dr Pam Cox

Professor Marco Francesconi

Professor Martin Henson

Professor Heather Höpfl

Dr Fiona Hughes

Dr Karen Hulme

Dr Todd Landman

Dr Terry McGenity

Dr Dominic Micklewright

Dr Alison Rowlands

Professor Edward Tsang

Dr Fiona Venn

CO-OPTED MEMBERS

The Librarian, Mr Robert Butler

Director for Information Systems, Mr Richard Murphy

STUDENT MEMBERS

President of the Students' Union, Colchester Campus: Mr Dominic Kavakeb

Vice-President of the Students' Union (Education), Colchester Campus: Mr Yousuf Joondan

President of the Students' Union, Southend Campus: Ms Jessica Andrade

Faculty Convenors (4):

Humanities and Comparative Studies: Mr Laurence Hall

Law and Management: Ms Ellie Bland

Science and Engineering: Ms Louise Cherrill

Social Sciences: Mr Liam McGrath

Postgraduate Students Officer: Mr Adam Wright

Committees of the Council

Audit and Risk Management Committee

EX OFFICIO

Treasurer: Ms Nicola Colston (*Chair*)

APPOINTED MEMBERS

Six members, not being members of Finance & Strategy Committee or holding an executive position, at least two of whom shall be External members of Council:

Mr Peter Giblin

Mrs Elizabeth Lloyd

Professor Richard Nicol

one External member of Council, tba

two additional vacancies

TERMS OF REFERENCE

(a) Financial and Internal Control

- i. To review the effectiveness of the financial and other internal control systems;
- ii. to ensure that all significant losses have been properly investigated and that the internal and external auditors, and where appropriate the HEFCE Accounting Officer, have been informed;
- iii. to oversee the institution's policy on fraud and irregularity, including being notified of any action taken under that policy.

(b) External Audit

- i. To make recommendations to Council on: the appointment and, if necessary, the dismissal of the External Auditor; the audit fee; and any non-audit services from the External Auditor;
- ii. to guide the External Auditor on the nature and scope of the audit;
- iii. to receive and consider the External Auditor's management letter in connection with the audit of the University's Annual Accounts and the management response;
- iv. to consider elements of the annual financial statements in the presence of the External Auditor, including the auditor's formal opinion, the statement of members' responsibilities and any corporate governance statement.

(c) Internal Audit

- i. To advise on the appointment of the Internal Auditor;
- ii. to receive and approve a five-year Strategic Plan for the Internal Auditor;
- iii. to receive and approve an Annual Plan for the Internal Auditor;
- iv. to receive and consider the final report of each internal audit assignment, activity or investigation undertaken on behalf of the University by the Internal Auditor;
- v. to review the work of the Internal Auditor in conjunction with the receipt of an annual report prepared by the Internal Auditor, the

report to include an opinion on the degree of assurance that can be taken from the system of control;

- vi. to consider any internal audit matters not specifically covered above.

(d) Monitoring and co-ordination of internal and external audit

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

(e) Reports of an audit nature

To receive and consider any reports of an audit nature prepared by the HEFCE, DfCSF, NAO and any other similar bodies.

(f) Value for money

To satisfy itself that adequate arrangements are in place to promote value for money initiatives.

(g) Economy, efficiency and effectiveness

To satisfy itself that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.

(h) Risk management

To advise the Council on risk management by

1. familiarisation with the concept and requirements of risk management;
2. acting as a catalyst for risk management activity across the University;
3. ensuring appropriate audit work on risk management is performed;
4. collecting information on risks and risk management.

(i) Annual report

To prepare an annual report for submission to Council on the work of the Audit and Risk Management Committee, incorporating an opinion on the effectiveness of the internal control system and the pursuit of value for money, together with an assurance on risk management.

Finance & Strategy Committee

EX OFFICIO MEMBERS

Chair of Council: Mr Bill Gore (*Chair*)

Vice-Chancellor: Professor Colin Riordan

Pro-Vice-Chancellor (Learning and Teaching): Professor Andy Downton

Pro-Vice-Chancellor (Academic and Regional Development): Professor Nigel South

Pro-Vice-Chancellor (Research and Enterprise): Professor Rob Massara

Pro-Vice-Chancellor (Resources): Professor Christine Temple

Registrar and Secretary: Dr Tony Rich

Director of Finance: Mr Andrew Connolly

APPOINTED MEMBERS

Five external members of Council:

Mr David Boyle

Mr Derek Lewis

Ms Auriol Stevens
Mr Philip Tolhurst
One vacancy

One member of Senate/academic staff appointed from the Deans:
Professor Joan Busfield

TERMS OF REFERENCE

- (a) To advise the Council on matters relating to the overall strategic direction of the University and to recommend the strategic plan to Council for approval;
- (b) to monitor and review the general progress and development of the University in academic, social, external, governance and other policy;
- (c) to recommend to the Council the annual recurrent budget of the University;
- (d) to approve additions to the recurrent budget, up to the value of £750,000 (net expenditure), delegating authority to University Steering Group to approve non-recurrent budget increases, up to the value of £250,000 (net expenditure);
- (e) to delegate authority to the Vice-Chancellor to offer salary increases, up to £10,000, in urgent cases where counter offers of employment are deemed necessary. Where proposed increases are greater than £10,000, the Vice-Chancellor shall seek approval of the Chair of the Remuneration Committee;
- (f) to approve new projects added to the Capital Programme up to the value of £2,000,000 (gross expenditure), delegating authority to University Steering Group to approve additions to the Capital programme up to the value of £250,000 (gross expenditure). These delegations may only be exercised if, and only if, the Capital Fund is in credit over the planning period;
- (g) to approve cost increases to approved projects in the Capital Programme up to the value of £250,000, delegating authority to University Steering Group to approve cost increases up to the value of £50,000. These delegations may only be exercised if, and only if, the Capital Fund is in credit over the planning period;
- (h) to receive an annual report of all completed capital projects in the last 12 months comparing the initially approved budget to its outturn cost;
- (i) to comment on all recommendations sent forward from the Senate to the Council which have financial implications;
- (j) to make recommendations to the Council on all other financial matters;
- (k) to recommend to Council a human resources strategy of the University;
- (l) to review the operation of the Council and its various Committees and to make recommendations thereon;
- (m) to consider the institutional audit report;
- (n) to review the reports of any working parties which may from time to time be set up to deal with various subjects;
- (o) to review and discuss any other items concerning Council business not falling within the remit of another Sub-Committee that External members of the Council might wish to raise.

Sub-Committees of Finance & Strategy Committee

- **University Steering Group**

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Colin Riordan
(Chair)
Pro-Vice-Chancellor (Academic and Regional Development): Professor Nigel South
Pro-Vice-Chancellor (Research and Enterprise): Professor Rob Massara
Pro-Vice-Chancellor (Resources): Professor Christine Temple
Pro-Vice-Chancellor (Learning and Teaching): Professor Andy Downton
Registrar and Secretary: Dr Tony Rich
Director of Finance: Mr Andrew Connolly

TERMS OF REFERENCE

- (a) To prepare and recommend to the Finance & Strategy Committee of the Council an annual recurrent budget for the University and to monitor the implementation of the approved budget;
- (b) to keep the allocation of University resources under general scrutiny;
- (c) to approve the provision of staff posts, delegating authority as follows:
 - (i) to the Pro-Vice-Chancellors, authority to approve staffing replacements and new requests within budget below professorial within their individual faculties;
 - (ii) to the Registrar and Secretary authority to approve staffing replacements and new requests within budget below grade 11 within the professional services.
- (d) to approve non-recurrent non-staff additions to the recurrent budget up to the value of £250,000 (net expenditure);
- (e) to approve the annual budget allocations to faculties and professional services;
- (f) to approve new projects to be added to the Capital Programme, up to the value of £250,000 (gross expenditure) provided the Capital Fund is in credit over the planning period;
- (g) to approve cost increases to approved capital projects, up to the value of £50,000 provided the Capital Fund is in credit over the planning period;

- (h) to review and monitor the implementation of the Strategic Plan of the University and the Annual Operating Statement and report to Finance & Strategy Committee, Council and other committees as appropriate;
- (i) to review and monitor the income and expenditure position of major cost centres throughout the year;
- (j) to receive biannually an account of actual and committed expenditure on legal and professional services.
- (k) to approve tuition fees on behalf of Council and to report all such approvals to Council;
- (l) to recommend to Council for approval through Finance & Strategy Committee any major review of tuition fees, eg arising from a lifting of the cap on variable fees.

METHOD OF OPERATION

- (a) The record of meetings of the University Steering Group shall be copied to all members of Finance & Strategy Committee and Heads of Professional Services.
- (b) At the discretion of the Vice-Chancellor and Registrar and Secretary, University Officers, as may be appropriate, shall be invited to meetings of the University Steering Group.

Sub-Committees of University Steering Group

○ *University Procurement Strategy Group*

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Colin Riordan
 Director of Estate Management: Mr Andrew Nightingale
 Deputy Director of Estate Management (Purchasing): Mr Keith Mason
 Director of Information Systems: Mr Richard Murphy
 Director of Finance: Mr Andrew Connolly
 Head of Department, Computing and Electronic Systems: Dr Sam Steel
 Procurement Manager: Mr Dan Satterthwaite
 Faculty Manager: Mr Richard Stock
 Head of Department: vacancy

APPOINTED MEMBER

Mr Hugh Barrett (*Chair*)

TERMS OF REFERENCE

The University Procurement Strategy Group will advise University Steering Group on:

- (a) Development of the Value for Money Strategy.
- (b) Recommendations for improvements in processes and value for money on all external non-pay spend.
- (c) Amendments that may be required to the Purchasing Regulations from time to time.
- (d) Procurement procedures for goods and services in the light of the Purchasing Regulations.
- (e) Goods and services which are purchased against single source quotations/tenders, summarised by department, value and reason for exemption.
- (f) The classification of goods and services purchased by the University into the following categories:
 - i. those items that are to be purchased centrally or under centrally organised arrangements;
 - ii. those items that are to be purchased on a co-ordinated basis by one department on behalf of all others;
 - iii. all other items to be purchased by individual departments and sections in conformity with the University's Purchasing Regulations.

The Central Purchasing Unit will work to minimise (f)ii and (f)iii, and maximise the commitment to national/regional contracts where appropriate and the negotiation of local contracts.
- (g) Matters connected with purchasing policy and practice referred to it from Finance & Strategy Committee and the University Steering Group.
- (h) Receive advice from and assign projects to the Commodity Advisory Group.

- (i) Receive reports on the performance of the Central Purchasing Unit from the Deputy Director of Estate Management (Purchasing).

Sub-Committees of Finance & Strategy Committee (cont)

- **Investment and Loans Sub-Committee**

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Colin Riordan
Director of Finance: Mr Andrew Connolly

APPOINTED MEMBERS

Five External Members

Mr Peter G Glossop
Mr Michael Hughes (*Chair*)
Mr Michael Deakin
Mr Anthony Hilton
Mr David Casstles

A senior member of academic staff:

Professor Jerry Coakley

TERMS OF REFERENCE

- (a) To agree and keep under review appropriate asset allocation between equities, fixed interest and cash deposits, and within equities between the UK and overseas markets, taking account of the capital and income growth targets and risk set in the *investment objective* agreed by the Finance & Strategy Committee;
- (b) to monitor the performance of the fund managers, against the benchmarks set in the *investment objective* and comparator funds using the information supplied by WM in their Common Investment Fund Factsheet;
- (c) to review, against the benchmark, at least every three years from the date of appointment all managers/investments and either remain invested or replace;
- (d) to meet, as appropriate, with the investment managers;
- (e) to receive at each meeting an overall report, prepared by the Director of Finance, on the performance of the University's investments and the key issues to be addressed;
- (f) to receive at each meeting a report, prepared by the Director of Finance, on short-term deposit activity carried out by the Finance Section;
- (g) to receive periodic reports from the Director of Finance reviewing the University's long-term financial liabilities;
- (h) to consider all new proposals for incurring additional long-term financial liabilities, for redeeming, re-financing or re-scheduling existing liabilities and to make appropriate

recommendations to Finance & Strategy Committee;

- (i) to consider and periodically review hedging of risk in relation to the University's long-term financial liabilities and to make appropriate recommendations to Finance & Strategy Committee;
- (j) to report annually to Council through Finance & Strategy Committee on:
 - i. performance of the investments against the objectives in both capital and income terms;
 - ii. the holdings and total value of the funds, compared to the previous year and any purchases or sales made;
 - iii. a detailed commentary covering the management of endowments and general funds during the year.

INVESTMENT OBJECTIVE

To achieve, over rolling three year periods, an above average performance in capital growth and income yield, taken together, by investing in: equities with a target return ahead of the FTSE All-Share Index, fixed interest with a target return of exceeding the FTSE British Government All-Stocks Index, and cash deposits with a target return of 0.5% above the seven-day fixed deposit rate. These performance targets should be aimed for without taking undue risk.

- **Finance & Strategy Staffing Sub-Committee**

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Colin Riordan
Registrar and Secretary: Dr Tony Rich (*Chair*)

APPOINTED MEMBERS

Mrs Sue Endean
Mr Richard Murphy
Professor Jane Wright
Dr Sam Steel

TERMS OF REFERENCE

1. To formulate and execute policy on all matters concerning the terms and conditions of employment of the groups of staff listed below, and to report such policy and action to the Finance & Strategy Committee;
 - (a) Senior Support Staff in Grades 7 to 10 (covering staff previously known as 'other' related, computer officer, senior administrative, senior library and some clerical and technical staff);
 - (b) Office Support Staff in Grades 1 to 6 (covering staff previously known as secretarial, clerical, and some miscellaneous non-office based staff);
 - (c) General Support Staff in Grades 1 to 6 (covering library assistant, technical and data processing assistant, manual,

- and miscellaneous non-office based staff);
- 2. To carry out the Annual Salary Review for the groups of staff listed at 1.a) to 1.c) above and to present a report to the Finance & Strategy Committee.
- 3. To implement the above terms of reference in the light of all appropriate information, including appropriate financial information.
- 4. The Chair of the Finance Committee Staffing Sub-Committee to have delegated power to act on behalf of the Sub-Committee between its meetings.

Nominations Committee

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Colin Riordan
Chair of Council: Mr Bill Gore (*Chair*)
Registrar and Secretary: Dr Tony Rich

APPOINTED MEMBERS

Two External members of Council:
Mrs Julie Garbutt
Ms Auriol Stevens

One Academic member of Council, normally appointed from the Deans:
Professor Joan Busfield

TERMS OF REFERENCE

To make recommendations to Council on the appointment of:

- (a) Co-opted and appointed members of Council
- (b) Council appointed members of Court
- (c) Council appointed members of Council Committees

Remuneration Committee

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Colin Riordan
Chair of Council: Mr Bill Gore (*Chair*)
Chair of Equality and Diversity Committee: Mrs Rosy Stamp
Registrar and Secretary: Dr Tony Rich

APPOINTED MEMBERS:

Three External members of Council:
Mr Derek Lewis
Professor Richard Nicol
Mr Philip Tolhurst

TERMS OF REFERENCE

- (a) To determine the salary, other remuneration and conditions of service of the Vice-Chancellor and the Registrar and Secretary (in the absence of the Vice-Chancellor and the Registrar and Secretary);
- (b) to determine the salary, other remuneration and conditions of service of the Deputy-Vice-Chancellor;

- (c) to approve visits abroad by the Vice-Chancellor and the Registrar and Secretary;
- (d) to approve outside earnings of the Vice-Chancellor and the Registrar and Secretary;
- (e) to approve the hospitality fund of the Vice-Chancellor;
- (f) to consider the recommendations by the Vice-Chancellor and the Registrar and Secretary on the salaries, other remuneration and conditions of service of senior office holders, professorial staff and senior support staff on Grade 11;
- (g) to receive a report on early retirement packages and severance payments to members of the University and to approve payments in advance where
 - i. the cost to the University would not be recovered in two years or less; or
 - ii. any payments above contractual entitlement are paid to any member of University Steering Group
- (h) to receive a report on action taken by the Vice-Chancellor under Ordinance 36.3 or 37. 4;
- (i) to receive a report on action taken by the Vice-Chancellor to approve salary awards to staff who have received offers from other organisations;
- (j) to consider any other related business.

Advisory Groups to Council

Equality and Diversity Committee

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Colin Riordan
Director of Personnel Services: Ms Sue Endean
Academic Registrar: Dr Wayne Campbell
Director of Student Support: Ms Rachel Fletcher
Assistant Director of Student Support (Disability): Ms Angela Jones
Equality and Diversity Officer: Mr Syd Kent
Equality and Diversity Officer, Students' Union: Mr Ibby Mehmet

NOMINATED/REPRESENTATIVE/ELECTED MEMBERS

One representative of the Joint Trade Union Committee: Ms Natalie Gray
One student member elected by the Students' Union Council: Mr Leo Capella

APPOINTED MEMBERS

One External Member of Council
Mrs Rosy Stamp (*Chair*)
One Dean
Dr Leon Burnett
One Head of Department
Dr Peter Martin

TERMS OF REFERENCE

- (a) To agree policy in relation to equality and diversity issues, consulting students, staff and external interest groups as appropriate, and to make recommendations to Senate and to Council as appropriate;
- (b) to monitor key performance indicators in accordance with an agreed schedule;

- (c) to monitor the implementation of requirements and recommendations that arise from the introduction of new policies and procedures or the review of existing policies and procedures;
- (d) to review existing policies, procedures and service provision in relation to equality and diversity;
- (e) to receive and advise on action arising from external consultation exercises;
- (f) to submit an annual report to Council.

Health and Safety Committee

EX OFFICIO MEMBERS

Pro-Vice-Chancellor (Research and Enterprise):
 Professor Rob Massara (*Chair*)
 Vice-Chancellor: Professor Colin Riordan
 Director of Personnel Services: Mrs Sue Endean
 Director of Estate Management: Mr Andrew Nightingale
 University Safety Officer: Mr John Donaldson (also Chair of Sub-Committee of Safety Officers and Non-Ionising Radiation Protection Adviser)
 University Ionising Radiation Protection Adviser: Mr Monty Guest
 University Biological & Genetic Modification Safety Officer: Dr David Knight
 University Occupational Health Adviser: tba
 Vice-President (Sports and Societies) of the Students' Union: Mr Abu Sayeed
 Personnel Manager of the Students' Union: Ms Marianne Provan
 Deputy University Safety Officer: Dr Jo Carrington
 University Fire Officer: Mr John Crust

NOMINATED/REPRESENTATIVE/ELECTED MEMBERS

One nominee from each of the recognised Trades Unions (3): Mr John Wakeman, Mr Neil Barnard, Mr Andrew Tams
 Chair of the Joint Trades Union Health and Safety Group: Mr Neil Barnard
 One student member elected by the Students' Union Council: tba

TERMS OF REFERENCE

- (a) To consider generally matters of safety and health and to advise the University on questions of safety policy, including food safety, to draw attention to its legal obligations relating to safety, and to forward to Council recommendations for such action as is thought necessary to ensure that reasonable steps are being taken to promote and enhance the safety of staff, students, authorised visitors and members of the public lawfully entering the precincts of the University;
- (b) to oversee the implementation of Safety Policy as determined by the Council including compliance with Government legislation and regulations;
- (c) to receive reports from:
 The University Safety Officer
 The University Occupational Health Advisor
 The J TU Health and Safety Group Chair and appropriate Sub-Committees;
- (d) to provide reports at least annually to Council;
- (e) in conjunction with the University Occupational Health services, to ensure the provision of appropriate first-aid facilities and training and, where necessary, to arrange for the setting up of appropriate health surveillance procedures.

Sub-Committees of Health and Safety Committee

- Biological Hazards and Genetic Modification Safety Committee
- Non-Ionising Radiation Protection Committee
- Ionising Radiation Protection Committee

Committees of the Senate

Senate Committees which report termly

School Boards

Undergraduate School Board

EX OFFICIO

Vice-Chancellor: Professor Colin Riordan
Pro-Vice-Chancellor (Learning and Teaching):
Professor Andy Downton (*Chair*)
Heads of Departments
Deans of Faculties
Dean of Academic Partnerships: Dr Aulay Mackenzie
Dean of Graduate School: Professor Joan Busfield
Deputy Academic Registrar: Ms Wendy Clifton-Sprigg
An Academic Officer: Ms Deanna Walker

APPOINTED

One representative from each partner institution with substantial undergraduate provision
Students' Union Vice-President (Education) and Faculty Convenors

OBSERVER

One observer representing University Campus Suffolk

TERMS OF REFERENCE

- (a) Operating within the University's Quality Assurance and Enhancement Framework, to develop quality assurance policies and procedures at undergraduate level, and to make recommendations to the Senate as appropriate;
- (b) to maintain an overview of the quality of the student experience at undergraduate level, including the monitoring of internal and external student satisfaction survey outcomes;
- (c) to make recommendations to Senate on the rules for progression, degree classification and award for undergraduate courses of the University;
- (d) to consider recommendations from Quality Assurance and Enhancement Committee on matters of policy and practice in order to enhance learning and teaching and to make recommendations to the Senate as appropriate;
- (e) to consider issues arising from Faculty Boards concerning developments which fall outside existing rules, policies and procedures;
- (f) to make recommendations to the Quality Assurance and Enhancement Committee on matters which may require review or amendment of the University's Quality Assurance and Enhancement Framework;
- (g) to establish joint working groups with the Graduate School Board, to consider and report on issues that are common to undergraduate and graduate level study.

Graduate School Board

EX OFFICIO

Vice-Chancellor: Professor Colin Riordan
Dean of Graduate School (*Chair*): Professor Joan Busfield
Deans of Faculties
Heads of Departments
Pro-Vice-Chancellor (Learning and Teaching): Professor Andy Downton
Deputy Academic Registrar: Ms Wendy Clifton-Sprigg
An Academic Officer: Ms Deanna Walker

APPOINTED

One representative from each partner institution with substantial postgraduate provision
Students' Union Vice-President (Education) and five student representatives

OBSERVER

One observer representing University Campus Suffolk

TERMS OF REFERENCE

- (a) Operating within the University's Quality Assurance and Enhancement Framework, to develop quality assurance policies and procedures at postgraduate level, and to make recommendations to the Senate as appropriate;
- (b) to maintain an overview of the quality of the student experience at postgraduate level, including the monitoring of internal and external student satisfaction survey outcomes;
- (c) to make recommendations to Senate on the rules for progression, degree classification and award for graduate programmes of the University;
- (d) to consider issues arising from Faculty Boards concerning developments which fall outside existing rules, policies and procedures;
- (e) to consider recommendations from Quality Assurance and Enhancement Committee on matters of policy and practice in order to enhance learning and teaching and to make recommendations to Senate as appropriate;
- (f) to make recommendations to the Quality Assurance and Enhancement Committee on matters which may require review or amendment of the University's Quality Assurance and Enhancement Framework;
- (g) to approve, monitor and review all graduate and postgraduate professional development programmes that lead to a University award;
- (h) to consider documents from Research Councils and their implications for graduate study, and to develop relevant policies and procedures, recommending their introduction to the Senate;
- (i) to approve, monitor and review all postgraduate research degrees that lead to a University of Essex award, including those offered by partner institutions, and to make recommendations to Senate as appropriate;
- (j) to review admissions and progression data relating to research degree students and programmes of study.
- (k) to establish joint working groups with the Undergraduate School Board, to consider and report

on issues that are common to undergraduate and graduate level study.

Sub-Committees of School Boards

- The Sub-Committee on Graduate Teaching Assistants and Demonstrators reports to the Graduate School Board.

Faculty Boards

Humanities and Comparative Studies

EX OFFICIO

Vice-Chancellor: Professor Colin Riordan
Faculty Pro-Vice-Chancellor: Professor Andy Downton
Dean of the Faculty: Dr Leon Burnett (*Chair*)

APPOINTED

Two members of academic staff per department such as the Director of Undergraduate Studies and the Director of Taught Masters.

One member of academic staff per centre, nominated by the Director of the Centre

The following Departments and Centres are members of the Faculty:

Art History and Theory

East 15 Acting School

History

Interdisciplinary Study of Humanities (Centre for)

Literature, Film, and Theatre Studies

Philosophy

ELECTED

Student representatives: Faculty Convenor and four representatives.

CO-OPTED

The Board may co-opt up to three members from departments/centres that are not members of the Faculty (no more than one per department/centre).

OBSERVER

One observer representing International Academy:
Ms Silvia Lefley

The Faculty Board may invite individuals presenting specific proposals to attend Board meetings.

TERMS OF REFERENCE

- (a) To approve, monitor and review all awards offered by the Faculty and to make reports and recommendations to Senate as appropriate. Specifically, to be responsible for:
 - i. validation of proposals for new programmes of study and awards, including undergraduate, taught postgraduate and CPD courses
 - ii. annual monitoring
 - iii. periodic reviews
 - iv. reports from External Examiners.
- (b) to review progression data for departments within the Faculty;
- (c) to act as a forum for discussion of academic issues which are of interest or relevance to

members of the Faculty, including interdisciplinary activities;

- (d) to report and make recommendations to the Undergraduate and Graduate School Boards on developments which fall outside existing rules, policies and procedures;
- (e) to advise the Quality Assurance and Enhancement Committee on the effectiveness of the University's Quality Assurance and Enhancement Framework in relation to those matters which are the responsibility of the Faculty Boards, and to refer issues for consideration to the Quality Assurance and Enhancement Committee as appropriate.

Law and Management

EX OFFICIO

Vice-Chancellor: Professor Colin Riordan
Faculty Pro-Vice-Chancellor: Professor Nigel South
Dean of the Faculty: Professor Stuart Manson (*Chair*)

APPOINTED

Two members of academic staff per department, normally the Director of Undergraduate Studies and the Director of Taught Masters, except for the Human Rights Centre which shall appoint one member of academic staff.

The following Departments and Centres are members of the Faculty:

Essex Business School

Human Rights Centre

Law

ELECTED

Student representatives: Faculty Convenor and three representatives.

CO-OPTED

The Faculty Board may co-opt three members from departments/centres that are not members of the Faculty (no more than one per department/centre)

The Faculty Board may invite individuals presenting specific proposals to attend Board meetings.

TERMS OF REFERENCE

- (a) To approve, monitor and review all awards offered by the Faculty and to make reports and recommendations to Senate as appropriate. Specifically, to be responsible for:
 - i. validation of proposals for new programmes of study and awards, including undergraduate, taught postgraduate and CPD courses
 - ii. annual monitoring
 - iii. periodic reviews
 - iv. reports from External Examiners.
- (b) to review progression data for departments within the Faculty;
- (c) to act as a forum for discussion of academic issues which are of interest or relevance to members of the Faculty, including interdisciplinary activities;
- (d) to report and make recommendations to the Undergraduate and Graduate School Boards on developments which fall outside existing rules, policies and procedures.

- (e) to advise the Quality Assurance and Enhancement Committee on the effectiveness of the University's Quality Assurance and Enhancement Framework in relation to those matters which are the responsibility of the Faculty Boards, and to refer issues for consideration to the Quality Assurance and Enhancement Committee as appropriate.

Science and Engineering

EX OFFICIO

Vice-Chancellor: Professor Colin Riordan

Faculty Pro-Vice-Chancellor: Professor Christine Temple

Dean of the Faculty: Dr Paul Scott (*Chair*)

APPOINTED

Two members of academic staff per department such as the Director of Undergraduate Studies and the Director of Taught Masters.

One member of academic staff per centre, nominated by the Director of the Centre

The following Departments and Centres are members of the Faculty:

Biological Sciences

Computing and Electronic Systems

Health and Human Sciences, School of

Mathematical Sciences

Psychology

ELECTED

Student representatives: Faculty Convenor and four representatives.

CO-OPTED

The Board may co-opt up to three members from departments/centres that are not members of the Faculty (no more than one per department/centre)

The Faculty Board may invite individuals presenting specific proposals to attend Board meetings.

TERMS OF REFERENCE

- (a) To approve, monitor and review all awards offered by the Faculty and to make reports and recommendations to Senate as appropriate. Specifically, to be responsible for:
 - i. validation of proposals for new programmes of study and awards, including undergraduate, taught postgraduate and CPD courses
 - ii. annual monitoring
 - iii. periodic reviews
 - iv. reports from External Examiners.
- (b) to review progression data for departments within the Faculty;
- (c) to act as a forum for discussion of academic issues which are of interest or relevance to members of the Faculty, including interdisciplinary activities;
- (d) to report and make recommendations to the Undergraduate and Graduate School Boards on developments which fall outside existing rules, policies and procedures;

- (e) to advise the Quality Assurance and Enhancement Committee on the effectiveness of the University's Quality Assurance and Enhancement Framework in relation to those matters which are the responsibility of the Faculty Boards, and to refer issues for consideration to the Quality Assurance and Enhancement Committee as appropriate.

Social Sciences

EX OFFICIO

Vice-Chancellor: Professor Colin Riordan

Faculty Pro-Vice-Chancellor: Professor Rob Massara

Dean of the Faculty: Dr Mike Jones (*Chair*)

APPOINTED

Two members of academic staff per department such as the Director of Undergraduate Studies and the Director of Taught Masters.

One member of academic staff per centre, nominated by the Director of the Centre

The following Departments and Centres are members of the Faculty:

Computational Finance and Economic Agents (Centre for)

Economics

Government

Language and Linguistics

Psychoanalytic Studies (Centre for)

Sociology

ELECTED

Student representatives: Faculty Convenor and four representatives.

CO-OPTED

The Board may co-opt up to three members from departments/centres that are not members of the Faculty (no more than one per department/centre)

The Faculty Board may invite individuals presenting specific proposals to attend Board meetings.

TERMS OF REFERENCE

- (a) To approve, monitor and review all awards offered by the Faculty and to make reports and recommendations to Senate as appropriate. Specifically, to be responsible for:
 - i. validation of proposals for new programmes of study and awards, including undergraduate, taught postgraduate and CPD courses
 - ii. annual monitoring
 - iii. periodic reviews
 - iv. reports from External Examiners
- (b) to review progression data for departments within the Faculty;
- (c) to act as a forum for discussion of academic issues which are of interest or relevance to members of the Faculty, including interdisciplinary activities;
- (d) to report and make recommendations to the Undergraduate and Graduate School Boards on developments which fall outside existing rules, policies and procedures;
- (e) to advise the Quality Assurance and Enhancement Committee on the effectiveness of the University's

Quality Assurance and Enhancement Framework in relation to those matters which are the responsibility of the Faculty Boards, and to refer issues for consideration to the Quality Assurance and Enhancement Committee as appropriate.

Academic Partnerships Board

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Colin Riordan
Dean of Academic Partnerships: Dr Aulay Mackenzie (*Chair*)
Associate Dean of Academic Partnerships: Dr Ceri Watkins
Pro-Vice-Chancellor (Learning and Teaching): Professor Andy Downton
Pro-Vice-Chancellor (Academic and Regional Development): Professor Nigel South
Dean of the Graduate School, or his/her nominee: Professor Joan Busfield
Deans of Faculties
Dean of Southend Campus
Director, Academic Partnerships: Mrs Gill Statham
Deputy Academic Registrar: Mrs Wendy Clifton-Sprigg

APPOINTED

Up to two representatives from each partner institution with which the University has a formal agreement to validate programmes which lead to University of Essex awards:

Colchester Institute: Ms Jane Waldron, Mr Ian Davis
Kaplan Open Learning: Mr Alan Jenkins, Professor Cedric Bell

South East Essex College: Ms Sue Murray, Ms Colette Coleman

Tavistock and Portman NHS Foundation Trust: Ms Vicky Franks

Writtle College: Dr Mark Lyne, Ms Helen Fitch

OBSERVERS

One observer representing University Campus Suffolk Ipswich: Dr Ron Impey
One observer representing the Learning Network Colleges: Ms Fiona Fisk

ELECTED

One student representative: tba

NOMINATED

Two student representatives from partner institutions, to be nominated by partner institutions on a rotating basis by invitation of the Chair: tba

The Academic Partnerships Board may invite individuals presenting specific proposals to attend Board meetings.

TERMS OF REFERENCE

- (a) To approve, monitor and review all University of Essex awards offered by the University's partner institutions excepting those that fall within the remit of the UCS Joint Academic Committee, and to make recommendations to Senate as appropriate. Specifically, to be responsible for:

- i. validation of proposals for new programmes of study and awards, including undergraduate, taught postgraduate and CPD courses
 - ii. annual monitoring
 - iii. periodic reviews
 - iv. reports from External Examiners.
- (b) to make recommendations to partner institutions on best practice and on the enhancement of the quality of collaborative education at partner institutions;
- (c) to establish panels for the approval of new partner institutions, to consider institutional validation reports and to make recommendations to the Senate;
- (d) to establish panels for the review of institutions, to consider institutional review reports and to make recommendations to the Senate;
- (e) to consider issues referred to it by the Quality Assurance and Enhancement Committee in respect of information from national and international bodies concerning quality assurance and enhancement matters relating to collaborative education;
- (f) to advise the Quality Assurance and Enhancement Committee on the effectiveness of the University's Quality Assurance and Enhancement Framework in relation to those matters which are the responsibility of the Academic Partnerships Board, including procedures for the development, validation, monitoring and periodic review of taught programmes of study at collaborative partner institutions, and to refer issues for consideration to the Quality Assurance and Enhancement Committee as appropriate;
- (g) to report and make recommendations to the Undergraduate and Graduate School Boards on new developments which fall outside existing rules, policies and procedures.

International Academy Board

EX OFFICIO MEMBERS

The Vice-Chancellor: Professor Colin Riordan
Pro-Vice-Chancellor (Learning and Teaching): Professor Andy Downton (*Chair*)
Dean of Faculties
Director of the International Academy: Mr Stuart Bannerman

APPOINTED

Assistant Registrar (Quality): Ms Rachel Lucas

OBSERVER

One observer representing the International Academy: Ms Silvia Lefley

ELECTED

Two student members

CO-OPTED

The Board may co-opt academic staff from departments/centres that are not members of the International Academy as and when business requires (no more than one per department/centre)

The Board may invite individuals presenting specific proposals to attend Board meetings.

TERMS OF REFERENCE

- (a) To approve, monitor and review all awards offered by the International Academy and to make reports and recommendations to Senate as appropriate. Specifically, to be responsible for:
 - i. validation of proposals for new programmes of study and awards, including undergraduate courses
 - ii. annual monitoring
 - iii. periodic reviews
 - iv. reports from External Examiners.
- (b) to report outcomes arising from the validation of proposals for new programmes of study and awards, annual monitoring, periodic reviews and reports from External Examiners to the relevant Faculty Boards, where appropriate;
- (c) to review progression and achievement data for students on programmes of study and awards within the International Academy and for students progressing from pre-sessional English and pathway provision onto programmes of study and awards within departments;
- (d) to act as a forum for discussion of academic issues which are of interest or relevance to members of the Board, including interdisciplinary activities;
- (e) to consider issues referred to it by the Quality Assurance and Enhancement Committee and Faculty Boards in respect of validation of proposals for new programmes of study and awards, annual monitoring, periodic reviews and reports from External Examiners;
- (f) to advise the Quality Assurance and Enhancement Committee on the effectiveness of the University's Quality Assurance and Enhancement Framework in relation to those matters which are the responsibility of the Board, and to refer issues for consideration to the Quality Assurance and Enhancement Committee as appropriate.

Academic Staffing Committee

EX OFFICIO MEMBERS

The Vice-Chancellor: Professor Colin Riordan
The Pro-Vice-Chancellor (Research and Enterprise): Professor Rob Massara
The Pro-Vice-Chancellor (Learning and Teaching): Professor Andy Downton (*Chair*)
The Dean of the Graduate School: Professor Joan Busfield
Dean, Humanities and Comparative Studies: Dr Leon Burnett
Dean, Law and Management: Professor Stuart Manson
Dean, Social Sciences: Dr Mike Jones
Dean, Science and Engineering: Dr Paul Scott

APPOINTED

Professor Marcus Chambers
Professor Peter Dews
Professor Maggie Iversen
Dr Elena Klenova
Dr Sabine Michalowski
Professor James Raven
Professor Lorna Woods

TERMS OF REFERENCE

In the following terms of reference 'staff' means academic staff, teaching fellow staff and research staff:

- (a) To report to the Senate on the terms and conditions of appointment of staff or of sections of the staff;
- (b) to keep under review and advise the Senate on procedure for the appointment of staff;
- (c) to keep under review the salaries paid to academic members of staff, other than persons paid in the professorial range, and, to report to the Senate on any matter of principle arising;
- (d) to conduct the annual review of staff and to determine and report to the Senate on:
 - i. reductions and extensions of probationary periods;
 - ii. confirmation of appointments as permanent;
 - iii. promotion to Senior Lectureships and Readerships;
 - iv. the promotion of Research and Teaching Fellow staff;
 - v. the award of additional increments for staff who have not reached the top of their scale, subject to the availability of such awards in any year;
 - vi. the award of discretionary increments to staff on scales with discretionary points, subject to the availability of such awards in any year.
- (e) to report to the Senate at any time on any matter relating to the staff, including such matters as may be referred to it by the Senate.

Quality Assurance and Enhancement Committee

EX OFFICIO

Vice-Chancellor: Professor Colin Riordan
Pro-Vice-Chancellor (Learning and Teaching): Professor Andy Downton (*Chair*)
Deans of Faculties
Dean of Academic Partnerships: Dr Aulay Mackenzie
Dean of Southend Campus: Mr Bob Mack
Dean of Graduate School: Professor Joan Busfield
Academic Registrar: Dr Wayne Campbell
Head of Learning and Teaching Unit: Dr Jo Andrews
Students' Union Vice-President (Education): Mr Yousef Joondan
Director of Student Support: Ms Rachel Fletcher
Director of Information Systems: Mr Richard Murphy

APPOINTED

Four Faculty Representatives (nominated by Faculty Boards)
A representative from Colchester Institute, Writtle College and South East Essex College

A student representative appointed by the Students' Union

TERMS OF REFERENCE

- (a) To be responsible for the development and maintenance of the University's Quality Assurance and Enhancement Framework and to advise the Undergraduate and Graduate School Boards on matters of policy and practice in order to enhance learning;
- (b) to ensure that quality assurance and enhancement policy meets both the University's internal needs and the requirements of external agencies, and to make recommendations to the Senate as appropriate;
- (c) to monitor the achievement of targets set out in the Learning and Teaching Strategy, including those specified to HEFCE, and recommend enhancements and developments to the Senate, as appropriate;
- (d) to assess the ongoing effectiveness of the Quality Assurance and Enhancement Framework by monitoring relevant performance indicators including external and internal student satisfaction survey results; student retention and employability data and Professional Statutory Body (PSB) and Quality Assurance Agency (QAA) audit reports;
- (e) to consider documents from external bodies, concerning academic quality assurance issues and the implications for provision leading to University of Essex awards and to co-ordinate a University-level response where required;
- (f) to be responsible for oversight of major external quality assurance audits and reviews;
- (g) to co-ordinate and monitor the implementation of specific learning and teaching initiatives funded by external or internal grants;
- (h) to act as an advisory body for professional development activity in learning and teaching and to receive reports on specific initiatives in professional development;
- (i) to oversee, on behalf of Senate, the conduct and development of pedagogic practice across the University, including to foster innovation and to identify and disseminate good practice;
- (j) to keep under review the impact of the University's Strategies on pedagogic practice and advise Senate accordingly;
- (k) to monitor and evaluate developments in learning and teaching and publish reports of these activities as required by the University and/or external agencies;
- (l) to determine procedures for the development, validation, monitoring, periodic review and termination of taught programmes of study and to oversee their operation.

University Campus Suffolk Joint Academic Committee

Note: Membership and Terms of Reference are currently under review

EX OFFICIO

Appointed by the University of East Anglia

The Director of Partnerships (*Joint Chair*): Ms Erica Towner

Academic Registrar: Mr Rob Evans

Three members appointed by the Senate:

Acting Head of School of Nursing and Midwifery: Dr Jill Robinson

Director of Research, School of Education and Lifelong Learning: Professor Nigel Norris

Director of Teaching and Senior Lecturer in Accounting, Norwich Business School: Mr Ian Dewing

Appointed by the University of Essex

Pro-Vice-Chancellor (Learning and Teaching) (*Joint Chair*): Professor Andy Downton

Academic Registrar: Dr Wayne Campbell

Three members appointed by the Senate:

Dean of Humanities and Comparative Studies: Dr Leon Burnett

Dean of Graduate School: Professor Joan Busfield

Dean of Academic Partnerships: Dr Aulay Mackenzie

Appointed by UCS

Three Executive Deans:

Directorate of Academic Development: Ms Christine Dobson

Faculty of Arts Business and Social Sciences: Mr Peter Funnell

Faculty of Health, Wellbeing and Science: Ms Dorothy Kennerley

Academic Registrar: Ms Jen Mackness

Appointed by the UCS Learning Network Colleges

One Senior representative from each College:

Great Yarmouth College: Ms Daphne King

Lowestoft College: Ms Ros Pugh

Otley College: Ms Jenny Milsom

Suffolk New College: Ms Marilyn Watsham

West Suffolk College: Mr Phil Thirkettle

IN ATTENDANCE

The Learning Network Manager, UCS: Ms Fiona Fisk

The Head of Quality, UCS: Dr Ron Impey

The Director of Academic Partnerships, University of Essex: Ms Gill Statham

The Manager of the Partnerships Office, University of East Anglia: Ms Sally Walker

OBSERVER

One student representative (appointed or elected via UCS Students' Union): Mr Howard Smith

TERMS OF REFERENCE

- (a) To consider all matters related to the quality and standards of academic provision of UCS and to make recommendations to the Senate of the

University of Essex and the Learning and Teaching Committee of the Senate of the University of East Anglia accordingly;

- (b) to prescribe and keep under review the quality assurance policies and procedures to be followed by UCS to satisfy the requirements of the two Universities;
- (c) to maintain an overview of the quality of the student experience for all UCS students, including the monitoring of internal and external student satisfaction survey outcomes; to receive annual reports on complaints, academic appeals and student discipline;
- (d) to receive minutes, recommendations and regular reports from the UCS Academic Board and Learning, Teaching and Quality Committee;
- (e) to receive proposals for new courses, to oversee the course approval panel arrangements and to make recommendations on course approvals to the two Universities as appropriate;
- (f) to have oversight of annual monitoring of courses;
- (g) to receive reports of periodic reviews of courses, and to make recommendations to the Senate of the University of Essex and the Learning and Teaching Committee of the Senate of the University of East Anglia on the continuation or discontinuation of courses as appropriate;
- (h) to review annually UCS admissions and progression data;
- (i) to make recommendations to the Senate of the University of Essex and the Learning and Teaching Committee of the Senate of the University of East Anglia on new institutional partners for UCS in terms of the maintenance of quality and academic standards;
- (j) to agree arrangements for the appointment of External Examiners for all UCS provision and have oversight of the External Examiner procedures;
- (k) to consider and approve publicity protocols relating to academic provision including publicity via electronic and editorial media.

Senate Committees which report annually

Disciplinary and Membership Panel

EX OFFICIO MEMBERS

The Vice-Chancellor: Professor Colin Riordan
The Disciplinary and Membership Officer: Mr Roy Bailey (*Chair*)

NOMINATED/REPRESENTATIVE/ELECTED MEMBERS

One student member selected by a method approved from time to time by the Senate

APPOINTED MEMBERS

Twelve members of academic staff
Dr Enam Al-Wer

Mr Graham Avery
Ms Penny Brearey-Horne
Mr Darren Calley
Ms Daniella Carboni
Mr Richard Cornes
Mr Tom Cornford
Dr Udo Kruschwitz
Dr Dominic Micklewright
Dr Clodagh Tait
Dr Lisa Wade
Mrs Audrey Woraker

TERMS OF REFERENCE

To report annually to the Senate, on all cases reported to it by the Disciplinary and Membership Officer during the preceding academic year, and to comment as it thinks fit on the overall consistency of the resolutions of the several Committees appointed by the Disciplinary and Membership Officer.

Ethics Committee

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Colin Riordan
Pro-Vice-Chancellor (Research and Enterprise):
Professor Rob Massara (*Chair*)
Head of Department of Biological Sciences: Professor Graham Underwood
Head of Department of Psychology: Professor Professor Elaine Fox
Head of School of Health and Human Sciences: Dr Peter Martin
Head of School of Law or his/her nominee: Dr Sabine Michalowski
University Safety Officer: Mr John Donaldson
University Records Manager: Ms Sara Stock
Vice-President (Education) of the Students' Union: Mr Yousef Joondan
Ethics and Environment Officer, Students' Union: Ms Daisy Blench
Dean of the Graduate School: Professor Joan Busfield
Director of ESRC Research Centre on Micro-Social Change: Professor Stephen Pudney

CO-OPTED MEMBERS

Dr Tony Elston
Professor Wayne Martin
Dr David Pevalin
Ms Auriol Stevens

TERMS OF REFERENCE

- (a) To review proposals for research involving human participants to be carried out in the University or within the area of its authority;
- (b) to review proposals for research involving human participants to be carried out by staff and students of the University in places other than the University. Where there is no Ethics Committee at the other institution, the University's Ethics Committee will act; where a committee exists at the other institution, the University's Ethics Committee must be notified and will determine whether or not to be involved;

- (c) to advise the Senate on matters pertaining to the ethics of research involving human participants;
- (d) to provide authoritative and definitive guidance to the University on any specific ethics problem that is referred to it;
- (e) to make recommendations to the Senate as appropriate;
- (f) to make an annual report to the Senate.

Honorary Degrees Committee

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Colin Riordan (*Chair*)
 Pro-Vice-Chancellor (Academic and Regional Development): Professor Nigel South
 President of the Students' Union: Mr Dominic Kavakeb
 Chair of Equality and Diversity Committee: Mrs Rosy Stamp

NOMINATED/REPRESENTATIVE/ELECTED MEMBERS

One member of Non-Academic Staff: Ms Barbara Fisher

APPOINTED BY SENATE

Dean, Academic Partnerships: Dr Aulay Mackenzie
 Dean, Humanities and Comparative Studies: Dr Leon Burnett
 Dean, Law and Management: Professor Stuart Manson
 Dean, Science and Engineering: Dr Paul Scott
 Dean, Social Sciences: Dr Mike Jones
 Dean, Southend Campus: Mr Bob Mack
 Dean, Graduate School: Professor Joan Busfield

TERMS OF REFERENCE

- (a) To consider nominations for the conferment of Honorary Degrees and to determine such awards;
- (b) to consider nominations for the award of Honorary Fellow of the University and to determine such awards;
- (c) to consider nominations for the award of Honorary Degrees by the University's major partner institutions in accordance with procedures agreed from time to time with those institutions and to determine such awards;
- (d) to approve the recommendation from the Alumni Sub-Committee of the Foundation Board of Trustees for the award of Alumnus of the Year;
- (e) to report to Senate on decisions to confer Honorary Degrees and to award Honorary Fellowships of the University in advance of any public announcement on the recipients of all such awards.

Information Systems Strategy Committee

Note: Membership and terms of reference are currently under review

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Colin Riordan

Pro-Vice-Chancellor (Learning and Teaching): Professor Andy Downton (*Chair*)
 Registrar and Secretary: Dr Tony Rich
 Librarian: Mr Robert Butler
 Director of Information Systems: Mr Richard Murphy
 President of the Students' Union or his/her nominee: tba

APPOINTED MEMBERS

Five members of academic staff

Five vacancies

One member of Senior Administrative staff

Mrs Joanne Tallentire, Deputy Assistant Registrar

TERMS OF REFERENCE

- (a) To make recommendations to the Senate on all strategic and policy matters in respect of information systems, including the provision of integrated facilities in support of learning and teaching, research, administration and student support, and to make recommendations to University Steering Group on the corresponding resource implications;
- (b) in particular, through continued consultation across the University, to develop and update an Information Systems Strategy for the University on a yearly basis, including recommendations and reports on investment in IS services and facilities, and to submit it to the Senate;
- (c) to establish clear priorities and to monitor overall progress to ensure that the University's policy objectives set by Senate are met;
- (d) to receive reports from the Director of Information Systems;
- (e) to make an annual report to the Senate.

Sub-Committees of Information Systems Strategy Committee

- Administrative Information Systems Group
- Telecommunications Review Group

Library Committee

EX OFFICIO MEMBERS

The Vice-Chancellor: Professor Colin Riordan
 Dean, Humanities and Comparative Studies: Dr Leon Burnett (*Chair*)
 The Librarian: Mr Robert Butler
 The Deputy Librarian: Mr Nigel Cochrane
 The Director of Information Systems: Mr Richard Murphy

NOMINATED/REPRESENTATIVE/ELECTED MEMBERS

One representative from each Faculty Board, nominated by the Faculty Boards.

Humanities & Comparative Studies: Professor James Raven
 Law and Management: Dr Kat Riach
 Science & Engineering: Mr Jerome Robinson
 Social Sciences: Dr Sean Nixon

Academic Partnerships: Dr Aulay Mackenzie
 Southend Campus: Dr Madhu Banerjee

Graduate School: Professor Peter Dews
Two student members: Vice-President (Education)
and Postgraduate Officer

TERMS OF REFERENCE

- (a) To make recommendations and submit reports to University Steering Group and Senate on policy and strategy concerning the Library;
- (b) in particular, to develop and review the Library Strategy on an annual basis, and to submit it to University Steering Group and Senate;
- (c) to establish clear priorities and to monitor overall progress to ensure that the policy objectives set by Senate are met;
- (d) to represent users' interests in the Library and to receive and consider reports on user satisfaction;
- (e) to receive reports from the Librarian;
- (f) to make an annual report to the Senate.

Professorships Committee

EX OFFICIO MEMBERS

The Vice-Chancellor: Professor Colin Riordan
(*Chair*)

The Pro-Vice-Chancellor (Learning and Teaching):
Professor Andy Downton

The Pro-Vice-Chancellor (Research and Enterprise):
Professor Rob Massara

APPOINTED MEMBERS

Four Professors:
Professor Richard Geider
Professor Lydia Morris
Professor John Packer
Professor Louisa Sadler

TERMS OF REFERENCE

- (a) To consider applications and determine promotions of members of Reader or Senior Lecturer staff to Professorships;
- (b) to consider applications and to determine the promotion of members of Principal Research Officer Grade III staff to Principal Research Officer Grade IV;
- (c) to consider candidates for and to determine the award of the title of Writtle College Professor;
- (d) to report to the Senate on decisions to appoint Readers or Senior Lecturers to Professorships, to promote Principal Research Officers, and to award the title of Writtle College Professor, taken in accordance with the committee's procedures;
- (e) to receive the report of the award of titles of Honorary Professor and Research Professor.

Research Strategy Committee

EX OFFICIO MEMBERS

Vice-Chancellor: Professor Colin Riordan
Pro-Vice-Chancellor (Research and Enterprise):
Professor Rob Massara (*Chair*)

APPOINTED MEMBERS

Professor Joan Busfield

Professor Valerie Fraser
Professor Kristian Gleditsch
Professor Martin Henson
Professor Ray Meddis
Professor Phil Mullineaux
Professor John Packer
Professor John Walter

TERMS OF REFERENCE

The Committee will:

- (a) Have oversight of research strategy at University and department levels;
- (b) sustain and improve the University's research performance;
- (c) take responsibility for the preparation of the University's submission to the Research Assessment Exercise;
- (d) establish and promote models of good practice for the management of research at departmental level, and to ensure that all departments have suitable structures in place;
- (e) advise departments on the strategic use of the centrally-provided research funds available to them, and receive annual reports from departments on their strategic research investments and the outcomes;
- (f) make an annual report to Senate on departments' research performance, and any other research-related matters of which it wishes Senate to be aware.

Advisory Groups to Senate

Arts Advisory Group

EX OFFICIO MEMBERS

Vice-Chancellor, Professor Colin Riordan
Dean, Humanities and Comparative Studies, Dr Leon Burnett (*Chair*)
Head of Department of Literature, Film, and Theatre Studies, Professor Peter Hulme
Head of Department of Art History and Theory, Professor Peter Vergo
Director, East 15 Acting School: Professor Leon Rubin
Director of the Centre for Theatre Studies, Mr Jonathan Lichtenstein
Director of the Centre for Film Studies: Dr Karen Littau
Director of the University of Essex Collection of Latin American Art (UECLAA): either Professor Valerie Fraser or Professor Dawn Ades
Arts Officer and Gallery Director: Ms Jessica Kenny
Assistant Director of UECLAA: Dr Joanne Harwood
Deputy Director of External Relations: Mrs Monica Illsley (or her nominated representative)
Students' Union Manager: Mr Antony Blackshaw
Theatre Director: Mr Pasco Kevlin

NOMINATED/REPRESENTATIVE/ELECTED MEMBERS

The President of the Students' Union: Mr Dominic Kavakeb, or nominee
One elected student representative from the Students' Union Council

CO-OPTED MEMBERS

The Director of Firstsite: Katherine Wood or her nominated representative

The Director of Colchester Arts Centre: Mr Anthony Roberts

TERMS OF REFERENCE

- (a) To devise, maintain and monitor the implementation of a strategy for the development of the Arts at the University;
- (b) to support the mounting of artistic events at the University, taking account of new academic developments as appropriate;
- (c) to contribute to the student experience and cultural diversity of campus life;
- (d) to facilitate communication between external organisations, and to benefit from this mutual interaction and dialogue;
- (e) to support arts education and outreach activity in the community;
- (f) to identify and capitalise on potential funding and development for the arts programme at the University;
- (g) to receive the minutes of the UECLAA Management Board;
- (h) to make recommendations to Senate where appropriate.

The Charter

ELIZABETH THE SECOND

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

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING!

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

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

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

1.

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

2. Definitions and Interpretations

(a) In the Charter and Statutes

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

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

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

"External members" means members of the Council who are neither Staff nor Students of the

University and are otherwise independent of the University.

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

"Ordinances" means Ordinances made under the Charter or the Statutes.

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

"Regulations" means Regulations made under the Charter, the Statutes or the Ordinances.

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

"Staff" means all persons employed by the University.

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

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

"Students' Union" means an association of all Students of the University.

"University" means The University of Essex.

- (b) Words defined in the Charter shall have the same meaning in the Statutes, the Ordinances and the Regulations unless the context indicates otherwise.
- (c) The headings used in the Charter and in the Statutes, Ordinances and Regulations are provided for reference only and are not intended to have legal effect.

3. Objects of the University

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

4. Powers of the University

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

(a)

IN RELATION TO TEACHING AND RESEARCH:

- i. to provide instruction and programmes of study and research;
- ii. to engage in scholarship and conduct research;
- iii. to admit applicants to programmes of study in accordance with their qualifications or experience;

- iv. to determine fees in relation to programmes of study and to require payment of such fees;
- v. to determine and conduct appropriate forms of assessment, including examinations;
- vi. to confer degrees and grant other academic awards;
- vii. to withdraw degrees and other academic awards conferred or granted by the University;

(b)

IN RELATION TO STUDENTS:

- i. to prescribe rules for the discipline of Students;
- ii. to determine procedures for the hearing of complaints by Students;

(c)

IN RELATION TO STAFF:

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

(d)

IN RELATION TO OTHER INSTITUTIONS:

- i. to affiliate other institutions, or branches or departments of other institutions;
- ii. to co-operate and collaborate with other institutions;
- iii. to award joint degrees and other academic awards with other institutions;
- iv. to incorporate into the University any other institution and take over its rights, property and liabilities, for any purpose not inconsistent with the Charter.

(e)

IN RELATION TO THE PROVISION OF SERVICES AND GOODS, WITHIN THE LIMITS APPLICABLE TO A CHARITY:

- i. to exploit for the University's benefit a facility or resource of the University, including study, research or knowledge, or the practical application of study, research or knowledge, belonging to the University, whether alone or with someone else;
- ii. to sell books, and other learning resources, intellectual property and other goods and services consistent with the Charter;
- iii. to print, reproduce and publish research and other works initiated by the University, or to provide for their printing, reproduction and publication;
- iv. to provide facilities and resources for the wellbeing of the University's Students and Staff.

(f)

IN RELATION TO THE TRANSACTION OF UNIVERSITY BUSINESS:

- i. to enter into contracts;
- ii. to acquire, hold, dispose of and deal with property;

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

(g)

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

5. The Council

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

6. Functions of the Council

The Council's functions shall be to:

- (a) have ultimate responsibility for the affairs of the University;
- (b) determine the strategic direction of the University;
- (c) ensure the effective management and control of the University's affairs, property and finances;
- (d) determine the structure, staffing and overall composition of the University;
- (e) appoint the Chancellor, Pro-Chancellors, Vice-Chancellor, and other officers of the University.

7. Powers of the Council

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

8. Delegation by the Council

- (a) Subject to sub-paragraph (b) below, the Council may delegate its powers under the Charter, the Statutes and Ordinances to:
 - i. an appropriately qualified member of the Council; or
 - ii. an appropriately qualified committee that contains one or more members of the Council; or
 - iii. an appropriately qualified member of the University's staff.

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

- (b) The Council may not delegate its powers:
 - i. to appoint and dismiss the Vice-Chancellor and to approve the Vice-Chancellor's terms and conditions of appointment;
 - ii. to approve the annual budget;
 - iii. to amend the Charter under the provisions of Article 18;
 - iv. to make University Statutes or Ordinances;
 - v. to adopt the University's Annual Accounts;
 - vi. to appoint the University's Auditors.

9. The Senate

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

10. The Court

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

11. Students' Union

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

12. Alumni Association

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

13. The Chancellor

- (a) There shall be a Chancellor of the University who shall be the chief Officer of the University.
- (b) The Chancellor shall be entitled to preside over the Annual Meeting of the Court and to confer degrees on behalf of the University.

14. The Pro-Chancellor

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

15. The Vice-Chancellor

- (a) There shall be a Vice-Chancellor of the University who shall be the principal academic and administrative Officer of the University and *ex officio* Chair of the Senate.
- (b) The Vice-Chancellor shall assume the role of the chief executive officer of the University.
- (c) In the event of the Vice-Chancellor's death or incapacity, or a vacancy in the office of Vice-Chancellor, the Council may appoint an Acting Vice-Chancellor in accordance with the Ordinances. In such an event, the term "the Vice-Chancellor" in this Charter, the Statutes and the Ordinances shall apply to the duly appointed Acting Vice-Chancellor.

16. The Treasurer

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

17. The Pro-Vice-Chancellor

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

18. The Charter

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

19. The Statutes

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

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

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

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

20. The Ordinances

Subject to the provisions of the Charter and the Statutes the Council may, on the recommendation of the Senate, and by Ordinary Resolution, make, add to, amend or revoke such Ordinances as it considers necessary or desirable for the purpose of carrying out the objects of the University, and shall stipulate when such Ordinances come into effect; provided that no Ordinances shall be inconsistent with the provisions of the Charter or Statutes.

21. The Regulations

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

- (a) teaching, research, programmes of study and the award of degrees and other academic distinctions;
- (b) the conduct of examinations;
- (c) the University Library;

- (d) the requirements for admission to the University and to any particular programme of study;
- (e) the conditions under which Students shall be permitted to continue their studies in the University;
- (f) academic dress;
- (g) the discipline of the Students of the University; and
- (h) such other matters within its delegated responsibilities as it considers necessary or desirable for the purpose of carrying out the objects of the University.

22. Academic Freedom

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

23. Discrimination

The University shall show no discrimination on account of political belief, gender identity, sexual orientation, disability, age, marital status, race, ethnic origin, nationality, religion or social background against any person in determining whether he or she is to be admitted as a member of the Staff, or as a Student, or to graduate from the University or to hold any advantage or privilege of the University.

24. Dividend, Gift, Division or Bonus in Money

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

25. Visitor

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

26.

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

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

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

BY WARRANT UNDER THE QUEEN'S SIGN
MANUAL, COLDSTREAM

The Statutes

1. The Council

1. The Council shall consist of the following persons, namely:
 - (a) **EX OFFICIO MEMBERS:**
The Pro-Chancellors, the Vice-Chancellor, the senior Pro-Vice-Chancellor, and the Treasurer
 - (b) **APPOINTED MEMBERS**
Two Deans appointed by Council in accordance with the Ordinances on the recommendation of Nominations Committee
 - (c) **ELECTED MEMBERS:**
Five Academic Staff members of the Senate elected by the Senate subject to and in accordance with the Ordinances.
One non-academic staff member elected by the non-academic staff subject to and in accordance with the Ordinances
 - (d) **EXTERNAL MEMBERS:**
Such other persons, not being members of University Staff and not exceeding ten in all, as may be appointed by the Council.
 - (e) **STUDENT MEMBERS:**
The President of the Students' Union
2. The Council shall appoint from among its members a Chair who shall be a Pro-Chancellor. The Chair shall hold office for three years and shall be eligible for re-appointment, normally for a further period of three years and a maximum total of nine years.
3.
 - (a) Ex officio Members of the Council shall remain members only so long as they hold the offices by virtue of which they became members.
 - (b) Senate elected Members of the Council shall remain members only so long as they are members of the Senate. They shall hold office until the end of the third year following their appointment or such earlier date as may in each case be determined by the Senate to effect rotation.
 - (c) The non-academic staff member elected to the Council shall remain a member only so long as he or she is employed as a non-academic staff member of the University. He or she shall hold office until the end of the third year following his or her appointment or until such earlier date as may in each case be determined by the Council.
 - (d) External Members of the Council shall hold office until the end of the third year following their appointment or until such earlier date as may in each case be determined by the Council. External members shall be eligible for further appointment, normally for a further period of three years and a maximum total of nine years.

- (e) An Elected member of the Council upon completion of his or her term of membership under paragraphs 3(b) and 3(c) above shall be eligible for re-election for a further term not exceeding three years, and shall upon completion of any such further term of membership or upon resignation, not be eligible to be a Member of the Council by re-election until one year has elapsed from the date of the completion of his or her term of membership or his or her resignation (as the case may be).
 - (f) A member of the Council may resign at any time by writing addressed to the Council.
4.
 - (a) The quorum for meetings of the Council shall be not less than half of the members, rounded up to a whole number, which shall include a majority of External Members.
 - (b) In the absence of a quorum no business shall be transacted other than the adjournment of the meeting. In such a case, the Chair shall appoint a date, time and place at which the meeting shall be reconvened. At least three days notice of the calling of the adjourned meeting shall be given.

2. Committees of the Council

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

3. The Auditors

1. The Council shall appoint an Auditor or Auditors. Every such Auditor shall be a member of a recognised supervisory body (as defined in Part II of the Companies Act 1989) who is eligible for the appointment under the rules of that body. No person shall be appointed Auditor who is or any one of whose partners is a member of the Council or Staff of the University.
2. The Auditor or Auditors shall hold office for such period and shall receive such remuneration as may be determined by the Council.
3. The Auditor or Auditors shall have a right of access at all reasonable times to the books, records, accounts and vouchers of the University and shall be entitled to require from the University such information and explanations as may be necessary for the performance of his/her or their duties.
4. If the office of Auditor or Auditors shall become vacant by his/her or their death or resignation or any other cause before the expiration of his/her or their period of office the Council shall forthwith appoint an Auditor or Auditors in his/her or their place for the remainder of such period.
5. An Auditor may resign by writing addressed to the Council.

6. The Auditor or Auditors shall make a report to the Council as to the accuracy of the Annual Accounts and the financial management of the University at least once in each year.

4. Interpretation of Statutes

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

The Ordinances

Ordinance 1

THE MEMBERS OF THE UNIVERSITY

1. The following persons shall be Members of the University:
The Chancellor
The Pro-Chancellors
The Treasurer
The Members of the Court
The External Members of the Council
The Staff of the University
The Emeritus Professors
The Students of the University
The Former Students of the University
2. The Council, on the recommendation of the Senate, shall have the power to declare such other persons Members of the University as it may deem fit.

Ordinance 2

THE CHANCELLOR

1. The Chancellor shall be appointed at a joint meeting of the Senate and the Council on the recommendation of a Joint Committee of the Senate and the Council.
2. The membership of the Joint Committee shall be:
The Chair of the Council (Chair)
A Pro-Chancellor
The Vice-Chancellor
The Chair of the Senate Agenda Group
The Registrar and Secretary
3. Subject to these Ordinances, the Chancellor shall hold office for a period of five years. The Chancellor's period of office may be extended to a maximum total of ten years.
4. The Chancellor may resign by writing addressed to the Council.

Ordinance 3

THE PRO-CHANCELLORS

1. The Pro-Chancellors shall be appointed by the Council on the recommendation of Nominations Committee.
2. A Pro-Chancellor shall hold office until the end of the third year following his or her appointment, or until such earlier date as the Council may in each case determine and shall be eligible for re-appointment, normally for a further period of three years and a maximum total of nine years.
3. A Pro-Chancellor who holds office by virtue of his or her being Chair of the Council is eligible for re-appointment as Pro-Chancellor whether or not he or she remains in office as Chair of the Council.
4. If there is more than one Pro-Chancellor, the Pro-Chancellor who has been in office for the

longest period or aggregate of periods (whether consecutive or not) shall be the Pro-Chancellor who shall, during a vacancy in the office of Chancellor, or during his or her inability through illness or any other cause to perform his or her functions, perform all the functions of the Chancellor; during the inability of such Pro-Chancellor through illness or any other cause to perform those functions, the Pro-Chancellor who has been in office for the next longest period or aggregate of periods (whether consecutive or not) shall so act.

5. A Pro-Chancellor may resign by writing addressed to the Council, provided that, if he or she is Chair of the Council, he or she shall at the same time resign the office of Chair of the Council.

Ordinance 4

THE TREASURER

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

Ordinance 5

THE VICE-CHANCELLOR

1. The Vice-Chancellor shall be appointed by the Council after consideration by the Council of the report of a Joint Committee of the Senate and the Council.
2. The membership of the Joint Committee shall be:
The Chair of the Council (Chair)
Three External members of the Council appointed by the Council
Three Academic Staff members of the Senate appointed by the Senate.
3. During a vacancy in the office of Vice-Chancellor or during prolonged inability of the Vice-Chancellor through illness or any other cause to perform his or her functions, the Council may appoint a Committee with the membership as set out in paragraph 2 above, to recommend to the Council the appointment as Acting Vice-Chancellor, from the professorial members of the Senate, of a person acceptable to the Senate as Acting Vice-Chancellor, for such period and on such conditions as may be determined by the Council.
4. The Vice-Chancellor shall be ex officio a member of the Court, the Council, the Senate, and of all Committees and Joint Committees of these bodies except the Joint Committee constituted under paragraph 1 of this Ordinance.

5. The Vice-Chancellor shall have a general responsibility to the Council for maintaining and promoting the efficiency and good order of the University.
6. The Vice-Chancellor may without assigning any reason refuse to admit any person as a student.
7. The Vice-Chancellor may without assigning any reason:
 - (a) suspend any student from any teaching event; or
 - (b) exclude any student from any part of the University or its precincts for such period as he or she may determine.
8. The Vice-Chancellor may delegate all or any of his or her functions under paragraph 6 or paragraph 7 of this Ordinance to such Officer or Officers of the University as he or she may think fit.

Ordinance 6

THE REGISTRAR AND SECRETARY

1. The Council shall appoint a Registrar and Secretary of the University with such functions, at such remuneration and upon such terms and conditions as it may think fit.
2. The Registrar and Secretary shall be appointed by the Council after consideration by the Council of the report of a Joint Committee of the Council and the Senate.
3. The membership of the Joint Committee shall be:
 - The Chair of the Council (Chair)
 - The Vice-Chancellor
 - Two other External members of the Council, appointed by the Council
 - Two Academic Staff members of the Senate appointed by the Senate
 - If any External Assessor is appointed he or she shall act in an advisory capacity to the Joint Committee.
4. The Council shall appoint the Registrar and Secretary to the post of Secretary to the Council.

Ordinance 7

THE PRO-VICE-CHANCELLORS

1. Pro-Vice-Chancellors shall be appointed from among the Academic Staff by the Council on the recommendation of the Senate. The Senate shall make the recommendation to the Council on the basis of a recommendation from a Selection Committee.
2. The composition of the Selection Committee shall be:
 - The Vice-Chancellor (Chair)
 - An External Member of the Council
 - A Pro-Vice-Chancellor
 - An Academic Staff member of Senate (usually the longest serving Head of Department, or the longest serving Dean)
 - The Registrar and Secretary

3. A Pro-Vice-Chancellor shall hold office until the end of the third year following his or her appointment or until such earlier date as may in each case be determined by the Council on the recommendation of the Senate.
4. A Pro-Vice-Chancellor shall be eligible for re-appointment for further consecutive periods of up to a total of three years; such periods shall be until the end of the third year from the first re-appointment or until such earlier date as the Council on the recommendation of the Senate may in each case determine.
5. The re-appointment of a Pro-Vice-Chancellor shall be proposed by the University Steering Group and approved by the Council on the recommendation of the Senate.
6. A Pro-Vice-Chancellor shall cease to hold office upon resignation or retirement from the Academic Staff of the University.
7. In the absence of the Vice-Chancellor (or of the Acting Vice-Chancellor, as the case may be) a Pro-Vice-Chancellor shall act as Chair at meetings of the Senate.
8. A Pro-Vice-Chancellor shall perform such other functions of the Vice-Chancellor as shall be delegated to him or her by the Vice-Chancellor.
9. A Pro-Vice-Chancellor may be designated as Deputy Vice-Chancellor by the Council, on the recommendation of the Senate. The provisions of this Ordinance, set out in paragraphs 3 to 7, shall apply to the Deputy Vice-Chancellor.

Ordinance 8¹

DEANS

1. The Dean of each Faculty, the Dean of the Graduate School and the Dean of Academic Partnerships shall be appointed from among the members of the Academic Staff by the Council on the recommendation of the Senate. The Senate shall make the recommendation to the Council on the basis of a recommendation from a Selection Committee.
2. Only Professors, Readers, Senior Lecturers and Principal Teaching Fellows shall be eligible for appointment as Dean.
3. The composition of the Selection Committee shall be:
 - A Pro-Vice-Chancellor (Chair)
 - An existing Dean
 - Two Heads of Department (from the relevant Faculty in the case of Deans of Faculties)
 - For the Dean of the Graduate School or the Dean of Academic Partnerships, the Pro-Vice-Chancellor (Learning and Teaching) will be the Chair.

¹Subject to change. Revisions are expected to be agreed by Senate and Council in 2008-09. Please refer to the online University Calendar for the most up-to-date wording at:
www.essex.ac.uk/academic/docs/cal/ordinances.shtm

4. The normal term of appointment shall be three years. A Dean shall be eligible for re-appointment for further consecutive periods of up to a total of three years; such periods shall be until the end of the third year from the first re-appointment or until such earlier date as the Council on the recommendation of the Senate may in each case determine.
5. The re-appointment of a Dean shall be proposed by the University Steering Group and approved by the Council on the recommendation of the Senate.
6. A Dean shall have such responsibilities as the Senate shall determine.
7. A Dean shall cease to hold office upon resignation or retirement from the Academic Staff of the University.
8. If a Dean becomes unable through illness or any other cause to perform his or her functions, the Council, or the Chair of the Council acting on behalf of the Council, may, on the recommendation of the Senate, terminate the appointment, appoint an Acting Dean for a specified period or take any other action it thinks fit.

Ordinance 9

HEADS OF DEPARTMENT

1. A Head of Department shall be appointed by the Council on the recommendation of the Senate on receipt of a joint nomination from the members of the Academic Staff holding posts allocated to the Department and the Vice-Chancellor, determined in accordance with the published procedures for nomination of Heads of Department. The nominee shall be a Professor, Reader or Senior Lecturer, normally holding a post allocated to the Department concerned.
2. A Head of Department shall hold office until the end of the third year following his or her appointment or until such earlier date as the Council on the recommendation of the Senate may in each case determine.
3. A Head of Department shall be eligible for re-appointment for further consecutive periods of up to a total of three years; such periods shall be until the end of the third year from the first re-appointment or until such earlier date as the Council on the recommendation of the Senate may in each case determine.
4. A Head of Department who has held office for two consecutive periods shall be ineligible for further appointment until one year has elapsed from the date of completion of his or her second period of office.
5. A Head of Department shall cease to hold office upon resignation or retirement from the Academic Staff of the University.
6. If a Head of Department becomes unable through illness or any other cause to perform his or her functions, the Council, in accordance with Ordinance 41, may terminate the appointment, appoint an Acting Head of Department for a specified period or take any other action it thinks fit. An Acting Head shall be appointed in the same manner as a Head (paragraph 1 above); in exceptional circumstances, however, a Lecturer may act as Acting Head. An Acting Head of Department shall be an ex officio member of the Senate during his or her period of office.
7. Nominations of Heads of Departments shall normally be received at a meeting of the Senate during the Spring Term for appointments to take effect on the first day of August following.
8. A Head of Department shall be responsible to the Faculty Pro-Vice-Chancellor for maintaining and promoting the efficiency and good order of the Department, in accordance with the Charter, Ordinances and Regulations of the University, and the policies and procedures determined from time to time by resolutions of the Council and the Senate.
9. A Head of Department may resign his or her office by writing addressed to the Council.

Ordinance 10

POWERS OF THE COUNCIL

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

STATEMENT OF PRIMARY RESPONSIBILITIES

A Powers of appointment and employment

1. To appoint the Vice-Chancellor in accordance with the provisions of Ordinance 5 and to put in place suitable arrangements for monitoring his/her performance.
2. Jointly with the Senate to appoint the Chancellor on the recommendation of a Joint Committee of the Senate and the Council.
3. To appoint the Pro-Chancellors, the Treasurer and the External members of the Council.
4. To appoint the Registrar and Secretary as Secretary to the Council; to ensure that there is an appropriate separation in the lines of accountability.
5. To be the employing authority for all Staff in the University and to be responsible for establishing a human resources strategy.

B Financial and legal powers

6. To be the principal financial and business authority of the University, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall responsibility for the University's assets, property and estate.
7. To be the University's legal authority and, as such, to ensure that systems are in place for meeting all the University's legal obligations, including those arising from contracts and other legal commitments made in the University's name.
8. To act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the University.

C Planning, monitoring and control

9. To approve the mission and strategic vision of the University, long-term academic and business plans and key performance indicators, and to ensure that these meet the interests of stakeholders.
10. To delegate authority to the Vice-Chancellor, as chief executive, for the academic, corporate, financial, estate and personnel management of the University; and to establish and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by and under the authority of the head of the University.
11. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, and procedures for handling internal grievances and for managing conflicts of interest.
12. To ensure processes are in place to monitor and evaluate the performance and effectiveness of the University against the plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable institutions.
13. To conduct its business in accordance with best practice in higher education corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life.
14. To safeguard the good name and values of the University of Essex.
15. To ensure compliance with the provisions of the Charter, Statutes and Ordinances at all times and that appropriate advice is available to enable this to happen.
16. To establish processes to monitor and evaluate the performance and effectiveness of the Council itself.

D Student welfare

17. To make such provision as it thinks fit for the general welfare of students, in consultation with the Senate.

Ordinance 11

STANDING ORDERS FOR THE COUNCIL

The Council shall determine Standing Orders, which shall govern its proceedings and which shall be approved annually by the Council.

Ordinance 12

ELECTED MEMBERS OF THE COUNCIL

1. The five Academic Staff members of the Senate elected by the Senate to the Council in accordance with Section 1 of the Statutes shall include at least three Heads of Department and at least one member who is not a Professor at the time of election.

2. The normal term of office for members elected to the Council by the Senate shall be three years, and members may be re-elected for a further term of up to three years, except that a member must stand down from membership of the Council if he or she ceases to be a member of the Senate.
3. The method of election of members elected to the Council by the Senate and of filling casual vacancies among the same shall be determined by the Senate.
4. There shall be a non-academic staff member elected to the Council in accordance with Section 1 of the Statutes. The method of election of the non-academic staff member shall be determined by the Council. All non-academic staff who have a contract which extends to at least 31 July in the following academic year shall be eligible to stand for nomination and to vote in the election of the non-academic staff member.
5. The normal term of office for the non-academic staff member elected to the Council shall be three years, and the member may be re-elected for a further term of three years, except that he or she must stand down from membership of the Council if he or she ceases to be a member of the non-academic staff.

Ordinance 13

THE SENATE

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

Ex Officio Members:

The Vice-Chancellor (Chair)
The Pro-Vice-Chancellors
The Dean of the Graduate School
The Dean of Academic Partnerships
The Dean of Southend Campus
The Deans of the Faculties
The Heads of the Departments

Appointed Member:

Academic Registrar

Elected Members:

Sixteen members of permanent Academic Staff, including at least nine of whom shall hold non-professorial posts at the time of election.

Co-opted Members:

The Librarian
The Director of Information Systems
The Dean of Health

Student Members:

President of the Students' Union (Colchester Campus)
President of the Students' Union (Southend Campus)
Vice-President (Education) of the Students' Union
Faculty Convenors (4)
Postgraduate Officer

2.
 - (a) Ex officio Members of the Senate shall remain members only so long as they hold the offices by virtue of which they became members.
 - (b) Elected Members of the Senate shall hold office until the end of the fourth year following their

election or until such earlier date as may in each case be determined by the Senate to effect rotation; they shall be eligible for re-election for consecutive terms of office.

- (c) Appointed members of the Senate shall be appointed by the Vice-Chancellor.
 - (d) Co-opted members of the Senate shall hold office for such periods as may be determined in each case by the Senate.
 - (e) Student members of the Senate shall hold office for one year; they shall be eligible to be re-elected as members of the Senate in the year immediately following and in any subsequent year.
3. Observers shall be invited to attend meetings of the Senate at the discretion and by invitation of the Vice-Chancellor.

Ordinance 14¹

POWERS OF THE SENATE

The Senate shall be the supreme academic authority of the University and shall, subject to the powers reserved to the Council by these Ordinances, take such measures and act in such a manner as shall appear to it best calculated to promote the academic work of the University both in teaching and research and for the regulation and superintendence of the education and, subject to the powers of the Vice-Chancellor, the discipline of the students of the University. The Senate shall, subject to the Charter and these Ordinances, in addition to all other powers vested in it, have the following powers:

Powers of appointment

- 1. Jointly with the Council to appoint the Chancellor on the recommendation of a Joint Committee of the Senate and the Council.
- 2. To recommend to the Council the appointment of the Pro-Vice-Chancellors, the Deans and the Heads of Departments.
- 3. To review from time to time the conditions of service of all members of the Academic Staff and to make recommendations thereon to the Council.
- 4. To define the functions of Deans of Schools and Faculties, the Heads of Departments and members of the Academic Staff.
- 5. To stipulate which posts shall qualify a person to be a member of the Academic Staff.
- 6. In accordance with the provisions of the Ordinances, to confer the title of Emeritus Professor.
- 7. To stipulate which honorary titles may be assigned to visitors to the University.
- 8. To make recommendations to the Council for the appointment of members of the Academic Staff.

- 9. To establish the rules, procedures and criteria for the decisions of the Senate committees responsible for staffing matters.
- 10. To make recommendations to the Council for promotions to Professorships.
- 11. To determine the conditions of appointment and service of examiners, and to appoint internal and external examiners.
- 12. To elect members of the Senate to be members of the Council in accordance with the Ordinances.
- 13. To appoint a Senate Agenda Group in accordance with the Ordinances.
- 14. To co-opt members of the Senate in accordance with the Ordinances.
- 15. Except as otherwise provided, to appoint representatives of the University on other bodies.

Degree regulation and awarding powers

- 16. Subject to the Ordinances, to direct, regulate and control all the schemes of study of the University and the conditions qualifying for the conferment or granting of the various titles, Degrees and other distinctions awarded by the University.
- 17. To prescribe by Regulations the requirements of the University for Admission, and to determine the conditions under which persons shall be admitted to the University and to any particular scheme of study or research therein; and to determine by Regulations or otherwise, the conditions under which students shall be permitted to continue their studies in the University.
- 18. To determine the conditions under which and the extent, if any, to which periods and courses of study and examinations passed at other universities, places of learning and other institutions may be regarded as equivalent to periods and courses of study and examinations in the University.
- 19. To institute new Degrees, Diplomas, Certificates and other academic distinctions, and to make, add to, amend and withdraw Regulations for schemes of study and examinations leading to such qualifications.
- 20. To confer and grant Degrees, Diplomas, Certificates and other academic distinctions on and to persons who shall have pursued a scheme of study or research approved by the Senate in a manner satisfactory to the Senate and shall have passed the examinations of the University or otherwise satisfied the examiners under the conditions prescribed by the Ordinances or Regulations.
- 21. To confer Honorary Degrees.
- 22. To determine what formalities and conditions shall attach to the conferment of Degrees and other distinctions.
- 23. On what the Senate deems to be good cause, to deprive persons of any Degrees or other distinctions or titles conferred on them, and to revoke any Diplomas or Certificates granted to them, by the University, and to withdraw all privileges connected therewith.

¹Subject to change. Revisions are expected to be agreed by Senate and Council in 2008-09. Please refer to the online University Calendar for the most up-to-date wording at:
www.essex.ac.uk/academic/docs/cal/ordinances.shtm

Academic Regulation

24. To direct, regulate and control all the teaching and examinations of the University.
25. To enquire into the research, teaching, staffing and general work of any School, Department or other academic unit of the University, and, if the Senate so wishes, to report and make recommendations thereon to the Council.
26. To formulate, modify or revise schemes for the organisation of Schools, Faculties, Departments, Institutes, Centres or other academic units of the University, and to review from time to time the working of such schemes.
27. To make recommendations to the Council to institute or discontinue Schools, Faculties, Departments, Institutes, Centres or other academic units of the University.
28. To recommend to the Council the establishment of academic partnerships with other educational bodies, as appropriate.
29. To receive records and reports of the proceedings of Senate's committees, and to give directions to and to consider recommendations from the same.
30. To review, amend, refer back or disallow any act of any committee or advisory group of Senate.
31. To approve the institution, subject to any conditions acceptable to the Senate that might be made by the founders, of Fellowships, Studentships, Scholarships, Bursaries, Prizes and other such grants for the encouragement of study and research, to determine the times, modes and conditions of competition therefore and to award the same.
32. To be responsible for the general policy concerning the University's Library and Information Systems.
33. To supervise the continuing professional development work of the University.
34. To prescribe the academic dress to be worn by various officers and members of the University, and the occasions on which it shall be worn.

Student regulation

35. To regulate and superintend the discipline of the students of the University, and, after a report from the Vice-Chancellor, to suspend any student from any class or classes, to exclude any student from any part of the University or its precincts, to expel any student from the University, or to take such other action as the Senate thinks proper, and to determine in what manner disciplinary powers shall be exercised.
36. To take such steps as it thinks proper for controlling organisations of the students.

General

37. To conduct the business of the Senate in accordance with the Ordinances.
38. To report and make recommendations to the Council from time to time on the Ordinances.
39. To report to the Council on any matter referred to the Senate by the Council.

40. To discuss, declare an opinion and make recommendations to the Council on any matter of academic policy and strategy concerning the University.
41. Generally to exercise all such powers as are or may be conferred on the Senate by the Charter and these Ordinances, including the power to make Regulations in the exercise of the powers hereinbefore expressly set out in this Section of these Ordinances and of all the other powers of the Senate, and to carry such Regulations into effect.

Ordinance 15

STANDING ORDERS FOR SENATE

The proceedings of the Senate shall be governed by the following Standing Orders and rules of procedure.

Setting the Agenda

1. The elected Senate Agenda Group may request that an item shall be placed on the Agenda of an ordinary meeting of Senate. Such a request together with papers and notice of motion shall be sent to the Registrar and Secretary at least fourteen days before the meeting.
2. The Vice-Chancellor shall cause the Agenda and accompanying papers for Senate to be prepared in consultation with the Senate Agenda Group. Together they shall see that the Agenda and papers provide, as far as possible, notice of matters to be raised, essential information and, where appropriate, motions for consideration by the Senate.
3. The Agenda and Papers for a Senate meeting shall normally be available to all members of the Senate not less than seven days before the meeting.
4. The Vice-Chancellor, or his or her deputy, may waive any of the preceding rules but only in order to call an extraordinary meeting of the Senate to address urgent business.
5. The Agenda for a Senate meeting shall be divided into two parts: the first on matters of academic strategy and policy (including the Vice-Chancellor's report); the second on matters of academic business (including the reports from Senate's committees). All items of the first part shall be taken for discussion. All items of the second part shall be business taken without discussion, except when starred for discussion either by the Vice-Chancellor, or his or her deputy, or by any member of the Senate, no later than noon on the day before the Senate meets. All items remaining unstarred shall be deemed to have been approved, or recommended to the Council, without discussion.

Addressing the Agenda

6. At any meeting the business shall be confined to the particulars in the Agenda and accompanying papers, and no member shall be entitled to propose a motion other than one directly arising out of the discussion of a subject before the Senate.
7. The first item of business at an ordinary meeting shall be the Minutes of the last ordinary meeting and any subsequent extraordinary meetings. Discussion

on the Minutes shall normally be confined to errors and omissions.

8. After the Minutes of previous meetings have been approved the meeting will address the items on the first part of the Agenda, normally beginning with the Vice-Chancellor's report, before moving to discuss the starred items of academic business.
9. No resolution or recommendation of the Senate shall normally be rescinded within six calendar months.

The Conduct of the Meeting

10. All motions and any questions where the sense of the meeting may be in doubt shall be decided by show of hands.
11. All members shall be allowed to put motions and amendments to motions, and all variations upon a motion shall be deemed amendments and treated as such.
12. No discussion shall be allowed on a motion or amendment which has not been seconded. All motions except procedural motions (see Standing Order 18) and all amendments shall, if the Chair so decides, be handed to the Registrar and Secretary in writing, signed by the mover.
13. The mover of a motion shall normally have the right of reply.
14. At any time in the course of a discussion a member may speak to a point of order, and the discussion shall be suspended until the point of order has been decided by the Chair.
15. A member may dissent from any resolution or recommendation come to by the Senate and shall be entitled to have his or her dissent recorded in the Minutes of the meeting, provided that he or she shall have proposed a motion or spoken on the matter under discussion.
16. No member shall speak more than once on the same item of business, subject to the mover's right of reply (Standing Order 13).
17. Any of the foregoing orders may be suspended at any meeting after a motion to that effect has been passed by a majority of two-thirds of the members present and voting. Such suspension shall be for a specified item of business only and shall lapse when that item is concluded.
18. The following procedural motions may be put and debated in the following order of precedence, provided they have a proposer and a seconder:
 - a. the motion be not put
 - b. the motion be now put (closure of debate)
 - c. the meeting be adjourned to a specific time
 - d. the matter be deferred to the next meeting
 - e. the matter be referred to the appropriate committee
 - f. the order of business be changed
 - g. the voting figures be recorded in the Minutes
 - h. a part or parts of a motion be voted on separately

- i. the meeting be closed.

A motion for the closure of debate (ii) shall be put to the vote without discussion, subject to the mover's right of reply (Standing Order 13).

19. The Chair shall determine all questions of procedure not expressly provided for in these Standing Orders subject to the consent of the meeting, absence of consent being determined by a two-thirds majority in support of a challenge to the ruling of the Chair.

Ordinance 16

SENATE AGENDA GROUP

The appointment and proceedings of the Senate Agenda Group shall be governed by the following rules and Standing Orders:

1. The members of the Senate elected to the Council shall constitute the Senate Agenda Group.
2. The Senate shall co-opt the Students' Union representative on Council onto its Agenda Group.
3. The Senate Agenda Group shall elect a Chair from among its Academic Staff members.
4. The Chair of the Senate Agenda Group shall normally meet with the Vice-Chancellor and/or his or her deputy prior to each ordinary meeting of the Senate to discuss items for the first part of the agenda. The Secretary to the Senate shall normally be in attendance.
5. The Senate Agenda Group may request that an item be placed on the agenda of an ordinary meeting of Senate, in accordance with Ordinance 15.
6. The Senate Agenda Group may recommend to the Vice-Chancellor or his/her deputy that an extraordinary meeting of the Senate be called to discuss any urgent matter of academic strategy or policy.

Ordinance 17

PROCEDURE FOR ELECTION OF MEMBERS OF ACADEMIC STAFF TO SENATE

1. Elections to the Senate shall be held annually on a date during the Summer Term to be fixed on each occasion by the Registrar and Secretary who shall act as Returning Officer.
2. The only persons entitled to vote in an election to the Senate shall be members of the Academic Staff who are indicated as such in the master copy of the University Calendar which is available from the Registrar and Secretary's office.
3. The only persons entitled to stand for election and to be elected to the Senate shall be persons who are entitled to vote in that election and who are also indicated as permanent members of the Academic Staff in the master copy of the University Calendar which is available from the Registrar and Secretary's office.
4. Not less than four weeks before the date of an election, the Registrar and Secretary shall invite all persons entitled to vote in that election to submit nominations of persons eligible to stand for election. Nominations shall be in writing, shall be signed by

not less than two electors at least one of whom shall be the holder of a post allocated to a Department other than that to which the nominee's post is allocated, and shall include a statement signed by the nominee that he or she is willing to stand. Nominations shall be in the hands of the Registrar and Secretary not less than two weeks before the date of election.

5. If the number of persons nominated exceeds the number of vacancies there shall be an election. Voting shall be by secret ballot. The ballot paper shall indicate the post held by each candidate and the Department to which it is allocated, and a personal statement written by each candidate. It shall also indicate the number of persons to be elected and each elector shall vote by placing the requisite number of crosses against the names of the candidates.
6. The election as a whole shall not necessarily be invalidated if an invitation to submit nominations or a ballot paper is inadvertently not sent to or not received by a person entitled to vote in the election.
7. Ballot papers which are placed in the hands of the Registrar and Secretary or his or her deputy acting as Returning Officer later than midday on the day of election shall be void.

Ordinance 18

PROCEDURE FOR FILLING A CASUAL VACANCY IN THE ELECTED MEMBERSHIP OF SENATE

In the event of a vacancy occurring among the Elected Members of Senate, the vacancy shall normally be filled by the person for whom the highest number of votes (excluding votes for members elected) was cast in the last elections to the Senate, subject to Ordinance 13, paragraph 1. Members so elected shall hold office for the remainder of the academic year in question and the next three academic years.

Ordinance 19

STUDENT MEMBERS OF THE SENATE

1. The following students of the University, shall, in accordance with Ordinance 13, paragraph 1, be members of the Senate:
President of the Students' Union (Colchester Campus)
President of the Students' Union (Southend Campus)
Vice-President (Education) of the Students' Union
Faculty Convenors (4)
Postgraduate Officer.
2. The method of election of student representatives shall be approved by the Senate, on the recommendation of the Students' Union.
3. If any student member ceases to be a student of the University he or she shall cease to be a member of the Senate and for the remainder of

his or her year of appointment the Senate may, after consultation with the President of the Students' Union, co-opt another student to take his or her place.

Ordinance 20

THE COURT

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

Ex Officio Members:

The Chancellor
The Pro-Chancellors
The Treasurer
The External Members of the Council
The Vice-Chancellor
The Pro-Vice-Chancellors
The Deans
The Librarian
The Emeritus Professors
The Principal Officers of the Students' Union

Other Members:

Persons who have been External Members of the Council;

Such other persons not exceeding two hundred in all appointed by the Council on the recommendation of Nominations Committee.

2. Ex officio Members of the Court shall remain members only so long as they continue to hold the office by virtue of which they became members.
3. Persons appointed by the Council shall hold office for such periods as may be determined by the Council.
4. Former members may be re-appointed.
5. Any member of the Court may resign by writing addressed to the Registrar and Secretary.

Ordinance 21

MEETINGS OF THE COURT

1. The Court shall normally meet at least once a year within fifteen months of the preceding meeting.
2. The Chancellor shall act as Chair of Court.
3. The Court will receive a report from the Vice-Chancellor on the workings of the University since the last meeting and the annual audited Statement of Accounts of the University.

Ordinance 22

THE BOARDS AND COMMITTEES OF THE COUNCIL AND THE SENATE

1. The Council and the Senate may appoint Boards and Committees consisting either wholly or partly of members of the Council and/or the Senate.
2. The Boards and Committees of the Council and the Senate shall be as published annually in the University Calendar.
3. The Council and the Senate shall determine annually the membership and terms of reference of their Boards and Committees, and these shall be published in the University Calendar.

4. The Council and the Senate may delegate such functions and the exercise of specified powers to Boards and Committees as it may think fit.

Nothing in this Ordinance shall enable the Council to delegate its power to reach a decision under paragraph 8(b) of the Charter.

Ordinance 23

PROCEDURE FOR COUNCIL AND SENATE AND THEIR BOARDS AND COMMITTEES

1. In accordance with Statute 1, paragraph 4(a), there shall be a quorum at the meeting of the Council when not less than half the members are present, rounded up to a whole number, which shall include a majority of External Members.
2. There shall be a quorum at the meeting of the Senate and the meeting of any Board or Committee of the Council and the Senate when not less than half of the members are present, rounded up to a whole number.
3. The proceedings of the Council, the Senate and of any Board or Committee thereof shall not be invalidated by any vacancy in its number or by any defect in the appointment or qualification of the members.
4. At meetings of the Council, the Senate and the Boards and Committees thereof, when a vote is taken a matter shall be determined by the majority of the members present and voting on the matter. In the case of equality of votes the Chair shall have the casting vote.
5. In the absence of a person who is Chair by appointment or ex officio, any Board or Committee of the Council or the Senate shall elect a Chair for the meeting.
6. Subject to the Charter and Statutes, the Council, the Senate and Boards and Committees thereof shall have the power to make their own standing orders or otherwise to determine the procedure to be followed at meetings.
7. Whether specifically empowered to do so or not, the Chair of the Council, the Senate and of any Board or Committee thereof shall have the power, in cases of urgency, to take action on behalf of the Council, the Senate or Board or Committee of which he or she is Chair, provided that he or she reports any such action at the next meeting.
8. A member, other than an ex officio member, of the Council, the Senate or any Board or Committee thereof may resign from membership of the Council, the Senate or the Board or Committee by writing addressed to the Chair.

Ordinance 24

RESERVED BUSINESS

1. Any student member or members of the Council or the Senate or a Board or Committee thereof shall be required to withdraw from a meeting when it is declared by the Chair of the meeting

that the meeting is about to discuss a reserved area of business and shall not return to the meeting until the discussion on the reserved area of business is concluded.

2. Minutes and other records which relate to the discussion of reserved areas of business shall not at any time be made available to student members.
3. The Chair of the Council or the Senate or a Board or Committee thereof shall decide whether a matter is a reserved area of business or not, consulting as appropriate, and his or her decision shall be final.

Ordinance 25

SCHOOLS, FACULTIES, DEPARTMENTS AND CENTRES

1. There shall be an Undergraduate and a Graduate School in the University.
2. There shall be Faculties in the University as follows:
Humanities and Comparative Studies
Law and Management
Science and Engineering
Social Sciences
3. There shall be Departments in the University as follows:
Department of Art History and Theory
Department of Biological Sciences
Department of Computing and Electronic Systems
East 15 Acting School
Department of Economics
Essex Business School
Department of Government
School of Health and Human Sciences
Department of History
International Academy
Department of Language and Linguistics
School of Law
Department of Literature, Film, and Theatre Studies
Department of Mathematical Sciences
Department of Philosophy
Department of Psychology
Institute for Social and Economic Research
Department of Sociology
The UK Data Archive
4. There shall be Centres and Institutes in the University, established from time to time by the Senate and the Council, and listed annually in the University Calendar. Centres and Institutes shall be engaged in teaching and/or research. Centres engaged in teaching shall be defined as 'centres with students'.
5. The membership of Faculties shall be as follows:
Faculty of Humanities and Comparative Studies
Department of Art History and Theory
East 15 Acting School
Department of History
Centre for Interdisciplinary Study of Humanities
International Academy
Department of Literature, Film, and Theatre Studies
Department of Philosophy
Faculty of Law and Management
Essex Business School
Human Rights Centre

School of Law
Faculty of Science and Engineering
 Department of Biological Sciences
 Department of Computing and Electronic Systems
 School of Health and Human Sciences
 Department of Mathematical Sciences
 Department of Psychology
Faculty of Social Sciences
 Centre for Computational Finance and Economic Agents
 The UK Data Archive
 Department of Economics
 Department of Government
 Institute for Social and Economic Research
 Department of Language and Linguistics
 Centre for Psychoanalytic Studies
 Department of Sociology

Ordinance 26

ACADEMIC PARTNERSHIPS

The University may establish academic partnerships with other educational bodies in accordance with the provisions of the Charter. A register of the University's academic partnerships shall be maintained by the Registrar and Secretary.

Ordinance 27

DEPARTMENTAL MEETINGS

1. A meeting of the Academic Staff holding posts allocated (primarily or otherwise) to a Department shall be known as a 'Departmental Meeting'.
2. The Head of each Department shall convene a Departmental Meeting at least once in each term, and at other times within seven days of his or her having received a request in writing signed by at least one quarter of the Academic Staff holding posts allocated to the Department that such a meeting should be convened.

Ordinance 28

GENERAL MEETING OF STAFF

The Vice-Chancellor may at any time at his or her discretion, and shall, upon the request in writing of not fewer than twenty-five employees of the University, convene a General Meeting which shall be open to all employees of the University.

Ordinance 29

THE STUDENTS' UNION

1. There shall be a Students' Union for the purposes of advancing the education and social welfare of students of the University, and to serve as a channel of communication between the members of the Students' Union and the University and other bodies.

2. The name of the Students' Union shall be 'The University of Essex Students' Union' (hereinafter referred to as 'The Students' Union').
3. All registered students of the University shall be Full Members of the Students' Union, unless they exercise their right to elect not to be a member of the Students' Union. Students who exercise that right shall not be unfairly disadvantaged with regard to the provision of services or otherwise by reason of having done so.
4. The Students' Union shall make a Constitution, which shall not conflict with the Charter and Ordinances of the University.
5. The Constitution of the Students' Union and any amendments thereto shall be approved by the Council of the University and shall be reviewed by the Council of the University at intervals of not less than five years.
6. The procedures for a student to elect not to be a Full Member of the Students' Union and other matters governing the operation of the Students' Union and its relationship with the University shall be laid down in a Code of Practice which shall be approved by the Council of the University and shall be reviewed by the Council of the University at intervals of not less than five years.

Ordinance 30

THE ALUMNI ASSOCIATION

1. All persons who have been students of the University of Essex shall be members of the Alumni Association.
2. Persons on whom honorary degrees have been conferred by the University shall be entitled to become members of the Association.
3. The principal function of the Alumni Association is to establish and develop a mutually beneficial relationship between the University and its body of alumni.

Ordinance 31

GRADUATION

Degrees of the University shall be conferred at ceremonies held from time to time which shall be presided over by the Chancellor or, in his or her absence, the Vice-Chancellor.

Ordinance 32

HONORARY DEGREES

1. The Honorary Degrees Committee shall consider candidates for the award of honorary degrees, in accordance with the procedure approved by the Senate.
2. All members of the University shall have the right to submit, in confidence, proposals for the conferment of honorary degrees, and all such proposals shall be considered by the Committee.

Ordinance 33

THE ACADEMIC STAFF

The Council shall appoint such Academic Staff and other Officers as it may deem necessary at such remuneration and upon such terms and conditions as it may think fit; provided that no permanent member of the Academic Staff shall be appointed except on the recommendation of the Senate.

Ordinance 34

DEFINITION OF ACADEMIC STAFF

'Academic Staff' means all persons holding appointments as Professors, Readers, Senior Lecturers or Lecturers of the University, or in other posts stipulated by the Senate.

Ordinance 35

ALLOCATION OF POSTS ON THE ACADEMIC STAFF

1. For the purposes of these Ordinances, 'Department' shall mean one of those Departments, Schools and Centres established from time to time by the Senate and the Council and listed annually in the University Calendar. 'Head of Department' shall mean 'Head of Department or Head or Director of School or Director of a Centre', provided the Department or Centre is listed in the University Calendar.
2.
 - (a) The University Steering Group shall have the power to establish a post on the Academic Staff, to be allocated within a specified Department;
 - (b) The University Steering Group shall have the power subsequently to make changes to any such established post, save that no such change shall be made without the consent of the current holder of the post;
 - (c) Every allocation of a post on the Academic Staff shall lapse on the promotion, resignation, retirement, removal from office, or death of the holder of the post;
 - (d) No post on the Academic Staff shall be filled by an appointment unless it has been established, or change approved, by University Steering Group.
3. Where a post is allocated to more than one Department, the University Steering Group shall indicate to which Department the post is primarily allocated
4. The University Steering Group may also impose on such an allocation constraints which it deems appropriate concerning the field of study, the duration of an appointment, and any other matter consistent with the Ordinances;
5. University Steering Group shall from time to time agree a number of promotions to Professorships, Readerships, and Senior Lectureships or equivalent posts. Such promotions will be available for the appointment

to the post of a person who currently holds a non-probationary appointment to a post on the Academic Staff, and through the procedures laid down by the Academic Staffing Committee or the Professorships Committee.

6. The University Steering Group may impose on such posts for promotion constraints which it deems appropriate concerning the field of study, the department to which a post is allocated, and any other matter consistent with the Ordinances.
7. The University Steering Group may delegate its power set out in paragraphs 2 to 6 to a Pro-Vice-Chancellor.

Ordinance 36

APPOINTMENT OF PROFESSORS

2. When the University Steering Group has resolved that a Professorship be established in a Department and does not constrain the appointment to be temporary, the following procedure shall be followed:
 - (a) the Vice-Chancellor shall appoint a Selection Committee, normally including the Vice-Chancellor as Chair, a Pro-Vice-Chancellor, a relevant Dean, the Head of the Department to which the Professorship is allocated, and up to five other persons of whom no member of the Academic Staff shall be appointed who has not been granted permanency of office to the retiring age specified in the Ordinances;
 - (b) the vacancy shall be publicly advertised, subject to any constraints laid down by the University Steering Group;
 - (c) the Vice-Chancellor shall appoint at least two External Assessors who shall be neither members of the Academic Staff nor of the Selection Committee, to advise the Selection Committee on its decision;
 - (d) the Selection Committee alone shall have the power to resolve the appointment of a person to the vacant Professorship. The Selection Committee shall report to the Senate and the Council the name of the person appointed to the vacant Professorship.
 - (e) the Vice-Chancellor may delegate his or her powers as set out in paragraphs (i) and (iii) above to a Pro-Vice-Chancellor.
2.
 - (a) Under the provisions of Ordinance 22 the Senate shall appoint a Professorships Committee, the membership and terms of reference of which shall be approved annually by the Senate and published in the Calendar.
 - (b) The Professorships Committee alone shall have the power to resolve that a Reader or Senior Lecturer who is a member of the permanent Academic Staff should be promoted to a Professorship. The rules, procedures and criteria of the Professorships Committee shall be determined from time to time by the Senate.

- (c) The Professorships Committee shall report to the Senate and the Council the promotion of a member of Academic Staff to a Professorship.
- 3. In cases of urgency, the Vice-Chancellor shall be empowered to appoint a member of Academic Staff to a Professorship, subject to the following conditions:
 - (a) that the member of Academic Staff has received a definite offer of a Professorship from another university or an offer at an equivalent level from outside the university sector;
 - (b) that the following are consulted before the offer of a Professorship is made: the relevant Pro-Vice-Chancellor, the relevant Dean, the permanent professorial staff and the Head of the member of staff's Department;
 - (c) that at least two External Assessors appointed by the Vice-Chancellor are unambiguously of the opinion that the member of Academic Staff is a suitable person to appoint to a Professorship.

Appointments made in this way will be reported to the Senate and the Council.

Ordinance 37¹

APPOINTMENT OF READERS AND SENIOR LECTURERS

1. When the University Steering Group has resolved that a Readership or Senior Lectureship be established in a Department and does not constrain the appointment to be temporary, the following procedure shall be followed:
 - (a) the Vice-Chancellor shall appoint a Selection Committee, normally including the Faculty Pro-Vice-Chancellor as chair, the relevant Dean, the Head of the Department to which the Readership or Senior Lectureship is allocated, and up to three other persons of whom no member of the Academic Staff shall be appointed who has not been granted permanency of office to the retiring age specified in the Ordinances;
 - (b) the vacancy shall be publicly advertised, subject to any constraints laid down by the University Steering Group;
 - (c) the Vice-Chancellor shall appoint at least one External Assessor, who shall be neither a member of the Academic Staff nor of the Selection Committee, to advise the Selection Committee on its decision;

- (d) the Selection Committee alone shall have the power to resolve the appointment of a person to the vacant Readership or Senior Lectureship. The Selection Committee shall report to the Senate and the Council the name of the person appointed to the vacant Readership or Senior Lectureship;
- (e) the Vice-Chancellor may delegate his or her powers as set out in paragraphs (a) and (c) above to a Pro-Vice-Chancellor.
- 2. The University Steering Group may delegate its powers set out in paragraphs 1 and 1(a) to a Pro-Vice-Chancellor.
- 3.
 - (a) Under the provisions of Ordinance 22 the Senate shall appoint an Academic Staffing Committee, the membership and terms of reference of which shall be approved annually by the Senate and published in the Calendar.
 - (b) The Academic Staffing Committee shall have the power to resolve that a Lecturer or Senior Lecturer who is a member of the permanent Academic Staff should be promoted to a Readership, or that a Senior Lecturer who is a member of the permanent Academic Staff should be promoted to a Readership. The rules, procedures and criteria of the Academic Staffing Committee shall be determined from time to time by the Senate.
 - (c) The Academic Staffing Committee shall report to the Senate and the Council the promotion of a member of Academic Staff to a Readership or Senior Lectureship.
- 4. In cases of urgency, the Vice-Chancellor shall be empowered to appoint a member of Academic Staff to a Readership or Senior Lectureship subject to the following conditions:
 - (a) that the member of Academic Staff has received a definite offer of a Professorship, Readership or Senior Lectureship from another university or an offer at an equivalent level from outside the university sector;
 - (b) that the following are consulted before the offer of a Readership or Senior Lectureship is made: the relevant Pro-Vice-Chancellor, the relevant Dean, the permanent senior staff of the member of staff's Department;
 - (c) that at least two External Assessors appointed by the Vice-Chancellor are unambiguously of the opinion that the member of Academic Staff is a suitable person to appoint to a Readership or Senior Lectureship.

Appointments made in this way will be reported to the Senate and the Council.

Ordinance 38¹

APPOINTMENT OF LECTURERS

1. When the University Steering Group has resolved that a Lectureship be established in a Department and does not constrain the appointment to be

¹Subject to change. Revisions are expected to be agreed by Senate and Council in 2008-09. Please refer to the online University Calendar for the most up-to-date wording at: www.essex.ac.uk/academic/docs/cal/ordinances.shtm

temporary, the following procedure shall be followed:

- (a) the Vice-Chancellor shall appoint the relevant Faculty Pro-Vice-Chancellor or Dean as Chair of a Selection Committee, and shall appoint to membership of that Committee such other Deans as he or she deems fit, the Head of the Department to which the post is allocated, and, on the nomination of the Chair of the Selection Committee, up to five other members of whom no member of the Academic Staff shall be appointed who has not been granted permanency of office to the retiring age specified in the Ordinances and of whom at least one shall be a Professor, Reader or Senior Lecturer in a Department different from that to which the post is allocated. If the appointed Chair is unable to take the chair, a Pro-Vice-Chancellor or another Dean shall do so;
 - (b) The vacancy shall be publicly advertised, subject to any constraints laid down by the University Steering Group.
 - (c) The Selection Committee alone shall have the power to resolve the appointment of a person to the vacant Lectureship. The Selection Committee shall report to the Senate and the Council the name of the person appointed to the vacant Lectureship.
 - (d) The Vice-Chancellor may delegate his or her powers as set out in paragraph (a) above to a Pro-Vice-Chancellor.
2. The University Steering Group may delegate its powers set out in paragraphs 1 and 1(a) to a Pro-Vice-Chancellor.

Ordinance 39¹

FUNCTIONS OF THE ACADEMIC STAFF

1. The Academic Staff shall perform such functions as may from time to time be defined by the Senate, in accordance with the Charter and these Ordinances.
2. It shall be the duty of Professors, Readers, Senior Lecturers, or Lecturers to devote themselves by research and publication to the advancement of knowledge in their subjects. It shall be the duty of all Academic Staff to give instruction in their subjects to students of the University and to take part in examining, and generally to promote the function of the University as a centre of learning and education. It shall also be their duty to undertake such functions of teaching and administration as may reasonably be assigned to them by the Head of

the Department to which their posts are allocated.

3. Professors, Readers and Senior Lecturers and other equivalent level Academic Staff shall, provided that they hold permanently established posts in the University, normally be appointed with permanency of office (subject to the provisions of the Ordinances as to termination) to the retiring age specified in the Ordinances. Lecturers and other equivalent level Academic Staff who have held a permanent appointment in a teaching post in a university may, provided that they hold permanently established posts in the University, be appointed with permanency of office (subject to the provisions of the Ordinances as to termination) to the retiring age specified in the Ordinances. Lecturers who are appointed without having held a permanent appointment in a teaching post in a university shall normally be appointed subject to confirmation after a probationary period of five years, and if this appointment as Lecturer is confirmed they shall then have permanency of office (subject to the provisions of the Ordinances as to termination) to the retiring age specified in the Ordinances.
4. Other equivalent level Academic Staff who are appointed without having held a permanent appointment in a teaching post in a university shall normally be appointed subject to confirmation after a probationary period of three years, and if their appointment is confirmed they shall then have permanency of office (subject to the provisions of the Ordinances as to termination) to the retiring age specified in the Ordinances.
5. Decisions as to confirmation of an appointment which has been made with a view to permanency are made by Academic Staffing Committee. The Committee may make a decision on confirmation at any point prior to the end of the probationary period and the decision will be based on evidence that, having regard to his or her standing, experience and the opportunities which have been afforded to him or her, the member of Academic Staff under review has met the criteria laid down for probationary staff by the Committee.
6. Members of Academic Staff may undertake consultancy work in accordance with the terms of the University's Consultancy Policy, or other additional paid work with the permission of the Vice-Chancellor.

Ordinance 40

STUDY LEAVE AND LEAVE OF ABSENCE

1. Each member of the Academic Staff employed as a Lecturer, Senior Lecturer, Reader or Professor has an entitlement to study leave. The fundamental purpose of study leave is to enable Academic Staff to undertake research that contributes to the University's mission and research strategy and to the further development of the individual as a scholar.
2. The entitlement is one term of study leave with full salary for each six terms' service as a member of the full time permanent or probationary Academic Staff.

¹Subject to change. Revisions are expected to be agreed by Senate and Council in 2008-09. Please refer to the online University Calendar for the most up-to-date wording at:
www.essex.ac.uk/academic/docs/cal/ordinances.shtm

Temporary Academic Staff are not entitled to study leave. However, if a member of the temporary Academic Staff becomes permanent or probationary, he or she can count his or her length of service as a member of the temporary Academic Staff for the purpose of accruing entitlement to study leave. Part time Academic Staff are entitled to study leave on a pro-rata basis. A term of study leave will start half-way between the end of the preceding term and the start of the term to be taken as study leave, and will end half-way between the end of the term taken as study leave and the start of the term in which duties re-commence. If more than one term of study leave is taken consecutively then the study leave will end half-way between the end of the final term and the start of the term in which duties re-commence.

For the purpose of accruing entitlement to study leave, time spent on maternity leave will count towards entitlement. Time spent on paid leave of absence (funded, for example, by a Research Council or academic foundation) which results in research that contributes to the University's mission will also count towards entitlement. Time spent on unpaid leave of absence, study leave or extended sick leave will not count towards entitlement. However, the Pro-Vice-Chancellor (Research and Enterprise) may agree to the counting of time spent on unpaid leave of absence or sick leave if this is clearly in the interests of the Department concerned.

3. Providing an academic member of staff has accrued the necessary entitlement then study leave will be granted subject to the following conditions:
 - (a) that the work to be undertaken during a period of study leave is of benefit to the University, the Department and the individual member of staff;
 - (b) that the application has been signed by the Head of Department (and, if appropriate, the Dean and/or Area Director) who will comment on whether he or she approves the application in relation to content and timing;
 - (c) that the study leave will be spent on the work specified in the application for leave;
 - (d) that the member of staff submits a report on the study undertaken at the end of the period of study leave which indicates how far the stated objectives of the study leave have been achieved. In certain circumstances a member of staff may for good reason change his or her plans provided that a case has been made to his/her Head of Department.
 - (e) A satisfactory report on the study undertaken during a period of study leave is required before further applications for study leave can be approved.
4. Application for study leave for a particular term or terms shall be made by the member of staff,

using the appropriate form, at least two terms before the first day of the term from which study leave is requested.

The Pro-Vice-Chancellor (Research and Enterprise) will be responsible for approving study leave applications. If the Pro-Vice-Chancellor (Research and Enterprise) does not approve an application he or she will give the reason/reasons to the individual.

5. During a period of study leave a member of Academic Staff shall not be required to undertake teaching or administrative duties.
6. Members of staff are reminded that the purpose of study leave is to enhance the research profile of the University and the individual. It is not intended to function as an indirect subsidy for the research output of other universities. For that reason special provisions apply where a member of staff tenders his/her resignation immediately before or during a period of study leave. Following discussions with the member of staff, the University reserves the right to withdraw approval of study leave at the point where a member of staff tenders his/her resignation. The options to be discussed with the member of staff will be:
 - (a) To allow the member of staff to continue with his/her study leave where the planned programme of research is agreed to be in the interests of the University, the Department and the individual member of staff.
 - (b) To terminate the study leave and require the member of staff to undertake such teaching, research and administrative duties as reasonably allocated by the Head of Department.
 - (c) To waive the notice period in order to allow the member of staff to leave his/her employment with the University early and take up his/her new post.

In the event that neither (a), (b) nor (c) above are agreed and the member of staff does not return to work, the University will stop pay during what will then be deemed a period of unauthorised absence.

Ordinance 41¹

GRIEVANCE, DISCIPLINE, DISMISSAL AND RELATED MATTERS

Part I Construction, Application and Interpretation Construction

1. This Ordinance or any Regulation made under this Ordinance shall be construed in every case to give effect to the following guiding principles, that is to say:
 - (a) to ensure that Academic Staff have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without

¹Subject to change. Revisions are expected to be agreed by Senate and Council in 2008-09. Please refer to the online University Calendar for the most up-to-date wording at:
www.essex.ac.uk/academic/docs/cal/ordinances.shtm

- placing themselves in jeopardy of losing their jobs or privileges;
- (b) to enable the University to provide education, promote learning and engage in research efficiently and economically; and
- (c) to apply the principles of justice and fairness.

Reasonableness of Decisions

2. No provision in Part II or Part III shall enable the body or person having the duty to reach a decision under the relevant Part to dismiss any member of the Academic Staff unless the reason for his or her dismissal may in the circumstances (including the size and administrative resources of the University) reasonably be treated as a sufficient reason for dismissing him or her.

Application

3.
 - (1) This Ordinance shall apply:
 - (a) to the persons defined as "Academic Staff" in Ordinance 34;
 - (b) to the Registrar and Secretary, the Librarian, Academic Staff and designated Senior Support Staff and
 - (c) to the Vice-Chancellor to the extent and in the manner set out in the Annex to this Ordinance.
 - (2) In this Ordinance any reference to "Academic Staff" is a reference to persons to whom this Ordinance applies.

Interpretation

Meaning of "dismissal"

4. In this Ordinance "dismiss" and "dismissal" mean dismissal of a member of the Academic Staff and:
 - (a) include remove or, as the case may be, removal from office; and
 - (b) in relation to employment under a contract, shall be construed in accordance with section 55 of the Employment Protection (Consolidation) Act 1978.

Meaning of "good cause"

5.
 - (1) For the purposes of this Ordinance "good cause" in relation to the dismissal or removal from office or place of a member of the Academic Staff, being in any case a reason which is related to conduct or to capability or qualifications for performing work of the kind which the member of the Academic Staff concerned was appointed or employed to do, means:
 - (a) conviction for an offence which may be deemed by a Tribunal appointed under Part III to be such as to render the person convicted unfit for the execution of the duties of the office or employment as a member of the Academic Staff; or
 - (b) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office or employment; or

- (c) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office; or
 - (d) physical or mental incapacity established under Part IV.
- (2) In this paragraph:
 - (a) "capability", in relation to such a member, means capability assessed by reference to skill, aptitude, health or any other physical or mental quality; and
 - (b) "qualifications", in relation to such a member, means any degree, diploma or other academic, technical or professional qualification relevant to the office or position held by that member.

Meaning of "redundancy"

6.

For the purposes of this Ordinance dismissal shall be taken to be a dismissal by reason of redundancy if it is attributable wholly or mainly to:

- (a) the fact that the University has ceased, or intends to cease, to carry on the activity for the purposes of which the member of the Academic Staff concerned was appointed or employed by the University, or has ceased, or intends to cease, to carry on that activity in the place in which the member concerned worked; or
- (b) the fact that the requirements of that activity for members of the Academic Staff to carry out work of a particular kind, or for members of the Academic Staff to carry out work of a particular kind in that place, have ceased or diminished or are expected to cease or diminish.

Incidental, Supplementary and Transitional Matters

7.

- (1) In any case of conflict, the provisions of this Ordinance shall prevail over those of any other Ordinances and Regulations. Provided that Part III of and the Annex to this Ordinance shall not apply in relation to anything done or omitted to be done before the date on which the instrument making these modifications was approved under subsection (9) of section 204 of the Education Reform Act 1988.
- (2) Nothing in any appointment made, or contract entered into, shall be construed as over-riding or excluding any provision made by this Ordinance concerning the dismissal of a member of the Academic Staff by reason of redundancy or for good cause:

Provided that nothing in this sub-paragraph shall prevent waivers made under section 142 of the Employment Protection (Consolidation) Act 1978 from having effect.
- (3) Nothing in any Ordinance or Regulation made there under shall authorise or require any officer of the University to sit as a member of any Committee, Tribunal or body appointed under this Ordinance or to be present when any such Committee, Tribunal or body is meeting to arrive at its decision or for the purpose of discussing any point of procedure.

- (4) In this Ordinance references to numbered Parts, paragraphs, and sub-paragraphs are references to Parts, paragraphs, and sub-paragraphs so numbered in this Ordinance.

Part II Redundancy

Purpose of Part II

8.

This Part enables the Council, as the appropriate body, to dismiss any member of the Academic Staff by reason of redundancy.

Exclusion From Part II of Persons Appointed or Promoted Before 20th November 1987

9.

- (1) Nothing in this Part shall prejudice, alter or affect any rights, powers or duties of the University or apply in relation to a person unless:
- (a) his or her appointment is made, or his or her contract of employment is entered into, on or after 20th November 1987; or
 - (b) he or she is promoted on or after that date.
- (2) For the purposes of this paragraph in relation to a person, a reference to an appointment made or a contract entered into on or after 20th November 1987 or to promotion on or after that date shall be construed in accordance with subsections (3) to (6) of section 204 of the Education Reform Act 1988.

The Appropriate Body

10.

- (1) The Council shall be the appropriate body for the purposes of this Part.
- (2) This paragraph applies where the appropriate body has decided that it is desirable that there should be a reduction in the Academic Staff:
- (a) of the University as a whole; or
 - (b) of any school, department or other similar area of the University by way of redundancy.

11.

- (1) Where the appropriate body has reached a decision under paragraph 10(2) it shall appoint a Redundancy Committee to be constituted in accordance with sub-paragraph (3) of this paragraph to give effect to its decision by such date as it may specify and for that purpose:
- (a) to select and recommend the requisite members of the Academic Staff for dismissal by reason of redundancy; and
 - (b) to report their recommendations to the appropriate body.
- (2) The appropriate body shall either approve any selection recommendation made under sub-paragraph (1), or shall remit it to the Redundancy Committee for further consideration in accordance with its further directions.
- (3) A Redundancy Committee appointed by the appropriate body shall comprise:
- (a) a Chair; and
 - (b) two members of the Council, not being persons employed by the University; and

- (c) two members of the Academic Staff nominated by the Senate.

Notices of Intended Dismissal

12.

- (1) Where the appropriate body has approved a selection recommendation made under paragraph 11(1) it may authorise an officer of the University as its delegate to dismiss any member of the Academic Staff so selected.
- (2) Each member of the Academic Staff selected shall be given separate notice of the selection approved by the appropriate body.
- (3) Each separate notice shall sufficiently identify the circumstances which have satisfied the appropriate body that the intended dismissal is reasonable and in particular shall include:
- (a) a summary of the action taken by the appropriate body under this Part;
 - (b) an account of the selection processes used by the Redundancy Committee;
 - (c) a reference to the rights of the person notified to appeal against the notice and to the time within which any such appeal is to be lodged under Part V (Appeals); and
 - (d) a statement as to when the intended dismissal is to take effect.

Part III Discipline, Dismissal and Removal from Office

Disciplinary Procedures

13.

- (1) Minor faults shall be dealt with informally.
- (2) Where the matter is more serious but falls short of constituting possible good cause for dismissal the following procedure shall be used:

Stage 1 - Oral Warning

If conduct or performance does not meet acceptable standards the member of the Academic Staff will normally be given a formal ORAL WARNING. The member will be advised of the reason for the warning, that it is the first stage of the disciplinary procedure and of the right of appeal under this paragraph. A brief note of the oral warning will be kept but it will be spent after 12 months, subject to satisfactory conduct and performance.

Stage 2 - Written Warning

If the offence is a serious one, or if a further offence occurs, a WRITTEN WARNING will be given to the member of the Academic Staff by the Head of Department. This will give details of the complaint, the improvement required and the timescale. It will warn that a complaint may be made to the Registrar and Secretary seeking the institution of charges to be heard by a Tribunal appointed under paragraph 16 if there is no satisfactory improvement and will advise of the right of appeal under this paragraph. A copy of this written warning will be kept by the Head of Department but it will be disregarded for disciplinary purposes after 2 years subject to satisfactory conduct and performance.

Stage 3 - Appeals

A member of the Academic Staff who wishes to appeal against a disciplinary warning shall inform

the Registrar and Secretary within two weeks. The appropriate Pro-Vice-Chancellor shall hear all such appeals and his or her decision shall be final.

Preliminary Examination of Serious Disciplinary Matters

- 14.
- (1) If there has been no satisfactory improvement following a written warning given under Stage 2 of the procedure in paragraph 13, or in any other case where it is alleged that conduct or performance may constitute good cause for dismissal or removal from office, a complaint seeking the institution of charges to be heard by a Tribunal appointed under paragraph 16 may be made to the Registrar and Secretary who shall bring it to the attention of the Vice-Chancellor.
 - (2) To enable the Vice-Chancellor to deal fairly with any complaint brought to his or her attention under sub-paragraph (1) he or she shall institute such investigations or enquiries (if any) as appear to him or her to be necessary.
 - (3) If it appears to the Vice-Chancellor that a complaint brought to his or her attention under sub-paragraph (1) relates to conduct or performance which does not meet acceptable standards but for which no written warning has been given under paragraph 13 or which relates to a particular alleged infringement of rules, regulations or byelaws for which a standard penalty is normally imposed in the University or within the School, Department or other relevant area, or is trivial or invalid he or she may dismiss it summarily, or decide not to proceed further under this Part.
 - (4) If the Vice-Chancellor does not dispose of a complaint under sub-paragraph (3) he or she shall treat the complaint as disclosing a sufficient reason for proceeding further under this Part and, if he or she sees fit, he or she may suspend the member on full pay pending a final decision.
 - (5) Where the Vice-Chancellor proceeds further under this Part he or she shall write to the member of the Academic Staff concerned inviting comment in writing.
 - (6) As soon as may be following receipt of the comments (if any) the Vice-Chancellor shall consider the matter in the light of all the material then available and may:
 - (a) dismiss it himself or herself; or
 - (b) refer it for consideration under paragraph 13; or
 - (c) deal with it informally himself or herself if it appears to the Vice-Chancellor appropriate to do so and if the member of the Academic Staff agrees in writing that the matter should be dealt with in that way; or
 - (d) direct the Registrar and Secretary to prefer a charge or charges to be considered by a Tribunal to be appointed under paragraph 16.

- (7) If no comment is received within 28 days the Vice-Chancellor may proceed as aforesaid as if the member concerned had denied the substance and validity of the alleged case in its entirety.

Institution of Charges

15.

- (1) In any case where the Vice-Chancellor has directed that a charge or charges be preferred under paragraph 14(6)(d), he or she shall request the Council to appoint a Tribunal under paragraph 16 to hear the charge or charges and to determine whether the conduct or performance of the member of the Academic Staff concerned constitutes good cause for dismissal or otherwise constitutes a serious complaint relating to the member's appointment or employment.
- (2) Where the Council has been requested to appoint a Tribunal under paragraph 16 the Registrar and Secretary or, if he or she is unable to act, another officer appointed by the Vice-Chancellor shall take charge of the proceedings.
- (3) The officer in charge of the proceedings shall formulate, or arrange for the formulation of, the charge or charges and shall present, or arrange for the presentation of, the charge or charges before the Tribunal.
- (4) It shall be the duty of the officer in charge of the proceedings:
 - (a) to forward the charge or charges to the Tribunal and to the member of the Academic Staff concerned together with the other documents therein specified, and
 - (b) to make any necessary administrative arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case before the Tribunal.

The Tribunal

16.

A Tribunal appointed by the Council shall comprise:

- (a) a Chair; and
- (b) one member of the Council, not being a person employed by the University; and
- (c) one member of the Academic Staff nominated by the Senate.

Provisions Concerning Tribunal Procedure

17.

- (1) The procedure to be followed in respect of the preparation, hearing and determination of charges by a Tribunal shall be that set out in Ordinance made under this paragraph.
- (2) Without prejudice to the generality of the foregoing such Ordinances shall ensure:
 - (a) that the member of the Academic Staff concerned is entitled to be represented by another person, whether such person be legally qualified or not, in connection with and at any hearing of charges by a Tribunal;
 - (b) that a charge shall not be determined without an oral hearing at which the member of the Academic Staff concerned and any person

- appointed by him or her to represent him or her are entitled to be present;
- (c) that the member of the Academic Staff and any person representing the staff member may call witnesses and may question witnesses upon the evidence on which the case against him or her is based; and
 - (d) that full and sufficient provision is made:
 - i. for postponements, adjournments, dismissal of the charge or charges for want of prosecution, remission of the charge or charges to the Vice-Chancellor for further consideration and for the correction of accidental errors; and
 - ii. for appropriate time limits for each stage (including the hearing) to the intent that any charge thereunder shall be heard and determined by a Tribunal as expeditiously as reasonably practicable.

Notification of Tribunal Decisions

18.

- (1) A Tribunal shall send its decision on any charge referred to it (together with its findings of fact and the reasons for its decision regarding that charge and its recommendations, if any, as to the appropriate penalty) to the Vice-Chancellor and to each party to the proceedings.
- (2) A Tribunal shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V (Appeals) accompanies each copy of its decision sent to a party to the proceedings under this paragraph.

Powers of the appropriate Officer where charges are upheld by Tribunal

19.

- (1) Where the charge or charges are upheld and the Tribunal finds good cause and recommends dismissal or removal from office, but in no other case, the appropriate officer shall decide whether or not to dismiss the member of the Academic Staff concerned.
- (2) In any case where the charge or charges are upheld, other than where the appropriate officer has decided under sub-paragraph (1) to dismiss the member of the Academic Staff concerned, the action available to the appropriate officer (not comprising a greater penalty than that recommended by the Tribunal) may be:
 - (a) to discuss the issues raised with the member concerned; or
 - (b) to advise the member concerned about his or her future conduct; or
 - (c) to warn the member concerned; or
 - (d) to suspend the member concerned for such period as the appropriate officer shall think fair and reasonable, not to exceed 3 months after the Tribunal's decision; or
 - (e) any combination of any of the above or such further or other action under the member's

contract of employment or terms of appointment as appears fair and reasonable in all the circumstances of the case.

Appropriate Officers

20.

- (1) The Vice-Chancellor shall be the appropriate officer to exercise the powers conferred by paragraph 19 and any reference to the appropriate officer includes a reference to a delegate of that officer.
- (2) Any action taken by the appropriate officer shall be confirmed in writing.

Part IV Removal for Incapacity on Medical Grounds

21.

- (1) This Part makes separate provision for the assessment of incapacity on medical grounds as a good cause for dismissal or removal from office.
- (2) In this Part references to medical grounds are references to capability assessed by reference to health or any other physical or mental quality.
- (3) In this Part references to the appropriate officer are references to the Vice-Chancellor or an officer acting as his or her delegate to perform the relevant act.
- (4) References to the member of the Academic Staff include, in cases where the nature of the alleged disability so requires, a responsible relative or friend in addition to (or instead of) that member.

22.

- (1) Where it appears that the removal of a member of the Academic Staff on medical grounds would be justified, the appropriate officer:
 - (a) shall inform the member accordingly; and
 - (b) shall notify the member in writing that it is proposed to make an application to the member's doctor for a medical report and shall seek the member's consent in writing in accordance with the requirements of the Access to Medical Reports Act 1988.
- (2) If the member shares that view the University shall meet the reasonable costs of any medical opinion required.
- (3) If the member does not share that view the appropriate officer shall refer the case in confidence, with any supporting medical and other evidence (including any medical evidence submitted by the member), to a Board comprising one person nominated by the Council; one person nominated by the member concerned or, in default of the latter nomination, by the Senate; and a medically qualified Chair jointly agreed by the Council and the member or, in default of agreement, to be nominated by the President of the Royal College of Physicians.
- (4) The Board may require the member concerned to undergo medical examination at the University's expense.

Termination of Employment

23.

If the Board determines that the member shall be required to retire on medical grounds, the appropriate officer shall direct the Registrar and Secretary or his or her delegate to terminate the employment of the member concerned on those medical grounds.

Part V Appeals

Purpose of Part V

24.

This Part establishes procedures for hearing and determining appeals by members of the Academic Staff who are dismissed or under notice of dismissal or who are otherwise disciplined.

Application and Interpretation of Part V

25.

- (1) This Part applies:
 - (a) to appeals against the decisions of the Council as the appropriate body (or of a delegate of that body) to dismiss in the exercise of its powers under Part II;
 - (b) to appeals arising in any proceedings, or out of any decision reached, under Part III other than appeals under paragraph 13 (Appeals against disciplinary warnings);
 - (c) to appeals against dismissal otherwise than in pursuance of Part II or Part III;
 - (d) to appeals against discipline otherwise than in pursuance of Part III; and
 - (e) to appeals against decisions reached under Part IV and "appeal" and "appellant" shall be construed accordingly.
- (2) No appeal shall however lie against:
 - (a) a decision of the appropriate body under paragraph 10(2);
 - (b) the findings of fact of a Tribunal under paragraph 18(1) save where, with the consent of the person or persons hearing the appeal, fresh evidence is called on behalf of the appellant at that hearing;
 - (c) any finding by a Board set up under paragraph 22(3).
- (3) In this Part references to "the person appointed" are references to the person appointed by the Council under paragraph 28 to hear and determine the relevant appeal.
- (4) The parties to an appeal shall be the appellant and the Registrar and Secretary and any other person added as a party at the direction of the person appointed.

Institution of Appeals

26.

A member of the Academic Staff shall institute an appeal by serving on the Registrar and Secretary, within the time allowed under paragraph 27, notice in writing setting out the grounds of the appeal.

Time for Appealing and Notices of Appeal

27.

- (1) A notice of appeal shall be served within 28 days of the date on which the document recording the decision appealed from was sent to the appellant or such longer period, if any, as the person appointed may determine under sub-paragraph (3).
- (2) The Registrar and Secretary shall bring any notice of appeal received (and the date when it was served) to the attention of the Council and shall inform the appellant that he or she has done so.
- (3) Where the notice of appeal was served on the Registrar and Secretary outside the 28 day period the person appointed under paragraph 28 shall not permit the appeal to proceed unless he or she considers that justice and fairness so require in the circumstances of the case.

Persons Appointed to Hear and Determine Appeals

28.

- (1) Where an appeal is instituted under this Part the Council shall appoint a person described in sub-paragraph (2) to hear and determine that appeal.
- (2) The persons described in this sub-paragraph are persons not employed by the University being persons holding, or having held, judicial office or being barristers or solicitors of at least ten years' standing.
- (3) The person appointed shall sit alone unless he or she considers that justice and fairness will best be served by sitting with two other persons.
- (4) The other persons who may sit with the person appointed shall be:
 - (a) one member of the Council not being a person employed by the University; and
 - (b) one member of the Academic Staff nominated by the Senate.

Provisions Concerning Appeal Procedures and Powers

29.

- (1) The procedure to be followed in respect of the preparation, consolidation, hearing and determination of appeals shall be that set out in paragraphs 2 and 3 below.
- (2) Without prejudice to the generality of the foregoing such Ordinances shall ensure:
 - (a) that an appellant is entitled to be represented by another person, whether such person be legally qualified or not, in connection with and at any hearing of his or her appeal;
 - (b) that an appeal shall not be determined without an oral hearing at which the appellant, and any person appointed by him or her to represent him or her are entitled to be present and, with the consent of the person or persons hearing the appeal, to call witnesses;
 - (c) that full and sufficient provision is made for postponements, adjournments, dismissal of the appeal for want of prosecution and for the correction of accidental errors; and

- (d) that the person appointed may set appropriate time limits for each stage (including the hearing itself) to the intent that any appeal shall be heard and determined as expeditiously as reasonably practicable.
- (3) The person or persons hearing the appeal may allow or dismiss an appeal in whole or in part and, without prejudice to the foregoing, may:
 - (a) remit an appeal from a decision under Part II to the Council as the appropriate body (or any issue arising in the course of such an appeal) for further consideration as the person or persons hearing the appeal may direct; or
 - (b) remit an appeal arising under Part III for re-hearing by a differently constituted Tribunal to be appointed under that Part; or
 - (c) remit an appeal from a decision of the appropriate officer under Part IV for further consideration as the person or persons hearing the appeal may direct; or
 - (d) substitute any lesser alternative penalty that would have been open to the appropriate officer following the finding by the Tribunal which heard and pronounced upon the original charge or charges.

Notification of Decisions

30.

The person appointed shall send the reasoned decision, including any decision reached in exercise of his or her powers under paragraph 29(3)(a), (b) or (c), on any appeal together with any findings of fact different from those come to by the Council as the appropriate body under Part II or by the Tribunal under Part III, as the case may be, to the Vice-Chancellor and to the parties to the appeal.

Part VI Grievance Procedures

Purpose of Part VI

31.

The aim of this Part is to settle or redress individual grievances promptly, fairly and so far as may be, within the school, department or other relevant area by methods acceptable to all parties.

Application

32.

The grievances to which this Part applies are ones by members of the Academic Staff concerning their appointments or employment where those grievances relate:

- (a) to matters affecting themselves as individuals; or
- (b) to matters affecting their personal dealings or relationships with other staff of the University, not being matters for which express provision is made elsewhere in this Ordinance.

Exclusion and Informal Procedures

33.

- (1) If other remedies within the school, department or other relevant area have been exhausted the member of the Academic Staff may raise the

matter with the Head of the school, department or other relevant area.

- (2) If the member of the Academic Staff is dissatisfied with the result of an approach under sub-paragraph (1) or if the grievance directly concerns the Head of the school, department or other relevant area, the member may apply in writing to the Vice-Chancellor for redress of the grievance.
- (3) If it appears to the Vice-Chancellor that the matter has been finally determined under Part III, IV or V or that the grievance is trivial or invalid, he or she may dismiss it summarily, or take no action upon it. If it so appears to the Vice-Chancellor he or she shall inform the Council accordingly.
- (4) If the Vice-Chancellor is satisfied that the subject matter of the grievance could properly be considered with (or form the whole or any part of):
 - (a) a complaint under Part III;
 - (b) a determination under Part IV; or
 - (c) an appeal under Part V
 he or she shall defer action upon it under this Part until the relevant complaint, determination or appeal has been heard or the time for instituting it has passed and he or she shall notify the member and the Grievance Committee accordingly.
- (5) If the Vice-Chancellor does not reject the complaint under sub-paragraph (3) or if he or she does not defer action upon it under sub-paragraph (4) he or she shall decide whether it would be appropriate, having regard to the interests of justice and fairness, for him or her to seek to dispose of it informally. If he or she so decides he or she shall notify the member and proceed accordingly.

Grievance Committee Procedure

34.

If the grievance has not been disposed of informally under paragraph 33(5), the Vice-Chancellor shall refer the matter to the Grievance Committee for consideration.

35.

The Grievance Committee to be appointed by the Council shall comprise:

- (a) a Chair; and
- (b) one member of the Council not being a person employed by the University; and
- (c) one member of the Academic Staff nominated by the Senate.

Procedure in Connection with Determinations; and Right to Representation

36.

The procedure in connection with the consideration and determination of grievances shall be determined in Ordinances in such a way as to ensure that the aggrieved person and any person against whom the grievance lies shall have the right to be heard at a hearing and to be accompanied by a friend or representative.

Notification of Decisions

37.

The Committee shall inform the Council whether the grievance is or is not well-founded and if it is well-founded the Committee shall make such proposals for the redress of the grievance as it sees fit.

Annex (See Paragraph 3(1)(c))

Provisions as to the Vice-Chancellor

1. The Council may request its Chair to remove the Vice-Chancellor from office for good cause in accordance with the procedure described in this Annex.
 - (1) A complaint seeking the removal from office of the Vice-Chancellor for good cause may be made by not less than three members of the Council to the Chair of the Council.
 - (2) If it appears to the Chair of the Council, on the material before him or her, that the complaint raises a *prima facie* case and that this could, if proved, constitute good cause for dismissal or removal from office he or she shall request the Council to appoint a Tribunal to hear and determine the matter.
 - (3) If it appears to the Chair of the Council that a complaint made to him or her under sub-paragraph (1) does not raise a *prima facie* case or is trivial or invalid, he or she may recommend to the Council that no further action be taken upon it.
 - (4) When the Council has appointed a Tribunal under sub-paragraph (2) it shall instruct a solicitor or other suitable person to formulate a charge or charges and to present, or arrange for the presentation of, the charges before the Tribunal.
 - (5) A Tribunal appointed by the Council shall comprise:
 - (a) an independent Chair; and
 - (b) one member of the Council, not being a person employed by the University; and
 - (c) one member of the Academic Staff.
 - (6) Subject to the principles of justice and fairness the Tribunal may determine its own procedure.
 - (7) The Tribunal shall send its reasoned decision on any charge referred to it together with its findings of fact regarding the charge and its recommendations, if any, as to the appropriate penalty to the Chair of the Council and to the Vice-Chancellor drawing attention to the period of time within which any appeal should be made.
 - (8) Persons appointed to hear such an appeal shall be persons independent of the University holding, or having held, judicial office or being barristers or solicitors of at least 10 years' standing and the person so appointed shall, subject to the principles of justice and fairness, determine the procedure to be adopted in hearing the appeal.
 - (9) A person appointed shall send the reasoned decision on the appeal, together with any findings of fact different from those come to by the Tribunal and his or her recommendations, if any, as to the

appropriate penalty, to the Vice-Chancellor and to the Chair of the Council.

- (10) Where a charge or charges have been upheld by the Tribunal and not dismissed on appeal, the Chair of the Council shall decide whether or not to dismiss the Vice-Chancellor.
2. Where a complaint is to be referred to a Tribunal under this Ordinance, the Chair of the Council may suspend the Vice-Chancellor from his or her duties and may exclude the Vice-Chancellor from the precincts of the University or any part thereof without loss of salary.
3. "Good cause" in this Annex has the same meaning as in paragraph 5 of this Ordinance.
4. For the purpose of the removal of the Vice-Chancellor for incapacity on medical grounds, Part IV of this Ordinance shall have effect subject to the following modifications:
 - (a) for references to a member of the Academic Staff there shall be substituted references to the Vice-Chancellor;
 - (b) for any reference to the office of Vice-Chancellor there shall be substituted a reference to the office of Chair of the Council;
 - (c) for paragraph 23 there shall be substituted: "23. If the Board determines that the Vice-Chancellor should be required to retire on medical grounds, it shall ask the Chair as the appropriate officer, to decide whether or not to terminate the appointment of the Vice-Chancellor on those medical grounds."

Ordinance 42

RETIREMENT, RESIGNATION OR TERMINATION OF CONTRACT OF OFFICERS AND ACADEMIC STAFF

1. The members of the Academic Staff, the Vice-Chancellor, the Registrar and Secretary, and the holders of any other posts specified contractually for this purpose shall retire from office on the thirtieth day of September following the date on which they attain the age of sixty-seven years.
2. The holder of any of the posts referred to in paragraph 1 shall be at liberty to resign his or her appointment and terminate his or her engagement with the Council on giving the Council in writing at least three calendar months' notice and shall include one complete full academic term, unless a longer period of notice is agreed mutually at the time of appointment.
3. The holder of any of the posts referred to in paragraph 1 whose employment with the University is to be terminated under Ordinance 40 shall be entitled to be given, in writing, three calendar months' notice.

Ordinance 43

REMOVAL OF OFFICERS AND MEMBERS

1. The Chancellor, the Pro-Chancellors, the Treasurer and any other member of the Council (other than an ex officio member or a member of the Academic

Staff to whom Ordinance 41 applies) may be removed from their respective offices for good cause by the Council.

2. No person shall be removed from office by the Council unless he or she shall have been given a reasonable opportunity of being heard by the Council and of questioning the witnesses upon whose evidence the case against him or her is based.
3. 'Good cause' in this section means:
 - (a) conviction of an offence which may be deemed by the Council, as the case may be, to be such as to render the person convicted unfit for the execution of the duties of the office; or
 - (b) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office; or
 - (c) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office whether such failure results from physical or mental incapacity or otherwise.

Ordinance 44

EMERITUS PROFESSORS

A Professor, on retirement and in recognition of distinguished service to the University of Essex, may be granted by the Senate, the title Emeritus Professor. Emeritus Professors shall not have duties or powers, except that, in accordance with Ordinance 20, Emeritus Professors shall be members of the Court.

Ordinance 45

EXTERNAL EXAMINERS

1. For every assessment for an award of the University there shall be at least one External Examiner. An External Examiner may be appointed as an 'Award External Examiner' or a 'Module External Examiner'. No External Examiner shall be a current member of staff or shall have been a member of staff within the previous five years, either of the University of Essex or of a partner institution delivering programmes of study leading to a degree of the University. The Senate may designate awards of the University other than degrees, for which External Examiners should be appointed.
2. External Examiners shall be appointed for a period of four years by the relevant Dean, under powers delegated by the Senate, receiving nominations from the Departments or partner institutions concerned. Appointments may be terminated with six months' notice by either party. External Examiners for taught degree schemes may not normally be re-appointed by the University for four years.
3. Decisions as to the classification of a degree and the conferment or not of a Bachelor's degree shall normally require the consent of the

appropriate Award External Examiner. Failing this, the consent of a two-thirds majority, including the Chair, of the internal and External Examiners present and voting at the meeting shall be required, except when Regulation 6.18 is invoked.

Ordinance 46

BOARDS OF EXAMINERS

The Senate has delegated to Boards of Examiners the power to make the final decision on the results for courses/modules, progression, awards and degree classification for all students of the University, provided that the Board of Examiners is properly constituted in accordance with the procedures approved by the Senate.

Ordinance 47

REGULATIONS, POLICIES AND PROCEDURES

The Senate shall determine University regulations, policies and procedures for all programmes of study of the University. The Academic Registrar shall ensure that accurate and timely information is published to students. No change of substance shall be made to the regulations, policies and procedures pertaining to programmes of study of the University unless such change has been approved by the Senate and published by the Academic Registrar before the end of the academic year preceding that in which the change is to apply or, in exceptional circumstances, to be approved in each case by the Vice-Chancellor, on behalf of the Senate, before the first day of the period of study in which the change is to apply.

Ordinance 48

YEAR AND TERM

1. In the Charter, Ordinances and Regulations 'year' shall be defined as twelve calendar months.
2. With reference to the report of the Auditors and the Accounts, 'year' shall be twelve calendar months from the first day of August, unless in a particular case the circumstances require otherwise.
3. With reference to the offices of Pro-Chancellor, Treasurer, Chair of the Council, Pro-Vice-Chancellor, Dean, Head of Department and all other academic offices, 'year' shall be twelve calendar months from the first day of August, unless in a particular case the circumstances require otherwise.
4. With reference to meetings of the Council and the Senate and their Boards and Committees, and to the Annual Report, 'year' shall be twelve calendar months from the first day of August.
5. The period from the first day of the Autumn Term to the last day of September, both days included, shall be known as the 'academic year'.
6. There shall be three academic terms, being the Autumn Term, the Spring Term and the Summer Term, the dates of which shall be determined by the Senate.

Ordinance 49

USE OF THE UNIVERSITY SEAL

1. All deeds and documents requiring to be sealed by the University shall be sealed in the presence of two members of the Council, or of one member of the Council and the Registrar and Secretary or the Director of Finance, or of the Registrar and Secretary and the Director of Finance.
2. A Register shall be kept, listing all deeds and documents signed under seal. The Register shall be available for inspection by any member of the Council.

University Regulations

Academic Regulations

Regulations relating to Admission

1.1.

Admission denotes acceptance of a person to begin a programme of study leading to a degree of the University. A programme of study shall be taken to include a programme of Study and research.

1.2.

Only persons who have satisfied the general entrance requirements of the University may be admitted and permitted to register as a student of the University. Whilst the University has no minimum or upper age limits on entry, those who will be under 18 years of age will be required to comply with University child protection procedures. Offers of admission will only be made to those applicants who undertake to comply with the University's child protection procedures.

1.3.

Only persons who have been admitted may be permitted to begin a programme of study leading to an award of the University.

1.4.

Persons who have been offered a place in the University to begin a programme of study must register as required under the procedures approved from time to time by the University by the end of the period of twenty-eight days starting with the day on which their programme of study commences, normally the first day of the autumn term in the year in which their programme of study commences. If a person fails so to register, the offer of admission to the programme of study will lapse. It should be noted that, notwithstanding this Regulation, attendance is normally required on academic grounds from the first day of commencement of the programme of study.

1.5.

A person who, after his/her acceptance for admission as a student, has been convicted of a criminal offence, other than an isolated minor offence, may be required to withdraw from or be refused admission to the University.

General Entrance Requirements

1.6.

(a) The qualifications listed below will be accepted as satisfying the University's General Entrance Requirements for an ordinary or honours degree. In addition, applicants must have a minimum of five General Certificates of Secondary Education awarded by one of the examining bodies approved by the Department for Children, Schools and Families, grade C or above, or acceptable equivalent level 2 of the national qualifications framework.

- i. Passes in at least two subjects of Advanced Level General Certificate of Education, awarded by one of the examining bodies approved by the Department for Children, Schools and Families.
 - ii. An Advanced or progression Level 3 Diploma.
 - iii. A National Certificate or Diploma or Higher National Certificate or Diploma.
 - iv. Completion of an approved Access Certificate or Diploma or similar course intended to facilitate entry into higher education to a standard specified by the University.
 - v. University of Cambridge International Examinations Pre-U Diploma.
 - vi. 30 full credits awarded in respect of any course of the Open University at least at level 'O'.
 - vii. A degree awarded by another university in the United Kingdom and by such other universities as may be approved for this purpose.
 - viii. Diplomas awarded by a university or university college in the United Kingdom and by such other universities as may be approved for this purpose.
 - ix. A full practising professional qualification approved for this purpose.
 - x. An approved certificate of proficiency as a trained teacher awarded after a course of full-time training lasting at least two years.
 - xi. Passes in four subjects at the Higher grade of the Scottish Certificate of Education;
 - xii. The International Baccalaureate Diploma.
 - xiii. The European Baccalaureate.
 - xiv. The Advanced General National Vocational Qualification.
 - xv. A twelve unit Advanced Vocational Certificate in Education.
 - xvi. Six Irish Higher Certificates.
 - xvii. The Welsh Baccalaureate at appropriate level.
 - xviii. Other national qualifications approved for this purpose or equivalent to any of the above.
 - xix. For some Health and Human Sciences programmes of study the National Vocational Qualification Level 3 is acceptable in specified subject areas.
- (b) The General Entrance Requirement for a Foundation Degree requires a minimum of five General Certificates of Secondary Education, grade C or above, or acceptable equivalent level 2 of the National Qualifications Framework. Applicants must also have a pass in one Advanced Level General Certificate of

Education or equivalent awarded by one of the examining bodies approved by the Department for Children, Schools and Families.

1.7.

The Senate shall approve qualifications for the purpose of fulfilling the General Entrance Requirements under the provisions of Regulation 1.6.

1.8.

A Dean may declare the following eligible for selection for admission:

- (a) Applicants who do not satisfy any of the requirements listed in Regulation 1.6. above, but who submit satisfactory evidence of having passed examinations which are considered to be equivalent to any of those listed.
- (b) In special cases, applicants who submit satisfactory evidence of previous study and/or employment of the capacity and attainments requisite to enable them to pursue the programme of study for which they are applying. The Dean may delegate this responsibility to a nominee.

1.9.

A Dean or his/her nominee may declare applicants eligible for selection for admission to a programme of study leading to the grant of credits, which may be accumulated towards an award of the University, if they submit satisfactory evidence of the capacity and attainments requisite to enable them to pursue the programme of study for which they are applying.

Degree Course Pre-Requisites

NOTE: Where reference is made to the General Certificate of Education (GCE) Advanced Level or the General Certificate of Secondary Education (GCSE), equivalent qualifications may also be deemed acceptable for admission purposes.

1.10.

DEGREES OF STUDY INVOLVING THE STUDY OF A MODERN LANGUAGE

Applicants for degrees involving the study of a modern language may be required to have a pass at GCE Advanced level in one of the foreign languages they wish to study.

1.11.

DEGREES REQUIRING THE GCSE IN MATHEMATICS

Applicants for degrees including the study of degrees in the Essex Business School, the departments of Biological Sciences, Computing and Electronic Systems, Economics, Psychology or the School of Health and Human Sciences are required to have at least a C grade pass in Mathematics.

1.12.

DEGREES REQUIRING THE GCSE IN SCIENCE

Applicants for degrees in the Departments of Computing and Electronic Systems and Biological Sciences may be required to have at least a C grade pass in GCSE Science.

1.13.

DEGREES REQUIRING GCE ADVANCED LEVEL MATHEMATICS

Applicants for degrees involving the study of Mathematics, Electronic or Telecommunications Engineering are normally required to have achieved a pass in GCE Advanced Level Mathematics.

1.14.

DEGREES REQUIRING GCE ADVANCED LEVEL IN A HUMANITIES SUBJECT

Applicants for degrees involving the study of Drama, Literature or Film Studies are required to have a GCE Advanced Level pass in a Humanities subject.

1.15.

DEGREES REQUIRING GCE ADVANCED LEVEL SCIENCE

Applicants for the three year degrees in Biological Sciences (eg Biology, Sports Science) are normally required to have a GCE Advanced Level pass in Biology and a second science.

Applicants for either the three or four year degrees involving Biochemistry are normally required to have a GCE Advanced level pass in Chemistry and a second science.

NOTE: A second science includes GCE Advanced Levels in Mathematics, Physics, Electronics, Psychology, Geography or Physical Education.

Accreditation of Prior Learning

1.16

Applicants who have evidence of previous relevant learning may be permitted to import credit towards a named University award, within the University's policy for the Accreditation of Prior Learning (APL) or Accreditation of Prior Experiential Learning (APEL).

Overseas Applicants

1.17.

Applicants whose mother-tongue is not English are required to provide to the relevant University officer evidence that their ability to understand and express themselves in both written and spoken English is sufficiently high to enable them to derive full benefit from the programme of study for which they are applying.

They are also required, unless exempted by the relevant University officer, to undertake a test of proficiency in written and spoken English conducted at the University. The test will normally take place in the first week of the Autumn term in

which they enter the University. Students who register after the beginning of the Autumn term will take the test at a time arranged by the International Academy. On the basis of this test, students and their Departments will:

- (a) be advised that English classes are not normally considered necessary or
- (b) be advised that they should take English language support classes or
- (c) be required to take English language support classes.

1.18.

Applicants for a programme of study not leading to an examination for a degree or other qualification awarded by the University (eg Exchange Students) must satisfy the relevant University officer of their fitness to enter upon the programme of study which they intend to undertake.

Regulations relating to Programmes of Study

2.1

The University offers programmes of study leading to the following awards:

SUB HONOURS

Certificate in Education (*CertEd*)
Certificate of Continuing Education (*CertCE*)
Certificate of Higher Education (*CertHE*)
Diploma of Higher Education (*DipHE*)
Foundation Degree in Arts (*FdA*)
Foundation Degree in Science (*FdSc*)
Bachelor of Arts (*BA*)
Bachelor of Science (*BSc*)

HONOURS DEGREE

Bachelor of Arts (*BA*)
Bachelor of Engineering (*BEng*)
Bachelor of Laws (*LLB*)
Bachelor of Science (*BSc*)

TAUGHT POSTGRADUATE

Graduate Diploma (*Dip*)
Graduate Certificate (*Cert*)
Certificate in Management Studies (*CMS*)
Diploma in Management Studies (*DMS*)
Postgraduate Diploma (*PGDip*)
Postgraduate Certificate (*PGCert*)
Postgraduate Certificate in Education (*PGCE*)(*M*)
Professional Graduate Certificate in Education (*PGCE*)
Master of Arts or Environmental Studies or Laws or Science or Fine Arts (by coursework) (*MA*, *MEnv*, *LLM*, *MSc MFA*)
Master of Business Administration (*MBA*)
Master of Fine Art (*MFA*)
Master of Public Enterprise and Management (*MPEM*)
Master of Public Health (*MPH*)
Master of Research (*MRes*)

RESEARCH DEGREE

Master of Arts or Laws or Science by dissertation (*MA*, *LLM* or *MSc* by dissertation)
Master of Philosophy (*MPhil*)
Master of Philosophy (MPhil Programme) (*MPhil Prog*)
Doctor of Philosophy (*PhD*)
Doctor of Philosophy (Integrated) (*PhD Int*)
Doctor of Philosophy (Doctoral Programme) (*Doc Prog*)
Professional Doctorate*
Doctor of Medicine (*MD*)

*short codes for Professional Doctorates are subject-specific; see individual degrees in Regulation 2.2. initialled with 'D' and the qualification title.

2.2.

Students may be admitted to the following programmes of study, listed by Departments, Centres and other units, which lead to awards conferred or granted by the University. Programmes of study may be available in more than one mode of study, for example, full-time, part-time and/or modular. In individual cases a student's programme of study may lead to an award being conferred or granted which is not listed below. The University reserves the right not to admit students to a programme of study in a particular academic year:

Art History and Theory

HONOURS DEGREE

Film Studies and History of Art *BA*
History of Art *BA*
History of Art and American (US) Studies *BA*
History of Art and Modern Languages *BA*
History of Art with Modern Languages *BA*
Literature and History of Art *BA*

TAUGHT POSTGRADUATE

Architectural History and Theory *MA*
Art and Film Studies *MA*
Art History *Dip*
Art History and Theory *MA Dip*
Contemporary Art, Theory and Criticism *MA*
Critical Management and Curating *MA*
European Art from Renaissance to the Nineteenth Century *MA*
Gallery Studies *MA with dissertation*
Gallery Studies and Critical Curating *MA*
Latin American Art and Architecture *MA*
Pre-Columbian and Native American Art *MA*

RESEARCH DEGREE

Art History and Theory *PhD MPhil MA by dissertation*

Biological Sciences

HONOURS DEGREE

Biochemistry *BSc*
Biodiversity and Conservation *BSc*
Biological Sciences *BSc*
Biomedical Sciences *BSc*
Cell and Molecular Biology *BSc*
Clinical Physiology (Cardiology) *BSc*
Ecology *BSc*
Genetics *BSc*
Marine and Freshwater Biology *BSc*
Molecular Medicine and Biochemistry *BSc*
Sports and Exercise Science *BSc*
Sports Science and Biology *BSc*

TAUGHT POSTGRADUATE

Biotechnology *MRes MSc*
Cardiac Rehabilitation *MSc PGCert*
Environment, Science and Society *MA MSc*
Marine Biology *MSc*

Molecular Medicine *MSc*
Sports Science (Fitness and Health) *MSc*

RESEARCH DEGREE

Biochemistry *PhD MPhil MSc by dissertation*
Biological Sciences *PhD MPhil MSc by dissertation*
Biological Sciences: Immunology *PhD MPhil MSc by dissertation*
Cell and Molecular Biology *PhD MPhil MSc by dissertation*
Chemical Biology *PhD MPhil MSc by dissertation*
Environmental Biology *PhD MPhil MSc by dissertation*
Environmental Sciences *PhD MPhil MSc by dissertation*
Marine Biology *PhD MPhil MSc by dissertation*
Medicine (*MD*)
Microbiology *PhD MPhil MSc by dissertation*
Molecular Medicine *PhD MPhil MSc by dissertation*
Sport and Exercise Medicine *PhD MPhil MSc by dissertation*
Sport and Exercise Psychology *PhD MPhil MSc by dissertation*
Sport and Exercise Science *PhD MPhil MSc by dissertation*

Chimera (Institute for Socio-technical Innovation and Research)

RESEARCH DEGREE

Socio-Technical Studies *PhD*

Computational Finance and Economic Agents, Centre for

TAUGHT POSTGRADUATE

Agent-Based Computational Economics and E-Markets *MSc*
Computational Finance *MSc*
Financial Software Engineering *MSc*

RESEARCH DEGREE

Computational Economics *Dog Prog*
Computational Finance *PhD PhD (Int) Doc Prog MPhil MSc by dissertation*

Computing and Electronic Systems

HONOURS DEGREE

Alternative Energy Systems *BEng*
Artificial Intelligence and Robotics *BSc*¹
Computer Games *BSc*
Computer Networks *BEng*
Computer Science *BSc*
Computers and Electronics *BEng*
Computing and Management *BSc*¹
Computer Systems Engineering *BEng*
Electronic Engineering *BEng*
Embedded Computer Systems *BEng*¹
Financial Software Engineering *BSc*
Information and Communication Technology *BSc*²
Internet Technology *BSc*¹

Secure Computer Systems *BEng*²
Software Engineering *BSc*
Telecommunication Engineering *BEng*

TAUGHT POSTGRADUATE

Advanced Web Application Programming *MSc*
Computer and Information Networks *MSc*
Computer Science *MSc*
Computer Studies *MSc*
Computer Security *MSc*
E-Commerce Technology *MSc*
Embedded Systems *MSc*
Intelligent Systems and Robotics *MSc*
Mobile Networks and Systems *MSc*
Photonic Devices, Systems and Networks *MSc*
Telecommunication and Information Systems *MSc*
Web Development *MSc*

RESEARCH DEGREE

Applied Physics *PhD MPhil MSc by dissertation*
Computing and Electronic Systems *PhD MPhil MSc by dissertation*
Computer Science *PhD PhD (Int) Doc Prog MPhil MSc by dissertation*
Electronic Systems Engineering *PhD MPhil MSc by dissertation*

East 15

SUB HONOURS

Community Theatre *FdA*
Specialist Performance Skills (Stage Combat) *FdA*¹
Technical Theatre Studies *FdA*
Theatre Arts *CertHE*

HONOURS DEGREE

Acting *BA*
Acting and Contemporary Theatre²
Acting and Stage Combat²
Contemporary Theatre Practice *BA*
Community Theatre *BA*
Physical Theatre *BA*
Specialist Performance Skills (Stage Combat) *BA*¹
Technical Theatre Studies *BA*
World Performance *BA*

TAUGHT POSTGRADUATE

Acting *MA PGDip*¹
Acting for TV, Film and Radio *MA PGDip*¹
Acting (International) *MA MFA*
Theatre Directing *MA MFA*

Economics

HONOURS DEGREE

Economics *BA BSc*
Economics (International Exchange) *BA*
Economics with Mathematics *BSc*
Economics with French *BA*
Economics with French (International Exchange) *BA*
Economics with German *BA*
Economics with German (International Exchange) *BA*
Economics with Italian *BA*

Economics with Italian (International Exchange) BA
 Economics with Spanish BA
 Economics with Spanish (International Exchange) BA
 Economics with Portuguese BA
 Economics with Portuguese (International Exchange) BA
 Financial Economics BA BSc
 Financial Economics (International Exchange) BA BSc
 History and Economics BA
 International Economics BA BSc
 International Economics (International Exchange) BA BSc
 Management Economics BA BSc
 Management Economics (International Exchange) BA BSc

TAUGHT POSTGRADUATE

Accounting and Financial Economics MSc
 Applied Economics and Data Analysis MSc
 Economics MSc Dip
 Economics and Econometrics MSc
 Financial and Business Economics MSc
 Financial Economics MSc
 Financial Economics and Econometrics MSc
 International Economics MSc
 Management Economics MSc

RESEARCH DEGREE

Economics PhD PhD (Int) Doc Prog MPhil MSc by dissertation
 Economics of Russia PhD

Essex Business School

SUB HONOURS

Project Management FdA

HONOURS DEGREE

Accounting BA
 Accounting and Finance BA
 Accounting and Management BA
 Accounting with Economics BA
 Banking and Finance BSc
 Business and Service Industry Management BSc
 Business Management BSc
 Business Management and Modern Languages BA
 Business Management with a Modern Language BA
 Business Management with English BSc
 Finance BSc
 Financial Management BSc
 International Enterprise and Business Development BSc
 Management and Marketing BSc
 Marketing and Finance BSc
 Marketing and Human Resource Management BSc
 Marketing and Innovation BSc
 New Technology and Digital Enterprise Management BSc

New Venture Creation and Enterprise Management BSc

TAUGHT POSTGRADUATE

Accounting MSc
 Accounting and Finance MSc
 Accounting and Financial Management MSc
 Accounting and Management MSc
 Accounting, Finance and Management MRes
 Banking and Finance MSc
 Business Administration MSc by dissertation MPhil
 Contemporary European Management MSc
 Corporate Governance MSc
 Creative Industry Management MSc
 Entrepreneurship MSc by dissertation
 Entrepreneurship and Innovation MSc PG Dip PG Cert
 Entrepreneurship and Leadership in the Creative Industries MSc
 Entrepreneurship and Regional Development MSc
 Finance MSc
 Finance and Investment MSc
 Finance and Management MSc
 International Accounting MSc
 International Business and Entrepreneurship MSc
 International Finance MSc
 International Management MSc
 International Marketing and Entrepreneurship MSc
 International Small Business Management MSc
 Management, Marketing and Society MSc
 Management Psychology MSc
 Management Studies MA
 Management, Innovation and Technology MSc
 Organisation Studies and Human Resource Management MSc
 Public Enterprise and Management MPEM MA Dip PG Cert
 Social and Community Enterprise Management MSc
 Strategic Change MA

RESEARCH DEGREE

Accounting PhD PhD (Int) MPhil MSc by dissertation
 Accounting and Finance PhD Doc Prog MPhil MSc by dissertation
 Business Administration PhD
 Entrepreneurship PhD
 Finance PhD PhD (Int) Doc Prog MPhil MSc by dissertation
 Management PhD (Int)
 Management Studies PhD Doc Prog MPhil MA by dissertation

Government

HONOURS DEGREE

Economics and Politics BA
 Economics and Politics (International Exchange) BA
 International Relations and Politics BA

International Relations and Politics (International Exchange) *BA*
 Philosophy, Politics and Economics *BA*
 Philosophy, Politics and Economics (International Exchange) *BA*
 Politics *BA*
 Politics (International Exchange) *BA*
 Politics and Law *BA*
 Politics with Human Rights *BA*

TAUGHT POSTGRADUATE

British Government and Politics *MA*
 European Integration *MA*
 European Politics *MA*
 Global and Comparative Politics *MA*
 Ideology and Discourse Analysis *MA*
 International Relations *MA MRes*
 Political Behaviour *MA*
 Political Economy *MA MRes*
 Political Theory *MA*
 Politics *MA MRes Dip*
 Public Opinion and Polling *MA*
 Social Science Data Analysis *MA PGDip*

RESEARCH DEGREE

British Government and Politics *Doc Prog*
 European Politics *Doc Prog*
 Government *PhD MPhil MA by dissertation*
 Ideology and Discourse Analysis *Doc Prog*
 International Relations *Doc Prog*
 Political Behaviour *Doc Prog*
 Political Economy *Doc Prog*
 Political Science for the Study of Russian Politics *PhD*
 Political Theory *Doc Prog*
 Politics *Doc Prog*

Health and Human Sciences, School of

SUB HONOURS

Health Science (Care of Adult) *FdSc*
 Health Science (Mental Health) *FdSc*
 Oral Health Science *FdSc*

HONOURS DEGREE

Health and Human Sciences *BSc*
 Health Care *BSc*
 Health Care Practice *BSc*
 Health Studies *BA*
 Health Studies and Sociology *BA*
 Nursing (Adult) *BSc*
 Nursing (Mental Health) *BSc*
 Pre-Hospital Critical Care *BSc*
 Social Psychology and Sociology *BSc*

TAUGHT POSTGRADUATE

Adult Nursing *MSc*
 Advanced Clinical Practice *MSc PGDip PGCert*
 Advanced Clinical Practice (Long Term Conditions) *MSc PGDip*
 Advanced Musculoskeletal Practice *MSc PGDip*
 Clinical Practice *PGCert*
 Clinical Practice (Long Term Conditions) *PGCert*
 Health Service Management *MSc PGDip*

Health Studies *MRes*
 Infection Control *MSc PGCert PGDip*
 Medical and Clinical Education *MSc PGDip PGCert*
 Mental Health Nursing *MSc*
 Physiotherapy *MSc*
 Public Health *MPH PhD MPhil MSc by dissertation PGDip*
 Speech and Language Therapy *MSc*
 Supervisory and Reflective Practice *MSc PGDip*

RESEARCH DEGREE

Clinical Psychology *DClinPsych*
 Child and Educational Psychology *DChildEdPsyche*
 Counselling Psychology *DCounsellingPsych*
 Health and Social Care Education *DHealthCareEducation*
 Health Service Management *DManagement(Health Services)*
 Health Studies *PhD MPhil MSc by dissertation*
 Health Visiting (Public Health) *DPublicHealth (Health Visiting)*
 Nursing *DNursing*
 Nursing Studies *PhD MPhil MSc by dissertation*
 Occupational Therapy *DOccupationalTherapy PhD MPhil MSc by dissertation*
 Public Health *DPublicHealth*
 Social Care Practice Management *DManagement(Social Care Practice)*
 Social Policy *PhD MPhil MSc by dissertation*
 Social Services Management *DManagement(Social Services)*

History

SUB HONOURS

Local Historical Studies *CertCE*

HONOURS DEGREE

American History *BA*
 British and European History *BA*
 Contemporary History *BA*
 History *BA*
 History (Year Abroad) *BA*
 History and Criminology *BA*
 History and Literature *BA*
 History and Modern Languages *BA*
 History and Sociology *BA*
 History with Film Studies *BA*
 History with Modern Languages *BA*
 Modern History *BA*
 Modern History and International Relations *BA*
 Modern History and Politics *BA*
 Social and Cultural History *BA*

TAUGHT POSTGRADUATE

Cultural and Social History *MA PGCert*
 Historical Studies *MA*
 History *MA PGCert*
 Researching History in Britain *MA*

RESEARCH DEGREE

History *PhD MPhil MA by dissertation*

Local History *PhD MPhil MA by dissertation*

Human Rights Centre

TAUGHT POSTGRADUATE

Human Rights and Research Methods *MSc*

Theory and Practice of Human Rights *MA PGDip*

Institute for Social and Economic Research

RESEARCH DEGREE

Applied Social and Economic Research *PhD*

MPhil MA by dissertation

Economics *PhD MPhil*

Sociology *PhD*

Interdisciplinary Studies in the Humanities, Centre for

HONOURS DEGREE

American (United States) Studies *BA*

American (United States) Studies with Film *BA*

Criminology and American Studies *BA*

European Studies *BA*

European Studies and Modern Languages *BA*

European Studies with French *BA*

European Studies with German *BA*

European Studies with Italian *BA*

European Studies with Politics *BA*

European Studies with Spanish *BA*

Humanities *BA*

Latin American Studies *BA*

Latin American Studies with Business Management
BA

Latin American Studies with Human Rights *BA*

International Academy

HONOURS DEGREE

Computers and Electronics *BSc*

Economics *BA BSc*

Financial Economics *BA BSc*

International Economics *BA BSc*

Management Economics *BA BSc*

Management, Mathematics and Economics *BSc*

TAUGHT POSTGRADUATE

Applied Linguistics with English for Academic
Purposes *Dip*

Art History and Theory with English for Academic
Purposes *Dip*

English for Academic Purposes *Dip*

Politics with English for Academic Purposes *Dip*

Psychoanalytic Studies with English for Academic
Purposes *Dip*

Psychological Studies with English for Academic
Purposes *Dip*

Teaching English for Speakers of Other Languages
MA PGDip PGCert

Language and Linguistics

SUB HONOURS

English Language Teaching Practice *CertHE*

Modern Languages *CertCE CertHE DipHE*

HONOURS DEGREE

Drama and Modern Languages *BA*

English Language *BA*

English Language and English Language Teaching
BA

English Language and Linguistics *BA*

English Language and Literature *BA*

English Language and Sociolinguistics *BA*

English Language, Language Acquisition and
Language Disorders *BA*

French Studies and Modern Languages *BA*

German Studies and Modern Languages *BA*

Language and Communication *BA*

Language Studies *BA*

Linguistics *BA*

Modern Languages *BA*

Modern Languages and English Language *BA*

Modern Languages and Linguistics *BA*

Modern Languages and Teaching English as a
Foreign Language *BA*

Modern Languages with Italian Studies *BA*

Modern Languages with Portuguese Studies *BA*

Philosophy and/or with Modern Languages *BA*

Politics and Modern Languages *BA*

Spanish Studies and Modern Languages *BA*

Teaching English as a Foreign Language *BA*

TAUGHT POSTGRADUATE

Applied Linguistics *MA*

Applied Linguistics and Intercultural
Communication *MA*

Applied Linguistic Research *MA*

Computational Linguistics *MA*

Computer Assisted Language Learning *MA*

English for Specific Purposes *MA*

English Language and Linguistics *MA*

English Language Teaching *MA*

English Language Teaching (Young Learners) *MA*

Language Disorders *MA*

Language Testing and Programme Evaluation *MA*

Linguistic Studies *MA*

Linguistics *MA MRes*

Management and Professional Communication *MA*

Phonology *MA*

Psycholinguistics and Neurolinguistics *MA*

Second Language Acquisition *MA*

Sociolinguistics *MA*

Sociolinguistics of the Arab World *MA*

Syntax *MA*

Teaching English as a Foreign Language *MA*

Varieties of English *MA*

RESEARCH DEGREE

Applied Linguistics *PhD PhD (Int) MPhil MPhil
Prog MA by dissertation*

Descriptive and Applied Linguistics *MPhil Prog*

English Language and Linguistics *MPhil Prog*

English Language Teaching *PhD MPhil MPhil
Prog MA by dissertation*

Language Acquisition *MPhil Prog*

Language Testing and Programme Evaluation
MPhil Prog
 Linguistics *PhD PhD (Int) MPhil MPhil Prog MA by dissertation*
 Phonology *Doc Prog MPhil Prog*
 Psycholinguistics and Neurolinguistics *PhD MPhil MPhil Prog MA by dissertation*
 Sociolinguistics *PhD MPhil MPhil Prog MA by dissertation*
 Syntax *MPhil Prog*

Law, School of

HONOURS DEGREE

English and French Law (Maitrise) *LLB*
 Law *LLB*
 Law and Human Rights *BA LLB*
 Law and Philosophy *LLB*
 Law and Politics *LLB*
 Laws (International Exchange) *LLB*

TAUGHT POSTGRADUATE

EU Law and Comparative Legal Studies *LLM*
 European Business Law (PALLAS) *LLM*
 European Union Law *LLM PGDip*
 Health Care Law and Human Rights *LLM*
 Information Technology, Media and E-Commerce *LLM PGDip*
 International Human Rights Law *LLM*
 International Trade Law *LLM PGDip*
 UK Human Rights and Public Law *LLM PGDip*

RESEARCH DEGREE

Law *PhD MPhil LLM by dissertation*
 Laws of Russia *PhD*

Learning and Teaching Unit (Continuing Professional Development)

TAUGHT POSTGRADUATE

Higher Education Practice *PGCert*

Literature, Film, and Theatre Studies

HONOURS DEGREE

Comparative Literature *BA*
 Creative Writing *BA*
 Drama *BA*
 Drama and Literature *BA*
 English and United States Literature *BA*
 English Literature *BA*
 Film Studies *BA*
 Film Studies and Literature *BA*
 Literature and/or Modern Languages *BA*
 Literature and Myth *BA*
 Literature and Sociology *BA*

TAUGHT POSTGRADUATE

Film and Literature *MA*
 Film Making *MA MFA*
 Film Studies *MA*
 Literature *MA*
 Myth, Literature, and the Unconscious *MA*
 Theatre *MA*

RESEARCH DEGREE

Creative Writing *PhD MPhil MA by dissertation*
 Film Studies *PhD MPhil MA by dissertation*
 Literature *PhD MPhil MA by dissertation*
 Theatre Studies *PhD MPhil MA by dissertation*

Mathematical Sciences

HONOURS DEGREE

Accounting and Mathematics *BSc*
 Computing and Mathematics *BSc*
 Economics and Mathematics *BSc*
 Finance and Mathematics *BSc*
 Management and/or Mathematics *BSc*
 Management, Mathematics and Economics *BSc*
 Mathematics *BSc*
 Mathematics (with a year in the USA) *BSc*
 Mathematics and Biology *BSc*
 Mathematics and Humanities *BSc*
 Mathematics for Secondary Teaching *BSc*
 Mathematics with Computing *BSc*
 Mathematics with Economics *BSc*
 Mathematics, Cryptology and Network Security *BSc*

TAUGHT POSTGRADUATE

Biomathematics *MSc PGDip*
 Discrete Mathematics and Its Applications *MSc PGDip*
 Financial Decision Making with Applications *MSc PGDip*
 Mathematics *Dip*
 Mathematics and Finance *MSc PGDip*
 Operational Research and Computer Science *MSc PGDip*
 Statistics and Computer Science *MSc PGDip*
 Statistics and Data Analysis *MSc PGDip*
 Statistics and Econometrics *MSc PGDip*
 Statistics and Operational Research *MSc PGDip*

RESEARCH DEGREE

Applied Mathematics *PhD MPhil MSc by dissertation*
 Bioinformatics *PhD*
 Discrete Mathematics and Its Applications *Doc Prog*
 Mathematics *PhD MPhil MSc by dissertation*
 Molecular Medicine *MSc*
 Operational Research *PhD MPhil MSc by dissertation*
 Operational Research with Computer Science *Doc Prog*
 Pure Mathematics *PhD MPhil MSc by dissertation*
 Statistics *PhD MPhil MSc by dissertation*
 Statistics and Operational Research *Doc Prog*
 Statistics and Computer Science *Doc Prog*
 Statistics and Data Analysis *Doc Prog*

Philosophy

HONOURS DEGREE

Philosophy *BA*
 Philosophy (International Exchange) *BA*

Philosophy and History *BA*
Philosophy and Law *BA*
Philosophy and Literature *BA*
Philosophy and Politics *BA*
Philosophy and Sociology *BA*
Philosophy with Human Rights *BA*

TAUGHT POSTGRADUATE

Continental Philosophy *MA PGCert*
Continental Philosophy & Health Care Ethics *MA*
Continental Philosophy & Health Care Law *MA*
Ethics, Politics and Public Policy *MA PGCert*
Philosophy and Psychoanalysis *MA PGCert*

RESEARCH DEGREE

Philosophy *PhD PhD (Int) MPhil MA by dissertation*

Psychoanalytic Studies, Centre for

SUB HONOURS

Creating the Therapeutic Environment *CertCE*
Therapeutic Communication and Therapeutic Organizations *FdA*

TAUGHT POSTGRADUATE

Applications of Psychoanalysis in Health Care *MA*
Jungian and Post-Jungian Studies *MA*
Management and Psychoanalysis *MA PGDip*
Psychoanalysis in Social and Cultural Studies *MA*
Psychoanalysis of Social Observation *MA PGCert*
Psychoanalytic Studies *MA*
Psychoanalytic Studies in Psychotherapeutic Practice *MA PGDip PGCert*
Refugee Care *MA PhP*
Working with Attachment *PGCert*

RESEARCH DEGREE

Analytical Psychology *DAnPsych*
Applications of Psychoanalysis in Health Care *Doc Prog*
Psychoanalysis in Social and Cultural Studies *Doc Prog*
Psychoanalytic Psychotherapy *DPsychPsych*
Psychoanalytic Studies *PhD Doc Prog MPhil MSc by dissertation*
Refugee Care *PhD Doc Prog MPhil MA by dissertation*

Psychology

HONOURS DEGREE

Psychology *BA BSc*

TAUGHT POSTGRADUATE

Cognitive Neuropsychology *MSc*
Developmental Neuropsychology *MSc*
Psychology *MSc Dip*
Research Methods in Psychology *MSc*

RESEARCH DEGREE

Neuropsychology *PhD MPhil MSc by dissertation*
Psychology *PhD Doc Prog MPhil MSc by dissertation*

Sociology

HONOURS DEGREE

Criminology and the Media *BA*
Criminology and Social Psychology *BA*
Media, Culture and Society *BA*
Politics and Sociology *BA*
Sociology and Criminology *BA*

Sociology (Humanities) *BA*
Sociology (Social Sciences) *BA*
Sociology with Human Rights *BA*

TAUGHT POSTGRADUATE

Criminological Research *MA*
Criminology and Sociology *MA*
Gender, Culture and Society *MA*
Media, Culture and Society *MA*
Nation, Citizenship and Human Rights *MA*
Sociological Research *MA*
Sociology *MA Cert*
Sociology and Panel Data Analysis *MA*
Sociology of Globalisation *MA¹*

RESEARCH DEGREE

Sociology *PhD PhD (Int) Doc Prog MPhil MA by dissertation*
Sociology of Russia *PhD*

¹ There will be no new student intake into this course after October 2009. This course has been discontinued.

² This is a new course commencing in October 2009

2.3.

Validated Programmes of Study

Awards with the following titles, validated by the University for delivery at a Partner Institution, may be conferred or granted by the University.

Colchester Institute

SUB HONOURS

Art and Design *CertHE*
Art and Design: Professional Practice *FdA*
Computing *CertHE*
Computing Solutions (Internet) *FdSc*
Computing Solutions (Networks) *FdSc*
Construction *CertHE*
Construction Management *FdSc CertHE*
Creative Performance (Acting) *FdA*
Early Years *FdA CertHE*
Education (Lifelong Learning Sector) *CertEd*
Education (Post-Compulsory Education) *CertEd*
Education (Teaching Literacy and ESOL) *CertEd*
Engineering Practice *FdSc*
Health and Social Care *FdA*
Management *FdA*
Management of Hospitality *FdA*
Management of Sport *FdA*
Management of Tourism *FdA*
Musical Theatre *FdA*
Person Centred Counselling *DipHE*
Person Centred Skills *CertHE*
Popular Music *FdA*
Technical Theatre *FdA*
Video Production *FdA*

HONOURS DEGREE

Art and Design *BA*
Computing Solutions (Internet) *BSc*
Computing Solutions (Networks) *BSc*
Construction Management (Site Management) *BSc*

Construction Management (Commercial Management) *BSc*
 Counselling Studies *BA*
 Creative Performance (Acting) *BA*
 Early Years *BA*
 Health and Social Care *BA*
 Management *BA*
 Management of Hospitality *BA*
 Management of Sport *BA*
 Management of Tourism *BA*
 Music *BA*
 Musical Theatre *BA*
 Occupational Therapy *BSc*
 Physiotherapy *BSc*
 Technical Theatre *BA*

TAUGHT POSTGRADUATE

Art, Design and the Book *MA*
 Arts in a Social Context *MA*
 Contemporary Art and Professional Practice *MA*
 Contemporary Sculptural Practice *MA*
 Education (Lifelong Learning Sector) *PGCert*
PGCE CertEd
 MBA Education (Post-Compulsory Education) *PGCE*
 Management *PGDip PGCert*
 Music *MA*

Insearch Essex

SUB HONOURS

Business *CertHE*
 Business Management *CertHE*
 Computer Science *CertHE*
 Computing and Management *CertHE*

Kaplan Open Learning

SUB HONOURS

Business and Management *FdA*
 Business Studies *DipHE CertHE*
 Criminal Justice *FdA*
 Entrepreneurship *FdA*
 Internet Marketing *FdA*
 Marketing and Sales Management *FdA*

HONOURS

Business and Management *BA*

South East Essex College

SUB HONOURS

Business Studies *FdA DipHE CertHE*
 Education (Learning and Skills Sector) *CertCE*
 Fashion Communication and Marketing *FdA*
 Fashion Design *CertHE DipHE*
 Fashion Studies *FdA*
 Graphic Design *CertHE DipHE*
 Interior Design *CertHE DipHE*
 Internet Technology *FdSc*
 Leadership and Management *FdA*
 Media Production *FdA*
 Music Performance and Practice *FdA*
 Network Technology *FdSc*

Professional Studies in Childcare and Education *CertHE*
 Sound Production and Performance Technology *FdA*

Teaching Assistants *FdA*

HONOURS DEGREE

Business Studies *BA*
 Business Studies (Law) *BA*
 Business Studies (Project Management) *BA*
 Business Studies with Finance *BA*
 Business Studies with Human Resources *BA*
 Business Studies with Marketing *BA*
 Computing *BSc*
 Counselling *BA*
 Digital Animation *BA*
 Early Years Education *BA*
 eMedia *BA*
 Fashion Communication and Marketing *BA*
 Fashion Design *BA*
 Fine Art *BA*
 Graphic Design *BA*
 Interior Design *BA*
 Journalism *BA*
 Media Production *BA*
 Media Production and Technology *BSc*
 Multimedia Technology *BSc*
 Music Performance and Practice *BA*
 Music Production *BA*
 Network Technology *BA BSc*
 Photography *BA*
 Post-Compulsory Education Studies *BA*
 Social Studies *BSc*
 Social Work *BA*
 Sound Production and Performance Technology *BA*
 Special Education Studies *BA*
 Sports Studies *BSc*
 Television Production and Screen Media *BA*

TAUGHT POSTGRADUATE

Education (Learning and Skills Sector) *PGCE*

Tavistock and Portman NHS Foundation Trust

TAUGHT POSTGRADUATE

The Foundations of Psychoanalytic Psychotherapy *MA*
 Refugee Care *MA*

RESEARCH DEGREE

Child Community and Educational Psychology *DChildEdPsyche*
 Educational Psychology *DEdPsych*

Writtle College

SUB HONOURS

Adventure Tourism *FdA CertHE*
 Agriculture *CertHE*
 Agriculture (Crop Production) *FdSc*
 Agriculture (Farm Livestock Production) *FdSc*
 Animal Science *BSc FdSc*

Animal Studies *CertHE*
 Animal Management *BSc FdSc*
 Biological Surveying *CertHE CertCE*
 Business Management *FdA CertHE*
 Business Management (Event Management) *FdA*
 Business Management (Marketing & Supply Chain Management) *FdA*
 Conservation and Environment (Biological Surveying & Habit Management) *FdSc*
 Conservation and Environment *CertHE*
 Conservation and Environment (Ecology & Habitat Habit Management) *FdSc*
 Conservation Management *CertCE*
 Equine Breeding and Stud Management *FdSc*
 Equine Science *FdSc*
 Equine Studies *FdSc CertHE*
 Equine Studies (Applied Stud Management) *FdSc*
 Equine Studies (Behaviour and Nutrition) *FdSc*
 Equine Studies (Reproduction and Breeding) *FdSc*
 Equine Studies (Physical Therapy) *FdSc*
 Equine Studies (Sports Horse Performance) *FdSc*
 Equine Studies and Business Management *FdSc*
 Garden Design *FdSc CertHE*
 Garden Design Restoration and Management *BSc*
 Green Space Management *FdSc*
 Horticulture *FdSc CertHE CertCE*
 Horticulture (Global Crop Production) *FdSc*
 Horticulture (Landscape Construction) *FdSc*
 Horticulture (Nursery and Retail) *FdSc*
 Horticulture (Plantsmanship) *FdSc*
 Horticulture (Sports Turf Management) *FdSc*
 Horticulture (Tree Management) *FdSc*
 Landscape and Garden Design *BSc*
 Leisure Management *FdA CertHE*
 Outdoor Recreation with Conservation *FdA CertHE*
 Professional Floristry *FdSc FdA*
 Social and Therapeutic Horticulture *FdSc*
 Spatial and 3D Design *FdA*
 Sports and Exercise Performance *FdSc*
 Sports Turf Management *CertHE*
 Visual Design Communication *FdA*

HONOURS DEGREE

Adventure Tourism *BA*
 Agriculture *BSc*
 Agriculture and the Environment *BSc*
 Agriculture Business Management (Crop Production) *BSc*
 Agriculture Business Management (Farm Livestock Production) *BSc*
 Agriculture Business Management with Breeding & Stud Management *BSc*
 Agriculture Business Management with Equine Studies *BSc*
 Agriculture Business Management with Event Management *BSc*
 Agriculture Business Management with Marketing and Supply Chain Management *BSc*
 Agriculture Crop Production with Conservation Management *BSc*

Agriculture Crop Production with Global Crop Production *BSc*
 Agriculture Crop Production with Marketing & Supply Chain Management *BSc*
 Agriculture Crop Production with Wildlife Conservation *BSc*
 Animal Management *BSc*
 Animal Management (Companion and Zoo Animals) *BSc*
 Animal Management (Equine Studies) *BSc*
 Animal Management with Farm Livestock Production *BSc*
 Animal Management with Biological Surveying *BSc*
 Animal Management with Conservation Management *BSc*
 Animal Management with Wildlife Conservation *BSc*
 Animal Management with Business Management *BSc*
 Animal Management with Event Management *BSc*
 Animal Science *BSc*
 Animal Science (Companion and Zoo Animals) *BSc*
 Animal Science (Equine Studies) *BSc*
 Animal Science with Farm Livestock Production *BSc*
 Animal Science with Biological Surveying *BSc*
 Animal Science with Conservation Management *BSc*
 Animal Science with Wildlife Conservation *BSc*
 Animal Science with Ecology *BSc*
 Business Management *BA*
 Business Management (Event Management) *BA*
 Business Management (Marketing & Supply Chain Management) *BSc*
 Business Management with Conservation Management *BA*
 Business Management with Equine Studies *BA*
 Business Management with Equitation and Coaching *BA*
 Business Management with Garden Design *BA*
 Business Management with Global Crop Production *BA*
 Business Management with Health and Exercise *BA*
 Business Management with Historic Garden Management *BA*
 Conservation and Environment (Biological Surveying) *BSc*
 Conservation and Environment with Event Management *BSc*
 Conservation and Environment with Business Management *BSc*
 Conservation and Environment with Tree Management *BSc*
 Environmental Studies *BSc*
 Equine Breeding and Stud Management *BSc*
 Equine Physical Sports Performance *BSc*
 Equine Physical Therapy *BSc*
 Equine Science *BSc*

Equine Science (Behaviour and Welfare) *BSc*
 Equine Science (Breeding & Stud Management) *BSc*
 Equine Science (Equitation and Coaching) *BSc*
 Equine Science (Reproduction and Breeding) *BSc*
 Equine Science with Health and Exercise *BSc*
 Equine Studies *BSc*
 Equine Studies (Applied Stud Management) *BSc*
 Equine Studies (Behaviour and Nutrition) *BSc*
 Equine Studies (Reproduction and Breeding) *BSc*
 Equine Studies (Physical Therapy) *BSc*
 Equine Studies (Sports Horse Performance) *BSc*
 Equine Studies and Business Management *BSc*
 Equine Studies and Leisure Management *BSc*
 Equine Studies with Event Management *BSc*
 Farm Livestock Production with Conservation Management *BSc*
 Farm Livestock Production with Equine Studies *BSc*
 Farm Livestock Production with Marketing & Supply Chain Management *BSc*
 Farm Livestock Production with Wildlife Conservation *BSc*
 Green Space Management *BSc*
 Green Space Management with Conservation Management *BSc*
 Green Space Management with Wildlife Conservation *BSc*
 Green Space Management with Event Management *BSc*
 Horticulture *BSc*
 Horticulture (Global Crop Production) *BSc*
 Horticulture (Historic Garden Management) *BSc*
 Horticulture (Plantsman) *BSc*
 Horticulture (Tree Management) *BSc*
 Horticulture with Business Management *BSc*
 Horticulture with Conservation Management *BSc*
 Horticulture with Event Management *BSc*
 Horticulture with Garden Design *BSc*
 Horticulture with Art in the Environment *BSc*
 Horticulture with Marketing & Supply Chain Management *BSc*
 Horticulture with Wildlife Conservation *BSc*
 Human and Equine Sports Performance *BSc*
 Interior Architecture *BA*
 Interior Design *BA*
 International Horticulture *BSc*
 Landscape and Garden Design *BSc*
 Landscape Architecture *BSc*
 Leisure and Tourism Management *BA*
 Leisure Management *BSc BA*
 Leisure Management with Sports Management *BSc*
 Outdoor Recreation with Conservation *BA*
 Professional Floristry *BA*
 Rural Resource Management *BSc*
 Social and Therapeutic Horticulture *BSc*
 Sports and Exercise Performance *BSc*
 Wildlife Management *BSc*
TAUGHT POSTGRADUATE
 Animal Biology and Welfare *MSc*

Animal Production and Nutrition *MSc PGDip PGCert*
 Business Administration *MBA*
 Business Management *MA PGDip PGCert*
 Conservation Management *MSc MSc by dissertation PGDip PGCert*
 Equine Science *MSc*
 Equine Science and Business Management *MSc*
 Garden Design *MA*
 Horticulture *MSc*
 Human and Equine Sports Science *MSc*
 International Horticulture *MSc MA*
 Landscape Architecture *MA*
 Management Studies (CMS/DMS) *PGDip PGCert*
 Management Studies with English (CMS) *PGCert*
 Post Harvest Technology *MSc*
 Equine Science *MSc*
RESEARCH DEGREE
 Agriculture *PhD MPhil MSc by dissertation*
 Applied Biology *PhD MPhil MSc by dissertation*
 Business and Leisure Management *PhD MPhil*
 Horticulture *PhD MPhil MSc by dissertation*

University Campus Suffolk (awards are conferred jointly with the University of East Anglia)

University Campus Suffolk Ipswich

SUB HONOURS

Adult Nursing *DipHE*
 Adult Nursing for Enrolled Nurses *DipHE*
 Adult Nursing with Advanced Studies *DipHE*
 Business Management *FdA DipHE CertHE*
 Children's Care, Learning and Development *FdA*
 Children's Nursing *DipHE*
 Children's Nursing with Advanced Studies *DipHE*
 Computer Games Programming *DipHE*
 Continuing Care *FdA*
 Creative Industries Management *DipHE CertHE*
 Criminology *DipHE*
 Criminology and Youth Studies *DipHE CertHE*
 Digital Media *DipHE*
 Early Childhood Studies *DipHE*
 Early Years *BA FdA*
 Early Learning *BA*
 Education (Lifelong Learning Sector) *CertEd*
 Employment Based Independent Study *FdA CertHE*
 English *DipHE*
 Environment and Human Health *DipHE*
 Event Management *DipHE Cert HE*
 Film and Media Studies *DipHE*
 Financial Services *FdA CertHE*
 Fine Art *DipHE*
 Graphic Design and Graphic Illustration *DipHE*
 Graphic Design and Motion Graphics *DipHE*
 Graphic Design *DipHE*
 Health Administration *FdA CertHE*
 Health Care *DipHE*
 Health Care Practice *FdA CertHE*

History *DipHE*
 Hospitality Management *DipHE*
 Human Biology *DipHE*
 Human Resource Management *DipHE*
 Individual Studies *DipHE CertHE*
 Interior Design and Digital Modelling *DipHE*
 Interior Design *DipHE*
 Learning Disability Nursing *DipHE*
 Learning Disability Nursing with Advanced Studies *DipHE*
 Leisure Management *DipHE*
 Marketing Management *DipHE*
 Mental Health Nursing *DipHE*
 Mental Health Nursing with Advanced Studies *DipHE*
 Midwifery *DipHE*
 Midwifery with Advanced Studies *DipHE*
 Nutrition and Health *DipHE*
 Operating Department Practice *DipHE*
 Performing Arts *DipHE*
 Psychology and Criminology *CertHE*
 Psychology and Criminology *DipHE*
 Psychology and Sociology *DipHE CertHE*
 Psychology and Youth Studies *DipHE CertHE*
 Sociology and Criminology *DipHE CertHE*
 Sociology and Youth Studies *DipHE CertHE*
 Sports Management *FdA CertHE*
 Sports Science *DipHE*
 Supporting Inclusive Learning *FdA CertHE*
 Tourism Management *DipHE*

HONOURS DEGREE

Acute and Critical Care Practice *BSc*
 Acute Healthcare Practice (*Speciality) *BSc*
 Adult Nursing *BSc*
 Business Information Technology *BSc*
 Business Management *BA*
 Business Management with Finance *BA*
 Business Management with Marketing *BA*
 Business Management with Human Resource Management *BA*
 Children, Young People and Policy *BA*
 Clinical Professional Practice *BSc*
 Computer Games Design *BA*
 Computer Games Programming *BSc*
 Creative Industries Management *BA*
 Criminology and Youth Studies *BA*
 Criminology *BSc*
 Diagnostic Radiography *BSc*
 Digital Media *BA*
 Early Childhood Studies *BA*
 Early Learning *BA*
 English *BA*
 Environment and Human Health *BSc*
 Event Management *BA*
 Family, Local and Community History *BA*
 Film and Media Studies *BA*
 Fine Art *BA*
 Graphic Design and Graphic Illustration *BA*
 Graphic Design and Motion Graphics *BA*
 Graphic Design *BA*
 Health and Wellbeing *BSc*

History *BA*
 Hospitality Management *BA*
 Human Biology *BSc*
 Human Resource Management *BA*
 Individual Studies *BA BSc*
 Information Technology *BSc*
 Interior Design and Digital Modelling *BA*
 Interior Design *BA*
 Leisure Management *BA*
 Marketing Management *BA*
 Midwifery Practice *BSc*
 Nurse Practitioner *BSc*
 Nursing Practice *BSc*
 Nursing Practice: Adult *BSc*
 Nursing Practice: Child *BSc*
 Nursing Practice: Community *BSc*
 Nursing Practice: Learning Disabilities *BSc*
 Nursing Practice: Mental Health *BSc*
 Nursing Studies *BSc*
 Nutrition and Health *BSc*
 Oncology and Radiotherapy Technology *BSc*
 Operating Department Practice *BSc*
 Performance *BA*
 Performing Arts *BA*
 Photography and the Digital Image *BA*
 Psychology and Criminology *BA*
 Psychology and Sociology *BSc*
 Psychology and Youth Studies *BSc*
 Service Innovation and Development *BSc*
 Social Studies *BA*
 Social Work *BA*
 Sociology and Criminology *BA*
 Sociology and Youth Studies *BA*
 Software Engineering *BSc*
 Sports Science *BSc*
 Technology Management *BSc*
 Tourism Management *BA*
 Urgent Care *BSc*

TAUGHT POSTGRADUATE

Administration (Enterprise) *MBA*
 Administration (Leadership) *MBA*
 Administration *MBA*
 Clinical Practice *MA PGDip PGCert*
 Clinical Practice: District/Home Nursing *PGDip*
 Computer Games Design *DipHE*
 Design Context and Practice *PGCert*
 Education (Lifelong Learning Sector) *PGCE*
 Employment Law *PGCert*
 Education for Health and Social Care Professionals *MA PGDip PGCert*
 Human Resource Strategy *MA*
 Interprofessional Health Care Education *MA PGCert PGDip*
 Leadership and Innovation in Health and Social Care *MA PGDip PGCert*
 Management *PGDip PGCert*
 Norfolk and Suffolk Primary School Centred Initial Teacher Training *PGCE*
 North East Essex Coastal Secondary School Centred Initial Teacher Training *PGCE*
 Personnel Management *PGDip*

PGCE (Lifelong Learning Sector) *PGCE*
 PGCE (Secondary) North East Essex Coastal
 Consortium SCITTT *PGCE*
 Specialist Community Public Health Nursing
PGDip
 Suffolk and Norfolk Secondary School Centred
 Initial Teacher Training *PGCE*
 Tourism *MBA*

Bury St Edmunds College

SUB HONOURS

Children's Care, Learning and Development *FdA*

HONOURS DEGREE

Computing *BSc*
 Management (Uniformed Public Services) *FdA*
 Professional Studies *BA*

Great Yarmouth College

SUB HONOURS

Children's Care, Learning and Development *FdA*
 Computing (Business Information Technology)
FdSc CertHE
 Computing (End User Support) *FdSc CertHE*
 Computing (Software Engineering) *FdSc CertHE*
 Counselling *DipHE*
 Counselling and Therapeutic Care *DipHE CertHE*
 Creative Music *FdA*
 Education (Lifelong Learning Sector) *CertEd*
 Electrical Engineering *FdSc CertHE CertHE*
 Electronic Engineering *FdSc*
 Event Management (Hospitality) *FdA CertHE*
 Event Management (Leisure) *FdA CertHE*
 Event Management (Tourism) *FdA CertHE*
 Fashion and Textiles *FdA CertHE*
 Mechanical Engineering *FdSc CertHE*
 Photography and Digital Media *DipHE CertHE*
 Visual Media Production *FdA*

HONOURS DEGREE

Computing *BSc*
 Counselling *BA*
 Photography and Digital Media *BA*
 Professional Studies *BA*

TAUGHT POSTGRADUATE

Education (Lifelong Learning Sector) *PGCE*

Lowestoft College

SUB HONOURS

Business Management *FdA CertHE*
 Children's Care, Learning and Development *BA*
FdA
 Education (Lifelong Learning Sector) *CertEd*
 Early Years *FdA*
 Event Management (Hospitality) *FdA CertHE*
 Event Management (Leisure) *FdA CertHE*
 Event Management (Tourism) *FdA CertHE*
 Holistic Therapies *FdA*
 Operations Engineering *FdSc CertHE*
 Supporting Inclusive Learning *FdA*

HONOURS DEGREE

Children's Care, Learning and Development *BA*
 Design (Design Crafts) *BA*
 Design (Graphic and Typographic Design) *BA*

TAUGHT POSTGRADUATE

Education (Lifelong Learning Sector) *PGCE*

Otley College

SUB HONOURS

Animal Management *FdSc*
 Education (Lifelong Learning Sector) *CertEd*
 Equine Performance *FdSc*
 Landscape and Garden Design *FdA*
 Species and Ecosystem Conservation *FdSc*

HONOURS DEGREE

Professional Studies *BA*

TAUGHT POSTGRADUATE

Education (Lifelong Learning Sector) *PGCE*

Suffolk New College

SUB HONOURS

Building Control *FdSc*
 Building Surveying *FdSc*
 Civil Engineering *FdSc*
 Construction *FdSc*
 Education (Lifelong Learning Sector) *CertEd*

HONOURS DEGREE

Civil Engineering *BSc*
 Construction Management *BSc*

TAUGHT POSTGRADUATE

Education (Lifelong Learning Sector) *PGCE*

West Suffolk College

SUB HONOURS

Automotive Engineering *FdSc*
 Building Services Engineering *FdSc*
 Business Management *FdA*
 Civil Engineering *FdSc*
 Computing and Networking *FdSc*
 Construction *FdSc*
 Counselling *FdA*
 Early Years *FdA*
 Education (Lifelong Learning Sector) *CertEd*
 Engineering (Mechanical and Electronic Options)
FdSc
 Fine Art Practice *FdA*
 Graphic Design *FdA*
 Health and Social Care *FdA*
 Logistics and Transport *FdA*
 Management of Hospitality and Events *FdA*
 Music Production *FdA*
 Sport, Health and Exercise *FdSc*

HONOURS DEGREE

Business Management *BA*
 Education (Post-Compulsory) *BA*
 English and History *BA*
 Psychology and Sociology *BA*

TAUGHT POSTGRADUATE

Management Studies *PGCert*

Management Studies *PGDip*

Education (Lifelong Learning Sector) *PGCE*

2.4.

The duration, syllabus and rules pertaining to progression and assessment for programmes of study leading to undergraduate and taught graduate/postgraduate awards shall be defined and published annually in the relevant programme specification.

2.5.

First-year students registered on full-time courses may be permitted to change their degree within the first two teaching weeks of the academic year or, on successful completion of the relevant module, at the end of the first year of study, subject to the approval of the Dean and to the availability of places on the degree they wish to enter.

2.6.

The Dean may permit a student to follow as part of his or her study for the degree of Bachelor an approved programme of study at an overseas university or comparable institution approved for the purpose in each case.

2.7.

Students may be admitted to programmes of study which are not assessed and to programmes of study leading to the grant of credits which may be accumulated towards an award of the University.

Principal Regulations for Taught Masters Programmes

3.1.

In the Graduate School the following taught Masters degrees are conferred: Master of Arts (MA), Master of Fine Arts (MFA), Master of Public Enterprise and Management (MPEM), Master of Public Health (MPH), Master of Science (MSc), Master of Laws (LLM), Masters by Research (MRes).

Admissions

3.2.

A person wishing to be accepted as a student for a taught Masters degree must apply through the Head of Department concerned to be admitted by the relevant Faculty Dean as a registered graduate student within the Graduate School.

3.3.

A candidate for a Masters degree must satisfy one of the following admissions criteria:

- (a) hold a Bachelors degree awarded by an institution or body with degree awarding powers in the UK;
- (b) be a graduate of first-cycle higher education as defined by the Bologna Declaration or a person holding a degree-level qualification from a recognised overseas institution;
- (c) be a person who is deemed by the Dean to demonstrate an academic standard equivalent to a Bachelors degree, documented through professional or vocational achievement.

In the case of applicants who are not native speakers of English, evidence must be produced of a high level of ability in the language, including writing.

3.4.

An applicant for admission to a taught Masters programme may be required by the relevant Faculty Dean, on the recommendation of the Head of the Department concerned, to register as a graduate student of the University and to follow such modules extending over a period of up to one year as the Head of the Department shall prescribe in order to qualify for admission to a taught Masters programme.

Registration Arrangements

3.5.

Students must register as graduate students of the University and must comply with the Charter, Statutes, Ordinances and Regulations of the University; they must register annually at the beginning of each academic year after acceptance until they present themselves for examination for the degree.

Masters Degree Requirements

3.6.

A Masters degree may be conferred on students who have followed a taught Masters programme approved by the Senate on the recommendation of the relevant Faculty Board and consisting of systematic courses of lectures and other teaching, and the undertaking of a dissertation or its equivalent, which shall comprise no more than half the work of the programme of study.

Such students shall:

- (a) spend at least three terms of full-time study in the University or six terms of part-time study;
- (b) be assessed by assignments prescribed in the regulations for the programme of study. In addition students shall present, in a manner acceptable to the Graduate School Board, a dissertation or its equivalent as prescribed in the regulations for the programme; candidates are personally responsible for all expenditure connected with the preparation of a thesis or dissertation. Students may also be required to present themselves for an oral examination.

Modular study may be followed for a maximum period of six years.

The attendance requirements do not apply to study by distance learning.

3.7.

A dissertation or its equivalent submitted for a Masters degree may not incorporate, whether in the same or different form, work which has been submitted to this or to any other university for a degree unless the subject of the research is an extension or continuation of research begun for such a degree. In such a case the extent of the material and the degree if any obtained should be indicated (the student may be required to produce the work previously submitted).

A student must state generally in the preface to the dissertation and specifically in references the sources from which the material is derived and the extent to which the candidate has used the work of others including collaborators.

3.8.

Apart from quotations, the dissertation must be presented in English unless the relevant Faculty Dean has given permission in advance for it to be in another language.

3.9.

Assessment in each taught Masters programme shall take place at the time or times described in regulations or otherwise approved by the relevant Faculty Board for that programme. With the consent of the relevant Faculty Dean, a candidate may be permitted to submit the dissertation after the approved time.

3.10.

Masters degrees will be awarded by the Senate on the recommendation of a Board of Examiners appointed by the Faculty Board.

Continuation Period

3.11.

Students who have completed the minimum period of study prescribed by the Graduate School Board and who have not yet presented themselves for examination will be required on registration to pay an appropriate 'continuation' fee as determined from time to time by the University. Such students shall be entitled to be examined (but not re-examined), to obtain any supervision required and to use University facilities including the Library. They shall be subject to the Charter, Statutes, Ordinances and Regulations of the University at any time they are present in the University.

Principal Regulations for Graduate and Postgraduate Diplomas and Certificates

3.12.

In the Graduate School, graduate and postgraduate Diplomas and Certificates are offered.

3.13.

Candidates shall follow a programme of study approved by the Senate on the recommendation of the relevant Faculty Board. The regulations for each programme shall prescribe the period of study, whether in or outside the University, and the examinations and any other forms of assessment required.

3.14.

Admission to a Diploma or Certificate programme shall be by the relevant Faculty Dean on the recommendation of the Head(s) of the Department(s) concerned.

3.15.

Diplomas and Certificates shall be granted by the Senate on the recommendation of a Board of Examiners appointed by the Faculty Board.

3.16.

For all purposes of higher degree regulations, programmes of study leading to a Graduate or Postgraduate Diploma or Certificate of the University shall be treated as if they lead to a Masters of the University.

Principal Regulations for Research Degrees

4.1.

In the Graduate School the following research degrees are conferred: Masters by Dissertation (MA or MSc by Dissertation), Master of Philosophy (MPhil), Doctor of Medicine (MD), Doctor of Philosophy (PhD) and Professional Doctorate.

Note: The Senate has approved *The Code of Practice for Research Degree Programmes* relating to postgraduate training and research, which is sent to all research students on admission. Further copies are obtainable from the Graduate Admissions Office or the Registry.

Provisions Regarding Admission

4.2.

A person wishing to be accepted as a student for a research degree must first apply to the Head of the Department concerned to be admitted by the Dean of the Graduate School as a registered graduate student within the Graduate School.

The applicant must satisfy the admissions criteria set out in 4.3 and propose a field of study in which the department is able to offer supervision.

The Head of Department will recommend such applicants for admission to the Dean.

When an applicant is accepted for admission to a research degree, the Dean shall approve the appointment of a member or members of the academic or research staff of the University as the student's supervisor or supervisors.

Admissions Criteria

4.3.

In the case of applicants who are not native speakers of English, evidence must be produced of a high level of ability in the language, including writing.

MASTERS BY DISSERTATION, MASTER OF PHILOSOPHY AND INTEGRATED PHD

Applicants for admission for the degree of Masters by Dissertation, Master of Philosophy and Integrated PhD must satisfy one of the following admissions criteria:

- (a) hold a Bachelors degree awarded by an institution or body with degree awarding powers in the UK;
- (b) be a graduate of first-cycle higher education as defined by the Bologna Declaration or a person holding a degree-level qualification from a recognised overseas institution;
- (c) be a person who is deemed by the Dean to demonstrate an academic standard equivalent to a Bachelors degree, documented through professional or vocational achievement.

DOCTOR OF MEDICINE

Applicants for admission for the degree of Doctor of Medicine must satisfy both of the following admissions criteria:

- (a) hold a medical qualification which is recognised for registration by the General Medical Council and have held this qualification for at least three years by the date of submission of the thesis;
- (b) be a member of the academic staff of the University or be employed during the majority of their period of registration at the University in appropriate clinical or scientific work within

the Eastern or South Eastern regions in any hospital or institution associated with the University of Essex.

DOCTOR OF PHILOSOPHY

Applicants for admission for the degree of Doctor of Philosophy must satisfy one of the following admissions criteria:

- (a) hold a Masters degree or a Bachelors degree with at least Class II Division i Honours awarded by an institution or body with degree awarding powers in the UK;
- (b) be a graduate of second-cycle higher education as defined by the Bologna Declaration or a person holding a Masters-level qualification from a recognised overseas institution;
- (c) be an applicant who is deemed by the Dean to demonstrate an academic standard equivalent to a Masters degree, documented through professional or vocational achievement.

PROFESSIONAL DOCTORATE

Applicants for admission for the degree of Professional Doctorate must satisfy the following admissions criterion:

Be an applicant who in addition to meeting the criteria for admission to the degree of Doctor of Philosophy has appropriate professional qualifications and experience.

Part-time Applicants not resident in the UK (Distance Learning)

4.4.

Persons not normally resident within the UK may, on the recommendation of the Head of Department, be accepted by the Dean as students for a research degree. The Department or Centre recommending an offer must satisfy the Dean that expertise at the University makes it particularly appropriate for the student to undertake research here. An applicant must meet the relevant admissions criteria set out in 4.3 above. The Dean must be satisfied in each individual case that:

- (a) the applicant is equipped with the necessary basic research skills (or where not, that arrangements have been made for the acquisition of such skills);
- (b) details of supervisory arrangements for applicants accepted under this regulation are specified individually and will include the frequency and mode of contact between supervisor and student, the extent of face-to-face contact envisaged, periods of time to be spent at the University, access to local facilities and expertise where relevant (most commonly in the place of employment), and arrangements for written reports on research and progress.

Meetings of supervisory boards will normally be held at the University of Essex.

Registration Arrangements

4.5.

Students accepted for admission to a research degree must register as graduate students of the University and must comply with the Charter, Statutes, Ordinances and Regulations of the University; they must register annually at the beginning of each academic year after acceptance until they present themselves for examination for the degree.

Minimum and Maximum Periods

4.6.

The normal minimum and maximum periods of study are shown in Appendix 1.

4.7.

During the minimum period a full-time student is expected to undertake supervised study and research in the University. A part-time student is expected to attend for regular visits for the purpose of supervision, research training and supervisory boards.

4.8.

The Dean may permit transfer from one mode of study to another, eg from full-time to part-time, (including distance learning) or vice-versa and change of degree title. The minimum/maximum period will be adjusted pro-rata.

4.9.

In exceptional circumstances, the Dean may reduce the minimum period of study, provided that:

- (a) no more than three terms of the period shall be waived (for a PhD) (pro-rata for other awards and part-time students);
- (b) the Dean is satisfied that the student has completed his or her study and research and is ready to submit the thesis.

4.10.

Students admitted to a PhD (not a Professional Doctorate) will be initially registered for an MPhil/PhD. Their registration status will be subject to confirmation (see 4.30).

Research Degree Requirements

4.11.

For all the University's research degrees a student shall:

- (a) attend such classes, seminars and personal consultations as the supervisor(s) shall require at times arranged by the supervisor(s);
- (b) attend supervisory board meetings as required, and produce work and/or other evidence of progress as required by the supervisor and other board members;
- (c) submit, in accordance with the regulations and rules governing presentation of such work, a dissertation/thesis for examination under a title which has been approved by the Head of Department.

4.12.

At the end of each academic year during his/her minimum period, a student may be permitted to proceed to the next year by the Dean on the recommendation of the departmental Research Students' Progress Committee (see 4.33 on downgrading and discontinuation). The Research Students' Progress Committee's recommendation will take the form of a report on the student's progress accompanied by appropriate supporting documents. The Dean may accept or reject the recommendation. Students may submit an appeal against the recommendation that their registration status be downgraded or discontinued using the Appeals Procedure against a Progress Decision - Postgraduate Research Students (see Appeals Procedure against a Progress Decision – Postgraduate Research Students).

DOCTOR OF PHILOSOPHY DEGREE BY PROGRAMME

4.13.

A student shall follow a three-year programme approved by the Graduate School Board. In addition to the requirements set out in 4.11 and 4.12 above the programme commences with a six-month, intensively taught, initial period of training at the end of which the study will be formally assessed as specified at the time of admission.

DOCTOR OF MEDICINE

4.14.

The degree of Doctor of Medicine is offered as a programme of supervised research. The requirements are as for other research degrees. Students shall be jointly supervised by a member of the academic or research staff of the University and an appropriately qualified and experienced associate supervisor employed by an NHS Trust associated with the University of Essex.

INTEGRATED PHD

4.15.

A student shall follow a four-year programme approved by the Graduate School Board.

The first year shall comprise an intensively taught initial period of training at the end of which the student will be formally assessed.

On successful completion, the first year will be followed by three years of supervised research following the requirements set out in 4.11 and 4.12 above.

In addition, during the second year, the student will receive further training in professional and research skills, which will be formally assessed.

PROFESSIONAL DOCTORATE

4.16.

Students shall follow a programme of study approved by the Senate on the recommendation of the Graduate School Board. The requirements for each programme shall prescribe the period of

study, whether in or outside the University and the form of assessment required of students.

Completion Period

4.17.

The stage between the end of the minimum period and the end of the maximum period is known as the completion period.

At the end of the prescribed minimum period, a student may be permitted to proceed to a twelve-month completion period by the Dean of the Graduate School on the recommendation of the departmental Research Students' Progress Committee. The Research Students' Progress Committee shall recommend that a student proceeds to the completion period where it is satisfied that the student has completed written work of sufficient quality and quantity to provide clear evidence that the student is in a position to write up the remainder of the thesis and submit within the twelve-month completion period.

4.18.

In the case of science departments, the student must have completed all experimentation/laboratory work and submitted a thesis plan. In addition the student must have submitted the following written work of a satisfactory quality:

Degree	Word count for submission of written work to the Supervisory Board
PhD	20,000
Professional Doctorate	15,000
MPhil/MD	15,000
Masters by Dissertation	10,000

4.19.

For other disciplines, the student must have completed all fieldwork/data collection, where appropriate, and have a substantial proportion of the thesis written in draft of a satisfactory quality.

4.20.

The Supervisory Board will base its judgement on whether the student can proceed to the completion period on the quality and quantity of the written work submitted to it at the end of the minimum period. The Research Students' Progress Committee's recommendation will take the form of a report on the student's progress accompanied by appropriate supporting documents. The Dean may accept or reject the recommendation.

4.21.

Where the student is not ready to proceed to the completion period because there is no realistic expectation that the student will be in a position to present the thesis for examination within the completion period, even though the quality of the work is of the required standard, then the Dean

may extend the minimum period, on the recommendation of the departmental Research Students' Progress Committee.

4.22.

A student who is not permitted to proceed to the completion period shall pay in advance the appropriate full-time fee (pro-rata for part-time students) for the additional terms of his/her extended minimum period.

PROFESSIONAL DOCTORATES

4.23.

There is no completion period for students on full-time Professional Doctorate programmes. If a student is not ready to submit his/her thesis at the end of the minimum period the Dean, on the recommendation of the Board of Examiners, shall extend the minimum period.

The appropriate full-time fee is payable for the additional terms of the extended minimum period.

For students on part-time Professional Doctorate programmes the arrangements in 4.17-4.22 apply.

Completion Fee

4.24.

Students who are permitted to proceed to completion will be required on registration to pay an appropriate 'completion' fee as determined from time to time by the University. Such students shall be eligible to be examined (the fee does not cover re-examination), to obtain any supervision and advice required and to use the University Library and IT facilities. Students in their completion period will be permitted to use laboratories only in special circumstances and with the permission of the Head of Department, subject to the payment of a termly laboratory bench fee. Students paying the completion fee shall be subject to the Charter, Statutes, Ordinances and Regulations of the University at any time they are present in the University.

Maximum Period

From 2008-09

4.25.

A student shall normally submit his/her dissertation/thesis for examination within one calendar year of the end of the prescribed minimum period of study. A further extension will only be agreed in exceptional circumstances.

This does not apply to students on full-time Professional Doctorates (see 4.23) where the minimum and maximum periods are the same.

Before 2008-09

4.26.

A student shall normally submit his/her dissertation/thesis for examination within one calendar year of the prescribed minimum period of study. If the dissertation/thesis is not ready for examination within this period, a further completion period of one calendar year may be

permitted. A further extension will only be agreed in exceptional circumstances.

Paid Duties

4.27.

Students who are registered as full-time students may with the consent of their supervisors undertake paid duties in the University if the time given thereto during term, including time required for preparation, does not exceed an average of six hours a week. The normal maximum teaching load should be six contact hours per week and not more than eighteen effort hours per week.

Permission to conduct research outside the UK

4.28.

Except as provided for by specific regulations, the minimum period of supervised study and research for a research degree shall be spent in full-time study at the University of Essex. For the degrees of MPhil and PhD, the Dean may give permission, in individual cases, for part of the minimum period to be spent conducting research outside the UK. This shall be for approved purposes including the full-time collection of material in the field and full-time study at a particular place. The Dean shall in each case approve the place of study outside the UK and shall approve the proposed arrangements for supervision away from the University of Essex, including attendance by the student at the University of Essex and visits by University staff. Except in special circumstances approved by the Dean, a student may not spend the first two terms of study away from the University of Essex. All students must spend at least three terms of full-time supervised study and research for the degree of PhD at the University of Essex, and two terms for the degree of MPhil.

Leave of Absence

4.29.

Permission may be given to students to withdraw temporarily from the University during the course of a research degree programme with a view to returning at a later date. The application for leave of absence must be supported by the student's supervisor who shall submit it to the Dean for approval. When giving permission to a student to withdraw temporarily from the University, the Dean may prescribe conditions which shall be fulfilled before the student may resume his/her programme of study.

Students may apply to their supervisor for leave of absence at any point during their minimum period; however periods of absence will be linked to the University's term dates. During the completion year requests for leave of absence will normally only be approved on medical grounds and other exceptional circumstances.

A student who is permitted or required to withdraw temporarily from the University shall remain away from any part of the University site or premises during the period of withdrawal, except for any attendance permitted by the Dean. The Dean may, after consultation with the relevant officers of the University, permit students who have temporarily withdrawn to use Library and/or computing facilities.

Note: The Dean's decision when granting a leave of absence is governed by a set of guidelines that are published by the Graduate School.

Confirmation – PhD students only

4.30.

The regulations concerning confirmation apply to PhD students, including those on Integrated PhD programmes, but not to students on Professional Doctorates. For students on an Integrated PhD the process of confirmation occurs in the third year.

For students admitted from October 2008

During the second year of full-time study (or the equivalent for part-timers) a student's PhD registration may be confirmed. Until this point intending PhD students are registered as MPhil/PhD. The Research Students' Progress Committee shall recommend to the Dean that a student's PhD status be confirmed only if it is satisfied that the student has produced work of sufficient quality and quantity to provide evidence of appropriate PhD-level progress. The Research Students' Progress Committee's recommendation will take the form of a report on the student's progress accompanied by appropriate supporting documents. The Dean may accept or reject the recommendation.

A student whose PhD status is confirmed shall have his/her registration changed to PhD.

If a student's PhD status is not confirmed at the first meeting of the Research Students' Progress Committee in the second year (or equivalent), their progress will be re-evaluated at the second meeting in the year.

If a student's PhD status is not confirmed at the second meeting, the Research Students' Progress Committee shall recommend to the Dean that the student's status be downgraded to MPhil or Masters by Dissertation. The Dean may accept or reject the recommendation. Where the recommendation to downgrade is accepted by the Dean the minimum period of study will be reduced accordingly.

APPEALS PROCEDURE

4.31.

Students admitted for the degree of PhD whose PhD status is not confirmed following re-evaluation of their progress by a second Research Students' Progress Committee may submit an appeal against the recommendation that their registration status be downgraded using the Appeals Procedure against a

Progress Decision – Postgraduate Research Students (see Appeals Procedure against a Progress Decision – Postgraduate Research Students).

Upgrading

4.32.

A student for the degree of Masters by Dissertation may be permitted to transfer to the degree of MPhil or PhD by the Dean on the recommendation of the departmental Research Students' Progress Committee. The Dean may permit students to count the period of study begun for the Masters towards the minimum period of study required for the degree of MPhil or PhD.

A student for the degree of Master of Philosophy may be permitted to transfer to the degree of Doctor of Philosophy by the Dean on the recommendation of the departmental Research Students' Progress Committee. The Dean may permit students to count the period of study begun for the MPhil towards the minimum period of study required for the degree of PhD.

Downgrading and discontinuation

4.33.

The Dean may, after a report from the departmental Research Students' Progress Committee, require a student to discontinue the research degree programme, if, in the view of the Dean, the progress of the student is unsatisfactory.

The Dean may also agree that a student for the degree of Doctor of Philosophy be downgraded to either the degree of Master of Philosophy or of Masters by Dissertation, and a student for the degree of Master of Philosophy be downgraded to the degree of Masters by Dissertation. The Dean may downgrade a student's registration after receiving a report from the departmental Research Students' Progress Committee that the progress of the student is unsatisfactory.

APPEALS PROCEDURE

4.34.

Students may submit an appeal against the recommendation that their registration status be downgraded or discontinued using the Appeals Procedure against a Progress Decision – Postgraduate Research Students (see Appeals Procedure against a Progress Decision – Postgraduate Research Students).

Submission and Examination of the thesis/dissertation

Note: Please read 'dissertation' for 'thesis' for students for the degree of MSc or MA by Dissertation.

4.35.

Requirements for the award:

MASTERS BY DISSERTATION

4.36.

A candidate submitting a dissertation for a Mastership is required to present the results of research carried out during the approved period of study and should demonstrate advanced understanding of the area of study. The dissertation should set out the relationship between the candidate's work and the wider field of knowledge, and should be expressed clearly and concisely.

MASTER OF PHILOSOPHY

4.37.

A thesis submitted by a candidate for the degree of Master of Philosophy must embody the results of research carried out during the approved period of study and should make a contribution to knowledge. In the thesis and the oral examination the candidate is required to present the results of research that either forms original work or is an ordered and critical exposition of existing knowledge. The thesis should set out the relationship between the candidate's work and the wider field of knowledge, and should be expressed clearly and concisely.

DOCTOR OF MEDICINE

4.38.

The thesis must meet the requirements for the degree of Master of Philosophy.

DOCTOR OF PHILOSOPHY

4.39.

A thesis submitted by a candidate for the degree of Doctor of Philosophy must embody the results of research carried out during the approved period of study. In the thesis and the oral examination the candidate is required to conduct and present original investigations that make a significant contribution to knowledge, to test ideas, whether the candidate's own or those of others, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express him/herself clearly and concisely.

PROFESSIONAL DOCTORATE

4.40.

The thesis must meet the requirements for the degree of Doctor of Philosophy.

Word length

4.41.

Degree	Maximum word length
Masters by Dissertation	30,000
MPhil	50,000
Doctor of Medicine	65,000
PhD	80,000
Professional Doctorate	40,000

These word lengths exclude any references and bibliography.

The thesis shall incorporate a summary of the work not exceeding 300 words in length which is part of the thesis. A thesis submitted for examination must not normally exceed the maximum word length for the degree specified in the above table unless previously submitted for a higher award. In cases where the thesis exceeds the maximum word length the Dean must approve the extended word length before submission.

4.42.

Apart from quotations, the thesis and summary must be in English, unless the Dean has given permission in advance for it to be in another language.

Structure of the Thesis

4.43.

A candidate who is about to submit a thesis must give at least two months' prior notice in writing to the Dean. The title of the thesis must be approved by the Head of Department.

4.44.

Because the basis for conferment of the degree is an account of the candidate's own research and scholarship, the form of a thesis may vary but, except with the express permission of the Dean, a thesis must consist of an investigation by one author of a unified theme of research.

4.45.

Normally two copies of a thesis shall be submitted to the Registry. Students should retain a third copy to be made available if required. The thesis must be presented with double spacing on A4 paper.

4.46.

Only material which is freely available for publication may be incorporated into a thesis, unless the Dean permits otherwise.

4.47.

A student must state, generally in a preface to the thesis and specifically in references, the sources from which the material is derived, and the extent to which the candidate has used the work of others, including, when permitted by the Dean under the provisions of Regulation 4.44 above, collaborators.

4.48.

A thesis may not incorporate, whether in the same or different form, work which has been submitted to this or to any other university for a degree unless the subject of the research is an extension or continuation of research begun for such a degree. In such a case the extent of the material and the degree if any obtained should be indicated (the candidate may be required to produce the work previously submitted). An exception will apply where the thesis is resubmitted after unsuccessful submission for a higher award (see 4.55-4.56).

4.49.

Before eligibility for conferment of the degree may be determined by the Dean the candidate shall deposit with the University two copies of the thesis bound in book form with stiff covers showing the year of presentation and the name of the candidate on the spine. The candidate is personally responsible for all expenditure connected with the preparation of a thesis or dissertation.

4.50.

One copy of the thesis of a successful candidate will be retained in the University Library, and will become the property of the University. (See Regulations 11.46-11.50). The second copy will be retained in the Department concerned.

Appointment of Examiners

4.51.

A candidate for a research degree shall be examined by at least two persons appointed for the purpose by the Dean. The examiners shall include a member of the academic or research staff of the University of Essex, as the internal examiner, and an external examiner. In cases where a re-examination is necessary and the internal examiner has left the University after the original examination he or she shall normally continue to act as the internal examiner for the re-examination. No person who has been a supervisor of the candidate's work shall be appointed as an examiner nor shall such a person be present at an oral examination of that candidate except in special circumstances to be approved in each individual case by the Dean with the agreement of the external examiner. Notwithstanding the foregoing, a person who has temporarily supervised the candidate's work for not more than twelve months in the absence of the permanent supervisor may, in exceptional circumstances, be appointed an examiner, provided that he or she has not acted as a temporary supervisor during any part of the twelve months before the candidate is examined. Except with the prior permission of the Dean both examiners (or, where more than two are appointed, all examiners) shall be present when an oral examination is held.

For the examination of a candidate for the degree of Doctor of Medicine the external examiner shall

normally be medically qualified and/or experienced in the relevant area of research.

As determined in individual cases, the Dean may appoint an Independent Chair, who is a senior member of the academic or research staff of the University of Essex, to oversee the conduct of the oral examination.

Oral examination

4.52.

The candidate must attend an oral examination, except that the Dean may, on sufficient grounds submitted by the examiners, excuse a candidate from the oral examination.

Examination Results

FOR ALL RESEARCH DEGREES

4.53.

Examiners may recommend one of the following:

- (a) pass – no corrections required;
- (b) pass with minor typographical/presentational corrections – the student makes the corrections prior to binding the thesis;
- (c) pass with minor editorial revisions – the examiners must provide a list of the corrections that they wish to see made and the internal examiner must confirm in writing that the corrections have been made satisfactorily. Revisions must be made within two months;
- (d) referral – the student may resubmit, on one occasion only, a revised thesis for re-examination within 12 months. The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally exceed 12 months;
- (e) fail – the examiners must provide a clear statement describing the shortcomings of the thesis.

4.54.

If the result is 'fail', the Dean may on the recommendation of the examiners either permit the candidate to re-submit the thesis and be re-examined for a lower award within three terms or determine that the candidate be immediately eligible for the conferment of a lower award (see 4.55-4.56 below).

If a revised thesis is required, there shall be a further oral examination, except when the Dean, on sufficient grounds submitted by agreement of both examiners, excuses a candidate from a further oral examination. Students who are referred will be required to register and to pay the completion fee and the re-examination fee even if working away from the University.

DOCTOR OF PHILOSOPHY

4.55.

In addition, the examiners may recommend one of the following:

- (a) award of an MPhil – the candidate has not met the requirements for a PhD but has met the requirements for the degree of Master of Philosophy. The candidate must amend the title page of the thesis;
- (b) award of an MPhil with minor editorial revisions – the candidate has not met the requirements for a PhD but has met the requirements for the degree of Master of Philosophy subject to the approval of minor editorial revisions. (Other requirements for Pass with minor editorial revisions as 4.53(c) above.);
- (c) referral for an MPhil – the candidate has not met the requirements for a PhD but may resubmit a revised thesis for re-examination for the degree of Master of Philosophy. (Other requirements for referral as 4.53(d) above.)

MASTER OF PHILOSOPHY

4.56.

In addition, the examiners may recommend one of the following:

- (a) award of a Masters by Dissertation – the candidate has not met the requirements for an MPhil but has met the requirements for the degree of Masters by Dissertation. The candidate must amend the title page of the thesis;
- (b) award of Masters by Dissertation with minor editorial revisions - the candidate has not met the requirements for an MPhil but has met the requirements for the degree of Masters by Dissertation subject to the approval of minor editorial revisions. (Other requirements for Pass with minor editorial revisions as 4.53(c) above.);
- (c) referral for a Masters by Dissertation – the candidate has not met the requirements for an MPhil but may resubmit a revised thesis for re-examination for the degree of Masters by Dissertation. (Other requirements for referral as 4.53(d) above.)

Publication of Result

4.57.

A candidate shall normally be informed of the result of the examination within not more than one month from the date of the oral examination.

Candidates are entitled to receive copies of the examiners' pre- and post-viva reports on their thesis on request, when examining is complete.

Failure to agree

4.58.

In the event of disagreement on the result to be recommended, the examiners may, after due

consideration between themselves, certify that their failure to agree on a result is irreconcilable. Two new examiners shall then be appointed. The new examiners shall examine the thesis and shall also conduct an oral examination. The new examiners may recommend to the Dean any result which was open to the original examiners and their decision on the recommendation shall be final, subject only to any right of appeal which may be given under the provisions of other Regulations.

Appeals Procedure

4.59.

A student for a research degree whose examination result is 'fail', 'referred', or is the award of or option to re-submit for a lower degree, may submit an appeal against that decision using the Appeals Procedure against an Examination Decision (Thesis) (see Appeals Procedure against an Examination Decision (Thesis)).

Provisions Regarding Candidature by Academic and Research Staff of the University and Partner Colleges

4.60.

Members of the academic and research staff of the University of Essex and its Partner Colleges may become candidates for the degree of Doctor of Philosophy on the following conditions:

- (a) candidates must have been members of the academic or research staff for not less than two calendar years before they present themselves for examination;
- (b) the work must be submitted for examination while the candidate is a member of the academic or research staff of the University of Essex or a Partner College or within twelve months of the candidate's ceasing to be a member.
- (c) candidates may submit a thesis or published research work, or both. With the permission of the Dean they may submit the results of research which cannot be presented in these forms; application for such permission should be made through the Head of Department;
- (d) no part of the work submitted for examination for the degree of Doctor of Philosophy shall have been submitted to this or any other university for a degree unless such work supports the work on which the submission for the degree of Doctor of Philosophy is based; in this case the extent of this material and the degree, if any, obtained, must be indicated;
- (e) the work submitted should constitute a coherent body of research by one author. Where the work submitted includes the work of others, a statement should be provided detailing the nature and proportion of the candidate's contribution.

4.61.

Regulations 4.41-4.50, relating to the form of presentation of a thesis, shall apply to staff candidates for the degree of Doctor of Philosophy.

4.62.

Candidates who submit published or other work shall normally submit three copies to the Graduate School together with three copies of a descriptive list and summary of the results of the research.

4.63.

Regulations 4.48 and, except with the permission of the Senate, 4.50 shall apply to staff candidates for the degree of Doctor of Philosophy and references therein to a thesis shall be applied also to published and other work.

4.64.

Staff candidates shall not be required to register and formal supervision is not required.

4.65.

The examination of staff candidates shall be conducted exclusively by two external examiners appointed by the Dean; the report and recommendation of the examiners shall be received by the Dean.

The Dean shall appoint an Independent Chair to oversee the oral examination.

4.66.

Staff candidates must present themselves for oral examination as required by the examiners; the Dean may, for reasons recommended by the examiners, excuse a candidate from the oral examination.

4.67.

In the work submitted and the oral examination the candidate is required to conduct and present original investigations that make a significant contribution to knowledge, to test ideas, whether the candidate's own or those of others, to understand the relationship of the theme of his or her investigations to a wider field of knowledge, and to express him/herself clearly and concisely.

4.68.

The examiners for a submission by published work shall declare the result of an examination for the degree of Doctor of Philosophy as 'pass', 'minor corrections to the summary' 'MPhil' or 'fail'.

4.69.

The examiners for a submission by thesis may recommend any result that is available for the degree of Doctor of Philosophy (see 4.53-4.55).

Provisions regarding Candidature by Other Staff of the University and Partner Colleges

4.70.

Members of staff of the University and its Partner Colleges (other than members of the full-time academic and research staff) may apply to become candidates for a research degree and their candidature shall be governed by Regulations 4.1-4.59.

4.71.

The examination of such staff candidates shall be conducted exclusively by two external examiners appointed by the Dean of the Graduate School who shall also appoint an Independent Chair to oversee the oral examination; the report and recommendation of the examiners shall be received by the Dean.

4.72.

Candidates will be examined as a staff candidate if they are, or have been, a member of staff of the University or a Partner College at any time during their period of registration. The Dean may however exceptionally permit them in individual cases to become candidates under Regulation 4.60. For the purpose of this Regulation, research students employed on the following contracts shall not be considered members of staff:

- (a) Graduate Teaching Assistant/Demonstrator contracts;
- (b) Research or teaching contracts of half-time or less, except where they have been employed for more than one year in total length during their period of study.

Provisions Regarding Candidature by Overseas Students Jointly Supervised by Their Home Institution

4.73.

Overseas students may be accepted by the Dean of the Graduate School as candidates for the degree of Doctor of Philosophy on the basis of joint supervision with the student's home institution in the overseas country. The following shall apply to such candidates:

- (a) irrespective of the student's academic qualifications on acceptance as a candidate for the degree of PhD, the minimum period of study and research to be prescribed under this Regulation shall be three full-time years, except that this period may subsequently be reduced under the provisions of Regulation 4.9;
- (b) joint supervision arrangements shall be entered into formally between the University of Essex and the overseas institution before the candidate registers as a research student of the University of Essex;
- (c) a member or members of the academic or research staff of the University of Essex and at least one member of staff of the overseas institution shall be appointed as joint supervisors for students under this Regulation;
- (d) normally, the prospective Essex supervisor or another member of the academic staff shall visit the overseas institution, interview the prospective student and discuss the field and programme of research and the proposed supervision and financial arrangements before the candidate is accepted by the Dean. The Dean shall also approve the arrangements for

supervision in each case, which must include a visit by the Essex supervisor to the overseas institution during the year at the overseas institution;

- (e) a student for the degree of Doctor of Philosophy accepted under this Regulation shall normally spend the first year in full-time prescribed study and research at the University of Essex. The student shall then be permitted to undertake the second year of full-time supervised study and research at the overseas institution. The student shall then return to the University of Essex to complete the minimum period of full-time prescribed study and research and, even when this period has been reduced under the provisions of Regulation 4.9, at least one term of full-time study and research must be completed at the University of Essex on the student's return;
- (f) students accepted under this Regulation shall pay the appropriate full fee for periods of study at the University of Essex; for periods of study at the overseas institution they shall pay the University of Essex a fee to be determined specially from time to time. The costs of visits by Essex staff to the overseas institution shall normally, at the discretion of the University of Essex, be met by the overseas institution.

Provisions Regarding Candidature by Persons From Government and Industrial Research Establishments

4.74.

Persons who are principally engaged in research and who are employed in government and industrial research establishments or in other establishments or parts of establishments whose principal function is research and whose research facilities are comparable to those of government and industrial research establishments may, on the recommendation of a Head of Department, be accepted by the Dean of the Graduate School as candidates for the degree of Doctor of Philosophy and be permitted to follow the whole or part of an approved programme of study and research at a place of research outside the University in accordance with the following conditions:

- (a) the Dean must satisfy him/herself in each individual case that there will be real contact between the student and the University;
- (b) the applicant must either have had conferred on him or her a Masters degree or have had conferred a qualification accepted by the Dean as the equivalent of a Masters degree, or show sufficient evidence of previous research work to enable the Dean to deem him or her to have achieved Mastership standard;
- (c) the place of study and research outside the University must be approved in each case by the Dean.

4.75.

When a student is accepted for admission, the Dean shall:

- (a) stipulate the amount of time, if any, which the student must spend within the University following the approved programme of study and research;
- (b) stipulate the earliest date, normally not less than three years from the date when the student begins the research degree at which the student may be examined for the degree. The Dean may subsequently change the stipulated date, if, for example, there is a change in the amount of time which the student is able to devote to his or her programme of study and research;
- (c) approve a programme of study and research, drawn up by the student in consultation with a member of the academic staff of the University, indicating the field in which the student proposes to present a thesis for examination for the degree;
- (d) approve the appointment of a member or members of the academic staff of the University as the student's supervisor or supervisors and a person at the place of research as the student's associate supervisor and approve arrangements for supervision, visits and reports.

Before an applicant may be accepted as a student for the degree of PhD under Regulation 4.74 the Dean shall receive an undertaking from the research establishment where the student is employed that he or she will be allowed sufficient time to complete the work within the terms of Regulation 4.75(b) for the degree of PhD.

Regulations 4.1-4.3, 4.11-4.12, 4.17-4.26, 4.29-4.59 shall apply to applicants accepted under Regulation 4.74 as students for the degree of Doctor of Philosophy.

Principal Regulations for the Degrees of Doctor of Letters, Doctor of Science and Doctor of Laws

4.76.

The degrees of Doctor of Letters (DLitt), Doctor of Science (DSc) and Doctor of Laws (LLD) may be conferred in the Graduate School of the University on candidates who have published work of distinction and merit constituting a substantial, important and original contribution to knowledge or scholarship.

4.77.

The following may become candidates for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws:

- (a) graduates of the University of Essex of not less than ten years' standing following conferment of an appropriate Bachelor's degree or Master's degree or not less than seven years' standing following conferment of the degree of MPhil or PhD;

- (b) members of the academic staff, or honorary or visiting members of staff, of the University of Essex who have served for not less than three years and who are graduates of an approved institution of not less than ten years' standing following conferment of an appropriate Bachelor's degree or Master's degree, or not less than seven years' standing following conferment of the degree of MPhil or PhD.

4.78.

A person who wishes to be accepted as a candidate for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws must apply in writing to the Graduate School and must submit a full curriculum vitae, together with a list of the published work on which he or she proposes to base the application. The Vice-Chancellor, acting on behalf of the Senate and after consulting the appropriate Pro-Vice-Chancellor and the Dean of the Graduate School, shall decide whether a person shall or shall not be accepted as a candidate.

4.79.

Applications from persons whose candidature has been accepted for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws must be submitted in writing to the Graduate School and must be accompanied by:

- (a) three copies of the published work on which the application is based and of a list of this work;
- (b) a 300 word summary, including a title for the collection of work;
- (c) the appropriate fee.

Candidates submitting work of which they are not the sole authors shall submit also a statement explaining the part which they have played in the work in such a way that it can be related to each publication included in the submission; the extent of the contribution of others will be taken into account by the examiners in assessing how far the candidate's work meets the criterion for award of the degree. Work which has not been published and appeared in print shall not be taken into account by the examiners.

4.80.

A candidate for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws shall be examined by three examiners appointed for the purpose by the Dean of the Graduate School; not more than one examiner may be a member of the academic staff of the University of Essex, except in the case of candidates who are themselves members of the academic staff of the University of Essex who shall be examined by three external examiners.

Candidates may be required by the examiners to present themselves for oral examination. The report and recommendation of the examiners shall be received by the Vice-Chancellor on behalf of the Senate.

4.81.

The examiners shall recommend that the result of the examination shall be 'pass' or 'fail'.

4.82.

One copy of the publications submitted by a successful candidate for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws may be retained by the University Library and will in that event become the property of the University.

Principal Regulations for Research Degrees – Appendix 1

Appendix 1

Minimum and Maximum Periods

Before 2008-09

Research Degree	Mode	Minimum	Maximum
Masters by Dissertation (<i>MA or MSc by dissertation</i>)	FT	One year	Three years
	PT	Two years	Four years
Master of Philosophy (<i>MPhil</i>)	FT	Two years	Four years
	PT	Four years	Six years
Doctor of Medicine (<i>MD</i>)	PT only	Two years	Five years
Doctor of Philosophy (<i>PhD</i>)	FT	Three years	Five years
	PT	Six years	Eight years
Doctor of Philosophy Integrated (<i>PhD</i>)	FT	Four years	Six years
	PT	Eight years	Ten years
Professional Doctorate	FT/PT	See individual programmes	See individual programmes

From 2008-09

Research degree	Mode	Minimum	Maximum
Masters by Dissertation (<i>MA or MSc by dissertation</i>)	FT	One year	Two years
	PT	Two years	Three years
Master of Philosophy (<i>MPhil</i>)	FT	Two years	Three years
	PT	Four years	Five years
Doctor of Medicine (<i>MD</i>)	PT only	Two years	Three years
Doctor of Philosophy (<i>PhD</i>)	FT	Three years	Four years
	PT	Six years	Seven years
Doctor of Philosophy Integrated (<i>PhD</i>)	FT	Four years	Five years
	PT	Eight years	Nine years
Professional Doctorate	FT/PT	See individual programmes	See individual programmes

The minimum and maximum periods shown for part-time students also apply to students studying by distance learning.

Regulations relating to Registration

Registration and Payment of Fees

5.1.

Student status commences at first registration for a programme of study and continues, unless it is otherwise terminated, until the award is conferred or granted or until the end of the specified period of study whichever is the earlier.

5.2.

All prospective or continuing students must register each year at the required times in accordance with procedures approved from time to time by the University. Only exceptionally and with the special permission of the Registrar and Secretary will prospective or continuing students be allowed to register late. A late fee will be charged in such cases, of an amount to be determined from time to time by the Registrar and Secretary.

5.3.

Students who have commenced a programme of study but who fail to re-register or are prevented by the operation of other Regulations from re-registering by the end of the period of twenty-eight days starting with the first day of the Autumn term shall be deemed to have withdrawn permanently from the University and from their programme of study and shall thereupon cease to be students of the University. This Regulation does not apply to students excluded temporarily by the Senate, continuation students or completion students, whose registration is governed by Regulations 5.13., 5.14. and 5.15. respectively.

5.4.

All prospective or continuing students, full-time or part-time, will sign at Registration a statement undertaking that they will comply with the Charter, Statutes, Ordinances and Regulations of the University.

5.5.

Students shall notify the Registrar and Secretary as soon as possible of any subsequent change in the information which they have given at Registration relating to name, address, choice of module, choice of options, and source of financial support.

5.6.

A student who loses his/her Registration Card must inform the Registrar and Secretary immediately, and a duplicate Registration Card may be issued on payment of a fee determined from time to time by the Registrar and Secretary.

5.7.

All students are required to register with a doctor in the vicinity of their term-time residence within four weeks of registering with the University. Students who register with a doctor other than the Health Centre on the Colchester campus may be required to notify the University of his/her name.

5.8.

No prospective or continuing student will be permitted to attend lectures, classes or laboratories or to use the University Library, computing or any other facilities of the University until he/she has registered and paid or made satisfactory arrangements to pay the tuition fees due.

5.9.

Fees and other charges must be paid at the times prescribed by the University. Students who have not paid fees and other charges including accommodation charges by the required date will be liable for a late payment charge of an amount, or rate of interest, to be determined from time to time by the Registrar and Secretary. Fee refunds will only be made in accordance with the policy published by the Director of Finance.

5.10.

The use of University facilities may be withdrawn from students who have not paid or made satisfactory arrangements to pay the tuition fees due to the University. In the context of this Regulation the term 'University facilities' is to be interpreted to comprise all forms of academic instruction and supervision, the Albert Sloman Library, computing facilities and residential accommodation owned or administered by the University. A student who incurs a debt at another academic institution for which the University of Essex is liable to repay that institution during the programme of study will be deemed to be in debt to the University of Essex and therefore subject to Regulations 6.5. and 6.29. until the debt is paid.

Except with the permission of the Vice-Chancellor no student who is in debt to the University may register for a further period of study in the University.

5.11.

Persons who hold office in the Students' Union and are not otherwise registered as students shall be required to register as full-time occasional students, without fee, during their period of office.

5.12.

Former students who have withdrawn permanently or been required to withdraw permanently or been deemed to have withdrawn permanently from the University may be re-admitted to a programme of study and become students of the University only with the permission of the Registrar and Secretary.

5.13.

Students who have been excluded temporarily by the Senate or by its Disciplinary Committee or Disciplinary Committee of Appeal will be automatically granted partial registration without fee for the period of their exclusion and shall remain subject to the Charter, Statutes, Ordinances and Regulations of the University.

Such students may, however, inform the University that, having been temporarily excluded, they wish to withdraw permanently from their programme of study and from the University.

5.14.

Students who have completed the minimum period of study prescribed by the Graduate School Board for the programme which they are following and who are required under Regulations or rules to register and pay a continuation fee are required to register each year as continuation students and shall remain subject to the Charter, Statutes, Ordinances and Regulations of the University. A continuation student who fails so to register will nevertheless be deemed to have done so and will be permitted and required to pay the appropriate continuation fee in arrears until his or her programme of study is completed or his or her permanent withdrawal from the University is recorded by the Registry; a student who fails to register and pay the appropriate fee as required each year will not however be entitled to use University facilities.

5.15.

Students who have completed the minimum period of study prescribed by the Graduate School Board for the programme which they are following and who are required under Regulations to register and pay an annual completion fee, as prescribed from time to time, are required to register each year as completion students and shall remain subject to the Charter, Statutes, Ordinances and Regulations of the University. Completion students may, however, be permitted to pay prescribed fees termly. Students who, by the end of the specified period have not presented themselves for examination, fail to pay, or make acceptable arrangements to pay, the appropriate completion fee shall be deemed to have withdrawn permanently from the University and from their research degree and shall thereupon cease to be students of the University.

TEMPORARY WITHDRAWAL (INTERMISSION)

5.16.

Permission may be given to students to withdraw temporarily from the University during their programme of study with a view to returning at a later date. Applicants must make written application to the relevant Dean and must give acceptable reasons for their request. The Dean will consult the Head of the student's department or other members of staff as appropriate before reaching his or her decision. Taking into account any comments by staff concerned, the Dean, acting on behalf of the Board, may give permission to students to withdraw temporarily from the University. The Board, or the Dean acting on its behalf, may prescribe conditions which shall be fulfilled before students may resume their programme of study. If permission is given, the students concerned will be required to register as partially registered students for the whole of the period of their absence, to

pay an appropriate fee as determined from time to time by the University and to sign an undertaking that they will comply with the Charter, Statutes, Ordinances and Regulations of the University.

Students who fail to register within twenty-eight days of being given permission to withdraw temporarily will be deemed to have withdrawn permanently and may be re-admitted only with the permission of the Registrar and Secretary.

If the period of absence extends beyond the commencement of the next academic year, students will be required to re-register at the beginning of the new academic year and, if they fail to do so within 28 days starting with the first day of the Autumn term, they will be deemed to have withdrawn permanently and may be re-admitted only with the permission of the Registrar and Secretary.

Special procedures apply to students applying to withdraw temporarily after the sixth week of the Spring term (ie week 21) of a final year undergraduate course (see Regulation 5.17).

5.17.

Candidates following a final year course will be permitted to withdraw temporarily from the University only if permission has been given either by the relevant Faculty Board or by the Dean acting on its behalf before the Monday of the sixth week of the Spring term (ie week 21) in the year in question or, thereafter, by the Pro-Vice-Chancellor (Learning and Teaching), to whom the Dean shall refer such cases. The final deadline for permission to withdraw temporarily in the first and second years is 4 pm on Friday of week 30 (or the working day two weeks immediately prior to the first day of the examination period). If permission is given, such candidates shall be required to register partially and to pay an appropriate fee as determined from time to time by the University.

If permission is not given, candidates must submit themselves, or will be deemed to have submitted themselves, for assessment in the main examination period in the normal way (see also Regulation 6.25. relating to the award of aegrotat degrees).

5.18.

A student who is permitted or required to withdraw temporarily from the University shall remain away from any part of the University site or premises during the period of withdrawal, except for any attendance permitted by the Dean. The Dean may, after consultation with the relevant officers of the University, permit students who have temporarily withdrawn to use Library and/or computing facilities

Regulations relating to Academic Affairs

Administration of Teaching

6.1.

Lectures and classes will begin on the hour. To enable students to move from one to the next, lectures and classes shall end not later than ten minutes to any hour.

6.2.

Availability of optional modules may be subject to student demand and timetabling constraints. Every effort is made to timetable optional modules in such a way that clashes are minimised. However, where a student is enrolled for two modules with a timetable clash between lectures, the student is required to change one of the conflicting modules. Students may request special permission from the Dean to be exempted from this requirement. Each request will be judged on its merits.

Administration of Examinations

6.3.

The main examination period shall take place in May/June. Examinations for specific groups of students may take place at other times. Resit examinations shall normally take place in the first full week of September.

6.4.

Students must comply with the requirements of the Examinations Office in relation to examination entry. Alterations to examination entry after the published deadline will be made at the discretion of the Registrar and Secretary and may be subject to a fine.

6.5

The result of any examination taken by a student who is in debt to the University will not receive formal recognition by the University, unless otherwise determined by the Registrar and Secretary after consideration of individual circumstances.

6.6.

Attendance at all examinations associated with the approved programme of study is compulsory and any student who fails to present himself or herself for such an examination at the time and place published by the Registrar and Secretary, except when prevented from doing so by illness or other sufficient cause, will be deemed to have failed in that part of the examination. Misreading of the examination timetable will not be regarded as 'sufficient cause'.

6.7.

Invigilators shall have the power to remove any candidate from the examination room for good cause.

6.8.

No candidate will be admitted to the examination room later than 55 minutes after the start of any examination of more than one hour's duration. No candidate will be permitted to leave the examination room permanently during the first 55 minutes or during the last 30 minutes of an examination of more than one hour's duration. For examinations with a duration of up to one

hour candidates will be admitted to the examination room up to 10 minutes after the start of the examination and will be permitted to leave the examination room permanently only with the permission of the invigilator.

6.9.

Where a candidate is unable for good cause to attend a written examination in the place arranged for the examination permission may be given by the Registrar and Secretary for the examination to be held elsewhere, provided that it is simultaneous and invigilated.

6.10.

Project or other work which is part of an examination must be submitted by the required date, otherwise such work may be left out of account in the assessment of the examination result.

6.11.

Candidates for any part of final examinations for the degree of Bachelor may, at the discretion of the examiners, be required to present themselves for oral examinations.

Assessment

6.12.

Modules may be assessed by coursework or by examination or by a combination of both. Coursework may include class tests, project work, field work and laboratory work and other appropriate forms of assessment. The detailed methods and rules of assessment for individual modules are available from Departmental Offices or their equivalent.

6.13.

Students are examined at the end of each year of their course and must satisfy the examiners before being permitted to proceed. Examinations for groups of students on specified modules or courses may take place at times other than the main examination period in May/June.

6.14.

Students who do not satisfy the examiners in the examinations may be permitted to re-sit specified examinations, to undertake a repeat period of study, full-time or part-time, or be required to leave the University.

6.15.

In degree courses of three years' duration, the final class of degree will normally be based upon the assessment of the second and final years of study. In degree courses of four years' duration, the assessment of the third year of study may be taken into account in assessing the final class of degree. The detailed rules of assessment for the award of first degrees are approved by the Senate on the recommendation of the Undergraduate School Board and are available from the Registry.

Academic Progress

6.16.

Students will be permitted to proceed with their programmes of study only if their progress is satisfactory.

6.17.

The progress of each student shall be reviewed at regular intervals during the academic year by academic departments. Where necessary Heads of Department or, in the case of students following joint degrees, the Director of the course, shall inform the Dean of any student whose progress gives cause for concern. The Dean may refer a student to the Progress Committee, which shall be appointed annually by the Board. In such cases the Progress Committee shall act on behalf of the Board and may require a student whose progress is unsatisfactory to withdraw from the University. First and Second Year Boards of Examiners may also require a student whose progress is unsatisfactory to withdraw from the University. A student who is required to withdraw from the University on the grounds of unsatisfactory progress has the right of appeal in accordance with the procedures approved by the Senate.

6.18

Heads of Department or, in the case of students following joint degrees, the Director of the course, shall inform the Dean of any student whose performance suggests that *prima facie* the student will be unable to meet the requirements for obtaining a pass at the end of the year. The cases of such students will normally be dealt with by the Dean who will normally write to the students to warn them of the gravity of their situation and the likelihood that they will fail the year or the award for which they are registered.

6.19.

A student who is prevented by ill health or other serious impediment from meeting the normal requirements of his or her programme of study for more than six consecutive weeks, may not, except with the permission of the Pro-Vice-Chancellor, count that term as part of the requirements of the programme of study for which he/she is registered.

Cheating

6.20.

- (a) It is an academic offence for a student to engage in unfair academic practices or to cheat in any examination, or in any other submitted part of his or her University work, whether or not such work is formally assessed. A student may be found guilty of an academic offence whether or not there has been intention to deceive; that is, a judgement that serious negligence has occurred is sufficient to determine guilt.
- (b) Academic offences include:
 - i. Plagiarism, that is, using or copying the work of others (whether written, printed or in any other form) without proper acknowledgement in any coursework.

- ii. Repeating work previously submitted for another assignment without full acknowledgement of the extent to which that previous work has been used.
- iii. Falsifying data or evidence.
- iv. Submitting a fraudulent claim of extenuating circumstances.
- v. Assisting another student to commit an academic offence.
- vi. Submitting written work produced collaboratively unless this is explicitly allowed.
- vii. Copying the work of another candidate or otherwise communicating with another candidate in an examination.
- viii. Introducing any written, printed or electronically stored information into an examination other than material expressly permitted in the instructions for that examination.
- ix. Defacing or interfering with exam script booklets.

This list is not exhaustive.

- (c) Allegations of academic offences shall be dealt with in accordance with procedures determined by the Senate. Previous offences shall be taken into account.

6.21.

In submitting any piece of work (eg dissertation, thesis, essay or report) a student shall acknowledge any assistance received or any use of the work of others.

Award and Conferment of Degrees

6.22.

A candidate who has fulfilled the requirements of the prescribed programme of study and has satisfied the examiners for the degree of Foundation Degree in Arts or Foundation Degree in Science shall be eligible for conferment of the degree in one of the following classes:

Pass
Merit
Distinction.

6.23.

A candidate who has fulfilled the requirements of the prescribed programme of study and has satisfied the examiners for the degree of Bachelor of Arts or Bachelor of Science or Bachelor of Engineering or Bachelor of Laws with Honours shall be eligible for conferment of the degree in one of the following classes:

Class I
Class II Division i
Class II Division ii
Class III

6.24.

Candidates who do not satisfy the examiners in the final examinations of the final year of study for the degree of Bachelor may be re-assessed in accordance with the rules of assessment for Undergraduate awards. Marks will be capped. Candidates will be required to undertake the appropriate registration and pay the fee determined by the University. Students who are not fully registered shall not be permitted in the intervening year to receive instruction or supervision at the University of Essex. Students who are given the opportunity to be re-assessed shall be subject to the Statutes, Ordinances, and Regulations of the University at any time they are present in the University.

The following conditions apply only to candidates under the rules of assessment which applied before 2007-08: Candidates who satisfy the examiners in the final examinations for the degree of Bachelor at the second attempt shall be eligible for conferment an Honours degree at the Third Class level only and course level marks will be capped at the pass mark, unless the Board of Examiners has specified otherwise, normally in cases where candidates are being re-assessed for the purpose of demonstrating achievement of all programme learning outcomes or where extenuating circumstances have been taken into account.

6.25.

In the case of illness or other sufficient cause affecting a candidate for the degree of Bachelor of Arts or Bachelor of Science or Bachelor of Engineering or Bachelor of Laws or and occurring after the Sunday of the sixth week of the Spring term (ie week 21) of the candidate's final year BA or BSc or BEng or LLB course of study but before the end of the final examinations, the candidate may on the recommendation of the Board of Examiners concerned and at least one external examiner be eligible for conferment of an aegrotat degree. Candidates who have conferred on them an aegrotat degree may present themselves for examination for the degree of Bachelor of Arts or Bachelor of Science or Bachelor of Engineering or Bachelor of Laws at the next available opportunity which will normally be one year later. Such candidates shall be required to register partially and to pay an appropriate fee as determined from time to time by the University. They shall be subject to the Statutes, Ordinances and Regulations of the University at any time they are present in the University. It shall be open to the examiners for the degree of BA or BSc or BEng or LLB to recommend conferment of an Honours degree under conditions prescribed in Regulation 6.23. to candidates who present themselves for examination under this Regulation.

6.26.

- (a) The Chair of a Board of Examiners may suspend any particular decision of the Board where:
 - i. the decision contravenes either a University regulation, policy, or procedure;
 - ii. the decision, in the judgement of the Chair, leads to unfairness or inconsistency.

- (b) In signing the grids at the conclusion of the Board meeting, the Chair shall indicate next to his/her signature that he/she has not approved the decision relating to the relevant candidate number(s).
- (c) The Chair shall then refer the decision to a sub-Committee of Senate by notifying the Vice-Chancellor's Office. The sub-committee shall be chaired by the Vice-Chancellor or his/her nominee, and shall consist of not fewer than three further members of Senate who are also senior members of academic staff. Where possible, the members should be chosen from disciplines cognate with that in the case under consideration. The sub-committee shall review the facts of the case and taken an independent and final decision. Any decision open to the original Board of Examiners shall be available to the sub-Committee. The sub-committee may wish to view the grids of other students in order to ensure consistency.
- (d) The decision of the sub-committee shall not require the agreement of external examiners but the external examiner shall be informed of the decisions.

6.27.

No student, past student, or other person may represent himself or herself as a graduate of the University of Essex until such time as a degree of the University has been conferred.

6.28.

Except with the special permission of the Senate no degree of the University shall be conferred upon, or certificate or diploma of the University granted to, a person who is in debt to the University in respect of that qualification (see also Regulation 6.2), or concerning whom University disciplinary proceedings (including the hearing of any appeal under the disciplinary procedures) are outstanding.

6.29.

Students who are eligible for conferment of degrees may have them conferred upon them either at a congregation for the conferment of degrees or in absentia.

6.30.

Students attending a congregation of the University for the conferment of a degree or otherwise shall be required to wear dress suitable to the occasion.

Intellectual Property Rights

6.31.

Intellectual property rights generated by a student in the course of his/her study lie with the student, except in specific cases relating to commercial exploitation where agreement has been reached between the University and the Student or where otherwise covered by an existing agreement between the student and his/her sponsoring body.

Regulations relating to Conduct

Academic Conduct

7.1.

Students are required to be regular and punctual in their attendance at such instruction as may be prescribed by the relevant department in relation to individual modules.

7.2.

Students are required to see members of academic staff to discuss their attendance, conduct and progress when requested to do so.

7.3.

A student who is absent from teaching for more than one week during term shall inform the Head of Department as soon as possible, in writing, giving the reason for his or her absence. A student who is absent for more than two consecutive weeks during term must provide medical evidence in the case of illness, or appropriate corroboration where there are other reasons for absence, which must be sent to Student Support at the earliest opportunity.

7.4.

Students are required to acquaint themselves with formal communications from academic departments and administrative sections of the University. These may take the form of written correspondence, sent by internal or external mail, notices posted on official noticeboards, information published in the myEssex student portal, and messages sent by electronic mail. Students are expected to access their University e-mail at least once per week.

7.5.

Any student whose behaviour interferes with the satisfactory conduct of instruction may be required by a member of the Academic Staff to withdraw from a lecture, laboratory or class.

General Conduct

7.6.

Members of the University are required to give their names and either their home or University address, and in the case of a student, to produce their Registration Card or other reasonable means of establishing both student status and identity, when asked to do so by persons carrying written authority from the Registrar and Secretary and producing it if so requested.

7.7.

Members of the University wishing to invite guests to the University shall do so only in accordance with the rules and regulations of the University and shall accept responsibility for the conduct of and for any loss or damage caused by their guests while on the University site. No member of the University shall knowingly invite a person who has been excluded by the Registrar and Secretary to any University site.

7.8.

Students will be required to make good in whole or in part to the satisfaction of the University any damage they may cause to the property of the University.

7.9.

Students are required to see the Proctor at such times as the Proctor may arrange.

7.10.

All users of IT facilities at the University must comply with the Guidelines for Use of IT facilities.

7.11.

Notices may be posted only in authorised places and the organisation or individual(s) responsible for the notice must be clearly identified on the notice.

7.12.

The Registrar and Secretary may from time to time declare any area of the University land and premises to be out of bounds; access to or continued presence in such areas is forbidden without written permission from the Registrar and Secretary.

7.13.

The University accepts no responsibility for property lost or damaged on University premises.

7.14.

Members of the University may not enter or remain in any University building without authority when the building is officially closed.

7.15.

Areas under the control of building contractors may not be entered without written permission. The roofs of University buildings are out of bounds and access is forbidden without written permission.

7.16.

The furniture and equipment and other property owned by the University may not be moved within any building to another room nor removed from any building without permission. Furniture and equipment and other property moved in contravention of this Regulation may be recovered without notice by authorised University staff.

7.17.

The University operates a No Smoking Policy, which complies with statutory requirements and applies to members, visitors, contractors and any other users of University facilities.

7.18.

For reasons of safety, when children under the age of 12 need to be brought into University buildings, it is required that the children must be closely supervised at all times. The University will require any children who are not so supervised to be removed from the building. Under no circumstances will children under the age of 12 be permitted in workshops and science department laboratories. The University accepts no liability for injury or harm to children.

Visitors between the age of 12 and 17 years will be permitted to enter University buildings, other than the Library, provided that they are in a supervised group. No parties or receptions for such groups will be permitted unless the room booked exits directly onto a square.

7.19.

For reasons of safety and to protect the University's estate, members and visitors, the Registrar and Secretary may at any time exclude non-students from any University-owned property or land. Any person subject to such exclusion shall be informed in writing of the decision. The person has a right of appeal, which must be lodged with the designated Pro-Vice-Chancellor* within 15 working days from the date on which notification of the exclusion is despatched. An exclusion shall remain in force while the designated Pro-Vice-Chancellor reviews the case. Any decision to exclude remains in force indefinitely. Any person excluded in this way can request for the exclusion to be lifted three years from the date on which it came into force. Any such request must be put in writing to the Registrar and Secretary.

*currently Pro-Vice-Chancellor (Resources)

7.20.

No dogs, except for guide dogs, may be brought into or kept in any University building. All dogs brought on to the University site or property by members of the University, guests or visitors, must be kept on a lead at all times. No pets may be brought into or kept in accommodation owned or administered by the University.

7.21.

The possession and use of weapons subject to public licensing is prohibited on the University site or on other University-owned and University-occupied property. The possession and use of air rifles, air

pistols and similar items which are not subject to public licensing is also prohibited except with the prior, written permission of the Registrar and Secretary and under conditions specified by him/her.

7.22.

Persons who make use of the University's sports facilities must comply with the rules for their use published from time to time by the Registrar and Secretary.

7.23.

Members of the University shall not create, or cause to be created, excessive noise which causes discomfort, inconvenience or annoyance to authorised users of the University premises.

7.24.

In order to ensure the safety of members of the University, their guests and other visitors, and the equitable access to facilities for all, the restrictions set out in the Rules Governing the Use of the Square (Wivenhoe Park campus) and Rules Governing the Driving and Parking of Vehicles within University Grounds shall apply.

7.25.

When a fire alarm sounds in any part of the University or any University-owned or administered accommodation, members of the University and their guests are required to leave that part or accommodation immediately and not to return until told that it is safe to do so by a fire officer or authorised member of the University staff

Regulations for Studentships, Travel Grants and Prizes

Studentships

POULTER STUDENTSHIPS

8.1.1.

Poulter Studentships in Archaeology and Natural Science were instituted from a bequest of the late H W Poulter in 1964. A limited number are normally available annually.

8.1.2.

The value of each Studentship will be related as far as possible to the amounts awarded by the Research Councils to their Studentship holders.

8.1.3.

Each Studentship will be awarded to a full-time registered undergraduate student of the University of Essex on the result of their final degree examination.

8.1.4.

The Studentship will be awarded by the Senate.

8.1.5.

The Studentship will normally be tenable for one year in the first instance but will be renewable for not more than two further years.

8.1.6.

The holders of the Studentship will be required to devote their whole time to graduate study in one of the relevant subjects defined above and will be required to register as candidates for higher degrees of the University of Essex.

OSCAR ARIAS SCHOLARSHIP

8.2.1.

The Oscar Arias Scholarship was instituted jointly by the Foreign Office and the British Council in 1989 to mark the special links between the University of Essex and Costa Rica arising from the conferring of an Honorary Degree on the President of Costa Rica, Dr Oscar Arias, winner of the Nobel Peace Prize in 1987 and a graduate of the University.

8.2.2.

The object of the Scholarship is to enable a graduate student of Costa Rican nationality to undertake full-time study for a Master's degree or doctorate in any Department of the University.

8.2.3.

The Scholarship will be awarded by the Senate on the recommendation of the British Ambassador in San Jose, who shall receive a short list of five names from the University.

8.2.4.

The Scholarship will normally be tenable for one year in the first instance but will be renewable for not more than two further years.

GIULIA MEREU SCHOLARSHIP

8.3.1

The Giulia Mereu Scholarship is awarded annually to a student in the LLM in International Human Rights Law at the University of Essex. This Scholarship has been established by the family and friends of Giulia Mereu

who lost her life at the age of 26, in 1996, while monitoring human rights violations in the former Yugoslavia. She had been an Intern with the Office of the United Nations High Commissioner for Human Rights and was serving as a Civil Affairs Officer with the United Nations Transitional Administration for Eastern Slavonia, Baranja and Western Sirmium when the tragedy occurred. The aim of the Scholarship is to enable those who might otherwise not be able to study the discipline of human rights to do so and to ensure that Giulia Mereu's ideals live on. This scholarship, instituted in 1997, covers tuition fees for the academic year as well as a modest allowance to enable the recipient to undertake a one-month internship with a human rights organisation.

8.3.2

The Scholarship will be awarded by the Senate on the recommendation of the Director of the LLM in International Human Rights Law, to a student of the University of Essex based on merit and financial need irrespective of national origin.

Travel Grants

9.1.1.

Travel grants will only be awarded to students who have no grants or who have been unable to secure adequate assistance from their grant-awarding bodies. A limited number of small travel grants are available annually.

9.1.2.

Applications for travel grants must be made on a form to be obtained from the Registry and must be submitted to this office by the Monday of the second full week of the Summer term.

9.1.3.

The sums available may be offered to one student or divided between two or more students.

NATIONAL FEDERATION OF BUSINESS AND PROFESSIONAL WOMEN'S CLUBS TRAVEL GRANT

9.2.1.

The grant will be available annually to a woman student following a full-time programme of study leading to a first or higher degree of the University of Essex.

9.2.2.

The grant will be awarded to assist a student who wishes to travel in pursuit of her research or studies.

9.2.3.

The grant will be awarded by the Senate.

9.2.4.

The value of the grant will be approximately £75.

BLOMFIELD MEMORIAL TRAVEL GRANTS

9.3.1

The Blomfield Memorial Travel Grants were instituted in 1964 as a result of a donation by Miss M. Blomfield and her sister Mrs J Turville-Petre which provides approximately £550 per annum.

9.3.2.

The grants will be awarded to full-time students following programme of study leading to first or higher degrees of the University of Essex in any Faculty.

9.3.3.

The grants will be awarded to assist students who wish to travel in pursuit of their research or studies.

9.3.4.

The grant will be awarded by the Senate.

ESSEX ROTARY UNIVERSITY TRAVEL GRANTS

9.4.1.

The Essex Rotary University Travel Grants were instituted in 1966 as a result of a gift to the University from Rotary Clubs in Essex, from which the income is used for the grants.

9.4.2.

Applicants for the travel grants must submit to the Registry by the Monday of the second full week of the Summer term a statement not exceeding 500 words indicating what they would propose to do if they were awarded a Rotary Travel Grant.

9.4.3.

The award will be made by the Senate of the University on the recommendation of a Selection Committee comprising two persons nominated by the Senate and two Essex Rotarians. The grants will be made to the students who submit, in the opinion of the Selection Committee, the most interesting proposals for spending time abroad. The final selection will be made by interview.

9.4.4.

A successful applicant may be invited to give not more than three talks to Rotary Clubs in Essex after the student's return from abroad.

SIR ERIC BERTHOUD TRAVEL GRANTS

9.5.1.

The Sir Eric Berthoud Travel Grants were instituted in 1996 as a result of a bequest by Sir Eric Berthoud, Founder-Chairman of the University of Essex Association.

9.5.2.

The grants will be awarded to full-time students following programmes of study leading to first or higher degrees of the University of Essex in any Department.

9.5.3.

The grants will be awarded to assist students who wish to travel in pursuit of their research or studies.

9.5.4.

The grant will be awarded by the Senate.

Prizes

10.1.

The following University and departmental prizes are awarded, normally on an annual basis. The detailed criteria for the award of each prize and the sum awarded are available on application to the Academic Registrar.

DEPARTMENT OF ART HISTORY AND THEORY

Art History Prize

Bishop/McKinlay Prize

Roy Beston Memorial Prize

Sir Andrew Carnwarth Travel Prize

DEPARTMENT OF BIOLOGICAL SCIENCES

The Abel-Imray Project Prize

The Alan Rustage Prize

The Biotechnology Prize

The British Technology Project Prize

The Centre for Sport & Exercise Science Prize

The David Whytock Memorial Prize

The Environmental Biology Prize

The Environment, Science & Society Prize

The Glaxo Smith Kline Prize

The Human Performance Unit Project Prize

The John Shire Memorial Prize

The John Shire Prize for Biology

Molecular Medicine Prize

Marine Biology Prize

The MSc Cardiac Rehabilitation Prize

The MSc Sports Science Prize

The Reproductive Immunology Congress Prize

Richard Watson Prize

Syngenta Prize

The Zeneca Prize

CENTRE FOR COMPUTATIONAL FINANCE AND ECONOMIC AGENTS

FGS Capital Prize for Best Overall Performance (MSc Computational Finance)

FGS Capital Prize for Best Overall Performance (MSc Agent-Based Computational Economics and E-Markets)

FGS Capital Prize for Best Overall Performance (MSc Financial Software Engineering)

DEPARTMENT OF COMPUTING AND ELECTRONIC SYSTEMS

Addison Wesley Longman Prize

KF Bowden Memorial Prize First Year

KF Bowden Memorial Prize Second Year

British Telecom Project Prize

British Telecom Postgraduate Research Publication Prize

British Telecom Project Presentation Prize

CNH (UK) Prize

Fujitsu Prize

Institute of Electrical & Electronics Engineers UK&RI Communications Chapter Prize

Institution of Electrical Technology Final Year Prize

Institution of Electrical Technology Ipswich Area Prize

Institution of Technology Engineers Prize

The Active Web Solutions Prize

The Agilent Technologies Prize

The R A Brooker Prize

The Computer Science Prize

The Devdas Korappath Gopal Prize

The MSc Computer Studies Prize

The O'Reilly Academic Prize

The Schroder Prize

The Frank Thilo Prize 2nd year Undergraduate Students

The Telecom Technologies Prize
The Wind River Systems Prize
TTPCom Prize
University of Essex Prize

EAST 15 ACTING SCHOOL

The Sir John Gielgud Charitable Trust Award
The Alan Bates Bursary
The Lilian Baylis Award
The John Hartley Award

DEPARTMENT OF ECONOMICS

CRA International Project Prize
Economics Department Prize for the Best MSc Dissertation
Economics Special Prize for Academic Achievement
Leatherland Book Prize for Best MSc Performance
McGraw Hill Final Year Prize
McGraw Hill First Year Prize
McGraw Hill Second Year Prize

ESSEX BUSINESS SCHOOL

Craig Hiemstra Memorial Prize
The AFM Annual PGT Prize in Accounting Schemes
The Cavendish Prize for AC208
The Cavendish Prize for AC338 or AC339
The EFC (Essex Finance Centre) Annual PGT Prize
The EMC (Essex Management Centre) Annual PGT Prize
The First Year Ivor Benveniste Prize
The McGraw-Hill Finance Prize for 1st Year
The McGraw-Hill Finance Prize for 2nd Year
The McGraw-Hill Finance Prize for 3rd Year
The Pearson Prize for AC203
The Pearson Prize for AC215
The Pearson Prize for AC942
The Routledge Prize

DEPARTMENT OF GOVERNMENT

Book Prize for the Best First Year Politics Student
Book Prize for the Best Joint Degree
Department of Government Prize for best MA Student
The Jean Blondel Prize for the Best Undergraduate Degree Result
The Leatherland Book Prize for the Best 2nd Year Student
The Oscar Arias Prize for the Best Undergraduate Dissertation
Outstanding Performance by a Student from Argentina
Outstanding Performance by a Student from Mexico

SCHOOL OF HEALTH AND HUMAN SCIENCES

BSc Prize for Outstanding Performance
Chartered Society of Physiotherapy
HHS Prize for Best Undergraduate Performance final Year
Interprofessional Learning Prize for completing student with best overall score
MSc Prize for Best Overall Student Performance
Sandra Clark Memorial Prize

DEPARTMENT OF HISTORY

Best Performance on HR211 Prize
Best Performance by a Second Year on a History Degree Prize

Collier Essay Prize
The Department of History Project Prize
The Pop Ronson Memorial Prize for Local History

HUMAN RIGHTS CENTRE

Deborah Fitzmaurice Memorial Prize

FACULTY OF HUMANITIES AND COMPARATIVE STUDIES

Ede and Ravenscroft Prize

INTERDISCIPLINARY STUDY OF THE HUMANITIES, CENTRE FOR

American Studies Project Prize
Enlightenment Prize
BA Humanities Prize
Jean Monnet Prize
Latin American Project Prize

INTERNATIONAL ACADEMY

The Jack Kay Book Prize

DEPARTMENT OF LANGUAGE AND LINGUISTICS

Best PhD Thesis Prize
The John Roberts Prize for Modern Languages
The John Ross Final Year Prize for French
The John Ross Second Year Prize for French
The Martin Atkinson Prize for Linguistics

SCHOOL OF LAW

The Departmental Prize for Tort Law
Ellisons' Commercial Property Law Prize
Gordon Sagar Prize
Hammonds Prize for Commercial Law
Longman Prize
Palgrave Prize
Pearson Education Prize
Southend and District Law Society Prize
Suffolk and North Essex Law Society Human Rights Prize
Suffolk and North Essex Law Society Prize
Sweet and Maxwell Prize

DEPARTMENT OF LITERATURE, FILM, AND THEATRE STUDIES

Alison Bower Award
Francis Barker Memorial Prize
The Fourth World
Arthur Terry Memorial Fund
University of the Third Age Literature Prize

DEPARTMENT OF MATHEMATICAL SCIENCES

Institute of Mathematics and its Applications Prize
Waterstone Maths Prize

DEPARTMENT OF PHILOSOPHY

The Cioffi Prize
The External Examiners Prize

CENTRE FOR PSYCHOANALYTICAL STUDIES

Sigmund Freud Memorial Student Essay Prize

DEPARTMENT OF PSYCHOLOGY

British Psychological Society Undergraduate Award

The Departmental Prize

Neuropsychology Prize for the best dissertation

Project Prize for final-year Undergraduates

AT Welford Memorial Prize

DEPARTMENT OF SOCIOLOGY

First Year Journal Prize

The Fuller Bequest Project Prize

The Fuller Bequest Undergraduate Prize

Inner Wheel Club of Southend-on-Sea Prize

The David Lockwood Prize

The David Roberts Prize

The Don Pike Award

STUDY ABOARD OFFICE

Study Aboard and Tempest Photography Prize

Library Regulations

Hours of Opening

11.1.

DURING TERM

Mondays to Fridays

8am-10pm

Monday to Friday in last week of Summer term

9am-5.30pm

Saturdays (except last two Saturdays of Summer term)

9am-6pm

Sundays (except last Sunday of Summer term)

2pm-7pm

DURING VACATION

Mondays to Fridays

9am-5.30pm*

Monday to Friday in last week of Easter vacation

9am-10pm

Last Saturday of each Christmas and each Easter vacation

9am-6pm

Last Sunday of each Christmas and each Easter vacation

2pm-7pm

*1pm on 24 December when this date is the last working day before the Christmas closure.

Admission to the Library

11.2.

All members of the University as defined in Ordinance 1 are entitled to use the Library as readers. On written request, the Librarian may, at his discretion, admit other persons as readers and may require them to furnish a written recommendation; in cases of doubt the Librarian may refer such requests to the Library Committee, whose decision will be final. External readers associated with commercial organisations and businesses will be charged a fee, at a rate determined from time to time by the Senate, if they are permitted to use the Library as readers.

11.3.

The right of borrowing from the Library under the conditions laid down in the Regulations is granted to the following readers:

members of Council and members of the academic, academic related, research, senior support and support staff; registered students of the University; other persons for purposes of special study, at the discretion of the Librarian in each case. External readers associated with commercial organisations and businesses will be charged a fee, at a rate determined from time to time by the Senate, if they are granted borrowing rights.

Registration

11.4.

No person may use the University Library until he or she has signed a Library registration card agreeing to abide by the Library Regulations. It is the reader's

responsibility to ensure that the addresses given on his or her registration card are kept up to date.

11.5.

Persons using the Library should at all times carry with them their Library borrower's or reader's ticket or other means of identifying themselves as registered users of the Library. Such identification may be requested at any time by Library staff.

Borrowing

GENERAL

11.6.

Here and elsewhere the term 'book' is deemed to cover all types of Library material.

11.7.

With the exception of certain categories noted in 11.8. below, all books may be borrowed from the Library. No books shall be removed from the Library unless the borrower has first had the loan duly recorded at the Circulation Desk. All borrowers must produce a borrower's card when borrowing books from the Library. If a Library borrower's card is lost or stolen, the matter should be reported to the Library Circulation Desk, and, in the case of students, to the Registry. Library cards may be replaced upon application to the Registry, in the case of students, and to the Circulation Desk, in the case of all other borrowers, on payment of a charge determined from time to time by the Senate.

11.8.

Reference books, dictionaries, atlases, etc, certain abstracting and bibliographical periodicals, current and unbound parts of all other periodicals*, and books of special value or rarity may not be removed from the Library. This restriction may be extended temporarily at any time to books in heavy demand. Other books in much demand may be issued only for such limited periods as the Librarian deems advisable.

*Current numbers of periodicals may for the present be borrowed overnight by members of the academic, academic related, research and senior support staff of the University from 5pm to 10am on Monday to Friday and from 12 noon on Saturday to 10am on Monday (4.30pm to 10am on Monday to Thursday, 4.30pm on Friday to 10am on Monday in vacation). This provision is subject to review by the Library Committee.

11.9.

A borrower remains responsible for a book as long as the loan record remains uncanceled. Books borrowed by one reader must not be passed on to another but must, in all cases, be formally returned to the Library and re-issued at the Circulation Desk.

PERIOD OF LOAN

11.10.

Members of Council and members of the academic, academic related, research and senior support staff may borrow books other than those in categories referred to in 11.8. above for any period up to the last Friday of the current term.

11.11.

Graduate students may borrow books for any period up to the last Friday of the current term.

11.12.

Undergraduate students may borrow books for any period up to two weeks during term.

11.13.

Members of support staff may borrow books as in 11.12. above.

11.14.

The latest date for return will be stamped inside all books borrowed under Regulations 11.10, 11.11, 11.12 and 11.13.

NUMBER OF VOLUMES

11.15.

Borrowers as defined in 11.10. above shall be allowed to have at one time not more than thirty books borrowed from the Library.

11.16.

Students may borrow the following number of books at any one time:

- (a) Undergraduate students: fifteen books
- (b) Masters students: twenty books
- (c) Doctoral programme students: twenty-five books.

11.17.

Borrowers as defined in 11.13. above may borrow up to five books at any one time.

11.18.

Books in excess of these numbers may be borrowed only in special circumstances and by permission of the Librarian.

11.19.

Two or more volumes constituting a single work but not two or more volumes of the same periodical are counted as one book.

BORROWING (OTHER THAN BY UNDERGRADUATES)

11.20.

Borrowers, as defined in Regulations 11.10. and 11.11. above, may borrow books for the next term two weeks before the end of the current term.

VACATION BORROWING (UNDERGRADUATE)

11.21.

All books borrowed for a vacation must be returned by the first Wednesday of the next term.

11.22.

Books may be borrowed for vacations two weeks before the end of the term.

RECALL AND RETURN OF BOOKS ON LOAN

11.23.

Any book may be recalled from a borrower when it has been on normal loan for five days and must be returned to the Library immediately.

11.24.

No recall notices will be sent to individual borrowers in advance of a general recall date, that is to say, the last Friday of each term (see Regulations 11.10. and 11.11.), but the Librarian will remind borrowers of these recall dates by means of a notice posted in the Library and included in the University newsletter. No

recall notices will be sent for books on restricted loan (see Regulation 11.8.) unless requested by another reader.

11.25.

Borrowers who do not return books by the date for a recall under Regulations 11.10, 11.11, 11.12, 11.13 and 11.21, or by the date or time for return of books on restricted loan under Regulation 11.8, or who do not return books on the third day (Saturdays and Sundays excluded) during term, or on the tenth day (Saturdays and Sundays excluded) during vacation after a specific recall notice has been issued by the Librarian under Regulation 11.23, will incur fines from the recall date at a rate determined from time to time by the Senate.

11.26.

A borrower who retains a restricted loan beyond the prescribed period will lose the privilege of borrowing this category of books for a specified period at the discretion of the Librarian.

11.27.

No further loans of any kind will be made to a borrower who has books in his/her possession which he/she has failed to return in response to a recall notice.

11.28.

Reminders about the recall of books will be sent on the first day they are overdue, with periodic reminders thereafter including a note of the fines which have accrued.

11.29.

A reminder or a specific recall notice will be sent via University e-mail and, for printed correspondence, to the address which they have notified to the Registrar & Secretary in accordance with Regulation 5.5, or, in the case of staff, to their home address.

11.30.

Borrowers and readers will be held responsible for any book in their charge and will be required to pay the cost of replacement or repair of any book lost, damaged or defaced, together with an administrative charge determined from time to time by the Senate to cover the cost of ordering, cataloguing and other processing of books which have been lost.

NOTE: The Senate has determined that the administrative charge at present shall be £6 per volume.

11.31.

When the amount of fines levied under the Library Regulations equals or exceeds the cost of replacing the book, including the administrative charge, the borrower will be charged for the book as if it were lost (see Regulation 11.30. above).

11.32.

Fines will be collected at the Circulation Desk of the Library and books will not be accepted without the payment of any fines due.

11.33.

Fines and charges for lost books will be regarded as debts to the University and in the case of non-payment a defaulter will be excluded from all further use of the Library until such debts have been paid.

11.34.

If the amount of a fine is in question the Librarian's decision shall be final.

NOTE: The Senate has determined that the rate of fines at present shall be 30p per day (Sundays excluded) for books borrowed under Regulation 11.10, 11.11, 11.12, 11.13 and 11.21, and £1 per day (Sundays excluded) for books which have been recalled under Regulation 11.23. For Short Loan Collection books which are borrowed under Regulation 11.8 the rate of fine shall be £1 per overdue hour or part thereof.

Annual Inspection

11.35.

An inspection of the Library will be held annually at the end of each academic year, or whensoever the Librarian deems necessary. All books on loan must be brought to the Library Circulation Desk beforehand for return or renewal.

General

11.36.

Silence is to be observed in all public reading areas.

11.37.

Smoking, the consumption of food and drink, and the use of matches or open lights are forbidden in all parts of the Library open to readers.

11.38.

Bags brought into the Library must be offered for examination if requested by a member of the Library staff when readers leave the Library.

11.39.

Containers of liquids may not be brought into the Library.

11.40.

The marking and defacing of books is strictly forbidden.

11.41.

The reservation of seats in the public reading areas of the Library is not permitted. Books and other articles left for any length of time on chairs and tables may be removed by the Library staff. Articles left in these areas at closing time will be cleared away. The Library accepts no responsibility for personal belongings left in the building.

11.42.

All readers leaving the Library in the possession of books or papers must show them to a member of the Library staff on demand. The knowing removal of Library books contrary to the Library Regulations is strictly forbidden and would render the person liable to the disciplinary procedures of the University.

11.43.

A warning bell will be rung twenty minutes before closing time. All readers must vacate the Library by closing time, and may be asked to vacate their seats after the bell has been rung.

11.44.

The Librarian shall report to the Vice-Chancellor any person whose conduct in the Library is, in his or her opinion, disorderly; such persons shall be excluded from all further use of the Library pending the Vice-Chancellor's decision. No person excluded from the University precincts pursuant to the powers of the Council, the Senate or the Vice-Chancellor may make use of the Library.

Inter-Library Loans

11.45.

Books borrowed from other libraries are subject in each case to the conditions imposed by the lending library.

University of Essex Theses

11.46.

One copy of all theses for which the degree of MA or MSc or LLM (under Regulation 4.50), MPhil or PhD has been conferred will be deposited in the University Library. It shall be bound in accordance with the rules laid down by the University. The author shall empower the Librarian to allow the thesis to be copied in whole or in part without further reference to the author on the understanding that such authority may be given in respect of single copies made for study purposes and will be subject to normal conditions of acknowledgement.

11.47.

Theses shall be available in the Library for reference except when permission to consult a thesis has been withheld at the special request of the author for a period not exceeding five years agreed with the University.

11.48.

Theses may be lent to an approved library for consultation in that library on receipt of an application from the librarian.

11.49.

The University may publish the title and summary of the thesis in any way it sees fit and may authorise others to do so.

11.50.

Any person wishing to consult a thesis must sign an undertaking (on the form provided):

- a. not to reproduce the thesis or any substantial portion of it or to quote extensively from it or otherwise make substantial public usage of it without obtaining the written permission of the author;
- b. that due acknowledgement will in each case be made whenever such information is published. The author may empower the Librarian to give such permission.

(See Regulations 4.41-4.49)

Residence Regulations

Definitions

ASSOCIATE DEANS

The persons whom shall from time to time be appointed to be Associate Deans for Accommodation in accordance with the appointment procedure published by Student Support.

COMMON PARTS

The common parts of residential accommodation owned or administered by the University.

CONTRACTUAL PERIOD

Such period as the University may in its absolute discretion determine.

PROCTOR

The person whom the Council of the University on the recommendation of the Vice-Chancellor shall from time to time appoint to be the Proctor.

REGISTERED OCCUPANT(S)

Full-time student registered as occupant of specified University-owned or administered accommodation or a person approved by the University to share such accommodation with a fully registered student.

REGISTRAR & SECRETARY

The person whom the Council of the University shall from time to time properly appoint to be the Registrar & Secretary. The Registrar & Secretary may delegate any of his or her responsibilities under these Regulations.

STUDENT(S)

Person(s) whom the Registrar & Secretary has accepted and registered as student(s) at the University.

UNIT OF ACCOMMODATION

That area of accommodation for which an Associate Dean for Accommodation is responsible under the terms of his or her appointment by the University.

UNIVERSITY

The University of Essex, Wivenhoe Park, Colchester, Essex CO4 3SQ.

General

12.1.

- i. Registered Occupants shall comply with the reasonable requirements of the Registrar & Secretary as stated in these Regulations and as may additionally be required and notified from time to time.
- ii. In addition to these Regulations each unit of accommodation may also have a set of Terms and Conditions, which Registered Occupants are also required to observe.

12.2.

The Contractual Period(s) for which University-owned or administered accommodation shall be available, and the charges payable, shall be determined from time to time by the Council at the Council's absolute discretion and such charges shall be notified to each Registered Occupant individually in writing and/or by posting notices on the relevant University notice-boards and websites.

12.3.

Subject to complying with these Regulations, a student who becomes a Registered Occupant shall have the right to remain in his or her allocated accommodation only during the Contractual Period, and except as provided elsewhere in these Regulations.

12.4.

- i. A student may reside in University-owned or administered accommodation only in that area of the accommodation for which he or she is the Registered Occupant.
- ii. The room is for the occupation of the Registered Occupant only. Sub-letting the room is not permitted.
- iii. A Registered Occupant of University-owned or administered accommodation for couples or families shall be permitted to allow to reside with him or her in the accommodation only those persons whose names have been submitted to and approved by the Registrar & Secretary.
- iv. A person ceases to become the Registered Occupant of University-owned or administered accommodation if he or she fails to sign the relevant contract for that accommodation within 14 days of occupying the accommodation or within 14 days of the despatch of the contract, whichever is the later and he or she must vacate that accommodation immediately.

12.5.

A Registered Occupant who ceases to be a student of the University or who has the use of University facilities withdrawn from him or her under the provisions of Regulation 5.10 shall vacate his or her allocated accommodation on the date of his or her ceasing to be a student or as the case may be on the date of the withdrawal of facilities of the University or on such other date as the Registrar & Secretary may in his or her absolute discretion determine.

12.6.

Registered Occupants who are absent from the University for any part of their Contractual Period shall pay in full the accommodation charges relating to the period of their absence unless the Registrar & Secretary shall in his or her absolute discretion determine otherwise.

12.7.

Registered Occupants will be held responsible for any loss of, or damage to, the equipment, furnishings, fixtures, fittings and decorations of their accommodation and of the Common Parts over and above that caused by fair wear and tear and they may be required to pay compensation, either as individuals

or as a body, for any such loss or damage including payment of the full cost to the University of repairing or replacing items so lost or damaged.

12.8.

- i. Registered Occupants will be held fully responsible for the conduct of and for any loss or damage caused by their guest or guests while in accommodation owned or administered by the University.
- ii. Registered Occupants shall inform the Registrar & Secretary of the names of any proposed guests who are invited to stay overnight in such accommodation and shall use their best endeavours to ensure that their guests comply with the requirements of these Regulations where relevant to them.

12.9.

Registered Occupants will be held responsible for keeping their allocated accommodation and the Common Parts clean and in good order, and shall be required to meet the cost of any services, additional to any routine cleaning provided by the University, which are required to maintain a standard acceptable to the University.

12.10.

- i. Registered occupants are required to pay a key deposit of an amount to be determined from time to time by the Registrar & Secretary. The deposit will be returned providing the student has returned the keys and their forwarding address to the Accommodation Office in accordance with Regulation 5.5.
- ii. Registered occupants who fail to return keys at the end of their Contractual Period may be required to pay a late return fee of an amount to be determined from time to time by the Registrar & Secretary.

12.11.

For the purposes of these Regulations the Registrar & Secretary, or other representatives of the owner of accommodation, for example maintenance staff, have the right of access to any part of accommodation owned or administered by the University at all reasonable times to enable them to fulfil their duties and responsibilities and to safeguard the owner's interests, including ensuring that such accommodation is being used for the purposes for which it has been allocated.

12.12.

Registered Occupants are required, whilst acting in that capacity, as a condition of residence and in the interest of good relations, to treat all other persons, whether they are staff, fellow students, visitors or neighbours, with both reasonable consideration and courtesy at all times.

12.13.

Registered Occupants shall ensure that neither they, nor their guests, create or cause to be created excessive noise which causes discomfort, inconvenience or annoyance to the occupiers of other accommodation owned or administered by the University or to the occupiers of adjoining or neighbouring premises or to

anyone else. After midnight noise must be kept to a level that does not disturb other residents. Parties may be held only with the permission of the relevant Associate Dean for Accommodation.

12.14.

No pets may be brought into or kept in accommodation owned or administered by the University, except for guide dogs.

12.15.

No appliances for heating, cooking, refrigeration and washing may be used in the study bedrooms of University-owned accommodation, except with the prior written permission of the Registrar & Secretary. The only ovens and refrigerators allowed in the kitchen areas of the University-owned accommodation are those supplied by the University. Prohibited appliances will be removed from residential accommodation by university staff where there is evidence that they have been used in the bedroom or where no authority to use has been obtained.

12.16.

The use of lighted candles, tea lights, aromatic oil heaters, incense sticks or any other device which has a naked flame, other than smokers' materials, is prohibited in University owned or administered residential accommodation except with the prior written permission of the Registrar & Secretary.

Candles and other prohibited devices will be removed from residential accommodation by university staff including where these are for display purposes only.

The Registrar & Secretary will give permission only in exceptional circumstances, for example, where candles are to be used for religious purposes and where the lighting of candles is accepted practice for that form of religious worship. The precautions to be adopted for the safe use in these cases will be defined by the University Safety Officer and must be followed. In no circumstances will permission be given for unattended lit candles or devices.

12.17.

The University has a No Smoking policy which outlines how it will comply with the Health Act 2006. This Regulation ensures that the No Smoking policy is upheld in residences designated No Smoking and controls where smoking is permitted in other residences.

Smoking is not permitted in any part of a residence or flat designated non smoking nor in common parts of residences or flats where smoking is permitted in bedrooms. Common parts include kitchens, corridors, toilets/showers, foyers and entrances.

Smoking is not permitted in bedrooms or flats designated for smoking whilst staff are present in the room for the purpose of cleaning, maintenance and inspection.

12.18.

No hazardous, dangerous or flammable substance which may cause damage to persons or property may be taken into University-owned or administered properties by students or their guests. Any such

substance will be removed on the authority of the Security Manager or the University Safety Officer.

12.19.

Any member of staff of the University may refer to the Proctor the case of any student who, in his or her opinion, is in breach of any regulation imposed or obligation undertaken in respect of the student's occupation of University-owned or administered accommodation.

12.20.

A Disciplinary Committee to which a student's case is referred by the Proctor shall have the power, subject to any right of appeal provided for in the Disciplinary Procedures and without prejudice to any other power it might have or penalty it might impose under those Procedures, to terminate immediately a Registered Occupant's right of occupation of accommodation owned or administered by the University.

12.21.

The University may terminate a Registered Occupant's right of occupation if fees or accommodation charges or other sums due have not been paid and remain unpaid for a period of eight weeks after notice requiring payment has been served.

12.22.

A Registered Occupant whose right of occupation is terminated shall have his or her registration in respect of the use of University-owned or administered accommodation cancelled.

12.23.

The Proctor shall have the power where, in his or her opinion, immediate action is necessary in order to safeguard the interests of either the student concerned or other residents, to require any student to leave immediately accommodation owned or administered by

the University and move to alternative accommodation pending the outcome of disciplinary proceedings which will be initiated at the earliest opportunity. The student whose right of occupation of accommodation owned or administered by the University has been temporarily suspended shall give all keys and entry cards associated with that accommodation to the Accommodation Office at the time of the suspension.

No student shall be suspended by the Proctor unless he or she has been given an opportunity to make representations in person to the Proctor. Where for any reason it appears to the Proctor that it is not possible for the student to attend in person, he or she shall be entitled to make written representations. In a case of great urgency the Proctor is empowered to suspend the student with immediate effect provided that the student is given the opportunity to make representations to the Proctor in person or in writing within five working days. At the request of the student, the decision by the Proctor to temporarily suspend the student shall be subject to review where it has continued for four weeks. Such a review will not necessarily involve a hearing or submissions made in person but the student will be entitled to submit written representations. The review will be conducted by a Pro-Vice-Chancellor.

12.24.

Students' disciplinary records, with respect to breaches of Residence Regulations, may be taken into account when deciding whether or not to allocate accommodation to them. Accommodation will not be allocated to students found to be in breach of University Regulations if the Proctor so decides.

Disciplinary Regulations

13.1.

The Disciplinary Regulations will apply in relation to any activities engaged in, or services and facilities enjoyed, as a student of the University, or in the vicinity of any premises owned, leased or managed by the University. Disciplinary action may also be taken against a student engaged in any activity relating to the University in respect of any alleged misconduct wherever it may have taken place when it is considered necessary to protect the interests and reputation of the University, its staff, or students. For students subject to the *Breach of Professional Misconduct and Termination of Training Procedure*, disciplinary activity that affects professional suitability may also be referred to other relevant University authorities to be handled in accordance with the appropriate procedures.

13.2.

A breach of discipline by a student is defined as:

- (a) infringement of a Regulation of the University;
- (b) infringement of any provision of a code of practice approved from time to time by the Council;
- (c) conviction of a criminal offence in a court of law or having been formally cautioned for a criminal offence by a police officer;
- (d) attempting or inciting others to commit any breach of discipline;
- (e) failure to comply with a resolution previously imposed by the Proctor*, the Disciplinary Committee or the Disciplinary Committee of Appeal, from the time of the notification of the resolution or such other time as is authorised by the Disciplinary and Membership Officer, save that a period of 28 days (or exceptionally, a longer period as specified by the Disciplinary and Membership Officer) is allowed for the payment of fines, damages and costs;
- (f) any of the following:
 1.
 - i. violent, threatening or intimidating behaviour;
 - ii. indecent or abusive language or behaviour;
 - iii. disorderly behaviour.This regulation applies within the University. It also applies outside the University in respect of such alleged misconduct by a student to an officer, member or employee of the University.
 2. behaviour likely to cause injury or impair safety on University premises;
 3. conduct amounting to harassment. (The University will take harassment to include

any behaviour that appears or feels offensive, intimidating or hostile, which interferes with individuals' academic, working or social environment; or which induces stress, anxiety, fear or sickness on the part of the harassed person. The defining features are that the behaviour appears or feels offensive or intimidating to the recipient and would be so regarded by any reasonable person.)

(NOTE: To be read in conjunction with the University's '*Guidelines for Dealing with Harassment and Bullying*'.)

4. publishing of any matter (including expressed orally or in any writing, sign or visible representation, including electronically) which is threatening, abusive or insulting or constitutes harassment or makes others fear violence, including:
 - i. by printing or displaying within the University *or*
 - ii. by publishing or distributing to any visitor, officer, member or employee of the University *or*
 - iii. by using in any form of instruction, meeting or gathering (including social and sporting activities) *or*
 - iv. by broadcasting to any visitor, officer, member or employee of the University.
5. conduct which obstructs, frustrates or disrupts
 - i. any lecture, class or other instruction, or any laboratory work, or any examinations, authorised to be held, given or undertaken within the University; *or*
 - ii. any meeting or other function (including social or sporting activities) authorised to take place within the University; *or*
 - iii. the satisfactory conduct of the administrative work of the University or its public or official functions, activities or legal duties;
6. interfering with or impeding any officer, member or employee of the University in carrying out his/her duty or proper function as such;
7. failure to disclose name and other relevant details to an officer or employee of the University or the Students Union when it is reasonable to require that such information be given;
8. interfering with or impeding, by the use of intimidation, violence, threat of violence or physical obstruction, the supply or delivery of any goods or services to the University, or so interfering with or impeding the entry into the University of any lawful visitor;

* Throughout the Disciplinary Regulations and Procedures the term 'Proctor' signifies 'Proctor, Assistant Proctor or person delegated to act in the Proctor's absence'.

9. failure to comply with the terms of any action taken in accordance with Section V of the Statutes;
10. unauthorised interference with any mechanical, electrical or other services or installations within the University;
11. failure to comply with the '*Guidelines for Use of IT Facilities*';
12. theft committed within the University;
13. damage to or defacement or misappropriation or unauthorised use of the property of the University;
14. using or knowingly possessing within the University any controlled drug as defined in the Misuse of Drugs Act 1971 and the Regulations promulgated thereunder or any legislation for the time being in force modifying or replacing that Act;
15. forgery, falsification or misuse of the University's name or of any University record or document, or knowingly making any false statement or being party to impersonation in relation to any academic examination or assessment or University administrative function or service, including the use of false documentation or statement in the process of gaining admission to the University;
16. infringement of the rules relating to admission to social functions as published from time to time by the Proctor;

17. refusal to make any payment, or comply with any direction or restriction, subject to any right of appeal applicable, imposed by the Librarian in respect of the use of Library facilities;
18. misuse of fire appliances within the University;
19. unwarranted sounding or raising of a fire alarm within the University;
20. disposing of litter inappropriately within the University.

13.3.

The procedure for dealing with alleged breaches of discipline shall be that set out in the documents entitled '*Disciplinary Procedures*', '*Disciplinary Committee Procedures*' and '*Disciplinary Committee of Appeal Procedures*' as approved from time to time by the Senate.

13.4.

Students are required to attend any meeting of any committee of the Senate which has been appointed by the Disciplinary and Membership Officer when required to do so in writing with reasonable notice by the Disciplinary and Membership Officer.

13.5.

Students are required, when attending a meeting of any Committee or Sub-Committee of the Senate, to comply with the rulings and procedures of that committee.

NOTE: These Regulations should be read in conjunction with the '*Disciplinary Procedures*' approved from time to time by the Senate.

University Procedures

Disciplinary Procedures

A. The Proctor

A.1.

The Proctor shall be appointed by the Council, on the recommendation of the Vice-Chancellor, to be an officer of the University.

A.2.

When, in the opinion of the Proctor, there may have occurred a breach of discipline justifying action against a student, the Proctor shall supervise the investigation of such a breach.

A.3.

The Proctor may institute disciplinary action against a student by referring the case to the Disciplinary and Membership Officer. Such referral does not preclude either:

- a. the Proctor recommending to the Vice-Chancellor that the case be referred to the police, or
- b. a Disciplinary Committee from recommending to the Vice-Chancellor that the case be referred to the police. On referring a case to the Disciplinary and Membership Officer, the Proctor shall notify the student concerned, in writing, of the charge or charges and draw his/her attention to the Disciplinary Procedures.

A.4.

On referring a case to the Disciplinary and Membership Officer the Proctor shall notify the Vice-Chancellor of the reference.

A.5.

Notwithstanding paragraph A.3, the Proctor may deal with minor cases regardless of whether the student admits or denies guilt. It is at the Proctor's discretion what constitutes a minor case. The Proctor may also deal with allegations of unwarranted sounding or raising of a fire alarm within the University, for which the Proctor has the authority to impose a maximum fine of £500. In such cases the Proctor shall:

- a. have the power, on behalf of Senate, to resolve
 - i. that penalties be imposed on the student within the limits determined from time to time by the Senate, such penalties at no time to last beyond the student's period of current student membership;
 - ii. that payment by the student of the whole or part of the cost of repair to, or replacement of any property damaged or stolen or, at the Proctor's option, its value, be required.

A resolution under paragraph A.5.(a)(ii) of these Procedures may be made regardless of whether or not any penalty is imposed pursuant to a resolution made under paragraph A.5.(a)(i).

- b. report such resolutions in writing to the Disciplinary and Membership Officer.

A.6.

Where a student has denied guilt in relation to the charge(s) and wishes to challenge a resolution of the Proctor, he/she shall have the right to request that the case be heard by a Disciplinary Committee. Such a request must be lodged with the Disciplinary and Membership Officer in writing within fifteen working days of the date on which notification of the resolution by the Proctor was despatched to the student concerned. Should the student be able to show to the satisfaction of the Disciplinary and Membership Officer that circumstances beyond his/her control prevented this time limit being adhered to and that injustice would result from adhering to it, the Disciplinary and Membership Officer may, in his/her absolute discretion, extend the time within which a request may be lodged up to a period of thirty working days from the date on which notification of the resolution was despatched by the Proctor to the student concerned. Following receipt of such a request, the Disciplinary and Membership Officer shall either dismiss the case against the student or convene a Disciplinary Committee in accordance with the provisions of Section E of these procedures. The Disciplinary and Membership Officer shall notify the student in writing of his/her decision within ten working days of the receipt by him/her of the written request.

B. The Disciplinary and Membership Officer

B.1.

The Disciplinary and Membership Officer shall be appointed by the Council on the recommendation of the Vice-Chancellor to be an officer of the University. He or she shall be permitted to attend meetings of the Senate as appropriate. In the absence or indisposition of the Disciplinary and Membership Officer, the Vice-Chancellor may, in writing, appoint any officer of the University who is also a member of the Senate, other than the Proctor, to act temporarily in this capacity for a specified period. No person shall perform the functions of the Disciplinary and Membership Officer unless appointed according to the provisions of this paragraph.

B.2.

The Disciplinary and Membership Officer shall be the Chair of the Disciplinary Panel.

B.3.

The Disciplinary and Membership Officer shall, subject to the powers contained in paragraphs B.5. and F.1. of these Procedures, have the following duties:

- a. subject to the guidelines set out in the document entitled '*Disciplinary Committee Procedures*' and '*Disciplinary Committee of Appeal Procedures*', to appoint Committees of the Senate, whose membership shall not include himself/herself, as follows:

- i. on the request of either the Proctor or the Vice-Chancellor following action taken under the provisions of Ordinance 5 paragraphs 7 or 8, or on a reference to him/her under paragraph F.5. of these Procedures, a Disciplinary Committee, according to the provisions of paragraph E.1;
- ii. on the request of each student who properly appeals, according to the provisions of paragraphs F.1. and F.2, against a resolution of either the Proctor or a Disciplinary Committee, a Disciplinary Committee of Appeal, according to the provisions of paragraph F.3; and to inform the Vice-Chancellor of all such appointments;
- b. to inform in writing each student, whose case has been referred to a Disciplinary Committee, of the substance of such reference, and of any deferment of the effect of any such resolution as may have been authorised under the provisions of paragraph B.5.(a) of these Procedures; and of that student's right of appeal according to these Procedures and similarly to inform such student, when relevant, of the resolutions of a Disciplinary Committee of Appeal;
- c. to inform the Vice-Chancellor of the lodging of an appeal;
- d. to report to the Disciplinary Panel, before the close of each academic year, each case referred to him/her by an officer of the University during that academic year or dealt with by the Proctor under the provisions of paragraph A.5, and its subsequent treatment according to these Procedures.

B.4.

- a. In cases of alleged breaches of discipline which would also constitute serious offences under the criminal law, the Disciplinary and Membership Officer will not invoke the Disciplinary Procedures, or if Disciplinary Procedures have already been invoked, will suspend those procedures unless the matter has been reported to the police and either prosecuted, or a decision not to prosecute has been taken, at which time the Vice-Chancellor will decide whether disciplinary action will be taken or continued.
- b. If the victim of a serious offence elects not to report the matter to the police or does not co-operate with their inquiries, and irrespective of whether or not a preference for internal disposal has been indicated, the Disciplinary and Membership Officer will not invoke the Disciplinary Procedures.

B.5.

The Disciplinary and Membership Officer shall have the following powers to be exercised at his/her sole discretion:

- a. to defer the effect of any resolution of the Proctor or a Disciplinary Committee until a time not later

than the day following the expiry of the period of appeal, according to these Procedures, in all cases where an appeal is permitted but not lodged.

- b. to require, in writing with reasonable notice, the attendance of a student at a meeting of any of the Committees which he/she has appointed according to the provisions of paragraph B.3.(a) of these Procedures.

C. The Vice-Chancellor

C.1.

The Vice-Chancellor may, pending a disciplinary hearing or a criminal trial, suspend or exclude a student who is the subject of a complaint of misconduct or against whom a criminal charge is pending or who is the subject of a police investigation.

C.2.

Suspension or exclusion pending a hearing must not be used as a penalty. The power to suspend or exclude under this provision is to protect the members of the University community in general or a particular member or members and the power shall be used only where the Vice-Chancellor is of the opinion that it is urgent and necessary to take such action. Written reasons for the decision shall be recorded and notified to the student.

C.3.

Subject to paragraph C.4. no student shall be suspended or excluded by the Vice-Chancellor unless he or she has been given an opportunity to make representations in person to the Vice-Chancellor. Where for any reason it is not possible for the student to attend in person, he or she shall be given an opportunity to make written representations.

C.4.

In cases of great urgency, the Vice-Chancellor shall be empowered to suspend or exclude a student with immediate effect, provided that the opportunities mentioned in para. C.3. are offered within five days of the suspension or exclusion coming into effect, or as soon as possible thereafter if impracticable under the circumstances.

C.5.

A decision to suspend or exclude a student temporarily under these procedures shall be kept under constant review by the Vice-Chancellor. Should the holding of a disciplinary hearing or criminal trial be delayed for whatever reason, at the request of the student, where the suspension or exclusion has continued for four weeks, a review shall be conducted by three independent members of Senate. As part of the review, the student will be given the opportunity to submit written representations and to make representations in person. Should the suspension or exclusion continue after the review, it shall remain under constant review by the Vice-Chancellor and, again at the request of the student, be subject to

further independent reviews at four-weekly intervals thereafter until a disciplinary hearing or criminal trial may be held.

C.6.

For sites owned, leased or managed by the University away from the Colchester campus, the Vice-Chancellor's power to suspend or exclude a student, pending a disciplinary hearing or a criminal trial, is delegated to the senior office-holder of that campus, provided the case is referred to the Proctor within 48 hours of a decision to suspend or exclude being taken. Written reasons for the decision shall be recorded and notified to the student. The delegated power to suspend or exclude shall be exercised in accordance with the provisions laid out in paragraphs C.1. to C.5. above. In all cases where the delegated power is exercised, the student has the right to make representations to the Vice-Chancellor.

D. The Disciplinary Panel

D.1.

The Disciplinary Panel shall be a Committee of the Senate whose membership shall consist of:

The Disciplinary and Membership Officer (*Chair*)

The Vice-Chancellor

Twelve members of the academic staff, other than the Pro-Vice-Chancellors and the Proctor, appointed by the Senate

A student member.

D.2.

It shall be the duty of the Disciplinary Panel to report annually to the Senate, at its first meeting of the academic year, on all cases reported to it by the Disciplinary and Membership Officer during the preceding academic year, and to comment as it thinks fit on the overall consistency of the resolutions of the several Committees appointed by the Disciplinary and Membership Officer and of the Proctor. The Disciplinary Panel shall not discuss any individual case, unless that case is reported to it by the Disciplinary and Membership Officer.

D.3.

The Disciplinary Panel shall have the power to review, from time to time, these Procedures and the Disciplinary Committee Procedures and Disciplinary Committee of Appeal Procedures of the several Committees appointed by the Disciplinary and Membership Officer, and recommend to the Senate that such Procedures and Disciplinary Committee Procedures and Disciplinary Committee of Appeal Procedures be added to, amended or repealed.

E. A Disciplinary Committee

E.1.

a. For each case designated by the Proctor or a Disciplinary Committee of Appeal exercising its duty under paragraph F.6 of these Procedures, a Disciplinary Committee shall consist of:

Two appointed members of the Disciplinary Panel (who shall constitute the quorum).

One full-time student member of the University selected by the Disciplinary and Membership Officer in accordance with the provisions of paragraph B.3.(a) of these Procedures.

- b. The Chair of a Disciplinary Committee shall be appointed by the Disciplinary and Membership Officer, and shall have an additional casting vote upon a tie.
- c. Any member of a Disciplinary Committee for a particular case who is not present when evidence concerning that case is heard, shall cease to be a member for that case.

E.2.

A Disciplinary Committee shall, save in relation to a case referred to it as a consequence of a student being found in breach of Disciplinary Regulation 13.2.(c), on behalf of the Senate, for each case referred to it by the Disciplinary and Membership Officer:

- a. receive a report on the case from the Vice-Chancellor in accordance with Ordinance 14 paragraph 35;
- b. consider the case, and exercise its powers according to the provisions of these Procedures, with reasonable expedition and in accordance with the provisions set out in the document entitled 'Disciplinary Committee Procedures';
- c. report its resolutions at a meeting to which the student concerned has been invited, and report its resolutions in writing to the Disciplinary and Membership Officer;
- d. resolve, by majority vote on the balance of the evidence presented at the hearing of the case:
 - i. that the student concerned be found either innocent or guilty of the breach of discipline charged; and
 - ii. in the case of a student who has been found guilty, either that no penalty be imposed, or that one or more of the following penalties be imposed on the student, or imposed and suspended, such penalties at no time to last beyond the student's period of current student membership:
 - (a) payment of a fine specified by the Committee;
 - (b) payment of the whole or part of the cost of repair to or replacement of the property damaged or stolen or, at the Committee's option, its value;
 - (c) payment of such contribution as is specified by the Committee towards the expenses of Disciplinary proceedings for that case;
 - (d) exclusion from the whole or any specified part of the University and its precincts for such period or periods as the Committee may determine; suspension of the enjoyment of any facilities

including teaching and supervision, or privileges for such period or periods as may be specified by the Committee;

- (e) expulsion from student membership of the University;
- (f) in the case of offences of violence to the person under Disciplinary Regulation 13.2.(f)1 or harassment under Regulation 13.2.(f)3, that the student concerned be warned as to his/her future conduct;
- (g) such other action specified by the Committee as it thinks proper.

E.3.

In relation to a case referred to it as a consequence of a student being found in breach of Disciplinary Regulation 13.2.(c), a Disciplinary Committee shall on behalf of Senate:

- a. receive a report on the case from the Vice-Chancellor in accordance with Ordinance 14 paragraph 35;
- b. consider the breach and exercise its powers according to the provisions of these Procedures, with reasonable expedition and in accordance with the provisions set out in the documents entitled Disciplinary Committee Procedures and Disciplinary Committee of Appeal Procedures;
- c. report its resolutions at a meeting to which the student concerned has been invited, and report its resolutions in writing to the Disciplinary and Membership Officer;
- d. resolve, in the light of the report received under paragraph E.3.(a) of these Procedures and any representations the student concerned may wish to make, and taking into account the safety of persons and property and of good order in the University and its precincts, that no further action be taken on the matter or that one or more of the following actions be taken:
 - i. that the student concerned be excluded from the whole or any specified part of the University and its precincts for such period or periods as the Committee may determine;
 - ii. that the student concerned be suspended from enjoyment of any facilities, including teaching and supervision, or privileges for such period or periods as may be specified by the Committee;
 - iii. that the student concerned be expelled from student membership of the University.
 - iv. such other action specified by the Committee as it thinks proper.

F. A Disciplinary Committee of Appeal

F.1.

A student shall have the right of appeal to a Disciplinary Committee of Appeal against any resolution of the Proctor (where the student admits

guilt) or a Disciplinary Committee on one or more of the following grounds:

- a. that there is material evidence now available which was not previously reasonably available to the Proctor or Disciplinary Committee; or
- b. that the Disciplinary Committee departed from the provisions of paragraphs 4 to 12 of the Disciplinary Committee Procedures in a manner prejudicial to the interests of the appellant; or
- c. that the facts set out in the findings of the Disciplinary Committee do not warrant the resolution that there was a breach of discipline as charged by the Proctor; or
- d. that the penalty imposed by the Proctor or Disciplinary Committee was unreasonable having regard to all the circumstances of the case.

An appeal must be lodged with the Disciplinary and Membership Officer within fifteen working days of the date on which notification of the resolution was despatched to the student concerned by the Disciplinary and Membership Officer or the Proctor. Should the student be able to show to the satisfaction of the Disciplinary and Membership Officer that circumstances beyond his/her control prevented this time limit being adhered to and that injustice would result from adhering to it, the Disciplinary and Membership Officer may, in his/her absolute discretion, extend the time within which an appeal may be lodged up to a period of thirty working days from the date on which notification of the resolution was despatched to the student concerned by the Disciplinary and Membership Officer or the Proctor. The written notice of appeal lodged by the appellant with the Disciplinary and Membership Officer shall set out concisely the grounds of appeal, and where relevant, the circumstances upon which it is claimed an extension of the time limit for the lodging of the appeal should be granted. If in his/her judgement the notice of appeal does not disclose a proper ground of appeal, the Disciplinary and Membership Officer shall notify the student in writing to that effect within ten working days of the receipt by him/her of the written notice of appeal.

F.2.

A student acquitted in a court of law of an offence related to an incident for which a penalty has been already imposed under the arrangements set out in this document shall have the right of appeal to a Disciplinary Committee of Appeal provided that such appeal is lodged in writing with the Disciplinary and Membership Officer within thirty working days of the date on which the verdict in the court of law is delivered.

F.3.

- a. For each appeal properly required by the appellant to be heard by a Disciplinary Committee of Appeal, the Committee shall consist of:

Two appointed members of the Disciplinary Panel who shall not have been members of the

Disciplinary Committee who heard the case which is now the subject of appeal;

One full-time student member of the University who shall not have been a member of the Disciplinary Committee who heard the case which is now the subject of appeal, selected by the Disciplinary and Membership Officer in accordance with the provisions of paragraph B.3.(a) of these procedures.

- b. The Chair of the Disciplinary Committee of Appeal shall be appointed by the Disciplinary and Membership Officer, and shall have an additional casting vote upon a tie.
- c. Any member of the Disciplinary Committee of Appeal for a particular appeal who is not present when evidence concerning that appeal is considered shall cease to be a member for that appeal.
- d. The quorum for a meeting of a Disciplinary Committee of Appeal shall be two members, including the Chair, unless exceptionally and for good cause the Disciplinary and Membership Officer decides otherwise.

F.4.

A Disciplinary Committee of Appeal shall, subject to the duty laid down in paragraph F.6. of these Procedures, perform the following duties on behalf of the Senate, for each appeal referred to it by the Disciplinary and Membership Officer:

- a. receive a second report on the case from the Vice-Chancellor in accordance with Ordinance 14 paragraph 35;
- b. consider the appeal, and exercise its powers according to the provisions of these Procedures, with reasonable expedition and in accordance with the provisions set out in the documents entitled Disciplinary Committee Procedures and Disciplinary Committee of Appeal Procedures;
- c. report its resolutions at a meeting to which the student concerned has been invited, and to report its resolutions in writing to the Disciplinary and Membership Officer.

F.5.

A Disciplinary Committee of Appeal shall have the power, save in the case of an appeal from a reference by the Disciplinary and Membership Officer as a consequence of a student being found in breach of Disciplinary Regulation 13.2.(c), on behalf of the Senate, for each appeal referred to it by the Disciplinary and Membership Officer to resolve, by majority vote on the balance of the evidence presented in connection with the appeal, either

- a. that the resolution by a Disciplinary Committee, that a student be found guilty, be rescinded, and that consequential resolutions concerning penalties be rescinded; or

that one or more of the following actions be taken:

- i. payment by the student of such contribution towards the expenses of the proceedings of the Disciplinary Committee of Appeal, for the case, as are specified by the Committee, be required;
- ii. a resolution that a student be found guilty be confirmed;
- iii. a resolution concerning penalties or other action made by either a Disciplinary Committee or the Proctor be either confirmed or amended in a manner specified by the Disciplinary Committee of Appeal, provided that such amendment shall be consistent with the powers of the Committee which made the original resolution or of the Proctor.

F.6.

A Disciplinary Committee of Appeal shall, in any case for which the student has been cautioned or which has become the subject of a criminal charge or charges and in respect of which the relevant court of law has found the student guilty, resolve:

- a. to rescind all resolutions concerning penalties or other action made by either a Disciplinary Committee or the Proctor and
- b. to terminate the appeal; and
- c. without prejudice to the further right of appeal of the student from a resolution of the Disciplinary Committee made under paragraph E.3. of these Procedures, refer the criminal conviction or caution to the Disciplinary and Membership Officer forthwith.

F.7.

A Disciplinary Committee of Appeal shall have the power, on behalf of the Senate, for each appeal referred to it by the Disciplinary and Membership Officer concerning a resolution of Disciplinary Committee acting under paragraph E.3. of these Procedures, to resolve, by majority vote and in the light of any representations the student concerned may wish to make, either:

- a. that one or more resolutions of the Disciplinary Committee be rescinded; or
- b. that one or more resolutions of the Disciplinary Committee be either confirmed or amended in a manner specified by the Disciplinary Committee of Appeal, provided that such amendment shall be consistent with the powers of a Disciplinary Committee under paragraph E.3.(d) of these Procedures.

Disciplinary Committee Procedures

The student member of each Disciplinary Committee and Disciplinary Committee of Appeal shall be selected by random method, approved from time to time by the Senate, from the full-time registered students of the University.

1.

The Proctor (or person designated by him/her for this purpose for each case) shall present to the Committee the case against the student charged.

2.

The student referred to a Committee shall be notified by the Disciplinary and Membership Officer of the time and place at which the case will be heard and of the persons who will hear the case, and shall be informed

- a. that if he/she objects to any of the members of the Committee he/she should write to the Disciplinary and Membership Officer without delay stating the grounds for the objection, and
- b. that he/she may bring a student or employee of the University or Students' Union to help him/her in presenting his/her case to the Committee.

If a student objects to any member of a Committee, the Disciplinary and Membership Officer shall rule whether the objection is valid.

3.

The student charged may notify the Disciplinary and Membership Officer in writing, within five days of the date of the despatch of the notification from the Disciplinary and Membership Officer of the charge or charges against him/her, that he/she admits to having committed the breach of discipline; in this case the student need not attend, and the Committee shall be free to proceed in his/her absence. In such a case, the student may submit in writing a case for mitigation of penalty.

4.

Evidence to the Committee shall normally be presented orally. Either the student charged or the Proctor may present written evidence if either so wishes. The Committee may at its discretion permit or require evidence to be presented in writing.

5.

It shall be the responsibility of the student charged and the Proctor to arrange for their respective witnesses to give oral evidence or to submit any written statements. A witness giving oral evidence may be cross-examined. A witness not available for cross-examination may submit evidence in writing, but such written evidence may be given less weight than evidence presented in person. The Committee shall not consider evidence from persons who are not prepared to have their names revealed to the Committee.

6.

The Disciplinary and Membership Officer may require the attendance of a witness when asked to do so by the Proctor or the student charged.

7.

The Chair shall have the power to determine the order of proceedings and to exclude any material which appears irrelevant or unduly repetitive.

8.

The student charged will be invited to be present with a representative whenever oral evidence is being heard by the Committee. Non-attendance of the student charged or his/her representative shall not bar the Committee from proceeding. The Committee may at its discretion adjourn in order to enable the student charged or the representative to be present.

9.

The Committee may adjourn a hearing in order to request the Disciplinary and Membership Officer to require a witness to attend for cross-examination. Where a witness who, in the opinion of the Committee, is a vital witness, fails to attend, the Committee may, at its discretion, postpone its deliberations. The Committee may also adjourn where it is of the opinion that its proceedings are being impeded by any circumstances beyond its control.

10.

The Committee shall meet to consider an adjourned case, as soon as it is feasible and not later than three months after the adjournment, although the case need not be determined at the resumed meeting. Where it is not reasonably practicable for the same members to attend the Committee reconvened to hear an adjourned case, the Disciplinary and Membership Officer may co-opt up to three additional members to replace those unable to attend and, if necessary, may appoint from among those co-opted members a new Chair. Where two or more additional members are so co-opted, the reconvened hearing shall proceed as a new hearing. Where only one additional member is so co-opted and the student charged so requests, the reconvened hearing shall take the form of a new hearing.

11.

Only members of the Committee and the Secretary shall be present while a Committee is reaching a decision on innocence or guilt or on any penalty or other action.

12.

If the Committee finds the student guilty of a breach of discipline, it shall, before deciding on penalty, be informed by the Proctor of any previous breaches of University discipline committed by the student, of any warning given to the student under paragraph E.2(d) of the Disciplinary Procedures and of any previous unspent convictions of criminal offences in the courts where, in the opinion of a Disciplinary Committee or,

when relevant, a Disciplinary Committee of Appeal, at the time it considered the convictions, the circumstances amounted also to a breach of University discipline.

Disciplinary Committee of Appeal Procedures

1.

The following provisions relate to an appeal against a decision of a Disciplinary Committee or of the Proctor.

2.

On receipt of a Notice of Appeal, the Disciplinary and Membership Officer shall request from the Chair of the Committee or the Proctor against whose decision an appeal is made a Statement of the Case, which shall include details of the charge or charges in respect of which the decision was made, a brief summary of the evidence and of the relevant findings, the decision, details of any penalty imposed, a brief comment as to the reason for such findings, decision and penalty and any further information which the person or body concerned considered to be relevant.

3.

The Proctor (or a person designated by him/her for this purpose for each appeal) shall present the case against the Appeal.

The Disciplinary and Membership Officer shall notify the Proctor and the student of the time and place at which the appeal will be heard and of the names of members of the Disciplinary Committee of Appeal. The Proctor and student shall be provided with a copy of the Statement of the Case within fifteen working days of the lodging of the appeal. The student shall also be informed by the Disciplinary and Membership Officer of his/her right to bring a student or employee of the University or Students' Union to help in presenting the appeal to the Committee.

4.

The student may, within ten days of the despatch of the Statement of the Case, withdraw the appeal as of right. A student who fails to withdraw the appeal within this period must proceed with it unless the Disciplinary Committee of Appeal gives leave for its withdrawal.

5.

The method of procedure in paragraphs 4-12 of the Disciplinary Committee Procedures shall apply to meetings of a Disciplinary Committee of Appeal.

Academic Offences Procedures

A. Academic Offences

A1.

Academic offences include:

- a. plagiarism, that is, using or copying the work of others (whether written, printed or in any other form) without proper acknowledgement;
- b. using work previously submitted for another assignment without full acknowledgement.
- c. falsifying data or evidence;
- d. submitting a fraudulent claim of extenuating circumstances;
- e. assisting another student to commit an academic offence;
- f. submitting written work produced collaboratively unless this is explicitly permitted;
- g. copying the work of another candidate or otherwise communicating with another candidate in an examination;
- h. introducing any written, printed or electronically stored information into an examination other than material expressly permitted in the instructions for that examination.

This list is not exhaustive.

A2.

In submitting any piece of work (eg dissertation, thesis, essay, test or report) a student shall acknowledge any assistance received or any use of the work of others.

GENERAL CONSIDERATIONS

A3.

A student may be found guilty of an academic offence whether or not there has been any intention to deceive; that is, **a judgement that negligence has occurred is sufficient to determine guilt.**

A4.

Students have a duty to inform themselves of the Academic Offences Policy and Procedures and of the academic conventions used in the University for correctly citing and acknowledging the work of others, including the correct use of quotation marks, and the regulations governing examinations. Further details and advice are to be found at: www.essex.ac.uk/plagiarism/ For advice on correct referencing see also departmental handbooks and websites.

A5.

Depending on their nature and severity, academic offences will be dealt with by the relevant Head of Department or Dean or by an Academic Offences Committee.¹

A6.

Plagiarism or cheating in work for a Masters dissertation/project or for a research degree is considered an especially severe offence since the explicit aim is to carry out independent investigative work.

A7.

When any academic offence is alleged, a student is required either to attend any meeting arranged to discuss the alleged offence with the relevant Head of Department, Dean, or Academic Offences Committee or if he or she does not wish to attend to submit a written response by the date of the meeting. Reasonable notification will be given of any such meeting, although it may sometimes be called at short notice.

A8.

In determining the penalty for an academic offence any previous confirmed academic offence will be taken into account.

A9.

Students are reminded that the penalties for academic offences may be very severe, especially those for any second offence (ie an offence identified after any previous offence has been confirmed), including requiring a student to withdraw or determining that a degree not be awarded.

A10.

Where a student has a zero for work as a result of an academic offence the mark will be carried forward even if the student repeats a year.

A11.

When a taught postgraduate/graduate student is required to resubmit work as a result of an academic offence, this should count as a second attempt. This meaning that the student would not be eligible for a merit or distinction. If the student fails the course/module after having had this reassessment opportunity he/she should not be permitted further reassessment.

A12.

For students subject to the *Breach of Professional Misconduct and Termination of Training Procedure*, an academic offence that affects professional suitability may also be referred to other relevant University authorities to be handled in accordance with the appropriate procedures.

B. Alleged academic offences dealt with by Heads of Department

ALLEGED OFFENCES DEALT WITH BY HEADS

B1.

Heads of Department are responsible for the initial investigation of alleged academic offences relating to coursework submitted by any student undertaking a module in his or her department, and relating to preliminary drafts of chapters or to papers for a

¹Head of Department shall also be taken to include Director of Area, Centre or Institute or a nominated academic for a partner institution.

Supervisory Board produced by a research student in his or her own department.²

B2.

All cases referred to a Head of Department must be investigated and dealt with on a formal basis.

B3.

Heads of Department can take decisions about all suspected academic offences relating to coursework where:

- a. the offence is a first or second academic offence that if confirmed will result in a penalty that it is within the Head's powers to impose (see B6(b));
- b. the student does not request referral to the Dean;
- c. the student accepts that an offence has been committed;
- d. the alleged offence does not involve any breach of the University's disciplinary regulations.

B4.

Where the alleged offence involves an alleged breach of the University's disciplinary regulations, the case must first be referred to the Proctor.

B5.

All other cases, including all cases relating to formal examinations or involving research students and any allegation of an academic offence after the degree has been conferred, must be referred to the relevant Dean.

HEADS' POWERS

B6.

Heads of Department acting on behalf of Senate shall have the power, taking into account the circumstances of the case, to:

- a. determine that no offence has been committed;
- b. determine that an offence has been committed and issue one of the following penalties;
 - i. a formal warning be issued;
 - ii. the unplagiarised sections of the assignment be assessed for the maximum of a capped pass mark;
 - iii. the assignment be resubmitted for the maximum of a capped pass mark;
 - iv. a zero be awarded for the assignment, with resubmission for credit purposes only but zero to be retained for degree classification;
- c. defer the case to the relevant Dean for further investigation.

B7.

No person shall perform the functions of a Head of Department regarding academic offences unless approved by the Dean. At the Head's request, the Dean may approve the appointment of up to two named senior members of the academic staff of the Department to perform all the functions of the Head

of Department in respect of these procedures for all alleged offences in the Department.

B8.

Individual members of the academic staff are not permitted to make decisions about any case of suspected plagiarism and must refer these to the Head of Department or his/her nominee(s).

B9.

A Head should not be involved in the investigation of allegations for modules for which they are responsible or in relation to a research student where they are the student's supervisor, or a member of the Supervisory Board. In such cases they should appoint a substitute who must be approved by the Dean.

HEADS' DUTIES

B10.

The Head is required to:

- a. inform in writing each student whose case has been referred to him or her about the nature of the alleged offence;
- b. notify the relevant Dean of the alleged offence and determine whether there has been any previous confirmed academic offence;
- c. inform each student in writing of his or her decisions and the student's right to appeal against the decision;
- d. inform the Dean in writing of his or her decisions in respect of any case and the grounds for the decision (a copy must be kept both in the student's departmental file and in the central file);
- e. inform the Dean annually of the number of cases dealt with by him or her.

C. Alleged Academic Offences dealt with by Deans

ALLEGED OFFENCES DEALT WITH BY DEANS

C1.

Deans investigate:

- a. all alleged offences relating to examinations.
- b. all alleged offences relating to coursework which the regulations indicate must be referred to them by Heads of Department.
- c. all alleged offences relating to research degrees referred to them by Heads of Department.

C2.

Deans can take decisions about the following alleged offences where:

- a. the student does not accept that an academic offence has been committed;
- b. the student does not request that the case is referred to an Academic Offences Committee;
- c. the offence is a first or second academic offence that could result in a penalty that it is within the Deans' powers to impose (see C7(b));
- d. any first offence by a research student where the appropriate penalty would be no more than a formal warning.

²Where a student is charged with committing an offence on a module which is not run by a Department or Centre, the Head responsible for the student's degree course shall investigate the allegation. Where a student in the Bridging Year is charged with committing an offence the Director of the International Academy shall assume the role of Head of Department under these procedures.

C3.

Deans must refer to an Academic Offences Committee:

- a. any case where the student requests that it be heard by an Academic Offences Committee;
- b. any case where the penalty would be more severe than it is within the Dean's powers to impose (see C7(b));
- c. in the case of research students: any allegation where the appropriate penalty could be more than a formal warning and any allegation involving a second offence (see also C5).

C4.

Deans must refer to the Proctor any cases involving breaches of the University's disciplinary regulations.

C5.

Where an offence is alleged by an Examiner during the examination process for a research degree, the examination must be suspended and the allegation referred to the Dean of the Graduate School. If plagiarism is alleged before the viva takes place, then the viva should be held over until the investigation has been completed. If plagiarism is identified during the viva, the Examiners should inform the candidate and suspend the viva. In both cases, the Examiners should prepare a written report for the Dean of the Graduate School. All allegations brought after the thesis has been submitted will be considered by an Academic Offences Committee.

C6.

Where an allegation of an academic offence arises after the degree has been conferred the Dean must consult the Vice-Chancellor who shall determine the procedures to be used in dealing with the case.

DEANS' POWERS

C7.

Deans acting on behalf of Senate shall have the power to:

- a. determine that no offence has been committed;
- b. determine that an offence has been committed and impose one of the following penalties:
 - i. a formal warning be issued;
 - ii. the un plagiarised sections of the assignment be assessed for the maximum of a capped pass mark;
 - iii. the assignment be resubmitted for the maximum of a capped pass mark;
 - iv. the student resit the examination for the maximum of a capped pass mark;
 - v. a zero be awarded for the assignment, with resubmission for credit purposes only but zero to be retained for degree classification.
- c. refer the case to an Academic Offences committee for further consideration;
- d. for research students the Dean can only issue a formal warning.

DEANS' DUTIES

C8.

The Dean is required to:

- a. inform in writing each student whose case has been referred to him or her about the nature of the alleged offence.
- b. establish whether there has been a previous confirmed academic offence;
- c. inform in writing each student of his or her decision and the student's right to appeal against the decision;
- d. ensure that a note is kept on the student's central file of the decision and the reasons for it.
- e. inform the Head of Department of the decision;
- f. inform in writing each student whose case has been referred to an Academic Offences Committee the substance of such reference;
- g. report to the School Boards annually the number of cases dealt with by Heads and the Deans.

D. Academic Offences Committees

MEMBERSHIP

D1.

An Academic Offences Committee is a Committee of Senate. Members of an Academic Offences Committee must be drawn from the Panel of potential Academic Offences Committee members.

D2.

An Academic Offences Committee shall consist of the relevant Dean in the chair, and two members of staff from outside the student's department who have no connection with the case in question. The Committee shall be serviced by a Secretary.

D3.

If the relevant Dean has previously dealt with the case³ another Dean will be appointed to Chair the Academic Offences Committee.

HEADS OF DEPARTMENT

D4.

The Head of the Department in which the alleged offence has occurred will attend the Committee to set out the case against the student (ie to act as prosecutor). The Head should not present any mitigating circumstances of which he/she is aware unless they relate to the Department's procedures or teaching. Neither should the Head propose or comment on any penalty that might be imposed.

D5.

The Head is not a member of the Committee and can only attend when the student is present (not before or after). The Head is not permitted to ask questions of the student during the meeting except through the Chair.

³That is, if a Dean has made a decision as to whether an offence has been committed.

D6.

Heads may, if they wish, delegate their duties in relation to Academic Offences Committees to an appropriate member of the academic staff in their department.

THE SECRETARY OF THE COMMITTEE

D7.

The Secretary of the Committee will notify the student in writing of the time and place in which the case will be heard.

D8.

The Secretary of the Committee will take notes of the meeting, taking particular care to record the reasons for the decision and the deliberation concerning the imposition of any penalty and the alternatives from the set of possible penalties that were considered.

STUDENT ATTENDANCE AND REPRESENTATION

D9.

If the student admits to the charge by informing the Dean in writing within five working days of notification of the charge, he or she need not attend the Committee and the Committee shall be free to proceed in his or her absence. In such a case a student may submit a statement in mitigation.

D10.

The student charged will be invited to be present at the committee whenever oral evidence is being heard by the Committee. He or she may bring a student or other member of the University or Students' Union to help him or her in presenting his or her case to the Committee.

D11.

The Committee may proceed in the absence of the student or the student's representative provided that the Chair is satisfied that due notice has been given to the student.

ORDER OF PROCEEDINGS

D12.

The Chair of the Committee shall have the authority to determine the order of proceedings and exclude any material which appears irrelevant to the case.

D13.

The usual pattern of proceedings is:

- a. The members of the Committee have a preliminary discussion without the student, the student's representative or the Head being present.
- b. The student, the student's representative and the Head enter the room and the Chair introduces all those present.
- c. The Chair checks that the student has received details of the case and any supporting documentation.
- d. The Chair explains the order of proceedings to the student.
- e. The case against the student is then presented by the relevant Head, and members of the Committee, the student and the student's

representative are invited to put questions to the Head.

- f. The Chair then invites the student to put forward a case orally if he or she wishes to do so including any mitigation, and members of the committee (but not the Head) are invited to put questions to the student.
- g. The Chair invites the student's representative to put forward any additional statement.
- h. The Chair invites the student to make any final response.
- i. The student, the student's representative and the Head are then asked to leave the room.
- j. The Committee then deliberates and comes to a decision as to whether an offence has been committed.
- k. The Committee then determines the appropriate penalty from the set of penalties available to it, clarifying the reasons for the choice of penalty.
- l. The student is then recalled to the room to be told the decision as to whether the alleged offence is confirmed and, if so, the penalty and the reasons why this is the appropriate penalty. The Head of Department may be present during this final stage.

D14.

Where the student's case is being heard by an Academic Offences Committee because it is a second or subsequent offence this information will be included in the papers given to the Committee in advance of the meeting.

D15.

Only members of the Committee and the Secretary shall be present while a committee is reaching a decision of innocence or guilt, or on any penalty or other action.

ADJOURNMENT

D16.

The Committee may adjourn:

- a. in order to enable the student or the student's representative to be present;
- b. where this is necessary to obtain further information.

D17.

The Committee shall meet to consider an adjourned case as soon as it is feasible and not later than three months after the adjournment, although the case need not be determined at the resumed meeting. If necessary, the Dean may co-opt additional members to replace any member not able to attend the reconvened meeting, including a new chair. If there are two new members the reconvened meeting shall proceed as a new hearing. If there is one new member the student may request that the meeting proceed as a new hearing.

POWERS OF THE COMMITTEE

D18.

An Academic Offences Committee shall have the power to:

- a. Determine that an offence has not been committed.
- b. Determine that an offence has been committed and impose one of the following penalties:
 - i. a formal warning be issued;
 - ii. the un plagiarised sections of the assignment be assessed for the maximum of a capped pass mark;
 - iii. the assignment be resubmitted for the maximum of a capped pass mark;
 - iv. the student resit the examination for the maximum of a capped pass mark;
 - v. a zero be awarded for the assignment, with resubmission for credit purposes only, but zero to be retained for degree classification;
 - vi. a zero be awarded for the assignment with no resubmission or second attempt permitted;
 - vii. a mark of zero be awarded for the entire module with no resubmission or second attempt permitted;
 - viii. a zero be awarded for the module and the student be permitted to complete credits for a lower award;
 - ix. a zero be awarded for the module/dissertation/project and the Examination Board be instructed to consider the student only for a lower award on the basis of credits already achieved;
 - x. the student be required to withdraw without being awarded a degree (earned credits can be recorded).
- c. In the case of a research student where the alleged offence occurs prior to submission
 - i. determine that an offence has not been committed;
 - ii. determine that an offence has been committed and impose one of the following penalties:
 - (a) a formal warning be issued;
 - (b) the student's registration be downgraded and he or she can only be considered for a lower award;
 - (c) the student be required to withdraw.
- d. In the case of a research student where the alleged offence occurs after submission:
 - i. determine that an offence has not been committed;
 - ii. determine that an offence has been committed and impose one of the following penalties:
 - (a) the Examiners be instructed to consider the thesis, based on the un plagiarised sections, for a lower award;

- (b) the student be required to withdraw (any earned credits can be recorded).

RECORD

D19.

A note of the committee's meeting, including the decision and the grounds for it, will be taken by the Secretary.

CHAIR'S DUTIES

D20.

The Chair shall ensure that:

- a. each student is informed in writing of the Committee's decision and of the student's right to appeal against the decision;
- b. a note is kept on the student's central file of the decision and the reasons for it;
- c. the Head of Department is informed of the decision.

E. Appeals against decisions by Heads, Deans or Academic Offences Committees

RIGHT OF APPEAL

E1.

A student shall have the right of appeal to an Academic Offences Appeal Committee against any decision of a Head of Department, Dean or Academic Offences Committee (hereafter 'the Initial Adjudicator') on the following grounds:

- a. that there is material evidence now available which was not previously available to the Initial Adjudicator and of such a nature as to cause reasonable doubt as to whether the result might have been different had the material been available;
- b. that the Initial Adjudicator departed from the provisions of sections B, C or D in a manner prejudicial to the interests of the student and causing reasonable doubt as to whether the result might have been different had this not occurred;
- c. that the facts set out in the findings of the Initial Adjudicator do not warrant the resolution that there was an academic offence as charged;
- d. that the penalty imposed by the Initial Adjudicator was unreasonable having regard to all the circumstances of the case.

LODGING AN APPEAL

E2.

A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within five working days of the date on which notification of the decision was sent to the student concerned by the Initial Adjudicator. The Academic Registrar shall refer to the Pro-Vice-Chancellor (Learning and Teaching) any request to extend the time limit. If the student can show to the satisfaction of the PVC (Learning and Teaching) that circumstances beyond his or her control prevented this time limit being adhered to and that injustice would result from adhering to it, the PVC (Learning

and Teaching) may extend the time limit in which an appeal may be lodged up to the period of thirty days from the date on which the notification of the decision was sent.

E3.

The written appeal shall set out in detail the grounds of the appeal.

E4.

The student may withdraw an appeal as of right at any time before the meeting of the Committee.

DUTIES OF THE PRO-VICE-CHANCELLOR (LEARNING AND TEACHING)

E5.

On receipt of an Appeal the Pro-Vice-Chancellor (Learning and Teaching) shall nominate a Dean who has no previous involvement with the case (hereafter the Appointed Dean) to deal with the appeal.

DUTIES OF THE APPOINTED DEAN

E6.

The Appointed Dean shall inform in writing each student who lodges a request for an appeal, normally within ten days of the receipt by him or her of that request, whether or not in his or her judgement the request discloses a proper ground for an appeal.

E7.

If there are proper grounds for an appeal the Appointed Dean shall request that the Initial Adjudicator against whose decision the appeal is made, write a Statement of the Case, which shall include:

- a. details of the charge or charges in respect of which the decision was made;
- b. a brief summary of the evidence and of the relevant findings;
- c. the decision;
- d. details of any penalty imposed;
- e. a brief comment as to the reason for such findings, decision and penalty; and
- f. any further information which the person or body concerned considers to be relevant.

E8.

The Appointed Dean must notify the student and the Initial Adjudicator of the time and place at which the appeal will be heard.

E9.

The Appointed Dean must inform the student of his or her right to bring a student or other member of the University or Students' Union to help in presenting the appeal to the Committee.

E10.

The Appointed Dean will provide the student and the Initial Adjudicator with a copy of the statement of the case in advance of the meeting of the Academic Offences Appeal Committee.

MEMBERSHIP OF AN ACADEMIC OFFENCES APPEAL COMMITTEE

E11.

An Academic Offences Appeal Committee is a committee of Senate. Members of the Committee must be drawn from the University Academic Offences Panel.

E12.

An Academic Offences Appeal Committee consists of the Appointed Dean in the chair, and two members of staff from outside the student's Department who have had no connection with the case.

E13.

The Appeal Committee will be serviced by a Secretary.

ORDER OF PROCEEDINGS

E14.

The Chair of the Committee shall have the authority to determine the order of proceedings and exclude any material which appears irrelevant to the case.

E15.

The usual pattern of proceedings is:

- a. The members of the Committee have a preliminary discussion without the student, the student's representative or the Initial Adjudicator being present.
- b. The student, the student's representative and the Initial Adjudicator hereafter enter the room and the Chair introduces all those present.
- c. The Chair checks that the student has received details of the case and any supporting documentation.
- d. The Chair explains the order of proceedings to the student.
- e. The case against the student is then presented by the Initial Adjudicator and members of the Committee are invited to put questions to the Initial Adjudicator.
- f. The Chair then invites the student to put forward a case orally if he or she wishes to do so including any mitigation, and members of the committee (but not the Initial Adjudicator) are invited to put questions to the student.
- g. The Chair invites the student's representative to put forward any additional statement.
- h. The Chair invites the student to make any final response.
- i. The student, the student's representative and the Initial Adjudicator are then asked to leave the room.
- j. The Committee then deliberates and comes to a decision as to whether an offence has been committed.
- k. The Committee then determines the appropriate penalty from the set of penalties available to it, clarifying the reasons for the choice of penalty.
- l. The student is then recalled to the room to be told the decision as to whether the alleged offence is confirmed and, if so, the penalty and

the reasons why this is the appropriate penalty. The Initial Adjudicator may be present during this final stage.

E16.

The Committee may proceed in the absence of the student or the student's representative provided that the Chair is satisfied that due notice has been given to the student.

E17.

Only members of the Committee and the Secretary shall be present while a committee is reaching a decision of innocence or guilt, or on any penalty or other action.

ADJOURNMENT

E18.

The Committee may adjourn:

- a. in order to enable the student or the student's representative to be present;
- b. where this is necessary to obtain further information.

E19.

The Committee shall meet to consider an adjourned case as soon as it is feasible and not later than three months after the adjournment, although the case need not be determined at the resumed meeting. If necessary, the Appointed Dean may co-opt additional members to replace any member not able to attend the reconvened meeting, including a new chair. If there are two new members the reconvened meeting shall proceed as a new hearing. If there is one new member the student may request that the meeting proceed as a new hearing.

POWERS OF AN ACADEMIC OFFENCES APPEAL COMMITTEE

E20.

An Academic Offences Appeal Committee shall have the power to:

- a. rescind a resolution of a Head, Dean or Academic Offences Committee that the student has committed an offence and rescind all consequential penalties;
- b. confirm a resolution of a Head, Dean or Academic Offences Committee that the student has committed an academic offence;
- c. confirm or amend (increasing or decreasing) the penalty allocated by a Head, Dean or Academic Offences Committee, provided that any amendment is consistent with the powers of the original authority.

E21.

A note of the committee's meeting, including the decision and the grounds for it, will be taken by the Secretary.

E22.

The number of cases dealt with by an Academic Offences Appeals Committee under these procedures shall be reported by the Academic Registrar to Senate on an annual basis.

FURTHER APPEALS

E23.

Any appeal following the formal conclusion of the appeals procedures set out above may be made on the grounds of procedural irregularities in the appeals process only. A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within four weeks of the Appeal hearing setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the appeals process. If *prima facie* there is evidence to support the claim then the case will be reviewed by a Pro-Vice-Chancellor. If the Pro-Vice-Chancellor determines that there were procedural irregularities in the appeals process then the case will be referred to an Appeals Committee for consideration.

E24.

The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures letter.

ACADEMIC OFFENCES PENALTY GUIDELINES FOR HEADS, DEANS AND ACADEMIC OFFENCES COMMITTEES

PRINCIPLES

In determining penalties Heads, Deans and Academic Offences Committees will take the following into account:

- a. the degree of severity of the offence
 - b. whether it is a first or subsequent offence
 - c. the academic stage the student has reached (first year u/g, Masters, etc)
 - d. any mitigating circumstances
- (see next page for further guidelines)

GUIDELINES

The guidelines presented below are guidelines only and it is very important that those making decisions about penalties take the evidence with which they have been provided and any mitigating circumstances into account.

Table 1: Guidelines for Penalties for First Offences in Undergraduate Courses and Taught Masters Courses

	Offence	Penalties graded by severity
Band 1	<u>Relatively minor offence</u> – eg plagiarising a few lines; taking a few notes into an examination that are not related to the examination.	1. Formal warning
Band 2	<u>Rather more severe offence</u> – eg plagiarism is somewhat more extensive (but less than 25%), the sources plagiarised are not listed but there is still a substantial proportion of the student's own work; or the plagiarism is more extensive but the work submitted is <u>an early assignment for a course</u> , and the evidence indicates that there has been a failure to understand the academic conventions.	2. Unplagiarised sections of the assignment assessed for the maximum of a capped pass mark. 3. Assignment resubmitted for the maximum of a capped pass mark. 4. Resit the exam for the maximum of a capped pass mark.
Band 3	<u>Severe offence</u> – eg plagiarism extending to a substantial proportion of the work (25% or more); falsifying some data or evidence; cheating in an examination; taking a small amount of related material into an examination.	5. Zero for the assignment, with resubmission for credit purposes but zero retained for degree classification. 6. Zero for the assignment with no resubmission or second attempt permitted. 7. Zero for the whole module with no resubmission permitted.
Band 4	<u>Very severe offence</u> – eg obtaining work from someone else; copying the work of another student almost in its entirety; falsifying the majority of data or evidence; taking a significant amount of relevant material into an examination.	8. Zero for the module and can complete credits for a lower award. 9. Zero for the module and if eligible Exam Board to consider only for lower award. 10. Required to withdraw without being considered for a lower award (earned credits will be recorded).

Table 2: Guidelines on Penalties for Second Offences

	Second Offence is Band 1	Second Offence is Band 2	Second Offence is Band 3 or 4
First Offence was Band 1	Possible penalties: 2. Unplagiarised sections assessed for the maximum of a capped pass mark. 3. Assignment resubmitted for the maximum of a capped pass mark. 4. Resit the examination for the maximum of a capped pass mark.	Possible penalties: 5. Zero for the assignment with resubmission for credit purposes but zero retained for degree classification; 6. Zero for the assignment with no resubmission or second attempt permitted. 7. Zero for the whole module with no resubmission	6. Zero for the assignment with no resubmission or second attempt permitted. 7. Zero for the whole module with no resubmission permitted. 8. Zero for the module and can complete credits for a lower award. 9. Zero for the module and if eligible Exam Board to consider only for lower award. 10. Required to withdraw without being considered for a lower award (earned credits recorded).
First Offence was Band 2	Possible penalties: 5. Zero for the assignment, with resubmission for credit purposes but zero retained for degree classification. 6. Zero for the assignment with no resubmission or second attempt permitted. 7. Zero for the whole module with no resubmission permitted.	Possible penalties: 9. Zero for the module and if eligible Exam Board to consider only for a lower award. 10. Required to withdraw without being considered for a lower award (earned credits recorded).	10. Required to withdraw without being considered for a lower award (earned credits recorded)
First Offence was Band 3 or 4	9. Zero for the whole module and if eligible Exam Board to consider only for a lower award 10. Required to withdraw without being considered for a lower award (earned credits recorded)	10. Required to withdraw without being considered for a lower award (earned credits recorded).	10. Required to withdraw without being considered for a lower award (earned credits recorded).

Table 3: Guidelines for Penalties for Academic Offences involving a Masters Dissertation/Project

Offence	Penalty
<u>Least severe cases</u> – eg plagiarism extending to no more than a few lines	Assess on unplagiarised sections for the maximum of a capped pass mark
<u>Severe cases</u> – eg more extensive plagiarism with paragraphs/tables copied without acknowledgement; falsifying data, etc	Zero for the dissertation/project without the possibility of a resubmission but Exam Board can consider for a lower award if eligible.
<u>Very severe cases</u> of plagiarism – eg obtaining work from someone else; copying the work of another student in its entirety;	Required to withdraw and cannot be considered for any award (earned credits will be recorded).

Progress and Appeals Procedures for Taught Programmes of Study

To Whom do these Procedures apply?

These procedures apply to all students on taught programmes of study, including the following: students on undergraduate courses; students on University of Essex foundation-year courses taught on campus or away; students on postgraduate taught courses; students studying abroad as part of their degrees.

1.

MONITORING OF STUDENT PROGRESS AND ATTENDANCE

- a. Coursework submission is the primary means by which student attendance and progress is monitored in and by departments.
- b. Heads of Department are responsible for ensuring that an effective means of monitoring students' progress and attendance is established and maintained in each department in accordance with the requirements set out below.
- c. Heads of Department are responsible for any additional progress monitoring procedures the Department may decide to operate.
- d. Departmental procedures should be communicated to all students taking modules in the Department.
- e. First Year Undergraduate Students
 - i. Weeks 5-7 Departments will input attendance of First Year students at supporting tuition, ie classes, tutorials and laboratories, on the COR system. All data must be input by the end of week 8 so that the attendance of First Year undergraduate students can be monitored by all departments via the central COR system at the start of week 9, using attendance data input by departments, and again during the Spring term using coursework submission records in the COR system.
 - ii. Departments will review the data for all students on their degrees (including joint courses for which they are responsible) including the data for outside options which the student is taking and any compulsory in-session English module, and any available information on coursework submission. The Director of Undergraduate Studies (or equivalent) (or his/her nominee) will meet all students whose attendance has been identified as unsatisfactory. If progress remains unsatisfactory, or the student does not attend the meeting, the matter will be referred to the Head of Department who will arrange to meet the student. Where a department's efforts to encourage a student to improve have been unsuccessful and where progress measured by coursework submission is such that the student is unlikely to complete the year

successfully, the Head of Department should refer the student to the relevant Dean.

- f. Second and Final Year Undergraduate Students
 - i. Weeks 6-7 Departments must be able to confirm students are enrolled for the correct number of modules, that these are appropriate to the students' programme of study and that they are attending these modules.
 - ii. Weeks 17-18 Departments must be able to confirm students have submitted the required pieces of work and are performing satisfactorily and may use the COR system for recording attendance, in order that the data is available in a consistent and accessible format, particularly if a student is referred to the Dean.
 - iii. Heads of Departments are responsible for taking action where Second and Final Year students' progress and/or attendance are unsatisfactory and may delegate this task to one or more members of departmental academic staff eg Undergraduate Director.
 - iv. When a Second or Final Year student is referred to the Dean s/he will write to the student to inform him/her of the gravity of the situation and will indicate that the student may, if progress does not improve, fail the year of study. Students will normally be offered the opportunity to discuss their situation in person with the Dean if they so wish.
- g. Postgraduate Taught Masters Students
 - i. Departments must publish annually procedures for monitoring the progress of students on taught postgraduate Masters courses.
 - ii. Graduate Students who have reached the end of the maximum period of study will normally be deemed to have failed to have completed the course and will not be referred to a Progress Committee.
- h. Departments operating joint degrees should liaise with the other departments involved to ensure that there is full co-ordination on the monitoring of progress. In the case of multidisciplinary courses the Director of the course should liaise with contributing departments.
- i. Where a department's efforts to encourage a student to improve have been unsuccessful *and* where progress measured by coursework submission is such that the student is unlikely to complete the year successfully, the Head of Department should refer the student to the relevant Dean.
- j. There is no intention to discourage teachers from contacting students direct if they are concerned about them, but they should make sure that they follow the procedures agreed within each department if they do so. Teachers should contact Student Support for advice where there is a major

welfare issue, probably in consultation with a Senior Adviser in the case of undergraduates.

- k. In exceptional circumstances the Dean may refer a student to the Progress Committee but in the majority of cases Examination Boards will consider students whose progress continues to be unsatisfactory, after the examination results are known.

2.

POLICY ON THE LATE SUBMISSION OF COURSEWORK

- a. Coursework deadlines are set by Departments. Departments must not set coursework submission deadlines beyond 4pm on the last working day before the main examination period.

- b. There is a single policy at the University of Essex for the late submission of coursework in undergraduate courses/modules:

Late submission policy: All coursework submitted after the deadline will receive a mark of zero. The mark of zero shall stand unless the student submits satisfactory evidence of extenuating circumstances that indicate that the student was unable to submit the work prior to the deadline.

- c. No extensions will be granted. A student submitting coursework late will have the department's and the University's arrangements for extenuating lateness drawn to their attention. Details of the University's arrangements can be found at

www2.essex.ac.uk/academic/students/ug/crswk_po1.htm

- d. For work submitted after the point at which a mark of zero is awarded, marking is at the discretion of the department *unless* there are extenuating circumstances, which have been accepted by the Extenuating Lateness Committee.

- e. Collaborative partner institutions will continue with their own uniform policies. South-East Essex College and Writtle College will continue to apply their current policy in a uniform manner across their institution.

3.

UNIVERSITY REGULATIONS GOVERNING STUDENT PROGRESS AND ATTENDANCE

Regulation 5.17.

Candidates following a final year course will be permitted to withdraw temporarily from the University only if permission has been given either by the relevant Faculty Board or by the Dean acting on its behalf before the Monday of the sixth week of the Spring term (ie week 21) in the year in question or, thereafter, by the Pro-Vice-Chancellor (Learning and Teaching), to whom the Dean shall refer such cases. The final deadline for permission to withdraw temporarily in the first and second years is 4 pm on Friday of week 30 (or the working day two weeks immediately prior to the first day of the examination period). If permission is given, such candidates shall be required to register

partially and to pay an appropriate fee as determined from time to time by the University.

If permission is not given, candidates must submit themselves, or will be deemed to have submitted themselves, for assessment in the main examination period in the normal way (see also Regulation 6.25. relating to the award of aegrotat degrees).

Regulation 6.17.

The progress of each student shall be reviewed at regular intervals during the academic year by academic departments. Where necessary Heads of Department or, in the case of students following joint degrees, the Director of the course, shall inform the Dean of any student whose progress gives cause for concern. The Dean may refer a student to the Progress Committee, which shall be appointed annually by the Board. In such cases the Progress Committee shall act on behalf of the Board and may require a student whose progress is unsatisfactory to withdraw from the University. First and Second Year Boards of Examiners may also require a student whose progress is unsatisfactory to withdraw from the University. A student who is required to withdraw from the University on the grounds of unsatisfactory progress has the right of appeal in accordance with the procedures approved by the Senate.

Regulation 6.18.

Heads of Department or, in the case of students following joint degrees, the Director of the course, shall inform the Dean of any student whose performance suggests that *prima facie* the student will be unable to meet the requirements for obtaining a pass at the end of the year. The cases of such students will normally be dealt with by the Dean who will normally write to the students to warn them of the gravity of their situation and the likelihood that they will fail the year or the award for which they are registered.

Regulation 6.19.

A student who is prevented by ill health or other serious impediment from meeting the normal requirements of his or her programme of study for more than six consecutive weeks, may not, except with the permission of the Pro-Vice-Chancellor, count that term as part of the requirements of the programme of study for which he/she is registered.

Regulation 7.1.

Students are required to be regular and punctual in their attendance at such instruction as may be prescribed by the relevant department in relation to individual modules.

Regulation 7.2.

Students are required to see members of academic staff to discuss their attendance, conduct and progress when requested to do so.

Regulation 7.3.

A student who is absent from teaching for more than one week during term shall inform the Head of Department as soon as possible, in writing, giving the reason for his or her absence. A student who is absent for more than two consecutive weeks during term must provide medical evidence in the case of illness, or appropriate corroboration where there are other reasons for absence, which must be sent to Student Support at the earliest opportunity.

4.

REFERRAL TO PROGRESS COMMITTEE

- a. If a Dean refers the case of a student to Progress Committee then the Registry will write to inform the student and will copy the letter to the student's department.
- b. The student should be given adequate time to seek advice and prepare his or her case before the meeting of the Progress Committee. The letter to the student will indicate the reason for the referral to the Progress Committee.
- c. The student will be invited to attend the meeting and may be accompanied by any member of the University or by a member of the full-time staff of the Students' Union.
- d. If the student is unable to attend the meeting of Progress Committee, the meeting will nevertheless take place and the decisions taken will be valid.
- e. A student who is unable to attend the meeting can ask a member of the University or a member of the full-time staff of the Student Union to attend on his or her behalf. No person can represent the student in his or her absence unless he or she has expressly been asked to do so by the student.
- f. The student will be invited to submit in advance the following documents:
 - i. a written statement giving any facts or extenuating circumstances (see section 10 of this document) which the student thinks may have affected his or her performance;
 - ii. documentary evidence to support any extenuating circumstances put forward, without which the Progress Committee may place lesser weight on the extenuating circumstances.

5.

COMPOSITION AND FORM OF PROGRESS COMMITTEES

- a. Each Faculty will have a Progress Committee convened and chaired by a Dean. The quorum for a Progress Committee is four.
- b. A Progress Committee, for each student considered by that Committee, will normally consist of the relevant Dean and two others, neither of whom should be from the student's department, selected by the Dean from a panel approved annually together with
 - i. for undergraduates, a suitably qualified member of staff from the student's department or Area (or departments in the case of joint courses),

or

- ii. for graduates, the Director of Graduate Studies or his/her nominee.

6.

CONDUCT OF PROGRESS COMMITTEES

- a. The Progress Committee will consider each case referred by a Dean.
- b. The Committee should receive papers fully setting out the case. The Head of Department (or Course Directors for Joint or multidisciplinary degrees) should be responsible for gathering the required information.
- c. The Progress Committee may take into account performance in any remedial work and tests prescribed for overseas students following a test of proficiency in written and spoken English taken on arrival at the University; the Progress Committee may also take into account failure to attend the module or take the test.
- d. The student should receive copies of all the papers that are presented to Progress Committee, unless the confidentiality of a document precludes showing it to the student, in which case the Dean may inform the Committee and the student of the existence and general import of the document without divulging the details. The papers will be available to the student when they are available to members of the Progress Committee, normally in advance of the meeting.
- e. When the student is accompanied by his or her adviser or another member of academic staff, it must be noted that the staff member is present to act as the student's advocate and for no other reason.
- f. Meetings of Progress Committees will be conducted in accordance with the Order of Proceedings.
- g. The decision of the Progress Committee may be communicated orally to the student at the conclusion of the meeting. Formal notification of the outcome will be sent to the student in every case.

Progress Committee: Order of Proceedings

NOTE:

This document, which is derived from the Progress Procedures has no formal standing. It is issued to members of Progress Committees and students appearing before them as a guide to the order of proceedings.

The Proceedings are likely to follow the pattern outlined below, although there may be some variation .

1. The Chair opens the meeting by introducing himself/herself and establishing the names and functions of those in the room.
2. Check that the student has received the details of the case and any supporting documentation.
3. Explain the order of proceedings to the student.
4. Outline the case for referral to Progress Committee.

5. Invite the student to put forward a case orally, if he/she wishes to do so.
6. Invite the members of the committee to put questions to the student.
7. Invite the student's representative to put forward any additional statement.
8. Invite the student to respond and state what his/her preferred outcome would be.

The student and his/her representative will then be asked to leave the room. The decision of the Progress Committee will be communicated to the student orally either immediately after the meeting, or at another pre-arranged time. Students will be sent written confirmation of the decision of the Progress Committee.

7.

POWERS OF PROGRESS COMMITTEE

- a. After consideration of the case, the Progress Committee will make one of the following decisions:
 - i. that the student be permitted to proceed, with or without specific conditions;
 - ii. that the student be required to withdraw permanently.
 - b. In certain circumstances the Progress Committee may deem it appropriate to:
 - i. permit the student to repeat an appropriate period of study, including all or part of a period of study abroad.
 - ii. permit the student to transfer to another appropriate degree course.
 - c. Progress Committee may also attach such conditions as seem likely to assist the future progress of the student.
- 8.

PROGRESS PROCEDURES AFTER UNDERGRADUATE EXAMINATIONS FOR FIRST AND SECOND-YEAR STUDENTS (FOR THESE PURPOSES FOUNDATION YEARS ARE CONSIDERED FIRST YEAR COURSES.)

Boards of Examiners *

(*The term Board of Examiners is also taken to mean Examinations Committee.)

- a. There are University Rules of Assessment that set out what constitutes passing for each stage of study and eligibility for an overall award.
- b. In June the Board of Examiners sees the marks of each student and in the light of these marks, and any other relevant information, makes a decision about the student's progress in accordance with the Rules of Assessment.
- c. The procedures following the September resit examinations will be the same as in June except that the Board of Examiners sees both the June and the September marks of each student and in the light of these marks, and any other relevant information, makes a decision about the student's progress in accordance with the Rules of Assessment.
- d. The Board of Examiners shall consider matters of extenuating circumstances. If the extenuating

circumstances are of such a nature that a final decision cannot be reached without further investigation then the Board of Examiners should refer the student to the Dean and empower the Dean to act on its behalf within the terms of the Rules of Assessment.

- e. A student may appeal against the decision of a Board of Examiners in accordance with the procedures set out in section 12 of this document.

9.

PROGRESS PROCEDURES FOR STUDENTS ON COURSES WITH A YEAR ABROAD

- a. All courses for which the Year Abroad comprises part of the assessment for the degree must have a meeting of a Sub-committee of the Board of Examiners following the year spent abroad. The meeting should consider Year Abroad marks and extenuating circumstances affecting the year abroad work and confirm marks to be forwarded to the Final Year Board of Examiners.
- b. The Sub-committee has the power to make progress decisions, subject to consultation with the relevant External Examiner, within the terms of paragraph 8 c) above in the case of unsatisfactory progress or if the student's Year Abroad results are such that he or she would not be able to obtain a degree at the end of the final year.
- c. A student may appeal against the decision of a Sub-committee of a Board of Examiners in accordance with the procedures set out in section 12 of this document.

10.

EXTENUATING CIRCUMSTANCES

- a. Extenuating circumstances are formally defined as: "circumstances beyond the student's control which cause the student to perform less well in his or her coursework or examinations than he or she might otherwise have been expected to do (on the basis of other work). In general, extenuating circumstances will be of a medical or personal nature affecting the student for any significant period of time and/or during the examination period."
- b. As a result of the policy on the late submission of coursework, the University-wide Extenuating Lateness Policy will be applied in cases where students are unable to submit coursework by the deadline as a result of acceptable extenuating circumstances. Extenuating circumstances in relation to the late submission of coursework are formally defined as: "the inability to submit work by the deadline (or to attend the in-class test/presentation) due to circumstances beyond the student's control, of a medical, practical or personal nature which affects the student for the period *immediately preceding* the time of the deadline. Genuine emergencies and circumstances which could not reasonably have been expected will be accepted as extenuating." Full details of the policy can be found at :

www2.essex.ac.uk/academic/students/ug/crswk_po
l.htm

- c. At the time of examination entry the Notes to Students will remind students of the policy for submitting an Extenuating Performance Form, about extenuating circumstances which may have affected work during the year. Students should be warned that failure to submit an Extenuating Performance Form may mean that the circumstances may not be taken into account by the examiners.
- d. If a student informs a member of staff that extenuating circumstances have affected a piece of coursework he or she is submitting, the member of staff should tell the student to submit an Extenuating Performance Form, failing which the extenuating circumstances may not be taken into account by the examiners.

Appeals Procedures for Taught Programmes

11.

PROCEDURE FOR APPEALS BY AN UNDERGRADUATE OR TAUGHT-COURSE POSTGRADUATE STUDENT AGAINST THE DECISION OF A PROGRESS COMMITTEE

- a. A student who wishes to appeal against the decision of a Progress Committee must do so in writing to the Academic Registrar, stating fully the grounds of the appeal, within 5 working days of the *date* of the letter sent informing the student of the Progress Committee's decision.
- b. The grounds on which a student may appeal are:
 - i. that there were procedural irregularities in the conduct of the Progress Committee (including alleged administrative error) of such a nature as to cause reasonable doubt as to whether the outcome might have been different had they not occurred;
 - ii. that there was evidence of extenuating circumstances which could not reasonably have been made available to the Progress Committee, of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred.
- c. Any such appeal shall be forwarded to the appropriate Pro-Vice-Chancellor, who may consult such persons as he or she thinks fit, including the appellant, in arriving at a decision as to whether or not the appeal is well-founded.
- d. If the Pro-Vice-Chancellor decides that the appeal is not well-founded, he or she shall inform the student in writing, stating his/her reasons for so deciding. The communication of this decision shall, in such cases, constitute the formal dismissal of the appeal.
- e. If the Pro-Vice-Chancellor decides that the appeal is well-founded then the case shall be referred to the Progress Appeal Panel.
- f. The Progress Appeal Panel shall consist of not less than three Deans, excluding the Dean who chaired the original committee.
- g. The student shall be invited to attend the meeting and may be accompanied by any member of the University, or by a member of the full-time staff of the Students' Union.
- h. If the student is unable to attend the meeting of the Progress Appeal Panel, the meeting will go ahead and the decisions taken will be valid.
- i. The members of the Progress Appeal Panel will have the papers that were made available to the original Progress Committee, together with the student's written statement of the appeal, and any documentary evidence to support any extenuating circumstances put forward. It will be open to the Progress Appeal Committee to call such witnesses as it thinks fit. The Dean who chaired the original committee will have the right to appear before the Progress Appeal Panel.
- j. After consideration of the case the Progress Appeal Panel shall either dismiss the appeal or decide on one of the courses of action defined under the Powers of Progress Committees listed in section 7 of the Progress Procedures.
- k. The decision of the Progress Appeal Panel may be communicated orally to the student at the conclusion of the meeting. Formal notification of the outcome will be sent to the student in every case.
- l. The decision of the Progress Appeal Panel will be final.
- m. Any appeal following the formal conclusion of the appeals procedures set out above may be made on the grounds of procedural irregularities in the appeals process only. A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within four weeks setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the appeals process. If *prima facie* there is evidence to support the claim then the case will be reviewed by an alternate Pro-Vice-Chancellor. If the Pro-Vice-Chancellor determines that there were procedural irregularities in the appeals process then the case will be referred to an appeals panel for consideration, and paragraphs g—l above will apply. The panel would be comprised of academic staff with no previous involvement in the case and would be chaired by an appropriate member of senior academic staff.
- n. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit

their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures.

12.

PROCEDURE FOR APPEALS AGAINST THE DECISIONS OF BOARD OF EXAMINERS FOR ALL TAUGHT PROGRAMMES

- a. A student who wishes to appeal against the decision of a Board of Examiners must do so in writing on the Form of Appeal, stating fully and precisely the grounds for appeal. A student appealing against the progress decision of a First or Second Year Board of Examiners must submit a formal appeal within two weeks of the publication of results. In all other cases the appeal must be submitted within four weeks of publication of the results.
- b. A student appealing against the progress decision of a First or Second Year Board of Examiners may consult the Dean in advance of submitting a formal appeal (see below).
- c. Forms of Appeal are available from the Academic Registrar, Registry or Departmental Offices.
- d. The main legitimate grounds for appeal are the following:
 - i. Extenuating circumstances of which the Board of Examiners was unaware and of which the student could not reasonably have been expected to inform the Board of Examiners in advance, of such a nature as to cause reasonable doubt as to whether the result might have been different had they not occurred.
 - ii. 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.
- e. Other grounds will be considered on their merits.
- f. The following are not considered legitimate grounds on which to appeal, and any appeals based exclusively on one or more of these grounds will be rejected automatically:
 - i. Disagreement with a mark or grade and/or appeals against the academic judgement of internal or external examiners. Coursework and examinations cannot be remarked, except in cases of procedural irregularities.
 - ii. Any provisional mark or informal assessment of the student's work by a member of staff that is not the final mark approved by the Board of Examiners.
 - iii. The retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose to the Board of Examiners before their meeting.
 - iv. Appeals against the judgement of the Board of Examiners in assessing the significance of

extenuating circumstances, and whether and to what extent they affected academic performance.

- v. Marginal failure to attain a higher class of degree.
- vi. Appeals where the grounds of complaint concern the inadequacy of teaching or other arrangements during the period of study; such complaints must be raised, in writing, before the examination board meets.
- g. Any other officer of the University who receives a formal appeal from a student concerning his/her result shall forward it to the Academic Registrar.
- h. The Academic Registrar will acknowledge the appeal within five working days of receipt.
- i. The Academic Registrar will refer to the Appeals Officer any appeal that meets the criteria stated above (d and e).
- j. Any such appeal will be considered by the Appeals Officer, who may consult such persons as he/she thinks fit, including the student who has lodged the appeal, in arriving at a decision as to whether or not the appeal is well-founded.
- k. The Appeals Officer will conduct the investigation as quickly as possible but, particularly during the summer vacation, there may be unavoidable delays. The Academic Registrar will write to the student within six weeks of receipt about the progress of the appeal and will let the student know when he or she can expect to receive a decision.

The Appeals Officer dismisses the appeal

- l. If the Appeals Officer decides that there are not sufficient *prima facie* grounds for putting the case to the Board of Examiners, the Academic Registrar will inform the student in writing, stating the reasons for the decision. The communication of this decision shall, in such cases, constitute the formal dismissal of the appeal.
- m. Any appeal following the formal conclusion of the appeals procedures set out above may be made on the grounds of procedural irregularities in the appeals process only. A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within four weeks setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the appeals process. If *prima facie* there is evidence to support the claim then the case will be reviewed by the Pro-Vice-Chancellor (Learning and Teaching). If the Pro-Vice-Chancellor determines that there were procedural irregularities in the appeal process then the case will be referred to an alternate Appeals Officer for consideration, and paragraphs g-s will apply.

The Appeals Officer upholds the appeal

- n. If the Appeals Officer decides there are sufficient *prima facie* grounds for putting the case to the

Board of Examiners, he/she will forward it, together with his/her written comments, to the relevant Dean/Head of Department. The Academic Registrar will inform the student, and will subsequently inform the student when the Board of Examiners will meet to reconsider the case. On receipt of the appeal and the Appeals Officer's comments, the Dean/Head of Department shall cause the Board of Examiners responsible for the assessment against which the student has appealed to reconvene and put before the Board the student's submission, the Appeals Officer's comments and any material relevant to the original assessment. The Dean/Head of Department will then formally ask the Board to review its decision. The Appeals Officer will have the right to attend and to address the meeting of the Board of Examiners.

- o. If the Appeals Officer decides to uphold an appeal by a Second Year student on the grounds of extenuating circumstances of which the Board of Examiners was unaware and of which the student could not reasonably have been expected to inform the Board of Examiners in advance, the Appeals Officer will decide whether it is appropriate to ask the Dean to reconvene the Board of Examiners. If it is the Appeals Officer's view that the likely outcome of such a meeting would be that the Board of Examiners would decide either that the extenuating circumstances should be carried forward to the final year Board, or that the extenuating circumstances would not have a material effect on the results, then the Appeals Officer will not ask the Dean to reconvene the Board. However s/he will ensure that the Dean is fully apprised of the extenuating circumstances so that they can be placed before the Board of Examiners in the student's final year.
- p. In causing a Board of Examiners to reconvene, the Dean/Chair may, at his or her discretion, consult by telephone or in writing any internal or external examiner who is unable to attend the reconvened meeting of the Board.
- q. If, following review of its decision, the Board of Examiners is satisfied that there is no reason to amend its original decision the Dean/Chair will so inform the Academic Registrar in writing, giving the Board's reasons for reaffirming its original decision and its comments, if any, on the grounds for appeal stated by the student.
- r. If, following review of its decision, the Board of Examiners concludes that its original decision was wholly or partly incorrect to the extent that it decides on a new outcome, the Dean/Chair will so inform the Academic Registrar in writing and advise him/her of any amended mark or classification.
- s. The decision of the Board of Examiners following review will be communicated in writing to the student by the Academic Registrar stating the grounds for the decision. The communication of

the decision shall in all cases constitute the formal conclusion of action taken in accordance with these procedures.

All Appeals

- t. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures.

Consultation with a Dean

Consultation on progress decisions of a Foundation, First or Second Year Board of Examiners (ie requirement to withdraw permanently, repeat the year, repeat individual modules, resit exams).

The Dean of the relevant faculty shall take the actions described under these procedures whether or not the Dean is Chair of the Board of Examiners responsible for the decision against which the student is appealing.

- i. A student who is considering an appeal against a progress decision of the Board of Examiners should write to the Dean, giving full details of his or her case. Pro-formas are available to help students present their case. Students may wish to consult the Students' Advice Centre for advice about their circumstances before completing the form. The Dean has the power to take action on behalf of the Board of Examiners to change the original decision if the student presents appropriate new evidence to support his or her case.
- ii. The Dean may wish to consult members of the Board of Examiners or other members of academic staff before reaching a final decision. The Dean will contact the student if any additional information or evidence is required from the student. The Dean will then decide whether or not to change the original decision of the Board of Examiners and will inform the student accordingly. If, after consultation with the Dean, the student still wishes to appeal, and believes he or she has grounds, the student must submit a formal appeal in writing in accordance with the procedure set out above.

Appeals Procedures for Research Degree Students

Appeals Procedure against a Progress Decision – Postgraduate Research Students

1. A research student who wishes to appeal against the recommendation of a Research Students' Progress Committee that they be downgraded or discontinued must do so in writing on the Form of Appeal, stating fully and precisely the grounds for appeal, within two weeks of receiving notification of the recommendation. Forms of Appeal are available from the Registry or online.
2. An MPhil/PhD registered student whose PhD status has not been confirmed and who wishes to appeal against the recommendation of a Research Students' Progress Committee that their registration be changed to MPhil or Masters by Dissertation, may appeal using this procedure only after the Research Students' Progress Committee has considered their case twice and has recommended a change of status to MPhil. There is no right of appeal following a decision of a Research Students' Progress Committee not to confirm PhD status following the first supervisory board meeting.
3. A research student on the first year of an Integrated PhD (a 4-year programme) who wishes to appeal against a progress decision of the Research Students' Progress Committee (eg being downgraded or discontinued) should do so in accordance with the procedures for Appeals against the Decisions of Board of Examiners for all taught programmes.
4. The main legitimate grounds for appeal are the following:
 - i. Extenuating circumstances of which the Research Students' Progress Committee was unaware and of which the student could not reasonably have been expected to inform the Committee in advance, of such a nature to cause reasonable doubt as to whether the result might have been different had they not occurred.
 - ii. Procedural irregularities in the conduct of either the Supervisory Board and/or the Research Students' Progress Committee (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.
 - iii. That there is *prima facie* evidence of prejudice, bias, or inadequate assessment on part of one or more of the members of the Supervisory Board/Research Students' Progress Committee.
5. Other grounds will be considered on their merits.
6. The following are not considered legitimate grounds on which to appeal, and any appeals based exclusively on one or more of these grounds will be rejected automatically:
 - i. Prior informal assessments of the student's work by the supervisor.
 - ii. The retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose to the Research Students' Progress Committee before their meeting.
7. Any other officer of the University who receives a formal appeal from a research student concerning his/her progress shall forward it to the Academic Registrar.
8. The Academic Registrar will acknowledge the appeal within five working days of receipt.
9. The Academic Registrar will refer to the Dean of the Graduate School any appeal that meets the criteria stated above (4 and 5), who may consult such persons as he/she thinks fit, including the student who has lodged the appeal. The Dean will determine whether or not the appeal is well-founded.
10. In some cases, where the circumstances of the case merit it, the Dean may arrange a formal hearing to consider the appeal.
11. Such an Appeal Committee shall consist of the Dean (as Chair), and two members from outside the student's department who had no previous connection with the student. The Committee shall be serviced by a Secretary.
12. The Appeal Committee may consult such persons, including the student and his or her supervisor, and take such advice as it thinks fit.
13. The student will be invited to be present at the committee whenever oral evidence is being heard by the Committee, and will receive all the papers. He/she may bring a student or other member of the University or Students' Union to help him/her in presenting their appeal to the Committee.
14. All decisions of the Dean/Review Committee must be notified to the student, the supervisor and the Director of Research Students in writing, together with a statement of any conditions that are attached to the decision. A copy must also be sent to the Head of Department. If a student's status is altered, a copy of the relevant written statement of arrangements for supervision must be included and the supervisor requested to ensure that the student fully understands these.
15. An appeal following the formal conclusion of the procedures set out above may be made on the grounds of procedural irregularities in the appeal process only. A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within four weeks setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the appeal process. If *prima facie* there is evidence to support the claim then the case will be reviewed by the Pro-Vice-Chancellor (Learning and Teaching). If the Pro-Vice-Chancellor determines that there were procedural irregularities in the appeal process, an Appeal

Committee will be established, and paragraphs 11-14 above will apply. No member of the Committee will have had any previous involvement in the case.

The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures.

Appeals Procedure against an Examination Decision – Postgraduate Research Students (Thesis)

1. A candidate for a research degree whose examination result is 'fail', or 'referred', or is the award of, or option to resubmit for a lower degree, may submit an appeal against that decision on one or more of the following grounds:
 - i. that there were procedural irregularities in the conduct of the examination (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; or
 - ii. that there is *prima facie* evidence of prejudice, bias, or inadequate assessment on the part of one or more of the examiners.
2. In addition, a student may appeal against a decision not to allow resubmission for the degree for which he or she was being examined, on the following grounds:

that there existed circumstances materially affecting the student's performance of which the examiners were not aware when their decision was taken and of which the student could not reasonably have been expected to inform the examiners in advance.
3. An appeal may not be submitted where the grounds of complaint concern the inadequacy of supervisory or other arrangements during the period of study; such complaints must be raised, in writing and preferably during the minimum period of study and research, with the Dean of the Graduate School.
4. Failed candidates shall be informed of their right of appeal. A candidate who wishes to appeal must submit the appeal in writing to the Academic Registrar not later than eight weeks after the notification to him/her of the result of the examination. The candidate's submission must state fully the grounds on which it is based. The Pro-Vice-Chancellor (Learning and Teaching) shall consider the appeal and may decide that the case is not well-founded, in which case the appeal

or complaint is dismissed and the candidate shall be informed of the reasons.

5. In those cases where the Pro-Vice-Chancellor decides that there is a *prima facie* case, it will be considered by a Committee appointed by the Pro-Vice-Chancellor, consisting of a Pro-Vice-Chancellor as Chair, not fewer than two Faculty Deans, but excluding the Dean of the Graduate School, and a student member appointed by the President of the Students' Union.
6. The candidate shall be informed by the Secretary to the Appeal Committee of the date for consideration of the appeal not less than two weeks in advance. Candidates may present their case to the Committee in person, but, if they choose not to or are unable to, the Committee may proceed in their absence. Candidates may be accompanied by a member of the University of Essex, or of the permanent staff of the Students' Union of the University of Essex, or may nominate a member of the University to appear for them.
7. The onus shall be on the candidate to produce evidence before the Appeal Committee which substantiates the grounds of appeal set out in the original submission to the Pro-Vice-Chancellor.
8. The Appeal Committee, having considered the evidence, and taken such advice as may be necessary, may:
 - i. reject the appeal, in which case the result originally recommended by the examiners shall stand;
 - ii. ask the examiners to reconsider their decision for reasons specified by the Appeal Committee; the examiners' report shall be submitted to the Dean of the Graduate School together with the Appeal Committee's statement of the reasons for reconsideration;
 - iii. determine that the unamended thesis shall be re-examined by new examiners.
9. Where the Appeal Committee determines on a re-examination under paragraph 8(iii), the new examiners shall be appointed under the normal procedures. In number they should not be fewer than the original number of examiners nor fewer than two external examiners and one internal examiner. The new examiners shall be given no information about the previous examination except the single fact that they are conducting a re-examination on appeal. The new examiners shall write independent reports on the thesis and shall then examine the candidate orally.
10. The Dean of the Graduate School shall receive the report of the new examiners.
11. The candidate's supervisor shall not be appointed as an examiner.
12. An appeal following the formal conclusion of the appeals procedures set out above may be made on the grounds of procedural irregularities in the appeals process only. A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within four

weeks setting out in detail the nature of the evidence to support the claim that there were procedural irregularities in the appeals process. If *prima facie* there is evidence to support the claim then the case will be reviewed by a Pro-Vice-Chancellor. If the Pro-Vice-Chancellor determines that there were procedural irregularities in the appeals process and that the appeal is well-founded, a new Committee will be established, and paragraphs 5-11 above will apply. The Committee will be comprised of Deans or former Deans and will be chaired by a Pro-Vice-Chancellor. No member of the Committee will have had any previous involvement in the case.

13. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures.

Appeals against a Progress Decision – Professional Doctorate Students

1. A student who wishes to appeal against the recommendation of an Examination Board/Professional Doctorate Progress Committee that they be discontinued must do so in writing on the Form of Appeal, stating fully and precisely the grounds for appeal, within two weeks of receiving notification of the recommendation. Forms of Appeal are available from the Registry or online.
2. The main legitimate grounds for appeal are the following:
 - i. Extenuating circumstances of which the Examination Board/ Professional Doctorate Progress Committee was unaware and of which the student could not reasonably have been expected to inform the Committee in advance, of such a nature to cause reasonable doubt as to whether the result might have been different had they not occurred.
 - ii. Procedural irregularities in the conduct of either the Supervisory Board and/or the Examination Board/ Professional Doctorate Progress Committee (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.
 - iii. That there is *prima facie* evidence of prejudice, bias, or inadequate assessment on part of one or more of the members of the Supervisory Board/Examination

Board/Professional Doctorate Progress Committee.

3. Other grounds will be considered on their merits, but the following are not considered legitimate grounds on which to appeal, and any appeals based exclusively on one or more of these grounds will be rejected automatically:
 - i. Prior informal assessments of the student's work by the supervisor.
 - ii. The retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose to the Professional Doctorate Progress Committee before their meeting.
4. Any other officer of the University who receives a formal complaint from a research student concerning his/her progress shall forward it to the Academic Registrar. The Academic Registrar will acknowledge the appeal within five working days of receipt.
5. Any such appeal will be considered by the Dean of the Graduate School, who may consult such persons as he/she thinks fit, including the student who has lodged the appeal. The Dean will determine whether or not the appeal is well-founded.
6. In some cases, where the circumstances of the case merit it, the Dean may arrange a formal hearing to consider the appeal.
7. Such an Appeal Committee shall consist of the Dean (as Chair), and two members from outside the student's department who had no previous connection with the student. The Committee shall be serviced by a Secretary.
8. The Appeal Committee may consult such persons, including the student and his or her supervisor, and take such advice as it thinks fit.
9. The student will be invited to be present at the committee whenever oral evidence is being heard by the Committee, and will receive all the papers. He/she may bring a student or other member of the University or Students' Union to help him/her in presenting their appeal to the Committee.
10. All decisions of the Dean/Review Committee must be notified to the student, the supervisor and the Director of Research Students in writing, together with a statement of any conditions that are attached to the decision. A copy must also be sent to the Head of Department. If a student's status is altered, a copy of the relevant written statement of arrangements for supervision must be included and the supervisor requested to ensure that the student fully understands these.
11. An appeal following the formal conclusion of the procedures set out above may be made on the grounds of procedural irregularities in the appeal process only. A student who wishes to appeal against the outcome of these procedures should write to the Academic Registrar within four weeks setting out in detail the nature of the evidence to support the claim that there were procedural

irregularities in the appeal process. If *prima facie* there is evidence to support the claim then the case will be reviewed by the Pro-Vice-Chancellor (Learning and Teaching). If the Pro-Vice-Chancellor determines that there were procedural irregularities in the appeal process, an Appeal Committee will be established, and paragraphs 7-10 above will apply. No member of the Committee will have had any previous involvement in the case.

12. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures.

Complaints Procedure for Students

Introduction

The University is a large community engaged in many activities of both an academic and non-academic kind. From time to time a student may feel dissatisfied with some aspect of his or her dealings with the University and when that happens it is important that the issue is dealt with as quickly as possible. Complaints might be about, for example:-

- an aspect of University policy;
- the provision of a service;
- the way a student has been treated by a member of staff.

The key principles of the Complaints Procedure are:

- The student should try to resolve the matter informally in the first instance. Dissatisfaction often arises from misunderstanding, which is why the best starting point is with the person whose actions are the cause of dissatisfaction, or with the manager of the office responsible for the provision of the service or implementation of the policy. If you explain to someone what the problem is then they can often provide an immediate explanation or solution.
- Once it is clear that it cannot be resolved by informal means, a complaint should be made as soon as possible. It is much more likely that the matter will be resolved to the student's satisfaction if it is raised at an early stage.
- Complaints should be dealt with quickly and complainants kept informed of progress if the investigation is prolonged.
- Staff are under an obligation not to allow a complaint by a student to have any bearing on the way that the student is treated or assessed.

This procedure is designed to deal with any complaint a student might have that cannot be resolved by informal means, except for those matters for which there are separate established procedures such as academic appeals, or a general complaint about a academic matter (eg a particular module) which should be referred to the Departmental Staff/Student Liaison Committee. Any student who wishes to complain but is uncertain of the appropriate procedure should seek advice from Student Support or the Students' Union Advice Centre.

There are two stages to the Complaints Procedure: Formal and Review.

Formal Procedure

If, in the student's view, a complaint cannot be resolved informally then he or she may make a formal complaint within a reasonable period of time.

1. Complete a Complaints Form setting out clearly the nature and origin of the complaint detailing

what steps have been taken to resolve it informally and explaining why the outcome of the informal procedure is not considered satisfactory. Complaints Forms are available from Student Support, Students' Union Advice Centre, the Registry, Accommodation Office and Departmental Offices. The completed form should be returned to the Academic Registrar, room 6.111.

2. The Academic Registrar will acknowledge the complaint within five working days of receipt and will let the student know who will be dealing with the complaint. This will normally be the appropriate Head of Department or Centre, or Head of Administrative Section, or the relevant Dean.
3. The person dealing with the complaint will, within two weeks of the referral from the Academic Registrar, contact the complainant and indicate what action they plan to take, and the date by which they expect any investigation to be complete. If the investigation cannot be completed by the expected date, the person dealing with the complaint will advise the student of the delay.
4. The person dealing with the complaint will respond in writing to the complainant when any investigation is complete with details of the findings, and if the complaint is upheld will indicate what the outcome will be.
5. The response to the complaint will be copied to the Academic Registrar who will maintain a central record of complaints and who will report termly to the Vice-Chancellor.
6. If the Academic Registrar or his or her office is the subject of the complaint then a student should follow the same procedure except that the form should instead be sent to the Registrar and Secretary.

Review Procedure

The formal procedure outlined above should ensure that a complaint is investigated thoroughly. However, occasionally a student may not be satisfied, and in that case he or she can request a formal review by the relevant Pro-Vice-Chancellor. The Pro-Vice-Chancellor (Learning and Teaching) will review complaints of an academic nature and the Pro-Vice-Chancellor (Resources) will review other complaints.

1. The student should write to the Academic Registrar to request a review, setting out clearly the basis of dissatisfaction with the findings of the formal investigation. The request for review must be submitted within two weeks of the written response to the formal complaint.
2. The Academic Registrar will acknowledge the request within five working days of receipt and will refer the case to the relevant Pro-Vice-Chancellor.
3. If the Pro-Vice-Chancellor considers that the case for review is not well-founded then he or she will

dismiss the case and will inform the complainant accordingly, normally within two weeks.

4. If the Pro-Vice-Chancellor considers that the case for review is well-founded then he or she will initiate an appropriate investigation and will let the complainant know, normally within two weeks, when he or she can expect a response.
5. The Pro-Vice-Chancellor will respond to the complainant in writing with details of the findings indicating, if the complaint is upheld, what the outcome will be. The Pro-Vice-Chancellor's decision will be final.
6. The response to the complaint will be copied to the Academic Registrar who will maintain a central record of complaints and who will report termly to the Vice-Chancellor.

The Office of the Independent Adjudicator

The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Full details of the scheme are available on request and will be enclosed with the Completion of Procedures.

Fees

The following academic tuition and other fees are chargeable in the academic session 2008-2009 commencing on Thursday 2 October 2008. Further information regarding Tuition Fees and Bursaries for 2008 can be found on the website at: www.essex.ac.uk/studentfinance/ug/university_support/bursary.aspx

A. Standard Fees		
HOME AND EU FEES – UNDERGRADUATE LEVELS		
Pre-2006-07 Students	To a maximum of £1255	
New Students 2007 onwards entry:		
All years except specific foundation years (see below)	£3145	
Preliminary year (level 0) of specific 4 year courses	£1255	
HOME AND EU FEES – POSTGRADUATE LEVELS		
Full-time self funded students – Standard charge		
Research	£3300	
Taught Awards (basic rate, see Section B for premium rates)		
Masters	£3500	
Postgraduate/Graduate Diploma	£2800	
Postgraduate/Graduate Certificate	£1400	
Students funded by UK Research Boards and Councils – (Taught and Research)	£3300	
Part-time students (half-time)	half the relevant full-time fee	
STANDARD OVERSEAS FEES (See Section C for courses with non-standard tuition fees)		
	CLASSROOM-BASED AND COMPUTING AND ELECTRONIC SYSTEMS SUBJECTS	LABORATORY-BASED SUBJECTS
Undergraduate	£9250	£11990
Research	£9250	£11990
Taught Masters	£9990	£11990
Postgraduate Diploma	£7990	£9590
Postgraduate Certificate	£4000	£4800
Graduate Diploma	£7400	£9590
Graduate Certificate	£3700	£4800
CHANNEL ISLAND AND ISLE OF MAN FEES	CLASSROOM-BASED SUBJECTS	LABORATORY-BASED SUBJECTS
Undergraduate students admitted before 2006-07	£5241	£8910
Undergraduate students admitted since 2006-07	£6490	£10419
UNDERGRADUATE STUDENTS ON A FULL YEAR AWAY (INCLUDING PLACEMENTS) – STUDENTS ADMITTED BEFORE 2006-2007 (Students studying abroad for part of the year pay normal fees)		
Home/EU students going to Europe under the Erasmus initiative	Nil fees	
Home/EU students not eligible for the Erasmus initiative	£625	
Overseas students, including overseas fee-paying Erasmus students	£1255	
UNDERGRADUATE STUDENTS ON A FULL YEAR AWAY (INCLUDING PLACEMENTS) – STUDENTS ADMITTED SINCE 2006-2007 (Students studying abroad for part of the year pay normal fees)		
Home/EU students going to Europe under the Erasmus initiative	Nil fees	

Home/EU students not eligible for the Erasmus initiative	£1570
Overseas students, including overseas fee-paying Erasmus students	£4265 (classroom-based fees) £5995 (laboratory-based fees)

B. Courses for which special fees are payable for UK and EU Students

THE FOLLOWING COURSE IS PRICED AT £3180

FDA Project Management¹

THE FOLLOWING COURSES ARE ALL PRICED AT £3410

PGDip European Union Law

PGDip Information Technology, Media and E-Commerce

PGDip International Trade Law

PGDip Psychoanalysis and Management

PGDip UK Human Rights and Public Law

THE FOLLOWING COURSES ARE ALL PRICED AT £4265

LLM EU Law and Comparative Legal Studies

LLM European Union Law

LLM Health Care Law and Human Rights

LLM Information Technology, Media and E-Commerce

LLM International Human Rights and Public Law

LLM International Trade Law

LLM UK Human Rights Law

MA Continental Philosophy and Health Care Ethics

MA Continental Philosophy and Health Care Law

MA European Integration

MA European Politics

MA Film Studies

MA Global and Comparative Politics

MA Ideology and Discourse Analysis

MA International Relations

MA Jungian and Post-Jungian Studies

MA Management Studies

MA Political Behaviour

MA Political Economy

MA Political Theory

MA Politics

MA Psychoanalysis and Management

MA Public Opinion and Polling

MA Strategic Change

MA Teaching English to Speakers of Other Languages

MA Theory and Practice of Human Rights

MSc Advanced Web Application Programming

MSc Computer and Information Networks

MSc Computer Science

MSc Computer Security

MSc Computer Studies

MSc E-Commerce Technology

MSc Embedded Systems

MSc Intelligent Systems and Robotics

MSc Mobile Networks and Systems

MSc Photonic Devices, Systems and Networks

MSc Telecommunication and Information Systems

MSc Web Development

THE FOLLOWING COURSES ARE ALL PRICED AT £5375
MA Refugee Care
MRes Accounting, Finance and Management
MRes Biotechnology
MSc Accounting
MSc Accounting and Financial Economics
MSc Accounting and Management
MSc Agent-Based Computational Economics and E-Markets
MSc Applied Economics and Data Analysis
MSc Computational Finance
MSc Contemporary European Management
MSc Corporate Governance
MSc Financial Software Engineering
MSc International Accounting
MSc International Management
MSc Management, Innovation and Technology
MSc Management, Marketing and Society
MSc Management Psychology
PhP Refugee Care (Year 1)
THE FOLLOWING COURSES ARE ALL PRICED AT £6070
MPEM Public Enterprise and Management
MSc Creative Industry Management
MSc Entrepreneurship and Innovation
MSc Entrepreneurship and Regional Development
MSc International Business and Entrepreneurship
MSc International Marketing and Entrepreneurship
MSc International Small Business Management
MSc Social and Community Enterprise Management
THE FOLLOWING COURSES ARE ALL PRICED AT £7000
MFA Acting (International) – Year 1 ²
MFA Theatre Directing – Year 1 ²
MSc Accounting and Finance
MSc Banking and Finance
MSc Economics
MSc Economics and Econometrics
MSc Finance
MSc Finance and Management
MSc Financial and Business Economics
MSc Financial Economics
MSc Financial Economics and Econometrics
MSc International Economics
MSc International Finance
MSc Management Economics
THE FOLLOWING COURSES ARE ALL PRICED AT £7450
Bridging Year (undergraduate full-time) ⁵

THE FOLLOWING COURSES ARE ALL PRICED AT £8000	
LLM European Business Law (PALLAS)	
MFA Acting (International) – Year 2 (including Dissertation Project) ²	
MFA Theatre Directing – Year 2 (including Dissertation Project) ²	
MA Acting (International) ²	
MA Theatre Directing ²	
THE FOLLOWING COURSES ARE ALL PRICED AT £9450	
Dip Acting ²	
THE FOLLOWING COURSES ARE ALL PRICED AT £9720	
Dip Acting for TV, Film and Radio ²	
THE FOLLOWING COURSES ARE ALL PRICED AT £10000	
MA Acting ²	
THE FOLLOWING COURSES ARE ALL PRICED AT £10220	
MA Acting for TV, Film and Radio ²	

OTHER COURSES WITH SPECIAL FEES FOR UK AND EU STUDENTS	
Year 0 of International Academy 4 year undergraduate programme of study (all subsequent years will be charged at the standard rate for Home/EU). Students on year 0 who are permitted to enter the accelerated fast track route on successful completion of assessment at the end of the spring term will be required to pay an additional tuition fee of £1890.	£1255
Certificate in Teaching English for Speakers of other Languages	£1705
Diploma in Teaching English for Speakers of other Languages	£3410
Postgraduate modular courses – Theatre Directing, Acting (International)	
Taught Module fee ³	£1750
Dissertation Project fee	£1000
D Clinical Psychology (part-time)	£2721
D Counselling Psychology (part-time)	£2721
Doctorate in Analytical Psychotherapy	£2721
Doctorate in Psychoanalytic Psychotherapy	£2721
MA Social Science Data Analysis (part-time) ⁴	£1310
Postgraduate Diploma in Social Science Data Analysis (part-time) ⁴	£310
Certificate of Continuing Education in Modern Languages Certificate of Higher Education in Modern Languages Diploma of Higher Education in Modern Languages	Individual course fees apply. £298 per 30 credit course. Note: There is a £100 discount per 30 credit course for University staff and students.
LLB English and French Law (Maitrise) Years 1 and 2 – standard University of Essex fees	Years 3 and 4 – University of Paris X – Nanterre fees apply
PROGRAMMES OF STUDY TAUGHT IN ASSOCIATION WITH THE TAVISTOCK & PORTMAN NHS FOUNDATION TRUST	
D Child and Educational Psychology	Validation fee paid by Tavistock & Portman NHS Foundation Trust
D Educational Psychology	Validation fee paid by Tavistock & Portman NHS Foundation Trust
MA Foundations of Psychoanalytic Psychotherapy	Validation fee paid by Tavistock & Portman NHS Foundation Trust

¹The fee for this course is for the whole programme

²An additional fee of £280 is also payable in respect of “Materials, Services and other professional expenses”

³An additional Learning Resource Fee of £70 per module is also payable in respect of “Materials, services and other professional expenses”.

⁴This fee is payable on registration for this award. Fees for attendance at Summer School modules in subsequent years are available from the Summer School Office.

⁵Pre-Degree Bridging Year and Year 0 of the International Academy 4 year undergraduate courses (all subsequent years will be charged at the normal overseas fee).

Notes:

- (1) Where a full-time course attracts a higher rate fee as set out in the table above, part-time fees will be calculated pro rata.
- (2) Fees for individual postgraduate modules, including those studied in modular mode with a view to obtaining a postgraduate award are available from the Graduate Admissions Office and the Registry.
- (3) For any four year programme of study that have a preliminary year, the first year (year 0) will be charged at the lower rate of £1255 for 2008 entry. All subsequent years will be charged at the normal Home and EU rate.

C. Courses for which special fees are payable for Overseas Students
THE FOLLOWING COURSES ARE ALL PRICED AT £4000
Postgraduate Certificate in Teaching English for Speakers of other Languages
THE FOLLOWING COURSES ARE ALL PRICED AT £7990
Postgraduate Diploma in Teaching English for Speakers of other Languages
THE FOLLOWING COURSES ARE ALL PRICED AT £8000
MFA Acting (International) – Year 1 ¹
MFA Theatre Directing – Year 1 ¹
THE FOLLOWING COURSES ARE ALL PRICED AT £9250
Acting Courses at East 15 Acting School (<i>CertHE</i> , <i>FdA</i>) ¹
BA Acting Courses at East 15 Acting School ¹
BA Acting ¹
BA Contemporary Theatre Practice ¹
BA Physical Theatre ¹
BA Specialist Performance Skills: Stage Combat ¹
BA Technical Theatre Studies ¹
BA World Performance ¹
Bridging Year (undergraduate full-time)
THE FOLLOWING COURSES ARE ALL PRICED AT £9500
MFA Acting (International) – Year 2 (including Dissertation Project) ¹
MFA Theatre Directing – Year 2 (including Dissertation Project) ¹
THE FOLLOWING COURSES ARE ALL PRICED AT £9990
MA Acting (International) ¹
MA Theatre Directing ¹
THE FOLLOWING COURSES ARE ALL PRICED AT £10000
LLM European Business Law (PALLAS)
THE FOLLOWING COURSES ARE ALL PRICED AT £11500
Dip Acting ¹
Dip Acting for TV, Film and Radio ¹

THE FOLLOWING COURSES ARE ALL PRICED AT £11990	
MA Acting ¹	
MA Acting for TV, Film and Radio ¹	
OTHER COURSES WITH SPECIAL FEES FOR OVERSEAS STUDENTS	
Postgraduate Modular Courses – Theatre Directing	
Taught Modular Fee ³	£2120
Dissertation Project Fee	£1500
Postgraduate Diploma in Social Science Data Analysis (part-time) ²	£310
MA Social Science Data Analysis (part-time) ²	£1310
Certificate of Continuing Education in Modern Languages Certificate of Higher Education in Modern Languages Diploma of Higher Education in Modern Languages	Individual course fees apply. £498 per 30 credit course. Note: There is a £100 discount per 30 credit course for University students.
LLB English and French Law (Maitrise) Years 1 and 2 – standard University of Essex fees	Years 3 and 4 – University of Paris X – Nanterre fees apply
PROGRAMMES OF STUDY TAUGHT IN ASSOCIATION WITH THE TAVISTOCK & PORTMAN NHS FOUNDATION TRUST	
D Child and Educational Psychology	Validation fee paid by Tavistock & Portman NHS Foundation Trust
D Educational Psychology	Validation fee paid by Tavistock & Portman NHS Foundation Trust
MA Foundations of Psychoanalytic Psychotherapy	Validation fee paid by Tavistock & Portman NHS Foundation Trust

¹An additional fee of £280 is also payable in respect of “Materials, Services and Other Professional Expenses”

²This fee is payable on registration for this award. Fees for attendance at Summer School modules in subsequent years are available from the Summer School Office.

³An additional Learning Resource Fee of £70 per module is also payable in respect of “Materials, services and other professional expenses”.

Note: Where a full-time course attracts a higher rate fee as set out in the table above, part-time fees will be calculated pro rata.

D. Modular Study Module (Undergraduate Level)	
Students registered to take a full-time course may take an additional undergraduate module subject to the agreement of the department concerned. External home/EU students may also apply to take individual modules.	
30 credit (full-year modules):	
Home/EU Students	£315
Overseas Students	£525
Modular Study Module (Postgraduate Level)	
Some departments will accept students to study individual modules, which can in some cases be accumulated towards an award of the University. Modules vary in size from 15 to 40 credits and the fees vary according to module size and subject area. As an example, the Home/EU fees for 20 credit modules range from £465 to £800 for 2008-09. Specific fees are available from the relevant Department/Centre or from the Graduate Admissions Office. Fees for an award achieved by modular study will not be higher than for the equivalent full-time study. Details on credit accumulation study are available on the website at: www2.essex.ac.uk/academic/students/pgt/accumulation.htm	

Fees information for Occasional Research Students is also available online at:
www.essex.ac.uk/academic/docs/fees/pgroccas.shtml

E. Other Fees and Charges	
Higher Doctorate	£1000
Re-examination and re-submission of coursework fees	
A charge will be made for each module that requires a re-examination or re-submission	

of coursework	£40 per module
Masters dissertation re-submission	£120
PhD	£145
Partial Registration (during a period of intermission of studies)	No Fee
Continuation Fee (Mastership students)	£100 per term
Completion Fee (1994 Regulations)	
First year (non-refundable)	£100 per term
Subsequent years ¹	£250 per term
Late Registration Fee	£50
Fee for late change to exam entry details	£25
On second notification	£35
Duplicate Degree Certificate	£40
Replacement Student Registration Card	£10
Confirmation of Conferment of Degree	£5 per copy
Transcript	£5 per copy
Authentication of Official University Document	£5

¹This fee applies to students admitted before October 2008

F. Special Arrangements	
1.	Students following a programme of study for the degree of MA (discontinuous study) pay the full-time fee pro rata for three terms spread over a maximum of three years, and no fees for the remaining terms.
2.	Students following a programme of study and research for the degree of Doctor of Philosophy who, under the provisions of Regulation 4.28 are permitted to study away from the University for part of their course will pay full fees for the whole of their period of study whether in or away from the University.
3.	Students from government and industrial research establishments accepted under Regulation 4.74 as candidates for the degree of Doctor of Philosophy will be required to pay the appropriate part-time fee.
4.	Overseas students accepted under the provisions of Regulation 4.73 as candidates for the degree of Doctor of Philosophy on the basis of joint supervision with their overseas institution will pay the appropriate full fee for periods of study at the University of Essex and a fee to be determined specially from time to time for periods of study at the overseas institution (normally at 10%).
5.	The fees payable under the provisions of Regulation 4.4 by part-time candidates for the degree of Doctor of Philosophy who are not normally resident in the UK are half the equivalent full-time fee for the whole of the minimum period of study.
6.	Research students may be required to pay “bench fees” dependent on the nature of the research undertaken. The fee varies according to equipment and materials used and is paid annually. Bench fees will be stated in the offer of admission.
7.	If a spouse or civil partner of a full-time PhD student paying overseas fees wishes to undertake part-time study, normally a Masters or Diploma course, he or she will be charged the standard part-time home fee for that course (£1620 for postgraduate course with standard fees, or half the higher rate fee for courses listed in Section B). This special fee will only apply for the period in which his or her spouse or civil partner is liable for full-time fees. This fee concession is only available at the point of admission and will not be approved once the spouse or civil partner is a registered student.
8.	A spouse or civil partner of a full-time student paying overseas fees wishing to take a language module will be entitled to a £100 discount per 30 credit module. This fee discount applies only for the period in which his or her spouse or civil partner is liable for full-time fees.
9.	A discount of 30% will be given to students taking individual modules on modular study mode (see Section D above) who are over 60 years of age at the time of registration.
10.	A discount of 20% will be given to students on a full-time undergraduate or postgraduate course and paying overseas fees who are 60 or over at the time of registration.

G. General Notes									
1.	The amounts set out above for academic tuition are composite fees which include admission, registration, examination and graduation fees and an obligatory contribution towards the cost of student societies, sports activities and other amenities. They do not include residence or lodgings costs, or the cost of meals, or special or re-examination fees.								
2.	<p>Discounts will be given to self-funded students (for instance, this does not include students applying through Student Finance Direct) who pay their tuition fees in full (3 terms), on or before 19 September 2008 – (different dates apply to East 15 Acting School).</p> <table border="1"> <tr> <th>Annual fee for three terms:</th><th>Discount</th></tr> <tr> <td>£1500 to £3299 (postgraduates only)</td><td>£50</td></tr> <tr> <td>£3300 to £6000 (postgraduates and undergraduates)</td><td>£100</td></tr> <tr> <td>Over £6000 (postgraduates and undergraduates)</td><td>£200</td></tr> </table>	Annual fee for three terms:	Discount	£1500 to £3299 (postgraduates only)	£50	£3300 to £6000 (postgraduates and undergraduates)	£100	Over £6000 (postgraduates and undergraduates)	£200
Annual fee for three terms:	Discount								
£1500 to £3299 (postgraduates only)	£50								
£3300 to £6000 (postgraduates and undergraduates)	£100								
Over £6000 (postgraduates and undergraduates)	£200								
3.	Late payment penalties are charged if tuition fee payments are late. Home and EU undergraduates are charged £25 per term – all other students are charged interest at 12.5% pa.								
4.	If for any reason a student withdraws from their course before 31 October 2008, no tuition fees are payable. A refund will be made if the fees have already been paid. After 31 October, the student is liable for the tuition fee for any term (whole or part) for which he/she has been registered.								
5.	Liability for payment of overseas fees is determined by reference to the Education (Fees and Awards) Regulations. The Admissions Officer is responsible for determining the fee status of applicants to the University; following admission, an appeal by a student against an overseas classification is considered by Student Support. In the event of a disagreement with between the Admissions Officer and Student Support, the matter will be referred to the Academic Registrar								

Information available elsewhere

GUIDELINES, STATEMENTS, POLICIES AND CODES OF PRACTICE	
Disability Statement	www.essex.ac.uk/academic/docs/regs/disability.shtml
Drugs and Alcohol Policy	www2.essex.ac.uk/stdsup/welfare/drugs.shtml
Equal Opportunities for Students, Policy Statement and Code of Practice	www.essex.ac.uk/academic/docs/regs/equalop.shtml#policy
Freedom of Speech, Code of Practice	www.essex.ac.uk/academic/docs/cal/freedom.shtml
Gender Equality Scheme	www.essex.ac.uk/eo/codespolicies/GES08EADC07.doc
Guidelines for Dealing with Late Submission of Coursework	www2.essex.ac.uk/academic/students/ug/crswk_pol.htm
Harassment and Bullying, Guidelines for Dealing with	www.essex.ac.uk/academic/docs/regs/harassment.shtml
IT Facilities, Guidelines for the Use of	www2.essex.ac.uk/cs/about/regulations/proper_use.html
Mental Health Crisis Intervention Policy	www2.essex.ac.uk/stdsup/policies/mhealth_crisisint.shtml
Ownership of Intellectual Property Rights in Students' Work, Guidelines	www.essex.ac.uk/academic/docs/cal/ipr.shtml
Promotion of Racial Equality – Policy Statement and Code of Practice	www.essex.ac.uk/eo/codespolicies/rpolicy.htm
Protection of under 18s and Vulnerable Adults	www2.essex.ac.uk/stdsup/policies/u18andvadults_policy.shtml
Religion and Belief - Policy Statement and Code of Practice on	www.essex.ac.uk/eo/codespolicies/religionpolicy.htm
Rules Governing the Parking and Driving of Vehicles within the University Grounds	www2.essex.ac.uk/estates/Pages/CarParkRegs.htm
Statement of Safety Policy	www2.essex.ac.uk/safety/newsafety/safepol/safetypolicy.shtml
Sexual Orientation and Gender Identity - Policy Statement and Code of Practice on	www.essex.ac.uk/eo/codespolicies/sexpolicy.htm
Student Absence and Medical Certification, Procedures relating to	www.essex.ac.uk/academic/docs/regs/absence.shtml
Student Representation within Departments, Code of Practice	www.essex.ac.uk/quality/pages/sslc.htm
Policy on Tackling Violent Extremism in the name of ideology or belief and maintaining cohesive campus	www.essex.ac.uk/academic/docs/regs/camrelations.shtml
Whistleblowing Policy	www.essex.ac.uk/academic/docs/regs/whistle.shtml
OTHER UNIVERSITY INFORMATION	
Former Chancellors of the University	www.essex.ac.uk/academic/docs/cal/former.shtml
Former Vice-Chancellors of the University	www.essex.ac.uk/academic/docs/cal/former.shtml#vc
Emeritus Professors	www.essex.ac.uk/academic/docs/cal/former.shtml#eprof
Librarian Emeritus	www.essex.ac.uk/academic/docs/cal/former.shtml#lemer
Honorary Graduates	www.essex.ac.uk/academic/docs/cal/former.shtml#grad
Honorary Fellows	www.essex.ac.uk/academic/docs/cal/former.shtml#fell
Academic Dress	www.essex.ac.uk/academic/docs/cal/dress.shtml

Armorial Bearings	www.essex.ac.uk/academic/docs/cal/bear.shtm
A Short History of the University	www.essex.ac.uk/academic/docs/cal/history.shtm
OTHER PUBLICATIONS	
The Student Handbook	www.essex.ac.uk/academic/docs/hbks/shbk_index.shtm
Higher Degree Regulations and Procedures	www.essex.ac.uk/academic/docs/regs/highercont.shtm
Code of Practice: Postgraduate Research Degrees	www.essex.ac.uk/academic/docs/regs/prdcode.shtm
Code of Practice: Professional Doctorates	www.essex.ac.uk/academic/docs/regs/profdocs.shtm

Index

A

Academic and Research Staff of Partner Colleges
 candidature for PhD, 79
Academic and Research Staff of the University
 candidature for PhD, 79
Academic Conduct, 89
Academic Offences
 committees, 112
 penalty guidelines, 116
 powers of, 114
 procedures, 110
Academic Partnerships Board
 membership and terms of reference, 19
Academic Regulations, 55–102
Academic Staff
 allocation of posts, 42
 appeals against disciplinary action, 50
 appeals against dismissal, 50
 definition of, 41, 42
 disciplinary procedures, 49
 functions of, 44
 grievance procedures, 51
 outside paid work, 44
 probation, 44
 redundancy, 46
 removal of, 49
Academic Staffing Committee
 membership and terms of reference, 20
Administration of Teaching, 86
Administrative Information Systems Group, 23
Admissions Criteria
 Doctor of Medicine, 72
 Doctor of Philosophy, 73
 Masters by Dissertation, MPhil and Integrated
 PhD, 72
 Masters degrees, 71
 Professional doctorate, 73
Albert Sloman Library
 regulations, 95–98
Allocation of Posts, 42
Alumni Association, 28, 41
Appeal, 126, 127
 discontinuation, 126
Appeal Committee, 126, 127
Appeal Procedure
 academic staff, 50
 examination decision (Thesis) – postgraduate
 research students, 127
 Masters by dissertation, 126
 MPhil, 126

 PhD, 126
 Progress decision – Professional Doctorate
 Students, 128
 Research Degree Students, 126
 taught programmes, 123
Appeals against decisions by Heads, Deans or
 Academic Offences Committees, 114
Appeals Procedure
 against the decisions of board of examiners for
 all taught programmes, 124
Arts Advisory Group
 membership and terms of reference, 24
Attendance and Conduct, 89, 119
Audit and Risk Management Committee
 membership and terms of reference, 10
Auditors, 30

B

Bachelor of Arts, degree of, 58
 general regulations, 58
Bachelor of Engineering, degree of, 58
 general regulations, 58
Bachelor of Laws, degree of, 58
 general regulations, 58
Bachelor of Science, degree of, 58
 general regulations, 58
Biological Hazards and Genetic Modification
 Safety Committee, 15
Blomfield Memorial Travel Grants, 91
Boards
 procedure for, 40
Boards and Committees
 procedure for, 40
Boards and Committees of Senate and Council,
 40
Boards of Examiners, 53

C

Casting vote
 boards and committees, 40
Certificates, principal regulations, 72
Chancellor, 5, 28
 acting, 32
 nomination of, 32
Charter, 26–29
Professorships, 42
Committee of Senate
 Faculty Boards, 17
Committees of the Council, 10
Committees of the Senate, 16

Common Seal, 26
 Complaints procedure for students, 130
 Conduct of students, 89
 Conferment of Degrees on, 41
 Confirmation, 76
 Council, 8, 27
 elected members of, 35
 members of, 8
 membership of, 8, 30
 powers, 34
 standing orders of, 35
 Council Committees. *See* Committees of Council
 Court. *See*
 meetings of, 39
 membership of, 39

D

Dates of terms, 2
 Deans, 33
 Deans Powers, 112
 Departments, 40
 Heads of, 34
 meetings of, 41
 Diary for Academic Year, 3
 Directors of Centres, 6
 Disciplinary and Membership Officer, 5, 103
 Disciplinary and Membership Panel
 membership and terms of reference, 22
 Disciplinary Committee, 105
 Appeal, 106
 Appeal, procedures, 109
 Appeal, quorum of, 107
 powers of, 105, 106
 procedures, 108
 quorum of, 105
 Disciplinary Panel, 105
 Disciplinary Procedures, 103
 Disciplinary Regulations, 100–102
 Discipline
 breach of, 103, 104, 105, 108
 penalties, 105
 Discrimination, 29
 Dismissal, 47
 Distance Learning, 73
 Doctor of Laws, degree of, 81
 Doctor of Letters, degree of, 81
 Doctor of Philosophy, degree of
 appeals procedure, 126
 candidature of University staff and Partner
 Colleges, 79
 Doctor of Science, degree of, 81
 Drugs, misuse of, 102

E

Emeritus Professors, 53
 Equality and Diversity Committee
 membership and terms of reference, 14
 Essex Rotary University Travel Grants, 92
 Ethics Committee
 membership and terms of reference, 22
 Examination results, all research degrees, 78
 Examinations, dates of, 2
 Exclusion, 104, 105
 Expulsion, 106
 External Examiners, 36, 53
 appointment, 78

F

Faculty Boards, Membership and terms of
 reference, 17
 Fees, 84
 Finance & Strategy Committee, 10, 13, 14
 membership and terms of reference, 10
 Finance & Strategy Committee Staffing Sub-
 Committee
 membership and terms of reference, 13
 Finance & Strategy Committee Sub-Committees
 University Steering Group, Finance & Strategy
 Committee Staffing Sub-Committee,
 Investment and Loans Sub-Committee, 13

G

General Meeting of Staff, 41
 Giulia Mereu Scholarship, 91
 Good Cause, 46
 Graduate Certificates, 72
 Graduate Diplomas, 72
 Graduate School Board
 Committee of Senate, 16
 Graduation, dates of, 2
 Grievance Procedures, academic staff, 51

H

Heads of Department, 6–7, 34
 Heads Powers, 111
 Health and Safety Committee
 membership and terms of reference, 15
 Health and Safety Committee Sub-Committees
 Biological Hazards and Genetic Modification
 Safety Committee, 15
 Ionising Radiation Protection Committee, 15

Non-Ionising Radiation Protection Committee,
15

Higher Degree Regulations, 70–83

Honorary Degrees

conferment of Degrees on, 41

Honorary Degrees Committee

membership and terms of reference, 23

Humanities and Comparative Studies, Faculty
Board

membership and terms of reference, 17

I

Information available elsewhere, 140

Information Systems Strategy Committee

membership and terms of reference, 23

Information Systems Strategy Committee Sub-
Committees

Administrative Information Systems Group,

Telecommunications Review Group, 23

International Academy Board

membership and terms of reference, 19

Investment and Loans Sub-Committee, 13

Ionising Radiation Protection Committee, 15

L

Law and Management, Faculty Board

membership and terms of reference, 17

Leave of Absence, 44, 75

Lectureships

appointment to, 43

Library Committee

membership and terms of reference, 23

LLB Degrees. *See* Bachelor of Laws

M

Master of Arts, degree of, 58

Masters degree requirements, 71

Masters degrees

admissions criteria, 71

registration, 71

Maternity leave, 45

N

National Federation of Business and Professional
Women's Clubs Travel Grant, 91

Nominations Committee

membership and terms of reference, 14

Non-Ionising Radiation Protection Committee,
15

O

Objects of the University, 26

Office of the Independent Adjudicator for Higher
Education, 116, 123, 125, 127, 128, 129, 131

Officers

removal of, 47, 52

Officers of the University, Principal, 5

Order of Proceedings, 113

Ordinances, 28, 32–54

Oscar Arias Scholarship, 91

Other Staff

candidature for research degrees, 80

Other Staff, Partner Colleges

Candidature for research degrees, 80

Outside paid work, Academic staff, 44

P

Part-time Applicants not resident in the UK
(Distance Learning), 73

Plagiarism, 110

Policy on the late submission of Coursework,
120

Postgraduate Certificates, 72

Postgraduate Diplomas, 72

Poulter Studentships, 91

Principal Officers of the University, 5

Prizes, 92

Probation, 44

Procedural irregularities, 127

Pro-Chancellors, 5, 28, 32

Proctor, The, 103

Professorships

allocation of, 42

appointment of, 42

Professorships Committee

membership and terms of reference, 24

Programmes of Study, by department, 58

Progress and Appeals Procedures for Taught
Programmes of Study, 119

Progress Committee

quorum of, 121

Progress decision, 126

Pro-Vice-Chancellors, 5, 28, 33

Q

Quality Assurance and Enhancement Committee
membership and terms of reference, 20

Quorum, 105, 107, 121

boards and committees, 40

R

Redundancy, 46
 Registrar & Secretary, 5, 33
 Registration
 for Masters degrees, 71
 Regulations relating to Academic Affairs, 86
 Regulations relating to Conduct, 89
 Regulations relating to Programmes of Study, by department, 58
 Regulations relating to Registration, 55, 84
 Remuneration Committee
 membership and terms of reference, 14
 Research degrees
 Admissions criteria, 72
 Appeals procedure, 76
 Appointment of Examiners, 78
 Candidature of overseas students jointly supervised by their home institution, 80
 Candidature of persons from government and industrial research establishments, 81
 Completion fee, 75
 Completion period, 74
 Completion period, Professional Doctorates, 75
 Confirmation for students admitted from October 2008, 76
 Confirmation, PhD students only, 76
 Downgrading and discontinuation, 76
 Downgrading and discontinuation, appeals procedure, 76
 Leave of Absence, 75
 Maximum period, 75
 Maximum period, before 2008-09, 75
 Maximum period, from 2008-09, 75
 Minimum and maximum periods before 2008-09, 73, 83
 Minimum and maximum periods from 2008-09, 73, 83
 Oral examination, 78
 Paid duties, 75
 Permission to conduct research outside the UK, 75
 Principal regulations, 72
 Provisions regarding admission, 72
 Publication of Result, 79
 Registration arrangements, 73
 Research degree requirements, 73
 Research degree requirements, Doctor of Medicine, 74
 Research degree requirements, Doctor of Philosophy degree by programme, 74
 Research degree requirements, Integrated PhD, 74

Research degree requirements, Professional Doctorate, 74
 Result, appeals procedure, 79
 Result, failure to agree, 79
 Structure of the thesis, 77
 Submission and examination of the thesis/dissertation, 76
 Submission and examination of the thesis/dissertation, Doctor of Medicine, 77
 Submission and examination of the thesis/dissertation, Doctor of Philosophy, 77
 Submission and examination of the thesis/dissertation, Masters by Dissertation, 77
 Submission and examination of the thesis/dissertation, MPhil, 77
 Submission and examination of the thesis/dissertation, Professional Doctorate, 77
 Upgrading, 76
 Word lengths, 77
 Research Strategy Group
 membership and terms of reference, 24
 Reserved Business, 40
 Residential Accommodation
 regulations, 98–100

S

Schools, 40
 Science and Engineering, Faculty Board
 membership and terms of reference, 18
 Seal, 54
 Senate, 28
 Chair, 28
 members, 9
 membership of, 9, 35
 powers, 36
 procedure for election, 38, 39
 standing orders of, 37
 Senate Agenda Group, 38
 Senate Committees. See Committees of the Senate
 Advisory Groups to Senate, 14, 24
 Senate Committees which report annually, 22
 Senate Committees which report termly, 16
 Sick Leave, 44
 Sir Eric Berthoud Travel Grants, 92
 Social Sciences, Faculty Board
 membership and terms of reference, 18
 Special Resolution, 28
 Statutes, 28, 30–31
 definitions, 28
 interpretation of, 31

Student membership of the Senate, 35
 Students' Union, 28, 41
 Study Leave, 44
 Sub Committee of Graduate School Board
 Joint Sub-Committee on Staff Development
 Awards, Sub-Committee on Graduate
 Teaching Assistants and Demonstrators, 17
 Sub-Committees of Finance & Strategy
 Committee
 University Steering Group, 11
 Supervised by Home Institution
 candidature, 80

T

Taught Masters Programmes
 Continuation period, 72
 Terms of Reference. *See* under committee name
 Terms, dates of, 2
 Theses
 library copies, 97
 Travel Grants, 91
 Treasurer, 5, 28, 32

U

Undergraduate School Board
 Committee of Senate, 16
 University
 members of, 32
 objects, 26
 powers of, 26
 seal, 54
 University Procedures, 103
 University Steering Group
 membership and terms of reference, 11
 Sub-Committee
 University Procurement Strategy Group, 12

V

Vice-Chancellor, 5, 28, 32
 acting, 32
 Visitor, 29

Y

Year and Term, definition of, 53