



Postgraduate Admissions Policy

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Postgraduate Admissions Policy

Scope of Policy

This policy applies to all admissions to full-time, part-time and distance learning postgraduate¹ taught (PGT) courses and research degrees (PGR) at the University's campuses in Colchester, Loughton and Southend. It covers all stages of an applicant's interaction with the University from initial enquiry through to application, receipt of the University's selection decision, and the transition to first registration and induction for successful applicants.

Responsibility for policy

The Postgraduate Admissions Policy is approved by the Senate. Implementation of the policy is the responsibility of the Director of Admissions, Communications & External Relations.

Review of policy

Monitoring and review of the Postgraduate Admissions Policy is undertaken annually by the Senate and its sub-committees.

Principles governing Postgraduate Admissions

The University recognises the value of diversity and is committed to providing equality of opportunity and an environment in which applicants are treated with dignity and respect.

The University is committed to fair access and encourages applications from all who are able to demonstrate the potential to meet the entry criteria for the relevant course and to benefit from study at postgraduate level. Individual applicants are considered on the basis of their merits, abilities and potential, regardless of their race, ethnic origin, gender identity, sexual orientation, disability, age, socio-economic background, family circumstances, religious or political beliefs and affiliations or other

¹ This includes Graduate Certificate and Diploma courses, which are graduate in time, but not in level. Use of the term 'postgraduate' in this document is intended to be inclusive of provision at graduate as well as postgraduate level. Graduate level study is defined as equivalent to Honours level (6) by the Quality Assurance Agency in its National Qualifications Framework; for further details, see <http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/qualifications>

irrelevant distinction. The University's admissions policies and procedures are designed to ensure that all applications are considered fairly and consistently and in accordance with professional standards.

The University acknowledges the guiding principles and precepts governing good admissions practice set out in the Quality Assurance Agency (QAA) UK Quality Code for Higher Education: Admissions, recruitment and widening access (November 2018). The University welcomes the recognition by the QAA of the autonomy enjoyed by higher education institutions in making admissions decisions and of the need to exercise judgement in making such decisions.

Against this background, the University of Essex Postgraduate Admissions Policy provides a policy and procedural framework within which admissions decision-making is characterised by transparency, fairness and consistency.

The University observes the rules and procedures set down by the Office for Students (OfS) and other good practice guidance provided by the sector (for example by Universities UK), and complies with all relevant legislation in relation to its postgraduate admissions activity.

Section 1 – Marketing and Student Recruitment

The University is committed to the provision of comprehensive, open and consistent messaging in its marketing and recruitment information, and to the management of activity which leads to the admission of students to the University in ways that are fair, clear and explicit, and implemented consistently.

Ensuring consistency is important especially in relation to the very wide range of different countries, in which the University undertakes marketing and recruitment activities.

The University's marketing and recruitment messages are delivered through promotional materials and activities which we aim to ensure are accurate, relevant, current, and accessible in order to provide information that will enable applicants to make informed decisions about their options.

Marketing and Student Recruitment activities include:

- participation at education exhibitions around the world
- collaboration with potential and existing partner institutions
- communicating with enquirers and applicants
- working with recruitment agents who represent us around the world
- on-campus and online Open Days and Offer-holder Days
- working with schools and colleges around the world

Marketing and Student Recruitment information is communicated via a number of different channels and includes:

- the University main website (www.essex.ac.uk) which includes specific pages for international students (www.essex.ac.uk/international) and www.essex.cn for China
- printed prospectuses and other marketing collateral
- email campaigns to enquirers and applicants
- social media
- print and digital advertising campaigns

Marketing and Student Recruitment also ensure that communications with applicants and enquirers adheres to CMA (Competition and Markets Authority), GDPR (General Data Protection Regulations) and PECR (Privacy and Electronic Communications Regulations) legislation.

Marketing and Student Recruitment and Admissions staff maintain a strong working relationship in order to ensure a holistic approach that is informed by the principles set out in the Postgraduate Admissions Policy.

Section 2 - Admissions

The University operates a centralised postgraduate admissions function for all applications, which are processed by staff in the Admissions team who also act as the principal contact for applicants throughout the admissions process.

The selection of students for admission is the responsibility of the Dean of Postgraduate Research & Education (PGR) and Heads of Department² (PGT). The Dean delegates the selection of research and taught students to Heads of Department and in practice selection is further delegated to Admissions Selectors, who may be members of academic staff or, for the selection of PGT students, members of the central Admissions team. The exact arrangements vary according to the organisational structure of the department and the variety of provision within the subject. Members of academic staff in a selecting role will liaise with the relevant Admissions team to ensure that selection decisions are made and reported in a timely manner and with access to appropriate resources and reference materials.

The Admissions Office is responsible for processing the application decision and determining whether there should be any conditions where an offer is made. A formal offer letter and the University's Terms and Conditions (and other documents that form part of the 'student contract') are communicated to successful applicants at the initial offer stage.

² The term department is used generically in this document and includes academic Schools and Centres of the University

Applicants' responsibilities

Applicants are expected to:

- provide complete and honest information in applications submitted to the University
- respond in a timely manner to requests for further information from the University
- communicate any changes to the information originally supplied in their application as soon as possible
- be courteous and respectful in their communications with University staff involved in admissions.

Entry Requirements

1. Academic requirements

Applicants for postgraduate study must meet the admissions criteria as set out in University's Academic Regulations and any course-specific entry requirements, which are published annually and on the University website. Academic requirements are reviewed and approved annually and may include achievement in specific subjects and/or the submission of specific items with the general application.

2. English language competence

Applicants whose first language is not English are required to achieve a minimum level of English to be admitted to a postgraduate taught course or research degree. The University accepts a range of English language qualifications and some degrees taught in English.

The [English language qualifications and tests which are acceptable for entry to the University](#) and the levels required are listed on our website.

The required score for English language tests varies according to subject area.

Applicants who do not meet the English language requirement for their course or research degree may be referred to the [University of Essex International College for a pre-sessional English course](#) as a route to achieving this.

Entry requirements are normally determined up to eighteen months before the proposed point of admission e.g. by January 2024 for October 2025 entry and are published in the postgraduate prospectus and on the University website. The University reserves the right to amend its entry requirements up to 12 months before the proposed point of admission, and in exceptional circumstances it may be necessary to amend requirements after this point (but wherever possible this will be done ahead of any offers being made in a new admissions year). Amended entry requirements will be published on the University website. Applicants already holding offers at the time of the change will be admitted in accordance with the terms of the existing offer unless the new requirements are in favour of the applicant, in which case a revised offer will be issued automatically.

3. Acceptable qualifications

The University accepts Bachelors and Masters degrees from UK, and international institutions where the status of the institution and its degree awarding powers can be verified. The equivalence of qualifications, including professional qualifications and non-UK qualifications, to level 6 of the UK qualifications framework (an Honours degree)³ and the equivalence of non-UK grading systems to the UK classification system are evaluated in accordance with independent national guidance provided by UK ENIC and other recognised sources.

The Head of Admissions (Postgraduate) has overall responsibility for undertaking such evaluations in consultation with Admissions Selectors and recruitment staff, and for maintaining the University's Postgraduate qualifications guidance for use by Admissions Selectors and the Admissions team.

4. Verification of qualifications

Applicants are required to declare any pending or completed academic achievements to date at the point of application. Evidence of the award of a Bachelors or higher degree must be provided at the confirmation stage, if not already verified during the admissions process, and before the applicant's place is confirmed. Information and guidance on qualification verification is made available to applicants at both the initial offer and at the confirmation stage of the admissions cycle.

5. Student visa requirements

Where an applicant requires a Student visa to study in the UK, an offer of a place will be subject to compliance with relevant aspects of the Home Office's Student visa sponsor guidance and University guidance relating to the admission of Student visa applicants. In some cases, an interview assessed by a member of University staff will be required to ensure that an applicant intends and is able to follow the course of study concerned.

Selection

1. Assessment of applications and initial checks

All applications are subject to an initial check on receipt by Admissions. The initial check will identify applications which require specific attention (see section on Consideration of Additional Data in Selection and Offer-Making, paragraphs 21 to 27 below), in order to ensure that they are dealt with in accordance with relevant procedures. The initial check will also verify that the applicant's existing and pending academic achievements are from institutions which can be verified as acceptable in accordance with paragraph 5 above. Further evidence or clarification from the applicant will be requested if there is insufficient information for the application to be considered. On completion of the initial checks a selection decision will be made.

³ <http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/qualifications>

Applications from individuals who do not meet the University's General Entrance Requirements and who do not demonstrate compensating professional experience may be rejected at the initial assessment stage.

2. Selection decision

Applicants who have the potential to achieve the course entry requirements, but do so based on additional factors (for example, relevant professional experience) will be referred to the relevant Admissions Selector who will make a selection decision. If the Admissions Selector recommends that an offer should still be made, the application will be approved by a member of the Admissions team on behalf of the relevant Faculty Dean; in a small number of cases it will be forwarded to the relevant Faculty Dean who will be responsible for determining whether the course entry requirements may be varied.

In accordance with the University's commitment to fair admissions, all applications are considered individually to determine whether an offer should be made on the basis of academic achievements to date, future academic achievement and other evidence of the applicant's ability and potential to complete the course(s) for which they have applied. This includes evidence of the applicant's motivation, skills and experience, as expressed in any personal statements and supporting documents.

The Admissions Selector may also take into account any extenuating circumstances which have affected an individual applicant when deciding whether an offer should be made.

3. Interviews and auditions

Interviews are not part of the standard admissions procedure for the majority of postgraduate courses, but exceptions apply, and applicants are notified accordingly during the admissions process where attendance at interview or any other evidence is required. Application processes and requirements are set out on the University website.

Applicants that will be required to attend an interview or audition include:

- applicants to some health-related courses, for example MA Social Work, MSc Physiotherapy, MSc Occupational Therapy and MSc Speech and Language Therapy, are required to attend a compulsory interview and may be required to complete specific tests as part of the selection process
- applicants to a research degree who are being considered for an offer will be invited to interview to provide an opportunity for further conversation between applicants and the department. This does not always include the Admissions Selector but will where appropriate
- applicants to East 15 Acting School are required to attend an audition, interview or workshop as part of the selection process
- applicants to the Essex MBA are required to attend a compulsory interview as part of the selection process

This list is not exhaustive, and applicants to specific courses may also be required to provide a sample of academic work. Applicants to courses with a compulsory interview are offered the opportunity to be interviewed remotely where practical or necessary.

The University reserves the right to reject applications from applicants who are invited to attend an interview but do not book an interview slot or who book but then fail to attend.

An applicant can only be interviewed once for the course they have applied for within the same academic year. If an applicant is unsuccessful at interview they cannot apply again for the same course until the following academic year.

Offer-making

1. Communication of offer

Where the University decides to make the applicant an offer, this is communicated to applicants via email and via the *myEssex* applicant portal. Applicants will receive an offer letter, '*Important information about your offer*' booklet and information on the University's Terms and Conditions (and other policies that make up the 'student contract') via the *myEssex* applicant portal.

2. Conditional offers

A conditional offer will be issued to an applicant who is still to complete an academic or English language qualification, or where a credibility interview or other additional documentation is required, (for example a reference or an ATAS certificate).

The offer letter will set out the specific conditions that the applicant has been asked to achieve in order for their place to be confirmed. The academic offer will specify the minimum level of achievement and the title, subject area and awarding institution of the award which needs to be completed. Where appropriate the offer will also include the English language requirement that the applicant must achieve in order for their place to be confirmed and/or other necessary conditions.

The University has standardised academic requirements for each course, which are set in advance by the relevant department/school, and approved by the Deputy Vice-Chancellor. However, Admissions Selectors may make a different offer in individual cases, in accordance with the admissions criteria for the department or course applied for.

3. Unconditional offers

An offer of a place to an applicant who has already demonstrated achievement of both the academic and any English language entrance requirements, and has fulfilled all other requirements, will be unconditional. The applicant is not required to demonstrate any further achievement for their place to be confirmed at the University.

Credibility assessments required in order for the University to make a decision regarding immigration sponsorship can still take place after an offer has been confirmed as unconditional, where required in individual cases.

4. Research degree offers

Departments are responsible for determining that the following three aspects of research study are appropriate before proposing an offer for a research degree:

- supervisory capacity
- field of research
- applicant's capacity to undertake the proposed research

Applicants of a relevant nationality, or holding a relevant UK immigration permission, and being offered a relevant programme, will need to apply for Academic Technology Approval Scheme (ATAS) clearance. Their offer letter will include an ATAS condition and a summary of their expected research area of approximately 200 words, which must be included with their ATAS application.

A research degree to be completed by distance learning, on either a part-time or full-time basis, may also be offered to applicants who are resident outside the UK; this is subject to confirmation that supervision can be provided in this mode, and that an applicant will have access to the relevant resources required to undertake their research.

5. Applicants made an alternative offer

In cases where the applicant is deemed unlikely to achieve or has not achieved the entry requirements for the course or research degree for which they have applied, but where an alternative course is available, the applicant will be notified that their application has been unsuccessful and directly offered a place on an alternative course or research degree.

6. Tuition fees

The tuition fee for the first academic year of the course is included in the offer letter. (For an applicant starting their research degrees in April or January this means the tuition fees included will be for the first one or two term(s) only respectively.) Further information on tuition fees is provided in the documentation issued with the offer letter.

The University may require research degree applicants to pay an additional fee, known as a 'bench fee' to cover the costs of materials and technology required to undertake their research. Where 'bench fees' are applicable, this fee will be included in the applicant's formal offer letter.

7. Deferred entry

Applications for deferred entry are welcomed and will be given equal consideration with applications for entry in the current admissions cycle.

The Admissions Office will consider all requests for deferred entry and will check that academic and English language requirements can be met and the status and text of the offer remain appropriate, amending them if necessary and including any required conditions.

Applicants who currently require a Student visa to study in the UK will need to meet the rules and requirements in force at the point of entry, including any changes to the immigration rules that may have been introduced since the initial application.

8. Unsuccessful applications and feedback

Where the University decides that an offer cannot be made, this is communicated to applicants by email. The University aims to provide feedback, if requested, in accordance with its [feedback policy](#).

9. Discontinuation, suspension or change of title of courses

The University reserves the right to discontinue or suspend a course for which offers have already been issued but will do this in exceptional circumstances only. Where a course is discontinued or suspended, applicants holding offers are informed as soon as possible, and where possible and appropriate, are offered a place on an alternative course by the University. Where the title or content of a course is changed, applicants holding offers are informed as soon as possible of the change and given options for how they would like to proceed. Further information about changes or possible closures of courses is provided to applicants at the initial offer stage, in the Terms and Conditions.

Consideration of additional data in selection and offer-making

1. Access to Student Wellbeing and Inclusivity Service (SWIS)

The University's Student Wellbeing and Inclusivity Service (SWIS) supports registered students who are experiencing difficulties with either their mental health, wellbeing or disability. This support takes place independently of the academic selection process. The selection process, is based entirely on academic merit and takes place in accordance with standard policy. Students can access wellbeing support, access to counselling, signposting to self-help and, for the most at-risk students, caseworkers and targeted learning support. Students can contact SWIS by emailing wellbeing@essex.ac.uk to access support.

Applicants who declare a disability in their application will be contacted by SWIS with information, advice and guidance. Where a disability was not initially disclosed but the applicant would benefit from accessing support or finding out more information, they are advised to contact SWIS as soon as possible after they have applied. Where appropriate, SWIS can make recommendations about any reasonable adjustment that applicants may need to facilitate their access to learning. In individual cases, SWIS may feel that applicants would benefit from a meeting with SWIS and invite them to discuss and better understand the applicant's requirements.

SWIS are experienced in supporting students from a range of backgrounds and celebrate diversity; All applicants from our diverse student population are welcome to contact SWIS to check what support is available.

2. Extenuating circumstances and other events that impact an applicant's studies

As well as the Admissions Selector taking into account any extenuating circumstances which may have affected an individual applicant when deciding whether an offer should be made - the University also

seeks to be as responsive as possible to international conflicts and natural disasters. The Admissions office will show due flexibility and sensitivity in dealing with applicants or prospective applicants who have been affected by global issues including, but not limited to, war and pandemics, including applicants from forced migration backgrounds.

3. Accreditation of Prior Learning and Reuse of Credits

Applicants seeking recognition for prior learning are handled in accordance with the University's policy and procedure on [Recognition of Prior Learning and Reuse of Credit](#)(.pdf) If the request is approved, the offer will note the volume of credit which has been accredited and the changes to the applicant's planned course structure which result from the approval. Applications for second or final year entry are submitted via UCAS or directly to the University and considered in the normal way.

4. Applicants requesting readmission

Applicants who have previously withdrawn, or been withdrawn, from study at the University, and who wish to be readmitted, will be considered in accordance with the [University's policy and procedure on the readmission of students](#).

5. Applicants admitted under specific link agreements

The University may admit applicants to specific degree courses under link agreements with overseas institutions. Link agreements may include specification of the academic and English language entry requirements for admission to the relevant degree course.

6. Assessment of applicant fee status

The Senior Admissions Adviser checks information in the application relating to fee status, including the nationality, country of residence, address, personal statement and reference of each applicant. If an applicant's fee status is unclear from the information provided on the application form, a fee status assessment will be undertaken.

Fee status assessments are carried out by trained members of admissions staff in accordance with UK fees and awards legislation and guidance provided by the [UK Council for International Student Affairs](#). The University does not exercise discretion when determining applicants' fee status, and an assessment of eligibility for home fees by the University does not guarantee funding from the Student Loans Company/Student Finance England.

Confirmation of the applicant's fee status is included in the offer letter issued to the applicant, however the University reserves the right to amend the applicant's fee status after the formal offer has been issued.

Further information about fee status is available on the University's website.

7. Fraudulent applications and credibility checks

The validity of the documentation submitted by applicants at the initial offer, confirmation and CAS-issue stage is checked by trained staff in the Admissions Office. Where possible and appropriate the validity of a document submitted will be checked with the issuing authority. English language test results will be verified with the qualification awarding body (e.g. IELTS), where possible.

Where there is evidence that fraudulent or incorrect information, including evidence of plagiarised personal statements or research proposals, has been included in the application, the University reserves the right not to proceed with the application. Where there is satisfactory or sufficient evidence that fraudulent documents or incorrect information have been used at any point of the admissions process, the University reserves the right to withdraw an offer, a CAS, or where a student is registered, their registration status with immediate effect.

The University reserves the right to carry out further checks at any stage of the admissions process to determine that an applicant is genuine and credible.

8. Declaration of criminal offences

For courses that require an enhanced Disclosure and Barring Service (DBS) or Occupational Health check, applicants may not be able to register and/or undertake the relevant course placement, pending successful outcome of these checks.

Applicants for courses that are subject to a mandatory DBS check⁴ are required by the University to declare all criminal offences that are deemed to be unspent and spent in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and 2020. Applicants are also required to declare any offences that would appear on an overseas criminal record certificate. If the Admissions Selector recommends that an offer be made, such applications will be referred for consideration in accordance with the [University's Student Membership and Disclosure and Barring Service Checks Policy \(.pdf\)](#). Formal offers of admission will only be made following consideration of the offence and application in accordance with the policy. Application of the policy takes place independently of the academic selection process, which is based entirely on academic merit and takes place in accordance with standard admissions policy.

Applicants who are convicted of a criminal offence or receive a police caution after submitting an application for a course where a DBS check is mandatory must inform the University. Disclosures can be made in writing to pgquery@essex.ac.uk to the Head of Admissions (Postgraduate).

Applicants who accept a place for study on a course where a DBS check is not mandatory are not required to disclose their criminal record prior to admission, but applicants under supervision or currently on licence are encouraged to make us aware of any conditions or requirements which may prevent them from fully engaging with their course and the broader University community. Where possible, the University will undertake to make reasonable adjustments, but if it becomes apparent that

⁴ A list of the courses that require a mandatory DBS check is published on the University's DBS webpages. Courses that require a mandatory DBS check involve regulated activity as defined by the University's Policy on Safeguarding Children and Adults at Risk. An overseas criminal record check is required in addition to a DBS check where the applicant has lived outside of the UK for 6 months or more in the last five years.

the applicant is unable to meet the course learning outcomes, they may be required to withdraw their application or transfer to an alternative course.

In all cases, where applicants choose to share information about a criminal offence with the University, they will be offered support and guidance through the University's specialist support services.

Students studying a non-mandatory course may be required to disclose their criminal record at a later date after registering for the course where they engage in regulated activity that requires a DBS check, for example, through selecting a particular research topic or an optional module.

9. Credit accumulation and modular study

Applicants may be admitted to any programme or individual module that leads to the award of credit and modular study (where individual modules are studied over a period of time and the credits are accumulated towards an award of the University). Applications for modular study are normally processed directly by the relevant department or school, and not centrally by the Admissions Office.

Acceptance of offers

1. Applicant contract and 14 day right to cancel

Applicants are able to accept an offer of admission from the University via their *myEssex* portal. A contract is made between the applicant and University at the point an offer of a place is accepted via their *myEssex* portal. If an applicant changes their mind after accepting their offer, they have the legal right to cancel the contract within 14 days. The statutory cancellation period ends 14 days after the day on which the offer was accepted, but it is still possible to cancel after the 14 day period.

Further information about the contract and the 14 day right to cancel is sent to applicants at the initial offer stage, in the University's Student Terms and Conditions.

Confirmation

1. Firm acceptance of places

The University requires each applicant to accept an offer if they wish to take up a place. An applicant may only accept one offer for a given start date. As well as accepting the offer, an applicant must provide evidence that they have met any conditions stated in the offer.

2. Sponsored applicants

Applicants with full or part financial sponsorship must provide documentary evidence of the sponsorship. Postgraduate Admissions will then record details of the sponsorship so that the tuition fee will be charged, in full or in part, to the sponsoring organisation.

3. Applicants requiring a student visa

Where an applicant requires a Student visa to study in the UK, confirmation of their place and the issue of a Confirmation of Acceptance for Studies (CAS) will be subject to compliance with relevant aspects

of the [Home Office's Student visa sponsor guidance](#) and University guidance relating to the admission of Student visa applicants.

4. Payment of deposits

Applicants who require a Student visa to study in the UK are normally required to pay a deposit prior to receiving their CAS. This is in line with the [University's policy on Tuition Fee Deposits](#) (.pdf) (which also includes information about applicants who are exempt from paying a deposit and the amount of deposit required).

Complaints

The Admissions Office strives to provide a high quality experience for all applicants throughout the admissions cycle. In the event that an applicant is dissatisfied with any aspect of the University's admissions process, procedure or policy, they may submit a complaint to the Heads of Admissions or to the Director of Communications and External Relations, in line with the [Complaints Policy for Applicants](#).

Training of staff involved in admissions

All members of staff involved in processing PGT and PGR applications are required to undertake training. Training is the responsibility of the Head of Admissions (Postgraduate). Regular briefings for both the Postgraduate Admissions team and academic Admissions Selectors take place during the admissions cycle, with a particular focus on identifying and sharing good practice, and updates relating to postgraduate qualifications, offer making and confirmation. Specific training delivered by Compliance staff in Admissions is also undertaken by staff involved in the processing and decision-making of international applications when a Student visa is required.

Data protection, including communication with third parties

The Admissions Office operates in compliance with data protection legislation and good records management practice. Applicant data is treated as confidential by all staff involved in the admissions process and is not divulged unnecessarily or inappropriately. In accordance with University policy, staff involved in admissions communicate only with applicants themselves, unless the applicant has given express permission for a third party to communicate on their behalf. Third parties may be parents, teachers, advisers or agents acting on behalf of applicants.

The [University's Privacy Hub](#) explains how the University processes your data, your data subject rights and the contact details of the Data Protection Officer. The Hub includes a link to the [Student Privacy Notice](#).

Section 3 – Registration and induction

As part of its Welcome and academic induction process, the University provides a comprehensive programme in order to support the transition of applicants to registered students at the end of the admissions process.

Firstly, students are prompted to activate their University of Essex email and IT account. This email and IT account is used to access our Online Pre-registration system and the Online Welcome programme, students are advised to complete this step as early as possible after receiving communications asking them to create their account. This account also provides access to a range of resources once students are registered and throughout their studies at Essex, whilst also enabling free internet access on campus.

Before commencing their studies, all University applicants are prompted to complete Online Pre-registration (including payment of fees and the uploading of relevant immigration/ID documents where required), followed by an in-person Right to Study check on campus. Online Pre-Registration captures essential information, including a student's term time contact address and emergency contact details, and we advise students to complete this as early as possible so we can contact them with vital information if we need to. Once students have completed these stages, they can access a central Welcome programme as well as their departmental induction.

These arrangements will include registration to the University (comprising Online Pre-registration and in-person Right to Study checks) which permits the commencement of studies, a central Welcome programme and academic induction to a student's home department or school supporting the transition to University life. Together these items will provide: introduction to the University and Students' Union; introduction to starting studies, including learning and study resources; support with settling into our Essex community and meeting others; support for settling in and signposting to student opportunities; such as arts, sports, volunteering and societies; as well as where to get help and support; and specific information for international students. Additionally, the Welcome and induction activities aim to help create a sense of belonging for students to the learning community within their Department or School.

Postgraduate Taught students - As part of this process, applicants will be provided with information about optional modules that are available to them and will be invited to select optional modules online before starting study at the University.

Induction for Research Students

The University provides Doctoral Welcome events in October, January and April for new and continuing students. The Doctoral Welcome events are designed to help research students to feel part of a cohort within their department or school, and of a broader research student community. They also provide some initial skills development to assist students with planning their work and managing their relationships with their supervisors.

Document Control Panel

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