ENGINEERING AND DESIGN

Handbook 2018/2019

Degrees with a Foundation Year in Creative Technologies & Design (in the Schools of Engineering and Informatics and Media, Film and Music)

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UNIVERSITY OF SUSSEX

Degrees with a Foundation Year in Creative Technologies & Design

Course Convenors
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Welcome to the School of Engineering and Informatics. You are joining a vibrant and friendly community in which both teaching and research are highly valued. We aim to help you settle into it as quickly as smoothly as possible, with the support of your academic advisors, current student reps and mentors, and the staff in the School Office. Please get to know them as soon as you can.

The Foundation Year in Creative Technologies & Design is delivered by staff from our School and the School of Media Film and Music. You will be assigned an academic advisor who is a member of faculty in our Department, and will meet them fortnightly during the year. We will also supply mentors, both current students and faculty, who will be available to work with groups of students who need extra support with their studies. Speak to your academic advisor if any modules are causing you difficulty.

We very much hope that you will enjoy your time at Sussex, join in with the activities of the two Schools and benefit greatly from your studies.

Aim and Contents

This handbook will give you some useful information about the School of Engineering & Informatics and the School of Media Film and Music at the University of Sussex – where to find things, who does what, who you can speak to about various issues. The information given here, and a lot more detail, can be found on the Engineering and Informatics website: www.sussex.ac.uk/ei/internal/forstudents and the Media Film and Music website: http://www.sussex.ac.uk/mediaandfilm/ugstudy/2016.

You will find that you can access a lot of information about your courses and modules through Sussex Direct and also Canvas, online systems designed to give you easy access to the information you will need as a student.

Further information is provided in the Student Handbook published by the Student Services Division, and available online at http://www.sussex.ac.uk/students/essentials/studenthandbook/.

Another good source of general information and support resources for students can be found at: http://www.sussex.ac.uk/students/support/

SECTION ONE: Academic information

Term Dates – 2018-19

Arrivals weekend (new undergraduate students)	15 September 2018
Freshers' week (new undergraduate students)	17 September 2018
Autumn term	24 September to 14 December 2018
Christmas vacation	16 December 2017 to 7 January 2018
Private study period	7-9 January 2019
Mid-year assessment period	10-25 January 2019
Inter-session week	26 January to 3 February 2019
Spring term	4 February to 10 May 2019
Easter teaching break and spring vacation	13 April to 28 April 2019
Private study period	13-15 May 2019
Summer term (year-end assessment period)	16 May to 14 June 2019
Summer vacation	starts 15 June 2019
Summer vacation assessment period	19 August to 6 September 2019

Students should consult their assessment information on Sussex Direct. Please note that exams may be scheduled during evenings and on Saturdays and Bank Holidays. For future term dates and University closure days see: www.sussex.ac.uk/aboutus/keydates

Communication

We will need to communicate with you for various purposes. **Email** is the main mode of communication within the University so it is very important that you check your **Sussex email account** regularly – daily if at all possible. University emails will be sent automatically to this account and not to any other personal accounts.

Official University communications are sometimes sent to you by post, so it is vital that you keep your term-time address and contact details up to date on Sussex Direct. Paper-based communications are also sent via the student pigeonholes, so you will need to check yours regularly. The Engineering and Design undergraduate pigeonholes are located at the boundary between the Chichester 1 and Chichester 2 buildings on level 2 (on the 2nd floor, just off the photocopier room).

Please look at the **noticeboards** outside the School Office in Chichester 1 for information on examinations, student reps, student mentors, careers and placements, competitions etc.

Teaching faculty are encouraged to use an automated **text messaging** facility to issue emergency messages to class groups in cases of cancellation of classes, e.g. due to staff illness. This is another good reason for keeping your mobile phone details accurate on **Sussex Direct**.

What we expect from you

Being a student carries obligations as well as rights, especially at Sussex where there is so much emphasis placed on group teaching and project work.

Attendance at your timetabled teaching sessions is required (not optional) and is monitored by the School. This includes lectures, laboratory sessions, workshops and seminars. If you are unable to attend, you should let the tutor for the session know in advance. Any unexplained or persistent absences will be noticed and you may then be required to attend an interview with the Head of School to explain the reason.

Prepare for teaching sessions. Just turning up is obviously not enough. You need to have done any specified work in advance and be prepared for the session. This is particularly important for labs, where the time for practical work is limited and cannot be wasted in reading the lab script to find out what you should be doing.

Observe deadlines. Being able to organise your time and to plan ahead to meet deadlines is an important skill. So we insist that you meet deadlines for all formal assessments and penalise late submissions.

Co-operate with your fellow students. You can learn a lot and help each other by sharing resources, such as reading material and notes. In many cases you will be working in pairs or teams and need to work co-operatively to achieve the objectives of the assignment. Students often set up their own study groups and revision groups and there are plenty of places for you to work together, including Labs 1 & 2 in Chichester 1 and the mezzanine space in John Clifford West.

Use the Library. Sussex has one of the best University libraries in the country, and it is especially good in its support for undergraduate teaching. To get the best from the Library, you should arrange to attend one of the tours on offer during Induction.

Use the resources on Canvas where you will find teaching materials and discussion forums.

School Policy on Unacceptable Behaviour
The University of Sussex is committed to creating a learning environment free of harassment, discrimination, victimisation or bullying where every person is treated with dignity and respect. All students have the right to work and study in an environment which encourages harmonious relationships.
For further advice and University procedures in the event of prejudice, harassment or bullying, please visit our dedicated website page: http://www.sussex.ac.uk/wellbeing/studentlife/harassment

Conduct in the Future Technologies Labs. The school has provided a suite of state of the art computer labs. These labs are available for you to work in 24 hours a day, 7 days a week, provided they are not occupied at full capacity with students attending classes. Please note, the PCs in the labs are maintained by IT Services, and any problems should be reported to the IT Services helpdesk in Shawcross in the first instance. These are shared labs across the departments of Informatics, Engineering and Product Design, and to ensure harmony, you must abide by the following rules:
•   You must respect other users.
•   When teaching is taking place in the lab, the teacher and the students in these classes have priority. You must keep noise to a minimum, and you may be asked to move to a different part of the lab or a different lab.
•   The computer labs are maintained by the university's Information Technology Services (ITS), and you are responsible for reading and abiding by ITS rules about behaviour in the computer labs.
•   University policy allows the lab machines to be used for personal computing projects, and we encourage the exploration of modern computing developments such as cryptocurrencies. However, the school views any use of university computing resources for direct financial reward, such as continuous BitCoin mining, as misconduct, and will be processed through the appropriate disciplinary procedures.

Attendance Etiquette:
As a courtesy to your lecturer and fellow students, the School asks that you abide by the following guidance for attendance at all timetabled sessions:

- Arrive in good time for the start of the session. If you are unavoidably late please enter the room with minimum disturbance and do not interrupt the proceedings.
- Do not use mobile phones during sessions. They must be OFF, or on silent if you need to be contacted.
- Do not engage in private conversations during sessions.
- Do not pack-up and/or leave before the session AND questions are finished.

All of the above are very distracting for the lecturer and your fellow students and will affect the teaching experience.

- If you need to record lectures then you should inform the lecturer at the start of the module. Such recordings are for your own personal use and should not be circulated.
- As outlined above, attendance at timetabled sessions is compulsory and the best learning experience comes from being there as it happens. However, if you have a period of absence, try to catch up quickly. The materials (including lecture notes) posted on Canvas should help you do this.

Courses & Modules

Degree course syllabus information, including learning outcomes and curriculum details, and information about your modules, can be viewed via the Schools' web pages.

Sussex Direct is your personalised online gateway to University information. The system will help you track your marks and attendance and ensure that these are accurate. Behind the scenes, Sussex Direct helps your academic advisor, and student advisors, to support your studies.
You will find:

- Syllabus Information
- Module descriptions
- Module documents
- Module evaluations
- Study Skills Guides

Canvas is the web resource used to support every module taught at the University. Both the Engineering and Design web pages and Sussex Direct link to Canvas. It is used by Module Convenors to upload teaching materials and it also contains forums for you to discuss the module and other interactive activities.

Credit System

Degree courses at Sussex are modular, with each academic year being a largely 'self-contained' unit of study. Foundation year students are expected to put in a 40-hour average working week over the academic year - a grand total of at least 1,200 study-hours per year. Sussex, like other Universities, uses a measure called "credit" which reflects this input of time. In the system used here, each academic year contains 120 credits where a credit is equivalent to 10 hours of student effort. These credits are divided amongst the different modules. The majority of modules are worth 15 credits which equates to 150 hours of study for the duration of the module. This can include time spent on learning activities such as reading background material, preparing and writing assessments, attending lectures, labs, seminars and workshops, and revising for exams.

These figures can only be a guide. Individual students come with different backgrounds and different strengths, and this will affect the amount of effort (and time) needed to cope with the various modules in your course. If you find yourself spending much more, or much less, time on a module than would be expected for the credit load, then you should talk to your Academic Advisor to make sure you are spending your time effectively.

Timetabling

The University timetable is released in stages throughout the academic year. You can view your timetable on your **Study Pages** on **Sussex Direct**. **Please check your timetable carefully**. You must attend the teaching session you have been timetabled for (this applies to grouped activities such as labs and workshops).

Assessment: What You Need to Know

> **The essential source of all information about examination and assessment matters is the 'Undergraduate Examination Handbook' which will be issued online in the Autumn Term. Please refer to** http://www.sussex.ac.uk/adqe/standards/examsandassessment

In order to progress to the next stage of study, you have to be awarded all of the credits at the end of the year.

Every module is assessed by one or more assignments, each of which is assigned a weighting. The total mark for the module is calculated by adding the weighted assignment marks. In order to be awarded the credits for that module, you have to achieve at least the pass mark, which is 40% for levels 3-6 (i.e. years 0-3) and 50% for level 7 (year 4) modules. **It is important to note that a modules may also subject to additional pass criteria, see the section 'Course specific regulations' for details.**

A variety of assessment methods are used to develop and test different types of knowledge, skills and aptitudes. Coursework, which is described in detail for each module on Sussex Direct and Canvas, forms an integral part of assessment at all levels. This will include exercises as appropriate to the module and the skills that you are being expected to develop.

Some of the assessment in your course will be by unseen examinations, which vary in format, and include questions both on general knowledge of the subject and specific points. Examinations focus on your ability to use your knowledge of the subject, rather than simply testing your memory for facts. For all modules, sample papers or past examination papers, are available on our website.

Handing in assessed coursework
The deadlines and instructions for submission of your assignments are given on Sussex Direct in your personal Assessment Deadlines & Exam Timetable. It is important that you are quite sure about where and when work must be handed in, in order to avoid late penalties (see below). All work submitted to the Engineering & Informatics School Office must have a Coursework Submission Cover Sheet attached - these are available from the foyer in front of the School Office and on the School of Engineering & Informatics website:
www.sussex.ac.uk/ei/internal/forstudents/courseworksubmission.

All of your written submissions must be anonymous and identified only by your candidate number and degree course (not your name).

Some of the assignments will be submitted electronically through Study Direct, instead of on paper. In such cases, the module lecturer will provide instructions.

Late Submissions Policy
Late submission of assessments can have serious consequences for your academic success, you should therefore be familiar with the rules governing this. These are published each year in the 'Undergraduate Examination Handbook' linked at the head of this section.

Giving you feedback and returning work to you.
Subject to certain conditions, feedback on coursework and marks will be normally communicated to you within 15 working days of the submission date. Work will usually be returned to you via the coloured filing cabinets outside the Engineering and Informatics School Office. The School Office will email you when your work is available to collect and it is your responsibility to pick it up and read any feedback comments. In some cases, such as where laboratory logbooks have been submitted, they will be returned by the tutor in a teaching group.

Feedback on your progress may take many forms and is not confined to the mark you receive. The module lecturer will explain to you how they intend to provide feedback to help you to improve.

Examples of mechanisms include; individual comments on submitted scripts or cover sheets, individual comments on Sussex Direct, generic feedback to all of the class on Canvas or Sussex Direct, provision of model solutions in lectures and/or on Canvas. For electronically submitted coursework, feedback will be provided through Canvas. It is your responsibility to take note of, and integrate, all of this information. If you require additional feedback on a specific piece of work, you should contact the module convenor in the first instance.

Grades/Marks
You will get provisional grades/marks on your coursework as part of the feedback arrangement outlined above, and via Sussex Direct, but **PLEASE NOTE** that ALL MARKS ARE PROVISIONAL UNTIL THEY ARE RATIFIED BY AN EXAM BOARD. At the end of each academic year, after the meeting of the relevant Examination Board, details of your course results, including examination results, will be confirmed on Sussex Direct.

Information on Examination and Assessment Performance
You are encouraged to discuss your performance with your Academic Advisor, as you go through the year, and retrospectively at the beginning of the next academic year. A presentation of your results in a time-series, and by comparison with the performance of others on your courses, will be available to you via Sussex Direct to help that conversation.

Assessment marking criteria
Assessment marking criteria are short descriptions of the main features of different types of assessed work (e.g. lab report, presentation etc), which highlight the characteristics expected of a particular grade. You can therefore look at the assessment criteria and see what is expected, for example of a 1st class (70%+) report. For some types of assessment, e.g. problem sheets, multiple choice quizzes, the marking scheme will indicate how to pass and how to get a given level of mark.

Assessment marking criteria for submitted work are normally published on the module Canvas site and may also be provided in module documentation. If you cannot find the criteria for a given assignment, you should ask the module convenor in the first instance.

Health and Safety

You must familiarise yourself with the Health and Safety information which can be found on the School webpage here: http://www.sussex.ac.uk/ei/internal/forstudents/essential

Academic Misconduct

Plagiarism, Collusion, Cheating in Unseen Exams

Don't do it! We take all forms of academic misconduct very seriously and have systems in place to detect when it happens. Misconduct penalties will be applied if you are found in breach of the rules. Many students commit academic misconduct without fully understanding why they have done something wrong. To counteract this, a website has been developed to offer guidance and advice to students and staff about issues relating to collusion and plagiarism:
http://www.sussex.ac.uk/academicoffice/resources/misconduct

It is important that you familiarize yourself with what constitutes collusion/plagiarism so that you can avoid it. The full University rules on academic misconduct are set out in the Undergraduate Examination Handbook.

Volunteering
There are many opportunities available in a wide variety of locally based organisations and community projects, as well as for the Student Union. If you are interested in volunteering please email Project V at projectv@sussex.ac.uk or see the student union website at: https://www.sussexstudent.com/volunteer/.

Being a Student Ambassador.
Our current students are the University's best ambassadors and there are several central University offices which take on current students every year to be involved in paid recruitment work, both on campus and via external visits to schools and colleges. This sometimes has a particular focus on talking about university life to young people from disadvantaged backgrounds. If this sounds like something you would be interested in, look out for these opportunities, which are usually advertised via student web pages.

Become a student rep or student mentor
There are many ways to help out your fellow students and enhance your own experience and cv. See the information about the student representative scheme in Section Two, or contact the Head of Department if you are interested in becoming a mentor.

Get involved in the Student Union (USSU). There are plenty of opportunities to get involved in clubs, societies and the political processes of USSU. Visit the website:
 http://www.sussexstudent.com/

School of Engineering and Informatics based Societies:

We are an active society of students from the school of Informatics, Design and Engineering. We meet twice a month - locations announced on our Facebook page.

The society aims to enhance the experience of students from the School, both undergraduate and postgraduate by:
•Providing social opportunities for students to meet each other and learn about each other's subject areas;
•Providing opportunities to visit relevant companies, organisations and events;
•Hearing from various speakers at our social events including lecturers and industry professionals.
Get involved to take part to group projects, trips and activities on and off-campus!

This society has been set up to act as a chapter of Robogals www.robogals.org. This is a multi-national, student run organisation in which the committee, and student volunteers, aim to promote female participation in engineering by conducting fun workshops for local students.
https://en-gb.facebook.com/robogalssussex/
The aim of this society is to engage Brighton and Hove based pupils into science and engineering. The current female participation in Engineering, throughout the country, is around 11%, and Sussex's own statistics don't fare too well. We want to promote engineering as a discipline that is as much for females as males. We will do so by engaging volunteers across all disciplines to get involved in our fun workshops, which are run for local schools to engage in.

HackSussex would like to welcome you to a society about building computer based projects. Whether you like developing apps, building websites, constructing databases or just plain programming, we are the society for you. Our primary goal is to build a community of like-minded individuals who all have one thing in common, and that is creativity on the computing front. We're open to novices and experts alike and we hope to drive forward a collective knowledge base here at Sussex. https://hacksussex.co.uk/

We're generally referred to as "Hackers", but before you jump to conclusions, we're the code builders not code destroyers. We come together to construct cool programs and build interesting code for fun or with purpose and we'd like you to join us, get involved and start building both projects you like and a community you can count on.

We aim to help encourage girls in nearby schools to study STEM subjects. We organise talks from elite engineering firms such as ARUP, GE, Dyson, Rolls Royce, etc. and encouraging them to hire more Sussex students. We have sessions with PhD students every fortnight to explain difficult topics to students in a more casual, and potentially easier to understand, way. eine@societies.sussexstudent.com

General aim: improving career prospects for Engineering students and helping the community.

After your foundation year

The Foundation Year in Creative Technologies & Design feeds into several courses at Sussex.

At the moment there are four courses that recruit directly from this foundation year and you may choose to do any of them, provided you have met the standards specified in the foundation year. You will be given an introduction to all the options towards the end of the first term and there will be tutorial support to choose your next steps.

The four courses are:
> **BSc Computing for Digital Media**
> **BA Media Communications**
> **BA Media Practice**
> **BSc Product Design**

More detail on these courses can be found by following links to the course and module information on Sussex Direct.

SECTION TWO: General advice and other information

Where to get advice and support

The School Office
The Engineering and Informatics School Office is the first point of enquiry and you can take most queries there. They will probably be able to give you an answer or, if not, point you in the right direction. You will soon get to know the office staff.

> **Location:** Chichester 1 Ci-002
> **Open:** Monday - Friday 09:00 – 17:00
> **Tel:** 01273 678048 or 01273 678195

Your Academic Advisor
Your Academic Advisor is one of the teaching faculty and we try to ensure that you keep the same person for all the time you are here. The role of the Academic Advisor is to oversee your general academic progress and development through your studies. You will meet your Academic Advisor at Induction, and fortnightly throughout your first year. You can also make an appointment to see your Academic Advisor if you have any academic queries throughout your time at Sussex. Your Academic Advisor's details (including their student consultation times) can be found on your study pages of **Sussex Direct**.

Your course convenor
Each degree course is overseen by a course convenor who deals with issues concerning the whole course. Queries about your progress and any particular problems you may have should be directed initially to your Academic Adviser. However, if you wish to raise a broader issue about the whole degree course, then please discuss it with your course convenor. They are also here, along with your Academic Adviser, to offer advice and information on directions you can take.

Module Convenors
Each individual module has a member of faculty who acts as the Convenor. It is their job to ensure that everything about the module – the teaching, the module documentation, supporting teaching materials, etc. – runs smoothly. If you have a problem with a module you should contact the Module Convenor. Their details (including their student consultation times) can be found on your study pages of **Sussex Direct**. Consultation times are also published in the faculty profiles on the web.

Module Tutors
Modules which include practical work, problem classes or seminars are also often delivered by a team which includes Associate Tutors. These are sometimes research postgraduates who are paid by the Department to support the teaching. Being closer to you in age, and familiar with the types of problems you encounter, they can be a very helpful resource. You must remember that they are also studying for their PhDs so check their consultation times, or ask when it is convenient to see them, and do not expect them to be available outside of those times.

Some other useful contacts:

Director of Student Experience
Within the School, one member of faculty has the responsibility of overseeing and co-ordinating those aspects of student life which are part of the academic life of the School in general. This is currently Dr Paul Newbury (contact details below). He works with Student Representatives and Heads of Department to improve communication between students and faculty. You are welcome to contact him with any concerns you have about these matters. In addition, Dr Newbury has responsibility for monitoring student attendance, but he hopes that he will not need to contact any of you about this! Although Dr Newbury has a formal role with respect to Exceptional Circumstances claims , he cannot talk to you about specific issues, but is happy to try and give general advice where he can.

Dr Paul Newbury
E: P.Newbury@sussex.ac.uk
T: +44 (0)1273 872615

Director of Teaching & Learning
Dr Sharon Wood - (to be contacted if you wish to change your course)
E: S.Wood@sussex.ac.uk
T: +44 (0)1273 678857

School Administrator
Marc Williams
E: M.Williams@sussex.ac.uk
T: +44 (0)1273 678361

Student Life Centre

Who we are and what we do

The Student Life Centre provides information, advice and guidance on a broad range of subjects. Based on the ground floor at the front of Bramber House, there are a number of ways to access the service. You can come to our information desk, which is open from 9.00 am to 5.00 pm Monday to Friday, call us on 01273 876767 or email studentlifecentre@sussex.ac.uk. You can also make an appointment through Sussex Direct by clicking on your 'Study' tab and then on Student Life and Student Life Centre. We also offer drop-in sessions at core hours every day if you ever have urgent welfare concerns. The Student Life Centre offers you a supportive space to discuss your situation and to help you consider ways forward.
We can assist with:
• personal and welfare concerns affecting study progress or well-being;
• funding, money advice and budgeting support as well as information about financial resources
• sources of help to improve academic performance – identifying obstacles to learning
• progression, intermission and withdrawal processes - discussion and support;
• referrals to other professional services on and off campus;
• drop-ins for free condoms, drug and alcohol counselling and LGBT support.

If you don't know who to talk to or who to ask – start at the Student Life Centre. Seek help early and remember that we are here for YOU.
Because we are also a proactive service you may be contacted directly by the Student Life Centre if we hear that you might be in difficulty so we can support you. This may be, for example, in response to concern from your School about your attendance, participation or engagement with your course.
For more information go to:
www.sussex.ac.uk/studentlifecentre/.

Making your voice heard

We want you to tell us about your experience of studying at the University so that we can improve it and that of students following along from you. Here's how you can do this:

School Student Representatives
The Student Representative Scheme is run jointly by the students union (USSU) and the University. Student Reps provide an essential link between students, the School, the University and the Student's Union. Because Reps are themselves students, fellow students are happy to seek assistance from them when they have concerns or opinions about their education and experience at the University. Being a Student Rep gives an opportunity to learn and practice new life skills that can improve your employability.

There is a Student Rep for each level of study. Elections are held at the beginning of the Autumn Term. The Student Union website has full details of the scheme, how to become a Rep yourself and the electoral process. See: http://www.sussexstudent.com/studentreps

End-of-term questionnaires
At the end of term you will be asked for formal feedback. This questionnaire will be in two parts, with the first section focused on modules. Students will be asked to rate their individual modules, letting us know how satisfied they are with each one. Free text comments on the modules will also be invited. The second section of the questionnaire will be more focused on satisfaction and engagement. The questionnaire will be delivered online through Sussex Direct. For further information see:
http://www.sussex.ac.uk/adqe/enhancement/studentengagement/studentvoice/endoftermqs

Measuring the quality of your overall experience:
In your final year, you are asked to respond to the National Student Survey (NSS), which asks about your overall academic experience at Sussex. The NSS is a UK-wide survey measuring student satisfaction in a common way across different institutions, and is run independently of the University. It is important since it helps future students in making their choices and it gives universities additional feedback for improving what we do. In addition, the results contribute to a number of the national league tables of universities. For taking part in the Survey you can claim a reward, the details of which will be advised at a later date.

Frequently Asked Questions

What do I need to provide and pay for to support my studies?
You should aim to start your studies with a basic set of equipment and materials, including notebooks and other stationery, and one or more memory sticks to back up your work.
Look at the reading lists in advance and consider whether you wish to buy any of the textbooks. Note that the Library will stock the editions specified but, for many introductory texts, older editions, which can be found cheaper second-hand, will still be helpful.
Many students find it useful to bring their own laptop, notebook, computer or smartphone, but we do not assume you have any of these. There are many PCs around campus accessible 24 hours a day. You will be provided with a list of materials and tools from the course convenor.
You will need to budget for printing your work, and note that a number of assignments require two copies to be submitted. As a guide, a 6-page A4 report, printed single sided and black and white, would cost 30p at current University printing prices. A 12-page A3 portfolio, printed single sided and in colour, would cost £12.00.
Finally, a few assignments require you to submit a CD or memory stick of data or computer programs and some final year project students choose to submit an appendix of data on CD or memory stick.

Where can I find lecture or seminar notes?
These can be found on Canvas. To access these sites you will need to use your normal University log-in and password.

Where can I get a letter that confirms that I am a student?
Undergraduate students can request a 'To Whom It May Concern' letter, on University letter-headed paper from the Engineering & Informatics School Office. This letter, which can be used by you to confirm your status as a student of the University of Sussex to landlords, government agencies, foreign governments, or any other organisation or person requiring proof beyond that of your student card. **At least 24 hours' notice is required for this service**, and it can take longer at busy times.

Where can I get a Council Tax Exemption letter?
Council Tax Exemption letters are NOT provided by the School Office. Letters can be requested via an online form at: http://www.sussex.ac.uk/studentsystems/counciltax/exemptionletter.

Where can I find my candidate number? Why do I need it?
On your Study pages on Sussex Direct: click to view your candidate number. This number is also shown on your University ID card. You will need both your candidate number and ID card for submitting work to the School Office and when you sit exams.

What should I do if I lose my University ID card?
If you lose your card, or if you suspect it has been stolen, you should immediately report the loss to the Library: (library.membership@sussex.ac.uk). The Library will prevent your card being used by anyone else, but you are responsible for any borrowings undertaken up to the time when the card is reported lost.
To obtain a replacement card, which you will need to do if you want to benefit from University services, you must go to the Print Unit located in the **York House undercroft.** Access is via the York House car park, off Norwich House Road (not via York House main reception). Normal opening times for the ID card service are: 9.30am-12.30pm and 2.30-4.30pm, Monday-Friday. Revised opening times apply during exam paper production periods. Lost or damaged ID cards will be charged at £10.00 per card, payable in cash or by credit/debit card. **Please note that the payment cannot be taken from your student account**. If your card has been stolen and you can provide a Crime Reference number from the police in support of this, you will not be charged for a new card.

When and where do I hand in my work?
You will find Instructions for coursework submission on Sussex Direct in your Assessment Deadlines & Exam Timetable. All work submitted to the Engineering & Informatics School Office must have a **cover sheet** attached.   You can download a cover sheet from the school's website at: http://www.sussex.ac.uk/ei/internal/forstudents/courseworksubmission, or fill in one of the blank sheets available from the foyer in front of the School Office.

How can I print my work?
The University provides a large number of networked printers which you can access using your log in. The details of how to do this, along with the printing charges, are given on the ITS web pages at http://www.sussex.ac.uk/its/services/clusterrooms/clusterprinting .

Where can I bind my work?
The majority of coursework does NOT need to be bound, but you do need to bind your final year project. Self-service facilities for comb and thermal binding are normally available at the Engineering & Informatics School Office, except on a few very busy hand-in days. There is a small charge for the plastic covers and/or comb binders.
The Main University Library offers self-service comb binding and the Print Unit in York House offers a thermal binding service (normal turnaround time for binding jobs is 24 hours). There are also a number of companies in the Brighton area that offer binding services.

Where do I collect my marked work from?
The School Office will email you when your work is available to collect. It will usually be available for collection from the feedback filing cabinets located in the foyer area of the Engineering & Informatics School Office. The filing cabinets are organised by department and year of study; your feedback will be filed in candidate number order.

What happens if I submit my work late?
Work submitted after the published deadline is penalised unless you have acceptable mitigating evidence (see below).

What happens if I miss an assessment deadline or submit my work late for medical reasons/exceptional circumstances?
If you have circumstances beyond your control which you would like to be taken into account, you can submit an **exceptional circumstances** claim. If you would like to discuss your circumstances before submitting your claim you should visit the **Student Life Centre** and speak to a Student Support Co-ordinator. Claims are submitted through your Sussex Direct screens. Detailed instructions on how to submit a claim are available on the Student Life Centre webpages.

How do I find out if my exceptional circumstances have been accepted?
Decisions will be fed back to you via Sussex Direct, and those decisions are also passed on to the Exam Board which considers your year-to-year progression and your final classification. If you are required to provide more evidence, you will be emailed and you will be told when/where to submit additional documentation. If the claim is rejected you will be informed by email and given information about the appeals process. Appeals can only be made after the Exam Board has met.

SECTION THREE: Course specific information

Course aims and outcomes

Course aims
This degree pathway aims to provide an alternative entry route into degrees for students who do not have the standard requirements for year 1 entry. The courses undertaken in year 0 of the programme provide an introduction to creative practices, as well as the necessary background knowledge in science and mathematics for progression to the degree of choice.

Learning outcomes
Successful students will have shown that they are able to:

LO1	**Explain the aims, values and practices of study at undergraduate level**
LO2	**Use a range of strategies for managing their studies effectively**
LO3	**Implement a range of strategies for managing their time effectively and for developing an active, independent approach to learning**
LO4	**Identify their strengths and development needs through feedback on their academic work and through undertaking a small-scale creative project**
LO5	**Demonstrate a basic understanding and knowledge of theory and practice in one or more areas of creative practice**
LO6	**Use drawing skills, software packages and other technical tools in combination with concepts of visual communication to visualise and explore design challenges and solve problems**
LO7	**Analyse media, creative practice and related legal, social, ethical and professional issues and demonstrate theoretical and practical understanding through writing and making**
LO8	**Show reasoning in design choices and how materials, form and content interact**
LO9	**Plan, independently manage and critically reflect upon a creative project in one or more areas of creative practice**
LO10	**Follow appropriate research and design processes and communicate outcomes and intended impact clearly and effectively**