

School of Global Studies - Study Agreement

In Global Studies we:

- Want to generate knowledge and understanding that can make a difference, for a fairer, safer, more sustainable and more inclusive world.
- Treat each other with respect and kindness, regardless of background, race, nationality, gender, class, sexuality, religion, ability, or life experience.

Collaborative learning

- As a student you have **responsibility** for your own learning, but members of staff will work with you and support you throughout.
- Active, constructive and respectful **class engagement** and participation is key to your and others' learning success. You should come to class prepared, having done the required readings and any other assigned tasks (e.g. presentations, discussion groups, seminar questions).
- Familiarise yourself with the module **Canvas site**, and draw on other resources inside and outside your learning environment (e.g. going to department seminars and relevant talks across campus).
- You must ensure that any submitted work is your own. You have a responsibility for following our criteria for '**academic integrity**' in all your conduct.

Attendance and Engagement

- Attendance is your best bet for getting the most out of university. **Students who attend and engage, achieve.**
- Attendance at all teaching sessions is expected, and is monitored in the interests of your academic progress. You are expected to attend classes in full and arrive on time. Email your tutor in advance if you are not able to attend or need to come/leave early. If you have caring responsibilities, a chronic illness, or some other impediment to class attendance, please discuss these with Emilia Roycroft and Synne Dyvik.
- Faculty hold regular **office hours**. You do not need to make an appointment to attend, but please do come see us regularly. If we have set up a one-to-one meeting, let us know if you're not able to make it.
- Faculty will invite and meet with academic advisees at least once a term; please attend the meetings and be in touch with your **academic advisor** if you require additional support.

Communication

- We use **electronic devices** (phones, laptops, tablets) in class for academic work only.
- Check your **university email address** at least once a day. This is our primary way of communicating with you. We expect you to read the emails that we send to you, and you can expect the same from us. When emailing, always address people by their name.
- Always make an effort to **find the information** you are seeking in documents/websites before emailing a member of staff.
- We respect **standard working hours** with regard to sending and responding to emails.

If you are ever worried or experiencing difficulties, please contact your academic advisor, your Department Coordinators, the Director of Student Experience (Synne Dyvik) or the Student Experience Coordinator (Emilia Roycroft).

I have read and understood the expectations involved in studying at the School of Global Studies and the University of Sussex.

Name of student (print):

Student signature:

Date:

Name of staff (print):

Staff signature:

Date: