

YOUR ESSENTIAL A-Z GUIDE TO THE POLITICS DEPARTMENT



Photo (Olli Hellmann): In 2014 Brighton & Hove city council wrote to the owners of these houses asking for properties to be 'adequately painted'. The owner commissioned local artist Aroe MSK to paint this mural.

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ACADEMIC ADVISORS
ALUMNI
ASSESSMENT
ASSESSMENT CRITERIA
ATTENDANCE
BLOG
BREXIT
CANVAS
CAREERS AND EMPLOYABILITY
COMMON ROOM
CORRUPTION
COURSE COORDINATOR
COURSE EVALUATION SURVEY
DISSERTATIONS
DOCTORAL TUTORS
ELECTIVES
EMAILS
ESSAYS
EXAMS
EXCEPTIONAL CIRCUMSTANCES
EXPECTATIONS
EXTERNAL EXAMINER
FACEBOOK
FACULTY MEMBERS
FEEDBACK
FREEMAN BUILDING
HEAD OF DEPARTMENT
HELP
INTERNSHIPS
LECTURES
LIBRARY
LPS
MODULE CONVENOR
MODULES
OFFICE HOURS
OPTIONS
PLACEMENTS
PLAGIARISM
POLITICAL PHOTOGRAPHY
POLITICS SOCIETY
POLITICS WEDNESDAYS
PRESENTATIONS
PRIZES
REFERENCING
RESEARCH
SELF-DIRECTED LEARNING
SEMINARS
STUDENT LIFE CENTRE
STUDENT REPRESENTATIVES
STUDENT SUPPORT UNIT
STUDY ABROAD
STUDY SKILLS
SUSSEX UNDERGRADUATE POLITICS JOURNAL
TRIPS
TWITTER
WEBSITE
WHAT DID WE MISS?

ACADEMIC ADVISORS

You will be assigned an ACADEMIC ADVISOR who will be one of the department’s FACULTY MEMBERS. Your academic advisor’s job it is to help you get the most out of your studies and to fulfil your potential as a student. Plan to meet with your academic advisor during OFFICE HOURS at the start of every term to discuss your grades, your progress and to set targets for the coming term. You can also talk to your academic advisor about any other issues you may have – or ask them about their research. If you meet with your ACADEMIC ADVISOR regularly s/he will be able to write references for you when you graduate and apply for jobs.

Questions to ask your academic advisor	Questions your academic advisor may ask you
<ul style="list-style-type: none"> • I have got really behind with my work. How can I catch up? • My essays are OK, but how can I improve my exam grades? • My grades seem to be stuck at around X. How can I improve my grades? • I’ve received this feedback on my essay, how can I do better on this next time? • I never seem to get my work in on time. How can I manage my time better? • I am struggling to choose my options for next year. What’s your advice? • I’m interested in XXXX, how can I get more involved in this at university? • What is your research about? 	<ul style="list-style-type: none"> • What are you aiming to graduate with? A 2:1? A first? • Are you familiar with the assessment criteria? • How happy are you with your grades from last term? • How do you think you could improve your work? • How good is your attendance? • How regularly do you contribute to seminar discussions? • How many hours would you say you study each week? • What are your plans when you graduate?

ALUMNI

ALUMNI is the term we use for the community of students who graduated from our University. Sussex Politics alumni include the politicians Hilary Benn, Ben Bradshaw, Michael Fabricant, Peter Hain, Peter Kyle, Caroline Nokes, Geoffrey van Orden and Owen Smith. Journalists Robin Lustig and Roy Greenslade and actors Hattie Hayridge and Jolyon Rubinstein are also ALUMNI.



When you graduate, you will become an alumni and we really hope you will stay in touch with us and future cohorts of students.

ASSESSMENT

The main modes of ASSESSMENT in Politics are ESSAYS, EXAMS and DISSERTATIONS. The mode of assessment will vary according to the module you are taking and the year you are in. Assessments in

the second and final years make up the marks which determine the class of degree you are awarded. You will find details of modes of assessment on CANVAS

Your assessed work will be marked and given a grade by a FACULTY MEMBER or a DOCTORAL TUTOR. They evaluate your work against our ASSESSMENT CRITERIA and the standard of marking is checked by an internal moderator and our EXTERNAL EXAMINER.

You will also receive written FEEDBACK on your assessed work. We encourage you to talk to your MODULE CONVENOR, SEMINAR tutor or ACADEMIC ADVISOR about your grades and feedback as this will help you to develop your work and reach your full potential.

ASSESSMENT CRITERIA

Your work for Politics is marked by FACULTY MEMBERS and ASSOCIATE TUTORS according to the following criteria:

Mark	Criteria
85-100	A mark in this range is indicative of outstanding work. Marks in this range will be awarded for work that exhibits all the attributes of excellent work but has very substantial elements of originality and flair. Marks at the upper end of the range will indicate that the work is of publishable, or near publishable, academic standard.
70-84	A mark in this range is indicative that the work is of an excellent standard for the current level of your degree course. The work will exhibit excellent levels of knowledge and understanding comprising all the qualities of good work stated below, with additional elements of originality and flair. The work will demonstrate a range of critical reading that goes well beyond that provided on reading lists. Answers or essays will be fluently written and include independent argument that demonstrates an awareness of the nuances and assumptions of the question or title. Essays will make excellent use of appropriate, fully referenced, detailed examples.
60-69	A mark in this range is indicative of good to very good work that holds great promise for future standards. Work of this quality shows a good level of knowledge and understanding of relevant module material. It will show evidence of reading a wide diversity of material and of being able to use ideas gleaned from this reading to support and develop arguments. Essay work will exhibit good writing skills with well organised, accurate footnotes and/or a bibliography that follows the accepted 'style' of the subject. Arguments and issues will be illustrated by reference to well documented, detailed and relevant examples. There should be clear evidence of critical engagement with the objects, issues or topics being analysed. Any quantitative work will be clearly presented, the results should be correct and any conclusions clearly and accurately expressed.
50-59	A mark in this range is indicative that the work is satisfactory. Work of this quality will show clear knowledge and understanding of relevant module material. It will focus on the essay title or question posed and show evidence that relevant basic works of reference have been read and understood. The work will exhibit sound essay writing and/or analytical skills. It will be reasonably well structured and coherently presented. Essay work should exhibit satisfactory use of footnotes and/or a bibliography and in more quantitative work it should be possible to follow the logical steps leading to the answer obtained and the conclusions reached. Arguments and issues should be discussed and illustrated by reference to examples, but these may not be fully documented or detailed.
40-49	A mark in this range is indicative that the work is of an acceptable standard. Work of this type will show limited knowledge and understanding of relevant module material. It will show evidence of some reading and comprehension, but the essay or answer may be

	weakly structured, cover only a limited range of the relevant material or have a weakly developed or incomplete argument. The work will exhibit weak essay writing or analytical skills. It may be poorly presented without properly laid out footnotes and/or a bibliography, or in the case of quantitative work, it may not be possible to follow the several steps in the logic and reasoning leading to the results obtained and the conclusions reached.
20-39	A mark in this range is indicative that the work is below, but at the upper end is approaching, the standard required to pass. It indicates weak work that is below the standard required. This will be because either the work is too short, is very poorly organized, or is poorly directed at the essay title or question asked. It will show very limited knowledge or understanding of the relevant module material and display weak writing and/or analytical skills. Essay work will exhibit no clear argument, may have very weak spelling and grammar, very inadequate or absent references and/or bibliography and may contain major factual errors. Quantitative work will contain significant errors and incorrect conclusions.
0-19	A mark in this range is indicative that the work is far below the standard required. It indicates that the work is extremely weak and well below degree standard. This will be because either the work is far too short, is badly jumbled and incoherent in content, or fails to address the essay title or question asked. It will show very little evidence of knowledge or understanding of the relevant module material and may exhibit very weak writing and/or analytical skills.

NB: Marks in the range: 70-100 are Firsts; 60-69 are 2:1s (two-ones); 50-59 are 2:2s (two-twos); 40-49 are Thirds and anything below 40 is a Fail.

ATTENDANCE

You are expected to attend all LECTURES and SEMINARS and attendance is monitored on a regular basis. Attending a high proportion of lectures and seminars is linked to greater success with final marks. If there is a reason you are not attending seminars and need HELP, please get in touch with your MODULE CONVENOR, your ACADEMIC ADVISOR, or the STUDENT LIFE CENTRE.

BLOG

The Politics@Sussex blog shares and showcases RESEARCH produced by our students, faculty, researchers and visitors to the department. Follow the editorial House Rules and submit your blog to the editorial team via politicsatsussex@gmail.com

- politicsatsussex.wordpress.com

BREXIT

What are the implications of Britain leaving the EU? This is one of the main questions occupying the minds of researchers in the Sussex European Institute right now, led by SEI co-Director Professor Paul Taggart. Look out for our events and BLOGS on BREXIT.

CANVAS

Each of your modules will have a dedicated site on CANVAS, which is our virtual learning environment. This is where you will find information about LECTURES and SEMINARS, reading materials, handouts, and other information from your MODULE CONVENOR. There may also be useful tips about preparing for your assessments. You will also find the handbook for your degree course.

CAREERS AND EMPLOYABILITY

Sussex is ranked 3rd in the UK for employability. 96% of Sussex's 2016 graduates were in work or further study within six months of graduating. Sussex Politics graduates go on to a variety of challenging careers in active politics, political lobbying and public affairs, local, central and international governance, journalism and publishing, non-governmental organisations and charities, education and research.

The department invites ALUMNI and others to Sussex to talk about their careers as part of POLITICS WEDNESDAY. Let Sue Collard – S.P.Collard@sussex.ac.uk - know if you have any ideas for speakers or events. The University's Careers and Employability Centre can help you explore your career options, build your skills, develop your employability and gain the experience employers look for. They also hold regular events where you can meet employers, get advice about your options, and receive feedback on your CV.

- <http://www.sussex.ac.uk/careers/>

COMMON ROOM

Room G15 in FREEMAN is the COMMON ROOM for LPS undergraduate students. You can study there, meet other students, read the papers, or have lunch. There's also (free) tea and coffee during term time.

CORRUPTION

Did you know that Politics at Sussex hosts one of the world's leading RESEARCH centres on the study of CORRUPTION? The Centre for the Study of Corruption is headed up by Dr. Liz David-Barrett. See <http://www.sussex.ac.uk/scsc/>. You might have seen Head of Department, Dan Hough, talking on the news about corruption in FIFA.

- <https://www.youtube.com/watch?v=BveOJdx3ynI>

COURSE COORDINATOR

The Course Coordinator for Politics is James Dowling. He is based in the LPS School Office and can help you with anything to do with the administration of your modules.

- j.dowling@sussex.ac.uk
- Freeman G41
- 01273 678578



COURSE EVALUATION SURVEY

At the end of a module we ask you to complete a COURSE EVALUATION QUESTIONNAIRE. This FEEDBACK from you helps us to identify strengths and weaknesses in the department and improve our courses and teaching. These surveys are completely anonymous so please be frank, but respectful. A report on all surveys is discussed regularly by the Department and FACULTY MEMBERS to see where improvements can be made.

DISSERTATIONS

A DISSERTATION is a mode of ASSESSMENT we use in the final year. For the dissertation you are required to come up with a topic and a research question, describe what has already been written about this topic, conduct some research and present your findings in 8000 words.

In the spring term of your third year you take two Special Issues in Politics modules and the mode of assessment for these is the dissertation. You will receive full guidance on this from your MODULE CONVENOR.

DOCTORAL TUTORS

DOCTORAL TUTORS (or DTs) are PhD researchers within the department who are carrying out original RESEARCH on the topics you are studying. They run SEMINARS and assess work for some of our first and second year modules. They are passionate about teaching and will be very happy to support you with your studies.

ELECTIVES

At Sussex, we offer ELECTIVES in other subjects that are not necessarily related to your main subject. As a student on single honours courses, you can broaden and enrich your studies by choosing to spend 25 per cent of your time in Years 1 and 2 of your course on electives.

- <http://www.sussex.ac.uk/adqe/curriculum/sussexchoice>

EMAIL

Check your @sussex.ac.uk EMAIL account regularly. This is the most regular form of communication between the department, SEMINAR tutors, the COURSE COORDINATOR and you. You can also email FACULTY MEMBERS from whatever account you like, but when mailing students we have to start from the premises that you'll use your Sussex account.

ESSAYS

You will be expected to write a number of ESSAYS for your Politics degree. ESSAYS are a rigorous test of whether you really understand something. Your MODULE CONVENOR will set a question and your essay will be marked against our ASSESSMENT CRITERIA (see above). Your job is to demonstrate:

- the highest possible levels of knowledge and understanding of the topic,
- that you can engage critically with the material you have read,
- that your arguments are fluently communicated,
- that you can make excellent use of appropriate, fully referenced, detailed examples.

Here are our top tips for writing a good essay:

- Be clear what is expected of you. Check the assigned title, and the deadline.
- Brainstorm the question. Identify some initial ideas, questions and arguments.
- After finishing your background reading, identify the major relevant authors and publications (using your reading list as a guide).
- Break the question into analytical categories, find comparisons and counter-arguments, and narrow your overall argument.
- Make an essay plan which includes an introduction, section headings and conclusion.
- Meet with your SEMINAR TUTOR in OFFICE HOURS to discuss and get FEEDBACK on your plan.
- Draft your work.
- Read, criticise and re-work your assignment. Check it against the assessment criteria. How good do you think your work is?
- Proof-read! Pay particular attention to layout, spelling, grammar and style.
- Ask a friend to read your work. Or try reading it out loud. Does every sentence make sense? Is it conveying your ideas as clearly and as simply as possible?

See also: **PLAGIARISM, REFERENCING, STUDY SKILLS** and <http://www.sussex.ac.uk/s3/>

EXAMS

One of our modes of ASSESSMENT is unseen examinations. To prepare for exams we recommend:

- Find out the exam format (duration, number of questions) as well as date, place, time.
- Get copies of past exam papers (from CANVAS).
- Review your reading list and module notes.
- Assess what you need to know, determine what you already know and make a plan to learn what you don't.
- Practise writing exam questions, using past questions or questions in your reading list.
- Think of ways to demonstrate to examiners that you have read and understand the key texts.

During the exam:

- Read all instructions on the exam paper before starting the exam.
- Allocate your time appropriately for each question or section.
- Be sure you fully understand the question.
- Make a plan for an essay question before you start writing.
- Answer each question directly and fully.
- Answer the question on the exam paper, not the one you have rehearsed beforehand.
- In your answers demonstrate that you have read key texts, and that you have views about their merits and faults.
- Re-read and proof-read, if you have time.

EXCEPTIONAL CIRCUMSTANCES

The University provides a service for you when sudden, unforeseen and temporary circumstances impact on your performance in assessment. More information about exceptional circumstances can be found at

- www.sussex.ac.uk/adqe/standards/examsandassessment/ec

EXPECTATIONS

While you are a student of Politics we will all work to meet the following EXPECTATIONS:

You can expect us to:	We can expect you to:
Support you to fulfil your potential, helping you to write good essays, prepare for exams, develop presentation skills and improve your work. Provide feedback in seminars, on written work, and in office hours that helps you improve your work. Mark your work within 15 working days.	Attend and contribute to all seminars. Complete your work to deadlines set, and to the best of your ability. Treat others' views and ideas with respect. Let us know if you are experiencing any difficulties and need help. Make the most of your time as a student of Politics at Sussex.

EXTERNAL EXAMINER

We appoint external examiners to ensure that quality and consistency in our ASSESSMENT practices and to make sure our standards are in line with practice across the sector. From 2019 our external examiners are:

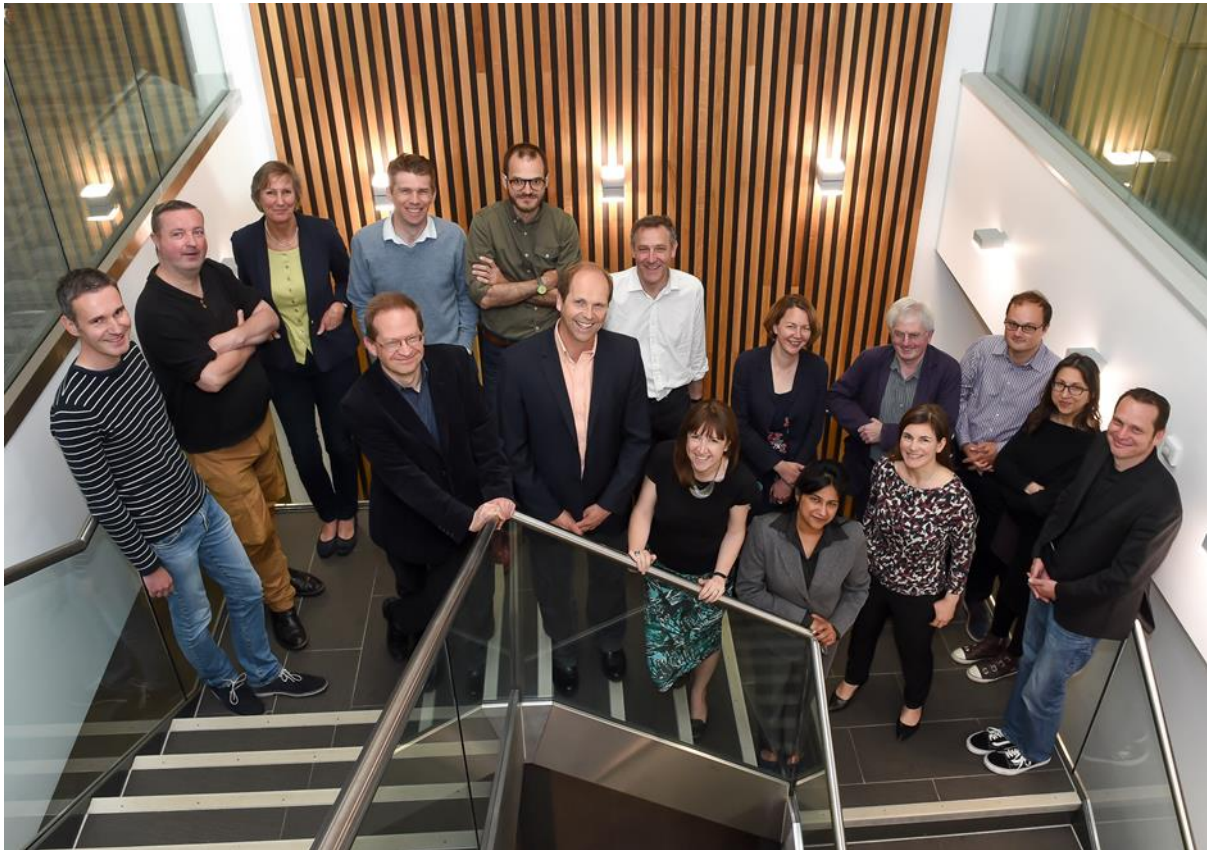
- Prof Peter Dorey, School of Law and Politics, Cardiff University
- Dr Pontus Odman, Politics and International Relations, University of Edinburgh
- Dr Elizabeth Evans, Dept of Politics and International Relations

FACEBOOK

The POLITICS SOCIETY runs a FACEBOOK page at <https://en-gb.facebook.com/suspolsoc/>

FACULTY MEMBERS

FACULTY MEMBERS are the lecturers and professors in the department. This is who we are:



[Sabina Avdagic](#)

- Comparative political economy
- S.Avdagic@sussex.ac.uk | F09 | 01273 678190
- @sabina_avdagic

[Robert Barrington](#)

- Corruption
- R.barrington@sussex.ac.uk | F13 |

[Roxana Bratu](#)

- Corruption
- R.bratu@sussex.ac.uk | F13 | 01273 877585

[Sue Collard](#)

- French politics, European citizenship
- S.P.Collard@sussex.ac.uk | F10 | 01273 877654

[Elizabeth David-Barrett](#)

- Corruption, international business
- E.David-Barrett@sussex.ac.uk | F05 | 01273 872929
- @LizDavidBarrett

[Rekha Diwakar](#)

- Indian politics, research methods
- R.Diwakar@sussex.ac.uk | F21 | 01273 678496

[Neil Dooley](#)

- European Union, political economy
- N.Dooley@sussex.ac.uk | F08 | 01273 873343
- @NeilDooley

[James Hampshire](#)

- Migration, political theory
- J.a.hampshire@sussex.ac.uk | F04 | 01273 876806

[Dan Hough](#)

- Corruption, German politics
- D.T.Hough@sussex.ac.uk | F07 | 01273 877648
- @TheDanHough

[Francis McGowan](#)

- European Union policy making
- F.McGowan@sussex.ac.uk | F02 | 01273 877138

[Jonathan Moss](#)

- British political history
- J.Moss@sussex.ac.uk | F08 | 01273 873343

[Sam Power](#)

- Corruption, Party Finance, US politics
- S.d.power@sussex.ac.uk | F41B | 01273 677343
- @sampower

[Emily Robinson](#)

- British political history
- E.A.Robinson@sussex.ac.uk | F03 | 01273 678952
- @ea_robinson

[Aleks Szczerbiak](#)

- Central East European Politics
- A.A.Szczerbiak@sussex.ac.uk | F56 | 01273 678443
- @AleksSzczerbiak

Paul Taggart

- Political parties and populism
- P.A.Taggart@sussex.ac.uk | F06 | 01273 678292
- @PaulAdamTaggart

Adrian Treacher

- International politics and the EU
- A.H.Treacher@sussex.ac.uk | F14 | 01273 678401

Paul Webb

- Parties and elections
- P.Webb@sussex.ac.uk | F16 | 01273 877796
- @PaulDWebb1

FEEDBACK

You will receive FEEDBACK from us on your academic work in SEMINARS, on ESSAYS and during OFFICE HOURS. This feedback will help you to understand where you are doing well and what you can do to improve your work and make the most of your potential. You can expect feedback on your written work normally within three weeks. We strongly encourage you to discuss your feedback with your MODULE CONVENOR, SEMINAR tutor or your ACADEMIC ADVISOR during their OFFICE HOURS.

For more advice about how to use feedback go to <http://www.sussex.ac.uk/s3/?id=57>

We welcome feedback from you on our department, degree courses and modules. Let us know what you like and please suggest where you think improvements can be made. Talk to FACULTY MEMBERS, the HEAD OF DEPARTMENT and your elected STUDENT REPRESENTATIVES.

FREEMAN BUILDING

The Politics Department is based in the state of the art Freeman Building. The offices of Politics FACULTY MEMBERS are on the first floor. There are computer suites, seminar rooms, and a COMMON ROOM for undergraduate students.

HEAD OF DEPARTMENT

The Head of Politics is Professor Dan Hough. He manages the department and makes sure everything runs smoothly. Get in touch with him if you have any questions or suggestions about the department.

- d.t.hough@sussex.ac.uk
- Freeman F07
- 01273 877648



HELP!

If you need HELP with anything, please let someone know as soon as possible. There are plenty of people whose job it is to help you.

Academic:

- If you need help with your modules and academic work get in touch with your MODULE CONVENOR or SEMINAR tutor. EMAIL them or meet them during their OFFICE HOURS.
- If you need more general help or advice with your academic work the best person to contact is your ACADEMIC ADVISOR. You can EMAIL them or meet them during their OFFICE HOURS.
- If you need support with STUDY SKILLS, try the resources at <http://www.sussex.ac.uk/s3/>

Administrative:

- If you need help with administrative issues - registration, signing up for modules, where to find your tutor, hand-in dates – get in touch with our COURSE COORDINATOR James Dowling in the LPS Office, Freeman G41.

Personal:

- If you have personal, financial or health problems which are affecting your work and / or your well-being get in touch with the advisors at the STUDENT LIFE CENTRE.
- If you need support with a long term condition related to mental health, autism, dyslexia, or a disability, contact the STUDENT SUPPORT UNIT.

INTERNSHIPS

In the final year of your degree you can apply for an INTERNSHIP with a Westminster MP or in local government at Brighton and Hove council. This opportunity allows you to try out what you have learnt in the classroom in the real world of politics and public policy. At the end of the placement you will write a DISSERTATION based on your experience.

LECTURES

LECTURES introduce you to a new topic, provide an overview of the main issues being dealt with in your module, and outline the different perspectives on the topic you are studying. You will have one lecture per week for each module which is usually delivered by the MODULE CONVENOR. Use the lecture to get a grounding on the topic and then build on this through SELF-DIRECTED LEARNING and by discussing the issues in SEMINARS and OFFICE HOURS.

Here are our top tips for getting the most out of LECTURES:

1. Arrive early and be prepared.
2. Take notes. The evidence is that handwritten notes (rather than notes taken on your laptop) improve your understanding of lectures right away, and they are better for helping you prepare for exams: <http://www.independent.co.uk/student/news/want-to-do-better-at-exams-take-notes-by-hand--not-on-a-laptop-9233179.html>
3. Be organized – use your reading list, lecturer's headings, and background readings to structure your notes.

4. Focus on understanding the overarching argument. Note key points, authors and sources.
5. Review your notes after the lecture. Which points made the biggest impression on you? What don't you understand? Many lectures are recorded and uploaded to CANVAS so you can listen again to any parts you didn't understand.
6. Discuss the lecture in SEMINARS and in OFFICE HOURS.

See also STUDY SKILLS and <http://www.sussex.ac.uk/s3/>

LIBRARY

For all information on library services, see the library website at <http://www.sussex.ac.uk/library/>

LPS

LPS – short for Law, Politics and Sociology - is the name of our School. There are 12 Schools in the University of Sussex. Our Head of School is Professor Heather Keating.

MODULE CONVENOR

The MODULE CONVENOR is the FACULTY MEMBER in charge of your MODULE. She normally gives the LECTURES – though these may be shared with colleagues – and sets readings, ESSAY, EXAM and SEMINAR questions. The name of the module convenor will be on your MODULE handbook, available via CANVAS.

MODULES

Each MODULE has a name and a code (e.g. British Political History L2010). Modules can be Core (i.e. compulsory), ELECTIVES or OPTIONS. They can be worth 15 or 30 credits. If you have any questions about which modules you should be taking for your degree, get in touch with our COURSE COORDINATOR, James Dowling.

OFFICE HOURS

All FACULTY MEMBERS designate two hours per week as OFFICE HOURS. You can turn up to see your MODULE CONVENOR or ACADEMIC ADVISOR at these times without pre-arranging it. If this is not possible because of a timetable clash, please EMAIL them to agree an alternative time.

Use OFFICE HOURS as an opportunity to:

- Discuss ASSESSMENTS and get FEEDBACK on a plan of your ESSAY.
- Clear up any questions you have on the content of your modules.
- Discuss feedback you have received on your assessed work.
- Talk about your experiences as a student and any issues you are struggling with.
- Give us feedback on how you are finding your MODULE / degree course.
- Share your personal views, passions and aspirations.
- Ask us about our RESEARCH.
- Get to know FACULTY MEMBERS better.

OPTIONS

OPTIONS and ELECTIVES are chosen online at CANVAS, usually at the beginning of the Spring Term. More information will be given to you in advance of you making your choices.

PLACEMENTS

You can spend a year between your second and final year on a professional or industrial placement. Placements can make a valuable contribution to your learning and development and give you hands on experience and skills that employers are looking for. It is University policy that students on a year-long placement (usually 40 weeks) should normally receive payment for their work.

The University will support you throughout the professional/industrial placement recruitment and selection process through a Placement Preparation Programme delivered by the Careers and Employability Centre. A central Placement Officer provides information, advice and guidance along with individual student support. <http://www.sussex.ac.uk/careers/gettingexperience/placements>

PLAGIARISM

Plagiarism is the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of another as one's own in written work submitted for assessment.

- <http://www.sussex.ac.uk/adqe/standards/examsandassessment>

It is very important that all the work you submit for ASSESSMENT is entirely your own work. You must not copy sentences, phrases or expressions without acknowledgement of the source. You do this by making sure you are REFERENCING all sources correctly.

A number of German government ministers (including an education minister!) were recently stripped of their degrees because of plagiarism!

- <http://www.theguardian.com/world/2013/feb/09/german-education-minister-quits-phd-plagiarism>
- <http://www.theguardian.com/world/2011/mar/01/german-defence-minister-resigns-plagiarism>

POLITICS SOCIETY

The POLITICS SOCIETY is our student-led group that organises events of interest to politics (and other) students. It meets regularly throughout the term and helps the faculty to run POLITICS WEDNESDAYS. Get involved in POLITICS SOCIETY by speaking to one of the 2019/20 committee members. They are always happy to hear from new members.



Politics Wednesday President, 2018/19

- Dzaky Naradichiantama
- Dd297@sussex.ac.uk

Photo: 2014/15 Politics Society committee members at the 2015 general election hustings.

You can also get in touch with the POLITICS SOCIETY via FACEBOOK and TWITTER:

- University of Sussex Politics Society | <https://en-gb.facebook.com/suspolsoc/>
- @SussexPolSoc

There are also a range of other political societies – including the main political parties. Find out more from the Student Union or at Freshers' Week.

POLITICS WEDNESDAYS

Every Wednesday, 4-6pm during term time FACULTY MEMBERS and students meet up to discuss a current issue outside of lectures and seminars. Each week will be different:

Look out for copies of the programme in the FREEMAN BUILDING and for details of each week's event on the screens around the building. Do come along to these events; they are part of what makes Sussex a vibrant place to study Politics.

- We invite outside speakers to talk about their political experiences or CAREERS.
- FACULTY MEMBER might share their RESEARCH or show a film that matters to them.
- Or the POLITICS SOCIETY might organise a debate.

PRESENTATIONS

You will be asked to give PRESENTATIONS in SEMINARS. These may be short and informal responses in a discussion or they may be longer, more formal talks. You may be asked to present on your own or as part of a group. Your seminar tutor will guide you.

Here are our top tips for good presentations:

- Be clear about what is expected of you.
 - What is the assigned title, question or objective.
 - Know the date and length of your presentation.
- Prepare!
 - Read the appropriate literature and work out what you want to say.
 - Structure your presentation.
 - Make simple notes (do not write out your presentation word-for-word).
 - Develop visual aids – PowerPoint or handouts.

- Rehearse your delivery.
- Present enthusiastically, like it's a performance!
 - Make eye contact with the audience.
 - Introduce your topic.
 - Explain your points, don't read.
 - Conclude with a summary of your main points and the questions or issues your presentation raises.

See also STUDY SKILLS and <http://www.sussex.ac.uk/s3/?id=63>

PRIZES

The Politics Department awards prizes annually for the Best Overall Performance at first year, second year and third year. For graduating students we also award a prize for Best DISSERTATION and Best Contribution to the Politics Department.

There are also many prize-winning FACULTY MEMBERS in the department. Three members of staff have been awarded national teaching prizes by the Political Studies Association. In 2011 our students nominated the whole department for the University Team Teaching Prize, which we won. And in 2015, 2016 and 2017 Professor Aleks Szczerbiak won the University's Outstanding or Innovative Undergraduate Teaching Award!

REFERENCING

Properly REFERENCING your work is one of the most important skills you will learn as a student. All ideas that are not your own must be properly acknowledged. Readers of your work must be able to identify the source of an idea you have written down, and they must be able to locate the idea in its original source (including page numbers). References should be given for:

- direct quotations
- figures/statistics
- showing where your argument comes from.

See <http://www.sussex.ac.uk/s3/?id=37> and your Course Handbook on CANVAS for full guidance on referencing.

RESEARCH

As well as being PASSIONATE ABOUT POLITICS, FACULTY MEMBERS and ASSOCIATE TUTORS are passionate about their RESEARCH.

When we are not teaching you and assessing your work, we spend our time researching and writing books and articles, which we tell you about in LECTURES, SEMINARS and at POLITICS WEDNESDAY. We also share our research on TV, radio and blogs, and with policy-makers. The department hosts two world leading research centres: the Sussex Centre for the Study of Corruption and the Sussex European Institute.

We have won PRIZES for our research and in the 2014 government audit of University research (i.e. the most recent one) – the Research Excellence Framework – 75 per cent of our research was deemed

to be 'world leading' or 'internationally excellent'. Why not ask FACULTY MEMBERS, ASSOCIATE TUTORS or your ACADEMIC ADVISOR about their research when you meet in OFFICE HOURS?



SELF-DIRECTED LEARNING

Studying is a 9-5 full-time job. It is expected that you should dedicate 40 hours a week to studying - that means an additional 8 hours of independent study for each MODULE, on top of the LECTURE and SEMINAR.

40 hours a week also means that you will be responsible for organising much of your learning time at Sussex. Your SEMINAR tutors and ACADEMIC ADVISORS will provide guidance on how best to use resources such as MODULE handbooks, CANVAS and the LIBRARY in this time. You can also talk to them about time management.

Study Success at Sussex (S3) is a great resource with tips and advice from other students to help you reflect on and develop your independent study skills.

- <http://www.sussex.ac.uk/s3/?id=1>

SEMINARS

SEMINARS are your opportunity to explore a topic in depth with your fellow students and your seminar tutor – that will be a FACULTY MEMBER or an ASSOCIATE TUTOR. SEMINARS also allow you to develop key skills: summarising arguments, formulating your opinions, listening to and debating with others, and making presentations.

Typically there are 20 students in a seminar group. Each week you will be expected to complete a required reading and prepare your answers to any questions that have been set either in the module handbook or on CANVAS. Activities in the one-hour seminars will vary – you might be expected to lead a discussion, make a PRESENTATION, or contribute to a task in a group.

Here are our top tips for getting the most out of SEMINARS:

1. Make sure you are prepared. Complete the assigned reading and prepare your answers to seminar questions.
2. Make a note of what you would like to get out of the SEMINAR. Is there anything you don't understand? Do you have any questions about what you heard in the LECTURE?
3. Expect to make a contribution to every SEMINAR. Come to the seminar with an idea of what you might like to say or which question you want to ask. This may be in the form of a question, illustration, or counter-argument.
4. Listen carefully to what others are saying.
5. Ask questions when you are confused. Don't be afraid to ask very basic questions: they are often the most important ones.

6. If you feel uncomfortable participating, speak to your tutors in OFFICE HOURS. They will be able to support you.

See also STUDY SKILLS and <http://www.sussex.ac.uk/s3/>

STUDENT LIFE CENTRE

The STUDENT LIFE CENTRE offers a range of professional, holistic services to help you deal with difficulties you might encounter while at Sussex. These might be personal, financial or health related.

The Student Life Centre can also help with special arrangements for assessment and they administer all applications for mitigating circumstances.

- Drop in to the STUDENT LIFE CENTRE, ground floor of Bramber House, 9-5 Monday-Friday
- Call 01273 876767 or email studentlifecentre@sussex.ac.uk
- Go to <http://www.sussex.ac.uk/studentlifecentre/>
- Or make an appointment via SUSSEX DIRECT: click on your 'Study' tab and then on 'Student Life Centre' – then you can select the advisor you wish to see at a time that suits you.

STUDENT REPRESENTATIVES

At the start of each year you elect a STUDENT REPRESENTATIVE to speak for your year group. Your STUDENT REPRESENTATIVE is the person who communicates your views and concerns to the HEAD OF DEPARTMENT and other FACULTY MEMBERS. Also, the HEAD OF DEPARTMENT will consult with STUDENT REPRESENTATIVES on issues concerning students and the department.

Anyone can stand for the position of STUDENT REPRESENTATIVE so please do consider putting your name forward. To find out more, ask Claire Annesley, HEAD OF DEPARTMENT or other members of FACULTY.

STUDENT SUPPORT UNIT

If you need support with a long term condition related to mental health, autism, dyslexia, or a disability, contact the STUDENT SUPPORT UNIT. They offer advice, information, and may be able to arrange dedicated support for your needs

- <http://www.sussex.ac.uk/studentssupport/>

STUDY ABROAD

You can apply to STUDY ABROAD – either the spring term of your second year or for a whole year, making your degree a four year course. We have close relationships with numerous universities across the globe: in continental Europe, America, Australia, North Africa and East Asia.

You will get tonnes of advice and information about studying abroad. You will meet returning study abroad students who will give you insights into what awaits you. A FACULTY MEMBER will become your Study Abroad Tutor and stay in touch with you while you are living and studying abroad.



Mike Gray (Politics & IR) studied for a term at Korea University, Seoul. His three highlights were:

- Waving to North Korea over a demilitarized zone containing 2 million mines
- Eating kimchi with every single meal
- Visiting a Korean's friends parents, and have them sleep on the floor so I could sleep in their bed.

STUDY SKILLS

Study Success at Sussex (S3) is a great resource to help you develop a range of study skills – organisation, research, writing, revision and exams, IT.

- <http://www.sussex.ac.uk/s3/>

TRIPS

We organise TRIPS abroad to learn more about the current political scene and meet with politicians and academics in other countries. Students of French politics have taken study trips to Paris to attend debates in the National Assembly on same-sex marriage, quiz politicians at the Communist Party headquarters, and visit the Paris City Hall.



Dan Hough takes students in his second year 'Politics of Governance: Germany' module to Berlin.

The trip includes a visit to the German parliament, the Bundestag, for discussions with politicians from all major political parties as well as to other prominent historical landmarks such as the Holocaust Memorial, Checkpoint Charlie and remnants of the Berlin Wall.

TWITTER

For information about the department throughout the year, follow us on TWITTER @SussexPolitics. The POLITICS SOCIETY @SussexPolSoc and most FACULTY MEMBERS are on TWITTER so follow them too.

WEBSITE

The Politics website is at www.sussex.ac.uk/politics.

WHAT DID WE MISS?

What essential information did you not find in this A-Z guide to Politics?

Make a note in this box and share it with Dan Hough, the HEAD OF DEPARTMENT via d.t.hough@sussex.ac.uk.