



University of Sussex

Department of Physics and Astronomy

Handbook 2014/15

Keep this booklet for future reference

The information in this booklet is correct at the time of printing.

**Any changes will be put on the web site in particular those affecting
University Regulations.**

Contents

	Page
Welcome and Introduction	3
Who's Who and Where	6
Term Dates and Deadlines	6
Physics Degree Courses	8
Study Abroad	7
Learning Outcomes of Degree Courses	7
Progression Rules and Assessment Criteria	8
Student Monitoring	8
General Information	10
Student Life Centre	17

Welcome to the Department of Physics and Astronomy at the University of Sussex

We are glad that you have chosen to study Physics at Sussex, either on its own or in combination with another subject. We very much hope that you will enjoy your time at Sussex and emerge in three or four years time with a good degree. A degree in physics provides an opening to many jobs, from scientific research to working in the City!

In line with the University's interdisciplinary and multidisciplinary character, the Department of Physics and Astronomy is based in the School of Mathematical and Physical Sciences (MPS), whose current Head of School is Professor Peter Coles. The Head of Physics and Astronomy is Professor Philip Harris. The other department is Mathematics. You will meet students and faculty from that department informally in Pevensey 2.

This booklet describes the range of degree modules available and their overall structure, together with information about learning and teaching resources and assessment, and general information about the School and Department. Details of the modules content for each course can be found on the Department of Physics and Astronomy web page under Module Directory:

<http://www.sussex.ac.uk/mps/internal/departments/physicsandastronomy/modules>

We have tried to include answers to most of the frequently asked questions, and this booklet is as up-to-date and accurate as we could make it at the time of publication. However, modules and requirements change from time to time, so in the event of conflicting information arising, please consult the Sussex Direct web pages. The timetables and other related notices are on the notice boards outside Pevensey 3A20. Information on your teaching timetable and grades for assessed work are available on the Sussex Direct web pages.

Feedback can be given informally through workshops, laboratories or academic advisors, or through your student representative (or "DJC rep"). Student representatives usually meet several times a term.

Physics and Astronomy student representatives also discuss academic matters at the termly School and Department Meetings. Formally, feedback can be given via the questionnaires which will be available on Sussex Direct towards the end of each module. The results of these feedback questionnaires are considered by the Department Curriculum Committee once a term as well as by the Departmental Joint Committee (DJC). Elections to DJC posts are held early in the Autumn Term; do make sure you that you vote, and nominate and elect good representatives! This is your way of influencing things.

Details are given later in this booklet about assessment and the conditions for progressing from one year to the next. These conditions depend upon both coursework submitted during the year and on your achievements in the end-of-year unseen examinations. It is important that you work steadily throughout the year and that you seek help immediately from a Student Advisor should illness or other circumstances interfere with your studies. The 'Handbook for Candidates', which is published by the Student Progress and Assessment Office in Sussex House and can be found on the web site. You must read these documents carefully and note what you have to do. You will also find detailed assessment schedules and weighting schemes on the examination notice board and Sussex Direct.

We hope that you will settle down quickly and have a trouble-free time at Sussex. However, if problems do develop, there are a number of people who can help you with them:

Your lecturers and academic tutors:

- These are the best people to approach in the first place if you have difficulty with understanding a particular lecture module, obtaining books, accessing information and so on.

Your laboratory demonstrators:

- Their job is mainly to help you with the laboratory experiments, but you can also approach them informally about other academic or organisational questions.

Your Academic Advisor:

- Your Academic Advisor, whom you will meet in your first day or two at University, is one of the lecturing staff and your main source of academic and personal advice and you will normally keep the same academic advisor throughout your time at Sussex. He or she will oversee your degree course, providing feedback each term from academic tutors, informal tests and university examinations about your academic progress, and may advise you on how to choose a career. It should always be possible to contact them with the minimum of delay (e-mail is often the quickest way to get a response), and they can often provide access to other experts if unable to deal with your query or problem. Keep your academic advisor fully informed about your extracurricular activities, so that (s)he can write a rounded reference for you for employment or admission to postgraduate modules. During the first year you will be expected to see your Academic Advisor on a regular basis. This should be arranged with your academic advisor when you first meet together in Fresher's' Week. From the second year onwards you should arrange to see him/her at least once a term, and preferably at the beginning and end of every term.

The Student Life Centre

The Student Life Centre is based in the heart of the campus: on the ground floor at the front of Chichester 1. There are lots of ways to access our service. We are open from 9.00 am – 5.00 pm every week day, you can drop in to see us, call 01273 876767, email studentlifecentre@sussex.ac.uk or make an appointment – just go onto your Sussex Direct site, click on your 'Study' tab and then on Student Life Centre- you can select the advisor you wish to see at a time that suits you.

Amongst the many issues we can help you with are:

- Personal concerns affecting study progress or well-being
- Funding and finance including scholarships, bursaries and hardship funds
- Sources of help to improve academic performance – identifying obstacles to learning
- Understanding university systems and regulations in relation to assessment, services, complaints, conduct, and discipline.
- Progression, intermission and withdrawal processes - discussion and support
- Referrals to other professional services on campus
- [Mitigating evidence help](#)
- If you don't know who to talk to or who to ask – start at the Student Life Centre.

Because we are also a proactive service you may be contacted directly by the SLC while you are a student here as we may wish to offer you particular support. This may be, for example, in response to concern from your School about your attendance, participation or engagement with your course.

The Student Union Advice & Representation Centre:

- This is a useful resource centre for practical problems involved in living away from home, such as finance, housing or travel. It is located in Falmer House.

The Careers and Employability Centre :

- You should start thinking about your future as early as possible in your time as an undergraduate, and the Careers and Employability Centre, is excellently equipped to help you. Further information can be found at <http://www.sussex.ac.uk/careers/>

The Health Centre:

- If you are unwell for any reason, the doctors and nurses at the campus health centre, near the residences, are there to help you.

Do not hesitate to approach any member of faculty, technical or secretarial staff, or other students, informally in the common room or corridors. You will find that most are friendly and willing to help where they can, or to direct you to someone else who can assist you.

Further information can be found in the University Student Handbook at <http://www.sussex.ac.uk/students/essentials/studenthandbook/>

Philip Harris
Head of Department

Who's Who and Where

All offices are in Pevensey 2 & 3

Physics and Astronomy Department Key Contacts

Head of School	Prof Peter Coles
Head of Department	Prof Philip Harris (Prof Claudia Eberlein (from01/01/2015)
Head of Assessment	Dr Fabrizio Salvatore
Head of Curriculum	Dr Jacob Dunningham
Senior Tutor years 0-2	Dr Veronica Sanz
Senior Tutor years 3-4	Dr Xavier Calmet
Admissions Tutor	Dr Steve Wilkins
Careers Tutor	Dr Kathy Romer
Physics Course Co-ordinator	Miss Sally Church

NAME	LOCATION	EMAIL	TEL
Banfi, Dr Andrea	Pev II 5A16	A.Banfi@sussex.ac.uk	8983
Baskill, Dr Darren	Pev III 3C12	d.baskill@sussex.ac.uk	2815
Byrnes, Dr Christian	Pev III 4C6	ctb22@sussex.ac.uk	3932
Calmet, Dr Xavier	Pev II 5A9	x.calmet@sussex.ac.uk	7029
Cerri, Dr Alessandro	Pev II 4A14	a.cerri@sussex.ac.uk	3047
De Santo, Prof Antonella	Pev II 4A12	a.de-santo@sussex.ac.uk	8115
Dunningham, Dr Jacob	Pev II 3A3	j.dunningham@sussex.ac.uk	3114
Eberlein, Prof Claudia	Pev II 4A16	claudia@sussex.ac.uk	7018
Falk, Dr Elisabeth	Pev II 4A8	e.falk@sussex.ac.uk	8538
Garraway, Prof. Barry	Pev II 4A11	b.m.garraway@sussex.ac.uk	7016
Grant, Dr Jackie	Pev II 4A13	j.j.grant@sussex.ac.uk	2505
Griffith, Dr Clark	Pev II 4A1	w.griffith@sussex.ac.uk	3940
Hardiman, Dr Michael	Pev II 3A6	m.hardiman@sussex.ac.uk	8075
Harris, Prof Philip	Pev II 4A6	p.g.harris@sussex.ac.uk	7214
Hartnell, Dr Jeffrey	Pev II 4A9	j.j.hartnell@sussex.ac.uk	3214
Hensinger, Dr Winfried	Pev II 3A5	w.k.hensinger@sussex.ac.uk	7672
Hindmarsh, Prof Mark	Pev II 5A11	m.b.hindmarsh@sussex.ac.uk	8934
Huber, Dr Stephan	Pev II 5A13	s.huber@sussex.ac.uk	8751
Iliev, Dr Ilian	Pev III 4C5	i.t.iliev@sussex.ac.uk	3737
Jaeger, Dr Sebastian	Pev II 5A15	s.jaeger@sussex.ac.uk	3060
Keller, Dr Matthias	Pev II 3A5A	m.k.keller@sussex.ac.uk	7673
Lewis, Dr Antony	Pev III 4C7	antony.lewis@sussex.ac.uk	7493
Litim, Dr Daniel	Pev II 5A12	d.litim@sussex.ac.uk	7455
Loveday, Dr Jonathan	3R347b	j.loveday@sussex.ac.uk	7719
Oliver, Prof Sebastian	Chi 3 345	s.oliver@sussex.ac.uk	8852
Onuora, Lesley	Pev II 4A13	l.onuora@sussex.ac.uk	2505
Pasquazi, Dr Alessia	Pev II 3A7	a.pasquazi@sussex.ac.uk	8083
Peccianti, Dr Marco	Pev II 3A8	m.peccianti@sussex.ac.uk	3171
Peeters, Dr Simon	Pev II 4A5	s.j.m.peeters@sussex.ac.uk	8128
Porras, Diego	Pev II 3A4	d.porras@sussex.ac.uk	7681
Romer, Dr Anita Kathy	Chi 3 347a	romer@sussex.ac.uk	7478
Salvatore, Dr Pasquale F	Pev II 4A4	p.f.salvatore@sussex.ac.uk	8749
Sanz, Dr Veronica	Pev II 5A14	v.sanz@sussex.ac.uk	3227
Seery, Dr David	Pev III 4C12	d.seery@sussex.ac.uk	8069
Thomas, Prof Peter	Chi 3 346	p.a.thomas@sussex.ac.uk	8648
Verdu Galiana, Dr Jose	Pev II 4A10	j.l.verdu-galiana@sussex.ac.uk	8712
Vivarelli, Dr Iacopo	Pev II 4A7	i.vivarelli@sussex.ac.uk	8114
Wilkins, Dr Stephen	Pev III 4C8	s.wilkins@sussex.ac.uk	7064

University Term Dates

2014/2015

Autumn Term:	Monday, 22 September 2014 – Friday, 12 December 2014 Mid-Year assessment period – 5 January 2015 to 16 January 2015
Spring Term:	Monday 19 January 2015 - Friday 17 April 2015 (Easter teaching break Thursday, 2 April 2015 – Wednesday, 8 April 2015)
Summer Term:	Year-end assessment period – 11 May 2015 – 12 June 2015 tbc

Resits will probably take place the last week of August and first week of September 2015.

Important Deadlines and Other Dates

Final Year Project and MPhys Advanced Lab long report deadlines: These will be notified at a later date.

Project talks: Will take place in the Assessment period in January 2015.

Physics Degree Courses

For all information on the Departments Degree Courses, including the Foundation Year, can be found at:

<http://www.sussex.ac.uk/mps/internal/departments/physicsandastronomy/ug/ugcourse>
[s](#)

Accreditation

All degree courses are currently accredited by the Institute of Physics. The most recent accreditation was in November 2011.

OPPORTUNITIES TO STUDY ABROAD

Information on Study Abroad opportunities can be found at <http://www.sussex.ac.uk/study/sabroad/forsussexstudents> Teaching is in English at all the overseas universities, and students will take modules which match as far as possible the modules they would have taken at Sussex. Their choice of modules needs to be approved by the Head of Physics and Astronomy, with advice from the Visiting and Exchanges convenor Dr Xavier Calmet.

This opportunity includes the University of Uppsala which is our longest established study-abroad scheme, and has run for more than 25 years. All teaching is in English and indeed, the majority of Swedish people speak excellent English. Permission to go may be withdrawn from applicants who perform unsatisfactorily in the examinations at the end of their second year.

LEARNING OUTCOMES OF DEGREE COURSES

The award of a qualification in a given degree course recognizes that you have been judged to have achieved a set of specific learning outcomes. The learning outcomes for your course, as defined for your entry cohort, are published under 'course specifications' on the departmental teaching pages:

<http://www.sussex.ac.uk/mps/internal/departments/physicsandastronomy/ug/ugcourses>

As you progress through your course, you are provided with opportunities to be assessed, and so demonstrate, that you have achieved the learning outcomes. You should read them at the start of your studies and reflect during the course on how you are gradually acquiring them.

The modules which make up your course are also listed in the specifications. Details of the individual modules are accessible through the links on each of the course specifications on the departmental teaching pages:

<http://www.sussex.ac.uk/mps/internal/departments/physicsandastronomy/ug/ugcourses>

The descriptions detail the module outline, the learning outcomes and the module assessments, which are designed to demonstrate that the outcomes have been achieved.

PROGRESSION REQUIREMENTS FOR ACADEMIC YEAR 2014-15

The Progression criteria can be found on the Physics and Astronomy web pages under 'Progression criteria'. Any changes will be notified separately to the University Regulations.

STUDENT MONITORING

Informal Continuous Assessment

Apart from the formal examinations and assessments which contribute to Student's final degree results, there are less formal ways in which progress is monitored.

Most important are the exercise and problem sheets marked and checked in tutorials, exercise classes and workshops. In many cases, the only check on whether a student has understood a particular point is his/her ability to solve a problem based on that point. Usually, answers to problem sheets are the only way for a tutor to tell whether the student is coping with the module.

This makes the handing in of problems and discussion of solutions a very important part of the learning process, even for the modules for which the exercise sheets are not part of the formal assessed work. Both formal and informal assessed work is recorded. Attendance at lectures, workshops, exercise classes, and labs is recorded.

In laboratory modules, an equivalent role is played by the laboratory reports which students are required to hand in.

Each student's progress is monitored each term by the grades achieved and recorded on Sussex Direct (and from attendance data). It's important for each student to complete the work for the module, not just to obtain the marks, but also because there is a strong correlation between achievement on work and achievement on exams!

End-of-year marks also correlate strongly with attendance: the more classes you miss, the worse your marks will be.

Students in Difficulty

If a student is getting into difficulty it is a good idea, depending on the nature of the problem, to discuss the situation with an Academic Advisor, or at the Student Life Centre. Both can treat issues in confidence. Both will notice in any case if there is continued absence or poor marks. It is much better to try and sort things out at an early stage.

If a student gets low grades in *all* the modules in a particular term, the Academic Advisor will normally raise the problem with the senior tutor or Director of Student Experience.

Students who are not meeting their academic obligations, with respect to attendance at classes or sufficient output of work, or whose academic progress suggests that they are in

danger of failing to obtain a degree, will have their names placed on the at-risk list. Students on this list are required to improve their academic performance. The placement of students on this list is normally done by the Director of Student Experience (for MPS), after interviewing (wherever possible) the student concerned. The Director expects students on the Students at Academic Risk List to report regularly to their Academic Advisors to discuss their work and progress. A student's name will remain on the List until it is either removed by the Director, or he/she successfully completes the academic year, or withdraws from the University.

Ultimately, a student who, despite being on the Students at Academic Risk List, shows little sign of commitment to study (or one who appears to have withdrawn completely from his/her studies) may be required to leave the University. The decision that a student be required to leave is made by the SSPC (School Student Progress Committee). Such a decision is only taken after the student has been on the Students at Academic Risk List long enough to have had the opportunity to demonstrate a renewed commitment to study. A student may also be required to withdraw from the University by an Examination Board as a consequence of examination failures. Students do not have the right to repeat a year, this is at the discretion of the exam board, and is not automatic.

Students' Responsibilities

Just as faculty have the responsibility to provide teaching, so students have the responsibility for their own learning. As noted earlier, study for a degree should be regarded as occupying as much time as a full-time job: around 40 hours per week. You should read carefully the Guide to Study and make sure that you do enough work each week to keep up with all your modules. This includes submitting all the work set for each module, whether assessed or not.

Attendance at lectures is an important part of the learning process. Attendance records are kept. Lectures are the definitive guide to what you should be learning and also provide opportunities to ask questions. Use them! But real understanding can only come from reading around the subject from the books recommended by the lecturer, and you are expected to take responsibility for your own learning. And if you don't find any particular lecture course useful, come and tell the Head of Department straight away – don't stop going, and don't wait for the formal end-of-term feedback (though you should use that too).

University of Sussex – Teaching and Learning Values

The University of Sussex is committed to:

1. Maintaining a broad portfolio of academic disciplines from the arts and humanities, social sciences and science;
2. Enhancing the close relationship between teaching, scholarship and research;
3. Attracting students of the highest calibre and from a diversity of backgrounds;
4. Producing graduates who continue to learn through life and are sought after by employers; and
5. Delivering a student experience which will ensure that current and future students will value their time at the University of Sussex.

General Information (arranged alphabetically)

Absences

Absences from lectures, tutorials, exercise classes, workshops and laboratories are reported to the Director of Student Experience. If you miss more than two or three classes without good cause, expect to hear from him.

Experience shows that absence is very strongly correlated with failure to progress at the end of the year. It is important to establish good working habits early on.

Academic advisors

Each student is allocated an Academic Advisor on arrival at the University who is expected

- to guide and help a student through his/her years at University
- to give general academic advice about modules, methods of study and assessment
- to act as a counsellor for students with personal problems;
- to have a good knowledge of a student's academic work and progress
- to write letters of recommendation required by the student.

In the early stages of your degree the Academic Advisor should see his/her students at the end of each term to discuss their work in that term's modules, and should discuss their examination results with them as they progress. Should you wish to change Academic Advisors please see the Department's Senior Tutors (Dr Veronica Sanz for Years 0, 1 and 2 and Dr Xavier Calmet for Years 3 and 4) who will, of course, preserve the confidentiality of any discussion relating to a change.

Accidents

In the event of any accident, dial ☎3333 on the nearest telephone and ask for help. This is a 24-hour service, but in the event of any difficulty, dial ☎9-999 for the usual emergency services. See also First-Aid.

Addresses

Our first point of contact for you will be via email and you should check this regularly (at least once per day).

Any formal letters for you will also be sent by post to your local address and to your pigeonhole in term-time. In the vacation, messages will be sent to the permanent address that is on Sussex Direct. Because of this, it is very important that you change the address, both local and home on Sussex Direct. This is **your** responsibility.

Calculators

The University rule concerning the use of calculators in examinations is as follows:

(a) The only calculators authorised for use in examinations are the Casio fx-82, fx-83, fx-85, fx-115, fx-570 or fx-991 (all with any suffix).

(b) Visiting & Exchange students may be able to use existing calculators if they are non-graphical and non-programmable. In order to have the calculator approved for examination use you must present it to the Calculator Officer for inspection.

If you take an unauthorised calculator into an examination you will be guilty of misconduct. This may result in a complete loss of marks for that examination, or even disqualification from candidature for the award of a degree.

Chaplaincy and Meeting House

Information on the Chaplaincy and Meeting House can be found at <http://www.sussex.ac.uk/chaplaincy/>

Coffee and Snacks

Nearby Bridge Café is situated on the Pevensy Bridge, with various opening hours.

Study Rooms

There is a Physics and Astronomy Study Area for students in Pevensy 3.

Computing

One of the Computing Services clusters of computers is located in the Engineering 1 building. A further large cluster of computers is located on level 1 of the adjacent Pevensy Building and these are available for use 24 hours a day. As well as giving access to word processing and scientific software, the computers provide some useful general applications which give access to e-mail and to the Internet. The Department also provides computers in its teaching laboratories.

Counselling and Psychotherapy

See the Handbook for Undergraduate Students and also <http://www.sussex.ac.uk/counselling/>

Degree and End-of-Year Results

Final degree results are posted on the Notice board in the foyer of the Pevensey 2 Building, on a specified date in the middle of June. Transcripts of marks obtained in a student's full degree course are provided by post in early August. Exam results will also be posted on Sussex Direct.

Departmental Joint Committee (DJC)

This is a representative group of undergraduate and postgraduate students, elected by the students union. They meet to consider feedback on modules as well as any other source of concern to students. The Senior Tutor and Head of Department sit on and take advice from the DJC.

Department Meeting

This is a meeting of all the Department's faculty, together with student representatives (DJC) and representatives from other schools and units. A School Meeting is held at least once each term.

Discipline

Students infringing general rules of the University, for example with regard to conduct in the Library, or in student accommodation, may be brought before the Student Discipline Committee. This is a University body, with student representatives, which has its rules of conduct laid down by the Senate of the University. If the Discipline Committee considers the infringement to be minor, it may refer the case to the Head of School, who will judge the case. If it is found proven, the Head of School can levy a fine on the student — which goes to Library funds. If the infringement is considered to be major, a Disciplinary Board is set up and empowered to deal with the case. The Board may impose punishment up to and including permanent expulsion from the University. Harassment of either a sexual or a racial nature is considered to be a major disciplinary offence and, consequently, is treated very seriously by the Committee.

Email

Email is the primary method for contacting students during term-time. It is also a good way for you to contact other members of the University. You should read your email at least once per day.

Equality and Diversity

The University of Sussex is committed to promoting equality and diversity, providing an inclusive and supportive environment for all.

The aim is to promote diversity and equality for students and staff and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds and promote an environment free of harassment and bullying on any grounds.

If you experience any harassment on grounds of gender, sexual orientation, race, religion, nationality, age, disability or part time status contact a student adviser in the Student Life Centre or the welfare officer (welfare@ussu.sussex.ac.uk) at USSU on extn 3354. For more advice and information go to the harassment and bullying page at

www.sussex.ac.uk/equalities

For information on disability support contact the Student Support Unit (studentsupport@sussex.ac.uk) on extn 7466 and visit the disability page at

<http://www.sussex.ac.uk/equalities>

For the equality and diversity policy and other equalities information go to <http://www.sussex.ac.uk/equalities> or contact the Equality and Diversity Officer (equalities-unit@sussex.ac.uk) on extn 7602.

Examinations

Formal examinations can take place in January (A1) and also at the end of each academic year (in May and June (A2)) and the marks from these constitute a major part of the degree classification process. Marks from end-of-term quizzes, practicals and continuous assessment form another major part. Timetables of forthcoming examinations are posted on the Examinations Notice boards in the corridor outside the School Office. Information on exams can also be found on the Student Progress and Assessment Office website, see <http://www.sussex.ac.uk/spa/>. Resit examinations take place in August/September (A3).

FAX Messages

The School can accept incoming faxes on ☎01273 678907. Copies of incoming messages sent to students will be put into their pigeonholes just like other messages.

Financial Problems

Many, if not all, students suffer financial hardship at some time and find it necessary to take part-time employment during term-time to make ends meet. This is allowed and the normal limit for this is 15 to 18 hours per week. Students however, who are contemplating part-time employment are advised to discuss the effect this may have on their studies with their Academic Advisor or with the Student Advisor in the Student Life Centre. Career and Employability Centre can give advice and assistance in finding local jobs.

Students who are experiencing a temporary shortage of funds (due to a delayed student loan, say) should get advice from the team in the Student Life Centre.

First-Aid

First-aid boxes are situated in most corridors, laboratories, workshops and service areas so that there is no part of the building where a first-aid box is not close at hand. All boxes are clearly signposted and each is regularly restocked. Stretchers are located in strategic parts of the building, as are blankets and other essential equipment.

Health Centre

The Health Centre, which is situated next to Lancaster House, provides a comprehensive general medical service, including a sick-bay, for all students who register under the National Health Service with one of the Centre's doctors. The Health Centre provides care throughout the day between 9 a.m. and 5 p.m. and there is always a doctor on call for out-of-hours health problems. During term-time there is a nurse in the sick bay twenty-four hours a day. Almost all students register with a doctor in the Centre and this should be done at the start of your degree programme. All consultations with these doctors are, of course, entirely confidential and will not be discussed with any third party without a student's permission. Health Centre telephone: ☎8191 (9 am – 5 p.m.)

Housing

Accommodation plays a very important part in a student's life, and there is a continuing concern within the University to ensure that sufficient variety is available to meet people's varying needs and preferences. The Residential Services Manager consults regularly with both faculty and students to discuss all aspects of student housing, both on and off campus. Any difficulties with accommodation may be discussed with Academic Advisors or with the Director of Student Experience.

Illness

Absence due to illness must be reported to the School Office. If your work submissions or examinations have been affected, then you should provide mitigating evidence to the Student Life Centre (see Mitigating Circumstances section). The onus is very definitely on you to provide mitigating evidence to student support before the deadlines published in the Handbook for Undergraduate Candidates.

Temporary Withdrawal (Intermission)

It sometimes happens during a student's course of study that, for a variety of reasons (e.g., financial, medical, family problems etc.), continuation of the course is either impossible or extremely difficult. There are two different ways in which intermission may be granted:

Intermission for a complete year

If a student wishes to take a whole year away and has successfully completed the assessment for a complete year, then a year out can be granted by the Director of Student Experience. The procedure for doing this is to submit a request in writing normally before the end of July (preferably after discussion with an Academic Advisor or Senior Tutor).

Intermission granted by the SSPC

If problems have meant that a student wishes to withdraw for a specified period, then the student must apply to the SSPC (School Student Progress Committee) for permission. In this case the student should discuss the situation with his/her Academic Advisor and also visit the Student Life Centre. A written application for intermission will need to be made which will be presented to the SSPC. This application must normally be made by the last day of the Spring Term. Note that the SSPC may impose academic or other conditions which must be met before the student may be re-admitted. Information on intermission can also be found on the Ordinances and Regulations web site at

<http://www.sussex.ac.uk/governance/1-3-3.html>

Keeping in touch: pigeonholes, e-mail

Mail addressed to students in Physics and Astronomy is put into pigeonholes for them to collect. The undergraduate and postgraduate pigeonholes are in the main foyer of the Pevensey 2 Building. Students should check their pigeonholes regularly to ensure that they collect any mail or messages awaiting them. Note that uncollected mail is cleared from the pigeonholes in the summer and the University does not forward this mail. Students should also check their e-mail messages at least once per day for urgent messages such as a re-arrangement of classes or a request to contact their Academic Advisor.

Lectures

Lectures form an integral part of all prescribed modules and students are expected to attend them. It is through attending lectures that students maintain a proper contact with their modules of study and receive all the relevant documentation that goes with them. Students are expected to take notes at lecture modules for their own use for revision and to assist in providing answers to problem sheets.

Lecture timetables are found via the Sussex Direct web pages.

Level

The level of a module usually corresponds to the Year you are in. Just occasionally you might take a level 3 module option in Year 2, for example. MPhys students will take M-level courses in Year 4.

Library

The University Library is the key resource for the information that you will need during your studies. Library staff are ready to help and advise you from the day you arrive to the day you come to write your dissertation and prepare for your future career.

In addition to the books, documents, official publications and audiovisual items held in the Library building, you can access Library information and collections, including eBooks and online resources via the internet, Sussex Direct or Study Direct, (the university virtual learning environment) <https://studysdirect.sussex.ac.uk/> anywhere and at any time.

Our web-based tutorial, InfoSuss will help you use our resources and services more effectively. It will show you how to use the Library catalogue, understand your reading lists and find good quality information online. www.sussex.ac.uk/library/infosuss/

The following are just some of the services and facilities provided by the Library

- Extensive opening hours during term time
- A variety of study spaces, including group study rooms, social study areas and individual silent study spaces
- Computer clusters with printers and scanners plus lap top facilities and wireless coverage throughout the building
- Inductions and teaching sessions to help you find and use the resources we provide
- Automated self issue and return
- AV viewing facilities and a microform reading room with readers and scanners
- Copy centre – photocopiers, binding services and stationery supplies
- Assistive technology and support for students with additional needs
- Special Collections – a unique collection of manuscripts, archives and rare books
- Additional support for your research through an enquiries service and advice on accessing resources held in other libraries

You need your library/ID card to enter the Library so always carry it with you.

For detailed information about opening times and services, including subject-based information, please **always** refer to the library website www.sussex.ac.uk/library

Misconduct Panel

Plagiarism (copying), collusion or other misconduct is a serious offence and suspected cases will be investigated by a member of the Misconduct Panel. Where sufficient reason exists to suspect misconduct, an investigation will take place leading to a Misconduct Hearing. The Panel has the power to reduce a student marks for a course down to zero. More severe penalties are also possible. See <http://www.sussex.ac.uk/students/essentials/studenthandbook>

Mitigating circumstances

If candidates believe that their late or non-submission of assessed work, or absence from a test/examination, is due to medical or other acceptable mitigating circumstances, they can submit a mitigating evidence form. This should be done as early as possible – the form can be found on Sussex Direct. Medical certificates or other relevant evidence must be obtained: retrospective certificates will not be accepted. Such certificates must be signed by a doctor, nurse or other professional person (self-certification will not be accepted). Further advice on mitigation, can be obtained from the Student Life Centre. See <http://www.sussex.ac.uk/studentlifecentre/mitigation>

The following common problems will not be accepted as a mitigating circumstance, and no extension of time will be granted for them:

- Transport delays, either to public or private transport.
- Postal delays.
- Failure of a third party, such as a typist or messenger, to complete tasks
- Failure of computers, floppy disks, printers, photocopiers or binders.

Past Exam Papers

Past exam papers can be found at <http://www.sussex.ac.uk/USIS/pastexams/>

Personal Problems

In the first instance, if family and friends cannot help, assistance should be sought from your Academic Advisor or the Student Life Centre. It is sometimes difficult to ask for help, but the University has a large number of professional people employed to help specifically with students' problems and therefore quite a lot can often be done.

Pigeonholes

There are two sets of student pigeonholes in the School, one set for undergraduates and one set for postgraduates, both of which are situated in the main foyer of the Pevensey 2 Building. All internal mail (addressed to the Undergraduate or Postgraduate Pigeonholes, Department of Physics and Astronomy) and external mail (addressed to Department of Physics and Astronomy, University of Sussex, Falmer, Brighton BN1 9QH) will be put in your pigeonhole. Your pigeonhole is the formal means by which the Department, your tutors and the University authorities can contact you, and you should check it daily. Of course, you should also check your e-mail regularly as well since this is a second important route by which you can be contacted.

Plagiarism

Plagiarism is a very serious issue. Guidance and advice on plagiarism can be found at <http://www.sussex.ac.uk/students/essentials/studenthandbook>

Writing well and avoiding academic misconduct

Plagiarism, collusion, and cheating in exams are all forms of academic misconduct which the University takes very seriously. Every year, some students commit academic misconduct unintentionally because they did not know what was expected of them. The consequences for committing academic misconduct can be severe, so it is important that you familiarise yourself with what it is and how to avoid it.

The University's S3 guide to study skills gives advice on writing well, including hints and tips on how to avoid making serious mistakes. Visit <http://sussex.ac.uk/s3/writingwell> and make use of the resources there. You will also find helpful guides to referencing properly and improving your critical writing skills.

If you are dealing with difficult circumstances, such as illness or bereavement, do not try to rush your work or hand in something which may be in breach of the rules. Instead you should seek confidential advice from the Student Life Centre.

The full University rules on academic misconduct are set out in the Undergraduate Examination and Assessment Handbook; see <http://www.sussex.ac.uk/adqe/standards/examsandassessment>

Porters

The Porters are based in Chichester 1. They are in charge of building security and of incoming and outgoing mail. Lost property should be handed to the porters or to the School Office who will then pass on to the porters. The Porters can be contacted on ☎3718 or ☎7133.

Questionnaires

Module questionnaires are used to discover how well a lecture module has been received. They are now on Sussex Direct and are available towards the end of each term and their results, which are taken very seriously, may be used to produce changes to a module syllabus or even a module lecturer, so please complete the on-line questionnaire and make any comment. Feedback of this kind is used in a Quality Assurance exercise which is used to

monitor the University's teaching ability and, therefore, a large response from students to this kind of feedback is important.

Research Seminars

These are less formal lectures, usually "one-offs" on special topics by visitors which are advertised on notices posted throughout the School. Students are welcome to go to any seminars they wish, provided they do not clash with other teaching commitments.

Room Bookings

For bookings in Falmer House, consult the Union Office, ☎8152. For booking teaching rooms, consult the University Room Bookings page on the web.

Senate

All academic and administrative decisions made by University Committees other than Council are reported to Senate. According to the statutes, Senate directs and regulates teaching and examinations, promotes research, authorises the award or annulment of degrees, regulates admissions and the discipline of students, discusses and declares an opinion on any matter whatsoever relating to the University, and "does other such acts or things as the Council may authorise." The Union President and other elected students attend Senate meetings.

Student Mentors

There are a number of student mentors who are available to help new undergraduates and postgraduates adjust and make the most of their time at Sussex. They have a broad knowledge of the student support available on the campus and work with the Student Advisors.

Student Union Welfare Centre

The Student Union Welfare Centre is located on the first floor of Falmer House. It works closely with the University's welfare agencies and is a valuable resource for all students. See the Handbook for Undergraduate Students for detailed information on the services offered.

Students' Union and Student Reps

Information on the Students' Union can be found at <http://www.ussu.info/>.

Nominations and voting to be a Student representative ("Student rep") can be done through this web site. Student reps are democratically elected to represent their peers. They enable a useful and effective communication link between staff and students. They provide helpful feedback to staff on modules and courses; raise concerns in a constructive manner; give feedback to other students on why particular decisions are made; and can help to pre-empt concerns becoming serious issues.

Student reps take part in the Departmental Joint Committee (DJC).

Elected student reps are trained and supported by both the University and the Students' Union staff team. Posters displaying the dates for nominations and voting will be displayed throughout the Department and the University, please keep a look-out for posters.

Study Direct

University portal to some modules materials and problem sets. Not to be confused with Sussex Direct.

Submission of Work

You should check Sussex direct carefully to see which terms of work are required for assessment. Problem sets are usually handed in to the School Office; reports on practical work are handed in directly to the relevant teaching laboratory or to the School Office, as required. Late submission of these items will result in zero credit. Longer pieces of work such as essays and project reports should be handed in to the School Office where your registration card will be scanned. Students are required to submit all essays and projects electronically via Study Direct as well as on paper. Where electronic submission is not

possible for any reason, two hard copies are required. For these, submissions up to 24 hours late will receive a penalty deduction from the mark acquired (see <http://www.sussex.ac.uk/studentlifecentre/mitigation> for details); later submissions will receive zero credit unless mitigation is approved.

Sussex Direct

Sussex Direct is a web portal into the Universities record database. It will enable you to see your teaching timetable, retrieve course documents and past papers, review your grades, etc. Not to be confused with Study Direct.

Telephones: Internal

The School Common Room is provided with an internal telephone. Students should feel free to contact faculty by telephone but please note that the School Office does not, except in very serious circumstances, take outside calls for undergraduates.

Visiting and Exchange Students

Each year the School plays host to visiting and exchange students from many countries. Many of these students are here on an exchange basis with Sussex students who are studying abroad at a European, North American or Japanese University. These V&E students enable British students to measure themselves against standards from other parts of the world, and many lasting friendships occur through such contacts. It is interesting to note that some V&E students enjoy their stay at Sussex sufficiently to remain here to complete a full degree!

Visiting Faculty

At any time in the School there is usually a number of visiting faculty from other institutions around the world, both short-term and long-term visitors. Some may take part in teaching, and they often give special lectures and seminars.

When You Leave

The Career Employment Centre is the main source of help for finding suitable employment. When you apply for a job, you are often asked to name one or more people to act as your referees: your Academic Advisor is an obvious choice, and, indeed, the School often asks Academic Advisors to write general testimonials on behalf of their students, which may be used in the future.

We like to know what happens to our students, so please keep us informed (through your Academic Advisor or the School Office) especially on your initial employment and subsequent career development.

Disclaimer

The information given in this Handbook should prove useful to all members of the Department, although it is primarily for the benefit of new undergraduate students. As far as possible, it is reasonably accurate and up-to-date but, as the contents are naturally subject to change, the accuracy cannot be guaranteed. Notice of any changes will be given in subsequent editions and enquiries concerning the current position should be addressed to the School Office. The Handbook therefore has no official status and, if the information given here differs from that given in official University publications, then the official publications should be accepted as giving the correct information.

September 2014