

School of Mathematics & Physical Sciences Handbook for Postgraduate Researchers

Academic year 2024 - 25



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OF SUSSEX

Contents

ESSENTIAL Information – where to get help

Staff Responsibilities and Contact Details

Your Research Project :

Your Thesis and University Registration Attendance
and Absences

Responsibilities of Postgraduate Researchers and their
Supervisors

Laboratory & Office safety

Your Progression Reviews

Additional training :

Research seminar programme

Going to Conferences, Summer Schools & Travel

Transferable skills training

Coursework requirements

Your web profile – how to set it up

Demonstrating, Teaching & Work opportunities

Services

Photocopying, Computing, Library & Common rooms

The Library & the Research Hive

The Doctoral School

Appeals and Complaints

PG Representatives & the Student's Union

Disclaimer

Essential Information

Where to get Help.

- **This Handbook.** To save time, please check this Handbook first. It covers the commonest issues affecting Postgraduate Researchers (PGRs).
- **Your Sussex Direct account.** Your registration details, supervisors, timetable of study (if you are taking any taught modules) and other details held about you by the University can be seen by logging in.
- **Official documentation.** [The Policy on Research Degrees](#) explains the university rules that govern your doctoral programme. All documents can be found on the webpages for the Sussex Researcher School at www.sussex.ac.uk/rsao
- **Your main supervisor.** Consult your supervisor on all academic matters. The formal obligations and responsibilities of your supervisor are explained in the *Policy on Research Degrees* (link above).
- **Your second supervisor.** All PGRs are allocated an additional supervisor. Some second supervisors have a minimal day-to-day role in doctoral researcher supervision, but all have a responsibility to keep a watch on your progress. You can find the name of your second supervisor by checking into your Sussex Direct account.
- **Your Director for Postgraduate Researchers** ([Dr Miro Chlebik](#)) or **Sub-Director for Postgraduate Researchers (Physics)** ([Professor Daniel Litim](#)) You can contact us at any time, in particular if you can't resolve a matter or get help through any of the above contacts. We also welcome individual feedback on PGR matters.
- **Administrative support.** For issues concerning your funding, registration, fees, intermission etc, contact Emma Ransley in the MPS School Office or by email mpsrec@sussex.ac.uk.
- **Student Advisors.** For complex problems around family, finances, health, disability, or other issues affecting your general welfare you should make an appointment to see a Student Advisor in the Student Life Centre. <http://www.sussex.ac.uk/students/studentlifecentre/> or for general advice, speak to Emma.
- **Student Support Unit.** Providing support for PGRs with disabilities (including claiming Disabled Student Allowance) www.sussex.ac.uk/studentsupport
- **Doctoral Researcher Reps.** Student reps are elected to represent the views of students in their department. They may raise these informally with individual members of staff or more formally at committee meetings. If you have an issue you would like raised, contact the relevant rep, details are on page 15.
- **General enquiries** – ask for the Research Support Team at the School Office in the foyer area of Pevensy 2 Building.

Keep in touch!

- **Your contact details.** It's important you keep your contact details up to date. You can update them using your Sussex Direct account.
- **Email.** Your School makes extensive use of email – please check your email daily.
- **Notice Boards.** The postgraduate notice boards are in corridor adjacent to the Pevensy 2 foyer area, outside the School Office. Please check this regularly for upcoming events.
- **Staff contact details.** Contact details of all staff are here: <http://www.sussex.ac.uk/profiles/search/>. Staff responsibilities are listed overleaf.
- **The School website and Department webpages**

<http://www.sussex.ac.uk/mps/internal/researchstudents>

(This page is specifically for PGR matters).

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

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

- **Your postal address** at the University is c/o Postgraduate Pigeonholes, School of Mathematical & Physical Sciences, Pevensey-2 Building, University of Sussex, Falmer, Brighton BN1 9QH

Staff Responsibilities & Contact details

Contact details of staff can be found at <http://www.sussex.ac.uk/profiles/search/>

Full staff, technician, and doctoral researcher lists can be found here:

<http://www.sussex.ac.uk/maths/people/peoplelists>

<http://www.sussex.ac.uk/physics/people/peoplelists>

Head of School

Prof Vanessa Styles

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School Technical and Administrative Supervisor

Dr Cassandra Churchwell

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Research & Enterprise Coordinator

Emma Ransley

E: mpsrec@sussex.ac.uk

Your Thesis and University Registration

Why you must plan your Project.

For most PGRs, the project is likely to take from 3 to 3.5 years to complete. This may seem a long time, but research can be difficult and unpredictable. Failure to finish in time may result in financial hardship for you because we rarely have funds to support PGRs beyond the duration of their awards, and registered PGRs are not eligible for job seeker's benefits. It is therefore imperative that you plan and organise well in collaboration with your supervisor, and work very hard in the first two years. Your Progression Review will help you keep 'on track' in planning and executing your project.

Your thesis and registration

As your thesis approaches completion, you will be able to estimate your submission date. You should then apply for the research examination. Contact the Research Student Administration Office (researchstudentoffice@sussex.ac.uk) to ask for an application form, details of how your thesis should be prepared and presented, and how your viva examination will be conducted.

If your research is not completed by the end of your third year (full-time PGRs) and you need more time to work on your project, you will have to register again as a doctoral researcher for your fourth year. If your funding has ended, you will have to pay the fees from your own resources.

If your research work is completed or very nearly so by the end of the third year but you need more time to prepare your thesis, then registration as a 'pre-submission student' may be allowed. Pre-submission status is intended for PGRs who are writing up, and your access to university facilities is accordingly limited to the Library, IT services, and the Careers service. You may not have access to office or laboratory space, and only limited access to supervision. Pre-submission fees are currently £135 per quarter or £540 for one academic year and are payable by the doctoral researcher.

Finally, unless there are exceptional circumstances, the University does not accept thesis submissions later than the end of the fourth year (eighth year if you are part-time), so you must plan your writing-up accordingly

A “paper-style” PhD thesis

In Mathematics and in Astronomy, your PhD or MPhil thesis need not follow the traditional internal structure.

Optionally, you may submit your thesis as a bound set of papers, typically 2 - 5 in number. They need not be published papers.

They should be accompanied by an original literature review (if such review is insufficient within each component paper) and a discussion of how all the reported research fits together to tell a coherent story. The recommended size of this additional material is 6000 words.

All the standard university regulations for a PhD thesis have to be met.

A PGRs may use this structure only with their main supervisor's consent.

More information can be found on the PGRs webpages:

<http://www.sussex.ac.uk/mps/internal/researchstudents>

Academic Misconduct

You should be aware that plagiarism, fraud, collusion, personation, interference and non-compliance are all academic offences. When you first arrive at the School, and again when you submit your thesis, you will be asked to sign a statement that you understand the nature of these offences and that your research will be entirely your own work.

Collusion is the preparation or production of work for assessment jointly with another person or persons unless explicitly permitted by the examiners.

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.

Personation is where someone other than the student prepares the work submitted for assessment.

Misconduct in unseen examinations includes having access, or attempting to gain access, during an examination, to any books, memoranda, notes, unauthorised calculators, or any other material, except such as may have been supplied by the invigilator or authorised by official university bodies.

Fraud is a deliberate deception, usually involving the invention of data or the fabrication of results or observations in practical or project work

Interference is the intentional damage to, or removal of, the research-related property of another.

Non-compliance is the intentional failure to accord with the requirements governing research – whether the terms and conditions of awards, the accounting and ethical policies, or health and safety regulations.

Attendance & Absences

Attendance

Research degrees are available on both a full-time and a part-time basis. Part-time registration is considered to be 50% of full-time registration.

It is possible to switch from full time to part-time registration (or vice versa) from the start of a term providing your supervisor and the Director of Postgraduate Research agrees, and your funding body permits it.

Overseas students cannot study part-time on a Student Route visa.

The School of Maths & Physics does not offer distance learning.

Researchers are required to maintain up to date records of attendance and contact with supervisors. These records must be confirmed by your supervisors. The university is under obligation to inform the UK Border Agency of non-attendance by overseas (non-EU) PGRs.

Absences

Short periods of absence for holidays must be agreed with your main supervisor, as must attendance at conferences or visits to other universities or laboratories.

If you need a longer period of absence to attend to family problems, or for financial or health reasons, you should apply for Intermission. An application form can be found on Research Student Administration Office webpages at <http://www.sussex.ac.uk/rsao/forms/>.

You may only make an application for intermission in advance. An application for retrospective intermission is not permitted. A maximum of one year of intermission is permitted during your research degree. Intermission is taken in periods of months, beginning on the first of a month.

Please be aware that intermission is not a right and the University may set conditions for your return.

Should it be necessary for you to request intermission you should consult your main supervisor in the first instance. You should then complete an application form which is available from the Research and Enterprise Coordinator in your School. If your supervisor supports your request they will make a recommendation to the Director of Postgraduate Research who will notify the Sussex Researcher School of the final decision. The Sussex Researcher School will then write to you to notify you of the decision. There are no fees payable during Intermission and you are expected to withdraw and not attend the university; you should not be using university facilities or your allocated office or laboratory in the School while on intermission.

Intermission may require that your funding body be informed.

If you are an overseas PGRs, you should contact the International Office if you are seeking Intermission. There may be restrictions on extending your visa. See the PGR webpages for the university policy on absence for Paternity Leave, Maternity Leave, Annual Leave, and Adoption Leave. <http://www.sussex.ac.uk/mps/internal/researchstudents>

Responsibilities of PGRs and their Supervisors

Both supervisor and doctoral researcher have responsibilities. Please see the [Policy on Research Degrees](#) for more information about this.

For PGRs the responsibilities include maintaining contact, attending regularly, raising any problems in good time, and providing progress reports when required.

The supervisor must complete an annual report on the doctoral researcher's progress, provide support and advice, particularly if the working environment is hazardous, and keep to a schedule of regular meetings, among other duties.

Laboratory & Office Safety

In an Emergency

In an emergency dial **Ext 3333** from an internal phone or **01273 873333** from a mobile.

It is important that this number is used and **NOT 999** as the Security Team will meet emergency services at the entrance to the campus and guide them directly to the relevant location. Otherwise, emergency vehicles can get lost on campus and this may delay their response.

Blue emergency telephones are also provided at various locations on campus. They are directly linked to the University's 24 hour Security Service.

Security

There is a 24-hour Security Service on campus. They can be contacted on **Ext 8234** from an internal phone, or **01273 678234** from an external line, or by email on security@sussex.ac.uk

Health and Safety Office (HSO)

The university HSO can be contacted via the webpage at <http://www.sussex.ac.uk/hso>

New PGRs

Supervisors are responsible for the health and safety of the PGRs and projects they supervise. Ask your supervisor about the risks in your working environment and the procedures that have been put in place to ensure you can work safely.

It is important you read the Science Safety Procedures and Guidance information on the HSO webpages.

<http://www.sussex.ac.uk/hso/specialist/sciencesafety>

This page details the precautionary measures that must be undertaken, particularly in hazardous areas such as laboratories. They include safe use of apparatus, chemicals, lasers and radiation, radioactive materials, machinery and gases including compressed air.

All new PGRs should attend the *Laboratory & Office Safety* lecture offered as part of the induction programme.

Your Progression Reviews

About your Progression Review

The School considers it important you have a regular formal check on your progress. This is also a University requirement.

Your progress reviews should be helpful to you. You will get independent feedback on your progress and an opportunity to give feedback on the supervision you are receiving. You can also comment on the School support and facilities for PhD researchers, and request changes. You will receive guidance on your career objectives.

PGRs have the following schedule of Progression reviews. Earlier intakes have only a single review each academic year, normally taken over the summer. Part-time researchers have adjusted timescales.

1. A Starter Review, normally conducted by your two supervisors, about 3

months after you first register at Sussex.

2. A main Progression Review in your first year, about 9 months after you registered.
3. Two more Progression Reviews each 12 months after the last.
4. A Thesis Readiness Review normally held 5 months before your funding ends (if you have a studentship via the School), or 3 months before your maximum registration date.
5. Additionally, if your research is running into difficulties, the Director of Postgraduate Research may ask you to take an Interim Review. You will get as much help as possible to resolve the problems you are facing and find a clear direction forward.

The actual date you take each Review will depend on the date you started at Sussex. The dates will be adjusted forward if you need to take Intermission (Temporary withdrawal).

You will have a timetable of your Review dates in your Box folder which is used for all Review documentation. Contact the School office on mps-pgrsupport@sussex.ac.uk if you don't have a timetable.

You can find full details of the Review system on the Research Student webpages, here:

<http://www.sussex.ac.uk/mps/internal/researchstudents/progression-reviews>

When it is time to start preparations for your next Review, you will get a reminder email from the School office. After that, it is up to you to get yourself reviewed by preparing the documents and contacting your reviewers. You are asked to complete your reviews by the deadline date given on your timetable.

Research Seminar Programmes

Department of Physics & Astronomy

PGRs are expected to attend the relevant seminars of at least one of the series in the Department on a regular basis.

Lists of forthcoming talks are available from the relevant organiser, and are advertised by email or on the web pages:

<http://www.sussex.ac.uk/epp/research/seminars>

<http://www.sussex.ac.uk/tpp/research/seminars>

<http://www.sussex.ac.uk/astronomy/newsandevents/calendar>

In addition, there is an occasional series of Physics and Astronomy Colloquia, at which “big- name” speakers give general talks at a level suitable for everyone. These occur about once per term, and should be attended by all postgraduates, postdocs and faculty.

While the talks may not be on topics close to the doctoral researcher's project, it is an important part of training in research to be exposed to spoken accounts of ongoing research and to learn how to give such verbal reports.

Department of Mathematics

A programme of seminars and lectures is advertised by email to all PGRs and faculty, and also appear on notice boards and internal webpages.

The Maths & Applications Sussex Seminars (MASS) are advertised here: <http://www.maths.sussex.ac.uk/cgi-bin/World/seminar/index.cgi>

The Analysis and PDEs seminar series can be found here: http://www.sussex.ac.uk/Users/gk207/APDE_Sussex.html

Going to Conferences, Summer Schools & Travel

As a doctoral researcher you should expect to attend at least one international conference during your studies, in order to present your work to a wider audience.

Insurance

If you travel to a conference or summer school on university business, you must ensure you have University travel insurance.

<http://www.sussex.ac.uk/finance/services/corporateaccounting/insurance>

Insurance may not be needed on some Research Council-funded trips where the insurance cover is automatic.

Travel & Subsistence

Travel expenses can only be paid if the trip has been approved in advance by the doctoral researcher's supervisor. In calculating allowable expenses, it will be assumed that postgraduates possess student railcards, which they will use when possible.

Subsistence expenses will not normally be paid unless an overnight stay is required. In cases of hardship, it may be possible to arrange for advance payment of expenses.

How to re-claim

You should have access to Unit 4, the University finance system. Expenses are claimed through this system. Access to Unit 4 is set up as part of induction. If you do not have access to this system, please contact the team on mps-pgrsupport@sussex.ac.uk.

Transferable Skills Training

The UK Research Councils are increasingly expecting their PGRs to have training in additional skills. A report by the Institute for Employment Studies (commissioned by EPSRC) showed that employers particularly valued Communication Skills, Team Working and Problem Solving.

The Sussex Researcher School coordinates professional development opportunities from multiple units (e.g. Library, Careers, Teaching and Learning, IT Services, etc) for all PGRs at Sussex. These transferable skills opportunities range from workshops and lectures to e- learning modules and researcher-led open-discussions in the Research Hive in the Library.

Examples of these opportunities that take place throughout the year include:

- **Technical skills:** SPSS, LaTeX, UNIX, Matlab, Emacs, STATA, EndNote, NVivo, Dreamweaver, Writing your thesis in Word;
- **Engagement skills:** Measuring research impact and bibliometrics, Preparing a paper for publication, Poster presentations, Science journalism, Presenting at conferences, Public engagement, Presentation design, Peer review, Getting published, Media skills, Personal webpages, Communicating research to non-specialists;
- **Researcher skills:** Literature review, Writing retreats, Writing your thesis, Preparing for the Viva, Preparing for your final year, Becoming an effective researcher, Getting research funded, Research ethics & integrity;
- **Professional skills:** Managing professional relationships, Personal effectiveness, Project Management, Career management, Bringing creativity to your career, Time Management, Applications and CVs, and the Doctoral School Mentoring programme, in which research staff mentor PGRs over the course of an academic year.

Booking: Professional development events can be booked from the Sussex Researcher School website at: <http://www.sussex.ac.uk/researcherdev>

The Vitae programme of transferable skills training is available for PGRs in MPS: <https://www.vitae.ac.uk/events>

There are (limited) discretionary funds available to support skills training, which can be used to pay for attendance at a variety of external events. Talk to your supervisor in the first instance.

Additional learning and training needs

Department of Mathematics

About your PhD training

Your PhD is examined solely on your thesis and viva.

However, you are expected to undertake additional training. It is intended to broaden your subject knowledge at an advanced level and enhance your career opportunities. We hope you agree it is beneficial to you, especially as it can be tailored to your career needs.

You are expected to keep a continuous record of your training, which you provide as a document at your main Progression Review held at intervals of one year.

Your completed and proposed training will be reviewed as part of the Progression Review.

What to do next:

- Discuss your training needs

Firstly, discuss your training needs with your supervisors within a wider discussion of your broad career objectives. Decide how your training will meet the Departmental training requirement above. You should have this discussion when you first arrive at Sussex.

Review your training each year at your main Progression Review. Decide on the next steps to take.

These discussions will help you plan your training and book any courses or Summer Schools in good time. You may find the Training Needs Analysis (TNA) form helpful for the discussion.

All students may take informal training with the agreement of their supervisor from these providers:

We encourage you to make use of the Researcher Development Framework offered by Vitae via the Doctoral School. These courses are oriented to PhD research methodologies (all subject areas) and on the skills needed by early career researchers.

MPS modules at Masters level are available to you in Mathematics.

The School recommends all researchers take the Research Integrity course by Epigeum.

You can take courses offered over the internet by any other UK or European university.

Arrange your own training event! Request funding to support it from the Sussex Researcher Led Initiative Fund.

- Arranging and paying for your training

If you would like to enroll on Sussex modules, use the Module Choice form and email it to mps-pgrsupport@sussex.ac.uk office who will book you on to the module (if there is space).

You will see your study timetable on Sussex Direct.

For all other courses, book the training course yourself, directly with the training supplier.

If there is a course fee, see the "Travel and attending conferences and events" section of the Research Student webpage for how to find funding and reclaim your expenses.

- Update your Training Record

Keep your own record of training, a spreadsheet of training undertaken, when, where, what was learnt. You will need to upload this document as a part of your annual Progression Review so it's important to complete and update as you go.

Department of Physics & Astronomy

About your PhD training

Your PhD is examined solely on your thesis and viva.

However, you are expected to undertake additional training. It is intended to broaden your subject knowledge at an advanced level and enhance your career opportunities. We hope you agree it is beneficial to you, especially as it can be tailored to your career

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You are expected to keep a continuous record of your training, which you provide as a document at your main Progression Review held at intervals of one year.

Your completed and proposed training will be reviewed as part of the Progression Review.

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Review your training each year at your main Progression Review. Decide on the next steps to take.

These discussions will help you plan your training and book any courses or Summer Schools in good time. You may find the Training Needs Analysis (TNA) form helpful for the discussion.

- Training suppliers

MPS is a member Department of SEPnet. You may take courses offered by other SEPnet Departments via GRADnet. Obtain a GRADnet login to the VRE (via the OU pages) to see the available courses.

All students may take informal training with the agreement of their supervisor.

We encourage you to make use of the Researcher Development Framework offered by Vitae via the Doctoral School. These courses are oriented to PhD research methodologies (all subject areas) and on the skills needed by early career researchers.

The School recommends all researchers take the Research Integrity course by Epigeum.

You can take courses offered over the internet by any other UK or European university.

Arrange your own training event! Request funding to support it from the Sussex Researcher Led Initiative Fund.

- Arranging and paying for your training

If you would like to enroll on Sussex modules, use the Module Choice form and email it to mps-pgrsupport@sussex.ac.uk office who will book you on to the module (if there is space).

You will see your study timetable on Sussex Direct. For all other courses, book the training course yourself, directly with the training supplier.

If there is a course fee, see the "Travel and attending conferences and events" section of the Research Student webpage for how to find funding and reclaim your expenses.

Setting up your web profile

Displaying your professional profile on the University webpages is important. People in the University, and externally, can verify that you are indeed a doctoral researcher here. You can use the profile to build a record of your achievements during your PhD that you can use for future job applications. It's also good for the School to demonstrate the very active doctoral researcher community we have here in Mathematics & Physics.

Elements is the Current Research Information System (CRIS) used at the University. Elements supports the management of research activities by providing one single point of organisation, presentation and reporting for all scholarly and research activities, including research outputs. It also hosts the University staff profile pages.

Please see here for how to set up your staff profile on Elements: [Your Elements profile - Elements - LibGuides at University of Sussex](#)

Demonstrating, Teaching and Work Opportunities

Teaching work at Sussex

Some postgraduates are needed each term to help with the teaching and marking in the undergraduate workshops and demonstrating in the undergraduate laboratories.

If you are interested, please discuss with your supervisor. Further details are here <http://www.sussex.ac.uk/mps/internal/mps-tutors>

If you wish to take on teaching work, prospective Doctoral Tutors are required to complete the Starting to Teach module prior to undertaking any tutoring work. Details of this will be given to you as part of the induction programme.

Working outside the University of Sussex

Local job opportunities for part-time working are advertised in the Careers and Employability Centre, who can also offer advice and career positions after graduation. <http://www.sussex.ac.uk/careers>

Overseas PGRs on a Student Route visa can take paid work up to 20 hours per week during term time. We advise you check your visa obligations, or the Border Agency website, for any recent changes to this rule. (<http://www.ukba.homeoffice.gov.uk/>) However, Sussex University recommends any additional paid work should be limited to a maximum of 16 hours per week throughout the year, or your research work is likely to suffer.

Photocopying, Computing, Library & Common Rooms

Photocopying

There are Multi-Function Devices (Printer, Photocopier, Scanner) in the Pevensey-2 main foyer area, the 5C Kitchen and the landings on level 4 and 5.

Computing & IT

The main user area and reception for IT Services is on the ground floor of the Shawcross Building. After registration you will be issued with a username, password

and email account. Full details of facilities and services are on the IT Services webpages at <http://www.sussex.ac.uk/its>

If you need access to local computing clusters, arrange this via your supervisor.

Common Rooms & Social space

Common room space for PGRs, staff and faculty is the main foyer of Pevensey-2 and in the 3, 4 and 5C corridors of Pevensey-3, where there are communal kitchen areas.

The Library & the Research Hive

After registration you will have a Sussex student card which will allow you access to the main campus Library via the entry gates (your bar code is scanned on entry and exit).

Most relevant journals for Mathematics and the Physical sciences can be accessed on-line and copies of articles downloaded.

The catalogue is available on-line from the university webpages at <http://www.sussex.ac.uk/library>

Photocopies of other publications can be obtained by asking at the Inter-Library Request counter.

Inter-Library requests can be made online via the catalogue. If PGRs have any queries about Inter-Library requests, call at the Information Hub on the ground floor.

Research Liaison

The Library has a small team, Research Liaison, whose job it is to support researchers at Sussex. Their main role is to make sure the Library's collections meet the needs of researchers and to provide support in using those resources effectively.

1-2-1 support

Research Liaison offer bookable 1-2-1 sessions to help researchers get the most from the Library's resources. The sessions are tailored to individual research interests, such as

- Useful online resources for your subject
- Effective searching for relevant results
- Keeping up to date with research in your area

Book a session at:

<http://www.sussex.ac.uk/library/informationfor/postgraduates.html>

The Sussex Research Hive in the Library

researchhive@sussex.ac.uk

The Library has a designated area for researchers, open to all PGRs and research staff. The Sussex Research Hive provides for the first time:

- Bookable meeting rooms
- Space for informal discussion and collaborative work
- Regular events for PGRs and research staff

See also:

<http://www.sussex.ac.uk/library/researchhive>

<http://www.twitter.com/sussexreshive>

The Sussex Researcher School

The Sussex Researcher School is a University-wide structure supporting doctoral research across all Schools of Study. Sussex has over 900 PGRs who play a vital role in developing our vibrant intellectual culture. The Sussex Researcher School seeks to enable PGRs to feel fully integrated as members of this wider research community. Its web pages provide information on diverse issues including training and funding opportunities as well as the university's regulations and codes of practice for PhD researchers.

Information about services and support offered can be found here:

[Postgraduate Researchers : Sussex Researcher School : Schools and services : University of Sussex](#)

Appeals and Complaints

Problems and Grievances

If you are facing any problems or grievances, you should first consult your main supervisor, or your second supervisor. If this does not remedy the issue contact the relevant (Sub-) Director of Postgraduate Research.

You can also contact the Research Support Team in the School Office for general advice. If you wish to meet her confidentially please email mpsrec@sussex.ac.uk or mps-pgrsupport@sussex.ac.uk to arrange a meeting.

For non-academic problems the Student Life Centre <http://www.sussex.ac.uk/studentlifecentre/> offers confidential support and assistance to all registered PGRs.

Appeals and Complaints

PGRs considering making an appeal should consult the [Academic Appeal Regulations](#) for information about the relevant deadlines (10 working days following receipt of the outcome) and the grounds for appeal.

Any PGR wishing to make a complaint about their experience at the University (e.g. concerning supervision, facilities, or the conduct of a member of University staff) should follow the process outlines on the Student Hub pages: [Our complaints procedure : University of Sussex](#)

PG Representatives & the Students' Union

Postgraduate Representatives

Your postgraduate representative is a research postgraduate in the same School who may sit on certain School committees as well as University level committees and maintain a close involvement with the Students' Union.

The Student Representative Scheme is explained in detail here: <http://www.sussexstudent.com/student-reps/>

Unions

The University of Sussex Students' Union (USSU) can always be of some service if problems arise. The Student Advice Centre (SAC) <http://www.sussexstudent.com/advice> is situated in Falmer House. Free confidential and impartial advice, information, and support, is offered on a whole range of academic and non-academic issues. For details of drop-in times, or to book an appointment, please contact USSU reception in Falmer House on (87)7038

The Students' Union has a Buddy Scheme to help new students settle in at Sussex. Contact them if you would like to take advantage of this, or would like to volunteer to be a buddy. <http://www.sussexstudent.com/buddyscheme>

For further information visit the Students' Union website at <http://www.sussexstudent.com/>

Disclaimer

The information in this Handbook is believed to be correct at the time the pages were prepared, but the School and Departments cannot be held liable for errors or omissions, and we reserve the right to change the information supplied at any time.