

School of Psychology

Postgraduate student handbook

MSc in Foundations of Clinical Psychology and Mental Health



Log in to Study Direct at:
<http://www.sussex.ac.uk/studydirect>

School Office
Pevensey I, Room 2A13

2013/14

Welcome!

...from the Head of School



Welcome to the MSc in Foundations of Clinical Psychology and Mental Health at the University of Sussex! We are delighted that you are here, and I hope that your time with us will more than meet your expectations.

The School of Psychology here at the University of Sussex is one of the largest Psychology Departments in the country. We have nearly 50 teaching faculty, who are also engaged in research across the range of the discipline. There is a large community of around 80 postgraduate research students and another 80 students or so who are taking one of our Masters courses.

The School is organised as four Research Groups, of which the Developmental and Clinical Psychology Research Group will be particularly relevant to your MSc course. Details of these Research Groups, the faculty members associated with each group and activities organised by the groups are available at: www.sussex.ac.uk/psychology

This booklet gives some information about the School that we hope you will find useful. You will soon find out how to get more detailed information from our virtual learning environment, Study Direct.

I know that in these first few weeks life will seem a bit bewildering (but still exciting!). If you don't understand, or you don't know, please just ask someone. Everyone in the School is keen for you to settle in as quickly as possible, and we are only too happy to help.

I very much hope you enjoy your time here.

Pete Clifton
Head of School

Aim and Contents

This handbook will give you some useful information about Postgraduate Taught Courses at the University of Sussex – where to find things, who does what, who you can speak to about various issues. You will find that you can access a lot of information about your course and modules through **Study Direct** (for teaching materials) and **Sussex Direct** (for your official student record). These systems are designed to give you easy access to the information you will need as a student.

This handbook will provide you with some basic details about the course: please take time to read it carefully! Further useful information will also be provided in the more general *University Handbook for Postgraduate Students*.

Please ensure that you make the most of your participation on this course and of your time and opportunities at the University of Sussex. You will be expected to put in a good deal of work for the course, to use your own initiative, to work without close supervision for much of the time and to exercise a high degree of autonomy. At the same time, we aim to be as supportive as we can, both with respect to your academic progress and welfare, so if you have any questions about the programme or other things that we can assist with, please just ask!

Dr Kate Cavanagh
**Course Convenor for MSc
Foundations of Clinical Psychology
and Mental Health**



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Course Aims

The formal aims of the **MSc in Foundations of Clinical Psychology and Mental Health** at Sussex are to provide a full-time 1-year (or part-time 2-year) postgraduate grounding in research and clinical skills relevant to clinical psychology as well as a broad understanding of service provision in clinical psychology. The **School of Psychology** has research strengths in psychopathology and clinical psychology, and the MSc will be offered in partnership with the local **Sussex Partnership NHS Foundation Trust** who will be providing teaching on two of the modules and offering a limited number of research dissertation placements within the Trust. The School of Psychology also has a strong suite of popular undergraduate modules in psychopathology, abnormal psychology and clinical psychology.

Course learning outcomes.

At the end of this course a successful student should be able to:

1. Demonstrate a systematic understanding and critical awareness of the application of psychological knowledge to the practice of clinical psychology and the types of psychological and psychosocial theories and interventions employed by clinical psychologists in healthcare settings across the lifespan.

2. Describe, evaluate and perform a number of basic clinical skills relating to assessment, clinical formulation and treatment.
3. Demonstrate originality and reflective practice in the application of psychological knowledge to the understanding and treatment of mental health problems.
4. Demonstrate a comprehensive understanding of research methods relevant to clinical psychology and mental health. This will include methods to evaluate treatments and services, and to conduct research on the aetiology of mental health problems. Successful students will demonstrate a practical understanding of how established research techniques are used to create and interpret knowledge in the field of psychological therapy/intervention.
5. Demonstrate an ability to identify a research question relevant to clinical psychology. To be involved in an investigation, using appropriate research design or methodology and method in a way which demonstrates ethical and methodological awareness and to present findings in a clear and thoughtful way.

Courses & Modules

The MSc consists of taught modules and an empirical dissertation. The dissertation gives you the opportunity to carry out an in-depth piece of original research under the individual supervision of a member of faculty who is an expert in your chosen area. A taught module lasts twelve weeks (which may include one or more reading weeks), and typically involves a 2-3 hour morning or afternoon session.

A variety of teaching methods will be employed including lectures, student presentations, seminars based on prior reading, practical exercises and workshops (including computer-based workshops).

Full-time (1-year) and part-time (2-year) course syllabus information, including learning outcomes and curriculum details, can be viewed via the School web pages:

<http://www.sussex.ac.uk/psychology/internal/coursesandmodules>

Information will be available online about each of your modules, including module handbooks with reading lists and coursework information, assessment criteria, and student evaluations from previous years.

Your virtual learning environment is **Study Direct**. Study Direct is used by Module Convenors to make important announcements and to upload teaching materials (e.g., lecture slides, readings, quizzes). It also contains online forums for you to ask questions and discuss the module with students and tutors. You will find Study Direct at

<https://studydirect.sussex.ac.uk/>

You will be able to track your own progress using **Sussex Direct**. This is your personalised online gateway to University information, and presents your official student record. The system will help you keep track of your marks and attendance throughout your studies at Sussex. Behind the scenes, Sussex Direct helps your lecturers, tutors, and Academic Advisors to support your studies. You will find Sussex Direct at

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

For term dates see: <http://www.sussex.ac.uk/aboutus/keydates/termdates.php>

Dissertation

In addition to the taught modules, students are required to undertake an independent piece of psychology research under the supervision of a member of academic faculty. The dissertation reporting this research should include a substantive and systematic literature review and a research report. Details about the length of the dissertation and the submission deadline are given in the Dissertation Module Handbook. Students should begin thinking about this piece of work as soon as they join the course. Those of you on the 1+3 scheme will already have had a supervisor allocated to you. Others should look at staff web pages and feel free to speak with staff members about their interests. There will be an introductory meeting about the dissertation in the Autumn Term – details to follow by email.

During work on their dissertation, students will complete ethical approval applications and will be introduced to the British Psychological Society code of conduct. You should consult your supervisor as soon as possible about the ethical approvals that are needed for your research, as these approvals can take some time to obtain and you cannot begin your research until you have them.

* For part time students, we recommend that part-time students choose their dissertation supervisor and project at the beginning of the first year of study along with the full-time students in their cohort. Having been allocated a supervisor, part-time students can then negotiate with them the best way of managing the project workload over the two years of study.

Accreditation

The course is recognized by the Economic and Social Research Council (ESRC) as training for doctoral studies. As such, it is ideally suited for those intending to do research in psychology. As a graduate from this course, or as someone expecting to graduate, you are able to apply for “+3” funding for doctoral studies either here at Sussex or at other ESRC recognized outlets. If you already have ESRC 1+3 funding, the MRes forms the 1 (or first year) of your four-year (1+3) course.

Communication

Important information about your degree course and modules will be posted on our virtual learning environment, [Study Direct](#).

- **Course announcements:** Announcements relevant to your degree course will be posted at the top of the Study Direct start page, which you will see as soon as you log in using your University of Sussex username and password.
- **Forum posts:** The start page will show links to Study Direct sites for all the modules you are taking. Each of these sites will include a ‘forum’ where you can communicate with your tutors and your fellow students by asking and answering

questions, making comments, and posting links. Tutors will often post important information specific to your modules on these forums.

Note: By default, you will be subscribed to automatic email alerts whenever a new post has been added to a forum, but if you prefer, you can choose to receive a single daily email 'digest' of all new posts. Do this by clicking on your name in the top right-hand corner of the Study Direct page, then clicking on 'Edit Profile', and then selecting your chosen 'Email Digest Type'.

- **Course information and troubleshooting:** One of your Study Direct sites is entitled *Psychology Postgraduates*. You will find a lot of useful material about your degree course here, ranging from the criteria used by faculty to mark your work through to information about student support services. There is also a very active student forum for questions and comments relating to your degree course.

If you run into a problem on any of your modules, you can always get in touch with your tutors who will do their best to help you. But if you are having any trouble resolving a problem, or want to share your concerns about any aspect of your learning experience, the Psychology Postgraduates site also contains a *troubleshooting* form that you can complete to alert the School's Director of Teaching and Learning, Prof Robin Banerjee, to the difficulty. He will then liaise with both students and tutors to find the best solution.

Email

- The easiest way to make direct contact with individual tutors and faculty members is via email. A list of contacts in the School of Psychology can be found here: <http://www.sussex.ac.uk/psychology/internal/people>
- If you have your own computer, you will find instructions on how to set it up to receive Sussex email on the ITS web pages <http://www.sussex.ac.uk/its/>
- If you already have an email account, you can forward your Sussex email to it.

Noticeboards

Look at the noticeboards in the Pevensey 1 building for information on examinations, experiments, student reps, student mentors, etc.

Pigeonholes

There are pigeonholes in the Pevensey 1 building on the level 2 mezzanine, which you should check regularly.

Keeping your contact details up-to-date

You are able to maintain your own contact details via your official student record on Sussex Direct. It is really important that you keep your current term-time and 'home' addresses and telephone contact details up-to-date, and also provide a contact point for emergencies. We need to be able to contact you in and out of term-time.

Teaching faculty may use an automated text messaging facility to issue emergency text messages to class groups in cases of cancellation of classes, e.g. due to staff illness. This is another good reason for keeping your mobile phone details accurate on Sussex Direct. Sometimes communications can be very urgent – either as part of a group (e.g., a public health problem) or an emergency that relates to you individually.

Where to get advice and support

The School Office

You can take any question to the School Office and they will be able to give you an answer or, if not, point you in the right direction. You will soon get to know the office staff. If your query cannot be answered immediately then you will be asked to complete a query form and one of the office staff will get back to you. Your School Office staff can provide you with a 'confirmation of status' letter to confirm your status as a student at the University of Sussex. You do not need to ask your Academic Advisor for a reference for this purpose.

Where?

Psychology Office, Pevensey 1 room 2A13

How?

Reception: Open 9.00 am – 5.00 pm

Tel: 01273 876638,

psychology@sussex.ac.uk

Your Academic Advisor

For postgraduate Masters students: your Academic Advisor is your Course Convenor. The role of the Academic Advisor is to oversee your general academic progress and development through your studies. You should meet your Academic Advisor in the first week, and quite regularly thereafter. Your Academic Advisor is the person you should consult about general academic progress and skills issues, whereas if you have a query more specific to a module it is better to see the Module Convenor. Your Academic Advisor can provide you with an academic reference at the end of your studies.

Module Convenor

Every module has a member of faculty as Module Convenor (organiser) and it is their job to ensure that everything about the module – the teaching, the module documentation, supporting teaching materials, etc. – runs smoothly. If you've got a problem with a module, you should contact the Module Convenor.

Teaching faculty

All faculty have at least two published student consultation hours (also known as 'office hours') per week in term-time, the times of which are available on Sussex Direct. If you need to speak to faculty, please drop in at these times or email them to arrange an appointment.

The Student Support Team @ The Student Life Centre

The new Student Life Centre is based on the ground floor of Chichester 1 and provides high-quality advice and guidance to students. For more information on the services provided by centre, see <http://www.sussex.ac.uk/students/studentlifecentre/>

Head of School

The buck stops here! If you have a problem, and no one else seems able to sort it out, then make an appointment to see the Head of School, Professor Pete Clifton, via the Head of School's Coordinator – email: hosc@psychology.sussex.ac.uk – or simply drop in during one of his office hours.

Teaching Faculty and Research Interests

You can see all the information about School of Psychology Teaching Faculty and their Research Interests at <http://www.sussex.ac.uk/psychology/research>

Research interests of Clinical Psychologists working in Sussex Partnership Trust (you'll get more information about this during the Autumn term).

Dr Nick Lake (Clinical Director) is the course lead in our partnership with Sussex Partnership NHS Foundation Trust. This is a brief biography from him:

I have been involved in applied psychology and psychological therapy training for a number of years, as a tutor and Academic Director on the Salomons Clinical Psychology Training Scheme and in my current post where I have responsibility for shaping the workforce and training strategies for applied psychologists and psychological therapists in Sussex Partnership Trust. As a past chair of the South Thames DCP committee, I have a particular interest in supporting the ongoing development of the profession of clinical psychology in the region. My clinical interests lie in the field of adult mental health, trauma work, qualitative research and psychological consultation. I have published in each of these areas.

Dr Mark Hayward (Research and Development Director) is the research lead for our partnership with Sussex Partnership NHS Foundation Trust. This is a brief biography from him:

My career in healthcare services has spanned more than 20 years, two professions and seven NHS Trusts. I qualified as a Clinical Psychologist in 2001 and practiced clinically within Assertive Outreach and Recovery Services until 2007. Over the past three years I have developed the strategy for research and development within Sussex Partnership NHS Foundation Trust. Within academia, I was a tutor on the Doctoral Programme in Clinical Psychology at the University of Surrey for seven years. I have recently moved to the School of Psychology at the University of Sussex in order to develop my research interests. My research activities and publications span four areas: the experience of hearing voices; the involvement of service users and carers within training and research; training in psychological understandings of psychotic experiences; and recovery-oriented practice.

Credit System

Degree courses at Sussex are modular, with each academic year being a largely 'self-contained' unit of study. Sussex, like other Universities, uses a measure called "credit" which reflects this input of time. In the system used here, each academic year contains at least 180 credits (i.e. a credit is equivalent to 10 hours of student effort). These credits are divided amongst the different modules. By knowing the number of credits for each module, you will have a guide to the relative amount of work required - i.e. a 15 credit module requires half the total amount of work needed for a 30 credit module. The credit allocated to a module indicates the total amount of effort required over the duration of the module. This can include time spent on many relevant learning activities such as reading background material, preparing and writing essays, attending lectures and tutorials and revision for exams.

These figures can only be a guide. The most important reason for this is that individual students come with different backgrounds and with different strengths, and this will affect the amount of effort (and time) needed to cope with the various modules in the degree course. If you find yourself spending much more, or much less, time on a module than is appropriate for that module's credit loading, then you should talk to your module tutor and your Academic Advisor to make sure that you are spending your time effectively.

Timetabling

The University timetable is released in stages throughout the academic year. Your School Office will contact you when you can see your timetable in Sussex Direct for the following term. Please check this carefully and make sure you are allocated to the right modules and that you have no timetable clashes. If you wish to request a change to your practical or seminar groups, please contact the School Office psychology@sussex.ac.uk. Wherever possible, requests to change groups to accommodate care responsibilities, part-time work, volunteering etc. will be accommodated but please be aware that we cannot guarantee this. In many cases modules or groups will already be full leaving little scope for change.

Making your voice heard

We want you to tell us about your experience of studying at the University. Here's how you can give us some feedback.

Student representatives and the Staff-Student Committee

The Student Representative Scheme is run jointly by the students union (USSU) and the University. Student reps provide an essential link between students, the University and the Student's Union. Because reps are themselves students fellow students are happy to seek assistance from them when they have concerns or opinions about their education and experience at the University.

School level reps will take forward relevant issues to School and University level committees. All reps will meet together once a term at the School Student Experience Group to exchange information and ideas.

Further information on the student representation scheme including voting dates can be found at <http://www.studentreps.co.uk/>

Other ways of giving us feedback:

Feedback about individual modules: Module Evaluation

At the end of every module, you will be asked to complete an anonymous standard web-based module evaluation questionnaire to give your views on module teaching, module content, organisation, etc. Make sure you fill these in! They take 5 minutes to complete and give us essential feedback to help us improve your learning experience. Your responses are analysed and considered in School Committees; these questionnaires are therefore an opportunity to tell us when something is not quite right and gives the School the opportunity to fix these issues. Your responses are also an opportunity to reveal where

we are getting things right so we can encourage and promote good practice across our teaching.

Module evaluation data, and comments about the school's proposed response, are posted online. Not only does this facility let you see how your input was taken on board for a module you have completed, but you can use this information to help inform your future module choices.

What we expect from you ...

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

- Turn up! Attendance at lectures and seminars is compulsory and is monitored. If you are unable to attend, let your tutor know (beforehand, where possible).
- Prepare for seminars. Just turning up for seminars obviously is not enough. You need to have done the specified reading in advance. To turn up and say nothing, or to speak from a position of ignorance, is a waste of everyone's time. You should contribute to seminars, as well as benefiting from other people's contributions. The success of a seminar depends on everyone turning up and being committed to reading and discussing the material.
- Observe deadlines. Being able to organise your time and to plan ahead to meet deadlines is an important skill. So we insist that you meet deadlines for essays and other written work, and there are strict deadlines for work that counts towards the final mark for a module.
- Co-operate with your fellow students. You are not in a competition! Doing well does not mean doing better than others. You can learn a lot and help each other by sharing resources, such as reading material, notes and essays. Students often set up their own study groups and nearer exam time, revision groups.
- Study Space The school of Psychology has its own computer teaching labs (Pevensey 1 rooms 2D8 & 2D9). Psychology students are welcome to use this space for studying when not in use for teaching. Psychology students also have their own student/study space in Pevensey 1, room 1A1. This is your room and it is your responsibility to use it wisely and keep it tidy. Please report any facility related issues to the School Office staff.
- Use the library – both its physical and electronic resources. We have one of the best University libraries in the country, and it is especially good in its support for postgraduate teaching. To get the best from the Library, attend one of the induction sessions on offer. To help minimise the occasional bottleneck with book availability, please, don't keep books any longer than you need them. Liaise with other students on your module to share reading material.
- Use the resources on Study Direct, where you will find teaching materials and discussion forums.

Lecture Attendance etiquette

As a courtesy to your lecturer and fellow students the School asks that you abide by the following guidance for lecture attendance.

- Arrive in good time for the start of the lecture. If you are unavoidably late please enter the room with minimum disturbance and do not interrupt the lecturer.
- Mobile phones should be OFF (or at least on silent if you need to be contacted).

- Do not engage in private conversations during lectures
- Do not pack-up and/or leave before the lecture is finished.

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

REMEMBER: Lectures are compulsory and the best learning experience comes from being there as it happens. However, if you have a period of absence, try to catch up quickly. The materials (including lecture notes) posted on Study Direct should help you do this.

Research Seminars

Part of an active research environment means hearing about new research and findings, and interacting with psychologists who are well-known in their fields. The School runs, each term, a Colloquium series, where external speakers present their recent work, followed by discussion.

The School Colloquia take place on Thursdays, at 4pm. The course for the term is well-publicised by e-mail, posted on the Psychology plasma screen, and advertised in the *Bulletin*, the University's newspaper.

You are both invited and strongly encouraged to attend – Please do come!

Assessment: What You Need to Know

In the autumn term an 'Examination and Assessment' Handbook will be issued online which will give a comprehensive information on examination and assessment matters. See:

www.sussex.ac.uk/academicoffice/documentsandpolicies/examinationandassessmenthandbooks

You should also refer to the Examination Noticeboards in the Pevensey 1 building where documents showing examination timetables, etc, will be published.

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

Some of the assessment in your degree course will be by unseen examination, which vary in format, and include questions on both general knowledge of the subject and specific points. For all modules, sample papers or past examination papers, are linked to the information about the module on the Psychology School website.

Handing in assessed coursework (submission of coursework)

The procedure for any piece of assessed work will be made explicit by the Module Convenor in the Module Handbook. It is important that you are quite clear about where and when and where work must be handed in. Coursework should be normally handed in to the School that owns the module in question. If you are in any doubt please ask in the Psychology School Office well before the deadline.

Coursework should be handed in by 4pm on the deadline date to the School submissions desk. One or two copies of the work will be required depending on the module. Make sure that the correct cover sheet is attached before you hand your work in - these are available in advance from the Office. Any data disks should be attached to the work using an envelope or wallet. Only your candidate number should appear on coursework (not your name). Coursework can be handed in up to 6 weeks early. Late submissions will be subject to a penalty unless there are mitigating circumstances. Details on the relevant procedures are available from the Student Life Centre.

Giving you feedback & returning work to you.

Where coursework is handed in during a course and is intended to be formative in nature, comments and (where appropriate) grades should be communicated to you within 15 working days of the deadline. Work will either be returned via the tutor in a teaching group or via the School Office. If via the School Office, you will be sent an email saying when is the best time to collect your work. You may only arrange for someone else to collect work on your behalf if prior arrangement has been made in writing to the School Office.

Where coursework is handed in at the end of the course and is intended to act as the summative assessment for the relevant material, then the above deadline does not apply and you should expect a later return date to allow for moderation and standardisation procedures to take place.

Grades/Marks

You will get provisional grades/marks on your coursework as part of the feedback arrangement outlined above, and via Sussex Direct, but PLEASE NOTE THAT ALL MARKS ARE PROVISIONAL UNTIL THEY ARE RATIFIED BY THE EXAM BOARD. Details of your module results, including examination results, will be confirmed on Sussex Direct.

Assessment marking criteria

Assessment criteria for submitted work will be published on School web pages. There are specific criteria that apply to essays, practical write-ups and a variety of other assessment types. You should also be aware that the assessment criteria may vary slightly from one School to another, and therefore your work will be assessed on the basis of the criteria in place for the School that owns a particular module. You can check the Psychology Assessment Criteria at:

<http://www.sussex.ac.uk/psychology/internal/students/examinationsandassessment>

Word Limits

The maximum length of formal submissions (e.g. essays or dissertations) will be specified in module material. Excessive length may be penalised. The limits as stated include footnotes and/or endnotes, and quotations in the text, but do not include the bibliography, appendices, abstracts, maps, illustrations, transcriptions of linguistic data, or tabulations of numerical data. If the examiners consider that an unfair advantage has been gained by exceeding the given length for an assessment they will reduce the mark for that assessment. This means that your work should not exceed the word limit if you want to avoid a possible penalty. Word limits are especially important for relatively short pieces of work where one of the skills is to write clearly but briefly.

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 can be found via:

<http://www.sussex.ac.uk/academicoffice/resources/misconduct>

Academic Misconduct and referencing resources

S3 website on Academic Misconduct

<http://sussex.ac.uk/s3/academicmisconduct>

Advice on what academic misconduct is, and how to avoid it.

Students' Union Education Officer

education@ussu.sussex.ac.uk, office located on 1st Floor of Falmer House

Advice and representation for students accused of academic misconduct.

S3 website on referencing

<http://sussex.ac.uk/s3/referencing>

Advice on how to reference properly.

infoSuss website on referencing

<http://www.sussex.ac.uk/library/infosuss/referencing/index.shtml>

Advice on how to reference using the Harvard, Vancouver, Numeric and MLA referencing styles. For students who know how to reference and want to check the formatting styles.

Sussex Language Institute

<http://www.sussex.ac.uk/languages/english/acadev>

Runs free 'English Language and Study Skills Support' sessions for International students, including in-depth guidance on referencing.

Student Services Support Unit

studentsupport@sussex.ac.uk, 01273 877466

Runs workshops every term on study skills.

Study Direct Turnitin page (electronic reference essay-checking tool)

<https://studymdirect.sussex.ac.uk/course/view.php?id=17783&rel=home>

or navigate: Study Direct > Turnitin – Essay Checking Tool

3-step guide and FAQ on using Turnitin.

Beyond your course

School of Psychology Research Blog:

<http://www.sussex.ac.uk/psychology/research/blog>

(contributions welcome)

School of Psychology on Twitter:

https://twitter.com/Sussex_Psych

Important as your academic studies are, student life at Sussex involves more than that.

Careers and Employability Centre

All your experience at University counts! We want to work with you from the first moment you arrive on campus to enable you to develop your skills, confidence, find your sense of purpose and learn about the new career improvisation approaches that will enable you to be successful in the 21st century world of work. You will find details about all the services

we offer from part-time jobs and work-insight opportunities, careers review to workshops and events at: <http://www.sussex.ac.uk/careers/> or call in to the Library to find out more.

Volunteering

Project V: Volunteer work placement.

Project V, is a Student Union project that helps to arrange placements for students who wish to do volunteer work. Project V is open 10am-1 PM, 1.30 PM- 4.30pm Monday to Friday during term time. You are welcome to drop in and look at the volunteering opportunities available—a member of the team will give you further information about the volunteering opportunities on offer and help you decide which one is right for you. Further details can be found at <http://www.sussexstudent.com/volunteering> or you can contact the team via email: volunteering@sussexstudent.com

Get involved in the Student Union (USSU). There are masses of opportunities to get involved in clubs, societies and the political processes of USSU.

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

Health and Safety

Emergency

For any emergency, incident or accident call the **Emergency hotline on extension 3333**.
From a mobile or external line call (01273) 873333
Do not dial 999

There are a number of emergency telephones sited around the campus which will connect you directly to Security. These are easily recognisable as they are well signposted and are highlighted by a blue flashing light.

Calling the emergency hotline will ensure a prompt response from the University Emergency Team and if necessary, the Emergency Services. The Emergency hotline is staffed 24 hours a day, all year round

First Aid

For minor **first aid** assistance please contact your local Emergency First Aid at work Person, for more serious injuries dial 3333 and a Mobile Occupational First Aider will attend.

Fire

If you discover a **fire**: Operate the nearest emergency call point then call the Emergency Hotline on extension 3333 from a place of safety. The Security Office will call the Fire Brigade.

IF YOU HEAR THE FIRE ALARM:

- Make your work area safe e.g. close windows and doors
- Leave the building by the nearest exit
- Do not stop to collect any personal belongings
- Go to the local building assembly point
- NEVER PUT YOURSELF AT RISK

We hope you have found this handbook to be a useful reference guide. Please email hosc@psychology.sussex.ac.uk if you have any comments that will help to improve it.