



University of Sussex

School of Psychology

Postgraduate

Student handbook

2017/18

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

Welcome!



...from the Head of School

Welcome to Psychology at Sussex!

We are delighted that you are here and I hope that your time with us will more than meet your expectations.

Our teaching faculty are engaged in research across the full range of our discipline. You will find details of who they are and what they do through our website. You are part of a large group of postgraduates and postgraduate research students studying with us.

This handbook 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.

Everyone in the School is keen for you have a great experience here as a student, and we are only too happy to help.

I very much hope you enjoy your time here with us.



Tom Ormerod,
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.

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 Alison Roberts
Temporary Course Convenor for
MSc Foundations of Clinical
Psychology and Mental Health



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Telephone: 01273 877240
Internal: 7240

Dr Kate Cavanagh
(currently on Maternity Leave)
Course Convenor for MSc
Foundations of Clinical
Psychology and Mental Health



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kate.cavanagh@sussex.ac.uk

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 a research 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://studymdirect.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.

Communication

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

- **Course announcements:** Announcements relevant to your 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 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 course.

If you run into a problem on any of your modules, you can always get in touch with your tutors or the module convenor who will do their best to help you. You can find out when faculty have office hours on their staff details page on Sussex Direct. Office Hours are listed on the Teaching tab.

Email

- It is important that you check your Sussex email daily. This is the main way the University and the school office will keep you informed of important information.
- 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 already have an email account, you can forward your Sussex email to it. <http://www.sussex.ac.uk/its/>

Noticeboards

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

Pigeonholes

There are Postgraduate 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.

The School of Psychology Blog is available here:

<https://blogs.sussex.ac.uk/psychology/>

School of Psychology on Twitter:

@Sussex_Psych https://twitter.com/Sussex_Psych

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 Course Convenor is also your Academic Advisor. 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 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

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

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

The Student Life Centre

The aims of the Student Life Centre are to provide all Sussex students with:

- A highly accessible and responsive guidance, information and advice service
- A professional, holistic, helpful service
- Information and support to help students pre-empt and manage difficulties
- Appropriate signposting and referral to support across the university

The SLC plays a key role in ensuring that Sussex is a supportive and empowering environment for students.

They provide information, guidance, referrals and resources to enhance student transition to, and progress through, the University. For more information on the services provided by the Centre, see <http://www.sussex.ac.uk/studentlifecentre/>

The Student Life Centre (SLC) is located on the Ground floor of Bramber House:
T 01273 876767
E studentlifecentre@sussex.ac.uk
9.00 am – 5.00 pm every weekday

The aims of the Student Funding Team within the Student Life Centre are to provide:

- Efficient administration for student funding awards
- Delivery of appropriate hardship and emergency funding information and resources for students in need

For help and advice regarding your Student Finance
E: sfefunding@sussex.ac.uk

Student Support Unit

Located on the ground floor of Bramber House, the Student Support Unit (SSU) is a team of specialist advisors who work with students who may need support at the university due to a long term condition. The SSU offers advice and guidance to support you in your studies and examinations. The team of specialist Advisors support anyone with a long term condition. Please see the [Student Support Unit website](#) for further information on the support available.

You will need to register with SSU and provide them with professional evidence of your long term condition. This could be a medical letter from your GP or consultant or a report from an educational psychologist or specialist teacher.

You can book an appointment with one of the Dyslexia Advisors who will undertake an initial screening and provide you with advice on what to do next.

The [Student Support Unit](#) has specialist Mental Health and Autism Spectrum Advisors experienced in providing advice and recommending reasonable adjustments to support you in your studies.

If you have a temporary disability the SSU may also be able to support you. For example, if you have broken your arm and are about to take examinations.

T 01273 877466
E studentsupport@sussex.ac.uk
Location: Bramber House

University Counselling Service

The [University Counselling Service](#) can also provide you with support. They are located in the Health Centre building at the top of the campus.

Opening Hours

Monday - Friday 9.00 - 13.00 and 14.00 - 17.00

Tuesday & Wednesday 9.00 - 13.00 and 14.00 - 21.00 (17.00 - 21.00 term time only)

T: 01273 678156 during office hours

or leave a message on our confidential 24-hour answer phone

E: counsellingreception@sussex.ac.uk

Reception Opening Times: 9.00am - 5.00pm Monday to Thursday, 9.00am - 4pm Friday

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 Tom Ormerod, 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 and other NHS trusts (you'll get more information about this during the Autumn term).

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.

Dr Kathy Greenwood (Senior Clinical Research Fellow, and Chartered Consultant Clinical Psychologist):

I am Hon. Senior Research Fellow in the University of Sussex, School of Psychology and Consultant Clinical Psychologist, in the R&D Department of Sussex Partnership NHS Foundation Trust. I am director of the Sussex psychosis research interest group (www.sussex.ac.uk/spriglab) and am the Psychosis Research Lead in the trust.

I trained at the Institute of Psychiatry, completing my PhD in 1999 and my Clinical Psychology Doctorate in 2002, and then worked at the National Psychosis Unit at the South London and Maudsley Hospital until my move to Sussex in 2008. My research interests include (i) youth engagement in mental health understanding and help seeking and (ii) the role of internal (cognition, metacognition, self-beliefs) and external (mental health services, psychological treatments) factors on recovery, function, physical health and social inclusion outcomes in psychosis. I have 20 years research experience, funded by grants from the National Institute for Health Research.

Dr Alison Roberts (Chartered Clinical Psychologist and BABCP Accredited CBT Practitioner) teaches on the course and is currently convening the course to cover for Kate Cavanagh's maternity leave.

I qualified as a Clinical Psychologist from the University of Sheffield in 2004 and completed a Post Graduate Diploma in CBT at the University of Oxford in 2008. I have been working in the NHS since 1999 and from 2008 until 2017 my clinical work was at the Centre for Anxiety Disorders and Trauma (CADAT) at the Maudsley where I worked with people with all types of anxiety. My main focus was CBT for people with severe OCD and BDD who have not responded to previous treatment. I provided clinical supervision to DClinPsy and IAPT trainees, qualified psychologists on placement at CADAT and the Croydon IAPT team. I have recently changed my clinical work and now work 2 days a week in the Neurobehavioural Service of Sussex Partnership NHS Foundation Trust working with adults with tics & tourettes, ADHD and autistic spectrum conditions. I have been teaching at the University of Sussex since 2015.

Credit System

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. Your postgraduate course consists of 180 credits (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

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.sussexstudent.com/student-reps/>

You can find the list of Psychology student reps and their contact details here:

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

Other ways of giving us feedback:

Feedback about individual modules:

All module convenors conduct their own informal module evaluations mid-way through the teaching term. This helps convenors to identify and fix any problems before its too late — please do participate! Of course, you are also welcome to e-mail your convenor at any time with comments, suggestions, complaints or praise.

Feedback about your course:

An on-line course evaluation questionnaire is administered by the University at the end of each academic year. This allows you to evaluate your individual modules, but also your Psychology course as a whole. Responses and comments are extremely useful, and taken seriously, giving 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.

What we expect from you ...

Being a student carries responsibilities;

- Turn up! Attendance at lectures and seminars is compulsory and is monitored. If you are unable to attend, please email psychologyabsence@sussex.ac.uk and 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 and 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 important 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.

Attendance, absence and Engagement

You are expected to be 'in attendance' at the University for the full duration of the published term dates for your course of study. That means you should be regularly attending lectures, seminars, labs etc. and committing time to your studies to be in a position to comply with academic and administrative expectations.

Research shows that students who attend regularly are more likely to achieve a better degree result than those who do not.

The university has an 80% attendance policy in place, so it's really important that you let us know if you are ill or cannot attend classes so that we can register this as a notified absence.

If you are unable to attend your seminars or workshops, you need to send an email to psychologyabsence@sussex.ac.uk setting out the following information:

- Seminar(s) / workshop(s) that you will be absent from (list all of them)
- Tutor name
- Brief reason for absence

Students who are unable to attend or engage for more than 6 days due to illness, incapacity or other situation will need to provide a medical certificate (or suitable alternative professional evidence). This must be sent to the Psychology School office, addressed to "Psychology Absence". If suitable evidence is provided, then the Psychology Director of Student Experience will authorise the absence, and will agree a return to study plan to ensure that the student can continue on their current programme of study. If a medical certificate (or suitable alternative evidence) is not provided, or the Psychology Director of Student Experience is not satisfied with the evidence provided, the absence may not be authorised.

Attendance is monitored regularly. If you are identified as having poor attendance you will be contacted and expected to discuss your attendance with your academic advisor, the Student Life Centre, Student Support Unit or the Psychology Director of Student Experience.

Where a student does not respond to contacts or improve their attendance or engagement, or a student's absence is expected to prevent them from progressing on their course, this will then lead to a School Student Progress Committee Meeting. **Students can then be temporarily withdrawn or permanently withdrawn from the course depending on the situation.**

To avoid this happening, please make sure you inform us of any absences and that you respond to any contacts (email or letter) about your attendance so we can help you to re-engage with your course.

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 3pm (unless otherwise advertised). The programme for the term is well-publicised including by e-mail.

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

Assessment: What You Need to Know

An 'Examination and Assessment Handbook' is online which will give comprehensive information on examination and assessment matters. See:

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

You should also refer to the Examination Noticeboards in the Pevensey 1 building where documents showing examination timetables, etc., will be published as well as your assessments timetable on Sussex Direct.

A variety of assessment modes are used to develop and test different types of knowledge, skills and aptitudes. The assessment modes have been approved to test the course and module learning outcomes. Written submissions usually form an integral part of assessment at all levels. Written submissions include essays, reports, logs etc as appropriate to the module and the skills that you are being expected to develop. *Examinations usually focus more on your ability to use your knowledge of the subject, rather than simply testing your memory for facts.* Feedback is provided to support you in future assessments.

Unseen examinations are typically used to assess your level of knowledge and/or understanding of the discipline without the support of textbooks, notes or internet resources, unless these have been specifically permitted by the examination rubric. For students registered with the Student Support Unit an alternative mode may be approved as a Reasonable adjustment with the Student Support Unit. However, when, in accordance with the academic judgement of the School, where an unseen exam has been approved for a module to assess competence standards, learning outcomes and any accreditation requirements, an alternative mode may not be approved as a Reasonable Adjustment for a student registered with the Student Support Unit. If you have any concerns, please discuss these with the Student Support Unit, who will liaise with the school.

Information on the following can be found at the link below:

- submitting your work
- missing a deadline
- late penalties
- Plagiarism and Collusion - Academic Misconduct
- extenuating circumstances
- Exams
- Help with managing your studies and competing your work
- Assessment Criteria

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

Giving you feedback & returning work to you.

Where coursework is handed in during a module 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 module 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 your module handbooks and you should never exceed this limit. The limits as stated include footnotes and quotations in the text, but do not include reference lists or appendices. 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 concisely.

In cases where the word limit has been exceeded by more than 10%, the Marker need only consider work up to the designated word count, and discount any excessive word length beyond that to ensure equity across the cohort.

What is Academic Misconduct?

Academic misconduct is cheating. It includes plagiarism, collusion, fabrication of results, and cheating in exams. **It also includes asking someone to write assignments for you, or buying an essay from an essay writing company. This sort of cheating is known as 'personation' and is treated very seriously by the university.**

You will find more detailed definitions and information about academic misconduct in your [Examination and Assessment handbook](#).

To protect yourself from committing academic misconduct, you should understand what it is and learn some of the common mistakes students make.

This section will show you what academic misconduct is, when it usually happens, and how to avoid it. Before we look at the details, take note of the three rules which should guide you throughout your academic career.

The three golden rules for avoiding academic misconduct

1. Remember that all the work you submit has to be your own. If you refer to another person's work, you must acknowledge it properly. Find out how to do this on the S3 [referencing](#) pages.
2. If you are unsure whether what you are doing is correct, ask for help. Your tutor or Academic Advisor can help you with academic enquiries. Student Mentors and RLF Writers in Residence also offer free assistance.
3. If you are suffering from difficult personal circumstances, don't keep it to yourself. You can receive confidential help from the [Student Life Centre](#) if you have been affected by mental or physical illness, or problems such as bereavement.

With these rules in mind, the following S3 pages give more detailed guidance on different kinds of academic misconduct and how to avoid them. The final section gives advice on how academic misconduct is handled, and what to do if you have been accused of academic misconduct:

- [Plagiarism](#)
- [Collusion](#)
- [Other types of misconduct](#)
- [Consequences of academic misconduct](#)

Finally, find out how much you know with our [academic misconduct quiz](#).

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.

For more information: <http://www.sussex.ac.uk/s3/?id=33&site=normal>

Useful links:

Students' Union UG Education Officer

<http://www.sussexstudent.com/about-us/full-time-elected-officers/>

Office located on 1st Floor of Falmer House

Advice and representation for students accused of academic misconduct.

Student Union Support and Advocacy Team

advice@sussexstudent.com

01273 877038

S3 website on referencing and 'Study Skills' tab on 'Psychology Undergraduates' study direct site, link on 'useful resources' block on all module study direct sites

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

Advice on how to reference.

Sussex Centre for Language Studies

<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.

Buddy Scheme

<http://www.buddyscheme.com/>

Have you just graduated but staying on at Sussex to do a Masters? Sign up to be a Buddy Volunteer and help a new Postgraduate in September! Your knowledge is invaluable and you will be making a difference to someone else. You can also sign up to Buddy Scheme to be paired up with a Buddy. More information about the scheme can be found on the link.

Beyond your course

We recommend that you pay an early visit to the **Career and Employment Centre (CEC)** for advice to help you get ahead.

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

They can help with:

- job-hunting – individual discussion and group sessions to hone your strategies for starting your career
- CV preparation and advice, and researching potential employers
- information on different types of work, career pathways, employers, vacancies, further training/study, reference books and various takeaway publications
- career events designed to put you in touch with employers, Sussex alumni and professionals: from workshops to help you secure that first interview, to fairs and employer talks about graduate opportunities
- skills workshops
- a range of events focusing on different aspects of graduate recruitment
- web pages featuring information on building experience, part-time jobs, finalist and graduate vacancies.

Volunteering

Volunteering is a great way to make friends, get to know the city, learn new things, develop skills and help other people. A variety of volunteering schemes are run by the Student Union. Further details can be found at <http://www.sussexstudent.com/volunteer/>

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

<https://www.sussexstudent.com/sport-societies-media/>

Health and Safety

Emergencies

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. [Emergency Telephones](#)

What happens when I dial 3333

The call is linked through to Security who are available to take your call and after taking your details, will alert a Mobile First Aider of the need to attend the first aid call. If the emergency services are required, Security and the mobile first aider will co-ordinate the response.

First Aid

For all first aid emergencies dial **3333**, this call will go through to the Security Office who will alert the Universities First Aiders. If an ambulance is required, security will also arrange this.

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