

## Contents

<b>Welcome</b> .....	4
<b>Part 1 – General Information</b> .....	5
<b>Term Dates 2015-16</b> .....	5
<b>Registration</b> .....	6
<b>Late Registration</b> .....	6
<b>ID Cards</b> .....	7
<b>Schools and Departments</b> .....	8
<b>Communication</b> .....	8
<b>University Regulations and Policy</b> .....	9
<b>Student Discipline</b> .....	9
<b>Copyright</b> .....	10
<b>Data Protection and Record-keeping</b> .....	12
<b>Processing Your Personal Data</b> .....	12
<b>Sensitive Personal Data</b> .....	13
<b>Disclosing Your Personal Data to Third Parties</b> .....	14
<b>National Data Collection: HESA</b> .....	15
<b>Sussex Alumni Network and your personal data</b> .....	16
<b>The Sussex Campus</b> .....	18
<b>Campus Map</b> .....	18
<b>Protection of the Environment</b> .....	18
<b>Security on Campus</b> .....	19
<b>General Safety Matters</b> .....	19
<b>Reporting Potentially Hazardous Situations</b> .....	19
<b>Keeping Safe</b> .....	19
<b>Accidents and Emergencies</b> .....	21
<b>Travel</b> .....	22
<b>Car Parking on Campus</b> .....	22
<b>Buses</b> .....	22
<b>Trains</b> .....	22
<b>Cycling</b> .....	23
<b>Taxis</b> .....	23
<b>Part 2 – Academic Matters</b> .....	24
<b>Transferring course</b> .....	24

<b>Transferring within the University</b> .....	24
<b>Transferring out of the University of Sussex</b> .....	24
<b>Temporary withdrawal</b> .....	24
<b>Attendance</b> .....	25
<b>Independent Study</b> .....	25
<b>Assessment</b> .....	26
<b>Electronic Submission and Feedback</b> .....	26
<b>Turnitin</b> .....	26
<b>Examination arrangements</b> .....	27
<b>Disabilities, mental health conditions and specific learning difficulties</b> .....	27
<b>Religious observance</b> .....	27
<b>Use of calculators in examinations</b> .....	28
<b>Marking your work</b> .....	28
<b>Feedback on assessment</b> .....	28
<b>Moderation</b> .....	28
<b>External examiners</b> .....	28
<b>Completion of each year of study</b> .....	28
<b>Exceptional Circumstances (previously Mitigating Evidence)</b> .....	29
<b>Academic Misconduct</b> .....	29
<b>Sussex Choice</b> .....	31
<b>Electives and Pathways</b> .....	31
<b>Study Abroad</b> .....	31
<b>Research Students</b> .....	34
<b>Graduation</b> .....	37
<b>Transcripts and Certificates</b> .....	37
<b>After graduation</b> .....	38
<b>Complaints and Appeals</b> .....	39
<b>Academic appeals</b> .....	39
<b>Student complaints</b> .....	39
<b>The Office of the Independent Adjudicator</b> .....	40
<b>Students on programmes validated by the University</b> .....	40
<b>Part 3 – Support and Services</b> .....	41
<b>Library</b> .....	41
<b>IT Services</b> .....	42
<b>Support for your studies</b> .....	43
<b>Induction and re-induction</b> .....	43

Advice on module choices and options .....	43
Advice on your academic progress .....	43
Skills Hub .....	43
S3: Study Success at Sussex.....	44
Writing Skills development (Royal Literary Fund) .....	44
Sussex Centre for Language Studies .....	44
Writing Skills development (Royal Literary Fund) .....	46
Sussex Centre for Language Studies .....	47
Student Life Centre.....	48
Money Matters.....	48
Funding and advice.....	49
Paid employment .....	49
Dealing with debt .....	49
Useful Contacts Outside of the University .....	50
Student Support Unit (SSU) .....	53
University Counselling Services .....	54
Health and Wellbeing.....	54
Health Centre .....	56
Dentist .....	57
Chaplaincy .....	58
International Student Support.....	59
Paid employment .....	59
Careers and Employability Centre .....	60
Sussex Universities Service Units.....	62
Sussex University Royal Naval Unit (Sussex URNU).....	62
Sussex Universities Officer Training Corps (UOTC) .....	63
Sussex Universities Air Squadron .....	63
Accommodation .....	64
Childcare .....	67
Sussexsport.....	68
Sports Scholarship Scheme .....	69
Active US.....	70
Students' Union Services.....	72
Eating and Drinking on Campus.....	75
Shops and Facilities .....	75
Useful Contacts Outside of the University .....	75

# Welcome

Welcome to the University of Sussex.

Studying at university is one of the most exciting and rewarding things you will ever do.

At Sussex, our aim is to provide a stimulating environment, state-of-the-art resources, and a curriculum designed to help you gain the skills and experience to enable you to fulfil your potential.

The purpose of this Handbook is provide a quick guide to services, how to access them and what to do when things go wrong.

It is also important that students make themselves familiar with the University regulations governing academic and professional life on campus.

This is your chance to challenge and stretch yourself, to meet people from a wide variety of backgrounds, countries and cultures and to build the foundations for your success.

Good luck for your future with us.

Sharon Jones  
Academic Registrar

## Part 1 – General Information

Term Dates 2015-16		
<b>Arrival Weekend</b>	New Undergraduates attend	Sat 12 Sep 2015
<b>Freshers' induction</b>		Mon 14 Sep 2015
<b>Autumn Term<sup>#</sup></b>	Teaching induction (all attend)	Thur 17 Sep 2015
	Teaching starts	Mon 21 Sep 2015
	Teaching finishes	Fri 11 Dec 2015
<b>Christmas vacation</b>		Sat 12 Dec 2015 – Sun 03 Jan 2016
<b>Private study period</b>	Attendance only if required*	Mon 04 Jan - Wed 06 Jan 2016
<b>Mid-year assessment period starts</b>	Attendance only if required*	Thu 07 Jan 2016
<b>Mid-year assessment period ends</b>	Attendance only if required*	Fri 22 Jan 2016
<b>Inter-session week</b>		Sat 23 - Sun 31 Jan 2016
<b>Spring Term<sup>#</sup></b>	Teaching starts	Mon 01 Feb 2016
	Teaching finishes	Fri 06 May 2016
<b>Winter Graduation</b>		Tue 19 - Fri 22 Jan 2016
<b>Easter teaching break and Spring Vacation</b>		Sat 19 Mar – Sun 03 Apr 2016
<b>Private study period</b>	Attendance only if required*	Mon 09 - Wed 11 May 2016
<b>Summer Term<sup>#</sup></b>	Year-end assessment period starts	Thur 12 May 2016
	Year-end assessment period ends	Fri 10 Jun 2016
<b>Summer vacation</b>		Sat 11 Jun 2016
<b>Summer Graduation</b>		Mon 18 - Fri 22 July 2016
<b>Resit period</b>	Attendance only if required	Late August - early Sep: tbc

# Term dates for all students:- UG, PGT and PGR

\* Students will need to attend if they have examinations and submission of assessments due, and should consult their assessment information on Sussex Direct. Please note that exams may be scheduled on Saturdays

Further information about term dates and other key dates can be found at:

<http://www.sussex.ac.uk/aboutus/keydates>

## Registration

Registration is the formal process of becoming a member of the University and where you agree to the University's current regulations and pay your fees and other charges. Completing the registration process will enable you to attend lectures, receive tuition, sit examinations, register with the Library and other facilities, and be a member of the Students' Union. You will need to complete registration at the start of each academic year and you can find details of how to register on the following page:

[www.sussex.ac.uk/studentsystems/registration/howtoregister](http://www.sussex.ac.uk/studentsystems/registration/howtoregister)

Online registration for students starting in 2014 opens on 1 September 2014:

<https://direct.sussex.ac.uk/register.html>

You are asked to confirm personal details, home address, term address and next of kin. You are also required to pay, or set up a payment arrangement (e.g. recurrent credit/debit card payment), for any rent or tuition fees for which you are liable. Debts cannot be carried forward from one academic year to the next. The University's terms and conditions for payment and debt recovery can be found at:

[www.sussex.ac.uk/finance/services/feesandincome/studentaccounts](http://www.sussex.ac.uk/finance/services/feesandincome/studentaccounts)

If the University has received confirmation of payments being made on your behalf such as support through Student Finance England, a research council, or any other third party sponsor, this will show on the online registration system and you will only have to pay for any portion of the fee or rent for which you are responsible. Information about how to pay your tuition fees and other charges can be found at:

[www.sussex.ac.uk/finance/services/feesandincome/studentaccounts](http://www.sussex.ac.uk/finance/services/feesandincome/studentaccounts)

You should be aware that by registering you are agreeing to abide by and accept the University's [ordinances and regulations](#); the [Library regulations](#) at the University; regulations for the [Use of Computers and Computer Networks](#); and the University's general terms and conditions, as set out in our [undergraduate prospectus](#) and [postgraduate prospectus](#).

## Late Registration

The penalty for late registration with the University is £50. If you know in advance that you will be unable to register by Friday 26 September it may be possible for an exemption from the penalty and you should write to:

Registration Officer  
University of Sussex

Sussex House  
Falmer  
Brighton  
BN1 9RH

You can register late at the Student Accounts office, in Sussex House. If you have not made special arrangements and do not register before Friday 3 October, you will be liable to pay the penalty.

## **ID Cards**

You are given a joint ID/Library/NUS card as part of the registration process in the first year of your course. This card will be valid for the duration of the programme upon which you have registered. Lost cards can be replaced by going to the Print Unit – a charge of £10 will be made for replacing lost cards. Where details are incorrectly printed on the card or subsequently become incorrect, because you change mode of attendance from Full time to Part Time for example, a replacement card can be issued free of charge.

During online registration you are asked to upload a passport photograph of yourself. The system allows you to crop the image but the final image should have only you in the picture, facing the camera and only show head and shoulders. There is full guidance on acceptable images on the [registration website](#).

Images that don't meet the criteria will be rejected and you'll receive an email asking you to upload another image. If you are not able to upload a suitable image this will not stop you from completing online registration but you may have to queue to get your identity card issued when you arrive.

## Schools and Departments

There are 12 main schools in the University including the Brighton and Sussex Medical School (BSMS) which is a partnership between the Universities of Brighton and Sussex with the NHS. There is also the Doctoral School which supports doctoral researchers across the University. You can access websites for your school and/or departments at the following link:

[www.sussex.ac.uk/schoolsandservices/schools/](http://www.sussex.ac.uk/schoolsandservices/schools/)

Your school or department will provide you with any appropriate handbooks related to your course and modules. For taught students, the curriculum for your course can be found online at:

[www.sussex.ac.uk/schoolsandservices/schools/courses](http://www.sussex.ac.uk/schoolsandservices/schools/courses)

You should familiarise yourself with the key contacts and any relevant processes within your school and department.

## Communication

It is essential that you keep us informed of your current term-time and 'home' addresses and provide a **contact in an emergency**. We need to be able to contact you both during and out of term-time and you will need to provide us with a mobile phone number and keep it up to date.

We need to communicate with you for a variety of reasons. Paper-based communications will be sent via pigeonholes or posted on main notice boards in Schools. You are expected to check these on at least a weekly basis.

Sussex Direct gives you online access to the information and facilities you need to support your academic and administrative interactions with the University. Your password-protected personal login will give you access to your University email account and other information. It is essential that you attend the induction IT training that you will be offered and that you become a regular user of your Sussex Direct account, regardless of what subject you are studying. **Official University communications with you will often be sent via email rather than on paper. It is essential that you regularly monitor your university email** and you should check your email at least twice each week during teaching periods.



## University Regulations and Policy

The Regulations contain detailed rules about staffing procedures, student disciplinary and appeals procedures, the Students' Union, the composition of Council and Senate, titles of degrees and Schools, roles of Heads of Schools, lists of collaborative institutions, academic titles and dress, the various degree courses awarded by the University, and general University regulations (library, ICT, administrative). The Regulations are updated annually and approved by the university's Council and/or Senate and the full list can be accessed at the following link:

[www.sussex.ac.uk/ogs/govdocuments/regulations](http://www.sussex.ac.uk/ogs/govdocuments/regulations).

**You should be aware that by registering with the University you are agreeing to abide by and accept:**

- the University ordinances and regulations including the Library regulations
- the University regulations for the Use of Computers and Computer Networks

### Student Discipline

The University's Regulation on Student Discipline states that "*students shall maintain a standard of conduct which is not harmful to the work, good order or good name of the University*". We expect all members of the University community to treat each other with dignity and respect and, as far as possible, to try to prevent any breach of discipline. All members of the community are asked to report any occurrence which they believe may be in breach of the University's Regulation on Student Discipline.

If an alleged breach of discipline is reported, it is notified to the Chair of the Student Discipline Committee (a body consisting of members of academic staff and either the Welfare Officer or the Education Officer of the Students' Union which oversees policy and procedures around student discipline). The Chair of the committee (consulting with members as necessary) will determine what action, if any, should be taken in each case. If there is a case to be answered and the matter is of a serious nature, the Chair will refer the case to a Student Disciplinary Panel, which will hear the case. If there is a case to be answered but the matter is not considered serious enough to justify a Panel, it will be referred to the Head of School (or equivalent head of a professional service), who will decide whether or not a penalty should be imposed.

If you are on a course of study leading to professional recognition or accreditation you should be aware that some discipline offences may be considered separately by a body constituted within your School under fitness to practise/termination of training provisions. Where this may be an issue the provision is detailed in regulations and handbooks for the specific course or courses.

If you want to report a breach of discipline you should contact the Secretary to the Student Discipline Committee, in the Planning, Governance and Compliance division, with relevant details, including identification of those involved in the incident and any witnesses. Further information is available at:

[www.sussex.ac.uk/governance/studentdiscipline](http://www.sussex.ac.uk/governance/studentdiscipline).

## **Copyright**

Students must abide by copyright law and relevant licences in any copying they undertake of works in copyright (such as books, journals, DVDs, videos and information on the Web).

There is a provision under the Copyright, Designs and Patents Act 1988 for individuals to make single copies of a limited portion of a book, or a journal issue for the purposes of research or private study for a non-commercial purpose. The amount that can be copied is not defined by the Act but the extent of copying must not harm the economic interests of the copyright owner (fair dealing). It is generally accepted that copying should not exceed one chapter from a book or one article from an issue of a journal. From 1<sup>st</sup> June 2014, this provision has been extended to cover limited copying (short extracts) from all types of copyright work, including sound recordings, films and broadcasts, subject to fair dealing for research or private study. Further copyright guidance is available from the Library here:

<http://guides.lib.sussex.ac.uk/copyright>

Audiovisual materials are to be used for educational purposes only. They may not be shown to a fee paying audience and no unauthorised copies may be made.

The Library subscribes to many online resources, such as electronic databases and journals and eBooks. In addition to copyright law, the use of these resources is governed by licences which the University has signed with the relevant publishers and information providers. A link to the terms and conditions of use are displayed on the home page of individual resources. It is important for students to familiarise themselves with what sort of copying is permissible. Posters are displayed at self-service photocopying and scanning facilities around the University, setting out in broad terms what is allowed. Further copyright guidance is available here:

<http://www.sussex.ac.uk/ogs/policies/information/copyright>.

You should note that it is illegal for anyone to sell photocopies without the copyright owner's permission. If anyone tries to sell you photocopied material off campus, you should be extremely cautious as this could be an illegal activity. The University is, however, authorised by the Copyright Licensing Agency to produce paper study packs on a cost-recovery basis. Additionally, designated University staff are authorised to scan from printed material, published in the UK or the USA (subject to the limits and exceptions of the Licence) and make digital copies available to students registered on a particular course.

Information about various copyright issues in relation to the University's computing facilities (e.g. the use of software and Electronic Library resources) is contained in the University's Regulations for the Use of Computers and Computer Networks:

[www.sussex.ac.uk/infosec/policies](http://www.sussex.ac.uk/infosec/policies).

Please note that downloading music files from the internet is illegal if the recordings are protected by copyright and the copyright owner's permission has not been obtained. Even in instances where there is no issue of copyright protection, students may not use University facilities to download music files unless this is part of an authorised project.

## Data Protection and Record-keeping

The University is registered to hold data about you under current UK Data Protection law. Processing personal information is necessary for the operation of the University as an educational institution.

### Processing Your Personal Data

Examples of how your information will be used are as follows:

- To administer your studies, record academic achievements, to determine and record your overall award outcome. The precise way in which your assessments are calculated is published in the relevant examination handbooks and programme documentation. We retain a permanent record of all awards of the University (see Disclosure to third parties, below).
- To assist in pastoral and welfare needs.
- To administer the financial aspects of your registration as a student (e.g. payment of fees, debt collection).
- To administer your tenancy, if you become a tenant of accommodation owned or managed by the University (e.g. rents, debt collection).
- To manage University facilities (e.g. Computing, Library and sports facilities).
- To produce management statistics.
- To monitor equal opportunities policies (e.g. in relation to the Equality Act 2010, disability discrimination, etc.).
- To administer employment processes, should you choose to work at the University.
- For security and disciplinary purposes (e.g. through the use of security cameras and reports of incidents compiled by security staff and others).
- To enable our continued contact with you after you complete your studies, e.g. surveys of graduate work destinations and the work of the Development and Alumni relations Office.

Additional processing may be required for students registered on specific programmes (e.g. teaching and social work), students with certain funding arrangements, or students choosing to pursue studies abroad.

Under the Data Protection Act 1998 an individual can request that such processing should not occur. In practice this would mean that the individual could not continue as a student of

the University, since the University would be unable to carry out its basic operations, for instance processing examination results and determining final degree results.

However, the University is able to offer some choices about the way your data will be used:

- Whether your photograph, as printed on your University ID card, is made available to staff within the University and for limited use on departmental notice boards.
- Whether you are happy for the University to release your contact details to a limited number of organisations which work with the University, sometimes on a commercial basis.
- Whether you are happy for us to pass your contact details to the Students' Union.

You can make these choices when you register via Sussex Direct. In addition, under certain circumstances – e.g. where you can present genuine reasons for asking the University not to release any information about your presence at the University, we can remove you from internal directories and flag your details appropriately on the student database. For further information on choices around the use of your personal data, please contact the Student Records and Systems Office.

**In-person enquiries:** 10.00am – 4.00pm, Level 1, Bramber House

**Postal address:** SSRO, Level 1, Bramber House, University of Sussex, Falmer, Brighton BN1 9QU

**Telephone:** +44 (0)1273 877093

**Email:** [studata@sussex.ac.uk](mailto:studata@sussex.ac.uk)

The University may also use external companies ('data processors') to assist with producing management statistics and other analytical information. In these situations your data would be provided to a third party for a limited time, for the University's purposes only, and destroyed once the work was complete. Data processors would not have access to your data for any other purpose.

## **Sensitive Personal Data**

Some of the information about you that the University holds, such as your ethnic origin, is classified as sensitive personal data. This is collected to meet Government requirements, to monitor whether our equal opportunities policies are working and to ensure that disabled students and other underrepresented groups receive appropriate support. In addition to the normal standards of confidentiality set out below on the release of your data to third parties (outside the University) we also carefully control access to sensitive data within the University, so that it is only available to people who need to know. The University has a special protocol on the disclosure of sensitive information when there are exceptional circumstances, e.g. there is a risk to a student's health or safety, a student is at risk of serious abuse or exploitation, a student's behaviour is seriously affecting others, there is a possibility that a criminal or serious disciplinary offence has been committed, or where a

student's health or behaviour may compromise the University's responsibilities to outside agencies, such as partner institutions or practice placements.

The University has a code of practice covering how staff should handle student personal data:

[www.sussex.ac.uk/ogs/policies/information/dpa/staff/studentdata](http://www.sussex.ac.uk/ogs/policies/information/dpa/staff/studentdata).

The general principle is that student data should be shared amongst staff only for the purposes of carrying out their normal duties. In interpreting this principle we try to be sensitive to the differing situations of groups of students. For instance, home/local contact details for *full-time* students are not normally available to members of academic staff, but tutors on *part-time* programmes *are* given access to students contact details, else essential communications could be compromised. These variations to the principle of restricted access are allowed only where there is a clear balance of benefit to students themselves.

### **Disclosing Your Personal Data to Third Parties**

We are required by law to collect and provide information on students to certain external agencies. These bodies include the Higher Education Statistics Agency (see 'HESA' section below), Student Loan Company, local education authorities and other grant-awarding bodies and local taxation authorities. We are also obliged to release information to the Benefits Agency, police and similar law officers undertaking criminal investigations, and in certain circumstances to officers of the Court in relation to civil proceedings. From time to time, institutions are asked to provide data they have collected to the Higher Education Funding Council of England or to other bodies acting on the Council's behalf, which may include personal details of students. As an example, the University may be required to provide student contact details for National Student Surveys.

Unless you have given permission for additional information to be provided, the only information which will normally be released to an appropriate third party (other than the special agencies referred to above) while you are a student here is:

- the fact that you are a student here.
- the mode of attendance of your course (e.g. full-time or part-time).
- the date you started and the date you are expected to complete the course.
- the degree awarded and classification (but not failure).

The following may also be confirmed to third parties but not disclosed if it differs:

- whether the address that the enquirer has is the same one we have.
- whether the date of birth that the enquirer has is the same one we have.

Please note that if regular progress reports are required by your funding organisation we will normally provide this information. If you have any queries about such reports, please contact your funding organisation.

Please note that the law also allows the University to release personal data where university staff have a real reason for concern about your safety and wellbeing (or the wellbeing of others). Staff may reasonably take this view if, despite persistent efforts, they have not been able to contact you for a significant period of times. In such cases the University may seek to enlist the help of your next of kin, emergency services or other potentially relevant contacts.

Once you have completed your studies here, the details of your academic award from the University, including dates of attendance, are regarded as 'public' information (but not the fact that you have failed an award). Names of successful candidates will be published on open pass lists on campus notice boards and in the graduation programme where applicable. This information will also be released to third party enquirers (for example, prospective employers).

You will be asked to nominate a referee when you leave the University. Your academic advisor/supervisor (or nominated referee if different) will also disclose relevant additional information about you if asked by a third party to provide a personal or academic reference for the purpose of employment or further study.

## **National Data Collection: HESA**

Some information held about you by the University will be sent to the Higher Education Statistics Agency (HESA). This forms your HESA record, which contains mainly coded information including ethnicity and disability data. Your record, or parts of it, will be passed to those of the following bodies that require it to carry out their statutory functions in relation to the funding of education. Further details can be found at:

[www.hesa.ac.uk/collection-notice](http://www.hesa.ac.uk/collection-notice)

Department for Business Innovation and Skills (BIS)  
National Assembly for Wales (NAW)  
Scottish Executive (SE)  
Department for Employment and Learning, Northern Ireland (DEL(NI))  
Higher Education Funding Council for England (HEFCE)  
Higher Education Funding Council for Wales (HEFCW)  
Scottish Higher Education Funding Council (SHEFC)  
Teaching Agency (TA)  
Department of Health (DH)

The data in your record will be used primarily for statistical analysis by HESA and the above bodies. This use may result in the publication and release of data to other approved users,

which may include academic researchers and commercial bodies. Your record will not be used by HESA or any of the above bodies in a way that would affect you individually.

Your contact details will not be made available to HESA and that precautions are taken to minimise the risk of identification of individuals from the published and released data. None of the above bodies will be able to use the data provided to HESA in order to contact you.

When you qualify, further data about you will be collected and information on how this will be used will be provided at that time.

Under the Data Protection Act 1998 you have the right to a copy of the data held about you by HESA, for a small fee. If you have any concerns about, or objections to, the use of data for these purposes, please go to the HESA website:

[www.hesa.ac.uk/](http://www.hesa.ac.uk/)

You can also write to HESA for information at the following address:

95 Promenade  
Cheltenham  
GL50 1HZ

### **Sussex Alumni Network and your personal data**

Once you have graduated, your records are held by the Development and Alumni Relations Office (DARO) at the University of Sussex. This office is responsible for managing the alumni relations programme which enables former students to keep in touch with the University and with each other, as well as to provide opportunities for alumni and others to support the University. The information you provide is used by the University and only for University related business, to communicate with you via email, post and telephone for marketing, promotional and fundraising purposes.

Any information you choose to provide us with will be treated confidentially and held securely on the University's alumni database in accordance with the Data Protection Act 1998.

We are obliged to ensure your data is as accurate and up-to-date as possible. We may therefore consult alternative sources in order to do so. Examples include Royal Mail address files, data cleansing services, websites and other publicly available sources.

We store and use information that we believe to be factually correct, relevant to our work and not excessive. We are always respectful of our constituents in regards to information retained. We do not store any sensitive personal data, such as Racial/Ethnic origin, any physical/mental health condition or sexual orientation.



For questions regarding the Sussex Alumni Network, please email [alumni@sussex.ac.uk](mailto:alumni@sussex.ac.uk) or telephone the Development and Alumni Relations Office on +44 (0)1273 678258.

## **Access to Personal Information**

The Data Protection Act 1998 provides individuals with a right of access to their personal data under certain conditions and subject to a number of exemptions. If you wish to exercise your right under the Act, please contact the Information Officer.

**Postal address:** Information Officer, Sussex House, University of Sussex, Falmer, Brighton BN1 9RH

**Email:** [dpo@sussex.ac.uk](mailto:dpo@sussex.ac.uk)

You can also find further information here:

<http://www.sussex.ac.uk/ogs/policies/information/dpa/students>

Requests for specific information can be processed much faster than general requests. The Information Officer will also be pleased to advise on any aspect of the Data Protection Act 1998.

# The Sussex Campus

## Campus Map

You can access a map of the campus at the following link:

[www.sussex.ac.uk/aboutus/findus](http://www.sussex.ac.uk/aboutus/findus)

## Protection of the Environment

The campus is the size of a large village: there are over 13,000 students, of which there is space for 5,000 to live on campus, and more than 2000 staff. It is almost completely bounded by the South Downs National Park, which gives added protection to an area of downland formerly designated one of Outstanding Natural Beauty.

All institutions and individuals have a responsibility to conduct their affairs in ways which avoid damage to the environment and maintain the quality of life. The University takes this responsibility very seriously. The University is currently implementing an Environmental Management System, and updated its Environmental Policy (in May 2009), acknowledging the role it has to play in the environmental stewardship of the campus.

Protection of the environment is dependent on the participation of all members of the University, including students and the following principles are encouraged:

- Use recycling facilities. Mixed recycling bins are located across the campus, and there are also a number of recycling sites for the residences where newspaper, cans, glass bottles, plastic and textiles can be recycled.
- Save energy and water: remember to turn off all appliances when not in use.
- Keep to the designated footpaths and avoid taking short-cuts across the grass – you may be damaging a designated meadow area.
- Don't drop litter: place litter (including cigarette stubs and chewing gum) in one of the litter bins around campus.
- Use sustainable transport options: cycling, walking and public transport are considerably better for the environment than the car.

For additional information visit the website at:

<http://www.sussex.ac.uk/sef/services/waste>

## **Security on Campus**

The Security Unit office is located on the ground floor of York House and is staffed 24 hours a day. Officers patrol the campus around the clock and will, if given an advance request, accompany lone students across campus after dark, or to and from Falmer Station. To book a security escort around campus and to and from Falmer station, please contact Security directly by phone on 01273 678234 or the Service Centre Helpdesk on 01273 87 7777 or email [service.centre@sussexstatesfacilities.co.uk](mailto:service.centre@sussexstatesfacilities.co.uk).

All Security Unit staff are first aid trained and can respond quickly to an emergency. For your safety there is a comprehensive CCTV system and emergency telephones located throughout the campus, both of which are monitored from the Security Office.

The University is an open campus and consequently anyone can enter by foot or vehicle. If you are asked for identification please co-operate because this will assist security greatly.

## **General Safety Matters**

The University takes your safety – and that of others on campus – very seriously indeed. The health and safety policy is regularly reviewed and updated, and a range of committees and officers are involved in the monitoring of the effectiveness of the policy. But the best thing is for accidents not to happen. You have a responsibility to behave safely and to read, understand and comply with all notices and statements on safety matters. Safety on campus is important to you and to everyone else working and studying here. Read the notices about fire, first aid and other emergencies in the buildings you use.

If you have an interest in health, safety or environmental issues, or wish to make a point about a particular area of policy or practice, contact your Student Representative on the local Health, Safety & Environment Committee. Alternatively, contact your Students' Union Operations Officer. For additional information visit the Health and Safety website:

[www.sussex.ac.uk/hso](http://www.sussex.ac.uk/hso).

## **Reporting Potentially Hazardous Situations**

If you discover a potentially hazardous situation bring the matter to the attention of the member of staff responsible for the building or activity involved, either directly or by contacting the relevant School/Unit Health & Safety Adviser (HSA).

## **Keeping Safe**

The Campus is generally a very safe place to be. However, there are a few things that it's important to know, and to take into account, when you are planning to be out and about, on the Campus or in Brighton.

### **Off campus**

1. Plan ahead. Make sure you know where you are going, how to get there and how you will get home. Keep enough money for a taxi – Streamline offer a 'Fare Deal' from the city to campus for a fixed sum (call 01273 747474 or 01273 202020 and quote Fare Deal and ask for the current offer). If you live in shared accommodation- on or off campus- let someone know that you're going out and when you expect to be back.
2. If you are using public transport, choose a seat in an area of the bus or train carriage where others are sitting. Again, if you can, remember it is always safer to travel with friends. However, if you are on your own, be aware of others who exit the vehicle with you.
3. While you're out, stay with friends and let each other know if your plans for the night change.
4. If you are on your own stay alert. If you are wearing headphones or chatting on your phone you may not notice trouble approaching
5. Walk away from trouble and trust your instincts if you feel uncomfortable.
6. Think about carrying a personal alarm.

### **On campus**

1. If you are out at night, stay in well-lit areas. Try not to wear headphones or chat on your mobile, as both can distract you and make you less aware of what is happening around you.
2. Campus is a public space, so don't assume that everyone you meet here will be a student. Don't go home with someone you don't know or invite them home with you. Take a number, or arrange to meet them another time during the day, or in a busy place. If someone is hanging around, or making you feel uncomfortable, call Security on 3333.
3. Familiarise yourself with the location of the emergency phones on campus.

### **Alcohol**

If you choose to drink alcohol, you need to think about your safety and well-being, and also that of others. We don't want to discourage you from moderate social drinking, but do want to suggest a few ways of making sure you – and everyone with you – has a good time.

1. If you intend to drink alcohol, eat a good meal before going out. Drinking alcohol on an empty stomach can speed up the rate at which it is absorbed. Be sensible.
2. If you intend to drink, don't take your car. If you have travelled by car, make alternative arrangements to get home safely.

3. Drinking of alcohol while on the local bus services is not allowed.
4. Alternate alcoholic beverages with soft drinks, or water, and try to drink a glass of water before you go to bed. Dehydration adds significantly to the discomfort of a hangover.
5. Watch your drinks and don't accept a drink from someone you don't know. Ask someone you know well to look after your drink if you need to leave it for a while. Don't return to a drink that's been left unattended.
6. Watch how much you drink. Know your limits, and stick to them. Alcohol makes you feel less inhibited and you are more likely to make decisions that you will maybe regret later, if you have too much to drink.
7. Alcohol can make people feel less inhibited in other ways too, and excessive alcohol consumption is associated with an increase in violent behaviour. If things are getting out of hand, walk away.

Above all, discuss safety issues with your flatmates and agree some ground rules.

## Accidents and Emergencies

If you are involved in or witness an emergency, or believe someone is improperly on the campus or you witness an offence being committed, then contact Security immediately. You can do this by using any of the emergency telephones across campus (they are marked with blue flashing lights at night), by calling 3333 from an internal telephone, or 01273 873333 from another landline or a mobile phone.

To call an ambulance **ON CAMPUS** use the internal emergency number 3333. This will alert Security who will arrange for local assistance to come to the scene of the incident, and will ensure that the ambulance is met and guided directly to the injured person. Do not dial 999 as this may cause a delay in getting the ambulance to the injured person. **OFF CAMPUS** you should dial 999. Once you have summoned an ambulance call the internal emergency number (01273 873333) so that Security can be made aware of the incident.

For injuries not requiring an ambulance, call the emergency number stating the nature of the injury. Security will call for a local first aider to attend. For accidents that occur outside working hours, first aid may be obtained from the Security Office by dialling 3333, or if the injury is minor, by assisting the injured person to York House. Report all accidents as soon after the event as possible; forms are available from Premises Assistants' desks, or from the School/Unit HSA.

Please remember that you share responsibility for your own and others' security and peace of mind. Report any defects (even dead light bulbs), and any incident at all that might constitute criminal behaviour – we want Sussex to remain a safe place. The University will press for the prosecution of anyone found committing criminal offences on campus, whether staff, student or visitor. Staff and students are additionally liable to internal disciplinary action.

## Travel

The University actively encourages the use of sustainable transport. The campus is well served by public transport and there is an on-going programme to promote cycling and car-sharing. The University has a Travel Plan, details of which are on the Transport website:

<http://www.sussex.ac.uk/sef/services/transport/travel-plan>

## Car Parking on Campus

If you are resident on campus you are not allowed to park a van or car on campus (except Residential Advisers, those with mobility problems or with families resident). Car park space on campus is limited so parking will be difficult and charges will apply Monday to Friday 0900–1700. There is no alternative on-street or other parking available anywhere in the vicinity of the campus at Falmer.

Please use other more sustainable forms of transport if possible and do not bring cars onto campus unless you have a special mobility need (refer to the Student Support Unit in Pevensey I or email [studentsupport@sussex.ac.uk](mailto:studentsupport@sussex.ac.uk)).

Eligible students can purchase an annual permit to park or you can apply for a pass to park on campus (no charge) and pay by scratch cards for parking on a daily basis. You can apply on the Sussex Direct web pages as soon as you are registered on the system by accessing the personal section followed by transport. Enter the details of your car then the application for either the pass or permit. Processing the pass or permit takes around 3 days. The pass this will be sent via internal mail to your school pigeonhole after processing. Permits will be issued on full payment of the fee. An e-mail communication will be sent to advise you of the payment and collection point on campus.

## Buses

Buses run both to/from and past the University. Bus travel between stops on campus and to/from Falmer railway station is free of charge on the service 25. Various concessionary rates for season tickets are available to students. Timetables are available from the reception areas of Sussex House, Falmer House, Bramber House and York House. For more information on routes and timetables visit [www.buses.co.uk](http://www.buses.co.uk) and the [Big Lemon web pages](#).

## Trains

There is a pedestrian and cycle underpass under the A27 between the University and Falmer railway station. Direct trains to Falmer run from Brighton, Lewes, Seaford and Eastbourne. Connections for trains to London and Gatwick can be made at Brighton or Lewes.

Daytime trains from Falmer to Brighton run four times an hour, taking less than 10 minutes in each direction. Evening services (after 5.00pm) run regularly until 11.30pm. On Sundays

there are one or two trains an hour in each direction. Visit [www.nationalrail.co.uk/](http://www.nationalrail.co.uk/) for train times.

Student discounts are available through the purchase of a Young Persons Railcard or a Unizone card. The Unizone card offers unlimited travel between designated stations in the surrounding area and you will need a valid NUS card to purchase one. For further details and prices visit:

[www.southernrailway.com/tickets-and-fares/ticket-types/unizone](http://www.southernrailway.com/tickets-and-fares/ticket-types/unizone)

## **Cycling**

On-road cycle lanes run from Brighton and Lewes to Falmer. There is also a cycle route through campus. Cycle storage facilities are available in a variety of campus locations. The Travel Plan will improve security and storage of cycles particularly at student residences. Public shower facilities are available in several buildings for cyclists and walkers. The Sport Service showers are free to cyclists.

## **Taxis**

Streamline Taxis of Brighton offer a 'Fare Deal' saving on normal metered fares to students and staff at the University (ID required). 'Fare Deal' operates from East Slope, Bramber House and Falmer House to central Brighton or return and the fare is £12.00. There are various set fares for other areas including Brighton Marina. You can get in touch with Streamline on 01273 747474.

## Part 2 – Academic Matters

### Transferring course

The University has registered you on a particular course of study but you can request to change this and in some circumstances may be required to change course.

#### Transferring within the University

1. You can **ask** to change. Opportunities to transfer course may be available at the beginning of year one, the start of the spring term of year one, and the end of year one. Whilst we would like to comply with every student's wish, we cannot always do so; the chosen course might be full, or you might not satisfy the normal entry conditions for it.
2. You may **have** to change. Some courses such as those with an industrial placements or integrated study abroad, and integrated masters courses have higher progression thresholds. If you do not meet these requirements you will be transferred to an associated bachelors course.

#### Transferring out of the University of Sussex

If you want to transfer out of the University you should consult the [Student Systems and Record Office](#) as soon as possible. You may also wish to speak to a careers adviser.

The rules regarding your retention of Student Loans if you transfer are very complicated and you should consult your Local Education Authority (LEA) and the Student Systems and Record Office before doing anything.

### Temporary withdrawal

You can temporarily withdraw from your studies until the end of the spring term if you are an undergraduate student or up to 30 June if you are a postgraduate student. If you are thinking about withdrawing from the University you will need to make an appointment to discuss this with one of the Student Life Advisors in the Student Life Centre. There may be other options available and Student Life Advisors may suggest other resources to help you continue with your studies.

The point at which you return from temporary withdrawal will be considered at the next available Progression and Award Board. You will not usually be able to temporarily withdraw for more than 12 months.



A Progression and Award Board may *require* you to temporarily withdraw from the University and offer the opportunity to resit failed modules without attendance if you fail a year of study.

On return from temporary withdrawal you may experience changes to the curriculum which are inevitable due to the usual process of updating the syllabus to keep it relevant and deliverable. You will have to take the curriculum being offered at the point of your return. You will need to complete a Notification of Temporary Withdrawal form.

For undergraduate students there are two points of the year where re-entry to study is permitted following temporary withdrawal. These are the beginning of the autumn term and the beginning of the spring term. For postgraduate students there is also the option to re-start at the beginning of the summer term too. You will usually re-start at the beginning of the term that you did not complete, subject to confirmation from the Progression and Award Board.

Definitive information on assessment regulations is available in the Examination and Assessment Regulations Handbook which can be accessed online at:

[www.sussex.ac.uk/adqe/standards](http://www.sussex.ac.uk/adqe/standards)

## **Attendance**

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 your time to your studies to be in a position to comply with academic and administrative expectations. If you are on a taught course you will enrol on modules and are expected to attend all scheduled classes and other associated activities.

Research shows that students who attend regularly are more likely to achieve a better degree result than those who do not. Your attendance will be monitored throughout and poor attendance and/or poor performance in assessment will lead to discussion with your tutors to identify the reasons and any available remedies. If your performance continues to give rise to concern, your case may be brought to the School Student Progress Committee which may then recommend that you be required to withdraw from the University either temporarily or permanently.

## **Independent Study**

Your independent study time should be spent preparing for assessments and interactive classes - you will be expected to turn up for classes on time, having prepared appropriately. You should be able to contribute constructively to the session and be able to engage with any questions raised or in any discussions.

Reading often takes longer than you expect and it is worth learning how to manage reading effectively, using a mix of skim reading with more detailed attention to the text. Look at the Study Success at Sussex (S3) website for tips on how to plan your time and your study ([www.sussex.ac.uk/s3](http://www.sussex.ac.uk/s3)). We anticipate that you need to plan for an average term-time study week of 40 hours.

It is understood that you may also be in paid employment and the recommendation is that you work for no more than 15 hours per week, as any more than this could impact on your core study time. If you are an international student you must ensure that you are entitled to undertake paid employment whilst in the UK and not exceed any permitted hours.

## **Assessment**

You will be required to undertake assessments for each of the modules you are enrolled on. Assessment deadlines will be published on your Sussex Direct pages. You are responsible for checking the deadlines for any assessments including exams so it is important that you make yourself familiar with what is expected of you and when to ensure that you are able to plan your work and submit assessments on time. For work submitted after the published deadline, late submission penalties will apply and your work may not be accepted.

Definitive information on assessment regulations is available in the Examination and Assessment Regulations Handbook which can be accessed online at:

[www.sussex.ac.uk/adqe/standards/examsandassessment](http://www.sussex.ac.uk/adqe/standards/examsandassessment)

## **Electronic Submission and Feedback**

From 2015/16, students taking first and second year modules will usually be asked to submit assessments electronically where assessments are text-based, for example, an essay. Your Sussex Direct webpages and module handbook will give all assessment details, including whether the assessment is to be submitted via e-submission through Study Direct or in hard copy via the School Office. Feedback for all e-submission assessments will also be provided electronically.

Please refer to the frequently asked questions available on the following webpage for further information:

[www.sussex.ac.uk/adqe/standards/examsandassessment/esubmission](http://www.sussex.ac.uk/adqe/standards/examsandassessment/esubmission)

## **Turnitin**

You are encouraged to use the internet-based text-matching service, Turnitin, prior to submitting your assessments. This may help you identify problems with your referencing.

Turnitin is also used during the marking process as a means of checking the originality of submitted work. From 2014/15 all assessments submitted electronically via e-submission will be uploaded to the Turnitin database and an Originality Report will be made available to the marker. Please refer to the frequently asked questions available on the following webpage for further information:

[www.sussex.ac.uk/adqe/standards/examsandassessment/esubmission](http://www.sussex.ac.uk/adqe/standards/examsandassessment/esubmission)

## **Examination arrangements**

During the designated assessment periods, examinations will be held on every day of the week, except Sunday. Examinations may take place on bank holidays, and could be in the morning, afternoon or evening. The timetables for examinations are made available towards the middle of the autumn term and end of the spring term for the respective mid-year assessment and end of year assessment periods and are published in your Sussex Direct pages and via school or departmental examination notice boards.

## **Disabilities, mental health conditions and specific learning difficulties**

Reasonable adjustments to assessment may be agreed for a student registered with the Student Support Unit (SSU). Reasonable Adjustments to assessment should be applied for and are processed through the Student Support Unit (SSU). Students should contact the SSU within the first 3 weeks of the academic year, or at the earliest opportunity following a late diagnosis. Examples of **reasonable adjustments for examinations** include rest breaks, small or separate room, extra writing time, use of a PC or scribe. All requests to the Student Support Unit for reasonable adjustments to examinations must be supported by appropriate documentary evidence

## **Religious observance**

If you wish to observe religious festivals and holy days which clash with a scheduled exam you may make a formal request to the Director of Student Experience (DoSE) accompanied by a letter from the religious event leader confirming your intention to observe/attend the event and the date/duration of the event. Any requests must be made as early as possible in the relevant teaching term. If approved by the DoSE the Student progress and Assessment Office can attempt to schedule the examination at a suitable time for all candidates (there will be no opportunity to take the same examination paper at a separate time).

## **Use of calculators in examinations**

The only authorised calculators for use in University examinations will be the fx82, fx83, fx85, fx115, fx570 and fx-991. You are not allowed to take instruction notes or booklets relating to your calculator into an examination or to transfer your calculator to another student. If you forget to bring a calculator, your calculator breaks down, or if you bring an unauthorised calculator to the exam, the invigilators may be able to provide one if available.

## **Marking your work**

### **Feedback on assessment**

Feedback on assessment whether in the form of comments or marks, will be normally communicated to you by the published feedback date. You can access most feedback via your Sussex Direct pages. All marks are provisional until they have been ratified by an exam board.

### **Moderation**

Once marking has taken place, there is a process of moderation. Moderation checks that marking has been carried out consistently and according to the approved marking criteria. The majority of assessments undertaken are subject to moderation, where they contribute to classification. Moderation is carried out both internally, by someone independent of the marking process, and externally by an external examiner.

### **External examiners**

External examiners provide an important and independent input into the assessment process helping to ensure that quality and standards are maintained and are in line with practice across the sector. They are usually academic members of staff from another University who will be relevant subject experts. In some circumstances they may be drawn from industry or a professional and/or statutory body (PSB), as appropriate.

## **Completion of each year of study**

In order to progress to the next year or stage of your course you will need to secure a set number of credits and achieve the required stage mean mark. Each module you undertake has a specified credit volume and provided the criteria to pass the module have been met, credit will be awarded for these modules. A Progression and Award Board will consider students' performance at the end of each academic year or stage and confirm if you are able to move on to the next stage of your course. Postgraduate degrees are usually made up of a single stage of study.

The Progression and Award Board also makes decisions about whether a student has satisfied the assessment requirements to enable an award to be made, and the classification of that award, if applicable.

The assessment regulations for both undergraduate and postgraduate students can be found in the Examinations and Assessment Regulations Handbook.

Pass and Progress lists are published on notice boards; final-year lists are provisional, and are subject to confirmation by the University's Senate. You will be able to access your marks and progression/award outcome on Sussex Direct after the Progression and Award Board has confirmed them. Please note that finalists who are in debt to the University will not be entitled to receive a formal written statement of their marks or overall result until the debt situation has been resolved. The University reserves the right to withhold the award of a degree where there are outstanding debts. Please see:

[www.sussex.ac.uk/finance/services/feesandincome/studentaccounts](http://www.sussex.ac.uk/finance/services/feesandincome/studentaccounts)

## **Exceptional Circumstances (previously Mitigating Evidence)**

One of the key principles governing the University's examination and assessment regulations is that all students are given a fair and equal opportunity to demonstrate academic achievement in assessment. During your time at University you may experience circumstances that have a significant impact upon your academic studies resulting in non-submission of assessment, absence from in-person assessments, late submissions, or significant adverse effects on work submitted on time. Where these circumstances are sudden, unforeseen and temporary you can submit an exceptional circumstances claim (previously mitigating evidence claim). You will need to have evidence that confirms the sudden, unforeseen and temporary events. Minor illnesses such as colds, and everyday problems normally experienced in the course of everyday life will not be accepted. You cannot normally make an exceptional circumstances claim for long term conditions or health issues as other forms of support exist for these. Claims should normally be submitted online via Sussex Direct no later than 7 days after the assessment deadline. Supporting evidence should be submitted via Sussex Direct within 21 days of the assessment deadline.

The regulations, policy and procedures relating to exceptional circumstances can be found in the Examinations and Assessment Regulations Handbook. FAQs are available on the Academic Development and Quality Enhancement webpages:

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

## **Academic Misconduct**

Students are encouraged to conduct their studies with academic integrity. Academic integrity values include honesty, trust, fairness, respect and responsibility. When these

values have not been followed an investigation into academic misconduct will be conducted. The University takes academic misconduct very seriously. Examples of academic misconduct are as follows:

- Collusion – working with others on tasks that should be carried out individually.
- Plagiarism – taking the intellectual work of other people without acknowledgement.
- Personation – getting another person to prepare your assessments or sit an exam for you.
- Misconduct in unseen exams – accessing or attempting to gain access to unauthorised materials, or communicating with others in the exam room.
- Fabrication of results – making up the results of experiments and other research.

A first case of collusion or plagiarism will result in referral to a developmental workshop, an Academic Practice Workshop. A further case of any type of misconduct will be referred to the Head of School or to a Misconduct Panel, to which you would be invited to attend. If it is determined that there has been a case of academic misconduct a penalty will be applied.

The regulations, policy and procedure and penalties for academic misconduct can be found in the Examinations and Assessment Regulations Handbook.

Study Success at Sussex (S3) offers guidance on writing well including information on referencing to avoid plagiarism which can be accessed at the following link:

[www.sussex.ac.uk/s3/](http://www.sussex.ac.uk/s3/)

[Your School will also provide guidance on referencing protocols for the discipline.](#)

## Sussex Choice

We have designed our courses to be sufficiently flexible to enable you to explore your chosen subject in depth. At the same time, we encourage you to extend your intellect by broadening your studies – at home or abroad, in academia or in a work environment – to reflect your personal interests and aspirations. Each course is designed to ensure that core subject knowledge and skills – informed by leading research undertaken by academic staff at Sussex – are offered in a coherent programme of learning through core modules and options, study abroad and placement opportunities

## Electives and Pathways

On most single-honours courses, you may choose to study elective modules which are unrelated to your degree subject. Also available are a number of pathways (a coherent programme of study in a single subject). For those successfully completing a pathway, this is recorded on your degree certificate, allowing you to stand out from the crowd. Pathways are delivered over the first two years of a course so you can explore your interests early on in your studies, while allowing you to focus on your core subject in the final year. In some cases, it may be possible to continue the pathway into the final year of study to obtain a major/minor award.

For further information please contact your Course Co-ordinator.

## Study Abroad

Sussex has been developing Study Abroad programmes since its foundation in the 1960s and now offers study abroad opportunities unrivalled by most other UK universities. It has built an extensive network of partner institutions in Australia, Europe, North and South America, and Asia where you can spend time from three months to a year as part of your academic course. All links in Europe come under the Erasmus+ mobility scheme and grants are available for studying in these countries.

Students may incorporate a placement opportunity into their degree course. Sussex supports students in identifying/gaining access to a placement year via the Placement Preparation Programme.

There are four kinds of arrangement for study abroad and two for placement opportunities.

### Integrated study abroad year

Some courses at Sussex (e.g. American Studies and Language degrees), include an integrated study abroad year, usually in your third year of study of a four year course. Further details can be found in the Undergraduate Prospectus or on the Sussex Abroad web pages:

[www.sussex.ac.uk/study/sabroad/forsussexstudents](http://www.sussex.ac.uk/study/sabroad/forsussexstudents).

The year abroad is valued very highly as both an academic and personal experience; however, there may be grounds for personal exemption in a few individual cases if you have compelling personal reasons. Exemption should be sought at the earliest possible date.

You need to meet the assessment requirements before departing for your year abroad. Please refer to the Examinations and Assessment Regulations Handbook for further information.

Failure on or exemption from your Study Abroad year will mean that your degree course title will exclude 'with a study abroad year'.

### **Voluntary study abroad/placement year**

You may apply for a placement year or a study abroad year at an overseas university as part of your course. For the study abroad year there are opportunities in Australia, Europe, Morocco, Turkey, North and South America, South Korea, Taiwan, Japan and Hong Kong, subject to space availability and language requirements. It is possible to take courses in English at many of our partner destinations in Europe, Asia and elsewhere.

Failure on your Study Abroad/Placement year will mean that your degree course title will exclude 'with a study abroad/placement year'.

### **Study abroad/placement term**

You can apply for a study abroad/placement term to replace a term that would normally be spent at Sussex. You should contact your School to discuss a variation of study.

### **Summer Schools abroad**

Summer school opportunities at our partner universities abroad, are increasingly being considered to extend opportunities for Sussex students to have an international experience. Many of our international partners hold exciting academic and cultural summer schools for international students, lasting between 3 and 6 weeks. At some of our partners, fees may be waived, or reduced for Sussex students. Sussex also offers scholarships for students to participate on particular summer schools. Academic credit earned from summer schools **cannot** be transferred back into the Sussex degree. Students can participate on a summer school, and also take a term or year abroad if timings and applications deadlines allow.

Information is available from the Sussex Abroad Office. You can email them at:

[sussexabroad@sussex.ac.uk](mailto:sussexabroad@sussex.ac.uk)

### **Communications while abroad**



While you are abroad the University will communicate with you by letter and/or email. With regard to the latter, messages will be sent to your Sussex email account which you should either access direct or by diverting your University email to an alternative email address for your period abroad. The University's IT Services can advise you on how to do this.

### **Fees**

All study abroad schemes are operated through student exchange agreements. Fees are not payable to the partner institution but you are liable to pay fees to Sussex, the amount depends on the period spent abroad. Some destinations are more expensive than others, and some universities, particularly those in North America, require students to provide information about their finances, in the form of a financial guarantee. Information is available from the Sussex Abroad Office. Contact details as above.

### **Insurance**

All students need to have full insurance cover for their study period abroad. Some universities also require exchange students to purchase their insurance, as well as general health and travel insurance. Information is available from the Sussex Abroad office, contact details as above.

## Research Students

There are minimum and maximum registration periods for each research student as detailed below:

	<b>Minimum Registration</b>	<b>Maximum Registration</b>
<b>PhD</b>		
Full-time	2 years	4 years
Part-time	3 years	6 years
<b>MPhil</b>		
Full-time	1 year	3 years
Part-time	2 years	4 years
<b>Professional Doctorate</b>		
Part-time	4 years	6 years

The current *Handbook and Regulations for Doctoral Researchers* is available from the Doctoral School website:

<http://www.sussex.ac.uk/doctorschool/internal/codesandhandbooks>

The Handbook includes sections entitled *Responsibilities of Research Degree Supervisors* and *Responsibilities of Research Degree Students*. This formally approved document sets out the responsibilities of both parties in the research student/supervisor relationship. As soon as you arrive at the University you should make contact with your appointed supervisor.

You will be required to prepare an outline of your research project within the first year of your registration. You will be notified of the deadline by your School. The outline has to be formally approved by your supervisor and by the Director of Doctoral Studies in your School.

Towards the end of each year of registration, usually during the summer term, there will be an annual review conducted of your research progress. The arrangements differ between Schools and you will be notified by your School, well in advance, about the procedures for the assessment of your progress. Your re-registration the following academic year is dependent on a successful outcome in your annual review, and must be approved by the Director of Doctoral Studies in your School.

During your period of registration, if you wish to change your status in any way, for example, from full-time to part-time, from MPhil to PhD, to apply for a period of intermission or to go on fieldwork, you must consult your supervisor in the first instance. Your supervisor, or the Research and Enterprise Co-ordinator within your School will be able to tell you how to complete the necessary formal processes. Any such decision will need the support of your supervisor and ultimately the approval of the Director of Doctoral Studies.

If you are in any difficulty which is having a detrimental effect on your academic work, it is very important that you inform your supervisor of your circumstances. Your supervisor should be able to advise you, or put you in touch with someone who can help. You are also encouraged to seek advice from a Student Life Advisor in the Student Life Centre as they may be able to refer you to one of the specialist support services on campus, should this be necessary.

Your thesis must be submitted within the maximum registration period (see above). You should inform the Research Student Administration Office in Sussex House *at least eight weeks* before you intend to submit. You will have to complete a form entitled 'Application for Entry to the Research Degree Examination'. The Research Student Administration Office will provide you with information about the examination process and the number of copies of your thesis required, which can also be found on the Doctoral School website. You will be required to sign a declaration certifying that the material in your thesis is not plagiarised, and that the sources in your thesis are fully acknowledged. The definition of plagiarism in a research degree is set out in the Handbook for Doctoral Researchers and also on the application form.

The eight-week period of notification is to allow time for the Research Student Administration Office to appoint examiners, so that once submitted, the thesis can be sent out directly for examination. The internal examiner will contact you to make arrangements for your viva voce examination.

The viva-voce examination is normally held within three to four months of submission. Your supervisor should discuss the viva-voce examination procedures with you and explain what to expect. The examiners will make a recommendation to the Research Degrees Examination Board, and the Research Student Administration Office will notify you formally of the outcome.

If your thesis is not ready to be submitted within the maximum registration period, you will need to apply for an extension. Please note, however, that extensions are approved only in exceptional circumstances. In this case you will be required to provide a detailed account of your research progress, and a phased timetable for the completion of your thesis. The application must be supported, in writing, by your supervisor and submitted to the Director of Doctoral Studies.

The Handbook also includes information for international students requiring a Tier 4 visa to study in the UK. Specific rules around intermission and authorised absence apply and you are encouraged to contact the University's International Student Support team before making a decision that will affect your registration status, as this may also affect your visa.

### **Professional Doctorate Students**

Once you have registered for the Doctor of Education (EdD), the International EdD, or the Doctor of Social Work (DSW) programme, the School of Education & Social Work will issue you with the *Professional Doctorate in Education and Professional Doctorate in Social Work*

*Handbook for Candidates.* This contains all the information you will need about progression, assessment and examination.

## Graduation

You will have your degree conferred at a graduation ceremony held at the Dome in Brighton. There is normally room for a reasonable number of your guests (two guest tickets are offered initially with more available once the initial two tickets have been allocated). Most undergraduates attend the ceremony shortly after the examinations in July. Most taught postgraduates attend the ceremony held in January, as this is the first one available after the relevant Progression and Assessment Boards meet. Research students can attend either ceremony depending on when they finish. Diploma and Certificate students also attend the graduation ceremonies.

The name under which you graduate will be the name that you are known by on all our official records, and you will be asked to confirm that name prior to graduation. There is no University charge to students for graduating but please note that you will be expected to hire a graduation gown from a specialist company and this will have a cost, which will be advised to you at the time.

Graduation is a free service to graduands, but the University does make a standard charge (currently £25) for each guest ticket (free to children under 12 years) to offset the high costs of such events; this includes a free programme and a drinks reception after the ceremony.

Please note that finalists who are in debt to the University will be unable to have their degree conferred, or to receive a degree certificate, until the debt situation has been resolved.

For more information about graduation visit:

[www.sussex.ac.uk/graduation](http://www.sussex.ac.uk/graduation)

## Transcripts and Certificates

When you have been awarded your degree you will receive an award certificate. Students on taught programmes also receive an official transcript which details the results of your individual assessments undertaken throughout your degree. Research students do not receive a transcript. The first copy of your certificate and official transcript will be free of charge but an administrative charge will be made for subsequent requests. Please note that finalists who are in debt to the University will not be entitled to receive a formal transcript or award certificate until the debt situation has been resolved.

Transcripts, replacement degree certificates and other forms of confirmation of your studies at Sussex can be obtained from the Student Systems Office. Further details on how to apply for these documents can be found at the following link:

[www.sussex.ac.uk/studentssystem/](http://www.sussex.ac.uk/studentssystem/)

## After graduation

Graduation is not the end of your relationship with Sussex. After graduation, you automatically become a member of the Sussex Alumni Network, a community of more than 140,000 former students across the world. The Development and Alumni Relations Office will keep you in touch with Sussex and your contemporaries through the annual University magazine, *Falmer*, the monthly eNewsletter and a programme of events and reunions both on and off campus.

We'll help you find your Sussex friends with our online directory SussexSphere or through the Alumni Network groups on Facebook, LinkedIn and Twitter. You can find us on Facebook at: [www.facebook.com/sussexalumni](http://www.facebook.com/sussexalumni) and on Twitter at [www.twitter.com/sussex\\_alumni](http://www.twitter.com/sussex_alumni).

We also have a strong network of [overseas alumni groups](#) which you can join, or you can even set one up yourself.

# Complaints and Appeals

## Academic appeals

The academic appeals procedure provides a formal means for reviewing decisions in relation to student progression, assessment and awards, and resolving concerns in a fair and consistent manner.

Following a Progression and Assessment Board (PAB) you will normally be advised of decisions relating to your academic progress in writing, advised of your right to appeal, and notified of a deadline by which your appeal must be submitted.

Information on what constitutes grounds for an appeal, process, and access to appeal forms can be found at the following webpage:

[www.sussex.ac.uk/ogs/complaintsappeals/academic](http://www.sussex.ac.uk/ogs/complaintsappeals/academic)

You are strongly advised to seek advice before submitting an appeal to ensure that the appeals process is the most effective way to resolve your concerns and ensure that you do have grounds for appeal.

Please note that there is no right of appeal against the academic judgement of examiners.

## Student complaints

Complaints can be of an academic or non-academic nature. Academic complaints relate to issues that have a direct effect on the provision of teaching, learning, research and supervision. Non-academic complaints usually relate to issues connected with University services but also cover any inappropriate behaviour from University staff, including allegations of behaviour which is discriminatory or harassing. Complaints differ from academic appeals as they do not involve a review of decisions made by Progression and Assessment Boards.

The complaints procedure has 3 levels. At the initial level complaints are dealt with informally to allow issues to be resolved quickly and effectively. If you are unsatisfied with the response to your complaint at this level you can progress to the next levels which become more formal.

Full information about the University's Student complaints procedure is available at:

[www.sussex.ac.uk/ogs/complaintsappeals/students](http://www.sussex.ac.uk/ogs/complaintsappeals/students)

## **The Office of the Independent Adjudicator**

The Office of the Independent Adjudicator (the OIA) provides an independent scheme for the review of student complaints or appeals. When the University's internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. The OIA will not normally consider a complaint which has not previously been considered under all the procedures available within the University, and will not normally consider complaints where the Completion of Procedures Letter is issued more than three years after the substantive event(s) complained about.

Further details about the OIA are can be found on their website:

[www.oiahe.org.uk](http://www.oiahe.org.uk).

## **Students on programmes validated by the University**

Students on programmes at partner institutions should follow their college's complaints procedures. The University will only consider complaints of an academic nature and only then if the student has exhausted the college's complaints procedure and remains dissatisfied. In such cases, students should enter the University's procedure at Level 3. If after considering the case against the criteria set the Academic Registrar decides to undertake further investigation, s/he will consult senior officers at the partner institution as well as University staff responsible for partnerships.

Students seeking an independent review through the OIA should note that any complaint at that stage would be in respect of the University's procedures and not those of the validated partner.



## Part 3 – Support and Services

### Library

The Library is dedicated to delivering high quality, innovative information services, which contribute to the successful learning, teaching and research of the University and the community. To enter the library, you'll need your university ID card, which doubles as your library card for your time at the university.

The Library has a vast collection of books to support your study. It also gives you access to a large number of online journals and e-books. To help you find what you need, we have a powerful discovery tool called **Library Search**. It will provide you with full-text access to our journals and e-books, as well as giving you shelfmarks for our print books and DVDs, to help you to locate them in the Library. As well as Library Search, the Library also has a large number of databases and digital archives. To help you find these databases and other resources that are most relevant to your area of research, we have listed them in our popular **Subject Guides**: [www.sussex.ac.uk/library/guides/](http://www.sussex.ac.uk/library/guides/)

The Library provides all new students with an induction to the Library as part of 'Sussex Essentials'. In addition **infoSuss**, part of Skills Hub, is an online tutorial that will help you to develop a range of information literacy skills whilst working at your own pace. You can learn how to search for information effectively, evaluate and identify relevant information, interpret your reading list and reference your sources correctly. You can access **infoSuss** at: [www.sussex.ac.uk/library/infosuss/](http://www.sussex.ac.uk/library/infosuss/)

For more information about what the library can offer including details of opening hours, visit the website:

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

If you have restricted mobility there is a separate accessible entrance at the north end of the building. For information about services if you have restricted mobility, sensory impairment or specific learning difficulties contact Membership:

**Telephone:** 01273 873510 or 873512

**Email:** [library.membership@sussex.ac.uk](mailto:library.membership@sussex.ac.uk)

## IT Services

As part of your registration with the University you will receive a username and password to enable you to access the computing services you may need for your course and connect your own laptop, tablet or smartphone to the campus wi-fi. You can find out more at your induction session, 'Sussex Essentials'. Technology is used in all teaching and learning so it is important that you are well-informed and able to make the best use of the IT facilities.

IT Services currently manage over 800 computers across campus all of which are equipped with a full Microsoft Office suite, high speed Internet and access to laser printing in both monochrome and colour. The majority are PCs with a customised Windows 7 desktop but there are iMacs available in a few locations as well as a Linux system for tasks requiring large amounts of computing power.

Some of these computers are available in the Library which has extended opening hours and many other IT Services computers are available 24 hours a day, 7 days a week. Details of how many computers are available in each location as well as a map to guide you to the nearest one are available on the IT Services website. Staff at the IT Service Desk in Shawcross and IT Help Point in the Library can provide assistance.

All IT Services computer rooms are accessible if you have restricted mobility and all computers are equipped with assistive software providing an extended range of options if you have specific learning needs.

For more information contact IT Services:

**In person:** Shawcross building

**Telephone:** 01273 678090

**Email (for help with computers):** [support@its.sussex.ac.uk](mailto:support@its.sussex.ac.uk)

You can also visit the website:

[www.sussex.ac.uk/its](http://www.sussex.ac.uk/its)

The regulations regarding the use of any computing equipment at the University including access to remote services can be found at:

[www.sussex.ac.uk/its/about/policy](http://www.sussex.ac.uk/its/about/policy)

## Support for your studies

There are a number of opportunities in the course of each academic year to obtain advice and guidance relating to your academic programme and your performance. Sessions may vary in timing and frequency depending on your course so you will need to check your School Handbook for details of meetings. You can expect the following academic support in addition to the feedback normally provided through your course tutors.

### Induction and re-induction

The induction programme will provide an introduction to academic work and support at Sussex. This will include an explanation of course outcomes as well as the teaching methods to be adopted and how you are expected to engage with learning. There will also be a “welcome back” session for second and final year students which will focus on course outcomes and how your learning is expected to progress. Your school will let you know which session(s) you should attend.

### Advice on module choices and options

Your School will invite you to a general meeting to give you an overview of the module choices. As well as providing you with general advice, this will also be an opportunity for you to raise individual queries and ask more specific questions.

### Advice on your academic progress

There will be an opportunity to meet with an Academic Advisor to discuss your academic progress on at least two occasions each year. The purpose of these meetings is to review your marks and focus on issues relating to your academic performance.

### Skills Hub

The Skills Hub website ([www.sussex.ac.uk/skillshub](http://www.sussex.ac.uk/skillshub)) brings together all the resources available to you at Sussex to help you develop your skills in these key areas:

- Writing and referencing
- Library and research
- IT skills
- Exams and assessments
- Employability
- Personal Development

### **S3: Study Success at Sussex**

Our Study Success at Sussex (S3) programme includes a wide range of study skills support. We can help you to improve your learning strategies and develop a more effective approach to studying. Study Success at Sussex, which is part of Skills Hub, includes:

- S3 website ([www.sussex.ac.uk/s3](http://www.sussex.ac.uk/s3)). The website offers extensive study skills advice from critical essay writing to effective note making. There are video guides and online tutorials to help you practice your skills.
- Study Skills Workshops. These are small group sessions to learn specific skills, such as: planning & structuring essays, managing stress, revision strategies, and presentation skills.
- 1-to-1 tutorials. These are 20-minute appointments with a study skills adviser. You can discuss any aspect of your study, for example: how to plan your work, reading strategies, managing your time and how to proofread your work.

Visit us in the Careers and Employability Centre in the Library or book online for workshops and tutorials: [www.sussex.ac.uk/careers/studyskills](http://www.sussex.ac.uk/careers/studyskills)

### **Writing Skills development (Royal Literary Fund)**

There are two Royal Literary Fund (RLF) Fellows who are available to help you improve your writing skills on a one-to-one basis, through tutorials of approximately fifty minutes, during term time. You can book a tutorial by going to your Study Direct homepage, clicking on "Better Writing with the RFL" then clicking on "Requesting a tutorial".

If you experience problems using the booking service, please contact Janet Collett:

**Telephone:** 01273 678543

**Email:** [j.c.collett@sussex.ac.uk](mailto:j.c.collett@sussex.ac.uk)

### **Sussex Centre for Language Studies**

The Sussex Centre for Language Studies (SCLS) offers courses in French, Spanish and Italian and elective pathways in these languages as well as Arabic, British Sign Language, Chinese, German, Japanese and English Language Teaching. A Masters Course in English Language Teaching is also available. The Centre also runs open courses in all previously mentioned languages as well as Latin, Russian, Swahili and Turkish. Self-access resources in the Language Learning Centre are available to help staff and students improve skills in modern foreign languages and in English as a Foreign Language. In addition, there is English

Language and Study Skills support for current and prospective students of the University for whom English is not the first language.

For more information go to:

[www.sussex.ac.uk/languages/](http://www.sussex.ac.uk/languages/)

## **Writing Skills development (Royal Literary Fund)**

There are two Royal Literary Fund (RLF) Fellows who are available to help you improve your writing skills on a one-to-one basis, through tutorials of approximately fifty minutes, during term time. You can book a tutorial by going to your Study Direct homepage, clicking on "Better Writing with the RFL" then clicking on "Requesting a tutorial".

If you experience problems using the booking service, please contact:

Jane Harvell

Tel: 01273 877831

Email: [J.Harvell@sussex.ac.uk](mailto:J.Harvell@sussex.ac.uk)

## **Sussex Centre for Language Studies**

The Sussex Centre for Language Studies (SCLS) offers courses in French, Spanish and Italian and elective pathways in these languages as well as Arabic, British Sign Language, Chinese, German, Japanese and English Language Teaching. A Masters Course in English Language Teaching is also available. The Centre also runs open courses in all previously mentioned languages as well as Latin, Russian, Swahili and Turkish. Self-access resources in the Language Learning Centre are available to help staff and students improve skills in modern foreign languages and in English as a Foreign Language. In addition, there is English Language and Study Skills support for current and prospective students of the University for whom English is not the first language.

For more information go to:

[www.sussex.ac.uk/languages/](http://www.sussex.ac.uk/languages/)

## Student Life Centre

The Student Life Centre provides information, advice and guidance on a broad range of subjects. Our aim is to assist you to gain the best experience of University that you can.

Based on the ground floor at the front of Bramber House there are a number of ways to access the service. You can drop in from 9.00 am to 5.00 pm Monday to Friday, call us on 01273 876767 or email [studentlifecentre@sussex.ac.uk](mailto:studentlifecentre@sussex.ac.uk). You can also make an appointment through Sussex Direct by clicking on your 'Study' tab and then on Student Life and Student Life Centre. The Student Life Centre offers you a supportive space to discuss your situation and to help you consider ways forward.

We can help you with:

- personal concerns affecting study progress or well-being;
- funding and finance including and hardship funds and emergency loans, scholarships and bursaries;
- sources of help to improve academic performance – identifying obstacles to learning;
- understanding the University systems and regulations.
- progression, intermission and withdrawal processes - discussion and support;
- referrals to other professional services on and off campus;
- drop-ins for free condoms, drug and alcohol counselling and LGBT support.

If you don't know who to talk to or who to ask – start at the Student Life Centre. Seek help early and remember that we are here for you.

Because we are also a proactive service you may be contacted directly by the Student Life Centre if we hear that you might be in difficulty. This may be, for example, in response to concern from your School about your attendance, participation or engagement with your course.

For more information go to:

[www.sussex.ac.uk/studentlifecentre/](http://www.sussex.ac.uk/studentlifecentre/).

## Money Matters



## Funding and advice

You can find information about scholarships, fees and living cost at:

[www.sussex.ac.uk/study/money](http://www.sussex.ac.uk/study/money)

For information and advice about managing your money and sources of emergency/hardship funding go to:

[www.sussex.ac.uk/studentlifecentre/funding](http://www.sussex.ac.uk/studentlifecentre/funding)

For information on student finance and loans see the following:

<http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.htm>

## Paid employment

The Careers and Employability Centre advertises part-time work opportunities on campus, in Brighton as well as paid internships and work experience during the vacations in the UK and internationally. Log into CareerHub to access job advertisements and information and advice about all aspects of job-search, making effective applications to employers for part-time work or working in the UK if you are an international student. The Careers and Employability Centre works with the International Student Support team to ensure that any paid work you undertake is appropriate with your VISA status and that you get help to understand about the UK employment market.

[www.sussex.ac.uk/careers/index](http://www.sussex.ac.uk/careers/index)

## Dealing with debt

If you owe money to the University – e.g. for tuition fees – you should contact the University’s Student Accounts Team as soon as possible. You should be able to reach a suitable arrangement to clear your debt but if you do not, then ultimately you may have your degree certificate withheld or your registration terminated.

## Contact details

<b>For information on scholarships, bursaries and hardship funds:</b>	<b>For advice about financial support if you have a disability</b>
Student Funding Team Student Life Centre Chichester 1	Student Support Unit Pevensey 1

<p>☎ 01273 876767</p> <p>Email: <a href="mailto:studentlifecentre@sussex.ac.uk">studentlifecentre@sussex.ac.uk</a></p> <p>Website: <a href="http://www.sussex.ac.uk/study/money">www.sussex.ac.uk/study/money</a></p>	<p>☎ 01273 877466</p> <p>Email: <a href="mailto:studentsupport@sussex.ac.uk">studentsupport@sussex.ac.uk</a></p> <p>Website: <a href="http://www.sussex.ac.uk/studentsupport/">www.sussex.ac.uk/studentsupport/</a></p>
---	---

## Useful Contacts Outside of the University

<b>Housing Advice</b>		
Housing Advice and Tenancy Relations (Brighton & Hove Council housing advice line)	01273 294400	<a href="http://www.brighton-hove.gov.uk/content/housing_housing_advice@brighton-hove.gov.uk">www.brighton-hove.gov.uk/content/housing_housing_advice@brighton-hove.gov.uk</a>
Brighton Housing Trust - independent housing advice	01273 645400	<a href="http://www.bht.org.uk">www.bht.org.uk</a> <a href="mailto:advice@bht.org.uk">advice@bht.org.uk</a>
Shelter (housing advice line Mon – Fri 8am – 8pm; Sat – Sun 8am – 5pm)	0808 800 4444	<a href="http://england.shelter.org.uk/">http://england.shelter.org.uk/</a>
Sussex Central YMCA (Housing Advice Centre - housing advice for under 25s)	01273 222550	<a href="http://www.ymcadlg.org/">http://www.ymcadlg.org/</a> <a href="mailto:reed.house@ymcalg.org">reed.house@ymcalg.org</a>
<b>Finance</b>		
Brighton & Hove Housing Benefit Services	01273 292000	<a href="http://www.brighton-hove.gov.uk/benefits">www.brighton-hove.gov.uk/benefits</a>
Jobcentre Plus(benefits claim line)	0800 055 6688	<a href="http://www.gov.uk/contact-jobcentre-plus">www.gov.uk/contact-jobcentre-plus</a>
National Debtline	0808 808 4000	<a href="http://www.nationaldebtline.co.uk">www.nationaldebtline.co.uk</a>

Student Finance England	0300 100 0607	<a href="https://www.gov.uk/student-finance/overview">https://www.gov.uk/student-finance/overview</a>
<b>Rights/Legal Advice</b>		
Brighton & Hove Trading Standards	01273 292523	<a href="http://www.tradingstandards.gov.uk/brighton-hove">www.tradingstandards.gov.uk/brighton-hove</a> <a href="mailto:trading_standards@brighton-hove.gov.uk">trading_standards@brighton-hove.gov.uk</a>
Brighton and Hove Citizens Advice Bureau	03444 111 444	<a href="http://www.brightonhovecab.org.uk">www.brightonhovecab.org.uk</a>
<b>Health Services &amp; Support</b>		
Brighton Station Health Centre	0333 321 0946	<a href="http://www.brightonstationhealthcentre.nhs.uk/">http://www.brightonstationhealthcentre.nhs.uk/</a>
Claude Nicol Clinic (Sexual Health & HIV Testing)	01273 664721	<a href="http://www.brightonsexualhealth.com">www.brightonsexualhealth.com</a>
Rethink - mental health support	0300 5000 927	<a href="http://www.rethink.org">www.rethink.org</a>
Morley Street Contraception and Sexual Health Clinic (Family Planning Service)	01273 696011	<a href="http://www.sussexcommunity.nhs.uk/services/servicedetails.htm?directoryID=16324">www.sussexcommunity.nhs.uk/services/servicedetails.htm?directoryID=16324</a>
<b>Drugs, Alcohol Advice &amp; Support</b>		
Alcoholics Anonymous Helpline (24 Hours)	0800 9177650	<a href="http://www.alcoholics-anonymous.org.uk">www.alcoholics-anonymous.org.uk</a>
Narcotics Anonymous Helpline (24 hours)	0300 999 1212	<a href="http://www.ukna.org">www.ukna.org</a>
Talk to Frank	0300 123 6600	<a href="http://www.talktofrank.com">www.talktofrank.com</a>
<b>Services for Women</b>		

Brighton Women's Centre	01273 698036	<a href="http://www.womenscentre.org.uk">www.womenscentre.org.uk</a>
Brighton Oasis Project (support for women drug users)	01273 696970	<a href="http://www.oasisproject.org.uk">www.oasisproject.org.uk</a>
Rise (freedom from domestic abuse)	01273 622822	<a href="http://www.riseuk.org.uk">www.riseuk.org.uk</a>
<b>Services for Young People</b>		
Youth Advice Centre (advice & counselling for under 25s)	01273 828828	<a href="http://www.advicebrighton-hove.org.uk/services/youth-advice-centre/">http://www.advicebrighton-hove.org.uk/services/youth-advice-centre/</a>
Young People's Centre (advice & counselling for under 25s)	01273887886	<a href="http://youngpeoplescentre.co.uk/">http://youngpeoplescentre.co.uk/</a>
<b>Other Advice &amp; Support Services</b>		
Amaze (support for parents of children with special needs)	01273 772289	<a href="http://www.amazebrighton.org.uk">www.amazebrighton.org.uk</a>
Brighton & Hove Disability Advice Centre	01273 894040	<a href="http://www.thefedonline.org.uk/disability-advice-centre">http://www.thefedonline.org.uk/disability-advice-centre</a>   <a href="mailto:disabilityadvice@thefedonline.org.uk">disabilityadvice@thefedonline.org.uk</a>
Safe in the City – Brighton & Hove Community Safety Partnership	01273 290000	<a href="http://www.safeinthecity.info/getting-help">http://www.safeinthecity.info/getting-help</a>

## Student Support Unit (SSU)

Located in the Student Life Centre, Ground Floor, Bramber House, Refectory Road, we offer advice and support to prospective and current students, if you have a disability; specific learning difficulty (such as Dyslexia, Dyspraxia and ADHD), an autism spectrum condition (such as Asperger's Syndrome) or if you have mental health difficulties.

Depending on your assessed needs we can assist you with a wide range of support which could include:

- advice regarding applications for the Disabled Students' Allowance, where applicable;
- liaising with University staff over teaching and examination arrangements;
- arranging support workers, note-takers, scribes etc;
- liaising with Residential Services regarding accommodation needs;
- talk to you in confidence about any long term mental health problems you may have that are affecting your studies;
- liaise with your GP, Counsellor or members of your health care team, as appropriate;
- provide assistance with applying for funding, where applicable;
- provide study support tutors and mental health mentors where funding is in place;
- Provide screening if you think you might have a Specific Learning Difficulty (eg Dyslexia) and provide advice and make arrangements for an Educational Psychologists assessment where appropriate;

The Student Support Unit reception is open from 9.00am to 5.00pm Monday to Thursday and 9.00 am to 4.00 pm on Fridays. You can also contact us in the following ways:

**Telephone:** 01273 877466

**Email:** [studentsupport@sussex.ac.uk](mailto:studentsupport@sussex.ac.uk)

**Twitter:** [@SussexUniSSU](https://twitter.com/SussexUniSSU)

For more information go to the SSU's webpages at:

[www.sussex.ac.uk/studentsupport/](http://www.sussex.ac.uk/studentsupport/)

## University Counselling Services

The demands of academic work, problems in relationships, changing lifestyles or pressure from your own and others' expectations – amongst other difficulties – can all present you with challenges. The University Counselling Service offer free and confidential therapeutic support to help you explore and understand your concerns, whether these stem from past experiences or current dilemmas.

We can offer you individual time-limited psychodynamic or cognitive behavioural therapy as well as group therapy. There are daily single sessions available for a brief consultation and staff also provide a substance misuse service - in addition to groups or workshops on stress management, procrastination and eating problems. The University Counselling Service is based in the courtyard of the Health Centre and open at the following times:

### Reception opening hours

	Term	Vacation
Monday & Friday	9.00am – 1.00pm 2.00pm – 5.00pm	9.00am – 1.00pm 2.00pm – 5.00pm
Tuesday & Wednesday & Thursday	9.00am – 1.00pm 2.00pm – 9.00pm	9.00am – 1.00pm 2.00pm – 5.00pm

To make an appointment either for a single session appointment or for an initial interview please phone, email or use Sussex Direct/Study tab.  
Contact details for the University Counselling Service is below:

**Telephone:** 01273 678156

**Email:** [counsellingreception@sussex.ac.uk](mailto:counsellingreception@sussex.ac.uk)

You can also visit the website for further information:

[www.sussex.ac.uk/counselling](http://www.sussex.ac.uk/counselling)

## Health and Wellbeing

The Health and Wellbeing team provides information and advice about support available on campus and in the wider community. The team work with colleagues across the Student Services Division; the Health Centre; sports and residential services and Directors of Student Experience in each School to create a rolling programme of workshops and themed activities. Drop-ins for sexual health, alcohol, LGBTQ welfare and legal highs have been set up in both the Student Life Centre and other parts of campus.

Our team of Wellbeing Student Volunteers run the X-Card sexual health advice/free condom service and are also trained in alcohol brief interventions. They will be very active this year in promoting good mental health and can be approached for information on any area – just look out for the red apple logo!

For information on all aspects of wellbeing, from finding emergency contraception to sourcing delicious recipes go to the website:

[www.sussex.ac.uk/wellbeing](http://www.sussex.ac.uk/wellbeing)

Health and Wellbeing Coordinator:

Amanda Griffiths (Email: [A.Griffiths@sussex.ac.uk](mailto:A.Griffiths@sussex.ac.uk); phone 01273 872686),

## Health Centre

There is an NHS General Practice on campus. It is important that you register with a GP, do not wait until you feel unwell or want to access one of their services. If you are an International student you should come to the Health Centre with your passport to find out if you are entitled to NHS treatment or not.

### Surgery hours

Term		Vacation	
<b>Opening Hours</b> <b>Monday – Thursday</b>	8.30am – 12.00pm 1.30pm - 6.00pm	<b>Opening Hours</b> <b>Monday – Friday</b>	8.30am – 12.00pm 1.30pm - 5.00pm
<b>Friday</b>	8.30am – 12.00pm 1.30pm - 5.00pm		
<b>Monday to Friday</b>		<b>Monday to Friday</b>	
<b>Drop-Ins</b>	9.00am – 12.00pm (please arrive between 9.00 and 11.00)	<b>Drop-Ins</b>	9.00am – 12.00pm (please arrive between 9.00 and 11.00)
<b>Appointments</b>	1.30pm – 4.20pm	<b>Appointments</b>	1.30pm – 4.20pm

### Contact details

**Telephone:** 01273 249049 (appointments and general enquiries)

**Telephone:** 0845 145 0121 (out of hours)

**Email:** admin.unimed@nhs.net

**Website:** [www.unimed.co.uk](http://www.unimed.co.uk)

If you are living off-campus you can locate a GP practice close to where you live. You can Google NHS Choices or use the link below:

<http://www.nhs.uk/Pages/HomePage.aspx>

There is also a walk-in Centre located close to Brighton Station, which is open 7 days a week, 8.00am to 8.00pm, and provides a no-appointment and 'no need to register' health advice service to anyone who wants to attend. Further information is available at:



[www.careuk.com/brighton-station-health-centre](http://www.careuk.com/brighton-station-health-centre)

Alternatively you can call the Centre on: 0333 321 0946 .

There is a pharmacy on campus next to the Health Centre which is open from 9.00am to 5.30 pm Monday to Friday during term time, and 9.30am to 4.30pm Monday to Friday during the vacation. The pharmacy phone number is: 01273 699883

## **Dentist**

There is a dental surgery on campus situated adjacent to the Health Centre. Open Mon-Thurs 9.00am to 5.00pm, Friday 8.00am to 4.00pm (closed 1.00pm to 2.00pm every day). Times vary in the summer vacation. You can contact the surgery on 01273 605555.

## Chaplaincy

The Chaplaincy team is located in the Meeting House. The distinctive circular building, with its coloured-glass walls, is built on two floors. The kaleidoscopic chapel on the upper level is used for worship throughout the week, with services drawing on different traditions of spirituality. The lower floor of the Meeting House is a social centre and also hosts lectures and meetings. You are invited to use either space regardless of your faith or lack of faith. Drop in, savour the atmosphere, introduce yourself and take a term card and make use of the personal space for reflection offered by the Chapel and Quiet Room.

The Chaplains are drawn from different faith traditions. They are available to be consulted over a wide range of issues, whether or not related to matters related to faith. The Chaplaincy is also a member of the Brighton and Hove Interfaith Connection Group which includes Christian, Jewish, Muslim, Buddhist and other communities in the Brighton area.

The Muslim Student Centre and prayer facility is based in Falmer House with separate entrances for brothers and sisters. A keypad code is required for entry and you can get this by contacting Janine Thorogood (contact details below) or Security Services (01273 678234). There are also two mosques in Brighton.

The Meeting House is open Monday to Friday from 8.00am to 9.00pm (to 4.00pm during vacation periods). You can drop in to see a Chaplain or make an appointment through the Meeting House Secretary:

**Telephone:** 01273 678217

**Email:** [J.S.Thorogood@sussex.ac.uk](mailto:J.S.Thorogood@sussex.ac.uk)

For further details visit the website:

[www.sussex.ac.uk/chaplaincy/](http://www.sussex.ac.uk/chaplaincy/)

## **International Student Support**

International Student Support offer information and advice to students who come to Sussex from outside of the UK. Specialist immigration advisors are here to help you with visa-related enquiries. Other members of the team provide welcome and induction support, a programme of day trips to destinations around the UK during the autumn and spring terms, as well as social events on campus and information sessions. The team can advise on healthcare, how to open a bank account, and anything else that you may need information on. International Student Support also co-organises the annual One World Week celebrations with the University of Sussex Students' Union (USSU).

You may find the International Students' Pre Arrival Guide a useful resource. You can find this and other information here:

[www.sussex.ac.uk/internationalsupport/index](http://www.sussex.ac.uk/internationalsupport/index).

International Student Support can be contacted using the details below:

**Telephone:** + 44 (0)1273 67 8422

**Email:** [immigration@sussex.ac.uk](mailto:immigration@sussex.ac.uk) for visa-related enquiries

**Email:** [international.support@sussex.ac.uk](mailto:international.support@sussex.ac.uk) for any other enquiries

Or 'like' their facebook page: International Student Support – University of Sussex

---

## **Paid employment**

If you want to work part-time and/or during the vacations the Careers and Employability Centre can help. You can access their jobs database at: [www.sussex.ac.uk/careers/jobs/](http://www.sussex.ac.uk/careers/jobs/)

If you are on a Tier 4 visa any work you undertake must be compliant with your visa conditions. Whether or not you can work in vacation time depends on what type of student you are. For example Postgraduate Masters students are not allowed to work more than 20 hours during vacation times, they can only work more than 20 hours after the official end date of their course (for this academic year this is 30 September 2016). Please find full details regarding working conditions for Undergraduates, Postgraduate Masters and Postgraduate Research students in the section 'How many hours can I work?' [www.sussex.ac.uk/internationalsupport/working/workingduringstudies](http://www.sussex.ac.uk/internationalsupport/working/workingduringstudies).

## Careers and Employability Centre

The Careers and Employability Centre offers a range of opportunities and confidence building experiences which will help you to enhance your skills, employability and career potential. Based within the Library we want to work with you from your 1<sup>st</sup> year whilst you are a student and you can also access our services for up to three years after graduation.

Log into CareerHub to access jobs, events and appointments and much more!

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

We can also help you to find part-time work to supplement your income or paid internships and work experience to gain valuable work experience, test out your work options and develop your skills. We advertise over 5000 vacancies each year including part-time, temporary and vacation positions for a variety of local employers and University departments as well as graduate vacancies and provide advice on issues such as taxation and National Insurance (NI). If you are an international student, it is important that you check your employment status before looking for a job. We can assist you with this.

If you are considering taking a *Sussex Choice* professional placement year in the UK or internationally or exploring what options are available for internships and work experience in the UK or as part of the *University of Sussex China Internship Programme*, we will be running briefings about the opportunities during the year:

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

You can build your academic study skills with us and there is lots of help available. Get started by visiting this web-page: <http://www.sussex.ac.uk/careers/studyskills>

Take part in a wide range of events and workshops to enhance your employability skills and career awareness through our *Employability Accelerator programme*. This includes over 400 events each year including opportunities to meet employers at fairs, career briefings delivered by industry experts (often Sussex alumni) and employability skill development workshops including leadership, communication and presentation skills.

The *Sussex Plus Employability Award* prepares you for making career choices, teaches you how to showcase your skills, interact with potential recruiters and get social-media savvy!

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

Whether you are an undergraduate, postgraduate on a Masters course or doctoral student, a range of workshops and events are also targeted for you and you can find out more through the regular e-mails we send and at the Careers and Employability Centre website events and news listing.

We work with the Sussex Innovation Centre to offer opportunities for budding commercial or social entrepreneurs to hone enterprise skills and know-how through the *StartUp Sussex Enterprise Training Programme* and *StartUp Sussex competitions* for all Sussex students and graduates take their creative ideas further; watch out for the launch early in the autumn term:

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

Professionally trained careers and information staff are available every weekday to help you explore your career direction, skill development, and to provide help with application forms, CVs and interview techniques. If you are not sure whether you are on the right course or just wish to talk things through you can have a discussion with a careers employability advisor.

For careers exploration the sector guides have all the career pathway information you need in one place: <http://www.sussex.ac.uk/careers/careerchoices/researchingcareers>

We have information on further study at Sussex, in the UK and overseas. You can find out about:

- Postgraduate courses and training in the UK, both academic and vocational. We have directories on courses and prospectuses which are accessible via the web. Careers and Employability can help you work out where further study can take you and whether this is the right route for you.
- International Study and funding for postgraduate study including information and advice on getting grants, loans and studentships.

The Careers and Employability Centre is open Monday to Friday 9.00am to 5.00pm (extended to 7.00pm on Wednesdays) during term time. Please check the website for details of vacation opening times.

### Contact Details

**Telephone:** 01273 678429

**Email:** [careers@sussex.ac.uk](mailto:careers@sussex.ac.uk)

**Website:** [www.sussex.ac.uk/careers](http://www.sussex.ac.uk/careers)

## Sussex Universities Service Units

Undergraduate students at Brighton, Chichester and Sussex Universities and partner colleges have the opportunity to join the:

- Sussex Universities Royal Naval Unit
- Sussex Universities Officer Training Corps
- Sussex Universities Air Squadron.

### Sussex University Royal Naval Unit (Sussex URNU)

The URNU, based at the University of Brighton but also open to members of the University of Sussex and the Brighton and Sussex Medical School, aims to foster interest in the sea and to educate a wide spectrum of high calibre students of the need for, and the role of, the Royal Navy whilst preparing them for positions of responsibility in general. It does this through a balance of presentations, seamanship training at sea, practical leadership training both ashore and at sea, outside lecturers, acquaint visits to naval and military units and establishments, adventurous training and sport. Membership also includes the free teaching of Royal Yachting Association courses, which can lead to the award of the RYA Coastal Skipper qualification, and for those who attend for 3 years, the prestigious (and CV-enhancing!) Chartered Management Institute Award (CMI).

As well as the informal social events organised on a regular basis by unit members, there are several (well subsidised) formal social occasions every year, including a black tie dinner (to commemorate the capture of the pirate Blackbeard by a previous HMS RANGER), a prestigious cocktail party – held every year in venues around Brighton and Hove with several celebrities invited, and the annual Leavers' Ball in the Summer Term.

Overall, the URNU is an exciting organisation full of opportunities. We aim to provide students with a combination of unbeatable CV points, some unique experiences both at sea and on land, a social life that is second-to-none, many lifelong friendships and a considerable amount of tax-free money.

For more information, contact URNU:

**Telephone:** 01273 545651

**Email:** [navytrgbrnc-urnu-sussex-sec@mod.uk](mailto:navytrgbrnc-urnu-sussex-sec@mod.uk)

**Website:** <http://www.royalnavy.mod.uk/sussexurnu>

**Facebook:** <https://en-gb.facebook.com/sussexurnu>

## Sussex Universities Officer Training Corps (UOTC)

Do you want to live a student life less ordinary, get paid to enhance your CV and make lifelong friends along the way? The Brighton Detachment for the Officer Training Corps is co-ordinated by the Southampton University Officer Training Corps and we recruit students from Sussex, Brighton and Chichester Universities and meet weekly at the Brighton Detachment off Lewes Road. The University Officer Training Corps (UOTC) offers many opportunities to enhance your CV through military leadership and management development.

For more details about how to join us please look at our Facebook page at: [www.facebook.com/SouthamptonUOTC](http://www.facebook.com/SouthamptonUOTC) or for more general enquiries contact: [uotcsouthampton-hq-admin@mod.uk](mailto:uotcsouthampton-hq-admin@mod.uk)

## Sussex Universities Air Squadron

The Southampton Universities Air Squadron (UAS) recruits students from a number of universities including the Universities of Brighton, Sussex, Chichester, Bournemouth, Portsmouth and Southampton. Please note that you will need to be prepared to go to Southampton for activities and meetings as do students from all the other universities across the south coast.

Successful applicants are presented with many exciting opportunities – not only do we offer military flying training, but members can take part in adventurous training and sports including rock climbing, football, sailing, rugby, mountaineering, hockey, mountain biking, ski touring, sky diving and much more. These activities and activities are offered with no commitment to join the Royal Air force after University.

For more details email: [3FTS-SUAS-OC@mod.uk](mailto:3FTS-SUAS-OC@mod.uk)

## Accommodation

If you live in University managed accommodation there is a team of Residential Advisors (RA's) who are second and third year students to provide you with help and support. As returning students they know how the University works and are able to provide useful information to enable you to settle in. Although RAs cannot sort out individual personal problems, they do know how 'the system' works and in most cases can refer you to someone who can help. To find out more about RA scheme go to:

[www.sussex.ac.uk/residentialservices/studentssupport](http://www.sussex.ac.uk/residentialservices/studentssupport).

The Housing Office provides help and advice on housing matters.

### Housing Office opening hours

Term	
Monday, Tuesday, Thursday, Friday	10.00am – 1.00pm 2.00pm – 4.00pm
Wednesday	10.00am – 4.00pm

### Contact details

The Housing Office  
Hastings Building  
University of Sussex  
Falmer  
Brighton BN1 9QU

**Telephone:** 01273 678220

**Email:** [housing@sussex.ac.uk](mailto:housing@sussex.ac.uk)

The Residential Student Support Manager  
York House  
University of Sussex  
Falmer  
Brighton BN1 9QR

**Telephone:** 01273 877250

**Email:** [C.Tucker@sussex.ac.uk](mailto:C.Tucker@sussex.ac.uk)

The latest Housing Guide, *At Home with Us* is available at:

[www.sussex.ac.uk/residentialservices/residences](http://www.sussex.ac.uk/residentialservices/residences)

The Residential Student Support Team (RSST) manages the welfare and discipline for all students living in University managed accommodation. Our team provides 24 hour pastoral care support and coordinates welfare support both internally and in partnership with external support services (NHS, Adult Social Services, Local Hospitals, Campus Surgery).

The RSST also manages discipline within the residence in accordance with the [University Discipline policy](#) and your tenancy agreement.

### Residential Advisor Network

Residential Advisors (RAs) are undergraduate, second, third year and returning postgraduate students from both the UK and overseas. RAs are trained in peer mediation, crises intervention and



student welfare issues. When appropriate they will attempt to address any issues you may face in the residence or sign post you on to the relevant support networks. When you arrive the RAs will be the students waiting to greet you wearing black hoodies with 'Residential Advisor' in bold white letters. During the first few weeks of each term they hold kitchen meetings to discuss communal living and University policies but they can also be contacted for support throughout the year. We have approximately 100 RAs living in residence across our residential scheme. You can read a case study about the [experiences of one of our Residential Advisors here](#).

During your first few days in residence, the RAs will attempt to introduce everyone to communal living which may involve tactful discussions about kitchen cleanliness, quiet hours or keeping the peace with your neighbours. Any problems concerning the above should in the first instance be referred to your RA. If a problem persists, the RA or individual student should bring the issue to the attention of the area Building Manager or you can e-mail the Residential Student Support Team management using the contacts below. All RAs are trained to listen and support new students, not only when they arrive, but throughout the year. RAs are trained Peer Mediators. They will be happy to sit down with you and your flatmates to help you find solutions to most problems.

The RAs will also be organizing social events from time to time throughout the academic year, should you feel like participating in one of these events or organizing one of your own please contact us directly. We will be adding a 'social events' page to our website over the summer in preparation for the Autumn intake.

All new residents will receive contact details for their RA when they arrive and time and dates for your first kitchen meeting will be posted on your arrival.



### **Senior Residential Advisors**

Each residence will have a designated Senior RA. These students are set with the task of coordinating RA responsibilities in each area and assisting the Building Managers in communicating with the residents in their areas. Senior RAs will also provide mediatory services should a conflict persist in your flat. All Senior RAs will have designated office hours which will be posted near the porter's office. All Senior RA office hours will be held at York House reception.

### **Peer Mediation/Arbitration**

We recognize that communal living can be difficult and problematic at times. We encourage all of our residents to speak to each other directly when problems arise in their residence but if there has been a communication breakdown or you feel you may need help please contact us directly. Talking things through is always preferable and doing so in a controlled structured environment can prove to be beneficial to all of the parties involved. In most cases flatmate issues can be addressed

through peer mediation with your Residential Advisor or in more difficult circumstances you may be called to an arbitration with one of the managers of the scheme.

**Residential Student Support Manager:** The RA Scheme, Student Support and Disciplinary (Schedule A Hearings) issues are managed by [Christopher Tucker](#), whose office is located in York House. Christopher has regular meetings and updates with all of the RAs and is available to give support to both RAs and their students. The Student Support Manager can be contacted out of hours in case of an emergency by contacting [24hr-Security ext 3333](#) or he can be reached by e-mail for less pressing matters on [c.tucker@sussex.ac.uk](mailto:c.tucker@sussex.ac.uk).

**Residential Student Support Officers:** [Miriam Osterman](#) and Michelle Yembra serve as the deputies to the Support Manager on the Residential Student Support Team and can also be found in York House. They assist in the day to day running of the scheme and can also be contacted for additional welfare support. The Student Support Officers reside on campus and are also available in case of emergency via [24hr-Security ext 3333](#) or on their e-mail address [K.M.Osterman@sussex.ac.uk](mailto:K.M.Osterman@sussex.ac.uk) or [M.Yembra@sussex.ac.uk](mailto:M.Yembra@sussex.ac.uk)

**Residential Student Support Secretary:** Ellie Simpkin is the team secretary for Residential Student Support and helps administrate and coordinate the Schedule A disciplinary hearings. From time to time Ellie may contact you to set up meetings or ask for follow up information with regards to disciplinary matters. [e.simpkin@sussex.ac.uk](mailto:e.simpkin@sussex.ac.uk)

## Childcare

The Cooperative Childcare operates a nursery on campus which is open from 7.30am to 6.30pm. You can contact the nursery by emailing: [sussexuniversitynursery@ccc.coop](mailto:sussexuniversitynursery@ccc.coop).

Further information about fees and facilities is available on the website:

[www.sussex.ac.uk/childcare/](http://www.sussex.ac.uk/childcare/).

# Sussexsport

Sport at Sussex is delivered by 'Sussexsport' in conjunction with the Students' Union (USSU Sport). We offer a wide range of sport and fitness facilities, programmes and services with the aim of providing the best possible sporting experience during your time at University. You can use the facilities as a non-member on a pay and play basis or by taking out a great value bronze, silver or gold membership.

There are a number of facilities available across our two sites on campus:

## Sport Centre

- 2 sports halls
- Dance Studio/Dojo
- 4 Glass Back Squash Courts
- Therapy room
- A well-equipped Fitness Room with over 20 CV and resistance stations and 20 Schwinn Indoor cycling bikes

## Falmer Sports Complex

- Air conditioned fitness room including the latest CV and Resistance Machines
- A free weights room with lifting platforms
- A separate room consisting of a bespoke 9 station functional training rig
- Sand dressed floodlit artificial turf pitch
- Floodlit 3G pitch
- Grass soccer, rugby and cricket pitches
- 6 hard tennis courts
- Netball court
- Sussexsport Café Bar open by arrangement with Sussex Food

## Opening Hours (autumn and spring terms, see website for summer term and vacation opening times)

### Sport Centre

Monday - Friday 8.00am – 10.00pm  
Saturday - 9.30am – 8.00pm  
Sunday - 9.30am-9.00pm

### Falmer Sports Complex

Monday - Friday 7.30am – 10.00pm  
Saturday - 9.00am – 8.00pm  
Sunday – 9.00am – 6.00pm

The sports café bar at the Falmer Sports Complex is suitable for functions and parties through Sussex Food, and the Therapy Room at the Sport Centre offers a sports injury clinic, sports massage, Swedish massage, Chiropractic clinic and beauty therapy.

Personal training, programmes and health and fitness assessments are available at excellent rates along with fitness room introduction sessions. All these services can be booked at either of the receptions.

Sussexsport runs an excellent and diverse group exercise programme all year round, with over 45 classes available during the term time week. Classes range from the trapeze, Zumba, indoor cycling, metabolic training, Pilates and yoga. All of the group exercise classes are FREE as part of our Gold and Silver memberships. There are a number of courses that run through the year, such as ballet, Pilates, trapeze and yoga.

For further information, please refer to the Sussexsport website:

[www.sussexsport.com](http://www.sussexsport.com)

You can also contact Sussexsport:

**Telephone Sport Centre Reception:** 01273 678228

**Telephone Falmer Sports Complex Reception:** 01273 877125

**Email:** [sussexsport@sussex.ac.uk](mailto:sussexsport@sussex.ac.uk)

## **Sports Scholarship Scheme**

Delivered by Sussexsport and supported by the Sussex Fund, sports scholarships are available to talented students who have reached national standard in their chosen sport. The sports scholarship scheme offers students 3 levels of support depending on their sporting achievements.

**Tier 1 - High performance athlete scheme** - should currently represent your country at senior level and be from a British Universities and Colleges Sport (BUCS) recognised sport.

**Tier 2 - Performance athlete scheme** - should currently represent your country at junior level or be a member of a national level development squad. Sports must be recognised by Sport England.

**Tier 3 - Development athlete scheme** - should have represented your county at senior level or be a member of a national league team. Sports must be recognised by Sport England.

Final decisions on sports scholarship awards may be determined by levels of specific sport played and/or University coach input.

Students will receive access to a comprehensive support package including:

- Free use of facilities
- Twice weekly strength and conditioning sessions
- Financial support (up to £1,000 per year)
- Mentoring

- Access to physiotherapy and chiropractic and nutritional support
- Links to external clubs
- Complimentary Students' Union sports membership
- Car parking privileges
- Fitness testing (**performance athletes only**)
- Strength and conditioning training plans (**performance athletes only**)
- Academic flexibility (**performance athletes only**)

### Applying

To apply for a scholarship, download our application form at:

[www.sussex.ac.uk/sport/students/scholarships/apply](http://www.sussex.ac.uk/sport/students/scholarships/apply)

For further information, please contact Terry Cooper, Health and Fitness Development Officer:

**Telephone:** 01273 678345

**Email:** [t.cooper@sussex.ac.uk](mailto:t.cooper@sussex.ac.uk)

Please note that the formal deadline for applications for the 2015/16 academic year is **Monday 21 September 2015**, although late applications will be accepted.

### Active US

Active US is an exciting project encouraging all students to take part in sport and physical activity. The project is a collaboration between Sussexsport and the Students' Union, with funding from Sport England. Active US runs sports and activities that are relaxed, accessible and affordable, inviting students to "spend 30 minutes with US" and try something new or continue with something you enjoy.

Benefits include:

- Swimming for £1 at the Prince Regent, King Alfred and St Luke's pools in Brighton and at pools in Lewes and Newhaven
- Access to a wide range of exercise classes and sports facilities on campus at reduced rates
- Access to Sunday night Bouldering at the Brighton Boulder Centre
- Lots of social sport opportunities
- Access to a large programme of drop-in activities.

Remember, you can upgrade at any point to our all-inclusive gold and silver memberships which include unlimited access to our fitness rooms, classes and facilities in addition to the benefits listed above.

## Students' Union Services

As a member of the Students' Union you are eligible to access the following:

- Sports clubs, societies, and relevant training
- Community and campus volunteering
- Advice and Representation on education issues
- Campaign work on a variety of important issues
- Retail outlets including three bars, the Union Shop and Co-op
- Democratic participation including voting in elections
- Support groups
- Student media

[There are around 250 societies](#) run by students like you, and if there's something missing, [it's easy to start your own](#). All societies are open to Students' Union members and you can [join societies throughout the year](#), so keep an eye on the current [list of societies](#) as new ones start up quite regularly.

Sports at the Students' Union is based within the Falmer House Activities Centre. The current sports clubs run by students include a variety of traditional sports such as badminton, basketball, fencing, football, rugby, hockey, netball, squash and volleyball. Students' Union Sport also caters for a wide range of outdoor pursuits such as mountaineering, sailing, surfing and windsurfing.

Students' Union Sport has a dedicated team of staff who meet with sports reps throughout the year, via regular meetings and quarterly reviews to discuss health and safety requirements, coaching courses, procurement of equipment and services for the club.

Opportunities for competition exist through the nationwide British Universities & College Sport (BUCS) which allows Sussex students to compete against other universities regionally and nationally.

For more information contact Sarah Hall, Sports Manager:

**Telephone:** 01273 877322

**Email:** [sarah.h@sussexstudent.com](mailto:sarah.h@sussexstudent.com)

**Website:** [www.sussexstudent.com/sport](http://www.sussexstudent.com/sport)

Volunteering is an enjoyable way for you to make a difference, provides an opportunity for you to develop key skills for your future career and to check out possible career paths. It's also a great way to make new friends, to do something different from your studies and to get a different perspective of life. Through the Students' Union Activities Centre you have the opportunity to access [volunteer](#) opportunities in a wide variety of locally based organisations and community projects as well as for the Students' Union. There are lots of options to choose from and Students' Union staff will help you find the volunteering placement that is right for you, [contact us](#) for more information.



There are three student media outlets run by students for students in the Union. *The Badger* is a weekly newspaper covering all aspects of campus life and the arts and is the main source of news on campus. There is also a student radio station, University Radio Falmer (URF), which broadcasts throughout campus and into Brighton, offering you the chance to use brand new professional facilities and hear your voice on air. UniTV is the campus TV station, broadcasting through Youtube on a variety of themes, including national award-winning news, light entertainment and factual pieces.

A full programme of year-round entertainments including the annual Freshers Week programme, free gigs, DJ nights, Fundraisers, BBQs, deadline day celebrations and more, are organised by the Students' Union staff and volunteers, both locally and around the campus. The Students' Union bars screen all major sports games, including the annual Superbowl and many league football and rugby games.

East Slope Bar is run by the Students' Union, it has a big screen TV, Pool table and food available from midday every day, open the whole year round. East Slope bar runs drinks promotions, regular events with DJs and entertainment, space for societies and teams to put on their events, pool table, large patio area and extensive selection of food and drink. The Students' Union also runs Falmer Bar at the other end of campus, boasting multiple spaces for events, enjoying food from breakfast to dinner, and different entertainment and drinks deals throughout the week. In Brighton the Globe is run by the Students' Union as a student focussed space in Brighton with an eclectic menu and range of drinks promotions, as well as regular student nights. The Union Shop in Falmer House, offers snacks, lunches, University of Sussex branded clothing and memorabilia, and a variety of equipment for studying. The Students' Union also staffs the campus Co-Operative store, stocking the widest variety of products on campus. All Students' Union run bars and shops offer employment and development opportunities to Sussex students.

There are many opportunities for you to get involved in making change in both the Students' Union and University, and you are encouraged to get involved and stand for an elected position during your time at Sussex. You can nominate yourself to be Rep for your School of Study. Elections are held through an online voting system at the start of the autumn term. The role of the Rep is to collect and report student views, issues and concerns about fellow students teaching and learning experiences and feed these back. A programme of briefing and training is provided. Reps are a key way for the University to find out what students think about their experience at Sussex. The scheme includes undergraduate, postgraduate taught and postgraduate research students.

The Student Rep Scheme, is co-run by the Students' Union and University, it aims to make positive change to your academic experience. Find out more and get involved in the scheme at:

<http://www.sussexstudent.com/studentreps>.

There are support groups for those students the Union wants to provide specific representation to, which include: International Students Group, Lesbian, Gay, Bisexual and Transgender Group, Disabled Forum, Ethnic Minority students, Postgraduate Association,

Women's Group, Mature Students and Students with Dependents. Safe space rooms that can be used by many of these student groups can be found in Falmer House.

All full members of the Union are entitled to vote in, and stand as candidates in, Students' Union elections. As well as the Full-time Officers there are about 40 other students elected to the Council of the Union and its decision-making committees. In this way you can contribute directly to improving the work of the Union and the life of other Sussex students.

You have the right to opt out of membership of the Students' Union, at the time of registering to the University. There is no financial saving if you opt out. You will lose the right to be a candidate or to vote in Union elections, to attend Union General Meetings, to take part in Union affairs or to represent and be represented by the Union. As a non-member you can still use Union advocacy services, join clubs and societies (although you will have to pay for an associate membership and you cannot hold a club or society committee position), Union shops and bars and attend Union-run entertainments (although you will not be entitled to discounted entry charges available to Union members).

Full-time Elected officers represent you on most University-level meetings and committees. The responsibilities of each committee and its other membership are set out in the Committees section of the University's website:

[www.sussex.ac.uk/ogs/](http://www.sussex.ac.uk/ogs/).

You can also view the business of University meetings and the papers detailing what happens in them by logging into Sussex Direct.

## Eating and Drinking on Campus

There are a number of food outlets on campus offering a variety of menus. For more information including location and opening times visit the website:

[www.sussex.ac.uk/catering/wheretoeat](http://www.sussex.ac.uk/catering/wheretoeat).

## Shops and Facilities

There is a Barclays Bank on campus situated in Sussex House. There are two free cash machines available 24 hours a day at this location. Other cash machines are available on campus in York House and Bramber House.

Other facilities available on campus include a bookshop, launderette, Post Office, and a branch of the Cooperative Food. For further details go to:

[www.sussex.ac.uk/rsts/services/campustradingservices/shopsfacilitiesandretailoutlets](http://www.sussex.ac.uk/rsts/services/campustradingservices/shopsfacilitiesandretailoutlets).

## Useful Contacts Outside of the University

Housing Advice		
Housing Advice and Tenancy Relations (Brighton & Hove Council housing advice line)	294400	<a href="http://www.brighton-hove.gov.uk/content/housing">www.brighton-hove.gov.uk/content/housing</a> <a href="mailto:housing.advice@brighton-hove.gov.uk">housing.advice@brighton-hove.gov.uk</a>
Brighton Housing Trust - independent housing advice	234737	<a href="http://www.bht.org.uk">www.bht.org.uk</a> <a href="mailto:advice@bht.org.uk">advice@bht.org.uk</a>
Shelter (housing advice line Mon – Fri 8am – 8pm; Sat – Sun 8am – 5pm)	0808 800 4444	<a href="http://england.shelter.org.uk/">http://england.shelter.org.uk/</a>
Sussex Central YMCA (Housing Advice Centre - housing advice for under 25s)	828828	<a href="http://www.hoveymca.org.uk/housing">www.hoveymca.org.uk/housing</a> <a href="mailto:housing.advice@sussexcentralymca.org.uk">housing.advice@sussexcentralymca.org.uk</a>

<b>Finance</b>		
Brighton & Hove Housing Benefit Services	292000	<a href="http://www.brighton-hove.gov.uk/benefits">www.brighton-hove.gov.uk/benefits</a>
Jobcentre Plus(benefits claim line)	0800 055 6688	<a href="http://www.gov.uk/contact-jobcentre-plus">www.gov.uk/contact-jobcentre-plus</a>
National Debtline	0808 808 4000	<a href="http://www.nationaldebtline.co.uk">www.nationaldebtline.co.uk</a>
Student Finance England	0300 100 0607	<a href="https://www.gov.uk/student-finance/overview">https://www.gov.uk/student-finance/overview</a>
<b>Rights/Legal Advice</b>		
Brighton & Hove Trading Standards	08454 04 05 06	<a href="http://www.tradingstandards.gov.uk/brighton-hove">www.tradingstandards.gov.uk/brighton-hove</a>
Brighton and Hove Citizens Advice Bureau	223951	<a href="http://www.brightonhovocab.org.uk">www.brightonhovocab.org.uk</a>
<b>Health Services &amp; Support</b>		
Brighton Station Health Centre	01273 203058	<a href="http://www.careuk.com/brighton-station-health-centre">www.careuk.com/brighton-station-health-centre</a>
Claude Nicol Clinic (Sexual Health & HIV Testing)	664721	<a href="http://www.brightonsexualhealth.com">www.brightonsexualhealth.com</a>
Rethink - mental health support	0300 5000 97	<a href="http://www.rethink.org">www.rethink.org</a>
Morley Street Contraception and Sexual Health Clinic (Family Planning Service)	242091	<a href="http://www.sussexcommunity.nhs.uk/services/servicedetails.htm?directoryID=16324">www.sussexcommunity.nhs.uk/services/servicedetails.htm?directoryID=16324</a>
<b>Drugs, Alcohol Advice &amp; Support</b>		
Alcoholics Anonymous Helpline (24 Hours)	0845 7697555	<a href="http://www.alcoholics-anonymous.org.uk">www.alcoholics-anonymous.org.uk</a>
Narcotics Anonymous Helpline (24 hours)	0300 999 1212	<a href="http://www.ukna.org">www.ukna.org</a>

Talk to Frank	0300 123 6600	<a href="http://www.talktofrank.com">www.talktofrank.com</a>
<b>Services for Women</b>		
Brighton Women's Centre	698036	<a href="http://www.womenscentre.org.uk">www.womenscentre.org.uk</a>
Brighton Oasis Project (support for women drug users)	696970	<a href="http://www.oasisproject.org.uk">www.oasisproject.org.uk</a>
Rise (freedom from domestic abuse)	622822	<a href="http://www.riseuk.org.uk">www.riseuk.org.uk</a>
<b>Services for Young People</b>		
Youth Advice Centre (advice & counselling for under 25s)	889292	<a href="http://www.hoveymca.org.uk/yacservices@sussexcentralymca.org.uk">www.hoveymca.org.uk/ yacservices@sussexcentralymca.org.uk</a>
Young People's Centre (advice & counselling for under 25s)	887886	<a href="http://ypc.ebabel.org.uk/">http://ypc.ebabel.org.uk/</a>
<b>Other Advice &amp; Support Services</b>		
Amaze (support for parents of children with special needs)	772289	<a href="http://www.amazebrighton.org.uk">www.amazebrighton.org.uk</a>
Brighton & Hove Disability Advice Centre	296747	<a href="http://www.thefedonline.org.uk/disability-advice-centre">http://www.thefedonline.org.uk/disability-advice-centre</a>   <a href="mailto:disabilityadvice@thefedonline.org.uk">disabilityadvice@thefedonline.org.uk</a>
Safe in the City – Brighton & Hove Community Safety Partnership		<a href="http://www.safeinthecity.info/getting-help">http://www.safeinthecity.info/getting-help</a>
Eating Disorders Association Helpline	0845 6341414	<a href="http://www.b-eat.co.uk">www.b-eat.co.uk</a> <a href="mailto:help@b-eat.co.uk">help@b-eat.co.uk</a>
Samaritans (24 hours)	08457 909090	<a href="http://www.samaritans.org">www.samaritans.org</a>

**Please note:** all telephone numbers are prefixed with the Brighton & Hove area code (01273) unless otherwise stated.