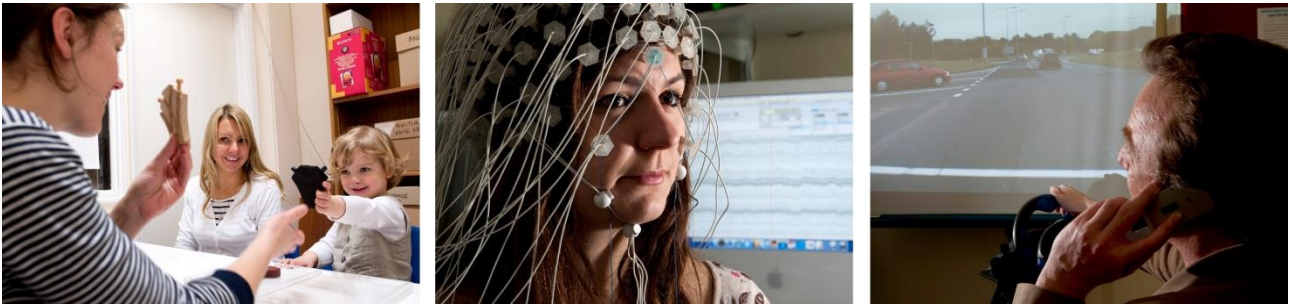


US

University of Sussex



School of Psychology

2017-18

Undergraduate Student handbook

School of Psychology Office
Pevensey 1, Room 2A13
psychology@sussex.ac.uk
+44 (0)1273 876638

https://twitter.com/Sussex_Psych
<https://blogs.sussex.ac.uk/psychology/>

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Welcome!



...from the Head of School

Welcome to Psychology first years at Sussex and welcome back to second and final year students!

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

You are part of a large community of fellow psychology students from many different walks of life. I hope you find this a rich and supportive environment, within which you will forge many friendships.

Our teaching faculty engage in research across the full range of our discipline. You will find details of who they are and what they do through our website. You will also meet some of our postgraduate research students, as seminar tutors or in practical classes. A large number of our students also progress onto our Masters courses.

This handbook provides information about the School and the University that we hope you will find useful throughout your studies.

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

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



Tom Ormerod,
Head of School

Introduction to the Course handbook

This handbook contains useful information about Psychology at the University of Sussex – where to find things, who does what and who you can speak to about various issues.

Study Direct and **Sussex Direct** are also designed to give you easy access to the information you will need as a student.

<https://direct.sussex.ac.uk/login.php>

<https://studysdirect.sussex.ac.uk/login/>

Further information is provided in the Student Handbook published by the Student Services Division, and available online at <http://www.sussex.ac.uk/studenthandbook/>

The syllabus information for your course and modules including learning outcomes and curriculum details, can be viewed via the School web pages:

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

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

In every year of your course, you will complete a number of modules. Some of these are **core** modules which all students on your course are required to complete, and others will be Options or Electives that you select. These will vary from course to course but where choices are available to you, this will be indicated on Sussex Direct.

Your virtual learning environment is **Study Direct**. Study Direct is used by Module Convenors to make important announcements and to upload teaching materials including the module handbook, (e.g., lecture slides, readings etc). It also contains online forums for you to ask questions and discuss the module with students and tutors. You will find Study Direct at <https://studysdirect.sussex.ac.uk/>

You will be able to track your own academic progress using **Sussex Direct**. This is your personalised online gateway to University information, and presents your official student record. The system will help you keep track of your assessment deadlines, marks and attendance throughout your studies at Sussex. Behind the scenes, Sussex Direct helps your lecturers, tutors, and academic advisors to support your studies. You will find Sussex Direct at <http://www.sussex.ac.uk/direct/>

The British Psychological Society and BPS Accreditation

The British Psychological Society (BPS) is the representative body for psychology and psychologists in the UK, which has national responsibility for developing and supporting the discipline of psychology, and for disseminating psychological knowledge to the public and policy makers. It also promotes the efficiency and usefulness of its members by maintaining a high standard of professional education and knowledge. More information about the society and about becoming a student member can be found at:

<http://www.bps.org.uk/>

<http://www.bps.org.uk/what-we-do/membership/student-member/student-member>

All our undergraduate courses are accredited by the British Psychological Society and enable you to undertake further training as a professional psychologist – the Graduate Basis for Chartered Membership (GBC) – **provided the minimum standard of qualification of a second-class honours degree is achieved.** This is the first step towards becoming a Chartered Psychologist.

<http://www.bps.org.uk/what-we-do/membership/graduate-member-mbps/graduate-member-mbps>

The School of Psychology Office and Support for Students

The School Office

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

Where?

Psychology Office, Pevensey 1 room 2A13

How?

Reception: 9am – 5pm during term time

9am- 1pm and 2pm- 5pm outside of term time

Tel: 01273 876638

psychology@sussex.ac.uk

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

Your Academic Advisor

Your Academic Advisor is one of the Psychology teaching faculty and we try to ensure that you keep the same Advisor for all the time you are here. The role of the Academic Advisor is to oversee your general academic progress and development through your studies. You will meet your Academic Advisor in your first week here, and regularly thereafter. You should take the initiative in arranging a minimum of 2 individual meetings with your advisor each year to discuss your academic progress and your future options/careers. She/he can also give advice about various sources of information and support available from university services.

Your Academic Advisor is the person you should consult about general academic progress and skills issues. If you have a specific query about a module it is better to contact the Module Convenor. Your Academic Advisor will be able to provide you with an academic reference after the end of (or during) your studies. Therefore it is important that you are proactive in establishing a good working relationship with this faculty member.

Psychology Houses

You and your Academic Advisor will also belong to one of four "houses" names after psychologists with important links to the University of Sussex. If for any reason your Academic Advisor is unavailable (e.g., study leave), then you may contact other Academic Advisors in your house. The first key house-level activity is the retreat in the first week of the first teaching period. Some Academic Advising activities throughout your course will be organised at the house level.

Your house will also be the focus of social activities organised at the house level. It is hoped that you will benefit from interactions with other students in your house - those in your year of study and in other years.

More information on Psychology houses can be found on the 'Psychology Undergraduates' study direct site.

Module Convenor

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

Also... Here are some other people with responsibilities for your course.

Alison Pike	Director of Teaching and Learning
Richard De Visser	Director of Student Experience

Teaching faculty

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

All faculty have at least two published student consultation hours (also known as 'office hours') per week in term-time. If you need to speak to faculty, please drop in at these times or email them to arrange an appointment. You can find out when faculty have office hours on their staff details page on Sussex Direct. Office Hours are listed on the Teaching tab.

The Student Life Centre

The aims of the [Student Life Centre](#) are to provide all Sussex students with:

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

The SLC plays a key role in ensuring that Sussex is a supportive and empowering environment for students. They provide information, guidance, referrals and resources to enhance student transition to, and progress through, the University. For more information on the services provided by the Centre, see <http://www.sussex.ac.uk/studentlifecentre/>

The Student Life Centre (SLC) is located on the Ground floor of Bramber House:

T 01273 876767

E studentlifecentre@sussex.ac.uk

9.00 am – 5.00 pm every weekday

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

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

Student Life Centre, Bramber House
E: scholarships@sussex.ac.uk
T: 01273 872994

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

Student Support Unit

Located on the ground floor of Bramber House, the Student Support Unit (SSU) is a team of specialist advisors who work with students who may need support at the university due to a long term condition. The SSU offers advice and guidance to support you in your studies and examinations. The team of specialist Advisors support anyone with a long term condition. This means a condition which has lasted or is likely to last for at least 12 months. Please see the [Student Support Unit website](#) for further information on the support available.

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

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

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

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

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

University Counselling Service

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

Opening Hours

Monday - Friday 9.00 - 13.00 and 14.00 - 17.00
Tuesday & Wednesday 9.00 - 13.00 and 14.00 - 21.00 (17.00 - 21.00 term time only)
T: 01273 678156 during office hours
or leave a message on our confidential 24-hour answer phone
E: counsellingreception@sussex.ac.uk

Student Mentors – are Psychology students who are trained to provide help to other students with any work related problem. You can see a mentor in a weekly drop-in session or arrange a one-to-one. You will be able to find out further information on the 'Psychology Undergraduates' study direct site and here:
<http://www.sussex.ac.uk/psychology/internal/students/studentmentors>

Head of School

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

Communication

Email

- It is important that you check your Sussex email daily. This is the main way the University and the school office will keep you informed of important information.
- The easiest way to make direct contact with individual tutors and faculty members is via email. A list of contacts in the School of Psychology can be found here: <http://www.sussex.ac.uk/psychology/internal/people>
- If you already have an email account, you can forward your Sussex email to it. <http://www.sussex.ac.uk/its/>

'Psychology Undergraduates' study direct site- forums

All students are given access to this study direct site and the school office will use the forums to communicate important information to you throughout the academic year.

Banner announcements on Study Direct

The school office will also send out year specific banner announcements via study direct. The announcements will run across the top of your home page on Study Direct.

Noticeboards

Information on examinations, experiments, student reps, student mentors, etc can be found on the noticeboards in the Pevensy 1 building.

Pigeonholes

There are Undergraduate pigeonholes in the Pevensy 1 building on level 2 (outside room 2A3), which you should check regularly. Post received from outside the university (e.g. returned mail if you have changed address) will be located here, along with information that the school and university wants to make you aware of.

Keeping your contact details up-to-date

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

The School of Psychology Blog can be found here:

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

School of Psychology on Twitter:

@Sussex_Psych https://twitter.com/Sussex_Psych

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

- **Course information and troubleshooting:** One of your Study Direct sites is entitled 'Psychology Undergraduates'. You will find a lot of useful material about your degree course here, ranging from the criteria used by tutors to mark your work through to information about student support services. There is also a very active student forum for questions and comments relating to your degree course.
- **Course announcements:** Announcements relevant to your degree course will be posted in Study Direct on the 'Psychology Undergraduates' study direct site.
- **Forum posts:** The home page and 'sites' tab will show links to Study Direct sites for all the modules you are taking. Each of these module sites will include a 'forum' where you can communicate with your tutors and your fellow students by asking and answering questions, making comments, and posting links. Tutors will often post important information specific to your modules on these forums.

If you run into a problem on any of your modules, you can get in touch with your tutors or the module convenor who will do their best to help you.

Modules and Timetabling

Degree courses at Sussex are modular, with each academic year being a largely 'self-contained' unit of study. Full-time students are expected to put in a 40-hour average working week over the academic year. Sussex, like other Universities, uses a measure called "credit" which reflects this input of time. In the system used here, each academic year contains at least 120 credits, with each credit equivalent to 10 hours of student effort. These credits are divided amongst the different modules. By knowing the number of credits for each module, you will have a guide to the relative amount of work required - i.e. a 15 credit module should require only half the total amount of work needed for a 30 credit module.

The credit allocated to a module is meant to indicate the total amount of effort required over the duration of the module. This can include time spent on many relevant learning activities such as reading background material, preparing and writing essays, attending lectures, seminars, tutorials, and revision for exams.

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

Options and Electives

In Year one and Year two, if you are a single-honours student (BSc in Psychology), you will be able to choose one module each term from a list of **elective modules** offered from across the University. It is possible to choose electives offered by the School of Psychology, as well as those offered by other disciplines across the University.

If you are taking Psychology with a pathway, there will be specific elective choice to complete the pathway. If you are taking Psychology with a minor subject, generally there will be no elective choice. You will take one core module in the minor subject each term. Please contact the school office if you have any queries. psychology@sussex.ac.uk

In your final year, you will have the opportunity to choose from an extensive range of psychology **Options**, which will enable you to specialise in particular areas of psychology.

You will be sent detailed information about when and how to choose your Electives and Options at the appropriate times.

Timetabling

Your timetable is accessed via Sussex Direct. **Please check this carefully and make sure you are allocated to the right modules and that you have no timetable clashes.** Any clashes should be reported to the school office or via psychology@sussex.ac.uk as soon as possible, so they can be resolved.

Requesting a change to your timetable

You can request a change to your timetable up until the end of the third week of teaching. Wherever possible, requests to switch to a different teaching group because of your care responsibilities, part-time work, volunteering etc. will be accommodated but please be aware that we cannot guarantee this. In many cases, modules or groups will already be full, leaving little scope for switches. The delivery of teaching may also mean that group changes cannot be accommodated after teaching has started.

If you wish to request a change, please contact the School Office psychology@sussex.ac.uk

Problems attending a timetabled session

If you are unable to attend a single timetabled session the School Office will be able to advise on alternative sessions that you may be able to attend but it is **your responsibility** to check with the Tutor and/or Convenor that it is ok for you to attend the different session. **You must not turn up at a different session without prior arrangement** as groups may be at full capacity and you would then be unfairly impacting on other students. If with agreement you do attend a different session you must notify the tutor of your usual group. If you fail to do this you will be marked as absent.

Attendance, Absence and Engagement

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

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

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

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

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

Students who are unable to attend or engage for more than 6 days due to illness, incapacity or other situation will need to provide a medical certificate (or suitable alternative professional evidence). This must be sent to the Psychology School office, addressed to "Psychology Absence". If suitable evidence is provided, then the Psychology Director of Student Experience will authorise the absence, and will agree a return to study plan to ensure that the student can continue on their current programme of study.

If a medical certificate (or suitable alternative evidence) is not provided, or the Psychology Director of Student Experience is not satisfied with the evidence provided, the absence may not be authorised.

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

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

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

Assessment, Feedback and Module Evaluation

An 'Examination and Assessment Handbook' is online which will give comprehensive information on examination and assessment matters. See: <http://www.sussex.ac.uk/adqe/standards/examsandassessment>

You should also refer to the Examination Noticeboards in Pevensy 1 where documents showing examination rubrics will be published.

For assessment deadlines and exams locations please refer to your assessments timetable on Sussex Direct.

A variety of assessment modes are used to develop and test different types of knowledge, skills and aptitudes. The assessment modes have been approved to test the course and module learning outcomes. Written submissions usually form an integral part of assessment at all levels. Written submissions include essays, reports, logs etc

as appropriate to the module and the skills that you are being expected to develop. *Examinations usually focus more on your ability to use your knowledge of the subject, rather than simply testing your memory for facts.* Feedback is provided to support you in future assessments.

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

For modules with exams, some past examination papers are available. These are linked to the information about the module on the Psychology School website, under 'resources' when you have clicked on a module:

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

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

- submitting your work
- missing a deadline
- late penalties
- exceptional circumstances claims
- exams
- help with managing your studies and completing your work
- assessment criteria

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

Assessment marking criteria

Assessment criteria for submitted work are available in the above link. However, you should be aware that the assessment criteria may vary slightly from one School to another, and therefore your work will be assessed on the basis of the criteria in place for the School that owns a particular module.

Grades/Marks

You will get provisional grades/marks on your coursework, but PLEASE NOTE THAT ALL MARKS ARE PROVISIONAL UNTIL THEY ARE RATIFIED BY AN EXAM BOARD. At the end of each academic year, after the meeting of the relevant examination Board, details of your final module results, including examination results, will be confirmed on **Sussex Direct**.

Information on Examination and Assessment Performance

You are encouraged to discuss your performance with your Academic Advisor throughout your studies, meeting early in the academic year to discuss the previous year's results, and later in the year to discuss progress.

A presentation of your results in a time-series, and by comparison with the performance of others on your modules, will be available to you via Sussex Direct to inform that conversation.

Word Limits

The maximum length of formal submissions (e.g., essays or dissertations) will be specified in your module handbooks and you should never exceed this limit. The limits as stated include footnotes and quotations in the text, but do not include reference lists or appendices.

If the examiners consider that an unfair advantage has been gained by exceeding the given length for an assessment they will reduce the mark for that assessment. This means that your work should not exceed the word limit if you want to avoid a possible penalty. Word limits are especially important for relatively short pieces of work where one of the skills is to write clearly but concisely. In cases where the word limit has been exceeded by more than 10%, the Marker need only consider work up to the designated word count, and discount any excessive word length beyond that to ensure equity across the cohort.

What is Academic Misconduct?

Academic misconduct is cheating. It includes plagiarism, collusion, fabrication of results, and cheating in exams. **It also includes asking someone to write assignments for you, or buying an essay from an essay writing company (this form of cheating is known as 'personation').**

All forms of academic misconduct are treated very seriously by the university. You will find more detailed definitions and information about academic misconduct in your [Examination and Assessment handbook](#).

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

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

The three golden rules for avoiding academic misconduct

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

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

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

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

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

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 style, for example.

Turnitin is also used during the marking process as a means of checking the originality of submitted work.

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

Feedback about individual modules:

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

Feedback about your course:

An on-line course evaluation questionnaire is administered by the University at the end of each teaching term. This allows you to evaluate your individual modules, but also your Psychology course as a whole. Responses and comments are extremely useful, and taken seriously, giving us essential feedback to help us improve your learning experience. Your responses are analysed and considered in School Committees; these questionnaires are therefore an opportunity to tell us when something is not quite right and gives the School the opportunity to fix these issues. Your responses are also an opportunity to reveal where we are getting things right so we can encourage and promote good practice across our teaching.

Measuring the quality of your overall experience:

In your final year, you are asked to complete the **National Student Survey (NSS)**, which is run independently of the University and asks about your overall academic-related experience. The NSS is important: it measures student satisfaction in a common way across different institutions, in order to help future students in making their choices. We very much encourage you to complete this survey.

Useful links:

Students' Union UG Education Officer

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

Office located on 1st Floor of Falmer House

Advice and representation for students accused of academic misconduct.

Student Union Support and Advocacy Team

advice@sussexstudent.com

01273 877038

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

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

Advice on how to reference.

Sussex Centre for Language Studies

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

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

Student Representatives

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

Student representatives (Reps) and the Student Experience Group

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

Each Psychology student cohort will elect school-level student reps for their year group. School level reps will take forward relevant issues to School and University level committees. All reps will meet together once a term at the School Student Experience Group to exchange information and ideas.

Further information on the student representation scheme, including voting dates, can be found at: <http://www.sussexstudent.com/student-reps/>

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

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

What we expect from you ...

Being a student carries responsibilities;

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

Lecture Attendance etiquette

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

- Please arrive in good time for the start of the lecture. If you are unavoidably late, please enter the room with minimum disturbance and do not interrupt the lecturer.
- Mobile phones should be on 'silent'.
- Do not engage in private conversations during lectures.
- Do not pack up and/or leave before the lecture has finished.
- Cooperation with the above will be beneficial to you, your fellow students and to the lecturer and will help promote students' learning experience.
- **REMEMBER:** Lectures are important and the best learning experience comes from being there as it happens. However, if you have a period of absence, try to catch up quickly. The materials (including lecture notes) posted on Study Direct should help you do this.

The Library has access to a very large and high quality range of journals, both in hard copy and online. A great deal of your reading will be obtained through online access via specialist databases, so do spend some time exploring the University's Electronic Library <http://www.sussex.ac.uk/library/electronic>

Key Psychology resources in the library can be found here:

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

Sussex Choice - Study Abroad and Placement years

Sussex Choice - Study Abroad

Sussex Abroad offers undergraduate Sussex students the opportunity to add a year on to their degrees, and to spend the full academic year studying at one of our partner institutions.

We have exchange arrangements with universities in Europe and North America, and there are opportunities for some students to spend a year at one of these universities, in between the second year and final year of their degree course (Year Abroad).

<http://www.sussex.ac.uk/students/support/studyabroad/studyabroadoptions>

Sussex Choice- Placements

There is also the opportunity for students to spend a year on a professional placement, between the second year and final year of their degree course.

The Placements Preparation Programme is specifically designed for students who plan to undertake a one-year placement as part of their degree course.

More information can be found on the 'Psychology Undergraduates' study direct site under the 'placements' tab or general placement information can be found here:

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

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

Careers and Employability

Careers

Don't leave it too late! Start thinking about your career early on. These days, just getting a degree is not enough and you may need to think about what else you can do to strengthen your CV to help you get the job you want. We recommend that you pay an early visit to the **Career and Employment Centre (CEC)** for advice to help you get ahead.

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

They can help with:

- job-hunting – individual discussion and group sessions to hone your strategies for starting your career
- CV preparation and advice, and researching potential employers

- information on different types of work, career pathways, employers, vacancies, further training/study, reference books and various takeaway publications
- career events designed to put you in touch with employers, Sussex alumni and professionals: from workshops to help you secure that first interview, to fairs and employer talks about graduate opportunities
- skills workshops
- a range of events focusing on different aspects of graduate recruitment
- web pages featuring information on building experience, part-time jobs, finalist and graduate vacancies.

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.

In challenges you will:

- Identify and evidence skills you've developed through academic work and other experiences
- Make decisions about what next after university
- Understand careers research and networking
- Create an effective CV and social media presence
- Receive Sussex Plus Employability Award and certificate of completion

For more information:

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

Volunteering

Volunteering is a great way to help other people, make friends, get to know the city, learn new things, and develop skills. A variety of volunteering schemes are run by the Student Union.

Further details can be found at <http://www.sussexstudent.com/volunteer/>

Buddy Scheme

The Buddy Scheme is a peer to peer support scheme co-ordinated by the Students' Union that helps new students settle into life at University and Brighton. Find out more info here:

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

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

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

Emergencies

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

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

Blue emergency telephones are also provided at various locations on campus. They are directly linked to the University's 24 hour Security Service. [Emergency Telephones](#)

What happens when I dial 3333

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

First Aid

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

Fire

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

IF YOU HEAR THE FIRE ALARM:

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