DEPARTMENT OF INFORMATICS

Postgraduate Taught Handbook 2021/2022

Summary and Contents

This handbook contains important information about the Department of Informatics at the University of Sussex – where to find things, who does what, and who you can speak to about various issues. The information given here, and a lot more besides, can be found on the School of Engineering & Informatics website: **http://www.sussex.ac.uk/ei/internal/forstudents**.

You can access information about your courses and modules through **Sussex Direct** and **Canvas**. These online systems are designed to give you easy access to the information you need as a student.

Further information is provided in the Student Handbook published by the Student Services Division, and available online at **www.sussex.ac.uk/students/essentials/studenthandbook/**.

Another good source of general information and support resources for students can be found at **www.sussex.ac.uk/students/support/**

SECTION ONE: Academic Information

Term Dates – 2021/22

	Arrival Weekend	Sat 18 Sep to Sun 19 Sep 2021
	Autumn term begins	Mon 20 Sep 2021
	Welcome Week	Mon 20 Sep to Fri 24 Sep 2021
Semester One	**Semester One begins**	Mon 27 Sep 2021
	Teaching begins	Mon 27 Sep 2021
	Teaching ends	Fri 10 Dec 2021
	Autumn term ends	Fri 10 Dec 2021
	Winter vacation	Sat 11 Dec 2021 to Sun 2 Jan 2022
	Spring term begins	Mon 3 Jan 2022
	Semester one assessment period begins	Mon 3 Jan 2022
	Semester one assessment period ends	Sat 15 Jan 2022
	Semester One ends	Sat 15 Jan 2022
	Intersemester week	Mon 17 Jan to Fri 21 Jan 2022
	Winter graduation	Mon 24 Jan to Fri 28 Jan 2022 – TBC
Semester Two	**Semester Two begins**	Mon 24 Jan 2022
	Teaching begins	Mon 24 Jan 2022
	Spring term ends	Fri 1 April 2022
	Spring vacation	Sat 2 April to Sun 24 April 2022
	Summer term begins	Mon 25 April 2022
	Teaching resumes	Mon 25 April 2022
	Teaching ends	Fri 29 April 2022
	Revision week	Mon 2 May to Fri 6 May 2022
	Semester two assessment period begins	Mon 9 May 2022
	Semester two assessment period ends	Sat 28 May 2022
	Summer term ends	Sat 28 May 2022
	Semester Two ends	Sat 28 May 2022
	Summer vacation	Sun 29 May to Sun 18 Sep 2022
	Summer graduation	June, July and Aug 2022 – TBC
	Resit assessment period (all modules)	Mon 8 Aug to Sat 20 Aug 2022*

*Take Away Papers (TAPs) may be set in the early part of the following week.

Students should consult their assessment information on Sussex Direct. Please note that exams may be scheduled during evenings and on Saturdays and Bank Holidays.
For future term dates and University closure days see: **www.sussex.ac.uk/aboutus/keydates**

Communication

We will need to communicate with you for various purposes. **Sussex email** is the main mode of communication within the University so it is very <u>important that you check your</u> **Sussex email account** – every day if at all possible. All University emails will be sent automatically to this account and <u>not to any other personal email accounts</u>. You can obtain details of your email account from IT Services.

Official University communications are sometimes sent to you by post, so it is vital that you keep your term-time address and contact details up to date on **Sussex Direct.** Paper-based communications are also sent via the student pigeonholes**,** so you will need to check yours regularly. The Informatics pigeonholes are located at the boundary between the Chichester 1 and Chichester 2 buildings on level 2 (on the 2nd floor, just off the photocopier room).

We will be using Microsoft Teams as a communication tool to provide easy access to your Academic Advisers and to your peers. Teams as well as much other software can be found at:
http://www.sussex.ac.uk/its/services/software/teams

Please look at the noticeboards in the Engineering & Informatics School Office foyer area in Chichester 1 for information on examinations, student reps, student mentors, careers and placements, competitions etc.

Teaching faculty are encouraged to use an automated text messaging facility to issue emergency messages to class groups in cases of cancellation of classes, e.g. due to staff illness. This is another good reason for keeping your mobile phone details accurate on **Sussex Direct**.

What we expect from you

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

<u>Therefore, attendance at your taught sessions is a requirement and is not optional - this is monitored by the School. We expect all our students to attend at least 80% of their timetabled teaching sessions</u>. <u>Where sessions are being delivered online due to Covid-19, your engagement with online material will be monitored as proof of attendance.</u> These sessions include lectures, laboratory sessions, workshops and seminars held in person where a register is taken, or their equivalent replacement online sessions. If you are unable to attend, you should let the tutor for the session know in advance, if possible. If you are away from teaching for more than 2-3 days (due to illness, for example), you should send an email to:
enginf-attendance@sussex.ac.uk – please give details of your absence and expected return date. Any unexplained or persistent absences will be noticed and you may be required to attend a meeting of the School Student Progress Committee, who may then recommend that you be required to withdraw from the University, either temporarily or permanently.

Prepare for teaching sessions.
Just turning up is not enough. You need to have done any specified work in advance and be prepared for the session. This is particularly important for labs, where the time for practical work is limited and cannot be wasted in reading the lab script to find out what you should be doing. You should contribute to seminars, as well as benefiting from other people's contributions. The success of a seminar depends on everyone turning up

Observe deadlines.
Being able to organise your time and to plan ahead to meet deadlines is an important skill. So we insist that you meet deadlines for all formal assessments. Penalties will be imposed for submissions that do not meet specified deadlines and for which there are no Exceptional Circumstances. You can find more information about the procedure for applying for exceptional circumstances from **http://www.sussex.ac.uk/studentlifecentre/.** The student life centre also handles a wide range of other academic and personal issues, and is a useful resource to know about during your studies. More information on this is available in section two of this handbook.

Co-operate with your fellow students.
You are not in a competition! Doing well does not necessarily mean doing better than others. You can learn a lot and help each other by sharing resources, such as reading material and notes. In many cases you will be working in pairs or teams and need to work co-operatively to achieve the objectives of the assignment. Students often set up their own study groups and revision groups and there are plenty of places for you to work together, including Labs 1 & 2 in Chichester 1 and the mezzanine space in John Clifford West. When working together on assignments, keep in mind, however, the rules about academic misconduct, addressed on page 10 of this handbook.

Use the Library.
Sussex has one of the best **University libraries** in the country, and it is especially good in its support for undergraduate teaching. To get the best from the Library, you should attend one of the virtual tours on offer during Welcome Week.

Use the resources on Canvas.
There you will find teaching materials and tools to help you with your modules. Lecture recordings are made with the Panopto system. The University Policy on the Recording of Teaching Activities and Other Uses of Panopto can be found at the website:
https://www.sussex.ac.uk/webteam/gateway/file.php?name=policy-on-the-recording-of-teaching-activities-and-other-uses-of-panopto.pdf&site=76

Policy on Unacceptable Behaviour
The University of Sussex is committed to creating a learning environment free of harassment, discrimination, victimisation or bullying, where every person is treated with dignity and respect. All students have the right to work and study in an environment which encourages harmonious relationships.

For further advice and University procedures in the event of prejudice, harassment or bullying, please visit our dedicated website page: **http://www.sussex.ac.uk/wellbeing/studentlife/harassment**
However, unacceptable behaviour covers much more than this, and you will find many more resources at the University Equality, Diversity and Inclusion site;
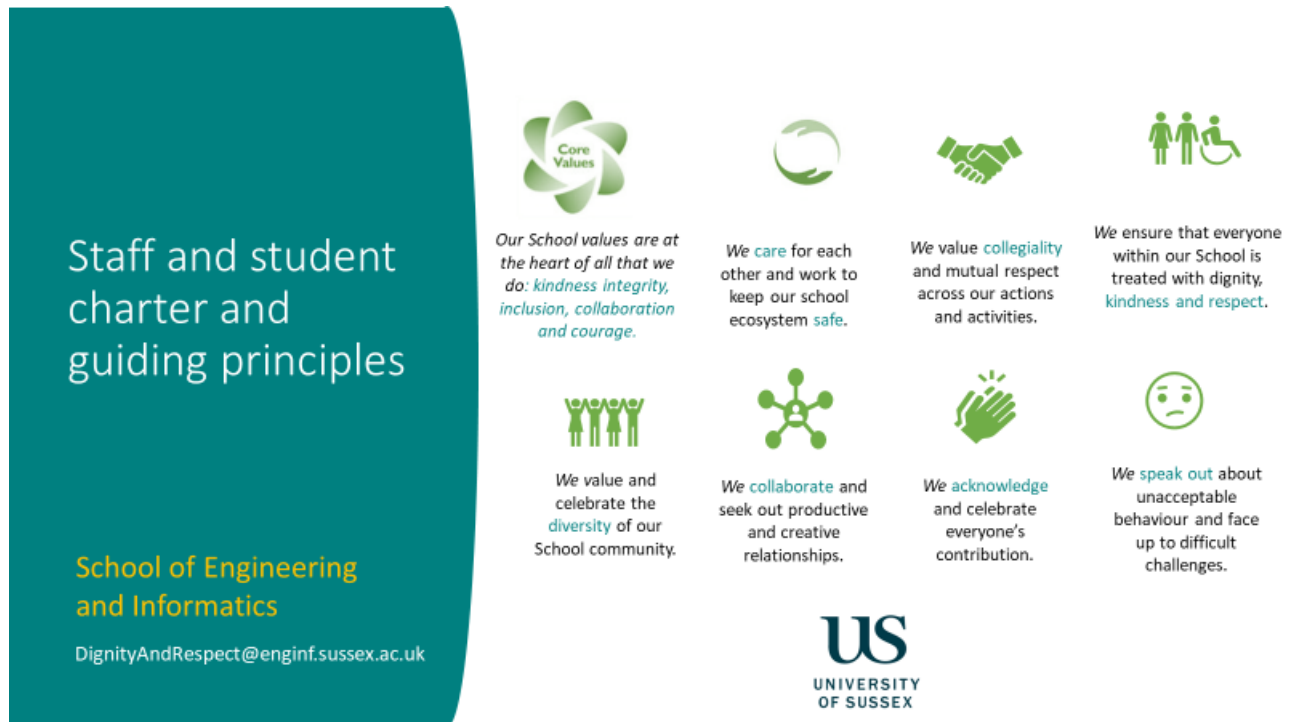**https://www.sussex.ac.uk/equalities/**
The School of Engineering & Informatics is committed to a zero-tolerance approach in all areas of equality and respect, and will take any transgressions extremely seriously. This includes within our online learning environment.

If you have any concerns in these areas, our School Dignity & Respect Champion is **Elizabeth Rendon-Morales.**

Staff and Student Charter

The School of Engineering & Informatics has produced the following charter in collaboration between staff and students:

Our academic lead on the charter is **Elizabeth Rendon-Morales**, please contact her directly for more details or to request copies of any of the posters her group has produced.

Conduct in the Future Technologies Labs.

The school has provided a suite of state of the art computer labs. These labs are available for you to work in 24 hours a day, 7 days a week, provided they are not occupied at full capacity with students attending classes. Always abide by the rules for movement within the labs, and wipe down keyboards, mice and desktops and surfaces when entering or leaving the labs. For your further safety during this time, there will be an increased cleaning schedule for the labs to mitigate any risk of virus transmission. You should also be aware that the air conditioning system in Labs 1 and 2 is of almost medical grade, and is an air replacement system rather than recirculation, which further reduces the risk of viral load in the atmosphere.

Please note, the PCs in the labs are maintained by IT Services, and any problems should be reported to the IT Services helpdesk in Shawcross in the first instance. These are shared labs across the departments of Informatics, Engineering and Product Design, and to ensure harmony, you must abide by the following rules:

•   You must respect other users.

•   When teaching is taking place in the lab, the teacher and the students in these classes have priority. You must keep noise to a minimum, and you may be asked to move to a different part of the lab, or a different lab.

•   The computer labs are maintained by the university's Information Technology Services (ITS), and you are responsible for reading and abiding by ITS rules about behaviour in the computer labs.

•   University policy allows the lab machines to be used for personal computing projects, and we encourage the exploration of modern computing developments such as cryptocurrencies. However, the school views any use of university computing resources for direct financial reward, such as continuous BitCoin mining, as misconduct, and this will be processed through the appropriate disciplinary procedures.

Attendance Etiquette:
As a courtesy to your lecturer and fellow students, the School asks that you abide by the following guidance for attendance at all timetabled sessions:

- Arrive in good time for the start of the session. If you are unavoidably late please enter the room with minimum disturbance and do not interrupt the proceedings.
- Do not use mobile phones during sessions. They must be OFF, or on silent if you need to be contacted.
- Do not engage in private conversations during sessions.
- Do not pack-up and/or leave before the session AND questions are finished.

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

- If you need to record lectures then you should inform the lecturer at the start of the module. Such recordings are for your own personal use and should not be circulated.
- As outlined above, attendance at all timetabled sessions is compulsory and the best learning experience comes from being there as it happens. However, if you have a period of absence, try to catch up quickly. The materials (including lecture notes) posted on **Canvas** should help you do this.

Courses & Modules

Degree course syllabus information, including learning outcomes and curriculum details, and information about your modules, can be viewed via the School website:
www.sussex.ac.uk/ei/internal/coursesandmodules/informatics/pgcourses

Sussex Direct is your personalised web portal to University information. The system will help you to track your marks and attendance and ensure that these are accurate. Behind the scenes, Sussex Direct helps your Academic Advisor, and Student Advisors, to support your studies.
You will find:

- Syllabus Information
- Module descriptions
- Assessment information
- Module evaluations

Canvas is the web resource used to support every module taught at the University. Lecturers put their teaching materials on Canvas, and it also contains tools to help you with your modules.

Options

Optional modules are chosen by all full-time PG students (who have them in their degree course structure) at the beginning of the academic year. You can consult the Course Convenor, your Academic Advisor and Module Convenors about the options on offer before making your selection. The School Office will contact you by email regarding your module option form.

Credit System

Full-time students are expected to put in a 40-hour average working week over the 12 month academic year – a total of at least 1,800 study-hours. Sussex, like other Universities, uses a measure called "credit" which reflects this input of time. In the system used here, a full time postgraduate academic year contains 180 credits (i.e. a credit is equivalent to 10 hours of student effort). These credits are divided amongst the different modules. The majority of modules are worth 15 credits, which equates to 150 hours of study for that module. Study time will include several kinds of activities such as reading background material, attending lectures, preparing for and attending practical classes, doing coursework assignments and revising for exams.
These figures are only a guide. Individual students have different backgrounds and different strengths, and this will affect the amount of effort - and time - needed to cope with the various modules in your course. If you find yourself spending much more, or much less, time on a module than would be expected for the credit load, then you should talk to your Academic Advisor to make sure you are spending your time effectively.

Timetabling

You can view your timetable on your **Study Pages** on **Sussex Direct**. **Please check your timetable every week and make sure you are allocated to the right modules and that you have no timetable clashes**. You must attend the teaching session you have been timetabled for (this applies especially to grouped activities such as labs and workshops). Requests to change the teaching session you have been allocated to will be accommodated if possible, but please do not assume that this will be the case as in many cases teaching groups will already be full, leaving little scope for change.

Teaching Faculty and Research Areas

You can find information about teaching faculty and their research areas at:
www.sussex.ac.uk/informatics/people/peoplelists

Assessment: What You Need to Know

The definitive source of all information about examination and assessment matters is the 'Undergraduate Examination and Assessment Regulations Handbook' which will be issued online in the Autumn Term. Please refer to
http://www.sussex.ac.uk/adqe/standards/examsandassessment

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

Some of the assessments in your degree course will include unseen examinations, which vary in format, and include questions both on general knowledge of the subject and specific points. Final year examinations, in particular, will focus more on your ability to use your knowledge of the subject, rather than simply testing your memory for facts.

For all modules, sample papers or past examination papers are available online at:
http://www.sussex.ac.uk/students/pastexams/

Submission of assessed coursework

The deadlines and instructions for submission of your assignments are given on Sussex Direct in your personal Assessment Deadlines & Exam Timetable. It is important that you are sure about where and when work must be handed in, in order to avoid late penalties (see below). You can check the hand-in point on Sussex Direct.

All of your submissions must be anonymous and identified only by your candidate number and degree course (not your name). Your assignments will be submitted electronically, mainly through Canvas. The module lecturer will provide instructions. Please note, where you upload an online submission, you should ensure you allow sufficient time for the upload to be completed before your deadline, otherwise the system will automatically mark your submission as late. You should also allow additional time to check the upload has completed successfully and you have uploaded the correct file.

Late Submissions Policy

Late submission of coursework can have serious consequences for your academic success. You should therefore be familiar with the rules governing this. These are published each year in the 'Undergraduate Examination and Assessment Regulations Handbook' linked at the top of this section.

Giving you feedback and returning work to you

Subject to certain conditions, feedback for coursework and marks will normally be communicated to you within 15 working days of the submission date. Please note that this means that marks and feedback for work submitted in the last week of a term may not be available until the second or third week of the next term. It is your responsibility to read any feedback comments. Work that is submitted electronically will receive electronic feedback on Canvas.

Feedback on your progress may take many forms and is not confined to the mark you receive. The module lecturer will explain to you how they intend to provide feedback to help you to improve. Examples of feedback include: individual comments on Sussex Direct; generic feedback to all of the class on Canvas or Sussex Direct; verbal comments by tutors on your work in practical classes; and provision of model solutions in lectures and/or on Canvas. It is your responsibility to take note of, and integrate, all of this information. If you require additional feedback on a specific piece of work, you should contact the Module Convenor in the first instance.

Grades/Marks

You will get provisional grades/marks on your coursework as part of the feedback arrangement outlined above, and via Sussex Direct, but **PLEASE NOTE** that ALL MARKS ARE PROVISIONAL UNTIL THEY ARE RATIFIED BY AN EXAM BOARD. This includes the marks for exams taken in January. At the end of each academic year, after the meeting of the relevant Examination Board, details of your 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 as you go through the year, and for part-time students at the beginning of the next academic year. A presentation of your results in a time-series, and by comparison with the performance of others on your course, will be available to you via Sussex Direct to help that conversation.

Assessment marking criteria

Assessment marking criteria are short descriptions of the main features of different types of assessed work (e.g. lab report, presentation etc), which highlight the characteristics expected of a particular grade. You can therefore look at the assessment criteria and see what is expected, for example of a 1st class (70%+) report. For some types of assessment, e.g. problem sheets, multiple choice quizzes, the marking scheme will indicate how to pass and how to get a given level of mark. Assessment marking criteria for submitted work are normally published on the module Canvas site and may also be provided in module documentation. If you cannot find the criteria for a given assignment, you should be aware that the assessment criteria may vary slightly from one School or Department 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. The Informatics Assessment Criteria are online at: **www.sussex.ac.uk/ei/internal/forstudents/informatics/masters/assessmentcriteria**

Word Limits

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

Health and Safety

You must familiarise yourself with the Health and Safety information which can be found on the School web page here: **http://www.sussex.ac.uk/ei/internal/general/healthsafety**

Covid-19

The Global Covid-19 pandemic has caused a number of changes to the normal operations of the University, some of which have been detailed above. The University and the School take the health of both students and staff extremely seriously and will ensure that this is at the forefront of any plans for teaching and extra-curricular activity for our student body. Please follow all guidelines published at **https://student.sussex.ac.uk/coronavirus/.** It is imperative that you keep up-to-date with our current pandemic-related requirements, so check in frequently to find out if anything has changed. The regulations issued by the UK Government and Health and Safety professionals within the University are subject to frequent re-assessment and you will be required to follow them for your own safety as well as for the health and wellbeing of your fellow students and members of staff. Any requirements for mask wearing should be followed as mandated. Members of the University can wear a red lanyard indicating that they request social distancing to be practiced around them, because of clinical vulnerability or caring for someone with a clinical vulnerability; please practice social distancing of 2 metres around these red lanyard wearers. Within the School, signage, one-way systems and hand sanitising stations have been installed for your protection. As the year develops, we may have to move some or all of your classes online for a period – treat these as you would an in-person teaching session. The University has contingency plans in place for a move back to online-only teaching should further lockdowns be required.   Our online teaching and assessment have been taken by the previous cohort of students and received favourable feedback, so please be assured that your education will not suffer as a result of any move online. The School also has policies which can help out any students who have technical/equipment issues which impede their ability to study or take classes from home – contact the School office **ei@sussex.ac.uk** if this affects you. At time of writing, the University plans to take an in-person approach to teaching in the 2021/22 academic year, with alternative remote sessions and learning material for students who are necessarily remote, because of Covid travel restrictions. There will also be changes to assessments – for example, examinations might be replaced by a computer-based exam, or other online assessment.

Academic Misconduct

Plagiarism and Collusion, Cheating in Unseen Exams

Don't do it! We take all forms of academic misconduct very seriously and have systems in place to detect when it happens. Misconduct penalties will be applied if you are found in breach of the rules. Students sometimes commit academic misconduct without fully understanding why they have done something wrong. To counteract this, a web page has been developed to offer guidance and advice to students and staff about issues relating to collusion and plagiarism:
http://www.sussex.ac.uk/adqe/standards/academicmisconduct
It is important that you understand what constitutes collusion and plagiarism so that you can avoid them.   The full University rules on academic misconduct are set out in the Undergraduate Examination and Assessment Regulations Handbook. See also p18 of this handbook.

Dissertations

Information regarding MSc dissertations can be found at
www.sussex.ac.uk/ei/internal/forstudents/informatics/masters/dissertations

Beyond your degree

Careers

Don't leave it too late. You should start thinking about your career early on, and then plan for it. You may want to think about what else you could do while you are here which will strengthen your CV and perhaps give you an edge in getting the job you want.

The Careers and Employability Centre is located in the Library or go to: **http://www.sussex.ac.uk/careers/**. They can help you to:

- Explore career options
- Build your skills
- Develop your employability
- Gain the experience employers are looking for
- Find a placement, either during a vacation or as a year out
- Construct your own webfolio to encompass all of your University experience and enhance your CV.

Opportunities specifically aimed at students in our School are also often highlighted on the School's Facebook page:

https://en-gb.facebook.com/pages/category/Community-College/University-of-Sussex-School-of-Engineering-Informatics-173932752711006/.

Volunteering

There are many volunteering opportunities available in a wide variety of locally based organisations and community projects, as well as for the Students' Union. If you are interested in volunteering please email Project V at: **projectv@sussex.ac.uk** or see the Students' Union website at: **https://www.sussexstudent.com/volunteer/**.

Become a Student Ambassador.

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

Become a Student Representative or join the 'PAL' Team

There are many ways to help your fellow students and enhance your own experience and CV. See the information about the Student Representative Scheme in Section Two. After your first year, you could consider applying to join the Informatics **Peer Assisted Learning** team; see: **www.sussex.ac.uk/ei/internal/forstudents/informatics/undergraduate/pal**.

PAL Tutors are not just helping their fellow students, they also are paid for their time.

Get involved in the Students' Union (USSU).

There are plenty of opportunities to get involved in clubs, societies and the political processes of USSU. Visit the website:

http://www.sussexstudent.com/

This society has been set up to act as a chapter of Robogals **www.robogals.org**. This is a multi-national, student run organisation in which the committee, and student volunteers, aim to promote female participation in engineering by conducting fun workshops for local students.
https://www.facebook.com/sussexrobogals/
The aim of this society is to engage Brighton and Hove based pupils into science and engineering. The current female participation in Engineering, throughout the country, is around 11%, and Sussex's own statistics don't fare too well. We want to promote engineering as a discipline that is as much for females as males. We do so by engaging volunteers across all disciplines to get involved in our fun workshops, which are run for local schools to engage in.

HackSussex would like to welcome you to a society about building computer based projects. Whether you like developing apps, building websites, constructing databases or just plain programming, we are the society for you. Our primary goal is to build a community of like-minded individuals who all have one thing in common, and that is creativity on the computing front. We're open to novices and experts alike and we hope to drive forward a collective knowledge base here at Sussex. **https://www.facebook.com/hacksussex/**
We're generally referred to as "Hackers", but before you jump to conclusions, we're the code builders not code destroyers. We come together to construct cool programs and build interesting code for fun or with purpose and we'd like you to join us, get involved and start building both projects you like and a community you can count on.

We aim to help encourage girls in nearby schools to study STEM subjects. We organise talks from elite engineering firms such as ARUP, GE, Dyson, Rolls Royce, etc. and encourage them to hire more Sussex students. We have sessions with PhD students every fortnight to explain difficult topics to students in a more casual, and potentially easier to understand, way.
eine@societies.sussexstudent.com
General aim: improving career prospects for Engineering students and helping the community.

SECTION TWO: General advice and other information

Where to get advice and support

The School Office
The Engineering and Informatics School Office is the first point of contact for general enquiries. For some of the most popular requests, you will find forms at **the Virtual Reception.**
For anything not covered here, the office staff will probably be able to give you an answer or, if not, point you in the right direction. While Covid-19 mitigation policies are still in place, you should contact them via email in the first instance.

Location:	Ground Floor, Front of Chichester 1 Building. Room C1-002
Open:	Monday - Friday 10:00 – 15:00
Tel:	01273 678195
Email:	**ei@sussex.ac.uk**

Your Academic Advisor
Your Academic Advisor is one of the Informatics teaching faculty and we try to ensure that you keep the same person for all the time you are here. The role of the Academic Advisor is to be a named point of contact for questions on your general academic progress and development throughout your studies. You will meet your Academic Advisor at Induction, and regularly thereafter. You should inform your advisor if you encounter a problem that could affect your studies or if you have any academic queries throughout your time at Sussex. Your Academic Advisor's contact details (including their student consultation/drop-in times) can be found on your study pages in **Sussex Direct**. You may at any time request to be allocated a different academic advisor – in particular one of the same gender. If you would like to change advisor please contact the Director of Student Experience (see below); you will not be asked for a reason.

Your Course Convenor
Each degree course is overseen by a Course Convenor who deals with issues concerning the whole course. Queries about your progress and any particular problems you may have should be directed initially to your Academic Advisor. However, if you wish to raise a broader issue about the whole degree course, then please discuss it with your Course Convenor. They are also here, along with your Academic Advisor, to offer advice and information on careers associated with your chosen degree.

Module Convenors
Each individual module has a member of faculty who acts as the Convenor. It is their job to ensure that everything about the module – the teaching, the module documentation, supporting teaching materials, etc. – runs smoothly. If you have a problem with a module you should contact the Module Convenor. Their details (including their student consultation times) can be found on your study pages of **Sussex Direct**. Consultation times are also published in the faculty profiles on the web.

Module Tutors
Modules which include practical work, problem classes or seminars are also often delivered by a team which includes Associate Tutors. These are usually research postgraduates who are paid by the Department to support the teaching. Being closer to you in age, and familiar with the types of problems you encounter, they can be a very helpful resource. You must remember that they are also studying for their PhDs, so check their consultation times, or ask when it is convenient to see them, and do not expect them to be available outside of those times.

The Peer Assisted Learning Team (PAL)
The Peer Assisted Learning Team are a set of students recruited and paid wages to support students with their learning and other issues. They will provide timetabled sessions where you can consult students who have already taken your current set of modules, and can provide help on any topics you may find difficult to understand. The team also has Senior Student Mentors, who can provide information and some limited support in other areas of student life.

Other useful contacts:
Senior Tutor
Within the Department, one member of faculty acts as the Senior Tutor, who will be able to provide support if you are starting to struggle academically. This is currently Dr Simon Bowes. The School Office may contact you if you miss a number of teaching sessions or submissions and ask you to make an appointment with the Senior Tutor.
Dr Simon Bowes
E: **S.C.Bowes@sussex.ac.uk**
T: +44 (0)1273 678581

Director of Student Experience
Within the School, one member of faculty has the responsibility of overseeing and co-ordinating those aspects of student life which are part of the academic life of the School in general. This is currently **Dr Kate Howland**. She works with Student Representatives and Heads of Department to improve communication between students and faculty. You are welcome to contact her with any concerns you have about these matters. In addition, Dr Howland has responsibility for monitoring student attendance, but she hopes that she will not need to contact any of you about this! Although Dr Howland has a formal role with respect to Exceptional Circumstances claims, she cannot talk to you about specific issues, but is happy to try to give general advice where she can. You should go to the Student Life Centre (see below) if you need to discuss specific issues.
Dr Kate Howland
E: **K.L.Howland@sussex.ac.uk**
T: +44 (0)1273 877218

Director of Teaching & Learning - (to be contacted if you wish to change your course)
Dr Rupert Young
E: **R.C.D.Young@sussex.ac.uk**
T: +44 (0)1273 678908

School Administrator
Susan Eamer-Tsoureas
E: **S.Eamer-Tsoureas@sussex.ac.uk**
T: +44 (0)1273 678361

Student Life Centre

Based alongside Disability Services on the ground floor of Bramber House, the Student Life Centre provides information, advice and guidance on a broad range of subjects.
You can access our services by emailing **studentlifecentre@sussex.ac.uk** to request information, a telephone call back or in-person support.
The Student Life Centre can offer you a supportive space to discuss your situation and to help you consider ways forward.
We can assist with:
• personal and welfare concerns affecting study progress or well-being;
• funding, money advice and budgeting support as well as information about financial resources;
• sources of help to improve academic performance – identifying obstacles to learning;
• progression, intermission and withdrawal processes - discussion and support;
• referrals to other professional services on and off campus;
• Identity specific support sessions including race and culture support with our BME Race and Culture Lead Advisor
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 so we can support you. 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/.

Student Union Advice

We offer independent and confidential help & advice to Sussex students. We can offer detailed advice on a range of academic issues (appeals, academic misconduct, concerns about course quality, tutors/supervisors etc), general complaints about University services, student discipline issues and housing/tenancy issues. In addition, we would be happy to have a chat to you about any issue which is concerning you -- If we cannot help directly then we will put you in contact with someone who can, either on campus or externally.

You have the option of booking a one-hour appointment using this booking facility:
https://sussexstudentunionadvice.simplybook.it/v2/

We are currently working from home, so appointments will be via phone, Zoom or Skype.

A link to the above facility can also be found on the main 'Support' page of the Student Union website:
https://www.sussexstudent.com/support/

You can also send us an email at **advice@sussexstudent.com** if you would prefer.

Making your voice heard

We want you to tell us about your experience of studying at the University so that we can improve it for you and our future students. Here's how you can do this:

Student Representatives

The Student Representative Scheme is run jointly by the Students' Union (USSU) and the University. Student Reps provide an essential link between students, the School, 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. Being a Student Rep gives an opportunity to learn and practise new life skills that can improve your employability.

There is a Student Rep for each level of study. Elections are held at the beginning of the Autumn Term. Full details of the scheme are online at:
http://www.sussexstudent.com/student-reps/ including how to become a Rep yourself and the electoral process.

Frequently Asked Questions

What do I need to provide and pay for to support my studies?

You should aim to start your studies with a basic set of equipment and materials, including notebooks and other stationery, and one or more memory sticks to back up your work.

Look at the reading lists in advance and consider whether you wish to buy any of the textbooks. Note that the Library will stock the editions specified but, for many introductory texts, older editions which can be found cheaper second-hand will still be helpful. Many students find it useful to bring their own laptop, notebook, computer or smartphone, but we do not assume you have any of these. There are many student PCs around campus, accessible 24 hours a day.

Finally, a few assignments require you to submit a CD or memory stick of data or computer programs and some final year project students choose to submit an appendix of data on CD or memory stick. Please note that some of your submissions may be retained by the School office for accreditation purposes, and if these are submitted on a memory stick, it will not be returned to you.

Where can I find lecture or seminar notes?

These can be found on **Canvas.** To access these sites you will need to use your normal University log-in and password.

Where can I get a letter that confirms that I am a student?

Postgraduate students can get a 'To Whom It May Concern' (General Letter of Enrolment) from the Student Systems and Records Office by filling in the form at **www.sussex.ac.uk/ssro/enquiries.** This letter can be used by you to confirm your status as a student of the University of Sussex to landlords, government agencies, foreign governments, or any other organisation or person requiring proof beyond that of your student card. Please complete all of the sections and your letter(s) will be ready for collection 48 hours (2 days) after you submit the request. Please note that during busy times this can increase and take up to 5 working days.

Where can I get a Council Tax Exemption letter?
Council Tax Exemption letters are NOT provided by the School Office. Letters can be requested via an online form at: **http://www.sussex.ac.uk/ssro/counciltax**. Please note that the regulations vary depending on where you are currently living.

Where can I find my candidate number? Why do I need it?
On your Study pages on **Sussex Direct:** click to view your candidate number. This number is also shown on your University ID card. You will need both your candidate number and ID card for when you sit exams. Please make sure that you do not confuse your candidate number with your registration number. These are two different identifiers used by the University, and it is the six digit candidate number that you should use on your submissions.

What should I do if I lose my University ID card?
If you lose your card, or if you suspect it has been stolen, you should immediately report the loss to the Library: (**library.membership@sussex.ac.uk**). The Library will prevent your card being used by anyone else, but you are responsible for any borrowing undertaken up to the time when the card is reported lost.
To obtain a replacement card, which you will need to do if you want to benefit from University services, you must contact the print unit: **http://www.sussex.ac.uk/sef/services/print**. Lost or damaged ID cards will be charged at £10.00 per card, payable. **Please note that the payment cannot be taken from your student account**. If your card has been stolen and you can provide a Crime Reference number from the police in support of this, you will not be charged for a new card.

When and where do I hand in my work?
You will find instructions for coursework submission on Sussex Direct in your Assessment Deadlines & Exam Timetable. See the previous section "Assessment: What you need to know", page 9).

How can I print my work?
The University provides a large number of networked printers which you can access using your printer PIN. Your printer PIN will be issued to you within 48 hours of the official start date of your course. You will receive this PIN by email to your Sussex email address. Details of how to use the printers, along with the printing charges, are given on the IT Services web pages at:
http://www.sussex.ac.uk/its/services/clusterrooms/clusterprinting

What happens if I submit my work late?
Work submitted after the published deadline is penalised unless you have submitted an Exceptional Circumstances claim (see below). See the previous section 'Assessment: What you need to know' (Late Submissions Policy, page 8).

What happens if I miss an assessment deadline or submit my work late for medical reasons/exceptional circumstances?
If you have exceptional circumstances beyond your control which you would like to be taken into account, you can submit an exceptional circumstances claim. If you would like to discuss your circumstances before submitting your claim, you should visit the **Student Life Centre** and speak to a Student Advisor. Claims are submitted through your Sussex Direct pages. Detailed instructions on how to submit a claim are available at:
http://www.sussex.ac.uk/studentlifecentre/circumstances.

How do I find out if my exceptional circumstances claim has been accepted?
Decisions will be fed back to you via Sussex Direct, and those decisions are also passed on to the Exam Boards which consider your year-to-year progression and your final classification.
If you are required to provide more evidence, you will be emailed and told when/where to submit additional documentation.
If the claim is rejected, you will be informed by email and given information about the appeals process. Appeals can only be made after the Exam Board has met.

Where can I get an official transcript of my marks?
For graduating postgraduate students, official transcripts of marks are posted to your home address, normally at the end of November. Please check that your address is up to date on the University database– it can be changed via **Sussex Direct**.

Who do I ask for reference letters for jobs, etc.?
Your Academic Advisor is the best person to go to for a reference, as they will have had regular contact with you throughout your University career. You can also use your final year project supervisor as a referee. Requests for references are not usually refused, but it is polite to ask the proposed referee before sending in the request.

SECTION THREE: University Statement on Academic Integrity

University Statement on Academic Integrity

The University of Sussex has a set of Academic Integrity Values which all students are expected to follow. These values are:

Honesty:
The work you produce for assessment is your own and where you have used others' work, this is clearly acknowledged by including references in your assessments. Your School will tell you which referencing system to use.

Trust:
Your tutors and fellow students can trust you to be honest about the work you produce and submit for assessment.

Fairness:
You agree that all students should be fairly treated and that you do not try to gain advantage by presenting work for assessment that is not your own.

Respect:
You treat other members of the academic community with respect: fellow students, your tutors and the admin staff.

Responsibility:
You take responsibility for your own learning and follow the University of Sussex Academic Integrity values and assessment regulations.

If you do not follow the Academic Integrity values, even if unintentionally, you may be considered for **Academic Misconduct.** Examples of academic misconduct include:

Collusion:
Making your assessment available to others or working with others on an assessment that should be carried out individually.

Plagiarism:
Taking and using the intellectual work of other people without acknowledgement.

Personation:
Getting another person to prepare your assessments or sit an exam for you.

Misconduct in exams:
Having unauthorised materials in your pocket during an exam or in-class test held on campus, for example notes or a phone, or communicating with others in the exam room. For exams taken remotely this includes using text from published sources, where this is not permitted as part of the exam, sharing or discussing your assessment with another student or helping/receiving help from another student before the exam has ended for the cohort.

Fabrication of results:
Making up the results of experiments and other research.

The **academic misconduct regulations** at the University of Sussex may be different to the regulations at your previous school or college. **Don't assume the regulations will be the same: it is your responsibility to check.** Read the University's **full definitions for the various types of academic misconduct** on the Student Hub.

A number of first time misconduct cases occur because students have not familiarised themselves with the requirements for good academic conduct in assessment and sometimes do not know or fully understand that they have done anything wrong. However, this is not an excuse: all students have a responsibility to understand the academic requirements and to complete their assessments with academic integrity. *On some courses, for example Law, the University will have to report any cases of academic misconduct to a professional and/or regulatory body. This may mean that you are unable to register to practise.*

At the start of the academic year, when you registered online, you were asked to agree to follow and uphold the Academic Integrity Values. You were asked to watch some short videos explaining what is meant by Academic Integrity and Academic Misconduct. If you did not watch these videos or would like to watch them again, they are available via Canvas.

The **Skills Hub** also provides resources to support you with the academic integrity requirements for assessment. Resources to support academic integrity include: **avoiding plagiarism, avoiding collusion** and **referencing information.** In addition, the **Skills Hub** provides a range of guidance on **writing and assessment skills.**

2. School Referencing System

To work with Academic Integrity you must learn how to reference appropriately within your discipline, and continue to develop good academic practice throughout your studies. This may take a little time, but you will be more confident that the work you submit for assessment will meet the required standards for good academic conduct. You should attend all workshops, tutorials and academic advising session offered by the School.

You are required to use one of the Academic Referencing styles listed on Skills Hub.

Proof reading

You may arrange for someone to proof read your assessments, unless the assessment task specifies that proof reading is not permitted. You should not ask another student on the same module to proof read your work. Where a proof reader is used, it remains your responsibility to ensure that any suggested changes comply with the University **guidance on proof reading.**

The formal **policy on proof reading is available here.**

You should retain a copy of any suggestions made by the proof reader in case a concern is raised about academic misconduct.