Research Staff Handbook 2022/23

Guidelines for the induction and support of new research staff

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UNIVERSITY OF SUSSEX

Contents

Welcome message from the Director of Research and Knowledge Exchange

Welcome! Congratulations on joining the School of Education and Social Work at the University of Sussex!

We offer a vibrant interdisciplinary research environment, and our overarching aim is to provide a space in which researchers can flourish, at all career stages. We host six research centres in the School and you can read more about them in this handbook. We encourage all our researchers to think and work across the centres – you are welcome at all centre events, and can join more than one centre, and enjoy the synergies that come out of those diverse collaborations.

The research strategy within the School is led by the Director of Research and Knowledge Exchange. As part of your induction, I hope to meet you in the next few weeks, but you can contact me at any time using the email eswdrake@sussex.ac.uk

I look forward to working with you and supporting you in your research.

With all good wishes

Professor Mario Novelli

Welcome messages from your Research Staff Representative and Assistant Research Manager

Welcome to the School of Education and Social Work.

I'm sure you will find this a creative and exciting place to work.

We have a group of excellent researchers in the school and my role is to represent your views and voices on any issues affecting you as researchers, and to communicate these back to the School Research Committee and the centrally based Research Staff Working Group.

This process is part of the spirit of collaboration and mutual support we all strive to achieve in this research environment. All too often research can be a solitary process with the experiences and challenges of new researchers often going unheard. My role is to help to ensure this doesn't happen and that we are able to use our collective voice to influence and create mutually beneficial and positive change.

I look forward to meeting with you during your induction.

Dr Helen Murray
Research Staff Representative

I'm delighted to welcome you to our School which is home to a dynamic team of researchers as well as a friendly and driven professional services team.

I am your key contact point in the School for professional research support including addressing any administrative issues. My role is also to develop, communicate and oversee the implementation of effective systems, policies and procedures to support your current employment. I work collaboratively with the DRaKE, the team in the Research Staff Office and with the Research Staff representative to identify and promote opportunities for strengthening and bringing together your research capabilities. I also contribute to new and planned initiatives in the School for your professional and career development.

I am looking forward to meeting you and knowing more about you and your research. Please do get in touch by email or visit me at my office in Essex House.

Dr Jessica Beck
Assistant Research Manager

Introduction and Overview

Welcome to the School of Education and Social Work at University of Sussex. We are here to support you and make sure you settle into your role within the School and the institution. These guidelines are provided to assist you, as a new member of research staff and to ensure you are settling into your new role. These guidelines complement the already existing University guidelines on induction and support of new research staff. See:
www.sussex.ac.uk/staff/research/researchstaff/principalinvestigator
www.sussex.ac.uk/staff/research/researchstaff/newstaff

Information about the University's Flexible Working Procedure can be found here: https://www.sussex.ac.uk/humanresources/business-services/flexible-working

Information about the University's Remote Working Framework can be found here: https://www.sussex.ac.uk/humanresources/ways-of-working

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School Contact Information

Postal address is:
ESW School Office
Essex House
University of Sussex
Falmer
Brighton
BN1 9QQ

E: eswenquiries@sussex.ac.uk
T: 01273 (87)7888
(7888 if dialling internally)

School website:
External: www.sussex.ac.uk/esw/
Internal: www.sussex.ac.uk/esw/internal/

Induction and its Purpose

We offer a range of activities for research staff as part of the induction. Induction within the School has three main objectives:

1. To help new members of research staff settle into their new environment
2. To help them understand opportunities, systems and responsibilities within the School and University
3. To help ensure the new research staff are introduced to other members of staff (professional services, academic faculty and other research colleagues)

Who is responsible for your induction?

The Assistant Research Manager (ARM) is responsible for your induction to the School. The ARM will explain processes and procedures to you and will arrange an induction program for you on arrival within the school/department.

Within the first couple of weeks, you will be meeting the Director of Research and Knowledge Exchange (DRaKE), the Research Staff Representative, Departmental Research Leads, your Principal Investigator (PI), Head of Department, Centre Directors, as well as other members of Faculty and Professional Services staff in the School. In addition to receiving day-to-day support from your principal investigator/supervisor, you will also be assigned a research mentor who will be available to meet with you periodically for advice and support as part of your allocation of five (pro rata) career development days. The allocation of research mentor will be done within the first month of your arrival.

Within your first few months at the University, you will also be invited to a welcome lunch hosted by the Research Staff Office (www.sussex.ac.uk/staff/research/researchstaff/newstaff), and a Staff Welcome session organised by Organisational Development (www.sussex.ac.uk/organisational-development/new-staff). We urge you to attend both these events – to get to know the wider support and context you are working in here at Sussex.

Following your induction, you are encouraged to book onto useful training and development courses, and to network with other staff within the School and across the University:

- Organisational Development offer many creative and stimulating learning and development opportunities for all categories of staff (https://www.sussex.ac.uk/organisational-development/)
- The Research Staff Office offer training events, and development opportunities and support specifically tailored for Research Staff (www.sussex.ac.uk/staff/research/researchstaff/traininganddevelopment).

All research staff development events are free for University of Sussex staff to attend.

On Arrival

Induction Pack

On arrival, you will be given an induction pack, which consists of:
1. ESW Research Staff Handbook
2. Induction Programme
3. Research Centre Reports
4. Staff Handbook
5. Code of Conduct for Researchers
6. List of forthcoming seminars

You will also receive advice and support in accessing the following University services and facilities:

Identity/Library Card

All new members of staff are issued an ID card. The card will enable you to access the Library, Sports Centre and other buildings on campus. To obtain a card, please visit the Print Unit in person – it is located in York House undercroft.
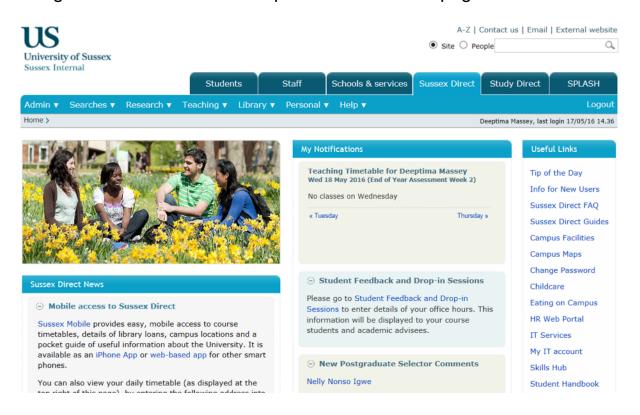
Normal service hours currently in operation are:
Monday - Friday
9.30am - 4.30pm

IT Services

Please ensure you have set up and activated your IT Services account, through which you receive your email account and addressou. You will need to visit IT Services Reception in Shawcross Building. For the building's location, see the campus map online:
https://www.sussex.ac.uk/about/campus/map

When visiting IT Services you will need to take your letter of appointment with you as proof of identity. Your email account can be set up in a few minutes and will be ready for you to send and receive email straight away.

Once you have full IT access, you can access a range of information about the School and the University on **Sussex Direct** (direct.sussex.ac.uk/) - your personalised and secure gateway to University information, available from both on and off campus. Within it you can view and edit the University holds about you, for example your address or car details. Sussex Direct is available from the primary navigation tabs visible at the top of all Sussex web pages.

Printing on campus

All Multi-Functional Devices (MFDs) located across the campus and in each building have a 'secure printing' facility. To use the new MFDs, you'll need to load a new printer driver, as follows:

- Click the windows "Start" button
  -
- Where it says "*Search programs and files*", type in [\\anuosprt01.uosprinting.com](\\anuosprt01.uosprinting.com)
- Double click on UoS_Secure_Print_Letter
- …wait for a couple of minutes…

- Double click on UoS_Secure_Print
- Close the windows that pop open.
- Probably set the new printer, UoS_Secure_Print as your default (once set up and ready to go) – On the Devices and Printers option.
- Then send all prints to this print queue, and you'll be able to print on any of the MFDs

Workspace

You will be offered workspace by your Principal Investigator, in conjunction with the School Administrator. It is likely the space may be shared with other research staff colleagues.

Access to Essex House

The normal open hours of the building are 08:00 to 18:00 on weekdays. If you wish to gain access to Essex House outside these hours you must record your presence and notify the University Security Services office:
- call (01273) 678234
- email security@sef.fm

This is so security staff know to try to find you in the event of an emergency. Sussex Estates and Facilities operates a 24-hour a day, 365 days a year security service for the University.

On leaving, please check that the door of the office you were using is locked and all lights are turned off.

Research Staff webpage

The School is keen to support the ongoing development of its research staff, including post-docs, research fellows, research assistants and associates and visiting researchers. A dedicated web page has been set up for research staff. The page is a key source of information (in addition to this Research Staff Handbook) on the research environment and opportunities the School offers to the research staff with the aim of creating a supportive and healthy culture.

The research staff web page aims to give our research staff cohort a positive image, visibility and profile, with an opportunity to share testimonials, awards and recognitions.

Please do visit the webpage and if you have any suggestions on making improvements then contact Jessica Beck (Assistant Research Manager) http://www.sussex.ac.uk/esw/internal/research/research-staff

School of Education and Social Work

Research Staff
The School of Education and Social Work is dedicated to supporting the ongoing development of its research staff, including post-docs, research fellows, research assistants and associates.

School Induction	⌄
Start of Contract Discussion	⌄
Research Mentoring	⌄
Engaging with Individual Research Plans	⌄
Career Development Days	⌄
Research Seminars	⌄
Teaching	⌄
Printing, Office Space and Access to Essex House	⌄
New Researcher Showcase	⌄

Research Staff Career Development

As you start

As part of your induction, within the first month of you being here, you will take part in a 'beginning of contract discussion' with your Principal Investigator or Centre Director to set objectives for your new post and to discuss these alongside your personal research career plans.

The University has created two documents to help both you and your PI with these discussions, the:

- "Start of Contract Discussions Guidance" document, containing guidance and templates: http://www.sussex.ac.uk/staff/research/documents/start-of-contract-discussions-guidance-and-templates-final.docx

- "Research Staff Professional Development Guidance" document, designed to help you plan your professional development: http://www.sussex.ac.uk/staff/research/documents/research-staff-professional-development-guidance-final.pdf

Probation periods for research staff vary according to contract. Anyone appointed on a fixed term of one year or more is usually appointed on probation for eight months.

Developing yourself

Whilst employed at University of Sussex, your career development is supported in a variety of ways including:

- *Career development days* – Each member of research staff at the University of Sussex is entitled to five career development days per year (pro rata for part-time staff). You can use these days for a variety of career-related activities including: meeting with a research mentor (see below) and attending career development training sessions such as those organised by the University's Research Staff Office. More information about training sessions can be found here: http://www.sussex.ac.uk/staff/research/researchstaff/traininganddevelopment

- *Research mentoring* – In addition to receiving day-to-day support from your principal investigator/supervisor, you will also be assigned a research mentor who will be available to meet with you periodically for advice and support as part of your five (pro rata) career development days allocation. Some of the benefits of a one-to-one mentoring relationship are:

    o Having a supportive relationship with someone outside of your line management, with whom you can explore and progress professional development goals

    o Having the opportunity to learn from a colleague with more experience yet close enough to your situation to have relevant insight and understanding

    o Tailored support and guidance appropriate to your situation/career stage

    o Confidential and objective discussions

- *Teaching* – Depending on your research funder or contract, it is anticipated that research staff will be able to undertake a small amount of teaching and or supervision activity (to be negotiated with the PI and Head of Department) to support their professional development. This may include one-off lectures or supervision of undergraduate or Masters dissertations. Any staff new to teaching will be required to take the University's 'Starting to Teach' module as part of their allocated career development days: http://www.sussex.ac.uk/adqe/enhancement/devawardsrecognition

- *New Researcher Showcase event* - In 2020, the School created an opportunity for our research fellows (staff) to present their ideas and methodological or thematic expertise to our research community through the 'New Researcher Showcase event'. The event involves short presentations, the chance to ask questions, make connections and hopefully to sow some ideas for future collaborations.
The event runs quarterly in collaboration with the ESW research staff network and provides a great opportunity to get together, find out more about each other's research and identify areas of common interest and possible future collaboration.

    At this event, we invite a diverse group of attendees/audience such as all members of academic staff including teaching staff, tutors, doctoral researchers and visiting research fellows, both to enhance engagement and provide an environment in which all researchers

(particularly research staff) can flourish and achieve their full potential.

- *The Concordat* - The University is a signatory to the [Research Development Concordat](#) and it is worth visiting their webpage to see how you could engage with the Concordat and to access and engage with a collection of resources.

- *Conference funding* - The Conference Attendance Fund will support up to £650 per person per year (pro rata for part-time staff). Approval for all funding applications will be dependent on budget availability and is at the discretion of the relevant Head of Department, against the criteria set out in the [Conference Attendance Fund School Policy](#).

Keeping on track and progressing

- *Annual appraisal* – The University runs an annual appraisal process for Sussex research staff. Appraisers should meet with research staff appraisees to discuss progress against their research objectives as well as their career development aspirations and goals.

  Appraisal meetings provide an opportunity to reflect on past achievements and identify areas where your staff hope to develop new skills or take on new opportunities and responsibilities.

- Information on the appraisal process can be found here: www.sussex.ac.uk/staff/research/researchstaff/principalinvestigator

- *Promotion* – Details of application processes for research staff promotions and pay awards are provided on the promotion/reward procedures webpage: www.sussex.ac.uk/humanresources/personnel/promotionrewardprocedures Your mentor and your PI/manager should be able to advise you on planning for promotion.

- *Issues with your line manager* – If you need to talk to someone about your line manager you can contact Mario Novelli (DRaKE) at eswdrake@sussex.ac.uk

- *End of contract support* – As you approach the end of your contract, you should plan to arrange a meeting with your line manager

(usually your PI) to discuss your next steps. You should also discuss your training and development needs and longer-term career plans (looking beyond the end of your contract) as part of your reflections and discussions with (a) your line manager in annual appraisals; and (b) with your mentor, including as part of your IRPs.

In addition, you will be formally notified by HR when your contract is coming to an end. If you would like more specialized HR advice then you can make an appointment with our HR business partner (currently Ben Spencer (b.spencer@sussex.ac.uk) who can also talk to you about the redeployment procedure. You can find out more about redeployment here (Microsoft Word - Redeployment Procedure _Redundancy Procedure Appendix 2_.docx (sussex.ac.uk).

School Research Process for Bids and Awards

The School of Education and Social Work has a vibrant and thriving research culture with over 50 researchers working on projects across six research centres.

If you are planning to make your own individual or collaborative research bid, you should first discuss this with your mentor and line manager and any other colleagues familiar with your research area. We would encourage you to consult with senior colleagues in the research centre that best aligns to your research idea. Make the most of their expertise to identify potential funders and help you hone your idea into a research proposal that is suitable and likely to be supported for submission. You can also seek advice from the Research and Enterprise Services (RES) (www.sussex.ac.uk/staff/research/) – for example, by attending one of the Education and Social Work Drop-In Sessions that they offer – to get advice on funding possibilities. They also circulate funding opportunities and provide a range of training on bidding and on specific funders.

As well as academic colleagues, Professional Services staff within the School, and a Research Development Officer based in Research and Enterprise Services (RES) will support you in making your research bid.

The University Research Process for bids and awards is explained here: http://www.sussex.ac.uk/staff/research/development/apply

These pages will help you to follow step-by-step the processes that are required to develop research bids and secure external funding for all types of research and consultancy projects. If you are planning to submit a bid, there are two key initial steps that you must follow:

(i) Complete the ESW grant application proforma that you can find on this page: http://www.sussex.ac.uk/staff/research/development/apply/proformas

(ii) Send the proforma to the DRaKE (eswdrake@sussex.ac.uk) and to the Research Development Officer Clare Neil (C.Neil@sussex.ac.uk)

The Research Development Officer will support you in costing and meeting funder requirements for your bid. All research bids submitted must have been through internal peer review by an appropriate senior colleague (e.g., a Research Centre Director) followed by a further stage of independent scrutiny and approval by the Director of Research and Knowledge Exchange. Additional Head of School approval is required for any bids for grants that will not cover the full economic costs of the project.

These tried and tested processes will support you from the earliest stage of development and costing of your research bid, through to the award and contract - maximising your chances of success. The process is also essential to maintaining the strong external reputation of the university and School, ensuring that, through close collaboration with Research Development Office and Directors of Research and Knowledge Exchange, we deliver a strong portfolio of projects.

School Research Centres

The School hosts six Research Centres:

- The Centre for International Education (CIE)
  (www.sussex.ac.uk/education/cie/)

- The Centre for Higher Education and Equity Research (CHEER)
  (www.sussex.ac.uk/education/cheer/)

- The Centre for Teaching and Learning Research (CTLR)
  (www.sussex.ac.uk/education/ctlr/)

- The Centre for Innovation and Research in Wellbeing (CIRW)
  (www.sussex.ac.uk/socialwork/cirw/)

- The Centre for Innovation and Research in Social Work (C-SWIR)
  (http://www.sussex.ac.uk/socialwork/cswir/)

- The Centre for Innovation and Research in Childhood and Youth
  (CIRCY)
  (www.sussex.ac.uk/esw/circy/)

Detailed information on the work and activities of these Centres is available on their individual websites. Centre membership is open to all, and staff are encouraged to join more than one centre as appropriate for their research interests.

The School is also a core member of the Sussex Humanities Lab (SHL) (http://www.sussex.ac.uk/shl/), a University research programme open to those whose research aligns with its focus on digital culture, methods and theory. If you are interested in learning more about the work of the Lab, contact Nimi Hoffman, who is part of the core SHL team.

School Seminars

The School hosts a number of high-profile seminars during term time as part of the ESW Open Seminar Series. Seminars are hosted by the research centres and presented by in-house as well as external speakers. Participation is free and the seminars are open to all. They are publicised to other Schools, Departments and research centres across the Sussex campus via Broadcast - the University's internal news and events platform.

The centres also run a range of other activities such as reading groups, impact events and training workshops. You're warmly invited to get involved in these and other events, which are normally advertised on the School and Department mailing lists. Please contact centre directors if you have ideas for events or would like to get more involved with the work of any of the centres.

Environmental Policy

The University's [Sustainable Sussex](#) strategic goal sets out our institutional commitment to reducing carbon emissions and improving sustainability in our working practices, including our research practices and processes. The School supports energy conservation and the consideration of the environmental impact of its activities in accordance with the University's Environmental Policy. The School also encourages staff and students to be involved in any green projects that ESW is running.

1. Energy conservation
As a School, we continue to work on ways of reducing energy consumption – for example, encouraging staff to turn off computers, printers, photocopiers, lights, heating, fans and other equipment when rooms are unoccupied.

2. Recycling
The School encourages the recycling of paper, cardboard, glass, plastics and other material where possible. Paper recycling bins are on most floors of the School's building, and by photocopiers/networked printers. Cardboard and glass recycling bins are located outside. To further reduce

paper waste and energy use, the School encourages double-sided printing wherever possible.

3. Travel

The necessity for research-related travel must be considered with a view to the environmental impact. In particular, UK flights must only be taken by staff when absolutely essential[1].

Applications for funding for travel expenses and research support will be approved on the basis of train travel (or car if practicable), unless there is an exceptional reason why a flight is essential, agreed by the Head of School. The School supports any university activity to promote use of public transport or cycling as an alternative to driving.

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[1] Please note, all flights should be booked through Key Travel (see http://www.sussex.ac.uk/studentrecruitment/internationaloffice/travel)

Research Ethics and Integrity

Ethics review

If you are conducting research that involves participants and/or the collection of data, then you will need to submit your research for review to the Cross-Research Ethics Committee (C-REC). You can also go to the School's Research Ethics Officer Dr Marcos Delprato (M.Delprato@sussex.ac.uk) to discuss your ethical review.

All ethical review applications are made via the University's online ethical review system in [Sussex Direct.](#) [2] More information on the ethics process, how to submit an ethics application, videos and general guidance can be found at http://www.sussex.ac.uk/staff/research/governance/apply

> **It is important that you receive ethical approval before starting any research as without it you will not be covered under the University's insurance policies.**

In order to be considered as part of the C-REC's monthly application review system, your application should be submitted by the 20th of each month (except for August when no cycle takes place). You will then receive a response from the committee within 2-3 weeks of this date. The majority of applications are returned to applicants with at least some amendments before ethical approval can be granted so you are advised (a) make sure your application is as complete as possible when you do submit and (b) prepare and submit your application in plenty of time before your research is due to begin.

In some circumstances it is possible to request 'expedited review', for an application to reviewed outside of this cycle, such as an application requiring review in order to receive funding, or for a commissioned project with a very short timeframe. In all expedited review cases, the agreement of this process is by the discretion of the SREO or C-REC Chair.

If you require any help or advice with the ethics process, please contact Tim Parkinson, the Research Ethics, Integrity and Governance Administrator for the Social Sciences and Arts at c-recss@sussex.ac.uk or tim.parkinson@sussex.ac.uk

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[2] https://direct.sussex.ac.uk/login.php

The University of Sussex is committed to promoting and upholding the highest quality academic professional and ethical standards in all its activities and seeks to foster a culture of professional integrity and is a signatory to the Universities UK Concordat to Support Research Integrity[3]. You should read the University's Code of Practice for Research[4] which sets out standards for conduct expected of all staff and students engaged in research at the University of Sussex.

The Research Staff Office

The University Research Staff Office (RSO) in Research and Enterprise Services works with Research Staff Representatives, and other colleagues in Schools and Professional Services across the university, to champion the needs of research staff.

The RSO works at:

- a strategic level: developing and implementing policy and projects to enhance researcher experiences and the research environment
- a personal level: creating and delivering bespoke, professional training and personal coaching to support research staff at each stage of their research career at Sussex.

> **Contact details:**
>
> Research Staff Office
> Research and Enterprise Services
> Falmer House
> University of Sussex
> Falmer
> Brighton
> BN1 9QN
> **E:** researchstaffoffice@sussex.ac.uk
> **T:** +44 (0)1273 877 979
>
> **Website:**
> www.sussex.ac.uk/staff/research/researchstaff

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[3] https://www.universitiesuk.ac.uk/policy-and-analysis/reports/Documents/2019/the-concordat-to-support-research-integrity.pdf

[4] https://www.sussex.ac.uk/webteam/gateway/file.php?name=code-of-practice-for-research-june-2018.pdf&site=377

Welcome Guide

You should have received in your contract offer letter a copy of the "Welcome Guide" that they have created for Research Staff that are new to the University.

If you have not received one, it can be accessed from the web page they have created for new research staff http://www.sussex.ac.uk/staff/research/researchstaff/newstaff.
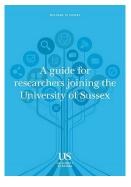
Further Orientation

Welcome lunch

The RSO hold a welcome lunch for all new Research Staff 3-4 times a year. They aim is to e-mail new starters within 3 months of starting, but if you have not heard from them, or were unable to make a session you were invited to, do e-mail them: researchstaffoffice@sussex.ac.uk.

Newsletter

Shortly after you start, you will be added to a mailing list, and should begin to receive The Sussex Researcher Newsletter.

This monthly mailout, designed for all current research staff (and those supporting researchers), at the University, brings together:

- A summary of "Workshops and Events" that are relevant and coming up in the next month or so
- Researcher-relevant "News" – whether a local item from the RSO or the University, or something more wide-ranging about the Sector
- A digest of "Opportunities" you can get involved with
- Features about your "Research and Careers"
- A spot for highlighting "Research Funding"

If you do not automatically start getting the newsletter, get in touch with the team. In the meantime, you can access the most current version, and the archive, from:

www.sussex.ac.uk/staff/research/researchstaff/thesussexresearcher

One-to-one support:

As well as creating training and development programmes for researchers, the RSO organises 1:1 support for research staff at the University. Ranging from ad hoc discussions with members of the team, having more in depth coaching sessions or linking you with the University-wide mentoring scheme – look at their relevant webpage for more information:

http://www.sussex.ac.uk/staff/research/researchstaff/coachingandmentoring

All the support provided by the Research Staff Office on training and development, career planning, funding and fellowships along with useful information is available here and regularly updated:

http://www.sussex.ac.uk/staff/research/researchstaff

In addition to the above support, the Research Staff Office also provides information for research staff managers and PIs to enable them to support their staff effectively which can be found here:

http://www.sussex.ac.uk/staff/research/researchstaff

Key contacts for Research Staff in the University

Research Staff Officer
Parveen Mungroo
E p.mungroo@sussex.ac.uk

Director of Research Staff Development
Dr Erika Mancini
E erika.mancini@sussex.ac.uk

HR
For general enquiries
E hradmin.esw@sussex.ac.uk

For enquiries regarding the end of your contract
E b.spencer@sussex.ac.uk

Key contacts for Research Staff in the School

Head of School
Professor Simon Thompson
E eswhos@sussex.ac.uk

Head of School Coordinator
Sharon Jakeman
E hosc@esw.sussex.ac.uk

Head of Department of Education
Dr Tamsin Hinton-Smith
E j.t.hinton-smith@sussex.ac.uk

Head of Department of Social Work and Social Care
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School Administrator
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E a.pereira@sussex.ac.uk

Assistant Research Manager
Dr Jessica Beck
E j.beck@sussex.ac.uk

Research Staff Representatives ESW
Dr Helen Murray
E h.murray@sussex.ac.uk
Do please get in touch with her if you have any concerns or issues that
you feel need to be addressed.

This handbook is for advice and guidance only and is not a substitute for the formal statements and requirements of the Charter, Statutes, Ordinances, Regulations and procedures of the University. In case of any conflict these formal statements and requirements take precedence over the handbook.

Every effort has been made to ensure the accuracy of the information contained in the handbook, as at 1 Sept 2022. The University can, however, take no responsibility for errors or omissions, or for arrangements made by third parties. It reserves the right to change the information given at any time.

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OF SUSSEX