



SUSSEX
RESEARCHER SCHOOL

University Postgraduate Researcher Handbook

US

UNIVERSITY
OF SUSSEX

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Welcome to the Sussex Researcher School

The SRS team continually collaborates with colleagues across the University to improve provision and support for emerging researchers, including postgraduate researchers (PGRs).

It is our goal to create a vibrant, visible, and valued community of emerging researchers at Sussex. We aim to achieve this by promoting and celebrating diversity and individuality, while ensuring a consistently high-quality experience that enables you to realise your potential and championing the significant contribution you make towards the University's research culture and standing. Our work is based around five core themes: cohesion, quality, identity, potential, and visibility.

In this handbook – which sits alongside the handbook for your specific research degree – you will find information to support you at every stage of your research journey.

THE SUSSEX RESEARCHER SCHOOL TEAM

[Find out more about the Sussex Researcher School](#)

A man and a woman are sitting at a small round table, working on their laptops. The woman, on the left, has long blonde hair and is wearing glasses and a dark jacket over a white shirt. The man, on the right, is wearing a blue baseball cap, glasses, and a grey button-down shirt. They are both looking at their laptops. The background is a dark wall with vertical wooden slats. The text "Your community" is overlaid in the center in a white serif font.

Your
community

About the Sussex Research School

THE SRS TEAM

LEADERSHIP

The SRS is led by the Dean, Professor Jeremy Niven, and the Head, Susanna Broom. They provide strategic leadership and direction on the development of provision and support for emerging researchers.

ADMINISTRATIVE SUPPORT

As well as supporting the smooth running of the SRS and the associated governance structures, the Administration team is the first point of contact for your general queries. They are also responsible for SRS communications, such as the newsletters, and run the Junior Research Associate scheme.

✉ researcher-school@sussex.ac.uk

RESEARCHER DEVELOPMENT

The team provides development opportunities for PGRs and early career researchers (ECRs) through induction, training, writing retreats, funding pots, community and awards. They support PGR and ECR governance, and run events in the annual Summer of Research.

This team includes the Assistant Programme Manager, who works across SRS on various projects that continue to improve the experience of emerging researchers at Sussex.

✉ researcher-development@sussex.ac.uk

RESEARCH DEGREES MANAGER

The Research Degrees Manager oversees the quality assurance, policy and governance processes for Sussex's research degrees.

✉ pgr-governance@sussex.ac.uk

PGR SCHOLARSHIPS

The team provides support for external PhD funding bids and the delivery of Doctoral Landscape Awards, Doctoral Training Partnerships and Centres for Doctoral Training. They also liaise with PGRs on scholarship applications and their funding statuses.

✉ pgr-scholarships@sussex.ac.uk

THE CONSORTIUM FOR THE HUMANITIES AND THE ARTS SOUTH-EAST ENGLAND (CHASE)

This Doctoral Training Partnership is funded by the Arts and Humanities Research Council to support postgraduate research across a consortium of eight member institutions. The central team is based at the University of Sussex in SRS.

✉ enquiries@chase.ac.uk

DISCNET CENTRE FOR DOCTORAL TRAINING

DISCnet, based at the University of Sussex in SRS, is a consortium of three universities funded by the Science and Technology Facilities Council. It trains postgraduate data-intensive scientists and supports academic-industry collaboration.

SRS SUPPORT

PGRs play a vital role in Sussex's vibrant research culture. We support all PGRs across the University to become part of our wider research community and want to make your time here as productive and stimulating as possible.

The SRS collaborates with Faculties and professional services divisions across the University to enable the progression and development of PGRs, by providing support, structure, and connection.

At any time during your research journey here at Sussex you can reach out the SRS and we will do our best to support you or offer signposting to the most appropriate other sources of support.

 researcher-school@sussex.ac.uk

 [Visit the SRS website](#)

SOCIAL MEDIA, NEWS AND EVENTS

Follow us on Bluesky and our News and Events pages to get the latest updates on funding opportunities, events and more.

 Our dedicated PGR channel:
[@SussexPGRs.bsky.social](#)

 Our main channel:
[@SussexResearcher.bsky.social](#)

 [Find out more about PGR News](#)

 [Find out more about PGR Events](#)




SRS EVENTS AND INITIATIVES

We organise and support a number of events and initiatives, designed to bring together PGRs from across the University. These include:

- Induction events for new PGRs.
- An annual Thesis Boot Camp to support focused writing.
- Festival events each summer, celebrating and showcasing PGR research to the wider University.
- Spotlight on Researchers series, where we interview PGRs on their research journey and share their stories.

 [Find out more about festival events](#)

 [Find out more about the Spotlight on Researchers series](#)

We also support Excursions, an online, interdisciplinary journal run by PGRs at Sussex.

 [Find out more about Excursions](#)

In order to find out how our PGRs feel about their experience at Sussex, every other year we take part in the national Postgraduate Research Experience Survey (PRES).

 [Find out more about PRES](#)

Sussex Research Hive

WHAT IS THE HIVE

The Sussex Research Hive is the Library's designated area for researchers, open to all PGRs and research staff. It provides study areas, bookable study rooms and space for discussion and collaborative work.

It is located on the top floor of the Library and researchers will need to scan their Library cards to gain entry. The Hive was refurbished over the summer in 2024 to enhance accessibility and usability for users.

 researchhive@sussex.ac.uk

HIVE BLOG AND SOCIAL MEDIA



[Hive WhatsApp Community](#)



[@sussexreshive](#)



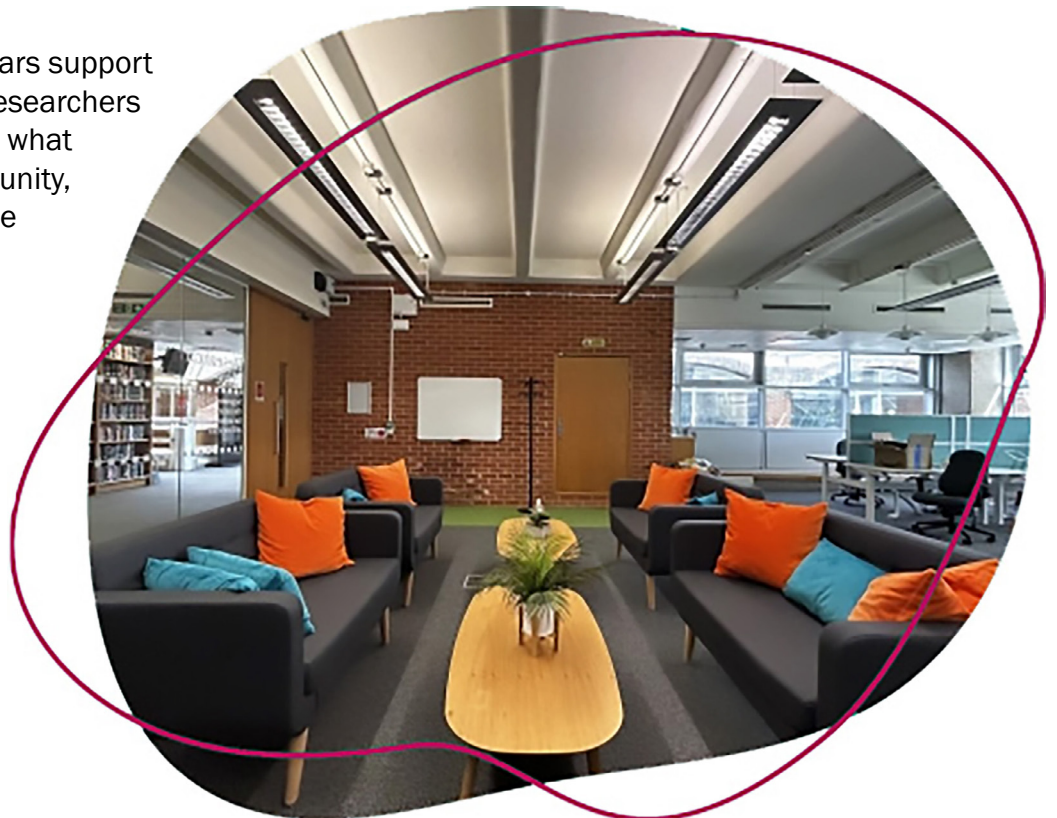
[@sussexreshive](#)

THE HIVE SCHOLARS

Three Research Hive Scholars support the space, engaging with researchers at the University to find out what they want from their community, planning events in response and fostering a supportive network here at Sussex.



[Find out more
about the current
Hive Scholars](#)



Students' Union

WHAT IS THE STUDENTS' UNION

The Students' Union is a charity, separate to and independent from the University. They are a democratic, student-focused organisation.

Most universities have a students' union. Here at Sussex, each student at the University of Sussex and Brighton & Sussex Medical School (BSMS) is automatically a member of the Union.

 advice@sussexstudent.com

 [Find out more about the Students' Union](#)

PGR REPRESENTATIVES

The Students' Union oversees the selection of PGR representatives (reps) in academic Faculties, and the election of Faculty-level reps to thematic rep positions within the institutional PGR governance structure. You can out more about PGR representation on the Students' Union webpages.

 [Find out more about applying to be a PGR rep](#)

CONTACTING YOUR REP

You can get in contact with your PGR reps via their Sussex Postgraduate Researchers (PGRs) Feedback Padlet.

 [Find out more about the PGR reps](#)

 [PGR Feedback Padlet](#)

THE BUDDY SCHEME

You may also wish to explore the Buddy Scheme to help build yourself a support network.

The Buddy Scheme is a peer-to-peer support scheme coordinated by the Students' Union to help new students settle into life at University and in Brighton. New students are matched with current students, who provide informal support, and there is also a series of events for Buddies, including afternoon tea and day trips.


 [Find out more about the SU Buddy Scheme](#)

SOCIETIES

The Students' Union supports over 180 student-led societies. There are plenty to choose from and they are simple to join, and if you can't find the one you're looking for it is simple to start your own. There are resources online to guide you through running a society, from putting on events and fundraisers to holding elections.

 [Find out more about SU societies](#)



A man with a beard, wearing a blue and white checkered shirt, is shown from the chest up, leaning over a desk and writing in a notebook with a pen. The image is heavily overlaid with a semi-transparent purple color, which serves as a background for the text. The text is centered and reads "Your research degree".

Your
research
degree

Starting at Sussex



REGISTRATION

Registration is the formal process of recording that you have become a member of the University. Once you have registered you will be able to engage in supervision, attend researcher development workshops, use labs, and use the Library, Computing and other University facilities. Once registered for the first time you will receive a University registration card which includes membership of the Students' Union.

In order to remain a candidate for the degree you are required to renew your registration each academic year. Information regarding online registration will be sent to you by email in August/September each year.

INDUCTION

The Sussex Researcher School (SRS) provides centralised induction events for PGRs. You will be invited, via email, to the induction event relevant to your start date.

In addition to the central induction, Faculties will provide a comprehensive, local induction programme for you too. This will include Faculty-specific information on supervisory arrangements, research and skills training, networking opportunities, facilities, good research conduct, and health and safety. Your Faculty/School will also provide you with a handbook (or equivalent resource) for reference.

STUDENT LOANS

If you are in receipt of a postgraduate student loan, the Student Records team will notify the Student Loan Company (SLC) when you have completed registration, so that SLC can release your first loan instalment. If there are any complications, then you can contact the Student Records team for assistance.

✉ PGR-StudentRecords@sussex.ac.uk

🌐 [Find out more about student loans](#)

VISAS AND INTERNATIONAL STUDENTS

If you are an international student, there is a lot of useful information, advice and guidance available for you on the main international student support pages. If you need help, you can speak to the International Advice team, for confidential advice about visas and immigration.

🌐 [Find out more about visas and immigration](#)

HOUSING AND COUNCIL TAX

Whether you choose to apply for on campus housing or live off campus, the housing team at the University can offer you support. You can also contact Residential Life if you have any problems with your living situation.

✉ housing@sussex.ac.uk

🌐 [Find out more about applying for housing](#)

🌐 [Find out more about residential support](#)

Full-time registered PGRs are generally exempt from paying Council Tax and part-time PGRs can be eligible for discounts. You should contact your local Council Tax Office for further information on any discounts, and you can request an exemption letter from the Student Centre.

🌐 [Find out more about Council Tax exemption](#)

🌐 [Request a Council Tax Exemption letter](#)



Starting Your Research Degree

YOUR RESEARCH PLAN

Within your first six months if you are registered full-time, or first twelve months if you are registered part-time, you must prepare a research plan. This will set out the overall plan, objectives and timetable for your project and any other specific requirements listed within your Faculty/School handbook (or equivalent resource).

DATA MANAGEMENT PLAN

As per the University's Research Data Management Policy, you are required to have an appropriate data management plan for your research. This should be in place by your first Formal Progression Review, updated as required and checked at subsequent Formal Progression Reviews. There will also be a module on research data management as part of your mandatory training.



[Find out more about the Research Data Management Policy](#)

TRAINING NEEDS ANALYSIS

You must complete a Training Needs Analysis with your supervisor at the start of each year of registration (or part-time equivalent). By reflecting on your training needs, you can identify areas for development and then target specific workshops and courses, such as those offered via the SRS.

ETHICAL REVIEW

All PGRs whose research involves living subjects will require ethical approval. Depending on the focus and methodology, other research may also require ethical approval. Where formal ethical approval is required, you are jointly responsible with your main supervisor for securing this, in accordance with the Code of Practice for Research, before the research commences.

For more information about the process, including a checklist to determine whether ethical review is needed, please refer to the Research Governance and Integrity pages. There will also be a module on research ethics and integrity as part of your mandatory training.



[Find out more about the Ethical review process](#)

REGULATIONS AND POLICIES

PGRs are also subject to the same research policies as academic faculty. The Procedures on Research Degrees (PoRD) sets out University guidelines on research degree programmes for PGRs and the University staff with responsibility for PGRs. Therefore, you should familiarise yourself with the policies and guidance at the beginning of your research degree.



[Find out more about regulations and policies](#)

Your Supervision and Engagement

YOUR SUPERVISORS

You will have a main supervisor and one or more co-supervisors, all of whom will provide you with advice and guidance throughout your time at Sussex. Your main supervisor will take the lead in the administration of your research progress.

SUPERVISION MEETINGS

You are required to submit via Sussex Direct a record of each formal meeting with your supervisor(s), including a mutually agreed summary of the key issues discussed and agreed deadlines. You should have your first meeting with your supervisory team within your first two weeks after registration. This meeting should include a discussion of the schedule of supervisory meetings and consideration of your and your supervisors' expectations of the supervisory relationship.

SUPERVISORY RELATIONSHIP

A positive relationship with your supervisors is key. More information on your respective responsibilities, and those you share, is available on the SRS webpages. This includes information about feedback on your supervision and raising any issues.



[Find out more about supervision](#)



ENGAGEMENT

PGR attendance and engagement requirements are laid out in the Attendance, Engagement and Absence Policy. You should have and record at least one formal supervision meeting per month (or one every two months for part-time PGRs). Any additional attendance or engagement requirements for your research degree will be laid out in your Faculty/School handbook (or equivalent resource).



[Find out more about regulations and policies](#)



[Find out more about attendance and annual leave](#)

ANNUAL LEAVE

PGRs are entitled to 40 days annual leave per academic year (pro-rated for part-time PGRs), including public holidays and minimum service days. You are responsible for requesting and recording your annual leave in line with your Faculty/School's procedure. If you have a visa then you should follow the requirements of your visa sponsorship, which are listed on the SRS webpage linked above.



[Find out more about public holidays and minimum service days](#)

Changing Your Registration Status

During your research degree, you may experience circumstances which mean that you need to request a change your registration.

INTERMISSION

You can apply for an intermission to take an authorised break from your research and your maximum date of registration (i.e. your submission deadline) will be updated.

MODE CHANGE

You can apply to change your mode of registration between full- and part-time (in either direction). If approved, your maximum date of registration will be re-calculated. Only one change to your mode of registration will normally be considered, and changes during the last six months of your registration are not permitted. You can also apply to switch between on campus and distance learning modes of attendance.

CHANGING YOUR RESEARCH DEGREE

You can request a transfer to a different research degree at Sussex, where available and provided that the transfer takes place before you have given notice of intention to submit your thesis.

PRE-SUBMISSION STATUS

You can apply to transfer to pre-submission status (sometimes referred to as 'writing up status') if you have completed your research work and collected all your data.

EXTENSIONS

You may request an extension to your maximum period of registration where your progress has been hampered by exceptional medical, personal or, in the case of part-time PGRs, employment circumstances. Extensions will not normally be considered until the final three months of your registration.

WITHDRAWAL

If you wish to withdraw from your research degree, then you should discuss this decision with your supervisor(s) and you may also find it useful to contact the Student Centre for advice and support.

REQUESTING A REGISTRATION CHANGE

Please note that all registration changes are subject to rules about timings, and limits are set for some types. Eligibility to apply may also be affected by your funding or visa status. For more information, see the SRS webpages, where you can also download the relevant form.

In all cases, you should discuss any registration change with your supervisor(s) before applying. If you decide to proceed, you will need to download the relevant application form, complete it with your supervisor(s) and submit it to your Faculty/School. If your Faculty/School approves of your request, then it will be sent to the Student Records team to be processed, and you will receive a confirmation email.



[Find out more about changing your registration](#)

Your Progress



FORMAL PROGRESSION REVIEWS

You are admitted to a research degree on the basis of an assessment of your potential at the admissions stage. Throughout your research degree you will be required to undergo Formal Progression Reviews to ensure that you are making satisfactory progress. These reviews will also provide you with a clear sense of the progress you are making, whilst allowing staff to provide reassurance, advice and support, depending on your progress.

A Formal Progression Review will take place between months 9-12 of each complete year of your registration for a full-time PGR, or between months 9-12 of the second year of each two year period for a part-time PGR.

FORMAL PROGRESSION REVIEW MEETINGS

Each Review meeting will be with at least one senior academic, who will act as your Assessor and discuss your academic progress. Your Assessor(s) will be independent of your supervisory team. The evidence of progress that you are required to submit may vary depending on the specific requirements of your Faculty/School. Therefore, for more information about what to expect during your Review meetings, refer to your Faculty/School handbook (or equivalent resource). Your main supervisor will also submit a report on your progress.

There is further information on the review process on the SRS webpages, including the criteria for each review period and the potential outcomes of a Formal Progression Review.



[Find out more about Formal Progression Reviews](#)

Thesis Submission and Examination

PREPARING YOUR THESIS

The University has minimum requirements for the formatting, presentation and layout of your thesis. Your Faculty/School determines the required length and format of your thesis, so consult your Faculty/School handbook (or equivalent resource) for further information, prior to submission.

SUBMITTING YOUR THESIS

You are required to give two months' notice of thesis submission, in order that your examiners can be identified and formally appointed. Without full notice the examination of your thesis will be delayed. Therefore, prior to thesis submission, you should complete an Intention to Submit form and send it to the Examinations and Assessment Team.

Your thesis should be submitted as a PDF file, by email, to the Examinations and Assessment Team. If your thesis is too large to send by email, then please email ahead and alternative arrangements will be made for your submission.



[Find out more about thesis preparation and submission](#)



PGR-exams@sussex.ac.uk

YOUR THESIS EXAMINERS

Your thesis will be examined by a minimum of two examiners (normally one internal and one external). Your examiners are nominated by your Faculty/School and formally appointed by the Research Degrees Progression and Award Board.



YOUR VIVA EXAMINATION

In addition to submitting your thesis or portfolio, you are required to attend a viva voce examination or 'viva'.

The viva allows your examiners the opportunity to satisfy themselves that your thesis represents an original contribution to knowledge or understanding; that there is evidence of training in, and the application of, appropriate research methods; that the work is your own (or, if done in collaboration, that your share in the research is adequate); and that the mode of presentation is satisfactory. The viva also allows you the opportunity to respond to any shortcomings identified by the examiners.

As your viva is the key element of your final examination, more information on the examination process, including information about available training and examination outcomes, is available on the SRS webpages



[Find out more about viva examination](#)

A photograph of a university campus. In the foreground, a large, grassy hill is covered with many students sitting and relaxing. Several large, leafy trees frame the top and sides of the image. In the background, there are modern university buildings with large windows and brick accents. The overall atmosphere is peaceful and academic.

Your development

Training and Workshops

RESEARCHER DEVELOPMENT PROGRAMME

The Sussex Researcher School (SRS) provides year-round training and development opportunities for all PGRs. The Researcher Development Programme (RDP) will help you gain the skills you need to be an effective researcher.

The RDP offers a variety of workshops for developing your research, personal and professional skills. It is guided by the Vitae Researcher Development Framework (RDF), a useful tool for managing your own development.

The different RDP themes match the RDF domains, so you can identify your needs and track your progress easily.



[Find out more about the RDP](#)



RDP WORKSHOPS

RDP workshops open for booking at the start of each academic term and are closed one working day before each session. The workshops are delivered either online or in person, depending on the course content. All bookable workshops are listed on the SRS webpages, along with an overview of the full programme.

The RDP caters to all levels, from new PGRs to those nearing the end of their research degree. When completing your Training Needs Analysis with your supervisor, you may wish to explore all the workshops to identify those that best suit your current development goals.

The Researcher Development team can assist with any queries about the RDP or specific workshops.



[Find out more about the RDP workshops](#)



Researcher-development@sussex.ac.uk

RDP CANVAS

The RDP Online Canvas site includes several session recordings and modules that you can work through in your own time. It also includes recordings of other events, such as SRS induction sessions, and resources to aid neurodivergent PGRs.



[Visit the RDP Canvas site](#)

OTHER TRAINING RESOURCES

PGR MANDATORY TRAINING

PGRs commencing their research degree on or after 01 August 2025 are required to complete two online training modules: one on research ethics and integrity, and one on research data management. Both should be completed by the time you submit your research plan.

LIBRARY RESOURCES

The Library's Research and Open Scholarship team and Research Data team offer a programme of both in-person and online workshops for PGRs.

The workshops are included in the RDP, and focus on developing research skills, making the most of the Library's resources, and innovation and developments within the scholarly communications field.

They also have a variety of resources and online tools for researchers and offer one-to-one resource awareness sessions. This includes writing sessions as part of the Royal Literary Fund's (RLF) Fellowship Scheme.



[Find out more about Library workshops](#)



[Find out more about Library Research support](#)



[Find out more about RLF writing support](#)

FACULTY TRAINING

As the training needs of each PGR can differ depending on their research degree, Faculties often offer specific training for PGRs within a certain academic unit or subject area. You can contact your supervisor, or other staff within your Faculty, to discover the additional training which may be available to you.

UEA ONLINE TRAINING SERIES

The SRS subscribes to the UEA Online Training Series, which offers research and professional skills training for PGRs in a 'live-taught' online format via a virtual classroom.

Attendees are drawn from around 50 universities and a wide range of disciplinary backgrounds, giving you the opportunity to learn alongside peers from across the UK.

The programme covers quantitative and qualitative research methods, teaching skills, and starting and finishing your PhD, and is led by Dr Simon Watts, PGR Training Coordinator for the Faculty of Social Sciences at the University of East Anglia.



[Find out more about the UEA Online Training Series](#)



Scholarships and Funding

SCHOLARSHIPS

There are variety of Doctoral Training Partnerships (DTPs) and UK Research Council funded scholarships at Sussex. If you are on a funded scholarship, then further information on your funding details, including any additional expectations or training, is available on the SRS webpages.

If you have any queries regarding your funding, such as stipend payments or changes to your scholarship, then you can contact the PGR Scholarships team for advice. They can also assist you with Research Training Support Grant (RTSG) payments or claiming a Disabled Student Allowance (DSA).



[Find out more about Scholarships](#)



[Find out more about RTSG expenses](#)



[Find out more about claiming Research Council funded DSA](#)



pgr-scholarships@sussex.ac.uk

FUNDING AWARDS AND GRANTS

The SRS funds several prizes, grants and other opportunities designed to support your professional development as a researcher at Sussex. These include funding to: present your research at an overseas conference; organise your own professional development, public engagement or community activity for researchers; and an award for exceptional academic impact.



[Find out more about funding awards and grants](#)



Your Researcher Profile



YOUR SUSSEX RESEARCHER PROFILE

Elements is the Current Research Information System (CRIS) used at the University. Elements supports the management of research activities by providing one single point of organisation, presentation and reporting for all scholarly and research activities, including research outputs. It also hosts the PGR profile pages.



[Find out more about setting up an Elements profile](#)

YOUR EXTERNAL RESEARCHER PROFILE

Open Researcher and Contributor ID (ORCID) is an international standard to help researchers to establish and maintain their scholarly identity. ORCID is an open, community-driven organisation which provides a unique identifier that connects you to your publications, data, citations, projects and other research activities. It is managed by you and remains with you throughout your career.



[Find out more about registering for ORCID](#)

Careers and Entrepreneurship

CAREERS AND ENTREPRENEURSHIP RESOURCES

The Careers and Entrepreneurship team offers a wide range of services, resources and events to help you develop your future prospects. Whether you are considering an academic or non-academic career, the team can support you with exploring career ideas and pathways, as well as finding work during and after your studies.



[Find out more about jobs and careers](#)



[Find out more about jobs after your research degree and your Faculty/School contact](#)



CAREER HUB

You can use the CareerHub to browse job vacancies, view resources, book events, and book one-to-one Entrepreneurship appointments. To book a one-to-one Careers Consultant appointment, contact your Faculty/School directly.



[Visit the CareerHub site](#)



NETWORKING

Networking can help you to develop your career ideas and discover job and work experience opportunities. You can join Sussex Connect to develop your professional network with current students and alumni to explore mentoring opportunities.



[Find out more about networking](#)



[Join Sussex Connect](#)

Resources for your Development

SUSSEX RESOURCES

THE KEEP

The Special Collections team based at The Keep offers one-to-one or small group sessions for PGRs who would like support using archives.



[Find out more about The Keep](#)

SUSSEX INNOVATION CENTRE

The Sussex Innovation Centre offers a variety of resources to PGRs including an Enterprise Education Programme and grant funding opportunities. They aim to aid researchers with developing entrepreneurial skills and potentially provide valuable start-up funding.



[Find out more about The Sussex Innovation Centre](#)

IT SERVICES SUPPORT

ITS provide specialist support for IT services and systems. They can help PGRs with any IT issues and other services, including advice for researchers preparing funding bids.



[Find out more about ITS support](#)

EXTERNAL RESOURCES

VITAE

The Vitae programme is led by the Careers Research and Advisory Centre (CRAC), a not-for-profit registered UK charity dedicated to active career learning and development for researchers.

Sussex is a member of Vitae, so by registering with your Sussex email address you can access all of their resources.



[Find out more about Vitae](#)

THE NATIONAL CENTRE FOR RESEARCH METHODS (NCRM)

The National Centre for Research Methods (NCRM) offers a range of national research methods training courses and events.



[Find out more about the NCRM](#)



A close-up photograph of a woman with dark, curly hair, looking down at a newspaper she is holding. The image is heavily overlaid with a semi-transparent purple color, which serves as a background for the text. The woman's face is partially visible on the left side of the frame, and the newspaper's pages are open in front of her.

Support
for you


Mental Health and Wellbeing

MENTAL WELLBEING

As a PGR, it is important to avoid becoming overwhelmed by your research, which can impact negatively on your wellbeing. If you want to find out more about the resources available to you, then you can check out the health and wellbeing pages on the Student Hub. It also provides specific contact information if you need urgent help for yourself or another researcher.

The Student Centre can also refer you to a range of therapeutic and counselling services, including one-to-one sessions and group workshops. My Sussex is your online support portal for advice on anything from careers and accommodation to wellbeing support.

There is a Student Wellbeing module on Canvas, which all PGRs can enrol on, with information on wellbeing events and key contacts.


 [Find out more about health and wellbeing services](#)

 [Visit the MySussex site](#)

 [Visit the Student Wellbeing Canvas site](#)

IMPOSTER FEELINGS


Undertaking a research degree is a demanding process. Some postgraduate researchers (PGRs) can experience the feelings of self-doubt or belonging, often known as imposter feelings or 'Imposter Syndrome'. Further information on PGR mental health and imposter feelings is available on the SRS webpages.

 [Find out more about PGR mental health and imposter feelings](#)

EXTERNAL WELLBEING SUPPORT

There are also external support services available to PGRs, such as Vitae's advice and guidance on researcher wellbeing. Researcher Wellbeing Cymru (RWC) is an online resource designed to enable researchers to foster a healthy sense of wellbeing. There is also Student Minds, the UK's student mental health charity, which provides a mental health toolkit, training and advice.

 [Find out more about Vitae wellbeing](#)

 [Visit the Researcher Wellbeing Cymru site](#)

 [Visit the Student Minds site](#)



Other Support Services



PHYSICAL HEALTH SERVICES

There is a range of information on the Student Hub about the healthcare services available in Brighton and on campus, as well as advice on what to do if you are unwell. All PGRs can choose to register with the University Health Service.



[Find out more about health services](#)



[Visit the campus Health Centre site](#)

DISABILITY SUPPORT

If you have disabilities, mental health conditions, autism spectrum conditions and specific learning difficulties, then you can get advice through specialist support services in the Student Centre.



[Find out more about disability services](#)

FINANCIAL SUPPORT

If you find yourself struggling financially, then you can access financial advice or speak to an adviser in the Student Centre.



[Find out more about financial advice](#)

REPORT AND SUPPORT

If you or someone else has experienced behaviour such as bullying, harassment, a hate incident, sexual violence, domestic abuse or discrimination, you can let the University know using this Report and Support tool.



[Visit the Report and Support site](#)

FAITH AND SPIRITUALITY

The Meeting House is the base for on-campus chaplaincy, with services spanning a range of faiths and denominations. There is also an on-campus Muslim Student Centre and prayer facility.

The chaplains aren't just there for members of their faith, as they also support the whole community. You can talk to them about your own faith, any big questions about life or just enjoy the beautiful location and be alone with your own thoughts.



[Find out more about chaplaincy](#)

CAMPUS FACILITIES

Alongside the Student Centre, there are a variety of useful facilities available on campus. These include the Post Office, pharmacy, launderettes and even childcare.



[Find out more about campus facilities](#)

The background of the slide is a photograph of a multi-story brick building. The building features several large, arched windows with white frames. The brickwork is a reddish-brown color. In the foreground, there are dark, leafy trees and bushes, partially obscuring the lower part of the building. The sky is a clear, pale blue. The overall image has a slightly muted, professional feel.

Governance and key contacts

PGR Governance

PGR GOVERNANCE

The PGR governance structure is overseen by the Sussex Researcher School (SRS). Together, the various committees have responsibility for institutional strategy relating to PGR provision and support, quality assurance in relation to research degrees, and PGR recruitment and widening participation, funding, culture and wellbeing, training and development, and academic progression and assessment.

COMMITTEE STRUCTURE

The Postgraduate Researcher Sub-Committee (PGRSC) is a sub-committee of the University Research and Innovation Committee (URIC). It is primarily responsible for institutional strategy relating to PGR provision and support, and for the quality assurance of research degrees, including overseeing the annual review of the Procedures on Research Degrees.

Further information on PGR Governance, the PGRSC and its sub-committees is available on the SRS webpages. This includes the committee memberships (including PGR reps), terms of reference and the additional supporting structures.



[Find out more about PGR Governance](#)

PGR REPRESENTATIVES

The PGR voice forms a critical aspect of the PGR governance structure and therefore PGR representatives (reps) are integral to committee membership. The elected thematic reps have positions on the PGRSC and its sub-committees, in order that they can highlight issues and speak on behalf of the PGR community.







[Find out more about the PGR reps](#)



Key Contacts

SUSSEX RESEARCHER SCHOOL CONTACTS

Each of the SRS teams can be contacted via email. For more information on the role of each team, please see the SRS team information available on page 5 of this Handbook.

-  researcher-school@sussex.ac.uk
-  pgr-governance@sussex.ac.uk
-  researcher-development@sussex.ac.uk
-  pgr-scholarships@sussex.ac.uk

STUDENT ADMINISTRATION CONTACTS

The Student Records team provides assistance with registration and progression queries. They also process all changes to your registration status and can assist with updating your personal details.

-  PGR-StudentRecords@sussex.ac.uk

The UKVI Compliance team can advise all international PGRs on the visa stipulations regarding their registration or changes to their status during their studies.

-  PGR-visas@sussex.ac.uk

The Assessment & Examinations team can assist with all thesis submission, examination or graduation queries.

-  PGR-exams@sussex.ac.uk

FACULTY CONTACTS

Each Faculty has administrators who provide support for PGRs. Together with your main supervisor, these staff members will be your primary contacts for guidance on policies and processes, and for signposting to appropriate support services and resources.

-  [Find your Faculty contact](#)

OTHER USEFUL CONTACTS

If you have any queries about the support available from the Student Centre, then you can use MySussex to contact an adviser.

-  [Visit the MySussex site](#)

You can contact the Housing team for all accommodation queries.

-  housing@sussex.ac.uk

If you want independent advice about an issue, you can speak to the Students' Union.

-  advice@sussexstudent.com

The Library Research Support team can assist with a variety of queries and offer one-to-one sessions.

-  library.researchsupport@sussex.ac.uk

The Careers and Entrepreneurship team offers a wide range of services, publications and events to help you develop your future prospects.

-  careers@sussex.ac.uk

A photograph of a University of Sussex building at night, featuring large arched windows and a central entrance. Several students are walking in the foreground. The image is overlaid with a semi-transparent purple/pink filter. The university logo 'US' is centered in the middle of the image.

US

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