

SCHOOL OF MEDIA, ARTS AND HUMANITIES

# School of English MA Handbook 2021-2022

US

UNIVERSITY  
OF SUSSEX

# Contents

<b>Key Contacts in the School of Media, Arts and Humanities</b> .....	<b>3</b>
School management .....	3
Administrative contacts .....	3
<b>Key Course and Module Information</b> .....	<b>5</b>
Core modules and options .....	5
MA module information .....	5
<b>Welcome to your MA</b> .....	<b>6</b>
<b>English at Sussex</b> .....	<b>6</b>
What can you expect from us? .....	7
Who can I talk to about academic and personal issues? .....	7
Graduate spaces for socialising and work .....	11
Where to find information .....	13
Learning and Information Technology Services.....	15
Attending Conferences and Joining Learned Societies .....	16
Timetable and assessment .....	16

# Key Contacts in the School of Media, Arts and Humanities

## SCHOOL MANAGEMENT

Name and contact details	Role
Professor Kate O’Riordan <a href="mailto:K.ORiordan@sussex.ac.uk">K.ORiordan@sussex.ac.uk</a>	Dean of the School of Media, Arts & Hum
Dr Gerhard Wolf <a href="mailto:G.Wolf@sussex.ac.uk">G.Wolf@sussex.ac.uk</a>	Associate Dean for Doctoral Students
Dr Andrew Blair <a href="mailto:A.M.Blair@sussex.ac.uk">A.M.Blair@sussex.ac.uk</a>	Director of Teaching and Learning (PG)
Dr Melanie Green <a href="mailto:m.j.green@sussex.ac.uk">m.j.green@sussex.ac.uk</a>	Director of Student Experience
Dr Pam Thurschwell <a href="mailto:P.Thurschwell@sussex.ac.uk">P.Thurschwell@sussex.ac.uk</a>	Subject Head of English Literature
Professor Keston Sutherland <a href="mailto:K.Sutherland@sussex.ac.uk">K.Sutherland@sussex.ac.uk</a>	Overall Course Convenor for English MA (please see your course handbook for the convenor of your specific MA)

## ADMINISTRATIVE CONTACTS

The MAH School Office is normally open 9am-5pm Monday-Friday for administrative matters such as course/module changes, bank and council tax letters, and general queries. The School Office staff can also direct you to the right place if you are not sure who to contact.

*Please note that the MAH School Office may be closed, or may be operating online only, if local or national restrictions are in place in relation to the Covid-19 pandemic. Please call or email the office to check before you travel.*

### Media, Arts and Humanities School Office

Arts A7

Tel: 01273 678001

Email: [media-arts-humanities@sussex.ac.uk](mailto:media-arts-humanities@sussex.ac.uk)

Other key administrative contacts for postgraduate students are:

SCHOOL OF MEDIA, ARTS AND HUMANITIES

<b>Name and contact details</b>	<b>Role</b>
Grace Ryan <a href="mailto:englishpg@sussex.ac.uk">englishpg@sussex.ac.uk</a>	Course Coordinator Team
Dnyan Keni-Vaux <a href="mailto:D.Keni@sussex.ac.uk">D.Keni@sussex.ac.uk</a>	Curriculum and Assessment Team
<a href="mailto:MAH-studentexperience@sussex.ac.uk">MAH-studentexperience@sussex.ac.uk</a>	MAH Student Experience Team

# Key Course and Module Information

## CORE MODULES AND OPTIONS

You will take 60 credits per term, made up of a mixture of core modules and options. Core modules are central to your degree and options are modules offered within the School and are closely related to your degree subject.

Options can be chosen online via Sussex Direct. When making your choices, we recommend that you speak to the convenors of modules that you are interested in so you can be sure to make the right choice for you.

If you change your mind about your option, you can transfer to another module during the first two weeks of term, provided there is enough space. Please contact [englishpg@sussex.ac.uk](mailto:englishpg@sussex.ac.uk) if you are interested in changing modules.

## MA MODULE INFORMATION

Please see the handbook for your specific MA for your module information. If you do not have access to the handbook for your specific MA please email [englishpg@sussex.ac.uk](mailto:englishpg@sussex.ac.uk)

# Welcome to your MA

Welcome to the School of Media, Arts & Humanities and congratulations on obtaining a place to study on one of our English MA courses.

We are a large and diverse School, supporting a rich variety of taught programmes alongside doctoral and post-doctoral research. As members of the School, your contribution is vital to the spirit of critical inquiry at the heart of the Sussex tradition. We look forward to working with you, and to helping you throughout your graduate career.

The School of Media, Arts & Humanities is a cosmopolitan community with an international reputation for research in the humanities and a culture driven by interdisciplinary problem-solving. We believe that a trained critical imagination - one that grasps the importance of the analytic and the evocative, the poetic and the explanatory, the visual and the verbal - is essential to understand and to re-envision a world increasingly shaped by the speed of technological innovation and unprecedented global change.

The School is home to a number of interdisciplinary initiatives that foster intellectual collaboration and experimentation. We hope that you will take the opportunity to become involved in the various events supported by the School and to develop your own contribution to the graduate culture at Sussex.

There will be many opportunities throughout the year for students and faculty to discuss their research in different forums (research colloquia, reading groups, conferences). The School puts great emphasis on encouraging student initiatives, and we will facilitate student-led events wherever possible – look out for information about such events in your e-mail inbox.

We very much look forward to working with you throughout your time at Sussex.

Professor Keston Sutherland  
MA English Convenor

## English at Sussex

We are proud of being one of Britain's most respected places to study English. The quality of our faculty research is shown by the results of the most recent Research Excellence Framework (REF 2014), in which 84% of our research was rated as internationally excellent or world-leading

overall. The vitality and sustainability of our research environment also received a score of 90%. These scores are among the highest in the UK.

#### WHAT CAN YOU EXPECT FROM US?

- a high-quality learning environment supported by committed teaching and support staff
- an intellectually engaging degree course
- teaching which accords with best practice
- teaching to the skills required in the workplace
- a coherent and clearly structured programme of study
- efficient marking of assessments, with return of and feedback on your work provided, wherever possible, within 15 working days
- staff who will help and advise, should you have a problem

Learning and Teaching is a partnership to which both learner and teacher contribute.

This partnership is based upon trust and co-operation within a framework of responsibilities designed to foster a genuine learning environment. It assumes that the partners share in mutual respect expressed by punctuality, civility and the recognition of the needs of all involved.

#### WHO CAN I TALK TO ABOUT ACADEMIC AND PERSONAL ISSUES?

##### **Your MA convenor or module tutor**

If you have problems with academic work, you can contact your MA convenor, module tutor or supervisor.

If your work is significantly interrupted by non-academic problems, make sure your MA Convenor and/or Supervisor knows so that they can suggest how this should be dealt with formally.

Please also contact Grace Ryan, PGT Taught Course Coordinator (English):  
[englisgpg@sussex.ac.uk](mailto:englisgpg@sussex.ac.uk)

##### **Student Life Centre**

The Student Life Centre is based on the ground floor of Bramber House, and is open every weekday 9am-5pm. The Student Life Team are there to help with the following issues:

- Personal Concerns
- Student Funding: Access to Learning Fund, all scholarships, bursaries and Vice Chancellors loans.
- Student Mentoring

- Information about taking a temporary break (temporary withdrawal) or withdrawing from the university.
- Student Complaints
- Student Discipline
- Claiming Exceptional Circumstances
- Help with understanding University procedures

Specialist financial advice services are provided by the Students' Union Advice Team. Full details about their services can be found on their website <https://sussexstudent.com/support>

You can contact the Student Life Centre by telephone (01273) 876767 or email: [studentlifecentre@sussex.ac.uk](mailto:studentlifecentre@sussex.ac.uk).

Further details about the Centre are available at <http://www.sussex.ac.uk/studentlifecentre>

*Please note that the Student Life Centre may be closed, or may be operating online only, if local or national restrictions are in place in relation to the Covid-19 pandemic. Please check the website before you travel.*

## **The Buddy Scheme**

Buddy Scheme Volunteers help and support other students. A buddy can support you and introduce you to life on campus, around Brighton and beyond. The Buddy Scheme is a Students' Union peer to peer support scheme that is open to all Sussex students at all levels of study.

For more information, or to get involved please contact the Student Union's Website: <https://www.buddyscheme.com/>

## **Academic Skills Advisors**

The School of Media, Arts and Humanities offers a unique study support service through our team of Academic Skills Advisors (ASAs). Each of our nine advisors offers two half-hour appointments in a one-hour slot per week. Our ASAs are all current PhD researchers drawn from across the disciplines in the School. Their focus in appointments is to help you with problems you might encounter in your studies, at all stages - undergraduate and postgraduate.

For further details, please see the MAH Student Experience Canvas site.

*Please note that these appointments may only be available virtually if local or national restrictions are in place in relation to the Covid-19 pandemic.*

## **Student Representatives and the School Student Experience Group**

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



One School MA representative will be elected to take forward relevant issues to School and University level committees. All reps meet together once a term at the School Student Experience Group to exchange information and ideas.

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

## **The University of Sussex Students' Union**

The Students' Union offers a wealth of resources to help you during your time at Sussex, as well as numerous clubs and societies that cater for your extra-curricular interests. The Union's Student Advice Centre offers free, confidential advice on a range of academic and non-academic issues, including housing, finance, counselling and sexual health. The SU are located in Falmer House and their website can be found at <https://sussexstudent.com/>

*Please note that the Student Union offices may be closed, or may be operating online only, if local or national restrictions are in place in relation to the Covid-19 pandemic. Please check the website before you travel.*

## **Careers Support**

You are likely to have powerful personal and academic motivations to study at postgraduate level and the Careers and Employability Centre can help support your progression from here. Individual careers consultations are available every week day and you can talk to an adviser about your needs whatever they are.

The Careers and Employability Centre is located in The Library and is there to help you with all aspects of career development and employment, both during your studies and after you have graduated. They can help with finding a part time job during your studies or in the vacation, putting together a CV, finding work experience, information about postgraduate positions, and a range of other career related areas. They have a very informative website: [www.sussex.ac.uk/careers](http://www.sussex.ac.uk/careers).

Taught postgraduate students at Sussex are offered a range of support with their career development. By engaging in our events, you can:

- learn more about types of work and what makes work meaningful
- make contacts with industry representatives and Sussex Alumni
- develop skills and attitudes sought by various employers
- learn to be more successful in job applications and other selection processes
- review your career progression and develop strategies for your future

More than 300 employers come onto campus every year through the Careers and Employability Centre. Make sure you meet them.

*Please note that the Careers and Employability Centre may be closed, or may be operating online only, if local or national restrictions are in place in relation to the Covid-19 pandemic. Please check the website before you travel.*

## Language support

### Sussex Centre for Language Studies

The Sussex Centre for Language Studies offers English as a foreign language and academic English language support. It can also offer tuition not just in the usual range of European languages, but in more distant languages, which you might need for your fieldwork or library research. The facilities of the Sussex Centre for Language Studies (located in Arts A) are open to everyone though there are some charges for some of its services. Please enquire at the Centre for details (01273 678006, internal extension 8006, or online).

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

*Please note that the Centre may be closed, or may be operating on a click and collect basis, if local or national restrictions are in place in relation to the Covid-19 pandemic. Please check the Centre website before you travel.*

## International Student Support

The first point of access for support in relation to visa and immigration issues, as well as well as general advice on living and studying in the UK, can be found here:

<https://student.sussex.ac.uk/international/>

## LGBTQ+ Student Resources and Support

The first point of access for university resources and support for students is often the Student Life Centre: <http://www.sussex.ac.uk/studentlifecentre/>

The link below shows a list of some of the issues to do with gender and sexuality that the Student Life Centre can offer support with, and also provides a list of resources at the University and in Brighton: <http://www.sussex.ac.uk/studentlifecentre/issues/lgbtq>

A map of gender neutral toilets on the University of Sussex campus is available at this link: [https://www.google.com/maps/d/u/0/viewer?mid=1hR-cJri\\_ONMaWFyth5V4KDppksI&hl=en\\_US&ll=50.86769510295706%2C-0.09161221221006599&z=15](https://www.google.com/maps/d/u/0/viewer?mid=1hR-cJri_ONMaWFyth5V4KDppksI&hl=en_US&ll=50.86769510295706%2C-0.09161221221006599&z=15)

This link includes (scroll down) information for trans students including guidance on changing your name on the university systems and changing your ID card.

<http://www.sussex.ac.uk/studentlifecentre/issues/lgbtq>

The University of Sussex Student's Union has an LGBTQ+ society; you can explore its services and activities here: <https://sussexstudent.com/activities/view/lgbtqplus-society>

## Student Facilities



### GRADUATE SPACES FOR SOCIALISING AND WORK

There are social spaces and study spaces set aside for students in Arts A, B and Silverstone. Please contact the MAH School Office for further details.

*Please note that the social spaces may be closed if local or national restrictions are in place in relation to the Covid-19 pandemic. Please check with the MAH School Office before you travel on 01273 678001.*

### Library

The University of Sussex Library has a wide range of resources and support services, and you will find it helpful to explore these as early as possible. The library's introductory tours and drop-ins are recommended as they help you familiarise yourself with the way the library works. The best way to find information about the library, its services, facilities and resources is to visit the library website at:

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

For key resources in your particular subject click on 'Subject Resources' and select your subject. All the key resources are listed in the order of relevance. An increasing number of resources are now available from off-campus.

Journals are available electronically, often as full text documents. Click on 'Electronic Journals' or the library's home page for access to journal collections, and journals by individual title.

There are a number of help desks in the library if you encounter difficulty with any of the resources and services on offer. For general enquiries, go to the Enquiries/Reception desk at the library entrance. For help with research and advanced enquiries, see staff on the Enquiries/Helpdesk on the first floor.

*Please note that the library may be closed, or may be operating on a click and collect basis, if local or national restrictions are in place in relation to the Covid-19 pandemic. Please check the website before you travel.*

## **Photocopying**

You can purchase a photocopy card (and recharge it) in the library. The nearest photocopiers and printers are in the library.

*Please note that the library may be closed, or may be operating on a click and collect basis, if local or national restrictions are in place in relation to the Covid-19 pandemic. Please check the website before you travel.*

## **Computing Facilities**

IT Services offers a variety of courses on a range of software programmes at different levels of ability at various points across the academic year. You can register for these by contacting IT Services directly. Apart from the small cluster of computers in the School, computing facilities are available in various locations across campus.

For details, please see the IT Services pages: <http://www.sussex.ac.uk/its/student> There is an on-line Help system, and a Help Desk open each weekday, telephone 01273 678090. If you experience minor technical problems, you can phone the Help Desk or email [help@sussex.ac.uk](mailto:help@sussex.ac.uk). For more information see the on-line information (<http://www.sussex.ac.uk/its/student>).

*Please note that the ITS Services buildings may be closed, or may be operating on an online basis only, if local or national restrictions are in place in relation to the Covid-19 pandemic. Please check the website before you travel.*

## **Where is the nearest computer cluster to Arts A?**

There is a computer cluster in the library and one in the Shawcross Building.

*Please note that computer clusters may be closed if local or national restrictions are in place in relation to the Covid-19 pandemic. Please check with ITS before you travel: <http://www.sussex.ac.uk/its/student>*



***Study information and resources***

WHERE TO FIND INFORMATION



## **The MAH School Office**

The English School Office is located in Arts A7 on the ground floor of the Arts A Building but please bear in mind that this office will be closed if local or national Covid-19 restrictions are in place.

The office is open 9.00am–5.00pm Monday to Friday. The office phone number is (01273) 678001. You may contact Grace Ryan, the PGT Taught Course Coordinator direct on (01273) 678899, or e-mail her: [englishpg@sussex.ac.uk](mailto:englishpg@sussex.ac.uk)

*Please note that campus buildings, including the School Office, may be closed, or may be operating on an online basis only, if local or national restrictions are in place in relation to the Covid-19 pandemic. Please check with the MAH School Office before you travel on 01273 678001.*

## **School of Media, Arts & Humanities Site**

The School of Media, Arts & Humanities website has lots of useful information including faculty contact details, module and course information and up-to-date news and events in the School.

Information for MA students can be found at <https://www.sussex.ac.uk/schools/media-arts-humanities/internal/students/postgraduate>

## **School notice boards in Arts B entrance**

Some key information may be displayed on the postgraduate notice board in the lobby area of the Arts B Building (outside the English School Office). It's important that you familiarise yourself with the location of this notice board and check it regularly.

*Please note that, if local or national restrictions are in place due to the Covid-19 pandemic, then any relevant information will also come to you via email. Do not travel to campus if restrictions are in place.*

## **Post**

Postgraduate post can normally be collected from the pigeon holes outside of Arts A5.

*Please note that campus buildings, including the Arts buildings, may be closed if local or national restrictions are in place in relation to the Covid-19 pandemic. Please check with the MAH School Office before you travel on 01273 678001.*

## **Examination and Assessment Regulations Handbook**

Detailed information about examination regulations can be found in the Examination and Assessment Regulations Handbook, which is published on-line by the university's Academic Development and Quality Enhancement office:

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

## LEARNING AND INFORMATION TECHNOLOGY SERVICES

### Canvas

You will be registered to Canvas, which contains a range of on-line academic resources to help you with your studies. Each of your modules has its own site on Canvas, and this is the chief means by which your tutors will interact with you outside classroom time. Some modules also have readers and lecture outlines which will be available for you to download and print.

You will find the link to Canvas at [www.sussex.ac.uk](http://www.sussex.ac.uk) (via the student internal link).



### Sussex Direct and personal information

The system provides you with your study timetable information and helps you to track your marks, assessment deadlines, exams timetable and attendance. This is your personalised online gateway to university information.

Behind the scenes, Sussex Direct helps your tutors and the Student Life Centre teams to support your studies.

You can also access your library account and personal information pages, including contact, financial, printing and training course information.

You will find the link to Sussex Direct at [www.sussex.ac.uk](http://www.sussex.ac.uk) (via the student internal link).

### Where do I update my contact details?

If your contact details change you should update them on your Sussex Direct account.

## Email

You will be registered for an email account here at the University of Sussex, and it is important that you check this account daily during the week in term times, as most communication is done by email. University emails will automatically be sent to your University account rather than other personal accounts, such as Hotmail, Google Mail, and so on.

## ATTENDING CONFERENCES AND JOINING LEARNED SOCIETIES

We warmly encourage research students to offer papers at conferences; this is good experience, and you get feedback on your work and get to meet others with similar and related interests. Your Supervisor should be able to advise on suitable ones, and they are frequently advertised on the School website. If you are not ready to offer a paper, it can still be well worth attending. Some conferences, in particular those run by Learned Societies, are regular annual events, while others are one-off occasions. The School of Media, Arts & Humanities might be able to provide some financial support to attend conferences at which you are presenting a paper but please bear in mind that will be far fewer opportunities for this while the Covid-19 pandemic continues.

There are some valuable courses funded by ESRC which are free or subsidised, often advertised on the School of Media, Arts & Humanities website; some conferences, especially those run by larger Learned Societies, offer bursaries for students and are likely to require application well in advance. Despite what its information leaflet says, the British Academy overseas conference travel grants are sometimes available to advanced graduate students. Look out for other such opportunities but please bear in mind that will be far fewer of these while the Covid-19 pandemic continues and local or national restrictions on travel and movement apply.

You might also think about joining a learned society. A number of them arrange special activities (and special subscription rates) for graduate students, and these can be very valuable both for the activities and for the opportunity to meet graduate students from elsewhere with related interests.

There are many other subject specific and interdisciplinary Learned Societies, so ask your MA Convenor for relevant details. These societies provide many activities, services and publications, and often have cut-price rates for students.

## TIMETABLE AND ASSESSMENT

### 2021/22 academic year dates and closure days

	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
<b>Semester One</b>	<b>Semester One begins</b>	Mon 27 Sep 2021
	Teaching begins	Mon 27 Sep 2021
	Teaching ends	Fri 10 Dec 2021



SCHOOL OF MEDIA, ARTS AND HUMANITIES

	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
	<b>Semester One ends</b>	Sat 15 Jan 2022
	Intersemester week	Mon 17 Jan to Fri 21 Jan 2022
	Winter graduation	January 2022 – TBC
<b>Semester Two</b>	<b>Semester Two begins</b>	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
	<b>Semester Two ends</b>	Sat 28 May 2022
	Summer vacation	Sun 29 May to Sun 18 Sept 2022 – TBC
	Summer graduation	TBC
	Resit assessment period (all modules) (TBC)	Aug 2022* – TBC

- Take-Away Papers (TAPs) may be set in the early part of the following week from the final dates.

### Closure (Minimum Service) days/bank holidays

<b>Fri 24 Dec 2021</b>	Minimum service day
<b>Mon 27 Dec 2021</b>	Christmas Day bank holiday
<b>Tues 28 Dec 2021</b>	Boxing Day bank holiday
<b>Weds 29 Dec 2021</b>	Minimum service day
<b>Thurs 30 Dec 2021</b>	Minimum service day
<b>Fri 31 Dec 2021</b>	Minimum service day
<b>Mon 3 Jan 2022</b>	New Year's Day bank holiday
<b>Thurs 14 April 2022</b>	Minimum service day
<b>Fri 15 April 2022</b>	Good Friday public holiday
<b>Mon 18 April 2022</b>	Easter Monday public holiday
<b>Mon 2 May 2022</b>	Early May bank holiday
<b>Thurs 2 June 2022</b>	Bank holiday
<b>Fri 3 June 2022</b>	Platinum jubilee public holiday
<b>Mon 29 Aug 2022</b>	Summer bank holiday

## **Where can I see my timetable?**

On Sussex Direct (which you are automatically registered to when you are registered at the University). Go to your Study page and click on Study Timetable.

## **Who can I talk to if I am experiencing difficulties?**

If you are having problems with a particular module, we would recommend talking to your module tutor in the first instance. If you are experiencing more general academic problems or issues with your degree, you should see your course convenor. For help and advice with personal and welfare issues you can talk to a member of the Student Life Centre team:

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

## **Submitting work for assessment**

Your Sussex Direct webpages will give all assessment details, the majority of which will be e-submissions through Canvas. For information about how e-submissions work, please refer to the frequently asked questions available on the following webpage:

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

Submission deadlines can be found on your Study Page on Sussex Direct, on the Timetable tab. If you are taking a module *not* run by the School of Media, Arts & Humanities, the relevant submission information can also be found there.

## **What happens if I can't submit my work due to illness/other circumstances?**

If you believe you have a good reason why you cannot submit work you should contact the Student Life Centre (<http://www.sussex.ac.uk/studentlifecentre/>) with regards to submitting Exceptional Circumstances.

This link also includes general information on this as well as details of what to do if your circumstances are related to the Covid-19 pandemic:

<https://student.sussex.ac.uk/assessment/exceptional-circumstances>

## **Where can I see my marks and feedback from tutors?**

Your marks and feedback can be viewed on Sussex Direct.