

University of Sussex

A Guide for Students on Franchised Programmes 2012/13

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Welcome from the Vice-Chancellor

'It is with great pleasure that I welcome you to the University of Sussex.

'Although during your first year you will study at a local partner college, we very much regard you as a Sussex student.

'You are welcome to use all the student services available on the Sussex campus, including the Library, computing facilities and the sport centres.

'Your registration at the University also automatically entitles you to membership of the University of Sussex Students' Union.

'We are proud of our reputation as a cosmopolitan community: our diverse student population makes the Sussex campus an exciting and lively place. The atmosphere is also informal and friendly, making it a great place to make new friends.

'This guide introduces you to the University and provides useful information on our franchised programmes. I am sure that you will find it helpful.

'With all good wishes for your success.'



Professor Michael Farthing
Vice-Chancellor

About the University

Setting the Scene

The University of Sussex was the first of the universities founded in the 1960s and received its Royal Charter on 16 August 1961.

Set on the edge of the South Downs, Sussex is the only university campus in England that is entirely surrounded by a National Park, and you can walk straight out of the campus into acres of rolling green parkland. Located near the village of Falmer, about 4 miles (six kilometres) east of Brighton, Sussex combines award-winning modern architecture and lush open spaces.

The campus is like a large, self-contained village, with lecture halls, seminar rooms, laboratories, bars, restaurants, shops, libraries, accommodation and sports facilities all within easy walking distance.

In 2011/12, 12,967 students were registered on degree programmes at the University, while the total number of University employees was approximately 2,167.



How the University Works

Sussex is organised around 11 schools of studies:

- Engineering and Informatics
- Life Sciences
- Mathematical and Physical Sciences
- Psychology
- Business, Management and Economics
- Education and Social Work
- Global Studies
- Law, Politics and Sociology
- English
- History, Art History and Philosophy
- Media, Film and Music

Each course of study is assigned to one of these Schools and you will be registered as a student in one of these Schools depending on your programme (see page 5).

Each School is led by the Head, assisted by a number of academic officers, administrators and other support staff, and the whole School community is housed in a particular group of adjacent buildings on the campus. The Schools play a key role in providing academic and personal support to help you achieve your full potential.

All the Schools of the University regard the cultural diversity and age mix of their students as one of their most valued assets. The Schools work hard to foster the diversity of the student experience.



What is a Franchised Programme?

The Background

The University's partnership arrangements derive from its regional role, defined in the Strategic Plan. A close involvement with the local community has characterised the University since its foundation over 50 years ago.

A franchised course is an academic course designed and owned by the University but delivered by a partner college. The University remains responsible for the design, content, mode of delivery and assessment of the course.

How many students are there on franchised courses?

There are, at present, about 38 students at two colleges.

Standards

Your programme is 'owned' and managed by a University School of study. That same School also owns the whole degree course of which your foundation year forms a part. It is the School's responsibility to ensure that your course is monitored on an annual basis in accordance with the University's quality assurance procedures. Examination question papers for your course are checked by school representatives at the University.

Link Tutor

Each franchised course has a named link tutor, who is the main point of contact between the partner college and the University. If you have any questions about services provided by the University or the course that you are joining, then you may wish to speak to your link tutor. From time to time, the link tutor will visit the college to talk to you about the University, or invite students on your course to visit the University campus, attend talks or take part in social events.

Course Completion

Each course has different rules for successful completion. You will find these details in course literature sent to you by your college.

College	UCAS Code	Franchised Course	School
Chichester College	C701	BSc in Biological Sciences (with a foundation year)	Life Sciences
Central Sussex College	G402	BSc in Computing Sciences (with a foundation year)	Engineering and Informatics

Student Administration

Registration

Registration should be completed online and details of how to access the online registration system will be sent to you in late August/early September. Please ensure you keep a record of your username and password as this will give you access to your IT Services account, including email. Your college tutor will provide you with your student ID card.

Course Choice Form

In April of your foundation year you will be required to complete a course choice form to indicate the course to which you intend to progress. If you wish to change the course to which you were admitted, please speak to your college tutor, who will advise you on how to apply for a change of course.

Induction

Your college will have several induction activities at the beginning of the autumn term – these will be well publicised in your college welcome pack and on college notice boards.

You will have an opportunity to learn more about using IT at Sussex University when you start your course. Your University link tutor will tell you about the specific arrangements.

Please remember that you are always welcome to visit the University and take advantage of the academic and social facilities on offer.

Assessment and Examinations

What if the examinations clash with my holidays?

The examinations timetable will be issued early enough for you to fit any domestic arrangements around them. Your college cannot arrange examinations to fit your personal needs. This also applies to resit examinations, which are usually held in early September. Please do not make commitments for that time if you think you may have to take resits.

Does the same apply to religious festivals?

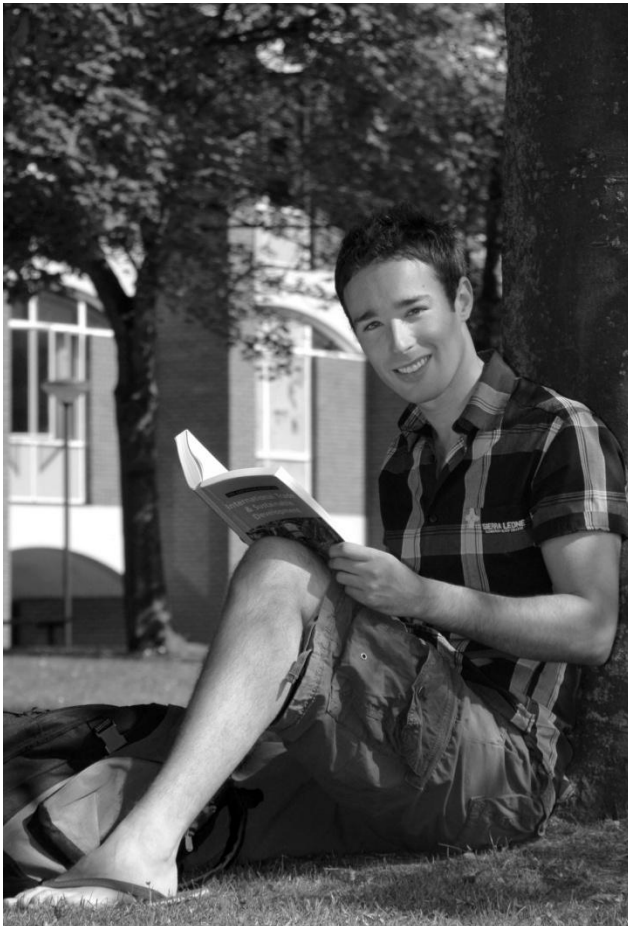
If there are particular days that you must avoid for religious reasons, it is imperative that you inform your college tutor by January so that your college can try to timetable your examinations around them. If this is not possible, your college will make arrangements with your tutor for a special sitting.

Who can help with any special arrangements for examinations I have?

If you have any additional requirements, for example wheelchair-user access to examination rooms, it is very important to let your college tutor know (or make an early appointment with the University Student Support Unit) as far in advance of the examinations as possible so that arrangements can be made to accommodate them.

Do I have to pay for examinations?

No. The cost of examinations is included in the tuition fee that you pay at the beginning of the course.



Regulations

As a student on a franchised course, you will be bound by both the regulations of the University and your college. Any regulations relating to your link with the University (eg course regulations, assessment, appeals) will be dealt with by Sussex. However, for issues relating only to your college (eg conduct), you are bound by your college's regulations for those purposes.

The University sets out its obligations to its students, and vice versa, in the *Student Handbook*, which can be accessed at www.sussex.ac.uk/studenthandbook

Complaints

If you have a complaint about any aspect of your degree course or life at your college, including the way in which your course is taught or assessed, or the learning support available, you should take the matter up with your college tutor. Informal discussions can usually resolve problems.

If it is not possible to solve a problem informally, you may invoke the University's complaints procedures. The *Student Handbook* contains details on the procedures for different complaints.

Appeals

There is no right of appeal against the academic judgement of the examiners, but you have the right to appeal on the grounds of any alleged impropriety in the conduct of the assessment. You can also appeal if you are found guilty of misconduct in assessment exercises (full details are available in the *Student Handbook*).



Financial Arrangements

How much do I have to pay towards my tuition?

UK and EU students: Tuition fees for 2012/13 are £9000.00. Fees are payable for each year of the course and increase on an annual basis. You can apply for a tuition fee loan to cover the tuition fee cost online. For more information visit

www.direct.gov.uk/studentfinance

Please note that EU students applying through UCAS should automatically be sent an application form to apply for fee support, which you should complete and return to the following address:

Student Finance Services European Team
PO Box 89
Darlington
County Durham
DL1 9AZ
England
United Kingdom

If you apply through UCAS, you can download an online application form at

www.direct.gov.uk/studentfinance

Overseas students assessed as liable to the “overseas” level of fee (generally non-UK and non-EU students) are required to pay full tuition fees, and you must provide evidence of your ability to pay the fees and support yourself financially before

registering as a student . The annual fees include registration, tuition and examination fees.

How do I pay my fees?

Fees can be paid online via Sussex Direct at www.sussex.ac.uk/ukdirect from 1st September.

Details of how and when On line via Sussex Direct will be sent to you later in the year. Your Sussex Direct account will give you all of the payment options available and will allow you to pay in full by debit or credit card. It will also allow you to set up payments in 3 instalments by debit or credit card.

Alternatively, the fees can be paid in full by bank transfer. Should you need assistance, Student Accounts can be contacted on +44 (0) 800 849 4979.

All students are required, as a condition of registration, to pay all fees due from them to the University.

If I leave the course during the year, am I entitled to a refund of my tuition fee?

The University's financial refund or rebate policy is published at:

www.sussex.ac.uk/finance/documents/withdrawalrefund_rebatepolicy.pdf

Any requests for refunds must be submitted in writing to the Fees and Income office at the University of Sussex, accompanied by supporting paperwork, at the following address:

Fees and Income, Student Accounts
University of Sussex
Sussex House
Falmer
Brighton
BN1 9RH

Refer to page 13 for information on student loans.

Academic Support and Student Services

Access to Facilities

You are welcome to use all student services at the University. However, you should find that you have everything you need at your college.

Library

You can make full use of the Library's facilities. You will be issued with a joint Library/Student ID card when you register with the University. You will need this card to enter the Library building and to borrow materials, so remember to bring it with you every time you visit.

In addition to the books, documents, official publications and audio-visual items held in the Library building, you can access Library information and collections, including eBooks and other resources, online at www.sussex.ac.uk/library/electronic. This collection of electronic resources is known as the Electronic Library and it provides powerful cross-search tools, as well as access to many full text journals and newspapers, and references to thousands of journal articles.

The web-based tutorial, InfoSuss, will help you use the Library resources and services more effectively. It will show you how to use the Library catalogue, understand your reading lists and find good-quality online information. Visit www.sussex.ac.uk/library/infosuss/

Other services available

- extensive opening hours including 24 hour weekday access during term time
- a variety of study spaces, including group study rooms, social study areas and individual silent study spaces
- computer clusters with printers and scanners, plus lap top facilities and wireless coverage throughout the building
- Automated self issue and return
- Audiovisual facilities and a microform reading room with readers and scanners
- Self-service photocopying and binding
- Assistive technology and support for students with additional needs
- Special Collections – a unique collection of manuscripts, archives and rare books
- Additional support for your research through an enquiries service, and advice on accessing resources held in other libraries

For detailed information about opening times and services, including subject-specific information, please visit the Library website at www.sussex.ac.uk/library

IT Service Desk

You will be sent a registration mailing in August. This will contain your candidate number and instructions on how to obtain your IT Services username and password, as the first part of the University registration process.

Should you forget your login details, you should use your personal email account to email the ITS Online Support Service (support@its.sussex.ac.uk), sending as an attachment, a scanned or photographed copy of your student ID Card, as well as another piece of photographic ID, such as your passport, driving licence. Your password will then be emailed to you as an attached GIF or JPEG image. If you cannot email the details, please write enclosing photocopies of the required items and if possible, a UK contact telephone number to:

IT Service Desk
Shawcross
University of Sussex
Brighton
BN1 9QT

Other Support

If you have any personal difficulties and need support or counselling, the first person to talk to is your college tutor. It is always helpful for a member of academic staff to know of any difficulties you have that may affect your ability to study. Any information you divulge will be treated confidentially and shared only with other college staff who need to know. This will be discussed with you. If the problem is more private, you should see your college's welfare adviser.

For students with disabilities or learning support needs, the University has a Student Support Unit where Disability Advisers and Learning Support staff are based. The unit offers advice and assistance to prospective and current students with disabilities and learning support needs.



Student Life Centre

The Student Life Centre offers information, advice and guidance on a broad range of subjects related to student welfare to all Sussex students. Our aim is to assist you to gain the best university experience you can, whatever your circumstances, by ensuring that, if you run into problems, you get help and support. We have a drop-in desk open all through the week and Student Life Advisor appointments provide private, supportive space to discuss your situation and to help you consider the best way forward.

Amongst the many issues we can help you with are:

- Personal concerns affecting study progress or well-being
- Funding and finance including scholarships, bursaries, hardship funds and budgeting help
- Sources of help to improve academic performance – identifying obstacles to learning
- Understanding university systems and regulations
- Referrals to other professional services on campus

If you don't know who to talk to or who to ask – start at the Student Life Centre. Located at the heart of the Sussex University campus in Chichester 1. The Student Life Centre Team realise not all Sussex students will be on our campus, so we offer e-mail advice and telephone and Skype appointments.

Open Monday to Friday 9 am–5pm, you can visit or contact the Centre by phone, text or e-mail.

T +44 (0) 1273 876767

E studentlifecentre@sussex.ac.uk

www.sussex.ac.uk/studentlifecentre

Student Funding Team

Also based in the Student Life Centre, our Student Funding Team are available to contact about any funding queries, as well as general help and advice on funding and money matters including budgetary advice in our Money Doctors workshops.

You can ask us about:

Student Finance England

Information such as the application process, amount you should be receiving and general advice and guidance. We also offer a SFE free phone so you can speak with SFE directly to resolve problems.

What do I do if I want to leave the course?

As soon as you think you have a problem, you must speak to your college tutor. You may find that a solution to the problem can be found without you having to leave the course. If you do have to withdraw temporarily from or leave the course, you must notify your course co-ordinator and write to the Director of Student Support of your University School of study. The Student Life Centre can also offer you information about taking a temporary break from your studies or advice if you are thinking about withdrawing from your course.

Where do I go to get my student loan?

If you are starting a full-time higher education course in or after September 2012, you should start thinking about applying for student finance as soon as possible after you have submitted your course application.

Step One: Apply on-line at www.direct.gov.uk/studentfinance

Step Two: Complete your application and submit the necessary evidence. If you are applying for a Student Loan for Tuition Fees or a Student Loan for Maintenance, it is important that you give your National Insurance Number and also sign and return the hard copy declaration form. Failure to provide either of these will result in you not receiving payments.

Step Three: Your application and evidence will be checked, your eligibility for student finance assessed and the amount of support you are entitled to calculated. You will receive written notification of the amount of financial help you are entitled to.

Step Four:

If you have taken out a Student Loan for Tuition Fees, this will be paid directly to your University by the Student Loans Company as long as you have registered and are in attendance.

If you have taken out a Student Loan for Maintenance, this will usually be paid into your bank account in three instalments – one at the start of payment period.

If I get into financial difficulties, or have particular financial needs, where can I get help?

If you are a UK student, you may apply to the University for monies from the Access to Learning Fund allocated to Sussex by the Government. Application forms are available online on the University website (search “Access to Learning Fund”) or the Student Advice & Representation Centre in Falmer House on the University campus (see page 16 for contact details). All applicants can consult with a Student Life Advisor about the details of their application – details on how to do this will be on the Student Life centre webpage. The purpose of the interview is to help you focus your application and identify where you need immediate help.

Please note that the Access to Learning Fund has limited resources and there is no guarantee that an application will be successful. The Student Funding Team will look to find an appropriate response to your financial difficulties and advise you on getting and holding onto money more successfully.

Who do I speak to regarding housing?

If you need housing whilst at college, you should contact the welfare officer there.

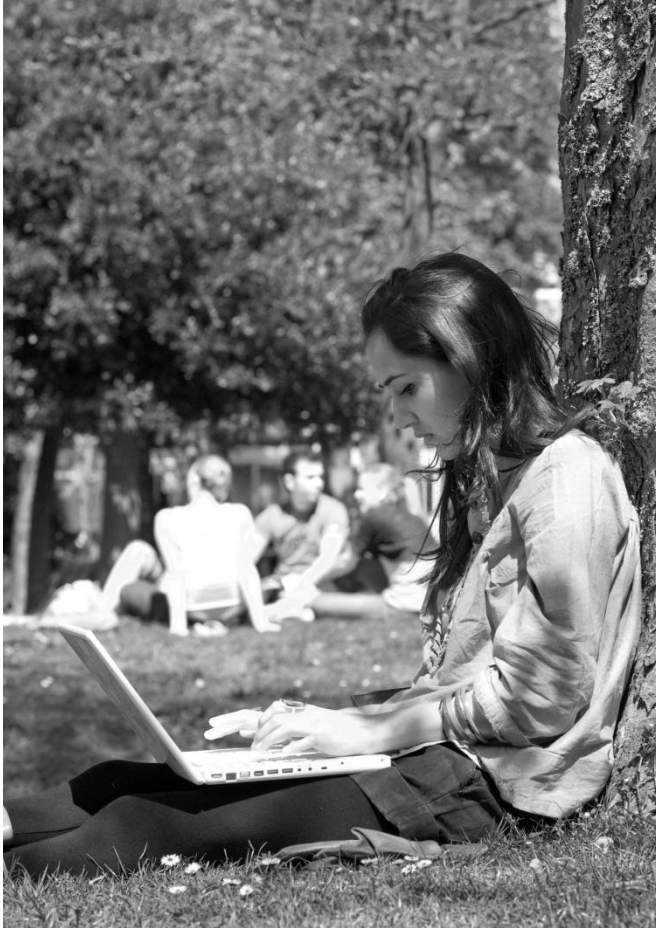
The University will send you a Housing Application Form in April in preparation for your entry here in October. A place in University-managed housing is not guaranteed but those entering year 1 are given priority, subject to the Housing Office receiving your housing application by 1 August. Make sure you get your form in on time!

If you have any queries regarding housing, please contact Dean Spears, Housing Services Manager. See page 16 for contact details.

Where can I get advice about careers?

Your tutors will be able to give you initial advice relating to your particular programme. If you require more detailed advice, the Career & Employability Centre at the University can provide you with information about job opportunities and career planning.

Visit www.sussex.ac.uk/careers for details



The University of Sussex Students' Union

What can the University of Sussex Students' Union offer me?

Your registration at the University automatically entitles you to membership of the University of Sussex Students' Union and the National Union of Students (NUS).

The Students' Union is the focus of many student activities at Sussex, and hosts a varied programme of entertainment and events ranging from the renowned Freshers' Ball right through to Graduation Ball.

The Students' Union Activities Centre supports and helps fund over 100 societies and 29 sports clubs, so whether you're into ultimate frisbee, film-making or break-dancing, you're bound to find something that takes your fancy. The Centre also helps many Union members become active in local voluntary work, particularly through its Project V volunteer scheme. We also have our own Union volunteers programme, for which we have been awarded an investors in volunteers award, alongside Project V. We have UniTV a new student media as well as University Radio Falmer, The Pulse, a termly magazine and the Badger, a weekly newspaper.



Representation

The Students' Union plays an important role in providing a voice for your opinions within the University community, as well as locally and nationally. There are six full-time elected officers who speak up on issues that you want to raise and a network of Student Representatives for each school and department.

See page 20 for details of how to contact your union officers. Further information is available on the Students' Union website at www.sussexstudent.com



The University of Sussex Student's Union Advice & Representation Centre

What can the Students' Union Advice & Representation Centre offer me?

Free, independent and confidential advice, representation and support on issues including:

- Financial matters, benefits and tax credits
- employment rights
- housing
- academic misconduct, appeals and disciplinary hearings
- complaints about the University

An Information Area with:

- fact sheets and leaflets
- a free phone for welfare-related enquiries;
- a computer with useful websites bookmarked and the Funderfinder database of educational trusts and charities (to which you may be eligible to apply for additional funding)

Comprehensive Online advice is available at www.ussu.info/advice

The information on this site is regularly reviewed. Most of our publications are available to download and there are extensive links to useful external sites.

In addition, students can access low-cost pregnancy testing, chlamydia screening, condoms and lubricants from the Centre. These services are provided by Centre's

reception desk by Unisex, a confidential sexual health information and support service for students of both the Universities of Sussex and Brighton. For further information, visit www.unisex.org.uk.

The Advice & Representation Centre has a team of professional advisors, as well as two elected Union officers specialising in Education and Welfare. The service is completely confidential, non-judgemental and independent from the University.

There are lots of volunteering opportunities for students in the centre, - for example being a friendly first point of contact for visitors to the Centre and helping develop our social policy work. We are always looking for more volunteers, so if you are interested in volunteering, please get in touch.

If you feel like there could be a problem brewing, don't ignore it – seek advice!

Contact Details:

T: +44(0)1273 877038

E: advice@ussu.sussex.ac.uk

www.ussu.info/advice

Useful Contacts

If you have any problems, your first point of contact should always be your college. However, the people listed in this section will be happy to deal with any queries you may have. Unless your query requires immediate action, it is always better to e-mail than to telephone – many of the contacts are very busy and contacting them by phone may sometimes be difficult.

General enquiries about the University			
The University of Sussex Falmer, Brighton BN1 9RH		+44 (0)1273 606755	information@sussex.ac.uk

College Contacts

Chichester College	Dr Richard Crossley	+44 (0)1243 786321 ext 2326/2039	richard.crossley@chichester.ac.uk
Central Sussex College	Richard Handy	+44 (0)1293 442328	rhandy@centralsussex.ac.uk

Programme Co-ordinators – University of Sussex

Life Sciences	School Office	+44 (0)1273 678057	lifesci@sussex.ac.uk
Informatics (Computing)	Jackie Gains	+44 (0)1273 678030	j.gains@sussex.ac.uk

Link Tutors – University of Sussex

Life Sciences	Dr Prabha Parthasarathy	+44 (0)1273 877318	p.parthasarathy@sussex.ac.uk
Informatics	Dr Andy Philippides	+44 (0)1273 678129	andrewop@sussex.ac.uk

For queries about progression to the University	+44 (0)1273 678851	spacenquiries@sussex.ac.uk
For help with accommodation	+44 (0)1273 678220	housing@sussex.ac.uk
For queries about student loans and tuition fees	+44 (0)800 0194979	studentaccounts@sussex.ac.uk
Counselling Services	+44 (0)1273 678156	counselling@sussex.ac.uk
Student Life Centre	+44 (0)1273 876767	studentlifecentre@sussex.ac.uk
Student Support Unit	+44 (0)1273 877466	studentsupport@admin.sussex.ac.uk
For Library enquiries/help desk	+44 (0)1273 678163	library.enquiries@sussex.ac.uk
For Library users with additional requirements	+44 (0)1273 873512	Grainne MacDermott g.e.macdermott@sussex.ac.uk
For IT Services Enquiries Desk	+44 (0)1273 678090	enquiries@its.sussex.ac.uk
Partnership Office For comments on this guide	+44 (0)1273 872775	Sara Parker – Head of Partnerships sara.parker@sussex.ac.uk
Students' Union		
President	+44 (0)1273 873350	Kelly McBride president@ussu.sussex.ac.uk
Communications Officer	+44 (0)1273 873347	Kit Bradshaw communications@ussu.sussex.ac.uk
Activities Officer	+44 (0)1273 878155	Richard Mashiter activites@ussu.sussex.ac.uk
Education Officer	+44 (0)1273 873324	Maria Da Silva education@ussu.sussex.ac.uk
Welfare Officer	+44 (0)1273 873354	Indi Hicks welfare@ussu.sussex.ac.uk
Operations Officer	+44 (0)1273 873354	Carl Salton-Cox operations@ussu.sussex.ac.uk
The Advice and Representation Centre	+44 (0)1273 877038	advice@ussu.sussex.ac.uk

You can read regular updates from your union at SabbShout, the new sabbatical blog, on USSU.info

And finally...

We hope you enjoy your studies. We look forward to seeing you at the University next academic year.

