

UNIVERSITY OF SUSSEX

International Summer School Student Handbook 2018



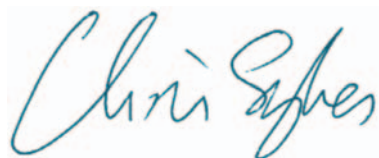
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UNIVERSITY
OF SUSSEX

Welcome to the University of Sussex International Summer School. The University of Sussex is known for its work with international students and over many years the International Summer School has welcomed students from all parts of the world. Each summer we welcome the majority of our students from North America and are always delighted to have you with us. But each year we have, on average, students from around 30 different countries. This means there is a good opportunity for you to meet someone from a different culture to your own and extend your international knowledge and experience; which is the aim of the summer school.

This handbook contains essential information for you in your journey to Sussex and in your stay with us. It contains information on visas and travel matters, on what to do when you arrive, on housing, shopping, living in Britain, on safety while you are here and on the all-important question of academic matters. It will also help you with some tips on travelling while you are in the UK. All of the information is intended to be helpful to you. Please read it and remember to bring it with you when you come as it is a handy reference for the questions which are certainly bound to come up either before your travels or while you are here.

Have a good and safe journey and we look forward to seeing you at Sussex.

A handwritten signature in blue ink that reads "Chris Sykes". The signature is written in a cursive, flowing style.

Chris Sykes

Director, International Summer School

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2018 Calendar

14 May	Applicants notified of module allocation
29 May	Online registration opens, class schedules available
11 June	Fees due in full
23 June	International Summer School housing opens
25 June	Orientation, Session 1 classes begin
18 July	Farewell event for Session 1
19 July	Last day of formal classes for Session 1 Final examinations/ papers due
21 July	Students attending Session 1 only required to vacate accommodation by 10am
22 July	Housing opens for Session 2 students
23 July	Orientation, Session 2 classes begin
16 August	Last day of formal classes for Session 2 Final examinations/ papers due Farewell event for ISS 2018
18 August	All students required to vacate accommodation by 10am
October	Transcripts mailed

Contact details

International Summer School Office

School of Business, Management and Economics

Jubilee Building, Room 154b

Office hours: Monday-Friday 10am-4pm

T +44 (0)1273 877556

E issoffice@sussex.ac.uk

Terms and conditions

Our terms and conditions form the contract between you and the University, and include areas such as: course fees, changes to programmes and modules, facilities and services, policies and procedures. For our full terms and conditions, visit www.sussex.ac.uk/iss/apply/terms_and_conditions

I. Before you arrive at Sussex

1.1 Module allocation, registration and fees

Module allocation

We will email you in May to confirm which modules you have been allocated. If your first choice module does not recruit enough students to run, we will let you know and put you onto your next available choice.

Physics

However, students who are taking the Physics programme do not have to wait for confirmation from us, as they will be allocated a space automatically once they have paid the £200 application fee. If the programme is already full, you will be contacted and put on a waiting list.

If you are taking the physics modules you must complete the online diagnostic test to help you assess the level of pre-requisite maths required. The online diagnostic test, with links to preparation resources including excel practice, is available at

www.sussex.ac.uk/physics/about/internationalsummerschool

Registration

Registration opens on 29 May and is the formal process of joining the University. In the UK, registration does not involve signing up for classes. You will receive an email before 29 May with instructions on how to begin registration.

Fees

Once registration opens, you will need to pay for your tuition, housing and any field trips online. All fees must be paid in full by 11 June or your application will be withdrawn.

If you are applying from a partner institution or via an agency, you may be asked to pay your fees or a portion of your fees to them instead of the University of Sussex. If in doubt, check with the Study Abroad Office at your home institution.

All physics students need to pay a lab fee, which pays for your use of the lab equipment as well as your textbook. This fee is paid via our website and

details on how to do this will be sent to students enrolled on the course. For University of California students, the lab fees are included in the UCEAP Program Fees and do not need to be paid to Sussex. If you are unsure, please speak to your study abroad office.

Some modules may require an additional field trip fee which pays for field work which is necessary for the module. Please see the module syllabi for more details.

Registration is only complete once you have arrived on campus and have had your passport scanned.

1.2 Your Sussex email account, Sussex Direct and timetables

Your Sussex email account

While you are here we will only be contacting you through your Sussex email. You will miss lots of important information if you do not read these messages.

Forwarding your Sussex emails

You can forward your Sussex emails to another account by following the instructions at: www.sussex.ac.uk/its/help/faq?faqid=2581

Your Sussex Direct account

Sussex Direct is the central website used by students and staff to manage their University records and information. The pages show the basic information on your account, such as your profile and timetable. It also gives you access to your library account and financial records. Sussex Direct can be found at direct.sussex.ac.uk/login.php

Your timetable

Once you have registered, you will be able to see your timetable (your class schedule) on Sussex Direct. Be sure to check your timetable regularly for any updates.

1.3 Academic preparation

Skills Hub

Skills Hub is a study skills resource for all students at the University of Sussex. The service will help you to prepare for your studies and offer you continuing support during your time here. Skills Hub can be accessed from www.sussex.ac.uk/skillshub

1.4 Immigration matters: Pre-departure

Ireland

You must not travel to the UK via the Republic of Ireland – you may not be given an entrance stamp if you do so. If you would like to visit Ireland, please land in the UK first so that you are given an entrance stamp.

Visa nationals

If you are a visa national (US passport holders please see “Non-visa nationals” below), you will have to apply for a ‘**short-term study visa**’ at your nearest British Embassy or High Commission, **before** you travel to the UK. The fee for this will be £93.

When applying for a short-term study visa you may be asked to provide details of the **accommodation officer**. Please use the following name and address:

Mrs. Charlene Lade,
Jubilee Building, 154b
University of Sussex,
Falmer,
BN1 9SL, UK
T +44 (0)1273 877556

To find out how to obtain a ‘short-term study visa’, please see the International Student Support office advice at www.sussex.ac.uk/internationalsupport/immigration/shorttermstudy
Or visit the UK Home Office website at www.gov.uk/study-visit-visa

You will need your **offer letter** and **financial evidence** (see below) in order to gain entry to the UK.

Non-visa nationals

If you are a non-visa national (this includes students from Mexico, USA, Canada, Malaysia, Singapore and Hong Kong amongst other places), you do not need to apply for a visa; you can apply to enter the UK as a short-term student on arrival at the port of entry for no charge (unless you have a criminal record or have previously been refused entry into the UK). You will need your **offer letter** and **financial evidence** (see below) in order to gain entry to the UK.

Remember that you are not allowed to have more than 6 months of short-term visitor leave in any 12-month period. If you think you will be in the UK for longer than 6 months, please contact us immediately.

Offer letter

On application, you will have received your offer letter from Sussex and your candidate number is displayed at the top of this. Please keep this somewhere safe as you will need this for registration and immigration. **You will be charged a fee for any replacement letters you need.**

Financial evidence

You will also need to obtain evidence that you can support yourself financially whilst you are here. This can vary but it includes your previous 3 months of bank statements and all or some of the following:

- If someone else is paying for you to study, a letter from them confirming what their connection to you is, how much they are going to give you, how often, for how long, and where that money is going to come from. You will also need evidence that they can fulfil their promise, for example, their bank statements or wage slips, or a letter from their employer confirming their salary.
- If you are being sponsored by a government or scholarship agency, a letter from them confirming how long the scholarship will continue for and what costs it will cover.
- If you are going to pay for your studies with your own savings, bank statements covering at least the last 3 months.

All documents should be originals

During your further travels in and out of the UK, you must carry with you all of the documents you used to first gain entry or you may be refused re-entry.

Working in the UK

You will not be allowed to work or volunteer whilst you are studying here.

Further immigration matters

You can check if you will need a visa to come to the UK by visiting this page: www.gov.uk/check-uk-visa

If you are in any way uncertain about any immigration issue, contact the International Student Support office for advice.

T +44 (0)1273 678422

E immigration@sussex.ac.uk

1.5 Immigration matters: Upon arrival

Visa nationals

Even though you will already have obtained your visa, you must carry in your hand luggage your **offer letter** and **financial evidence**. The Border Force Officer (BFO) might still ask you several questions to satisfy them that you are a genuine student and that you intend to leave the UK after completing your studies. You will be charged a fee for any replacement letters you need.

Non-visa nationals

You must carry in your hand luggage your **offer letter** and **financial evidence**. You will have to show these documents to the Border Force Officer (BFO) on arrival at the port of entry. It is important you ask to be admitted as a short-term student (rather than as a standard visitor) - you will need to make a special effort to talk to the Border Force Officer to explain that. Make sure that they look at your letter from Sussex, and ask that the stamp you get in your passport indicates you are here as a short-term student. You will be charged a fee for any replacement letters you need.

If the BFO is satisfied that you meet the student requirements they will put a stamp in your passport. The stamp will give the date of arrival and this will be valid for six months from this date. If your papers are not complete, the immigration officer may give you Leave to Enter for a short period so that you can resolve things. If this happens to you, seek advice from the International Student Support office upon your arrival to the University.

Customs and excise

When you arrive in Britain you will pass through customs and you may have to declare certain items. A system of red, green and blue symbols operates in all customs halls to help you through the procedure.

- **Green** means 'Nothing to declare'
Note: Even if you go through the green channel a customs officer may stop you and search your baggage.
- **Red** means 'Goods to declare'
If you are carrying more than the duty- and tax-free allowance, you must go through the red channel. You should consult the list available on your plane or boat to determine the allowances. If you have more than the allowance, you may have to pay charges on the excess. These charges depend on the quantity and kind of goods and may be substantially more than the purchase price of the goods.
- **Blue** is for EEA nationals travelling from the EEA

As a student, you are allowed to import goods temporarily into Britain without the need to pay duty or tax. If you are importing goods other than just your personal belongings, you are advised to go through the red channel and explain to the customs officer that you will be re-exporting the goods at the end of your module.

If you travel to the UK via an airport in another EU country, you may have to pay duty on your personal belongings, particularly computers, but you can subsequently claim this back.

If you are carrying prohibited or restricted goods, you must declare these to the customs officer by going through the red channel.

Drugs

The laws concerning drugs are strict, and the penalties are heavy. If you have to bring drugs (medicine) that have been prescribed by a doctor, you are advised to bring documentary proof of the nature of the drugs;

otherwise they may be confiscated. Drugs such as cannabis, ecstasy, cocaine and heroin are prohibited and customs officers and the police have the right to search for illegal drugs.

1.6 Travelling on Arrivals Day

Getting to Brighton

If possible, we recommend that you fly into Gatwick Airport, which is much closer to the University than Heathrow or Stansted. Here are instructions for getting to Brighton from all of these airports. Please note that the campus is located in the village of Falmer, the final destination for train tickets is **Falmer station**. You will be able to find further details and downloadable maps with directions from different airports on our website www.sussex.ac.uk/iss/courses/arrival closer to the summer. All prices listed in this handbook are correct at the time of publication.

From London Gatwick Airport

By train

The train station at Gatwick is located in the South Terminal. The cost for a one-way ticket from Gatwick to Brighton is £8.50, from Gatwick to Falmer is £10.20. The journey to Brighton takes between 25 and 40 minutes, depending on the route, and an additional 10 minutes from Brighton to Falmer. Trains run approximately every 15 minutes during the day, with a less frequent service operating at other times. When you buy your ticket at Gatwick you can select a ticket to Falmer station, but you will still need to change trains at Brighton train station. To find out train times, visit www.nationalrail.co.uk

Our 'meet and greet service' will be available on **23 June, between 10am-7pm**. If you are arriving during these times, take the train to Falmer. Outside of this time, if you have heavy luggage, we recommend that you take the train to Brighton, and then a taxi from Brighton station to the University, as there are no taxis at Falmer station. The taxi fare from Brighton to the campus will be approximately £20. Uber is also available throughout the city.

By coach

National Express coaches run from both Gatwick South and North Terminals to Pool Valley coach station. The journey takes about 1 hour and

a one-way ticket costs approximately £6.50. For more information or to book tickets in advance visit www.nationalexpress.com

When booking tickets in advance remember to book a coach which departs the terminal in plenty of time after your planned landing time. Passport control and luggage reclaim might take up to an hour or longer at busy times. You might want to consider getting an 'Amendable and refundable' ticket which will cost £5 extra. This will allow you to amend your ticket at the airport, in case your flight is delayed. If this is the case, you will need to change your ticket at one of the National Express ticket offices located inside North Terminal at International Arrivals or in Arrivals and the lower forecourt area of the South Terminal.

The coach will take you to Brighton's Pool Valley coach station, near Brighton Pier. Our 'meet and greet service' will be available on **23 June, between 10am-7pm**. If you arrive outside of these times we advise that you take a taxi to the University of Sussex, York House. This is where you will collect your keys outside of 'meet and greet service' operating times. Taxi ranks are nearby at the Old Steine and East Street. The taxi fare from Brighton to the campus will be approximately £20. Uber also operates throughout the city.

From London Heathrow Airport

If you arrive at Heathrow, we recommended that you take the coach.

By coach

Take the National Express coach to Brighton, which takes about two hours and costs between £15 and £35, depending on how early in advance you buy the ticket. Coaches usually run every hour. The Central Bus Station serves Terminals 1, 2 and 3, and is situated between Terminals 1 and 2; Terminals 4 and 5 are served by their own bus stations. For more information or to book advance tickets visit www.nationalexpress.com

When booking tickets in advance remember to book a coach which departs the terminal in plenty of time after your planned landing time. Passport control and luggage reclaim might take up to an hour or longer at busy times. You might want to consider getting an 'Amendable and refundable' ticket which will cost £10 extra. This will allow you to amend your ticket at the airport, in case your flight is delayed. If this is the case, you will need to amend your ticket at one of the National Express ticket offices located in Central Bus Station, and in Terminals 4 and 5.

The coach will take you to Brighton's Pool Valley coach station, near Brighton Pier. Our 'meet and greet service' will be available on **23 June, between 10am-7pm**. If you arrive outside of these times we advise that you take a taxi to the University of Sussex, York House. This is where you will collect your keys outside of 'meet and greet service' operating times. Taxi ranks are nearby at the Old Steine and East Street. The taxi fare from Brighton to the campus will be approximately £20. Uber also operates throughout the city.

From London Stansted Airport

If you are flying into Stansted, we recommended you take the coach to Brighton.

By coach

Take the National Express coach (the coach station is located in front of the Terminal building), which takes about four hours and costs approximately £13-£35 for a one-way ticket. For more information or to book advance tickets visit www.nationalexpress.com

When booking tickets in advance remember to book a coach which departs the terminal in plenty of time after your planned landing time. Passport control and luggage reclaim might take up to an hour or longer at busy times. You might want to consider getting an 'Amendable and refundable' ticket which will cost £20 extra. This will allow you to amend your ticket at the airport, in case your flight is delayed. If this is the case, you will need to go to the National Express ticket office located inside the terminal.

The coach will take you to Brighton's Pool Valley coach station, near Brighton Pier. Our 'meet and greet service' will be available on **23 June, between 10am-7pm**. If you arrive outside of these times we advise that you take a taxi to the University of Sussex, York House. This is where you will collect your keys outside of 'meet and greet service' operating times. Taxi ranks are nearby at the Old Steine and East Street. The taxi fare from Brighton to the campus will be approximately £20. Uber also operates throughout the city.

From Brighton to campus

The University of Sussex campus is located in the village called Falmer. It is easily accessible by bus, train and taxi from central Brighton.

Meet and greet service at Pool Valley coach station (Session 1) and Falmer train station (Session 1 and 2)

There will be a free 'meet and greet service' available on Arrivals Days of both sessions at following times and locations:

Session 1 – Saturday, 23 June

Pool Valley: 10am-7pm
Falmer train station: 10am-7pm

Session 2 – Sunday, 22 July

Falmer train station: 10am-5:30pm

You will be met by our staff, and they will escort you to a free shuttle bus, which will take you from the respective stations to Northfield Social Centre, where you will be able to collect keys to your room. Please note that this is a shuttle service, and might involve some waiting time. It takes about 25 minutes to get to the campus from the coach station, and about 10 minutes from the train station.

By train

When you arrive at Brighton train station on Arrivals Day, you should bear in mind our 'meet and greet service' operating times. If you arrive in Brighton **outside** shuttle operating times you should take a direct train from Brighton to Falmer (the cost for a single ticket is around £3).

Falmer station is the third stop from leaving Brighton, after London Road and Moulsecoomb. Alternatively, if you have heavy luggage, you can take a taxi from Brighton station (taxis do not operate from the Falmer train station) to the University of Sussex, York House. The cost of the taxi will be about £20. Uber also operates throughout the city.

By bus

If you arrive in Brighton by coach to Pool Valley coach station, you could consider getting the number 25 bus from Old Steine bus stop, which is only 5 minutes' walk. Buses run every 10 minutes from Brighton to the University of Sussex (changing to every 20 minutes in the evening and on Sundays, and every 30 minutes at night) and will cost £2.40 for a single (one-way) ticket (or £4 at night). Buses only accept cash for tickets but it's possible to buy e-tickets through the Brighton and Hove Buses app.

The journey takes approximately 30 minutes. For more information on local buses and routes please visit www.buses.co.uk

If you take the 25 bus from Brighton, you should get off at Park Village bus stop (last stop – ask the driver to tell you when you arrive there). You will then need to make your way to either Northfield Social Centre, or York House, depending on the time you arrive.

Taxis in Brighton & Hove

There are many taxi companies in and around the city. You should make sure to pre-book a taxi or get one from the many licensed taxi ranks around the city. There is a taxi rank at Brighton train station and on East Street (close to Pool Valley coach station). Streamline Taxis can be contacted on **+44 (0)1273 747474** or **+44 (0)1273 202020**.

Uber

Uber services run throughout the city and up to the University of Sussex campus on a very regular basis. The price will fluctuate throughout the day but you can expect it to cost roughly the same amount as a regular taxi. Please remember that an internet connection will be required to use the Uber app.

1.7 Check-in

Please note that if you arrive in Brighton before 23 June (or 22 July for session 2), you will need to organise your own place to stay in central Brighton as the university will be unable to accommodate you. For a list of university-approved accommodation, see www.sussex.ac.uk/aboutus/findus/wheretostay

Session 1 arrivals: 23 June

What to do on arrival

- Check in at Northfield Social Centre
- Complete registration by having your passport scanned in Jubilee building
- Contact your loved ones to tell them you arrived safely. See phone information on page 28
- Attend orientation on Monday 25 June

Checking in

You should aim to arrive between 10am – 7:30pm on 23 June. Our team will be waiting for you in Northfield Social Centre to check you in and get the key to your room.

Completing registration

You must have your passport scanned to complete registration. To do so you will need to go to the Jubilee building. Here, you will also receive your welcome pack and ID card. The registration desk will be open between 11am – 6pm.

Please come to the Jubilee Building as soon as you have dropped your bags in your room, to avoid long queues towards the closing time. If you do not manage to complete registration on Arrivals Day you **MUST** come to the Jubilee Building on Monday morning straight after orientation in order to register.

Late arrivals

After 7:30pm, you should report to York House to collect your keys, and you must visit the Jubilee Building on Monday after orientation to have your passport scanned.

Induction week

There will be a number of activities and events organised to help you familiarise yourself with the campus and meet other students after your arrival. You will be emailed a detailed schedule before the International Summer School starts. Among others, the events will include campus and Brighton tours and informal welcome reception and dinner on Saturday evening.

There will be a mandatory orientation held on Monday 25 June that will cover important academic and social aspects of your time at Sussex.

Session 2 arrivals: 22 July

What to do on arrival

- Check in at Northfield Social Centre (Sunday)
- Have your passport scanned in Jubilee building (Monday)
- Contact your loved ones to tell them you arrived safely. See phone information on page 28
- Attend orientation on Monday 23 July

Checking in

You should aim to arrive between 10am – 6pm. Our team will be waiting for you in Northfield Social Centre. You will get checked in and get the key to your room.

Completing registration

You must have your passport scanned to complete registration. To do so you will need to visit the Jubilee building on Monday, after the orientation meeting. You will also receive your welcome pack and ID card. The ISS Office will be open between 10am – 4pm. Please come to the office as soon as the orientation is finished.

Late arrivals

After 6pm, you should report to York House to collect your keys, and you must visit the Jubilee Building on Monday after orientation to have your passport scanned.

Induction week

There will be a number of activities and events organised to help you familiarise yourself with the campus and meet other students after your arrival. You will be emailed a detailed schedule before Session 2 starts. Among others, the events will include campus and Brighton tours and informal welcome reception and dinner on Sunday evening.

1.8 Living in Britain

Immersing yourself in a different culture takes courage, but it is one of the best ways to develop independence and experience a new international perspective. Here's an introduction to some of the social attitudes and cultural challenges you might encounter in Britain.

Advice for international students

The British Council has advice on living and studying in the UK that can be found at www.educationuk.org under the 'Living in the UK' tab.

Social attitudes

Life in the UK will almost certainly be different from what you are used to. There is of course no single 'British' way of life as attitudes and outlooks vary considerably. International perceptions of the British broadly revolve around their politeness and reserved nature. The UK features a diverse, multicultural society, with strong regional accents, expressions and identities. The UK is a very cosmopolitan country with residents from all over the world.

Drinking and going out

The legal age limit to buy and consume alcohol in the UK is 18. Pubs in the UK are open to anyone and their opening hours vary. Pub culture is a part of British social life, but this does not mean that you have to drink alcohol. It's totally acceptable to ask for a non-alcoholic drink. All bars and nightclubs in the UK have a strict over-18 policy.

It is advisable to carry some photo ID with your date of birth on it, as you may be asked to produce it when purchasing alcohol. Accepted forms of ID are your driver's license (this includes non-UK driver's licenses) or passport.

Smoking

Smoking is banned in all public spaces, including pubs, clubs, and restaurants. Smoking is not allowed in any academic buildings on campus and the residences are also non-smoking.

Discrimination

Discrimination such as racism, sexism and homophobia is a global problem, and the UK is not free from such issues. While you may meet a little of it in your day-to-day life, it is hoped that it is very rare during your stay. The University of Sussex is committed to equality and to ensuring that you do not face discrimination or harassment while you are at here. If you think you have suffered from discrimination, whatever its form, it is important that you should feel able to talk to the confidential services on campus that can assist you. Further details can be found on the University's website at www.sussex.ac.uk/equalities

Culture shock

Culture shock describes the emotional upheaval many people experience when they move to a country with a different culture from their own. Although you will be excited about coming to the UK, meeting new people and starting your module, it is not uncommon to find all the new experiences a bit overwhelming. You may experience sudden mood changes and strong reactions, feeling lost, disorientated, or even irritated and resentful. You may wish you were back at home among familiar people and places. All international students can experience culture shock in some form – even those who come from countries with apparently similar lifestyles to those in the UK. It's important to understand that these reactions are completely natural, and that they will usually pass as you become more familiar with the lifestyle.

Climate and clothing

After arriving in the UK, you will soon discover that one of the most frequently talked about subjects is the weather. That is because we have four real seasons, often all in the same day! The weather really can change very quickly. Weather on the coast can often be dramatically different from that only 10 miles inland. In July and August maximum temperatures are an average of 21°C (70°F). However, it can be much hotter for short periods, or cool and rainy. Come prepared with a range of clothing for these diverse conditions. If you plan to take walking tours or go hiking and climbing, bring appropriately sturdy footwear and outdoor gear.

Public transportation

The use of public transportation is very common in the UK. Public transport tends to be safer than other countries due to its frequent use but like anywhere else, always be aware of your surroundings especially in crowded places. For more information about public transport please refer to page 45-49.

Driving

To drive any motor vehicle in the UK you must hold a current full driving licence from your home country. All drivers are required to be insured against damage or injury to other people or property and it is the law to use seat belts where available, both in front and rear seats. If you plan to use a motorcycle, it is compulsory for all drivers and their passengers to wear crash helmets. It is a serious offence to drive any vehicle while under the influence of alcohol or drugs. Please note the UK drives on the left side of the road.

Motoring in the UK can be expensive, with parking in Brighton being both expensive and limited. If you are over 21 and have a credit card, you may be able to rent a car locally but many rental companies will require you to be 23 or 25, and there may be heavy surcharges for younger drivers. Be aware that most rental cars will have manual transmission (stick), but you can ask if they have any automatics available. If you have not driven a manual car before, the hilly streets of Brighton are not ideal places to learn.

Tipping

There are no fixed rules for how much and when you should tip, and the amount you give should reflect how you feel about the service you have received. However, it is customary to tip 10% in restaurants where service is not already included in the bill – be sure to check this. It is not customary to tip in pubs.

Students and the law

Overseas students and their dependants are subject to the same laws as British citizens – with the exception of immigration, voting and citizenship – and are guaranteed the same protection of the law and the same civil rights. If you break the law, you are liable for the same consequences as British citizens. If you do get into trouble with the police, you are guaranteed the same protection of the law as UK citizens. If you are arrested, you should cooperate but you are not obliged to say anything. You must seek legal advice immediately.

Budgeting for your stay

By the time you have arrived with us, you will have paid your tuition fees and the rent for your accommodation if you are staying in Northfield. While the amount you will spend while you are here depends on your lifestyle, you should budget for about £100 per week to cover costs of food, local travel, books and supplies, laundry, and social activities, etc.

Given that you will be here for only a relatively short period; it is not possible to open a UK bank account. It is therefore important that you have enough funds available for your immediate needs. You can use your credit or debit card to withdraw cash or for any purchases, or travellers' cheques. Visa, MasterCard and American Express credit and debit cards are widely accepted in the UK. Avoid carrying large amounts of cash, or keeping it in your accommodation. For most students it will be possible to take cash from ATMs in the UK using your own bank's ATM card or credit card.

Travellers' cheques can be exchanged in banks, shops, hotels and Bureaux de Change; a commission charge may be payable, and you will need to have photo ID.

British currency

Coins exist to the value of 1p, 2p, 5p, 10p, 20p, 50p, £1 and £2 with notes to the value of £5, £10, £20 and £50. It is recommended that you get cash exchanged into British pounds before you depart and that you ask for notes in small denominations. Small outlets will not always accept £50 notes.

You may be able to ask your home bank if they exchange money prior to leaving for the UK. Try to avoid exchanging money at the airport since exchange rates tend to be worse than at other places.

II. While you are at Sussex

2.1 Your campus residence

International Summer School students are housed in Northfield Residences. All residences offer single study bedrooms, each with an en-suite bathroom, bed, cupboards, desk and chairs. There are shared dining room/lounge areas that include kitchens with cooker, microwave, fridge and freezer. Inside the Northfield Reception building is a TV room, social space and laundrette that can be used by residents. Further information about facilities available in Northfield residences can be found at www.sussex.ac.uk/residentialservices/residences/oncampus/northfield

Your address and getting mail

You will find out your flat and room number during registration, subject to possible last-minute changes.

Your mail will be put in the student mailboxes outside the porters' office where you reside and you will be allocated a mailbox key with your room key.

Your campus address will be:

Your name
Northfield (Flat x, Room x)
University of Sussex
Falmer
Brighton
BN1 9BJ
UK

Bedding and cooking equipment

A towel, mattress, mattress protector, pillow, sheet, pillowcase, duvet and duvet cover are provided. Kitchens are equipped with crockery, cutlery, pots and pans. You are responsible for these items, and will be charged if they are missing at the end of your stay.

Electricity

The UK electricity supply works on 240 volts/50 cycles and most buildings are equipped with sockets that take a 13-amp square-pin plug. Please check that any electrical equipment you bring from home can be used on this voltage or can be converted. You should be able to purchase a

converter and adapter in the UK but please be cautious, not all work with high voltage equipment (and potentially could cause a fire).

Cleaning

Bedrooms are cleaned once a week (in the first week this will be before you arrive). Please make sure the floor of your room is clear of clothes and books so the cleaners can vacuum. Communal areas in your flat will be cleaned twice a week, and the bins in the kitchens will be emptied. You will be told which day your flat will be cleaned; cleaning of communal areas may start as early as 8.15am. All students must do their own washing up after using the kitchen, and are expected to do this immediately after use. It is very important that you wash up crockery, etc., as the cleaners will not clean kitchens piled high with dirty utensils. Cleaning equipment (vacuum cleaner, mop and bucket, etc.) is also available for you to use yourselves (ask the porters where these are kept).

Though the bins in the kitchens and bathrooms will be taken out twice per week, you may need to empty them yourself from time to time. Bin liners will be provided, and the porters can direct you to rubbish disposal points for each residence. Please wrap food debris, and close the bins. Do not put broken glass or other sharp objects in bin liners.

If the flat is left in an unsatisfactory state, for example where the cleaners are unable to do their job without moving your possessions, the Housekeeping Supervisor will leave an improvement notice. Should they find that there has been no improvement the following week, the Manager will send you a final warning notice. This will state that they will remove the normal cleaning service and replace it with cleaning contractors should the condition of your area not improve. The cleaning contractors will be instructed to clean your area and do the washing up, the cost of which will be passed on to you.

Residential advisors

There are residential advisors (RA) who live with you in the residences to help with any questions or difficulties and who are there to help you settle into campus life smoothly. You will meet them on your first day of arrival on campus and in your first week they will hold kitchen meetings to go over important information about the residences. Get to know your RA as they will be an invaluable source of knowledge!

24-hour reception desk

If you are living in campus accommodation and cannot contact the porter in your residence, the 24-hour reception desk in York House can be contacted at any time of the day or night (see page 66). They will be able to help you if you have locked yourself out of your room or if there are any electrical or water problems within your residence.

Maintenance

If something in your residence is broken or needs fixing, please let the porters or the building manager know as soon as possible. All University maintenance staff and outside contractors carry identification. For your personal safety ask to see their identification before letting them into your room.

Keys

If you lose your keys, you must report it to the porter. The front door lock will be changed to maintain the security of the house, and you will be issued with new keys. There is a charge of £50 for changing the front door lock plus a maximum of £35 for each replacement key. Your transcript will be withheld if any charges are unpaid at the end of the summer.

Residence behaviour

All student residents on campus are expected to behave with due consideration for their neighbours, and respect for property. During the week it is expected that the hours between 12am-7am are reasonably quiet, and that you respond to the requests of neighbours to turn down loud music, etc. For security reasons the building should be locked at all times, and you should not admit visitors who are unknown to you. Please take care of your keys, and never leave them in your door. Please keep communal areas tidy.

Rowdy and offensive behaviour in the residences will not be tolerated. If there are repeated complaints from security about named individuals, formal warnings will be issued and as a last resort they may be excluded from campus residences. We expect that you will conduct yourself in a mature and considerate manner in all your dealings with fellow students and staff. The use of prohibited drugs in residences is not acceptable. Infractions of these rules are taken seriously, and may result both in legal action against you, and exclusion from University housing. There are contractual obligations in respect of payment for rent and damages.

Guests

You are allowed to have guests overnight in your room on an intermittent basis. This should be for no more than three nights in any one week. Please ensure that you inform the Building Manager or Porter for your area when you plan to have someone to stay so that numbers can be accounted for in the unlikely event of a fire. You are responsible at all times for the conduct of your guests.

Candles

The use of candles is strictly prohibited because of fire risks.

Smoking

All residences are non-smoking areas. Smoking is not permitted anywhere in the buildings.

Family accommodation

Family accommodation is limited, and is usually in high demand. You are advised to contact the Housing Office directly at housing@sussex.ac.uk to ask whether anything is likely to be available.

Students with disabilities

The University has some specially designed accommodation for students with disabilities. Students with such needs should discuss required arrangements directly with the ISS office. See the heading Student Support Unit in Section 2.2 for more information.

Luggage in advance

For security reasons the University cannot accept luggage in advance. You may send luggage to your campus address, but you should ensure that it does not arrive before you do. You should inform the porters that luggage will be arriving, and make sure that you complete all the necessary customs declarations when sending luggage, otherwise it will be delayed when it arrives in the UK.

Fire alarm system

There is an alarm notice in each room which explains the fire procedures and where the assembly point is. If the alarm goes off, you must leave the building and go to the assembly point. You will not be allowed back into the building (even if it is a false alarm) until Security has reset the alarm. The

system is very sensitive, so it is important that fire doors are kept closed. In particular, keep the kitchen door closed when you are cooking – quite a number of our fire alarms turn out to be burnt toast. Never wedge open fire doors or block fire exits. You may not use radiant electric fires, candles or chip pans in the residences. Malicious setting off of fire alarms is treated very seriously – the fire service charges the University £400 each occasion and they could also press charges against you. This fine is automatically split between all the residents of the relevant house.

Telephones

Telephones are provided in all study bedrooms. Your 5-digit extension number is written on the phone. If this is not the case, your porter will be able to tell you your extension number.

Emergency calls

You can always **call 3333** for free in an emergency; campus security will then call out the emergency services, if necessary.

Activating the telephone in your bedroom

To start using your phone you must activate your account with a unique PIN number. You will find a leaflet containing your PIN number in your bedroom, or you can pick one up from the reception area.

To register your PIN dial **9 (then) 192** from your room or **+44 (0)844 7560 192** from another phone.

Outgoing calls to another room

To make a call to another room, you need to know the five-digit number on your friend's phone. These calls are free.

Outgoing calls outside the residences

To make outgoing calls outside the residences, you must activate your account first and add credit.

Adding credit

- Dial 9 (then) 192 from your phone
- Speak to Customer Support and add credit using a debit/credit card

Making an outbound call:

- dial 9 (then) 191 from your phone
- enter your PIN number
- dial the number you wish to connect to

Incoming calls

For you to receive incoming calls, the caller must dial **+44 (0)1273 648030** then your 5-digit extension.

Incoming calls are charged to the caller, and your family should be able to phone you as soon as you tell them your number.

Problems with your telephone account

For problems with your telephone account, dial 9 (then) 193 from campus or **+44 (0)844 7560 193**.

If there are any problems with the telephone itself, please contact your residence porter.

Call charges

The telephone system that is used in Northfield offers cheap international phone calls. The charges per minute from student bedrooms are (correct at the time of publication): UK Local – 1p, UK National – 1 p, UK Mobile – 5p, France – 2p, Germany – 2p, China – 2.5p, India – 5p, Spain – 2p, USA – 2p.

You can also get international calling cards from the Post Office at Bramber House and the Student's Union shop in Falmer House, from the automated machine. Don't use your calling cards or make credit card calls from the residences – you will incur a double charge. Use these only from public phones.

Mobile phones

Many students choose to buy a mobile phone or SIM card while in the UK. The pay-as-you-go option is favoured by most, especially those here for a short amount of time. Many students go to the Carphone Warehouse or Argos in central Brighton to buy a pay-as-you go phone when they first arrive. Carphone Warehouse is located in Churchill Square and Argos is located on Western Road. The network coverage varies in the residences, but O2 and Vodafone seem to work best.

Local/country codes

The local area code for Brighton & Hove is **01273**. You do not need to use this code if you are calling a local number, unless you are using a mobile phone.

To make an international call to the UK, you normally drop the initial 0 from the national code and add the country code, which is 44 (often written as +44; the plus sign refers to the 011 you would dial if calling from the US, and the 00 if calling from another European country). So if the number is listed as 01273 678406, for example, you would add the country code, take off the initial zero, and dial +44 1273 678406.

To make an international call from the UK, you would dial 00 for an international line, then the country code, then the number. The country code for the US is 1, so to dial a number in the US, you would normally dial 001 before the area code and number.

Wi-Fi

Free wireless internet is available on campus and in Northfield residences courtesy of Eduroam. As the university is situated within a national park, we unfortunately cannot promise a consistent Wi-Fi connection. All Northfield residences are installed with Ethernet connections for wired internet which is both faster and more reliable. For more information on the Wi-Fi at the University of Sussex, please see Section 2.3.

Please note that some newer laptops do not have Ethernet ports. Be sure to check your device before coming to England as you may need an adaptor to be able to connect to the wired internet.

Your surroundings

The University of Sussex is surrounded by beautiful scenery and breathtaking views. While we know you'll love staying here, please bear in mind the following:

Insects

Use of window screens is not common in the UK. As a result, it is possible that through the summer small insects (bugs) could enter your room through open windows, especially those facing the trees. Simply ignore the insect as they will most likely do you no harm. If you are comfortable to do so, usher them back outside.

Allergies

If you suffer from allergies, please ensure that you bring your allergy medicine with you. Please see Section 1.5 for more information on bringing prescription medicine into the UK.

2.2 Health and welfare

If you will be in the UK for a period of less than six months, you will not be covered by the National Health Service (NHS) unless you are from the EEA or a country with a reciprocal arrangement (if that is the case, you are eligible for some free NHS treatment, but even that is limited). All overseas students are advised to carry appropriate insurance to cover any treatment required.

Students who are not covered by the NHS must ensure that they have adequate and appropriate insurance for the whole of their stay in the UK. If you are in need of health care that cannot wait until you return home, you will be seen as a private patient.

You would only be asked to register with the Health Centre if you actually need health care and you would then be expected to pay at the time for any treatment and reclaim this from your own insurer. If you are unwell, do not delay seeking medical care because of the cost as you will be able to reclaim costs from your insurer. All students will have free emergency hospital treatment, but only treatment given in an NHS Accident and Emergency department is free. Once you are admitted to a ward or outpatient appointment, charges will apply.

If you are not covered by the NHS you can initially see a pharmacist, all of whom are health professionals and have been trained in giving advice and treatment for minor ailments; if they are unable to help you then they will direct you to a local practice where you can be seen privately.

University of Sussex Health Centre

Location: next to Lancaster House

Monday-Friday 9am-5pm (last appointment at 4.20pm)

T +44 (0)1273 249049 (Out of hours: 0845 456 5420)

E admin.unimed@nhs.net

www.unimed.co.uk

The University Health Centre has four doctors and their staff who administer general medical care. Many services, including contraception, are provided at the Health Centre. Walk-in clinics are available in the morning without requiring registration. Students who need medical attention can also register with the Health Centre and then return the following day to make an appointment. Where appropriate, an individual may be referred elsewhere.

In the event of a medical emergency when the surgery is closed, call campus security on 3333 (on campus) or 999 (off campus) for an ambulance. You can also dial 112 from your mobile even if you do not have network coverage. Alternatively, you can also call 111 for non-urgent medical advice.

Current fees for non-emergency care at the campus health centre are:

- Nurse consultation £30
- Doctor consultation £50
- Home visit £125
- Prescription charge £15 plus cost of medicine

The Health Centre accepts credit cards.

Private medical care

If you need private medical care, or simply want a second opinion, there is a private hospital near to campus in Woodingdean. This is the Brighton Nuffield Hospital and can be contacted on **+44 (0)1273 987397**

In principle, they should have a referral from the campus practice, but they have proved flexible about this in the past. Although it is not far away, the bus service is limited and, especially if you are unwell, we would recommend a taxi. Please note however that this hospital does not run an accident and emergency service.

Alternatively, the Sussex Medical Centre in Hove offers a wide range of services and some local GPs practice there privately.

T +44 (0)1273 430022

E info@sussexmedicalcentre.co.uk

Pharmacy (Chemist)

Location: Health Centre building
Monday-Friday 9.30am-4.30pm
T +44 (0)1273 699883

There is a pharmacy on campus located next to the Health Centre, which will dispense medicines on prescription. If you are covered by the NHS, there is a set prescription charge of about £8.60. Students not covered by the NHS will be required to pay the full cost of the medication. Emergency contraception or 'morning after' pill can be obtained without prescription for free. There are also numerous pharmacies open evenings and weekends in Brighton.

Dentist

Location: Health Centre building
Monday to Friday 09.00 – 17.00
Closed daily for lunch 13.00 – 14.00
Closed during weekends and Bank Holidays
T +44 (0)1273 605555
E dentalcarefalmer@btconnect.com

You must register first to enable you to book an appointment over the phone.

For registration:

- Come down to the practice
- Fill in the Medical History Form
- Book an appointment or call +44 (0)1273 605555

Surgery hours during the summer are advertised at the Health Centre.

Appointments can be made by telephone; please call as early as possible after 9am. If it is not possible to get you an appointment quickly, the Health Centre staff will be happy to advise you on alternatives. For serious dental emergencies outside these hours, you are advised to go to Accident and Emergency at the Royal Sussex County Hospital.

University Counselling Services

Location: Health Centre Building

T +44 (0)1273 678156 (internal 8156)

E counsellingreception@sussex.ac.uk

www.sussex.ac.uk/counselling

University Counselling Services (UCS) are located in the Health Centre building and offer a safe, confidential service to students.

The UCS team includes eight permanent therapists, two administrative staff and an additional 25 post-qualified and trainee counsellors. Each year, over 1,200 students are seen for counselling, either individually, in therapy groups, or in workshops offering strategies for managing mood.

Student Support Unit

Location: Ground floor, Bramber House, Refectory Road BN1 9QU

T +44 (0)1273 877466 (internal 7466)

E studentsupport@sussex.ac.uk

www.sussex.ac.uk/studentsupport

The Student Support Unit provides a range of services for students with long term conditions including **disabled students, students with specific learning difficulties** (such as dyslexia, dyspraxia and AD/HD), and **students with mental health difficulties** and **autistic spectrum disorders**.

The range of support includes:

- Recommendations for special arrangements for examinations and other assessments.
- Arranging library support.
- Access to assistive technology on campus.
- Liaison with other University staff about your support needs.

Funding is required for the following services:

- Arranging individual academic support, such as note takers, readers, learning support tutors, mental health mentors, and for communication support
- Referral, assessment and support service for students with specific learning difficulties

The cost for some of these services will not be covered by your tuition fee. Please contact the Student Support Unit for further information.

If you have support needs, please let us know in advance, so that support can be arranged. If this includes facilities for examinations, please ensure you send us evidence of your needs, or confirmation of your current support arrangements.

If have specific housing requirements, please let the International Summer School office know as soon as possible at issoffice@sussex.ac.uk

Most parts of the campus are accessible to wheelchair users and those with restricted mobility. For further details on access across the University go to www.disabledgo.com/organisations/university-of-sussex

Students may use the bus service on campus to travel from Northfield to Bramber House for free by presenting their Student ID card to the driver.

Please do contact us in advance so that we can plan how best to meet your needs.

Meeting House and chaplaincy

Monday – Friday 8:30am-4pm

Sunday – services at 11:30am and 6:00pm

T +44 (0)1273 678217 (internal 8217)

www.sussex.ac.uk/chaplaincy

The Meeting House is a coloured glass ‘beehive’ in the centre of campus, which houses the chaplaincy. Here you can meet friends in the concourse, or work, nap or relax in the quiet room.

You will also be supplied with a list of local religious services for several denominations in your welcome pack.

Advice & Representation Centre

Location: First floor, Falmer House

T +44 (0)1273 877038 (internal 7038)

E advice@ussu.sussex.ac.uk

www.sussexstudent.com/support

The Student Union’s Advice & Representation Centre provides free, independent and impartial information and advice on any practical issues that affect students.

2.3 IT services and computing

IT Services

Location: Shawcross building

T +44 (0)1273 678090 (internal 8090)

E support@its.sussex.ac.uk

www.sussex.ac.uk/its

IT Service Desk opening times are Monday-Friday 9:00am-5:30pm.

Connecting to the internet

There is a free Wi-Fi service called **Eduroam** available in your residences and most of the campus buildings as explained in Section 2.1.

Instructions on how to connect will be provided when you arrive on campus.

There is also information online at: www.sussex.ac.uk/its/roaming

Computers on campus

There are over 900 PCs and Macs around campus including a large number in the Library, Shawcross and Pevensey:

www.sussex.ac.uk/its/services/clusterrooms/clustermap

The following locations offer 24-hour access:

- York House
- JMS 1B1
- Pevensey 1
- ITS Shawcross

After-hours access to all of these, except York House, is controlled by numbered keypads on the entrance doors. The access codes are online at:

www.sussex.ac.uk/its/services/clusterrooms/twentyfour

You will need your ITS username and password to access this web page.

Please note that during the summer, some computer cluster rooms may be reserved for other groups.

Your printing account

You can print from all IT Services computers but there is a charge. To check your credit, log in to an IT Services PC or Mac and move the mouse cursor over the printing icon in the task bar.

You can add money to your account directly by credit card using the function in Sussex Direct. If you prefer to credit your account using cash, you can also use one of the Printing Account Banking Stations (PABS) which accept cash (50p, £1 and £2 coins and all notes) and are located in Shawcross (Ground floor) or the Library (Ground and First floors).

You can print from your laptop to a range of printers across the campus. Please note that before you can use web printing for the first time, you must print at least one page using one of the IT Services PCs or Macs. For more information, go to www.sussex.ac.uk/its/printing

Using your Sussex email

All students at the University are given their own Sussex email address with the following format: <your username>@sussex.ac.uk

Sussex Mobile app

Once you've registered with the International Summer School, the Sussex Mobile smartphone app will give you easy access to your timetable (your class schedule) and information that will help you find your way around campus, amongst many other things.

It is available as a free download for *iPhone*, *Android* and *Blackberry*. For other smartphones it is available online at www.sussex.ac.uk/mobile

2.4 The library

Monday-Friday 9am-8pm,
Saturday-Sunday 12pm-7pm
www.sussex.ac.uk/library

You should find most, if not all, of the books you need for your module in the main Library. There will be some restrictions on loan periods, so that everyone can get access to key texts.

Please check your module syllabi online to see if you are required to purchase any of the core reading in advance.

You may be able to purchase texts from the **John Smith bookshop**. If they do not have any copies, you can ask them to order one for you.

The Library has photocopying facilities, including a colour photocopier; copy cards can be bought there.

You must return all Library books before you leave. Please check carefully that you have done so, as your transcript will be held up if there are outstanding books checked out to you, and you will be liable for replacement costs.

2.5 Sports

All ISS students **automatically receive Gold Membership** to the gym, so you will not have to pay any additional costs to use the gym facilities and take part in group exercise classes organised by Sussexsport.

There are two sites that you can use throughout the summer to help you keep fit.

Sport Centre

Monday–Thursday 9am–10pm

Friday 9am–8.30pm

Closed weekends

T +44 (0)1273 678228

Falmer Sports Complex

Monday–Friday 7.30am–10pm

Saturday–Sunday 9am–6pm

T +44 (0)1273 877125

To use the facilities free of charge you are required to come and register at either site from the Monday after you arrive, stating that you are an International Summer School student. Full details are available on their website www.sussex.ac.uk/sport, including standard fitness room rules and a short video on what they offer.

There are fitness facilities at both venues which have the same Life Fitness CV and resistance equipment, however the Falmer Sports Complex fitness room does have a greater free weight offering and treadmills.

The Sport Centre facilities include two multipurpose sports halls for football, basketball, volleyball, netball, unihoc, table tennis and badminton; four glass-backed championship squash courts; a dance and martial arts studio.

At the Falmer Sports Complex there are six hard tennis courts, a floodlit artificial pitch for football and hockey, outdoor playing fields and outdoor cricket nets.

You can also take part in weekly summer classes including a programme of aerobics, circuits, studio cycling and yoga; the timetable will be available on the Sussexsport website closer to the time. Facilities such as tennis, badminton and squash courts are also widely available throughout the week and can be booked at reception in either site or online (you will get online access once you have registered with Sussexsport after your arrival).

2.6 Stores and services on campus

John Smith bookshop

Location: Ground floor, The Library

Monday - Friday 9am – 5:30pm

Some International Summer School modules will advise students to buy important books. The bookshop has been informed of this and holds sufficient copies. The shop stocks an excellent range of academic and literary texts, stationery, cards, etc. Experienced staff will help with finding and ordering material.

The Co-operative Food

Location: Ground floor, Bramber House

Monday - Sunday 7am – 11pm

A fresh food and grocery store featuring Fairtrade and World foods, with in-store bakery, off-licence, newsagents and Post Office. The range includes sandwiches, bagels and wraps, fresh fruit and veg, meat poultry and dairy,

chilled and frozen meals, household and personal care essentials. Customer services include discounted bus tickets, photocopying, electronic bill payment, mobile phone top-up and cash back.

Union Shop

Location: Ground floor, Falmer House

Monday - Friday: 8am – 6.30pm

Stationery, snacks, cards, gift items, Sussex hoodies & t-shirts, discounted bus tickets and travel adaptors.

Post office

Location: Inside The Co-operative, Ground floor, Bramber House

Monday – Friday 9:30am – 5:30pm (4.45 for posting letters and packages)

Students with English banks can withdraw cash through the post office.

Barclays Bank

Location: Sussex House

Monday – Friday: 10am – 2:30pm

24-hour cash machine

There are also many banks in Brighton & Hove, some of which are open on Saturdays.

2.7 Safety

Campus security

24-hour campus security provides:

- Campus patrol.
- First aid cover.
- Assistance if you lock yourself out of your room and you are unable to contact the Duty Porter available at the 24-hour Reception desk.
- Assistance if there is a problem in your residence such as an electrical, water or heating problem and you are unable to contact the Duty Porter.

The University campus is generally a safe place to be, though you should always take precautions such as locking your doors and shutting windows. Don't allow people unknown to you into your building. Security deals with issues of personal safety, criminal activity, disturbances and lost property. There are emergency telephones throughout campus. The University is patrolled at night by a security staff. On campus an emergency can be reported by dialling 3333 from your bedroom or **+44 (0)1273 873333** from your mobile.

To find out more about the on campus security please visit www.sussex.ac.uk/sef/services/security

Campus escorts

Our 24-hour security team are always available to escort you across campus or to and from the Falmer train station if you feel nervous out of daylight hours.

Escorts to Falmer train station

To use this facility, you need to contact 24-hour Security Reception +44 (0)1273 678234 or visit them in York House and let them know what time you require an escort to the station. You can either meet your escort at York House or at your residence.

Escorts from Falmer train station

To use this facility, please ring before your arrival at Falmer train station if you wish your escort to meet you off the train. You can ring when you get to Falmer train station but please be aware that it may take approximately 15 minutes to get an escort to you.

Emergency telephones

There are a number of emergency telephones throughout the University that are easily recognisable. Outside telephones will be lit up with either a blue flashing light or white light with the word emergency illuminated. There is a telephone inside most buildings, normally by the main entrance.

Advice on protection of personal belongings

Security staff can offer advice on how to protect your belongings in your room, your bicycle, and personal security. If you wish to use this facility, please contact 24-hour Security Reception at **+44 (0)1273 678234**.

Safety tips

Brighton (and most of the UK) is generally safe, provided that you use the same common sense that you would at home. Remember to:

- Keep a copy of essential telephone numbers on you for emergencies.
- Do not carry lots of unnecessary cash on you.
- If you mislay credit cards, or have them stolen, cancel them at once. Make sure you know how to do this.
- Watch your wallet/mobile phone and other valuables. Keep them out of sight and in a secure pocket.
- If you need to prove your age, you will need to show your photo ID with your date of birth. Accepted forms of ID are your Drivers' Licenses (including US Driver's Licenses) or passport. If you are taking your passport with you, keep it in a secure place. Do not get your passport out unless you have to. It is always a good idea to have a photocopy of your passport, plane tickets and ID with you, kept somewhere separate from the real things as back up should anything go wrong.
- Wherever you are travelling never leave your bags unattended. Bags left unattended in any public place in Britain will be rapidly removed by security, and are often destroyed.

Having a safe night out

We recommend the buddy system, particularly on nights out – take a friend with you, remain together and look out for each other. We recommend that you:

- Walk in a group.
- Keep to main streets and well-lit areas.
- Keep your bag, money and personal belongings on your person, preferably out of sight.
- Look out for your buddy and your friends.
- If for any reason you do go alone anywhere, tell someone where you are going and when you plan to be back. Let your friends know when you are leaving. Decide on a place to meet at the end of the night.
- If you see a friend leaving with someone new, see if they are ok.
- It could be unsafe to go home alone or with someone you have just met, or to invite them back to your place, no matter how innocent your intentions – theirs might not be.

- Carry friends' mobile numbers, or in your mobile phone address book.
- Always have a spare £20 and taxi number on you in case of emergencies so you can get home.
- Never get in an unlicensed vehicle, feel free to ask the taxi driver for a look at their ID before you get into a cab – if they are genuine then they will not be offended.
- If for any reason you feel uncomfortable while out – then leave. Always make sure you stay safe. Use the £20 you kept in your wallet for such times and get home safely.

Alcohol and safety

If you do consume alcohol, look after yourself – you need to be in a fit state to stay safe, call a taxi, get home and watch out for your buddy. Note that most health insurance plans will not cover you if you injure yourself due to intoxication.

Drink spiking (where drugs are added to your drink without your knowledge) is becoming an increasing problem in the UK and the rest of the world. A spiked drink may seem normal, but possible affects you should be vigilant for are dizziness, faintness, feeling unwell, feeling less inhibited, being unsteady and generally and unexpectedly very drunk.

Use common sense and these tips to help you:

- Always be careful and vigilant with your drinks.
- Never accept drinks from strangers or leave drinks unattended.
- If someone offers you a drink, go to the bar with them or go to the bar with their money to get the drinks so you can watch the drink being poured or opened.
- If a friend is drunk, feeling sick, stumbling, confused, or faint, their drink may have been spiked. Stay with them and take them to a safe place, tell a friend or bar/security staff.
- If they collapse, ring an ambulance on 999 or 112 immediately.
- **If you or they feel drowsy or faint, don't wait and hope it will pass. Phone 999 or 112 or go to a doctor or hospital emergency department.**

2.8 Travelling while you're here

The International Summer School offers an exciting social programme while you are here. You will be able to book trips to different cities, such as London, Oxford, Bath and Stonehenge, go hiking in the countryside, or take part in different events and activities on campus and in Brighton. The full programme will be published on our website www.sussex.ac.uk/iss/trips around April, and you will be able to start booking trips from 3 May 2018.

Apart from taking part in our social programme, we also encourage you to travel independently. Rail companies and some coach and bus companies offer substantial discounts for students. When you arrive in England it is a good idea to read the leaflets available at stations about travel cards and discounts in order to decide which suits you best. Please note that all prices quoted in this handbook are correct at the time of publication and are subject to change prior to or during your stay.

Travel safety

While we encourage independent travel during your time at Sussex, we urge all students to be safe and vigilant at all times. Always travel with friends, and follow the tips in the section on Safety (page 40-43).

You should never miss classes to travel – always plan any travel around your classes, which are your first priority while you are here. See the section on Academic matters on page 54 for more information.

Please keep your family and friends up to date on your travel plans, and leave copies of your itinerary with them, including any flight information, hotel information (including contact information), and a mobile phone number they can reach you on, if you have one while you are here. If you are planning to travel independently at the weekend, we also ask you to e-mail isstrips@sussex.ac.uk with “Going away” in the subject to let the team know your travel plans and your whereabouts. If any of your friends and family contact us in case of emergency, we will then be able to advise them.

The US government encourages all US citizens who travel abroad to register any upcoming trips. This can be done online at step.state.gov/step

Travel around Brighton and Sussex

Local buses

The bus is a good way to travel locally. In general, it is cheaper to go by bus than by train, and there are various ways of making it even cheaper, such as purchasing a return ticket or a discount card.

The 25 bus runs from Brighton to the University every 10 minutes during the day, every 20 minutes in the evening (and on Sundays), and every 30 minutes at night.

There are three options purchasing bus tickets:

Cash (from the driver)

- A single ticket from campus to Brighton costs £2.50 (£4.20 at night).
- The '1 Day Saver' ticket costs £5. This ticket gives you unlimited use of the Brighton bus network, enabling you to explore other parts of the city and beyond.
- The 'Weekly University Ticket' costs £16 and gives you unlimited bus access for 7 consecutive days from the date you purchase it. This ticket is valid between Brighton city centre and the campus on buses number 23, 25, and 25X.

Student Saver Key Card

- You may register for a Student Saver Key card at One Stop Travel shop located on 26 North Street in central Brighton. You will need to bring your Sussex student ID card to receive the student discount.
- Student prices are cheaper with the Student Saver Key card. The '1 Day Saver' costs £3 (valid on all bus routes) and a '7 Consecutive Day Saver' costs £13 (valid on all bus routes).

'Brighton & Hove M-Tickets' App

- There is an app you may download on your smartphone called 'Brighton & Hove M-Tickets' which enables you to purchase bus tickets through your phone. Your phone becomes your ticket and all you need to do is show your phone to the driver along with your Sussex ID card if you purchase a student ticket.
- Student prices are the same as the Student SAVER key card for one day and '7 consecutive DAYS SAVER' tickets.

For more information, call the Brighton & Hove bus company at **+44 (0)1273 886200** or visit their website at **www.buses.co.uk**

To see the bus timetables you may download an app on your smartphone called 'Brighton and Hove Buses'. You will also be able to access map routes and live times of when buses arrive. Bus times are also available on Google and Apple Maps.

Local train services

Falmer train station is located within walking distance from the campus. The train from Falmer to Brighton takes 9 minutes.

Purchasing your tickets

- You must purchase your ticket before boarding the train, otherwise you may be fined. You can get the ticket from the machine located outside the station or from a member of staff at the station.
- A single fare from Falmer to Brighton is £2.70. You may buy an off-peak return ticket for £3.40 if you are travelling after 9:00 am.
- A weekly ticket from Falmer to Brighton costs £19.60, you may buy it from One Stop Travel shop, located on 26 North Street in central Brighton, or at the train station. You will need to bring a passport size photo to get this ticket.
- If you travel in a group of three or more, you can get a group discount of 25%. You will need to buy this ticket from a member of staff at the station (you will not be able to buy this type of ticket from a machine).

To check train times and plan your journey visit **www.nationalrail.co.uk**

If you have any enquiries regarding local travel you can visit the Brighton One Stop Travel shop located at 26 North Street. They can advise you on student discounts, train tickets, bus and coach tickets, and ferry travel.

Uber

Uber services run throughout the city and up to the University of Sussex campus on a very regular basis. The price will fluctuate throughout the day but you can expect it to cost roughly the same amount as a regular taxi. Please remember that an internet connection will be required to use the Uber app.

Bike Sharing

There is a network of bike sharing hubs throughout Brighton including one at the Sports Centre on campus. To access them, you must first download the Social Bicycles app from either the App Store or the Google Play Store. Once you register, you'll also be able to check the availability of bikes in

nearby racks and reserve one if necessary. Bike hire costs £1 for the first 35 minutes and a further 3p per minute after the initial 35 minutes.

If you are planning to cycle on the roads, please be aware as the traffic may behave differently to how you might expect in your home country. It is also advisable to wear a helmet as an extra precaution.

For more information on the bike sharing scheme and general road safety, go to www.btnbikeshare.com

Travel around the UK

Train travel

National Rail Enquiries

T +44 (0)8457 484950

www.nationalrail.co.uk

For journey times, route details, and ticket prices visit the National Rail Enquiries website. Be aware that engineering works are often scheduled for weekends, particularly Sundays. This information is usually updated on the National Rail website, where alternative routes are suggested.

Tickets and discounts

You may wish to consider the purchase of a 16-25 Railcard (£30 per year). This card gives you 1/3 off most rail fares throughout Great Britain. However, it should be noted that there are certain times when the card is restricted (usually before 10am or at peak travelling times). Therefore, when purchasing your tickets, keep in mind that you should check whether the railcard is valid when you are travelling. The 16-25 Railcard is particularly useful for long distance rail travel if you are planning on doing some touring around Britain.

You can also get cheaper fares by booking online before you travel, usually at least one or two days before travel. You can do this on www.nationalrail.co.uk

Regulations and services

It is an offence to enter a station platform or a train without a valid ticket – if stopped by an inspector you could be liable to a penalty fare.

Having a train ticket does not guarantee you a seat. At certain times (such as the rush hour) trains are often very full and you may find that you have to stand. If you want to be sure of a seat, you can reserve one by

purchasing a first class ticket. If you have not paid for a first class ticket, you are not permitted to sit in these areas, which are clearly marked.

Coach travel

National Express

T +44 (0)8717 818181

www.nationalexpress.com

National Express is a popular service for coach travel throughout the UK and services to the airports, including Gatwick and Heathrow. The main National Express bus stop in Brighton is the Pool Valley coach station near the Brighton Pier.

Travel to London

If you are planning a visit to the capital, it is a good idea to buy your ticket in advance as it will be much more expensive on the day. You can travel by coach (www.nationalexpress.com) or by train (www.nationalrail.co.uk) but travelling by train is much faster. If you are travelling by coach, you will need to book a ticket from Brighton's Pool Valley coach station to London Victoria coach station. For train journeys, you can select Falmer or Brighton to London Victoria (you can select other London stations, however the most frequent connections from Brighton are to London Victoria).

It may be possible to save money on your ticket by doing the following:

- You can purchase a one-day train Travelcard from Brighton or Falmer stations which includes your journey to and from London and unlimited travel around the city (on London Underground – the Tube and London buses). You need to buy this ticket in advance from One Stop Travel shop located on 26 North Street in central Brighton.
- Travel in a group of three or more to save 25% on your train ticket.
- Book your tickets in advance online at www.southernrailway.com You will need to select a specific train journey to get the cheapest fare.
- Book your coach ticket in advance at www.nationalexpress.com

Transport around London

T +44 (0)207 222 1234

tfl.gov.uk

There are various ways of getting around London, with the London Underground (commonly called the Tube) is the most convenient for most

locations. The Transport for London website provides up to date information on route details and ticket prices as well as journey planners and different transport maps to download.

International travel

Before travelling to Britain or travelling from Britain to another country, ensure that you have met the requirements for immigration (see immigration information pages 8-12). During your further travels in and out of the UK, you must carry all of the documents you used to first gain entry with you, such as your offer letter and your financial evidence, or you may be refused re-entry.

Travelling on a budget

It is relatively easy and inexpensive to visit other European countries. There are a number of discount airlines which offer cheap tickets through the internet. Two popular discount airlines are EasyJet (www.easyjet.com) and Ryanair (www.ryanair.com).

In addition, Brighton-based company Discovery Tours (www.discoverytours.uk.com) provides value-for-money tours and has been very popular with past students.

Websites that can be used to search for budget accommodation include www.booking.com or www.hostelworld.com

Currency exchange

Currency can be exchanged at Post Offices and banks around Brighton. There are also currency exchange facilities at the Post Office in Bramber House on campus.

2.9 Checking out

All rooms must be vacated and keys returned to the porter by 10am on your day of departure (21 July for students leaving after Session 1 and 18 August for all remaining students). If there is no one at the reception desk, please leave your keys in the black box provided. If you do not return your key, you may have to pay a replacement fine.

Please check carefully to make sure that you are not leaving anything behind. The University cannot be responsible for forgotten items.

Left luggage

The University is unable to store left luggage after the International Summer School has ended, due to lack of storage space and the security and insurance issues involved.

Should you wish to leave luggage while you travel, you can do so at London Victoria and other London stations and airports for a per-day fee. For information, contact the Excess Baggage Company at www.excess-baggage.com or on **+44 (0)808 278 0850**.

Locally, students have used the Big Box Storage Centre (www.bigboxstorage.com).

III. Academic matters

3.1 Modules, Student Life Centre and deadlines

You will almost certainly find that the teaching and learning methods used at Sussex are different from those you have been accustomed to at home. This is true of UK higher education in general. We place emphasis on the development of critical analysis and problem-solving skills, and you will be expected to take a high level of responsibility for your own studies.

Consequently, you will spend a lot of your time working independently on topics set by your tutors, discussing issues with other students or tutors in seminars, or working on projects with fellow students. Below are some general comments but information on teaching methods, materials for your module, and assessment, is provided for each module by your tutor.

Module allocation and module changes

Most of you will have been allocated to your first choice module. In a few cases where modules were overfilled, or there were too few students to run them, you will have been allocated to one of your other choices. Because of the intensive nature of International Summer School modules, any requests to change modules must be received by 5pm (by email to issoffice@sussex.ac.uk) on the Tuesday of the first week of the relevant session. You will get a prompt reply, by email to your Sussex account. However, be aware that it will not be possible to grant all requests; the trademark of Sussex is small-group teaching, so class size limits are strictly adhered to.

If you are wait-listed for a module, please check your email very frequently in these first days – a lot of changes are happening, and you may well get into the class you want. However, we need a quick response on this, as if you have decided you don't want the place, someone else usually will.

Please do not attempt to crash modules, or harass the tutor to let you in. Module tutors have strict instructions not to allow this. It is not fair for the noisiest or most forceful person to get an available place at the expense of those who have been following the proper procedure.

Private study

Much of your time will be spent in independent study, which may include reading, researching, note-taking, writing and revising. When you start the module you may be given a long reading list; this is intended to be a guide, and it will not usually be necessary to read every book on the list. You will be given guidance as to which are the key texts, and which are intended to help you in deepening your knowledge in an area of particular interest to you.

Seminars

Most of the International Summer School modules involve seminars. These are group discussions with a tutor and a number of students (up to 20) on a particular topic. Everyone is expected to contribute, so it is important to prepare carefully. If you prepare well, talk to your fellow students and join in the debate, you will find that this helps to develop your skills of critical analysis on the subject, and gives you confidence. Sometimes you may be asked to lead the discussion or give a presentation.

Study Direct

Some tutors may also use a complementary online site via Study Direct. Study Direct allows tutors to circulate lecture notes, handouts, readings and other module resources. Tutors may also set up a forum on Study Direct where you will be able to ask questions and contribute to group discussions. Your tutor will be able to provide more information on accessing their module's Study Direct site.

Student Life Centre

T +44 (0)1273 876767

F +44 (0)1273 873344

Text 'slcentre' to 88020

E studentlifecentre@sussex.ac.uk

Twitter: sussexslc and on Sussex Mobile app.

www.sussex.ac.uk/studentlifecentre

The student life centre offers information and advice to all Sussex Students and can offer guidance and support in a number of different areas. These include:

- Personal concerns affecting study progress or well-being
- Funding and finance including scholarships, bursaries and hardship funds
- Sources of help to improve academic performance – identifying obstacles to learning
- Understanding university systems and regulations in relation to assessment, services, complaints, conduct and discipline.
- Progression, intermission and withdrawal processes – discussion and support
- Referrals to other professional services on campus
- Exceptional circumstances help
- If you don't know who to talk to or who to ask – start at the Student Life Centre.

Student Life Advisors will be able to help you with a range of problems that affect academic work. In particular, they can offer support with study difficulties, problems with motivation and time management, as well as personal issues. If you experience such problems, you are advised to contact a student life adviser as soon as possible.

Time keeping

It is a discourtesy both to your tutor and the rest of the class to arrive late with no good reason. Time keeping is particularly important on field trips; if one person is late, the whole class may miss the train or bus or the class may leave without you.

Missing class

Class attendance is required, except in the case of illness or other serious circumstances. Please inform your tutor and the ISS Office at issoffice@sussex.ac.uk at the earliest opportunity if this is the case.

Missing class due to travel or for any other social reason is not acceptable, and will not be condoned. Your tutors mark attendance for each class and this forms part of your module record. In many classes part of the assessment is a module report by the tutor on your class performance. If you are absent without an acceptable excuse you will lose marks for this portion of the assessment.

Submission of work

Your module document and Sussex Direct should make it clear where and when work is to be handed in. If in any doubt, please ask. For many, but not all modules, the final paper will be handed in to the International Summer School Office at 4pm on the last Thursday of the module. We will tell you the exact room you will hand in work via email once you arrive.

Essays and papers are submitted and marked anonymously. Do not put your name anywhere on the essay. They should be identified only by your candidate number which can be found on your ID card. This helps safeguard against any form of bias, whether conscious or not.

If you would like your marked coursework returned to you after your module has finished, you will need to provide the ISS Office with a stamped, self-addressed envelope.

Deadlines

All students are expected to manage their time and workload to meet published deadlines. However, we recognise that this may sometimes be challenging and, therefore, rather than not accepting late work or operating a complex system of extensions that is difficult to implement fairly, any work that is handed in late is subject to a sliding scale of penalties as follows:

Up to 24 hours late

Deduction of 5 percentage points

After 24 hours and up to 3 days late

Deduction of 10 percentage points

After 3 days and up to 7 days

Late work to be marked and (if marked a pass) given a capped mark of 40%

After 7 days

Work will not be marked and a mark of zero entered

Tutors are not permitted to offer extensions to deadlines so please do not ask. If you are unable to submit your work before the deadline and have good reason for this, your reasons will be considered by a Director of Student Support (see page 56).

For assessments involving quicker turnaround and distribution of model answers and/or detailed feedback to the module cohort (e.g. physics problem sets), the submission deadline may be set for a defined time slot prior to this scheduled feedback. In such cases, the applicable deadline for the exercise will be advised in writing at the time that the assessment is issued. Late work will not be marked.

Exceptional Circumstances

Individual Exceptional Circumstances is the University's description of conditions which are *sudden, unforeseen and temporarily* prevent a student from submitting on time. The Late Submission Policy will apply to ISS students enabling students to submit up to 7 days late for a penalty.

Students will be able to submit an Exceptional Circumstances Claim in relation to late submissions only. No claims may be submitted in relation to a non-submission, absence from an in-person assessment or impairment on submitted work and non-marks may be set aside. No resit opportunity will be given for any modules.

Examinations

A number of modules will have mid-session and final examinations. All final examinations must take place within the last two days of the module. Instructors may not authorise students to take these early, late or elsewhere. If a student misses a final examination for good cause, they should complete an Exceptional Circumstances form. If you require special facilities for examinations, please contact the Student Support Unit (see page 34).

Examinations are also submitted and graded anonymously, so do not forget to bring your candidate number. This is on your student ID card, which you should also bring to all formal examinations.

At the end of the Session 2, all marks in all modules are considered by the International Summer School Examination Board, which has the power to moderate marks. The exam board is there to make sure that the assessment process has been properly and fairly carried out, that moderation and checking has been done where required, and that tutors are all operating within the University's defined criteria for the award of marks and credit.

Diagnostics tests

All students wishing to take Physics modules over the summer must complete a diagnostics test *before* they arrive. The test can be found at www.sussex.ac.uk/physics/about/internationalsummerschool Please see section 1.3 for more details.

3.2 Assessments

The full policies of the University on the formal requirements for assessment are available on the Sussex University website. Much of what is there refers specifically to Sussex students; the parts that are most relevant to International Summer School students are extracted below.

Assessment is a source of anxiety to many students, as the system here is rather different from that in other countries. Marks for particular exercises are usually given as percentages – but these may be quite different from the marks you would get for the same work at home. In humanities or social sciences at Sussex, most students receive marks in the range of 45 to 75 per cent (science marks may cover a broader range). This is particularly disconcerting for North American students who are used to numeric marks in the 65 to 95 per cent range. If one looks at it objectively, it is clear that neither system is entirely rational – but they are irrational in rather different ways. When students get their transcript at the end of the summer, it will show the Sussex numerical mark. For North American students we convert this into a letter grade to guide the home institution. A conversion table (we use the BUTEX scheme) might allay some concerns.

Sussex mark	N American letter grade
>70	A
65-69	A-
60-64	B+
55-59	B
50-54	B-
47-49	C+
43-46	C
40-42	C-
<40	F

For each module we require a maximum of two assessments which together add up to 90% of the marks, PLUS a brief tutor report, known as an Observation, for the remaining 10%. This includes essays (papers), unseen examinations, quizzes, oral presentations and laboratory work. These will be specified (with relative weightings) in the module document at the start of the module.

All modules will have specific things that students need to do to get a good mark – and the module document that you get should spell these out. However, there are some generic things that apply to all essays and presentations. Below is a fairly standard version of the assessment criteria for essays, and applies to most modules where essays form part of the assessment.

Essays

- range and depth of reading and research; research skills
- critical engagement with the chosen topic and literature
- structure, coherence and clarity of argument
- originality and insight
- awareness of historical, current and critical debate
- correct use of scholarly conventions
- quality of referencing and presentation
- clarity of style and language

Assessment criteria

80% - 100%: High Distinction

A mark in this range is indicative of outstanding work. Marks in this range will be awarded for work that exhibits all the attributes of excellent work but has very substantial elements of originality and flair. For quantitative assessments, marks in this range will not be given simply for providing the right answers; in addition, the answer should provide a coherent mathematical argument.

70% - 79%: Distinction

A mark in this range is indicative that the work is of an excellent standard for the current level of the degree course. The work will exhibit excellent levels of knowledge and understanding comprising all the qualities of good work stated above, with additional elements of originality and flair. The work will demonstrate a range of critical reading that goes well beyond that

provided on reading lists. Answers or written works will be fluently-written and include independent argument that demonstrates an awareness of the nuances and assumptions of the question or title. Written works will make excellent use of appropriate, fully referenced, detailed examples.

60% - 69%: Merit

A mark in this range is indicative that the work is of a good to very good standard for the current level of your degree. Work of this quality shows a good level of knowledge and understanding of relevant course material. It will show evidence of reading a wide diversity of material and of being able to use ideas gleaned from this reading to support and develop arguments. Written work will exhibit good writing skills with well organized, accurate footnotes and/or a bibliography that follows the accepted 'style' of the subject. Arguments and issues will be illustrated by reference to well documented, detailed and relevant examples. There should be clear evidence of critical engagement with the objects, issues or topics being analysed. Any quantitative work will be clearly presented, the results should be correct and any conclusions clearly and accurately expressed.

50% - 59%: Pass

A mark in this range is indicative that the work is of a satisfactory to very satisfactory standard at the current level of your degree. Work of this quality will show clear knowledge and understanding of relevant course material. It will focus on the written work title or question posed and show evidence that relevant basic works of reference have been read and understood. The work will exhibit sound written work and/or analytical skills. It will be reasonably well structured and coherently presented. Written work should exhibit satisfactory use of footnotes and/or a bibliography and in more quantitative work it should be possible to follow the logical steps leading to the answer obtained and the conclusions reached. Arguments and issues should be discussed and illustrated by reference to examples, but these may not be fully documented or detailed.

40% - 49%: Pass

A mark in this range is indicative that the work is of an acceptable standard at the current the level of your degree. Work of this type will show limited knowledge and understanding of relevant course material. It will show evidence of some reading and comprehension, but the written work or answer may be weakly structured, cover only a limited range of the relevant material or have a weakly developed or incomplete argument. The work will exhibit weak written work or analytical skills. It may be poorly-presented without properly laid out footnotes and/or a bibliography, or in the case of

quantitative work, it may not be possible to follow the several steps in the logic and reasoning leading to the results obtained and the conclusions reached.

35% - 39%: Marginal Fail

A mark in this range is indicative that the work is below, but at the upper end is approaching, the standard required at the current level of your degree. It indicates weak work of an inadequate standard. This will be because either the work is too short, is very poorly organized, or is poorly directed at the written work title or question asked. It will show very limited knowledge or understanding of the relevant course material and display weak writing and/or analytical skills. Written work will exhibit no clear argument, may have very weak spelling and grammar, very inadequate or absent references and/or bibliography and may contain major factual errors. Quantitative work will contain significant errors and incorrect conclusions.

1% - 34%: Fail

A mark at this level is indicative that the work is far below the standard required at the current level of your degree. It indicates that the work is extremely weak and seriously inadequate. This will be because either the work is far too short, is badly jumbled and incoherent in content, or fails to address the written work title or question asked. It will show very little evidence of knowledge or understanding of the relevant course material and may exhibit very weak writing and/or analytical skills.

0%: Student absent from examination or no script submitted

Oral presentations

In terms of content, originality, criticism etc., the criteria are similar to those described for an essay. However, here grammar and spelling are not as important as good delivery, engagement with the audience, and appropriate use of visual aids. The criteria below reflect this, but you should also bear in mind the content criteria from the essay assessments. If using visual aids for your presentation, make sure that you know how everything works before you start.

70% and above

Very well prepared, confidently and clearly delivered, at a pace and in a style that suits the needs of the audience. Well-researched. Difficult or subtle points put across with conviction. Excellent use of the time available, and of visual aids and handouts. Answers to questions well fielded.

60% - 69%

Well-prepared and delivered, appropriate to audience. Good use of time and of any visual aids and handouts, with competent answers to questions.

50% - 59%

Good preparation and delivery, related to the needs of the audience. The main ideas conveyed competently. Some weaknesses in time management, or in answers to some questions, but showing a sound knowledge of the subject matter, and some level of critical thought. Adequate answers to most questions.

40% - 49%

Adequate preparation and delivery, some ideas explained competently, if perhaps briefly. Questions understood and answered, at least in part. Fair knowledge of the topic.

Marks below 40 percent

Inadequate preparation and delivery. Some points of relevance to the topic made, but presented in a muddled or unconvincing manner. Little evidence of relevant knowledge beyond the content of the presentation. Inaccuracies in key respects. May show poor time management, poor or no use of visual aids and/or poor fielding of questions.

General contribution

Class attendance is required, and students are encouraged to contribute to class discussion. Participation is the key to a lively class. Class participation provides the opportunity to practice speaking and persuasive skills, as well as the ability to listen. Comments that are vague, repetitive, unrelated to the current topic, disrespectful of others, or without sufficient foundation, will be evaluated negatively. What matters is the quality of one's contributions to the class discussion, not just the number of times one speaks.

70% and above: Outstanding contributor

Contributions in class reflect exceptional preparation. Ideas offered are always substantive, provide one or more major insights as well as direction for the class. Challenges are well substantiated and persuasively presented. If this person were not a member of the class, the quality of discussion would be diminished markedly.

60% - 69%: Good contributor

Contributions in class reflect thorough preparation. Ideas offered are usually substantive, provide good insights and sometimes direction for the class. Challenges are well substantiated and often persuasive. If this person were not a member of the class, the quality of discussion would be diminished.

50% - 59%: Adequate contributor

Contributions in class reflect satisfactory preparation. Ideas offered are sometimes substantive, provide generally useful insights but seldom offer a new direction for the discussion. Challenges are sometimes presented, fairly well substantiated, and are sometimes persuasive. If this person were not a member of the class, the quality of discussion would be somewhat diminished.

40% - 49%: Non-participant

This person says little or nothing in class. If this person were not a member of the class, the quality of discussion would not be changed.

Marks below 40%: Unsatisfactory contributor

Contributions in class reflect inadequate preparation. Ideas offered are seldom substantive, provide few, if any, insights and never a constructive direction for the class. Integrative comments and effective challenges are absent. If this person were not a member of the class, valuable time would be saved.

Referencing

Because you come from different institutions and subject areas, you will all have been taught different things about the most appropriate way to reference material you use in essays and presentations. Even within Sussex, different subject areas have different conventions. Tutors have been asked to make it clear to students exactly what conventions should be adopted for referencing in their essays.

Two conventions are commonly used here:

- The Harvard System in social sciences. This is described at www.sussex.ac.uk/skillshub
- The MLA guidelines in humanities. This is described at www.library.cornell.edu/research/citation

Some tutors in the sciences will ask you to adopt the guidelines from the

professional body for their particular subject.

Make sure that you are quite clear what your tutor expects. Tutors may deduct up to 5 per cent from your mark if you do not use the referencing convention they require.

Academic misconduct, including plagiarism

Academic misconduct is taken very seriously at university and it is important that you understand what academic misconduct is, when it usually happens, and how to avoid it. For further guidance please see the Skills Hub pages at www.sussex.ac.uk/skillshub

It is an offence for any student to be guilty of, or party to, attempting to commit, or committing collusion, plagiarism or any other misconduct in an examination or in the preparation of work to be submitted for assessment. Misconduct in assessment exercises or examinations is conduct likely to be prejudicial to the integrity and fairness of the examination process. The submission of an essay, problem set, lab report or any other assessment exercise will be considered by the examiners to be a declaration that it is the candidate's own work.

Collusion

Collusion is the preparation or production of work for assessment jointly with another person or persons, unless explicitly permitted by the examiners. An act of collusion is understood to encompass those who actively assist others as well as those who derive benefit from the others' work. Where joint preparation is permitted by the examiners, but joint production is not, the submitted work must be produced solely by the candidate making the submission. Where joint production or joint preparation and production of work for assessment are specifically permitted, this will be stated explicitly in the relevant module documentation.

Plagiarism

Plagiarism refers to the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of another as one's own, in written work submitted for assessment. To copy sentences, phrases or even striking expressions without acknowledgement of the source (either by inadequate citation or failure to indicate verbatim quotations), is plagiarism; to paraphrase without acknowledgement is likewise plagiarism. Where such copying or paraphrasing has occurred, the

mere mention of the source in the bibliography shall not be deemed sufficient acknowledgement; each such instance must be referred specifically to its source. Verbatim quotations must be either in inverted commas, or indented, and directly acknowledged.

Fabrication of results

Fabrication of results in practical or project work constitutes misconduct.

Misconduct in unseen examinations

This includes having access, or attempting to gain access, during an examination, to any books, memoranda, notes, unauthorised calculators, or any other material, except such as may have been supplied by the invigilator or authorised by official university bodies. It also includes aiding or attempting to aid another candidate or obtaining or attempting to obtain aid from another candidate, or any other communication within the examination room.

Personation

This is where someone other than the student prepares the work submitted for assessment. This includes purchasing essays from essay banks, commissioning someone else to write an assessment or asking someone else to sit an examination.

Investigation of misconduct

Where it is suspected that academic misconduct has taken place, the case is referred, in the first instance, to an Investigating Officer. Subsequent action is dependent on the nature and severity of the allegation and may lead to the referral of the case to a formal Misconduct Panel. For further guidance, please refer to the information in the Arrivals Section on the International Summer School website.

Transcripts

Transcripts will be mailed by the end of September. No transcripts can be issued until the International Summer School Exam Board has met to ratify the marks. Students must clear any debts to the University of Sussex before their transcript will be issued.

You can also access a module report via your Sussex Direct account; this will tell you what mark you achieved on each of the components that made up your assessment, and will give written feedback of your performance from your instructor.

Please note that for some institutions where we have specific agreements, it is a part of that agreement that we send the transcript and report to your home institution. Under such arrangements, if you also want a personal transcript sent to your home address, you will need to request it.

Transfer of credit

Sussex modules are accepted for transfer credit towards degrees at most colleges and universities outside of the UK. However, policies and requirements do vary, so you are advised to obtain approval for transfer of module credit before you register.

Emergency information and important numbers

On campus: reaching emergency services

3333 – Report emergency on campus from your bedroom (no phone credit required).

+44 (0)1273 873333 – Report emergency on campus from your mobile.

To call emergency services **on campus** always call the numbers provided above. The response team will act immediately to help you, and will liaise with the police/the ambulance/fire brigade on your behalf if required.

Outside of campus: reaching emergency services

999 – Emergency services (police, fire, ambulance).

112 – Emergency services (police, fire, ambulance)

You can call this number from your mobile, even if you do not have network coverage.

Non-emergency University of Sussex security number

+44 (0)1273 678234 – a 24-hour a day, 365 days a year Security service for the University.

Reaching students in an emergency

In the event of an emergency you can try and contact the student through University Security Office 24- hours a day on **+44 (0)1273 678234**

The International Summer School Office is manned Monday to Friday, 10am-4pm. An answering machine is in operation when the office is closed. The number is **+44 (0)1273 87556**

Other useful numbers

101 – Police Community Support Officer: dial 101 and ask for the University of Sussex Police Community Support Officer.

111 – Non-emergency health helpline. You should use the 111 service if you urgently need medical help or advice but it's not a life-threatening situation

CONTACT US

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