Welcome

Welcome to the University of Sussex International Summer School. Sussex is known for its work with international students and over many years we have welcomed students from all parts of the world. Last year students from 30 countries participated in the International 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.

Chris Sykes
Director, International Summer School
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Calendar and staff

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Terms and conditions

Brighton Map

Emergency information and numbers

Campus map
2015 Calendar

18 May    Applicants notified of module allocation
1 June    Online Registration opens, class timetables available
15 June   Fees due in full
20 June   Summer School housing opens
22 June   Orientation, Session 1 classes begin
15 July   Last day of formal classes, Session 1
16 & 17 July Final examination/final essays due, Session 1
18 July   Students attending Session 1 only required to vacate accommodation by 10am
19 July   Housing opens for Session 2 students
20 July   Orientation, Session 2 classes begin
12 Aug    Last day of formal classes, Session 2
13 & 14 Aug Final examination/final essays due, Session 2
15 Aug    Students required to vacate accommodation by 10am
Sept     Transcripts mailed

Staff

International Summer School Office
Jubilee Building, Ground floor, Room G-09
Office hours: Monday-Friday 10am-4pm

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T +44 (0)1273 877556 (internal 7556)
E issoffice@sussex.ac.uk

Ola Drummond, Trips Enquiries
T +44 (0)1273 876822 (internal 6822)
E isstrips@sussex.ac.uk
I. Before you arrive at Sussex
1.1 Module allocation, registration and fees

Module allocation

We will email you around 18 May to let you know 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.

However, this is not the same for students who have applied for the Physics programme, as they will be allocated a space automatically once they have paid the £150 application fee, unless the programme is already full.

Registration

Registration opens on 1 June and is the formal process of joining the University.

You will receive an email at the end of May with instructions on how to begin registration.

Registration is only complete once you have arrived on campus and have your passport scanned. If you have a European Union passport, however, you can complete registration before arrival.

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 15 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 of £360, which pays for your use of the lab equipment as well as your textbook, even if you are applying via your home institution.

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, and you will miss lots of important information if you do not receive these messages. It is particularly important, if you don’t plan to use your Sussex email account regularly, that you set up forwarding to the account that you will be logging in to.

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, contact details and timetable and also give access to your library account and financial records.

Your timetables

Once you have registered, you will be able to see your timetable on Sussex Direct. Log in with your ITS username and password via our website www.sussex.ac.uk/iss/registration/sussex_direct

Be sure to check your timetable regularly for any updates.
1.3 Immigration matters: pre-departure

Immigration matters
If you plan to stay in the UK for less than six months, and you are not a visa national, then you do not need to apply for entry clearance prior to coming to the UK. However, if you are a visa national, you will have to apply for a visa before you travel to the UK. Please read the instructions further down on the page. For further information including a visa nationals list please visit www.sussex.ac.uk/iss/apply/immigration or the UK Home Office website at www.gov.uk/check-uk-visa. If you are in any way uncertain about any immigration issue, contact the International and Study Abroad Office for advice.

E immigration@sussex.ac.uk
T +44 (0)1273 678422

Ireland
Do not travel to the UK via Ireland (the Irish Republic) – 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.

Non visa nationals
If you are undertaking a module of study for less than six months, and are a non-visa national (refer to visa nationals list mentioned above), you do not need to obtain entry clearance prior to arrival. You can declare your intention to study on a short module to the Immigration Officer on arrival and you will then be given leave to enter the UK as a 'student visitor.' Take your offer letter from Sussex confirming your place on the course in your hand luggage along with your passport, as you might need to show this to the immigration officer. The financial evidence that you need to bring 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, original bank statements covering at least the last 3 months.

For more information on the 'student visitor' category and rules, visit the UK border agency website at www.ukba.homeoffice.gov.uk

However, if you intend to remain in the UK for longer than 6 months, or you wish to work or volunteer while you are here (though we do not recommend working while on an intensive module), you should apply for an adult student visa (under the Tier 4 regulations) BEFORE you enter the UK.

Please see the International and Study Abroad office immigration pages for more information, and contact the International Summer School office at issoffice@sussex.ac.uk if you choose to use this route as you will require a Confirmation of Acceptance of Studies (CAS) from our office.

Visa nationals
If you are a visa national, you will have to apply for a visa at your nearest British Embassy or High Commission, before you travel to the UK. It is compulsory for you to apply for entry clearance before you leave. There are two visas you can apply for: a 'student visitor visa' or an 'adult student visa'.

- A 'student visitor visa' is what we generally recommend for students studying with the International Summer School. You should apply for a 'student visitor' visa (fee £83), only if you are sure you will not want to work or volunteer whilst you are in the UK or extend your visa from the UK. The two main benefits of applying for a student visitor visa is that there is a smaller fee, and the student visitor visa does not fall under the new points-based system, and the documentation you require is slightly different.
  - When applying for a student visitor visa you may be asked to provide details of the accommodation officer. Please use the following name and address: Mr. Hilmi Jaidin, University of Sussex, Falmer, Brighton, BN1 9SL, UK.
- An 'adult student visa' (fee £310) allows students to work or volunteer in the UK and extend their visa in the UK. You will apply for a 'student visa' via Tier 4 of the points based system; these new rules specify that the University you will be studying at acts as a sponsor for your visa application, and there is additional documentation (a Confirmation of Acceptance of Studies, or CAS) from the University of Sussex that you will need as part of your visa application. Contact the International Summer School office at issoffice@sussex.ac.uk to let us know if you require this.
  - Note: we do not recommend that students find employment during the summer school.
This is an intensive full-time module and it is not practical to take on work responsibilities.

To find out more about the documentation required to obtain a student visa and the application process, please see the International and Study Abroad office advice at www.sussex.ac.uk/internationalsupport/immigration/applyingoutsideuk or visit the UK Home Office website at ukba.homeoffice.gov.uk

1.4 Immigration matters: upon arrival

Visa nationals

You will have already obtained your visa prior to entering the UK but you will still need to bring your offer letter from the University and evidence that you will be able to support yourself financially during the programme (such as recent bank statements, banker’s draft, letter of sponsorship, etc.) The immigration officer 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.

Non-visa nationals

You should have all of the documents listed above in your hand luggage, ready to show the immigration officer. On arrival, you will be interviewed and you will be asked about your reasons for coming to the UK. If they are satisfied that you meet the student requirements they will put a stamp in your passport. The stamp will give the date of arrival and your student visitor visa 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 and Study Abroad 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 course.

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 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.

**Immigration advice on campus**

**The International and Study Abroad Office**
T 01273 678422 (internal 8422)
E international@sussex.ac.uk
Location: Friston Building
Monday-Friday 10am-1pm, 2-4pm

The ISAO provides services to international students who are applying to study at Sussex during term time, and those already studying at the University. One of the Office’s main tasks is to assist international students through the various procedures that confront them. It is particularly important that you go to ISAO with queries about UK immigration issues once you are on campus, as there are legal restrictions on anyone else on campus advising you in this respect.
1.5 Travelling from the airport to our campus

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 called 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/arrival closer to the summer.

From London Gatwick Airport

- **By train**
  The train station at Gatwick is located in the South Terminal. The cost for a one-way ticket is £9.80, and the journey takes between 20 and 40 minutes, depending on the route. Trains run approximately every 15 minutes during the day, with a less frequent service operating at other times. You may buy a through-ticket direct to Falmer station for the same fare but you will still need to change trains at Brighton train station. To find out train times, visit www.nationalrail.co.uk

  If you are arriving when our meet and greet service is in operation (see ‘From Brighton to campus’ section), take the train to Falmer. Outside this time, if you have heavy luggage, we recommend that you take 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 £15.

- **By coach**
  National Express coaches run from both Gatwick South and North Terminals to Pool Valley coach station. The journey takes about two hours and costs between £15-£35, depending 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 consider getting an amendable and refundable ticket, and adding ‘Flexible airport journey’ option (£5). 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 20 June, between 9.30am-7.30pm. If you arrive outside of these times we advise that you take a taxi to the University. Taxi ranks are nearby at the Old Steine and East Street (see map page 35). The taxi fare from Brighton to the campus will be approximately £15.

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-£35, depending 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 consider getting an amendable and refundable ticket, and adding ‘Flexible airport journey’ option (£5). 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 20 June between 9.30am-7.30pm. If you arrive outside of these times we advise that you take a taxi to the University. Taxi ranks are nearby at the Old Steine and East Street (see map page 35). The taxi fare from Brighton to the campus will be approximately £15.

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 £35-£45 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 consider getting an amendable and refundable ticket, and adding ‘Flexible airport journey’ option (£5). 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 20 June between 9.30am-7.30pm. If you arrive outside of these times we advise that you take a taxi to the University. Taxi ranks are nearby at the Old Steine and East Street (see map on page 35). The taxi fare from Brighton to the campus will be approximately £15.

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 and Falmer train station on arrival days
There will be a free meet and greet service available on arrivals days of both sessions at following times and locations:

- **Session 1 – Saturday, 20 June**
  - Pool Valley: 9:30am-7:30pm
  - Falmer train station: 10am-7:30pm

- **Session 2 – Sunday, 19 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 the campus, 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 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 (see the map on page 35). Buses run every 10 minutes from Brighton to the University of Sussex (slowing to every 20 minutes in the evening and on Sundays, and every 30 minutes at night) and will cost £2.25 for a single (one-way) ticket (or £4 at night). 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. You will then need to make your way to either Northfield Social Centre, or York House, depending on the time you arrive (See the campus map on page 37, and for more information on arrivals day go to page 9).

Taxis in Brighton & Hove
There are many taxi companies in and around the city. You should make sure you 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, see the map on page 35).
Streamline Taxis: T +44 (0) 1273 747474

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1.6 Checking in

Please note that if you arrive in Brighton before 20 June (or 19 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: 20 June

What to do on arrival
- Check in at Northfield Social Centre
- Complete registration by having your passport scanned in Jubilee building
- Call your loved ones to tell them you arrived safely. See phone information on pages 14-15.
- Attend orientation on Monday morning

Checking in
You should aim to arrive between 10am – 8:30pm. Our team will be waiting for you in Northfield Social Centre (see the campus map on page 37). 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 ISS Office in the Jubilee building. Here, you will also receive your welcome pack and ID card. The ISS Office will be open between 11am – 7pm. Please come to the office as soon as you have dropped your bags in your room, to avoid long queues towards the closing time.

Late arrivals
Arrivals after 8:30pm should report to York House to collect your keys, and must visit the ISS office on Monday 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 two weeks before Session 2 starts. Among others, the events will include campus and Brighton tours, an informal welcome reception on Sunday evening, a welcome party on Thursday.

There will be a mandatory orientation held at the beginning of the session, that will cover important academic and social aspects of your time at Sussex.

Session 2 arrivals: 19 July

What to do on arrival
- Check in at Northfield Social Centre (Sunday)
- Have your passport scanned in Jubilee building (Monday)
- Call your loved ones to tell them you arrived safely. See phone information on pages 14-15.
- Attend orientation on Monday morning

Checking in
You should aim to arrive between 10am – 6pm. Our team will be waiting for you in Northfield Social Centre (see the campus map on page 37). 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 ISS Office in the Jubilee building 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
Arrivals after 6pm should report to York House to collect their keys.

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 two weeks before Session 2 starts. Among others, the events will include campus and Brighton tours, an informal welcome reception on Sunday evening, a welcome party on Thursday.

There will be a mandatory orientation held at the beginning of the session, that will cover important academic and social aspects of your time at Sussex.
1.7 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 Britain 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 British are a diverse, multicultural society, with strong regional accents, expressions and identities. Britain 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 Britain 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.

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 US Driver’s Licenses) and/or passport.

All bars and nightclubs in the UK have a strict over 18 policy. Once again, it is advisable to carry photo ID with your Date of Birth on it. You will be refused entry into venues if you are unable to provide proof of age upon request.

Smoking
Since July 2007, smoking has been 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.

Racism
Racism is a global problem, and Britain is not free from such an issue. While you may meet a little of it in your day-to-day life, it is hoped that it is very rare in the University. The University is committed to equality and to ensuring that you do not face discrimination or harassment while you are at Sussex. 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 Britain, meeting new people and starting your course, after the initial enthusiasm wears off, all the new experiences may all be 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 backing 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 Britain. It’s important to understand that these reactions are completely natural, and that they will usually pass.

Climate and clothing
You will soon find out, after arriving in Britain, 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 70°F (21°C). 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.

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. It is compulsory for all motorcyclists and their passengers to wear crash helmets. It is compulsory for seat belts to be used where fitted, in both front and rear seats. It is a serious offence to drive while under the influence of alcohol or drugs. 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 standard transmission, but you can ask if they have any automatics available. If you have not driven a standard 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 included in the bill – be sure to check this) and for taxis. People do not customarily tip in pubs, however.
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 housing rent. However, it is difficult to predict how much you will spend while you are here, as this depends on lifestyle choices. However, 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 worth opening a UK bank account. It is therefore important that you have enough funds available for your immediate needs. You can use your ATM card to withdraw cash once you get here, your credit or debit card (to withdraw cash or for any purchases), or travellers’ cheques. Visa, Mastercard and American Express credit and debit are widely accepted in the UK. Avoid carrying large amounts of cash, or keeping it in your accommodation. For most of you 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.

Transferring money to the UK
It’s risky to carry large amounts of cash when you’re traveling. When it’s time to travel to the UK, plan to take just enough cash and travellers’ cheques to meet your immediate needs and send the rest of your funds by another method such as an international money order. You buy this at home before you leave, and then when you get here you can take it to a post office to obtain cash. To exchange it for cash, the money order must be in sterling (British currency), and you’ll need to show your passport as identification.

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.
II. While you are at Sussex
2.1 Your campus residence

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 Northfield Reception Building you will find a TV room, social space and laundrette that can be used by residents. Further information about facilities available in Northfield residences
http://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. 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
Rooms are cleaned once a week (in the first week this will be before you arrive). All students must do their own washing up after using the kitchen, and are expected to do this immediately after use. Communal areas in your house will be cleaned twice a week, and rubbish in the kitchens will be taken out. You will be told which day your house will be cleaned; cleaning of communal areas may start as early as 8.15am. Please make sure the floor of your room is clear of clothes and books so the cleaners can vacuum. It is very important that you wash up crockery, etc., after use. The cleaners will not clean kitchens piled high with dirty utensils. Cleaning equipment (vacuum, mop and bucket, etc.) is also available for you to use yourselves (ask the porters where these are kept).

Though the rubbish in the kitchens and bathrooms will be taken out twice per week, you will need to empty it 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 house 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 36). 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 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 an adult 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. However, 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, which means 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 (E housing@sussex.ac.uk) directly 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.

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 should be 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 an account with a unique PIN number. You will find a leaflet containing 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 T +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

To check your balance visit www.urst.co.uk

- 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 T +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 0844 7560 193.

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 – 1p, 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 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, 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 (plus the area code and number).
2.2 Health and welfare

As most of 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 on visiting the University Health Centre you were found to be 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 needed health care and you would then be expected to pay at the time for any treatment and reclaim this from your own 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 who 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
T 01273 249049
Out of hours: 0845 456 5420
Location: next to Lancaster House
Monday-Friday 9am-5pm (last appointment at 4.20pm)
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. T 01273 624488
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. 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 01273 430022/ E info@sussexmedicalcentre.co.uk

Pharmacy (Chemist)
T 01273 699883
Location: Health Centre building
Monday-Friday 9.30am-4.30pm

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 £8.05. 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
T 01273 605555
E dentalcarefalmer@btconnect.com
Location: Health Centre building
Monday to Thursday 08.30 – 17.00
Friday – 7.30 – 16.00
Closed daily for lunch 13.00 – 14.00
Closed during weekends and Bank Holidays

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 01273 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 on alternatives. For serious dental emergencies outside these hours, you are advised to go to Accident and Emergency at the Royal Sussex County Hospital.

**Psychological and Counselling services**

T 01273 678156 (internal 8156)  
E counsellingreception@sussex.ac.uk  
Location: Health Centre Building  
www.sussex.ac.uk/counselling/  

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

PCS is staffed by seven permanent therapists and a number of post-qualified and trainee counselors. The services provided are completely confidential and no information is released without express permission from the student concerned.

To make an appointment you may ring the receptionist on 01273 678156 between 9am-5pm, leave a message on the confidential answerphone outside of these hours or email counsellingreception@sussex.ac.uk. In August, the service operates on a reduced availability.

**Disability Students**

T 01273 877466 (internal 7466)  
Location: 2E1, Pevensey 1, North South Road, Falmer, BN1 9QH -  
http://www.sussex.ac.uk/aboutus/campus/buildings/studentsupport  
Email: studentsupport@sussex.ac.uk  
Website: http://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 you have specific housing requirements, please let the International Summer School office know as soon as possible at E: issoffice@sussex.ac.uk.

Most parts of the campus are accessible to wheelchair users and those with restricted mobility, although some areas do present challenges. The following link provides further detail on access across the University.


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**

T 01273 678217 (internal 8217)  
www.sussex.ac.uk/chaplaincy/index  
Monday – Friday 8:30am-4pm  
Sunday – services at 11:30am and 6:00pm  

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**

T 01273 877038 (internal 7038)  
E advice@ussu.sussex.ac.uk  
Location: First floor, Falmer House  
www.sussexstudent.com/advice  

The Student Union’s Advice & Representation Centre provides free, independent and impartial information and advice on any practical issue that affects students. The Student Advice Centre also houses UNISEX, the University’s sexual health project. For further information about UNISEX visit www.unisex.org.uk or T 01273 877969.
2.3 Computing

IT Services
T 01273 678090 (internal 8090)
E support@its.sussex.ac.uk
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.

Instructions on how to connect will be provided when you arrive on campus. There is also information online here: sussex.ac.uk/its/roaming

Computing facilities
There are over 900 PCs and Macs around campus including a large number in the Library, Shawcross and Pevensey:
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: sussex.ac.uk/its/facilities/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: ITS Services 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.
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
The Sussex Mobile smartphone app gives you easy access to information that will help you find your way around campus as well as check lectures and appointments amongst many other things.
It is available as a free app for iPhone, Android or Blackberry. For other smartphones it is online at: sussex.ac.uk/mobile

2.4 The library

Monday-Friday 9am-7pm,
Sunday 1pm-6pm
www.sussex.ac.uk/library

You should find most, if not all, of the books you need for your course 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 Sports Membership, 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. 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. You can read more about the facilities at www.sussexsport.com. The timetable of summer vacation exercise classes will be available to view online closer to the summer.

The Sport Centre
T +44(0) 01273 678228
Monday–Friday 9am–10pm
Saturday–Sunday 9.30am–6pm

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; a fitness facility with around 32 stations including a Life Fitness circuit and therapy room.

The Falmer Sports Complex
T +44(0) 1273 877125
Monday–Friday 7.30am–10pm
Saturday–Sunday 9am–6pm

The Falmer Sports Complex has an air-conditioned two-floor fitness room with state of the art cardiovascular and resistance equipment from Life Fitness including personal viewing screens on the cardiovascular machines and IPod compatibility, a free weights room and a specialist strength and conditioning room including lifting platforms. There are also six hard tennis courts, a floodlit artificial pitch for football and hockey, outdoor playing fields and outdoor cricket nets.

2.6 Stores on campus

John Smith bookshop, Ground floor, The Library
Monday - Friday: 9am – 5:30pm
Some Summer School courses 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, Ground floor, Bramer 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, 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

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.

Bank

There is a Barclays Bank on campus.

Barclays Bank
Monday – Friday: 10am – 2:30pm
University of Sussex Branch, Sussex House
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 http://www.sussex.ac.uk/sez/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 it 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 £15 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. Trust your gut feeling and play safe. Take out that spare £15 you kept in your wallet for such times, dial the taxi number, part with your money 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 immediately.
- If you or they feel drowsy or faint, don't wait and hope it will pass. Phone 999 or go to a doctor or hospital emergency department.
2.8 Travelling while you’re here

Our 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 1 May 2015.

Apart from taking part in our social programme, we would 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

Many students travel independently while at Sussex. While we encourage this, 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 20-21).

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 27 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 to let the team know that you will be away. If any of your friends and family contact us, we will then be able to advise.

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

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 cheaper, such as purchasing a return ticket or a discount card. The SAVER ticket is available for discounted travel on the Brighton & Hove buses and enables almost unlimited daily travel in the local area. With your Sussex student ID, you can purchase:
  - a ‘seven day SAVER’ (£12.50), from the bus driver, online or the student union shop.
  - a ‘three month SAVER’ (£115) from One Stop Travel, located on North Street in Brighton.
  - Note: you must have your Sussex student ID card and two passport size photographs to make the purchase.

  The 25 bus runs from Brighton to the University about every 10 minutes during the day, every 20 minutes in the evening (and on Sundays), and every 30 minutes at night. Normal fares are £2.20 for a one-way ticket (£3 at night) or £3.70 for a ‘23/25 Rider’, which gives unlimited bus access for one day between central Brighton and the university campus. For £4.70, you can buy a day ticket which allows you unlimited use of the Brighton bus network, enabling you to explore other parts of the city and beyond. For more information, call the Brighton & Hove bus company at 01273 886200 or visit their website at www.buses.co.uk

- Local train services
  You can also save by purchasing weekly, monthly or yearly season train tickets. Students qualify for the Brighton UniZone Card, which gives discounted rail travel in the Brighton area:
  - weekly fare- £15.30;
  - monthly fare- £58.80
  - three-month fare- £176.30

  Cheap day return tickets are available to anyone – you do not have to have a special student saver card in order to get the cheap rate. Discounted tickets can be purchased after 9am during the week, and at any time of the day during the weekend. A cheap day return from Brighton to Falmer costs £3 after 9am; before 9am the return will cost you £4.60

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

Travel around the UK

Train travel

National Rail Enquiries
T 08457 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.

For up-to-the minute automated departure times for trains running on the day, call TrainTracker on 0871 200 49 50.

**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](http://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 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 (www.nationalexpress.com, T 08717 818181) is a popular service for coach travel throughout England and services all of the airports, including Heathrow. The main National Express bus stop in Brighton is the Pool Valley coach station near the Brighton Pier. There are coaches from this stop to Gatwick Airport, Heathrow Airport, and London Victoria.

Megabus (www.megabus.com) is great for travelling on a shoestring, providing connections between London and other major UK cities.

**Travel in London**

**Transport for London**

T 0207 222 1234

[www.transportforlondon.gov.uk](http://www.transportforlondon.gov.uk)

There are various ways of getting around London (including bicycle!). The Transport for London website provides up to date information on route details and ticket prices as well journey planners and different transport maps to download.

For frequent travel around London it is worth investing in an Oyster card. This is a prepaid smartcard allowing you to store credit to pay for journeys across London. The Oyster card is valid on London’s buses, Tube, trams, DLR, overground and National Rail Services across all travel zones. When using your Oyster card you will automatically be charged the best rate for your journey.

Alternatively, if you are planning a day visit to the capital you can purchase a one-day Travelcard from Brighton or Falmer stations which includes your journey to and from London and unlimited travel around the city.

**International travel**

Before travelling to Britain or from Britain to another country, ensure that you have met the requirements for immigration (see immigration information pages 5-6). It is also advisable to carry your offer letter with you when you travel abroad in case you are required to produce proof of where you’re staying in the UK.

**Discount Cards**

You may already have an ISIC Card (International Student Identity Card), which entitles you to discounted international travel. If not you can obtain one from the Student Travel Association (see address below or via the web at [www.isic.org](http://www.isic.org)). This card will cost you £12, but may not entitle you to discounts in and around the Brighton area.

STA Travel ([www.statravel.com](http://www.statravel.com))

**Travelling on a budget**

It is now relatively easy and inexpensive to get to 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](http://www.easyjet.com)) and Ryanair ([www.ryanair.com](http://www.ryanair.com)). In addition, Brighton-based Discovery Tours ([www.discoverytours.uk.com](http://www.discoverytours.uk.com)) provides value-for-money tours and has been very popular with past students. There is also UK Study Tours, which provides a similar service. ([www.ukstudytours.com](http://www.ukstudytours.com)).

Websites that can be used to search for budget accommodation include: [www.hostelbookers.com](http://www.hostelbookers.com) and [www.hostelworld.com](http://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

Checkout
All rooms must be vacated and keys returned to the porter by 10am on your day of departure. 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 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 (www.excess-baggage.com, T +44(0) 800 524 4815).

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 given some general comments, but information on teaching methods, course material, and assessment, is provided for each course 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 the 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 accede to 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 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 importune 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 course 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 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: 01273 876767
F: 01273 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 center 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
- Mitigating evidence 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 being to 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.

Missing class
Class attendance is required, except in the case of illness or other serious circumstances. Please inform your tutor and the ISS Office (E: 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 – obviously, 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 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 at the end of your module 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 summer school 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. 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 excuses will be considered by a Director of Student Support (see below).

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 24 hours late</td>
<td>Deduction of 5 percentage points</td>
</tr>
<tr>
<td>After 24 hours and up to 3 days late</td>
<td>Deduction of 10 percentage points</td>
</tr>
<tr>
<td>After 3 days and up to 7 days</td>
<td>Work will not be marked and a mark of zero entered</td>
</tr>
</tbody>
</table>

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.

Mitigating Evidence
Individual mitigating 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 a Mitigating Evidence Claim (MEC) 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.

All modules: no resit opportunity will be given.

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 course. 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 a Mitigating Evidence form. If you require special facilities for examinations please contact the Student Support Unit (see page 13).

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 summer session all marks in all courses 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.
3.2 Assessment

The full policies of the University on the formal requirements for assessment are available on the Sussex University website, or in hard copy. Please see the International Summer School Office if you wish to have your own copy. 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 you get your 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 your home institution, and a conversion table (we use the BUTEX scheme) might allay some concerns.

<table>
<thead>
<tr>
<th>Sussex mark</th>
<th>N American letter grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;70</td>
<td>A</td>
</tr>
<tr>
<td>65-69</td>
<td>A-</td>
</tr>
<tr>
<td>60-64</td>
<td>B+</td>
</tr>
<tr>
<td>55-59</td>
<td>B</td>
</tr>
<tr>
<td>50-54</td>
<td>B-</td>
</tr>
<tr>
<td>47-49</td>
<td>C+</td>
</tr>
<tr>
<td>43-46</td>
<td>C</td>
</tr>
<tr>
<td>40-42</td>
<td>C-</td>
</tr>
<tr>
<td>&lt;40</td>
<td>F</td>
</tr>
</tbody>
</table>

For each module you may have one or more forms of assessment – essays (papers), unseen examinations, quizzes, oral presentations, laboratory work, and general contribution. These will be specified (with relative weightings) in the module document at the start of the module.

**Assessment criteria**

All modules will have specific things that students need to do to get a good mark – and the module documentation should spell these out. However, there are some generic things that apply to all essays and presentations. Below are standard versions of the assessment criteria for essays and oral presentations that apply to most modules.

Please note that you will be referred to assessment criteria that specifically relate to your module. If you are in any doubt as to the marking criteria for your assessments please ask your tutor.

### Essays

- The marking of assessed essays will be according to the following criteria:
  - 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

#### 70 per cent and above

The award of a mark of 70 per cent and above denotes excellence, the defining features of which include an incisive analytical critique, combined with originality and flair. The work will demonstrate a high degree of competence in the knowledge and understanding of the subject and display a thorough grasp of principle, as well as imagination and insight. Above all it should be exciting and stimulating to read. For work of outstanding quality, marks over 80 per cent are awarded. In all cases the work will be highly sophisticated, advancing complex and cogent arguments in a critical and possibly unorthodox manner whilst responding to the nuances of intellectual debate and, on occasion, challenging accepted orthodoxy. It will show maturity and confidence in the handling, referencing and presentation of material. The standard of English should be of a very high quality, free from errors in spelling and grammar. The work will be clearly structured and written in a clear and coherent style.

#### 60 per cent to 69 per cent

Very good work that demonstrates a high level of competence in the subject. However, work of this standard might also be a combination of elements that are excellent and others that are average. The work should demonstrate breadth and depth of reading and a clear understanding of the issues it raises. Such diversity in reading and research could be illustrated by going beyond the reading provided in the course lists or syllabus. The work should show a secure understanding of the issues and technicalities of the subject and engage in critical analysis rather than mere description or appreciation of other's ideas. Some degree of individuality, if not originality, would be expected. A secure grasp of principle and theory, combined with an ability to apply these in problem-solving and critical discourse are expected. There should be no significant errors of understanding or interpretation and no major omissions. The standard of English should be very good, with few errors of spelling or grammar, and the work should be clearly written and presented.
50 per cent to 59 per cent
Sound work with a secure understanding of the basic principles and issues. A reasonable, but not wide range of knowledge would be expected which, while showing some signs of weakness, nevertheless maintains a grasp of the subject. Although the work will contain some structure, it will lack analysis and independent thought. Instead it will rely upon repetition of course material and may be very descriptive. In addition there may be a heavy reliance on one or two sources and in general the breadth and depth of sources and research will be lacking. There may be some gaps in knowledge and small, but not significant, errors; some degree of accuracy is necessary. The lack of analytical skills may be evidenced by the use of irrelevant material and an inability to understand the precise nature of the subject or the question asked. The work will be generally competent, but predictable; alternatively it may appear to attempt analysis or originality but miss the point through lack of understanding or insufficient grounding in the material. The standard of English should be adequate, but there may be problems with spelling and grammar, which, provided they do not result in unintelligibility, will be accepted.

40 per cent to 49 per cent
Work will be of substantially below average quality. It will have identified some relevant points but will be an unstructured, highly derivative and descriptive piece. There will be little substantive knowledge and significant confusion in any attempt to analyse issues. Alternatively the work may indicate a limited and very basic understanding of the subject, while also containing significant errors, gaps and signs of confusion. What material is used may partly be irrelevant or take the form of enhanced and uncritical notes, which lack breadth, depth and accuracy. The standard of English may be weak, but demonstrate the bare minimum of competence; while lacking structure, it should make sense. The work will usually be inadequately or poorly presented with little or no understanding of scholarly conventions.

Marks below 40 per cent
Marks below 40 per cent are considered to be failing. The work will be of extremely poor quality, possibly incomplete, short and/or confused. It will have little content, be substantially irrelevant, showing little or no understanding of the subject. The standard of English will be very weak and possibly inadequate, and the standard of presentation poor.

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 per cent 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 per cent to 69 per cent
Well-prepared and delivered, appropriate to audience. Good use of time and of any visual aids and handouts, with competent answers to questions.

50 per cent to 59 per cent
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 per cent to 49 per cent
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 per cent
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.

Outstanding contributor 70 per cent and above
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.

Good contributor 60 per cent to 69 per cent
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.

Adequate contributor **50 per cent to 59 per cent**
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 diminished somewhat.

**Non-participant: 40 per cent to 49 per cent**
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.

**Unsatisfactory contributor: Below 40 per cent**
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/library/infosuss/referencing/h_intro.shtml](http://www.sussex.ac.uk/library/infosuss/referencing/h_intro.shtml)
- The MLA guidelines in humanities. This is described at [owl.english.purdue.edu/owl/resource/557/01/](http://owl.english.purdue.edu/owl/resource/557/01/) or [www.library.cornell.edu/newhelp/res_strategy/citing/mla.html](http://www.library.cornell.edu/newhelp/res_strategy/citing/mla.html)

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 Teaching and Learning Development Unit pages: [www.sussex.ac.uk/tldu/ideas/acadmiscon/students](http://www.sussex.ac.uk/tldu/ideas/acadmiscon/students)

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:** 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:** 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 paraphrase 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 ISS webpages.

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. However, policies and requirements do vary, so you are advised to obtain approval for transfer of module credit, if necessary, before you register.
Terms and Conditions

Academic conditions
All students registered for a module are expected to attend all classes, take mid-term and final examinations, and complete all required coursework and extended essays. Final examinations and due dates for final essays will be in the last two days of each session. Instructors may not administer examinations early or late, nor may they promise make-up examinations, or allow late submission of work. If a student is absent from the final examination for documented and very serious medical or personal reasons, they may submit evidence to the Mitigating Evidence Committee to be allowed to make up work. If a student fails a module they may be offered the opportunity to submit additional work as a ‘resit’. This is discretionary, and both grades will appear on your final transcript.

A student who neglects course work, is inadequately prepared, or disrupts classes with inappropriate behaviour will be required to withdraw, in which circumstance no fees will be refunded. All work submitted to meet module requirements is expected to be the student’s own work, and a student found guilty of academic dishonesty will be subject to disciplinary action. For more detail on assessment policy and procedures, please refer to the International Summer School Students’ handbook, which you will receive before you arrive.

Transcripts will be mailed by mid-September. Students must clear any debts to the University of Sussex before their transcript will be issued.

Enrolment conditions
All students are required as a condition of enrolment to pay all fees due from them to the University by 15 June 2015 (before the module begins), and to abide by, and to submit to, the requirements of the University’s Charter and Statutes, Ordinances and Regulations, as amended from time to time. Copies of the current Charter and Statutes, and Ordinances and Regulations are available, on the University website, www.sussex.ac.uk.

Students who are not EEA nationals, or who will not be staying in the UK more than 6 months, are required to have health insurance to cover any medical costs.

Withdrawal or variation of courses and modules
The University will use all reasonable endeavours to deliver modules in accordance with the descriptions set out in the ISS 2015 catalogue. However, the University keeps its modules under review with the aim of enhancing quality. Some changes may therefore be made to the form or content of modules described in the ISS 2015 catalogue.

The University is largely dependent upon public and charitable funds, which it has to manage in a way that is efficient and cost effective, in order to provide a diverse range of modules to a large number of students. The University therefore reserves the right to withdraw an offer of a place if circumstances beyond its control prevent it from offering the module specified, and to make variations to the contents or methods of delivery of, or to discontinue, merge or combine modules, if such action is reasonably considered necessary by the University.

If there are not sufficient enrolments to make a module viable, the University reserves the right to cancel the module. If the University withdraws or discontinues a module, it will use its reasonable endeavours to provide a suitable alternative module, but cannot guarantee to do so.

Further, if subsequent to an offer of a module, the designated instructor ceases to be available, and if there is no suitable alternative instructor, then the University reserves the right to withdraw the offer of such module.

The University welcomes comments on its modules from students’ parents and sponsors. However, the University’s contracts with its students do not confer rights on third parties for the purposes of the Contracts (Rights of Third Parties) Act 1999.

Distance contracts regulations
The admissions process falls under legislation that regulates ‘contracts formed at a distance’. The contract that is created when you accept an offer is binding on the University (i.e. the University must admit you if you satisfy the conditions specified). After accepting an offer, you can withdraw at any time up to enrolment, the ‘distance contracts’ regulations simply reinforce your rights. The £150 application fee will not be refunded if you withdraw.

The same regulations also require us to clarify that the services with which we will provide you, should you accept an offer from us, are as set out in the sections below (subject to the caveats above regarding withdrawal or variation of courses and modules).

Fees and accommodation costs
Fee details are given on the Fees webpage of the International Summer School. Please contact the International Summer School (E issoffice@sussex.ac.uk) for any further information.

If you withdraw after you have submitted your application, you will not receive a refund on the £150 application fee; there are no exceptions. You are required to pay the balance of fees owed between 1 June 2015 and 15 June 2015, before the course commences. You have seven days after receipt of payment to withdraw and apply in writing for a refund, minus the application fee, which is not refundable.
After seven days of receipt of payment, you may withdraw but will not be refunded unless you apply to the International Summer School in writing and can provide compelling evidence of your reason for withdrawal (e.g., medical certificate documenting a serious condition, visa refusal documentation). In these extraordinary cases (which are at the discretion of the University of Sussex), you may be able to receive a refund minus the £150 application fee and 1 weeks’ housing (£140), as well as an administrative fee of £400. This does not apply to students coming through a partnership arrangement with another university, who are subject to the partner university’s terms and conditions.

If your first and second choice modules were cancelled due to low enrolment or another reason, you will be given a refund of tuition and housing fees, though not the £150 application fee.

If you withdraw before the end of your module, you will not automatically be eligible for a refund of fees. However, if you wish to be considered for a refund, you should submit your request in writing to the International Summer School office.

Course/contact information
International Summer School
Jubilee Building
University of Sussex
Falmer, Brighton
BN1 9SL, UK

Course start/duration:
Session 1: 22 June - 17 July (4 weeks)
Session 2: 20 July - 14 August (4 weeks)
Sessions 1 and 2: 22 June – 14 August (8 weeks)

A full list of modules can be found in our catalogue on our website, www.sussex.ac.uk/iss

Facilities and services
The University endeavours to provide the best possible equipment and facilities for all courses and modules, and provides a wide range of support services (for example, library services, media services, computing facilities, and catering and student services).

The University endeavours to ensure that the facilities, services and equipment provided for the purpose of courses and modules are of a proper standard. Such facilities, services and equipment may, however, be provided by third parties and not by the University. Although the University will endeavour to ensure that proper facilities and equipment are provided for the course or module, to be delivered to a reasonable standard, it can accept no responsibility for the nature of, and reserves the right to withdraw or change, facilities, equipment or services.

Force majeure
The University cannot be held responsible for any loss, damage or expense resulting from any delay, variation or failure in the provision of services or facilities relating to any programme or course arising from circumstances beyond the University’s reasonable control, including (but not limited to) earthquake, flood, storm, act of God or of public enemies, national emergency, invasion, insurrection, riots, industrial disputes, boycott, interruption of services rendered by any public utility, or interference from any local, national or supra-national government agency or official.

The above limitations will not apply insofar as any liability may not be excluded under the Unfair Contract Terms Act 1977.

Students’ property
Whilst the University takes all reasonable precautions to ensure the safety and security of students on the University campus, or occupying University-managed accommodation, the University cannot accept responsibility, and expressly excludes liability, for loss or damage to students’ personal property (including computer equipment and software), including any financial or other consequential loss, where such loss or damage is as a result of theft, fire, flood, computer virus or any cause related to University computer facilities, or any other cause, except where such loss or damage is caused by the University’s negligence.

It is recommended that students insure personal property against the risk of loss and damage.

Acts by other students and non-members of the University
The University cannot be held responsible for any injury to a student, or financial or other loss or damage resulting from such injury, or for damage to property, caused by any other student, or by any person who is not an employee or authorised agent of the University.

Financial or other loss
The University cannot accept responsibility for any financial or other loss suffered by a student as a consequence of any of the matters in respect of which liability is excluded within these terms and conditions.

Data protection
Should you decide to apply to Sussex, we will use the information you provide to us for the purpose of administering your application during the admissions cycle. Should you be admitted to the University, this information will be carried forward to your formal student record, which holds data in electronic and paper form on your personal details, academic and administrative history and on relevant financial transactions. Please note that for students who come to us through an arrangement with a partner
university, certain information will also be passed on to your home institution in order that they can maintain a record of your studies at the University of Sussex. Otherwise, your application details will be archived and used only for internal statistical purposes.

Once you register as a student here, we are also required by law to collect and provide information to certain external agencies, including the Higher Education Statistics Agency. Parts of your student record are archived after you leave. Throughout, your personal data will be held in accordance with current UK data protection legislation.

**Equal opportunities**
The University of Sussex is committed to ensuring that staff and students are recruited, selected, trained, assessed, promoted and otherwise treated solely on the basis of their relevant merits and abilities.

A copy of the University’s Disability Statement, and Equality of Opportunity Policy, is available on the university website [www.sussex.ac.uk](http://www.sussex.ac.uk)
Brighton Map

© Brighton & Hove Visitor and Convention Bureau
Map produced by Oxford Cartographers 2002 email: info@oxcart.co.uk
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 or 112 – Emergency Services (police, fire, ambulance)

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 at T +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
The University of Sussex is just a few minutes away from the seaside city of Brighton, and under an hour from London. Excellent travel links make it an ideal base for exploring Britain, continental Europe and beyond.

**By air**
Britain’s major international airports, London Gatwick and London Heathrow, are both within easy reach.

**By sea**
The major south coast ports offer regular ferry services to France, Holland and northern Spain.

**By train**
You can be in central London in as little as 50 minutes.

**By road**
Brighton is conveniently linked to the main UK road network.