Open Courses – General Information

Your language classes will take place once per week; each lesson will be 1.5 hours long.

**Attendance**
We kindly ask you to try to be on time for your classes and recommend that all students attend all classes in order to keep up with the group and make the most of the course. Attendance on the open courses is not compulsory. However, your progress will obviously be limited if you do not attend regularly or complete the preparation set between classes.

If you cannot make it to one of the classes, please let us know by ringing 01273 872575 or emailing opencourses@sussex.ac.uk and we will pass the message on to your tutor.

Because of the large number of learners on the open courses, it is not always possible for tutors to provide copies of work that has been missed through absence from a class. We recommend in such cases that learners get in contact with their classmates so that they can catch up on any work that they have missed.

*Please note that we will arrange extra sessions to accommodate any cancelled classes due to Bank Holidays and/or unforeseen circumstances, i.e. adverse weather. For this reason, please make sure you keep us updated with any changes in your contact details. (Please note that sometimes emails sent from The University of Sussex are automatically sent to the junk/spam folder in your inbox so we recommend also checking these folders so you do not miss vital information).*

**Health**
To ensure that you receive the best language learning experience we can provide, it would be helpful if you could let us know of any existing physical or mental health conditions you may have. SCLS can assure you that the information given will be stored confidentially, in accordance with the Data Protection Act.

**Issues and Complaints**
We hope you enjoy your open course with us. If for any reason you are not satisfied with the course or you think the level is inappropriate for your language requirements, please discuss this with your tutor in the first instance. Otherwise, please contact the Open Courses Convenor on 01273 876532 or opencourses@sussex.ac.uk.

**The Language Learning Centre**
Here you will find books, magazines, newspapers, audio and video resources in many modern languages as well as a wide selection of foreign-language films. We encourage you to make use of the facilities available at the Language Learning Centre for self-study, for preparing your classes or even venturing into other languages!

The centre is open Monday - Thursday: 9am - 7pm, and Fridays: 9am - 5pm.

As a University of Sussex student and/or staff member you have full, free access to the multi-media resources held at the Language Learning Centre.

If you are not a Sussex student/staff member you can also access the various resources, but please contact the staff at the LLC for further advice (see below for contacts).
Please visit the Language Learning Centre website for more information:
www.sussex.ac.uk/languages/resources/llc
Or contact them on:
T: 01273 678006 E: lang.centre@sussex.ac.uk

Wi-Fi access on campus.
Open Course attendees from the wider community can use the O2 Wi-Fi network across campus:
http://www.sussex.ac.uk/its/services/networkandstorage/networkandinternet/visitor

Where can you find us?
The Sussex Centre for Languages Studies is located in the Arts A building at the University of Sussex.
Please contact us if you have any questions:

The Open Course Coordinator
Arts A70, Sussex Centre for Language Studies
University of Sussex
Brighton BN1 9SH
T +44(0) 1273 872575 E opencourses@sussex.ac.uk  W www.sussex.ac.uk/languages/opencourses

Travelling to campus
The campus is easily reached by public transport.

By Bus
Frequent services run from Brighton, Lewes and the surrounding area to the University campus. Bus services 25, 23, 28 and 29 run from the centre of Brighton to the University (28 and 29 stop outside campus). For more information on bus times and fares, please visit the Brighton & Hove Bus and Coaches Company website: www.buses.co.uk

By Train
Falmer station is very close to the University campus and trains run regularly from Brighton, Lewes, Hove and Eastbourne. Please check the National Rail website for more information on times and fares: www.nationalrail.co.uk

Cycling!
There are cycle paths to campus from both Brighton and Lewes. There are lots of bike stands on campus to park your bike and also free showers for all cyclists all across the University campus.

By Car
The University is on the A27 between Brighton and Lewes in East Sussex. Parking on campus is free Monday to Friday after 5pm and during weekends. If you are driving to campus to attend one of the courses during daytime, please visit www.sussex.ac.uk/sef/services/transport/campus-parking to find out about parking spaces and prices.

Please check here for more information about transport: www.sussex.ac.uk/sef/services/transport
IMPORTANT: Please note that Brighton & Hove Albion FC will be playing home games on evenings during term time. During these dates a number of car parks on the south side of campus are regularly used for parking by Brighton and Hove Albion FC season-ticket holders for the Amex Community Stadium. Traffic to the University during these dates is expected to be very high, especially in the evenings. For this reason we strongly recommend you to use the bus or train to get to campus. Please visit www.sussex.ac.uk/sez/services/transport/campus-parking/car-park-reservations-amex-community-stadium for more information and a full timetable of football games and other events held at the Amex Community Stadium at Falmer.

Emergencies
In the unforeseeable event of an emergency or problem while on campus, please contact Security on: T: 01273 873333 (or extension 3333). You can also call Security 24 hours a day from one of the many emergency phones on campus (most of these phones have blue flashing lights)
For any other queries, campus security staff can be contacted on 01273 678234 and via email at security@sussex.ac.uk

Terms and Conditions
Please check here to view our terms and conditions: http://www.sussex.ac.uk/languages/ml/opencourses/termsandconditions

Finally, we hope that you enjoy your course and look forward to seeing you.

Best wishes,

The Open Course Coordinator