SCHOOL OF LIFE SCIENCES

STAFF HANDBOOK

Athena SWAN Silver Award
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<tr>
<td>Introduction to Sussex</td>
<td>On first day</td>
<td>Julian Golland</td>
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<td>School Manager, JMS 3b2</td>
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<td>Safety induction</td>
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<td>Sussex House, SH-338</td>
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<td>Student support</td>
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<td>Mark Paget</td>
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<td>Director of Student</td>
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<td>Teaching and learning</td>
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<td>Alison Sinclair,</td>
</tr>
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<td></td>
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<td>Director of Teaching and</td>
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<td>Learning, JMS 4B16</td>
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<td>Research systems admin</td>
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<td>Anna Izykowska,</td>
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<td>Research &amp; Enterprise</td>
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<tr>
<td></td>
<td></td>
<td>Coordinator</td>
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<td>Putting equality law into practice;</td>
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<td><a href="http://www.sussex.ac.uk/staffdevelopment/opportunities/staffdevelopmentcourses">http://www.sussex.ac.uk/staffdevelopment/opportunities/staffdevelopmentcourses</a></td>
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## TERM DATES

### 2018-19

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<td>Welcome Weekend</td>
<td>Sat 15 Sep 2018</td>
</tr>
<tr>
<td>Welcome Week</td>
<td>Mon 17 Sep 2018</td>
</tr>
<tr>
<td>Autumn Term</td>
<td>Teaching starts: Mon 24 Sep 2018; Teaching finishes: Fri 14 Dec 2018</td>
</tr>
<tr>
<td>Christmas Vacation</td>
<td>Sat 15 Dec 2018 – Sun 6 Jan 2019</td>
</tr>
<tr>
<td>Private study period</td>
<td>Mon 7 Jan – Wed 9 Jan 2019</td>
</tr>
<tr>
<td>Mid-year assessment period starts</td>
<td>Thurs 10 Jan 2019</td>
</tr>
<tr>
<td>Mid-year assessment period ends</td>
<td>Fri 25 Jan 2019</td>
</tr>
<tr>
<td>Inter-session week</td>
<td>Sat 26 Jan – Sun 3 Feb 2019</td>
</tr>
<tr>
<td>Spring Term</td>
<td>Teaching starts: Mon 4 Feb 2019; Easter teaching break: Sat 13 April – Sun 28 April; Teaching finishes: Fri 10 May 2019</td>
</tr>
<tr>
<td>Winter Graduation</td>
<td>Wed 23 – Fri 25 Jan 2019</td>
</tr>
<tr>
<td>Private study period</td>
<td>Mon 13 – Wed 15 May 2019</td>
</tr>
<tr>
<td>Year-end assessment period starts</td>
<td>Thurs 16 May 2019</td>
</tr>
<tr>
<td>Year-end assessment period ends</td>
<td>Fri 14 June 2019</td>
</tr>
<tr>
<td>Summer Vacation</td>
<td>Sat 15 June 2019</td>
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<tr>
<td>Summer Graduation</td>
<td>Mon 22 – Fri 26 July 2019</td>
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<tr>
<td>Summer vacation assessment period (re-sits)</td>
<td>Mon 19 August – Fri 6 Sep 2019</td>
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Welcome to the School of Life Sciences

Life Sciences have played a major role in the research and teaching of the University of Sussex since its inception in 1961.

The original School of Biological Sciences (BIOLS) founded by John Maynard Smith, trained some of the world’s leading biologists and biomedical scientists, and was a beacon of innovation and creativity in its integrated approach to research and teaching. The School of Life Sciences re-establishes Maynard Smith’s vision of a broad multi-disciplinary School, in which world class collaborative research across all its constituent subjects underpins a supportive and vigorous teaching programme delivered by leaders in their fields.

Research in the School is based on five subject groups: Biochemistry and Biomedicine; Chemistry; Evolution, Behaviour and Environment; Genome Damage and Stability; and Neuroscience, reinforced by cross-disciplinary collaborations with the schools of Psychology, Informatics, Global Studies and Medicine, and involvement in national and international collaborative programmes.

Our taught courses are firmly based on our research excellence, and we currently deliver BSc and MSci courses in Biochemistry, Biomedical Science, Biology, Ecology, Conservation & Environment, Genetics, Neuroscience, and Zoology, as well as BSc and MChem courses in Chemistry, and in Chemistry with Drug Design along with BSc courses in Medical Neuroscience and Neuroscience with Cognitive Science and an MPharm degree. We also offer MSc courses in Cancer Cell Biology, Genetic Manipulation and Molecular Cell Biology, Global Biodiversity Conservation and Neuroscience along with MRes courses in Animal Behaviour, Conservation Biology, Evolutionary Biology and Neuroscience.

School management structure

The Head of School is Professor Sarah Guthrie. Sarah is the line manager for all academic staff in the School. She is advised by a management committee which meets monthly and consists of the Subject Chairs, School Directors, the Deputy Head of School and the School Manager. Professor Daniel Osorio the Deputy Head of School, with a remit to assist in the leadership and management of the operations of the School. Julian Golland is the School Manager; he has overall responsibility for the School’s administration, resources and staffing. Emma Ransley is the Life Sciences Head of School's Coordinator, providing support to the Head of School (e.l.ransley@sussex.ac.uk).

The Subject Chairs responsible for research leadership are:

- **Professor Michelle West**: Biochemistry and Biomedicine
- **Professor Wendy Brown**: Chemistry
- **Professor Bill Hughes**: Evolution, Behaviour and Environment
- **Dr Jo Murray**: Genome Damage and Stability
- **Professor Claudio Alonso**: Neuroscience
- **Professor Ruth Murrell Lagnado**: Sussex Drug Discovery Centre
The School Directors each have a portfolio of administrative responsibility:

**Dr Mark Paget**: Director of Student Experience  
**Dr Neil Crickmore**: Director of PGT Studies  
**Professor John Spencer**: Director of Research and Knowledge Exchange  
**Dr Erika Mancini**: Director of Postdoctoral Development  
**Dr Jeremy Niven**: Director of Doctoral Studies  
**Dr Steve Pearce**: Interim Director of Technical Services  
**Professor Alison Sinclair**: Director of Teaching and Learning

**Professor Daniel Osorio** is Chair of the School Exam Board

**Teaching management:**

The School’s degrees are each led by a convenor:

Biochemistry: Dr John Armstrong  
Biology: Professor Daniel Osorio  
Biomedical Science: Dr Prabha Parthasarathy  
Biosciences (with a foundation year): Dr Lorraine Smith  
Chemistry: Professor Mark Bagley  
Ecology, Conservation and Environment: Dr Alan Stewart  
Genetics: Dr Felicity Watts  
MPharm: Professor Buge Apampa  
Neurosciences: Dr Ildiko Kemenes  
Zoology: Professor Bill Hughes

MSc degrees are convened by Dr Neil Crickmore, Professor Daniel Osorio & Dr Ruth Staras
HEALTH AND SAFETY
HEALTH AND SAFETY

In an emergency dial Ext 3333 from an internal phone or 01273 873333 from a mobile.
It is important that this number is used and NOT 999 as the Security Team will meet emergency services at the entrance to the campus and guide them directly to the relevant location. Otherwise, emergency vehicles can get lost on campus and this may delay their response.

First Aid

The Security Office is responsible for contacting the University’s First Aiders and should be contacted immediately as above. A number of First Aid boxes are distributed around our buildings; please ensure that you are aware of their location.

The University’s Mission Statement for Health and Safety states:-

‘It is the policy of the University of Sussex that all activities carried out on University premises or undertaken by University personnel (or their agents) will be managed in such a manner so as to avoid, reduce or control all foreseeable risks to health and safety to any person to a tolerable level.’

The School endorses this aim and further aims to ensure that all staff receive sufficient information, instruction, training and supervision in order to:

- comply with relevant safety legislation
- comply with the University Health and Safety Policy and associated policy and guidance
- respond to emergency situations
- work competently and safely
- report accidents, near misses, unsafe conditions and dangerous occurrences and to assist in their remediation and investigation
- take responsibility for their own health and safety, and to not put the health and safety of others at risk

Anyone working in the School must have had a safety induction organised by the School Safety Officer; Steve Pearce is responsible for safety advice and co-ordination within the school (s.r.pearce@sussex.ac.uk, x8872).

For further information regarding the School’s Health & Safety policies, please see: http://www.sussex.ac.uk/lifesci/internal/servicesandsupport/healthandsafety

Please also ensure you regularly check the Health & Safety notice boards at the entrances to our buildings.
Training

Health and Safety training courses are run from the Health and Safety Office on a number of topics which are listed on your Staff Development pages on Sussex Direct. Safety training for research projects is identified by the supervisor/lab head.

Accidents

ALL accidents or incident no matter how minor (some so-called minor accidents can cause later complications) including near misses must be reported to the School Safety Officer or one of the people listed below:

Alex Burns    Kristy Flowers    Graham Frost    Verity Holmes

Fire precautions

If the fire bell sounds, leave what you are doing, ensure your office and/or lab is empty and locked and exit the building by the quickest, safest route. Do not stop to collect your belongings. Do not congregate by the building entrance but move to the nearest assembly point; these are identified by a green sign with a tick. Do not re-enter the building until told by the person in charge that it is safe to do so. If you have any students or members of the public with you, take them outside and accompany them to the assembly point.

There are Floor Wardens appointed for each area within the building. Floor Wardens are responsible for ensuring safe and speedy evacuation whenever the fire alarm sounds, and then reporting to the Fire Marshal at the Control Point.

Alarm tests take place weekly when the alarm will sound for a few seconds only. Any longer and the alarm is genuine. In the JMS building the alarm test will normally take place on Tuesdays at approximately 08:45 am.

Please see the safety website for a list of fire wardens and for timing of the tests in each building:
http://www.sussex.ac.uk/lifesci/internal/servicesandsupport/healthandsafety/emergencyprocedures

PEEPs

A PEEP is a Personal Emergency Evacuation Plan. It is a bespoke ‘escape plan’ for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period of time in the event of any emergency e.g. the disabled, the elderly, pregnant, those temporarily injured. Forms are available online at:
http://www.sussex.ac.uk/hso/healthandsafety/disability.
Display Screen Equipment (DSE)

It is a requirement of those using DSE to be assessed to prevent poor posture. The School has its own trained DSE assessors and one will be allocated to make an appointment with you at a convenient time as soon as possible after the start of your employment with us. These assessments usually take about 20 minutes. Please ask about arranging this at your induction.

Manual handling

Whether you are moving furniture or lifting boxes of photocopy paper, you are undertaking a manual handling activity. In order to avoid any ill health effects from manual handling please follow the guidance at:
http://www.sussex.ac.uk/hso/healthandsafety/manualhandling

If you have any porter or facilities requests, please contact the helpdesk on 7777.

Risk assessments

All work activities should be risk assessed and should comply with current legislation to protect workers and the environment. The Control of Substances Hazardous to Health (COSHH) regulations have specific controls for Chemical and Biological Hazards. Risk assessment forms can be found on the school safety website:
http://www.sussex.ac.uk/lifesci/internal/servicesandsupport/healthandsafety/forms

Training is available through the Health, Safety and Wellbeing Office for those staff who need to undertake risk assessments:
http://www.sussex.ac.uk/lifesci/internal/servicesandsupport/healthandsafety/forms

The University’s Occupational Health webpage is here:
http://www.sussex.ac.uk/humanresources/occupationalhealth

New and expectant mothers

If you are pregnant, you should contact your line manager and Health and Safety Officer who will advise and carry out a personal risk assessment. The Human Resources information on maternity is here (useful for line managers also):
http://www.sussex.ac.uk/humanresources/occupationalhealth/maternity

Information on the University’s ‘Family Friendly Policies’ including the Maternity Guide is here: http://www.sussex.ac.uk/humanresources/personnel/familyfriendlypolicies.

Further, School specific, information can be obtained from the School Manager.

Out of hours working

Normal working hours are 09:00-17:30, Monday to Friday; teaching can be timetabled until 18:00.

All activities considered appropriate to be undertaken outside normal working hours must be subjected to a risk assessment and allocated to either high, medium or low risk categories and the appropriate control measures rules for each category followed. For further advice please see the guidance notes on out of hours working within:
Smoking

In line with University policy, smoking is prohibited in all areas of the School, including offices and within two metres of any part of the building. Smoking is also prohibited in both quads outside JMS. This includes ‘e-cigarettes’. This policy can be found at: http://www.sussex.ac.uk/hso/specialist/smoking
GETTING STARTED
GETTING STARTED

Campus map: http://www.sussex.ac.uk/aboutus/findus/

Security - keys and swipe cards

JMS (including CRPC) - this building is secured at 18:00 each day and access is by swipe card only. Please see Andy Black (a.r.black@sussex.ac.uk) for issue of swipe card and office keys.

GDSC – this building is secured 24/7 and access during normal work hours is by access control. Please see Graham Frost (g.frost@sussex.ac.uk) with regard to access to this building.

Chichester/Arundel - these buildings are secured at 18:00 and access is through coded doors. For access to these buildings and keys to rooms within please see Alex Burns (A.J.Burns@sussex.ac.uk).

Identity/Library card

All new staff at the University should obtain a photo ID card. This card will enable you to gain access to the University Library, Sports Centre and will also enable you to receive a discount at the University bookshop. In order to have your photograph taken and collect your card it is necessary to visit the Print Unit and see the Technician. You will need to telephone the Technician in advance to ensure their availability and when you visit you should take with you your letter of appointment and some personal ID.

The Technician’s contact details are:

Print and Reprographic Unit
York House
Tel: 01273 873278

Please note that the ID card service opening hours are 9.30am -12.30pm and 2.15pm - 4.30pm Monday to Friday. Normal University closure days apply.

IT Services registration and training

In order to set up and activate your IT Services account, through which you receive your email account and address, you will need to visit IT Services Reception in Shawcross Building:
http://www.sussex.ac.uk/its/help/contact

When visiting IT Services you will need to take with you photo ID. Your email account can be set up in a few minutes and will be ready for you to send and receive email straight away.

IT Services holds training courses for staff. You can find out what is available at:
http://www.sussex.ac.uk/its/training/
Sussex Direct

All those at the University are expected to use Sussex Direct. If you need help with this there are courses available. To book a place, log into Sussex Direct with your ID and password:

click on the ‘Personal’ tab, then ‘Staff Development’
choose ‘Staff Development Course Listings and Booking Facility’
select ‘Information Technology’, then ‘Sussex Direct’
and follow the prompts. Alternatively, you can email training-matters@sussex.ac.uk.

Staff directory

A web profile is automatically created from details you supply to Human Resources. You need to update this via Sussex Direct otherwise incorrect information will appear on the University web Staff Directory:

To add/amend your room number and/or phone number log onto Sussex Direct and select the Personal tab and then ‘job’ and edit and save amendments.

To add/change your photograph select the Personal tab and then ‘personal details’.

To add details of your role, biography, research, publications and social media select the Personal tab and ‘web profile’.

The Sussex website is not the easiest to navigate successfully. A useful tip follows:

Use Google! Type in the following: site:www.sussex.ac.uk what you are looking for

Telephones and voicemail

Telephone extensions are requested by the School and installed by the Telephone Engineer. Voicemail is installed automatically on the system. You can access the system internally on 8989 and externally on 01273 678989 and initially using a default security code 4444. You will then be able to change the security code and personalise the voicemail messages etc. If you forget your security code, please email telecoms@sussex.ac.uk to have it reset. For assistance, the operators are available on 01.

The University recognises that it may occasionally be necessary for members of staff to make personal calls using the University’s telephone system in an emergency, and is acceptable provided that it is no more than occasional use and that long-distance, mobile or international calls are not involved. Members of staff should be aware that the University monitors the use of telephones, and anyone who is believed to be abusing the system will be investigated and disciplinary action taken where there is evidence of abuse.
Driving at work

You need to be approved to use your car for University business. Andy Black (JMS 4D17 A.R.Black@sussex.ac.uk) is the school’s driving coordinator and will keep a register of your insurance details and a copy of your licence. You must see Andy before you use your own car for University business. This includes travelling to and from conferences and seminars. Guidance is on the University’s page:

Parking

The University operates a parking permit/pass scheme and if you intend to drive to the campus you will need to obtain a permit/pass to park. Staff are able to choose their method of payment - the cost of parking using a permit is deducted monthly from salaries and a pass enables you to pay on a daily basis at a reduced rate at one of the many machines on campus. Further information can be obtained via the following link:
http://www.sussex.ac.uk/sez/services/transport/campus-parking

Staff who are in possession of a valid UK Blue badge for disabled parking or a recognised ‘parking for disabled badge’ for another country, should apply as normal for a parking permit and ignore the charge indicated. Please also e-mail transport@sussex.ac.uk with information on the badge, number and expiry date. The entry will be amended by the transport office on receipt of the request to then display exempt. The appropriate parking permit will be issued and sent to your address on campus.

Any member of staff who is not a holder of a valid blue badge, but considers that special requirements for parking due to a medical condition (short or long term) are necessary, can be referred to Occupational Health for an assessment:
http://www.sussex.ac.uk/humanresources/occupationalhealth

Please note that bikes must be kept outside, not in offices.

Mentoring

Your line manager will allocate you a mentor or ‘buddy’ from within the School for the duration of your probationary period.

The University also arranges a half day Welcome for New Staff programme three times a year, at which senior managers disseminate useful information about the University, the national/international context and the future direction of the University. This event also provides the opportunity for all new staff to meet each other and to network. We have expanded this process to include a School based termly networking meeting where new and current staff will be able to meet the Head of School and other key staff to discuss and gather information.
GENERAL INFORMATION FOR STAFF
GENERAL INFORMATION FOR STAFF

If you're not sure how to do something, please ask. Staff in the School Office can always point you in the right direction if you or your colleagues aren’t sure how best to get something done.

Human Resources

Notes for new staff members can be found here: http://www.sussex.ac.uk/humanresources/personnel/notesfornewmembersofstaff

Key dates: http://www.sussex.ac.uk/lifesci/internal/staff

Holidays

Holiday entitlement is included in staff terms and conditions, which vary between categories of staff. These can be found here: http://www.sussex.ac.uk/humanresources/personnel/termsandconditions

Pay information

See the link to current salary scales: http://www.sussex.ac.uk/humanresources/personnel/salaryscalesratesofpay

Casual payment form: http://www.sussex.ac.uk/humanresources/payrollandpensions/payrollandpensionsdocumentsandforms

Job descriptions

Information on grade descriptors and job descriptions can be found here: http://www.sussex.ac.uk/humanresources/personnel/recruitmentandselection/genericjobdescriptions

Overseas travel

Safety and security risk assessment form: http://www.sussex.ac.uk/hso/healthandsafety/riskassessment

Faculty vaccination form: http://www.sussex.ac.uk/lifesci/internal/staff

Insurance and travelling on business: http://www.sussex.ac.uk/finance/forms

Family friendly policies

The University’s policies to support those with caring responsibilities, can be found here: http://www.sussex.ac.uk/humanresources/personnel/familyfriendlypolicies

Information on the University’s new flexible working procedure can be found here: http://www.sussex.ac.uk/staff/newsandevents/?page=2&id=46134

The University’s Equality and Diversity page is here: http://www.sussex.ac.uk/equalities/ this includes the policy to prevent harassment and bullying at work.
Workload management

The School’s workload model is one of management rather than allocation. Members of faculty have a great deal of autonomy in how they allocate their work and manage the balance between teaching, administration and research. Each year, all academic staff are asked to complete a faculty information form which outlines their commitments to teaching and administration for the forthcoming year. This information is entered into a modelling spreadsheet which checks that no one is significantly over or under convened against the School’s target workload for teaching and administration. The overall information is checked by the School Manager and Head of School (HoS), and any significant issues are raised as part of the management process. An individual’s workload is discussed during appraisal and taken into account at promotion. The postdoc workload is managed by the individual principal investigator (PI).

The School’s planning model for academic staff is that everyone is expected to do teaching (42.5%), administration (17.5%) and research (40%) as part of their annual hours. There are 1650 hours p.a. available to a full time member of staff. There are standard tariffs used to calculate the amount of time dedicated to teaching activities (e.g. 5 hours for a one hour lecture; 2.4 for a one hour tutorial).

All academic faculty are allocated academic advisees and final year project students and there is a standard allocation of hours for these activities. In addition, the University has allocations of time for formally appointed officers (e.g. HoS; Director), and the workload model allocates hours to these (e.g. 80 hours for acting as Subject Group Chair; 40 hours for convening a module). Administrative responsibilities are rotated at the discretion of the HoS as a result of the annual appraisal round.

All faculty are encouraged to undertake outreach and public engagement activities. These activities, which publicise the research of the University and the School of Life Sciences, are formally recognised as part of the workload model and taken into account at appraisals. Katy Petherick is the School’s Public Engagement Coordinator (8937 K.Petherick@sussex.ac.uk)

Appraisal

The University policy is that appraisals are held with your line manager or other appropriate person annually. The University’s Appraisal policy, guidelines and training can be found on: http://www.sussex.ac.uk/staffdevelopment/1-7.html

General staff development

The University runs a wide variety of courses to support your personal development. For these courses, please see: http://www.sussex.ac.uk/staffdevelopment/

Finance
The School has a Management Accountant, Ann Gearing, who will provide advice and support on complex matters. Information on the University’s finance policies and systems can be found here: http://www.sussex.ac.uk/finance/

The University’s finance system is Unit 4 (formally called Agresso). Log-in here: https://abw.sussex.ac.uk/BusinessWorld/Login/Login.aspx?ReturnUrl=%2fBusinessWorld%2f

Jane Atkins, Finance Coordinator, can help you with managing accounts through the finance system.

New users of the system will need to complete a form which is here: http://www.sussex.ac.uk/finance/forms

**IT services**

IT equipment is provided by the University’s IT Services unit and any computer related questions or issues should be sent on-line to ITS Support via the web form: http://www.sussex.ac.uk/its/help/ by clicking on the red ‘help’ button on the right of the page.

**Computer and IT courses**

You can book yourself on any appropriate course via: http://www.sussex.ac.uk/its/training/

You will need to consult the guide to using Sussex Direct, including how to enter marks and attendance: http://www.sussex.ac.uk/its/services/staffservices/businessapplications/guides

**Microsoft Outlook calendar**

Instructions on how to access the calendar can be found at: http://www.sussex.ac.uk/its/services/software/emailandcalendar/calendar

It is important to use Outlook for your School diary system as this is the only method used when sending invitations to meetings.

**University corporate calendar**

A corporate calendar is available online for you to import into your own calendar. It provides an oversight of University business and gives visibility of all important University dates: https://www.sussex.ac.uk/login/?return=http%3A%2F%2Fwww.sussex.ac.uk%2Fogs%2Fplanning%2Fcorporate-calendar

**Email etiquette**

Please read the University Press and Communications Office guidance on the use of email: http://www.sussex.ac.uk/its/services/software/emailandcalendar/guidance

**E-procurement**

The link below takes you to the University Procurement pages http://www.sussex.ac.uk/procurement/ where you can find the University guidance on procurement practises for example - when to tender for goods and services.
Unit 4 provides a procurement portal as well as budget reporting and enquiry tools http://www.sussex.ac.uk/finance/newfinancesystem

Employing people

You should not enter into any informal agreements to pay people without first discussing with the School Manager. We have a range of ways of employing casual staff, but employment law (equal pay, equal opportunities) is complex and evolving, and you will need advice on the best way to deal with this.

Visitors and volunteers

Please see the forms here:

http://www.sussex.ac.uk/lifesci/internal/staff

Nobody should be on school premises without being registered through a staff, student or visitor system. This will cover them in case of injury or accident. All visitors to the University (other than those coming for a seminar or meeting) must be approved by the Head of School. If you are intending to host someone, please allow plenty of time for your application to host them to be agreed and processed.

Room bookings

All University seminar and lecture rooms are bookable by staff. Please see the general teaching space booking form online: http://www.sussex.ac.uk/roombooking/

University hospitality and catering

For information on Hospitality Services (booking refreshments for meetings, speakers etc.) please refer to the University Catering pages online: http://www.sussex.ac.uk/catering/hospitality

Conference assistant form: http://www.sussex.ac.uk/lifesci/internal/staff

Committees

Information including committee timetables can be found at: http://www.sussex.ac.uk/ogs/committees

The Organisation of the University provides details such as members, terms of reference and regularity of meetings: http://www.sussex.ac.uk/ogs/govdocuments

You will find committees of which you are a member on your Sussex Direct page under Admin, My Groups.

It is School policy that all core meetings are held between 10am and 4pm.
Campus facilities and services

http://www.sussex.ac.uk/efm/services

Cafés

See link for locations and opening hours: http://www.sussex.ac.uk/catering/wheretoeat

Lost property

During office hours, check with the School Office and see the Porters in JMS. Out of hours go to Security in York House (open 24 hours).

Business cards

The Print Unit has a template for business cards and they can supply you with your own personalised cards, the minimum order being for 100. If you feel you need school-funded cards, please contact the School Manager for a cost code, otherwise please use your personal code.

http://www.sussex.ac.uk/efm/services/print

Place the order via the webpage above – click on Documents and Forms, Stationery Order Form and complete the form. The Print Unit will supply a proof and a reference number for the Purchase Order. Once you have the Purchase Order, send it with your approval of the proof to the Print Unit.
SCHOOL INFORMATION
SCHOOL INFORMATION

Please note that much of this information relates to the JMS building. If you are based in the Genome Centre please contact Paula Amiet-West in the administration office: G4.04; if you are in Arundel please contact Alethea Wimble in the Chemistry Department Office: Arundel 305.

If you have questions, your first port of call will be the School Office. The office staff will probably be able to give you an answer and, if not, will point you in the right direction.

Teaching staff are responsible for their own general administration. Course and student administration is carried out by the School's Professional Services staff.

The Life Sciences School Office is in JMS 3B12a, and is open 9-5pm, Monday to Friday during term time.

Tel: (01273) 67 8057 or (01273) 67 8511
Email: lifesci@sussex.ac.uk

Luke Churchill and Clara O’Connor are the Clerical Assistants in the office; providing general clerical support, for example:

- all telephone and email enquiries to the Office
- general post
- photocopying, for example, term time test papers
- basic scanning tasks
- stationery orders
- arranging JMS seminar room bookings
- producing ‘To Whom it may Concern’ letters for students
- producing transcripts for students
- filing of correspondence regarding students
- processing coursework for marking and return to students
- assisting with publicity for university-arranged events
- monitoring of staff sickness, holiday and overtime

We don’t:
- word-process correspondence, references, papers etc. or do audio-typing
- run errands
- do data entry of non-contributory marks on CMS/Sussex Direct
- do data entry of student attendance

Please keep the School Office informed of any events taking place or visitors expected to the School, as well as of your own absences (holidays, conferences, etc.).

Absence
Academic staff, particularly (but not confined to) those involved in teaching, are asked to make a note of their absences (including holidays, conference attendance etc.) on the whiteboard on the wall in the School Office (JMS 3B12a).
The Curriculum and Assessment Officer and the Coordinators are also in the School Office:

Curriculum and Assessment Officers

Jess Hallett
j.e.hallett@sussex.ac.uk
(01273) 87 6504

Student Attendance & Experience Coordinator

Ruth Fillery-Travis
r.fillery-travis@sussex.ac.uk
(01273) 87 2731

Course Coordinators:

Biochemistry, Biomedical Science and Foundation Year
Sally Rose
sally.rose@sussex.ac.uk
(01273) 67 8297

Biology, Ecology, Conservation & Environment, Genetics, Neurosciences and Zoology
Fairby Ross
f.l.ross@sussex.ac.uk
(01273) 67 2842

Chemistry and V&E students
Ashleigh Buss
a.buss@sussex.ac.uk
(01273) 67 8791

Pharmacy
Jamie Wyatt
jw476@sussex.ac.uk
(01273) 67 8056

Postgraduate taught courses
Josey Wilkin
josey.wilkin@sussex.ac.uk
(01273) 67 8869

Course Coordinator support for academic staff includes:

- dealing with student and faculty enquiries
- processing ‘Teaching Methods’ to create centrally produced teaching timetables
- checking and revising timetables
- populating the database with tutorials and lab groups
- processing Doctoral Tutor requests and payment
- administration of the Final Year Projects, V&E students and Field Trips
- processing marking of MCQ papers
- supporting the examination process and liaison with external examiners; assisting with the production of unseen examination papers, receiving contributory assessments and assistance with data entry for those marks
- assisting with quality assurance, and analysis of student feedback questionnaires
- supporting Exam Boards and Boards of Study
Technical services support

Central Technical Services provide support for laboratory teaching and general support for research laboratories. In brief these include:

1. Drosophila media services
2. Instrument repair
3. Advice and support for health and safety matters
4. Stores – JMS stores holds a catalogue of goods for sale over the counter ranging from beakers to DNA modification enzymes. Advice can be provided on use of University procurement systems and VAT. Stores staff can also assist in organisation of goods shipping/returns
5. Electronics design and repair
6. Ancillary Unit – Unit Manager Andrew Cunningham a.cunningham@sussex.ac.uk
7. Recruitment and staff development for all technical staff
8. Building works and refurbishments

Reporting building related faults

All building related faults such as blocked toilets/leaks/faulty fume cabinets/faulty lighting etc. should be reported immediately to ensure their rapid resolution.

For faults within common areas such as toilets, corridors or GTS space please contact the Estates helpdesk on 7777.

For faults within laboratories or offices please report to Andy Black in JMS, Graham Frost in GDSC and Alex Burns within Chichester/Arundel. In the event of their absence please report to Steve Pearce.

Leave

Line managers need to be informed of all absences from the University and applications for leave of absence of more than five days in term time must be made to the Head of School (School Manager); forms are available on the School webpages http://www.sussex.ac.uk/lifesci/internal/staff. It is required that members of faculty will not be absent from their teaching duties without having first made arrangements with their colleagues and students.

If you are absent due to illness, all staff should inform the School Office on 01273 67 8057 immediately, so that arrangements can be made. For absences between four and seven days, a self certificate should be completed; for longer absences a medical certificate is required. All certificates should be submitted to the School Office. The return to work form is here: http://www.sussex.ac.uk/humanresources/occupationalhealth/sicknessabsence

The leave year runs from 1st October and all staff are expected to take their allocated holiday during the leave year. Requests to carry over unused leave to the following holiday year must be made to and agreed by the relevant line manager.
Insurance

If you travel abroad on University related business, please complete an insurance form and submit at least 10 working days prior to the commencement of the trip: http://www.sussex.ac.uk/finance/forms (University Business Travel Abroad Insurance Form)

Personal belongings are not insured on University premises. Please ensure your home insurance covers any valuables.

Please ensure you lock your office when leaving it, even if only for a short time. Also, make sure any windows are securely fastened when you leave your office for the evening or weekends.

Human Resources

The School has a designated HR Advisor, Claire Thomas (C.L.Thomas@sussex.ac.uk) who will provide advice and support. Direct general queries (including cases where you want to appoint new staff) to the School Manager in the first instance.

Data Protection and Freedom of Information

Guidance on Data Protection is available at: http://www.sussex.ac.uk/ogs/policies/information/dpa/staff
Guidance on Freedom of Information is available at: http://www.sussex.ac.uk/ogs/policies/information/foi/faq

Please remember that anything you write in email identifying an individual is liable to be released to that person by the University should the individual make a 'subject access request' for information held on them by the University.

Printing, photocopying, fax, post

Some offices are equipped with individual printers, others are connected to a network printer in 4D14. A colour printer is available in the School Office, JMS room 3B12a.

There are two ‘multi function devices’ for printing, scanning and copying in the JMS building. One is situated in the stationery room, 3B3 (you will need to collect a key from the School Office) and the other is situated in room 4D14. To use either of these machines you will need to log in with either your access pass or pin number.

Outgoing post can either be put in the post tray in the School Office or given directly to the Porters. It must be marked with the correct franking code or stamp for personal post. You will be allocated a pigeonhole on the ground floor of JMS for incoming post.
Your postal address will be one of the following:

room number  
JMS Building  
University of Sussex  
Falmer  
BN1 9QG

room number  
JMS Building  
University of Sussex  
Falmer  
BN1 9QJ

room number  
Arundel Building  
University of Sussex  
Falmer  
BN1 9RQ

room number  
Arundel Building  
University of Sussex  
Falmer  
BN1 9RQ

Shredding & recycling

We encourage recycling of paper, cardboard and envelopes. Paper should be placed in the blue bins provided around the School. Please do not leave rubbish sacks, shredding bags or cardboard in the corridors, by the photocopiers, or by the landfill bins, as this is considered a fire risk.

There is a shredding service for confidential documents. These bins are located in the School Office.

Cleaning

Offices are cleaned every two weeks and office bins will be emptied every two weeks. Each area will have a communal waste bin for waste that cannot be recycled. Please note that cleaners may not have keys to all offices so cleaning may only take place when you are present. If cleaning is not taking place, please contact the Estates helpdesk on 7777.

http://www.sussex.ac.uk/efm/services/cleaning

Expenses

Staff must claim expenses through Unit 4. Only personal expenses can be claimed in this way – it is against the financial regulations for this system to be used for purchasing other items. Such claims will be rejected. If you’re in any doubt about how to buy items of equipment or claim expenses, check with the School Manager.

You must take public transport wherever it is feasible to do so. The University will not pay taxi fares except when: they are abroad, they are before 7am or after 9pm, you have, or are accompanied by someone with mobility limitations, you are transporting heavy luggage or equipment and there is no other reasonable mode of travel.

Also note that personal subscriptions for memberships to professional bodies or learned societies are classed as a personal benefit and cannot be charged to University or grant funds.
Please note that relocation expenses cannot be claimed via Unit 4, please see the Relocation Expenses policy and claim form here: http://www.sussex.ac.uk/lifesci/internal/staff

Please note the University guidelines on expenses, included in the financial regulations: http://www.sussex.ac.uk/finance/policies and FAQs: http://www.sussex.ac.uk/finance/newfinancesystem/faqs/faqs_expenses

**Claiming expenses via Unit 4**

Login to Unit 4 here: https://abw.sussex.ac.uk/BusinessWorld/Login/Login.aspx?ReturnUrl=%2fBusinessWorld%2f

Username = your usual username
Client = SU
Password = will have been sent to you, you will be prompted to change it when you log in for the first time

**Important notes:**
- There is a ten minute time-out which will cause unsaved work to be lost
- Never use the ‘back’ button on your browser as unsaved work is likely to be lost
- Receipts – you need to number your receipts 1,2,3… and attach them to the printed claim form and submit to the School Manager for approval. He will send the forms to Sussex House for you. Do not send receipts directly to Sussex House.

For the policy and process of claiming expenses, view the ‘Travel and Working Away from Base, Hospitality and Out of Pocket Expenses’ Guide: http://www.sussex.ac.uk/finance/how/expenses

Instructions as to how to claim expenses using Unit 4 can be found in the Guide from Part 2, page 16.

Once you have saved the claim (with status set to Ready) it moves to the School Manager to be approved.

**Entertaining**

The School will pay the reasonable costs of entertaining visitors (e.g. seminar speakers, interview candidates). University finance guidelines indicate that visitors should normally be entertained at the University (see page 21), but the School understands that in many cases it is more appropriate for them to be taken out to restaurants in Brighton or Lewes.

There should be no more than two members of University staff per each visitor. For larger events, staff are encouraged to include research fellows and PhD students.
As a guideline, no more than £35 a head should be spent, including service charges and drinks. If you are planning to entertain a particularly prestigious visitor, contact the School Manager for advice.

Recommended restaurants in Central Brighton include:

Strada  
http://www.strada.co.uk/italian-restaurant/brighton

Carluccios  
http://www.carluccios.com/restaurants/brighton

The Chilli Pickle  
http://www.thechillipickle.com

Bill’s  
http://www.bills-website.co.uk

Cote  
http://www.cote-restaurants.co.uk/Cote_Restaurant_Brighton.html

Terre à Terre  
http://www.terreaterre.co.uk
Stores

The Main Life Sciences Stores is in JMS 3B35. The "official" opening times are 8am to 4pm, operating the counter service at 10am-12pm, then 2pm-4pm. (They are happy to help anyone outside of these times, however.)

In terms of stock, they offer a wide range of stationery from pencils to 2tb HDDs, commonly used chemicals and gas cylinders, plus a large variety of scientific sundries, such as pipettes, rubber gloves and beakers, etc.

The ordering process is very simple once you are used to it. Browse the LifeSci catalogue on the Sussex website (https://www.lifesci.sussex.ac.uk/authlogin.php), log in with your Sussex details and shop from the catalogue as you would with other online shopping (the search engine is VERY primitive and will only accept one word). To check out, enter 3702 xxxxx-xx(x being the cost code to use). This will be saved in a drop down menu after the first use. Sometimes, staff in Stores will need to enter the cost code into the database, which is a very quick process. They are always on hand to offer help and advice with this, and are happy to walk people through the process. Stores orders are normally fulfilled within around 30 minutes, depending on how busy they are. They check for new orders as frequently as they are able and would recommend customers wait until they receive a confirmation email before arriving to collect.

Please note that any item with the suffix CHI is only available from the Solvent Store which is open 11am-11.30am, Monday to Friday.
Definitions

UoS is rife with acronyms and abbreviations etc., the list below should help to provide some clarity:

Course – this refers to the overall degree course on which a student is enrolled

Module – these are the individual subjects that are taught under each course

Sussex Direct – this is where students will see timetables and submission deadlines and assessment marks and feedback

Study Direct – this is a faculty tool that is split into module sites to provide information to students about individual modules

General:

ACR – annual course review

DSA – disabled students’ allowance

EC – exceptional circumstances (claim)

ESEF – electronic submission and feedback

JMS – the John Maynard Smith building

JRA – junior research associate

MCQ – multiple choice question (paper)

MEQ – module evaluation questionnaire

ORBS – online room booking system

PGCertHE – post graduate certificate in teaching and learning in higher education

PWD – permanent withdrawal

SpLd – specific learning disorder

SURA – Sussex undergraduate research associate

TEL – technology enhanced learning

TWD – temporary withdrawal
Students:
UG – undergraduate student
PGT – postgraduate taught student
PGR – postgraduate research student
V&E – visiting and exchange student

Timetabling:
T1 – teaching block 1 aka Autumn term
T2 – teaching block 2 aka Spring term
A1 – assessment block 1 in January
A2 – assessment block 2 in May/June
A3 – resit assessment block in August/September

Roles:
CAO – Curriculum and Assessment Officer
DTL – Director of Teaching and Learning
DoSE – Director of Student Experience
HoS – Head of School
HoSC – Head of School’s Coordinator
PVC – Pro Vice Chancellor (with specific remits such as Teaching & Learning)

Areas of research:
EBE – Evolution, Behaviour and Environment (covering Biology, Ecology & Zoology)
GDSC – Genome Damage and Stability Centre
LASI – Laboratory of Apiculture and Social Insects
SN – Sussex Neuroscience
SDDC – Sussex Drug Discovery Centre
Other areas of the University:

ADQE – Academic Development and Quality Enhancement (office)
BMEC – School of Business, Management and Economics
BSMS – Brighton and Sussex Medical School
CEC – Careers and Employability Centre
CISC – Clinical Imaging Sciences Centre
LPS – School of Law, Politics and Psychology
MPS – School of Mathematical and Physical Sciences
SDU – Staff Development Unit
SLC – Student Life Centre
SPRU – Social Policy and Research Unit
SSRO – Student Systems and Records (office)
SSU – Student Support Unit
UEG – University Executive Group
USSU – University of Sussex Students’ Union

Boards and committees:

BOS – Board of Study
DCC – Degree Convenors Committee
MAB – Module Assessment Board
PAB – Progression and Award Board
SSPC – School Student Progress Committee
STLC – School Teaching and Learning Committee
UTLC – University Teaching and Learning Committee
TEACHING
TEACHING

The School’s degrees are each led by a convenor:

Biochemistry: Dr John Armstrong
Biology: Professor Daniel Osorio
Biomedical Science: Dr Prabha Parthasarathy
Biosciences (with a foundation year): Dr Lorraine Smith
Chemistry: Professor Mark Bagley
Ecology, Conservation and Environment: Dr Alan Stewart
Genetics: Dr Felicity Watts
MPharm: Professor Buge Apampa
Neurosciences: Dr Ildiko Kemenes
Zoology: Professor Bill Hughes
MSc degrees are convened by Dr Neil Crickmore, Professor Daniel Osorio & Dr Ruth Staras

Organisation of teaching

Each degree course has a convenor who is responsible for the planning and management of the course: (http://www.sussex.ac.uk/lifesci/internal/staff)

Each individual module is managed by a convenor who is responsible for organising teaching, module information and assessment: (http://www.sussex.ac.uk/lifesci/internal/staff)

Module documentation

Module convenors are required to prepare a Study Direct site for each module. This will generally include the module handbook, module description/aims, recordings of lectures (via Echo360 lecture capture http://www.sussex.ac.uk/its/help/faq?faqid=1604. The contact number for IT AV queries is 8022) and lecture slides, past exam papers and online quizzes. Study Direct is a faculty tool and sites are created and updated by the relevant convenor and/tutors. The module handbook will include the timetable and reading lists as well as details of lectures, seminars and practicals and your ‘office hours’ (at least 2 hours a week).

A copy of each reading list should be given to the library using their online request form by the deadline. The University bookshop should also be told of any books that you expect students to buy.
Tutorials

In the first and second year there are a few modules that include tutorials which are mostly taught by the students’ academic advisors. Information about the tutorial content will be emailed to tutors by the module convenors and below are instructions on how to set up the tutorial times via Sussex Direct:

Go to the Teaching tab, click on Teaching and then Teaching Groups

At the top of this page, click on ‘set up sessions’

On this page, across from the module title, click where it says ‘0 set up’

At this stage you can choose to display dates as ‘calendar’ or ‘term/week/day’

On this screen, click ‘Add’

Input a date and start and end times for the tutorial; you don’t need to set a room yet

Click ‘Next’

The availability for each student in your group for the proposed date and time is now displayed in the ‘Availability Check’ table. If necessary, change dates and times until all are available

If you need to book a room, click on the ‘ORBS’ link in the pink information box

Complete timetabling details and save, continue inputting and saving until all sessions are entered

Once this has been done, register details will show under ‘attendance’ next to the P Tutor Group for the module on the Teaching Groups page.

Associate Tutors

If you require associate tutors to assist with teaching on a module, a list of available students and areas they can teach in is circulated to module convenors before the start of each teaching term. Convenors should approach the students they would like to use and then complete a tutor request form and return this to the relevant course coordinator.
Assessment

Sussex Direct provides students with assessment details for both formal and contributory coursework assessments. Modes and dates of assessment which have been agreed for modules you teach must be communicated to the School Curriculum and Assessment Officer in a clear and timely manner. These are agreed by the School Teaching & Learning Committee and cannot be changed during the academic year, as students may be disadvantaged if dates or modes change after they are published.

The Electronic Submission and Feedback system is now used for a lot of submissions across all years of study though not all submissions are compatible with the software. Otherwise, work is submitted to the School Office and passed to the relevant tutors for marking. Marks and feedback are entered on Sussex Direct by the tutors and the work returned to the Office. It is very important to give as detailed feedback as is possible for each piece of work.

Please note that penalties for late submission of work are applied automatically by Sussex Direct and all marks entered should be ‘pre-penalty’.

Students with SpLd are flagged on Sussex Direct, and this needs to be taken into account when organising assessments so that reasonable adjustments can be put in place.

Individual queries from students regarding a coursework mark will be directed to the module convenor but all the convenor can do is explain how the mark was derived – individual marks cannot be changed as this is academic judgement that cannot be challenged. If, as convenor, you find there is a general inconsistency with marking then it would either be a question of recalling and remarking all the work or the issue being raised with the Module Assessment Board.

The current Life Sciences assessment criteria are here:
http://www.sussex.ac.uk/lifesci/internal/students/assessment

Moderation

The University policy for moderation applies to all modules with the following exceptions: foundation and first year work; assessments weighted at 30% or less of the module assessment; assessment modes which include a practical element (dissertations/final stage projects, presentations); assessments with a 7 day turnaround time i.e. Practical and Lab Reports; and MCQ papers.

Markers must return the work as soon as possible; work has to be returned to students within 15 working days and needs to be moderated first. Once the marked scripts have been returned to the School Office, a representative sample of all classification bands (including fails) will be selected for moderation.
The suggested sample will be 10% or a minimum of 7 (whichever is higher) and a maximum of 25 of the marked assessments, however, we often exceed the maximum in the situation where different tutors have marked different questions in order to ensure consistency of marking. Moderators must make comments on the mark sheet for each script they are moderating to say whether the marking and feedback is appropriate. The moderator then signs to confirm the sample (or not) and return the scripts with the mark sheet to the School Office.

**Academic misconduct**

We have Academic misconduct forms that students sign to confirm their understanding. Below are the main points given to students:

‘The University’s policy on academic misconduct, including plagiarism and collusion, can be accessed from:
http://www.sussex.ac.uk/adge/standards/academicmisconduct

The ‘golden rules’ for avoiding academic misconduct are described on S3 (Study Success at Sussex):
http://www.sussex.ac.uk/s3/?id=33

Referencing is explained both on the S3 pages and on InfoSuss:
http://www.sussex.ac.uk/s3/?id=37 and http://www.sussex.ac.uk/library/?id=26194

Plagiarism is theft – we take it very seriously and want to work with you to ensure that you understand how to properly attribute ideas and how to describe and discuss topics in your own words.

If you are doing experimental work in a group, then make sure that you understand how this should be written up for submission. Unauthorised copying between group members is collusion and penalties are applied to all parties.’

If you suspect misconduct, please contact Dr Alan Stewart who is our Investigating Officer.

**Exceptional circumstances (EC)**

Please note that staff members are not allowed to give extensions to deadlines for submitted work. This is a University policy. If a student is unwell (for example) they apply for exceptional circumstances via Sussex Direct:
http://www.sussex.ac.uk/adge/standards/examsandassessment/ec

Further information on exceptional circumstances claims is on page 47.
Monitoring attendance

The School runs a series of checks on attendance and submission of work throughout the academic year. Within the School, attendance is taken for all practicals and small-group teaching (e.g. tutorials, seminars, workshops) and lectures where possible. Provided this is entered on Sussex Direct in a timely manner, these records, together with recorded submission of work, allow us to gain a reasonable series of snapshots of student engagement. Where this engagement is inadequate, students are contacted by the School and a formal process which may lead to them being required to leave the University is initiated. This is the remit of the School Student Progress Committee chaired by the DoSE. If you have concerns about the engagement of a student, please raise this with Ruth Fillery-Travis (r.fillery-travis@sussex.ac.uk, (01273) 87 2731).

Module evaluation

Each module is monitored via a student evaluation questionnaire at the end of the relevant teaching period. The data from this is returned to the module organiser and course convenor. The module convenor then writes a response to the student cohort.

Peer observation of teaching

The School runs a peer observation of teaching scheme for all faculty; you should be observed at least once during the year and you will also observe someone else teach. This is intended to be a supportive process in order to improve everyone’s teaching and an agreed report is produced by the observer and observee. It can be very useful to get comments from a colleague, or to watch them teach. You can pick up useful tips or tricks and can sometimes have your annoying habits pointed out!
ACADEMIC ADVISING
ACADEMIC ADVISING

The role of academic advisors

Students are told: ‘Your Academic Advisor is a member of teaching faculty and we try to ensure that you keep the same Academic Advisor for all the time you are here. You will meet him/her in the first week and quite regularly in the first term. In your second and third years, you should meet your Academic Advisor at least once a term. Your Academic Advisor will inform you of his/her Office Hours and monitor your academic progress. They will be very pleased to give you advice and help on academic or personal issues that may be affecting your studies.’

Further information can be found via the ‘Academic Advising for School of Life Sciences’ Study Direct site.

Some first and second year modules have tutorials and this is a good way of getting to know your advisees, but it is essential that you also arrange advisee meetings in addition to this.

Arranging meetings via Sussex Direct:

Go to the Teaching tab

Click on Timetable and then Event List

This should show all your booked ‘events’

To create a NEW meeting, click the ‘New Event’ button
You should then see a list of your academic advisees
Click on the students you wish to include in an advisor meeting, then hit ‘Next’

You can then create an ‘Event’
You will want a title, an event ‘Type’ (select Group, Auto-Accept), event ‘Purpose’ (select Academic Advising), and click on ‘e-mail invitees’.

Choose a suitable date for your meeting, fill in the place details, (if you need to book a room, leave the Location blank for now, you can come back and fill this in, once you’ve booked a room via: http://www.sussex.ac.uk/roombooking/) and choose a start time / end time. Leave ‘No. slots’ and ‘Max No. Students’ as defaults.

Click ‘Next’

It will tell you if your students are free at this point - as they will be marked with either a ‘tick’ or a ‘cross’. If they are all free, you can now create your meeting, and inform your students.
For new entrants there is an induction site on Study Direct. Advisors are asked to check that their students have logged into this page (School of Life Sciences First Year Induction Resources), and to follow up those who have not, to ensure they have read the safety and degree information posted there.

Your academic advisees are listed on Sussex Direct under the ‘Teaching’ tab. You can see the basic information about their progress, displayed on a termly basis on the first page - it is necessary to click through to see any comments about marked work. In addition, by going to their ‘study pages’ their overall progress appears under ‘Module results.’ A useful additional page to look at with them is ‘Year summaries’ which shows their marks against the averages for the cohort.

‘Module resources’ will display the modules students are on for the year, this is particularly useful when dealing with courses with options. Seeing this can reassure students before term starts if information about their options hasn’t yet come through onto their timetable.

After the first term, you are expected to see advisees at least once a term, to discuss their general progress as visible to you on Sussex Direct.

Academic advice can mean helping students with understanding feedback on work, discussing the organisation of essays, support regarding academic progress and pointing them towards other sources of help and advice.

Information regarding credit retrieval; EC, retakes, Board decisions etc. can be found here: http://www.sussex.ac.uk/adge/standards/examsandassessment

Personal advice is light touch, you are not expected to be counsellors. However, you may find yourself as the first port of call, and will need to direct students to the relevant place for them to find advice and help.

This will often be the Student Life Centre which is based on the Ground Floor of Bramber House and is open Monday to Friday from 9am to 5pm.

Tel: 01273 87 6767
Email: studentlifecentre@sussex.ac.uk

All advisors are encouraged to visit the Centre and meet with Tabitha Ellwood, who is our designated SLC student advisor, and familiarise themselves with the structure and help available.

The School has a well-established student mentoring scheme with mentors studying all subject areas available to help other students with difficulties with their studies. Drop in sessions are held every week during term time and this information is emailed to all students. If students would prefer to meet a mentor in a one to one session or are unable to make these times, they should email lifesci_mentors@sussex.ac.uk to arrange a meeting. Please direct your advisees to the mentors if you feel they would benefit from this support.
Information for students on the web  http://www.sussex.ac.uk/students/support/

There are a lot of links here, and often what students need in terms of advice is to be pointed in the right direction.

The Sussex website is not the easiest to navigate successfully. Addresses that are helpful to know include the following:

Details of teaching in Life Sciences can be found from:
http://www.sussex.ac.uk/lifesci/internal/courses

Timetable (searchable by module name – all teaching sessions are shown):
http://www.sussex.ac.uk/students/timetable/

Term dates:  http://www.sussex.ac.uk/aboutus/keydates

Professional Placements or Study Abroad:
http://www.sussex.ac.uk/study/ug/sussexchoice/

The Skills Hub http://www.sussex.ac.uk/skillshub/ is a ‘one stop shop’ for students and is intended to bring together all the workshops, web resources and services at Sussex to help students develop their skills. The services included are provided by the following departments at the University:

- Careers and Employability Centre
- the Library
- IT Services
- Student Support Unit
- Royal Literary Fund Fellows
- Sussex Centre for Language Studies
- University of Sussex Students’ Union
- University Counselling Services
- Student Life Centre
Exceptional circumstances and Reasonable adjustments

‘An exceptional circumstances claim can be submitted when sudden, unforeseen and temporary conditions or events significantly affect your performance in assessments. The University will consider your claim which may result in you being given another assessment opportunity, or having a late penalty removed, enabling you to demonstrate your academic potential in the affected assessments.

You can make an evidenced claim if sudden, unforeseen and temporary conditions or events have led to the following circumstances. In each instance, a specific type of claim must be submitted:

- late or non-submission - you have not been able to submit an assessment, or have submitted it late
- absence - you are not able to attend an in-person assessment (examination or test)
- impairment - you have submitted an assessment on time, or taken a scheduled exam, but your performance in the assessment is seriously and unexpectedly impaired
- forthcoming absence claim - you anticipate being absent from a scheduled exam, or you anticipate that you will be unable to submit an assessment, or will have to submit it late

Assessments cannot be submitted more than 7 days late.

You must submit evidence to support your exceptional circumstances claim. Your claim will not be considered until evidence has been uploaded.

If you have a sudden illness or injury that might affect assessments over a period longer than 3 weeks, you should contact SSU as soon as possible, regardless of whether or not a claim is submitted.

If you sustain a sudden illness or injury that is likely to affect assessments for some time you should first submit a claim for any assessments that have been missed, work submitted late or any assessment submitted on time but unavoidably affected at the last minute. You should then contact the Student Support Unit (SSU) as soon as possible so that Reasonable Adjustments may be considered for upcoming assessments. This could include extensions to deadlines and/or special examination arrangements, for an agreed period.’

http://www.sussex.ac.uk/adqe/standards/examsandassessment/ec

‘The University is committed to ensuring that all registered disabled students are supported in learning and assessment, in line with current legislation. The University will consider proposals for a ‘Reasonable Adjustment’ (RA) to learning and assessment for a student with a disability, as defined by the Equality Act, that may impact on their ability to learn and perform in assessment. RAs will be considered in an anticipatory manner for all disabled students registered with the Student Support Unit (SSU). RAs will be for the duration of the course, unless otherwise stated. RAs will endeavour to support the student to take the planned mode of assessment in order to provide a fair and equal opportunity to succeed.’

http://www.sussex.ac.uk/adqe/standards/examsandassessment/ra
It is University policy that the Student Systems and Records office (SSRO) has the authority to approve some proposals to examination arrangements e.g. up to 25% additional time (up to a maximum of 4 hours) that are proposed by the SSU, that the Director of Student Experience (DoSE) has the authority to approve extensions to deadlines and to approve arrangements regarding presentations, and that all other proposals are referred to the University Reasonable Adjustment Panel.

The Reception for the Student Support Unit is on the Ground Floor of Bramber House. Reception is open from 9am to 5pm Monday to Thursday; 9am to 4pm on Friday. Email: studentsupport@sussex.ac.uk

There are special arrangements for students who are on a repeat year, and academic advisors who have advisees in that situation will be contacted. The bottom line is that we raise the bar on attendance and submission. Repeating students are expected to make more frequent contact with their academic advisor.

If you have concerns about any of your advisees, please contact the DoSE. Where student engagement is inadequate, they will be contacted by the School and a formal process which may lead to them being required to leave the University is initiated. This is the remit of the School Student Progress Committee chaired by the DoSE.

The School has Senior Academic Advisors responsible for subject areas as below:

Biochemistry and Genetics – Tara Ghaforian
Biomedical Science – Jenna Macciochi
Chemistry – John Turner
Ecology, Zoology and Biology – Paul Graham
Foundation year – Lorraine Smith
Neuroscience – Camilla Tornoe
Pharmacy – Brian Cox

Key Responsibilities of the Senior Academic Advisors:

1. Help identify suitable Academic Advisors in your subject area and assist the allocation of groups.

2. Maintain contact with this group of Advisors, to check that they are meeting their advisees regularly, and to provide mentorship to these academics about the advising process.

3. Oversee the “at academic risk” students in your subject group by being a point of contact for your Academic Advisors and to liaise with relevant individuals.

4. Liaise with the Director of Student Experience (DoSE) on individual cases of students in your subject area needing reasonable adjustments.

5. Flag to your group of advisors specific activities they could do with their advisees, subject-specific events e.g. careers, and/or other subject-specific issues.
6. Liaise with DoSE to appoint student mentors for your degree course group(s).

7. Attend the School Student Progress Committee (SSPC) on a rotating basis with other Senior Advisors (requirement once a year), and the School Student Experience Group.

8. Raise student experience/support-related issues at your Board of Study as necessary.
RESEARCH
RESEARCH

All members of faculty belong to a research subject group:

The School of Life Sciences is serious about the ethical governance of research undertaken in the School of Life Sciences which is overseen by the Life Sciences & Psychology Cluster-based Research Ethics Committee (C-REC). All staff and students whose projects require some form of ethical review (this will include all projects that involve human participants) must apply for and receive some form of ethical approval before their research may commence.

If your work involves the use of human tissue then please contact Prof George Giamas.

Research facilities

The School of Life Sciences is privileged to have a range of specialist expertise and facilities which support and enhance the School’s research and teaching across a wide range of disciplines (http://www.sussex.ac.uk/lifesci/internal/staff). These facilities are available to staff and students within Life Sciences and to other collaborative research groups throughout the University of Sussex. These facilities are showcased on our website and comprise:

- **Electron Microscopy** - contact Dr Pascale Schellenberger P.Schellenberger@sussex.ac.uk
- **Mass Spectrometry** - contact Dr Alaa Abdul-Sada a.abdul-sada@sussex.ac.uk
- **NMR** - contact Dr Iain Day I.J.Day@sussex.ac.uk
- **Optical Microscopy** - contact Dr Yan Gu yg90@sussex.ac.uk
- **X-ray Crystallography** - contact Dr Mark Roe M.Roe@sussex.ac.uk
- **Controlled Growth facilities** – contact Dr Rob Fowler r.e.fowler@sussex.ac.uk
- **Bioinformatics** – contact Dr Frances Pearl f.pearl@sussex.ac.uk
Research support

The Library has a small Research Support team who specialise in working with researchers. We can offer 1-to-1 support at your desk for literature searching, bibliometrics and more. The Research Support team also offer guidance on adding your publications to Sussex Research Online, and on more general questions around Open Access such as compliance with funder/REF policies, accessing money for Gold publications, and making your work more visible.

Find out how we can support you with:

Open Access: [www.sussex.ac.uk/library/openaccess](http://www.sussex.ac.uk/library/openaccess) or email openaccess@sussex.ac.uk
Research Data Management: [http://www.sussex.ac.uk/library/researchdatamanagement/](http://www.sussex.ac.uk/library/researchdatamanagement/) or email library.researchsupport@sussex.ac.uk
Sussex Research Online: [http://sro.sussex.ac.uk/](http://sro.sussex.ac.uk/) or email sro@sussex.ac.uk

Information on the University’s research support systems can be found here:
http://www.sussex.ac.uk/library/research
http://www.sussex.ac.uk/its/services/research
http://www.sussex.ac.uk/library/research/sro

Research Development Officers hold weekly surgeries in Life Sciences – these are advertised to all via email.

All proposals should be subject to an appropriate level of internal review, to ensure they are of high quality and relevance. As part of the internal review in the School of Life Sciences, the grant application pro forma should be sent to Professor John Spencer (Director of Research and Knowledge Exchange), copied to Professor Sarah Guthrie and David Rose, 6 weeks before the funding deadline, so the key people have early notification of applications for planning purposes. Applicants should ensure that they give a colleague the full application 4 weeks before the deadline, so there is time to review the proposal and help to maximise the quality of applications. The completed application should be circulated for signatures at least 3 working days before the submission deadline.

Staff may find the following link helpful when planning their submission:
http://www.sussex.ac.uk/staff/research/proposals

Each lab needs a webpage detailing research, publications, contacts etc. Maintenance of this page is the responsibility of the individual lab head. Training for this is available. Jessica Gowers is the Website, Communications and Events Officer in Life Sciences and can help with web content management ([j.gowers@sussex.ac.uk](mailto:j.gowers@sussex.ac.uk))

The School’s Research and Enterprise Coordinator, Anna Izykowska ([a.izykowska@sussex.ac.uk](mailto:a.izykowska@sussex.ac.uk), ext. 3670) can advise on studentships, funding applications etc.
Academic Time Survey (ATS)

The UK Funding Councils require all universities to allocate annual costs across the range of activities that they undertake.

All universities must submit an annual TRAC (Transparent Approach to Costing) return to the Higher Education Funding Council for England (HEFCE) in order to provide information to the Government on the full economic costs of teaching, research and other activities. The ATS is a vital component of the TRAC Return process, gathering statistical data about the time spent by Academic staff on teaching, research, and other support activities. The data collected is subsequently used as a basis for allocating certain key categories of costs to those activities.

The TRAC return is a valuable and influential source of data which informs the decisions of Government concerning funding for research in higher education. Importantly, the TRAC return provides the basis for Research Council full economic cost recovery rates, which determine the amount of overhead that can be charged to a Research Council funded research project. There is, therefore, a direct link between the need for a time allocation process and the amount of funding received by the University.

The University must achieve a 75% completion rate for the Academic Time Survey from all eligible Academics in order to comply with the requirements of TRAC.

ATS at the University of Sussex

All staff on ‘AT’ grades, i.e. those who potentially undertake a mixture of research and teaching, are required to complete the ATS.

You will find the ATS on Sussex Direct under the ‘Personal’ tab and a list of ATS definitions and activities is available by the ‘Related Links’ drop down box or at:

http://www.sussex.ac.uk/finance/services/corporateaccounting/tracfec

Before the start of each new Academic year, all eligible Academics will be contacted via email advising them of the dates of the ATS survey. The survey period currently consists of six individual weeks, selected from the academic year, ensuring that each month is sampled once every three years. (Should the survey change, you will be notified by email). You are asked to submit your time data for each period as soon as possible after its conclusion. Follow up emails will be sent initially to those who have not completed their ATS.

The survey data is confidential with each individual’s return being used only as part of the whole data set and for no other purpose. The data is handled in accordance with the Data Protection Act and by the ATS Administrator alone. It is used in an anonymous, aggregate form to provide statistical data at the level of Schools or the University as a whole.

If you have any questions please contact Kieron McGahan Ext 8437 K.Mcgahan@sussex.ac.uk