# Contents

**Part 1 – General Information** ................................................................. 5  
  Term dates ......................................................................................... 5  
  Registration ....................................................................................... 6  
  Late Registration ............................................................................... 7  
  ID Cards .............................................................................................. 7  
  Schools and Departments ................................................................. 7  
  Communication ................................................................................ 8  
  University Regulations and Policy ..................................................... 9  
    Student Discipline .......................................................................... 9  
    Copyright ...................................................................................... 10  
  Data Protection and Record-keeping .............................................. 12  
    Processing Your Personal Data .................................................. 12  
    Sensitive Personal Data ............................................................... 13  
    Disclosing Your Personal Data to Third Parties ....................... 14  
    National Data Collection: HESA ............................................... 15  
    Sussex Alumni Network and your personal data ..................... 16  
    Access to Personal Information .................................................. 16  
  The Sussex Campus ......................................................................... 17  
    Campus Map .................................................................................. 17  
    Protection of the Environment .................................................. 17  
    Security on Campus ...................................................................... 18  
    General Safety Matters ............................................................. 18  
    Reporting Potentially Hazardous Situations ......................... 19  
    Keeping Safe .............................................................................. 19  
    Accidents and Emergencies ...................................................... 20  
    Car Parking on Campus .............................................................. 21  
    Buses ............................................................................................ 21  
    Trains ............................................................................................ 22  
    Cycling .......................................................................................... 22  
    Taxis ............................................................................................. 22  
**Part 2 – Academic Matters** .............................................................. 23  
  Transferring course ....................................................................... 23  
    Transferring within the University ......................................... 23  
    Transferring out of the University of Sussex ......................... 23  
    Temporary withdrawal ............................................................... 23
Part 3
Support for your studies

IT Services

Library

Complaints and Appeals

Transcripts and Certificates

Graduation

Research Students

Sussex Choice

Electives and Pathways

Study Abroad

Placements

Year in Specialist Subject

Examination arrangements

Disabilities, mental health conditions and specific learning difficulties

Religious observance

Use of calculators in examinations

Marking your work

Feedback on assessment

Moderation

External examiners

Completion of each year of study

Sussex Choice

Electives and Pathways

Study Abroad

Placements

Year in Specialist Subject

Research Students

Graduation

Transcripts and Certificates

After your studies

Complaints and Appeals

Academic appeals

Student complaints

The Office of the Independent Adjudicator

Students on programmes validated by the University

Part 3 – Support and Services

Library

IT Services

Support for your studies

Induction and re-induction

Advice on module choices and options
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advice on your academic progress</td>
<td>42</td>
</tr>
<tr>
<td>Skills Hub</td>
<td>42</td>
</tr>
<tr>
<td>Study Skills Workshops</td>
<td>43</td>
</tr>
<tr>
<td>Writing Skills development (Royal Literary Fund)</td>
<td>43</td>
</tr>
<tr>
<td>Sussex Centre for Language Studies</td>
<td>43</td>
</tr>
<tr>
<td>Student Life Centre</td>
<td>44</td>
</tr>
<tr>
<td>Money Matters</td>
<td>45</td>
</tr>
<tr>
<td>Funding and advice</td>
<td>45</td>
</tr>
<tr>
<td>Paid employment</td>
<td>45</td>
</tr>
<tr>
<td>Dealing with debt</td>
<td>45</td>
</tr>
<tr>
<td>Useful Contacts Outside of the University</td>
<td>46</td>
</tr>
<tr>
<td>Student Support Unit (SSU)</td>
<td>49</td>
</tr>
<tr>
<td>University Counselling Services</td>
<td>50</td>
</tr>
<tr>
<td>Health and Wellbeing</td>
<td>51</td>
</tr>
<tr>
<td>Health Centre</td>
<td>52</td>
</tr>
<tr>
<td>Dentist</td>
<td>53</td>
</tr>
<tr>
<td>Chaplaincy</td>
<td>54</td>
</tr>
<tr>
<td>International Student Support</td>
<td>55</td>
</tr>
<tr>
<td>Paid employment</td>
<td>55</td>
</tr>
<tr>
<td>Careers and Employability Centre</td>
<td>56</td>
</tr>
<tr>
<td>Sussex Universities Service Units</td>
<td>58</td>
</tr>
<tr>
<td>Sussex University Royal Naval Unit (Sussex URNU)</td>
<td>58</td>
</tr>
<tr>
<td>Sussex Universities Officer Training Corps (UOTC)</td>
<td>59</td>
</tr>
<tr>
<td>Sussex Universities Air Squadron</td>
<td>59</td>
</tr>
<tr>
<td>Accommodation</td>
<td>60</td>
</tr>
<tr>
<td>Childcare</td>
<td>62</td>
</tr>
<tr>
<td>Sussexsport</td>
<td>63</td>
</tr>
<tr>
<td>Sussexsport membership</td>
<td>63</td>
</tr>
<tr>
<td>Club Sport</td>
<td>63</td>
</tr>
<tr>
<td>Social sport</td>
<td>64</td>
</tr>
<tr>
<td>Sports Scholarship Scheme</td>
<td>64</td>
</tr>
<tr>
<td>Facilities</td>
<td>64</td>
</tr>
<tr>
<td>Students’ Union</td>
<td>66</td>
</tr>
<tr>
<td>Eating and Drinking on Campus</td>
<td>70</td>
</tr>
<tr>
<td>Shops and Facilities</td>
<td>70</td>
</tr>
<tr>
<td>Contacts Outside of the University</td>
<td>70</td>
</tr>
</tbody>
</table>
Welcome

Welcome to the University of Sussex.

Studying at university is one of the most exciting and rewarding things you will ever do. We are delighted that you have chosen Sussex for this experience.

At Sussex, our aim is to provide a stimulating environment, state-of-the-art resources, and a curriculum designed to help you gain the skills and experience to enable you to fulfil your potential.

We know that most of you can manage most challenges most of the time. If there are times or issues where you need specific guidance or support, this Handbook will provide a quick guide to services, how to access them and what to do when things go wrong.

You need to be familiar with the University regulations governing academic and professional life on campus.

This is your chance to challenge and stretch yourself, to meet people from a wide variety of backgrounds, countries and cultures and to build the foundations for your success.

Good luck for your future with us.

Debora Green
Interim Director of Student Experience
Part 1 – General Information

Term dates

The term dates below are for all students, although the exact dates and assessment periods that apply to you will depend on your course.

You can check the term dates and assessment periods that apply to you by contacting your school or by logging on to Study Direct.

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrivals weekend (new undergraduate students)</td>
<td>16 September 2017</td>
</tr>
<tr>
<td>Freshers’ week (new undergraduate students)</td>
<td>18 September 2017</td>
</tr>
<tr>
<td>Autumn term</td>
<td>25 September to 15 December 2017</td>
</tr>
<tr>
<td>Christmas vacation</td>
<td>16 December 2017 to 7 January 2018</td>
</tr>
<tr>
<td>Private study period</td>
<td>8-10 January 2018</td>
</tr>
<tr>
<td>Mid-year assessment period</td>
<td>11-26 January 2018</td>
</tr>
<tr>
<td>Inter-session week</td>
<td>27 January to 4 February 2018</td>
</tr>
<tr>
<td>Spring term</td>
<td>5 February to 11 May 2018</td>
</tr>
<tr>
<td>Easter teaching break and spring vacation</td>
<td>24 March to 8 April 2018</td>
</tr>
<tr>
<td>Private study period</td>
<td>14-16 May 2018</td>
</tr>
<tr>
<td>Summer term (year-end assessment period)</td>
<td>17 May to 15 June 2018</td>
</tr>
<tr>
<td>Summer vacation</td>
<td>starts 16 June 2018</td>
</tr>
<tr>
<td>Summer vacation assessment period</td>
<td>20 August to 7 September 2018</td>
</tr>
</tbody>
</table>

For more information about other key dates, please visit the University website at: [http://www.sussex.ac.uk/about/term-dates](http://www.sussex.ac.uk/about/term-dates)
Registration

Registration is the formal process of becoming a member of the University and where you agree to the University’s current regulations and pay your fees and other charges. Completing the registration process will enable you to attend lectures, receive tuition, sit examinations, register with the Library and other facilities, and be a member of the Students’ Union. You will need to complete registration at the start of each academic year and you can find details of how to register on the following page:

http://www.sussex.ac.uk/students/induction/registration/

You will receive an email giving details of how to collect the username and password for your IT account in late August. At this point you will also be asked to confirm your personal details and to upload a passport style photograph for your university identity card. The rest of the online registration process opens for students starting in 2017 on 1 September 2017:

https://direct.sussex.ac.uk/register.html

You are asked to confirm personal details, home address, term address and next of kin. You are also required to pay, or set up a payment arrangement (e.g. recurrent credit/debit card payment), for any rent or tuition fees for which you are liable. Debts cannot be carried forward from one academic year to the next. The University’s terms and conditions for payment and debt recovery can be found at:

https://www.sussex.ac.uk/webteam/gateway/file.php?name=debt-recovery.pdf&site=262

If the University has received confirmation of payments being made on your behalf such as support through Student Finance England, a research council, or any other third party sponsor, this will show on the online registration system and you will only have to pay for any portion of the fee or rent for which you are responsible. Information about how to pay your tuition fees and other charges can be found at:

www.sussex.ac.uk/finance/services/feesandincome/studentaccounts

You should be aware that by registering you are agreeing to abide by and accept the University’s ordinances and regulations; the Library regulations at the University; regulations for the Use of Computers and Computer Networks; and the University’s general terms and conditions, as set out in our undergraduate prospectus and postgraduate prospectus.
Late Registration

The penalty for late registration with the University is £50. If you know in advance that you will be unable to register by the end of September it may be possible for an exemption from the penalty and you should write to:

Registration Officer
University of Sussex
Sussex House
Falmer
Brighton
BN1 9RH

You can register late at the Student Accounts office, in Sussex House. If you have not made special arrangements and do not register before Friday 6 October, you will be liable to pay the penalty.

ID Cards

When you come to collect you university ID card you will be required to provide photographic ID – ideally your passport but photo drivers’ licences and national identity cards will also be accepted.

Your joint ID/Library/NUS card will be given to you as part of the registration process in the first year of your course. This card will be valid for the duration of the programme upon which you have registered. Lost cards can be replaced by going to the Print Unit – a charge of £10 will be made for replacing lost cards. Where details are incorrectly printed on the card or subsequently become incorrect, because you change mode of attendance from Full time to Part Time for example, a replacement card can be issued free of charge.

During online registration you are asked to upload a passport photograph of yourself. The system allows you to crop the image but the final image should have only you in the picture, facing the camera and only show head and shoulders. There is full guidance on acceptable images on the registration website.

Images that don’t meet the criteria will be rejected and you’ll receive an email asking you to upload another image. If you are not able to upload a suitable image this will not stop you from completing online registration but you may have to queue to get your identity card issued when you arrive.

Schools and Departments

There are 12 main schools in the University including the Brighton and Sussex Medical School (BSMS) which is a partnership between the Universities of Brighton and Sussex with
the NHS. There is also the Doctoral School which supports doctoral researchers across the University. You can access websites for your school and/or departments at the following link:

www.sussex.ac.uk/schoolsandservices/schools/

Your school or department will provide you with any appropriate handbooks related to your course and modules. For taught students, the curriculum for your course can be found online at:

www.sussex.ac.uk/schoolsandservices/schools/courses

You should familiarise yourself with the key contacts and any relevant processes within your school and department.

Communication

It is essential that you keep us informed of your current term-time and ‘home’ addresses and provide a contact in an emergency. We need to be able to contact you both during and out of term-time and you will need to provide us with a mobile phone number and keep it up to date.

We need to communicate with you for a variety of reasons. Paper-based communications will be sent via pigeonholes or posted on main notice boards in Schools. You are expected to check these on at least a weekly basis.

Sussex Direct gives you online access to the information and facilities you need to support your academic and administrative interactions with the University. Your password-protected personal login will give you access to your University email account and other information. It is essential that you attend the induction IT training that you will be offered and that you become a regular user of your Sussex Direct account, regardless of what subject you are studying. Official University communications with you will often be sent via email rather than on paper. It is essential that you regularly monitor your university email and you should check your email at least twice each week during teaching periods.
University Regulations and Policy

The Regulations contain detailed rules about staffing procedures, student disciplinary and appeals procedures, the Students’ Union, the composition of Council and Senate, titles of degrees and Schools, roles of Heads of Schools, lists of collaborative institutions, academic titles and dress, the various degree courses awarded by the University, and general University regulations (library, ICT, administrative). The Regulations are updated annually and approved by the University’s Council and/or Senate and the full list can be accessed at the following link:

www.sussex.ac.uk/ogs/govdocuments/regulations.

You should be aware that by registering with the University you are agreeing to abide by and accept:

- the University Ordinances and Regulations including the Library Regulations
- the University Regulations for the Use of Computers and Computer Networks

Student Discipline

The University’s Regulation on Student Discipline (Regulation 2) states that “Students shall maintain a standard of conduct which does not (1) cause actual or potential distress or harm to others; (2) cause actual or potential damage to the property of the University of Sussex; (3) disrupt the normal functioning or operation of the University; or (4) impede or interfere with the pursuance of work or study of those working or studying at the University”. We expect all members of the University community to treat each other with dignity and respect and, as far as possible, to try to prevent any breach of discipline. All members of the community are asked to report any occurrence which they believe may be in breach of the University’s Regulation on Student Discipline.

Allegations relating to student discipline should be reported to Dr David Cole, the Director of Planning, Governance and Compliance or via the email student-discipline@sussex.ac.uk. Dr Cole will appoint an Investigation Officer to consider the case and decide on the next steps. If there is a case to be answered and the matter is of a serious nature, the Investigating Officer will refer the case to a Student Disciplinary Panel, which will hear the case. If there is a case to be answered but the matter is not considered serious enough to justify a Panel, the Investigating Officer will decide the case and whether or not a penalty should be imposed.

If you are on a course of study leading to professional recognition or accreditation you should be aware that some discipline offences may be considered separately by a body constituted within your School under fitness to practise/termination of training provisions. Where this may be an issue the provision is detailed in regulations and handbooks for the specific course or courses.
Further information about student discipline is available at:


Copyright

Students must abide by copyright law and relevant licences in any copying they undertake of works in copyright (such as books, journals, DVDs, videos and information on the Web).

There is a provision under the Copyright, Designs and Patents Act 1988 for individuals to make single copies of a limited portion of a book, or a journal issue for the purposes of research or private study for a non-commercial purpose. The amount that can be copied is not defined by the Act but the extent of copying must not harm the economic interests of the copyright owner (fair dealing). It is generally accepted that copying should not exceed one chapter from a book or one article from an issue of a journal. From 1st June 2014, this provision has been extended to cover limited copying (short extracts) from all types of copyright work, including sound recordings, films and broadcasts, subject to fair dealing for research or private study. Further copyright guidance is available from the Library here:

http://guides.lib.sussex.ac.uk/copyright

Audiovisual materials are to be used for educational purposes only. They may not be shown to a fee paying audience and no unauthorised copies may be made.

The Library subscribes to many online resources, such as electronic databases and journals and eBooks. In addition to copyright law, the use of these resources is governed by licences which the University has signed with the relevant publishers and information providers. A link to the terms and conditions of use are displayed on the home page of individual resources. It is important for students to familiarise themselves with what sort of copying is permissible. Posters are displayed at self-service photocopying and scanning facilities around the University, setting out in broad terms what is allowed. Further copyright guidance is available here:

http://www.sussex.ac.uk/ogs/policies/information/copyright.

You should note that it is illegal for anyone to sell photocopies without the copyright owner’s permission. If anyone tries to sell you photocopied material off campus, you should be extremely cautious as this could be an illegal activity. The University is, however, authorised by the Copyright Licensing Agency to produce paper study packs on a cost-recovery basis. Additionally, designated University staff are authorised to scan from printed material, published in the UK or the USA (subject to the limits and exceptions of the Licence) and make digital copies available to students registered on a particular course.

Information about various copyright issues in relation to the University’s computing facilities (e.g. the use of software and Electronic Library resources) is contained in the University’s Regulations for the Use of Computers and Computer Networks:
Please note that downloading music files from the internet is illegal if the recordings are protected by copyright and the copyright owner’s permission has not been obtained. Even in instances where there is no issue of copyright protection, students may not use University facilities to download music files unless this is part of an authorised project.
Data Protection and Record-keeping

The University is registered to hold data about you under current UK Data Protection law. Processing personal information is necessary for the operation of the University as an educational institution.

Processing Your Personal Data

Examples of how your information will be used are as follows:

- To administer your studies, record academic achievements, to determine and record your overall award outcome. The precise way in which your assessments are calculated is published in the relevant examination handbooks and programme documentation. We retain a permanent record of all awards of the University (see Disclosure to third parties, below).

- To assist in pastoral and welfare needs.

- To administer the financial aspects of your registration as a student (e.g. payment of fees, debt collection).

- To administer your tenancy, if you become a tenant of accommodation owned or managed by the University (e.g. rents, debt collection).

- To manage University facilities (e.g. Computing, Library and sports facilities).

- To produce management statistics.

- To monitor equal opportunities policies (e.g. in relation to the Equality Act 2010, disability discrimination, etc.).

- To administer employment processes, should you choose to work at the University.

- For security and disciplinary purposes (e.g. through the use of security cameras and reports of incidents compiled by security staff and others).

- To enable our continued contact with you after you complete your studies, e.g. surveys of graduate work destinations and the work of the Development and Alumni relations Office.

Additional processing may be required for students registered on specific programmes (e.g. teaching and social work), students with certain funding arrangements, or students choosing to pursue studies abroad.
Under UK Data Protection law an individual can request that such processing should not occur. In practice this would mean that the individual could not continue as a student of the University, since the University would be unable to carry out its basic operations, for instance processing examination results and determining final degree results.

However, the University is able to offer some choices about the way your data will be used:

- Whether your photograph, as printed on your University ID card, is made available for limited use on departmental notice boards.
- Whether you are happy for the University to release your contact details to a limited number of organisations which work with the University, sometimes on a commercial basis.
- Whether you are happy for us to pass your contact details to the Students’ Union.

You can make these choices when you register via Sussex Direct. In addition, under certain circumstances – e.g. where you can present genuine reasons for asking the University not to release any information about your presence at the University, we can remove you from internal directories and flag your details appropriately on the student database. For further information on choices around the use of your personal data, please contact the Student Records and Systems Office.

In-person enquiries: 10.00am – 4.00pm, Level 1, Bramber House
Postal address: SSRO, Level 1, Bramber House, University of Sussex, Falmer, Brighton BN1 9QU
Telephone: +44 (0)1273 877093
Email: studata@sussex.ac.uk

The University may also use external companies (‘data processors’) to assist with producing management statistics and other analytical information. In these situations your data would be provided to a third party for a limited time, for the University’s purposes only, and destroyed once the work was complete. Data processors would not have access to your data for any other purpose.

Sensitive Personal Data

Some of the information about you that the University holds, such as your ethnic origin, is classified as sensitive personal data. This is collected to meet Government requirements, to monitor whether our equal opportunities policies are working and to ensure that disabled students and other underrepresented groups receive appropriate support. In addition to the normal standards of confidentiality set out below on the release of your data to third parties (outside the University) we also carefully control access to sensitive data within the University, so that it is only available to people who need to know.
The University has a policy on the disclosure of sensitive information when there are exceptional circumstances, e.g. there is a risk to a student's health or safety, a student is at risk of serious abuse or exploitation, a student's behaviour is seriously affecting others, there is a possibility that a criminal or serious disciplinary offence has been committed, or where a student's health or behaviour may compromise the University's responsibilities to outside agencies, such as partner institutions or practice placements. The University also has a policy which covers how staff should handle student personal data. These policies and further information can be found here:

www.sussex.ac.uk/ogs/policies/information/dpa

The general principle is that student data should be shared amongst staff only for the purposes of carrying out their normal duties. In interpreting this principle we try to be sensitive to the differing situations of groups of students. For instance, home/local contact details for full-time students are not normally available to members of academic staff, but tutors on part-time programmes are given access to students contact details, else essential communications could be compromised. These variations to the principle of restricted access are allowed only where there is a clear balance of benefit to students themselves.

**Disclosing Your Personal Data to Third Parties**

We are required by law to collect and provide information on students to certain external agencies. These bodies include the Higher Education Statistics Agency (see ‘HESA’ section below), Student Loan Company, local education authorities and other grant-awarding bodies and local taxation authorities. We are also obliged to release information to the Benefits Agency, police and similar law officers undertaking criminal investigations, and in certain circumstances to officers of the Court in relation to civil proceedings. From time to time, institutions are asked to provide data they have collected to the Higher Education Funding Council of England or to other bodies acting on the Council's behalf, which may include personal details of students. As an example, the University may be required to provide student contact details for National Student Surveys.

Generally, we will not disclose your personal data to third parties, other than the special agencies referred to above, unless you have given explicit permission for us to do so.

Please note that if regular progress reports are required by your funding organisation we will normally provide this information. If you have any queries about such reports, please contact your funding organisation.

Please note that the law also allows the University to release personal data where university staff have a real reason for concern about your safety and wellbeing (or the wellbeing of others). Staff may reasonably take this view if, despite persistent efforts, they have not been able to contact you for a significant period of time. In such cases the University may seek to enlist the help of your next of kin, emergency services or other relevant contacts.
Once you have completed your studies here, the details of your academic award from the University, including dates of attendance, are regarded as ‘public’ information (but not the fact that you have failed an award). Names of successful candidates will be published on open pass lists on campus notice boards and in the graduation programme where applicable. This information will also be released to third party enquirers (for example, prospective employers).

You will be asked to nominate a referee when you leave the University. Your academic advisor/supervisor (or nominated referee if different) will also disclose relevant additional information about you if asked by a third party to provide a personal or academic reference for the purpose of employment or further study.

**National Data Collection: HESA**

Some information held about you by the University will be sent to the Higher Education Statistics Agency (HESA). This forms your HESA record, which contains mainly coded information including ethnicity and disability data. Your record, or parts of it, will be passed to those of the following bodies that require it to carry out their statutory functions in relation to the funding of education. Further details can be found at:

[www.hesa.ac.uk/collection-notices](http://www.hesa.ac.uk/collection-notices)

Department for Business Innovation and Skills (BIS)
National Assembly for Wales (NAW)
Scottish Executive (SE)
Department for Employment and Learning, Northern Ireland (DEL(NI))
Higher Education Funding Council for England (HEFCE)
Higher Education Funding Council for Wales (HEFCW)
Scottish Higher Education Funding Council (SHEFC)
Teaching Agency (TA)
Department of Health (DH)

The data in your record will be used primarily for statistical analysis by HESA and the above bodies. This use may result in the publication and release of data to other approved users, which may include academic researchers and commercial bodies. Your record will not be used by HESA or any of the above bodies in a way that would affect you individually.

Your contact details will not be made available to HESA and precautions are taken to minimise the risk of identification of individuals from the published and released data. None of the above bodies will be able to use the data provided to HESA in order to contact you.

When you qualify, further data about you will be collected and information on how this will be used will be provided at that time.
Under UK Data Protection law you have the right to a copy of the data held about you by HESA, for a small fee. If you have any concerns about, or objections to, the use of data for these purposes, please go to the HESA website:

www.hesa.ac.uk/

You can also write to HESA for information at the following address:

95 Promenade
Cheltenham
GL50 1HZ

**Sussex Alumni Network and your personal data**

Once you have finished your studies, your records are transferred to the database held by the Development and Alumni Relations Office. The information is used to communicate with you via post, email and telephone for alumni relations, marketing, promotional and fundraising purposes.

Your personal information is treated confidentially and held securely on the University’s alumni database in accordance with UK Data Protection law. For further details about the personal data we hold, how we protect it, and how we use it to support the work of the University of Sussex, please see our Privacy Policy at: www.sussex.ac.uk/alumni/privacypolicy.

**Access to Personal Information**

The UK Data Protection law provides individuals with a right of access to their personal data under certain conditions and subject to a number of exemptions. If you wish to exercise your right under the Act, please contact the Information Officer.

**Postal address:** Information Officer, Sussex House, University of Sussex, Falmer, Brighton BN1 9RH

**Email:** dpo@sussex.ac.uk

You can also find further information here:

http://www.sussex.ac.uk/ogs/policies/information/dpa/students

Requests for specific information can be processed much faster than general requests. The Information Officer will also be pleased to advise on any aspect of data protection legislation.
The Sussex Campus

Campus Map

You can access a map of the campus at the following link:

www.sussex.ac.uk/aboutus/findus

Protection of the Environment

The campus is the size of a large village: there are over 14,000 students, of which there is space for 5,000 to live on campus, and more than 2,000 staff. It is almost completely bounded by the South Downs National Park, which gives added protection to an area of downland formerly designated one of Outstanding Natural Beauty.

All institutions and individuals have a responsibility to conduct their affairs in ways which avoid damage to the environment and maintain the quality of life. The University takes this responsibility very seriously. Information on sustainability including the University Environmental Policy can be found at the following link:

http://www.sussex.ac.uk/sef/services/sustainability

Protection of our environment is a requirement for all members of the University, including visitors and the following principles are encouraged:

- Use all available recycling facilities across campus.
  - Mixed recycling bins (orange) for paper, card, cans and plastic bottles.
  - Glass recycling bins (Red) for all glass.
  - Food waste bins (Brown) for all foods.

We have an online map of all recycling waste streams, which includes clothing and batteries

http://www.sussex.ac.uk/sef/services/waste

- Save energy and water: remember to turn off all appliances when not in use and report faulty equipment and dripping taps to your Porter. The University has a target to achieve by 2020 and needs your help to achieve this!

http://www.sussex.ac.uk/sef/services/sustainability

- Keep to the designated footpaths and avoid taking short-cuts across the grass – you may be damaging a designated meadow area. The University has won a Green Flag Award, help up maintain it.

http://www.greenflagaward.org/park-summary/?park=3013
• Don't drop litter: place litter in one of the litter bins around campus. We also have designated bins for cigarette stubs and chewing gum, so please help us keep the campus looking great.

• We have great sustainable transport options: cycling (local cycle paths), walking (the campus boundary trail) and local public transport (good rail and bus services). These are considerably better for the environment than traveling by car.

For additional information visit the website at:

http://www.sussex.ac.uk/sez/services/transport

Security on Campus

The Security Unit office is located on the ground floor of York House and is staffed 24 hours a day. Officers patrol the campus around the clock and will, if given an advance request, accompany lone students across campus after dark, or to and from Falmer Station. To book a security escort around campus and to and from Falmer station, please contact Security directly by phone on 01273 678234 or the Service Centre Helpdesk on 01273 87 7777 or email service.centre@sussexestatesfacilities.co.uk.

All Security Unit staff are first aid trained and can respond quickly to an emergency. For your safety there is a comprehensive CCTV system and emergency telephones located throughout the campus, both of which are monitored from the Security Office.

The University is an open campus and consequently anyone can enter by foot or vehicle. If you are asked for identification please co-operate because this will assist security greatly.

General Safety Matters

The University takes your safety – and that of others on campus – very seriously indeed. The health and safety policy is regularly reviewed and updated, and a range of committees and officers are involved in the monitoring of the effectiveness of the policy. But the best thing is for accidents not to happen. You have a responsibility to behave safely and to read, understand and comply with all notices and statements on safety matters. Safety on campus is important to you and to everyone else working and studying here. Read the notices about fire, first aid and other emergencies in the buildings you use.

For additional information visit the Health and Safety website:

www.sussex.ac.uk/hso.
Reporting Potentially Hazardous Situations

If you discover a potentially hazardous situation bring the matter to the attention of the member of staff responsible for the building or activity involved, either directly or by contacting the relevant School/Unit Health & Safety Adviser (HSA). You can also contact Sussex Estates and Facilities service centre on extension 7777 from any internal phone to report safety concerns or email service.centre@sussexestatesfacilities.co.uk.

Keeping Safe

The Campus is generally a very safe place to be. However, there are a few things that it’s important to know, and to take into account, when you are planning to be out and about, on the Campus or in Brighton.

Off campus

1. Plan ahead. Make sure you know where you are going, how to get there and how you will get home. Keep enough money for a taxi – Streamline offer a ‘Fare Deal’ from the city to campus for a fixed sum (call 01273 747474 or 01273 202020 and quote Fare Deal and ask for the current offer). If you live in shared accommodation- on or off campus- let someone know that you’re going out and when you expect to be back.
2. If you are using public transport, choose a seat in an area of the bus or train carriage where others are sitting. Again, if you can, remember it is always safer to travel with friends. However, if you are on your own, be aware of others who exit the vehicle with you.
3. While you’re out, stay with friends and let each other know if your plans for the night change.
4. If you are on your own stay alert. If you are wearing headphones or chatting on your phone you may not notice trouble approaching
5. Walk away from trouble and trust your instincts if you feel uncomfortable.
6. Think about carrying a personal alarm.

On campus

1. If you are out at night, stay in well-lit areas. Try not to wear headphones or chat on your mobile, as both can distract you and make you less aware of what is happening around you.
2. Campus is a public space, so don’t assume that everyone you meet here will be a student. Don’t go home with someone you don’t know or invite them home with you. Take a number, or arrange to meet them another time during the day, or in a busy place. If someone is hanging around, or making you feel uncomfortable, call Security on 3333.
3. Familiarise yourself with the location of the emergency phones on campus.
Alcohol

If you choose to drink alcohol, you need to think about your safety and well-being, and also that of others. We don’t want to discourage you from moderate social drinking, but do want to suggest a few ways of making sure you – and everyone with you – has a good time.

1. If you intend to drink alcohol, eat a good meal before going out. Drinking alcohol on an empty stomach can speed up the rate at which it is absorbed. Be sensible.
2. If you intend to drink, don’t take your car. If you have travelled by car, make alternative arrangements to get home safely.
3. Drinking of alcohol while on the local bus services is not allowed.
4. Alternate alcoholic beverages with soft drinks, or water, and try to drink a glass of water before you go to bed. Dehydration adds significantly to the discomfort of a hangover.
5. Watch your drinks and don’t accept a drink from someone you don’t know. Ask someone you know well to look after your drink if you need to leave it for a while. Don’t return to a drink that’s been left unattended.
6. Watch how much you drink. Know your limits, and stick to them. Alcohol makes you feel less inhibited and you are more likely to make decisions that you will maybe regret later, if you have too much to drink.
7. Alcohol can make people feel less inhibited in other ways too, and excessive alcohol consumption is associated with an increase in violent behaviour. If things are getting out of hand, walk away.

Above all, discuss safety issues with your flatmates and agree some ground rules.

Accidents and Emergencies

If you are involved in or witness an emergency, or believe someone is improperly on the campus or you witness an offence being committed, then contact Security immediately. You can do this by using any of the emergency telephones across campus (they are marked with blue flashing lights at night), by calling 3333 from an internal telephone, or 01273 873333 from another landline or a mobile phone.

To call an ambulance ON CAMPUS use the internal emergency number 3333. This will alert Security who will arrange for local assistance to come to the scene of the incident, and will ensure that the ambulance is met and guided directly to the injured person. Do not dial 999 as this may cause a delay in getting the ambulance to the injured person. OFF CAMPUS you should dial 999. Once you have summoned an ambulance call the internal emergency number (01273 873333) so that Security can be made aware of the incident.

For injuries not requiring an ambulance, call the emergency number stating the nature of the injury. Security will call for a local first aider to attend. For accidents that occur outside working hours, first aid may be obtained from the Security Office by dialling 3333, or if the injury is minor, by assisting the injured person to York House. Report all accidents as soon
after the event as possible; forms are available from Premises Assistants' desks, or from the School/Unit HSA.

Please remember that you share responsibility for your own and others' security and peace of mind. Report any defects (even dead light bulbs), and any incident at all that might constitute criminal behaviour – we want Sussex to remain a safe place. The University will press for the prosecution of anyone found committing criminal offences on campus, whether staff, student or visitor. Staff and students are additionally liable to internal disciplinary action.

**Car Parking on Campus**

If you are resident on campus you are not allowed to park a van or car on campus (except Residential Advisers, those with mobility problems or with families resident). Car park space on campus is limited so parking will be difficult and charges will apply Monday to Friday 0900–1700. There is no alternative on-street or other parking available anywhere in the vicinity of the campus at Falmer.

Please use other more sustainable forms of transport if possible and do not bring cars onto campus unless you have a special mobility need (refer to the Student Support Unit Bramber House or email [studentsupport@sussex.ac.uk](mailto:studentsupport@sussex.ac.uk)).

Eligible students can purchase an annual permit to park or you can apply for a pass to park on campus (no charge) and pay by scratch cards for parking on a daily basis. You can apply on the Sussex Direct web pages as soon as you are registered on the system by accessing the personal section followed by transport. Enter the details of your car then the application for either the pass or permit. Processing the pass or permit takes around 3 days. The pass this will be sent via internal mail to your school pigeonhole after processing. Permits will be issued on full payment of the fee. An e-mail communication will be sent to advise you of the payment and collection point on campus.

**Buses**

Buses run both to/from and past the University. Bus travel between stops on campus is free of charge on the service 25. Various concessionary rates for season tickets are available to students. Timetables are available from the reception areas of Sussex House, Falmer House, Bramber House and York House. For more information on routes and timetables visit [www.buses.co.uk](http://www.buses.co.uk) and the Big Lemon web pages.
Trains

There is a pedestrian and cycle underpass under the A27 between the University and Falmer railway station. Direct trains to Falmer run from Brighton, Lewes, Seaford and Eastbourne. Connections for trains to London and Gatwick can be made at Brighton or Lewes.

Daytime trains from Falmer to Brighton run four times an hour, taking less than 10 minutes in each direction. Evening services (after 5.00pm) run regularly until 11.30pm. On Sundays there are one or two trains an hour in each direction. Visit www.nationalrail.co.uk/ for train times.

Student discounts are available through the purchase of a Young Persons Railcard or a Unizone card. The Unizone card offers unlimited travel between designated stations in the surrounding area and you will need a valid NUS card to purchase one. For further details and prices visit:

www.southernrailway.com/tickets-and-fares/ticket-types/unizone

Cycling

On-road cycle lanes run from Brighton and Lewes to Falmer. There is also a cycle route through campus. Cycle storage facilities are available in a variety of campus locations. The Travel Plan will improve security and storage of cycles particularly at student residences. Public shower facilities are available in several buildings for cyclists and walkers. The Sport Service showers are free to cyclists.

Taxis

Streamline Taxis of Brighton offer a 'Fare Deal' saving on normal metered fares to students and staff at the University (ID required). ‘Fare Deal’ operates from East Slope, Bramber House and Falmer House to central Brighton or return and the fare is £14.00. There are various set fares for other areas including Brighton Marina. You can get in touch with Streamline on 01273 747474.
Part 2 – Academic Matters

Transferring course

The University has registered you on a particular course of study but you can request to change this and in some circumstances may be required to change course.

Transferring within the University

1. You can ask to change. Opportunities to transfer course may be available at the beginning of year one, the start of the spring term of year one, and the end of year one. Whilst we would like to comply with every student’s wish, we cannot always do so; the chosen course might be full, or you might not satisfy the normal entry conditions for it.

2. You may have to change. Some courses such as those with a placement, a study abroad year or an integrated masters course have higher progression thresholds. If you do not meet these requirements you will be transferred to an associated bachelors course.

Transferring out of the University of Sussex

If you want to transfer out of the University you should consult the Student Systems and Record Office as soon as possible. You may also wish to speak to a careers adviser.

The rules regarding your retention of Student Loans if you transfer are very complicated and you should consult your Local Education Authority (LEA) and the Student Systems and Record Office before doing anything.

Temporary withdrawal

You can temporarily withdraw from your studies until the end of the spring term if you are an undergraduate student or up to 30 June if you are a postgraduate student. If you are thinking about withdrawing from the University you will need to make an appointment to discuss this with one of the Student Life Advisors in the Student Life Centre. There may be other options available and Student Life Advisors may suggest other resources to help you continue with your studies. If you have concerns about your academic performance you should discuss these with your Academic Advisor.

The point at which you return from temporary withdrawal will be considered at the next available Progression and Award Board. You will not usually be able to temporarily withdraw for more than 12 months.
A Progression and Award Board may require you to temporarily withdraw from the University and offer the opportunity to resit failed modules without attendance if you fail a year of study.

On return from temporary withdrawal you may experience changes to the curriculum which are inevitable due to the usual process of updating the syllabus to keep it relevant and deliverable. You will have to take the curriculum being offered at the point of your return. You will need to complete a Notification of Temporary Withdrawal form.

For undergraduate students there are two points of the year where re-entry to study is permitted following temporary withdrawal. These are the beginning of the autumn term and the beginning of the spring term. For postgraduate students there is also the option to re-start at the beginning of the summer term too. You will usually re-start at the beginning of the term that you did not complete, subject to confirmation of the start date by the Progression and Award Board.

Definitive information on assessment regulations is available in the Examination and Assessment Regulations Handbook which can be accessed online at:

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

**Attendance**

You are expected to be ‘in attendance’ at the University for the full duration of the published term dates for your course of study. That means you should be regularly attending lectures, seminars, labs etc and committing your time to your studies to be in a position to comply with academic and administrative expectations. If you are on a taught course you will enrol on modules and are expected to attend all scheduled classes and other associated activities. All taught students should attend at least 80% of their classes as per the Attendance, Engagement and Absence Policy which can be found at:

http://www.sussex.ac.uk/adqe/qualityguide

If you are unable to attend the University you should notify your School of this. Your School will provide details of the appropriate way to do this. In the event that you are absent from the University due to illness, incapacity or other emergency for more than 6 days you will need to supply a medical certificate or other suitable evidence.

Research shows that students who attend regularly are more likely to achieve a better degree result than those who do not. Your attendance will be monitored throughout and poor attendance and/or poor performance in assessment will lead to discussion with your tutors to identify the reasons and any possible remedies. If your performance continues to give rise to concern, your case may be brought to the School Student Progress Committee which may then recommend that you be required to withdraw from the University either temporarily or permanently.
Independent Study

Your independent study time should be spent preparing for assessments and interactive classes - you will be expected to turn up for classes on time, having prepared appropriately. You should be able to contribute constructively to the session and be able to engage with any questions raised or in any discussions.

Reading often takes longer than you expect and it is worth learning how to manage reading effectively, using a mix of skim reading with more detailed attention to the text. Look at the Skills Hub website for tips on how to plan your time and your study. We anticipate that you need to plan for an average term-time study week of 40 hours. Please also refer to the following web pages for guidance on academic integrity:

https://studydirect.sussex.ac.uk/course/view.php?id=15425&rel=home

It is understood that you may also be in paid employment and the recommendation is that you work for no more than 15 hours per week, as any more than this could impact on your core study time. If you are an international student you must ensure that you are entitled to undertake paid employment whilst in the UK and not exceed any permitted hours.

Assessment

You will be required to undertake assessments for each of the modules you are enrolled on. The University uses a variety of modes of assessment including essays, oral presentations and unseen examinations. The various modes of assessment will have been selected by your School to test the skills and knowledge that you are expected to have acquired as you study the modules that make up your course. Your course and module handbooks will explain why particular forms of assessment have been chosen.

Assessment deadlines will be published on your Sussex Direct pages. You are responsible for checking the deadlines for any assessments including exams so it is important that you make yourself familiar with what is expected of you and when to ensure that you are able to plan your work and submit assessments on time. For work submitted after the published deadline, late submission penalties will apply and your work may not be accepted if late submission is not permitted. No submissions may be made after the late submission deadline.

Definitive information on assessment regulations is available in the Examination and Assessment Regulations Handbook which can be accessed online at:

http://www.sussex.ac.uk/adqe/standards/examsandassessment
Exceptional Circumstances (previously Mitigating Evidence)

One of the key principles governing the University’s examination and assessment regulations is that all students are given a fair and equal opportunity to demonstrate academic achievement in assessment. During your time at University you may experience circumstances that have a significant impact upon your performance in assessment resulting in non-submission, absence from in-person assessments, late submissions, or significant adverse effects on work submitted on time. Where these circumstances are sudden, unforeseen and temporary you can submit an exceptional circumstances claim (previously mitigating evidence claim). You will need to have evidence that confirms the sudden, unforeseen and temporary events at the time of the assessment. Minor illnesses such as colds, and everyday problems normally experienced in the course of everyday life will not be accepted. You cannot normally make an exceptional circumstances claim for long term conditions or health issues as other forms of support exist for these. Claims should normally be submitted online via Sussex Direct no later than 7 days after the assessment deadline. Supporting evidence should be submitted via Sussex Direct within 21 days of the assessment deadline.

The regulations, policy and procedures relating to exceptional circumstances can be found in the Examinations and Assessment Regulations Handbook. FAQs are available on the Academic Development and Quality Enhancement webpages:

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

Academic Misconduct

Students are encouraged to conduct their studies with academic integrity. Academic integrity values include honesty, trust, fairness, respect and responsibility. The following web pages provide guidance on academic integrity:

https://studydirect.sussex.ac.uk/course/view.php?id=15425&rel=home

When these values have not been followed an investigation into academic misconduct will be conducted. The University takes academic misconduct very seriously. Examples of academic misconduct include:

- Collusion – working with others on assessment tasks that should be carried out individually.
- Plagiarism – taking the intellectual work of other people without acknowledgement.
- Personation – getting another person to prepare your assessments or sit an exam for you.
- Misconduct in unseen exams – having unauthorised materials in the exam room, or communicating with others in the exam room.

- Fabrication of results – making up the results of experiments and other research.

Where collusion or plagiarism is identified in assessment, and there has been no previous misconduct, a student will be referred to a developmental workshop, an Academic Practice Workshop. Any further instances will be considered as an academic misconduct case and referred to a Misconduct Panel, to which you would be invited to attend. If it is determined that there has been a case of academic misconduct a penalty will be applied.

The regulations, policy and procedure and penalties for academic misconduct can be found in the Examinations and Assessment Regulations Handbook.

The Skills Hub website offers guidance on writing well including information on referencing to avoid plagiarism.

Your School will specify the referencing system required for the discipline. Guidance on all the referencing systems are provided via the Skills Hub at:

http://www.sussex.ac.uk/skillshub/?id=286

**Electronic Submission and Feedback**

Students will usually be asked to submit assessments electronically where assessments are text-based, for example, an essay. Your Sussex Direct webpages will give the definitive assessment details, including whether the assessment is to be submitted via e-submission through Study Direct or in hard copy via the School Office. Feedback for all e-submission assessments will also be provided electronically.

Please refer to the frequently asked questions available on the following webpage for further information:

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

**Turnitin**

You are encouraged to use the internet-based text-matching service, Turnitin, prior to submitting your assessments. This may help you identify problems with your referencing.

You should use the Turnitin - Originality Reports site in Study Direct to check your work prior to
submission. You can use this site to assessments that are e-submission and those which are submitted to the School Office.

If the assessment is an e-submission Turnitin assessment, then

the assessment will be uploaded to the Turnitin database and a Similarity Report will be made available to the marker and used as part of the marking process as a means of checking the originality of submitted work.

Please refer to the frequently asked questions available on the following webpage for further information:

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

Examination arrangements

During the designated assessment periods, examinations will be held on every day of the week, except Sunday. Examinations may take place on bank holidays, and could be in the morning, afternoon or evening. The timetables for examinations are made available towards the middle of the autumn term and end of the spring term for the respective mid-year and end of year assessment periods and are published in your Sussex Direct pages and via school or departmental examination notice boards.

Disabilities, mental health conditions and specific learning difficulties

Reasonable adjustments to assessment may be agreed for a student registered with the Student Support Unit (SSU). Reasonable Adjustments to assessment should be applied for and are processed through the Student Support Unit (SSU). Students should contact the SSU within the first 3 weeks of the academic year, or at the earliest opportunity following a late diagnosis. Examples of reasonable adjustments for examinations include additional time which can be used for resting or writing, small or separate room, use of a PC or scribe. All applications to the Student Support Unit for reasonable adjustments to assessment must be supported by appropriate documentary evidence.

Religious observance

If you wish to observe religious festivals and holy days which clash with a scheduled exam you may make a formal request to the Director of Student Experience (DoSE) accompanied by a letter from the religious event leader confirming your intention to observe/attend the event and the date/duration of the event. Any requests must be made as early as possible in the relevant teaching term. If approved by the DoSE the Student Systems and Records Office can attempt to schedule the examination at a suitable time for all candidates (there will be no opportunity to take the same examination paper at a separate time).
Use of calculators in examinations

The only authorised calculators for use in University examinations will be any of the following non-programmable CASIO calculators: fx50, fx82, fx83, fx85, fx115, fx350, fx365, fx570 and fx-991 (all with any suffix). You are not allowed to take instruction notes or booklets relating to your calculator into an examination or to transfer your calculator to another student. If you forget to bring a calculator, your calculator breaks down, or if you bring an unauthorised calculator to the exam, the invigilators may be able to provide one if available.

Marking your work

Feedback on assessment

Feedback on assessment whether in the form of comments or marks, will be normally communicated to you by the published feedback date. You can access most feedback via your Sussex Direct pages. All marks are provisional until they have been ratified by an exam board.

Moderation

Once marking has taken place, there is a process of moderation. Moderation checks that marking has been carried out consistently and according to the approved marking criteria. The majority of assessments undertaken are subject to moderation, where they contribute to classification. Moderation is carried out both internally, by someone independent of the marking process, and externally by an external examiner.

External examiners

External examiners provide an important and independent input into the assessment process, helping to ensure that quality and standards are maintained and are in line with practice across the sector. They are usually academic members of staff from another university and will be subject experts. In some circumstances they may be drawn from industry or a professional and/or statutory body (PSB), as appropriate.

Completion of each year of study

In order to progress to the next year or stage of your course you will need to secure a set number of credits and achieve the required stage mean mark. Each module you undertake has a specified credit volume and provided the criteria to pass the module have been met, credit will be awarded for these modules. A Progression and Award Board will consider students’ performance at the end of each academic year or stage and confirm if you are
able to move on to the next stage of your course. Postgraduate degrees are usually made up of a single stage of study.

The Progression and Award Board also makes decisions about whether a student has satisfied the assessment requirements to enable an award to be made, and the classification of that award, if applicable.

The assessment regulations for both undergraduate and postgraduate students can be found in the Examinations and Assessment Regulations Handbook. These are available at:

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

Pass and Progress lists are published on notice boards; final-year lists are provisional, and are subject to confirmation by the University’s Senate. You will be able to access your marks and progression/award outcome on Sussex Direct after the Progression and Award Board has confirmed them. Please note that finalists who are in debt to the University will not be entitled to receive a formal written statement of their marks or overall result until the debt situation has been resolved. The University reserves the right to withhold the award of a degree where there are outstanding debts. Please see:

http://www.sussex.ac.uk/finance/services/feesandincome/studentaccounts
Sussex Choice

We have designed our courses to be sufficiently flexible to enable you to explore your chosen subject in depth. At the same time, we encourage you to extend your intellect by broadening your studies – at home or abroad, in academia or in a work environment – to reflect your personal interests and aspirations. Each course is designed to ensure that core subject knowledge and skills – informed by leading research undertaken by academic staff at Sussex – are offered in a coherent programme of learning through core and option modules, elective modules and pathways, and study abroad and placement opportunities.

Electives and Pathways

On most single-honours courses, you may choose to study elective modules, which are modules unrelated to your degree subject. Also available, depending on whether your course is eligible, are a number of pathways (a coherent programme of study in a single subject). For those successfully completing a pathway, this is recorded on your degree certificate, allowing you to stand out from the crowd. Pathways are delivered over the first two years of a course so you can explore your interests early on in your studies, while allowing you to focus on your core subject in the final year. In some cases, it may be possible to continue the pathway into the final year of study to obtain a major/minor award. For further information please contact your Course Co-ordinator.

Study Abroad

Sussex has been developing Study Abroad programmes since its foundation in the 1960s and now offers study abroad opportunities unrivalled by most other UK universities. It has built an extensive network of partner institutions in Australia, Europe, North and South America, and Asia where you can spend time from three months to a year as part of your academic course. All links in Europe come under the Erasmus+ mobility scheme and if students are eligible, they may receive a grant to go towards the cost of studying in these countries.

Integrated study abroad year

Some courses at Sussex (e.g. American Studies and Language degrees), include an integrated study abroad year, usually in your third year of study of a four year course. Further details can be found in the Undergraduate Prospectus or on the Sussex Abroad web pages:

http://www.sussex.ac.uk/students/support/studyabroad/

The year abroad is valued very highly as both an academic and personal experience; however, there may be grounds for personal exemption in a few individual cases if you have compelling personal reasons. Exemption should be sought at the earliest possible date.
You need to meet the assessment requirements before departing for your year abroad. Please refer to the Examinations and Assessment Regulations Handbook for further information. http://www.sussex.ac.uk/adqe/standards/examsandassessment

Failure on or exemption from your Study Abroad year will mean that your degree course title will exclude ‘with a study abroad year’.

**Voluntary study abroad year**

You may apply for a study abroad year at an overseas university as part of your course in destinations such as Australia, Europe, Morocco, Turkey, North and South America, South Korea, Taiwan, Thailand, Japan, China and Hong Kong, subject to space availability and language requirements. It is possible to take courses in English at many of our partner destinations in Europe, Asia and elsewhere.

Failure on your Study Abroad year will mean that your degree course title will exclude ‘with a study abroad year’.

**Study abroad term**

You can study abroad for a term in your second year, this would replace a term that would normally be spent at Sussex. You should contact your School to discuss a variation of study as it will depend on your degree subject course, and not all subject groups allow it.

**Summer Schools abroad**

Students are increasingly considering Summer school opportunities at partner universities abroad, as a way of having an international experience. Many of our international partners hold exciting academic and cultural summer schools, lasting between 3 and 6 weeks. At some of our partners, fees may be waived, or reduced for Sussex students. Sussex also offers scholarships for students to participate on particular summer schools. Academic credit earned from summer schools cannot be transferred back into the Sussex degree. Students can participate on a summer school, and also take a term or year abroad if timings and applications deadlines allow.

Information is available from the Sussex Abroad Office. You can email them at:

sussexabroad@sussex.ac.uk

**Communications while abroad**

While you are abroad the University will communicate with you by letter and/or email. With regard to the latter, messages will be sent to your Sussex email account which you should either access direct or by diverting your University email to an alternative email address for your period abroad. The University’s IT Services can advise you on how to do this.
Fees

All study abroad schemes are operated through student exchange agreements. Fees are not payable to the partner institution but you are liable to pay fees to Sussex. If you go for a term in your second year, you pay the regular tuition fee to Sussex. If you study abroad for a full year, you will only pay a proportion of the regular tuition fee. Some destinations are more expensive than others, and some universities, particularly those in North America, require students to provide information about their finances, in the form of a financial guarantee. You also need to consider other costs, such as visa fees, inoculations, insurance costs, and general cost of living. Information is available from the Sussex Abroad Office. Contact details as above.

Insurance

All students need to have full insurance cover for their study period abroad. Some universities also require exchange students to purchase their insurance plan, as well as general health and travel insurance. Information is available from the Sussex Abroad office, contact details as above.

Placements

Students may incorporate a placement opportunity into their degree course. Sussex supports students in identifying/gaining access to a placement year via the Placement Preparation Programme. For further details, please visit:

http://www.sussex.ac.uk/careers/gettingexperience/placements/ppp

Year in Specialist Subject

Students may opt for a year away from their primary area of study to focus on a specialist subject. The Year in Specialist Subject is available to all students on undergraduate degrees with the exception of those taking a year abroad (voluntary or integrated), placement year (professional or industrial) or those who are already studying the discipline being offered.

The first subject area to be offered through this new route will be computing. You can read about the Year in Computing, and find out how to apply, here:

http://www.sussex.ac.uk/informatics/ugstudy/year-in-computing
Research Students

There are minimum and maximum registration periods for each research student as detailed below:

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<tr>
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<th>Minimum Registration</th>
<th>Maximum Registration</th>
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<tbody>
<tr>
<td><strong>PhD</strong></td>
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<tr>
<td>Full-time</td>
<td>2 years</td>
<td>4 years</td>
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<tr>
<td>Part-time</td>
<td>3 years</td>
<td>6 years</td>
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<tr>
<td><strong>MPhil</strong></td>
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<tr>
<td>Full-time</td>
<td>1 year</td>
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<tr>
<td>Part-time</td>
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<td><strong>Professional Doctorate</strong></td>
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<tr>
<td>Part-time</td>
<td>4 years</td>
<td>6 years</td>
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The current Handbook and Regulations for Doctoral Researchers is available from the Research Student Administration Office website:

[www.sussex.ac.uk/rsao](http://www.sussex.ac.uk/rsao)

The Handbook includes sections entitled Responsibilities of Research Degree Supervisors and Responsibilities of Research Degree Students. This formally approved document sets out the responsibilities of both parties in the research student/supervisor relationship. As soon as you arrive at the University you should make contact with your appointed supervisor.

You will be required to prepare an outline of your research project within the first year of your registration. You will be notified of the deadline by your School. The outline has to be formally approved by your supervisor and by the Director of Doctoral Studies in your School.

Towards the end of each year of registration, usually during the summer term, there will be an annual review conducted of your research progress. The arrangements differ between Schools and you will be notified by your School, well in advance, about the procedures for the assessment of your progress. Your re-registration the following academic year is dependent on a successful outcome in your annual review, and must be approved by the Director of Doctoral Studies in your School.

During your period of registration, if you wish to change your status in any way, for example, from full-time to part-time, from MPhil to PhD, to apply for a period of intermission or to go on fieldwork, you must consult your supervisor in the first instance. Your supervisor, or the Research and Enterprise Co-ordinator within your School will be able to tell you how to complete the necessary formal processes. Any such decision will need the support of your supervisor and ultimately the approval of the Director of Doctoral Studies.

If you are in any difficulty which is having a detrimental effect on your academic work, it is very important that you inform your supervisor of your circumstances. Your supervisor
should be able to advise you, or put you in touch with someone who can help. You are also encouraged to seek advice from a Student Life Advisor in the Student Life Centre as they may be able to refer you to one of the specialist support services on campus, should this be necessary.

Your thesis must be submitted within the maximum registration period (see above). You should inform the Research Student Administration Office in Sussex House at least eight weeks before you intend to submit. You will have to complete a form entitled ‘Intention to Submit’. The Research Student Administration Office will provide you with information about the examination process and the number of copies of your thesis required, which can also be found on the Research Student Administration Office website. You will be required to sign a declaration certifying that the material in your thesis is not plagiarised, and that the sources in your thesis are fully acknowledged. The definition of plagiarism in a research degree is set out in the Handbook for Doctoral Researchers and also on the application form.

The eight-week period of notification is to allow time for the Research Student Administration Office to appoint examiners, so that once submitted, the thesis can be sent out directly for examination. The internal examiner will contact you to make arrangements for your viva voce examination.

The viva-voce examination is normally held within three to four months of submission. Your supervisor should discuss the viva-voce examination procedures with you and explain what to expect. The examiners will make a recommendation to the Research Degrees Examination Board, and the Research Student Administration Office will notify you formally of the outcome.

If your thesis is not ready to be submitted within the maximum registration period, you will need to apply for an extension. Please note, however, that extensions are approved only in exceptional circumstances. In this case you will be required to provide a detailed account of your research progress, and a phased timetable for the completion of your thesis. The application must be supported, in writing, by your supervisor and submitted to the Director of Doctoral Studies.

The Handbook also includes information for international students requiring a Tier 4 visa to study in the UK. Specific rules around intermission and authorised absence apply and you are encouraged to contact the University’s International Student Support team before making a decision that will affect your registration status, as this may also affect your visa.

**Professional Doctorate Students**

Once you have registered for the Doctor of Education (EdD), the International EdD, or the Doctor of Social Work (DSW) programme, the School of Education & Social Work will issue you with the *Professional Doctorate in Education and Professional Doctorate in Social Work Handbook for Candidates*. This contains all the information you will need about progression, assessment and examination.
Graduation

You will have your degree conferred at a graduation ceremony held at the Brighton Centre. There is normally room for a reasonable number of your guests (two guest tickets are offered initially with more available once the initial two tickets have been allocated). Most undergraduates attend the ceremony shortly after the examinations in July. Most taught postgraduates attend the ceremony held in January, as this is the first one available after the relevant Progression and Award Boards meet. Research students can attend either ceremony depending on when they finish. Diploma and Certificate students also attend the graduation ceremonies.

The name under which you graduate will be the name that you are known by on all our official records, and you will be asked to confirm that name prior to graduation. There is no University charge to students for graduating but please note that you will be expected to hire a graduation gown from a specialist company and this will have a cost, which will be advised to you at the time.

Graduation is a free service to graduands, but the University does make a standard charge (currently £25) for each guest ticket (free to children under 12 years) to offset the high costs of such events; this includes a free programme and a drinks reception after the ceremony.

If you are in debt to the University you will be unable you will not be able to attend a Graduation Ceremony unless all outstanding debts have been settled by the published deadline.

For more information about graduation visit:

www.sussex.ac.uk/graduation

Transcripts and Certificates

When you have been awarded your degree you will receive an award certificate. Students on taught programmes also receive an official transcript which details the results of your individual assessments undertaken throughout your degree. Research students do not receive a transcript. The first copy of your certificate and official transcript will be free of charge but an administrative charge will be made for subsequent requests. Please note that finalists who are in debt to the University will not be entitled to receive a formal transcript or award certificate until the debt situation has been resolved.

Transcripts, replacement degree certificates and other forms of confirmation of your studies at Sussex can be obtained from the Student Systems and Records Office. Further details on how to apply for these documents can be found at the following link:

http://www.sussex.ac.uk/ssro/
After your studies

When you finish your studies at Sussex and start the next chapter of your life, you also enter the next stage in your relationship with Sussex. You become an alumnus or alumna of the University, and therefore a member of the Sussex Alumni Network – a network of over 150,000 former students, which spans over 190 countries around the world and almost every industry you can think of.

We offer a range of benefits and services to our alumni free of charge, including support from the Careers and Employability Centre for three years after Graduation, access to JSTOR, networking and social events, mentoring programmes, regular communications in the form of Falmer magazine and a monthly e-newsletter.

Most of our alumni benefits and services are delivered and managed through email, so you will need to sign up to receive emails from the University either through your Graduation booking form or through the alumni website SussexSphere (www.sussex.ac.uk/alumni) in order to make the most of the Sussex Alumni Network. You can also find us on Facebook at: www.facebook.com/sussexalumni and on Twitter at www.twitter.com/sussex_alumni. We also have a strong network of overseas alumni groups which you can join, or you can even set one up yourself.

Sussex alumni support each other, the University and our students. Over 250 alumni consuls arrange social events for alumni and talk to prospective students wherever they are; each year up to 50 alumni return to campus to talk to students about their careers or to give masterclasses; and the Sussex Fund provides scholarship and hardship support, as well as funding initiatives to improve the student experience, thanks to alumni donations. The Development and Alumni Relations Office at the University of Sussex is responsible for managing the alumni relations programme and providing opportunities for alumni and others to support the University. For questions regarding the Sussex Alumni Network, please email alumni@sussex.ac.uk or telephone the Development and Alumni Relations Office on +44 (0)1273 678258.
Complaints and Appeals

Academic appeals

The academic appeals procedure provides a formal means for reviewing decisions in relation to student progression, assessment and awards, and resolving concerns in a fair and consistent manner.

Following confirmation of your overall results by a Progression and Award Board (PAB) you will normally be able to appeal within 21 days of publication of the results by the Board.

The exact deadlines for appeal can be found on the following webpage which also provides access to the relevant appeal forms and includes more general guidance on the appeals process and what constitutes potential grounds for an appeal:

www.sussex.ac.uk/ogs/complaintsappeals/academic

You are strongly advised to seek advice before submitting an appeal to help you assess if you do have potentially valid grounds for appeal and whether the appeals process is likely to be the most effective way to resolve your concerns.

Please note that there is no right of appeal against matters which relate to an academic judgement on the part of your examiners or of your Progression and Award Board (PAB).

Student complaints

If you are unhappy with aspects of your University experience we want to hear about it, so please talk to your School or relevant service if they haven’t delivered what you expected. We aim to resolve issues quickly and informally; however if this isn’t possible and you want to make a formal complaint, you can make a formal complaint. The student complaints procedure is on our web pages: www.sussex.ac.uk/ogs/complaintsappeals/students

There are different kinds of complaints. Academic complaints relate to issues that have a direct effect on your experience of teaching, learning, research and supervision. (These are not the same as academic appeals which involve a review of decisions made by Progression and Assessment (Exam) Boards.)

Non-academic complaints can relate to:

- issues connected with University services
- inappropriate behaviour from University staff

The complaints procedure has 3 levels:

- Level 1 (the initial level where we try to resolve issues quickly)
- Level 2 (if you have not been able to resolve matters at Level 1 we can investigate your complaint formally)
- Level 3 (if you are dissatisfied with the outcome at Level 2 there is an internal review stage)

If you are not satisfied that we have dealt properly with your complaint at Level 3 and wish to take matters further, you can take your complaint to the Office of the Independent Adjudicator (OIA).

**The Office of the Independent Adjudicator**

The Office of the Independent Adjudicator (the OIA) provides an independent scheme for the review of student complaints or appeals. When the University’s internal procedures for dealing with complaints and appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity of an independent review by the OIA must submit their application to the OIA within 12 months of the issue of the Completion of Procedures letter. The OIA will not normally consider a complaint which has not previously been considered under all the procedures available within the University, and will not normally consider complaints where the Completion of Procedures Letter is issued more than three years after the substantive event(s) complained about.

Further details about the OIA are can be found on their website:

[www.oiahe.org.uk](http://www.oiahe.org.uk).

**Students on programmes validated by the University**

Students on courses at partner institutions must initially follow the partner's complaints procedures. For further details please go to:

[www.sussex.ac.uk/ogs/complaintsappeals/students](http://www.sussex.ac.uk/ogs/complaintsappeals/students).
Part 3 – Support and Services

Library

The Library is dedicated to delivering high quality, innovative information services, which contribute to the successful learning, teaching and research of the University and the community. To enter the library, you’ll need your university ID card, which doubles as your library card for your time at the university.

The Library has a vast collection of books to support your study. It also gives you access to a large number of online journals and e-books. To help you find what you need, we have a powerful discovery tool called Library Search. It will provide you with full-text access to our journals and e-books, as well as giving you shelfmarks for our print books and DVDs, to help you to locate them in the Library. As well as Library Search, the Library also has a large number of databases and digital archives. To help you find these databases and other resources that are most relevant to your area of research, we have listed them in our popular Subject Guides: www.sussex.ac.uk/library/guides/

The Library provides all new students with an induction to the Library and in addition Skills Hub is an online tutorial that will help you to develop a range of information literacy skills whilst working at your own pace. You can learn how to search for information effectively, evaluate and identify relevant information, interpret your reading list and reference your sources correctly. You can access Skills Hub at: www.sussex.ac.uk/library/infosuss/

The Library is open 24/7 during term time. For more information about what the library can offer including details of vacation opening hours, visit the website: www.sussex.ac.uk/library/info/hours

If you have restricted mobility there is a separate accessible entrance at the north end of the building. For information about services if you have restricted mobility, sensory impairment or specific learning difficulties contact Membership:

Telephone: 01273 873510 or 873512
Email: library.membership@sussex.ac.uk
IT Services

When you register with the University you will receive an IT Services username and password. This will give you access to your Sussex email account, to log in to the computers on campus and to connect your laptop, tablet or smartphone to the Eduroam wi-fi network. You can find out more at your induction session, ‘Sussex Essentials’. Technology is used in all teaching and learning so it is important that you are well informed and able to use the full range of IT facilities.

IT Services currently manage over 1000 student computers across campus, all of which are equipped with a full Microsoft Office 365 suite, high speed Internet and access to printing in both monochrome and colour. The majority are Windows 10 PC’s but there are iMacs available in several locations as well as a Linux system for tasks requiring large amounts of computing power.

Some of these computers are available in the Library which has extended opening hours and many other IT Services computers are available 24 hours a day, 7 days a week. Details of how many computers are available in each dedicated cluster room, as well as a map to guide you to the nearest one, are available on the IT Services website: www.sussex.ac.uk/its. Staff at the IT Service Desk in Shawcross and IT Help Point in the Library can provide assistance.

All IT Services cluster rooms are accessible if you have restricted mobility and all computers are equipped with assistive software providing an extended range of options if you have specific learning needs.

For more information contact IT Services:

In person: Shawcross building
Telephone: 01273 678090
Email (for help with computers): support@its.sussex.ac.uk

You can also visit the website to find how-to guides, FAQ’s and a range of additional information: www.sussex.ac.uk/its

The regulations regarding the use of any computing equipment at the University including access to remote services can be found at:

www.sussex.ac.uk/its/about/policy
Support for your studies

There are a number of opportunities in the course of each academic year to obtain advice and guidance relating to your academic programme and your performance. Sessions may vary in timing and frequency depending on your course so you will need to check your School Handbook for details of meetings. You can expect the following academic support in addition to the feedback normally provided through your course tutors.

Induction and re-induction

The induction programme will provide an introduction to academic work and support at Sussex. This will include an explanation of course outcomes as well as the teaching methods to be adopted and how you are expected to engage with learning. There will also be a “welcome back” session for second and final year students which will focus on course outcomes and how your learning is expected to progress. Your school will let you know which session(s) you should attend.

Advice on module choices and options

Your School will invite you to a general meeting to give you an overview of the module choices. As well as providing you with general advice, this will also be an opportunity for you to raise individual queries and ask more specific questions.

Advice on your academic progress

There will be an opportunity to meet with an Academic Advisor to discuss your academic progress on at least two occasions each year. The purpose of these meetings is to review your marks and focus on issues relating to your academic performance.

Skills Hub

The Skills Hub website (www.sussex.ac.uk/skillshub) brings together all the resources available to you at Sussex to help you develop your skills in these key areas:

- Presenting and participating in class
- Reading and research
- Writing and assessment
- Referencing and academic integrity
- Revision and exams
- Personal development and employability
**Study Skills Workshops**

These are small group sessions to learn specific skills, such as: planning & structuring essays, managing stress, revision strategies, and presentation skills. Visit us in the Careers and Employability Centre in the Library or book online for workshops: www.sussex.ac.uk/careers/studyskills

**Writing Skills development (Royal Literary Fund)**

There are two Royal Literary Fund (RLF) Fellows who are available to help you improve your writing skills on a one-to-one basis, through tutorials of approximately fifty minutes, during term time. You can book a tutorial by going to your Study Direct homepage, clicking on “Better Writing with the RFL” then clicking on “Requesting a tutorial”.

If you experience problems using the booking service, please contact:

Jane Harvell  
Tel: 01273 877831  
Email: J.Harvell@sussex.ac.uk

**Sussex Centre for Language Studies**

The Sussex Centre for Language Studies (SCLS) offers degrees in French, Spanish and Italian, language minors in major minor degrees and elective pathways in these languages as well as Arabic, British Sign Language, Chinese, German, Japanese and English Language Teaching. A Masters Course in English Language Teaching is also available. The Centre also runs open courses for students and staff in all previously mentioned languages as well as Latin, Russian and Portuguese. Self-access resources in the Language Learning Centre are available to help staff and students improve skills in modern foreign languages and in English as a Foreign Language. In addition, there is English Language and Study Skills support for current and prospective students of the University for whom English is not the first language.

For more information go to:

www.sussex.ac.uk/languages/
**Student Life Centre**

The Student Life Centre provides information, advice and guidance on a broad range of subjects. Our aim is to assist you to gain the best experience of University that you can.

Based on the ground floor at the front of Bramber House there are a number of ways to access the service. You can drop in from 9.00 am to 5.00 pm Monday to Friday, call us on 01273 876767 or email studentlifecentre@sussex.ac.uk. You can also make an appointment through Sussex Direct by clicking on your ‘Study’ tab and then on Student Life and Student Life Centre. The Student Life Centre offers you a supportive space to discuss your situation and to help you consider ways forward.

We can help you with:

- personal concerns affecting study progress or well-being;
- funding and finance including and hardship funds and emergency loans, scholarships and bursaries;
- sources of help to improve academic performance – identifying obstacles to learning;
- understanding the University systems and regulations.
- progression, intermission and withdrawal processes - discussion and support;
- referrals to other professional services on and off campus;
- drop-ins for free condoms, drug and alcohol counselling and LGBT support.

If you don’t know who to talk to or who to ask – start at the Student Life Centre. Seek help early and remember that we are here for you.

Because we are also a proactive service you may be contacted directly by the Student Life Centre if we hear that you might be in difficulty. This may be, for example, in response to concern from your School about your attendance, participation or engagement with your course.

For more information go to:

[www.sussex.ac.uk/studentlifecentre/](http://www.sussex.ac.uk/studentlifecentre/).
Money Matters

Funding and advice

You can find information about scholarships, fees and living cost at:

www.sussex.ac.uk/study/money

For information and advice about managing your money and sources of emergency/hardship funding go to:

www.sussex.ac.uk/studentlifecentre/funding

For information on student finance and loans see the following:

http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.htm

Paid employment

The Careers and Employability Centre advertises part-time work opportunities on campus, in Brighton as well as paid internships and work experience during the vacations in the UK and internationally. Log into CareerHub to access job advertisements and information and advice about all aspects of job-search, making effective applications to employers for part-time work or working in the UK if you are an international student. The Careers and Employability Centre works with the International Student Support team to ensure that any paid work you undertake is appropriate with your VISA status and that you get help to understand about the UK employment market.

Dealing with debt

If you owe money to the University – e.g. for tuition fees – you should contact the University’s Student Accounts Team as soon as possible. You should be able to reach a suitable arrangement to clear your debt but if you do not, then ultimately you may have your degree certificate withheld or your registration terminated.

Contact details

<table>
<thead>
<tr>
<th>For information on scholarships, bursaries and hardship funds:</th>
<th>For advice about financial support if you have a disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Funding Team</td>
<td>Student Support Unit</td>
</tr>
</tbody>
</table>
Useful Contacts Outside of the University

| Housing Advice                                      | 01273 294400 | www.brighton-hove.gov.uk/content/housing
|                                                    |              | housing.advice@brighton-hove.gov.uk
| Housing Advice and Tenancy Relations (Brighton & Hove Council housing advice line) | 01273 645400 | www.bht.org.uk
|                                                    |              | advice@bht.org.uk
| Brighton Housing Trust - independent housing advice | 0808 800 4444 | www.brighton-hove.gov.uk/content/housing
| Shelter (housing advice line Mon – Fri 8am – 8pm; Sat – Sun 8am – 5pm) |              | http://england.shelter.org.uk/
| Sussex Central YMCA (Housing Advice Centre - housing advice for under 25s) | 01273 222550 | http://www.ymcadlg.org/
|                                                    |              | reed.house@ymcalg.org

| Finance                                           | 01273 292000 | www.brighton-hove.gov.uk/benefits
| Brighton & Hove Housing Benefit Services           | 0800 055 6688 | www.gov.uk/contact-jobcentre-plus
<p>| Jobcentre Plus(benefits claim line)                |               |</p>
<table>
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<tr>
<th>Service/Support</th>
<th>Contact Details</th>
<th>Website/Link</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>National Debtline</strong></td>
<td>0808 808 4000</td>
<td><a href="http://www.nationaldebtline.co.uk">www.nationaldebtline.co.uk</a></td>
</tr>
<tr>
<td><strong>Student Finance England</strong></td>
<td>0300 100 0607</td>
<td><a href="https://www.gov.uk/student-finance/overview">https://www.gov.uk/student-finance/overview</a></td>
</tr>
<tr>
<td><strong>Rights/Legal Advice</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brighton &amp; Hove Trading Standards</td>
<td>01273 292523</td>
<td><a href="http://www.tradingstandards.gov.uk/brighton-hove">www.tradingstandards.gov.uk/brighton-hove</a> <a href="mailto:trading.standards@brighton-hove.gov.uk">trading.standards@brighton-hove.gov.uk</a></td>
</tr>
<tr>
<td>Brighton and Hove Citizens Advice Bureau</td>
<td>03444 111 444</td>
<td><a href="http://www.brightonhovecab.org.uk">www.brightonhovecab.org.uk</a></td>
</tr>
<tr>
<td><strong>Health Services &amp; Support</strong></td>
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<tr>
<td>Brighton Station Health Centre</td>
<td>0333 321 0946</td>
<td><a href="http://www.brightonstationhealthcentre.nhs.uk/">http://www.brightonstationhealthcentre.nhs.uk/</a></td>
</tr>
<tr>
<td>Claude Nicol Clinic (Sexual Health &amp; HIV Testing)</td>
<td>01273 664721</td>
<td><a href="http://www.brightonsexualhealth.com">www.brightonsexualhealth.com</a></td>
</tr>
<tr>
<td>Rethink - mental health support</td>
<td>0300 5000 927</td>
<td><a href="http://www.rethink.org">www.rethink.org</a></td>
</tr>
<tr>
<td>Morley Street Contraception and Sexual Health Clinic (Family Planning Service)</td>
<td>01273 696011</td>
<td><a href="http://www.sussexcommunity.nhs.uk/services/servicedetails.htm?directoryID=16324">www.sussexcommunity.nhs.uk/services/servicedetails.htm?directoryID=16324</a></td>
</tr>
<tr>
<td><strong>Drugs, Alcohol Advice &amp; Support</strong></td>
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<tr>
<td>Alcoholics Anonymous Helpline (24 Hours)</td>
<td>0800 9177650</td>
<td><a href="http://www.alcoholics-anonymous.org.uk">www.alcoholics-anonymous.org.uk</a></td>
</tr>
<tr>
<td>Narcotics Anonymous Helpline (24 hours)</td>
<td>0300 999 1212</td>
<td><a href="http://www.ukna.org">www.ukna.org</a></td>
</tr>
<tr>
<td>Talk to Frank</td>
<td>0300 123 6600</td>
<td><a href="http://www.talktofrank.com">www.talktofrank.com</a></td>
</tr>
<tr>
<td>Services for Women</td>
<td>Phone</td>
<td>Website</td>
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<tr>
<td>-----------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Brighton Women’s Centre</td>
<td>01273 698036</td>
<td><a href="http://www.womenscentre.org.uk">www.womenscentre.org.uk</a></td>
</tr>
<tr>
<td>Brighton Oasis Project (support for women drug users)</td>
<td>01273 696970</td>
<td><a href="http://www.oasisproject.org.uk">www.oasisproject.org.uk</a></td>
</tr>
<tr>
<td>Rise (freedom from domestic abuse)</td>
<td>01273 622822</td>
<td><a href="http://www.riseuk.org.uk">www.riseuk.org.uk</a></td>
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<tr>
<th>Services for Young People</th>
<th>Phone</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td>Youth Advice Centre (advice &amp; counselling for under 25s)</td>
<td>01273 828828</td>
<td><a href="http://www.advicebrighton-hove.org.uk/services/youth-advice-centre/">http://www.advicebrighton-hove.org.uk/services/youth-advice-centre/</a></td>
</tr>
<tr>
<td>Young People’s Centre (advice &amp; counselling for under 25s)</td>
<td>01273 887886</td>
<td><a href="http://youngpeoplescentre.org.uk/">http://youngpeoplescentre.org.uk/</a></td>
</tr>
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<tr>
<th>Other Advice &amp; Support Services</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amaze (support for parents of children with special needs)</td>
<td>01273 772289</td>
<td><a href="http://www.amazebrighton.org.uk">www.amazebrighton.org.uk</a></td>
</tr>
<tr>
<td>Possability People</td>
<td>01273 894040</td>
<td><a href="http://www.possabilitypeople.org.uk">www.possabilitypeople.org.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:hello@possabilitypeople.org.uk">hello@possabilitypeople.org.uk</a></td>
</tr>
<tr>
<td>Safe in the City – Brighton &amp; Hove Community Safety Partnership</td>
<td>01273 290000</td>
<td><a href="http://www.safeinthecity.info/getting-help">http://www.safeinthecity.info/getting-help</a></td>
</tr>
</tbody>
</table>
Student Support Unit (SSU)

Located in the Student Life Centre, Ground Floor, Bramber House, Refectory Road, we offer advice and support to prospective and current students, if you have a disability; specific learning difficulty (such as Dyslexia, Dyspraxia and ADHD), an autism spectrum condition (such as Asperger’s Syndrome) or if you have mental health difficulties.

Depending on your assessed needs we can assist you with a wide range of support which could include:

- advice regarding applications for the Disabled Students’ Allowance, where applicable;
- liaising with University staff over teaching and examination arrangements;
- arranging support workers, note-takers, scribes etc;
- liaising with Residential Services regarding accommodation needs;
- talk to you in confidence about any long term mental health problems you may have that are affecting your studies;
- liaise with your GP, Counsellor or members of your health care team, as appropriate;
- provide assistance with applying for funding, where applicable;
- provide study support tutors and mental health mentors where funding is in place;
- Provide screening if you think you might have a Specific Learning Difficulty (eg Dyslexia) and provide advice and make arrangements for an Educational Psychologists assessment where appropriate;

The Student Support Unit reception is open from 9.00am to 5.00pm Monday to Thursday and 9.00 am to 4.00 pm on Fridays. You can also contact us in the following ways:

Telephone: 01273 877466
Email: studentsupport@sussex.ac.uk

For more information go to the SSU’s webpages at:

www.sussex.ac.uk/studentsupport/
University Counselling Services

The demands of academic work, problems in relationships, changing lifestyles or pressure from your own and others' expectations – amongst other difficulties – can all present you with challenges. The University Counselling Service offers free and confidential therapeutic support to help you explore and understand your concerns, whether these stem from past experiences or current dilemmas.

We can offer you individual time-limited psychodynamic, cognitive analytic or cognitive behavioural therapy as well as group therapy. To start counselling, students will need to first attend an initial “Therapeutic Consultation” and these are made available within 24 hours - on a first come first served basis.

Staff also provide various groups and workshops on stress management, feeling down, insomnia and procrastination. The University Counselling Service reception entrance is at the back of the courtyard of the Health Centre and open at the following times:

Reception opening hours

<table>
<thead>
<tr>
<th>Weekdays</th>
<th>OPENING TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays</td>
<td>9.00am – 5.00pm</td>
</tr>
<tr>
<td>Tuesdays</td>
<td>9:00am – 5:00pm (to 9:00pm term time only)</td>
</tr>
<tr>
<td>Wednesdays</td>
<td>11:30am – 5:00pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>9.00am – 5:00pm (to 9:00pm term time only)</td>
</tr>
<tr>
<td>Fridays</td>
<td>9.00am – 5:00pm</td>
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</tbody>
</table>

To make an appointment for an initial “Therapeutic Consultation” please phone, email or use the following Sussex Direct link http://www.sussex.ac.uk/counselling/appointments. Contact details for the University Counselling Service are below:

**Telephone:** 01273 678156  
**Email:** counsellingreception@sussex.ac.uk

You can also visit the website for further information:

[www.sussex.ac.uk/counselling](http://www.sussex.ac.uk/counselling)
Health and Wellbeing

The Student Wellbeing team provides information, advice and guidance on all aspects of wellbeing including finding support both on campus and in the local community for sensitive issues such as:

- Sexual health
- Mental health
- Sexual and domestic violence
- Hate crime
- Cyber abuse
- Alcohol and drugs
- Infectious diseases

Go to our website at [www.sussex.ac.uk/wellbeing](http://www.sussex.ac.uk/wellbeing) for information and support

Our team of Student Wellbeing Volunteers run the X-Card sexual health advice/free condom service and are also trained in alcohol brief interventions. They will be very active this year in promoting good mental health and can be approached for information on any area – just ask to speak to them in the Student Life Centre or email [healthandwellbeing@sussex.ac.uk](mailto:healthandwellbeing@sussex.ac.uk)

Student Wellbeing Manager:
Amanda Griffiths (Email: A.Griffiths@sussex.ac.uk; phone 01273 872686)

Student Wellbeing Coordinator
Beth Kent (Email: B.Kent@sussex.ac.uk; phone 01273 872686)
Health Centre

There is an NHS General Practice on campus. It is important that you register with a GP, do not wait until you feel unwell or want to access one of their services. If you are an International student you should come to the Health Centre with your passport to find out if you are entitled to NHS treatment or not.

Surgery hours

<table>
<thead>
<tr>
<th>Term</th>
<th>Vacation</th>
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</thead>
<tbody>
<tr>
<td><strong>Opening Hours</strong></td>
<td><strong>Monday – Thursday</strong></td>
</tr>
<tr>
<td><strong>Monday – Thursday</strong></td>
<td>8:30am – 6.30pm</td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td>8.30am – 5.00pm</td>
</tr>
<tr>
<td><strong>Monday to Friday</strong></td>
<td><strong>Drop-Ins</strong></td>
</tr>
<tr>
<td>9.00am – 11.30am (please arrive between 9.00 and 11.00)</td>
<td>9.00am – 11.00am (please arrive between 9.00 and 11.00)</td>
</tr>
<tr>
<td><strong>Appointments</strong></td>
<td><strong>Monday to Friday</strong></td>
</tr>
<tr>
<td>1.30pm – 4.20pm</td>
<td>1.30pm – 4.20pm</td>
</tr>
</tbody>
</table>

Contact details

- **Telephone:** 01273 249049 (appointments and general enquiries)
- **Telephone:** 0845 145 0121 (out of hours)
- **Email:** admin.unimed@nhs.net
- **Website:** [www.unimed.co.uk](http://www.unimed.co.uk)

If you are living off-campus you can locate a GP practice close to where you live. You can Google NHS Choices or use the link below:

[http://www.nhs.uk/Pages/HomePage.aspx](http://www.nhs.uk/Pages/HomePage.aspx)

There is also a walk-in Centre located close to Brighton Station, which is open 7 days a week, 8.00am to 8.00pm, and provides a no-appointment and ‘no need to register’ health advice service to anyone who wants to attend. Further information is available at:

Alternatively you can call the Centre on: 0333 321 0946.

There is a pharmacy on campus next to the Health Centre which is open from 9.00am to 5.30 pm Monday to Friday during term time, and 9.30am to 4.30pm Monday to Friday during the vacation. The pharmacy phone number is: 01273 699883

**Dentist**

There is a dental surgery on campus situated adjacent to the Health Centre. Open Mon-Thurs 9.00am to 5.00pm, Friday 8.00am to 4.00pm (closed 1.00pm to 2.00pm every day). Times vary in the summer vacation. You can contact the surgery on 01273 605555.
Chaplaincy

The Chaplaincy team is located in the Meeting House. The distinctive circular building, with its coloured-glass walls, is built on two floors. The kaleidoscopic chapel on the upper level is used for worship throughout the week, with services drawing on different traditions of spirituality. The lower floor of the Meeting House is a social centre and also hosts lectures and meetings. You are invited to use either space regardless of your faith or lack of faith. Drop in, savour the atmosphere, introduce yourself and take a term card and make use of the personal space for reflection offered by the Chapel and Quiet Room.

The Chaplains are drawn from different faith traditions. They are available to be consulted over a wide range of issues, whether or not related to matters related to faith. The Chaplaincy is also a member of the Brighton and Hove Interfaith Connection Group which includes Christian, Jewish, Muslim, Buddhist and other communities in the Brighton area.

The Muslim Student Centre and prayer facility is based in Falmer House with separate entrances for brothers and sisters. A keypad code is required for entry and you can get this by contacting Janine Thorogood (contact details below) or Security Services (01273 678234). There are also two mosques in Brighton.

The Meeting House is open Monday to Friday from 8.00am to 8.00pm (to 4.00pm during vacation periods). You can drop in to see a Chaplain or make an appointment through the Meeting House Secretary:

**Telephone:** 01273 678217  
**Email:** J.S.Thorogood@sussex.ac.uk

For further details visit the website:

www.sussex.ac.uk/chaplaincy/
**International Student Support**

International Student Support offer information and advice to students who come to Sussex from outside of the UK. Specialist immigration advisers are here to help you with visa-related enquiries. Other members of the team provide welcome and induction support, a programme of day trips to destinations around the UK during the autumn and spring terms, as well as social events on campus and information sessions. The team can advise on healthcare, how to open a bank account, and other aspects of being an international student in the UK. International Student Support also co-organises the annual One World Week celebrations with the University of Sussex Students’ Union (USSU).

You may find the International Students’ Pre Arrival Guide a useful resource. You can find this and other information here:

[www.sussex.ac.uk/internationalsupport/](http://www.sussex.ac.uk/internationalsupport/).

International Student Support can be contacted using the details below:

**Telephone:** +44 (0)1273 67 8422  
**Email:** immigration@sussex.ac.uk for visa-related enquiries  
**Email:** international.support@sussex.ac.uk for any other enquiries

Or ‘like’ their Facebook page: International Student Support – University of Sussex

**Paid employment**

If you want to work part-time and/or during the vacations the Careers and Employability Centre can help. You can access their jobs database at: [www.sussex.ac.uk/careers/jobs/](http://www.sussex.ac.uk/careers/jobs/)

Tier 4 visa holders are allowed to work according to the restriction on your visa. If your visa has a ‘restriction’ it means you can work in your spare time while studying but this should not exceed the number of hours stated on your visa during term-time. Please check your work condition and if you think it is incorrect please contact International Student Support.

If your visa has a ‘prohibition’, this means that you are not allowed to work.

Tier 4 visa holders are **not** able to:

- be self-employed (this includes freelance work)
- be employed as a professional sportsperson or sports coach
- be employed as an entertainer
- take a permanent full-time job
- work during any period of intermission or overstay of visa.

**How many hours a week can I work?**
For degree level courses and above your Tier 4 visa should say 'Work Limit 20 hrs p/w term time'. For courses below degree level (including students studying at the Sussex Centre for Language Studies) it should say ‘Work limit 10 hrs p/w term time’. Hours of work during term time must be limited to those allowed each week and can’t be averaged out over a longer period. Your term-time depends on what type of student you are and the University’s policy.

What is term-time?
The University will define term-time differently for UG, PGT and PGR students and it is vital that you understand this for your student category. It will not simply be based on the term and vacation periods.

Please find more detailed information at:
www.sussex.ac.uk/internationalsupport/working/workingduringstudies

Careers and Employability Centre

The Careers and Employability Centre offers a range of opportunities and confidence building experiences which will help you to enhance your skills, employability and career potential. Based within the Library, we want to work with you from your first year as a student - you can also access our services for up to three years after graduation.

Log into CareerHub to access jobs, events and appointments and much more!
www.sussex.ac.uk/careers/index

We can also help you to find part-time work to supplement your income or paid internships and work experience to gain valuable work experience, test out your work options and develop your skills. We advertise over 5000 vacancies each year including part-time, vacation and graduate positions for a variety of employers and University departments, and provide advice on issues such taxation and National Insurance (NI). If you are an international student, it is important that you check your employment status before looking for a job. We can assist you with this.

All undergraduate students may build a professional placement year into their degree after their 2nd year, in the UK or internationally. The Placements Preparation Programme, an online course supported by skills workshops and employer presentations, can help students or explore what options are available. We promote a large range of placement, internship and work experience events and vacancies during the year
www.sussex.ac.uk/careers/gettingexperience

You can build your academic study skills with us and there is lots of help available, including regular workshops. Get started by visiting: www.sussex.ac.uk/careers/studyskills
Take part in events and workshops to enhance your employability skills and career awareness. We organise over 300 events each year including opportunities to meet employers at fairs, career briefings delivered by industry experts (often Sussex alumni) and employability skills workshops including leadership, communication and presentation skills. We also offer regular sessions to help with your job search including interview technique and effective CVs and applications.

Whether you are an undergraduate, postgraduate on a Masters’ course or doctoral student, there will be events relevant to your interests and needs. Look out for our regular event emails and check out our events listing and book via CareerHub: www.sussex.ac.uk/careers/events

We work closely with the Sussex Innovation Centre to offer opportunities for budding commercial or social entrepreneurs to hone enterprise skills. The StartUp Sussex competition allows Sussex students and graduates to take their creative ideas further, with financial support for the winning entries. www.sussex.ac.uk/careers/entrepreneurship

Professionally trained careers and information staff are available every weekday to help you explore your career direction, skill development, and to provide help with application forms, CVs and interview techniques. Book an appointment via CareersHub to talk things through any career related issue: www.sussex.ac.uk/careers/aboutus/advice

For careers exploration, our online sector guides have all the career pathway information you need in one place: www.sussex.ac.uk/careers/careerchoices/researchingcareers

We also have information on further study at Sussex, in the UK and overseas. You can find out about:

- postgraduate courses and training in the UK, both academic and vocational. We have directories on courses and prospectuses accessible via the web. Careers and Employability can help you work out where further study can take you and whether it is the right route for you

- international study and funding for postgraduate study including information and advice on getting grants, loans and studentships.

The Careers and Employability Centre is open Monday to Friday 9.00am to 5.00pm during term time. Please check the website for details of vacation opening times.

Contact Details

We are based in the Library (ground floor)  
Telephone: 01273 678429  
Email: careers@sussex.ac.uk  
Website: www.sussex.ac.uk/careers
Sussex Universities Service Units

Undergraduate students at Brighton, Chichester and Sussex Universities and partner colleges have the opportunity to join the:

- Sussex Universities Royal Naval Unit
- Sussex Universities Officer Training Corps
- Sussex Universities Air Squadron

Sussex University Royal Naval Unit (Sussex URNU)

The URNU, based at the University of Brighton but also open to members of the University of Sussex and the Brighton and Sussex Medical School, aims to foster interest in the sea and to educate a wide spectrum of high calibre students of the need for, and the role of, the Royal Navy whilst preparing them for positions of responsibility in general. It does this through a balance of presentations, seamanship training at sea, practical leadership training both ashore and at sea, outside lecturers, acquaint visits to naval and military units and establishments, adventurous training and sport. Membership also includes the free teaching of Royal Yachting Association courses, which can lead to the award of the RYA Coastal Skipper qualification, and for those who attend for 3 years, the prestigious (and CV-enhancing!) Chartered Management Institute Award (CMI).

As well as the informal social events organised on a regular basis by unit members, there are several (well subsidised) formal social occasions every year, including a black tie dinner (to commemorate the capture of the pirate Blackbeard by a previous HMS RANGER), a prestigious cocktail party – held every year in venues around Brighton and Hove with several celebrities invited, and the annual Leavers’ Ball in the Summer Term.

Overall, the URNU is an exciting organisation full of opportunities. We aim to provide students with a combination of unbeatable CV points, some unique experiences both at sea and on land, a social life that is second-to-none, many lifelong friendships and a considerable amount of tax-free money.

For more information, contact URNU:

**Telephone:** 01273 545651  
**Email:**  
Coxswain: NAVYTRGBRNC-URNUSUSSEXCOXN@mod.uk  
Secretary: NAVYTRGBRNC-URNUSUSSEX-SEC@mod.uk  
**Website:** http://www.royalnavy.mod.uk/sussexurnu  
**Facebook:** https://en-gb.facebook.com/sussexurnu
Sussex Universities Officer Training Corps (UOTC)

Do you want to live a student life less ordinary, get paid to enhance your CV and make lifelong friends along the way? The Brighton Detachment for the Officer Training Corps is co-ordinated by the Southampton University Officer Training Corps and we recruit students from Sussex, Brighton and Chichester Universities and meet weekly at the Brighton Detachment off Lewes Road. The University Officer Training Corps (UOTC) offers many opportunities to enhance your CV through military leadership and management development.

For more details about how to join us please look at our Facebook page at:

www.facebook.com/SouthamptonUOTC

For more general enquiries contact:

uotcsouthampton-hq-admin@mod.uk

Sussex Universities Air Squadron

The Southampton Universities Air Squadron (UAS) recruits students from a number of universities including the Universities of Brighton, Sussex, Chichester, Bournemouth, Portsmouth and Southampton. Please note that you will need to be prepared to go to Southampton for activities and meetings as do students from all the other universities across the south coast.

Successful applicants are presented with many exciting opportunities – not only do we offer military flying training, but members can take part in adventurous training and sports including rock climbing, football, sailing, rugby, mountaineering, hockey, mountain biking, ski touring, sky diving and much more. These activities and activities are offered with no commitment to join the Royal Air force after University.

For more details email: 3FTS-SUAS-OC@mod.uk
Accommodation

If you live in University managed accommodation there is a team of Residential Advisors (RA’s) who are second and third year students to provide you with help and support. As returning students they know how the University works and are able to provide useful information to enable you to settle in. Although RAs cannot sort out individual personal problems, they do know how ‘the system’ works and in most cases can refer you to someone who can help. To find out more about RA scheme go to:

[www.sussex.ac.uk/residentialservices/studentsupport](http://www.sussex.ac.uk/residentialservices/studentsupport).

The Housing Office provides help and advice on housing matters.

Housing Office opening hours

<table>
<thead>
<tr>
<th>Housing Reception</th>
<th>10.00am – 4.00pm</th>
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<tbody>
<tr>
<td>Monday, Tuesday, Wednesday</td>
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<tr>
<td>Thursday, Friday</td>
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<table>
<thead>
<tr>
<th>Housing Office phone lines</th>
<th>10.00am- 1pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Tuesday, Wednesday</td>
<td></td>
</tr>
<tr>
<td>Thursday, Friday</td>
<td>2.00pm 4.00pm</td>
</tr>
</tbody>
</table>

Contact details

Housing Services  
Bramber House  
Level 2, North Side  
University of Sussex  
Falmer  
Brighton BN1 9QU  
**Telephone:** 01273 678220  
**Email:** housing@sussex.ac.uk

The Residential Student Support Team (RSST) manages the welfare and discipline for all students living in University managed accommodation. Our team provides 24 hour pastoral care support and coordinates welfare support both internally and in partnership with external support services (NHS, Adult Social Services, Local Hospitals, Campus Surgery).

The RSST also manages discipline within the residence in accordance with the [University Discipline policy](http://www.sussex.ac.uk) and your tenancy agreement.
Residential Advisor Network

Residential Advisors (RAs) are undergraduate, second, third year and returning postgraduate students from both the UK and overseas. RAs are trained in peer mediation, crises intervention and student welfare issues. When appropriate they will attempt to address any issues you may face in the residence or sign post you on to the relevant support networks. When you arrive the RAs will be the students waiting to greet you wearing black hoodies with 'Residential Advisor' in bold white letters. During the first few weeks of each term they hold kitchen meetings to discuss communal living and University policies but they can also be contacted for support throughout the year. We have approximately 100 RAs living in residence across our residential scheme.

During your first few days in residence, the RAs will attempt to introduce everyone to communal living which may involve tactful discussions about kitchen cleanliness, quiet hours or keeping the peace with your neighbours. Any problems concerning the above should in the first instance be referred to your RA. If a problem persists, the RA or individual student should bring the issue to the attention of the area Building Manager or you can e-mail the Residential Student Support Team management using the contacts below. All RAs are trained to listen and support new students, not only when they arrive, but throughout the year. RAs are trained Peer Mediators. They will be happy to sit down with you and your flatmates to help you find solutions to most problems.

The RAs will also be organizing social events from time to time throughout the academic year, should you feel like participating in one of these events or organizing one of your own please contact us directly. We will be adding a 'social events' page to our website over the summer in preparation for the Autumn intake.

All new residents will receive contact details for their RA when they arrive and time and dates for your first kitchen meeting will be posted on your arrival.

Senior Residential Advisors

Each residence will have a designated Senior RA. These students are set with the task of coordinating RA responsibilities in each area and assisting the Building Managers in
communicating with the residents in their areas. Senior RAs will also provide mediatory services should a conflict persist in your flat. All Senior RAs will have designated office hours which will be posted near the porter's office. All Senior RA office hours will be held at York House reception.

For more information, please visit:

http://www.sussex.ac.uk/campus-support/.

**Childcare**

The Cooperative Childcare operates a nursery on campus which is open from 7.30am to 6.30pm. You can contact the nursery by emailing: sussexuniversitynursery@ccc.coop.

Further information about fees and facilities is available on the website:

www.sussex.ac.uk/childcare/.
Sussexsport

Get Involved!

Fitness, Sport and Wellbeing at Sussex

Welcome to Sussex from all of the Sussexsport team! Sport at Sussex is run in conjunction with our Students’ Union, who support our student sports clubs. Sport, fitness and wellbeing activities are a great way of getting involved in university life, keeping physically and mentally healthy and provide an opportunity to make friends and meet new people.

Sussexsport membership

There are lots of opportunities to get involved in fitness, sport and wellbeing activities. You can use our facilities as a non-member on a pay and play basis, or by taking out a great value Bronze, Silver or Gold membership.

Buy an annual Gold or Silver membership by Sunday 15 October 2017 and get £20 off, making our all-inclusive Gold membership just £150 for the year and an annual Silver off-peak membership just £115!

Memberships can be purchased online or in person from either reception at our two sites on campus. Like our Facebook page and follow us on Twitter to make sure you find out about the latest membership offers and events, or to ask us a question.

Sussexsport runs a diverse group exercise programme all year round, with more than 45 classes available each week during term time. Classes range from trapeze, Zumba, indoor cycling, metabolic training, Pilates, aerial yoga, circuits, HIIT, PiYo and many more. All of the group exercise classes are FREE as part of our Gold and Silver memberships. Check our latest timetable online. You can also sign up to progressive block courses that run through the year, such as ballet, Pilates, trapeze and yoga.

Club Sport

If you enjoy playing competitive sports as part of a club, or are interested in martial arts, our student sport clubs will have something for you. Most clubs have weekly training sessions with expert coaches, and compete in local, regional and national level competitions. British Universities and Colleges Sports (BUCS) leagues are the highlight for many of the student teams, with Sussex in the top 50 universities in the BUCS table. There is something on offer for everyone, with club activity ranging from Archery to Volleyball and Mountaineering to Surf and Snow. And if the club or society of your dreams doesn’t yet exist, then start one; you only need three members to form a club or society at Sussex!
Social sport

Active US is our student social sport programme, which offers a variety of non-competitive, low commitment, drop-in activities every week during term time. Most activities in our weekly timetable are £1 or free. Try out fencing, volleyball, bouldering and much more!

Sussex students can swim for £1 at participating pools in Brighton and the surrounding area. All you need is a valid, in-date, Sussex University student ID card.

Make sure to like the Active US Facebook page and follow us on Twitter to keep up-to-date.

Sports Scholarship Scheme

If you are already playing sport and representing your country at a senior or junior level, or representing your county at a senior level or a member of a national league team, you may be eligible for one of our Student Sports Scholarships. Our Sports Scholarship Scheme offers a comprehensive support package that includes free access to our facilities, financial support of up to £1,000 per year, twice weekly strength and conditioning sessions, mentoring, access to physiotherapy and chiropractic and nutritional support and much more. Download an application form via our website or contact us for more information.

Facilities

There are a number of facilities available across our two sites on campus:

Sport Centre (our indoor sports site)

- Two sports halls
- Dance Studio/Martial Arts Dojo
- Four Glass Back Squash Courts
- Therapy room (Offering sports injury clinic, sports massage, Swedish massage, acupuncture, Chiropractic clinic and beauty therapy)
- A well-equipped Fitness Room with over 20 CV and resistance stations and 20 Schwinn indoor cycling bikes

Falmer Sports Complex (housing our main fitness rooms and outdoor sports)

- Air conditioned fitness room including the latest CV and Resistance Machines
- A free weights room with Olympic bars and benches, four half racks two with platforms, and a wide selection of dumbbells from 2-50kg
• A separate room consisting of a bespoke nine station functional training rig
• Sand dressed floodlit artificial turf pitch
• Floodlit 3G training pitch
• Grass soccer, rugby and cricket pitches
• Six hard tennis courts
• Netball court
• Sussexsport Café Bar, ‘The Clubhouse’ (open by arrangement with Sussex Food)

Contact us

For more information on sport at Sussex visit our website. You can also contact us via Facebook and Twitter. Alternatively, email or call us: 01273 678228.

We look forward to meeting you!
Students’ Union

All Sussex students, BSMS students and IDS are automatically members of the Students’ Union. As a member of the Students’ Union you can take part in:

- Democratic participation including voting in elections
- Societies
- Sports clubs
- Community and campus volunteering opportunities
- Support and Advocacy on education issues
- Campaign work on a variety of important issues
- Student-led retail outlets including three bars, the Union Shop and Co-op
- Liberation groups and spaces
- Student media
- Training opportunities and student jobs

There are around 250 societies run by students like you, and if there’s something missing, it’s easy to start your own. All societies are open to Students’ Union members and you can join societies throughout the year, so keep an eye on the current list of societies as new ones start up quite regularly.

Students’ Union Societies have a dedicated team of staff who meet with committee members throughout the year, via regular meetings and training sessions. These staff ensure societies are operating safely and provide support for those running societies, as well as helping with general society enquiries.

For more information contact the Students’ Union societies team

**Telephone:** 01273 678625  
**Email:** societies@sussexstudent.com  
**Website:** [www.sussexstudent.com/societies](http://www.sussexstudent.com/societies)

Sports at the Students’ Union is based within the Falmer House Union Hub. The current sports clubs run by students include a variety of traditional sports such as badminton, basketball, fencing, football, rugby, hockey, netball, squash and volleyball. Students’ Union Sport also caters for a wide range of outdoor pursuits.

Students’ Union Sport has a dedicated team of staff who meet with sports reps throughout the year, via regular meetings and quarterly reviews to discuss health and safety requirements, coaching courses, procurement of equipment and services for the club.

Opportunities for competition exist through the nationwide British Universities & College Sport (BUCS) which allows Sussex students to compete against other universities regionally and nationally.

For more information contact the Students’ Union sports team

**Telephone:** 01273 877322
Volunteering is an enjoyable way for you to make a difference, provides an opportunity for you to develop key skills, make new friends, to do something different from your studies and to get a different perspective of life. Through the Students’ Union you have the opportunity to access volunteer opportunities in a wide variety of locally based organisations and community projects as well as for the Students' Union. There are lots of options to choose from and Students’ Union staff will help you find the volunteering placement that is right for you, contact us for more information.

There are three student media outlets run by students for students in the Union. The Badger is a newspaper covering all aspects of campus life and the arts and is the main source of news on campus. There is also a student radio station, University Radio Falmer (URF), which broadcasts throughout campus and into Brighton, offering you the chance to use brand new professional facilities and hear your voice on air. UniTV is the campus TV station, broadcasting through YouTube on a variety of themes, including national award-winning news, light entertainment and factual pieces.

A full programme of year-round entertainments including the annual Freshers Week programme, free gigs, DJ nights, Fundraisers, BBQs, deadline day celebrations and more, are organised by the Students’ Union staff and volunteers, both locally and around the campus. The Students’ Union bars screen all major sports games, including the annual Superbowl and many league football and rugby games.

East Slope Bar is run by the Students’ Union, it has a big screen TV, Pool table and food available from midday every day, open the whole year round. East Slope bar runs drinks promotions, regular events with DJs and entertainment, space for societies and teams to put on their events, pool table, large patio area and extensive selection of food and drink. The Students’ Union also runs Falmer Bar at the other end of campus, boasting multiple spaces for events, enjoying food from breakfast to dinner, and different entertainment and drinks deals throughout the week. In Brighton the Globe is run by the Students’ Union as a student focussed space in Brighton with an eclectic menu and range of drinks promotions, as well as regular student nights. The Union Shop in Falmer House, offers snacks, lunches, University of Sussex branded clothing and memorabilia, and a variety of equipment for studying. The Clubhouse at Falmer Sports Complex shows sports fixtures on their big screen and is the ideal place to cheer on our teams on Wednesday afternoons. The Students’ Union also staffs the campus Co-Operative store, stocking the widest variety of products on campus. All Students’ Union run bars and shops offer employment and development opportunities to Sussex students.

There are many opportunities for you to get involved in making change in both the Students’ Union and University, and you are encouraged to get involved and stand for an elected position during your time at Sussex. You can nominate yourself to be Rep for your school of study. Elections are held through an online voting system at the start of the autumn term. The role of the Rep is to collect and report student views, issues and concerns about fellow students teaching and learning experiences and feed these back. A programme
of briefing and training is provided. Reps are a key way for the University to find out what students think about their experience at Sussex. The scheme includes undergraduate, postgraduate taught and postgraduate research students.

The Student Rep Scheme, is co-run by the Students’ Union and University, it aims to make positive change to your academic experience. Find out more and get involved in the scheme at:

www.sussexstudent.com/studentreps

There are liberation groups for those students the Union wants to provide specific representation to, which include: International Students Group, Lesbian, Gay, Bisexual, Queer and Transgender Group, Disabled Forum, Ethnic Minority students, Postgraduate Association, Women’s Group, Mature Students and Students with Dependants. Safe space rooms that can be used by many of these student groups can be found in Falmer House and there are elected student representatives for many of these groups.

All full members of the Union are entitled to vote in, and stand as candidates in, Students’ Union elections. As well as the Full-time Officers there are about 40 other students elected to the Council of the Union and its decision-making committees. In this way you can contribute directly to improving the work of the Union and the life of other Sussex students.

You have the right to opt out of membership of the Students' Union, at the time of registering to the University. There is no financial saving if you opt out. You will lose the right to be a candidate or to vote in Union elections, to attend Union General Meetings, to take part in Union affairs or to represent and be represented by the Union. As a non-member you can still use Union advocacy services, join clubs and societies (although you will have to pay for an associate membership and you cannot hold a club or society committee position), Union shops and bars and attend Union-run entertainments.

Full-time Elected officers represent you on most University-level meetings and committees. The responsibilities of each committee and its other membership are set out in the Committees section of the University’s website:

www.sussex.ac.uk/ogs/.

Your full-time elected officers are:

Lucy Williams - Activities Officer
activities@sussexstudent.com

Sarah McIntosh - Postgraduate Education Officer
pgeducation@sussexstudent.com
01273 87 3353

Frida Gustafsson - President
president@sussexstudent.com
01273 87 3350
You can also view the business of University meetings and the papers detailing what happens in them by logging into Sussex Direct.
Eating and Drinking on Campus

There are a number of food outlets on campus offering a variety of menus. For more information including location and opening times visit the website:

www.sussex.ac.uk/catering/wheretoeat.

Shops and Facilities

There is a Barclays Bank on campus situated in Sussex House. There are two free cash machines available 24 hours a day at this location. Other cash machines are available on campus in York House and Bramber House.

Other facilities available on campus include a bookshop, launderette, Post Office, and a branch of the Cooperative Food. For further details go to:

www.sussex.ac.uk/rsts/services/campustradingservices/shopsfacilitiesandretailoutlets.