



# **TAUGHT STUDENT HANDBOOK**

**Academic Year 2019/20**

# Contents

Introduction .....	4
Our Values .....	5
Communication .....	5
Part 1 – General Information .....	6
Term Dates .....	6
Your Personal Information .....	7
Data Protection and Record-keeping .....	7
Registration .....	7
Late Registration .....	8
ID Cards .....	8
University Regulations and Policy .....	8
Student Discipline .....	9
Copyright .....	9
Schools and Departments .....	10
The Sussex Campus .....	11
Campus Map .....	11
Protection of the Environment .....	11
Security on Campus .....	11
General Safety Matters .....	11
Reporting Potentially Hazardous Situations .....	12
Keeping Safe .....	12
Accidents and Emergencies .....	12
Car Parking on Campus .....	13
Buses .....	13
Trains .....	13
Cycling .....	13
Taxis .....	14
Part 2 – Academic Matters (A-Z) .....	15
Academic Appeals .....	15
Academic Misconduct .....	15
Assessment .....	16
Attendance .....	16
Complaints .....	17
Disabilities, mental health conditions and specific learning differences .....	17
Electives and Pathways .....	18

Electronic Submission and Feedback.....	18
Examination arrangements.....	18
Exceptional Circumstances .....	18
External Examiners.....	19
Graduation .....	19
Independent Study.....	19
Marks and feedback on assessment .....	20
Moderation .....	20
Placements .....	20
Progression and award requirements.....	20
Religious observance .....	21
Sussex Choice.....	23
Temporary withdrawal .....	23
The Office for the Independent Adjudicator (OIA) .....	24
Transcripts and Certificates.....	24
Transferring course.....	24
Transferring within the University .....	24
Transferring out of the University of Sussex.....	25
Turnitin.....	25
Year in Specialist Subject.....	25
Part 3 – Support and Services.....	26
Library .....	26
IT Services .....	26
Support for your studies.....	27
Induction and re-induction .....	27
Advice on module choices and options .....	27
Advice on your academic progress .....	27
Skills Hub .....	28
Academic Skills Workshops .....	28
Writing Skills development (Royal Literary Fund).....	28
Sussex Centre for Language Studies .....	28
Student Life Centre.....	29
Funding and advice .....	29
Paid employment .....	29
Dealing with debt.....	30
Student Support Unit (SSU) .....	30

University Counselling Services .....	30
Health and Wellbeing .....	31
Health Centre.....	31
Out of Hours.....	32
Pharmacy .....	32
Dentist.....	32
Chaplaincy .....	32
International Student Support .....	33
Careers and Employability Centre.....	33
Accommodation.....	34
Campus and Residential Support.....	34
Residential Advisor Network .....	35
The Housing Office .....	35
Childcare .....	35
Sussexsport .....	35
Fitness, Sport and Wellbeing at Sussex.....	35
Facilities and membership .....	35
Club sport.....	36
Sport Scholarships.....	36
Social drop-in sport.....	36
Contact us .....	36
Students' Union .....	36
Societies and Student Groups .....	37
Student Representation .....	37
Volunteering.....	38
Campaigns .....	38
Support and Advocacy .....	38
Student Union Outlets .....	38
Eating and Drinking on Campus.....	39
Shops and Facilities.....	39
After your studies .....	39
Students on programmes validated by the University .....	40

## Introduction

At Sussex, our aim is to provide a stimulating environment, 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 become difficult.

This handbook also outlines important regulations, legal issues and other essential matters. You are agreeing to abide by these by becoming a student here so do have a look at this.

We shall contact you via your Sussex email address. It's really important that you check this regularly. Also, our [Sussex Mobile app](#) is a great way to keep up with news, updates and reminders.

Jayne Aldridge  
**Director for the Student Experience**

## Our Values

The University of Sussex is committed to living and working by its core values of **kindness, integrity, inclusion, collaboration, and courage**.

We aim to support you in line with these values and expect you to embrace and live by these values in your dealings with staff and other students. You can see more about our values and our strategic vision at: <https://www.sussex.ac.uk/strategy>.

## Communication

We need to communicate with you for a variety of reasons. We might send paper-based communications to School pigeonholes or post them on main notice boards in Schools. You should check these at least once a week.

[Sussex Direct](#) gives you online access to the information and facilities you need to support your academic and administrative interactions with the University. Make sure you attend IT induction training (arranged by your School) and use Sussex Direct regularly.

**We often send official University communications via email (to your University of Sussex address only), rather than on paper. It is essential that you check your email at least twice each week during teaching periods.**

Please make sure that we have your current term-time and ‘home’ addresses plus any phone numbers that we can reach you on.

We hope that we won't ever need to contact anyone about you in an emergency but sometimes we have to share a student's emergency details with emergency services or, very rarely, to make contact ourselves. (Please see the section about Your Personal Data.) Your emergency contact should be the person you think we, or emergency services should contact in an emergency. This might be your next of kin or another person who you want to be there in an emergency. Enter these details into the “next of kin” section on the [Online Registration](#) pages.

## Part 1 – General Information

### Term Dates

The term dates for 2019/20 below are for all taught students. Some courses (e.g. Medicine) may have different dates. You will be told these by your School.

It's really important that you plan to be here throughout assessment periods. These are not vacation periods.

<b>Welcome Week (new students)</b>	23 September 2019
<b>Semester 1 begins</b>	30 September 2019
<b>Autumn term</b>	30 September to 13 December 2019
<b>Winter vacation</b>	14 December 2019 to 5 January 2020
<b>Semester 1 assessment period</b>	6 to the 18th January 2020
<b>Semester 1 ends</b>	18 January 2020
<b>Inter-semester week</b>	20 January to 24 January 2020
<b>Semester 2 begins</b>	27 January 2020
<b>Spring term</b>	27 January to 27 March 2020
<b>Spring vacation</b>	28 March to 19 April 2020
<b>Summer term</b>	20 April 2020 to 6 June 2020
<b>Teaching ends</b>	1 May 2020
<b>Revision week</b>	4 to May 2020
<b>Semester 2 assessment period</b>	11 May – 6 June 2020 <sup>1</sup>
<b>Semester 2 ends</b>	6 June 2020
<b>Summer vacation</b> Masters Students dissertation/project period	7 June – 20 September 2020
<b>Summer vacation assessment period</b>	17 to 22 August 2020

For more information about key dates, please visit the University website at:  
<http://www.sussex.ac.uk/about/term-dates>

---

<sup>1</sup> 1 – 6 June = semester 1 resit period

## Your Personal Information

### Data Protection and Record-keeping

We have to process personal information about you as part of our operation as an educational institution, in order to provide education and support services to our students. The University is registered as a Data Controller with the Information Commissioner's Office (ICO) and details regarding data processing and how we use your personal information can be found in our [registration entry](#) on the ICO's website.

Our privacy notice can be found at: <https://www.sussex.ac.uk/about/website/privacy-and-cookies/privacy> and it sets out how we collect and use your personal data. Our privacy notice also explains when we might need to share your data with third parties, such as the Student Loan Company, law enforcement agencies and the Higher Education Statistics Agency (see [www.hesa.ac.uk/collection-notices](http://www.hesa.ac.uk/collection-notices) for more information). You can make some choices about how your data is used and shared when you register via Sussex Direct.

Under UK Data Protection law you have a number of rights in relation to your personal data, such as the right to rectify incorrect data and the right to access your personal data. More information about your rights can be found on our webpages at: <http://www.sussex.ac.uk/ogs/policies/information/dpa/rightsofindividuals>.

If you would like to exercise any of your information rights, please contact the University's Data Protection Officer by email at [dpo@sussex.ac.uk](mailto:dpo@sussex.ac.uk) or by post at:

Data Protection Officer  
Sussex House  
University of Sussex  
Falmer  
Brighton  
BN1 9RH.

### Registration

You have to register to become a member of the University. When you accept your place here and when you register, you agree to the University's current regulations and to pay your fees and other charges. When you are registered you are entitled to attend lectures, receive tuition, sit examinations, register with the Library and other facilities, and be a member of the Students' Union.

You have to complete registration at the start of each academic year. For details of how to register go to: <http://www.sussex.ac.uk/students/induction/registration/>.

New students will receive an email giving details of how to collect the username and password for you IT account. 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 2019 on 1 September 2019 at: <https://direct.sussex.ac.uk/register.html>.

During online registration you are asked to upload a passport photograph of yourself. There is full guidance on acceptable images at: <http://www.sussex.ac.uk/ssro/idcard>.

Each year, you are asked to confirm or update personal details, home address, term address and next of kin, plus information about your background, caring responsibilities. You must 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. You have to clear debts to us at the end of each academic year. The University's terms and conditions for payment and debt recovery can be found at: <http://www.sussex.ac.uk/finance/services/feesandincome/creditcontrol>.

The registration system should show payments being made on your behalf (e.g. by Student Finance England, a research council, or any other third party sponsor). You will only have to pay any portion of the fee or rent for which you are responsible.

You can find information about how to pay your tuition fees and other charges at: [www.sussex.ac.uk/finance/services/feesandincome/studentaccounts](http://www.sussex.ac.uk/finance/services/feesandincome/studentaccounts)

## Late Registration

The administrative charge 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 charge 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 5 October, you will be liable to pay the penalty.

## ID Cards

When you collect your University ID card you will be asked to provide photographic ID – ideally your passport but a photo driver's licence or national identity card 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 course 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.

## 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: [www.sussex.ac.uk/ogs/govdocuments/regulations](http://www.sussex.ac.uk/ogs/govdocuments/regulations).

## **IMPORTANT**

**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 can be reported using the email: [student-discipline@sussex.ac.uk](mailto:student-discipline@sussex.ac.uk) or the online reporting form at: <http://www.sussex.ac.uk/ogs/policies/student-discipline/online-forms/incident-reporting>.

Further information about the Student Discipline process is available on the University's webpages at: <http://www.sussex.ac.uk/ogs/policies/student-discipline>.

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.

## **Copyright**

You must abide by copyright law and relevant licences in any copying you 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 1 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 at: <http://guides.lib.sussex.ac.uk/copyright>

Audio-visual 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 you to familiarise yourself 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 at: <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 at: [www.sussex.ac.uk/infosec/policies](http://www.sussex.ac.uk/infosec/policies).

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, you may not use University facilities to download music files unless this is part of an authorised project.

## **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. You can access websites for your school and/or departments at the following link: [www.sussex.ac.uk/schoolsandservices/schools/](http://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](http://www.sussex.ac.uk/schoolsandservices/schools/courses).

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

## The Sussex Campus

### Campus Map

You can access a map of the campus at: <https://www.sussex.ac.uk/about/campus>

### Protection of the Environment

The campus, a Green Flag Award Winner, is surrounded by the South Downs National Park, the newest National Park in England. There are over 17,000 students, of which there is space for 5,000 to live on campus, and more than 2,000 staff.

All institutions and individuals have a responsibility to conduct their affairs in ways that avoid damage to the environment and maintain the quality of life. The University takes this responsibility very seriously. Information on sustainability including sustainable transport options and the University Environmental Policy and Strategy can be found at: <http://www.sussex.ac.uk/sef/services/sustainability> .

Protection of our environment is a requirement for all members of the University, including visitors. There are recycling facilities across campus and an online map of all recycling waste streams, which includes clothing and batteries can be found at: <http://www.sussex.ac.uk/sef/services/waste>

### Security on Campus

The University operates a 24-hour a day, 365 days a year [Security service](#). 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 or to and from Falmer station, please contact the Service Centre directly by phone on 01273 87 7777 or email: [service.centre@sussexstatesfacilities.co.uk](mailto:service.centre@sussexstatesfacilities.co.uk) or contact Security directly on 01273 678234.

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 are 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 our security staff in keeping you safe..

### General Safety Matters

The University takes your safety – and that of others on campus – very seriously. 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: <http://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 Coordinator. You can also contact Sussex Estates and Facilities Service Centre on 01273 877777 or extension 7777 from any internal phone to report safety concerns, or email: [servicecentre@sussexestatesfacilities.co.uk](mailto:servicecentre@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. For helpful information about how you can protect yourself, others and your belongings, visit the health and wellbeing webpages at: <http://www.sussex.ac.uk/wellbeing/safety>

## Accidents and Emergencies

If you are **ON CAMPUS** and are involved in or witness an emergency, believe someone is improperly on the campus, or you witness an offence being committed, **contact Security immediately**:

- Telephone 3333 from an internal telephone, or 01273 873333 from a landline or a mobile phone);
- Use any of the emergency telephones across campus (they are marked with blue flashing lights at night).

Use these numbers to call the emergency services **ON CAMPUS**. Security will make sure someone comes to the help at the scene of the incident, and that the emergency vehicle(s) is guided through campus. If you dial 999, the emergency personnel might not be able to find the incident quickly.

If you are **OFF CAMPUS**, you should always dial 999.

If an ambulance isn't needed, call the emergency number for a local first aider or other person to attend.

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

Students are not able to park on campus, although there are some exceptions to this rule for example if you are registered disabled. You can find out more at:

<http://www.sussex.ac.uk/sef/services/transport/campus-parking/bridgecarpark>

## 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 the Brighton and Hove Buses website at: <https://www.buses.co.uk/>, and the Big Lemon web pages at: <https://thebiglemon.com/>.

## Trains

There is a pedestrian and cycle underpass under the A27 between the University and Falmer railway station. Direct trains to Falmer run regularly from Brighton, Lewes, Seaford and Eastbourne. Connections for trains to London and Gatwick can be made at Brighton or Lewes. Visit [www.nationalrail.co.uk/](http://www.nationalrail.co.uk/) for train times.

Student discounts are available through the purchase of a 16-25 Railcard or a Unizone card. The Unizone card offers unlimited travel between designated stations in the surrounding area and you will need both a valid 16-25 Railcard and NUS card to purchase one. For further details and prices visit: [www.southernrailway.com/tickets-and-fares/ticket-types/unizone](http://www.southernrailway.com/tickets-and-fares/ticket-types/unizone).

## Cycling

On-road cycle lanes run from Brighton and Lewes to Falmer and there is also a cycle route through campus. Cycle storage facilities are available in a variety of [campus locations](#). [Public shower facilities](#) are available in several buildings for cyclists and walkers. The Sport Service showers are free to cyclists.

We also participate in the [Brighton and Hove bike-share scheme](#) which enables you to hire a bike at various locations around Brighton and Hove including the Sport Centre on campus.

For more information about cycling to and from campus, please visit: <http://www.sussex.ac.uk/sef/services/transport/bike>.

## 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 or visit their website at: <https://www.streamlinetaxis.org/fare-deals>

## Part 2 – Academic Matters (A-Z)

### 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 calendar 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](http://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).

### Academic Misconduct

You must complete your assessments with academic integrity. It is University policy to promote that the values of academic integrity are promoted and that you uphold these values when you complete your assessments. These values include honesty, trust, fairness, respect and responsibility. Academic misconduct is prevented by educating all students in appropriate academic conduct. Guidance on avoiding academic misconduct can be found on the [Study Success at Sussex](#) webpages. [Academic Integrity Videos](#) to support student understanding of the academic integrity requirements of assessment are available via Canvas.

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 academic misconduct, a student will be referred to an Academic Practice module in Canvas. Any further instances of academic misconduct will be 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.

Further details of the regulations, procedure and penalties for academic misconduct can be found on the academic misconduct pages of the ADQE website:  
<http://www.sussex.ac.uk/adqe/standards/academicmisconduct>.

The Skills Hub website offers guidance on writing well including information on referencing to avoid plagiarism and tips on exam preparation. Your School will specify the referencing system required for the discipline and guidance on referencing systems is provided via the Skills Hub: <http://www.sussex.ac.uk/skillshub/>.

## **Assessment**

You will be assessed on each module that 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 have been selected by your School to test the skills and knowledge that you acquire 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. Late submission is not permitted on some assessments. No submissions may be made after the late submission deadline.

Late submission regulations are set out in Regulation 1.6 of the Examination and Assessment Regulations Handbook on the ADQE webpages:  
<https://www.sussex.ac.uk/webteam/gateway/file.php?name=section-1---progression-and-award-regulations.pdf&site=457> (Paragraphs 40 to 53).

## **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.

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 attendance 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. For further detail, please see the Attendance, Engagement and Absence policy at: <http://www.sussex.ac.uk/adqe/standards/attendance> which sets out how the University monitors and considers attendance, engagement and absence to support students and to carry out our duty of care to all students.

## 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](http://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).

## Disabilities, mental health conditions and specific learning differences

The University is committed to ensuring that all disabled students are fully supported in learning and assessment and that any barriers to study related to the impact of disabilities, long-term health conditions including mental health conditions, autism spectrum conditions and specific learning differences are removed.

Reasonable Adjustments to assessment should be sought via the Student Support Unit (SSU). You should contact the SSU within the first 3 weeks of the start of your course, or at the earliest opportunity that you become aware of your condition. Reasonable adjustments include: extra time and rest breaks in exams; a penalty waiver to allow submission during lateness periods without penalty; extensions to coursework deadlines, and a range of other adjustments. Adjustments are made in response to the needs of the individual student. For

more information, please visit the Student Support Unit website:  
<http://www.sussex.ac.uk/studentsupport/>.

## **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.

## **Electronic Submission and Feedback**

You will have to submit most of your assessments electronically where assessments are text-based, for example, an essay. Your Canvas webpages will give the definitive assessment details, including whether the assessment is to be submitted via e-submission through Canvas or in hard copy via your School Office. Feedback for all e-submission assessments will also be provided electronically.

Please refer to the frequently asked questions available on the e-submission pages of the ADQE website for further information:  
<http://www.sussex.ac.uk/adqe/standards/examsandassessment/esubmission>.

## **Examination arrangements**

Examinations are scheduled on every day of the week, during each assessment period, except Sunday. Examinations may also be scheduled 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.

## **Exceptional Circumstances**

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 online via Sussex Direct. You will need to provide 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.

Further information and FAQs are available on the ADQE webpages:

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

## External Examiners

An External Examiner is appointed to each course. External Examiners provide an important and independent role in 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.

## 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 (four guest tickets are offered initially with more available once the initial four 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.

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 12 years and under 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 may not be able to attend a Graduation Ceremony unless all outstanding debts have been settled by the published deadline.

For more information, please visit the graduation website: [www.sussex.ac.uk/graduation](http://www.sussex.ac.uk/graduation).

## Independent Study

Your independent study time should be spent preparing for assessments and interactive classes - you are expected to arrive for classes on time, and to prepare appropriately. You should contribute constructively to the session and 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 (<http://www.sussex.ac.uk/skillshub/>) for tips on how to plan your time and your study. We think you need to plan for an average term-time study week of 40 hours. Please also refer to the Academic Integrity site on Canvas for guidance.

We understand that you may be in paid employment and recommend that you do not work 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.

## **Marks and feedback on assessment**

Marks and feedback on assessment will be provided by the feedback date advised by your School. 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. Moderation takes place on heavily weighted assessments which contribute to classification. Moderation is carried out both internally, by someone independent of the marking process, and externally by an External Examiner.

## **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>

## **Progression and award requirements**

A Progression and Award Board (PAB) will consider your 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 or be given an award.

The assessment regulations for both undergraduate and postgraduate students can be found in the Examinations and Assessment Regulations Handbook on the ADQE webpages: <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 the Student Accounts web pages for further detail:  
<http://www.sussex.ac.uk/finance/services/feesandincome/studentaccounts>.

## Religious observance

If you wish to observe religious festivals and holy days which may clash with an exam scheduled in the designated assessment period, you may make an application to your School Director of Student Experience. Further details and deadlines are available on the Student Records and Systems Office website at:

<http://www.sussex.ac.uk/ssro/studentassessment/specexams>.

## 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. Further information on the impact of Brexit on exchange agreements with European partners is available at:

<http://www.sussex.ac.uk/students/support/studyabroad/erasmusplusprogramme>. This page is regularly updated as the Brexit situation evolves.

### Integrated study abroad year

Some courses at Sussex (e.g. American Studies and Language degrees), include an integrated study abroad year, usually undertaken in the third year 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>.

Marks from your study abroad year will contribute to your final degree classification.

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, North America, South Korea, Malaysia, Singapore, 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.

Marks from your study abroad year will not contribute to your final degree classification. Your Sussex grade for the year abroad will appear on your final transcript.

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. You can participate on a summer school, and also take a term or year abroad if timings and applications deadlines allow.

More information is available from the Sussex Abroad Office. You can email them at: [sussexabroad@sussex.ac.uk](mailto: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.

## 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. Sussex Choice is the term used by the University to describe how they can personalise the structure and content of their University of Sussex degree. The five elements of Sussex Choice are:

- Electives
- Pathways
- Placements
- Study Abroad
- Year in Specialist Subject

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.

More information on the aspects of Sussex Choice can be found at:

<http://www.sussex.ac.uk/adqe/curriculum/sussexchoice>

## 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. You will need to complete Section A of the Notification of Temporary Withdrawal form with a Student Life Advisor.

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 will have to take the curriculum being offered at the point of your return.

Further information is available on the temporary withdrawal pages of the ADQE website:

<http://www.sussex.ac.uk/adqe/standards/examsandassessment/twd>.

## The Office for the Independent Adjudicator (OIA)

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).

## 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. 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: <http://www.sussex.ac.uk/ssro/>.

## 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 may 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 Records Office as soon as possible at: <http://www.sussex.ac.uk/ssro/>. 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 the [Student Funding Team](#) in the Student Life Centre before proceeding to ensure that you will continue to be eligible for funding.

You will receive an official transcript which details the results of your individual assessments undertaken during your time at Sussex.

## Turnitin

You are encouraged to use the internet-based text-matching service, Turnitin, to check your work prior to submitting your assessments. This may help you identify problems with your referencing. You should use the [Turnitin - Originality Reports](#) site in Canvas. You can use this site to check assessments that are e-submission and those which are submitted to the School Office.

All 'e-submission Turnitin' assessments are uploaded to the Turnitin database. The 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.

Further information about the use of Turnitin and the e-submission process is available at: <http://www.sussex.ac.uk/adqe/standards/examsandassessment/esubmission>.

## Year in Specialist Subject

You may opt for a year away from your 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>

## 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. For comprehensive information about the library visit: <https://www.sussex.ac.uk/library/>

The Library has a vast collection of books to support your study as well as 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. 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/](http://www.sussex.ac.uk/library/guides/).

All new students are provided with an induction to the Library. 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](http://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](mailto:library.membership@sussex.ac.uk)

### IT Services

When you register with the University you will receive an IT Services username and password. This will enable you to access your Sussex email account, log in to computers on campus and to connect your laptop 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 Microsoft Office 365, high speed Internet and access to printing. The majority are Windows 10 PC's but there are iMacs available in several locations.

Some of these computers are available in the Library, which is open 24 hours a day during term time. Other computers are located in cluster rooms around the campus, many of which are also open 24 hours a day. Details of how many computers are available in each cluster room, as well as a map to guide you to the nearest location, are available on the IT Services website: <http://www.sussex.ac.uk/its/>. Staff at the IT Service Desk in Shawcross can provide IT support.

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.

You can also visit the IT Services website at <http://www.sussex.ac.uk/its/> to find how-to guides, FAQ's and a range of additional information.

### **IMPORTANT**

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](http://www.sussex.ac.uk/its/about/policy). Please make sure you are familiar with what is considered to be acceptable use, as breach of this can lead to disciplinary action.

For more information contact, IT Services:

**In person:** Shawcross Building, 08:30 - 19:00, Monday to Friday  
**Telephone:** 01273 678090  
**Email:** [support@sussex.ac.uk](mailto:support@sussex.ac.uk)

## **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 a number of 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](http://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
- Writing and assessment
- Referencing and academic integrity
- Revision and exams
- Personal development and employability
- Numeracy and statistics

## Academic 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](http://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 the Skills Hub website:

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

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

[skillshub@sussex.ac.uk](mailto:skillshub@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.

The Centre runs open courses for students, staff and the public at lunchtimes and evenings in all previously mentioned languages, as well as Latin, Russian and Portuguese. SCLS also delivers a Masters Course in English Language Teaching and an English Language Teaching elective pathway.

Self-access resources in the Language Learning Centre are available to help staff and students improve language skills. For students whose first language is not English, there is a choice of accredited English Language elective modules and/or free English Language and Study Skills support (tutorials or workshops). In addition, English Language courses (15 or 21 hours a week) are available for those not studying a degree.

For more information go to: [www.sussex.ac.uk/languages/](http://www.sussex.ac.uk/languages/).

## Student Life Centre

The Student Life Centre provides information, advice and guidance on a broad range of issues, here for you whenever you have any questions, queries, worries or concerns.

We advise on:

- Settling in to University life
- Guidance about University processes
- Personal and cultural issues
- Money worries
- Wellbeing and health concerns
- Accessing other specialist services and resources on and off-campus

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.

Based on the ground floor at the front of Bramber House, you can drop in from 09:00 to 17:00 Monday to Friday, call us on **01273 876767** or email [studentlifecentre@sussex.ac.uk](mailto: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.

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/).

## Funding and advice

You can find information about fees and living costs and information and advice about managing your money and sources of emergency/hardship funding at: [www.sussex.ac.uk/studentlifecentre/funding](http://www.sussex.ac.uk/studentlifecentre/funding)

Alternatively, get in touch with the Student Funding Team in the Student Life Centre:

**In person:** Bramber House, 10:00 - 16:00, Monday to Friday  
**Telephone:** 01273 876767  
**Email:** [studentfunding@sussex.ac.uk](mailto:studentfunding@sussex.ac.uk)

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 and in Brighton, as well as paid internships 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 for part-time work and

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 working in the UK.

**In person:** Ground floor of the Library, 9:00 – 17:00, Monday to Friday  
**Telephone:** 01273 678429  
**Email:** [careers@sussex.ac.uk](mailto:careers@sussex.ac.uk)

## Dealing with debt

If you owe money to the University – e.g. for tuition fees – you should contact the [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.

**In person:** Sussex House, 10:00 - 16:00, Monday to Friday  
**Telephone:** 0800 849 4979 or +44 800 849 4979  
**Email:** [studentaccounts@sussex.ac.uk](mailto:studentaccounts@sussex.ac.uk)

## Student Support Unit (SSU)

The Student Support Unit offers advice and support, including reasonable adjustment recommendations, to students who provide evidence of:

- Disability (mobility, visual/hearing impairment, pregnancy and long term health conditions)
- Specific learning difficulty (such as Dyslexia, Dyspraxia and ADHD),
- Autism spectrum condition
- Long term mental health condition

The Student Support Unit is located with the Student Life Centre, Ground Floor, Bramber House, Refectory Road, is open from 09.00 to 17.00 Monday to Friday. You can also contact us in the following ways:

**Telephone:** 01273 877466  
**Email:** [studentsupport@sussex.ac.uk](mailto:studentsupport@sussex.ac.uk)

Please note you need to contact the service to receive support. For more information go to the SSU's webpages at: [www.sussex.ac.uk/studentsupport/](http://www.sussex.ac.uk/studentsupport/).

## University Counselling Services

There are many reasons why people may need some counselling to support them for a while. These could include: stresses with academic studies; problems in relationships; changing lifestyles; and managing your own and other people's expectations. 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, you will first need to

attend a 20 minute “Initial Assessment” and these appointments are made available within 24 hours, on a first come first served basis.

To make an appointment for an Initial Assessment please visit the website at: <http://www.sussex.ac.uk/counselling/> or contact the Counselling Reception by phone or email.

Staff also provide various groups and workshops on various topics such as Stress Management, Feeling Down, Insomnia, and Procrastination.

**Telephone:** 01273 678156  
**Email:** [counsellingreception@sussex.ac.uk](mailto:counsellingreception@sussex.ac.uk)

The University Counselling Service Reception entrance is at the back of the central courtyard of the Health Centre, Refectory Road.

For up to date opening hours and further information, visit the website: [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

You can contact the team as follows:

**Telephone:** 01273 872686  
**Email:** [healthandwellbeing@sussex.ac.uk](mailto:healthandwellbeing@sussex.ac.uk)

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

## 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. Please visit the website for up to date [opening hours](#).

**Telephone:** 01273 249 049 (appointments and general enquiries)  
**Email:** [admin.unimed@nhs.net](mailto: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> .

## **Out of Hours**

If you have an urgent problem and need a GP there is a Walk-in Centre located close to Brighton Station, which is open 7 days a week, 08:00 to 20:00, and provides a no-appointment and 'no need to register' health advice service to anyone who wants to attend. Further information is available at:  
<http://www.brightonstationhealthcentre.nhs.uk/> .

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

If you require urgent medical attention outside of the hours above call the NHS111 Service on 111. Calls are free from both landlines and mobile phones.

## **Pharmacy**

There is a pharmacy on campus next to the Health Centre which is open from 09:00 to 17.30 Monday to Friday during term time, and 09:30 to 16.30 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 Monday to Friday 09:00am to 17:00pm (closed 13:00 to 14:00 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 and 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 08:00 to 20.00 (to 16:00 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](mailto:J.S.Thorogood@sussex.ac.uk)

For further details visit the website: [www.sussex.ac.uk/chaplaincy/](http://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).

New students should take a look at the 'Pre-Arrival Guide' and 'A guide to life as a Sussex Student' which contain lots of useful information specifically for international students. Both are available on the website: <http://www.sussex.ac.uk/internationalstudent/index>.

### How to contact International Student Support:

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

**'Like'** us on Facebook: International Student Support – University of Sussex

**Follow** us on Instagram: @intlstudent.sussex

**Follow** us on Twitter: @USIntStudentSup

## 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 on the ground floor, 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.

We can also help you to find part-time work to supplement your income or paid internships 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 as taxation and National Insurance.

All undergraduate students may build a professional placement year into their degree after their 2<sup>nd</sup> year, in the UK or internationally. Sign up for our placement preparation programme and access all the support available to help you to find an opportunity. Find out more about all the ways you can gain experience: [www.sussex.ac.uk/careers/jobs](http://www.sussex.ac.uk/careers/jobs).

We can also support you to build your academic study skills. Come to one of our workshops and access our resources online: [www.sussex.ac.uk/careers/studyskills](http://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 a doctoral researcher, there will be events relevant to your interests and needs: [www.sussex.ac.uk/careers/events](http://www.sussex.ac.uk/careers/events)

We also offer opportunities for budding commercial or social entrepreneurs to develop enterprise skills. Our StartUp Sussex competition, run with the Sussex Innovation Centre, allows Sussex students and graduates to take their creative ideas further, with financial support for the winning entries: [www.sussex.ac.uk/careers/entrepreneurship](http://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 to talk things through any career related issue: [www.sussex.ac.uk/careers/aboutus/advice](http://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](http://www.sussex.ac.uk/careers/careerchoices/researchingcareers).

We 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 can help you work out where further study can take you and advise on funding, grants, loans and studentships: [www.sussex.ac.uk/careers/careerchoices/furtherstudy](http://www.sussex.ac.uk/careers/careerchoices/furtherstudy).

**Telephone:** 01273 678 429  
**Email:** [careers@sussex.ac.uk](mailto:careers@sussex.ac.uk)  
**Website:** [www.sussex.ac.uk/careers](http://www.sussex.ac.uk/careers)

## **Accommodation**

### **Campus and Residential Support**

Campus and Residential Support (CRS) are here to help you during your time in University managed accommodation. CRS provides 24-hour pastoral care and coordinates welfare support both internally and in partnership with external support services (NHS, Adult Social Services, Local Hospitals, Campus Surgery).

Out-of-hours crisis support provided by our team is accessed through Security (01273 87 3333 from a mobile / landline or 3333 from your room phone) who will contact us.

CRS also works closely with our colleagues in Student Discipline to process discipline cases within the residences in accordance with the [University Discipline policy](#) and your tenancy agreement.

## Residential Advisor Network

Campus and Residential Support also manage a team of Residential Advisors (RAs) in our RA Scheme. If you live in University managed accommodation, there is a team of RAs assigned to your area. They are second year, third year, masters and postgraduate students and are able to provide you with help and support.

As returning students, they know how the University works and are able to provide useful information during your time here, such as signposting you to services that may be beneficial to you. RAs are also trained in helping resolve flat conflicts, and can run mediations with your flat to help solve any disputes. You will have meetings with your RAs at the start of each term, and their contact details will be on a poster in your kitchen should you need to reach out to them for any welfare or communal living issue.

Each residence also has a designated Residential Community Coordinator (RCC). These members of staff coordinate RA responsibilities in each area and staff York House Reception weekdays 10:00 to 22:00. For more information, please visit:

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

## The Housing Office

The Housing Office provides help and advice on housing matters. They are open 10:00 to 16:00 Monday to Friday (phones are closed for lunch between 13:00 and 14:00).

**In person:** Bramber House, Level 2, North Side  
**Telephone:** 01273 678220  
**Email:** [housing@sussex.ac.uk](mailto:housing@sussex.ac.uk)

## Childcare

The Cooperative Childcare operates a nursery on campus which is open from 07:30 to 18:30 Monday to Friday. You can contact the nursery by emailing: [sussexuniversitynursery@ccc.coop](mailto:sussexuniversitynursery@ccc.coop).

Further information about fees and facilities is available on the website: [www.sussex.ac.uk/childcare/](http://www.sussex.ac.uk/childcare/).

## Sussexsport

### Fitness, Sport and Wellbeing at Sussex

Welcome to Sussex! Our two [sports facilities on campus](#) give you the opportunity to have fun, stay healthy, make friends and get active with expert advice and support.

#### Facilities and membership

Use our [fitness rooms](#), try out a [group exercise class](#) and hire one of our sports halls, courts or pitches on a pay-and-play basis, or [become a Sussexsport member by signing up to one of our great value memberships](#).

In addition to our fitness rooms and indoor sports halls, we have squash courts, tennis courts, a variety of grass pitches and ATP and 3G pitches, Dance Studio, Dojo and Outdoor Fitness Area.

We also have a [Therapy Room](#) and [Sports Injury Clinic](#) offering discounted rates for students.

## Club sport

If you want to play sport competitively, we have a [packed club sports programme that we run with the Students' Union](#). Most clubs have weekly training sessions with expert coaches and compete in local, regional and national level competitions.

There's something 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 exist then start one - you only need three members to form a club or society at Sussex! We also have a [range of martial arts clubs](#) and many offer free taster sessions to new students.

## Sport Scholarships

If you're a talented student athlete, we offer [competitive Sports Scholarships that provide a comprehensive support package to develop you as an athlete and a student](#). Our Sports Scholarships give you free access to our facilities, financial support of up to £1,250 a year, strength and conditioning sessions, mentoring from world-class athletes, access to physiotherapy, chiropractic and nutritional support plus much more.

## Social drop-in sport

If you're new to sport or want to try something different, [check out our Active US social sport timetable](#), which offers a range of weekly wellbeing activities during term time with no commitment, no membership and no experience needed!

You can also [swim at local pools in Brighton & Hove, Lewes, Newhaven, Seaford and Ringmer with our £1 student swim offer](#).

## Contact us

For more information on sport at Sussex visit the website : <http://www.sussex.ac.uk/sport/> or contact us via [Facebook](#), [Twitter](#) or [Instagram](#). Alternatively, you can email us at: [sussexsport@sussex.ac.uk](mailto:sussexsport@sussex.ac.uk) or phone our reception on: 01273 678 228.

## Students' Union

As a student at Sussex, BSMS or IDS you're automatically a member of the Students' Union. The Students' Union is independent from the University, represents all students at Sussex and run services to improve student life.

Through the Students' Union, our students:

- Run societies, sports clubs and media outlets,
- Start campaigns about issues they're passionate about,
- Volunteer on campus and in the community,
- Receive support and advice on academic issues,
- Elect hundreds of student representatives across the University,
- Work in our Union on-campus bars and shops,
- Run liberation groups and spaces, and
- Rent or are helped to find housing through our Lettings Agency.

## **Societies and Student Groups**

We have hundreds of sports clubs and societies at Sussex that you can join, all run by students. Joining a society is a great way to meet other students at Sussex with a similar interest to you, learn something new or gain a valuable skill.

Our societies range from art history to Harry Potter, folk music to dog walking and geography, so there's guaranteed to be something for everyone.

Our sports clubs include a variety of sports such as badminton, basketball, fencing, rugby, netball and volleyball, from casual to competitive. Opportunities for competition exist through the nationwide British Universities & College Sport (BUCS) which allows Sussex students to compete against other universities regionally and nationally.

[You can find out more about our sports clubs and societies](#) on the Students' Union website, and you can also meet most of them first-hand at the Freshers' Fair during Welcome Week.

## **Student Representation**

The Union is a democratic and student-led organisation, and each year students are elected to hundreds of representative positions at Sussex.

You can become one of our student representatives by becoming a [Student Rep](#). As a Rep you represent the views of your peers to your school department and the wider University community.

We also have a team of students elected for a year to work as full-time officers to represent the views of students and improve our University and Union. You can find out more about [your officers](#) on the Students' Union website, and find each of the officers' contact details below:

Becky Doran - Activities Officer  
[activities@sussexstudent.com](mailto:activities@sussexstudent.com)

Benjamin Matthews - Postgraduate Education Officer  
[pgeducation@sussexstudent.com](mailto:pgeducation@sussexstudent.com)

Chris Harding - Undergraduate Education Officer  
[ugeducation@sussexstudent.com](mailto:ugeducation@sussexstudent.com)

Filip Vasilijevic- President  
[president@sussexstudent.com](mailto:president@sussexstudent.com)

Ijlal Khalid -Society and Citizenship Officer  
[soccit@sussexstudent.com](mailto:soccit@sussexstudent.com)

Nina Hallberg - Welfare Officer  
[welfare@sussexstudent.com](mailto:welfare@sussexstudent.com)

## Volunteering

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.

You can join a number of volunteer schemes run by the Students' Union, such as the Buddy Scheme, Language Cafe, Role Models or Community Organisers. Take a look at [the Student's Union volunteering web pages](#) for more information.

## Campaigns

The Students' Union facilitates and support a wide range of student campaigns and as a student union we can help you set up and run a campaign on an issue you care about, too. For more information about our [campaigns](#) check out our website. Also, make sure to check out and join in our Student Forums, where students will decide on our big campaigns for this year.

## Support and Advocacy

The Students' Union offers an independent advice and advocacy service to support students through your studies. Our Support and Advocacy team support students with academic appeals, complaints, housing issues and more. You can find out more information about [support and advocacy](#) on the Students' Union website.

## Student Union Outlets

We run a number of bars and shops on campus, offering affordable food, cakes, coffees and drinks:

- Falmer Bar is located in Falmer House, and offers drink deals and affordable pub meals.
- The Deli is located behind Falmer Bar, and sells the best sandwiches on campus.
- Room 76 is our cafe with great cakes and coffee, also located behind Falmer Bar.
- The Union Shop is located by the Falmer House quad, and is a great place to pick up stationery, Sussex merchandise, drinks or meal deals.
- The Cooperative Store is staffed by the Union, and is perfect for smaller grocery shopping or meal deals.
- Northfield Bar is located by the Northfield social centre, offers gorgeous pub meals and a laid back vibe.
- The Clubhouse shows sport on their big screen and is a great place to support Sussex's sports teams from on a Wednesday afternoon.

These outlets are run with the help of hundreds of student staff, and all proceeds go towards funding the Union's activities such as sports clubs, societies and campaigns.

Beyond this, we also put on a full programme of year-round entertainment including the Freshers Week programme, gigs, DJ nights, quizzes, BBQs, deadline day celebrations and more. These are organised by staff student groups and our staff, and you can keep track of what's [happening on campus](#) online.

We also run a Lettings agency, Sussex Students Lettings, which charges no lettings fee to students.

To find out more about your Students' Union, societies, sports clubs, representatives or services, go to [www.sussexstudent.com](http://www.sussexstudent.com) or find our Facebook page for updates and more information.

### **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](http://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 launderette, Post Office, and a branch of the Cooperative Food. For further details go to: [www.sussex.ac.uk/rsts/services/campustradingservices/shopsfacilitiesandretailoutlets](http://www.sussex.ac.uk/rsts/services/campustradingservices/shopsfacilitiesandretailoutlets).

### **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 160,000 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 online journals, networking and social events, mentoring opportunities through Sussex Connect, regular communications in the form of *Falmer* magazine and a monthly e-newsletter.

You will need to sign up to receive emails from the University in order to make the most of our alumni benefits and services. You can do this either through your graduation booking form or through the alumni membership portal: <http://www.sussex.ac.uk/alumni/sussexsphere>.

Alumni can find a mentor or offer your support to students and fellow alumni by signing up to Sussex Connect: ([http://www.sussex.ac.uk/alumni/getinvolved/volunteer/sussex\\_connect](http://www.sussex.ac.uk/alumni/getinvolved/volunteer/sussex_connect)).

You can also find us on Facebook at: [www.facebook.com/sussexalumni](http://www.facebook.com/sussexalumni) and on Twitter at [www.twitter.com/sussex\\_alumni](http://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 worldwide arrange social events for alumni and talk to prospective students wherever they are; each year numerous 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](mailto:alumni@sussex.ac.uk) or telephone the team on +44 (0)1273 678258.

## **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).