

School of Global Studies - Study Agreement

In Global Studies we:

- Want to generate knowledge and understanding that can make a difference, for a fairer, safer, more sustainable, and more inclusive world.
- Treat each other with respect and kindness, regardless of background, race, nationality, gender, class, sexuality, religion, ability, or life experience.

Collaborative learning and academic integrity

- As a student you have **responsibility** for your own learning and members of staff will work with you to support you throughout.
- **Canvas** is the gateway to teaching material and information so ensure that you are properly familiar with all relevant Canvas sites.
- Active, constructive, and respectful **engagement and participation** is key to your and others' learning success. You should ensure that you come to classes prepared, having done the required readings and any other assigned tasks.
- You must ensure that any submitted work is your own. You have a responsibility for following our criteria for '**academic integrity**' in all your conduct.

Attendance and engagement

- Attending teaching sessions and engaging actively is your best bet for getting the most out of your studies. **You are expected to attend all teaching sessions and attendance will be taken.**
- Your module convenors will assemble a range of appropriate ways to enable active participation, whether online or in person, and it is important that you participate in these. You may be asked to engage in activities such as watching/listening to pre-recorded lectures; attend seminars; attend study groups; contribute to small group synchronous or asynchronous collaborations (e.g. Padlet); and post seminar discussions.
- Faculty hold regular **office hours**. Please do take advantage of these to receive regular feedback on your work and progression. If faculty have set up a one-to-one meeting, let us know if you're not able to make it.
- Faculty will invite and meet with academic advisees at least once a term; please attend the meetings and be in touch with your **academic advisor** if you require additional support.
- If you have caring responsibilities, a chronic illness, or some other impediment to attendance, please discuss these with the Student Experience team at gs.studentexperience@sussex.ac.uk.

Communication and netiquette

- Check your **university email address** at least once a day. We expect you to read and act upon the emails we send to you, and you can expect the same from us.
- When emailing, **always include an appropriate salutation** (e.g. 'Dear') and address the person by name, unless they have indicated another preference (e.g. their title). This is part of the school's commitment to racial, gender and all other forms of equality.
- Always try to **find the information** you are seeking in documents/websites before emailing a member of staff. Staff will not prioritise responding to enquiries where the answers are readily available on Canvas.
- If you are in a zoom teaching session, please keep your mics muted until you have been 'given the floor' and your video on to enhance engagement during these sessions. If your bandwidth makes keeping video on difficult during live sessions, please upload a picture or avatar of yourself and try turning the video on when you contribute to discussions.
- The online classroom presents additional privacy and safety risks - **please be conscious of these and be proactive about maintaining a respectful environment.**
- Any electronic material provided to you as a part of your study is **not to be shared or published**, in whole or in part, anywhere.

If you have any questions, please contact global@sussex.ac.uk. To discuss Reasonable Adjustments, disabilities, or any other study support issue, please contact gs.studentexperience@sussex.ac.uk. We're here to support and help you in any way we can.