



Dear Engineering and Design student,

Important information from Dr Kate Howland , Director of Student Experience

Welcome to the Department of Engineering and Design. I'm the Director of Student Experience in the School of Engineering and Informatics. One of my responsibilities is to make sure that all students in the School have the support they need to learn and achieve their best. There are many people and services at the University dedicated to helping you overcome any challenges that could interfere with your studies. This isn't an exhaustive list, but here are some of the most common points of first contact:

- x Your Academic Advisor is often your first contact, especially if you have a general question about your course. Your Academic Advisor is your Course Convenor, whom you will meet during Welcome Week. Your Academic Advisor can refer you on to many other sources of information and support.
- x For any welfare issues, you can contact the Student Life Centre – see their website at <http://www.sussex.ac.uk/studentlifecentre>. Do contact them straight away if you are experiencing any personal difficulties, especially if they are impacting on your studies. The Student Life Centre advisors handle a wide range of issues including: course transfers, financial issues, disability issues, personal concerns, budgeting, fees, funding, exceptional circumstances claims, and so on.
- x If you feel you are struggling academically, you can contact the Engineering and Design Senior Tutor, Dr Spyros Skarvelis -Kazakos (S.Skarvelis-Kazakos@sussex.ac.uk) for advice and to find out more about the support available within and beyond the Department.
- x You can also contact me, as the Director of Student Experience if you want to talk to someone else about academic issues, or if you have more complex queries relating to reasonable adjustments or exceptional circumstances. You can make an appointment to meet with me via email (K.L.Howland@sussex.ac.uk).
- x The Engineering and Informatics School Office staff (located at the front of Chichester 1 building, Room C1-002) are a good first point of contact for a wide range of requests, particularly any administrative queries concerning timetables, lecture rooms, registration and so on. To contact them or make an appointment to see someone, please email ei@sussex.ac.uk as staff availability may be limited while we still have restrictions in place due to Covid-19.

In your first week in Sussex, you will be deluged with information about the University including a great deal about student support, but here are a few key points you should know about now:

- x How to find out what you will be studying
Descriptions of all Engineering & Design courses can be found at: <http://www.sussex.ac.uk/ei/internal/coursesandmodules/engineeringdesign/pgcourses>, which gives really important reference information, especially on each of the modules you will be studying. If you can, please look at this information before you arrive.

