



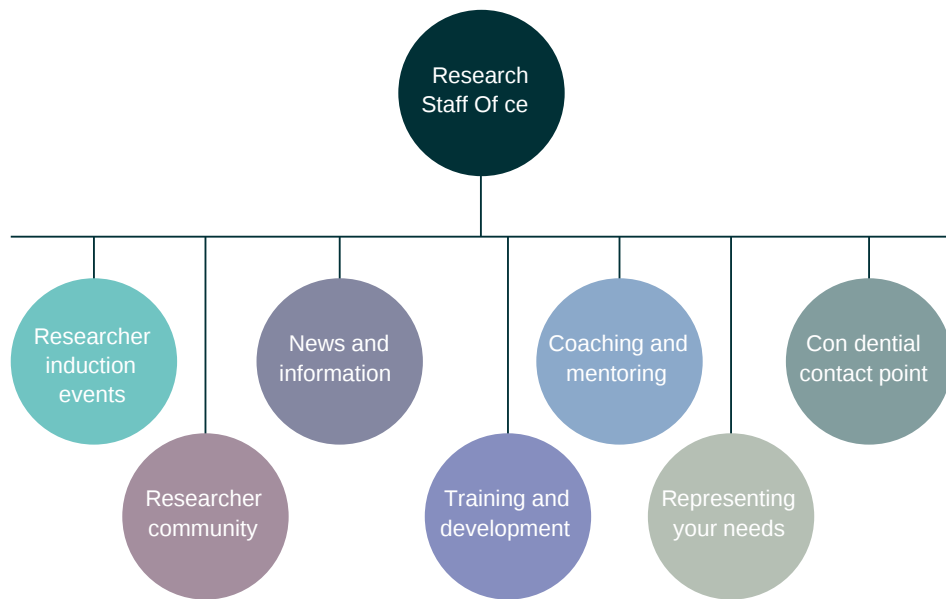


WELCOME TO SUSSEX



2013

www.sussex.ac.uk/staff/research/rs



RESEARCH STAFF WORKING GROUP

UK Concordat to Support
the Career Development of Researchers

www.sussex.ac.uk/staff/research/rsworkinggroup
www.vitae.ac.uk/policy/vitae-concordat-vitae-2011.pdf

RESEARCH STAFF REPRESENTATIVES

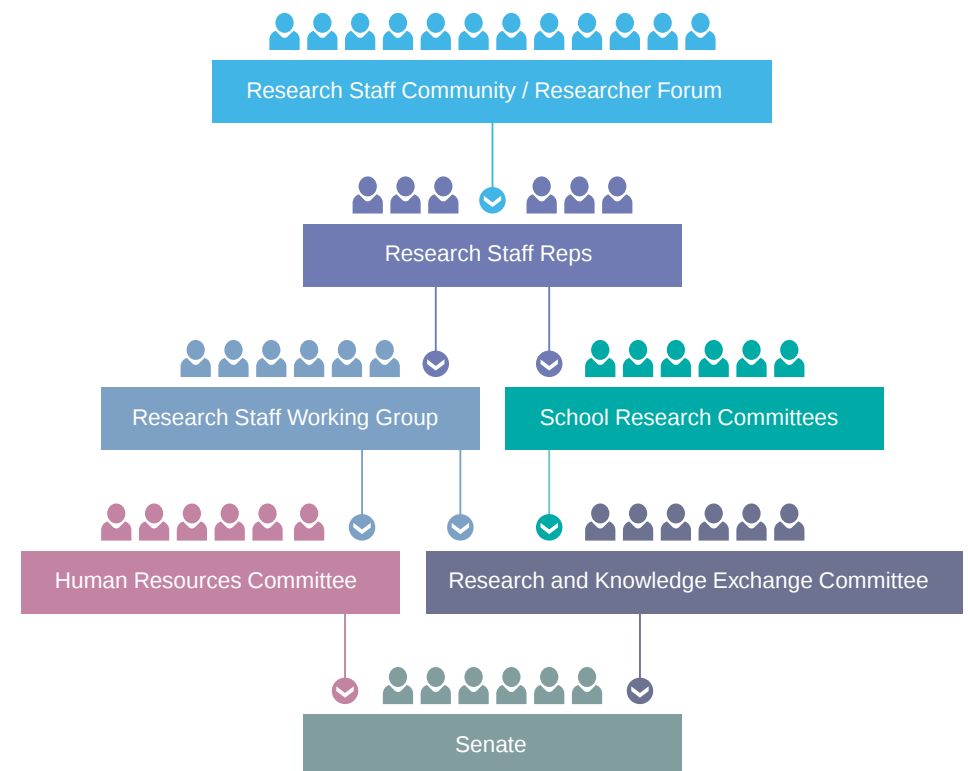
FACULTY REPRESENTATION FOR RESEARCHERS

researchstaffofce@sussex.ac.uk

www.sussex.ac.uk/staff/research/researchstaffreps

Stefano Caserta
(8)

RESEARCHERS WITHIN THE UNIVERSITY STRUCTURE



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RESEARCH AND ENTERPRISE SERVICES

www.sussex.ac.uk/staff/research

Research development:

www.sussex.ac.uk/staff/research/development

Contracts and intellectual property team:

www.sussex.ac.uk/staff/research/contractsandip

Supporting ethical research:

www.sussex.ac.uk/staff/research/governance

Managing awards and projects:

www.sussex.ac.uk/staff/research/nance

Impact support:

www.sussex.ac.uk/staff/research/rqi

Supporting interdisciplinary research:
Sussex Research

www.sussex.ac.uk/staff/research/sussexresearch

SUPPORT FOR YOUR RESEARCH

RESEARCH SUPPORT FROM THE LIBRARY

Library Research Support Team

www.sussex.ac.uk/library/research

Sussex Research Hive

www.sussex.ac.uk/library/research/hive

Sussex Research Online ()

<http://sro.sussex.ac.uk>

The Library Research Support Team

www.sussex.ac.uk/library/research/openaccess



IT RESEARCH SUPPORT

www.sussex.ac.uk/its/home (27).

SUPPORT FOR COMMUNICATING YOUR RESEARCH

www.sussex.ac.uk/pressandcomms/index

POLICIES AND GUIDANCE

www.sussex.ac.uk/staff/research/policylibrary

EMPLOYMENT ISSUES AND QUERIES

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www.sussex.ac.uk/humanresources

HEALTH, SAFETY AND WELLBEING

Health, Safety and Wellbeing Of ce

www.sussex.ac.uk/hso

In an emergency on campus you should dial 3333 from any campus phone or 01273 873333 from a mobile to contact the emergency response team.

Do NOT dial 999 as the emergency services may take longer to get to you.



Occupational Health Service

www.sussex.ac.uk/humanresources/occupationalhealth

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(www.unimed.co.uk).

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FAMILIES

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www.sussex.ac.uk/humanresources/personnel/familyfriendlypolicies

7.30 6.30

www.sussex.ac.uk/childcare

www.childcare.co.uk
www.ofsted.gov.uk

<https://www.gov.uk/nd-school-in-england>

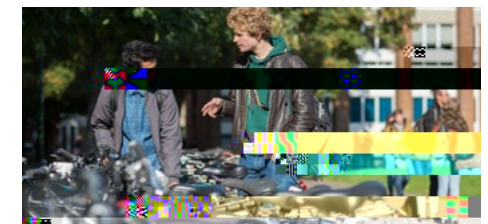
TERM DATES AND UNIVERSITY CLOSURES

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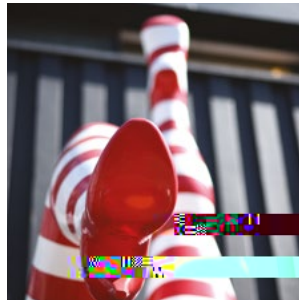
www.sussex.ac.uk/aboutus/keydates

ON-CAMPUS FACILITIES



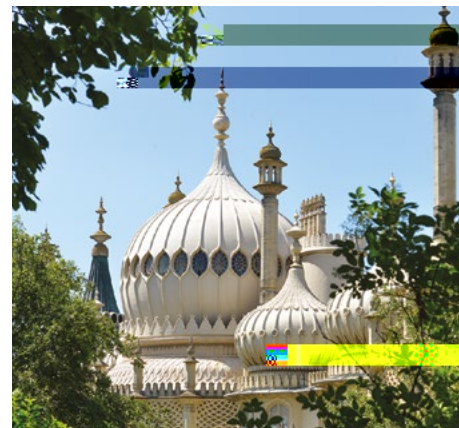
WELCOME TO SUSSEX

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(www.buses.co.uk).
www.sussex.ac.uk/study/location/brighton



LIVING AND WORKING IN BRIGHTON

RELOCATING



17

[www.sussex.ac.uk/staff/research/
researchstaff/international](http://www.sussex.ac.uk/staff/research/researchstaff/international)

25

www.gumtree.com

www.freecycle.org

BANKING

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ACCOMMODATION

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NEW STARTERS CHECKLIST



TO DO	COMMENTS/LINKS/RESOURCES	
Familiarise yourself with the Terms and Conditions of Employment	(7), www.sussex.ac.uk/humanresources/personnel/termsandconditions/faculty www.sussex.ac.uk/humanresources/personnel/termsandconditions/otherstaff	
If you are coming from overseas arrange any necessary visas and work permits		

NEW STARTERS CHECKLIST



TO DO	COMMENTS/LINKS/RESOURCES	
Sign and return your 'Staff Record Form' to Human Resources	E @ T 01273 877769	
Register any children with local childcare/schools	www.sussex.ac.uk/childcare	
Ensure you have the appropriate documents required for opening a UK bank account (if coming from abroad) and for renting property		
Arrange accommodation		
Familiarise yourself with this guide and the support available for Sussex researchers		

NEW STARTERS CHECKLIST



TO DO

COMMENTS/LINKS/RESOURCES

PAGE

NEW STARTERS CHECKLIST



TO DO

COMMENTS/LINKS/RESOURCES

PAGE

NEW STARTERS CHECKLIST



TO DO			
Familiarise yourself with key policies, guidance and resources relating to your employment, research, safety and development	☐	Visit the Research Policy Library: www.sussex.ac.uk/staff/research/policylibrary	14
Familiarise yourself with the organisational structure and strategy of the University	☐	Visit the University Strategy page: www.sussex.ac.uk/aboutus/ourstrategy Visit the University of Sussex Open Governance site: www.sussex.ac.uk/ogs	5
Personalise your Sussex Web profile	☐	Visit the Research Staff Open Profile page: www.sussex.ac.uk/library/research/sro	13
Use the researchers FAQs to find answers to the various questions you have in your first weeks of work	☐	Visit the Research Staff FAQs page: www.sussex.ac.uk/staff/research/researchstaff/faqs For further information, contact the Research Staff Office: researchstaffoffice@sussex.ac.uk	4



