



The  
University  
Of  
Sheffield.

Graduate  
Research  
Office.

# Code of Practice For Research Degree Programmes 2007–08.

For Research Students and Supervisors

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# Foreword

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## The graduate experience

I would like to extend a warm welcome to those who have just joined the University and to welcome back those who graduated here and those who are already participating in a graduate programme.

This booklet sets out some guidelines for your graduate experience and what to do if it appears expectations are not being realised.

You will find a range of facilities to support the academic, social and welfare aspects of your stay at the University. However, at this stage the principal imperative is for you to develop and maintain a strong relationship with your supervisor. The guidelines which follow are designed to outline operational procedures that are an important part of your graduate experience.

As part of its graduate programme, the University requires all prospective full-time PhD students to undertake a Research Training Programme (RTP). This programme, outlined on page 13, is detailed in a separate booklet, which you will receive upon arrival in Sheffield. In total, several hundred units are offered so there should be no difficulty in choosing the few necessary to provide training in the three skills objectives covered by the RTP. The programme is designed to enable you to tackle your research project with confidence - from inception to final write-up - and to enhance research and personal skills of long-term value. Research students have their own particular needs and the University seeks to meet these by providing a supportive academic and pastoral environment. It is the responsibility of each individual student to raise any problems at the earliest opportunity with the appropriate person within the University. I hope that this booklet will be a useful source of advice and guidance throughout your time as a research student at Sheffield.

Good luck with your research and enjoy your graduate experience with us!

**PROFESSOR G R TOMLINSON**

Pro-Vice-Chancellor for Research

# Introductory Note

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This booklet is the University of Sheffield's Code of Practice for Research Degree Programmes. It offers a wide range of information on all aspects of research degree programmes for research students, their supervisors and their departments. It contains important information on the organisation of graduate research and research skills training in the University, and on procedures and practice relevant to research degrees, together with requirements and guidance on supervision.

The University provides research students with an environment which supports student research in areas where high quality research is already occurring. The University had 35 subject areas ranked in the top two grades, 5 and 5\*, in the last Research Assessment Exercise. This was the sixth-highest total of any university. The University prides itself on being a 'research-led' institution. Academic staff in all departments are research active and no student will be admitted to a research degree programme where staff with the relevant specialisation does not exist. Research student support facilities are reviewed by the University at least annually and improvements are ongoing wherever a need is recognised.

The University of Sheffield aims to provide all new research students with an understanding of the academic and social environment in which they will be working as early as possible in the research degree programme. A number of publications and events aid this process and you will already have experienced some of them:

- Meet and Greet Schemes for new international students.
- Orientation for new international students.
- *"Registration: The Essential Guide 2007-08"*
- Information from your academic department and the Union of Students.

If you are starting your research degree programme at the beginning of Semester One, over the next few days and weeks you will also have the opportunity to attend the following events and receive the following information:

- *Research Training Programme Handbook*
- Research Training Programme Registration Event
- Information Session for New Research Students and follow up drop-in sessions.
- Union of Students Welcome Event.
- Induction events run by your academic department.
- *Induction Passport*.
- *Health and Safety Code of Practice*.

If you are starting your studies at any other point in the year, you will receive the literature listed above and gain all the additional information from your department.

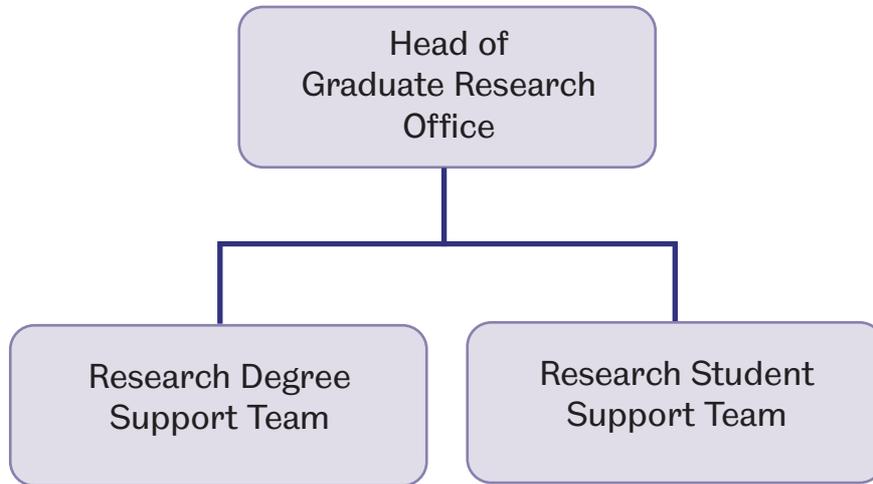
The content of this booklet is reviewed and updated annually. The document is available from the Graduate Research Office in hardcopy - either as a complete document or in the form of Information Sheets covering a particular section. All the information is available on the website and it can also be downloaded in full from there - [www.sheffield.ac.uk/pgresearch](http://www.sheffield.ac.uk/pgresearch)

# Graduate Research Office

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The Graduate Research Office is the central University department responsible for supporting research students and the staff who supervise/support them in academic departments.

The Office is structured into two teams:




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## Research Degree Support Team

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This team is responsible for work relating to a student's progression through their research degree and liaison with Faculty Officers for approvals.

- Approval of candidature/application to read
- Changes to student status, e.g. change of Degree, Department, Faculty, scope of research, or supervisor; upgrading candidature; suspension of candidature; changes in registration status; applications for extensions to time limits; withdrawals; requests for leave of absence; etc.
- Arrangements for monitoring academic progress
- Approval of proposed examiners and their official appointment; processing of examiners expenses.
- Approval and award of degrees

The Head of the team also deals with complaints and appeals from students and the Office's publications (excluding newsletters).

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## Research Student Support Team

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This team is responsible for a number of different areas of work:

- Front of House Services (inc. Thesis Management)
- Graduate Research Centres (North Campus and Glossop Road)
- Liaison with the Union of Students
- Newsletters (PGRLink and Research Supervision Matters)
- Quality Assurance
- Research Training Programme (RTP)
- Seminar Series (research skills/careers/personal and professional development)
- Skills Training (inc Excellence Exchange Scheme)
- Studentships and funding

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## University Committees dealing with Research Student Matters

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The Graduate Research Office services each Faculty's Graduate Research Committee and the University's Graduate Research Development Committee.

# Graduate Research Centres

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The University has two Graduate Research Centres which differ in size and therefore services:

## **North Campus Graduate Research Centre, Garden Street**

This Centre provides dedicated workspace for 80 research students who do not have such facilities in their academic departments. It also has a drop-in centre, a large seminar room, an interview room with recording equipment, kitchen facilities, shower facilities, and social space.

The Centre is open to students with workspaces seven days a week between the hours of 7am and 11pm. The Centre is manned by Graduate Research Office staff during normal office hours.

Students may apply for a workspace to use throughout their research degree or for specific periods of time, e.g. literature review, or writing up. Application forms can be found on the Graduate Research Office's website or are available from the Centre's reception.



## **Graduate Research Centre, Glossop Road**

A smaller and less formal Centre based in the same building as the Graduate Research Office. It has a drop-in IT suite, a seminar room and coffee lounge.

The seminar room can be booked by research students free of charge for group work, workshops, interviews or individual quiet space.

The Centre is open Monday to Friday 9.30am to 4.30pm. UCard required for entry.

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## Contacting the Graduate Research Office

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**In Person:** 267 Glossop Road, Sheffield S10 2HB

**By Telephone or Email:** Please see the up-to-date list of staff contacts on the Office's web site:  
[www.shef.ac.uk/pgresearch](http://www.shef.ac.uk/pgresearch)

**By Fax:** 0114 222 1420

# Research Degrees and Types of Candidature

## Types of degree

With the exception of the PhD with Integrated Studies, all research degrees of the University may be pursued on either a full-time or part-time basis. The majority of students are registered either as full-time or part-time student candidates; members of University staff reading for research degrees are registered as staff candidates.

Special categories of candidature exist for hospital staff, for the holders of certain named University research fellowships, and for the members of staff of affiliated institutions. Further information and guidance is available from the Graduate Research Office.

It should be noted that registered study for any other degree or qualification of any university should not normally be undertaken during a programme of study or research without special permission of the Senate. The research degrees of the University are as follows:

### All Faculties:

#### Doctor of Philosophy (PhD)

#### Doctor of Philosophy (PhD) with Integrated Studies

#### Master of Philosophy (MPhil)

The degree of PhD is normally obtained after three years' study; the degree of MPhil after two years' study. Both require the presentation of a thesis and an oral examination. A candidate for the degree of PhD is required to satisfy the examiners that his or her thesis 'is original work which forms an addition to knowledge; shows evidence of systematic study and of the ability to relate the results of such study to the general body of knowledge in the subject; and is worthy of publication either in full or in an abridged form'. The form of the thesis should also be such that it is demonstrably a coherent body of work, i.e. includes a summary, an introduction, a description of the aims of the research, an analytical discussion of the main results and conclusions, and sets the total work in context.

Examiners are advised that their judgment of the thesis should be based on what may reasonably be expected of a diligent and capable student after completion of the prescribed period of research.

Although there is no equivalent definition of a successful MPhil thesis, it is generally accepted that it should contain a record of the research carried out and display a good general knowledge of the area of study, together with a comprehensive and detailed knowledge of some part or aspect of it.

The University also offers a four-year PhD with Integrated Studies as part of the New Route PhD initiative. This programme differs from the traditional three-year PhD in that it combines a specific research project with an integrated programme of coursework.

Students who successfully complete all of the programme requirements will be awarded a Masters degree as well as a PhD in the relevant subject area.

(See [www.sheffield.ac.uk/nrphd](http://www.sheffield.ac.uk/nrphd))

### Faculty of Arts:

#### Master of Music (MMus) by Research

The degree of MMus is a Master's degree for which candidates are required to present two of the following: a thesis on a subject of research; a portfolio of original compositions; a prepared instrumental or vocal recital. An oral examination may also be required, at the discretion of the examiners.

### Faculty of Law:

#### Master of Laws (LLM) by Research

The degree of LLM is a research degree, admission to which is restricted to recognised graduates in Law. LLM research normally falls into the broad category of legal analysis as opposed to socio-legal or criminological studies, for which MPhil candidature is more appropriate. Candidates are required to present a thesis; an oral examination may also be required, at the discretion of the examiners.

### Faculty of Medicine:

#### Doctor of Medicine (MD)

#### Doctor of Dental Science (DDSc)

#### Doctor of Medical Science (DMedSci)

MD and DDSc degree programmes are both at doctoral level and candidates are required to produce a thesis and pass an oral examination. The criteria for the award of these degrees are the same as the PhD.

The degree of DMedSci is a research degree that includes a programme of coursework. Candidates are required to successfully complete the prescribed coursework, present a thesis and pass an oral examination.

## Faculty of Social Sciences:

### Doctoral Programme in Education (EdD)

The degree of EdD offers an alternative route to a doctoral qualification and aims to provide a broad and flexible research-based preparation for a range of professional and managerial careers. Part I of the programme requires candidates to take taught modules in research skills and training, together with 'elective' modules providing specialisation in a particular area of interest and/or further development of particular research skills, methods or issues. Part II involves a major research project leading to the submission of a thesis or equivalent portfolio of 50,000 words. An oral examination is also required.

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## Study away from Sheffield

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### Home Students

Certain types of research necessarily involve periods of study away from Sheffield; for example, to collect data or samples or carry out other fieldwork, or to visit libraries or archives. Similarly, students in receipt of CASE awards or other industrially-linked or sponsored studentships will normally be required to work for an agreed period at the premises of the collaborating company or outside body. The duration and timing of these periods should, as far as possible, be established at the outset, so that an appropriate timetable for the research and writing of the thesis can be drawn up.

It is possible for a full-time student to spend a more extended period away from Sheffield, and in some cases permission may be given for the entire period of research to be undertaken elsewhere, subject to certain criteria concerning the suitability of the location and its facilities, and the continuity of supervision being met. Such arrangements require the approval of the relevant Faculty. Similar arrangements may also be possible for part-time students, typically when the research topic is related to the student's employment and the research is undertaken at the place of employment.

## Overseas/European Union students

There are two formal schemes allowing for research away from the University for Overseas/EU candidates:

### 1 Joint Location Scheme (full-time)

This scheme is designed to enable students to divide their period of research between Sheffield and another approved location. A minimum of one year must normally be spent in Sheffield (either as a block of time or distributed across the whole period of research). The normal period before submission of the thesis is three years.

The scheme is open to overseas and EU students. In order to be admitted under this scheme, candidates must:

- meet the University's normal entry requirements for higher degrees by research;
- plan to pursue a scheme of research which inherently requires some of the work to be undertaken in a location away from Sheffield;
- demonstrate adequate supervisory arrangements for the scheme of research acceptable to the relevant Faculty;
- prove access, where appropriate, to the necessary library and other facilities;
- comply with the terms and conditions of the guidelines on Joint Location study.

Approval of a Joint Location candidature should be sought prior to admission through the relevant Faculty.

### 2 Remote Location Scheme (part-time)

This scheme is designed to allow part-time students to pursue research at an approved remote location site, with special arrangements in place to ensure the appropriateness and adequacy of research supervision. The normal period before submission of the thesis is six years. In order to be admitted to this scheme, candidates must:

- meet the University's normal entry requirements for higher degrees by research
- prove access to suitable remote location research facilities
- demonstrate appropriateness and adequacy of the proposed supervisory arrangements
- comply with the terms and conditions on Remote Location study.

Approval of a Remote Location candidature should be sought prior to admission through the relevant Faculty.

# Before Starting

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## Choice of project

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There are several factors to be considered by academic staff and students in identifying a research student project:

- the viability of the project and its feasibility within the timescale of the programme (three years for PhD);
- the availability of the necessary resources and facilities: computing, library, administrative, technical, funding and contingency funding;
- the academic ability of the student: a student should have shown evidence of sufficient levels of knowledge, skill, understanding and tenacity, giving rise to a reasonable expectation that the work will be completed successfully; an assessment should also be made of additional education and training which might be required, bearing in mind the resources available.
- the adequacy of supervision: a supervisor should have sufficient academic expertise and induction in supervision to qualify him/her to support the student by guiding, monitoring and assessing progress in the research project; a supervisor should normally have a successful publications record and access to a network of national and international colleagues whose work is advancing the boundaries of the discipline/field of knowledge; a supervisor should have enough time available to be readily accessible to the student, commensurate with the demands of the project.
- the adequacy of the research environment: a Department should offer a stimulating research environment backed by a programme of activities such as regular research seminars by staff, students and visitors.

## Part-time study

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The University is keen to encourage students continuing to study for a research degree on a part-time basis. Many opportunities are available for students who wish to combine study with employment and/or other commitments.

It is important for part-time students to consider their position carefully before commencing their study:

- to combine study with other commitments requires significant time, energy and resources; it is important that part-time students are aware of the additional load which they are taking on.
- the time taken to complete a part-time degree may be considerable, possibly six to eight years for a PhD, and requires both patience and determination on the part of students.

- it is necessary for part-time students to plan their study time very carefully, to ensure that facilities are available at convenient times and in accessible locations. Given the nature of part-time study, it is especially important to maintain regular contact with your supervisor. This is particularly important for students undertaking research away from the University at a Remote Location site.
- many part-time students are returning to study after an interval away from regular work of this kind. It is necessary, therefore, for students to assess their training needs fully before commencing the degree and to integrate such training within the overall study programme.

## Motivation and advice

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A research degree provides a wonderful opportunity to pursue detailed, innovative study in an area of particular interest or concern. The thrill of undertaking original research, reaching new conclusions and developing ideas can last a lifetime. In many cases, similar opportunities will never recur. Research can also be repetitive and frustrating. It is important that students recognise the commitments and responsibilities they are entering into. "I wanted to spend another three years at university" is not sufficient reason in itself for entering a research degree programme.

In particular, grants for most graduate students are low compared with salaries available in paid employment. Disillusionment and hardship are familiar problems which face graduate research students. The University therefore seeks to ensure that prospective students receive full guidance, information and advice from their Departments or from central services before they commence their research, especially regarding the nature of research, life as a research student and their financial position. This is particularly important for students meeting some or all of the cost of their study from their own resources and/or with dependants to support.

# Registration and Fees

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## Registration of new graduate students

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Registration is the process by which the University confirms that it holds correct information about its students, their programmes of study and the arrangements for the payment of their tuition fees. All full-time and part-time graduate students (excluding staff candidates) are required to register in person on commencing their studies.

University staff candidates are required to complete a registration form at the commencement of their research, but are not required to register in person. Students entering the University at the beginning of the Autumn Semester are expected to register just before the start of the Semester, according to the published timetable. Students whose research commences during the course of the session should register on arrival at the Registration Office, Level Six, University House. Before registering, all students must provide satisfactory evidence of their ability to pay tuition fees and other dues. New graduate students are also required to provide evidence of their qualifications and should bring their original certificates, or certified copies of them, to registration.

Students requiring formal confirmation letters relating to registration status and immigration matters must apply to the Department of Student Services, who are the only personnel authorized to issue such letters on behalf of the University.

## Registration of continuing graduate students

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All full-time and part-time graduate students (excluding staff candidates) are required to register annually until the required period of registration for full fee paying purposes is completed. The re-registration of full-time graduate students is carried out via Departments in July/August, while part-time graduate students are re-registered by post at the same time.

Permission to re-register will be withheld in cases where students have monies outstanding to the University in respect of, for example, tuition fees or accommodation charges.

## Payment of tuition fees

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Tuition fees for sponsored students are paid direct to the University by the sponsoring body. The holders of University scholarships which cover tuition fees are regarded as sponsored students for this purpose.

Students who intend to pay their fees from their own funds, funds over which they have control or through a bank loan, are regarded as self-financed. Self-financed students may choose either to pay their fees in full at registration (a prompt payment discount is offered to full-time self-financed students) or by instalment.

University staff candidates do not pay annual tuition fees; instead they are required to pay a fee on submission of their thesis.

## Faculty approval of candidature: 'application to read'

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The University's regulations for higher degrees by research state that graduate students' qualifications and proposed scheme of study or research are subject to Faculty approval. This formal approval, often referred to as the 'application to read' or approval of candidature, normally takes place within the first three months of registration. Once the 'application to read' has been submitted to the Faculty (with documentary evidence as required), the student receives a certified copy of the form (with the signature of the appropriate Faculty Officer and the official stamp of the University), together with an information sheet which:

- confirms that he/she is eligible and qualified to be a candidate for a higher degree by research;
- confirms that he/she is registered for the specified research degree programme (e.g. PhD, MPhil, LLM, EdD, etc.);
- confirms the appointment of the supervisor(s);
- records the scope of research;
- records the date of commencement, the required period of registration for full fee paying purposes and the time limit for submission of the thesis;
- specifies the regulations and conditions under which the candidature is approved.

The student should consult their supervisor to ascertain whether their research will require consideration by the University Ethics Committee or, in the case of research involving animals, a Home Office licence. Approval should be sought from the appropriate bodies. Research in the affected areas should not be undertaken until this is granted.

## Faculty of Medicine students only:

Students whose research involves any invasive procedures or handling of any unfixed human tissue should have completed the required course of vaccinations prior to the commencement of the research.

## Period of registration

The following table details the minimum, normal and maximum periods of registration for the University's research degree programmes, where the period of registration is regarded as that within which the entire project should be completed and a thesis submitted.

- **minimum period of registration** is the shortest allowable time between initial registration and submission of the thesis for the specified research degree programme, as defined in the University Regulations
- **normal period of registration** is the typical or optimum time between initial registration and submission of the thesis for a specified research degree programme - that is, all research students should be aiming to submit their thesis within this timescale

- **maximum period of registration** is the time limit, as defined in the University's Regulations, for submission of the thesis for the specified research degree programme.

The required period of registration for full fee paying purposes, which is recorded in each research student's letter approving their application to read, is the number of years for which full tuition fees are payable to the University. This is based on the **normal** period of registration for the specified research degree programme. With respect to the minimum period of registration, consideration of any reduction in fees will only take place after the actual submission of the thesis to the Graduate Research Office.

Additional fees are payable by candidates who take longer than the normal period of registration to submit their theses.

### Periods of registration and time limits for research degree programmes

DEGREE	CANDIDATURE	MINIMUM	NORMAL	MAXIMUM (TIME LIMIT)
<b>Please note: these time limits include the writing of the thesis to the point of submission</b>				
PhD	Full-time	2 years	3 years	4 years
PhD with Integrated Studies	Full-time	4 years	4 years	5 years
PhD	Part-time	4 years	6 years	8 years
PhD	University Staff	2 years	2 years	8 years
MPhil	Full-time	1 year	2 years	3 years
MPhil	Part-time	2 years	3 years	6 years
MPhil	University Staff	1 year	1 year	6 years
EdD	Part-time	4 years	6 years	8 years
LLM	Full-time	1 year	1 year	4 years
LLM	Part-time	2 years	2 years	6 years
DMedSci	Full-time	3 years	3 years	4 years
DMedSci	Part-time	4 years	6 years	8 years
DMedSci	University Staff	4 years	4 years	8 years
MD/DDSc	Full-time	2 years	3 years	4 years
MD/DDSc	Part-time	4 years	6 years	8 years
MD/DDSc	University Staff	2 years	2 years	8 years
MMus	Full-time	9 months	1 year	3 years
MMus	Part-time	2 years	2 years	6 years

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## Transfer of registration from MPhil to PhD or MD/DDSc: ‘upgrading’

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Students who already hold a qualification deemed to be equivalent to a UK Master’s degree may be permitted to register directly for the degree of PhD, MD or DDSc, but the majority of students are admitted to read initially for the degree of MPhil with the expectation that, subject to satisfactory progress, they will later be upgraded to PhD/MD/DDSc. Many Faculties insist on initial registration as MPhil leading to PhD/MD/DDSc in all cases.

Procedures for Joint Location and Remote Location study will vary, and students and staff should consult the relevant notes of guidance available on the following Web Site: [www.sheffield.ac.uk/postgraduate/research/away](http://www.sheffield.ac.uk/postgraduate/research/away)

Both the timing of and procedures for upgrading vary from Faculty to Faculty and from Department to Department. The decision to recommend upgrading is, however, often taken towards the end of the first year, following the submission of a significant piece of written work and/or a presentation at a Departmental research seminar. In addition, the University requires that full-time students must have successfully achieved the requisite number of credits from the Research Training Programme before upgrading can be confirmed. Students are permitted a maximum of two attempts to upgrade. Students who are unsuccessful after both attempts should be directed to submit for MPhil only.

Following Faculty approval of a Department’s recommendation that upgrading should take place, the student will receive formal notification from the Faculty in the form of a certified copy of the upgrade form (with the signature of the appropriate Faculty Officer and the official stamp of the University), together with an information sheet which provides details of his/her revised registration period and time limit.

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## Other candidature changes

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Changing circumstances may mean that it is no longer appropriate for a student to remain registered according to his/her original candidature. Common changes are from full-time to part-time student candidate, and vice versa, and from student candidate to staff candidate. Any such change requires the student to complete an application form for a ‘Change of Candidature (PGR)’. Once the change is approved by Faculty, the student will receive a certified copy with an information sheet.

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## Leave of absence

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In some cases, a period of leave of absence may be required, perhaps on personal, financial or medical grounds. Faculty approval is required and a form is available on-line at [www.sheffield.ac.uk/pgresearch/students/forms.html](http://www.sheffield.ac.uk/pgresearch/students/forms.html) or from the Graduate Research Office for this purpose. Non-EEA students must also seek guidance from an immigration advisor in Student Services before the application can be processed.

A student seeking leave of absence on medical grounds must submit a medical certificate with the application. On return to the University, a medical note confirming that the student is able to resume his/her studies should also be submitted to the Graduate Research Office.

It is not University policy to approve continued lengthy periods of leave of absence. One year is the normal maximum, but two years may be approved in exceptional circumstances.

Overseas students should note that the University is required to report all overseas students who are on extended periods of Leave of Absence to the Home Office who will ask them to return to their home country for the duration of the Leave of Absence.

Students in the UK subject to immigration regulations must be fully registered and attending in order to meet the conditions of the student visa. Leave of Absence (both current and retrospective) cannot be approved unless the student has a medical certificate to cover the whole period requested or unless the student left, or intends to leave, the UK during this time.

For further information or guidance relating to immigration issues, please contact Student Support and Guidance: [international.students@sheffield.ac.uk](mailto:international.students@sheffield.ac.uk)

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## Time limits

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Students are required to register and pay tuition fees annually until the required period of registration for full fee paying purposes is completed. It is important to ensure that projects are undertaken which can be fully completed in the registration period. This includes necessary training, preparatory work, actual research and preparation of a thesis.

The problems encountered by students who attempt to write up their theses while coping with the demands of full-time employment are well known, and it should also be noted that the UK research councils exert considerable pressure on universities whose students fail to submit within four years (in some cases where the submission rate is particularly poor, studentships have been withheld). Students are therefore expected to submit their theses before completion of the registration period, or as soon as possible thereafter.

On occasions, a further period of registration may be required if the student is still making significant use of University facilities. Full fees will be charged in such circumstances.

## Additional fees

The preparation and submission of the thesis should be viewed as an integral part of the required period of registration for full fee-paying purposes. If a student submits their thesis after the normal period of registration, an additional fee is payable. The fee (often called a continuation fee) is levied to all full-time students after completion of the required period of registration and is levied in order to encourage timely submission of the thesis and to acknowledge and contribute to the costs of continuing provision of the University's academic facilities and administrative costs.

Payment of any necessary additional fees is required at the end of the period to which the fee relates, i.e. the fee for year four will be paid at the end of that period. Any fee for a subsequent extension will be due at the end of that extension period.

It is the responsibility of the student to pay any additional fees – sponsored students are advised that invoices cannot be issued to their sponsor for these fees. Students should therefore pay the fee themselves and reclaim from their sponsor, in order to avoid any delay in conferment of any award due.

There is a grace period during the first three months following the normal period of registration in which no additional fee is levied. However, after this period students will be required to pay the appropriate fee, which will be calculated on a pro rata basis. In such cases the fee for the first three months will also become payable.

Payment for any of the above fees can be made at the Graduate Research Office reception in the form of cash, personal cheque, bankers draft, credit or debit card (payment by credit or debit card can also be made by telephone).

There are no routine grounds for fee waivers in respect of Continuation Fees, but the Pro-Vice-Chancellor for Research will consider cases put forward by students who feel there are exceptional reasons why they should not have to pay additional fees. All cases should be channelled via the Department to the Graduate Research Office for consideration by the appropriate Faculty Officer in the first instance.

Students who have completed their required period of registration for full fee-paying purposes are entitled to apply to the Student Services Information Desk for a UCard extension (subject to status).

## Fees 2007-08 (for students who registered prior to the start of the 2007-08 year)

Continuation/Extension	£300
Resubmission without oral	£202
Resubmission with oral	£276
Staff Candidate submission	£345

(Please note that these fees are increased annually)

## Continuation Fees for students registering for the first time in 2007-08

Continuation Fees payable by research students between the normal and maximum periods of registration (i.e. during Year 4 for full-time PhD)

Month thesis is submitted	Deposit	Refund	Total fees payable
1	0	-	0
2	0	-	0
3	0	-	0
4	£300	£200	£100
5	£300	£175	£125
6	£300	£150	£150
7	£300	£125	£175
8	£300	£100	£200
9	£300	£75	£225
10	£300	£50	£250
11	£300	£25	£275
12	£300	0	£300
13	£300	0	£1,080*
14			£1,170*
15			£1,260*
16			£1,350*
17 onwards			Increase £90 each subsequent month*

\* These fees are split equally between the student and the Department. Based on a Continuation Fee of £1,080 in 2007-08. (Please note that these fees are increased annually)

**Note: the fees applied from month 13 will be strictly enforced from the first day over the 12 month period**

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## Extension of time limits

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Requests for extensions should be limited to a maximum of 6 months at a time. However, time limits may, for good reason, be extended in total by up to one year by the Faculty concerned, and for up to a second year (and, in very exceptional circumstances, for a further period) by the Senate on the recommendation of the Faculty. The Pro-Vice-Chancellor for Research is the Senate's delegated representative for this purpose.

Unless an extension is granted, a student's candidature will automatically lapse if the thesis is not submitted before the time limit is reached. A student wishing to apply for an extension should consult his/her supervisor at an early stage and will normally be required to complete a form (available from the Graduate Research Office) indicating the reasons for failure to submit within the time limit. Requests should be supported by copies of departmental progress reports and action plans for the completion of the thesis. A supporting statement from the supervisor or Head of Department will also be required. Once the form is approved by Faculty, the student will receive a certified copy and an information sheet.

Please note that it is particularly important that all parts of the form are completed and that a substantial case is presented, together with detailed supporting information and a revised timetable. Partial or brief applications will not be considered by the Sub-Dean.

In considering requests for extensions of the time limit, Faculties will wish to ascertain that submission of the thesis can reasonably be expected within the period of the extension requested. A continuation fee will be levied. The level of this fee is reviewed annually and details of the current fee can be obtained from the Graduate Research Office. There will be no fee waivers in respect of any fees due as a result of the granting of an Extension.

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## Withdrawal from the University

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If you are considering withdrawing from your studies, please discuss this matter first with your Supervisor/Departmental Postgraduate Tutor/Head of Department. If, following careful consideration and discussion, you still wish to withdraw, please complete the 'Change of Candidature (PGR)' form and submit it to the Faculty Representative at the Graduate Research Office, ensuring that the effective date of the withdrawal and brief reasons for the decision are included. Please note that any outstanding debt to the University will become payable on withdrawal.

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# Research Training Programme

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## Aims and objectives

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The University has a Research Training Programme (RTP) organised through the Graduate Research Office for research students intending to read for the degree of PhD/MD/DDSc. The aim of the RTP is to provide research students with the skills and knowledge to enable them to successfully complete their programme of research, whilst also enhancing skills that will be of long-term value to their careers. The programme provides opportunities to develop a variety of generic skills as well as broaden or deepen subject-knowledge throughout the period of a student's programme of study. Students are encouraged to build a programme of training (in consultation with their supervisors) that will meet their own skills needs.

The selection of units to form part of a student's individual programme should be preceded by the completion of a Training Needs Analysis, which will provide the stimulus to reflect on personal and professional skills requirements. A skills assessment/Training Needs Analysis should normally

take place on an annual basis, in order to accommodate changing training needs and requirements. Students will be expected to register their RTP unit choices on an annual basis.

The aims of the programme are incorporated within three key RTP objectives, as follows:

- A. the development of generic skills that contribute to the understanding of research methods, techniques and the context in which research takes place;
- B. the development of generic skills that contribute to the personal and professional development of a research student;
- C. the broadening or deepening of subject knowledge.

Each unit featured in the RTP will meet one or more of these objectives and individual programmes should aim to incorporate some training within each of the three groups.

Individual programmes are subject to approval by the relevant Faculty Officer via the Graduate Research Office.

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## Training requirements

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On arrival at the University, new research students will receive a copy of the Research Training Programme Handbook and RTP Registration Form from their department. The Handbook provides information about the RTP at Sheffield, including details of units available and how to register for them. New students are required to attend the Information Session for new research students on the morning of Tuesday 2 October and the formal RTP Registration Event on Tuesday 9 October, where they are expected to register the RTP training that they intend to undertake during the 2007-08 session. Students who register with the University after 9 October 2007 and who also wish to register onto the RTP in 2007-08 should submit a completed RTP Registration Form to the Graduate Research Office shortly after their arrival in Sheffield.

All full-time and Joint Location research students intending to proceed to the degree of PhD are required to obtain 45 RTP credits before the award of PhD. At least 20 credits will normally be obtained prior to upgrade.

Full-time students intending to proceed to the degrees of MD and DSc are required to obtain 30 RTP credits before the award of their degrees. At least 20 credits will normally be obtained prior to upgrade.

Partial exemption from the programme may be considered for students with suitable prior learning and/or experience (e.g. successful completion of a designated Research Master's degree). Any request for exemption from the RTP is subject to Faculty approval.

The research training requirement is not mandatory for part-time students or students whose target degree is the MPhil. However, these students are strongly encouraged to participate in the programme.

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## Courses and assessment

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A list of all courses available in the RTP during the 2007-08 academic session can be found on the Graduate Research Office website. The courses are delivered in a variety of modes (e.g., lectures, seminars, workshops, on-line etc.), and are available at a variety of levels (e.g. University-wide, Faculty-wide, Department-only etc.).

Each element of the training programme is monitored, as appropriate, either by continuous assessment or by formal examination. Satisfactory completion of at least 20 credits is normally a pre-requisite for upgrading from MPhil to PhD. Those students admitted directly as PhD candidates should normally complete the requisite number of credits required for upgrading during the first two complete semesters following their initial registration.

Candidates for the degrees of MD and DSc should normally achieve at least 20 credits before upgrading from MPhil can be considered. For those students admitted directly as MD or DSc candidates, at least 10

credits must be achieved during the first two complete semesters following initial registration.

All RTP units are evaluated on an annual basis in line with individual course evaluation procedures and as part of the Annual Student Evaluation Exercise.

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## Additional research training: Social Sciences

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As well as meeting the University's formal requirements for the RTP, students whose research falls within the Social Sciences may also be required to undertake additional research training in line with ESRC/Departmental expectations. This additional requirement affects students in the Faculty of Social Sciences and also, in some instances, students in the Faculties of Law, Architectural Studies and Medicine (SchARR). The content and amount of additional training will vary from subject to subject and students should consult their supervisor in the first instance.

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## Additional skills seminars

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The Graduate Research Office runs a number of 1-3 hour seminars on topics of interest to research students. The seminars fall into three categories: Careers; Research Skills; and Personal Development. These seminars are open to all research students free of charge, and are available either as part of the RTP or as separate stand-alone seminars.

Further information can be obtained from the Graduate Research Office website, [www.sheffield.ac.uk/pgresearch/grc/seminarinfo.html](http://www.sheffield.ac.uk/pgresearch/grc/seminarinfo.html) or by contacting Graduate Research Office reception, Staff.

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## Excellence Exchange Scheme

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The Excellence Exchange Scheme aims to provide research students with the opportunity to develop their research potential and offers funding to enable research students to undertake research visits to known centres of excellence to enhance their knowledge or skills. Visits should be of clear benefit to the student and provide added value to their research project with the support of the supervisor, department and a named contact at the centre of excellence.

The scheme is especially aimed at those in the first two years of their PhD. Applications from students in the writing up phase of their thesis are only appropriate where there is a clear demonstration that the visit will not affect the submission date.

Subject to departmental approval, it is possible that award-holders could receive RTP credits for the training undertaken during the research visit. In order to gain

such credits students would need to be registered on either of the following RTP units: Personal and Professional Skills Development 1 (GSC6300) or Personal and Professional Skills 2 (GSC6310).

The scheme is proving to be very successful and the judging panel have now considered applications over four rounds. One successful application to facilitate the

exploration of how airflows affect the flight pattern of footballs, recently received widespread national media attention. Further information on the scheme and how to apply can be found at

[www.sheffield.ac.uk/pgresearch/students/excellence.html](http://www.sheffield.ac.uk/pgresearch/students/excellence.html).

## Personal and Professional Development Plans for Research Students

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The University of Sheffield provides support for students in the development of their personal and academic skills through the production of a Personal and Professional Development Plan (PPDP). A PPDP is also a useful tool for reviewing and reflecting on performance and planning career development.

Research students can create and access their own record of development via the MUSE Portal on the University website (accessible via the home page at: [www.sheffield.ac.uk](http://www.sheffield.ac.uk)). Here students are able to log on to their own departmental communities, finding information and downloadable documents which have been specifically designed to meet the needs of students within their own departments. There are also links to generic information and services, such as CV planning and advice on careers, as well as access to on-line forms to record supervisory meetings, skills audits and Training Needs Analysis. This is an on-line facility, but students may download any or all of their personal plan to create a permanent paper record.

The PPDP process is made available to all research students as soon as they register with the University. Although it is up to the student to decide how they wish to use the process, it is generally envisaged that it will be student-led, with discussions taking place between supervisor and student on at least an annual basis, probably as part of a formal one to one meeting. A PPDP could be particularly useful for recording skills needs and training undertaken to meet those needs.

Further information about Personal and Professional Development Planning will be available at the Information Session for New Research Students on 2 October 2007, and from academic departments.

## Supervision

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Whilst all research students will have one main supervisor, he/she will be part of a supervisory team. In many departments a second named supervisor will also be appointed. This is particularly important when the research is of an interdisciplinary nature. However, it also ensures that support is available at times when the main supervisor is absent from the University. Other members of the 'team' should include the Graduate Tutor (or equivalent), Head of Department, and possibly the relevant member of support staff.

For MD and DSc candidates based away from the Sheffield Teaching Hospitals NHS Trust, an additional Supervisor shall also be appointed.

Members of academic staff new to the University will have had their research supervisory calibre assessed as part of the recruitment and selection process. New academic staff, without supervisory experience, are appointed a mentor to act as part of their supervisory 'team' as a source of advice and guidance.

The Head of Department will be responsible for assigning academic staff workload, including deciding

the maximum number of research students that any one member of academic staff can supervise.

All supervisors are selected for their expertise and involvement in the appropriate field of study. This does not mean, of course, that supervisors already know all there is to know about the subjects they supervise, and the best supervisor-student relationships are those in which there is a two-way interaction of research and learning, and in which the student explores and gains insights into aspects of the subject which are stimulating to the supervisor as well. The relationship between student and supervisor is not a static one and most students find that as they become more familiar with their field of research they become less directly dependent on their supervisor.

### Supervisory Meetings

Meetings between research student and supervisor(s) to review progress should normally take place at least every four to six weeks and there should always be a formal record of these review meetings. (Students away

from the University, e.g. on fieldwork, should agree special arrangements with their supervisory team.)

The 'formal record' of a supervisory review meeting should detail progress made on the project and set out objectives to be achieved before the next meeting.

Students should be encouraged to take the lead in producing these records, which can be in written or electronic format. Should a department not have its own Supervisory Record pro forma, two on-line forms suitable for this purpose are available from the Graduate Research Office's web site - [www.sheffield.ac.uk/pgresearch/students/forms.html](http://www.sheffield.ac.uk/pgresearch/students/forms.html)

## Absence of a Supervisor

Should a supervisor be absent from the University for more than the length of time between supervisory meetings, then the department should make alternative arrangements for the student. These may be temporary or permanent depending on the specific circumstances.

# Responsibilities of the student

## Induction

- The student should ensure that he/she has read, understood and complies with the University's Code of Practice for Research Degree Programmes, and the Research Training Programme Handbook.
- In the early stages of the research the student should discuss with the supervisor the type of guidance believed to be most helpful and the training which may be required, in order to clarify both the needs and aims of the research. He/she should work with the supervisor to identify and select strategies to meet these needs and aims. This may be in the form of a Training Needs Analysis.
- The student should work with the supervisor to establish an effective supervisory relationship, tackling the research with a positive commitment, and taking full advantage of the resources and facilities offered by the academic environment.
- The student should have an agreement with the supervisor on the record keeping of supervisory meetings. Both the student and supervisor should keep copies of the written or electronic record.
- The student should discuss any financial arrangements in connection with their work with their supervisor and ensure that these are carried out in accordance with the University's Financial Directives.

*Note:* An Induction Passport is issued to all new research students on arrival at the University. It provides helpful advice and information about University events and procedures.

## Supervision

- The student should agree with the supervisor to have regular meetings, ideally at least every four to six weeks, and to attend supervisory sessions in accordance with the agreed schedule.
- The student should work with the supervisor to establish and maintain a satisfactory timetable for the research. The student should aim, by the end of the first year (or second year for part-time students) to have defined the area of research, become acquainted with the background knowledge required and the relevant literature, and have established a provisional timetable for conducting the research and writing the thesis. Full-time students should also have made satisfactory progress in the Research Training Programme.
- The student should submit written work to the supervisor regularly and in good time, in accordance with the agreed timetable. This work should be word-processed, not handwritten.
- The student should take note of guidance and feedback offered by the supervisor.
- The student should discuss any problems, such as those of access to data, information, facilities, equipment or supervisory relationship with the supervisor at the time, since the early identification and resolution of problems can prevent difficulties later on. If the student feels unable to raise the problem with the supervisor, then the Head of Department or departmental Graduate Tutor should be consulted. If for any reason this is not felt to be possible, the student should contact the Faculty, via the Graduate Research Office. Further advice and support is available from the Advice Centre in the Union of Students and from the University's Counselling Service. (See pages 34-35.)
- The student should agree in advance with the supervisor any period(s) of absence from the University.

The importance of prompt identification and resolution of any problems cannot be over-emphasised, and it is the responsibility of the student in the first instance to ensure that any problems are raised at the appropriate level at the earliest opportunity.

## Academic progress

- The student should keep written records of his/her work, which may form the basis of progress reports required by the supervisor, department, Faculty or funding body.
- The student should raise with the supervisor any concerns which he/she may have concerning the progress being made and request additional support if necessary.

## The final stages

- The student should take advice from the supervisor on the procedures for the submission and examination of their thesis.
- Prior to submission the student should provide the supervisor with the opportunity to see a draft of the complete thesis. The decision to submit rests with the student, and whilst the student should take due account of his/her supervisor's opinion, it must be stressed that at this stage it is advisory only.

## Responsibilities of the supervisor

### Induction

- At the outset of the research, the supervisor should explore in detail the student's academic background in order to identify any areas in which further training (including language training) is required. In particular the supervisor should advise the student in the choice of Research Training Programme units to be studied. Supervisors should be aware of the particular difficulties which may face international students who may in the early stages require more frequent contact and advice.
- The supervisor should ensure that they have a thorough understanding of the RTP and its benefits in order to ensure students make the most appropriate choice of units.
- The supervisor should ensure that the student has a clear understanding in general terms of the main aspects of graduate research: the concept of originality; the different kinds of research; the form and structure of the thesis (including the appropriate forms of referencing); the necessary standards to be achieved; the importance of planning and time management; the procedures for monitoring and reporting progress.
- The supervisor should ensure that the student is aware of the University's Good Research Practice (GRP) Standards. In addition, the supervisor should ensure that the student has a clear understanding in general terms of 'research ethics', where this is relevant (i.e. if they are undertaking research that involves contact with human participants and/or with human data and/or human tissue) and a clear understanding of 'research governance', where this is relevant. The GRP Standards and guidance on research ethics and governance are available at [www.sheffield.ac.uk/researchoffice/ethics.html](http://www.sheffield.ac.uk/researchoffice/ethics.html)
- The supervisor should work with the student to establish an effective supervisory relationship, thereby supporting the student. This should include an agreement on the frequency of progress meetings and the arrangements for keeping records (e.g. written or electronic).
- The supervisor should set a target upgrade date and submission date at induction to ensure that all

parties acknowledge the length of time available for each stage of the project.

*Note:* The Graduate Research Office provides an Induction Checklist to Supervisors of new research students at the start of each academic year. This checklist provides advice on procedures to be followed when dealing with new research students and complements the Induction Passport issued to the students.

### Supervision

- The supervisor will give guidance on the nature of the research and the standard expected; the selection of a research programme and the topic to be covered; the planning and timing of the successive stages of the research programme; literature and sources; research methods and instrumental techniques; attendance at appropriate courses; avoidance of plagiarism and respect for copyright. The supervisor should ensure that the research project can be completed fully, including preparation of a thesis within the time available, and advise the student accordingly.
- The supervisor must ensure that a clear agreement is made with the student on the frequency and nature of the supervisory contact required at any particular stage of the project. Supervisory sessions should be uninterrupted as far as possible by telephone calls, personal callers and departmental business. The frequency of such sessions should ideally be every four to six weeks as a minimum depending on the nature of the research (e.g. whether laboratory work is involved), the particular research project, and may also depend on whether the student is registered on a full-time or part-time basis. The length of sessions will also vary, from student to student, across time and between disciplines.
- Written or electronic records of supervisory sessions should be kept by both the student and supervisor. (See page 15.)
- Both the supervisor and student should keep a file of all correspondence, including emails (this is especially relevant to students registered on the Remote Location programme).
- The student and supervisor must have an agreed procedure for dealing with urgent problems (e.g. by telephone, e-mail and/or the arrangement of additional meetings at short notice).
- The supervisor should, in discussion with the student, establish and maintain a satisfactory timetable for the research, including the necessary completion dates for each stage, so that the thesis may be submitted within the scheduled time. This planning should take into account the requirements of the relevant funding body in relation, for example, to upgrading and submission.
- The supervisor should read promptly all the written work submitted in accordance with the agreed timetable and provide constructive criticism.
- The supervisor should arrange as appropriate (in

many departments it is a requirement) for the student to present work to staff or graduate seminars and should take an active part in introducing the student to meetings of learned societies and to other researchers in the field. The supervisor should provide advice on writing up the research, or parts of it, for publication.

- The supervisor should advise the student well in advance of any planned periods of absence from the University. If the period of absence is significant (more than the length of time between supervisory meetings), the supervisor should ensure that appropriate arrangements for alternative supervision are made and that the student is informed of them.
- The supervisor should take note of feedback from the student.

### Academic progress

- The supervisor should ensure that the student is informed of any inadequacy of standards of work below that generally expected from research students and should suggest remedial action as appropriate.
- The supervisor will be required from time to time by both the University and external funding bodies to provide a detailed written record of the student's progress and should ensure that all departmental and/or Faculty requirements concerning the submission of progress reports are complied with. In particular it is essential that the Annual Progress Report form, supplied by the Graduate Research Office, is completed and returned within the specified timescale. The completed Annual Progress Report should also be shown to the student.

### The final stages

- The supervisor should initiate the procedures for the appointment of examiners well in advance of the thesis being submitted.
- The supervisor should read and comment on a draft of the complete thesis.
- The supervisor should ensure that the student understands the procedures for the submission and examination of theses and should assist the student in preparing for the oral examination.
- Supervisors who believe their student will not complete within the allotted time limit should make early provision for applying for an extension.
- Should the student be asked to resubmit, supervisory responsibilities will continue.

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## Responsibilities of the Department

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- Each department should have a Graduate Tutor (or equivalent) responsible for co-ordinating graduate research within the department. The Graduate Tutor's role should be formalised to support students

and supervisors, as well as developing policy and liaising with Faculty. Many larger departments also have graduate affairs committees, and this is commended as good practice by the University's Graduate Research Development Committee. The department should ensure that all students are aware of the contact details and responsibilities of their Graduate Tutor and any other support staff at induction.

- The department should provide new research students with at least one supervisor who is a member of the University's academic staff. He/she will be part of a supervisory team.
- The department should provide new research students with the details of a contact (usually the supervisor) who will meet them on their arrival at the University.
- The department should establish a recommended maximum number of research students per member of staff and should ensure that supervisors receive the training and support necessary to undertake effective supervision. This support might include teaching relief or adjustment of other responsibilities.
- The department should provide supervisors with a simple form to record supervisory progress meetings. (See page 16.)
- The department should ensure that training courses for new supervisors are provided, either within the department/Faculty or by an external source, e.g. Staff Development Unit.
- The department should provide all new students with written information on: current research areas of staff and research students in the department; available facilities (for example, office space, equipment, computers, telephones, postage, transport) and students' entitlement to make use of them; departmental personnel (including clerical, technical and administrative staff), procedures and services relevant to their study; out of hours access; guidelines on the expected frequency of contact between student and supervisor and length of formal supervisory session; departmental procedures for monitoring progress and upgrading; details of graduate representatives on departmental staff-student and graduate affairs committees.
- The department should maintain a file on the student's progress.
- It is a requirement that the department should make arrangements for the provision of alternative supervision if the supervisor is absent (for more than the length of time between supervisory meetings) or leaves the University and should inform the Graduate Research Office of the new arrangements at the earliest opportunity.
- The department must ensure that students have adequate facilities with which to pursue their research effectively. Departments should aim to provide facilities appropriate to the research to be undertaken; these will vary between departments

and different types of research. Alternative arrangements should be made when equipment breaks down or when there is a shortage of specialised equipment, in order to minimise the delay to the student.

- The department must ensure that students are aware of the relevant Health and Safety regulations.
- The department should ensure that it has transparent written procedures for the upgrading of students from MPhil to their target degree and that these are provided to students at induction.
- The department must ensure that students undertaking teaching duties receive appropriate induction and support, and that they are given adequate instruction in the use of teaching equipment. Teaching and other duties to be undertaken by students should be specified in writing in advance, including the rate of pay and the number of hours to be undertaken (see the section Guidelines for Employment of Graduate Students).
- The department should provide information on new procedures relating to research degree programmes and opportunities to spread good practice, e.g. via an annual seminar or forum for all supervisors, experienced and new, as part of their Continuing Professional Development programme for research supervisors.
- The Head of Department or Graduate Tutor should discuss complaints about the quality of supervision with the supervisor, and where appropriate recommend training, or appoint an additional or replacement supervisor.
- Where numbers of research students are low, departments should investigate ways of providing inter-departmental/Faculty social and networking opportunities for students.
- Departments that do not currently run a mentoring scheme for new students should investigate whether such a scheme would be appropriate for their students.

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## Progress of research students

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Formal progress reports should normally be prepared for every research student at six month intervals. These should be submitted to the Graduate Tutor in the relevant department. The report should be prepared by the student but should also include a statement by the supervisor about progress made. This statement should be shown to the student and the student should be free to add further comments if appropriate. Where difficulties arise, the department must ensure that the situation is referred to the Faculty for further consideration.

Procedures for Joint Location and Remote Location study will vary, and students and staff should consult the relevant notes of guidance available on the following web site: [www.sheffield.ac.uk/postgraduate/research/away](http://www.sheffield.ac.uk/postgraduate/research/away)

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## Annual Progress Reports

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Annual Progress Reports should be submitted to the Graduate Research Office for Faculty consideration for all students in July each year. Completed Annual Progress Reports should also be shown to and discussed with the student prior to submission.

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## Recommended schedule of student progression

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In addition to formal Annual Progress Reports, the following scheme of reports is commended as good practice (for full-time programmes of three years in length):

### *Year 1*

#### **Six months**

- Summary of planned work.

#### **Twelve months**

- Description of work undertaken. Outline of problem being addressed and plan of further work to be completed. This report may form part of the 'upgrading' procedure.

### *Year 2*

#### **Six months**

- Report on ongoing work. Revised plan for completion.

#### **Twelve months**

- Detailed statement of research undertaken and remaining to be done.

### *Year 3*

#### **Six months**

- Thesis outline, setting out chapters and structure.

#### **Twelve months**

- Appointment of Examiners, Submission of the thesis, and arrangement of oral examination.

It is recognised that the precise scheme of work and the content of reports may vary between different subjects; for example, in some subject areas, students may need to be preparing written material almost from the outset. However, the general practice of six-monthly reports is commended.

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## Change of supervisor

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If serious conflicts arise between the supervisor and student which cannot be resolved, either the student or the supervisor may refer the matter to the Graduate Tutor or the Head of Department. Wherever possible, the student will be assigned to a different supervisor or an additional supervisor may be appointed. The situation should also be referred to the Faculty via the completion of a 'Change of Candidature (PGR)' form for formal

approval and recording of any changes in the supervisory arrangements.

If a supervisor resigns part way through a student's research programme, cover should be arranged until an alternative supervisor is found. The Graduate Research Office should be kept informed of any changes to supervisory arrangements at the earliest opportunity.

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## Student complaints

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Details of the University's complaints procedures are provided in the Students' Charter, copies of which are available from the Advice Centre in the Union of Students and from the Graduate Research Office in the University. Briefly, students should initially raise any complaints with their supervisor. If they cannot be resolved, they must report the complaint to the Graduate Tutor or the Head of Department, and, if appropriate, the Faculty. The Department must ensure that complaints procedures are operational and effective. However, as noted above, it is the responsibility of students to ensure that any problems are raised at the appropriate level and at the earliest opportunity. The Students' Charter is available on-line at [www.sheffield.ac.uk/ssid/charter](http://www.sheffield.ac.uk/ssid/charter)

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## Working hours and holidays

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Research students are often concerned at the lack of clear guidance concerning working hours and holiday entitlements, since neither is governed by regulation. The differing requirements of disciplines and types of research will to a large extent determine the length of the working day/week appropriate to the individual concerned, and students must, in the main, be guided by their supervisor and Department. Students should also be aware that there is an optimum efficiency to be achieved by pacing oneself between work and recreation: some students have become so exclusively work-oriented that they take little or no time off, and they and their work consequently suffer.

Some students commencing graduate research are surprised that they are not entitled to the long vacation periods to which they have become accustomed as undergraduates. It should be noted that research students sponsored by the UK research councils may, subject to the agreement of their supervisors, take reasonable holidays, not exceeding eight weeks in the year (including public holidays). Up to a maximum of four weeks holiday may be taken at the end of the period of award. These research council rules may be used as a guide by all full-time research students not subject to the rules of other sponsoring bodies.

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# The Employment of Graduate Students as Teachers

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The University encourages the employment of graduate students as part-time teaching assistants provided that this can be undertaken without detriment to the research programme in progress. Such teaching helps to develop a broad range of personal and presentational skills which can be of considerable long-term benefit to the student concerned. Graduate students commonly have recent experience as recipients of teaching and are often well placed to assist in course delivery. Teaching also represents a valuable source of additional income for students. It must be stressed, however, that the scope for such employment varies widely between different Departments and students should not assume that teaching opportunities will always be available.

The University accepts the following broad principles relating to the employment of graduate students as teachers:

- Other things being equal, teaching work in Departments should be shared out among graduate students as fairly as possible. No graduate students will be expected to teach unless they wish to, unless this is a condition of their bursary or scholarship.
- All graduate students employed by the University should be assessed for their suitability before appointment.
- Full-time research students will be restricted to maximum teaching duties of 180 hours per annum, including preparation time and marking. This figure is based on the rules relating to Research Council studentships.
- Students involved in teaching should be given a written specification detailing their duties, including the total number of hours required in preparation, class contact hours and marking, the payment involved and the method of payment. University recommended rates of payment should be used.
- All students involved in teaching should receive guidance and help regarding course content and delivery methods from the member of academic staff concerned and it is good practice for them to attend training courses covering the necessary teaching skills required.

- Students involved in demonstrating will be given prior experience with equipment concerned and guidance regarding expected results and any potential problems.
- Each Department should have a member of staff responsible for the co-ordination of teaching undertaken by graduate students.
- Responsibility for delivery and examination of modules taught by graduate students remains with the member of academic staff concerned.
- Graduate students formally employed by the University are covered by the University's professional indemnity insurance policy in the same way as other members of staff.

The current minimum hourly recommended rates of pay for graduate students are as follows:

Studio demonstrating, marking, course planning:	£7.55
Laboratory demonstrating, fieldwork up to one day's duration:	£11.40
Small group tutorials, problem classes:	£15.25
Large group tutorials:	£23.00

Payments will be authorised by Departments on the completion of teaching duties or at the end of each semester in which teaching is undertaken, whichever comes first.

The University has introduced a Teaching Skills Research Training Programme unit and there is also a more extensive two year Postgraduate Certificate in Higher Education. Both courses are available to graduate research students who are also part-time teachers in the University. Further details are available in the Research Training Programme Handbook. Short courses for graduate students employed as teachers are also offered via the Staff Development Unit on request from academic Departments.

### International Students

Up-to-date information for international students about working in the UK on a visa can be found on the following website  
[www.sheffield.ac.uk/ssid/international/sheet2.html](http://www.sheffield.ac.uk/ssid/international/sheet2.html)

# Thesis Preparation, Submission and Examination

## Guidelines on the preparation and format of theses for research degrees

Students are advised to familiarise themselves with the following guidelines before commencing work on the preparation of their thesis. They are also advised to consult their supervisor regarding any subject-specific aspects of the thesis, for example the inclusion of photographs or diagrams or the presentation of supplementary information such as CDs or DVDs. Permission to submit non-standard material should be gained by the student's supervisor from Faculty prior to the thesis being submitted to the Graduate Research Office.

### Regulations for theses

The University's regulations relating to the submission of theses can be found at [www.sheffield.ac.uk/calendar/](http://www.sheffield.ac.uk/calendar/)

### Writing the thesis

The main source of advice and information for students beginning to write their thesis is the supervisor. It is important that students discuss the structure of the

thesis with their supervisor, together with the schedule for its production, and the role of the supervisor in checking drafts, at an early stage in their research programme. The supervisor will also advise on such matters as undertaking a literature review, referencing and formatting the thesis, and generally on what should or should not be included in the thesis.

A number of University courses are available that might prove helpful to students, e.g. academic writing courses run by the English Language Teaching Centre (ELTC). There are also units in the RTP Handbook on thesis production. The Graduate Research Centres also hold short seminars on related subjects (register at [www.sheffield.ac.uk/pgresearch/grc/seminars.html](http://www.sheffield.ac.uk/pgresearch/grc/seminars.html)) and a video, *Thesis Writing*, is also available to be viewed in the Centre. The Centres also have a range of reference books on a whole range of subjects relating to research degree programmes. (See pages 5 and 14.)

There are a number of excellent books available that offer advice on how to start, write and complete a thesis. These are available on loan from the University Library and to buy.

Many students have found it helpful to meet with people who have recently submitted their thesis and can therefore pass on their experience first hand. The Department may be able to facilitate. It is normally also

possible to consult recently submitted theses in the University Library.

Early familiarity with the software packages a student will use to produce the thesis will prove helpful. The University's Managed XP computing network hosts a whole range of software that may be of help to research students, over and above the Microsoft Office suite.

Please visit the following website:  
[www.sheffield.ac.uk/cics/support/software](http://www.sheffield.ac.uk/cics/support/software)

## Preparing to submit

Whilst the responsibility for the writing, preparation and submission of the thesis rests with the student, it is expected that the supervisor will read and comment on the draft, with a view to enabling the student to produce a thesis which is coherent, well-documented and written in good English. It is the student's, rather than the supervisor's, responsibility to decide when to submit, taking into account the supervisor's opinion, which at this stage is advisory only.

## Number of copies required

### First Submissions and Resubmissions

Three properly bound copies of the thesis must be submitted to the Graduate Research Office. One is the University Library's copy, the other two are issued to examiners.

- The first copy will be deposited in the University Library following conferment of the degree. This copy must be properly bound using the University Print Service's 'fastback' binding service (see section on *Reproduction and Binding* that follows). This copy must also contain the completed Access to Thesis form.
- The second copy may be retained in the Department's library once returned by the Internal Examiner.
- The third copy may be retained by the External Examiner.

A fourth copy should be retained by the student.

Should any copies be returned by examiners to the Graduate Research Office these will be returned to the student.

Students who are unable to have their thesis properly bound prior to submission may submit using a temporary binding, provided that it is not loose-leaf. However, it should be noted that the degree will not be awarded until a properly bound copy, to be deposited in the University's Library, has been submitted to the Graduate Research Office.

### Minor Amendments

Should you be required to make minor amendments to your thesis following your oral examination (please see sections on *After the Oral Examination* and *Minor Amendments* which follow), the final Library copy of your thesis should be submitted to the Graduate Research Office. This should be done as soon as the appointed examiner has approved the amendments, otherwise it could delay the award of your degree.

## Summary of thesis

By regulation, the summary/abstract (which should be prepared by the candidate in consultation with the supervisor) should not exceed 300 words in length. Each bound copy of the thesis must contain a summary/abstract within it, and one further loose copy should be submitted with the thesis to the Graduate Research Office. The University Library has requested that the spare copy of the summary be printed in single spacing on one side only of an A4 sheet.

## 'Access to thesis' form

The copy of the thesis designated as the Library copy MUST contain a completed declaration signed by the student and the supervisor concerning access to the thesis once it has been deposited in the Library. Copies of the 'Access to thesis' form are available from the Graduate Research Office and their website, [www.sheffield.ac.uk/pgresearch/students/forms.html](http://www.sheffield.ac.uk/pgresearch/students/forms.html)

## Size, paper and pagination

Students are advised to discuss the intended format of their thesis with their supervisor.

Theses should normally be ISO-A4 in size and no thesis should exceed 14" x 10". Good quality paper should be used. The Library copy of the thesis should be single-sided but the other two copies required for submission may be double-sided provided that legibility is not impaired.

Pages should be numbered consecutively throughout the thesis, including appendices. Students are advised to discuss with their supervisor whether or not photographs and/or diagrams which are not embodied in the text should be paginated.

Margins at the binding edge should be not less than 40mm and other margins not less than 20mm. Single spacing throughout the body of the text is acceptable, and is essential for indented quotations and footnotes, but consideration must be given to legibility. Double or 1.5 spacing may be more easily readable for 11pt or 12pt text and is more commonly used.

## Referencing

In the first instance, students are advised to consult with their supervisor regarding acceptable methods of referencing within the thesis (i.e. the presentation of footnotes, bibliography, appendices, etc). The University Library also has a number of useful guidebooks that outline and explain styles of referencing that are commonly used in academic theses and publications. The two principal criteria in any system of referencing are those of accuracy and consistency.

### Title page

This should show:

- the full title of the thesis;
- the author's name in full;
- the degree for which the thesis is submitted;
- the Department in which the work has been carried out;
- the date (month and year) of submission.

**Outside cover**

The front cover and/or spine must show:

- the name 'The University of Sheffield' (and logo );
- the initials and surname of the author;

- the full title of the thesis;
- the degree for which the thesis is submitted;
- the year of submission.

**Checklist for Submission**

	1st Submission	Resubmission	Minor Amendments
Prior to the submission of your thesis, ensure that your Faculty has approved the inclusion of any non-standard materials, e.g. CD or DVD	Yes	Yes	Yes
Your supervisor should nominate examiners, who are available to examine your thesis within ten weeks, well in advance of your first submission	Yes		
Check the guidelines in the Code of Practice to ensure your thesis is within the recommended word limit for your Faculty.	Yes	Yes	Yes
Ensure you have an abstract, or summary, not exceeding 300 words	Yes	Yes	Yes
<b>Title Page</b> should show:	Yes	Yes	Yes
1. Full title of thesis			
2. Author's name in full			
3. Degree for which the thesis is submitted, e.g. PhD			
4. Academic Department			
5. Date (month and year) e.g. September 2008			
<b>Outside Cover</b> should show:	Yes	Yes	Yes
1. The University name and logo			
2. Initial and surname of author, e.g. J Smith			
3. Full title of thesis			
4. Degree for which the thesis is submitted, e.g. PhD			
5. Year of submission, e.g. 2008			
Thesis to be printed on A4 paper	Yes	Yes	Yes
Margins at the binding edge should be not less than 40mm and other margins not less than 20mm	Yes	Yes	Yes
Page numbers to be numbered consecutively including appendices	Yes	Yes	Yes
If the thesis is more than 32mm thick, it should be bound in two or more volumes	Yes	Yes	Yes
Three copies of the thesis (two for examiners, one for the Library) to be submitted to the Graduate Research Office. Also one copy of the abstract or summary.	Yes	Yes	
One final Library copy of the thesis to be submitted to the Graduate Research Office. Also one copy of the abstract or summary.			Yes

## Reproduction and binding

Theses should be word processed and good printing quality is essential. If there is a top copy this should contain the best photographic prints (if any), as this copy will eventually be placed in the University Library.

To comply with the British Library's procedures for the microfilming of theses, the University's regulations require that one copy of each thesis is submitted in the 'fastback' format currently supplied by the University Print Service. Other copies may be bound using a different method should the student wish (e.g. traditional book binding).

The University Print Service provide a thesis binding service using a 'fastback' binding system. All theses are bound in black PVC covers, with inner card at front and back. Details (e.g. name of student, title of thesis and date of submission) are gold foiled onto the spine of the document. There is an option to personalise the front cover of the thesis in the same method and also an option to have the thesis hard bound. The maximum thickness of a bound volume is 35 mm with covers (or 32 mm without covers). Therefore if the unbound copy of a student's thesis is more than 32 mm thick, the thesis will have to be bound into two volumes. Where two volumes or more are required, normal practice is for the bibliography and/or appendices to form the second volume. In such cases, the thesis will require two title pages, which specify 'Volume 1' and 'Volume 2' respectively, however only one contents page is required (this should appear in Volume 1). If amendments are required after the oral examination has been held, volumes can be rebound by the University Print Service following the insertion of new pages.

When ordering thesis binding from the University Print Service, students must order at least one deposit copy, currently designated as thesis type T1 on the order form.

Before submitting work for binding, students are advised to make sure that the material is in good order, as pages are bound strictly in the order in which they are delivered. Items for rebinding should have the new pages inserted by the author. Only A4 size pages are accepted by the University Print Service. Binding work is usually completed within 48 hours of acceptance. However, at times when many graduate students are submitting theses, particularly at Easter and from late July to early November, demand may be such that it may not be possible to complete all work within 48 hours. Students are advised to present their work in good time for binding or alteration. No work can be promised in less than 48 hours.

The University Print Service also offer a hard-back binding service. The maximum number of pages to be bound is approximately 360 and it is recommended that 100gsm A4 paper is used (although 80gsm is acceptable). The cover can be personalised but the spine cannot.

Further information can be found at:  
[www.sheffield.ac.uk/printing/](http://www.sheffield.ac.uk/printing/)

## Plagiarism

University regulations require that the thesis must be the student's own work, and examiners are asked to certify that this is the case or, if the work was done in collaboration, that the candidate's share in the research is adequate. Plagiarism is the unacknowledged use of another person's ideas, words or work. At one extreme it may involve the submission of the whole or part of a book or paper towards a degree. At the other extreme, it may occur unintentionally because the student is unclear as to the use which can be made of the work of others in the field without committing plagiarism.

It is the responsibility of each student to ensure that they understand exactly what it means to plagiarise, or copy the work of others, without proper acknowledgement. Text must not be cut and pasted from the internet or copied from a book. This means that if a student accesses any material via the internet, books or published reports the text should not be copied directly, but noted using the student's own words. Students should also be aware that material accessed via the internet must be attributed in the normal way. The University takes issues such as plagiarism and collusion very seriously and takes disciplinary action against any student found contravening the Regulations.

### Useful web references:

Notes on Plagiarism and Guidance -  
<http://www.shef.ac.uk/calendar/notes-nie.pdf>

Examination Regulations -  
<http://www.shef.ac.uk/calendar/examregs.html>

Library Information Skills Resources -  
<http://www.shef.ac.uk/library/services/infoskills.html>

Help & Guidance -  
<http://www.shef.ac.uk/library/libdocs/lit.html>

Student Rights and responsibilities -  
<http://www.shef.ac.uk/ssid/rightsandresponsibilities>

The Students' Charter -  
<http://www.sheffield.ac.uk/ssid/charter>

[Plagiarism.org](http://www.plagiarism.org) - Online resource for Internet Plagiarism

Should a supervisor have concerns about plagiarism, please contact Liz Buckton, Service Quality Unit,

(email [l.buckton@sheffield.ac.uk](mailto:l.buckton@sheffield.ac.uk))  
for further information.

## Word limits

No University regulation exists governing the length of theses, although a number of Faculties and Departments have established guidelines. Where these are not available, the student should consult the supervisor as to the length of thesis appropriate to his/her particular topic of research. It should, however, be noted that



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## Arrangements for the oral examination (viva voce)

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The Graduate Research Office produces Guidance Notes for Examiners. These are issued to examiners with their appointment letter and also to the internal co-ordinator of a staff candidate.

The booklet contains information on:

- The examination of the thesis;
- Arrangements and conduct of the oral examination;
- Report on the examination;
- Responsibilities of Examiners;
- Responsibilities of others.

The booklet is available to research students and supervisors on request from the Graduate Research Office.

Examiners are advised on appointment that the oral examination should normally take place within ten weeks of receipt of the thesis. This is an expectation, not a mandatory requirement. A period of at least one month can be expected to elapse between submission of the thesis and the oral examination, and a student who intends to leave Sheffield on a specified date, for example to return to a post overseas, should ensure that a reasonable amount of time is available after the oral examination in case it is necessary to consult the supervisor on any revision or amendment to the thesis which the examiners may require.

It is the responsibility of the internal examiner or co-ordinator to arrange the date, time and venue for the oral examination and to inform the candidate of the arrangements which have been made. Before doing so, the internal examiner/co-coordinator should ensure that the examiners have been formally appointed and have received the thesis. (Please note that the Graduate Research Office cannot make arrangements for the oral examination.)

In cases where two external examiners are appointed, departments are asked to nominate a member of academic staff to act as internal co-ordinator and to liaise with the examiners and the student concerning the arrangements for the oral examination.

Prior to the oral examination the examiners are required to read the thesis and independently to prepare written reports on it. Examiners are advised that their judgment of the thesis should be based on what may reasonably be expected of a diligent and capable student after completion of the prescribed period of research for the degree for which the thesis has been submitted.

Oral examinations are normally held within the University. The student's supervisor may not attend unless the student and the examiners have agreed his/her presence in advance.

The supervisor should, however, be available prior to and following the oral examination, i.e. to offer advice and support to the student, and the issue of whether he/she is to be present should have been raised with the student.

If present, the supervisor should enter and leave the room at the same time as the student and should participate in the discussion only if asked to provide clarification on a specific matter.

In cases where two external examiners have been appointed, the internal co-ordinator will sit in on the oral examination to ensure that University procedures are followed. The internal co-ordinator will play no other part in the examination.

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## Conduct of the oral examination

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The examination will normally be conducted under the chairmanship of the external examiner. At the oral examination the examiners together test the student's knowledge of matters relevant to the subject of the thesis. The purpose of the examination is to enable the examiners to clarify any ambiguities in the thesis, to satisfy themselves that the thesis is the student's own work, that the student is familiar with the relation of his/her work to the field of study and that his/her knowledge and understanding of related fields in the subject are of the standard expected for the award of the degree. On completion of the oral examination, the Examiners will normally advise the candidate of their intended recommendation to the Faculty.

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## Attendance at the oral examination

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The oral examination is an integral part of the examination process and attendance is compulsory. Failure to attend a pre-arranged oral examination without prior notification and good reason (notification to the supervisor and/or internal examiner), may result in the student failing the oral examination and ultimately failing their degree.

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## After the oral examination

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After the oral examination, the examiners complete a report that is sent to the Graduate Research Office for Faculty approval. Unless there is some disagreement between the examiners as to the appropriate recommendation (a very rare occurrence), this is a joint report, to which the preliminary reports completed prior to the examination are appended. Unless minor amendments are required, the report form will be

returned to the Graduate Research Office within four weeks of the date of oral examination. Where minor amendments are required, the student will be informed of these by the examiners and is allowed three months to make the amendments. The agreed examiner will then approve the revised thesis and return the report form to the Graduate Research Office. It is the responsibility of the student to submit the final, approved Library copy of the thesis to the Graduate Research Office (please also refer to the *Minor Amendments* section which follows).

The recommendations open to the examiners following the oral examination are as follows for the degree of PhD (options for other degrees vary and are detailed in the 'Guidance Notes for Examiners'):

- that the degree be awarded;
- that the degree be awarded once specified minor amendments have been completed to the satisfaction of the examiners;
- that the degree be not now awarded but that the candidate be allowed to undergo a further oral examination without modification of the form or content of the thesis;
- that the degree be not now awarded but that the candidate be allowed to submit a revised thesis after such modification of form or content as the examiners may prescribe, with/without oral re-examination;
- that the degree be not awarded.

In addition, examiners for the degree of PhD may also make either of the following recommendations:

- that the degree of PhD be not awarded but that the degree of Master be awarded (subject only to the necessary changes to the cover and title page of the thesis);
- that the degree of PhD be not awarded but that the candidate be allowed to submit a revised thesis for the degree of Master after such modification of form or content as the examiners may prescribe, with/without oral re-examination.

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## Minor amendments

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It is often the case that the examiners wish to recommend the award of the degree subject to the completion of minor amendments to the thesis. This is an option which may be exercised when the nature and extent of the required amendments are such that they can reasonably be completed within a period of three calendar months from the date of the oral examination.

A student who is required to make minor amendments to his/her thesis is allowed three calendar months from the date of the oral examination in which to do so. The revised thesis should be submitted to the Internal/External Examiner as instructed. Once this is approved a new, correctly bound copy of the updated thesis must be lodged with the Graduate Research Office for the University Library.

If more extensive amendment is required, then the examiners will recommend a formal resubmission of the thesis.

When minor amendments are required, the internal examiner will advise the student of the timescale for completion of the amendments. The internal examiner will normally act on behalf of both examiners to confirm that these have been satisfactorily completed and will then return the report form to the Graduate Research Office. Exceptionally, the three calendar months time-limit may, for good reason, be extended by the Faculty concerned. An application form is available from the Graduate Research Office and the standard continuation fee will be levied.

The student should then have all three copies of the thesis rebound. They should submit one copy to their department (departmental library copy) and the University of Sheffield Library copy should be submitted to the Graduate Research Office. The remaining copy is for their own personal use.

Students may retrieve the original University Library copy of their thesis from the Graduate Research Office in order to make the necessary changes, should they wish to do so.

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## Guidance on resubmission

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In cases where a formal resubmission is required, examiners are advised that their report should contain detailed advice to the student on the necessary amendments and improvements. The student will receive formal notification of the requirement to resubmit by letter from the Graduate Research Office and will at this stage be able to request from the Faculty representative a copy of the examiners' report.

A student required to resubmit his/her thesis is allowed 12 months from the date of formal notification from the Graduate Research Office in which to do so. Where an extension to this time limit is requested, it will be considered by the Department, the Faculty Officer, and, where appropriate, the Pro-Vice Chancellor for Research, in the normal way.

The three copies of the revised thesis should be submitted directly to the Graduate Research Office following the same procedures as apply to a first submission. The thesis should not be sent to either of the Examiners prior to formal resubmission. The Graduate Research Office can only accept a resubmission once the student has been formally notified in writing of the examiners decision on the first submission.

Note: For resubmissions the title page and front cover should be changed to show the date of the resubmission only, however it is not necessary to state 'Resubmission'.

If a re-examination with oral is required, this will normally take place within 10 weeks of receipt of the thesis by the examiners.

If a re-examination without oral is required, a guideline of up to 16 weeks from the date of receipt of the revised thesis is proposed for the examiners' completion of the report form and their return to the Graduate Research Office.

A fee is payable on resubmission: currently this is set at £202 for resubmission without oral examination and £276 for resubmission with oral examination.

It is the responsibility of the student to collect all three copies of his/her thesis to complete the amendments prior to resubmission.

Students who are required to resubmit will have their time limit changed. Therefore a new UCard can be acquired in line with the new time limit on their student record.

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## Award and conferment of degrees

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Notification of the award of a degree will be sent to successful students by the Graduate Research Office and will be posted to the correspondence address held on the student's record.

Whilst every effort is made to keep to a minimum the delay between receipt of the examiners' report by the Faculty and formal notification by the Graduate Research Office of the award of the degree, students should be aware that the process can take a number of weeks. Any student who requires urgent notification of his/her result, for example for employment purposes, should contact the Graduate Research Office.

Once a degree has been awarded, details will be forwarded to the Ceremonies Office, which will arrange for the formal conferment of the degree. The Ceremonies Office will then issue an invitation to the next available Degree Congregation, which will normally be held in the December/January or July following the award. Any enquiries concerning the likely date of conferment of a degree should be addressed to the Ceremonies Office on (0114) 222 8828 or e-mail [ceremonies@sheffield.ac.uk](mailto:ceremonies@sheffield.ac.uk).

After the degree has been conferred, a student may use the title to which their award refers (Doctor of Philosophy, Master of Philosophy, etc).

It should be noted that although as many students as possible are invited to the first Congregation to be held after the award of their degrees, it is not always possible to include all candidates at a particular ceremony; students should not therefore assume that they will automatically be included in that ceremony even if Departments and supervisors indicate that this will be the case. Only the Ceremonies Office has the authority to confirm invitations to particular ceremonies.

Students graduating in person will receive their degree certificates at the Congregation. Students who choose to graduate in absentia may request their certificates by post from the Ceremonies Office.

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## Complaints and appeals

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### Complaints procedure

The University has formal procedures for making complaints, whether about the delivery and quality of services received (i.e. non-academic matters), or about the delivery or quality of research supervision or any other matters relating to the programme of study.

Details of the procedures are contained in the Students' Charter, copies of which are available from the Advice Centre in the Union of Students, Graduate Research Office and from the Student Services Information Desk. Complaints procedures and a complaint form are also available at:

<http://www.shef.ac.uk/ssid/procedures/grid.html#complaints>

### Academic appeals regulations

Under these Regulations, a student may apply for a recommended examination result to be re-considered in the light of new evidence.

General regulations and procedures for Academic Appeals can be found at [www.sheffield.ac.uk/ssid/procedures/grid.html#academic](http://www.sheffield.ac.uk/ssid/procedures/grid.html#academic)

As well as the procedures listed above there is a procedure for complaints about personal harassment. Details can be found at [www.sheffield.ac.uk/ssid/procedures/grid.html#harass](http://www.sheffield.ac.uk/ssid/procedures/grid.html#harass)

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## Quality assurance

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The University, through the Graduate Research Office, has a number of quality assurance exercises for its research degree programmes. These include Independent Reviews of Research Supervision and Support and an Annual Student Evaluation of Research Degrees.

Independent Reviews are carried out on a Faculty/School basis on a three yearly cycle. They look at all matters relating to research students, from recruitment and admissions to preparation for final examination. A report is produced highlighting good practice and making recommendations for improvement.

The Annual Student Evaluation is an opportunity for each research student to give feedback on their experience to date. The questionnaire is designed to monitor the University's Code of Practice for Research Degree Programmes and the general experience of research students at the University. Feedback is provided to academic departments, Faculties, and the wider

University to facilitate the spread of good practice and recommendations for change.

Other quality assurance initiatives such as a New Student Questionnaire, periodic reviews of the Research Training Programme, ad hoc focus groups, etc are also undertaken by the Graduate Research Office.

All quality assurance exercises are transparent and details are available from the Graduate Research Office's website. The results of all exercises are disseminated to research students and appropriate members of staff, and the University's committee structure through Faculty Graduate Research Committees, Graduate Research Development Committee, Research Committee, and the Senate.

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## Monitoring of research degrees

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In compliance with external requirements, the Graduate Research Office, on behalf of the University, annually monitors and reports on the submission rate of Research Council sponsored students.

In addition the Graduate Research Office also monitors:

- Annual Progress Reports on individual research students;
- Submission and Completion rates;
- Resubmission rates; and
- Withdrawal rates.

Such information is shared with academic departments and University management.

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## Regulations

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Research students and supervisors are advised to read the regulations pertaining to higher degrees (provided in the University Calendar), copies of which are in the Library, or on the World Wide Web: [www.sheffield.ac.uk/calendar/](http://www.sheffield.ac.uk/calendar/)

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# Additional Information

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## Dates of semesters

### 2007-08

*Intro Week:* 24 September - 29 September 2007

**Autumn Semester:** 01 October - 22 December 2007

21 January - 09 February 2008

**Spring Semester:** 11 February - 15 March 2008

07 April - 14 June 2008

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## Health and safety

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The University attaches great priority to Health & Safety for its staff and students. This requires the full co-operation of everyone to ensure such standards are maintained.

Staff and students are encouraged, not only to comply with the relevant legislation and codes of practice but to maintain a safety culture where hazards are identified, assessed and risks are kept to a minimum.

A copy of the University's Code of Practice for Health & Safety is issued to all research students on registration and further copies can be obtained from Safety Services if required.

### Supervision

The University has a legal duty to provide "such supervision as is necessary" to ensure the health and safety of all students, including researchers. Relying solely on a student's graduate status or general competence cannot discharge this duty.

The duty to supervise is delegated to the appropriate Head of Department and thence to the member of staff directly responsible for the student (the supervisor).

Departmental management must be able to demonstrate that they have effective supervisory measures in place. Within a department this will include risk assessment, safe systems of work and personal monitoring arrangements, appropriate to the task in hand. All research students must undergo initial training, at which the operation of such measures is explained in a practical sense.

## Research projects

For research projects, effective or adequate supervision does not necessarily mean a constant direct presence. Where this is required, it may be carried out, if necessary by another authorised member of staff, provided that they have the necessary qualifications, knowledge and skills.

It is the responsibility of the supervisor to ensure that:

1. The project is properly assessed:
  - (i) for compliance with the law;
  - (ii) for compliance with existing Departmental procedures;
  - (iii) for compliance with the University local rules (e.g. for radiation, micro-organisms or genetic modification work);
  - (iv) to assess risks and safety precautions required (note that the law requires risk assessment to be written down unless the risks are insignificant).
2. Any precautions which are necessary are agreed between the supervisor and the student and these should be documented.
3. Regular checks are carried out by the supervisor (or authorised nominee) to ensure that the student is actually following the agreed procedure.
4. It has been made clear to the student that:
  - (i) Any alteration to the agreed methods must be discussed with the supervisor before being put into practice. These alterations must be agreed and documented.
  - (ii) They also have a responsibility not to endanger themselves and others by their actions. They also have a duty to co-operate with those in authority over health and safety matters.

## Risk assessment and levels of supervision

A full risk assessment must be carried out and generally written down for the proposed procedure before any experimental or practical work is undertaken.

Appropriate controls must be in place, including any safe systems of work, necessary safety equipment and personal protective gear. Supervisors must ensure that the student has read the assessment and understood its implications. The form must be signed by both the student and the supervisor.

General standards for similar work must be the same throughout a department.

After a full risk assessment has been completed, the following scheme for determining the level of supervision may be adopted:

- A The work may not be carried out without the direct supervision of a designated member of staff continuously present in the room where the work is being carried out.
- B The work may not be started without the task supervisor's advice and approval, which may involve additional training in the procedures and, in the initial phase of work, require the direct supervision of a designated member of staff continuously present in the room where the work is being carried out.
- C The work may not be started without the task supervisor's advice and approval, but may be carried out without direct supervision once additional training in procedures involved has been received.
- D Work where extra care must be observed but where it is considered that workers are adequately trained and competent in the procedures involved.
- E Work where risks are insignificant and carry no special supervision considerations. This is the only category where some (but not all) activities may be suitable for out-of-hours work.

Remember that the concept of information, instruction and training and supervision is enshrined in the law. There can be no defence for not applying these principles.

Bear in mind also that as a piece of work develops, safety and supervision requirements may change. The law requires risk assessments to take account of this and for them to be revised as appropriate.

If students are required to work out of hours, they must have undergone out-of-hours training within the last three years and fire training within the last 12 months. They must also have permission from their Head of Department and not work alone. The importance of signing in and out of the building must be emphasised to them. ANY work done out of hours must be in the lowest risk category, i.e. intrinsically safe.

Where those being supervised show a disregard for matters of safety, departments must implement appropriate disciplinary procedures to ensure the safety of the person concerned and anyone else who might be adversely affected, including any emergency and service personnel.

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## Learned Societies Fund

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The Learned Societies Fund provides allowances towards expenses incurred in attending meetings of learned societies within the UK (other than Sheffield) and EU. Eligibility is restricted to academic and academic related staff, technical staff above trainee grade, and research students who do not obtain support for attending learned society meetings from their sponsors.

Claims may be made for:

### Meetings outside Sheffield

- A contribution (maximum £28) towards the conference fee.
- Travel costs of a maximum of a standard second-class rail fare. If outside the UK and within the EU, the maximum claim would be £250.
- A maximum of three nights accommodation for any one meeting at the actual cost of accommodation and subsistence, subject to a maximum figure of £42 per night (£49 for inner London).
- If overnight absence is not necessary, a daily subsistence allowance is claimable.
- Taxi fares are only allowable to the value of £5.

### Meetings within Sheffield

- Contributions towards conference registration fees are normally restricted to a maximum of £28.

Full guidance notes and a claim form can be found at [www.sheffield.ac.uk/finance/usefulforms/learnedsociety.html](http://www.sheffield.ac.uk/finance/usefulforms/learnedsociety.html). The claim form should be printed on yellow paper.

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## Intellectual property rights and the exploitation of research

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The term 'intellectual property' refers to the outputs of creative endeavour in scientific, engineering, industrial, literary and artistic fields that can be identified and protected under legislation relating to patents, trade-marks, copyright and design rights. Patents for new technology are of prime interest to scientists and engineers, although copyright can also be important (for example, for the protection of computer software). Like any other form of property, intellectual property can be sold, leased or mortgaged, so long as ownership has been established unambiguously. By providing security of knowledge, and establishing rights and rewards, intellectual property stimulates the innovation process.

The importance of undertaking research of value to the UK economy, with relevance to UK industry, is clearly recognised. However, it must be emphasised that, in pursuing their research, students cannot and should not

be aiming specifically to generate intellectual property. The aim of their research must be to enhance knowledge and understanding within a particular subject area. This may or may not have commercial relevance. In this sense, intellectual property does not necessarily reflect the quality or importance of research.

Nevertheless, it is possible that in the course of research, results will be achieved or conclusions reached which have exploitable consequences. The ability of the student and the supervisor to recognise potentially exploitable research as it arises, and to take appropriate action, is enormously important.

Intellectual property rights arising from work undertaken by research students rest clearly with the University. It is a condition of registration that students agree formally to transfer or assign to the University any intellectual property rights resulting from the agreed programme of study and research. This requirement covers:

- the ownership of and the sole right to exploit any patentable invention or discovery made;
- all rights (including design rights and rights which are capable of registration under the Registered Designs Act 1949) in any design produced;
- copyright in (a) any computer programme and (b) any engineering drawing design capable of commercial exploitation.

The University is therefore free to exploit any intellectual property as it considers to be appropriate. However, it is expected that, following from recognition of the contribution made by the student and through natural fairness and justice, the University will grant to the student a reasonable share of any benefits accruing. It may be the case that the University does not wish to or is unable to exercise its rights of exploitation. In such cases, these rights may be returned to the student, either for an agreed period or on a permanent basis.

Where the whole or part of a student's programme of research is funded by, or involves the use of facilities provided by, a third party, under an agreement made with the University (such as a CASE award), the following provisions apply:

- The University may in its own name or as agent for the student transfer or assign to the third party rights regarding intellectual property.
- Students must, in accordance with any relevant terms of the agreement between the University and the third party, keep confidential all information relating to the work or business of the third party, acquired by the student doing that programme, or part programme of study. Such information must not be used for the student's own benefit or disclosed to any other persons except with the consent of the third party.
- These regulations apply to copyright in any work, including any report, essay, dissertation or thesis produced by the student during or as a result of their research programme.

Again, it is intended that these rules be applied in such a way as not to disadvantage the student as generator of intellectual property, nor to deter subsequent exploitation.

Circumstances will vary between different programmes of research and no single approach will apply in all cases. However, it is important that such arrangements provide for a suitable return to the institution and the student, that ownership reverts to the institution after an agreed period if exploitation is not pursued, and that there shall be no significant restrictions on the future research activity of individuals and that the academic freedom to publish is preserved. Whether the intellectual property rights are retained by the University or have been transferred or assigned to a third party, students must not without consent publish any work which might prejudice the exploitation of the rights.

These rules may appear very formal and restrictive. Remember that they are intended to safeguard the interests of all concerned, including students. If

students or their supervisors believe there is commercially valuable / patentable property arising out of a particular research programme it must be registered. To register it is necessary to complete a Commercial Opportunities Disclosure form, available

via the Commercial Assessment System at [www.sheffield.ac.uk/researchoffice](http://www.sheffield.ac.uk/researchoffice). Sheffield University Enterprises Limited (SUEL), acting on behalf of the University, will then assess the commercial value of the concept and determine the exploitation route.

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## Data Protection: implications for research

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The 1998 Data Protection Act (which came into force on 1 March 2000) is concerned with data relating to living, identifiable individuals; how this data can be used; to whom it may be transferred and in protecting the rights of people regarding their own data. The University has a Personal Information Policy ([www.shef.ac.uk/cics/guidelines/datapro/persinfopol](http://www.shef.ac.uk/cics/guidelines/datapro/persinfopol)) that sets out the legal requirements for members of the University who process personal information for any reason. Personal data processed for research purposes is subject to special conditions as follows:

Personal data collected purely for research or statistical purposes is exempt from some of the requirements of the Act as long as the following conditions are met:

- individuals are not identified on publication
- no distress or damage is, or is likely to be, caused to an individual.

Unlike data collected for other purposes, research data may be used for further research studies, and by other researchers, although researchers should be mindful of any conditions implicit or stated to data subjects when the data was originally collected. Research data may also be kept indefinitely, and people whose data is studied as part of a research project do not have the automatic right to access that data, as they do if it is held for other purposes.

Data originally collected for research may not subsequently be used for non-research purposes.

If you have any queries on data protection or personal data matters, please contact the University Data Controller, Department of Corporate Information and Computing Services.

# Academic & Other Services and Facilities

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## Careers Service

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Telephone: 222 0910

Web site: [www.sheffield.ac.uk/careers](http://www.sheffield.ac.uk/careers)

Open: Monday - Friday 9.00am - 5.00pm

Except Tuesday 11.00am - 5.00pm

(Times may vary during undergraduate vacations. Please check.)

Please check the Careers Service's website for details of the location of the Careers Information Centre.

The Careers Service provides a professional, integrated guidance, information and vacancy service for all students and recent graduates of the University.

The Service is fully committed to supporting all students: international as well as home students. It offers advice, guidance and information that is specifically relevant to the needs of postgraduate research students, plus skills development sessions and other events to help students explore options, meet employers and be successful in their job search.

The Careers Advisers for Research Students provide a series of workshops specifically tailored to the needs of postgraduate research students and are available for

one-to-one discussions, by appointment. For further information, see the Careers Service website at: [www.sheffield.ac.uk/careers/postgraduates/research](http://www.sheffield.ac.uk/careers/postgraduates/research)

Vacancies on the Careers Service website include many which are suitable for postgraduate research students. Students able to undertake casual or part-time employment are welcome to use the 'StudentJobs' section of the online vacancy service, available at: [www.sheffield.ac.uk/careers/studentjobs](http://www.sheffield.ac.uk/careers/studentjobs)

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## Computing Facilities

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Web Site: [www.sheffield.ac.uk/cics/](http://www.sheffield.ac.uk/cics/)

The Department of Corporate Information and Computing Services (CiCS) offers a wide range of computing facilities for all students. Many Departments have additional facilities. CiCS facilities include:

- IT Centres and open access Student Computing Rooms (some 24-hour)
- Low cost, high quality laser printing
- Campus wide electronic information systems
- Email
- Short courses
- Documentation
- HelpDesk service
- Personalised internet portal service, MUSE
- Remote access to the internet.

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## English Language Teaching Centre

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283 Glossop Road, Sheffield S10 2HB

Telephone: 222 1780

Fax: 222 1788

Email: [elt@sheffield.ac.uk](mailto:elt@sheffield.ac.uk)

Web Site: [www.sheffield.ac.uk/eltc](http://www.sheffield.ac.uk/eltc)

ELTC provides assistance to students who need help with their English. Most of ELTC's clients are international students, but staff are happy to assist home students. A wide range of free English language support classes are offered each semester. The Centre also offers a one-to-one Writing Advisory Service. Students can also take the University of Sheffield English Proficiency Test (USEPT) at the Centre, if required.

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## Modern Languages Teaching Centre

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Floor 2 Arts Tower, Sheffield S10 2TN

Telephone: 222 0630

Fax: 222 0632

Email: [mltc@sheffield.ac.uk](mailto:mltc@sheffield.ac.uk)

Web Site: [www.sheffield.ac.uk/mltc](http://www.sheffield.ac.uk/mltc)

The Modern Languages Teaching Centre exists to enable students of the University to learn a modern foreign language. The Centre offers institution-wide accredited modules, intensive language courses, and a self-access Centre.

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## USport

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Address: USport, Goodwin Sports Centre, Northumberland Road, Sheffield S10 2TY

Telephone: 222 6999

Fax: 222 6998

Email: [info@usport.co.uk](mailto:info@usport.co.uk)

Web Site: [www.usport.co.uk](http://www.usport.co.uk)

The University of Sheffield has some of the best and most extensive sporting facilities in the UK. So whether you want to take up a new activity, or continue your favourite sport, at either recreational or competitive level, our sports scene provides something for everyone.

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## University Drama Studio

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Shearwood Road, Sheffield S10 2TD

Telephone: 222 0200 (Enquiries)

222 0208 (Box Office - Performance Times Only)

Fax: 222 0209

Email: [dramastudio@sheffield.ac.uk](mailto:dramastudio@sheffield.ac.uk)

Web Site: [www.sheffield.ac.uk/drama](http://www.sheffield.ac.uk/drama)

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## University Libraries

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Web Site: [www.sheffield.ac.uk/library/](http://www.sheffield.ac.uk/library/)

### Western Bank Library

Western Bank  
Telephone: 222 7204 (Enquiry Desk)  
Email: [library@sheffield.ac.uk](mailto:library@sheffield.ac.uk)

### Information Commons

44 Leavygreave Road  
Telephone: 222 9999  
Email: [infocommons@sheffield.ac.uk](mailto:infocommons@sheffield.ac.uk)

### Chemistry Information Room

Brookhill  
Email: [cheminfrm@sheffield.ac.uk](mailto:cheminfrm@sheffield.ac.uk)

### Crookesmoor Library (Law) (until December 2007)

Conduit Road  
Telephone: 222 7340 (Enquiry Desk)

### Health Sciences Library (Medicine, Dentistry, Nursing)

Royal Hallamshire Hospital  
Telephone: 271 2030 (Enquiry Desk)

### Music Library

38 Taptonville Road  
Telephone: 222 7330

### Northern General Hospital (Medicine, Nursing)

Telephone: 226 6800/6801 (Enquiry Desk)

### St George's Library (Engineering, Management, Computer Science, Information Science, Leisure Management)

Mappin Street  
Telephone: 222 7301 (Enquiry Desk)

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## Welfare, Support and Advice

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### Accommodation & Campus Services

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Stephenson Office, Stephenson Hall of Residence,  
Oakholme Road, Sheffield S10 3DF  
Telephone: 222 6041-General Enquiries  
Fax: 222 0289-General Fax  
Web Site: [www.sheffield.ac.uk/housing/](http://www.sheffield.ac.uk/housing/)

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### Childcare

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The Children's Services Manager  
93 Brunswick Street, Sheffield S10 2FL  
Telephone: 273 9361  
Fax: 275 2506

Email: [Nursery@sheffield.ac.uk](mailto:Nursery@sheffield.ac.uk)

The University's Union of Students has a Nursery providing care and education for students' children between the ages of 6 months and 5 years. The Nursery also runs half-term play schemes and can offer information on child minding for older children at the end of the school day.

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### Cross-Cultural Issues

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Email: [international.students@sheffield.ac.uk](mailto:international.students@sheffield.ac.uk)

The University is an international community - approximately 3800 overseas students from more than 100 different countries. There are a number of international student events and activities organised by the Union and the University that you are welcome to

attend. If you want to receive news of these, email Student Services at the above address with a request to receive bulletins.

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### Disabled Students

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Disability and Dyslexia Support Service  
The Hillsborough Centre  
Alfred Denny Building  
Western Bank  
Sheffield  
S10 2TN

Telephone: 0114 222 1303  
Voice and text phone: 0114 222 1320/1321  
Fax: 222 1373  
Email: [disability.info@sheffield.ac.uk](mailto:disability.info@sheffield.ac.uk)  
Web: [www.shef.ac.uk/disability](http://www.shef.ac.uk/disability)

The University of Sheffield welcomes applications from disabled students and students with a specific learning difficulty, i.e. dyslexia. If you are thinking about studying at the University we encourage you to contact the Disability and Dyslexia Support Service at the earliest possible time to discuss your support needs. When completing your application form, it is helpful to us if you disclose information about your disability, in order that we can discuss and plan with you appropriate support, safety and facilities you may require.

The University publication 'Information for Disabled and Dyslexic Students' describes the facilities and support currently provided within the University. You can access it online at: [www.sheffield.ac.uk/disability/](http://www.sheffield.ac.uk/disability/). Copies are also available from the Disability and Dyslexia Support Service.

We are committed to responding effectively and appropriately to individual support needs. We take all practicable steps to ensure that students with disabilities can participate in their studies without disadvantage, and can make full use of the University's academic and support services.

If you are academically suitable and receive an offer, you will be sent a Learning Support Questionnaire to complete about your likely needs. You will also be given the opportunity to meet with a Disability Adviser and visit the University to assess the department, the facilities and the surroundings.

### Funding for support

You may be eligible for the Disabled Students' Allowances (DSA) if you are a home student whose course is equivalent to at least 50% of a full time course. DSA funding can be used to pay for support to enable students to fully access their course of study. Please contact the Disability and Dyslexia Support Service for further information.

Overseas students, including EU applicants, are not currently eligible for the DSA. However, most of the University facilities and provisions are still available to them, apart from those that are specifically for UK students only, e.g. Access to Learning Fund.

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## Health Matters

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University Health Service

53 Gell Street, Sheffield S3 7QP

Telephone: 222 2100 (24 hours)

Fax: 222 2123

Email: [health.service@sheffield.ac.uk](mailto:health.service@sheffield.ac.uk)

Web Site: [www.sheffield.ac.uk/health/](http://www.sheffield.ac.uk/health/)

Students (excluding staff-candidates) of the University with a Sheffield address are entitled to register with the University Health Service for NHS care (dependants can only be accepted if they live within the practice boundary). Please refer to the web site for full details of services available.

### Dental treatment

The University does not have a dental service, however free dental treatment for fillings, crowns, bridges or dentures may be available at the School of Clinical Dentistry. Interested students would need to call in at the Main Reception at the Charles Clifford Dental Hospital and then attend an assessment clinic. Closely supervised student dentists undergoing training will treat those considered suitable.

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## Help with Personal Problems

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The University and the Union of Students run a number of facilities specially designed to help you with any personal problems.

## The Counselling Service

Telephone: 222 4134

Web Site: [www.sheffield.ac.uk/counselling/](http://www.sheffield.ac.uk/counselling/)

The University's Counselling Service is completely confidential and no other department or personnel are normally informed of your use of the Service. The Service offers individual counselling and group work. Workshops are also run including:

- Anxiety Management
- Relaxation
- Assertiveness
- Exam Preparation

### Drugs

Web Site: [www.sheffield.ac.uk/drugs/](http://www.sheffield.ac.uk/drugs/)

The University and the Union of Students wish to raise the awareness of the health, legal and other risks associated with drug use. A jointly owned web site containing factual information can be found at the above address.

## Independent Support Agencies

If you feel you do not wish to use University facilities or need help when they are not available to you, the city has a number of independent support agencies who can help:

### AIDS Line

Telephone Free: 0800 567 123

### Alcohol Advisory Service

646 Abbeydale Road, Sheffield S7 2BB

Telephone: 258 7553

### Alcoholics Anonymous

Telephone: 270 1984 (24 hour)

### British Pregnancy Advisory Service

Telephone: 0845 730 4030

### Family Planning Clinic

Mulberry Street, Sheffield S1 2DH

Telephone: 271 6816

### Genito-Urinary Clinic Royal Hallamshire Hospital

Glossop Road, Sheffield S10 2PR

Telephone: 276 6928

### Rockingham Drug Project

117 Rockingham Street, Sheffield S1 4EB

Telephone: 275 5973

### Samaritans

Rockingham Lane, Sheffield S1 4FX

Telephone: 276 7277

### Sheffield Rape & Sexual Abuse Counselling

Service PO Box 34, Sheffield S1 1UD

Telephone: 244 7936

### Victim Support

Sheffield Voluntary Action,

1st Floor, St James S1, Vicker Lane, Sheffield S1 2EX

Telephone: 275 8411

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## Personal safety and security

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Web Site: [www.sheffield.ac.uk/security/perssafe](http://www.sheffield.ac.uk/security/perssafe)

### Women's Safety & The Women's Minibus

Women's Officer

Sabbatical Office, Level 4, Union of Students Building  
Telephone: 222 8608

If you have any worries about safety or harassment, or if you would like help in solving any problems you or your friends are facing, please contact the Women's Officer. A Women's minibus service operates every evening from the Union of Students to home (within a five mile radius). Other request services and taxi connection services are available.

### Alarms

Screech alarms which can be carried in the hand, pocket or around the neck are available to purchase (subsidised) from the Union Shop, Union Box Office, or Women's Officer.

### Safety Services

40 Victoria Street, Sheffield S3 7QB

Telephone: 222 6198

Fax: 276 8741

Web Site: [www.sheffield.ac.uk/safety/](http://www.sheffield.ac.uk/safety/)

Offering training, advice and Codes of Practice for First Aid; Specific Hazards; Fire; Radiation; Manual Handling; etc.

### Security Services

University Security Control Room

Telephone: 222 4085

#### IN AN EMERGENCY

**In the University - dial 4444 (24 hours)**

**Outside the University - dial 999**

The University's Security Advisor is available to all students and staff to give advice and assistance on a wide variety of matters involving general or personal security issues. Telephone: 222 4419.

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## Religious Matters

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There is a multi-faith chaplaincy team at the University. For details of their facilities and services, or for information on local worship, please visit the following web site: [www.sheffield.ac.uk/ssd/chaplains/](http://www.sheffield.ac.uk/ssd/chaplains/)

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## UCard

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Your UCard provides proof of your student status and membership of the Union of Students. It also acts as your library card and will be needed to open electronic locks to gain access to some buildings.

Further information can be gained from [www.sheffield.ac.uk/ssid/ucards](http://www.sheffield.ac.uk/ssid/ucards)

UCard issuing points are available Monday to Friday, 9am to 5pm, at: Student Services Information Desk (SSiD), Union of Students Building and University Computer Centre, 2 Hounsfield Road.

Should a student's time limit run out once they have submitted their thesis (but before their award has been made), they are required to go to the UCard office and have the card renewed for a period of three months. This process can be repeated until their award is made. If a student is required to resubmit then their time limit is changed. Therefore they can acquire a new card in line with the new time limit on their student record.

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## Union of Students

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Western Bank, Sheffield S10 2TG

Telephone: 222 8500 (Reception)

Fax: 275 2506

Email: [union@sheffield.ac.uk](mailto:union@sheffield.ac.uk)

Web Site: [www.sheffield.ac.uk/union/](http://www.sheffield.ac.uk/union/)

The Students' Union is run by students for students and offers a full range of facilities and activities including entertainment, eating, banking, insurance and workspace. The Union also provides club and society activities, representation and welfare support for all students of the University.

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## Student Advice Centre

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Union of Students Building

Telephone: 222 8660

Email: [advice@sheffield.ac.uk](mailto:advice@sheffield.ac.uk)

The Centre provides a confidential, free advice and information service to all students. General advice and information is available on a wide range of welfare and related areas. Specialist advice and support are available for money, debt, housing, academic, immigration, consumer and employment issues.

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## Nightline

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Telephone: 222 8787 (Listening)

222 8788 (Information)

Email: [nightline@sheffield.ac.uk](mailto:nightline@sheffield.ac.uk)

Web Site:

[www.sheffield.ac.uk/union/advice/nightline.html](http://www.sheffield.ac.uk/union/advice/nightline.html)

Nightline is the University's confidential listening and information telephone service. It is run by trained student volunteers, and operates from 8pm to 8am during semesters. It offers students everything from the phone number of a 24-hour taxi company, to exam dates, times and locations, and information about every issue that can be encountered within student life. The service can be called free from University networked phones.



The  
University  
Of  
Sheffield.