The University Of Sheffield.

Research Services.

Code Of Practice For Research Degree Programmes 2019–20.

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Foreword

I would like to extend a very warm welcome to those who have just joined the University. I am delighted that you have joined our academic community; I hope that you have a great time here in our wonderful, hilly city. I'd also like to welcome back those who have studied with us before.

Postgraduate research students are central to the life of the University. We are sure that your time at the University of Sheffield will be both fruitful and enjoyable. We hope that you will encounter the thrill of doing original research and that the skills and experience you develop here will serve you well throughout your career.

This Code of Practice is the key reference document for policies, regulations and good practice relating to research degree programmes. It sets out the University's expectations of research students, as well as the responsibilities of the University. The primary academic relationship you will have will be with your supervisory team, and it is important that you develop and maintain this. You will find a wide range of facilities to support the academic, social and welfare aspects of your stay at the University.

The Doctoral Development Programme is designed to provide the training you will need to carry out your research, from its inception to the final submission. It will also provide you with valuable skills that will benefit you after you graduate, as a high level professional in whatever career you choose to pursue. Do not forget that whilst your own research will need concentration and focus, it will also be important for you to broaden your horizons by taking the opportunity to learn about the fascinating research being done by colleagues in your department, your faculty and the wider university.

Every research student has his or her own particular needs, and the University seeks to meet these by providing a supportive academic and pastoral environment. It is important that you pay attention to your own wellbeing and seek support when necessary.

I hope that this Code of Practice 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 Lorraine Maltby
Deputy Vice-President (Research & Innovation)

Supporting the PGR community

The postgraduate researcher (PGR) community is supported at all levels of the University. Overall leadership for, and development of, PGR policy rests with the University Postgraduate Research Committee (UPGRC), which in turn reports to Research & Innovation Committee. The UPGRC has strategic oversight of the role of PGRs in the University, and of the link to research strategy, and is responsible for policy and good practice around recruitment and provision.

Our faculties and academic departments provide student-facing support and ensure that the student experience is high quality, with appropriate practice, training and standards.

PGRs can access support at different times from their supervisory team, from a personal tutor or adviser, from the departmental PGR Lead and from professional services staff in their academic department or centre.

Research Services

Research Services is a professional service department which supports academic staff research, PGR students and knowledge transfer. The department includes a PGR Support Team, which is responsible for providing advice and guidance to research students, academic and administrative staff and other professional services departments on a wide range of areas which are covered by this publication, including the following:

- Changes to student status
- Confirmation Review and academic progress monitoring
- Appointment of examiners
- Thesis submission and examination
- Research skills training, including the Doctoral Development Programme (DDP)
- Scholarships and funding

The Code of Practice for Research Degree Programmes contains a wide range of information for PGR students, supervisors and academic departments. The Code of Practice is updated annually and distributed to academic departments, who should ensure that a hard copy is given to all new students. The Code of Practice is also available on the Research Services website, where it can be downloaded as a single PDF, or as a series of stand-alone web pages, each covering a different topic (https://www.sheffield.ac.uk/rs/code).

Research Services is based at New Spring House, 231 Glossop Road: https://www.sheffield.ac.uk/rs

Graduate Research Centre, Dainton Building

This facility is for exclusive use by postgraduate research students from across the University and provides a place to study, write or read in a pleasant, calm environment.

The Graduate Research Centre currently provides two main functions:

1. Dedicated workspaces

The Centre accommodates 50 workspaces reserved for research students who wish to use the space. Priority is given to those who do not have alternative facilities in their academic department. Each workspace has its own desk, networked PC and additional storage. The workspace is available to the student for as long as required. This can be during intense periods of work, such as when writing the thesis and literature reviews, or for the duration of their time at the University.

Additional features include printing and photocopying services, kitchens and social space to meet with other students.

The Centre is open to students with workspaces 7 days a week between the hours of 8.00 a.m. and midnight.

2. Seminars and workshops

Careers, Personal and Professional Development and Research Skills seminars and workshops are regularly held at the Centre. Research students are welcome to book onto these sessions via the DDP Portal (https://www.sheffield.ac.uk/rs/ddpportal).

To find out more about the Graduate Research Centre or book a workspace, please apply online at: https://www.sheffield.ac.uk/rs/grc.

Types of Research Degrees

The University offers a range of higher degrees by research, the majority of them at doctoral level. Most can be studied on either a full-time or part-time basis. It should be noted that students may not register for study for any other degree or qualification of any university whilst they are undertaking a programme of study or research at the University of Sheffield unless they have special permission of the Senate.

Joint research degrees

The University has regulatory provision to offer jointly awarded research degrees with another university. Such awards can be made only at the cohort level and cannot be negotiated on an individual basis. Individual agreements in place prior to 2017 will be honoured.

It should be further noted that students undertaking jointly awarded programmes must spend a minimum period of 12 months at the partner institution.

Departments wishing to request a collaborative research degree programme should consider the Framework for Research Collaborative Provision: https://www.sheffield.ac.uk/rs/new-degree. In addition, a formal agreement and the relevant University and Faculty-level approvals are required for such programmes. Departments are advised that this may require significant lead-in time and that students should not be recruited until all approvals and documentation are in place. Any related queries should be directed to the PGR Support Team in Research Services.

Centres for Doctoral Training

The University has a number of Centres for Doctoral Training which are funded by the Research Councils. Students on the programmes run by these Centres have their own handbook, which complements this Code of Practice and explains the structure of their degree in detail. Further information on the Centres can be found at: https://www.sheffield.ac.uk/postgraduate/phd/search.

PhD or MD by Publication

The University has introduced PhD or MD by Publication for staff candidates as an alternative to the standard PhD/MD routes. It is designed to enable recognition of the research activities of those members of staff who have published work, but have not completed a PhD or MD. This route is not available to student candidates. Further details are available at: https://www.shef.ac.uk/rs/phdbypublication.

Study away from Sheffield

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 undertaking the research and writing the thesis can be drawn up.

The General Regulations for Higher Degrees by Research permit a student to pursue all or part of their programme of research for an MPhil or PhD award at a specified place away from the University.

Within the scope of these regulations the University has developed a number of arrangements to appropriately administer and monitor this activity. The choice of arrangement depends on the proposed programme of research and whether the student is classified as a UK or non-UK student.

Remote Location Scheme for international or EU students

The University operates a Remote Location scheme to allow EU and International students not resident in the UK to study for a University of Sheffield MPhil or PhD through research carried out at an overseas institution. Candidates are required to attend the University in order to meet a number of statutory requirements. These will include all viva voce examinations. However, they spend the majority of their programme of research at the remote location site, and should not spend more than eight consecutive weeks in the UK at any time during the course of their degree. To qualify for consideration for admission to the Remote Location scheme candidates must satisfy all of the following criteria:

- be an international or European Union (EU) based student
- meet the normal entry requirements for MPhil or PhD at the University of Sheffield
- prove access to suitable remote location research facilities
- demonstrate appropriateness and adequacy of the proposed supervisory arrangements acceptable to the relevant faculty of the University
- 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. Further information is available at: https://www.sheffield.ac.uk/postgraduate/phd/away.

Other research away from the University

UK students who wish to pursue part of their programme of research away from the University, and EU and International students who do not qualify for the Remote Location scheme, must gain faculty approval. Faculty approval is given on a case-by-case basis, and is based on a written submission by the supervisor with appropriate departmental support.

The academic progress requirements of candidates undertaking research away from the University will be the same as for candidates based in Sheffield, and the requirement for students to fulfil the regulations relating to the Doctoral Development Programme also remains.

In all cases, academic approval for a candidate to undertake research away from the University must be gained during the application process from the appropriate faculty.

Registration and Fees

Registration of new research students

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 research students are required to register in person on commencing their studies. Part-time research students and University staff candidates are required to register at the commencement of their research, but are not required to register in person (see https://www.sheffield.ac.uk/registration/newstudents/ptdl for more information).

Students entering the University at the beginning of the Autumn Semester are expected to register at the start of the Semester (see: https://www.sheffield.ac.uk/registration). Students whose research commences part way through the academic year should register on arrival at the Student Administration Service, Level 6, Students' Union Building.

Before registering, all students must provide satisfactory evidence of their ability to pay tuition fees and other dues. New research 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 Student Services Department, who are the only personnel authorised to issue such letters on behalf of the University.

Please note that it is not possible to amend a student's registration start date once they have registered for their degree. If a student is aware that their start of registration date is incorrect (i.e. they have arrived earlier or later than originally expected), and they wish to amend it, this should be done prior to registering. Students should contact studentadmin@sheffield.ac.uk for further advice and guidance.

Registration of continuing research students

All full-time and part-time research students are required to register annually up until their time limit. The re-registration of all research students is online, approximately two months prior to the registration start date.

Permission to re-register will be withheld in cases where students have monies outstanding to the University in respect of tuition fees and tuition related fees.

Payment of tuition fees

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 or family funds which they have control of, or through a bank loan, are regarded as self-sponsored. Self-sponsored students may choose to pay their fees either in full, or in two instalments. Students must arrange payment of their tuition fee in advance, online, as part of their pre-registration tasks; students will not be able to pay their tuition fee when registering in a registration venue. Postgraduate doctoral loans are available to Home students. For information and eligibility please see: https://www.gov.uk/doctoral-loan. Full details of the University's fee rates and payment plans are available at: https://www.sheffield.ac.uk/ssid/fees.

Periods of registration

The minimum, normal and maximum registration periods for research degrees are defined as follows:

- **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. Permission is required for a student to submit their thesis before the end of their minimum period of registration.
- **Normal period of registration** and tuition fee payment is the typical or optimum time between initial registration and submission of the thesis for the specified research degree programme. Tuition fees are payable for the duration of the normal period of registration. The University's expectation is that ALL research students should submit their thesis within the normal period of registration.
- **Maximum period of registration** is the time limit for submission of the thesis for the specified research degree programme, as defined in the University's Regulations. Students who do not submit their thesis before their time limit will be withdrawn, unless they are granted an extension to their time limit (extensions are only granted in very exceptional circumstances).

The normal registration period for tuition fee paying purposes and the time limit for submission of the thesis are specified on each student's offer letter. At present, the majority of current students have normal and maximum registration periods that are of a different duration (e.g. 3 years and 4 years respectively), potentially resulting in a period of unfunded study for those students who are sponsored, although a small proportion of students are already funded for the same duration as their time limit. However, increasingly the normal and maximum periods of registration will be the same duration, i.e. students will be expected to undertake research and training and write and submit their thesis within their funded period. This funded period could range from 3 to 4 years, depending on the funder and the nature of the project and training required. Projects should be designed to ensure that they can be completed within the funded period and regularly monitored to ensure timely submission.

Periods of registration and time limits for research degree programmes

Please note: these time limits include the writing of the thesis to the point of submission and apply to standard programmes. There are an increasing number of non-standard PhDs, where the periods of registration may be longer than the standard. This may be due to additional training and/or placements, or other funder requirements. Students are advised to consult their offer letter which will specify their exact normal and maximum registration periods.

DEGREE	CANDIDATURE	MINIMUM	NORMAL	MAXIMUM (TIME LIMIT)
Standard 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	Full-time University Staff	2 years	3 years	4 years
PhD	Part-time University Staff	2 years	2 years	8 years
MPhil	Full-time	1 year	2 years	3 years
MPhil	Part-time	2 years	4 years	6 years
MPhil	University Staff	1 year	1 years	6 years
EdD	Part-time	4 years	6 years	8 years
LLM	Full-time	1 year	1 years	4 years
LLM	Part-time	2 years	2 years	6 years
DSpecMed	Full-time	5 years	5 years	5 years
MD	Full-time	2 years	2 years	3 years
MD	Part-time	4 years	4 years	6 years
MD	Full-time University Staff	2 years	2 years	3 years
MD	Part-time University Staff	2 years	2 years	6 years
EngD	Full-time	3 years	4 years	5 years
DEdCPsy	Full-time	3 years	3 years	3 years
DClinPsy	Full-time	3 years	3 years	4 years

* the normal and maximum registration periods for a full-time PhD vary according to factors such as funder and training requirements and students should refer to their offer letter for their precise duration.

Tuition Fees and Continuation Fees

Tuition fees are payable for the duration of the normal period of registration and are collected at the beginning of each year. If a student submits their thesis after passing the minimum period of registration, but before completing the normal period of registration, e.g. during year 3 of a full-time PhD, a refund of tuition fees will be calculated on a pro-rata basis, based on the thesis submission date.

If a student has still not submitted their thesis after passing the normal period of registration, but has a time limit for thesis submission which is of a longer duration, they will be entitled to re-register for the remainder of the duration up to their time limit and a continuation fee will be charged, instead of a tuition fee. Students are required to pay the continuation fee, in full, at the beginning of the continuation period and will be refunded any overpayment, on a pro-rata basis, if they submit before the end of their time limit. Where the continuation fee is being charged for a whole year (e.g. the 4th year of a full-time standard PhD), in order to encourage students to submit their thesis in good time, the entire continuation fee will be refunded provided the student submits their thesis within the first 3 months of their 4th year. If submission falls beyond the first 3 months of the 4th year this discount is not available and the amount of continuation fee due will be calculated on the basis of the thesis submission date.

There are no routine grounds for fee waivers in respect of continuation fees, but the Vice-President for Research will consider cases submitted by students who feel there are exceptional reasons why they should not have to pay additional fees. Any such requests should be directed to the PGR Support Team in Research Services for consideration by the appropriate Faculty Officer in the first instance.

All fees can be paid by credit or debit card online at: https://www.sheffield.ac.uk/payments. Queries regarding payments should be addressed to: studentcustomers@sheffield.ac.uk.

Fees in 2019-20

Continuation/Extension	£444
Resubmission without oral	£315
Resubmission with oral	£390
Staff Candidate submission	£470

(Please note that these fees are increased annually)

Changes to Students' Status

Sponsored students

Students who receive financial sponsorship for their degree, e.g. from an overseas government or a UK Research Council, should be aware that any changes to their student status will need to be notified to their sponsors and may require their sponsor's approval prior to being considered by the University. Students are responsible for requesting permission from their sponsor. This includes requests for the following: leave of absence, time limit extensions, changes to mode of attendance, changes in supervisors or research topics, transfers and withdrawals, maternity leave. Students should be aware that this may delay the consideration of their request.

Confirmation Review

Students undertaking the degrees of PhD (including PhD with Integrated Studies), MD and EngD are required to undergo a Confirmation Review in order to confirm their registration as a doctoral student. The first year of the degree is considered a probationary year, pending successful completion of the Confirmation Review.

The Confirmation Review is a key progression milestone, the purpose of which is to confirm whether or not the student and their research project have the potential for successful completion at doctoral level within the time limit for the degree and whether there is a clear plan in place to achieve this. The Confirmation Review is also intended to ensure that the student has made satisfactory progress on the DDP, in line with the student's needs identified via the Training Needs Analysis. In addition, students commencing a research degree from 2019/20 onwards will be required to write a Data Management Plan outlining how they will manage the data they create and gather. Data Management Plans should be checked at Confirmation Review.

Confirmation Review requirements for students

The University's requirements for Confirmation Review are that students must submit a significant piece of written work and undergo an oral examination. Academic departments should provide more detailed guidance on their departmental procedures and requirements for Confirmation Review at induction and via departmental student handbooks.

It is anticipated that the minimum requirements for the written submission will be agreed by departments and/or faculties. However, some examples which could form the basis of work to be submitted for the Confirmation Review are as follows (this is neither a prescriptive nor an exhaustive list).

- A clear statement of the area of research and contextualisation with respect to literature
- A synopsis of the work undertaken so far
- A schedule of further work
- Draft chapter(s) of the thesis
- Details and reflection of any training undertaken on the DDP, as well as future training plans, e.g. a completed Training Needs Analysis

Confirmation Review panels

Departments must ensure that the Confirmation Review process is rigorous and fair. An impartial Confirmation Review panel must be appointed comprised of individuals who are able to reach an independent judgement on a student's capability to undertake research at doctoral level. Confirmation Review panels should comprise a minimum of two academic members of staff, who have not had any previous close association with the student's research project. Departments may require larger panels, but must ensure that the composition of the panel has the relevant expertise to effectively judge the student's progress and research potential. Given the need for impartiality, it is not considered appropriate for supervisors to be involved in deciding the outcome of the Confirmation Review as members of the panel, although it may be considered appropriate for them to attend the Confirmation Review as an observer. However, in smaller departments it may be considered appropriate for a DDP supervisor to participate if they have not previously been involved in the research project. Independent Advisors, where used, and personal/pastoral tutors can be used as Confirmation Review panel members.

Confirmation Review process

Students are permitted a maximum of two attempts at Confirmation Review. If a student fails the first attempt, departments may defer a final decision on whether or not to confirm a student's doctoral candidature pending a second attempt.

If a second attempt is required, the student should be provided with clear written guidance as to why the work is currently not at the right standard, the nature of any additional work or revisions required, and the timescale for resubmission. If the second attempt is unsuccessful students will have failed the Confirmation Review and will be automatically transferred to an MPhil programme.

Students are expected to attend the Confirmation Review viva and are not normally permitted to undergo Confirmation Review by Skype. Remote Location students are expected to attend any assessments, which should normally take place in Sheffield. Requests for exceptions to this rule will be considered on a case-by-case basis and may only be granted in exceptional circumstances. Examples of where an exception might be considered appropriate are: where a student is suffering from a long-term illness and is unable to travel or where the student has other professional commitments that might preclude travelling to Sheffield within the specified timescale (especially where any further delays would take the student outside the appropriate timescale for Confirmation Review). Departments should bear in mind that in such circumstances the student should be accompanied by an examiner (in line with practice for final examinations undertaken via Skype).

Timing of the Confirmation Review

By regulation, the first attempt at Confirmation Review must be completed within 12 months of the student's initial registration and, where a second attempt is required, this must be completed within 18 months of initial registration (pro rata for part-time students). Where exceptions to these timescales are required at programme level, this should be specified in programme regulations. To achieve these deadlines, it is **highly recommended** that the student should submit at 9 months, to allow time for a viva to be arranged and conducted and work to be assessed. Where a student has had an approved leave of absence, this will be taken into account in calculating the 12 and 18 month deadlines. Departments must ensure there is sufficient evidence at that point to make an informed decision about the feasibility of both the student and the project.

In exceptional circumstances, it may be appropriate for the first attempt to take place later than 12 months, e.g. where recommended in a student's Learning Support Plan; however, departments must still ensure that the second attempt is held by the 18 month deadline. If there are any extenuating circumstances that might have an impact on a student's performance in the Confirmation Review, it is the responsibility of the student to inform the department as soon as possible and not retrospectively.

The responsibility for ensuring Confirmation Review takes place within the approved timescale rests with the department and not with the student and it is important to adhere to the regulatory deadlines. Delays in holding Confirmation Reviews can cause significant problems for departments and students, e.g. if the student subsequently fails and is downgraded to MPhil.

Students should be made aware that failure to submit work by the deadline specified by their department and/or failure to attend the Confirmation Review without prior notification to the department and/or without good reason will be considered grounds for failure of that attempt provided the student has been given fair and reasonable notice of the deadline. This may lead to the student having only one attempt at Confirmation Review. If a student has a legitimate reason for absence and/or non-submission of work, this must be evidenced, i.e. an appropriate medical note must be provided.

Outcomes from the Confirmation Review

The following outcomes are available from the Confirmation Review:

- Pass - Confirmation of doctoral status
- Deferral - Deferral of a result pending a second attempt to take place no later than 18 months following the start of the student's study
- Fail – Student is transferred to an MPhil programme (normally only available following a second attempt)

There is no option to automatically withdraw a student who fails Confirmation Review; however, if a student has failed, and the department considers it highly unlikely that they will even successfully complete an MPhil, then the department should have an open discussion with the student about their options and may wish to recommend that the student withdraws from the University, rather than transferring to MPhil.

Students who fails their Confirmation Review and are transferred to an MPhil programme will have their time limit reduced to three years, in line with the MPhil time limit. Sponsored students who are transferred to MPhil are responsible for informing their sponsor, as this is likely to have an impact on the conditions of their sponsorship.

Once the Confirmation Review has been completed and a decision has been reached, departments must complete the University's Confirmation Review form and send it promptly to the PGR Support Team in Research Services for faculty consideration, see: https://www.sheffield.ac.uk/rs/code/confirmation. Following faculty approval of the recommendation, the student's record will be updated.

Information for international students on a Tier 4 visa

International students studying on a Tier 4 visa should be aware that if they fail the Confirmation Review and are transferred to an MPhil programme they may no longer meet the academic progression requirements or the conditions of their current student visa and may need to return to their home country to make a fresh visa application. The International Student Support Team will advise each student on the immigration implications of transferring to MPhil. The University is required to report the change from PhD to MPhil to the Home Office.

Change of candidature

Changing circumstances may mean that it is no longer appropriate for a student to remain registered according to their original candidature. The most common of these changes are as follows:

- Change of mode of attendance, i.e. from full-time to part-time (and vice versa)
- Changes to a student's scope of research, degree programme or department

Students must request permission from their department and faculty to change their candidature using the Change of Candidature (PGR) form: https://www.sheffield.ac.uk/rs/code/candidature. Students are asked to note that once an application is submitted to the faculty it will normally take approximately two weeks for Faculty consideration and processing, but may take longer depending on the circumstances. Students will be notified by Research Services whether or not their change of candidature has been approved.

Before applying to change any aspect of their candidature, the student should consult their supervisor for advice. Sponsored students are responsible for checking that their sponsor will permit the change of candidature and should not assume that this will be the case. There have been instances where sponsors have not permitted any changes to the student's original candidature to be made. Research-Council funded students are advised to check the information for scholarship holders for further guidance at https://www.sheffield.ac.uk/rs/scholarships/index.

Change of mode of attendance

Students may apply to change their mode of attendance from full-time to part-time study and vice versa, but should be aware of the following restrictions:

- The University does not offer an option to study part-time to international students who are studying in the UK on a Tier 4 student visa.
- Research Council-funded students may be subject to restrictions in changing mode of attendance within the last 6 months of their funded period and will need prior consent from their Research Council. Please contact Research Services for further details.
- Students are not permitted to change their mode of attendance to Remote Location once they have commenced their research degree. Remote Location candidature must be applied for from the start of the student's degree.
- Students who wish to change their mode of attendance to University Staff candidate must provide a copy of their University employment contract. Changes from student to staff candidate cannot be backdated more than 12 months.

Members of University staff who are undertaking a higher degree by research are normally registered on a part-time basis, as they are also employed by the University and therefore not expected to undertake their research on a full-time basis. There are a small number of exceptions to this rule e.g. students sponsored by Marie Curie, MRC or NIHR, who are expected to register as full-time staff candidates. This is due to the requirement of their funders that they be registered as staff candidates, but reflects the nature of their status as full-time students. Full-time staff candidates' registration periods and time limits are the same as for standard students. Full-time staff candidature is restricted to candidates who are required to register in this way, as a condition of their PhD funding, and is not applicable to other types of staff candidates who are employed by the University.

Change of research topic, degree programme or department

Students may apply to make certain changes to their research topic, degree programme or department, but should be aware of the following guidance:

- Where a student is moving from one department/faculty to another, both the current and the new departments/faculties must confirm that they are happy with the arrangement.
- Students are only permitted to commence their new programme of study once they have been formally notified by Research Services that their change of candidature has been approved by the faculty and their student record has been updated.

Information for international students on a Tier 4 visa

Please note that the UKVI has introduced academic progression requirements for students studying on a Tier 4 student visa. In order for the University to comply with the UKVI's sponsorship duties, academic departments should only approve changes of programme for students on a Tier 4 student visa if one or more of the following criteria can be met:

- The new programme of study is related to the previous programme of study for which the student was granted leave, i.e. it is part of the same subject discipline and/or it represents a deeper subject specialism.
- The previous and new programme combine to support the student's genuine career aspiration.

If either of these criteria cannot be met the student may be required to remain on their current programme of study or re-apply for a new visa from overseas. Furthermore, the conditions of a student's Tier 4 visa may prevent them from studying a new course until they have applied for, and obtained, a new Tier 4 visa. Any Tier 4 visa student concerned about their change of programme should contact an International Student Adviser. The University is required to notify UKVI of any changes to the degree programme being studied by a student studying in the UK on a Tier 4 student visa.

In the event of a University audit by UKVI, academic departments may be required to provide evidence of the consideration given to the suitability of the student's change of programme in the context of criteria above, e.g. through email correspondence with the student and/or notes of meetings or discussions.

ATAS requirements for students changing research topic/degree programme

Non-EU/EEA students who request a change to their research topic or their degree programme may require ATAS (Academic Technology Approval Scheme) clearance. **If ATAS is required, it must be obtained before the change of candidature can be approved and students are not permitted to commence their new programme or research topic until proof of new ATAS clearance has been obtained and submitted with the change of candidature application.** For this reason, students are advised to check if ATAS clearance is required and apply for an ATAS certificate as soon as possible.

New ATAS clearance is needed if the research topic has changed from what is stated on their original ATAS certificate. Students who require ATAS clearance in order to change their research topic will need to ask their supervisor for a summary which confirms details about their research, which can be used to make an online application. Please note that most visa categories are now subject to the requirement to have ATAS clearance for affected courses and to apply for new clearance if the degree programme or research topic changes. This will affect the majority of students who are subject to immigration regulations and not just those with a Tier 4 visa.

Students should contact International Student Support http://www.sheffield.ac.uk/ssid/international/email for further information and guidance on the implications of applying to change their research topic. A list of subject areas for which ATAS is required is available at: https://www.sheffield.ac.uk/ssid/immigration/tier-4-application/atas

Leave of absence

The University recognises that some students may face difficulties during their research degree that are outside their control and that significantly affect their ability to undertake their research, for example, illness or serious personal problems. In some cases, students may be able to recover any time that is lost, but where there is significant disruption to a student's studies, this may not be possible. A leave of absence (LOA) enables a student to take an authorised break from their studies in order to overcome these difficult circumstances. During the period of leave of absence, the student will temporarily leave their programme of study and their registration will be suspended for the duration of the absence. Supervision should not be provided during a leave of absence and the student should not undertake any work that relates to their research degree. The student's registration will resume at the end of their leave of absence, after they have re-registered with the University.

Students must apply for permission from their department and faculty to take a leave of absence, using the Leave of Absence (PGR) form (https://www.sheffield.ac.uk/rs/code/loa). Students are asked to note that once an application is submitted to the faculty it will normally take approximately two weeks for faculty consideration and processing, but may take longer if additional information is required. Students will be notified by Research Services whether or not their leave of absence has been approved.

Students can apply for LOA on the following grounds:

- Medical
- Personal
- Parental (maternity/paternity)
- Academic
- Financial*

*Requests for LOA on financial grounds are not normally approved, but may be considered if a student's financial situation changes due to unforeseen and exceptional circumstances.

Examples of the sorts of situations for which LOA may be appropriate are as follows:

- Accidents, physical or mental illness (medical grounds - supporting medical evidence is required and a student must be certified as fit to return by the University Health Service)
- Maternity, paternity, adoption (parental grounds)
- Bereavement or illness of a close family member or sudden and unexpected caring responsibilities (personal grounds)
- Significant personal difficulties, e.g. family crisis, crisis in the student's home country, etc. (personal grounds)
- Unexpected and serious financial difficulties, e.g. devaluation of currency (financial grounds)
- The student is appealing a downgrade, especially if the student is overseas and is required to leave the country to apply for a new visa before they can continue studying on the MPhil (academic grounds)
- The student is undertaking a placement that is unconnected to their doctorate. It should be noted that placements that are directly related to the student's research degree are not eligible for consideration under this process and should be incorporated within the usual time limit for the student's degree (Placement status is applied which works in the same way as an LOA and suspends the student's candidature)

Students should not apply for a leave of absence to cover a period of annual leave. Annual leave should be taken from a student's holiday entitlement (see: *Working and holidays*).

Leave of absence will not normally be approved where a student is undertaking teaching duties.

When applying for a leave of absence, appropriate documentary evidence must be provided in order for the department and faculty to consider whether to approve the request. For a leave of absence on medical grounds, a medical or doctor's note is required that covers the entire period of leave of absence requested. Any application made on medical grounds without an appropriate medical note will not be approved.

Student returning from a leave of absence on medical grounds must obtain a certificate from the University Health Service to confirm that they are well enough to resume their studies before they will be permitted to re-register with the University. UHS can be contacted on 0114 222 2100 or email health.service@sheffield.ac.uk. Students who are registered with the University Health Service should book an appointment with UHS in order to verify that they are fit to resume their studies. Students who are not registered with UHS should book an appointment with their own healthcare professional in order to obtain medical evidence that they are fit to resume, and must send this to UHS at: sheffieldccg.uhs.loa@nhs.net. If the fit note has been issued by a non-UK medical practitioner, the UHS will need to assess it first in order to confirm that the student is fit to resume their studies, so these cases will take longer to process and students may be asked for additional evidence. Any medical evidence obtained outside the UK must be translated into English before it is submitted to UHS.

Students applying for a leave of absence to cover maternity leave should, wherever possible, provide a copy of their MATB1 form.

All students returning from a leave of absence must re-register with the University before recommencing their studies. Information on re-registering is available at: https://www.sheffield.ac.uk/registration/continuing.

It is essential that students notify their supervisor/department as soon as any difficulties arise that might affect their research and that applications for a leave of absence are made promptly and, wherever possible, not retrospectively. Requests for retrospective leave of absence will not normally be approved if they date back further than 30 days. Absences that are taken without the student having formally requested a leave of absence, or without the leave of absence having been formally approved by faculty will be treated as unauthorised absences and may lead to action being taken against the student for loss of contact.

Students should note that requests for indefinite leave of absence will not be considered. It is unlikely that a request for more than 12 months at a time will be approved and requests to further extend a lengthy period of leave of absence will be carefully reviewed and may be rejected. When considering requests for a leave of absence there should be a reasonable prospect of submission of a thesis of the appropriate standard for examination if the leave of absence is to be granted. There are a number of reasons why lengthy periods away from research are not recommended and may not be approved, e.g. the possibility that the research will lose currency and/or originality and changes to departmental structures and staffing, which may mean that appropriate supervision is no longer available.

There may be occasions when a student is returning from a leave of absence due to ill health or maternity leave, but is not yet able to undertake effective research on a full-time basis. Under such circumstances a 'phased return' to study may be considered. In practice, a student would need to apply for a leave of absence, which, if granted, would be applied to the student's record on a pro rata basis, i.e. it would cover only a proportional amount of time lost due to these exceptional circumstances, and not the entire period during which these circumstances were a factor. International students studying on a Tier 4 student visa should note that it may not be possible to support a 'phased return', due to the additional requirements of immigration regulations.

If it is unlikely that a student's circumstances will improve, it may be considered more appropriate for the student to consider requesting a change of mode of attendance from full-time to part-time, subject to any restrictions from e.g. the student's financial sponsor or immigration regulations.

Sponsored students

Students who receive financial support to undertake their research degree, i.e. those funded by UK Research Councils, a Doctoral Loan, or by an employer or an overseas government, should notify their sponsor when applying for a leave of absence, in case there are any restrictions.

Students funded by the UK Research Councils should note that they are not allowed to have more than 12 months' leave of absence throughout the duration of their studies, and they should not take any leave of absence during their unfunded period, unless there are exceptional circumstances.

Leave of absence for international students

In addition to the above guidance, international students who are studying in the UK subject to immigration regulations (e.g. those on a Tier 4 student visa) should note that they must be fully registered and attending in order to meet the requirements of their student visa. International students considering applying for a leave of absence are strongly advised to use the leave of absence self-help tool (see: https://www.sheffield.ac.uk/rs/code/loa) which will provide information on the immigration implications of their request, including whether or not it will require reporting to the UKVI. Any outstanding queries should be addressed to International Student Support: http://www.sheffield.ac.uk/ssid/international/email. Please note that requests for retrospective leave of absence could raise questions and concerns regarding the effectiveness of an academic department's student attendance monitoring procedures. Any justifications for the amount of time it has taken for a retrospective leave of absence request to be agreed, and if necessary, reported to UKVI will need to be defensible in the event of a University audit by UKVI.

Students who require ATAS clearance will need to apply for a new ATAS certificate if their time limit is extended by more than 3 months as a result of a leave of absence. Please note that most visa categories are now subject to the requirement to have ATAS clearance for affected courses and to apply for new ATAS clearance if the course end date is delayed by three months. This will affect the majority of students who are subject to immigration regulations and not just those with a Tier 4 visa. Please contact the International Student Support Team if you are not sure if you are subject to these ATAS requirements.

International students should note that the University is required to report Tier 4 visa holders who are on a leave of absence to the Home Office. Depending on the circumstances of the leave of absence the Home Office may expect such students to return to their home country for the duration of the leave of absence and curtail the Tier 4 visa. Such students will need to re-apply for a new visa when they are ready to recommence their studies. International Student Support will inform students of the immigration implications of their leave of absence.

Student pregnancy

Students who are pregnant, or whose partners are pregnant, can apply for a period of leave of absence. As a result of the Equality Act 2010, the University has developed a Student Pregnancy and Maternity Policy, along with advice pages aimed at both students and staff: https://www.sheffield.ac.uk/ssid/student-pregnancy.

International students who are studying in the UK on a Tier 4 visa should refer to the information above on leave of absence. The immigration rules outlined in this section also apply to those who require maternity leave.

The majority of postgraduate research scholarship holders will be entitled to a payment during a period of maternity leave. PGR students who do not have access to sponsor or statutory maternity pay may be eligible for a one-off support payment from the University, see; https://www.sheffield.ac.uk/rs/scholarships/matassistance.

Please contact the relevant Research Services Faculty Administrator in the event of any queries.

Extension to time limits

The University's expectation is that projects should be undertaken that can be fully completed and submitted within the student's funded period (normal period of registration). This includes the necessary training, preparatory work, actual research and writing of a thesis. This expectation should be clearly understood by students, supervisors and departments from the very beginning of their studies, so that the student's research is planned accordingly to ensure that they submit within their funded period, wherever possible, and definitely before their time limit. If a student reaches their time limit and has not yet submitted, their registration status will automatically lapse and they may be withdrawn from the University and not be permitted to submit their thesis. A student may apply for an extension to their time limit, but should note that extensions are only granted in truly exceptional circumstances. Under no circumstances should a student be led to believe that they will automatically be granted an extension to their time limit. Time limit extensions must be applied for before the student's time limit expires; however, students should not apply for an extension to their time limit too far in advance of their time limit, as it will not be possible to accurately gauge how long they need.

Extensions should only be considered in response to unforeseeable circumstances that occur that are beyond the control of an individual PGR student, and that adversely affect the student's ability to submit within the expected time limit. There is no guarantee that a time limit extension will be approved, especially if the unforeseen circumstances could have been remedied at an earlier stage, for example by applying for a leave of absence.

Examples that could constitute truly exceptional circumstances warranting consideration of a time limit extension are as follows:

- Delays in progress due to unforeseen problems with the degree programme and/or working environment (e.g. moving of offices/buildings, change of supervisor etc.) which are outside of the student's control. NB: the problem must be reported to the appropriate department at the time it occurs, or as soon as possible thereafter (i.e. within one month), to enable appropriate remedies to be sought before extensions become necessary
- Unavailability or breakdown of essential equipment for an extended period of time, where a student is unable to continue research and the use of alternative equipment or methodologies is not possible

Where the student encounters difficulties (such as equipment failure) at an early stage of the research project, the expectation is that the student should make every reasonable effort to make up any lost time. Difficulties should be documented and reported so that should the student need to apply for an extension closer to their submission deadline there is evidence to support such a request.

In addition, there are a range of circumstances that would normally be considered appropriate for a student to apply for a leave of absence (LOA) rather than a time limit extension. Please refer to the previous section (Leave of Absence) for further details.

Examples of circumstances where an extension **would not normally** be considered appropriate are:

- To enable the student to undertake further primary research and/or laboratory work
- To enable the student to write papers that do not form part of the thesis, or undertake other forms of work for their supervisor
- Where there is a history of poor academic progress
- Difficulties with the standard of English language in the thesis (including delays as a result of proofreading)
- Consequences of paid employment where the request is based on pressures of work
- Where the student is registered concurrently for more than one degree and the request is based on other commitments relating to the other degree
- Inadequate planning and time management, e.g. where the student has failed to allow sufficient/reasonable time for a supervisor to consider the final draft of the thesis prior to the deadline, or for an external sponsor to approve a final draft of the thesis
- Holidays, sport, moving house, marriage/honeymoon, or other events that were planned or could reasonably be expected
- Where the student has regular and ongoing caring responsibilities
- Computer or other equipment failure or theft where use of an alternative is possible or loss of work was avoidable
- Lack of sufficient funds to complete the degree
- Lack of awareness of the correct policy and application procedures for requesting an extension

In terms of requests for additional time due to holidays and weddings/honeymoon, the University expectation is that this should be taken from the student's holiday entitlement. Research students sponsored by the UK Research Councils may, subject to the agreement of their supervisors, take reasonable holidays, not exceeding 30 days, excluding bank holidays and closure days. 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.

To apply for an extension a student must complete the Time Limit Extension (PGR) form (available from https://www.sheffield.ac.uk/rs/code/timelimits) and the application will be considered on its merits by the student's department and then the appropriate faculty. The student must clearly state the reason why they have failed to submit on time and demonstrate how they would use the requested extension period effectively in order to complete the writing of their thesis and submit by the extended deadline. Students should provide this information as a Gantt chart to illustrate the schedule of work to be undertaken. The student's supervisor and department must decide whether or not they support the student's application and must state the reasons for their decision on the form.

All extension applications are considered by the relevant faculty, which may support or reject the application. If the application is rejected, it will also be considered by the Vice-President for Research, or their delegated authority. The Vice-President for Research may decide to uphold or overrule the Faculty's decision. If an extension application is rejected by both the Faculty and the Vice-President, the student will not be permitted to continue their degree beyond their current time limit and will be withdrawn unless they submit before their time limit.

Extension applications must be submitted before the student's time limit expires to allow time for faculty consideration and processing (which may take up to two weeks). Students who do not submit an extension request before their time limit expires may lose access to University facilities and may even be withdrawn from the University. If an extension application is marked as a final extension and the student does not submit their thesis by the deadline they will automatically be withdrawn and will not be permitted to submit their thesis after this date.

Students are responsible for checking whether an extension application will have an impact on professional, disciplinary, or sponsor-related requirements that they may have. Sponsored students should check first with their sponsor before applying for an extension.

An extension fee is charged for any period of extension that is granted beyond a student's initial time limit. The level of this fee is increased annually. Please refer to https://www.sheffield.ac.uk/rs/code/fees for further details. Extension fees are loaded on a student's record when the extension request is approved and will then become immediately due for payment. It is not University policy to waive fees that have been incurred as a result of an extension to a student's registration period, as the ability to forward plan and manage one's own time are considered important qualities of doctoral researchers.

Extensions for international students

In addition to the above guidance, international students who consider applying for an extension to their time limit and who are studying in the UK subject to immigration regulations (e.g. those on a Tier 4 student visa) should explore whether they will also need to extend their visa and whether there are any ATAS implications (see below).

Academic Technology Approval Scheme (ATAS)

If a student's time limit is extended by more than three months, and they are studying a course that requires ATAS, they will need to submit a new application for ATAS clearance. This now affects the majority of students who are subject to immigration regulations, and not just those with a Tier 4 visa. Therefore, although students in a non-Tier 4 visa category that are subject to the ATAS requirement may not need an ATAS certificate for their visa application, they will need to apply for clearance for the purposes of their time limit extension. Non-EU/EEA students with a Tier 4 visa who wish to extend their Leave to Remain as a student in the UK for some research degrees will require ATAS clearance before they apply to extend their visa. Visa applications made without valid ATAS clearance will be refused. Students who require ATAS clearance will need to ask their supervisor for a summary which confirms details about their research, which can be used to make an online application.

Students should contact International Student Support at https://www.sheffield.ac.uk/ssid/international/email for further information and guidance on the implications of applying for an extension, or refer to the aforementioned SSiD web pages for international students.

Further information on ATAS, including a list of the subject areas for which it is required, is available at: https://www.sheffield.ac.uk/ssid/immigration/tier-4-application/atas.

Withdrawal from the University

If a student is considering withdrawing from the University or transferring to another university they should first discuss their options with their supervisor and/or departmental Postgraduate Lead. Other support services within the University may also be able to assist students in reaching a final decision. Students may benefit from first taking a period of leave of absence to consider their options. If, having carefully considered all available options, a student still wishes to withdraw or transfer, they should complete the Notification of Withdrawal or Transfer (PGR) form.

Completed forms should be submitted to Research Services as soon as possible. Students should note that they are still liable for payment of outstanding tuition or tuition-related fees up to the date the University receives and processes their withdrawal form. Please note that retrospective withdrawals or transfers cannot be backdated more than 30 days. If a student is transferring to another university, proof of acceptance at the other institution, e.g. a copy of an offer letter, should be submitted with the form. Any outstanding debts to the University will become payable once a student has left. Some students may also be eligible for a partial refund of tuition fees, depending on when they formally withdrew. For further details, please refer to the University's tuition fee refund policy - https://www.sheffield.ac.uk/ssid/fees/refunds.

Where students appear to have left the University without giving any formal notification, departments should report this as soon as possible to Research Services, so that the student may be formally withdrawn. Research Services will normally make a final attempt to contact the student before their student record is closed down. Problems arise when students are expected to still pay fees they feel are not due, which is why it is essential that the University is notified of their intention to leave as soon as possible.

Withdrawal of international students

International students should note that the University is required to report to the Home Office any Tier 4 visa holders who withdraw from the University or transfer to another university. The Home Office will curtail a student's visa once a report of a withdrawal is made and the student should leave the UK. Students are required to leave the UK within 60 days of their withdrawal from the University. Students transferring to another university should seek immigration advice from their new institution.

Requests for re-admission following a withdrawal

Students who have withdrawn, or who have been deemed withdrawn from the University, have no automatic right to re-admission. If a request for re-admission is received by the former student's academic department it should be considered carefully, in particular taking into account any difficulties which may have led to the student's withdrawal in the first place. Requests for re-admission can be approved or rejected by the academic department and consideration should be given to factors such as whether appropriate supervision can still be provided and whether the student's research is still current and/or original.

If a department supports the request for re-admission advice should be sought from Research Services and also from appropriate professional services, depending on the circumstances of the original withdrawal. For example, if a student was previously withdrawn for medical reasons, it would normally be appropriate to consult with the University Health Service at this point. Students who were withdrawn due to registration or fee issues would need to have fully addressed these issues in order to be readmitted. With international students, there may be outstanding issues relating to immigration/visa/leave to remain that require expert advice from International Student Support.

Changes to personal details

All students are responsible for keeping the University informed of any change to their personal details, especially addresses and email addresses. Whilst most communications are sent via email, award letters and examiners' report forms are also sent by post.

Students must also check their University email accounts regularly to ensure that they do not miss important notifications from the University.

Personal details can be checked and changed via MUSE - see: https://www.sheffield.ac.uk/ssid/record/pers_inf

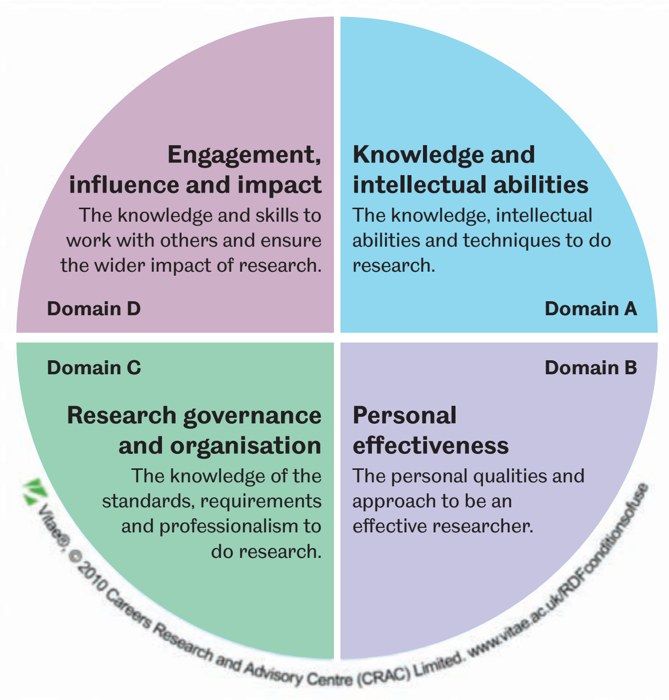
Notification of a change in name can be made to the Student Services Information Desk (SSiD) upon presentation of original documentation proving the name change.

Doctoral Development Programme (DDP)

Introduction

All doctoral students participate in the Doctoral Development Programme (DDP). The DDP provides doctoral students with a range of skills and competency-based training opportunities orientated both towards their specific programme of study and towards their future career.

The DDP is student-specific, designed to complement the individual research project and is agreed between the student and their supervisory team. The agreed training programme will cover eight core competencies to understand the context and impact of research in society, the obligations and responsibilities that go with doing research, and the importance of communicating research in accessible and appropriate forms.



The DDP is designed for all research programmes offered by the University (except the MMus and LLM); including conventional 3 year programmes, 4 year programmes (including PhD with integrated studies), and part-time programmes. Off campus students are able to undertake skills training units that are available online at any time during their study.

Students take ownership of their development through the Training Needs Analysis (TNA), from which they devise a development plan, and the e-Portfolio, which is a reflective record of evidence of achievement.

Examples of existing good practice: **opportunities for personal and professional development**

The following are a selection of innovative ways that departments have provided opportunities for PGRs to develop their personal and professional skills:

- PGRs significantly involved in an 'Excellence with Impact' bid, from the original submission through to the final judgement, attending several Q & A sessions, and writing 'impact statements' – which are now incorporated as a standard activity in the Thesis Proposal DDP module;
- PGRs active in public engagement activities, including presentations, exhibitions and projects;
- PGRs co-presenting with staff at international conferences; PGRs joining departmental research clusters where they are encouraged to present data, or host journal discussions, and be external speakers;
- PGRs organising, chairing and hosting a conference for their fellow students, enabling them to showcase their research and network with students and staff;
- Delivering high quality journal publications and presenting at international conferences is enshrined into the student progression procedures.

PGR Faculty Forums

There are also opportunities at faculty level for PGRs to get involved in PGR Forums, which aim to develop initiatives for the benefit of both PGRs and the University, enabling PGRs to:

- Apply their doctoral skills in practice;
- Enhance their skills as influencers and entrepreneurs;
- Gain skills and experience in areas including event management, public engagement, business development and leadership;
- Gain skills in cross-faculty networking and networking with external colleagues/organisations.

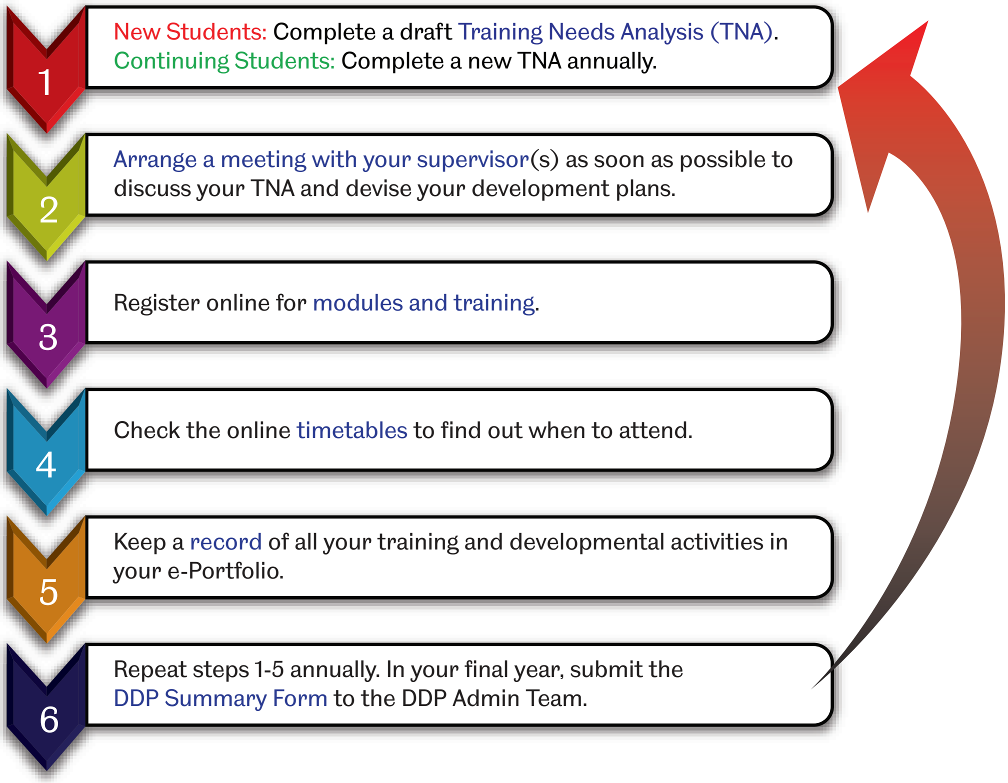
DDP Portal: **www.shef.ac.uk/rs/ddpportal**

Doctoral Development Programme: Key Actions

Below is a checklist of the actions that are needed in order to fulfil the DDP requirements. The student should work through these actions with their supervisory team.

1. The Training Needs Analysis (TNA) is sent as a web link to the student prior to registration. The student completes a first draft of the TNA, prints it and takes it to their first supervisory meeting. This enables the student to conduct a self-reflective assessment of their training needs.
2. At their first supervisory team meeting, the student's draft TNA is discussed. Modifications are made to it as necessary and an initial development plan agreed. In conjunction with their supervisory team, the student agrees on the formal DDP review stages. These are a reflective review at three months after registration (with additional review by the departmental PG Tutor /Director), at the point of Confirmation Review (usually around 12 months after registration) and subsequently annually. However, it is recommended that discussion over progress through the development plan take place regularly at formal supervisory meetings. At the stage of thesis submission, the supervisor is required to confirm the student's successful completion of the DDP.
3. To achieve training, students can select modules or skills training units available within the University, as well as accrue relevant experiences that are not formally taught or that are gained outside the University. Arrangement for attendance of any training module or skills unit is the responsibility of the student even though their selection is in consultation with the supervisory team. Students need to ensure that they register for taught modules via the DDP Portal. Students are expected to keep a record of their training in their e-portfolio.
4. Faculties run induction events in early October and March each year. Students should attend a Faculty induction at the first available opportunity. Each department will also hold its own induction and students should check departmental web pages for details. Cross-sessional students who are unable to attend a scheduled induction event should speak to their departmental Postgraduate Tutor in the first instance.

The Annual DDP Cycle



Training Needs Analysis (TNA)

The Training Needs Analysis (TNA) centres on the acquisition of skills in four areas. Students complete the TNA annually in collaboration with their supervisory team. When completing the TNA, students assess their competence in relation to the skill areas in order to identify and address their training and development needs.

Effective training needs analysis is an iterative process and updating the TNA and modifying the development plan can be done by agreement as the student progresses over the course of the programme, including when requirements or directions change.

The TNA form can be downloaded from the DDP Portal.

Development Plan

The development plan agreed between the student and the supervisory team should be informed by the TNA but also the demands of the research programme. For example, it might be envisaged that attendance at career development skills seminars would be a greater part of the later rather than the earlier stages of the research programme but this, and most other training, can be acquired at any stage.

The development plan might include formal training, informal training or experiential learning. Participation on taught subject-specific modules will usually be in the student's first year of full-time research degree study or the first and second year of part-time research degree study. Students may be required to undertake assessment for modules as necessary. Students will need to ensure that they register for taught modules through the DDP Portal.

A department or faculty may decide that some training is compulsory for all their research students. Each student will automatically be registered on any compulsory faculty or departmental modules.

Cross-Sessional Students

Those students registering after October must pay particular attention to the start date of training courses/modules that they will undertake. This may mean that they have to delay the start of some of the DDP training until the beginning of a future semester. See: https://www.sheffield.ac.uk/rs/postgraduate-research/induction

Compulsory Research Ethics & Integrity Training

Although the majority of the DDP is individually tailored, ALL doctoral researchers are expected to undertake the research integrity and ethics training module provided by their faculty. Good research practices are fundamental to good research, and it is essential for every researcher to understand how to conduct their research ethically, and with integrity. Each faculty runs a module that has been tailored to the needs of its own doctoral researchers, and each student will be automatically registered to attend, but will need to book onto the appropriate session for their faculty. For more details about the training, please refer to the DDP Portal.

Academic Technology Approval Scheme (ATAS)

Non-EU/EEA students wishing to take certain modules that fall within the science, engineering and technology disciplines should be aware that they may need to apply to the Foreign and Commonwealth Office for an ATAS certificate, depending on their subject discipline.

If ATAS applies to you and you do not already have this clearance it is VERY IMPORTANT that you apply for this clearance before you register on such modules. However, if you have already gained ATAS clearance at admissions stage you will already be covered and need not re-apply.

For further details on ATAS, please contact International Student Support: www.sheffield.ac.uk/ssid/international/email, or refer to the Student Services Information Desk pages for International Students. www.sheffield.ac.uk/ssid/international/immigration/atas

Demonstrating Development and Confirmation Review

Attendance and completion of most training units is recorded by module providers and submitted to Research Services for inclusion in the student's record, but importantly, evidence of development is demonstrated through the reflective log of activity maintained by the student in their e-Portfolio and by the supervisor confirming engagement with non-formal training (e.g. attending conferences etc.)

When the student presents for Confirmation Review at 12 months, the student's training progress is reviewed and formally signed off as part of the Confirmation Review process. The student is not allowed to have their doctoral status confirmed until agreed development needs have been met and there is a clear and credible development plan for the succeeding 2-3 years.

The student's development plan should also be reviewed during formal supervisory meetings and via the Submission Review. The final e-Portfolio is counter-signed by the supervisor.

Monitoring and Assessment

Ongoing monitoring of development needs is part of the supervisory process and, as indicated, assessment takes place at key points:

- The TNA should be completed prior to registration, reviewed after the first three months, and subsequently at least annually;
- Assessment of DDP participation is included in supervisor reports as part of the Confirmation Review process, at Submission Review, and prior to submission of the thesis.

Evidencing the DDP: e-Portfolio

An e-Portfolio is used by students as a comprehensive illustration of the learning and development they have undertaken, as well as their other academic achievements during their programme of study. The University has invested in ePortfolio software (PebblePad), which the student can use to build their e-portfolio as it provides a plethora of features such as, creation of collaborative documents, upload of documents, audio files and images of differing formats, discussion and reflection spaces, all of which provide the student with a rich learning and development experience.

A student's e-Portfolio provides an excellent tool through which the student's skills and experiences can be showcased. The DDP ePortfolio should be completed by month 36 of a PhD student's time limit.

Supervisory Responsibilities for the DDP

Satisfactory achievement of the DDP requirements is necessary for successful completion of the student's research degree. As indicated above, student engagement with the DDP will be assessed at particular stages, with supervisor reports presented as part of formal monitoring processes. In addition, it is expected that discussion of the student's needs will form part of regular supervisory discussion.

The constitution of the 'supervisory team' will vary across different faculties and departments– please see the section on *'Supervision'.*

DDP Summary Process

- Acceptance of offer of a place to study
- Complete Training Needs Analysis prior to the first supervisory meeting

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- Discuss TNA and formulate development plan with supervisory team
- Sign up for appropriate skills training (including any compulsory modules)
- Obtain approval of development plan from PGR Tutor (at 3 months)

↓

Confirmation review, including presentation of Portfolio

↓

Continue with further relevant modules/and/or experiential training in years 2 and 3

↓

Submission Review, incorporating DDP review

↓

Submit thesis
Supervisors to approve Student DDP
Portfolio - signed off by Research Services

Glossary

Doctoral Development Programme (DDP) – Student specific programme of training and skills development.

Training Needs Analysis (TNA) – Faculty-specific training needs analysis divided into four 'shell modules' to be completed at least annually.

Development Plan – the plan for achieving skills/competency training and progress. An output from the TNA.

Student e-Portfolio – Record of evidence and reflection demonstrating student learning, development and achievements.

DDP enquires:

Enquiries can be made by email to: ddpenquiries@sheffield.ac.uk Further information is detailed on the DDP Portal: www.sheffield.ac.uk/rs/ddpportal

Research

Good academic practice

All research students are expected to comply with the University's policy on Good Research & Innovation Practices (GRIP), which can be found on the University's research ethics and integrity homepage: https://www.sheffield.ac.uk/rs/ethicsandintegrity. The policy sets out the University's expectations for how research should be undertaken, from start to finish, including the responsibilities of both students and supervisors. It sets out expected good practice in each key aspect of research from designing research projects to publication. It also includes information about practices that are considered to be unacceptable, and how to address concerns that students or staff may have in this regard. All researchers, including students, are expected to raise concerns if they encounter something which concerns them.

Ethical approval

If a student plans to do research involving human participants, whether directly or indirectly - e.g. interviews, questionnaires, focus groups, observations, accessing personal data about individuals, any human biological materials - then the research must be independently ethically reviewed and approved BEFORE the student begins data gathering. The supervisor is responsible for ensuring that this takes place. Failure to gain ethics approval may result in the student's dissertation or thesis being failed or deemed ineligible for submission. Guidance on the different routes for obtaining ethics approval, and when each applies, is available from the University's central research ethics website: https://www.sheffield.ac.uk/rs/ethicsandintegrity/ethicspolicy/index.

This site contains the University's full Research Ethics Policy and broader guidance on ethical issues.

Research governance approval

Health and social care research involving the NHS or social are services is required to follow the University's Research Governance Procedure, which ensures that appropriate approvals are in place in line with the UK policy framework for health and social care research. Further information about the Procedure, and when it applies, can be found on the University's Research Governance website: https://www.sheffield.ac.uk/rs/ethicsandintegrity/governance.

Research data management and Data Management Plans

The University's Policy on Good Research & Innovation Practices (GRIP) sets out how all researchers, including PGR students, should manage data generated by research projects. Research data are diverse and vary enormously between disciplines, but broadly speaking, they are the evidence used to support or inform research conclusions. All students must plan how they will manage the data they will create and gather by writing a compulsory Data Management Plan.

Data must be recorded accurately and systematically, and managed appropriately throughout the research project. This includes (but is not limited to) the creation, processing, analysis, preservation, access to and reuse of research data. Data should normally be shared with at least one other person (e.g. the supervisor) throughout the research process. Most major funders, notably UK Research Councils, the EU and major UK charities, require research data underpinning publications, including student theses, to be made publicly available for re-use (unless restrictions on the release of data are necessary to protect confidentiality or for other ethical or legal reasons). A statement indicating where the underlying data can be found should be included in all publications. The University encourages all researchers to make their research data discoverable by recording details in its research data catalogue (ORDA) with a link to where it is stored: https://www.sheffield.ac.uk/library/rdm/orda.

Data Management Plans are compulsory for students commencing their research programme from the 2019/20 academic year onwards and will be checked at Confirmation Review. Students should refer to the information on Data Management Plans available at: https://www.sheffield.ac.uk/library/rdm/dmp and should consider using the DMPonline tool available from the Digital Curation Centre https://dmponline.dcc.ac.uk/.

For information on Research Data Management: https://www.sheffield.ac.uk/library/rdm/index.

For information on the University's Policy on Good Research & Innovation Practice: https://www.sheffield.ac.uk/rs/ethicsandintegrity.

Managing security-sensitive research

The UK Counter-Terrorism and Security Act 2015 imposes a duty on Universities to 'have due regard to the need to prevent people from being drawn into terrorism'. This requires the University to have appropriate arrangements in place for staff or students working on sensitive or extremism-related research. The University's 'Policy and process for managing security-sensitive research' can be found here: https://www.sheffield.ac.uk/rs/ethicsandintegritysecurity-sensitive-research.

Rights and responsibilities

All students of the University have a number of rights and responsibilities and should take the time to familiarise themselves with the University's expectations.

Upon registration all students must commit to abide by the University's Regulations and to observe the Code of Practice relating to Health and Safety. There are also expectations regarding acceptable conduct and behaviour of all students and the University reserves the right to take action against any student whose behaviour is judged to be unacceptable. All students and University staff are expected to behave in a way which respects and takes account of the diversity of the University community and the values of truth, toleration and justice.

Students should familiarise themselves with the following documents.

- Our Commitment: https://www.sheffield.ac.uk/ssid/ourcommitment
- Student Code of Conduct: https://www.sheffield.ac.uk/sss/student-code-of-conduct
- Doctoral Research Student Proposition: https://www.sheffield.ac.uk/polopoly_fs/1.693640!/file/TUOS_Research_Student_Proposition.pdf

Induction

Departmental induction arrangements for PGR students commonly involve some or all of the following:

- A meeting with, or presentation by, key staff in the department (e.g. PGR Lead and other relevant staff members such as key administrative staff)
- An initial meeting with supervisors
- A tour of the departmental facilities
- Provision of a PGR handbook and the University's Code of Practice for Research Degrees
- Presentations on issues such as health and safety
- A meeting with PGR student representatives and/or a buddy/mentor
- A welcome social event (often involving staff and existing PGRs)

Essential practice

Departments, rather than individual supervisors, should be responsible for the induction of new postgraduate research students, in order to ensure consistency (e.g. the PGR Lead, Departmental Manager, or other appropriate member of staff with a key PGR role should be involved in the induction of all students). All new postgraduate research students should be provided with a departmental handbook or equivalent at induction and a copy of this Code of Practice.

All new PGR students should also be made aware of the structure of the department and introduced to key members of staff (e.g. Head of Department, PGR Lead, postgraduate administrators, etc.), as part of their induction programme.

Desirable practice

- It is desirable for existing PGR students to be involved in the induction of new PGR students (e.g. through a 'buddy' system or an open question and answer session).
- An induction session specifically dealing with cultural issues for international students could be particularly helpful, especially if such sessions involved existing international PGR students rather than academic staff.
- It is helpful for new PGR students to be provided with an 'induction checklist' on which different aspects of the induction could be signed off when complete (the 3 month review meeting for the Doctoral Development Programme (DDP) could be used as an appropriate opportunity to check that all requirements have been met). This could be particularly useful for cross-sessional students, whose induction may not be as structured as those starting in September/October.

Research Services provides an Induction Passport for Students and an Induction Checklist for Supervisors, available from: https://www.sheffield.ac.uk/rs/code/forms.

Physical, social & research environment

Postgraduate research students must have access to the facilities necessary for them to achieve success in their studies. This does not mean that they will all have their own designated desk space within their academic department and it should be noted that the specific requirements of students do vary significantly between subject disciplines and even at different stages of their research project.

Departments commonly provide some or all of the following facilities for their PGR students:

- Access to desk space and computer facilities (designated facilities are often provided where required by the student)
- Laboratory space if required according to the discipline
- Kitchen and social and/or meeting space
- Access to secretarial (and, if relevant, technical) support
- Access to shared printers, photocopier and phones
- Access to storage facilities (including some lockable storage)

In addition, departments provide PGRs with a wide range of formal and informal mechanisms designed to better integrate them with other PGR students and with the departmental research environment, for example:

- Regular departmental research seminars
- Regular PGR student seminars at which students can hear about each other's research and practice presenting their own work, and/or hear from internal or external speakers
- Research training modules accessible to, or specifically for, PGRs (covering key research skills and/or skills for successful completion of a research degree)
- Social events (e.g. induction drinks, informal coffee & cakes/pub meetings, Christmas parties)

Planning for time abroad

The University has a duty of care to protect, so far as is reasonably practicable, the health, safety and welfare of its staff and students. At times, due to the necessity to carry out activities away from the University, either in the United Kingdom or overseas, students might conduct work and other activities in locations not under University control, but the University still remains responsible for them and others exposed to their activities. As such, it is essential that student keep their supervisor and department informed of when they will be spending time away from Sheffield, and where they will be.

It is important that careful thought is given not only to the research data collection but also to the potential issues and problems that could arise. High standards of health and safety in fieldwork are paramount and therefore the University strongly advises that discussions should take place between the student, supervisor(s) and the department about measures that can be taken to ensure the student's wellbeing. This should be in plenty of time before travelling to be able to plan appropriately. A good starting point is to undertake a risk assessment such as that published by the Field Studies Council. Safety is the result of thorough planning, care and common sense and overrides all other considerations, including academic. Also, students and supervisors should consult the University's guidance on fieldwork in *'The Management of Health and Safety on Fieldwork and Other Off-campus Activities Policy and Guidance'*: https://hs.shef.ac.uk/documents

Risk assessments

The majority of overseas travel and fieldwork will occur within areas deemed to be safe by the Foreign and Commonwealth Office (FCO). The FCO website provides information on safety for your planned visit, however, it is worth undertaking a risk assessment for work off-campus because there will not be the same level of ready access to the support services of the University. For proposed work in areas deemed to be unsafe, students are required to provide a very robust risk assessment as part of the approval process for their trip. This includes work undertaken in the UK.

Risk assessment is the fundamental tool to ensure safety is effectively managed. The following are three steps to risk assessment:

- Identify the hazards
- Evaluate the risks and decide on precautions
- Review your assessment and update if necessary

The likelihood and severity of the hazard occurring can be scored on a scale of 1-10, with resultant risk being assessed as:

- More than 10 - Take immediate action to either remove or control the risk, for example a less risky option, prevent access to the hazard
- 8 to 10 - Inform people of the risk and look at ways of reducing it
- Less than 8 - Monitor the situation more closely and aim to reduce risk over longer term

The risk assessment should be reviewed periodically and updated if any significant changes to circumstances, events or findings have emerged.

Other considerations

As well as a risk assessment, the following points might prompt thoughts and discussions about the planned study trip. While there may be particular issues to do with the specific location being travelled to, the following are prompts to consider about common and general issues.

Adapting to a new culture	• Talk to students who are in Sheffield from the destination country • Attend cultural awareness training • Find out if any academics at Sheffield have done fieldwork in that country or type of location and seek their advice/information
Financial matters	• Think about the costs of living and accommodation • Identify what rules there are concerning casual working if a period of employment is planned • Check that suitable insurance for personal belongings is in place • make sure all documentation is in place before departure, such as visas, drivers licence, ethics approval, etc.
Political and safety issues	• Check UK government webpages (www.gov.uk/fco) and University website (www.sheffield.ac.uk/incidents) to identify existing or emerging problems • Note the contact details of the British Embassy/High Commission/Consulate in the destination • In an emergency situation, students should use the Facebook "check-in" facility to let people know they are safe. • Make sure the supervisor and student can maintain decent contact by phone, text, etc. as necessary
Health matters	• Check that suitable medical insurance is in place • Make sure that any ongoing medication and treatment can be maintained while overseas if necessary, and take precautions if not • Check whether any specific immunisations are necessary and ensure the student has the appropriate vaccinations
Physical disabilities	• If the student is disabled, check what facilities are likely to be available at the destination • Students should talk to their disability adviser

1. In anticipation of possible emergency scenarios the department should set out procedures and steps to be taken in accordance with university guidelines. Advice can be obtained by contacting Student Support and Guidance or, out of hours, by calling the University's control room.
2. Students should have a contingency plan in the event of an emergency and ensure that their supervisor knows of this prior to travel.
3. The University Control Room should be given the contact details of a person to be notified in case they are informed directly that a problem has arisen.
4. Wherever possible, students should have someone in the destination country as a contact point. When taking trips off campus to do interviews or other field work, students should make sure that the local contacts know where they are (i.e. they should leave their phone number and take their mobile phone). Avoid conducting fieldwork within private homes or where there are no other people within easy reach wherever possible.
5. Immunisation against tetanus is recommended as a minimum for all persons working in rural environments and is particularly important for those coming into contact with soil/animals or if the fieldwork could result in exposure to certain pathogenic organisms. The University's Occupational Health provider can offer advice and students can obtain a vaccination programme through the University Health Service. The University Health Service provides a full travel service to students and staff, including advice and immunisations.

Supervision

Supervision

Essential practices

All postgraduate research students will be allocated a supervisory team comprised of at least two members of staff, one or more of whom will be a member of academic staff of the University, who will support them through their academic and development programme. The primary supervisor is normally an academic from the department in which the student is registered.

In addition to the two named supervisors, all postgraduate research students will have access to an academic member of staff, based in their department, who is unconnected to the research project and who is available to provide advice and support on pastoral issues when required. Departments will inform their students about the role and responsibilities of such support, including its boundaries and limitations. Departments vary in the terminology used to describe this person (e.g. Personal Tutor, Advisor, etc.), but whatever title is used they should form part of a wider 'supervisory team', which may also include the departmental PGR Lead (where this is not also the personal tutor), Head of Department, relevant PGR support staff, etc. These individuals are not expected to take part in the day-to-day supervision of the students, but should be available to provide advice and support in certain circumstances, or to deal with issues that have been referred to them.

It is acceptable for more than one 'model' of supervision to be used within the same department, and specific arrangements for supervision should be agreed according to students' needs, provided they fall within the minimum expectations outlined above.

For MD candidates based away from the Sheffield Teaching Hospitals NHS Trust, an additional supervisor should 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 members of academic staff without previous 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 is responsible for assigning academic staff workload, including deciding the maximum number of research students that any one member of academic staff can supervise. It is acceptable for some supervisors to exceptionally take on more than 6 FTE students, providing this is taken into account in the individual's overall workload and is agreed by the Head of Department (bearing in mind duty of care to staff). There should be a reasonable expectation that, all things being equal, the appointed supervisors will be in post for the duration of the student's degree, i.e. not on short-term contracts.

Where students are undertaking a collaborative or interdisciplinary degree involving supervision by more than one department (or university), the primary supervisor will normally be an academic from the department in which the student is registered.

All supervisors are selected for their expertise and involvement in the appropriate field of study and should have the appropriate skills and subject expertise to effectively support the student's research project. This does not mean 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 static and students often find that as they become more familiar with their field of research they become less directly dependent on their supervisor. It is important that students have the opportunity to speak to someone in their academic department, in confidence, if they have any concerns about the supervision they are receiving. This could be another member of the supervisory team, a personal or pastoral tutor, the departmental PGR Lead or Head of Department. Departments should ensure that students are aware of the opportunity for providing confidential feedback on supervision and the mechanism for doing so.

The University has agreed a policy statement on supervision eligibility for postgraduate research degrees, which is available here: https://www.sheffield.ac.uk/polopoly_fs/1.819783!/file/Supervision_eligibility_final_Nov18.pdf

Supervisory meetings: frequency and record keeping

Essential practice

Formal meetings between the research student and supervisor(s) to review progress should normally take place at least every four to six weeks for full-time students (pro-rata for part-time students). It is essential for written records of formal student-supervisor meetings to be made, either by the student or the supervisor, and for both to maintain a copy. Notes of supervisory meetings need not be lengthy or detailed documents, but should record the progress made on the project, key points discussed and any agreed actions or objectives to be achieved before the next meeting. This could take the form of a series of bullet points. This is essential for both pedagogical reasons (i.e. to ensure the student's understanding of points made by the supervisor) and to provide an accurate record of the supervisory sessions. Students often take the lead in producing these records and an online form is available at https://www.sheffield.ac.uk/rs/code/record.

Supervisory meetings should be conducted in English and the written records of such meetings should also be in English, even if the student and supervisor share a different native language. This is to assist the student in developing the necessary written and oral English language skills that are required for conducting successful doctoral research in the UK.

Students who are undertaking research away from the University, e.g. on fieldwork, should make arrangements in advance with their supervisory team for maintaining an appropriate level and means of contact whilst they are away from Sheffield.

It is expected that supervision will continue throughout the different stages of the degree, including when the student is writing up their thesis and undertaking any post-viva corrections, although the nature and frequency of supervision is likely to vary during the different stages.

Policy on recording supervisory meetings

The University has developed the following policy on the audio recording of supervisory meetings by students, which only permits the recording of supervisory meetings in exceptional circumstances and where both the student and supervisor consent to the recording being made.

1. Supervisory meetings may be recorded by the student where this is considered to be of benefit to the student's personal learning or to aid the student's comprehension, for example, where a student's first language is not English.
2. Any student wishing to make a recording of a supervisory meeting must request permission from their supervisor(s). If permission is not granted, the student should respect this decision and should not attempt to make an unauthorised recording.
3. Students should always be encouraged to take written notes of any supervisory meetings, regardless of whether they have been granted permission to record a supervisory meeting. The Code of Practice for Research Degree Programmes states that a written record should be kept of every formal supervisory meeting. This is an essential part of the supervisory process, both for pedagogic reasons, i.e. to demonstrate that the student understands the feedback provided, and to provide an official record of the supervisory sessions. Students often take the lead in producing these records and in sharing them with their supervisor.
4. All parties should be aware that there may be instances where the recording of supervisory meetings is recommended by Disability & Dyslexia Support Services (DDSS), as part of a specific Learning Support Plan to support a student with a confirmed disability.

Alternative supervisory arrangements

If a supervisor is going to be absent from the University for more than the length of time between two supervisory meetings, then the department must ensure that there are appropriate supervisory arrangements in place for the student(s) affected. This may involve another member of the supervisory team taking a lead role during the period of absence, or the appointment of a new supervisor, on either a temporary or permanent basis, depending on the specific circumstances and the length of the absence. These issues should be managed on a case by case basis.

Change of supervisor

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 Departmental PGR Lead or the Head of Department. If it is considered to be appropriate, feasible, and in the best interests of all parties, the student may be assigned to a different supervisor or an additional supervisor may be appointed. This decision rests with the academic department, but the department must be able to explain the reasons for its decision, particularly where a request for a change of supervisor is rejected.

If a supervisor leaves part way through a student's research programme, cover should be arranged until an alternative supervisor is found. Research Services should be kept informed of any changes to supervisory arrangements at the earliest opportunity. This is essential both for the effective monitoring of student progression and to ensure the accuracy of University records, which are used to make key data returns.

Conflicts of interest in postgraduate supervision

Every staff member is required to declare to their Head of Department any potential conflict of interest in respect of other roles/relationships, which could potentially be in conflict with their University role. This relates to personal (which would include, but is not limited to, spouse or cohabiting individuals) and business relationships. The University guidelines on this are available here: https://www.sheffield.ac.uk/hr/guidance/contracts/conflictsofinterest

With specific regard to postgraduate supervision, the following additional guidelines have been developed and approved:

1. In all cases where a real or perceived conflict of interest between a supervisor & PGR student exists or develops, the academic member of staff involved should declare this at the earliest opportunity to the relevant Head of Department and Departmental PGR Lead. If a conflict of interest is deemed to exist, the member of staff should withdraw from supervising that student and every effort should be made to find alternative supervisors.
2. If the academic member of staff concerned considers that withdrawal from supervision is impossible or undesirable, a written case should be made detailing the relationships involved and the attempts made to find an alternative supervisor. A final decision will be made by the Faculty Lead in consultation with the Head of Department.
3. In line with the University's Code of Practice, a supervisory team should be appointed for each postgraduate research student. The primary supervisor and co-supervisor should be identifiably independent. Consequently, wherever possible, where there is an identified relationship between supervisors (personal or business) they should not constitute the only members of the supervisory team for a research student. The same principle applies to the student's examination (i.e. there should be no conflict of interest between the supervisors and the appointed examiners, as well as between the student and the examiners).
4. Research student studies should not commence until the identity of the supervisory team has been agreed with the PGR Lead and Head of Department.
5. If a student has concerns relating to an academic/personal relationship and is concerned that it is impacting on their studies, they should discuss this matter at their earliest opportunity, in confidence, with the Head of Department.

Personal and pastoral support

The role of personal tutor is pivotal to supporting and guiding doctoral research students towards becoming independent researchers and reaching their full potential. The following arrangements should be in place in all departments for the provision of personal and pastoral support:

- All doctoral research students should have a named tutor identified to provide personal and pastoral support, who is not connected with the student's research project.
- Arrangements within the department for personal and pastoral tutoring and what the doctoral research student can expect from this, should be outlined at inductions and be explained in the department's PGR handbook.
- These arrangements should include details of other services available for students to access - such as the SAMHS, the Counselling Service, University Health Service, the University's Nightline, the Multi-Faith Chaplaincy, Central Welfare and Guidance, International Student Support.
- All doctoral research students should be invited to an introduction meeting with their personal tutor within four weeks of their arrival to study their doctoral degree (pro rata for part-time students, and agreed Skype arrangements for distance learners). There should then be one follow-up meeting per semester, with a record maintained of these meetings.
- The confidentiality of provision should be assured, except in disciplinary or other serious cases, when this should be made clear to the individual.
- Any issues should be identified and resolved at an early stage. The PGR Lead could take responsibility for ensuring this happens.
- The department should provide the option, wherever possible, for students to speak to a female member of staff regarding issues they do not feel comfortable discussing with their male personal tutor.
- Departments should consider providing a 'buddy' scheme for their doctoral research students, and a postgraduate society, in supporting personal and pastoral provision.
- Departments should make use of training to be provided to help personal tutors recognise and effectively deal with mental health issues of their students.

More information for departments on personal and pastoral tutorial support is available at: https://www.sheffield.ac.uk/rs/qa/support.

Responsibilities of the student

General

- Every student must ensure that their contact details and addresses are kept up-to-date.
- All students must maintain appropriate standards of behaviour when dealing with others, including fellow students, members of staff and the general public.

Induction

- The student must ensure that they have read, understood and comply with the University's policies, procedures and regulations, which are set out in the Code of Practice for Research Degree Programmes and the University's Regulations.
- 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. The student should work with the supervisor to identify and select strategies to meet these needs and aims. This will require undertaking 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 reach 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.
- The student should check their University email account on a regular basis, so as not to miss important messages.

Supervision

- The student should agree with the supervisor to have regular meetings, which should take place 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, leading to Confirmation Review and submission of the final thesis within the regulatory time limits. The student should, by the end of the first year (or second year for part-time students) 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. Confirmation Review should have taken place and students should also have made satisfactory progress in the Doctoral Development 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 any guidance and feedback offered by the supervisor.
- The student should discuss any problems, e.g. access to data, information, facilities, equipment or supervisory relationship with the supervisor, at the time they occur. The early identification and resolution of problems can prevent difficulties later on. If the student feels unable to raise the problem with their supervisor, then their Personal Tutor, Head of Department or departmental PGR Lead should be consulted. If for any reason this is not felt to be possible, the student should contact Research Services or the Advice Centre in the Students' Union for guidance.
- The student must complete a Data Management Plan, which will be checked at Confirmation Review.
- The student must attend regularly and must agree in advance with the supervisor any periods of absence from the University and seek appropriate permission.

Academic progress

- The student should keep written records of their 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 they may have concerning the progress being made and request additional support if necessary.

The final stages

- The student should familiarise themselves with 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. Supervisors have many commitments on their time so it is essential that the student takes into account their supervisor's schedule and workload and allows their supervisor sufficient time to be able to read and provide comments on the thesis and for any amendments to be made prior to the submission deadline. This requires advance planning and should not be left until the last minute.
- The decision to submit rests with the student, and whilst the student should take due account of their supervisor's opinion, 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 English language training) is required. In particular the supervisor should advise the student in the choice of subject-specific knowledge and skills training required. 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 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; data management, avoidance of plagiarism and respect for copyright.
- The supervisor should ensure that they have a thorough understanding of the DDP 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 & Innovation Practices (GRIP) Policy. 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 GRIP Policy and guidance on research ethics and governance are available at: https://www.sheffield.ac.uk/rs/ethicsandintegrity.
- 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.
- The supervisor should set a target date for Confirmation Review and a target submission date at induction to ensure that all parties acknowledge the length of time available for each stage of the project.

Supervision

- The supervisor should ensure that the research project can be completed fully, including preparation and submission of the thesis, within the student's funded period, and should 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 be every four to six weeks as a minimum (pro-rata for part-time); the frequency may depend on the nature of the research (e.g. whether laboratory work is involved) and the particular research project. The length of sessions will also vary, from student to student, across time and between disciplines.
- The supervisor should comply with the attendance monitoring requirements of the department/University and notify their department at an early stage if a student's attendance gives cause for concern.
- Written records of formal supervisory meetings should be made and retained by both the student and supervisor for at least the duration of the student's registration.
- Both the supervisor and student should keep any relevant or significant correspondence, including emails, which relate to the student's degree. This is especially important for students who are studying via Remote Location programme or who are spending a significant amount of time off campus.
- 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 on time. This planning should take into account the requirements of the relevant funding body in relation to submission.
- The supervisor should read promptly all the written work submitted in accordance with the agreed

timetable and provide constructive and timely feedback. The supervisor should advise the student of any obstacles to providing timely feedback, e.g. periods of time away from the University, particularly when the student is approaching submission.

- 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, where appropriate, on publication of any of the research.
- 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, or training, as appropriate.
- From time to time the supervisor will be required, 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, faculty and/or sponsor requirements concerning the submission of progress reports are complied with.

The final stages

- The supervisor should nominate appropriate examiners well in advance of the thesis being submitted, bearing in mind that all nominations require faculty approval before they can be appointed. Failure to do so will lead to delays in dispatching the student's thesis and arranging the viva examination.
- The supervisor should read and comment on drafts of the thesis before submission.
- The supervisor should ensure that the student understands the procedures for the submission and examination of the thesis and should assist the student in preparing for the oral examination, including offering a mock viva.
- Should the student be asked to resubmit their thesis, the supervisor will be responsible for continuing to provide support and supervision throughout the resubmission period.
- The supervisor should discuss and agree with the student if there is a need to embargo the thesis and should sign off on the Access to Thesis form which specifies any embargo requirements.

Responsibilities of the Department

- Each department should have PGR Lead, who is a senior member of staff who is responsible for coordinating postgraduate research within the department. Their role should be formalised to support students and supervisors, as well as developing policy and liaising with faculty. The department should ensure that all students are aware of the contact details and responsibilities of their PGR Lead and any other support staff at induction.
- The department should provide all research students with an appropriately constituted supervisory team, in accordance with the University's requirements
- 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 ensure that supervisors receive the training and support necessary to undertake effective supervision, including being made aware of relevant policies and regulations. 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.
- The department should ensure that training courses for new supervisors are provided, either within the department/Faculty or by an external source.
- 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 Confirmation Review; details of postgraduate representatives on departmental committees.
- The department should maintain a file for each student, which should contain relevant information on the student's academic progress, e.g. supervisory meeting notes and formal assessments of progress, as well as information relating to the student's academic and personal and professional skills development.
- 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 Research Services of the new arrangements at the earliest opportunity.
- The department should ensure that procedures are in place to monitor the attendance and engagement of all students, in order to comply with the University's Student Attendance Monitoring Policy and government requirements in respect of international students.
- 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. Requirements will vary between departments and different types of research or stages of the research degree. 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 Confirmation Review process that are provided to students at induction and that Confirmation Review takes place within the first year of a student's registration.
- 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 on 'The employment of research students by departments').
- 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 department should provide a mechanism for students to give confidential feedback on supervision and ensure that students are aware of how to do this.
- Where complaints are made about the quality of supervision these should be raised with the supervisors concerned and responded to appropriately, in line with the University's complaints procedure. Depending on the circumstances, it may be considered appropriate to appoint an additional or replacement supervisor, but this decision normally rests with the Head of Department.
- 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.

Academic Progress Monitoring

Essential practice

The academic progress of all PGR students must be formally assessed by departments at six-monthly intervals, throughout the student's research degree. This is in addition to the regular recording of formal supervisory meetings. These progress reviews may take the form of mandatory milestones, e.g. Confirmation Review, Submission Review, or they may constitute a designated task to be completed by the student, such as a poster presentation or submission of a journal-quality paper.

Mandatory Milestones

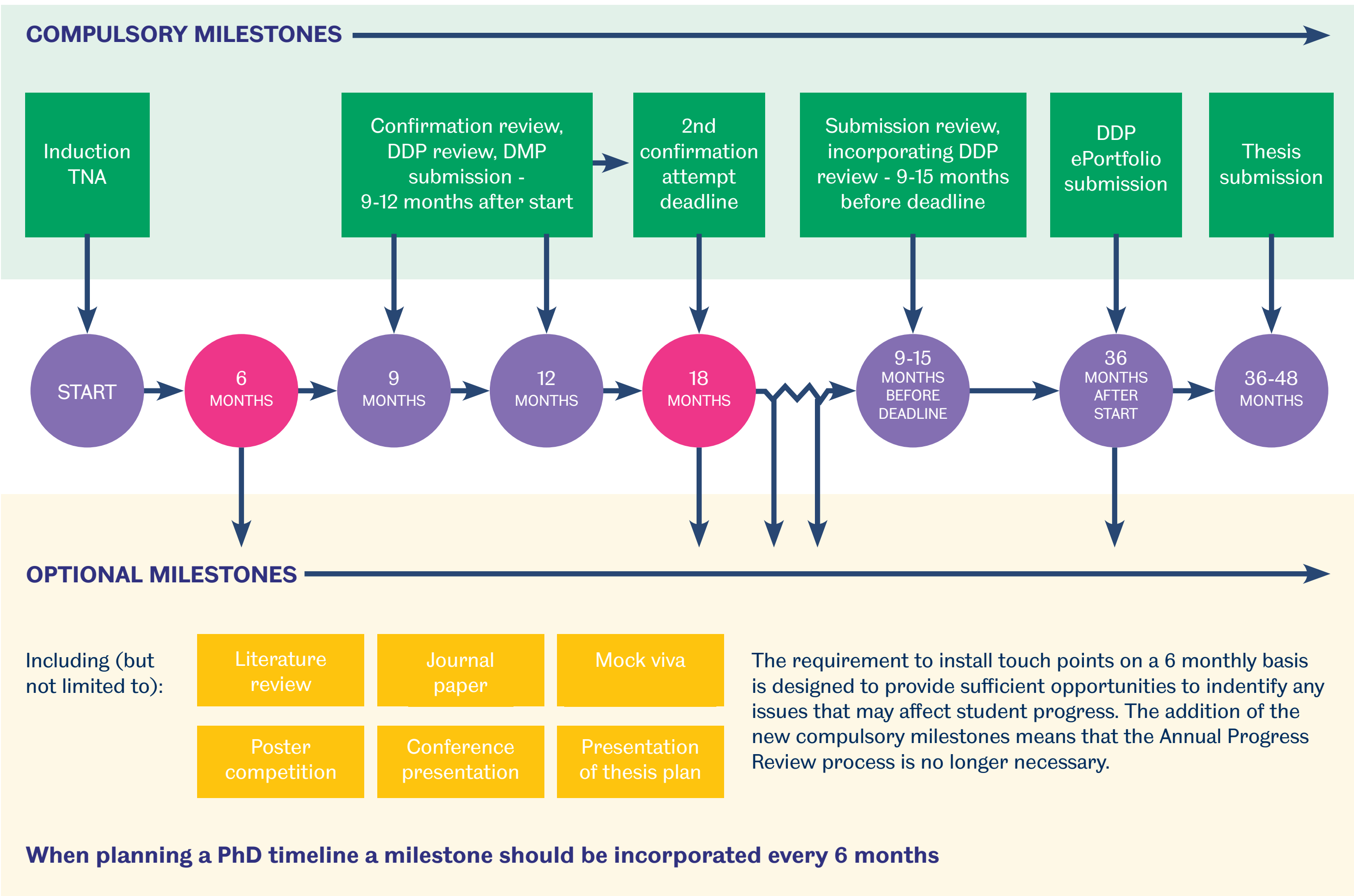
The University has agreed that the following progression points should be mandatory milestones:

- Induction/Training Needs Analysis
- Confirmation Review
- Data Management Plan (compulsory from 2019/20 onwards for new starters)
- Submission Review (compulsory from 2019/20 onwards)
- DDP ePortfolio Submission
- Thesis Submission

Departments may wish to consider increasing the frequency of monitoring of students as they move towards the final stages of their research, to ensure that they submit on time. Departments should also undertake a formal Submission Review to evaluate a student's progress towards submission around the end of the student's second year. The precise format and timing of the Submission Review is not prescribed, but should at least involve a review of the student's outline thesis plan, an evaluation of the amount of work still to be completed and a review of DDP engagement.

Procedures for monitoring students studying via Remote Location will vary and students and staff should consult the relevant guidance: https://www.sheffield.ac.uk/postgraduate/research/away.

PhD timeline with milestones



Submission Review

Many departments already undertake a Submission Review and the University has agreed that, from 2019/20 onwards, this should be a mandatory milestone for all PGRs. The purpose of the Submission Review is to provide an early point for the supervisory team and student to discuss and agree a plan for submitting the thesis by the submission deadline. The Submission Review is flexible to allow departments to integrate it within existing progress review meetings. It is recommended that the ideal time for this to take place would be between 9 and 15 months before the submission deadline, but this could take place earlier. The Submission Review should comprise a review of the student's thesis plan and their engagement to-date with the DDP. There is no requirement for the outcomes of Submission Reviews to be reported centrally.

Student engagement and attendance monitoring

It is essential that all students regularly attend all the scheduled sessions (e.g. supervisory meetings, departmental research presentations, DDP modules, laboratory sessions, etc.) that are listed in their timetable or that are communicated to them by their department. It is only by attending all of the scheduled sessions that students will be able to engage with their research and progress effectively, as required by University regulations.

To ensure that students make full use of the learning and research opportunities that are available, academic departments will monitor both the attendance and academic engagement of all students throughout the year, in accordance with the University's Student Attendance Monitoring and Student Academic Engagement policies. This applies both to students on campus and those who are undertaking research or working away from Sheffield as part of their degree. This process should assist departments in identifying problems at an early stage and offering students appropriate support, including training or referrals to relevant support services, where required.

Progress concerns and Faculty Student Review

If a student's progress is poor, departments should initially take action to identify why this is the case and whether any additional support or guidance is required and can be offered, either by the academic department or by other support services. Poor academic progress can sometimes be a signifier of underlying problems that might best be dealt with by the student taking a period of leave of absence. For example, the student may be struggling with personal, medical or financial difficulties that are affecting their concentration and impeding their progress. An approved break from their studies may enable the student to recover and/or deal with the cause of the difficulties.

If a department has explored options for additional support and still has sustained concerns about the academic progress of a research student they should discuss their concerns at an early stage with the student and should seek ways to address the situation. If the student is still at an early stage in their degree any concerns may be addressed by the Confirmation Review process, which is intended to confirm a student's potential for doctoral-level study. A student who fails to demonstrate sufficient progress and potential for doctoral-level research at Confirmation Review will be downgraded to MPhil. This reinforces the need for Confirmation Reviews to take place within the University's required timescale (see 'Confirmation Review' section).

If the department has tried to engage the student in improving their progress and there is still no improvement, the matter should be referred to the relevant faculty. This can be done in several ways. Lack of attendance and/or engagement should be flagged via the Student Engagement Monitoring checkpoints, which occur 3 times per year. Concerns that are raised in this way will be followed up by Research Services and may lead to a student being sent a faculty warning letter and/or being asked to meet with the Faculty Officer to explain the reasons for their lack of progress. Where a department has completely lost contact with a student this may lead to the student being deemed withdrawn.

If this still does not result in an improvement in the student's performance, an academic department may request a formal review of a student's academic progress, on certain grounds which are specified in the University Regulations as to Progress of Students: https://www.sheffield.ac.uk/sss/sas/progress/index. This is a formal process designed to determine whether or not a student should be permitted to continue their programme of research, and if so, on what terms. Such decisions are taken at faculty level by a Faculty Student Review Committee, following a thorough review of the student's progress at which the student and department are usually present.

Departments should note that they can report a student for unsatisfactory progress under the Progress of Students Regulations at any point in the year and not just following an engagement checkpoint. However, it is expected that the department will have already raised any progress concerns with the student before progressing the matter to the faculty. Departments should contact their Faculty Administrator in Research Services for further guidance.

Departments will assess students' attendance and engagement with their programmes of research at various points throughout the year. The monitoring is carried out using systems that have been developed by the University specifically to help departments identify and support students who are having difficulty with their study programme. Information about how individual departments will carry out attendance monitoring and how they will use this information is normally included in departmental student handbooks.

If departments have any concerns regarding the attendance or engagement of their students they should consider what appropriate follow-up action is required to address their concerns. Departments are advised to seek guidance from their faculty administrator in Research Services, who will advise on the available options.

Working and Holidays

Working hours and holidays

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 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 become so exclusively work oriented that they take little or no time off, potentially to the detriment of both their wellbeing and their work.

Some students commencing research degrees may be surprised that they are not entitled to the long vacation periods to which they have become accustomed as undergraduates. Research students sponsored by the UK Research Councils may, subject to the agreement of their supervisors, take reasonable holidays not exceeding 30 days, excluding closure days and Bank 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.

Students may apply for a period of leave of absence to cover unforeseen difficulties that may arise during the course of their studies, such as illness or serious personal problems (see section on *Leave of absence*). Students should note that they will not be granted a leave of absence or a time limit extension to cover a period of annual leave.

The employment of research students by departments

The University encourages the employment of research students in a number of capacities (e.g. as part-time teaching assistants, demonstrators, etc.), provided that this can be undertaken without detriment to the completion of the student's research and submission of the thesis within the original time limit for their degree. 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. Research 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 research students as teachers:

- Other things being equal, teaching work in departments should be shared out among research students as fairly as possible. No research students will be expected to teach unless they wish to, unless this is a condition of their bursary or scholarship.
- All research students employed by the University should be assessed for their suitability before appointment.
- Full-time research students will be restricted to maximum of 180 working hours per year, including preparation time and marking. This figure is based on the rules relating to Research Council studentships.
- Teaching work undertaken by research students should not adversely affect the student's submission deadline, and teaching commitments will not generally be regarded as a legitimate reason for granting either a leave of absence or an extension to the student's time limit, or for the waiving of any additional fees incurred as a result of thesis submission being delayed.
- 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 research students.
- Responsibility for delivery and examination of modules taught by research students remains with the member of academic staff concerned.
- Research 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.

Details of pay rates and how to determine pay for the University Bank are available from HR: https://www.sheffield.ac.uk/hr/guidance/contracts/relationships/casualworkers. 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 offers workshops under the Sheffield Teaching Assistant programme that students can participate in as part of the Doctoral Development Programme. For further details see: https://www.sheffield.ac.uk/staff/learning-teaching/elevate/cpd-recognition/profdev. These workshops are available to research students who are also part-time teachers in the University.

The University has developed a protocol to manage the dual relationship that students may have with the University as both students and also employees or workers. The protocol clarifies procedures that may be invoked should action need to be taken against a student in either capacity, see: https://www.sheffield.ac.uk/hr/guidance/contracts/students.

Work permission for Tier 4 PGR students

International PGR students studying in the UK on a Tier 4 student visa are allowed to work up to a maximum of 20 hours per week during term time. The University recommends they should work no more than 16 hours per week to ensure an appropriate study-work balance. Unlike other students, PGRs are considered to be in term time for the duration of the academic year, except during agreed periods of vacation (up to a maximum of 30 days, plus closure days and Bank Holidays) which must be agreed with the student's supervisor.

Immigration regulations require all employers to obtain written proof from Tier 4 sponsored students of their term time and vacation periods. Further advice is available from: https://www.sheffield.ac.uk/ssid/immigration/during-study/work-during-study.

Placements

The University believes that doctoral researchers should have the opportunity to undertake an internship where that will benefit their development or career opportunities. Any internship needs to be agreed with the supervisory team and should not adversely affect the student's submission deadline. Students must be registered with the University and not yet have submitted their thesis. Students who wish to take a placement or internship during their studies which is unrelated to their research topic can apply to reclaim the time taken from their studies for this, enabling industrial or other placements whilst not disadvantaging the student by losing them time from their studies. Students who are granted permission to undertake a placement or internship are given a registration status of 'PGR Placement' which functions like a leave of absence, whilst still giving the students access to the necessary University systems. If students are on programmes which require a placement as part of the programme, such as BBSRC PiPS, or wish to take a placement that directly relates to their research, this process is not applicable.

Unfortunately, due to immigration regulations, this scheme is not open to international students on a Tier 4 visa.

The Placements form must be completed before the start of the internship and should be checked and approved by the student's supervisor and returned to the PGR Support Team in Research Services, who will update the student's record and determine whether the student's funder should be notified. The form is available at: https://www.sheffield.ac.uk/rs/code/forms.

Thesis Preparation

The following section provides guidance to postgraduate research students on requirements for the preparation and submission of a thesis. This guidance relates to a thesis submitted for any higher degree by research, including professional doctorates (apart from the PhD or MD by Publication). Students are advised to read this section carefully to ensure that they are familiar with any requirements.

English Language requirements

Theses should normally be written in English. In exceptional circumstances, a student may request permission from their Faculty to present a thesis that is written in another language where there is a clear academic justification for doing so, e.g. where the language is directly linked to the research project, or where there is a clear benefit to the impact and dissemination of the research.

Likewise, the oral examination should normally be conducted in English, except in cases where there are pedagogic reasons for it to be held in another language, or where there is a formal agreement in place that requires the viva to be conducted in another language. Permission should be sought from the appropriate faculty for a viva to be conducted in a language other than English.

Guidance on writing the thesis

The main source of advice and guidance for students beginning to write their thesis is the supervisor. Students should discuss the proposed structure of the thesis with their supervisor at an early stage in their research programme, together with the schedule for its production, and the role of the supervisor in checking drafts. Supervisors should be prepared to advise on such matters as undertaking a literature review, referencing and formatting the thesis, and on what should or should not be included in the thesis, including any supplementary material, e.g. CDs or DVDs or any non-standard material.

Additional support is also available via the English Language Teaching Centre (ELTC), which offers academic writing and thesis writing courses.

Students may also find it helpful to consult theses from the same subject discipline that are available in institutional repositories such as White Rose Etheses Online (http://etheses.whiterose.ac.uk/) or via the British Library's EThOS service.

Students who intend to include in their thesis any material owned by another person should consider the copyright implications at an early stage and should not leave this until the final stages of completing the thesis. The correct use of third-party copyright material and the avoidance of unfair means are taken very seriously by the University. Attendance at a copyright training session offered by the Library is strongly recommended (see section: 'Use of copyright material').

Students should take care to ensure that the identification of any third party individuals within their thesis (e.g. participants in the research), is only done with the informed consent of those individuals, and in recognition of any potential risks that this may present to them. This is especially important in view of the fact that an electronic copy of the thesis will normally be made publicly available via the White Rose Etheses Online repository.

Acceptable support in writing the thesis

It is acceptable for a student to receive the following support in writing the thesis from the supervisory team (that is additional to the advice and/or information outlined above), if the supervisory team has considered that this support is necessary:

- Where the meaning of text is not clear the student should be asked to rewrite the text in question in order to clarify the meaning.
- If the meaning of text is unclear, the supervisory team can provide support in correcting grammar and sentence construction in order to ensure that the meaning of text is clear. If, however, a student requires significant support with written English above what is considered to be correcting grammar and sentence construction, the supervisory team will, at the earliest opportunity, request that the student obtain remedial tuition support from the University's English Language Teaching Centre.
- The supervisory team cannot re-write text that changes the meaning of the text (ghost writing/ghost authorship in a thesis is unacceptable).
- The supervisory team can provide guidance on the structure, content and expression of writing.
- The supervisory team can proofread the text.
- Anyone else who may be employed or engaged to proofread the text is only permitted to change spelling and grammar and must not be able to change the content of the thesis.

The Confirmation Review and the oral examination are the key progression milestones for testing whether a thesis is a student's own work.

Requests for an extension to a student's time limit in order for the student to improve their standard of written English in the thesis will not be approved. Students who require additional language support should be signposted to appropriate sources of help at an early stage in their degree to avoid such a situation occurring.

Word limits

The University does not have any regulatory requirements governing the length of theses, but the following Faculties have established guidelines.

- Arts & Humanities - 40,000 words (MPhil); 75,000 words (PhD)
- Medicine, Dentistry & Health - 40,000 words (MPhil); 75,000 words (PhD, MD)
- Science – 40,000 words (MPhil); 80,000 words (PhD)
- Social Sciences - 40,000 words (MPhil); 75,000-100,000 words (PhD)

The above word limits exclude footnotes, bibliography and appendices. Where there are no guidelines, students should consult the supervisor as to the length of thesis appropriate to the particular topic of research.

Thesis formats

The University permits theses to be submitted in a range of formats, depending on the nature of the research undertaken and to allow inclusion of material in a form suitable for submission for publication in a peer-reviewed journal. The student and supervisory team should discuss at an early stage which thesis format would be most beneficial to their learning and career path. Sponsored students are advised to check first with their sponsor whether there are any restrictions on the format of their thesis. Some sponsors may only allow the submission of a monograph format thesis.

The following formats are permitted:

- Monograph
- Thesis including published works (or works formatted with the intention or possibility of publication)
- A practice-based thesis

Irrespective of the format, all doctoral students must be able to satisfy the Faculty that the thesis:

- is original work undertaken under the supervision of a Sheffield supervisor which forms an addition to knowledge; and
- 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.

In addition, the format of the thesis should 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 related findings to date, the main results and conclusions, and sets the total work in context.

A thesis submitted for examination must be substantially different from any material that has previously been submitted by the student for any degree or qualification at this or any other institution.

1. Monograph format thesis

A monograph-style thesis is a thesis comprising a number of chapters. The thesis typically includes the following: a summary, an introduction, chapters describing the aims of the research and a description of the methods used and the theoretical basis underpinning them, and an analysis of the results and conclusions that sets the work in context. The student is the sole author.

2. Publication format thesis

This format comprises a collection of papers that are in a format suitable for publication in a peer-reviewed journal. This may comprise scientific papers, book chapters or other appropriate published formats. The papers may appear alongside traditional thesis chapters, or they may comprise the majority of the thesis as a collection of published works that forms a substantial and coherent whole, supported by a commentary that links the submitted works and outlines their coherence and significance.

Materials included in the publication format thesis may include those that are solely and/or partly authored by the student. The papers or chapters may have already been published, be accepted for publication, or planned for submission for publication where a specific format is expected. Equally, there may be no intention of submitting the papers for publication because of the nature of the results, but the purpose is to familiarise the student with the conventions of academic publishing.

The thesis must remain an original contribution to the field of research. Within the introductory section to the thesis, the student should provide a clear explanation of the nature and extent of their contribution to each of the publications presented, as well as the contribution of any co-authors and other collaborators. The materials contained within the thesis must normally be derived from original research undertaken by the student while supervised by a University of Sheffield supervisor.

The intention to submit a publication-based thesis must be discussed and agreed with the supervisors at an early stage to ensure that there is a clear understanding of the expectations required for thesis submission. A final decision about format should be taken at the point of Submission Review. There is no longer a requirement to request formal permission to submit a non-traditional thesis from the faculty.

Contributions and permissions - The normal expectation is that the student should be the primary contributor to the writing of each of the papers, including the design and conduct of the reported research. It is relatively commonplace in some disciplines for students to co-author publications with their supervisory team or wider research group. In many disciplines, 'primary contributor' would be denoted by the student being the first or last author. This is not, however, the case in all disciplines. It is therefore essential that the student clearly states the nature and extent of their contribution, and that of any collaborators, within the thesis.

If there is any doubt as to the specific contribution of the student to material with multiple authors, the University retains the right to contact other authors to seek assurance about the student's contribution.

If a thesis contains published material the length of which has been determined by a particular publisher's requirements, students must ensure that additional explanatory text pertaining to methodology or detailed and critical analysis of the work or supplementary statistical data or other aspects are included to ensure the thesis is a coherent whole.

Confirmation that permission has been obtained where appropriate to include material that has been published or accepted for publication in the thesis must be obtained by the student.

Pagination - It is essential that the pagination of the thesis makes sense and is easy for the examiners to navigate. Where possible, the pagination sequence should flow throughout the thesis. This might necessitate including separate versions of the papers, rather than inserting pre-prints. To ease readability, figures, tables and accompanying legends should be included at the appropriate point in the text, and not at the end of the text as would often be typical for a paper submitted for publication. Should this not be possible, the thesis may include published material that already has its own pagination. However, in this instance, the pages of the publications themselves should not be included in the overall pagination sequence of the thesis to avoid confusion. It is recommended that an A4 sheet should be included before each publication with the publication number, title and page number of the thesis. The pagination sequence of the thesis will then resume at the end of the publication.

Copyright considerations - A paper that has been published or accepted for publication may have involved the student signing a copyright transfer agreement, transferring the copyright to the publisher. Some publishers allow the retention of certain rights, sometimes including reprinting a whole paper or parts of it in a thesis. Students must confirm this with the publisher at the time of publication. If not confirmed at the time of publication, retrospective permission must be sought.

Students should deposit the author accepted manuscript (post peer review) version of journal articles accepted for publication in the University repository, White Rose Research Online, via myPublications at the point of its acceptance by a publisher. The University Library will then offer assistance in managing adherence with any embargo periods. Publishers may permit the inclusion of the author-accepted manuscript in the e-thesis under embargo for the relevant period.

Amendments to published work - The examiners may request corrections to a part of the thesis that is already a published paper following the viva examination. It is recommended that where corrections to published papers are requested this should be addressed in the final thesis by the insertion of a sheet immediately following the paper in question explaining the nature of the corrections required by the examiners. Where these are substantive changes, the student and supervisor may need to consider whether a formal correction also needs to be submitted to the journal as well, although this will be a rare occurrence.

3. Practice-based thesis

A practice-based PhD allows students to submit a shortened monograph-style thesis supplemented by additional material comprising a practical component, for example, a portfolio of original compositions, portfolio of creative work, a recital or performance. This format is only accepted in specified degree programmes.

The thesis must clearly present the additional material in its relevant context and describing the research methodology and process. A permanent record of the additional material will be bound and submitted with the thesis, where practicable.

Students should follow the regulations for the specific degree programmes where such a submission is allowed. Apart from the inclusion of practical materials, the thesis itself should conform to the same standards expected for a monograph format thesis.

A template statement for acknowledging collaborative work included within the thesis is available at: https://www.sheffield.ac.uk/rs/code/thesisformats.

Use of unfair means

The University expects its graduates to have acquired certain attributes. Many of these relate to good academic practice:

- a critical, analytical and creative thinker
- an independent learner and researcher
- information literate and IT literate
- a flexible team worker
- an accomplished communicator
- competent in applying their knowledge and skills
- professional and adaptable

Students will learn how to develop these skills and attributes throughout their programme of research. Assessed work is the main way in which students can demonstrate that they have acquired and can apply them. Using unfair means in the assessment process is dishonest and also means that the student cannot demonstrate that they have acquired these essential academic skills and attributes.

What constitutes unfair means?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be the student's own work. **Plagiarism, submitting bought or commissioned work, double submission (or self-plagiarism), collusion and fabrication of results** are not allowed because they violate this principle (see definitions below). Rules about these forms of cheating apply to all assessed and non-assessed work.

- **Plagiarism (either intentional or unintentional)** is using the ideas or work of another person (including experts and fellow or former students) and submitting them as your own. It is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement.
- **Submitting bought or commissioned work** (for example from internet sites, essay "banks" or "mills") is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole piece of work or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own assessed work to other students.
- **Double submission (or self-plagiarism)** is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the form of copying either the whole piece of work or part of it. Normally credit will already have been given for this work.
- **Collusion** is where two or more students work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.
- **Fabrication** is submitting work (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.
- **Facilitating the use of unfair means** is where any student assists a fellow student in using any of the forms of unfair means defined above, for example, in submitting bought or commissioned work.

How can students avoid the use of unfair means?

To avoid using unfair means, any work submitted must be the student's own and must not include the work of any other person, unless it is properly acknowledged and referenced.

As part of the programme of research, students will learn how to reference sources appropriately in order to avoid plagiarism. This is an essential skill that will be needed throughout their University career and beyond. Students should follow any guidance on the preparation of assessed work given by the academic department setting the assignment.

Students are required to declare that all work submitted is entirely their own work. Many departments will ask students to attach a declaration form to all pieces of submitted work (including work submitted online) and will inform them how to do this.

If a student has any concerns about appropriate academic practices or are experiencing any personal difficulties which are affecting their work, they should consult their personal tutor, supervisor, or other member of staff.

For details of different referencing styles please see the referencing tutorials on the Information Skills Resource at: https://www.sheffield.ac.uk/library/idlt.

The English Language Teaching Centre operates a Writing Advisory Service (see: http://www.shef.ac.uk/eltc/languagesupport/writingadvisory), through which students can make individual appointments to discuss a piece of writing. This is available for all students, both native and non-native speakers of English.

What happens if a student uses unfair means?

Any form of unfair means is treated as a serious academic offence and action may be taken under the Discipline Regulations. For a student registered on a professionally accredited programme of study, action may also be taken under the Fitness to Practise Regulations. Where unfair means is found to have been used, the University may impose penalties ranging from awarding no grade for the piece of work or failure in a PhD examination through to expulsion from the University in extremely serious cases.

Detection of unfair means

The University subscribes to a national plagiarism detection service which helps academic staff identify the original source of material submitted by students. This means that academic staff have access to specialist software that searches a database of reference material gathered from professional publications, student essay websites and other work submitted by students. It is also a resource which can help tutors to advise students on ways of improving their referencing techniques. All students are required to submit their final thesis to this service upon submission of their thesis.

If plagiarism is detected in a thesis following submission, the viva examination must be immediately postponed pending a disciplinary investigation by the academic department and/or Student Support Services. Departments/examiners should first seek advice before proceeding further with the examination process.

Further information for students and academic departments on the use of unfair means, including details of actions that departments may take, is available at: https://www.sheffield.acuk/ssid/unfair-means.

Use of copyright material

In the UK, the use of material owned by a third party - another author, photographer, publisher, etc. - is governed by the Copyright Designs and Patents Act 1988. Making a thesis available online constitutes publication and therefore students should ensure that they have permission to include third party material. Permission can come in several forms:

- If the work is old (generally copyright exists for 70 years following the death of the author). https://www.sheffield.ac.uk/library/copyright
- If re-use of the work is covered by an open licence such as Creative Commons. https://creativecommons.org/share-yourwork/licensing-considerations
- If there is an exception in law which applies to a student's use this will usually be for a small amount of published work.

If the extract does not fall under any of the terms above students will need to seek permission directly from the copyright holder. If the material is from a published book or journal it is best to contact the publisher of the work in the first instance. Many large publishers have Rights and Permissions departments used to dealing with copyright clearance; email addresses can often be found on publishers' websites. It is important to realise that no response DOES NOT mean permission is granted. Where permission to use the third party copyright material is obtained, students should make sure that clear acknowledgements are provided within the thesis, and that a written record of all correspondence is kept.

If clearance is not obtained to use copyright material that is considered essential, there are two options:

- Embargo the electronic thesis (an electronic copy will still need to be submitted to the University. Or
- Edit the electronic thesis so that it complies with third-party copyright requirements, clearly indicating the excisions made. A full printed copy of the thesis will also be required.

Further information about copyright can be found at: http://www.sheffield.ac.uk/library/copyright.

All newly-registered research students are strongly encouraged to undertake training on using copyright materials. Details of training events will be posted via the link above, or contact the relevant Librarian for further information: https://www.sheffield.ac.uk/library/libstaff/sllist.

Publishing work prior to submission

Students may include in their thesis work that has already been published, in part or in whole, but should consider the following copyright implications.

Publishing a paper in a journal or conference proceedings or chapter in a book may mean that the student has signed a copyright transfer agreement, by which they transfer the copyright to the publisher. Students should be aware when publishing that they can negotiate to keep their copyright, or to give a licence to publish. Some publishers allow students to retain certain rights, which might include reprinting the whole paper or part of the paper in a thesis. This should be confirmed with the publisher at the time of publication or they will need to write for permission retrospectively before submitting the eThesis. Students will need to document in their eThesis that they have permission from the publisher or have retained the right to publish the material.

If a student wishes to include a paper that has multiple authors, they will also need to obtain the permission of any co-authors before it can be incorporated into the eThesis.

Turnitin will identify any previous publication of the text in a journal or conference paper in the originality report. If the resubmission is accepted practice within a department and the student has retained the right to publish the article and obtained permission from the publisher and any co-authors, this match can be excluded from the results.

If any of the above conditions cannot be met, i.e. the publishers or a co-author does not give the necessary permission and/or resubmission of material is not accepted practice within a department, then the only alternative to embargoing the ethesis is to rewrite the material in their own words and reference it appropriately. If a student chooses to embargo their thesis they should submit a printed copy as well.

Students should ensure that they properly reference any published papers within their thesis, even if they are the author.

Publishing or posting research online

Academic publishing is growing and developing with new journals and publishing platforms emerging, many of them offering open access options. This has led to a rise in "predatory publishing" - publications lacking in identifiable scholarship, academic rigour or credibility. Students are advised to check the credentials of any unfamiliar publisher or journal before proceeding to publish with them. Use the guidance from Think, Check, Submit at: https://thinkchecksubmit.org/. Students may also be interested in Think, Check, Attend (https://thinkcheckattend.org/), which is a similar initiative aimed at helping students avoid fake or fraudulent conferences.

Students should also check they own any content before posting it on a social network or website. It is advisable not to post published papers or research that they intend to publish. The best way to make previously published research available online is through White Rose Research Online (WRRO) via myPublications, which can be accessed from the services menu in MUSE (see guidance at: https://www.sheffield.ac.uk/rs/mypublications/oa).

Formatting

Theses are normally A4 in size and should be printed on good quality paper. Alternative sizes may be permitted where there is good academic reason (for example where the thesis includes a design portfolio) and with the prior approval of the supervisor.

Single spacing throughout the body of the text is acceptable and is essential for indented quotations and footnotes, but double or 1.5 spacing may be more easily readable for 11pt or 12pt text and is more commonly used. All copies of the thesis should preferably be printed double-sided. Margins at the binding edge should be not less than 20mm and other margins not less than 15mm.

Pages should be numbered consecutively throughout the thesis, including pages containing diagrams, figures, illustrations, appendices and references. Figures or images included within the thesis must be of sufficient size and clarity as to be legible.

Thesis titles should be concise. Lengthy titles may not fit onto the spine of the thesis cover.

Theses should normally be word-processed and good printing quality is essential. Other options, e.g. LaTeX may be used, where appropriate to the discipline.

Format of the title page and outside cover

The title page must include the following:

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

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
- the volume number (if the thesis comprises more than one volume)

Thesis summary

It is a regulatory requirement that the thesis should include a summary or abstract, which should not exceed 300 words in length. Each bound copy of the thesis must include a summary/abstract.

Thesis binding

Print & Design Solutions provides a thesis printing and binding service using a channel binding system. There are three binding packages available for theses, which include comb, wiro and hard binding and include a CD copy. All packages meet university regulations for thesis first submissions and resubmissions..

Hard binding has your details (e.g. name of student, title of thesis and date of submission) gold foiled onto the spine of the document. There is an option to personalise the front cover of the thesis in the same method. Hard binding must be used where a printed final copy of the thesis is required for deposit in the Library (comb or wiro binding is not acceptable). Theses will not be accepted if submitted in a ring binder. Full details of the three options, including prices, is available at: https://www.sheffield.ac.uk/cics/printanddesign/thesis.

It is recommended that 100gsm A4 paper is used (although 80gsm is acceptable). The maximum thickness of a bound volume is 35mm with covers (or 32mm without covers). Therefore if the unbound copy of a student's thesis is more than 32mm thick, the thesis will have to be bound into two volumes. Where two or more volumes 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 in Volume 1.

If amendments are required after the oral examination has been held, volumes can be rebound by Print & Design Solutions following insertion of new pages (RE bind cost applies).

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.

Binding work is usually completed within 2-3 working days of acceptance. However, at times when many postgraduate 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 the normal timescale. Students are advised to present their work in good time for binding or alteration. Under certain circumstances Print & Design Solutions provides a same day/24 hour service; however this incurs an extra charge per copy. Further information can be found on the Print & Design Solutions website: https://www.sheffield.ac.uk/cics/printanddesign/myprint.

Thesis Submission

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. Ideally, the student and supervisor should be in agreement as to when the thesis is ready for submission. Ultimately, however, the final responsibility rests with the student.

Occasionally, a student may choose to submit their thesis without the knowledge or approval of the supervisor. Whilst students are within their rights to do so, this is NOT recommended. The University strongly recommends that all students take account of the academic advice given to them by their supervisor and inform their supervisor when they intend to submit. Failure to do so is likely to compromise the quality of the thesis and will also result in delays in the examination process if examiners have not been appointed at the time of submission.

Number of copies required

First submissions and resubmissions

All theses must be submitted to: **Research Services, New Spring House, 231 Glossop Road, Sheffield, S10 2GW**. Two properly bound print copies of the thesis must be submitted, as well as an electronic copy which should be provided on a CD or memory stick. The two hard copies will be issued to the examiners and the electronic version will be retained by Research Services as a master copy, and may be released to the examiners should they request an electronic copy of the thesis. It is essential that the CD is properly labelled with the student's details, i.e. name and registration number.

Under no circumstances should a copy of the thesis (electronic or print) be sent direct to the examiners by either the student or the student's department.

If possible, students should submit their thesis in person, so that relevant details, such as contact addresses may be confirmed and the student can be informed of any outstanding fees which, if unpaid, may result in the degree being withheld. Students who do not reside locally can arrange for their thesis to be printed, bound and sent to Research Services by Print & Design Solutions, who offer a thesis printing and binding service (*see: 'Thesis writing and preparation'*). If unable to submit in person, students should contact Research Services to ensure that their thesis has been received, their records updated, and to check if there is any further information required.

Staff candidates are required to pay a fee on submission of the thesis. In 2019-20 this will be £470.

Payments required upon the submission of any thesis may be made at the Income Office, Level 6, Students' Union Building by personal cheque, bankers draft, credit card or debit card. Payments to be made by credit/debit card can be made online at: https://www.sheffield.ac.uk/payments.

Thesis submission deadlines on University closure days

Where a student's thesis submission deadline falls on a day when the University is closed due to a holiday period, e.g. a Bank Holiday or University closure day, the student should make every effort to submit their thesis **before** their deadline. Where this is not possible, the student may submit their thesis to Research Services no later than the end of the next working day after the University reopens following the closure day. Students who submit their thesis any later than the end of the next working day will have to apply for a time limit extension. Students should also ensure that they plan their submission to allow time for their thesis to be printed and bound.

Please note that if a student's time limit for submission falls on a Saturday or a Sunday they will be required to submit their thesis to Research Services no later than the Friday before their time limit.

Research Services is normally open 9.00am – 5.00pm from Monday – Friday (except Bank Holidays and University closure days).

Details of closure dates and latest submission dates for the current academic year are available at: https://www.sheffield.ac.uk/rs/code/submission_deadlines

Submission to Turnitin

The University requires all theses for higher degrees by research to be submitted to Turnitin, a text matching tool that is licensed for use in the University of Sheffield where, among other things, it is being used as an aid in the prevention of unfair means. This requirement applies to both first submissions and resubmissions. Turnitin produces an 'originality report' which will be checked by the internal examiner to ensure that unfair means has not been used.

Before the final thesis is submitted for examination students should contact their departmental/school PGR administrator for information on the procedures to be followed for submitting the final copy of their thesis through Turnitin. When a thesis is submitted to Turnitin the student will receive a digital receipt in the form of an email. Students should bring or send a copy of the Turnitin receipt when they submit their thesis to Research Services.

Students should be aware that there is a limit to the size of file that can be submitted to Turnitin, which is 400 pages and 40MB. Students whose theses exceed the Turnitin limit may need to exclude pictures or diagrams in order to successfully submit to Turnitin.

The thesis submitted to Turnitin must be an exact copy of the thesis submitted for examination (notwithstanding any material such as diagrams, images and tables that may need to be excluded due to file size) and must be submitted at the same time. The submission is stored in the Turnitin database, which allows it to be checked against all previous Turnitin submissions. Please note that theses will not be formally sent out for examination until the originality report has been checked by the internal examiner and the thesis is cleared for examination.

Submission checklist

Submission Checklist	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	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
An electronic copy of the thesis is submitted to Turnitin and a receipt obtained	Yes	Yes	
Third-party copyright clearances obtained and acknowledged, where relevant	Yes	Yes	Yes
Ensure you have an abstract, or summary, not exceeding 300 words	Yes	Yes	Yes
Title Page should show: 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)	Yes	Yes	Yes
Outside Cover should show: 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 6. Volume number (if the thesis comprises more than one volume)	Yes	Yes	Yes
Thesis to be printed on A4 paper	Yes	Yes	Yes
Margins at the binding edge should be not less than 20mm and other margins not less than 15mm	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 hard copies and one electronic copy) to be submitted to Research Services.	Yes	Yes	

Turnitin and publication

The University does not consider submission of work to Turnitin as publication of that work. The act of publication is understood as making content available to the general public. Content submitted to Turnitin is not available to the general public, in the sense that the public are able to access the content. The Turnitin process merely allows licensed members of the public to request that Turnitin compare a submitted piece of work with other works to check for any matching text. The Turnitin originality report returns those parts of the submitted work that match another source and the metadata for that source (name, date, title etc.). If Turnitin users wish to have access to the content of a matched source that is not already publicly available (as is the case for content that resides on the Turnitin database but not elsewhere) then they have to seek permission from the owner. Therefore the content of work submitted to Turnitin should not be deemed to be publicly available and thus content submitted to Turnitin should not be deemed to be published.

UCard from submission of thesis

Should a student's time limit run out once they have submitted their thesis (but before their award has been made), they can go to SSiD (located in the Students' Union) in order to have their UCard renewed for the interim period.

Students should ensure that they take their thesis submission receipt with them as proof of eligibility. Following examination, if a student is required to make any further amendments to their thesis or to resubmit their thesis, then their time limit will be changed accordingly and they will be able to extend their Ucard in line with the new time limit on their student record.

Thesis despatch

Theses will be sent out to examiners, along with reports and guidance notes, as soon as the Turnitin report has been checked and the thesis has been cleared for examination. Theses will normally be despatched to the examiners within three working days of receipt of confirmation that the Turnitin originality report is acceptable and provided the examiners have been formally appointed by the faculty.

Thesis despatch will be delayed if the student has not submitted to Turnitin or if examiners have not yet been nominated or appointed by the faculty.

Thesis Examination

Appointment of examiners

It is the supervisor's responsibility to nominate suitable examiners with appropriate subject expertise and experience well in advance of the student submitting their thesis. It is essential, therefore, that the student keeps their supervisor informed of progress towards thesis submission, so that a recommendation for the appointment of examiners can be made to the Faculty in good time. Students who submit their thesis without first informing their supervisor should note that this may result in delays in the examination process if the examiners have not yet been appointed. All nominations for the appointment of examiners require Faculty approval prior to the thesis being sent out.

Supervisors should informally approach the external examiner(s) initially to verify their willingness to act and should then complete the Appointment of Examiners form for approval. Supervisors should also check that the proposed examiners are aware of the timescales for examination of the thesis and completion of examiners' reports and available to act within the relevant timescales. See: https://www.sheffield.ac.uk/rs/code/examiners

At least two examiners must be appointed for every examination, at least one of whom must be an external examiner. The external examiner is a senior academic or professional/practitioner with expertise in the relevant subject area of the thesis and must be appointed from outside the University. Most University staff candidates are required to have two external examiners. With the exception of staff candidates, most students will also have an internal examiner. If it is not possible to appoint a suitable internal examiner, it may be possible to appoint two external examiners and an internal coordinator. In all cases where there are two external examiners departments must also nominate a senior member of academic staff to act as internal coordinator and to liaise with the examiners and the student concerning the arrangements for the oral examination.

To avoid any potential conflict of interest, examiners should have no previous association with the student or direct involvement with their research project and must declare any past or planned future connections with the student. This includes, but is not limited to: current or former academic supervision, pastoral relationships, family relationships, friendship, employment or professional connections. The examiners should also advise Research Services if they have a connection to the supervisor that might constitute a conflict of interest (such as those listed above). In cases of uncertainty, the PGR Support Team in Research Services should be consulted. It is not considered appropriate to re-appoint the same examiners, internal or external, on multiple occasions. Regular pairings of the same internal and external examiner should also be avoided.

Examiners should always regard the contents of the thesis they are examining as confidential throughout the examination process. However, in some cases there may be an additional requirement for a formal confidentiality agreement to be put in place to cover the examination of the thesis. If required, this will usually be stipulated as part of the terms and conditions of the student's sponsorship. Supervisors should make arrangements for a confidentiality agreement to be drawn up at an early stage, i.e. when the examiners are nominated. Confidentiality agreements can be drawn up by Research Services and enquiries should be directed to the PGR Support Team in the first instance.

Eligibility criteria for appointing examiners

Faculties have agreed eligibility criteria for the appointment of examiners for research degrees to ensure that the composition of the examination team is appropriate in terms of specialist expertise and experience. The external examiner is expected to have significant and demonstrable knowledge of the field covered by the thesis in order to provide an in-depth analysis of the thesis and in order to provide a rigorous viva voce examination. The internal examiner should be in a position to assess the thesis and to ensure that the examination process is conducted fairly and rigorously and must therefore have a sound knowledge and understanding of University regulations and procedures governing the examination process.

In order that the candidate is treated in a fair and equitable manner consistent with the standards and expectations of the University of Sheffield, the examiners should have demonstrable experience of the PhD process beyond their own candidature and should have experience of successfully supervising at least one doctoral candidate and/or significant experience of examining at least three doctoral theses. Should this not be the case, the curriculum vitae of the proposed examiner and a supporting statement as to why they are considered appropriate should be provided. The case will then be assessed by the relevant Faculty Officer.

Honorary members of the University's academic staff may act as internal examiners provided they meet the above criteria and provided they will continue to hold their honorary status for the duration of the examination process.

Former members of the University's staff are not eligible to act as an external examiner until a period of at least 4 years has elapsed following their departure.

A more detailed document describing the eligibility criteria for examiners is available to download at: https://www.sheffield.ac.uk/polopoly_fs/1.688398!/file/ExaminerAppointmentCriteria_FINAL.docx.

The Appointment of Examiners form for completion by supervisors is available to download from: www.sheffield.ac.uk/rs/code/forms. Completed forms must be forwarded to Research Services for faculty approval, along with any additional supporting information on the proposed examiner's qualifications/suitability. If it becomes necessary to replace an examiner, the same appointment procedure must be followed and the Replacement of Examiners form must be used.

In all cases, examiners must be formally appointed by the faculty before the thesis is despatched to the examiners and the date of the viva voce examination is set.

Eligibility to Work (ETW) checks for external examiners

To comply with the Immigration, Asylum and Nationality Act 2006, departments should confirm the eligibility to work of all External Examiners. External Examiners should be asked to confirm that they are eligible to work in the UK and to provide a copy of their passport or other relevant document(s) as evidence. The Home Office provides guidance on the range of documents which they consider to be acceptable proof of eligibility, which can be found at:

http://www.shef.ac.uk/hr/recruitment/guidance/eligibility/candidates, or the UK Visas and Immigration website: https://www.gov.uk/government/organisations/uk-visas-and-immigration.

Eligibility to work checks should be completed, wherever possible, at the time of appointment of an examiner. Where this is not possible, eligibility to work should be checked when the external examiner attends for the viva examination before any work is undertaken.

When undertaking an eligibility to work check for an External Examiner, please do the following:

- Check that the presented document is on the UKVI list of accepted documents
- Ensure that a full copy of the document has been taken (for passports this includes: front cover, personal details page, pages with endorsements and expiry dates)
- Retain copies of documents and store them securely
- Tick to confirm the External Examiner is eligible to work in the UK on the appointment form

It is important to note that eligibility to work checks must be conducted for all external examiners, including UK nationals. However, if a UK national is employed on more than one occasion as an external examiner, provided a copy of their original documentation has been taken and retained by the department, they should not require another check.

If it appears the External Examiner is not eligible to work in the UK contact your HR Team for further guidance. The External Examiner may be eligible for a visitors route (permitted paid engagement). This is a category for a limited group of migrants including external examiners and visiting lecturers, to come to the UK for up to 1 month without the need to be sponsored under the points-based system. Please be aware that external examiners who are NOT eligible to work in the UK cannot legally be paid a fee and expenses UNLESS they enter the UK under the appropriate visa route.

Examiners' fees and expenses

Expenses and fees incurred by examiners solely as a result of carrying out the examination should be claimed through Research Services, not the academic department, in line with the guidelines issued to examiners with the thesis.

The oral examination (viva voce)

Essential practice

All PGR students should be provided with general information about what to expect during the viva in order to prepare them (i.e. an overview of the process, who will be there, how long it might last, what the format is likely to be, etc.). This could be provided by individual supervisors or via an organised session at departmental or Faculty level (e.g. via the DDP).

Departments' arrangements for preparing PGR students for the final viva examination commonly involve some or all of the following:

- Tailored support from supervisors (e.g. discussions about what to expect & which questions may come up, practising answering key questions, signposting students to useful information)
- Offer of a formal mock viva
- Practice of defence of research at Confirmation Review or progression milestones (e.g. interviews or presentations)
- Practice in presenting research and answering questions at conferences or seminars
- Seminars/training sessions addressing topics such as how to prepare for the viva
- Offer of support from the supervisor on the day of the viva, including attending whole viva (subject to agreement from all parties) or just the feedback session with the examiners

Arrangements for the oral examination (viva voce)

All examiners are sent a copy of the *University's Guidance Notes for Examiners* when they receive their copy of the thesis. It is also issued to the internal coordinator, where one is appointed.

The guidance contains information on:

- The examination of the thesis
- Arrangements and conduct of the oral examination
- Report on the examination

Separate guidance notes on the examination process also exist for candidates and for their supervisors.

Examiners are advised, on appointment, that the oral examination should normally take place within ten weeks of their receipt of the thesis. This is an expectation, not a mandatory requirement. Viva dates should not be set before the student has submitted and/or the thesis has been sent out. A period of at least one month can be expected to elapse between the thesis being sent out and the oral examination; however, significant delays in the examination process can have a potentially adverse impact on students, especially overseas students' immigration status. Research Services must be notified of any significant delays in holding the viva examination, either on the part of the examiners or the student. Permission should normally be sought from the faculty if the viva is delayed for more than 4 months from the date the thesis was sent to the examiners, unless there is a valid reason, e.g. if the viva has been delayed due to an investigation into potential use of unfair means.

It is the responsibility of the internal examiner (or the internal coordinator where there is no internal examiner) to arrange the date, time and venue for the oral examination (viva) and to inform the candidate of the arrangements which have been made. Before doing so, the internal examiner/coordinator should ensure that the examiners have been formally appointed and have received the thesis. Students should not be asked to make such arrangements themselves and should not make contact with their examiners prior to the viva. Please note that Research Services cannot make arrangements for the oral examination.

Before the oral examination takes place the examiners are required to read the thesis and independently prepare a written preliminary report. Examiners should not exchange preliminary reports too far in advance of the viva, but it is expected that the preliminary reports will be shared and discussed at the pre-viva meeting held just before the viva. Examiners are advised that their judgement 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 should be available to the student prior to and following the oral examination, to offer advice and support to the student. The supervisor does not normally attend unless there has been prior agreement by all parties that they may do so. If the supervisor is permitted to attend, they 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.

Where an internal coordinator has been appointed they will attend the oral examination to ensure that University procedures and regulations are followed. The internal coordinator will play no other part in the examination process, but may be called upon for advice or guidance on viva procedures, including the most appropriate recommendation the examiners should make in the light of their discussions.

Conduct of the oral examination

The oral examination is a regulatory requirement for all students undertaking a higher degree by research. The purposes of the oral examination are as follows:

i) To enable the examiners to assure themselves that the thesis and the research it reports are the candidate's own work.

ii) To give the candidate an opportunity to demonstrate that they can defend the thesis verbally, clarify any issues that the examiners have identified and discuss the subject of the thesis in its wider disciplinary context.

iii) To enable the candidate to demonstrate a firm understanding of the field of research and thus give the examiners an opportunity to assess the candidate's broader knowledge of the field or discipline within which the thesis falls.

iv) To ensure that the candidate's knowledge and understanding of the subject are of the standard expected for the award of the degree.

The examination will normally be chaired by the external examiner. The oral examination should normally be conducted in English, except in cases where there are pedagogic reasons for it to be held in another language, or where there is a formal agreement that requires the viva to be conducted in another language. Oral examinations should not be recorded by students.

On completion of the oral examination, the Examiners should inform the candidate of their recommendation to the faculty.

Attendance at the oral examination

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

Examination outcomes and reports

After the oral examination, the examiners complete a report that is sent to Research Services for Faculty approval. This is a joint report, to which the preliminary reports completed by each examiner prior to the examination are appended. If the examiners are unable to agree on a recommendation, a third examiner, external to the University, is normally appointed. Research Services must be informed immediately so that appropriate arrangements for this can be made.

Examiners must clearly indicate on the report form their recommendation concerning the award or non-award of the degree. The recommendations open to the examiners following first submission and oral examination are as follows.

- that the degree be awarded without the need for any corrections to the thesis
- that the degree be awarded once specified minor corrections have been completed to the satisfaction of the examiners
- that the degree be awarded once specified major corrections 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 of Philosophy (MPhil) 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 MPhil after such modification of form or content as the examiners may prescribe, with/without oral re-examination

Options for other degrees may vary and are set out in the Guidance Notes for Examiners.

Once completed and signed, the joint report form should be returned to Research Services within two weeks of the date of oral examination. Where minor or major corrections are required, the separate minor/major corrections sheet should be detached and retained until the corrections have been completed to the examiners' satisfaction. One of the examiners will be required to approve the corrections once they have been completed. This is normally undertaken by the internal examiner. The examiner should then sign and date the separate minor or major corrections sheet and return it immediately to Research Services.

Pass with minor corrections

This option may be chosen if the examiners are satisfied that the thesis meets the requirements for the award of the degree, but contains deficiencies that are genuinely minor in nature, such as typographical or presentational errors. The nature and extent of the required corrections should be such that they can reasonably be completed and submitted to the examiner within a period of three calendar months from the date the examiners notify the student of the corrections. If more substantial corrections are required before the award of the degree can be recommended, or if the examiners remain in some doubt that the thesis is likely to meet the required standard for the degree after minor corrections, then the examiners should make a different recommendation.

Where minor corrections are required it is the examiners' responsibility to provide the student with details of the required changes as soon as possible following the viva. The examiners should also advise the student of the three-month timescale for completion of the corrections. Students who are undertaking minor corrections to their thesis will automatically have their time limit extended by three months and can request that their UCard is extended by SSiD in line with the new time limit on their student record.

Exceptionally, the time-limit for completion of minor corrections may be extended by the faculty for a further period; however, lengthy or repeated extensions are unlikely to be approved, as three months should be adequate time to complete minor corrections. Students who need to request an extension should complete the Time Limit Extension form available from Research Services and, if the extension is granted, will be required to pay the standard extension fee for the duration of the extension period.

When the student has completed the required minor corrections, they should send a copy of the revised thesis directly to the examiner who is going to check the amendments (normally this is the internal examiner). It is acceptable for the candidate to email a copy of the thesis directly to the examiner for checking. This is the only circumstance where it is acceptable for candidates to send a copy of the thesis directly to the examiners. Once the thesis corrections have been approved by the examiner, students must provide a final Library copy of their thesis, either in print and/or electronic format - see section *Library Copies*.

Pass with major corrections

Examiners may choose the recommendation of pass with major corrections if they are satisfied that the thesis has the potential to merit the award of the degree for which it has been submitted, but does not yet satisfy the requirements for award and contains deficiencies that are in excess of editorial or presentational corrections. This may involve re-writing sections, correcting calculations or clarifying arguments, but should not require the candidate to undertake any further original research.

The candidate will be granted 6 months to complete the required corrections from the date they receive the list of required corrections. The examiners are responsible for providing the candidate with the details of the required corrections as soon as possible following the viva. One of the examiners will undertake to check the corrections and notify Research Services once they have been satisfactorily completed. Normally this will be the responsibility of the internal examiner.

When the student has completed the required major corrections, they should send a copy of the revised thesis directly to the examiner who is going to check the amendments (normally this is the internal examiner). It is acceptable for the candidate to email a copy of the thesis directly to the examiner for checking. This is the only circumstance where it is acceptable for candidates to send a copy of the thesis directly to the examiners. Once the thesis corrections have been approved by the examiner, students must provide a final Library copy of their thesis, either in print and/or electronic format - see section *Library Copies.*

Exceptionally, the time-limit for completion of major corrections may be extended by the faculty for a further period; however, lengthy or repeated extensions are unlikely to be approved, as six months should be adequate time to complete major corrections. Students who need to request an extension should complete the Time Limit Extension form available from Research Services and, if the extension is granted, will be required to pay the standard extension fee for the duration of the extension period.

Resubmission of a thesis

Where the examiners' recommendation is a full resubmission, the joint report should contain detailed advice to the student on the required corrections and improvements and must indicate whether the resubmission is with or without a further oral examination. The joint and preliminary reports should be completed and returned to Research Services within two weeks of the date of oral examination. Research Services will formally notify the student of the requirement to resubmit by letter and will also send the student a copy of the examiners' report containing details of the corrections.

Students required to resubmit their thesis will automatically have their time limit extended by 12 months from the date of formal notification from Research Services and can request that their UCard is extended by SSiD in line with the new time limit on their student record.

A resubmission fee is charged for all resubmissions. For 2019-20 this will be £315 for a resubmission without oral examination and £390 for a resubmission with oral examination.

Exceptionally, the time-limit for resubmission may be extended by the faculty for a further period; however, lengthy or repeated extensions are unlikely to be approved, as twelve months should be adequate time to resubmit. Students who need to request an extension should complete the Time Limit Extension form available from Research Services and, if the extension is granted, will be required to pay the standard extension fee for the duration of the extension period.

At the end of the resubmission period, the revised thesis must be resubmitted directly to Research Services, following the same procedures as apply to a first submission (see 'Submission of theses'). Three copies of the thesis are required (2 properly bound printed copies and a CD). The resubmitted thesis should also be submitted to Turnitin at the same time. The resubmitted thesis must not be sent to either of the examiners prior to formal resubmission. Research Services can only accept a resubmitted thesis once the student has been formally notified in writing of the examiners' decision on the first submission.

For resubmissions the title page and front cover should be changed to show the date of the resubmission only, however it is not necessary for the thesis to state 'Resubmission'. It is recommended that a detailed list of the amendments that have been made following the first submission is included with the resubmitted thesis.

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

If a resubmission without a further oral examination is required, the examiners should aim to complete their re-examination of the thesis within approximately 6-8 weeks of their receipt of the revised thesis.

The same reporting requirements apply to resubmissions as to first submissions, i.e. the examiners must each complete an independent written preliminary report and a joint report. There are fewer recommendations available to the examiners following a resubmission and, crucially, there is no option for a student to make a further resubmission at this stage. Consequently, the examiners must be absolutely confident that the thesis meets the criteria for the award of the degree, or will do so after a period of minor or major corrections, in order to recommend the award of the degree.

Following the viva, the examiners' report forms should be returned to Research Services within two weeks of the date of oral examination (or the date of re-examination in the case of a resubmission without oral). If additional minor or major corrections are required the examiners should retain the minor/major corrections sheet and return it to Research Services once all corrections have been satisfactorily completed.

Following completion of the resubmission and re-examination, students must provide a final Library copy of their thesis, either in print and/or electronic format - see section *Library Copies*.

Final Library copy

Once all required amendments have been completed and approved by the examiners, all students must submit a final Library copy of their thesis. Students should note that their degree will not be awarded until a Library copy has been provided.

The nature of the Library copy submission (hard copy or electronic thesis) will vary depending upon when the student initially registered for their degree and whether the student is uploading an edited electronic thesis. An electronic version of the thesis (eThesis) is required for all students who started their degree after 2008.

Students are required to submit their eThesis to White Rose eTheses Online, WREO (http://etheses.whiterose.ac.uk/), which is the University's thesis repository. If the eThesis is incomplete, i.e. it has been edited to remove material that cannot be included in the electronic version, for example sensitive material or material that has not been copyright cleared, and a hard bound printed copy of the full thesis must also be submitted to Research Services for deposit in the University Library. Typically, etheses are edited to remove content for reasons such as the following:

- Permission has not been obtained for 3rd party copyright material
- There is a need to maintain commercial confidentiality relating to aspects of the thesis
- Confidentiality of data needs to be maintained for further research to be undertaken

Access to Thesis form

The Access to Thesis form contains a completed declaration, signed by the student and the supervisor, concerning access to the thesis once it has been uploaded to WREO (or sent to the Library), including details of any required embargo. Students must submit a completed Access to Thesis form to Research Services before their degree can be awarded. The Access to Thesis must clearly indicate whether any embargo is required.

Open Access

Open Access refers to making publications freely available online, as soon as possible, for anyone to read, download, print, copy and reuse. The University fully endorses the principles of open access and requires all researchers to make their research open access where possible to maximise research impact and to comply with funder policies where applicable.

Students are required to make their theses open access by depositing in the White Rose Etheses Online repository.

Students whose PhD, or other research degree, has been publicly funded by UK Research Councils, by the Wellcome Trust, by the European Union and many others are expected by the funder to make their thesis openly accessible as soon as possible after its successful completion. For further information on points to consider before making your theses online (including impact on your future publishing plans) please refer to https://www.sheffield.ac.uk/library/openaccess/theses.

Embargoes

Public funders recognise that factors such as commercial, collaborative or publication arrangements may necessitate a delay in the process of making a thesis openly accessible, and where this is the case, an embargo may be necessary. The maximum length of embargo permitted is usually 12 months, other than in exceptional circumstances.

Students are permitted to embargo their thesis under certain conditions, e.g. where there are commercial sensitivities or where it is necessary to delay access to a thesis until after publication of results. Both print and electronic theses can be embargoed. Decisions on whether an embargo is required and how long is appropriate should be taken by the student in consultation with their supervisor and must take account of the need to ensure that research is made available as soon as possible and a consideration of the benefits that early publication can bring.

Requests for embargoes that exceed 12 months will require Faculty consideration and may not be approved. A form is available to request an extended embargo. For further details about requesting an extended embargo please see: https://www.sheffield.ac.uk/rs/code/embargoes

If an embargo is required, this must be indicated on the Access to Thesis, otherwise the thesis may be made publicly available. Students are responsible for setting any embargo options at the point they upload their eThesis to the White Rose eTheses Online server. Failure to set an embargo may result in your ethesis being made publicly available.

Award of degrees

Once the examiners have approved the award of a degree and returned their forms to Research Services there are a number of steps that must be completed before Research Services can confirm the award of the degree.

- All examiners' reports must be considered and approved by the relevant faculty before the degree can be awarded.

- By regulation, all students are debt-checked to ensure that any tuition or tuition-related fees have been paid.
- All students must provide a Library copy of their final awarded thesis and an Access to Thesis form specifying the terms under which access to the thesis can be granted. For the majority of students, the Library copy will be an eThesis upload to the University's online thesis repository (White Rose Etheses Online).
- Students required to undertake the Doctoral Development Programme must have demonstrated satisfactory engagement via submission and approval of an ePortfolio.

If any of the above are outstanding, the degree will be withheld until they have been completed.

Once the above checks have been satisfactorily completed Research Services will update the student record with the degree award and send the student an award letter. Award letters are posted to a student's correspondence address, as held on the student record, as well as sent by email. Students also receive a copy of the examiners' report forms. Students are responsible for ensuring that their addresses are kept up-to-date on the student record to avoid loss of important correspondence.

Every effort is made to minimise the time between receipt of the examiners' report, formal approval by the Faculty and award of the degree; however, this process can take several weeks. Students can help expedite the process by ensuring they have completed any required tasks such as submitting a DDP ePortfolio, paying outstanding fees and providing an eThesis and Access to Thesis. Any student who requires urgent notification of their award, e.g. for employment purposes, should alert Research Services.

Conferment of degrees

Following the award of a degree the Events Team will contact the student in due course with details of when the degree will be conferred. Enquiries concerning graduation ceremonies, conferment of degrees or receipt of degree certificates should be addressed to the Events Team on (0114) 222 8828 or e-mail graduation@sheffield.ac.uk.

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

Candidates who are awarded their degree by the end of March will be invited to attend the July graduation ceremonies and candidates who are awarded by the end of September will be invited to attend the January graduation ceremonies. Candidates completing after these deadlines will be invited only if space permits and may be required to wait until the next ceremonies.

Help if issues arise

Complaints procedure

Where difficulties arise it is important to seek to address these as early as possible. Many difficulties can be resolved at an early stage by talking informally with the individual(s) most concerned with the issue at a local level. Students should initially raise any complaints with their supervisor. If they cannot be resolved, they must report the complaint to the PGR Lead or the Head of Department initially, and, if appropriate, the Faculty. The department must ensure that their 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. Students can also seek advice from the Student Advice Centre or from Research Services at this stage.

In the event that such difficulties cannot be resolved informally, the University has formal procedures for students to make 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: https://www.sheffield.ac.uk/ssid/complaints-and-appeals/complaints

Harassment procedures

As well as the complaints procedure there is also a procedure for complaints about harassment: https://www.sheffield.ac.uk/ssid/sos/harassment.

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: https://www.sheffield.ac.uk/ssid/complaints-and-appeals/appeals.

Advice on submitting a complaint or an academic appeal is available from the Student Advice Centre in the Students' Union: https://su.sheffield.ac.uk/student-advice-centre.

Additional Information

Semester dates

2019-20

Intro Week:	23 September – 28 September 2019
Autumn Semester:	30 September – 21 December 2019 20 January – 8 February 2020
Spring Semester:	10 February – 4 April 2020 27 April – 13 June 2020

Health and Safety

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 available on the Safety Services website and should be downloaded by all researchers.

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:

1.1. 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) for 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 passed 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.

Data Protection: implications for research

The General Data Protection Regulation and the Data Protection Act 2018 are 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 guidelines: https://www.sheffield.ac.uk/govern/data-protection/staff-guidelines describe 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 legislation 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.

Researchers should familiarise themselves with the guidance issued by the University of Sheffield Research Ethics Committee: https://www.sheffield.ac.uk/rs/ethicsandintegrity

Freedom of Information

Any data held by the University may be subject to the Freedom of Information Act and may therefore be released under the terms of that Act.

Personal data and all data collected for research are largely exempt from disclosure under the Freedom of Information Act.

If you have any queries on data protection or personal data matters, please contact the University Data Controller, University Secretary's Office.

Intellectual Property Rights and the exploitation of research

Intellectual Property Rights (IPR)

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 and protection 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 increasingly 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 in itself reflect the quality or importance of research.

If IP is identified

Nevertheless, it is possible that in the course of research, results will be achieved or conclusions reached which have commercially 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. In particular, before research results are published, presented or informally discussed with anyone who is not an employee of the University, their potential for commercial exploitation should be fully considered. If this is not done, this public disclosure may compromise future commercialisation activities; for example it would preclude filing of an application for patent protection. This applies to all research, irrespective of whether your work is publically funded through a grant or directly by a company or other organisation. If you are uncertain whether specific results arising from your research have potential for commercial exploitation, you should contact Research Services for advice.

Who Owns Arising IPR?

Intellectual property rights arising from work undertaken by research students vest 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 includes without limitation:

- 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 on the same basis as to members of staff. 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 on request be returned to the student, either for an agreed period or on a permanent basis, for appropriate payment.

Funded Research

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 or otherwise disclose any work which might prejudice the exploitation of the rights.

Although these rules may appear very formal and restrictive, 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 an Initial Commercial Enquiry form, available at: www.sheffield.ac.uk/rs/commercialisation/ice-form

The University will then assess the commercial value of the concept and determine the exploitation route https://www.sheffield.ac.uk/rs/commercialisation.

Developing Commercial Plans

Developing a new spinout company requires both technical and commercial skill. The University encourages PhD students and PDRAs to take an active role in the development of commercial opportunities and can access various government-funded schemes to support a researcher to develop their own entrepreneurship skills. If you think you could play an active role in the commercialisation of your research then please speak to your supervisor or contact the Impact and IP team at: https://www.sheffield.ac.uk/rs/commercialisation.

Learned Societies Fund

The Learned Societies Fund is a University budget that is devolved to each of the academic faculties. In every case, and before incurring any expenditure, applicants MUST first check the specific procedures for approval and claims as determined by their faculty. The following categories of staff and students are eligible to receive support

- academic and academic-related staff
- technical staff above the trainee technician grade
- registered postgraduate students who are not able to obtain support for attending learned society meetings from their sponsors

There is a limit to the number of claims to the Learned Societies Fund that may be made in any academic year (1 October to 30 September) and claims must be submitted using the Certified Claim for Expenses Form.

Claims must comply with the Financial Regulations and the specific guidance contained within the Staff Fees, Expenses and Benefits Procedures Manual.

Legitimate expenses in attending meetings of learned societies are claimable as follows:

a. To give an oral account or a poster of original research work, of which the member of staff is the author or joint author, at a meeting of a learned society of national standing to be held worldwide, with a view to publication of the work by or for the society (costs will be met for only one contributor when presenting multi-authored work).

b. Irrespective of (a) above, to make one visit in each academic year (1 October - 30 September) to hear original contributions to learning at a meeting of a learned society held worldwide.

c. To attend a meeting or meetings, as an officer or member of the council of a learned society. In these circumstances reimbursement should initially be sought from the learned society and only if not reimbursable, should a claim be submitted to the University. The expenses claim form should be endorsed to this effect by the claimant.

Expenses claim forms and on-line expenses submission both contain the facility for the total cost of any claim to be split between different charge codes. If an externally funded contribution is available, as well as a proportion of the claim to be charged to the devolved faculty LSF cost centre, the claimant MUST split the total claim themselves over the different codes for each funding source.

Expenses claims forms must be completed in full and returned to the Department of Finance. Claims should be submitted within two months of the expenditure being incurred. Failure to do so may delay payment, or nullify the claim. The Learned Societies Fund is unable to reimburse claims to an individual in advance of the costs being incurred.

University Regulations

Research students and supervisors are advised to read the Regulations for Higher Degrees by Research (provided in the University Calendar), which is available from: www.sheffield.ac.uk/calendar

University Services and Facilities

Accommodation & Campus Services

The Edge, 34 Endcliffe Crescent, Sheffield, S10 3ED
Telephone: 222 4488
Email: accommodationoffice@sheffield.ac.uk
Web Site: www.sheffield.ac.uk/accommodation

Careers Service

Edgar Allen House, 241 Glossop Road, Sheffield, S10 2GW
Telephone: 222 0910
Web Site: www.sheffield.ac.uk/careers/services/researchers

Open: Monday - Friday 9.00am - 5.00pm
(except Tuesday 11.00am - 5.00pm)

The Careers Service provides free and impartial careers information, advice and guidance to all students, regardless of background or nationality, and to graduates for up to three years after graduation.

The Careers Service supports all students to be active participants in their own career development and enables them to achieve career success. In addition to using services available for all students, postgraduate research students also have access to two specialist Careers Advisers. Specialist support includes one-to-one appointments, support for work experience and events designed to enable researchers to explore options within and beyond academia, to meet employers and succeed in the recruitment process. Many of these sessions are accredited as part of the Doctoral Development Programme.

Computing facilities

Web Site: 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.

English Language Teaching Centre

78 Hoyle Street, Sheffield, S3 7LG
Telephone: 222 1780
Fax: 222 1788

Email: elt@sheffield.ac.uk

Web Site: www.sheffield.ac.uk/eltc

The ELT Centre is one of the central support services of the University, and is accredited by the British Council. The English Language Teaching Centre (ELTC) offers a wide range of English language courses and services for University students and departments, as well as the public. The ELTC is housed in a purpose-built facility which includes modern classrooms and well-equipped computer suites, as well as advanced audio-visual equipment and learning resources.

ELTC staff have experience of teaching international students in a wide range of locations and situations, both in the UK and overseas.

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.

Library

The University Library has four sites. You will need your UCard to access each site:

Western Bank Library

Western Bank

Semester opening hours:

Monday to Thursday	08:30 to 24:00
Friday	08:30 to 21:00
Saturday	10:00 to 21:00
Sunday	10:00 to 24:00

Check web pages for exceptions including exam opening and vacation hours.

Health Sciences Library based at:

The Medical School, Beech Hill Road, S10 2RX

Semester opening hours:

Monday to Friday	09:00 to 21:00
Saturday to Sunday	14:00 to 18:00

Check web pages for exceptions including exam opening and vacation hours

Northern General Hospital, Samuel Fox House

Semester opening hours:

Monday and Wednesday	09:00 to 20:00
Tuesday, Thursday and Friday	09:00 to 17:00
Saturday and Sunday	Closed

Check web pages for exceptions including exam opening and vacation hours

Information Commons

44 Leavygreave Road
Opening hours: open 24 hours a day, seven days a week
Check web pages for exceptions

The Diamond

32 Leavygreave Road
Opening hours: open 24 hours a day, seven days a week
Check web pages for exceptions

The advice on referencing and copyright outlined in this Code of Practice is supported by a range of short skills courses specifically for postgraduates run by the Library as part of the Doctoral Development Programme, see:
http://www.sheffield.ac.uk/library/services/lddp for a list.

Short online tutorials are available at:
https://www.sheffield.ac.uk/library/idlt. The Library offers one-to-one support for students and welcomes drop-ins. Find your librarian's details at:
http://www.sheffield.ac.uk/library/libstaff/sllist

In addition, the University Library offers other services to research students, including a free minibus to the British Library Document Supply Centre at Boston Spa. Find out more about all services to researchers from:
https://www.sheffield.ac.uk/library/research/students

To contact the Library:

Telephone:	0114 222 7200
Email:	library@sheffield.ac.uk
Web:	www.sheffield.ac.uk/library
Twitter:	twitter.com/unisheffieldlib

Use the Live Chat links on the Library web pages to get speedy answers to your questions.

Modern Languages Teaching Centre

Sheffield Bioincubator, 40 Leavygreave Road, S3 7RD
Telephone: 222 4897
Email: mltc@sheffield.ac.uk
Web Site: 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.

Print and Design Solutions

Bolsover Street, Sheffield, S3 7NA
Telephone: 222 1220
Email: print.enquiries@sheffield.ac.uk
Web Site: www.sheffield.ac.uk/cics/printanddesign

Sport Sheffield

Goodwin Sports Centre, Northumberland Road,
Sheffield S10 2TY
Telephone: 222 6999
Email: info@sport-sheffield.com
Web Site: www.sport-sheffield.com/

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.

Student Services Information Desk (SSiD)

Student Union Building, Western Bank, Sheffield, S10 2TG
Telephone: 222 1299
Email: www.sheffield.ac.uk/ssid/email
Web Site: www.sheffield.ac.uk/ssid

Open all year round except Bank Holidays

Monday: 9am – 5pm
Tuesday: 9am – 5pm
Wednesday: 9am – 5pm
Thursday: 10am – 5pm
Friday: 9am – 5pm

SSiD is the University's multi-award winning student information service. It provides a range of student services including change of address instructions, bank letters and council tax exemption certificates. SSiD is the first place to go if you need information, help and guidance. The friendly, professional team are trained to help deal with all your questions and concerns.

UCard

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 gain access to some buildings.

Further information can be gained from www.sheffield.ac.uk/ssid/ucards

UCard issuing is available from the Student Services Information Desk (SSiD), Union of Students Building Monday to Friday - 9am to 5pm (Thursday - 10am to 5pm).

Should your time limit run out once you have submitted your thesis (but before your award has been made), you are required to go to SSiD in order to have your UCard renewed for the interim period. You should ensure that you take your thesis submission receipt with you as proof of eligibility. Following examination, if you are required to make minor amendments or to resubmit your thesis, your time limit will be changed accordingly and you will be able to acquire a new card in line with your new time limit.

Welfare and Advice

Researcher wellbeing networks

Emotionally Demanding Research Network:
https://plus.google.com/u/0/communities/103562737829578364036

Although engaging in traumatic or sensitive research themes can be exceptionally rewarding, it is important to be mindful of how our own wellbeing may be affected. Vicarious trauma is the negative change in our thoughts, perceptions and interpretations as a result of repeated engagement with traumatic research related materials and experiences. We invite you to join us if you identify as someone engaged in sensitive, upsetting or traumatic research and would like access to space, discussions, and resources to self-manage this. We work in partnership with the University Counselling Service

Disabled & Ill Researchers' Network:
https://plus.google.com/u/0/communities/113165714450614383984

Nobody embarks on a PhD thinking it's going to be easy, but disability and illness can make researching a thesis that little bit more daunting, exhausting or isolating. Physical and mental health can interrupt academic work in unforeseen ways, and it can be difficult to know how to talk about it with supervisors or even fellow researchers. This group aims to to discuss problems, share strategies, and campaign for greater awareness of researcher disability and illness and its impact on study. We work in partnership with the University Disability and Dyslexia Support Service.

Parent-PGR Network:
https://plus.google.com/u/0/communities/101248465132403307689

This group aims to bring together postgraduate researchers who are also parents, or about to be parents, or who are thinking about becoming parents. We aim to discuss issues, share strategies and resources, and campaign for greater awareness of the challenges of balancing doctoral study with parenthood. We work in partnership with the broader Parents@TUoS network.

Thesis Mentoring:
https://www.sheffield.ac.uk/rs/ecr/mentoring/thesismentoring

Thesis Mentoring is a 4-month programme offering fortnightly 1:1 meetings with a trained post-doc thesis mentor, to help PhD researchers to get their writing back on track.

This confidential programme is for you if you want to be a better and more engaged writer but are struggling with getting started with thesis writing, understanding what the task involves, or planning your writing. The content of your 1:1 meetings will be tailored to your own personal writing goals and the mentor's role is to help you focus on writing planning, behaviours and blocks, not your research data - thereby complementing the role of your PhD supervisor.

v i s t a Careers Beyond Academia:
https://www.sheffield.ac.uk/rs/ecr/mentoring/vista

v i s t a is a weekly blog series, an online mentoring platform, and a programme of lunchtime seminars all focused on post-PhD careers beyond academia. It aims to enable researchers to gain awareness of the broad range of professions open to researchers post-PhD and to gain honest, first-hand insight into the realities of careers outside academia.

Childcare

Children's Services
93 Brunswick Street, Sheffield, S10 2FL
Telephone: 273 9361
Email: Nursery@sheffield.ac.uk
Web Site:
http://su.sheffield.ac.uk/advice-support/children-s-services

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.

Central Welfare and Guidance

Telephone: 222 4321

Email: support@sheffield.ac.uk

Web Site: https://www.sheffield.ac.uk/ssd/ssg/cwag

Central Welfare and Guidance supports students experiencing personal difficulties that are significantly impacting on their university experience and ability to study. Sometimes this is achieved by engaging with the student themselves but CWaG also provide direct support and guidance to friends, course mates and housemates of students who are causing concern.

Some of the situations that Central welfare and Guidance can assist and advise on include:

- serious ill health/hospitalisation
- sexual violence (current or historic)
- victim of a crime
- bullying and harassment
- housing/relationship issues
- relationship abuse
- bereavement
- missing students
- forced marriage and honour violence
- students who have stopped engaging with their academic studies

In situations where mental health issues are involved Central Welfare and Guidance will signpost students to Student Access to Mental Health Support.

Mental Wellbeing

SAMHS (Student Access to Mental Health Support)
36 Wilkinson Street, Sheffield, S10 2GB
Find information online at:
https://www.sheffield.ac.uk/mental-wellbeing
General enquiries by telephone: 0114 222 4134
Email: SAMHS@sheffield.ac.uk

SAMHS (Student Access to Mental Health Support) is the first point of contact for students to explore a broad range of psychological support. Any University of Sheffield student can register online with SAMHS and book an initial 'triage' appointment. At a triage appointment, the student's suitability for one-to-one counselling at the University Counselling Service is considered as well as a wide range of other available interventions.
www.sheffield.ac.uk/mental-wellbeing

UCS (University Counselling Service) organise one off events and several drop-in groups each week, including a mindfulness group and a hypnosis for inner calm and positivity session. These require no registration and are free to all students.
www.sheffield.ac.uk/ssid/counselling/services/workshops

All students have free access to Big White Wall at home or while abroad. It provides immediate access to 24/7 online peer and professional support, with trained counsellors.
www.bigwhitewall.com

To find out more about psychological support at the University of Sheffield, visit:
www.sheffield.ac.uk/mental-wellbeing

Disabled students

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

Telephone: 0114 222 1303

Email: disability.Info@sheffield.ac.uk

Web: www.sheffield.ac.uk/ssid/disability

The Disability and Dyslexia Support Service (DDSS) is a friendly and confidential service which provides individually-tailored academic support and advice to students with disabilities so as to ensure that they are able to participate in their studies without disadvantage and perform to the best of their abilities.

For the purposes of the service the term 'disability' is defined as any impairment that has lasted or is likely to last for more than 12 months and which has a significant impact upon an individual's ability to access an academic course and carry out normal day-to-day academic activities (reading, writing, using library services and attending taught sessions, for example). Individuals with a wide variety of disabilities - from specific learning difficulties and sensory impairments to medical conditions and mental health difficulties – can access support through the service.

If you have a disability which is impacting upon your studies simply contact the service in order to arrange a meeting with a disability adviser, who will be able to offer specific advice on the support available to you.

The DDSS website has details of the kinds of support available to disabled students at the University. It also contains detailed information on the process of applying for Disabled Students' Allowances – a source of funding often available to postgraduate students from the UK which is intended to cover any study related costs which are incurred as a direct result of a disability.

Health matters

University Health Service
53 Gell Street, Sheffield, S3 7QP
Telephone: 222 2100 (24 hours)
Email: health.service@sheffield.ac.uk
Web Site: 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. Emergency dental treatment may be available at the Charles Clifford Dental Hospital for people not registered with a dentist.

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:

Sheffield Alcohol Support Service

646 Abbeydale Road, Sheffield S7 2BB
Telephone: 258 7553
Web Site: http://www.sheffieldalcoholsupportservice.org.uk/

Alcoholics Anonymous

Telephone: 0845 769 7555

British Pregnancy Advisory Service

Telephone: 0345 730 4030
Web Site: https://www.bpas.org/

Sexual Health

Telephone: 0114 226 8888
Web Site: http://www.sexualhealthsheffield.nhs.uk/

Rockingham Drug Project

117 Rockingham Street, Sheffield, S1 4EB
Telephone: 275 5973

Samaritans

272 Queens Road, Sheffield, S2 4DL
Freephone: 116 123

Sheffield Rape & Sexual Abuse Centre

Telephone: 0808 802 0013
Web Site: http://www.sheffieldrapecrisis.org.uk/

Nightline

Telephone: 222 8787 (Listening)
222 8788 (Information)
Email: nightline@sheffield.ac.uk
Web Site: www.shef.ac.uk/ssid/contacts/nightline

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 many issues that can be encountered within student life. The service can be called free from University networked phones.

Personal safety and security

Web Site: www.sheffield.ac.uk/ssid/safety
www.sheffield.ac.uk/security/advice

Sheffield is one of the UK's safest cities, but everyone should be mindful to take precautions to minimize risks to their personal safety and security. Useful information, guidance and contact details are available from the above websites.

Women's Safety & The Women's Night Safety Bus

Women's Officer
Sabbatical Office, Level 4, Union of Students Building
Telephone: 222 8608
Web Site: www.sheffield.ac.uk/ssid/safety/womens-safety

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

Safety alarms are available free from the Women's Officer's office, Level 4, Students' Union, or from the Student Advice Centre.

Health and Safety

Arts Tower, Level 7, Western Bank, Sheffield, S10 2TN
Telephone: 222 7466
Email: safety@shef.ac.uk
Web Site: www.sheffield.ac.uk/hs

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
Web Site: www.sheffield.ac.uk/security

IN AN EMERGENCY

In the University - dial 4444 (24 hours)
Outside the University - dial 999

Immigration issues

The Home Office operates a Points Based System of immigration. Student visas are issued under Tier 4 of the points based system and the immigration rules for students in the UK have changed significantly since March 2009. If you are a Tier 4 visa holder you have certain responsibilities that you must comply with. For further Information, please see www.sheffield.ac.uk/ssid/international/immigration/responsibilities/student

Further information about student immigration can be found on Student Support and Guidance (SSG) web pages at: www.sheffield.ac.uk/ssid/international

Students with questions about their student visa can contact SSG: www.sheffield.ac.uk/ssid/international/email.

Cross-cultural issues

Email: international.students@sheffield.ac.uk

The University is an international community - over 4000 overseas students from more than 130 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.

Religious matters

Email: chaplaincy@sheffield.ac.uk

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/ssid/chaplaincy/

Student Advice Centre

Telephone: 222 8660
Email: advice@sheffield.ac.uk
Web Site: https:su.sheffield.ac.uk/student-advice-centre

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.

Union of Students

Western Bank, Sheffield, S10 2TG
Telephone: 222 8500 (Reception)
Email: union@sheffield.ac.uk
Web Site: 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.

Thesis binding at Print & Design Solutions

Print & Design Solutions provides a thesis printing and binding service (fastback) for The University of Sheffield.

Print and Design Solutions provides an online ordering facility for staff and students to print their theses. You can find details on how to order your thesis online at: www.sheffield.ac.uk/cics/printanddesign/myprint

You can access myPrint through the University's online portal.

There are three binding packages available for theses, which include comb, wiro and hard binding.

Hard binding has your details gold foiled onto the cover and spine of the document. The maximum thickness of a bound volume is 32mm (subject to sight); if your thesis is thicker it may need to be split into two or more volumes.

Rebinding

To have your thesis rebound you are required to bring the original thesis to the Print & Design Solutions reception. The channel spine will be removed leaving the thesis free for you to remove the old pages and insert new ones. An order form must then be completed and the thesis left for rebinding.

Preparing for binding

Before submitting work for binding, please make sure that the material is in good order; pages are bound strictly in the order in which they are delivered. Only A4 size pages are accepted; we cannot undertake to trim non-standard size paper.

Print & Design Solutions reserves the right to refuse to bind any copied material that has not been acquired legally under the terms of the Copyright, Designs and Patents Act 2088 or any current licensing agreements the University has.

When you are ready to submit your work for binding, fill in the Thesis Binding Service order form and take it to Print & Design Solutions on Bolsover Street.

Collection of Thesis

Collect the completed binding from the Print & Design Solutions reception desk. Please specify on the order form whether you will be collecting it yourself or, if not, who will be. The collector will be asked for identification. If you wish your work to be sent by post, please also specify this on the order form.

Further information

For further details and prices please see our website: www.sheffield.ac.uk/cics/printanddesign/thesis.
You can contact us on 0114 222 1220 or email print.enquiries@sheffield.ac.uk