



The  
University  
Of  
Sheffield.

**Department  
Of  
Information  
Studies.**

# **Graduate Taught Programmes**

## **Students' Handbook**

### **2009-2010**

# Department of Information Studies

**Address:**

Department of Information Studies  
Regent Court  
211, Portobello Street  
Sheffield S1 4DP  
UK

Tel: (0114) 2222000 Ext. 22630 (via University Switchboard)

Tel: (0114) 2222630 (direct)

Fax: (0114) 2780300

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

**Departmental Website:**

[www.shef.ac.uk/is](http://www.shef.ac.uk/is)

**University Student Services Information Desk (SSiD) Website:**

[www.shef.ac.uk/ssid](http://www.shef.ac.uk/ssid)

To all students

# Welcome to the Department of Information Studies

This booklet contains basic information about the Department and all postgraduate programmes offered within the Department. Student and teaching-related resources are also available via the Departmental Website at [www.shef.ac.uk/is](http://www.shef.ac.uk/is) (select **Current students** from the left-hand menu). Further details and advice will be available throughout the year from individual tutors. In addition, if you feel that you need personal advice, information or assistance, please contact your personal tutor, your Programme Coordinator or any other staff member, who will be happy to help as much as possible. Matters of general interest or concern to all students may be passed to student representatives on each programme who will raise issues at the regular meetings of the Departmental Staff/Student Committee.

If you wish to see any member of staff, it is generally advisable to try and make an appointment since we all have commitments which do not appear on the timetable. Please, however, approach us at any time if you think your problem needs urgent attention.

**Professor Sheila Corral**  
**Head of Department**

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# Where to find resources for Information Studies students

## General information

This handbook reproduces some of the information available in the “Current Students” section of the Departmental website. This is most of the general information that you will need as a student in the Department of Information Studies.

<http://www.shef.ac.uk/is/current>

## Teaching materials

For the teaching materials related to specific modules, please access MOLE (My Online Learning Environment), which you can reach via MUSE, the University of Sheffield's web portal. To log in to MUSE, please use the link at the very top of any University of Sheffield web page. For advice on using MUSE, please refer to the CICS web pages:

<http://www.shef.ac.uk/cics/muse>

## Further questions?

If you have any questions about the information in your Handbooks or on the Departmental web pages, please speak to your Teaching and Learning Manager:

**John Bennett**

**Email address:** [j.bennett@sheffield.ac.uk](mailto:j.bennett@sheffield.ac.uk)

**Tel:** 0114 2226330(External) 26330 (Internal)

**Fax:** 0114 2780300

**Room Location:** Room 236, Second Floor, Regent Court

# Departmental Staff

## Academic staff

Name	Position (Room no.)	Email	Extension
<b>Professor Sheila Corrall</b>	Head of Department and Professor of Librarianship & Information Management (Room 230)	s.m.corrall@sheffield.ac.uk	22632

Research interests: Library, information and knowledge management strategies; information service structures; professional roles and competencies; strategic aspects of information literacy development. Teaching activities: Academic, national and special libraries; information resources and information literacy; planning and management of library, information and IT services.

<b>Mr Alastair Allan</b>	Senior University Teacher (Room 306) / Senior Academic Liaison Librarian	A.Allan@sheffield.ac.uk	22638 / 27268
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Alastair Allan is the Academic Liaison Librarian and subject specialist for Information Studies, The Institute for Lifelong Learning, Journalism, Psychology, and Sociological Studies.

Alastair is also a Senior University Teacher in the Department of Information Studies, specialising in information literacy and government information.

<b>Dr Peter Bath</b>	Senior Lecturer (Room 309)	p.a.bath@sheffield.ac.uk	22636
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Research interests: Health Informatics including applications of artificial intelligence and data mining techniques to analysing health information, information needs and information behaviours of patients, families, carers and the public, analysing health information in relation to the health and well-being of older people, especially self-rated health, falls, mental health, mortality. Teaching activities: Programme Co-ordinator MSc Health Informatics. Module co-ordinator: Analysis of health information; Healthcare Information; Research Methods and Dissertation Preparation (Health Informatics).

<b>Ms Briony Birdi</b>	Lecturer (Room 304)	b.birdi@sheffield.ac.uk	22653
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Research interests: Social inclusion, the reading and promotion of minority genre fiction, public libraries, the role of libraries in education, and evaluation methodologies.

Teaching activities: Public libraries, libraries for children and young people, reader development, reading research, the promotion of literature and reading, libraries and social inclusion, the role of libraries in education.

<b>Dr Paul Clough</b>	Lecturer (Room 226)	p.d.clough@sheffield.ac.uk	22664
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Research interests: Information storage and retrieval, particularly multilingual searching of texts and images; geographic information retrieval; evaluation of retrieval systems; and natural language processing for enhanced information retrieval.

Teaching activities: Information storage and retrieval; information systems modelling; database design; electronic publishing; digital multimedia.

<b>Dr Andrew Cox</b>	Lecturer (Room 222)	a.m.cox@sheffield.ac.uk	26347
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Research interests: Internet studies; Communities and networks; Professionalisation and professionalism; Discourse and identity; Visual methods; The choice, implementation and appropriation of information/knowledge systems; Family history, local history and local studies librarianship.

Teaching areas: Information and knowledge management; online communities; Internet and cyberculture; Technology in academic libraries; Information portals.

<b>Professor Nigel Ford</b>	Professor of Information Science (Room 210)	n.ford@sheffield.ac.uk	22637
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Research interests: Educational informatics; information seeking; user modelling; creativity. Teaching activities: Educational informatics; information retrieval; information literacy; information

resources

**Dr Jonathan Foster** Lecturer (Room 310) j.j.foster@sheffield.ac.uk 22665

Research interests: Computer-based collaborative group work and learning; information and knowledge management and strategy; digital economy.

Teaching activities: Information and knowledge management and strategy; information systems in organisations; digital economy.

**Professor Val Gillet** Professor of Chemoinformatics (Room 305) v.gillet@sheffield.ac.uk 22652

Research interests: Chemoinformatics in particular: data mining and machine learning methods; virtual screening; structure-activity relationships; de novo design; and evolutionary algorithms.

Teaching activities: Chemoinformatics: Programme Coordinator for the MSc (Res) in Chemoinformatics – formerly the EPSRC-funded MSc in Chemoinformatics; MChem/BSc Chemistry and Computational Drug Design.

**Dr John Holliday** Research Manager (Room 319, located within Room 323) j.d.holliday@sheffield.ac.uk 22685

Research interests: Chemical database diversity and compound selection; evolutionary programming methods; comparison of similarity coefficients and data fusion techniques.

Teaching activities: Web scripting and content management; Chemoinformatics software; Programme team member for MSc (Res) Chemoinformatics; Module coordinator for Content Management Systems.

**Professor Philippa Levy** Professor of Inquiry-based Learning and Teaching (Information Commons) p.levy@sheffield.ac.uk 25271

Research interests: Inquiry-based pedagogies in higher education; networked learning and learner support; educational informatics; educational roles of information specialists; educational development and change facilitation in universities; scholarship of teaching and learning.

Teaching activities: Inquiry in information management, educational informatics.

**Dr Angela Lin** Lecturer (Room 221) a.lin@sheffield.ac.uk 22634

Research interests: Principal research interests are in information systems implementation (broadly understood), and in particular in the areas of use of IT in business, evaluation of information systems, the study of systems in use, and users acceptance of systems. Besides information systems, ecommerce is another area of interest especially in the areas of online consumer behaviours, information systems and technologies that support ecommerce, and ecommerce business.

Teaching activities: Module coordinator for Information Society (from 2002-2007), Information Systems in Organisation, and Ebusiness and Ecommerce. Also contributing to other modules including Information Management in the Digital Economy, and Business Intelligence

**Ms Pam McKinney** Lecturer p.mckinney@sheffield.ac.uk tba

**Dr Miguel Baptista Nunes** Senior Lecturer (Room 211) j.m.nunes@sheffield.ac.uk 22645

Teaching interests: information systems modelling, design and development; database design and implementation; information systems project management; computer mediated communication (CMC) issues and technologies; organisational theory, new forms of organisations and work; computer supported collaborative work (CSCW).

Research interests: instructional systems design; web based learning environments for active and distance learning; computer-supported collaborative work environments (e-business, intranets and extranets); computer-mediated communication; networked learning; information systems analysis; information and data modelling.

**Dr Alex Peng** Lecturer alex.peng@sheffield.ac.uk tba

**Dr Daniela Petrelli** Lecturer (Room 325) d.petrelli@sheffield.ac.uk 22683



## Administrative and Secretarial staff

Name	Position (Room no.)	Email	Extension
<b>Mr. John Bennett</b>	Teaching and Learning Manager (Room 236)	j.bennett@sheffield.ac.uk	26330
<b>Miss Wendy Hardman</b>	Admissions Secretary (Room 217)	wendy.hardman@sheffield.ac.uk	22660
<b>Mr Matthew Jones</b>	Research and Resources Assistant (Room 217)	matthew.l.jones@sheffield.ac.uk	26346
<b>Mr Tim Nadin</b>	Research and Resources Manager (Room 235)	t.nadin@sheffield.ac.uk	22661
<b>Mrs Julie Priestley</b>	Examinations and Records Secretary (Room 217)	j.priestley@sheffield.ac.uk	22839
<b>Mrs Christine Shaw</b>	Clerical Officer	c.e.shaw@sheffield.ac.uk	22662

## Technical staff

Name	Position (Room no.)	Email	Extension
<b>Mr Paul Fenn</b>	ICT Manager (Room 209)	p.fenn@sheffield.ac.uk	22695
<b>Mr Peter Holdridge</b>	Learning Technologist (Room 303)	p.g.holdridge@sheffield.ac.uk	22698
<b>Mr Andrew Stones</b>	Computer Technician (Room 209)	a.d.stones@sheffield.ac.uk	22695

## Visiting Staff

Name	Position
<b>Ms Claire Beecroft</b>	Invited Lecturer, SchARR, University of Sheffield
<b>Mr Andrew Booth</b>	Invited Lecturer, Director of Information Resources and Reader in Evidence Based Information Practice, SchARR, University of Sheffield,
<b>Mr Chris Carroll</b>	Distance Learning Tutor, Health Informatics Programme
<b>Dr Geoff Downs</b>	Honorary Research Fellow, Consultant, BCI Ltd
<b>Mr Gerry Firkins</b>	Distance Learning Tutor, Health Informatics Programme
<b>Dr Louise Guillaume</b>	Invited Lecturer, SchARR, University of Sheffield
<b>Mr Martin Molloy</b>	Strategic Director of Cultural and Community Services, Derbyshire County Council
<b>Dr Alan O'Rourke</b>	Distance Learning Tutor, Health Informatics Programme
<b>Ms Angie Rees</b>	Invited Lecturer, SchARR, University of Sheffield
<b>Mr Martin White</b>	Visiting Professor, Managing Director, Intranet Focus Ltd

## External Examiners

<b>Name</b>	<b>Position</b>	<b>Programme</b>
<b>Dr Keith Horton</b>	Associate Dean (Academic Development), Faculty of Engineering, Computing & Creative Industries, Napier University, Edinburgh	Undergraduate Programmes
<b>Dr Richard Jackson</b>	Lecturer and Research Group Leader, University of Leeds	MSc(Res) Chemoinformatics
<b>Prof Göran Petersson</b>	University of Kalmar, Sweden	MSc Health Informatics
<b>Prof Dorothy Williams</b>	Associate Dean, Aberdeen Business School, Robert Gordon University	MA Information Literacy, MA Librarianship
<b>Dr Christine Urquhart</b>	Senior Lecturer, Department of Information Studies, Prifysgol Aberystwyth	MSc Information Management

# Introduction to the Programmes of Study

The Department of Information Studies provides high quality teaching consistent with the University's mission "to maintain the highest standards of excellence as a research-led institution, whose staff work at the frontiers of academic enquiry and educate students in a research environment". The Department contributes to the development of librarianship and information management at a national and international level by educating students to a high academic standard, by providing opportunities for Professional Enhancement, and through the conduct of research.

## Aims

The Department aims to:

1. deliver a curriculum for each degree programme that develops in students a broad understanding of the subject area together with a detailed and critical understanding of selected areas
2. provide students with the knowledge and skills required to work as effective information professionals, managers of information or research workers in their chosen field
3. enable those already working in the information field to update and expand their professional understanding and competencies
4. prepare students for professional practice by providing programmes which meet the accreditation requirements of professional bodies and that meet the needs of employers
5. deliver teaching informed and inspired by professional expertise and by the research and scholarship of staff
6. encourage students to become informed citizens and to understand the place of information in society

## Objectives

To achieve these aims the Department offers a range of undergraduate and postgraduate programmes, which have different emphases defined by key areas of study (as shown in the individual programme descriptions given in the following pages). By the end of their chosen programme students will:

1. be able to demonstrate an understanding of the nature of information and its uses, the interface between information and its users, and the technology and systems which produce, analyse and communicate information
2. be able to apply theory and recognise best practice in their chosen field
3. have acquired an up-to-date subject knowledge, practical/professional and research skills relevant to the employment market
4. have gained an understanding of how theory is applied to practice in the workplace
5. have developed communication and interpersonal skills to complement their subject knowledge
6. have obtained learning skills of relevance to their studies and for lifelong learning

# Registration Information

## Modular Structure

The postgraduate taught masters programmes are one year (full-time) or 3 years (part-time) in length and students take modules totalling 180 credits over the whole period of their registration. Students must take all core modules specified, but may choose options from lists of approved modules.

- **Core modules** provide students with the fundamental concepts and theories in the main subject area of their degree programme and lay the foundations for future study
- **Approved module** choices allow students to select specialisms within the subject area of their particular degree programme

## Module Registration

Students will be required to register for modules at the start of the academic year by completing their University Registration Form accordingly. Full-time students will be required to register for a full 180 credits; part-time students are not required to register for the full 180 credits in any one year. These module choices will be recorded on your University Student Record.

Students are able to check which programme and modules they are registered for at any point during the academic year by checking their University Student Record via MUSE.

The regulations for each degree programme setting out the core, approved and unrestricted modules available are contained in the Degree Programmes section. The online Directory of Modules gives a brief description of each module available across the University, and provides a link to timetable and location information. You can access it via the Departmental website:

<http://www.shef.ac.uk/is/current/modules.html>

You can also access timetable information via the myTimetable function in MUSE.

## Selection of Module Choices

Students should select modules in semesters 1 and 2 to form an appropriate scheme of study with regards to the relevant programme regulations and their personal and professional needs. Students may find it helpful to consult with the Programme Coordinator and Module Coordinators regarding appropriate choice of modules.

Full-time students should select approved modules, so that the total number of credits taken is equally distributed across both semesters (i.e. 60 credits in each semester).

Part-time students should plan which modules they will take, and when, in consultation with the Programme Coordinator. It is expected that part-time students would normally complete all taught modules within the first two years, leaving the dissertation module to be completed in the third year, however, taking the taught modules over 3 years is also possible if this is more convenient.

## Adding and Dropping Module Choices

If at a later stage, you wish to change your approved module choices you can do this by filling in a Module Add / Drop Form. These forms are available from:

<http://www.shef.ac.uk/ssid/forms/adddrop.html>

The Add / Drop procedure is as follows:

1. For each module that you are Adding or Dropping, obtain the permission and signature of the relevant module coordinator(s), preferably within the **first week of Semester**
2. Then take your Module Add / Drop Form to John Bennett, who will add a Departmental signature and pass the form to Student Services Information Desk
3. Under General University regulations, the closing date for module choice changes is **Friday of the third week of the relevant semester**

## Part-Time Registration

For part-time students registered on the MA Librarianship, MA Information Literacy, MSc Information Management, MSc Information Systems, MSc Electronic and Digital Library Management and MSc(Res) Chemoinformatics the normal period of registration is 3 years. However, the regulations for each of these programmes allow part-time students who have successfully completed all the modules required for the award of a Masters within 2 years, to be recommended for the award of a degree at the External Examination Board after the end of the second year. Part-time students are reminded that the third year's tuition fees are still payable in these circumstances before you may graduate.

In order for the University to collect the third year's tuition fees you will need to register as normal for the third year. The Registration Office will send you a Registration Form which you should complete and return and arrange for the remaining tuition fees to be paid. The Department will consider you for the award of a degree at the External Examination Board in the October/November following the end of your second year, and if you meet the requirements will recommend the award of a degree so that you can graduate at the January degree congregations. Please be aware that in order for you to graduate in the January, you will need to have paid all the remaining tuition fees owing to the University before then (i.e. you should have no debts owing to the University). Thus it will not be possible for you to pay the third year's tuition fees via the instalment plan as this would take too long and you would still have debts owing to the University in the January.

## Change of Status Form

There are a number of occasions on which changes in your circumstances or in your studies will necessitate you completing a Change of Status (COS) form to officially register the changes with the University. The following situations fall into this category:

- **TRANSFER** - Transferring/changing programmes of study, i.e. changing degree programmes within the Department of Information Studies or from/to degree programmes in other Departments, or changing from full-time to part-time attendance and vice versa
- **LEAVE OF ABSENCE** - Applying for a leave of absence to suspend your studies for a period of time, e.g. for reasons of ill health/personal circumstances, taking up a work placement
- **EXTENSION** - Applying for an Extension to the time limit of your normal period of registration
- **WITHDRAW** - Notifying a withdrawal altogether from a programme of study, i.e. withdrawing from the University altogether

In all cases above you will need to complete a Change of Status Form and get signatures from the relevant Programme Coordinator(s) in the Department(s) concerned to agree to the change in status. This means if you are changing degree programmes from one Department to another you will need to obtain signatures from both the releasing and accepting Departments.

The Change of Status form is available here:

<http://www.shef.ac.uk/ssid/record/status.html>

## Taking a Leave of Absence from Studies

If, due to extenuating circumstances (medical, personal or financial), you are unable to proceed with your studies at any point during your normal period of registration (3 years for UG students, 1 year for full-time PG students, 3 years for part-time PG students) it may be appropriate to suspend your studies by taking a leave of absence for a period of time of up to one year in the first instance. Renewal for a second year is unusual but can sometimes be justified. You should normally speak with your personal tutor and/or the programme coordinator in the first instance if you think that you will need to apply for a leave of absence.

Where leave of absence is requested on medical grounds, a medical certificate must be obtained as background evidence for the initial request. Return to the University is subject to the provision of a medical certificate of fitness which must be provided by the University Health Service.

Where leave of absence is requested on employment grounds (e.g. a part-time student experiencing an extraordinary heavy workload at their normal place of employment) a letter from the line manager or equivalent confirming the situation should be provided.

If the Department supports your request for a leave of absence you will be asked to complete a Change of Status Form (see below) on which you should give additional information regarding the reasons for your request. This form will then be forwarded to the relevant Faculty for approval.

## **Extension to Time Limit**

If, due to extenuating circumstances (medical or personal), you are unable to complete all the modules required for the degree you are registered for within the normal period of registration (1 year for full-time students, 3 years for part-time students), it may be possible for an extension to time limit to be granted. This extension is not automatic and must be approved both by the Department and by the relevant Faculty. You should normally speak with your personal tutor and/or the programme coordinator in the first instance if you think that you will need to apply for an extension to time limit.

Where an extension to time limit is requested on medical grounds, a medical certificate must be obtained as background evidence for the initial request.

Where an extension to time limit is requested on employment grounds (e.g. a part-time student experiencing an extraordinary heavy workload at their normal place of employment) a letter from the line manager or equivalent confirming the situation should be provided.

If the Department supports your request for an extension to time limit you will be asked to complete a Taught Postgraduate Change of Status Form (see below) on which you should give additional information regarding the reasons for your request.

Students should note that a continuation fee is payable pro-rata for any extension granted. Further information on continuation fees is available on the SSiD website:

<http://www.shef.ac.uk/ssid/fees/other.html>

Students should think carefully about whether it would be more appropriate to apply for a leave of absence at an earlier stage during their normal period of registration when it becomes apparent that problems are being experienced, rather than continuing on and then having to apply for an extension to time limit after the normal period of registration is completed.

# MSc (Res) Chemoinformatics

Chemical information systems have long played a vital role in pharmaceutical, agrochemical and increasingly, biotechnological research, and where there is a need to handle not only information in traditional textual and numeric databases, but also databases containing information about the two-dimensional or three-dimensional structures of molecules.

Recent developments, such as combinatorial chemistry, high-throughput screening, electronic notebooks and laboratory information management systems, have led to drastic increases in the volumes of biological, numerical, structural and textual data that must be processed in chemical research programmes. This has resulted in the emergence of the discipline of Chemoinformatics, which involves the creation, retrieval, organisation, dissemination and processing of chemical information.

The initial focus in Chemoinformatics has been on the pharmaceutical industry where it plays an increasingly important role in the discovery of novel, biologically active chemical compounds. However, the application of Chemoinformatics techniques has now broadened to additionally cover the design of agrochemicals, foodstuffs, catalysts and specialist materials. Thus, there is a widespread international demand for graduates with skills in chemoinformatics. The MSc(Res) in Chemoinformatics programme trains graduates to design and operate the sophisticated computer-based information systems that are used to support research and development in the pharmaceutical, agrochemical and biotechnology industries.

The Department, awarded the highest research rating in all of the Research Assessment Exercises carried out by the Higher Education Funding Council, is recognised as having one of the leading centres in the world in chemoinformatics research. This ensures that the material in the programme reflects leading-edge developments in the field and allows graduates completing the programme to make significant contributions to this rapidly growing discipline.

## **Programme Staff**

**Programme Coordinator:** Dr Val Gillet

**Deputy Programme Coordinator:** Prof Peter Willett

## Programme Regulations for 2009-2010

### INFT57 CHEMOINFORMATICS (MSc(Res)) (Full-Time)

### INFT58 (MSc(Res)) (Part-Time)

1. A candidate shall take

(a)	COM6470	M	Foundations of Object-oriented Programming	10
	INF6050	M	Database Design	15
	INF6060	M	Information Retrieval: Search Engines and Digital Libraries	15
	INF6140	M	Chemoinformatics 1	15
	INF6820	M	Chemoinformatics Dissertation Preparation	20

(b) units to the value of *fifteen* credits from the following

	INF6003	M	E-Business and E-Commerce	15
	INF6090	M	Information Storage and Retrieval Research	15
	INF6370	M	Healthcare Information	15
	INF6430	M	Human Computer Interaction and User Interface Design	15

(c) INF6830 M Dissertation 90

2. A candidate who has been awarded *sixty* credits in respect of units listed at 1 (a) and (b) above shall be eligible for the award of the Postgraduate Certificate in Chemoinformatics.

### Compulsory Essential Computing Skills Module (INF6901)

Whilst this module is not credit-rated, attendance at one of the two weekly practical sessions is **compulsory** if students wish this module to be listed on their degree transcript. This module aims to bring all students up to a basic level of competence in a range of practical information management skills. These skills are assumed by many of the modules in your programme of study and by future employers.

INF6901	Essential Computing Skills	0
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# MSc in Electronic and Digital Library Management

Organisations need to manage an increasingly complex body of licensed, born digital and digitised content. Information services and libraries are offering both print and electronic content. Digital libraries, made up primarily of digitised content have become an important part of the information landscape. Creating an information architecture to support use of such diverse materials is challenging. Web 2.0 models of user created content and the data deluge arising from e-science and open access initiatives mean that the paradigms are shifting all the time.

Our MSc in Electronic and Digital Library Management equips you with the knowledge and the skills to succeed in this rapidly developing field. The course aims to produce rounded practitioners who can contribute value to an organization immediately, through influencing skills and with an awareness of strategic and ethical issues. It provides an in-depth understanding of the strategic and practical technical issues and the long term management and day to day challenges involved in leading and supporting digital and electronic library initiatives.

Our flexible approach to teaching and learning means you can study part time or full time. Whether you're new to the field or an experienced professional looking to develop your career, we can structure your course to suit.

## Programme Staff

**Programme Coordinator:** Dr Andrew Cox

**Deputy Programme Coordinator:** Dr Daniela Petrelli

## Programme Regulations for 2009-2010

### INFT61 ELECTRONIC AND DIGITAL LIBRARY MANAGEMENT (MSc) (Full-Time)

### INFT62 (MSc) (Part-Time)

### INFT63 (Postgraduate Diploma) (Full-Time)

### INFT64 (Postgraduate Diploma) (Part-Time)

### INFT65 (Postgraduate Certificate) (Full-Time)

### INFT66 (Postgraduate Certificate) (Part-Time)

1. A person may be admitted as a candidate who satisfies *one* of the following sets of requirements
  - (a) is a recognised graduate other than one whose first degree is wholly or principally in Librarianship or Information Studies
  - or*
  - (b) is a recognised graduate in Librarianship or Information Studies the content of whose degree is judged not to duplicate the core content of the programme.
2. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Board, two years part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
3. A candidate shall take
  - (a)

INF6012	F7	Designing Usable Websites	15
INF6019	F7	Digital Multimedia Libraries	15
INF6020	F7	Management and Strategy for Electronic & Digital Libraries	15
INF6060	F7	Information Retrieval: Search Engines and Digital Libraries	15
  - (b) a unit to the value of *fifteen* credits from the following

INF6180	F7	Libraries, Information and Society	15
INF6400	F7	Information Systems and the Information Society	15

	INF6320	F7	Information Systems in Organisations	15
(c)	units to the value of <i>forty-five</i> credits from the following			
	INF6002	F7	Information and Knowledge Management	15
	INF6003	F7	e-Business and e-Commerce	15
	INF6010	F7	e-Government Information	15
	INF6011	F7	Educational Informatics	15
	INF6014	F7	Information Literacy Research	15
	INF6017	F7	Content Management Systems	15
	INF6040	F7	Business Intelligence	15
	INF6050	F7	Database Design	15
	INF6090	F7	Information Storage and Retrieval Research	15
	INF6190	F7	Libraries, Information and Society II: Public Libraries	15
	INF6200	F7	Libraries, Information and Society II: Academic and Research Libraries	15
	INF6430	F7	Human Computer Interaction and User Interface Design	15
	INF6370	F7	Healthcare Information	15
(d)	INF6000	F7	Dissertation	45
	INF6340	F7	Research Methods and Dissertation Preparation	15
5.	A candidate who has been awarded <i>one hundred and twenty</i> credits in respect of units listed at 3(a), 3(b) and 3(c) above shall be eligible for the award of the Postgraduate Diploma in Electronic and Digital Library Management.			
6.	A candidate who has been awarded <i>sixty</i> credits in respect of units listed at 3(a), 3(b) and 3(c) above shall be eligible for the award of the Postgraduate Certificate in Electronic and Digital Library Management.			

### **Compulsory Essential Computing Skills Module (INF6901)**

Whilst this module is not credit-rated, attendance at one of the two weekly practical sessions is **compulsory** if students wish this module to be listed on their degree transcript. This module aims to bring all students up to a basic level of competence in a range of practical information management skills. These skills are assumed by many of the modules in your programme of study and by future employers.

INF6901	Essential Computing Skills	0
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# MA in Information Literacy

In an Information Society, we all need to be information literate. With so much information available in so many forms, we have to know exactly what we need, where to get it and how to use it. To play an active role in society, to address everyday issues and problems, we need to learn new skills that help us evaluate, organise and communicate information.

Information literate students are better equipped to realise their potential. Information literate employees add value to their organisations. Information literate people are empowered. They can judge the value of information presented to them by government, media and corporations. And they can express their opinions.

There's a growing demand for experts in the theory and practice of information literacy, people who are qualified and motivated to educate citizens for lifelong learning in information literacy. As well as roles in schools, universities and colleges, there are opportunities to support lifelong learners in corporate settings and through informal learning, for example in public libraries. Our new MA in Information Literacy is designed to produce graduates who are ready to engage with these challenges.

## Programme Staff

**Programme Coordinator:** Ms Sheila Webber

**Deputy Programme Coordinator:** Prof Sheila Corrall

## Programme Regulations for 2009-2010

**INFT70 INFORMATION LITERACY (MA) (Full-Time)**

**INFT71(MA) (Part-Time)**

**INFT72(Postgraduate Diploma) (Full-Time)**

**INFT73 (Postgraduate Diploma) (Part-Time)**

**INFT74 (Postgraduate Certificate) (Full-Time)**

**INFT75 (Postgraduate Certificate) (Part-Time)**

1. A person may be admitted as a candidate who is a recognised graduate and has, unless exempted by the Board, relevant practical experience.
2. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Board, two years part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.

3. A candidate shall take

(a)	INF6011	F7	Educational Informatics	15
	INF6014	F7	Information Literacy Research	15
	INF6018	F7	Education for Information Literacy	3
				0
	INF6060	F7	Information Retrieval: Search Engines and Digital Libraries	15
	INF6350	F7	Information Resources and Information Literacy	15
(b)	units to the value of <i>thirty</i> credits from the following			
	INF6003	F7	E-Business and E-Commerce	15
	INF6010	F7	E-Government Information	15
	INF6013	F7	Libraries, Information and Society II: Library Services for Children and Young People	15
	INF6017	F7	Content Management Systems	15
	INF6019	F7	Digital Multimedia Libraries	15
	INF6040	F7	Business Intelligence	15
	INF6090	F7	Information Storage and Retrieval Research	15
	INF6190	F7	Libraries, Information and Society II: Public Libraries	15

	INF6200	F7	Libraries, Information and Society II: Academic and Research Libraries	15
	INF6370	F7	Healthcare Information	15
	INF6430	F7	Human Computer Interaction and User Interface Design	15
	INF6840	F7	Archives and Records Management	3
				0
(c)	INF6000	F7	Dissertation	4
				5
	INF6340	F7	Research Methods and Dissertation Preparation	15
4.	A candidate who has been awarded <i>one hundred and twenty</i> credits in respect of units listed at 3(a) and (b) above shall be eligible for the award of the Postgraduate Diploma in Information Literacy			
5.	A candidate who has been awarded <i>sixty</i> credits in respect of units listed at 3(a) and (b) above shall be eligible for the award of the Postgraduate Certificate in Information Literacy			

### **Compulsory Essential Computing Skills Module (INF6901)**

Whilst this module is not credit-rated, attendance at one of the two weekly practical sessions is **compulsory** if students wish this module to be listed on their degree transcript. This module aims to bring all students up to a basic level of competence in a range of practical information management skills. These skills are assumed by many of the modules in your programme of study and by future employers.

	INF6901		Essential Computing Skills	0
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# MSc in Information Management

There are two pathways within the MSc in Information Management programme: the Professional Preparation Pathway and the Professional Enhancement Pathway. Students following the Professional Preparation Pathway generally either have no prior relevant work experience or up to a maximum of one year's relevant work experience prior to starting the degree programme and are aiming to start a career in the information professions on completion of the programme. Students following the Professional Enhancement (PE) Pathway generally have at least two year's relevant work experience prior to starting the degree programme and are aiming to gain knowledge and skills to enhance and develop their career in the library and information professions. If you are in any doubt as to which pathway you have been recruited to, please check with the Programme Coordinator for this programme.

## Programme Staff

**Programme Coordinator:** Dr. Ana Cristina Vasconcelos

**Deputy Programme Coordinator:** Dr. Angela Lin

## Duration of the Programme

Full-time: 1 year      Part-time: 3 years

Part-time students will normally take 3 years to complete the MSc, with the taught element of the degree being completed in the first two years, and the dissertation study being undertaken in the third year (part-time students may complete in a minimum of 2 years if they find they are able to undertake and complete the dissertation study whilst taking the taught elements of the programme, in which case the third and final year's tuition fee is payable before a student may graduate).

In order for part-time students to prepare for and complete their dissertation effectively, INF6340 'Research Methods and Dissertation Preparation' **must** be taken and completed prior to starting the dissertation module INF6000. Therefore part-time students should take INF6340 in year 2 of their studies, before undertaking the dissertation in year 3.

## Assessment

The programme is assessed on the basis of coursework in semesters 1 and 2 and the dissertation. Details about the procedures for the presentation and submission of both coursework and the dissertation, and details of methods of assessment, are given in later sections of this Handbook.

## Professional Qualifications and Exemptions

The MSc in Information Management is fully accredited by the Chartered Institute for Library and Information Professionals (CILIP) thereby allowing graduates to apply for the professional membership grades of the Institute.

# MSc in Information Management Professional Preparation Pathway

## Aims of the Programme

In addition to the overall aims given on page 14, the MSc in Information Management (Professional Preparation) programme aims to provide students with a sound understanding of the nature and role of information, information resources and services in the private and public sectors and how they relate to organisational and management theories. It aims to enable students to acquire the relevant knowledge and skills in the use of Information and Communication Technology (ICT) for the generation, organisation, dissemination and retrieval of data, information and knowledge, and to develop appropriate communication, group working and research skills for enabling effective mediation between information resources, users and information systems.

## Programme Regulations for 2009-2010

### INFT101 INFORMATION MANAGEMENT (MSc) (Full-Time)

### INFT110 (MSc) (Part-Time)

### INFT111 (Postgraduate Diploma) (Full-Time)

### INFT112 (Postgraduate Diploma) (Part-Time)

### INFT118 (Postgraduate Certificate) (Full-Time)

### INFT119 (Postgraduate Certificate) (Part-Time)

1. A person may be admitted as a candidate who satisfies *one* of the following sets of requirements
  - (a) is a recognised graduate other than one whose first degree is wholly or principally in Librarianship or Information Studies  
or
  - (b) is a recognised graduate in Librarianship or Information Studies the content of whose degree is judged not to duplicate the core content of the programme
2. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Board two years, part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
3. A candidate shall take
  - (a)
 

INF6002	F7 Information and Knowledge Management	15
INF6060	F7 Information Retrieval: Search Engines and Digital Libraries	15
INF6110	F7 Information Systems Modelling	15
INF6320	F7 Information Systems in Organisations	15
INF6350	F7 Information Resources and Information Literacy	15
  - (b) units to the value of *forty-five* credits from the following
 

INF6001	F7 Information Systems Project Management	15
INF6003	F7 E-Business and E-Commerce	15
INF6010	F7 E-Government Information	15
INF6011	F7 Educational Informatics	15
INF6013	F7 Libraries, Information and Society II: Library Services for Children and Young People	15
INF6014	F7 Information Literacy Research	15
INF6017	F7 Content Management Systems	15
INF6019	F7 Digital Multimedia Libraries	15
INF6040	F7 Business Intelligence	15
INF6050	F7 Database Design	15
INF6090	F7 Information Storage and Retrieval Research	15

INF6190	F7	Libraries, Information and Society II: Public Libraries	15
INF6200	F7	Libraries, Information and Society II: Academic and Research Libraries	15
INF6370	F7	Healthcare Information	15
INF6430	F7	Human Computer Interaction and User Interface Design	15
(c) INF6000	F7	Dissertation	45
INF6340	F7	Research Methods and Dissertation Preparation	15

4. A candidate shall attend such visits and participate in such secondments to operational units as are prescribed by the Head of Department.
5. A candidate who has been awarded *one hundred and twenty* credits in respect of units listed at 3(a) and (b) above shall be eligible for the award of the Postgraduate Diploma in Information Management.
6. A candidate who has been awarded *sixty* credits in respect of units listed at 3(a) and (b) above shall be eligible for the award of the Postgraduate Certificate in Information Management.

### **Compulsory Essential Computing Skills Module (INF6901)**

Whilst this module is not credit-rated, attendance at one of the two weekly practical sessions is **compulsory** if students wish this module to be listed on their degree transcript. This module aims to bring all students up to a basic level of competence in a range of practical information management skills. These skills are assumed by many of the modules in your programme of study and by future employers.

INF6901	Essential Computing Skills	0
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# Professional Enhancement Pathway

## Aims of the Programme

In addition to the overall aims given on page 14, the MSc in Information Management (PE) programme aims to: develop a student's ability to re-evaluate professional practice in the context of current and emerging theory and research in information management; gain an understanding of the application of research-based approaches to problem solving and decision making relevant to their own professional experience and needs; and to develop new skills and approaches relevant to their level and direction of professional development.

## Programme Regulations for 2009-2010

### INFT144 INFORMATION MANAGEMENT (PROFESSIONAL ENHANCEMENT) (MSc) (Full-Time)

#### INFT147 (MSc) (Part-Time)

1. A person may be admitted as a candidate who satisfies *one* of the following sets of requirements
  - (a) is a recognised graduate; and  
is a holder of a relevant professional qualification approved for this purpose by the Board; and  
has, unless exempted by the Board, two years' relevant practical experience approved by the Head of Department
  - (b) is a recognised graduate in Librarianship or Information Management; and  
has, unless exempted by the Board, two years' relevant practical work experience approved by the Head of Department.
  - (c) is a recognised graduate; and  
has, unless exempted by the Board, five years' relevant practical work experience approved by the Head of Department
  - (d) is permitted by the Board to transfer from candidature for the Postgraduate Diploma in Information Management (Professional Enhancement) (INFT145 or INFT148) or Postgraduate Certificate in Information Management (Professional Enhancement) (INFT146 or INFT149)
2. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Board two years, part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
3. A candidate shall take
  - (a) INF6002 F7 Information and Knowledge Management 15
  - (b) units to the value of *one hundred and five credits* from the following, not more than *forty-five* being selected from (ii)
    - (i) INF6001 F7 Information Systems Project Management 15
    - INF6003 F7 E-Business and E-Commerce 15
    - INF6005 F7 Management for Library and Information Services 30
    - INF6010 F7 E-Government Information 15
    - INF6011 F7 Educational Informatics 15
    - INF6012 F7 Designing Usable Websites 15
    - INF6013 F7 Libraries, Information and Society II: Library Services for Children and Young People 15
    - INF6014 F7 Information Literacy Research 15
    - INF6040 F7 Business Intelligence 15
    - INF6050 F7 Database Design 15
    - INF6060 F7 Information Retrieval: Search Engines and Digital Libraries 15
    - INF6090 F7 Information Storage and Retrieval Research 15
    - INF6110 F7 Information Systems Modelling 15
    - INF6180 F7 Libraries, Information and Society I 15

	INF6190	F7	Libraries, Information and Society II: Public Libraries	15
	INF6200	F7	Libraries, Information and Society II: Academic and Research Libraries	15
	INF6320	F7	Information Systems in Organisations	15
	INF6350	F7	Information Resources and Information Literacy	15
	INF6370	F7	Healthcare Information	15
	INF6400	F7	Information Systems and the Information Society	15
	INF6430	F7	Human Computer Interaction and User Interface Design	15
(ii)	INF6006	F7	Independent Study (S1a)	15
	INF6007	F7	Independent Study (S1b)	15
	INF6008	F7	Independent Study (S2a)	15
	INF6009	F7	Independent Study (S2b)	15
	INF6017	F7	Content Management Systems	15
	INF6019	F7	Digital Multimedia Libraries	15
(c)	INF6000	F7	Dissertation	45
	INF6340	F7	Research Methods and Dissertation Preparation	15

4. A candidate shall attend such visits and participate in such secondments to operational units as are prescribed by the Head of Department.
5. A candidate who has been awarded *one hundred and twenty* credits in respect of units listed at 3(a) and (b) above shall be eligible for the award of the Postgraduate Diploma in Information Management (Professional Enhancement).
6. A candidate who has been awarded *sixty* credits in respect of units listed at 3(a) and (b) above shall be eligible for the award of the Postgraduate Certificate in Information Management (Professional Enhancement).

**INFT145 INFORMATION MANAGEMENT (PROFESSIONAL ENHANCEMENT) (Postgraduate Diploma) (Full-Time)**

**INFT148 (Postgraduate Diploma) (Part-Time)**

1. A person may be admitted as a candidate under the requirements of Regulations 1(a), (b) and (c) of the MSc in Information Management (Professional Enhancement) (INFT144), or who has professional qualifications and five years' relevant practical experience approved by the Head of Department.
2. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Board two years, part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
3. A candidate shall take *one hundred and twenty* credits selected from the units listed at Regulation 3(a), (b) of the regulations for the MSc in Information Management (Professional Enhancement) (INFT144).
4. A candidate may be permitted by the Board to become instead a candidate for the MSc in Information Management (Professional Enhancement) (INFT144 or INFT147).

**INFT146 INFORMATION MANAGEMENT (PROFESSIONAL ENHANCEMENT) (Postgraduate Certificate) (Full-Time)**

**INFT149 (Postgraduate Certificate) (Part-Time)**

1. A person may be admitted as a candidate under the requirements of Regulations 1(a), (b) or (c) of the MSc in Information Management (Professional Enhancement) (INFT144), or who has professional qualifications and five years' relevant practical experience approved by the Head of Department.
2. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Board two years, part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
3. A candidate shall take the programme of study listed at Regulation 3(a) and (b) of the regulations for the MSc in Information Management (Professional Enhancement) (INFT144).
4. A candidate may be permitted by the Board to become instead a candidate for the MSc in Information Management (Professional Enhancement) (INFT144 or INFT147).

## Compulsory Essential Computing Skills Module (INF6901)

Whilst this module is not credit-rated, attendance at one of the two weekly practical sessions is **compulsory** if students wish this module to be listed on their degree transcript. This module aims to bring all students up to a basic level of competence in a range of practical information management skills. These skills are assumed by many of the modules in your programme of study and by future employers.

INF6901

Essential Computing Skills

0

# MSc in Information Systems

There are two pathways within the MSc in Information Systems programme: the Professional Preparation Pathway and the Professional Enhancement Pathway. Students following the Professional Preparation Pathway generally either have no prior relevant work experience or up to a maximum of one year's relevant work experience prior to starting the degree programme and are aiming to start a career within the information systems profession on completion of the programme. Students following the Professional Enhancement (PE) Pathway generally have at least two year's relevant work experience prior to starting the degree programme and are aiming to gain knowledge and skills to enhance and develop their career. If you are in any doubt as to which pathway you have been recruited to, please check with the Programme Coordinator for this programme.

## Programme Staff

**Programme Coordinator:** Dr. Miguel Nunes

**Deputy Programme Coordinator:** Dr. Mark Sanderson

## Duration of the Programme

Full-time: 1 year

Part-time: 3 years

Part-time students will normally take 3 years to complete the MSc, with the taught element of the degree being completed in the first two years, and the dissertation study being undertaken in the third year (part-time students may complete in a minimum of 2 years if they find they are able to undertake and complete the dissertation study whilst taking the taught elements of the programme, in which case the third and final year's tuition fee is payable before a student may graduate).

In order for part-time students to prepare for and complete their dissertation effectively, where students intend taking their dissertation study within the Department of Information Studies, then INF6340 'Research Methods and Dissertation Preparation' **must** be taken and completed prior to starting the dissertation module INF6000. Therefore part-time students should take INF6340 in year 2 of their studies, before undertaking the dissertation in year 3.

## Assessment

The programme is assessed on the basis of coursework in semesters 1 and 2 (note that for COM modules you will also be required to take formal written examinations) and the dissertation. Details about the procedures for the presentation and submission of both coursework and the dissertation, and details of methods of assessment, are given in later sections of this Handbook.

## Professional Qualifications and Exemptions

The MSc in Information Systems is fully accredited by the Chartered Institute for Library and Information Professionals (CILIP) thereby allowing graduates to apply for the professional membership grades of the Institute.

# MSc in Information Systems

## Professional Preparation Pathway

### Aims of the Programme

In addition to the overall aims given on page 14, the MSc in Information Systems, offered jointly by the Departments of Information Studies and Computer Science, aims to develop in students an awareness of the human, organisational and social contexts in which information systems operate. It also aims to familiarise students with the technologies used to implement information systems and to enable students to obtain practical skills in the techniques and technologies used to analyse, design and implement information systems.

### Programme Regulations in 2008-2009

#### INFT106 INFORMATION SYSTEMS (MSc) (Full-Time)

#### INFT108 (MSc) (Part-Time)

#### INFT107 (Postgraduate Diploma) (Full-Time)

#### INFT131 (Postgraduate Diploma) (Part-Time)

#### INFT114 (Postgraduate Certificate) (Full-Time)

#### INFT115 (Postgraduate Certificate) (Part-Time)

1. A person may be admitted as a candidate who is a recognised graduate other than one whose first degree is wholly or principally in Information Systems
2. In the case of a part-time candidate the programme of study shall be pursued for not less than three years or with the permission of the Board two years and shall be subject to a time limit of four years.
3. A candidate shall take
  - (a)
 

COM6650	F7	Professional Issues	10
INF6050	F7	Database Design	15
INF6110	F7	Information Systems Modelling	15
INF6320	F7	Information Systems in Organisations	15
INF6400	F7	Information Systems and the Information Society	15
  - (b) a unit to the value of *ten* credits from the following
 

COM6062	F7	Network and Internetwork Architectures	10
COM6710	F7	Computer Architectures	10
  - (c) a unit to the value of *ten* credits from the following
 

COM6050	F7	Java and UML for Programmers	10
COM6470	F7	Foundations of Object-Oriented Programming	10
  - (d) units to the value of *thirty* credits from *one* of the following
    - (i)
 

INF6001	F7	Information Systems Project Management	15
INF6003	F7	E-Business and E-Commerce	15
INF6010	F7	E-Government Information	15
INF6011	F7	Educational Informatics	15
INF6017	F7	Content Management Systems	15
INF6019	F7	Digital Multimedia Libraries	15
INF6040	F7	Business Intelligence	15
INF6090	F7	Information Storage and Retrieval Research	15
INF6370	F7	Healthcare Information	15
INF6430	F7	Human Computer Interaction and User Interface Design	15
    - (ii)
 

COM6030	F7	Software Analysis and Design	10
COM6540	F7	HCI and Graphical Interfaces	10
COM6720	F7	Network Architectures	10

	COM6880	F7	Java E-Commerce	10
(e)	one of the following			
(i)	INF6000	F7	Dissertation	45
	INF6340	F7	Research Methods and Dissertation Preparation	15
(ii)	COM6910	F7	Dissertation Project with Research Techniques and Thesis Preparation	60
4.	A candidate who has been awarded <i>one hundred and twenty</i> credits in respect of units listed at 3(a), (b), (c) and (d) above shall be eligible for the award of the Postgraduate Diploma in Information Systems.			
5.	A candidate who has been awarded <i>sixty</i> credits in respect of units listed at 3(a), (b), (c) and (d) above shall be eligible for the award of the Postgraduate Certificate in Information Systems.			

### **Compulsory Essential Computing Skills Module (INF6901)**

Whilst this module is not credit-rated, attendance at one of the two weekly practical sessions is **compulsory** if students wish this module to be listed on their degree transcript. This module aims to bring all students up to a basic level of competence in a range of practical information management skills. These skills are assumed by many of the modules in your programme of study and by future employers.

	INF6901		Essential Computing Skills	0
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# Professional Enhancement Pathway

## Aims of the Programme

In addition to the overall aims given on page 14, the MSc in Information Systems (PE) programme aims to: develop a student's ability to re-evaluate professional practice in the context of current and emerging theory and research in information systems; gain an understanding of the application of research-based approaches to problem solving and decision making relevant to their own professional experience and needs; and to develop new skills and approaches relevant to their level and direction of professional development.

## Programme Regulations for 2009-2010

### INFT137 INFORMATION SYSTEMS (PROFESSIONAL ENHANCEMENT) (MSc) (Full-Time)

### INFT141 (MSc) (Part-Time)

1. A person may be admitted as a candidate who satisfies *one* of the following sets of requirements
  - (a) is a recognised graduate; *and*  
is a holder of a relevant professional qualification approved for this purpose by the Board; *and*  
has, unless exempted by the Board, two years' relevant practical experience approved by the Head of Department
  - (b) is a recognised graduate in Information Systems; *and*  
has, unless exempted by the Board, two years' relevant practical work experience approved by the Head of Department.
  - (c) is a recognised graduate; *and*  
has, unless exempted by the Board, five years' relevant practical work experience approved by the Head of Department
  - (d) is permitted by the Board to transfer from candidature for the Postgraduate Diploma in Information Systems (Professional Enhancement) (INFT138 or INFT142) or Postgraduate Certificate in Information Systems (Professional Enhancement) (INFT139 or INFT143)
2. In the case of a part-time candidate the programme of study shall be pursued for not less than three years *or* with the permission of the Board two years and shall be subject to a time limit of four years.
3. A candidate shall take
  - (a)

COM6650	F7	Professional Issues	10
INF6001	F7	Information Systems Project Management	15
INF6110	F7	Information Systems Modelling	15
  - (b) units to the value of *twenty* credits from the following

COM6030	F7	Software Analysis and Design	10
COM6050	F7	Java and UML for Programmers	10
COM6062	F7	Network and Internetwork Architectures	10
COM6470	F7	Foundations of Object Oriented Programming	10
COM6540	F7	HCI and Graphical Interfaces	10
COM6710	F7	Computer Architectures	10
COM6720	F7	Network Architectures	10
COM6880	F7	Java E-Commerce	10
  - (c) units to the value of *sixty* credits from the following, not more than *forty-five* credits being selected from (ii)
    - (i)

INF6003	F7	E-Business and E-Commerce	15
INF6050	F7	Database Design	15
INF6010	F7	e-Government Information	15
INF6011	F7	Educational Informatics	15

	INF6012	F7	Designing Usable Websites	15
	INF6017	F7	Content Management Systems	15
	INF6019	F7	Digital Multimedia Libraries	15
	INF6040	F7	Business Intelligence	15
	INF6090	F7	Information Storage and Retrieval Research	15
	INF6320	F7	Information Systems in Organisations	15
	INF6370	F7	Healthcare Information	15
	INF6400	F7	Information Systems and the Information Society	15
	INF6430	F7	Human Computer Interaction and User Interface Design	15
(ii)	INF6006	F7	Independent Study S1(a)	15
	INF6007	F7	Independent Study S1(b)	15
	INF6008	F7	Independent Study S2(a)	15
	INF6009	F7	Independent Study S2(b)	15
(d)	one of the following			
(i)	INF6000	F7	Dissertation	45
	INF6340	F7	Research Methods and Dissertation Preparation	15
(ii)	COM6910	F7	Dissertation Project with Research Techniques and Thesis Preparation	60
4.	A candidate who has been awarded <i>one hundred and twenty</i> credits in respect of units listed at 3(a), (b) and (c) above shall be eligible for the award of the Postgraduate Diploma in Information Systems (Professional Enhancement).			
6.	A candidate who has been awarded <i>sixty</i> credits in respect of units listed at 3(a), (b) and (c) above shall be eligible for the award of the Postgraduate Certificate in Information Systems (Professional Enhancement).			

**INFT138 INFORMATION SYSTEMS (PROFESSIONAL ENHANCEMENT) (Postgraduate Diploma) (Full-Time)**

**INFT142 (Postgraduate Diploma) (Part-Time)**

1. A person may be admitted as a candidate under the requirements of Regulations 1(a), (b) or (c) of the MSc in Information Systems (Professional Enhancement) (INFT137), or who has professional qualifications and five years' relevant practical experience approved by the Head of Department.
2. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Board two years, part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
3. A candidate shall take the programme of study listed at Regulation 3(a), (b) and (c) of the Regulations for the MSc in Information Systems (Professional Enhancement) (INFT137).
4. A candidate may be permitted by the Board to become instead a candidate for the MSc in Information Systems (Professional Enhancement) (INFT137 or INFT141).

**INFT139 INFORMATION SYSTEMS (PROFESSIONAL ENHANCEMENT) (Postgraduate Certificate) (Full-Time)**

**INFT143 (Postgraduate Certificate) (Part-Time)**

1. A person may be admitted as a candidate under the requirements of Regulations 1(a), (b) or (c) of the MSc in Information Systems (Professional Enhancement) (INFT137), or who has professional qualifications and five years' relevant practical experience approved by the Head of Department.
2. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Board two years, part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
3. A candidate shall take the programme of study listed at Regulation 3(a), (b) and (c) of the Regulations for the MSc in Information Systems (Professional Enhancement) (INFT137).
4. A candidate may be permitted by the Board to become instead a candidate for the MSc in Information Systems (Professional Enhancement) (INFT137 or INFT141).

## Compulsory Essential Computing Skills Module (INF6901)

Whilst this module is not credit-rated, attendance at one of the two weekly practical sessions is **compulsory** if students wish this module to be listed on their degree transcript. This module aims to bring all students up to a basic level of competence in a range of practical information management skills. These skills are assumed by many of the modules in your programme of study and by future employers.

INF6901

Essential Computing Skills

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# MSc in Information Systems Management

The MSc in Information Systems Management brings together the Management School and the internationally-renowned Department of Information Studies to provide:

- High-quality education in general management, with the emphasis on understanding and managing complex organisations AND
- An understanding of the workings of IT and information systems and their role in controlling and driving organisations

The programme is aimed at those with a good first degree, in any subject, who wish to gain knowledge and a critical appreciation of management principles and practices, and to become managers in IT departments OR to gain an extra edge in other areas of management.

**Programme Coordinator:** Dr. Miguel Nunes

**Deputy Programme Coordinator:** Dr. Ana Vasconcelos

## Duration of the Programme

Full-time: 1 year      Part-time: 3 years

## Programme Regulations for 2009-2010

### MGTT61 INFORMATION SYSTEMS MANAGEMENT (MSc) (Full-Time)

1. A candidate shall take

(a)	INF6001	F7	Information Systems Project Management	15
	INF6110	F7	Information Systems Modelling	15
	INF6340	F7	Research Methods and Dissertation Preparation	15
	INF6400	F7	Information Systems and the Information Society	15
	MGT650	F7	Managing People in Organisations	15
	MGT6046	F7	Operations and Supply Chain Management	15
	MGT6047	F7	Strategic Management	15

(b) units to the value of *thirty* credits from the following

	INF6003	F7	E-Business and E-Commerce	15
	INF6011	F7	Educational Informatics	15
	INF6040	F7	Business Information	15
	INF6370	F7	Healthcare Information	15
	INF6430	F7	Human Computer Interaction and User Interface Design	15
	INF6440	F7	Electronic Publishing	15
	MGT6052	F7	International Business Strategy	15

an F7 level unit to the value of *fifteen* credits.

(c) a unit to the value of *forty-five* credits from the following

	INF6000	F7	Dissertation (Information Studies)	45
	MGT689	F7	Project Dissertation	45

2. A candidate may proceed to the dissertation only on the recommendation of the Examiners.

3. A candidate who has been awarded *one hundred and twenty* credits in respect of units listed at 1(a) and (b) above shall be eligible for the award of the Postgraduate Diploma in Information Systems Management.

4. A candidate who has been awarded *sixty* credits in respect of units listed at 1(a) and (b) above shall be eligible for the award of the Postgraduate Certificate in Information Systems Management.

# MA in Librarianship

There are two pathways within the MA in Librarianship programme: the Professional Preparation Pathway and the Professional Enhancement Pathway. Students following the Professional Preparation Pathway generally have a maximum of one year's relevant work experience prior to starting the degree programme and are aiming to start a career in the library and information professions on completion of the programme. Students following the Professional Enhancement (PE) Pathway generally have at least two year's relevant work experience prior to starting the degree programme and are aiming to gain knowledge and skills to enhance and develop their career in the library and information professions. If you are in any doubt as to which pathway you have been recruited to, please check with the Programme Coordinator for this programme.

## Programme Staff

**Programme Coordinator:** Ms Barbara Sen

**Deputy Programme Coordinator:** Prof Sheila Corrall

## Duration of the Programme

Full-time: 1 year      Part-time: 3 years

Part-time students will normally take 3 years to complete the MA, with the taught element of the degree being completed in the first two years, and the dissertation study being undertaken in the third year (part-time students may complete in a minimum of 2 years if they find they are able to undertake and complete the dissertation study whilst taking the taught elements of the programme, in which case the third and final year's tuition fee is payable before a student may graduate).

In order for part-time students to prepare for and complete their dissertation effectively, INF6340 'Research Methods and Dissertation Preparation' **must** be taken and completed prior to starting the dissertation module INF6000. Therefore part-time students should take INF6340 in year 2 of their studies, before undertaking the dissertation in year 3.

## Visits to Library/Information Services

Organised visits to libraries and information services are an integral part of the programme. Visits provide students with the opportunity of relating what they have learnt in the classroom to current practice. They also introduce students to different types of information management and library services and provide an opportunity for the exchange of ideas with those currently working in the field.

## Assessment

The programme is assessed on the basis of coursework in semesters 1 and 2 and the dissertation. Details about the procedures for the presentation and submission of both coursework and the dissertation, and details of methods of assessment, are given in later sections of this Handbook.

## Professional Qualifications and Exemptions

The MA in Librarianship is fully accredited by the Chartered Institute for Library and Information Professionals (CILIP) thereby allowing graduates to apply for the professional membership grades of the Institute.

# MA in Librarianship

## Professional Preparation Pathway

### Aims of the Programme

In addition to the overall aims given on page 14, the MA in Librarianship (Professional Preparation) programme aims to provide students with the knowledge and skills required to work as effective information professionals in library and information services in both the public and private sectors. It aims to equip students with a broad understanding of the profession and allows them to develop a detailed and critical understanding of selected areas of their choice. It introduces them to the best current thought and practice in library and information work; and encourages them to become informed citizens and to understand the place of information in society.

### Programme Regulations for 2009-2010

#### INFT03 LIBRARIANSHIP (MA) (Full-Time)

#### INFT13 (MA) (Part-Time)

#### INFT32 (Postgraduate Diploma) (Full-Time)

#### INFT33 (Postgraduate Diploma) (Part-Time)

#### INFT34 (Postgraduate Certificate) (Full-Time)

#### INFT35 (Postgraduate Certificate) (Part-Time)

1. A person may be admitted as a candidate who satisfies one of the following
  - (a) is a recognised graduate other than one whose first degree is principally or wholly in Librarianship or Information Studies; *and* has, unless exempted by the Board, relevant practical experience
  - (b) is a recognised graduate in Librarianship or Information Studies the content of whose degree is judged not to duplicate the core content of the programme
2. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Board, two years part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
3. A candidate shall take
  - (a)
 

INF6005	F7	Management for Library and Information Services	30
INF6060	F7	Information Retrieval: Search Engines and Digital Libraries	15
INF6180	F7	Libraries, Information and Society I	15
INF6350	F7	Information Resources and Information Literacy	15
  - (b) a unit to the value of *fifteen* credits from the following
 

INF6013	F7	Libraries, Information and Society II: Library Services for Children and Young People	15
INF6190	F7	Libraries, Information and Society II: Public Libraries	15
INF6200	F7	Libraries, Information and Society II: Academic and Research Libraries	15
  - (c) units to the value of *thirty* credits from the following
 

INF6003	F7	E-Business and E-Commerce	15
INF6010	F7	E-Government Information	15
INF6011	F7	Educational Informatics	15
INF6014	F7	Information Literacy Research	15
INF6017	F7	Content Management Systems	15
INF6019	F7	Digital Multimedia Libraries	15
INF6040	F7	Business Intelligence	15
INF6050	F7	Database Design	15
INF6090	F7	Information Storage and Retrieval Research	15

	INF6370	F7	Healthcare Information	15
	INF6430	F7	Human Computer Interaction and User Interface Design	15
	INF6840	F7	Archives and Records Management	15
	units listed at (b) above			
(d)	INF6000	F7	Dissertation	45
	INF6340	F7	Research Methods and Dissertation Preparation	15
4.	A candidate shall attend such organised visits as are prescribed by the Head of Department during the programme of study.			
5.	A candidate who has been awarded <i>one hundred and twenty</i> credits in respect of units listed at 3(a), (b) and (c) above shall be eligible for the award of the Postgraduate Diploma in Librarianship.			
6.	A candidate who has been awarded <i>sixty</i> credits in respect of units listed at 3(a), (b) and (c) above shall be eligible for the award of the Postgraduate Certificate in Librarianship.			

### **Compulsory Essential Computing Skills Module (INF6901)**

Whilst this module is not credit-rated, attendance at one of the two weekly practical sessions is **compulsory** if students wish this module to be listed on their degree transcript. This module aims to bring all students up to a basic level of competence in a range of practical information management skills. These skills are assumed by many of the modules in your programme of study and by future employers.

	INF6901		Essential Computing Skills	0
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# Professional Enhancement Pathway

## Aims of the Programme

In addition to the overall aims given on page 14, the MA in Librarianship (PE) programme aims to: develop a student's ability to re-evaluate professional practice in the context of current and emerging theory and research in library management; gain an understanding of the application of research-based approaches to problem solving and decision making relevant to their own professional experience and needs; and to develop new skills and approaches relevant to their level and direction of professional development.

## Programme Regulations for 2009-2010

### INFT98 LIBRARIANSHIP (PROFESSIONAL ENHANCEMENT) (MA) (Full-Time)

### INFT99 (MA) (Part-Time)

1. A person may be admitted as a candidate who satisfies one of the following
  - (a) is a recognised graduate; *and*  
is a holder of a relevant professional qualification approved for this purpose by the Board;  
*and*  
has, unless exempted by the Board, two years relevant practical experience approved by the Head of Department
  - (b) is a recognised graduate in Librarianship or Information Studies; *and*  
has, unless exempted by the Board, two years relevant practical work experience approved by the Head of Department
  - (c) is a recognised graduate; *and*  
has, unless exempted by the Board, five years experience approved by the Head of Department
  - (d) is permitted by the Board to transfer from candidature for the Postgraduate Diploma in Librarianship (Professional Enhancement) (INFT53) or Postgraduate Certificate in Librarianship (Professional Enhancement) (INFT55).
2. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Board, two years part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
3. A candidate shall take
  - (a) units to the value of *one hundred and twenty* credits from the following, not more than *forty-five* credits being selected from (ii)
    - (i) 

INF6001	F7	Information Systems Project Management	15
INF6002	F7	Information and Knowledge Management	15
INF6003	F7	E-Business and E-Commerce	15
INF6005	F7	Management for Library and Information Services	30
INF6010	F7	E-Government Information	15
INF6011	F7	Educational Informatics	15
INF6012	F7	Designing Usable Websites	15
INF6013	F7	Libraries, Information and Society II: Library Services for Children and Young People	15
INF6014	F7	Information Literacy Research	15
INF6017	F7	Content Management Systems	15
INF6019	F7	Digital Multimedia Libraries	15
INF6040	F7	Business Intelligence	15
INF6050	F7	Database Design	15
INF6060	F7	Information Retrieval: Search Engines and Digital Libraries	15
INF6090	F7	Information Storage and Retrieval Research	15
INF6110	F7	Information Systems Modelling	15

	INF6180	F7	Libraries, Information and Society I	15
	INF6190	F7	Libraries, Information and Society II: Public Libraries	15
	INF6200	F7	Libraries, Information and Society II: Academic and Research Libraries	15
	INF6320	F7	Information Systems in Organizations	15
	INF6350	F7	Information Resources and Information Literacy	15
	INF6370	F7	Healthcare Information	15
	INF6400	F7	Information Systems and the Information Society	15
	INF6430	F7	Human Computer Interaction and User Interface Design	15
	INF6840	F7	Archives and Records Management	30
(ii)	INF6006	F7	Independent Study (S1a)	15
	INF6007	F7	Independent Study (S1b)	15
	INF6008	F7	Independent Study (S2a)	15
	INF6009	F7	Independent Study (S2b)	15
(b)	INF6000	F7	Dissertation	45
	INF6340	F7	Research Methods and Dissertation Preparation	15
4.	A candidate shall attend such organised visits as are prescribed by the Head of Department during the programme of study.			
5.	A candidate who has been awarded <i>one hundred and twenty</i> credits in respect of units listed at 3(a) above shall be eligible for the award of the Postgraduate Diploma in Librarianship.			
6.	A candidate who has been awarded <i>sixty</i> credits in respect of units listed at 3(a) above shall be eligible for the award of the Postgraduate Certificate in Librarianship.			

**INFT53 LIBRARIANSHIP (PROFESSIONAL ENHANCEMENT) (Postgraduate Diploma) (Full-Time)**

**INFT54 (Postgraduate Diploma) (Part-Time)**

1. A person may be admitted as a candidate under the requirements of Regulations 1(a), (b) or (c) of the MA in Librarianship (Professional Enhancement) (INFT98), or who has professional qualifications and five years relevant practical experience approved by the Head of Department.
2. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Board two years, part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
3. A candidate shall take *one hundred and twenty* credits selected from the units listed at Regulation 3(a) of the Regulations for the MA in Librarianship (Professional Enhancement) (INFT98).
4. A candidate may be permitted by the Board to become instead a candidate for the MA in Librarianship (Professional Enhancement) (INFT98).

**INFT55 LIBRARIANSHIP (PROFESSIONAL ENHANCEMENT) (Postgraduate Certificate) (Full-Time)**

**INFT56 (Postgraduate Certificate) (Part-Time)**

1. A person may be admitted as a candidate under the requirements of Regulations 1(a), (b) or (c) of the MA in Librarianship (Professional Enhancement) (INFT98), or who has professional qualifications and five years relevant practical experience approved by the Head of Department.
2. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Board two years, part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
3. A candidate shall take *sixty* credits selected from the units listed at Regulation 3(a) of the Regulations for the MA in Librarianship (Professional Enhancement) (INFT98).
4. A candidate may be permitted by the Board to become instead a candidate for the Postgraduate Diploma or the MA in Librarianship (Professional Enhancement) (INFT53 or INFT98).

## Compulsory Essential Computing Skills Module (INF6901)

Whilst this module is not credit-rated, attendance at one of the two weekly practical sessions is **compulsory** if students wish this module to be listed on their degree transcript. This module aims to bring all students up to a basic level of competence in a range of practical information management skills. These skills are assumed by many of the modules in your programme of study and by future employers.

INF6901

Essential Computing Skills

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# MA in Multilingual Information Management

This programme is delivered by two University departments: the Modern Languages Teaching Centre and the department of Information Studies.

The huge growth of digital information entails news developments in multilingual information management. Cultural and linguistic issues impact on these forms of communication but at present, important cross-cultural and multilingual aspects are widely neglected, hence the clearly identified need for a new professional figure: the multilingual information manager.

This MA programme will provide its graduates, who already possess sophisticated language skills, with the skills they need to function as multilingual information managers, enabling them to find the appropriate content, store it for easy access, and deliver the content in multiple media and in multiple languages. Graduates will also be able to develop a strategy for managing content, which will save companies time and money, and will be familiar with marketing techniques, training and customer support. Specifically, graduates will gain:

- Sound language knowledge and cultural awareness
- Strong technical background in areas such as Web-content management, electronic publishing and usability
- Solid project management skills
- Interest in marketing, especially through new media.

## Aims

- To develop sound language knowledge and cultural awareness.
- To give you a strong technical background in areas such as web content management, electronic publishing and usability.
- To give you solid project management skills.
- To develop an interest in marketing, especially through new media.

## Programme Staff

**Programme Coordinators:** Dr Daniella Petrelli (Information Studies)

## Programme Regulations for 2009-2010

### MLTT14 MULTILINGUAL INFORMATION MANAGEMENT (MA) (Full-Time)

#### MLTT15 (Part-Time)

1. A candidate shall take
  - (a)
 

INF6012	F7	Designing Usable Websites	15
INF6060	F7	Information Retrieval: Search Engines and Digital Libraries	15
INF6320	F7	Information Systems in Organisations	15
MLT6070	F7	Theories of Intercultural Communication 1	15
MLT6501	F7	Localisation for Linguists	15
  - (b) a unit to the value of *fifteen* credits from the following
 

INF6002	F7	Information Management in Organizations	15
INF6003	F7	e-Business and e-Commerce	15
INF6017	F7	Content Management Systems	15
INF6019	F7	Digital Multimedia Libraries	15
INF6050	F7	Database Design	15
INF6110	F7	Information System Modelling	15
  - (c) units to the value of *thirty* credits from the following
 

MGT695	F7	International Management	15
MLT6008	F7	Localisation Engineering	15
MLT6013	F7	Approaches to Translation Genres	15
MLT6014	F7	Enhanced Languages I (Autumn Semester)	15
MLT6015	F7	Enhanced Languages II (Spring Semester)	15
MLT6017	F7	Discourse and Analysis	15
MLT6018	F7	Translation Technologies	15
MLT6508	F7	International Business Skills and Professional Practice	15
MLT6516	F7	Critical Reading and Writing at MA Level	15
  - (d) units to the value of *sixty* credits from the following
 

INF6000	F7	Dissertation	45
INF6340	F7	Research Methods and Dissertation Preparation	15
MLT6500	F7	Dissertation (Multilingual Information Management)	60
2. A candidate who has been awarded *one hundred and twenty* credits in respect of 1(a), (b) and (c) above shall be eligible for the award of the Postgraduate Diploma in Multilingual Information Management.
3. A candidate may be required by the Head of Department to complete a Practical Computing Course.
4. A candidate may proceed to the dissertation only on the recommendation of the Examiners based on performance in the units listed at 1(a), (b) and (c) above.

# Core and Approved INF Module Descriptions

Module descriptions, **and timetable information**, including modules offered by other Departments, can be accessed online at

[http://www-online.shef.ac.uk:3001/live/owa/web\\_cal.cal3\\_dept\\_form?p\\_year=09](http://www-online.shef.ac.uk:3001/live/owa/web_cal.cal3_dept_form?p_year=09)

Brief descriptions of undergraduate core and approved modules offered by the Department of Information Studies at time of going to press are shown below. Any modules which have pre-requisite modules shown mean that a student cannot take such modules unless the relevant pre-requisite module has already been taken.

## **INF6000 Dissertation**

45 Credits

GRADUATE YEAR

**Aims/Description:** This module introduces students to research in information management, information systems or librarianship by means of a small-scale project that is carried out under the supervision of one of the members of staff. The project can be suggested by the students themselves, by staff within the Department or by external organisations following discussion with the Department.

**Staff Contact:** Professor Peter Willett, Information Studies

**Teaching Methods:** Tutorials

**Assessment:** Project/Dissertation

## **INF6001 Information Systems Project Management**

15 Credits

SPRING

**Pre-requisites:** INF6110

**Aims/Description:** This module aims to provide a broad understanding of the fundamentals of project management as they apply to the development of Information Systems (IS). The module uses a flexible approach combining face-to-face seminars with web-based learning material. The module will begin with an overview of the principles involved in IS project management, followed by a discussion of IS development methodologies and their different characteristics and specialisms. The rest of the module will discuss the requirements for various project control activities, including estimating development resources, risk management, guidelines for system quality assurance, and various project control techniques that have been developed in recent years. The module will culminate with a review of human resource management issues.

**Staff Contact:** Dr Miguel Nunes, Information Studies

**Teaching Methods:** Lectures, Seminars, Practical Sessions, Problem Solving

**Assessment:** Coursework

## **INF6002 Information and Knowledge Management**

15 Credits

SPRING

**Aims/Description:** This module addresses both the theoretical and practical aspects of managing information and knowledge in organisations, enabling you to engage critically with a number of current issues and debates in this field. It is designed around case studies of well known organisations and involves the development of skills in analysis and formulation of strategies for

organisational development. Assessed work focuses also on skills in reviewing the domain and on the development of conceptual models for information and knowledge management.

Staff Contact: Dr Ana Vasconcelos  
Teaching Methods: Lectures, Seminars, Tutorials, Laboratory Sessions  
Assessment: Individual Report

### **INF6003 E-Business and E-Commerce**

15 Credits SPRING

Aims/Description: The module addresses both theoretical and practical aspects of e-business and e-commerce through an exploration of the digital economy. Topics include: current and emerging business models; the use of information and communications technology; e-marketing and e-business strategy; organisational and managerial challenges in the electronic environment; payment systems; security issues; and the legal environment.

Staff Contact: Dr Angela Lin  
Teaching Methods: Lectures, Seminars  
Assessment: Individual and Group Reports

### **INF6005 Management for Library and Information Services**

30 Credits ACADEMIC YEAR

Aims/Description: The module aims to prepare students to manage people and resources effectively in their future place of work. Students will develop their management knowledge and skills, working towards a goal of becoming a confident and reflective practitioner. They will be introduced to key management issues and theories in the context of library and information services (LIS). Topics include: team working and leadership, marketing of library and information services, staff recruitment and appraisal, financial management, change management, management of information systems and technology in LIS.

Restrictions on availability: Students on Information Studies programmes only

Staff Contact: Barbara Sen  
Teaching Methods: Lectures, Seminars, Independent Study  
Assessment: Course work, Group Presentation and Report

### **INF6006/7/8/9 Independent Study (S1a)**

15 Credits AUTUMN / SPRING

Aims/Description: The module is designed for students following the Professional Enhancement Pathways in the Librarianship, Information Management and Information Systems programmes. It permits students who have experience in information work at a managerial or professional level, to pursue an individual topic relevant to their work background or career development needs, and not directly provided for in taught modules. Topics are chosen in consultation with a specialist tutor and are subject to approval by the Programme Coordinator. The module will entail guided research-based independent study. Students must also be expected to attend any additional lectures offered on other modules as recommended by their tutor.

Restrictions on availability: Restricted to students taking Professional Enhancement pathways within Information Management, Librarianship and Information Systems postgraduate programmes

Staff Contact: Ms B Sen / Dr AC Vasconcelos  
Teaching Methods: Lectures, Seminars, Tutorials, Field Work  
Assessment: Report/Project

### **INF6010 e-Government Information**

15 Credits SPRING

Pre-requisites: Basic skills in Web design (HTML) eg to the level acquired through attendance on Essential Computing Skills modules in Information Studies (INF6901)

Aims/Description: The module introduces students to the policy context of e-Government, for example in relation to questions of social inclusion and then examines current issues and practice in the management of government information. The main focus is on provision of electronic access to government information through the Web, and on standards and best practice in areas such as government web site design, accessibility and usability, collection management, archiving, user education. An international perspective on government will be adopted, so that students have opportunities to explore developments in this field at local, national and international levels.

Restrictions on availability: Restricted to Students taking Masters programmes in the Department of Information Studies

Staff Contact: Mr Alastair Allan  
Teaching Methods: Lectures, Problem Solving/Example Classes  
Assessment: Web Site Evaluation Project and Commentary, Group Exercise, Web Site Evaluation, All pieces of coursework must be completed

### **INF6011 Educational Informatics**

15 Credits SPRING

Pre-requisites: Students must be computer literate and specifically, must have basic practical competence in authoring Web pages using HTML (eg gained through taking INF6901)

Aims/Description: This module introduces students to current practice and research in educational informatics. It addresses theoretical and practical issues associated with the use of information and communication technologies (ICTs) to support learning in the information society, and aims to enable students to engage critically with issues and debates in the field. It focuses in particular, but not exclusively, on the higher education context, and on the roles of information systems specialists, information managers and librarians in areas such as computer-supported collaborative learning, the design of on-line learning environments, the creation and management of digital learning materials, and 'eliteracy' education/training.

Restrictions on availability: Restricted to students on Postgraduate Programmes in the Department of Information Studies

Staff Contact: Prof Nigel Ford  
Teaching Methods: Lectures, Seminars, Laboratory Sessions  
Assessment: Individual Essay, Group Project

## **INF6012 Designing Usable Websites**

15 Credits

AUTUMN

Pre-requisites: Students need to be computer literate, and possession of basic skills in authoring web pages using HTML is desirable

Aims/Description: The module enables students to understand the key elements in the process of planning, implementing and evaluating a website to meet users' needs and to apply this knowledge to a realistic case of website redesign. They will be provided with the knowledge on how to evaluate a website and conduct a competitor analysis, they will learn specific web design skills. They will be made aware of broader issues affecting web design, such as accessibility concerns and search engine visibility. Some of the lectures will investigate in depth topics relevant to specific program of studies; MA Multilingual Information Management, MA Librarianship/MSc Information Management PE Pathways. Each student will research and make a seminar presentation on a web design issue of professional relevance to him/her.

Restrictions on availability: Only available to students on the Professional Enhancement (PE) Pathways of postgraduate programmes in the Department of Information Studies, and the MA in Multilingual Information Management

Staff Contact: Dr Daniela Petrelli  
Teaching Methods: Lectures, Seminars, Tutorials, Laboratory Sessions  
Assessment: Groupwork, Individual Website Construction, Individual Presentation

## **INF6013 Libraries, Information and Society II: Library Services for Children and Young People**

15 Credits

SPRING

Aims/Description: This module will enable students to understand and critically evaluate key elements of the principles, functions, practice, value and impact of library services for children and young people (0-18 years). Via a series of lectures, seminars and site visits, the course will present the roles of these services, and the extent to which they work independently and together to support the educational, recreational and social needs of the users. An investigation of the roles of ICT and reading for education and pleasure will be a key focus, and recent and ongoing research will underpin the unit as a whole.

Staff Contact: Ms Briony Birdi  
Teaching Methods: Lectures, Seminars, Site Visits  
Assessment: Coursework: essay or report (3,500 - 4,000 words)

Notes: This module is offered as an approved module within the regulations of programmes accredited by the Chartered Institute of Library and Information Professionals (CILIP)

## **INF6014 Information Literacy Research**

15 Credits

SPRING

Aims/Description: This unit aims to deepen understanding of the key research problems in information literacy and appropriate research methods for investigating those problems. Information literacy is an area of interest internationally, with a growing literature and increasing focus on developing appropriate research methods for the subject. Students will learn about the research contexts and problems by engaging with the literature and with existing researchers, by presenting and debating key issues, and by carrying out an information literacy project. They will

emerge with an increased understanding and capacity in information literacy and relevant research approaches

Restrictions on availability: Only available to students within the Department of Information Studies

Staff Contact: Ms Sheila Webber  
Teaching Methods: Seminars, Online interaction  
Assessment: Project (Group Work), Seminar Paper

Notes: This module is offered as an approved module within the regulations of programmes accredited by the Chartered Institute of Library and Information Professionals (CILIP)

### **INF6016 Legal Information Resource Management**

30 Credits

ACADEMIC YEAR

Aims/Description: This module aims to provide students with an understanding of the principals and practice of legal information management. Students will study legal information sources along with relevant databases and search tools; key legal information management concepts, issues and good practice; and key areas of relevant law including intellectual property rights; copyright; freedom of information; and data protection. The module will be taught via lectures and practicals, and a mix of individual and group work.

Staff Contact: Dr Jonathan Foster  
Teaching Methods: Lectures, Seminars, Tutorials, Laboratory work, Independent Study  
Assessment: Course work, Lab work

### **INF6017 Content Management Systems**

15 Credits

SPRING

Aims/Description: This module provides a practical and theoretical introduction to content management systems (CMS) which are used to manage the content of internet- and intranet-based information systems. Theoretical aspects are presented in a series of lectures which include aspects of electronic mark-up, web databases, information organisation for CMS, searching and archiving, choosing and implementing a CMS, and legal, ethical and security issues. These lectures are complemented by a series of practical sessions in which students will learn aspects of CMS design and implementation using a web scripting technology. Students will design and implement a CMS during these sessions.

Staff Contact: Dr John Holliday  
Teaching Methods: Lectures, Seminars, Tutorials, Laboratory work, Independent Study  
Assessment: Course work, Lab work

### **INF6018 Education for Information Literacy**

30 Credits

AUTUMN

Aims/Description: This module will enable students to reflect on existing experience and competence in information literacy and learning, and facilitate students' critical understanding of approaches to teaching information literacy. Students will examine different approaches to education for information literacy, reflect on the different contexts (educational, national, social and disciplinary) in which information literacy is taught and learnt, and demonstrate their ability to apply theory to practice.

Staff Contact: Ms Sheila Webber  
Teaching Methods: Seminars, Tutorials, Laboratory work, Independent Study  
Assessment: Course work, Presentation

### **INF6019 Digital Multimedia Libraries**

15 Credits SPRING

Aims/Description: The unit explores the technical and practical aspects related to digital libraries with particular attention to the problems posed and advantages offered to multimedia collections. Issues related to the digitization of multimedia material (images, large-format graphics such as maps or poster, audio or video), 'born digital' material, its classification and cataloguing is studied in lectures and hands-on experience is acquired in example classes. Laboratory sessions equip students with a thorough understanding of the practical implications of setting up and maintaining an online digital library. Workshops with professionals and practitioners enrich the academic teaching with real-life cases.

Staff Contact: Dr Daniela Petrelli  
Teaching Methods: Lectures, Seminars, Laboratory work, Independent Study  
Assessment: Course work, Lab work

### **INF6020 Management and Strategy for Electronic & Digital Libraries**

15 Credits AUTUMN

Aims/Description: The unit explores the strategic technical and management issues relating to electronic and digital libraries. Students will investigate and debate competing visions of the electronic library. They will build up an understanding of the broad technical challenges in the areas of information retrieval, information architecture, ICTs, standards development and interoperability. Management concerns such as legal, economic and ethical issues as well as aspects of project management and evaluation will be explored. Students will emerge equipped with an understanding of the key players, processes and technologies involved in user centred electronic and digital library initiatives.

Staff Contact: Dr Andrew Cox  
Teaching Methods: Lectures, Seminars and Practicals  
Assessment: Course work, Group work, Seminar participation

### **INF6030 Social Research Methods and Statistics for Information Management**

15 Credits SPRING

Cannot be taken with: INF6340, INF6920

Aims/Description: This unit is primarily intended to give a brief but comprehensive introduction to the research techniques commonly employed in librarianship and information science. The course will provide a general introduction to the principles of research design including consideration of qualitative and quantitative research approaches. There will be coverage of research methods including data collection and analysis for quantitative and qualitative research. The second part of the module presents a more detailed introduction to statistical techniques.

Staff Contact: Prof Peter Willett  
Teaching Methods: Lectures  
Assessment: Coursework

## **INF6040 Business Intelligence**

15 Credits

SPRING

**Aims/Description:** The module aims to provide students with an understanding of the way in which business people use information and why they use information. Students will study the key channels and sources that may be used, and key issues concerning the value of information and library services within business. The module will concentrate primarily on external information resources. Students will learn through a combination of lectures and practical exercises, with opportunities to use business-focused electronic information services.

**Staff Contact:** Mrs Pam McKinney  
**Teaching Methods:** Lectures, Laboratory Sessions  
**Assessment:** Coursework

## **INF6050 Database Design**

15 Credits

SPRING

**Aims/Description:** The course provides an introduction to both the theoretical and practical aspects of relational database design. The course is divided into database design lectures and database implementation practical sessions. Practical sessions use Microsoft Access and Oracle to illustrate the principles and practice of relational database design. The course also provides an overview of emerging database concepts such as object-orientated and distributed databases.

**Staff Contact:** Dr Paul Clough  
**Teaching Methods:** Lectures, Laboratory Sessions  
**Assessment:** Project

## **INF6060 Information Retrieval: Search Engines and Digital Libraries**

15 Credits

AUTUMN

**Aims/Description:** Web search engines and digital libraries have become the most prominent examples of searching services, however, many others exist, such as library cataloguing systems and proprietary search engines. Understanding the workings of such services can enable information seekers to search more effectively. The module will describe the wide range of techniques employed in commonly used searching resources: keyword searching, subject analysis, metadata, hypertext, and the means users employ to search for information. One focus of the module is on Web search: discussing how search engines work, what problems they encounter; alternative forms of Internet search (eg P2P); and how Web pages can be optimised for search engines.

**Restrictions on availability:** Priority to students in the Department of Information Studies

**Staff Contact:** Dr Mark Sanderson  
**Teaching Methods:** Lectures, Optional Practicals  
**Assessment:** Coursework

## **INF6090 Information Storage and Retrieval Research**

15 Credits

SPRING

**Aims/Description:** This unit will introduce students to current research into information retrieval (IR) system. At the end of this unit, a student will have achieved an overview of current research into semantically-based and statistically-based approaches to information retrieval. Specifically,

they will have been introduced to: the advanced search processes; testing and evaluation of search systems; search across languages and multimedia retrieval.

Evaluation will be through a short literature review on an IR topic of the student's choice and an investigation and evaluation of an existing commercial search engine

Restrictions on availability: Priority to students in the Department of Information Studies

Staff Contact: Dr Mark Sanderson  
Teaching Methods: Lectures  
Assessment: Coursework

### **INF6110 Information Systems Modelling**

15 Credits

AUTUMN

Aims/Description: To consider the role of information modelling within the organisation and provide an appreciation of the rigorous methods that are needed to analyse, design, develop and maintain computer-based information systems. The course is intended to provide an introduction to information modelling techniques. Students gain experience in applying the wide range of systems analysis methods. Students cover topics including: soft systems analysis; structured systems analysis methodologies; data flow modelling; entity modelling; prototyping, and object-oriented approaches (RUP and UML).

Staff Contact: Dr Miguel Nunes  
Teaching Methods: Lectures, Problem Solving/Example Classes  
Assessment: Coursework

### **INF6140 Chemoinformatics I**

15 Credits

AUTUMN

Aims/Description: The course aims to provide a broad understanding of the computational techniques available for processing databases of chemical structural information. These techniques include: representing and searching 2D and 3D chemical structures; similarity searching; chemical patent searching; structure-activity relationships; combinatorial library design and molecular diversity; and structure-based drug design. The course also provides practical experience of using a variety of commercially available systems.

Staff Contact: Prof Val Gillet  
Teaching Methods: Lectures, Practical Demonstration Sessions  
Assessment: Coursework

### **INF6180 Libraries, Information and Society I**

15 Credits

AUTUMN

Aims/Description: This module provides an overview of the role of library and information services (LIS) in contemporary society and introduces students to public policy issues and their implications for the provision of LIS. Students are introduced to current practices and contemporary concerns in academic, national, public and special/workplace libraries and encouraged to develop an awareness of the social, economic, political and cultural environment in which LIS operate. It examines the importance of users in the design and management of LIS, explores ethical issues and aims to develop a critical awareness of the role of LIS in contemporary society.

Staff Contact: Dr Andrew Cox  
Teaching Methods: Lectures, Seminars, Site Visits  
Assessment: Coursework, Essay or Report (3,000 words)

### **INF6190 Libraries, Information and Society II: Public Libraries**

15 Credits

SPRING

Aims/Description: This module will enable students to understand and critically evaluate key elements of the principles, functions, practice, value and impact of the public library service. Via a series of lectures, seminars and site visits, the course will present the roles of this service, and the extent to which it supports the educational, recreational information and social needs of all members of society. There will be an exploration of key issues affecting the public library service today, and of ways in which the theory of library organisation can be turned into practice. Recent and ongoing research will underpin the entire unit.

Staff Contact: Ms Briony Birdi  
Teaching Methods: Lectures, Seminars, Site Visits  
Assessment: Essay or Report (3,000 words)

### **INF6200 Libraries, Information & Society II: Academic and Research Libraries**

15 Credits

SPRING

Pre-requisites: INF6180 preferred

Aims/Description: This module introduces students to the purposes, functions and practices of a range of academic research and other specialist library and information/knowledge services in the public and private sectors. It considers the challenges of delivering and developing services in a demanding, fast-moving and complex environment. Lectures are combined with sector-based case studies presented by visiting speakers drawn from diverse backgrounds giving extensive opportunities for interaction with specialist practitioners.

Staff Contact: Professor Sheila Corrall  
Teaching Methods: Lectures, Seminars  
Assessment: Coursework

### **INF6320 Information Systems in Organisations**

15 Credits

AUTUMN

Aims/Description: This module integrates topics of organisation, management, and information systems, with an aim to offer the students an integrated set of concepts and tools for understanding information systems in organisations. During this module students will explore basic management and organisational theories and examine the impact of information systems on organisations. This course introduces key concepts which will be explored further in other modules on the Information Management and Information Systems programmes.

Staff Contact: Dr Angela Lin  
Teaching Methods: Lectures  
Assessment: Individual Coursework

## **INF6340 Research Methods and Dissertation Preparation**

15 Credits

GRADUATE YEAR

Cannot be taken with: INF6030, INF6920

Aims/Description: AIMS: to assist students in the identification of, and preparation of a dissertation proposal and to prepare the initial literature search for the chosen dissertation research topic. OBJECTIVES: Students will: become aware of ongoing research in the department; identify and prepare a dissertation proposal; carry out a preliminary literature search in the area of the dissertation research topic; be introduced to the use of social research methods and statistics for information management; start to collect data, compile questionnaires, etc. on the basis of discussions with their supervisor.

Staff Contact: Prof Peter Willett  
Teaching Methods: Lectures, Tutorials  
Assessment: Coursework

## **INF6350 Information Resources and Information Literacy**

15 Credits

AUTUMN

Aims/Description: This module provides a theoretical and practical introduction to information needs and their satisfaction, the different types of information sources and resources available and practical experience of their basic information searching and evaluation skills using printed, online and Internet-based sources.

Staff Contact: Prof Nigel Ford  
Teaching Methods: Lectures, Laboratory Sessions  
Assessment: Coursework

## **INF6370 Healthcare Information**

15 Credits

SPRING

Aims/Description: This module aims to provide an understanding of healthcare information and its importance to different health-related groups, including the public, patients, health care professionals and managers. It introduces students to the climate within which health information services are delivered and examines the provision and use of information to different health-related groups. It will look in detail at current developments in this fast-changing field.

Staff Contact: Dr Peter Bath  
Teaching Methods: Lectures, Case Studies  
Assessment: Coursework

## **INF6400 Information Systems and the Information Society**

15 Credits

AUTUMN

Aims/Description: The module develops students' critical understanding of the impact of information and communication technologies (ICTs) on social change in 'the Information Society'. Topics will include: ICTs and economic development: the Internet, freedom, surveillance and privacy; cybercultures and online communities; Digital divides, including gender and technology.

Staff Contact: Dr Andrew Cox  
Teaching Methods: Lectures, Practicals

Assessment: Coursework

### **INF6430 Human Computer Interaction and User Interface Design**

15 Credits

SPRING

Aims/Description: Interface design and usability are central to the experience of interacting with computers. The module introduces usability principles and the design process for interactive systems exploring four major themes. Firstly, user psychology and cognitive principles underlying interface design. Secondly, user interface architectures, modes of interaction, metaphors, navigational structures. Thirdly, the user interface design process including task analysis, modelling constructs and prototyping techniques. Fourthly, the evaluation of user interfaces covering concepts of usability, goals and types of evaluation. The module focus is on the underlying principles of HCI and user-centred design approach with practical sessions to demonstrate these principles.

Staff Contact: Dr Daniela Petrelli  
Teaching Methods: Lectures, Laboratory work, Independent Study  
Assessment: Course work

### **INF6840 - Archives and Records Management**

15 Credits

SPRING

Aims/Description: The module aims to prepare students for professional work in two related disciplines: archives management and records management. Students will develop their knowledge of archives and records management by being introduced to key issues and theories in the context of archives and records management in a changing environment. Topics include: best practice in archives records management, retention and disposal schemes, preservation, electronic records, standards, classification schemes and file plans. Students will also develop research skills: (1) enabling them to search archives, record and special collections to aid them in answering research questions; and (2) they will also develop oral history techniques, giving them the skills in gathering archival material.

Restrictions on availability: Students on Information Studies programmes only.

Staff Contact: Barbara Sen  
Teaching Methods: Lectures, Seminars, Independent Study  
Assessment: Course work, Project work

### **INF6901 Essential Computing Skills**

0 Credits

AUTUMN

This module introduces students to the essential computing skills required for postgraduate study in the Department of Information Studies including:

- Authoring and designing Web pages using XHTML, CSS and Dreamweaver
- Powerpoint presentation software
- EndNote database software
- Browsing & searching the World Wide Web & bibliographic databases
- The University's virtual learning environment MOLE

Many Information Studies postgraduate modules assume or even require a basic proficiency in these areas.

Restrictions on availability: Only available to postgraduate students registered in Information Studies

Staff Contact: Mr Peter Stordy, Information Studies  
Teaching Methods: Lectures, Laboratory sessions  
Assessment: Not Formally Assessed.

### **INF6902 Essential Computing Skills 2**

0 Credits SPRING

Aims/Description: This course aims to introduce students to practical skills in web-based information presentation that are more advanced than those introduced in Practical Computing 1.

Restrictions on availability: Only available to postgraduate students registered in Information Studies

Staff Contact: Mr Peter Stordy, Information Studies  
Teaching Methods: Lectures, Practicals  
Assessment: Not Formally Assessed

### **INF6903 English Language Skills**

0 Credits AUTUMN

Aims/Description: The course aims to improve students' English language skills in reading, writing and oral presentation. Classes are given by a staff member from the English Language Teaching Centre.

Restrictions on availability: Only available to postgraduate students registered in Information Studies

Staff Contact: Mr Peter Stordy  
Teaching Methods: Lectures, Practical-based Work, Oral Presentations  
Assessment: Not Formally Assessed

# Presentation of Work

## 1. Coursework should always include:

- full title of work;
- student's registration number\*;
- student's programme of study;
- the module code/title for which the work is being submitted;
- pagination;
- word count. Marks will be deducted if no word count is given, as is described in more detail in the "Departmental Penalty Scheme for Over/Under Length Assessed Work" section in the "Assessment of Work" chapter. Normally this word count includes foot-notes, but excludes title, abstract, bibliography and appendices. Please read each assignment briefing carefully to see what should be included in the word count for that particular assignment.

\*In line with University regulations, the Department employs a policy of anonymous marking where appropriate, for all pieces of assessed work. Therefore, students should ensure they only include their Registration number, and not their name, on any piece of assessed work. Further information is given under the "Anonymous Marking" heading of the "Assessment of Work" section.

## 2. References.

- All referenced works must be listed alphabetically by author at the end of the text ("author" means whichever person, organisation or journal is being cited in the "author" position – see citation guidelines that follow). Normally all types of work (e.g. book, website, journal article) are listed in one alphabetic list.
- References need to be accurate and contain sufficient information for someone to trace the document quickly and easily. Students must follow the Departmental guidelines for citation available via the Information Skills Resources in MOLE (see the "Method of Citation" section later in this Handbook for more information).

3. Notes. If notes, other than bibliographic references, are thought useful they should be numbered and given as footnotes to a page.

4. Quotations. Word-for-word quotations should be enclosed by quotation marks and should include the page number where appropriate, in addition to the authors' name(s) and year of publication. If a quotation is lengthy (e.g. more than two lines), indent the quoted text.

5. All coursework must be word-processed (except with the explicit agreement of the member of staff setting the coursework). However, use of a word-processor may enhance or detract from the presentation of work. Careless proof-reading and editing may result in a document making less impression than its contents warrant. The following guidelines should be observed:-

- A4 paper must be used.
- The work should be printed on one side of the paper only, not printed double-sided.
- A margin of not less than 2.5cm or 1 inch must be allowed on the left side of each sheet.
- Do not right justify the lines unless the system can produce equal spacing between the words.
- When you have edited and reformatted a document check it carefully for lost spaces or hyphens stranded in spaces.
- Put a blank line between paragraphs, or adjust line spacing so that there is sufficient space between each paragraph.
- Use double or one and a half line spacing as single spacing produces too dense an effect on the page.
- Do not leave a space in front of any punctuation mark, such as a comma, full-stop, colon, or question mark.

- Do not have the first line of a new paragraph or just a heading at the bottom of a page - a minimum of three lines looks better.
  - Do use a spell checker, if one is available with the word-processing software you are using, to help identify potential spelling errors and typos.
  - Read through your work carefully before submitting it. Spell checkers miss many typos e.g. where/were.
6. Guidance on use of English, grammar, punctuation etc. can be found in the following:
- Grimond, J. (2001?). *Research Tools: Style Guide* [Online]. London: Economist. <http://www.economist.com/research/StyleGuide/> [Accessed August 2008]
  - Gowers, E. (1987). *The Complete Plain Words*. 3rd ed. Harmondsworth: Penguin.
  - Kramer, M.G., Leggett, G. & Mead, C.D. (1995). *Prentice Hall Handbook for Writers*. 12th ed. New Jersey: Prentice Hall.
  - Trask, R.L. (1997). *The Penguin Guide to Punctuation*. London: Penguin.
  - Trask, R.L. (2002). *Mind the gaffe: The Penguin Guide to Common Errors in English*. London: Penguin. [is also relevant but not currently in the library]
7. Guidance on writing essays, reports and dissertations can be found in the following:
- Clanchy, J. & Ballard, B. (1998). *How to Write Essays: A Practical Guide for Students*. 3rd ed. South Melbourne: Longman.
  - Cottrell, S. (1999) *The Study Skills Handbook*. Basingstoke: Macmillan.
  - Creme, P. & Lea, M.R. (2003). *Writing at University: A Guide for Students*. 2nd ed. Maidenhead: Open University Press.
  - Fairbairn, G.J. & Winch, C. (1996). *Reading, Writing and Reasoning: A Guide for Students*. 2nd ed. Buckingham: Open University Press.
  - Hall, G.M. (ed.) (2003). *How to Write a Paper*. 3rd ed. London: BMJ Publishing Group. (This has a lot of medical related examples but the general principles are still useful. Available as an electronic book via <http://www.shef.ac.uk/library/ebooks/htohz.html>).
  - Hart, C. (1998). *Doing a Literature Review*. London: Sage.
  - Lindsay, D. (1995). *A Guide to Scientific Writing*. 2nd ed. Melbourne: Longman. (Includes advice about giving oral presentations).

# Method of Citation

It is vital to cite published works correctly; students often lose marks, or, even worse, commit plagiarism, through incorrect citation. And yet correct citation is very easy to achieve, as simple, step-by-step instructions are readily available, as explained in this section. You are strongly advised to have these instructions close to hand every time you are required to cite published works.

## Harvard System

The Department of Information Studies uses the Harvard method of citation, and this is the method you are required to use when citing published works. Please do NOT use any other method of citation unless explicitly asked to.

A full explanation of the Department of Information Studies' standard Harvard System can be found in the "Library – Information Skills" resource, available via MOLE. You can access this resource through your MUSE account from any Internet-connected computer:

- log in to **MUSE**
- click on **MOLE**
- from the list of courses presented, select "**Library - Information Skills**"
- click on "**Information Skills Tutorials**"
- click on "**Subject-specific Information Skills Tutorials**"
- click on "**Information Studies**"
- click on "**Harvard Referencing for the Department of Information Studies**"

You are advised to familiarise yourself with this resource, and to access it every time you cite published works. For quick reference, some of the more common Harvard referencing formats detailed in the resource are reproduced below.

## Harvard Method of Citation in the text

In the body of the assignment, you must cite the author of the original work and the date of publication. The page number must be included for a direct quote. The citation should be given wherever it is most convenient to make sense of the text. Examples:

**Single author:** In a study by Bruce (1997) the significance of the emergence of information literacy was investigated...

**Single author:** The emergence of information literacy was investigated... (Bruce, 1997).

**Two authors:** In the book by Kinnell and Sturges (1996)...

**More than two authors:** Turban et al. (2001) conclude that ....

If you are citing an article without a personal author, use the journal name (see example of "News item with no by-line", below) or corporate author and the year of publication e.g.

Economist (2003)

British Broadcasting Corporation (2004)

## Quoting

A quotation is where you use the exact phrase or words of the original author. Indicate quotations by typing quotation marks around the exact words, phrase or sentence followed by the author's name, year of publication and the page number of the quote in brackets.

Bradley (2004 : 188)

Short quotations, up to 2 lines in length, can be included in the body of the text. Longer quotations should be indented in a separate paragraph.

## How to Cite Authors in the Bibliography

In the bibliography, the references are arranged in alphabetical order of author's surname and within this in chronological order. The year follows the author's or authors' names. Some examples of standard reference formats for published material that should be used in bibliographies are given below.

### Book by a single author:

Corrall, S. (2000). *Strategic Management of Information Services: a Planning Handbook*. London: Aslib/IMI.

### Book by two authors:

Webb, J. & Powis, C. (2004). *Teaching Information Skills : Theory and Practice*. London: Facet.

### Book by more than two authors:

Turban, E. et al. (2001). *Introduction to Information Technology*. New York: Wiley.

### Book by a corporate author:

Museums, Libraries and Archives Council. (2004). *Listening to the Past, Speaking to the Future : Report of the Archives Task Force*. London: Museums, Libraries and Archives Council.

### Chapter in a Book

Usherwood, B. et al. (1998). "Quality management and public library services: the right approach". In: Brockman, J. (ed.), *Quality Management and Benchmarking in the Information Sector: Results of Recent Research*, pp. 121-262. London: Bowker Saur.

### Edited work:

Hobohm, H. (ed.) (2004). *Knowledge Management : Libraries and Librarians Taking Up the Challenge*. München: K.G. Saur.

### Journal article

Pedley, P. (2003). "Implementing an intranet in a global organization". *Business Information Review*, 20 (3), 136-143.

### Printed News Item with Author ('by-line') given

Perkin, J. (2000). "Switched on PCs will mind your manners". *Financial Times, Information Technology Survey*, 6 September, i, iii.

### Printed News Item with no Author ('by-line') given

The Herald. (2000). "Nuclear submarines recalled due to fault". *The Herald*, 21 October, 3.

## Conference Papers

Loughridge, B. (1999). "Knowledge management and the information professional: relevance and implications". In: Klasson, M., Loughridge, B. & Lööf, S. (eds.) *New Fields for Research in the 21st Century. Proceedings of the 3rd British-Nordic Conference on Library and Information Studies. 12-14 April, 1999, Borås, Sweden*. pp. 56-69. Borås: The Swedish School of Library and Information Studies, University College of Borås.

## Reports

Proctor, R., et al (1998). *Access to Public Libraries: The Impact of Opening Hours, Reductions and Closures 1986-1996/97*. The University of Sheffield: Centre for the Public Library in the Information Society. (British Library Innovation and Research Centre Report No. 89).

AOL Time Warner (2001). *2000 Annual Report*. New York: AOL Time Warner.

## Theses

Noah, S.A. (1998). *An Evaluation of the Contribution of Domain Knowledge to the Activities of Knowledge-Based Design Tools*. PhD, University of Sheffield.

## Dissertations

Alberair, A. (2000). *Statistical Analysis for Investigation of Retrieval Systems Evaluation Measures - Their Accuracy and Stability*. MSc, University of Sheffield.

## Referencing Electronic Sources

Full and correct citation is as important for electronic sources as it is for print sources. Simply citing a web address is never sufficient for an Internet resource, because the web address may change. Citing full bibliographic details may enable someone to locate a resource from your bibliography even if the web address changes.

For web sites, note the following. The full details of a web page may not always be obvious at first glance. In order to establish the author, publisher, date and place of publication you may need to check, for example:

- the foot of the web page;
- the home page of the site;
- the "About" pages;
- pages giving copyright statements or contact information for the site.

Bibliographic information may found, in some cases, in the metadata area of the **source code**. The author and publisher may be the same person or organisation (an 'author' is the person or organisation with intellectual responsibility for the site).The publisher is the person or organisation publishing or hosting the site. The date of publication is the date on which the resource was last revised. If you investigate the website thoroughly and still cannot identify a date, put **(Undated)** or (if it seems likely that it was published in a particular year, but it is not completely clear) **(year?)** e.g. **(2005?)**

## Citing Electronic Resources using the Harvard System

The author's name and the year of publication should be given in the text following the same guidelines as are used for printed sources (see above). An author may be a corporate author (e.g. an organisation or committee) or a personal author. Some examples of standard reference formats for electronic resources are given below. More detailed guidelines on applying the Harvard System to different types of electronic resource (e.g. emails, CD-ROM, videos) are given on the University Library's website (see reference University of Sheffield (2006a) below under Further Information). The basic format is the same as for printed works, with the addition of information about the medium and the date on which you last checked that the resource was available.

### Individual web page, by a personal author:

Bradley, P. (2005). *Internet tools for the advanced searcher* [Online]. Phil Bradley. <http://www.philb.com/adint.htm> [Accessed 23 June 2007].

### Individual web page, by a corporate author:

The University of Sheffield Library. (2005). *Information Studies in the Library and on the Internet* [Online]. Sheffield: The University of Sheffield. <http://www.shef.ac.uk/library/subjects/subinfo.html> [Accessed 22 June 2007].

### Web site, by a corporate author:

Chartered Institute of Library and Information Professionals. (2005). *CILIP: Chartered Institute of Library and Information Professionals* [Online]. London: CILIP. <http://www.cilip.org.uk/> [Accessed 24 June 2007].

### Article in an electronic journal via the internet:

Webber, S. & Johnston, B. (2000). "Conceptions of information literacy: new perspectives and implications". *Journal of Information Science* [Online], 26 (6), 381-397. <http://www.swetswise.com/eAccess/viewFulltext.do?articleID=17957637> [Accessed 23 June 2007]

### Article from a news web site:

BBC News. (2005). "Architectural award for library". *BBC News* [Online], 18 June. [http://news.bbc.co.uk/1/hi/england/southern\\_counties/4105550.stm](http://news.bbc.co.uk/1/hi/england/southern_counties/4105550.stm) [Accessed 24 June 2007].

### Journal articles or news stories on an online service that aggregates articles or stories

Brister, K. (2000). "America Online, Time Warner deal may shape broadband internet access policy". *Knight-Ridder Tribune business news* [Online], 15 November. Dialog Information Service, File 20 World Reporter. [Accessed 15 November 2006].

### Conference Papers

Feria, L. (2000). "ICT and marketing challenges in Latin American Libraries". In: *IFLA 2000 Jerusalem Proceedings of the 66th IFLA Council and General Conference. 13-18 August 2000, Jerusalem, Israel* [Online]. The Hague: International Federation of Library Associations and Institutions. <http://www.ifla.org/IV/ifla66/papers/038-110e.htm> [Accessed 21 August 2006].

# Submission of Work

Please note that work submitted after the time and date specified by the relevant deadline will be subject to penalties explained under the title Late Submission of Work in the Assessment section.

You are required to observe the conditions laid down by the Department (or individual lecturer) in respect of the submission of material for assessment purposes. These conditions include the date and place of submission of the material, number of copies required, method of presentation and any other special requirements.

You must refer to the relevant Module Outline for every piece of assessed work you are to complete. The Module Outline will tell you whether a given piece of work is to be submitted by **Electronic Submission** or by **Physical Submission**. Work will only be accepted when submitted in the manner indicated in the relevant Module Outline.

Please note that for submission of coursework on modules offered by other departments students should follow the instructions given by the relevant department.

## Electronic submission

Where instructed, you must submit your coursework via the **turnitin** facility, available through MOLE, before the required deadline. Full instructions for electronic submission, and the use of **turnitin**, will be given in each relevant Module Outline.

## Physical submission

Where instructed, you must submit your coursework for INF modules to the Information Studies Departmental Office. Coursework should not be handed directly to academic members of staff for marking, as the Departmental Office staff log the date and time that coursework is handed in. This ensures that there is a record that coursework has in fact been handed in, and on what date. Students are required to complete a standard coursework cover sheet for each piece of work submitted. This cover sheet allows the coursework to be anonymised for marking purposes. If you would like a receipt confirming the submission of your coursework, these are available in the Departmental Reception. Please complete this prior to handing in your coursework and ask the office staff to stamp the receipt as confirmation of your submission. Receipts can not be stamped after the coursework has been handed in.

For group coursework, it is only necessary to submit one copy of the coursework per group (unless instructed otherwise by the lecturer). Each group must also ensure that the Statement of Contribution to Group Coursework section on the Coursework cover sheet is completed. Once the coursework has been marked, each student will receive a copy of the Coursework Report which details the unconfirmed mark awarded and any further comments.

The coursework itself will not be returned to students as the Department is required to make coursework available to the External Examiner. Students should therefore ensure that, if they wish to have a copy for themselves, they make a second copy (paper and also preferably in electronic format).

Please note there is no need to buy expensive stiff plastic folders in which to hand in your work. If you do wish to use some form of cover, simple "transparent punched hole wallets" are perfectly suitable. Work handed in in other types of folder will be returned to you immediately, as these are not suitable for filing purposes within the Departmental Office.

## Physical Submission of Work by Part-Time Students

Part-time students not able to submit coursework on the day of the submission deadline due to not being in attendance at classes that day and living outside Sheffield may submit their work by post. However, students must ensure that their work arrives by 2pm on the day of the submission deadline and that proof of postage is obtained which shows that their work was posted at least the day before the submission deadline.

Please note that posting of coursework is only permitted in the above circumstances and is not available to full-time students. Submission of coursework in person at the Departmental Office is the norm in all other circumstances.

## **Group Coursework**

Some coursework may be set which the lecturer specifies should be done by two or more students working as a team; this is group coursework. Only in this circumstance can coursework be accepted which is not entirely the work of an individual student. The following additional rules apply to group coursework:-

1. The composition of the "teams" must be approved by the lecturer concerned.
2. All team members will be expected to make an equal contribution to the work and must complete and sign the Statement of Contribution to Group Coursework section on the Coursework cover sheet. Individual contributions should also be indicated on the coursework itself using student registration numbers to retain anonymity. Any problems regarding the equality of contributions from individual team members should be raised with the lecturer who is supervising your groupwork at the earliest opportunity.
3. The Statement of Contribution to Group Coursework comprises the following wording:  
"This is to confirm that all members of the team contributing to this piece of coursework agree that all members of the team contributed equally to the work involved in the coursework and to the preparation of the final piece of work submitted for assessment."  
Each team member's registration number, name and signature should be added to the coursework cover sheet.
4. Normally, one grade will be awarded for the work. This grade will apply to all the team members. In the event of the lecturer's not being satisfied that the work submitted represents fair and equal contributions by all members of the team the lecturer may, depending on the circumstances:-
  - a) award individual grades based on the contribution made by each student, as assessed by the lecturer
  - or
  - b) require the work to be re-submitted.

If you are not clear about any of the points made above please discuss them in the first instance with the person who will be assessing your coursework. If, after this, the matter can still not be resolved satisfactorily then it may be necessary to consult the Postgraduate Examinations Officer.

# Unfair Means

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be your 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.

## Departmental Advice

### Plagiarism and Acknowledgement of Sources

You are required to submit your own original work. Where other material is used, you must state the sources from which the information is derived and the extent to which you have availed yourself of the work of others. Failure to acknowledge the sources used may be interpreted as plagiarism.

**Any piece of work in which plagiarism is clearly identifiable will be given a fail grade. Additionally, any student who appears to have used unfair means may be reported to the Registrar and Secretary of the University and disciplinary action may ensue; this could lead to failure of the Programme as a whole.**

It is very important that you identify and acknowledge any sources on which you base your coursework and dissertation. When you use information which you have found in another source, or quote from articles, books, dissertations, theses or other printed or electronic sources which are not your own work, or summarise passages from such sources, it is very important that you should state the sources from which you obtained the information or quotation. Even if you do not quote directly from another source but only summarise it or refer to it in passing you should always make sure that you identify it clearly. This requirement applies equally to the verbatim or near-verbatim use of lecture handouts and lecture notes or transcripts whether they are distributed in hard copy or are available on lecturers' or Departmental web-pages, but ideas or arguments put forward in lectures may legitimately be used without citation.

Essentially, this means that you have to give accurately the name of the author (if known), the title of the article, book, report or other publication, volume number and issue number (when appropriate), date of publication, pagination or page number (as appropriate) and publisher/place of publication (as appropriate) in a form that will allow any reader of your work to identify the source unambiguously and to trace and find it if considered necessary. It is important to be consistent and to check the accuracy of the bibliographical details you give.

The preferred method of providing such details (citation method) about printed sources, the Harvard system, is detailed in the Information Skills Resource available via MOLE, and outlined in the "Method of Citation" chapter earlier in this Handbook. However, simply including details of the source or sources in your bibliography or list of references will not be regarded as adequate acknowledgement; they must also be identified and acknowledged at those points in your text where you quote from, summarise or otherwise allude to them. Acknowledging your sources in this way will not in any way weaken either your coursework or dissertation. On the contrary, proper acknowledgement of the sources you have consulted will ensure that those assessing your work will be fully aware of the extent of the work you have done for your coursework or dissertation and that they will, therefore, be in a better position to assess your work. Remember also, that where you quote verbatim, i.e. use exactly the same words, from sources you have consulted you should put the quote within inverted commas in your coursework or dissertation, to indicate that these are not your own words.

On the other hand, however, too great a reliance on quotations from other people's work could weaken your work. You must think carefully not only about what you quote, but why you are quoting it and how much you quote; you should also think about when it might be better to summarise than to quote and *vice versa*. The important thing to remember is that the quotations and references you include should be used as a contribution to the work you are writing, for example, to substantiate an argument or prove a point, not as the substance or main part of the work itself. Assessors must have evidence not only that you have used your own judgement in selecting sources and evaluating them, and using relevant quotations constructively but also, where appropriate, that your work is based on your own experience or knowledge or ideas.

Simply bringing together a number of quotations, with little or no comment, critical evaluation or other material which is unmistakably your own work, would not normally satisfy the requirement set out clearly above that, "Students are required to submit their own original work".

If you do not clearly identify the sources from which you have quoted or taken information of any kind you could possibly lay yourself open to the suspicion of plagiarism, i.e. that you have simply copied from someone else's work but presented it as your own. If the person assessing your work were able to identify parts of it, however brief, which were unmistakably copied from or based directly on other sources without appropriate acknowledgement then this would be considered a very serious matter by both the Department and the University. **Any piece of work in which plagiarism is clearly identifiable will be given a fail grade.** Additionally, any student who appears to be using, or to have used unfair means, may be reported to the Registrar and Secretary of the University and disciplinary action may ensue; this could lead to failure of the Programme as a whole.

Sanctions against plagiarism also apply to material from the Internet. It is not acceptable to copy any material, however brief, from a website, or an email or chat message, into your written work without an acknowledgement of the source and quotation marks if necessary. If you are asked to produce a website as part of your coursework, you should also be careful to avoid passing off anyone else's work as your own. Linking to another site is acceptable, but downloading or copying elements and passing them off as your own is plagiarism. This applies not only to text, but to images, movies and audio files. As with printed works, all sources must be acknowledged. If you want to link to an external commercial site it is good practice to email the webmaster to ask if you may make a link. You should also be careful not to create the impression that content is your own by framing external content in your own page. This may give the impression that it is your work; this is not only plagiarism, but a breach of copyright. You can avoid doing this by using tables, or by making the provenance of the external material clear in your own frame, e.g. by calling it 'external links'. Advice on citing electronic resources detailed in the Information Skills Resource available via MOLE, and outlined in the "Method of Citation" chapter earlier in this Handbook.

If you are in any doubt at all about whether to identify the source(s) on which you have based your work or from which you have quoted or which you have summarised in your work you should identify them.

### **Submission of the Same or Similar Work for more than one Coursework Assignment**

It is not permissible to submit, in response to a particular coursework assignment, an essay, report or other piece of work the text of which is closely similar to the text of a piece of coursework submitted in response to another coursework assignment (whether for the same or a different module). This prohibition applies even if the wording of the two essay, report or other coursework assignments would seem to make essentially the same text a reasonable answer to both.

## Collusion

An example of collusion is when two or more people cooperate to produce work, part or all of which is then presented by each or any of them as his or her own individual effort. Collusion in this sense is considered unfair practice and may incur disciplinary action, as mentioned above. While discussing your ideas and your work with others is, of course, an important aspect of university life and is encouraged, **it is essential that the work you submit for assessment in your own name is all your own.** However, there are circumstances in which collusion may be required or unavoidable, e.g. when you are a member of a team making a presentation summarising the work of the team, or when you are involved in group coursework as described below.

## University Advice

It is vital that every student reads and understands University's guidance on the use of unfair means, below, which explains these matters in full.

Every student should also refer to the Library - Information Skills resource available via MOLE.

- access MOLE via MUSE
- select "Library Information Skills" from the Course List
- click on "Information Skills Tutorials"
- click on "Plagiarism"
- work through the tutorials and exercises until you are fully conversant with them

**Where unfair means is found to have been used, the University may impose penalties ranging from awarding a grade of zero for the assignment through to expulsion from the University.**

### USE OF UNFAIR MEANS IN THE ASSESSMENT PROCESS (non invigilated exams):

#### ADVICE TO STUDENTS

The University expects its graduates to meet certain criteria relating to good academic practice. (See the University's Learning, Teaching and Assessment Strategy for a complete list of the characteristics of the Sheffield Graduate) These include:

- being able to carry out independent enquiry and engaging critically with a wide range of evidence;
- demonstrating that you can use and handle information in a professional and ethical way;
- demonstrating that you are fit to practice in your chosen professional field, meeting the requirements of relevant statutory bodies;
- being able to work as a constructive member of a team;
- being able to communicate effectively both orally and in writing.

Throughout your programme of study at the University you will learn how to develop these skills. Your assessed work is the main way in which you demonstrate that you have acquired and can apply these skills and characteristics. Using unfair means in the assessment process is dishonest and means that you cannot demonstrate that you have acquired these essential academic skills.

#### What constitutes unfair means?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be your 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.

- 1. Plagiarism (either intentional or unintentional)** is the stealing of ideas or work of another person (including experts and fellow or former students) and 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.
- 2. 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 assignment 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 assignments to other students.
- 3. 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 assignment or part of it. Normally credit will already have been given for this work.
- 4. Collusion** is where two or more people 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.
- 5. 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.

### **How can I avoid the use of unfair means?**

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

As part of your programme of studies you will learn how to reference sources appropriately in order to avoid plagiarism. This is an essential skill that you will need throughout your University career and beyond. You should follow any guidance on the preparation of assessed work given by the academic department setting the assignment.

You are required to attach **a declaration form** to all submitted work (including work submitted online), stating that the work submitted is entirely your own work.

If you have any concerns about appropriate academic practices or if you are experiencing any personal difficulties which are affecting your work, you should consult your personal tutor or a member of staff involved with that unit of study.

The following websites provide additional information on referencing appropriately and avoiding unfair means:

The **Library** provides online information literacy skills tutorials

<http://www.shef.ac.uk/library/services/infoskills.html>

The **Library** also has information on reference management software

<http://www.shef.ac.uk/library/refmant/refmant.html>

**The English Language Teaching Centre operates a Writing Advisory Service 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.**

<http://www.shef.ac.uk/eltc/services/writingadvisory>

### **What happens if I use 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 a grade of zero for the assignment 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. Your work is likely to be submitted to this service.

### **For further information**

([www.shef.ac.uk/ssid/charter/guidance\\_taught.html](http://www.shef.ac.uk/ssid/charter/guidance_taught.html))

([www.shef.ac.uk/ssid/procedures/grid.html#discipline](http://www.shef.ac.uk/ssid/procedures/grid.html#discipline))

# Assessment of Work

## Anonymous Marking

The University of Sheffield has introduced a system of anonymous marking, where appropriate, for all pieces of assessed work. It is recognised that anonymous marking cannot take place under certain circumstances, for example, where the nature of the work involves contact between the student and the examiner as part of the assessment or when an examiner's familiarity with the content of the work (usually a specific topic identified by an individual student or group) makes anonymity difficult. Consequently, a policy of anonymous marking will be employed for the assessment of all pieces of work, with the exception of dissertations, presentations, projects and portfolios. **Students should therefore ensure that they only put their registration number and not their name on the coursework itself.**

## Method of Assessment

1. In assessing work members of staff will assign marks on a 100-point scale in line with the University policy on a unified marking scheme, where 100 is the highest grade awarded and 0 is the lowest grade awarded. For postgraduate level modules the minimum pass grade is 50.

GRADE	STANDARD	NOTES
50-100	Work of a pass standard	Students who obtain an overall module grade of between 50 and 100 will be awarded the credits associated with that module.
0-49	Work in respect of which candidate fails	Students who obtain an overall module grade of between 0 and 49 will NOT be awarded the credits associated with that module.

2. One mark will be awarded for a piece of coursework on a module and this will be recorded as the *overall module mark*, unless the coursework comprises two or more pieces of work which have each been awarded a separate mark, then the *overall module mark* is calculated as the weighted average of the individual marks and rounded to the nearest whole number on the numerical 100-point scale.

3. An ***overall module mark of 50 is the minimum mark required to pass a module*** and be awarded the credits associated with that module.

4. For any module students are required to obtain a pass mark for **each** piece of coursework in order to pass the module as a whole, i.e. a minimum mark of 50 must be obtained for **each** element of assessed coursework within a module for a pass mark to be awarded in the module overall (any exception to this requirement will be indicated in specific module documentation provided to students at the start of each semester).

## Penalties for Late Submission of Work

You will receive a schedule of coursework submission deadlines at the beginning of Semesters 1 and 2. Work must be completed and submitted by the required submission date and time. You should use the coursework schedule to plan your own work programme and you should regard coursework submission deadlines as being immovable.

However, it is noted that occasionally genuine medical or mitigating personal circumstances mean that submission by the due deadline becomes a problem. In such circumstances, if you wish to request formal agreement for an extension to a coursework deadline then you **must** complete a Departmental Coursework/Dissertation Extension to Deadline Form (available from the Departmental website) and submit this to the relevant Examinations Officer.

Examinations Officer (Postgraduate): Semester 1 Prof. Peter Willett / Semester 2 Ms. Briony Birdi  
Examinations Officer (Undergraduate): Prof. Peter Willett

If you are requesting extensions to deadlines for work on more than one module, you should complete a separate form for each module. As far as possible, you should submit any written documentary evidence to back up your request (e.g. medical notes) with the Coursework/Dissertation Extension to Deadline Form. You should submit the completed form and any accompanying documentary evidence directly to the Examinations Officer (or hand it in to the Departmental Office where it will be forwarded to the Examinations Officer). You should submit your extension request as soon as the problem arises, and not leave it until just before the deadline. **Submitting your extension request just before the deadline, when the problem occurred some time ago, may affect the Department's decision to grant the extension.**

You should note that formal extensions to coursework deadlines are not automatically agreed as a matter of course. The Examinations Officer will give careful consideration to the medical and/or personal mitigating circumstances surrounding the request, and an extension will not be agreed where there are no compelling reasons, since this would disadvantage other students who have worked hard to submit work by the due deadline. The Examinations Officer may also consult with your Personal Tutor, the Module Coordinator or the member of staff who set the work, as appropriate.

*You should note that you are most strongly advised to get your assessed work completed well before the deadline for a module because there can be long queues – and sometimes technical problems – with the university and departmental computing and printing facilities at times when assessments are due for submission. You are also most strongly advised to ensure that all coursework is backed-up on a regular basis in case of disk or processor failures on your own personal computing equipment. Technical problems such as these will **not** be accepted under any circumstances as valid excuses for the late submission of assessed coursework.*

You should note that if medical reasons are given as mitigating circumstances for non-submission by the required deadline, then you **must** submit a written medical certificate from your doctor. Students registered with the University Health Service should complete a Special Circumstances Form and ensure that it has been countersigned by a medical/health professional at the University Health Service.

Special Circumstances Form available from SSiD: Medical Certificates:  
<http://www.shef.ac.uk/ssid/forms/medical.html>

For more information about reporting absences due to illness, please see the "Academic and Pastoral Advice" section.

If a formal extension is agreed then you will be informed by the Examinations Officer what the new extended deadline for submission is and the coursework will be assessed and assigned a mark in the normal way if it is submitted within the formally agreed extended deadline.

Coursework which is received late without a formal extension having been agreed will be penalised. Late submission will result in a deduction of 5% of the total mark awarded for each working day after the submission date.

Day late	Mark reduced by 5%	Mark awarded when reduced by 5%	
	Multiply by	Original 60	Original 50
1	0.95	57	47.5
2	0.90	54	45
3	0.85	51	42.5
4	0.80	48	40
5	0.75	45	37.5

- (a) The 5 working day deadline for late submission is absolute and any work submitted after the 5 working day period without a special dispensation will receive a zero.
- (b) This penalty system applies to all assignments submitted for assessment on all undergraduate units and all postgraduate programmes including the dissertation component.

## Penalties for Over/Under Length Assessed Work

Penalties applied to assessed coursework, as described in the tables below, will not reduce a grade below a Pass mark (50 for postgraduate programmes).

### Coursework

For each piece of assessed coursework, the relevant Module Outline will provide a target word count. You are required to complete your work in less than 5% above or below this target word count. You must include the word count at the end of your submitted work. Penalties for non-compliance will be applied as in the table below.

Your word count	Penalty
less than 5% above or below the target word count	None
5% - 10% above or below the target word count	3 marks
10% or more above or below the target word count	6 marks
failure to state word count	6 marks

### **Postgraduate Dissertation**

In completing your postgraduate dissertation you are required to remain within a word range of 15,000 - 25,000 words. You must include the word count at the end of your submitted work. Penalties for non-compliance will be applied as in the table below.

<b>Your word count</b>	<b>Penalty</b>
less than 1,000 words above or below the stated range	3 marks
1,000 or more words above or below the stated range	6 marks
failure to state word count	6 marks

### **Departmental Criteria for Assessing Coursework**

Staff marking assessed work for modules will use the Departmental Assessment Criteria table when looking at the content, presentation and style of a piece of work to help gauge the mark to award. Students should note that content will be regarded as more important than presentation and style in considering the overall mark to be awarded for a piece of work. Note that a grade of 0 will be awarded where the piece of work is considered unworthy of assessment.

	100-80, outstanding	79-70, 1 <sup>st</sup> class piece of work	69-60, good but with faults	59-50, an adequate pass	49-40, a fail	39-0, a bad fail, a poor attempt
<b>Interpretation and scope</b>	Outstanding. Scope appropriate. All significant points covered	Excellent. Scope appropriate. Almost all significant points covered.	Good attempt to reflect scope of assignment. Most key points covered.	Attempt to cover scope: a) some omissions b) some misunderstandings c) some irrelevant material.	Inadequate attempt to define scope of the essay/topic: a) many omissions b) many misunderstandings	No attempt to define scope of topic.
<b>Understanding of topic</b>	a) Excellent understanding & exposition of relevant issues. b) Insightful & well informed c) Excellent awareness of nuances & complexities	a) Good understanding and exposition of relevant issues. b) Insightful and informed c) Good awareness of nuances & complexities.	a) Clear awareness and exposition of relevant issues. b) Some awareness of nuances & complexities.	a) Basic awareness of the issues but at a general level. b) Awareness of some of the issues.	a) Understanding of topic is superficial and/or confused. b) Contains some irrelevant material.	a) Little or no understanding of the issues raised by the topic or topic misunderstood. b) Content largely irrelevant
<b>Use of literature</b>	a) Outstanding use of evidence to support arguments/points. b) Substantial evidence of independent research.	a) Excellent use of evidence to support arguments/points. b) Significant independent research.	a) Good use of evidence to support arguments. b) Some independent research.	a) Weak/inconsistent use of evidence to support arguments. b) Insufficient evidence of independent research.	No evidence of independent research relies on a superficial and/or poor understanding of class notes	No references to literature or even class notes.
<b>Evaluation &amp; synthesis of evidence</b>	Substantial evaluation and synthesis of source material.	Significant evaluation and synthesis of source material.	Some evaluation and synthesis of source material.	a) Content over descriptive b) Insufficient evaluation of source material	Evidence presented with little attempt at evaluation & synthesis.	Evidence presented with no attempt at evaluation or synthesis.
<b>Critical analysis</b>	a) Outstanding standard of critical analysis. b) Questioning & unbiased in approach. Clear evidence of independent thought	a) Excellent standard of critical analysis. b) Questioning and unbiased in approach.	a) Good standard of critical analysis. b) Some questioning of sources	a) Attempts analysis but some omissions and/or errors. b) No questioning of sources	a) Weak understanding of conceptual frameworks b) Too descriptive c) Analysis too superficial: omissions and/or errors d) Over reliance on undigested sources.	a) No understanding of conceptual framework b) Essay almost wholly descriptive. c) No grasp of analysis: many errors and/or omissions
<b>Structure, logical development</b>	Convincing case made. Aims, arguments and conclusions fully compatible.	Credible case made. Aims, arguments and conclusions compatible.	a) Arguments clearly structured b) Arguments logically developed.	a) Arguments not always clear. b) Arguments not developed. c) Structure flawed.	Arguments often unclear and undeveloped.	No logical structure.
<b>Abstract</b>	Clearly defines subject. Includes aims, approach and conclusions	Clearly defines subject. Includes aims, approach and conclusions	Defines subject but summary of aims, approach & conclusions incomplete	Does not summarise work effectively.	Abstract does not summarise work.	Abstract missing.
<b>Conclusion</b>	Excellent: accurately identifies and summarises key points/issues/outcomes.	Good. Summarises key points/issues/outcomes.	Summarises most key points/issues/outcomes.	Conclusion doesn't do justice to essay. Inadequate summary of key points/issues/outcomes	Conclusion perfunctory.	No recognisable conclusion.

	<b>100-80, outstanding</b>	<b>79-70, 1<sup>st</sup> class piece of work</b>	<b>69-60, good but with faults</b>	<b>59-50, an adequate pass</b>	<b>49-40, a fail</b>	<b>39-0, a bad fail, a poor attempt</b>
<b>Spelling, grammar &amp; syntax</b>	Exemplary, one or two errors in whole work	High standard. Negligible errors.	Acceptable standard. Occasional errors and/or typos.	Some errors – punctuation, misuse of words, spelling, sentence construction.	Errors – punctuation, misuse of words, spelling, sentence construction makes meaning unclear	Frequent errors: punctuation, misuse of words, spelling, sentence construction make the work largely incomprehensible
<b>Style</b>	Very effective use of English. Clear and easy to read.	Very effective use of English. Clear and easy to read.	Effective use of English. Clear and easy to read.	Style acceptable.	a) Style sometimes makes work difficult to understand. b) Style is too colloquial	Style makes work largely incomprehensible.
<b>Presentation of data and references</b>	a) Excellent use of relevant data, examples, figures, and models. b) References accurately cited and listed.	a) Excellent use of relevant data, examples, figures, and models. b) References accurately cited and listed.	a) Good use of relevant data, examples, figures, and models. b) References accurately cited and listed.	a) Some good use of relevant data, examples, figures, models. b) Missing or incorrect citations and/or bibliography entries.	a) Little use of figures, models relevant data or examples. b) Many errors in citation or bibliography entries; e.g. missing or incorrect. c) Little apparent understanding of referencing. References used rarely.	a) No appropriate references to data, examples or class notes. b) No referencing and/or bibliography.
<b>Overall presentation</b>	Outstanding presentation. Well organised & presented. Students' Handbook followed.	Excellent presentation. Well organised and presented. Students' Handbook followed.	Well organised and well presented. Students' Handbook followed.	Presentation generally satisfactory. Some elements not as per Students' Handbook.	Unacceptable presentation. Pagination, title, margins, & paragraphs need attention.	Unacceptable presentation. Pagination, title, margins, & paragraphs need attention.

## Assessment Feedback

After your work has been marked a Coursework Report Form will be returned to you. This details the unconfirmed mark awarded for the coursework, together with informative narrative feedback on content, presentation and style. This is designed to help you to improve your performance in subsequent assignments. Should you wish to receive further feedback, you should request a personal tutorial with the lecturer who assessed the coursework.

The Department has defined a turnaround time for the assessment and processing of work as six weeks from the coursework submission deadline. Coursework reports are distributed to students as soon as possible after this time period.

The mark on the Coursework Report Form is classed as "unconfirmed" as it has subsequently to be approved by both the Departmental Internal and External examination boards and then by the relevant Faculty board.

If you have been awarded a fail grade you **must** see the lecturer concerned as soon as possible to discuss your work. Please also see the "Resubmission and Re-examination" section below for details about re-submission/re-examination of coursework.

## Taught Postgraduate Degree Examination Conventions

Degree Examination Conventions are given in detail on the Student Services Information Desk website, along with other useful information about examinations:

<http://www.shef.ac.uk/ssid/exams/pgexconv>

Students should make themselves fully aware of the Examination Conventions. Students who are in any doubt about the examination conventions and require further clarification should contact the Undergraduate / Postgraduate Examinations Officer as appropriate.

## Award of Degree

The following extracts are taken from the University's General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates. These General Regulations, and associated information, can be seen in greater detail on the University's Governance webpages:

<http://www.shef.ac.uk/govern/calendar/highregs/highcourse.html>

### Award of Degree

1. A candidate who is awarded 180 credits shall thereby pass the Examination for a Master's Degree. Where the regulations for a Master's degree make provision for a related Postgraduate Diploma or Postgraduate Certificate, a candidate who is awarded 120 credits shall be eligible for the award of the Postgraduate Diploma, and a candidate who is awarded 60 credits shall be eligible for the award of the Postgraduate Certificate.

2. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 150 credits be deemed to have passed the Examination for a Master's degree, providing that the candidate has obtained an average grade of not less than 50 and a grade or grades of not less than 40 in the elements of the programme of study in respect of which the credits are not awarded, this calculation to include all units [modules].

3. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 100 credits be deemed to have passed the Examination for a Postgraduate Diploma, providing that the candidate has obtained an average grade of not less than 50 and a grade or grades of not less than 40 in the elements of the programme of study in respect of which the credits are not

awarded. In the case of a candidate for the Master's degree who is being considered for the award of a Postgraduate Diploma, calculation of the average grade shall exclude the dissertation grade.

4. A candidate who fails to satisfy the Examiners in respect of any unit [module] or other part of the programme of study (including the dissertation if any) and who has not been recommended for the award of a Master's degree or a Postgraduate Diploma may (subject to the Regulations for the particular programme of study and to the General Regulations as to the Progress of Students) enter for a subsequent examination in respect of the unit or submit a revised dissertation on one occasion only. A candidate satisfying the Examiners in a subsequent examination or in respect of a revised dissertation will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade shall be awarded. The Board may prescribe conditions to be satisfied by the candidate, and in the absence of any other provision, the re-examination or re-submission shall be within one year of the notification of the first result.

### **DISTINCTIONS AND MERITS**

21. The Examiners may in their discretion recommend the award of a mark of distinction or merit to a candidate registered for a Master's degree, such that

(a) a candidate who obtains a weighted mean grade of not less than 69.5 in the Examination as a whole and a grade of not less than 70 in units to the value of not less than 90 credits, may be recommended for the award of the Degree with distinction; *and*

(b) a candidate who obtains a weighted mean grade of not less than 59.5 in the Examination as a whole and a grade of not less than 60 in units to the value of not less than 90 credits, may be recommended for the award of the Degree with merit.

22. The Examiners may in their discretion recommend the award of a mark of distinction or merit to a candidate registered for a Postgraduate Diploma, such that

(a) a candidate who obtains a weighted mean grade of not less than 69.5 in the Examination as a whole and a grade of not less than 70 in units to the value of not less than 60 credits may be recommended for the award of the Postgraduate Diploma with distinction; *and*

(b) a candidate who obtains a weighted mean grade of not less than 59.5 in the Examination as a whole and a grade of not less than 60 in units to the value of not less than 60 credits may be recommended for the award of the Postgraduate Diploma with merit.

23. The Examiners may in their discretion recommend the award which, having regard to all the evidence before them, best reflects the overall performance of the candidate notwithstanding Regulations 21 and 22 above.

### **Re-submission and Re-examination**

If a student has failed to attain the overall pass mark for a module then, as described in paragraph 3 in the section 'Award of Degree' above, "A candidate...may...be permitted by the Board on the recommendation of the Examiners to enter for a subsequent examination or submit a revised dissertation on one occasion only".

If a student has been awarded an overall module mark of between 0 and 39 for a module then

- i). the Departmental Examinations Board will require the student to re-submit the failed work; or
- ii). the Departmental Examinations Board, in consultation with the External Examiner, will require the student to undertake some other form of re-examination.

If for any module or modules the overall module mark or marks are fails of between 0 and 39, then there is NO possibility of the student being considered for a Pass overall on the programme of study and they will Fail the programme. If such a fail mark or marks have been awarded for the first attempt at the module or modules, then the student must resubmit work or be re-examined if they wish to attempt to redeem the failed module or modules. In order for the student to be considered

for a Pass overall on the programme of study, the resubmission or re-examination must result in an overall module mark of 40 or above being awarded for the module or modules.

If a student has been awarded an overall module mark of between 40 and 49 for a module then  
i). the Departmental Examinations Board may require the student to re-submit the failed work; or  
ii). the Departmental Examinations Board, in consultation with the External Examiner, may require the student to undertake some other form of re-examination.

If for any module or modules the overall module mark or marks are fails of between 40 and 49, then as long as no more than thirty credits (Masters) or twenty credits (PGDiploma) worth of modules have been failed with such fail marks and taking into account the regulations for the degree, then the Examiners may in their discretion still consider the student for a Pass overall on the programme of study.

Decisions regarding the exercise of discretion in recommending the award of a degree are made by the Examiners at the External Examination Boards, which are held after the end of the academic session (usually in late October/early November). Whilst it is up to a student who has failed any modules to review their situation and decide which, if any, failed modules they will register to resubmit/be re-examined in, the Department advises students to register and resubmit/be re-examined in all modules that they have failed.

### **Procedures relating to Re-submission and Re-examination**

1. After the Semester 2 Internal Examination Board (usually in mid-July) the Examinations and Records Secretary will send to any student who has failed one or more modules, a letter confirming this, together with instructions about how to apply online on the University Examinations Office website to officially register to resit modules.
2. The letter will include a deadline, some time in mid August, by which students must register online at the University Examinations Office website to resit modules (students should note that re-examination fees are payable in all cases of re-submission or re-examination). This deadline is set after the end of semester two so that students should know the results of all their taught modules and thus know how many credits in total they have been awarded up to that point.
3. The deadline for submission of all re-submitted or re-examined work (not including the dissertation or the assessed coursework for INF6340) will be in mid-September, and again the exact date will be given in the letter.

Students are advised to contact their tutor for the failed module well in advance of this deadline to discuss the form of re-submission or re-examination. It is expected that students will normally complete the work for re-submission or re-examination after September and before the deadline stated here, but students wishing to re-submit work earlier in the academic year may do so. Procedures for handing in resubmitted work are those given in the "Resubmission and Re-Examination" section above. Whether work is re-submitted earlier in the year or by the deadline stated here, the Postgraduate Re-Assessment Form must be completed and a re-examination fee paid.

4. Where a fail mark is awarded for the assessed coursework required for the Research Methods and Dissertation Preparation modules (INF6340), any re-submitted or re-examined work must be submitted prior to the submission of the dissertation. Students should contact their dissertation supervisor at the earliest opportunity to discuss the deadline date.

5. Where the dissertation is awarded a fail mark, the student will be asked to re-submit the dissertation by the start of September. In such cases, an exact date and instructions about online application to officially register to resit the dissertation module will be forwarded to the student after the Departmental External Examination Board has taken place, in late November.

6. Where re-submission or re-examination takes place, the overall module mark awarded cannot result in a mark any higher than 50, i.e. a bare pass.

7. Students taking COM modules should also note the following Department of Computer Science policy on MSc resits: "A candidate who fails an Examination for a module may be allowed to resit that Examination on the next occasion that the module is taught (this is usually one year later). Candidates may resit the Examination for a module only once, and a resit fee will be charged by the University. Overseas candidates who are unable to attend resit Examinations in Sheffield may take the Examination at their nearest British Council office. The candidate is responsible for making the necessary arrangements with the British Council Office and University Examinations Office, and is liable for the costs incurred".

## **Department of Information Studies Policy on Moderation of Assessed Work**

### **1. Internal Moderation:**

1. The quality and consistency of marking by all internal markers on a module is moderated by the Module Coordinator or the appropriate Departmental Examinations Officer.
2. All dissertations are second marked.
3. If a student feels that a mark is markedly out of line with his/her expectations, they should arrange a personal tutorial with the original marker to discuss this. A student may only request that a piece of assessed work be remarked if a procedural error has occurred at any stage in the assessment process, for example:
  - if the mark is perceived not to be compatible with the Report/narrative comments
  - if the marker is perceived to have missed significant mark-winning material in the work, which may if noticed, have changed the mark for the work
  - if a mark has been inaccurately recorded in Departmental or University student records

If the marker acknowledges there may have been a procedural error, the marker consults the appropriate Departmental Examinations Officer. Depending upon the nature of the procedural error, the Examinations Officer may recommend that the work is blind second marked by another member of staff. The mark will either remain the same or be altered in the light of the second marker's assessment. The Departmental Examinations Officer will notify the student that second marking has taken place.

### **2. External Moderation:**

1. The External Examiner looks at a sample of student work on a programme taken from the bottom, middle and top range of marks, i.e. to assess whether the marking range has been fairly implemented.
2. The External Examiner also looks specifically at the quality of marking by individual internal markers to assess whether there is comparability across the board.
3. The External Examiner will also look at all dissertations of 'distinction' standard.

## **Departmental Policy on Assessment of the Use of English Language**

1. Importance is attached to the literate presentation of work and examiners should take the quality of English into account when marking individual work.

2. Examiners may recommend that a pass is not awarded when the level of literacy in the examination as a whole falls short of an acceptable standard.

3. In cases where English is not the first language, minor linguistic errors and stylistic limitations will not detrimentally affect marks if the communication of ideas is deemed acceptable.

## **Department of Information Studies Policy on Attendance at Scheduled Classes**

Students are expected to attend all scheduled sessions arranged for their programme of study, including lectures, practicals, seminars, tutorials and all other types of scheduled class. Full attendance at all scheduled sessions ensures that students will allow themselves the best possible chance of completing the programme of study successfully. Students are expected to behave responsibly during the programme of study and where absences occur for any reason a student should inform the member of staff delivering the relevant scheduled class(es) of their intended/prior absence and the reason. This should be backed up with documentation where appropriate (e.g. medical note).

Attendance registers will be taken by staff at all scheduled classes for level 1 modules offered by the Department of Information Studies. Attendance registers will, in general, not be taken by staff at scheduled sessions for level 2 and 3 modules offered by the Department of Information Studies, although the Department reserves the right to take registers when it is thought to be necessary.

Students' attention is drawn to the University General Regulation which states that "Every student is required to (a) attend punctually and regularly lectures and classes; (b) to complete all written assignments, practical or other coursework; (c) to keep appointments to meet with the candidate's supervisor; and (d) to attend all examinations, as appropriate in each case to the relevant programme of study. A candidate who fails to comply with this Regulation may be failed in the examination for, and (in the case of modular programmes) be denied the credits assigned to, the relevant units [modules] or other parts of the programme of study or dealt with under the General Regulations as to the Progress of Students".

# Dissertation

## Introduction

Where a dissertation is required to fulfil the requirements of a degree programme, a student should complete a dissertation of 15,000-25,000 words. This is intended to be based upon a small scale research exercise capable of completion within the time available to 1st September (for full-time students). The topic is selected by the student in consultation with appropriate members of the teaching staff. The area of study selected by the student must, however, be approved by the Departmental Research Committee. Following such approval, students are allocated a supervisor who is available for consultation and guidance. Students undertaking research involving human participants or their data may be required to seek research ethics approval before commencing their research, depending on whether their research is classified as no risk, low risk or potentially high risk.

Completion of a dissertation provides students with a useful introduction to the problems and rewards of research, as well as increasing their knowledge of the library, information and communications world. Some dissertations have been published by the Department while others have formed the bases for contributions to the professional press but publication is not a primary object. Students should acquaint themselves with the expected level of performance by examining several dissertations in their chosen subject field.

## Access to Completed Departmental Dissertations

A listing of dissertations completed by students on the Department's programmes in previous years can be obtained by searching the Departmental Publications Database:

<http://dis.shef.ac.uk/dispub/>

Hard-copy lists of previous Departmental dissertations are also available in ring binders in the reception area of the Departmental Office. Copies of the actual dissertations themselves are held by the University Library for reference purposes. The Department also holds copies of the more recent dissertations, and it is possible to borrow them from the Departmental Office for normal loan periods of 48 hours (extendable if no other student has requested to borrow the dissertation in question).

## Assessment

A pass grade must be achieved in the dissertation to fulfil the requirements for completing a Masters programme. Dissertations will be graded in the same manner as coursework. A candidate who fails to satisfy the examiners in the dissertation may re-submit within one year following the original submission in order to complete the examination.

Dissertations which are submitted late without a formal agreed extension having been granted will be penalised according to the Late Submission of Work policy described in the Assessment of Work section.

## Word Count

The word limit for dissertations is 15,000 - 25,000 words. You must include a note of word count at the end of the dissertation, i.e., following the final chapter and before the Reference List/Bibliography. The Word count should exclude the Title page, Abstract, Table of Contents, bibliography and appendices, but include all the contents of all of the Chapters of your dissertation, including any foot-notes. (In MS Word: Select text to be included, then click Tools - Word Count).

You are expected to keep within the word range specified above. Over-length and under-length work will be penalised according to the Over/Under Length Assessed Work policy described in the Assessment of Work section.

### **The Dissertation Handbook**

A separate Dissertation Handbook giving much more detail about the dissertation process, presentation, submission, assessment etc. is given to each student towards the end of the first semester. Copies of the Dissertation Handbook are also available from the Departmental Office.

# Departmental Prizes

A number of Departmental prizes are awarded annually to students whose performance merit recognition. The following prizes are offered by the Department:

## **Ann Percy Memorial Prize**

This prize has been made available through the generosity of Mr. David Barr, a former student of the Department of Information Studies, in memory of his wife, Anne Barr. One prize of £200 is awarded annually for the best dissertation in the field of library/information service management and organisation, with preference being given to contributions which can lead to practical improvements in the delivery of services. Students taking any of the Department's taught Masters programmes are eligible for this award.

## **Eduserv Information Literacy Prizes**

These prizes have been established in 2007 by the Eduserv Foundation to coincide with the establishment of the Department's Centre for Information Literacy Research. Three prizes will be awarded annually for outstanding performance in information literacy research projects.

One prize of £100 will be awarded for the best undergraduate project report in the field of information literacy submitted by a student on the BSc Information Management programme. One prize of £100 will be awarded for the best postgraduate dissertation in the field of information literacy submitted by a student taking any of the Department's taught Masters programmes. One prize of £150 will be awarded for the best postgraduate group project report submitted by students taking the Information Literacy Research module. In all cases, the sponsor reserves the right not to award a prize if there are no submissions of sufficiently high quality.

## **Henry Heaney Memorial Prize**

This prize has been established through the efforts of the Consortium on University Research Libraries (CURL) in raising subscriptions in memory of Henry Heaney, a former External Examiner for the Department of Information Studies. One prize is awarded annually for the best dissertation in the field of academic librarianship (the amount of the award may have to change year on year depending upon the performance of the stock market where this endowed prize is invested).. Students taking any of the Department's taught Masters programmes are eligible for this award.

## **IADIS Prize**

This prize has been established by the International Association for the Development of the Information Society (IADIS), a not-for-profit organisation seeded in Lisbon, Portugal. One prize of £150 is awarded annually to the student submitting the best dissertation in the general field of E-Society studies. Students taking the MSc in Information Management are eligible for this award.

**Pfizer Prize** - This prize has been made available through the generosity of Pfizer Central Research. One prize of £100 is awarded annually for the best dissertation in the general area of scientific or technical information handling, by a student on the MSc in Information Management programme.

**SINTO Bob Usherwood Prize**

This prize, up to the value of £150, was made available in 2007 by SINTO: the Information Partnership for South Yorkshire & north Derbyshire, in order to acknowledge the most significant contribution to improving professional practice or understanding related to co-operation and partnership. Students reading for the degree of MA Librarianship or MSc Information Management are eligible for this award.

**SLA Europe Dissertation Prize**

This prize has been made available by SLA Europe, and is awarded for the best dissertation which explores topics and/or issues pertinent to the special library field at the Master's level. The value of the prize is £100. Students taking any of the Department's graduate taught MA programmes are eligible for this award.

**West Riding County Library/Annenberg Award**

This prize had been made available by the Library Committee of the former West Riding of Yorkshire, generously established using a gift from Mr. Walter Annenberg, a former United States Ambassador to Great Britain. One prize is awarded annually for outstanding performance in the field of public librarianship (the amount of the award may have to change year on year depending upon the performance of the stock market where this endowed prize is invested). Students taking any of the Department's graduate taught MA programmes are eligible for this award.

# Academic and Pastoral Advice

## Teaching Tutorials

Teaching tutorials for undergraduate students are generally timetabled for each module. Group tutorials may be held to explain assessed work or to supplement lecture or seminar sessions. However, you are also encouraged to arrange tutorial meetings yourself with the appropriate module tutor if you feel this is necessary:

- to discuss the scope, structure and approach to assessed work
- if you have difficulty in understanding a teaching session or anything you have read
- to obtain feedback if you are not satisfied with the clarity or helpfulness of feedback on any Coursework Reports

You should e-mail the appropriate tutor to arrange an appointment.

## Personal Tutors

Each student is allocated a personal tutor who is available for advice, information or assistance throughout the year. Your personal tutor will arrange to meet you at the beginning of the session and one-on-one tutorials will be arranged from time to time during the year to talk about general progress and anything which may be worrying you, e.g. module choices, dissertation topics and assessed work.

If you have a personal problem which could affect your performance on the course, e.g. health, family, relationship, you should make sure your personal tutor knows about it. It is sensible to make an appointment since all staff have commitments that do not appear on the timetable, but if you think the matter is urgent please approach us at any time.

If you are unsure about who to approach, in the first instance try to see or e-mail your personal tutor, or if they are not available your Programme Coordinator, but you may talk to any member of staff you think may be able to help. Matters of general interest or concern may be taken up with the Departmental Staff/Student Committee student representatives or staff representatives.

All staff are contactable via e-mail for quick enquiries and information (please note however, that e-mail should NOT be used to submit coursework or dissertations).

In exceptional circumstances, students may change their personal tutor during the academic year. If you feel that there is valid reason to change personal tutor, please discuss the issue with the relevant Programme Coordinator or the Teaching and Learning Manager.

## Managing your time

Particularly when you are new to a course, managing your time can be challenging. You will want to do the best you can on your chosen course of study. As we give out information about assignments and schedules at the start of each semester, we help you to plan in this area. However we realise that there may also be other pressures on you, and that everyone also needs some time for recreation.

It is a good idea to take time out at the start of each semester to block out commitments week by week (including the weekends). Obvious things to go in are online lectures, groupwork meetings etc., and also amounts of time for working at assignments through the semester. Remember that the University officially allocates a figure of 150 hours study for each 15 credit module. Only a minority of this time is taken up by formal tuition: the rest is time you should be studying on your own. Actually blocking out time in your diary for reading, research etc. may help you avoid trying to

cram all your study into a later part of the semester. You should be prioritising your studies, and so put these items into your schedule first. Then be realistic about how you schedule in other commitments: it is risky to plan out a tightly packed schedule that depends on boundless energy, full health, and no problems in any area of your life for the whole of the semester.

If you block in time and repeatedly do not get down to study, or if you feel pressure in meeting all your commitments, take time out to reflect on why this is and what you want to do about it. It might be that you need to schedule the time in a different way, at different times etc. Your personal tutor or module coordinator will be happy to help you talk through different ways of approaching study time: your friends may also have their own tips. We also refer elsewhere in this section to the advice and welfare services available in the University.

## **'REAL' (Reflection, Employment And Learning)**

REAL is the Department's personal development planning (PDP) framework to enhance your future employability and learning. Employers expect to see evidence of transferable skills and during our course there will be many opportunities to acquire and develop these. REAL is designed to help you to regularly review and plan your studies through regular meetings with your tutor and other Departmental activities. It will also help you to record and monitor your skills and plan your personal development.

REAL can help you to:

- provide a structured resource so you can regularly review your progress during meetings with your tutor
- produce an effective CV and portfolio of achievements
- record the skills you develop as a result of your course which will demonstrate that something extra that employers value
- provide a record of your academic and work-related achievements
- introduce you to the concept of lifelong learning
- provide tutors with information so they know something about you for the purpose of providing a reference

Please take the time to look at the REAL materials available to you via MOLE and attend the many supporting Departmental activities that will be available throughout the year.

## **Reporting Absences due to Illness**

If students are ill for periods lasting up to 7 days, they should complete a Special Circumstances Form and return it to the Departmental Office.

Blank Special Circumstances Forms are available from the Student Services Information Desk (SSiD) or from the Departmental Website via the Forms section.

The Special Circumstances Form can be used to report:

- Short-term absences due to illness of up to 7 days
- Absences due to illness involving a period of more than 7 days
- Absences due to illness which have affected examination/assessment

## **Religious Holidays and Examinations**

Any student who is not able, for religious reasons, to take examinations on any day on which examinations may be set during the year (including Saturdays but not Sundays) is asked to complete a 'Request for Examination Arrangements to accommodate Religious Days of Observance' Form. These forms are available from SSiD or from the Departmental Website via the Forms section.

If forms are not submitted by the end of week 3 of the Semester in which the examination(s) is to take place, there is no guarantee that your request will be able to be accommodated.

## **Staff Academic and Pastoral Responsibilities**

Certain members of staff in the Department have been allocated particular academic and pastoral roles. Any student who requires advice or guidance in areas that are met by the following roles is encouraged to approach the named member of staff:

### **BSc Year Tutor - Level 1** Dr Alex Peng

Provides pastoral care to Level 1 students of the BSc Information Management.

### **BSc Year Tutor - Level 2** Dr Andrew Cox

Provides pastoral care to Level 2 students of the BSc Information Management.

### **Careers Liaison Officer:** Semester 1 Dr. Andrew Cox / Semester 2 Ms. Pam McKinney

Provides advice and guidance relating to careers and jobs in the library and information sector. See also the section entitled Careers Information on page 76.

### **Director of Research:** Prof. Nigel Ford, Deputy Prof. Val Gillet

### **Director of Learning and Teaching:** Ms. Sheila Webber, Deputy Dr Andrew Cox

### **Disability Liaison Officer:** Dr John Holliday

Provides advice and guidance of a general nature to students with particular support needs.

### **Examinations Officer (Postgraduate):** Semester 1 Prof. Peter Willett / Semester 2 Ms. Briony Birdi

Provides advice and guidance relating to all aspects of postgraduate assessment and examinations.

### **Examinations Officer (Undergraduate):** Prof. Peter Willett

Provides advice and guidance relating to all aspects of undergraduate assessment and examinations.

### **Harassment Network Officer:** Prof. Phil Levy

Provides advice and guidance relating to issues/incidents regarding harassment.

### **Health and Safety Officer:** Dr. John Holliday

Provides advice and guidance relating to all aspects of health and safety within the Department.

### **International Student Advisor:** Prof. Nigel Ford

Provides advice and guidance of a general nature to overseas and EU students.

### **Part-Time Student Advisor:** Dr Daniela Petrelli

Provides specialist advice and guidance to part-time students.

### **SOCRATES/ERASMUS Exchange Scheme Advisor:** Semester 1 Dr. Daniela Petrelli / Semester 2 Dr. Ana Cristina Vasconcelos

Provides advice and guidance to students thinking of/wishing to participate in the Socrates/Erasmus exchange programme.

### **Student Placement Tutor:** Dr Angela Lin

Provides advice and guidance to students participating in student placement scheme.

**Study Abroad Advisor:** Semester 1 Dr. Daniela Petrelli / Semester 2 Dr. Ana Cristina Vasconcelos Provides advice and guidance to undergraduate students thinking of/wishing to participate in the Study Abroad exchange programme with partner university institutions in the USA and Japan

## **Central Support and Welfare**

The University Student Services Department has a Central Support and Welfare Section which provides information and support for a wide range of needs. More detail about this can be found on the University's Central Support and Welfare website at [www.shef.ac.uk/ssid/welfare](http://www.shef.ac.uk/ssid/welfare). The services and information available include:

### **University Health Service**

Tel.: 2222100 Website: [www.shef.ac.uk/health](http://www.shef.ac.uk/health)

### **University Counselling Service**

Tel.: 2224134 Website: [www.shef.ac.uk/counselling](http://www.shef.ac.uk/counselling)

### **Disabled and Dyslexic Students**

Tel.: 2221303 Website: [www.shef.ac.uk/ssid/disabilities](http://www.shef.ac.uk/ssid/disabilities)

The website gives information about services available within the University for visually impaired students, deaf and hard of hearing students, students with physical difficulties and students with specific learning difficulties including dyslexia. The website also provides detailed information regarding sources of financial help. If you require any further advice, or any information related to Departmental support, please contact the Department's Disability Liaison Officer, Dr. Angela Lin (*Email: a.lin@sheffield.ac.uk*).

### **Nursery and Childcare**

Website: [www.shef.ac.uk/ssid/welfare/child.html](http://www.shef.ac.uk/ssid/welfare/child.html)

University Nursery Tel.: 2739361 Website: [www.shef.ac.uk/nursery](http://www.shef.ac.uk/nursery)

### **Mature Students**

Website: [www.shef.ac.uk/ssid/welfare/mature](http://www.shef.ac.uk/ssid/welfare/mature)

### **International Students**

Website: [www.shef.ac.uk/ssid/international](http://www.shef.ac.uk/ssid/international)

### **Financial Help Available**

Website: [www.shef.ac.uk/ssid/finance/finhlp.html](http://www.shef.ac.uk/ssid/finance/finhlp.html)

The website gives information about various sources of financial help including; Access Funds, University Bursaries, Short-Term University Loans, Career Development Loans, and Educational Trust Funds and Charities.

Further information about Higher Education Student Support provided by the government can be found at the following website [www.dfes.gov.uk/studentssupport](http://www.dfes.gov.uk/studentssupport)

### **Faith Representatives and Chaplains**

Tel.: 2228923 Website: [www.shef.ac.uk/ssd/chaplains](http://www.shef.ac.uk/ssd/chaplains)

## Harassment

Website: <http://www.shef.ac.uk/hr/info/policy/harassment.html>

## Drugs Information

Website: [www.shef.ac.uk/drugs](http://www.shef.ac.uk/drugs)

## Nightline

Listening Tel: 2228787 Information Tel: 2228788 Website: [www.shef.ac.uk/nightline](http://www.shef.ac.uk/nightline)

Nightline is the University of Sheffield's telephone listening and information service and provides a confidential and anonymous service which is open to all students. It is run by trained student volunteers and operates from 8pm until 8am every night during term time.

## English Language Teaching Centre

Tel: 2221780 Website: [www.shef.ac.uk/eltc](http://www.shef.ac.uk/eltc)

The services of the English Language Teaching (ELT) Centre are provided free of charge (with the exception of two pre-registration courses) to all students registered at the University. International students are invited to make maximum use of the Centre's services and facilities. The ELT Centre offers: a writing advisory service; part-time classes in academic writing, thesis writing and oral skills; advice on English language tests and qualifications. Students should also note that English Language Skills classes run by an ELT Centre staff member will be held on a weekly basis during semester 1 for the sole benefit of students on Information Studies programmes of study.

## Student Course Evaluations

Once you have completed a module, you will also be asked to complete a module Evaluation Questionnaire designed to assess your opinion of the module and the programme as a whole. The module questionnaires will be distributed to you via email.

**Please note that all questionnaires are processed and analysed anonymously and all evaluation forms are treated as strictly confidential.**

The Department of Information Studies relies upon the feedback from students in order to monitor and improve the content and teaching of our programmes. Once collated, the results of the student questionnaires are circulated to each module and programme co-ordinator for review and comment. The student comments and coordinator responses are then reviewed by Teaching Committee, and amendments to modules/programmes actioned accordingly.

## Staff/Student Committee

The Department has a Staff/Student Committee on which students from all programmes (and level) of study offered by the Department are represented.

### Terms of Reference:

1. To act as a bridge of communication between staff and students (via elected student representatives) within the Department of Information Studies.
2. To consider and debate possible improvements and problems which affect the general learning environment within the Department as a whole. (Matters raised concerning teaching quality or specific programmes/modules may be passed for action to the Departmental Teaching Committee where necessary).
3. To discuss fully, within a flexible and beneficial atmosphere suitable to both staff and students, the possible implications of matters brought to the attention of the Committee, reporting back to all affected parties the recommendations of the Committee.

4. To action groups and individuals to seek further information and implement its recommendations. Those actioned should report to the Committee any matters for further discussion.

### **Membership:**

The Staff/Student Committee comprises student and staff representatives from all of the Department's programmes (and levels) of study, plus staff representatives for Departmental management, other Committees and technical and administrative sections. Minutes of all meetings are taken and distributed to all staff and students via MOLE, within the "INF - Department of Information Studies" space.

### **Chair**

Staff Chair: [Dr Daniela Petrelli](#)

Student Reps will have the opportunity to volunteer to chair individual meetings. Chair of the meetings will alternate between the Staff Chair and volunteer Student Chairs.

### **Frequency of Meetings:**

The Departmental Staff/Student Committee meets on a regular basis approximately 2-3 times a semester. The meetings are generally held during the lunchtime period starting at 1pm and usually last for up to an hour.

### **Discussion Forum**

All students and staff will have access to the Staff / Student Committee discussion forum, located within the "INF – Department of Information Studies" section of MOLE. Students are invited to use this forum to raise and discuss points that may be taken to meetings of the Committee. Student Reps should check this forum regularly, especially prior to meetings, for points raised by colleagues.

### **Role of Student Representatives:**

It is up to student representatives to alert their fellow students in good time of any forthcoming Staff/Student Committee meetings that they will be attending, so that students may forward any items for the agenda to their student representative. The student representative should forward all agenda items they have collected to the Staff Chair before the meeting. Student representatives should be prepared to discuss in more detail, at the meeting, any agenda items that they have been asked to be raised.

Distance Learning Student Representatives who are unable to attend meetings should communicate with their fellow students prior to the meeting, via email or via the Staff / Student Committee discussion forum in MOLE, collate any points that need to be raised, and pass these to their Programme Coordinator or the Teaching and Learning Manager to be raised in the meeting.

### **Representative Election Procedure**

If you would like to become a student representative for your programme of study, please contact John Bennett via email by the Friday of Week 1 Semester 1. If there is more than one candidate for each representative position, an election will be arranged by the relevant Programme Coordinator to take place during Week 2. Student Representatives will be confirmed by the beginning of Week 3.

## **Students' Union Link**

Each Department has one Students' Union representative whose role is to:

- improve communication between the Union and students in Departments
- develop a knowledge of students issues of concern within the Department
- raise awareness about Union issues and campaigns
- help support the system of course Representatives
- act as a point of contact for students who don't know where to turn with a problem

The position of Union Link provides an opportunity for students to develop many useful skills and practises, and as the duties of the Union Link can be planned in advance, the role can be managed in conjunction with students' studies. Union Links will also receive a payment from the Union for the work they carry out.

If you're interested in receiving further information about the position, or would like an application form, please contact Amelia Moore, Student Representation Co-ordinator for the Union, on: 0114 22 28589, or email: [ameilia.moore@shef.ac.uk](mailto:ameilia.moore@shef.ac.uk)

# General Departmental Information

## Location of Departmental Rooms, Offices and Laboratories

The Department of Information Studies is located in Regent Court on Portobello Street. Members of academic staff have rooms situated on the 2nd and 3rd floors of Regent Court. Members of Research Staff and Research Students' offices are also located on the 2nd and 3rd floors of Regent Court.

Most lectures/seminars will be held outside of the department in other parts of the University in larger lecture theatres. However, the Department also has a lecture theatre, two bookable meeting rooms, two teaching laboratories, the Micros Laboratory and the Online Room, both situated on the 2nd Floor of Regent Court.

The locations of all teaching sessions are shown in the Teaching Timetable, available via either the myTimetable function in MUSE, or the online Directory of Modules at [http://www-online.shef.ac.uk:3001/live/owa/web\\_cal.cal3\\_dept\\_form?p\\_year=07](http://www-online.shef.ac.uk:3001/live/owa/web_cal.cal3_dept_form?p_year=07)

## Access to the Department

Normal hours of working are 8.00am - 6.00pm Monday to Friday.

Student access to the Department is only available during normal working hours. The porter normally locks up the Department's computer laboratories and meetings rooms at approximately 5.45pm (or earlier if necessary). Unfortunately access to the building outside normal working hours is not possible; the entrance gates to Regent Court and side entrances to the building are locked.

## Departmental Office

The Departmental Office is located on the 2nd Floor of Regent Court. Students' enquiries can be dealt with at the following times only each weekday: **10.00am-3.00pm**.

The Departmental Office is very busy, and so that secretarial and other office staff can carry out all their duties effectively, students are politely requested to keep to the opening times described above. The Departmental office staff are available at the times given above to answer students' queries and requests. The Departmental secretaries, however, are not available to carry out secretarial services for students. In addition, please note that the Departmental Office cannot supply students with A4 paper, computer discs or any other form of stationery.

The following will be dealt with during office opening hours **only**:

- Coursework – submission and collection of results
- Dissertation – loan and return
- Purchase of past exam papers
- Inter-library loan vouchers
- General enquiries
- Collection of OHP laser printer transparencies for presentations

The following **will** be dealt with at other times:

- Part-time student enquiries
- Issues of a more urgent nature.

## **Mail**

Students' mail is placed in the pigeon-holes in the Departmental Reception. You should check the pigeonholes regularly for any mail. Additionally, students are reminded to check their e-mail regularly, as messages from Departmental staff are often sent electronically.

## **Notice Boards**

Students should consult the notice boards in the Micros Laboratory and in the foyer area on a regular basis. There are noticeboards for the postgraduate programmes, where information about modules, seminars, visiting speakers, visits etc. are regularly posted. There are also noticeboards in the second floor foyer area and reception area for information of a more general nature, including careers and jobs information.

## **Common Room and Photocopying Facilities**

Information Studies students have access to the Regent Court Student Common Room (shared with ScHARR and Computer Science), located on the Ground Floor, next to the Regent Street entrance to the building. This room has casual seating, work tables, a drinks machine, a kitchenette and a Ucard-operated photocopier.

## **Transparencies for Presentations**

The Department can supply transparencies to students who wish to use OHP facilities for a course presentation. These transparencies can be used in the printers in the Micros Laboratory, and are compatible with any Desktop Laser printer. Please note, transparencies can only be collected from the Departmental reception during normal opening hours.

## **Smoking, Drinking and Eating**

There is a No Smoking policy in operation in all internal areas of the Regent Court building. No eating or drinking in the lecture rooms, seminar rooms or laboratories, please.

## **Children**

Unfortunately, the buildings housing the Department were not planned with children in mind; whilst on these premises they must always be accompanied and controlled by a responsible adult. It is recommended that parents studying in the Department should make appropriate childcare arrangements so that they do not have to bring their children to the Department.

## **Security**

Bags etc. have been stolen in the past from rooms and laboratories in the Regent Court Building - it is easy for a stranger to walk in. Please take care.

## **Parking**

Parking is very limited in the areas around the Department. There are no parking places available for students in Regent Court itself. The University operates a car parking scheme for University-owned car parking areas, details of which can be obtained from Room and Parking Services in the Department of Estates.

# General University Information

## Semester Dates

(also available at <http://www.shef.ac.uk/about/dates>)

The dates of semesters for 2009-2010 are:

### Autumn Semester

	[Intro Week 21 September - 27 September 2009]	
Monday	28 September 2009	
Saturday	19 December 2009	total 12 weeks
	[4 Weeks Christmas vacation]	
Monday	18 January 2010	
Saturday	6 February 2010	total 3 weeks

### Spring Semester

Monday	8 February 2010	
Saturday	20 March 2010	total 6 weeks
	[3 weeks Easter vacation Easter Day 4 April 2010]	
Monday	12 April 2010	
Saturday	12 June 2010	total 9 weeks

Note that for all programmes, weeks 1-12 of both semesters will be teaching weeks. The remaining weeks 13-15 of both semesters will be available for preparation and sitting of examinations. Coursework submission dates will be detailed in module documentation provided at the start of each semester.

## Student Services Information Desk

The Student Services Information Desk (SSiD), located in the Union of Students' Building and staffed by University administrative staff, is a central front-line enquiry desk for a wide range of student administration matters, general information and publications including: module Add/Drop forms; change of status forms; self-certification medical notes; U-Cards and PIN numbers; council tax forms; Career Development Loans; financial help information; immigration certifying letters; transcripts; prospectuses; location maps etc. More information about the Student Services Information Desk (SSiD) can be obtained by accessing the University's WWW pages at the following address [www.shef.ac.uk/ssid](http://www.shef.ac.uk/ssid)

## University Student Record

It is a student's responsibility to ensure that their University Student Record is kept up-to-date. Students can access their Student Record via MUSE. Your Student Record contains:

- Basic personal details
- Your course information, i.e. the programme and modules you are registered for
- Your addresses (home, term-time and correspondence)

## Changing your Address

It is very important that the University has your correct address details. This is so that any correspondence the University or the Department sends gets to you. You can view and change the addresses that the University has recorded for you by going to the SSiD webpage [www.shef.ac.uk/ssid/record/pin.html](http://www.shef.ac.uk/ssid/record/pin.html). To keep the service secure, you will be required to enter your computer network username and password. If you cannot remember your username and password, please contact the Computer Registration Team at CiCS, Hounsfield Road, telephone 0114 2223050.

The University records up to three different types of addresses for you:

- **HOME address** - this is usually your parental address where you live during the vacation or your permanent residential address.
- **TERM address** - this is usually the Sheffield (local) address of the house/halls of residence/self catering property that you stay at during term time. NOTE - This is not a permanent address. You will be asked to put in a start and end date. Please make sure that the end date reflects the time you will be leaving Sheffield and not the end date of your course if you are staying longer at that address.
- **CORRESPONDENCE address** - this is an address that you could be staying in for a certain amount of time, for example if you are away with friends but you are not living there permanently. NOTE - **If you define a correspondence address, all University correspondence will go there. It is important, where possible, that you enter the end date of your correspondence address.** The University, therefore, will not send anything to an incorrect address.

Please note that on completing your course you should update your **Correspondence address** so that the University and the Department can contact you if they need to after you have left the University, e.g. forwarding statements of results, communicating arrangements for degree ceremonies, requesting first employment destination data, alumni correspondence etc.

## Tuition Fees

UK (EU) students in receipt of funded studentships from the AHRC should note that the postgraduate tuition fees covered by the AHRC studentship are set at the basic level defined by the UK government (and revised on an annual basis). Current tuition fees are available from SSiD at:

<http://www.shef.ac.uk/ssid/fees>

Such students should therefore be prepared to pay the difference themselves between the basic tuition fee level and the tuition fee charged for the programme of study, at registration at the start of the academic session.

# Computing Facilities

The purpose of this section is to provide a brief introduction to the Computing facilities available within the Department, and to provide advice on computing-related issues.

## PCs

Paul Fenn is the Departmental ICT Manager and can be found in room 209 (Tel. 2222695) on the second floor of Regent Court. Support is available from the Computer Technician who is located in the ICT support Room 209. The Department has its own Local Area Network, for taught programme students, located in the Micros Laboratory and On-Line Room on the Second Floor of Regent Court. This consists of 69 PCs which are connected to the University campus network via a fibre-optic cable. The Department's network is fully integrated with the campus network which allows full use of Internet facilities, including email and the Internet, and access to a number of freely-available online information services and databases provided via University Corporate Information and Computing Services and the University Library. Students are given a username and password for the system as part of the University registration process. The 50 PCs in the Micros Lab run the campus managed XP service whilst the 19 PCs in the On-Line room are used for running the more specialised software requirements of the department. The department also supports a wireless network; details on how to connect to this are available from the technical staff or on the internet at <http://www.shef.ac.uk/cics/wireless/>.

Further details on the departmental Computing facilities are available on the Departmental website.

## CD-Rom, Online and other Information Sources

Networked CD-Roms are available and accessible via any networked PC, in addition all PCs in the department have internal CD-Drives.

Personal use of online searching facilities via online hosts which charge for the use of their services are strictly controlled, but it is usually possible to arrange for searches for dissertation topics, for example. Students wishing to use those online facilities for which charges are made outside timetabled classroom sessions should consult a member of staff.

## Additional and UNIX-based Computing Resources

The Department also has a wide range of additional equipment which is available on an "as needed" basis. If you require advice on particular requirements you should see a member of the technical staff.

In addition to the PC laboratories the Department maintains a large UNIX based research laboratory. These facilities are used for mainly research purposes but specific modules may require the use of these systems. Students with a requirement for a UNIX based computing facility should contact the Research Manager.

University of Sheffield Corporate Information and Computing Services (CICS) also offers campus-wide computing services. CICS has a number of reception centres, which provide a range of services, including the IT centre in The Edge on Endcliffe Crescent and in the Mappin building on Mappin Street. Both centres have a large number of open access PCs available for use by students. There are also a number of PCs for use by students in the St. George's Library Building on Mappin Street. CICS also runs an Advisory Service, to assist with user queries, and throughout the year it gives courses on particular aspects of computing.

## Software Availability

There is a wide range of software available on the Local Area Network: most of these packages have a "help" system included and some have a tutorial. There are also many software packages which are specifically designed as computer-based tutorials; you are encouraged to make full use of them. In the majority of cases you will be able to access all the available software from any PC on the campus, however some specific packages can only be accessed from the Departmental labs.

Students should note that some of these packages are extremely complex and will require a considerable time investment to learn properly. The Department supports the core packages but can provide only limited support on other systems. You must therefore be prepared to be self-taught with limited assistance on non-core packages.

## Software Legality

All students must abide by the legal requirements set down by the software vendors and now enshrined in the criminal law. Software is purchased by the University in several ways and the legal implications are set out as follows:

**Shareware and Public Domain** - Large amounts of utilities and other software are freely available. In the case of public domain software it is totally free for copy and re-distribution subject to their being no commercial gain. Shareware is different in that it can be used on a trial basis and if you decide to use it a contribution should be sent to the producer to receive updates and a right to use it.

**Important note: No software in the Department of Information Studies should be copied for use without the permission of the Computing Manager or an appropriate member of staff. Please remember that it may now be a criminal offence to do otherwise.**

**Hardware Purchases** - Through a bulk purchasing agreement we are able to obtain computing equipment at a discount, so if you have any specific requirements please see the Computing Manager. If possible, do this as early as possible in the selection process.

## Electronic Mail Etiquette

The use of electronic mail must not be offensive to the recipient in any way. Electronic messages containing threatening or abusive language can cause offence and distress to the recipient. Such messages not only break this University's Regulations (under which you could be subject to disciplinary action) but in the UK may also be a breach of criminal law (using a computer for unauthorised purposes).

You should not send mail to everyone you can think of, for example by sending to everyone on the local machine, unless it really does affect everyone. Nobody likes to receive junk mail, and people have been known to get quite frustrated about this.

## **Usage of Computer Facilities**

Use of the computer systems for downloading or displaying images or text of an offensive nature is strictly forbidden and members of the department found to be doing this may be subject to disciplinary action.

You should note that the University lays down comprehensive Regulations regarding the use of all computing facilities. Details of these Regulations and the Code of Practice for the Use of University Computing Facilities may be found on the University's website at:

<http://www.shef.ac.uk/cics/codeofpractice/compregs.html> and all students must make themselves familiar with the contents. Any breach of these regulations may be dealt with under the Discipline Regulations of the University.

# Library Facilities

## Departmental Library Facilities

Most of the University Library's holdings of books, pamphlets and periodicals that cover the main subject areas taught on the programmes and modules in the Department are held in the Information Commons, with some material also held in St George's Library and the Western Bank Library. The subject areas covered include: information science; librarianship; computing and management. Online manuals and newsletters and some thesauri are available in the Department and may be used in the Online Laboratory (but they are not loanable under any circumstances). Dissertations produced by former students on the Department's MA and MSc degree programmes from 2000/2001 onwards are also available for loan from the Departmental Office. The loan period for any dissertation is normally 48 hours, but this is extendable if no-one else has put in a loan request. Some masters dissertations are also available online as full text pdf files, and can be accessed via the Departmental Publications Database.

## Departmental Publications Database

Ready access to bibliographic details of all publications produced by staff and students in the Department of Information Studies can be obtained by searching the Departmental Publications Database available at [dis.shef.ac.uk/dispub](http://dis.shef.ac.uk/dispub). This database includes details of all the masters level dissertations completed by students on the Department's programmes in previous years. The database has entries starting from 1963.

## Information Commons

The IC provides 24/7 access to study facilities on every day of the year. There are 6 study floors and excellent classrooms for Inquiry-based learning. Two of these areas are for silent study but in the remainder of the building students are encouraged to work in any way they wish. Wireless access allows laptops to be used throughout the building and there are 600 PCs available. Some of these can only be used for a short time and can be pre-booked. Similarly group-study rooms can be booked in advance, through MUSE. The IC provides state-of-art library facilities which are recognised as the finest in the United Kingdom.

## University Library Facilities

There is a good stock of books and journals on Information Studies at the St George's Library that also has the collection of books on computing. The Western Bank Library is the research library and has an extensive collection of research books and journals on information studies. In addition, it holds copies of most University of Sheffield theses and DIS dissertations as well as other subject material. There is a stock of materials on health informatics at the Royal Hallamshire Health Services Library. Students should make the effort to know all four principal libraries. The physical stock is only a part of what the University Library has to offer, students can gain access to over 30,000 e-journals and more than three thousand e-books through the Library tab in MUSE. There are about 450 subject databases, which are an important aspect of study in the Department, and they are also available through this route.

The Library catalogue is Star (<http://library.shef.ac.uk/>) and electronic links are enabled through a Star search. On MUSE, there are links to Star Resource Lists, which are e-versions of Departmental reading lists. These, too, provide links to e-journal articles and any e-books.

The Library provides advice services to all students and the Liaison Librarian for Information Studies is Alastair Allan, ([a.allan@sheffield](mailto:a.allan@sheffield)), who is also a member of the DIS teaching team. There are enquiry desks at each branch and an exhaustive collection of self-help documents on the web.

Additionally, the Library offers special support to any student who has a disability. If you believe that such support could assist you, please e-mail Lois Burt (l.burt@sheffield.ac.uk) in the Information Commons.

There is an extensive network that enables the Library to provide research materials for any student from other British libraries. Full details are available from the Library's document supply section. Locally, there is a co-operative scheme operating between all Sheffield libraries that allows students from other organisations to use the city's collections. Membership of Sheffield Libraries, Archives and Information is available to all city residents.

## **Document Supply Service**

The University has an "access" rather than a "holdings" policy and students working on research projects are strongly recommended to use document supply rather than rely on the stock of the University Library. Students wishing to obtain books, reports, theses or articles that are not available within the Universities and Public Library systems in Sheffield, for essential completion of dissertations, may apply through the Document Supply Service. Document Supply Forms should be obtained from the University Library. Normally, it is expected that all essential reading for coursework will be provided by the University Library. All forms must be accompanied by an Authorisation voucher, which can be obtained from the Departmental Office. Please ensure your Document Supply form is completed and countersigned by the relevant Programme Co-ordinator or dissertation supervisor, before requesting an Authorisation Voucher. The Department each year commits a proportion of its library budget to the purchase of Document Supply Authorisation vouchers in advance of demand from staff and students and use of the vouchers is monitored; it may be necessary from time to time to impose limits on the numbers of vouchers that any one individual may have from the Department. Students are asked to make sure that they are not asking for books and articles that are already in the Library stock.

Further information about the Document Supply Service may be consulted at: [www.shef.ac.uk/library/services/whatill2.html](http://www.shef.ac.uk/library/services/whatill2.html).

The University Library runs a regular free minibus service to the British Library Document Supply Centre (BLDSC) at Boston Spa. Visits are scheduled each semester and some during vacations. Posters advertising dates and times for the visits are displayed around the Library: the current schedule is available at [www.shef.ac.uk/library/services/illmini.html](http://www.shef.ac.uk/library/services/illmini.html). Bookings are taken on a first-come-first-served basis and there is no charge but a fine is charged for failure to turn up for a pre-booked seat without prior notice. For details of how to book a minibus trip contact [ill@sheffield.ac.uk](mailto:ill@sheffield.ac.uk) or the document supply office in the Main Library. Students working on dissertations are advised to use this service at first because it enables you to work with a great deal of relevant material in a short period for no cost.

Further information about the services and collections of the BLDSC are available at [www.shef.ac.uk/library/services/illbus.html](http://www.shef.ac.uk/library/services/illbus.html). Material held at BLDSC can be traced through the British Library Catalogues (available at [blpc.bl.uk](http://blpc.bl.uk)), using the Document Supply Centre Catalogue. Serials/journals received by the BLDSC can be checked at [www.bl.uk/serials](http://www.bl.uk/serials) or on the Copac catalogue at [www.copac.ac.uk](http://www.copac.ac.uk).

## **Your Feedback**

The Department has its own Library Committee chaired by Barbara Sen. If you would like to raise issues about library (and Information Commons) provision then you can raise matters with your representative or with the Secretary, John Bennett ([j.bennett@sheffield.ac.uk](mailto:j.bennett@sheffield.ac.uk)). This feedback might relate to book supply or using other libraries or working conditions. You are also encouraged to raise any issues with the Department's Liaison Librarian, Alastair Allan

# Careers Information

## University Careers Service

The University has an excellent Careers Service, located at 388 Glossop Road, with a library containing a large collection of reference information, books and reports. The University Careers Advisor assigned to the Department of Information Studies is Mike Bruce. Comprehensive information about the Careers Services and its services is available at [www.shef.ac.uk/careers](http://www.shef.ac.uk/careers).

## Departmental Careers Information

The Departmental Careers Liaison Officer (Dr. Andrew Cox) provides a departmental contact for the University Careers Service and is also able to give careers/jobs advice to students who require it. Other academic members of staff are also able to provide careers advice and guidance to students. There are two noticeboards in the Departmental foyer area on the second floor on which notices and information from the University Careers Service, notification of library and information job vacancies, etc. are pinned throughout the year and particularly from May onwards. The table near these noticeboards generally has careers and job-related leaflets on it. Additionally, visits from recruitment agencies which specialise in library and information work and talks by representatives from relevant professional bodies are organised during the period just before and after the Easter vacation for the benefit of students.

## Careers/Job Information for the Library & Information Sector

Comprehensive information related to careers in library and information work and to information and statistics related to our own graduate employment rates and job destinations is available on the Departmental website at [www.shef.ac.uk/is/careers](http://www.shef.ac.uk/is/careers). These pages are regularly updated and students are also encouraged to provide feedback and information for these pages to the Departmental Careers Liaison Officer.

## Referees for Job Applications

Students who wish to nominate members of staff as referees on job applications should, in the first instance, put down the name of their personal tutor. Dissertation supervisors can also be nominated as job referees.

# University Codes of Practice

## University of Sheffield Students' Charter

The University of Sheffield Students' Charter, which is updated annually, aims to provide a clear and succinct statement of policies, rights, responsibilities and expectations, identifying and drawing as appropriate on the Codes of Practice applying in particular contexts, and to complaints and disciplinary procedures. It has been developed through a process of consultation between Officers of the University and of the Union of Students. Copies of the Students' Charter are available from the Student Services Information Desk (SSiD) in the Students' Union, by telephoning (0114) 2221299 or by accessing the website at: [www.shef.ac.uk/ssid/charter](http://www.shef.ac.uk/ssid/charter).

## Students' Personal Details

### Principle

*The personal details and circumstances of every student are confidential*

Although certain prescribed personal details about every student (e.g. name, age, gender, Sheffield/Home addresses) are required to be shared by the Department, the Faculty and the University, none of these details should be disclosed to any other party (including a parent) without the student's permission, except under the special circumstances listed below in (i) and (ii).

Other matters relating to a student's welfare and/or academic progress which are not deemed 'strictly confidential' (see below) may be reported to the Faculty and the University and be used to inform academic referees but must not be reported to any other party (including a parent) without the student's permission.

It is the responsibility of a student to bring to the attention of the department any matter relating to his/her welfare and academic progress which should be brought to the attention of an examinations board. A student must give express instruction that information, whether 'strictly confidential' or not, should not be made known to the Chair of an examination board and the external examiners, in this event, the student should be made aware that the examinations board may not be able to offer concessions without knowledge of the full details of the student's case.

All matters pertaining to any student which are disclosed to a member of the department's staff, whether academic or administrative and deemed 'strictly confidential', should not be divulged to any third party without the student's permission, except under (c) and (d) below and in either of the following circumstances:

- (i) *the student is deemed to be a danger, either to himself/herself or to others;*
- (ii) *it is deemed necessary to inform the authorities (e.g. the police) of the matter(s)*

### Procedure

(a) When a student informs a member of the academic staff about special circumstances relevant to his/her academic progress, that student should be required to indicate the extent to which such information may be disclosed. If the student withholds permission to disclose information, the information should be placed in an envelope marked 'strictly confidential' and the envelope should be sealed and locked in a separate file in the student records office. The student's record card should be marked to indicate the existence of this extra file.

(b) A record of all such matters affecting a student's academic progress should be kept in the student's file and where such matters are not 'strictly confidential' the details should be stored in the file for use by referees.

(c) Where the record of the matters affecting a student's academic progress is to be drawn to the attention of an examinations board, the Chair and external examiners of the board should be notified of the existence of the record, whether 'strictly confidential' or not, and asked whether they wish to have sight of it in order to determine parity of consideration between the student's case and other case precedents.

(d) Whether 'strictly confidential' or not, all details pertaining to a student and of any action taken by department staff on behalf of any student should be filed by the appropriate administrator. Where such details have been placed in a 'strictly confidential' envelope, the administrator is not permitted to know the contents of the envelope.

(e) Although there may be exceptions, as a rule 'strictly confidential' information should be shared, as soon as possible, by a second academic colleague. This is to facilitate appropriate support and advice being offered to both colleagues and students and to ensure that important information remains accessible in the event of any one colleague being indisposed. The choice of a second academic colleague should be decided upon through discussion with the student who may veto any second colleague's involvement. Whether one or two colleagues are party to 'strictly confidential' information, the name, or names, should be printed on the 'strictly confidential' envelope.

(f) If a colleague is considering whether or not to inform the authorities, as in (ii) above, the Director of Taught Studies should be apprised of this and given a bare outline of the circumstances.

(g) Any student who seeks to confide in a member of staff must be informed about all the points in this code of practice.

## **Personal Harassment**

The University of Sheffield has produced a code of practice relating to personal harassment. The introductory statement from this code of practice is given below.

"The University of Sheffield is committed to a working and learning environment that is free of intimidation or unlawful discrimination. Harassment of people at work or in the learning environment is a feature of discrimination. The University of Sheffield has a clear responsibility in law under the Sex Discrimination Act (1975 & 1986) and the Race Relations Act (1976 & 2000) to ensure that harassment is stopped effectively and that procedures to deal with harassment are an integral part of any equal opportunity strategy. The University of Sheffield has put into place procedures by which individuals or groups may seek advice or action. This policy includes the provision of support for individuals to resolve problems of harassment at a personal level and procedures by which a formal complaint may be registered and pursued. Any incidents of harassment may be grounds for disciplinary action including dismissal or expulsion. It is the responsibility of every member of staff and every student to ensure that they contribute to the implementation of this policy."

Full details of the policy together with informal and formal procedures for dealing with cases of harassment are available at the University's website at <http://www.shef.ac.uk/hr/info/policy/harassment.html>.

## **Equal Opportunities Policy**

The University is committed to a comprehensive policy of equal opportunities for students and prospective students in its admission policy, in all aspects of its teaching and examining, and in its provision of student services and related facilities. More information is available via the University's website at [www.shef.ac.uk/ssid/welfare/equal\\_opps.html](http://www.shef.ac.uk/ssid/welfare/equal_opps.html).

Every effort has been made to ensure the accuracy of the information given in this publication, but the University can accept no responsibility for any errors or omissions. University courses are continually reviewed and revised and there may well be some changes between the date of publication and the time the student embarks on the course. The University reserves the right **to amend or discontinue courses of study** and to amend Ordinances and Regulations governing courses of study whenever it sees fit. Students and others should enquire as to the up-to-date position when they need to know this.