



## STUDENT HANDBOOK FOR POSTGRADUATE COURSES IN SCHARR - 2009/10 SESSION.

A very warm welcome to the School of Health and Related Research at the University of Sheffield from the Teaching Directorate!

We hope that you find this handbook helpful whether you are a new or a returning student, or a member of staff. It gives information about the support provided to students on SCHARR courses, the School and University regulations that apply to these courses, and some practical tips about how to solve any problems that might arise during your studies. Some courses will have specific regulations and customs that are applicable only to that course. So you should also check whether that is true of your course by looking on the course webpages. We are delighted that an increasing number of students who are based in other University departments are taking courses in SCHARR. These students should, however, note that some sections in this handbook, for example the information about student common rooms, only apply to students registered in SCHARR. These sections are indicated in the text. Normally, your own home departments will have provisions that parallel those of SCHARR.

The University of Sheffield (<http://www.shef.ac.uk/about>) is continually developing its procedures to improve the student experience and the delivery of courses. You will find therefore that we often refer to University webpages within the handbook. If you are using the electronic version, which is available from the SCHARR home page at [www.shef.ac.uk/scharr/](http://www.shef.ac.uk/scharr/)current then you can just click on the links. If you are using a paper copy, please make sure that it is the most recent one.

If you have any suggestions about additions or improvements to this handbook, please let us know. We look forward to meeting you all during Intro Week when you come to register which for all new graduate students is from 21st September 2009 onwards.

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## WHO'S WHO IN TEACHING IN SCHARR

Each course has a course director or a course tutor who is responsible to the Teaching Committee in the School. Course directors often ask other members of staff to take responsibility for organizing units, or modules (a unit or module is a self-contained chunk of teaching, usually organized on a specific topic and taught over 10, 12, or 20 weeks). There may also be a course administrator assisting the course director or tutor. Course directors will meet regularly with unit / module organizers, the course administrator and others and will discuss the day to day working and organisation of the course. Every course committee in SchARR welcomes the attendance of one or more representatives from the students on the course.

In SchARR, the Teaching Committee exercises power delegated by the Dean and his teaching representative, the Director of Teaching (Dr Jenny Owen - [j.m.owen@sheffield.ac.uk](mailto:j.m.owen@sheffield.ac.uk)). The Director of Teaching has a Deputy (Dr Paul Bissell - [p.bissell@sheffield.ac.uk](mailto:p.bissell@sheffield.ac.uk)) who chairs the Teaching Committee and is the Programme Director of the Master of Public Health. There is also a Graduate Student Coordinator / Student Experience Co-ordinator (Caroline Dryden [c.dryden@sheffield.ac.uk](mailto:c.dryden@sheffield.ac.uk)) who is a member of the Teaching Director's Group with particular responsibility for full-time and international graduate students, personal tutor arrangements and mature students.

Each course has a course administrator. SchARR has a Teaching Support Unit (managed by Jane Spooner - [J.Spooner@sheffield.ac.uk](mailto:J.Spooner@sheffield.ac.uk)), which provides administrative support for examination boards, for the committees of the School, and for the preparation of information required by the University and by courses and committees within SchARR. Within the University there is also an organisation called Learning and Teaching Services Teaching (LeTS) with an administrator who is particularly responsible for the Faculty of Medicine, including SchARR (<http://www.shef.ac.uk/lets/>). Lets provides support to the academics and administrators working within each School and advises on teaching and examination related matters.

The University provides a wide range of student support services, including the University health centre and counselling service, the help desk of the Corporate Information and Computing Service (CICS), help with English, advice about harassment, a news service, sports, the services located in the student union, financial help, and welfare services. More information can be found from the website at <http://www.shef.ac.uk/ssid/> or from:

Union of Students Building, Western Bank Sheffield S10 2TG  
Tel (0114) 222 1299

Fax (0114) 222 1297

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

In addition, you can ask your personal tutor (in SchARR we will use Action Learning Sets and you will be allocated to an Action Learning Set facilitator, who will act as your personal tutor), allocated to you shortly after registration, what support SchARR provides, or look at the further information which can be found on the SchARR website at [www.shef.ac.uk/scharr/](http://www.shef.ac.uk/scharr/). There are pages for prospective students and current students, and documents for members of staff are posted in the 'Information for staff' section.

## INDUCTION

The University and Union of Students jointly provide a broad-based programme for new undergraduate students during the week immediately before the start of the academic year. This week is known as 'Intro Week' when you will register and have meetings with your academic department to discuss aims and content of your programme.

New graduate students are invited to a week long Introductory Programme in the week before formal teaching begins (Introductory Week begins on the 21<sup>st</sup> September in the 2009/10 session). This will enable new students to meet each other and SchARR staff who will be teaching them, to familiarise them with the resources available within SchARR and to explore their expectations of and anxieties about the course. Students are also guided through the Registration process and formally register during this period. Teaching begins the following week (28<sup>th</sup> September 2009).

## ADMISSIONS, REGISTRATION, AND FEES

The University strives to make its admissions system as fair as possible. To do this it follows five principles:

- be transparent;
- enable the selection of students able to complete any particular course, as indicated by their achievements and potential;
- strive to use fair and valid assessment methods;
- seek to minimize barriers for applicants; and
- be professional in every respect and underpinned by appropriate institutional structures and processes.

All applications for courses are made centrally at <http://www.shef.ac.uk/prospective/>. The SchARR website has pages for each course, and there you will find any additional details relating to particular courses. Applications may be made online or using a downloadable application form. Further details of the courses can be obtained from the

course administrator. If you are not sure who that is, look on our webpages or contact the Teaching Support Unit at [scharrtu@sheffield.ac.uk](mailto:scharrtu@sheffield.ac.uk). It is the responsibility of each course director or nominated deputy to recommend or decline applications via their Graduate Selection Panel. Once this has been done, successful students are notified directly from the central University.

Students must register before they begin each year of their courses. This is expected to be done in person for the first year of a course, but can be done by post subsequently (usually used by those students registered part-time). Special arrangements can be made for international students. For further details, and for the dates of registration in each academic year go to <http://www.shef.ac.uk/ssid/registration/>. Special information is also available for international students at <http://www.shef.ac.uk/ssid/international>. Students based overseas who wish to register to take a course by distance learning should contact their course administrator for advice on how to register by post.

Fees are revised year by year, and may differ slightly from course to course. There are links to the relevant site on each of the course pages, or you may go directly to <http://www.shef.ac.uk/ssid/>.

#### **THE STUDENTS' CHARTER**

The University has combined its commitment to students in a students' charter, which SchARR endorses fully. This can be found at <http://www.shef.ac.uk/ssid/charter>.

#### **UNIVERSITY EQUAL OPPORTUNITIES POLICY**

The University of Sheffield is committed to a comprehensive policy of equal opportunities for students and prospective students in its admissions policy, in all aspects of its teaching and examining, and in its provision of student services and related facilities.

The aim of the policy is to ensure that all students are treated equally, irrespective of race, colour, nationality, ethnic origin, gender, sexual orientation, marital or parental status, age, disability, political or religious belief, or socio-economic class.

The University's equal opportunities policy relating to students is augmented by specific policies on personal harassment and on the support of students with disabilities. The equal opportunities policy for students reflects the University's comprehensive policy of equal opportunities in employment.

The University is committed to a programme of continuous review and action to ensure that these policies remain effective.

Further details of the Equal Opportunities Policy can be found at <http://www.shef.ac.uk/ssid/welfare/equal> and also in the Student Charter.

#### INFORMATION FOR DISABLED AND DYSLEXIC STUDENTS

If you have a disability, medical condition, or specific learning difficulty, we strongly encourage you to contact the Disability and Dyslexia Support Service (DDSS).

The DDSS is a confidential and friendly service which offers a range of support, including:

- Liaising with academic staff and central services about disabled students' support needs
- Helping students to apply for Disabled Students' Allowances
- Organising support workers, e.g. note takers, readers, library support, scribes, interpreters
- Advising on specialist equipment and technology
- Referring dyslexic students for study skills support, at the English Language Teaching Centre
- Referring students who think that they might be dyslexic for diagnostic assessments with an Educational Psychologist
- Putting students in contact with local and national external agencies who offer support and advice to disabled people on specific issues
- Formalising alternative arrangements for examinations and assessments, e.g. extra time in examinations; reasonable adjustments to assessment tasks; or alternative assessment formats.

For further information, please contact the contact the DDSS:

<http://www.shef.ac.uk/disability/>

If you require alternative exam arrangements, please make sure that you contact the DDSS at the earliest opportunity.

#### INTERNATIONAL STUDENTS

SCHARR is keen to recruit students from around the world to its courses and all of our courses now have international students registered on them. In the 2008 session, we had students from 19 different nations enrolled on the Master of Public Health. Wherever

possible, we attempt to deliver our teaching using examples from around the world, but in some cases (for example our extensive experience working and providing support for the National Institute for Health and Clinical Excellence (NICE) we use this as a case study.

The University has procedures and materials in place for the induction of overseas students. Induction is handled by International Student Services (*not* the International Office). Some of the introductory material and details of their orientation programmes is hosted at <http://www.shef.ac.uk/ssid/international/> (contacts: Debora Green, Audrey Leadley).

The English Language Teaching Centre (ELTC) contributes to international students' orientation. We recommend that you contact them early in the semester if you require extra help with English language. Further information is available at <http://www.shef.ac.uk/ssid/international/>.

Please note the UK Government charges higher fees for students registered with a UK University who do not meet the criteria for home/EU fees. It is also Government policy to require students to follow immigration laws, which may include applying for a visa. Details of these arrangements can be found on the University's web pages for international students at <http://www.shef.ac.uk/ssid/international> .

#### ENGLISH LANGUAGE REQUIREMENTS

All students wishing to study at the University of Sheffield must show that their English language is at a level which allows them to follow their chosen course of study. Acceptable minimum qualifications for undergraduates are given at <http://www.shef.ac.uk/undergraduate/policies/englang.html>.

For postgraduate students, ScHARR requests a higher minimum level due to the nature of the subject area. The English language requirements have been increased as follows:

- International English Language Testing Service (IELTS) - an overall score of 7.0 or above with at least 5.5 in each component.
- Test of English as a Foreign Language (TOEFL) - an overall score of 600 or above in the paper-based test with a minimum score of 5.0 in the Test of Written English; or an overall score of 250 or above in the computer-based test with 5.0 in the Essay Writing Test.

Further details of international qualifications are given at <http://www.shef.ac.uk/postgraduate/info/englang.html>

We will occasionally offer students a place to study on a course who have a lower minimum level of English. However, we would always expect those students to contact the English Language Teaching Centre (ELTC) at the earliest possible opportunity in order to develop and enhance their English.

#### **PERSONAL TUTOR SYSTEM**

Within the first few weeks of arriving at the University, SchARR will allocate you a Personal Tutor. This is a member of academic staff in your department who is there to help you if you are having any difficulties: with your studies or personal difficulties that you are worried about or are impacting on your studies. Your Personal Tutor is likely to be the same person throughout your course, although this may change if your Personal Tutor goes on Research Leave or leaves the University. If this occurs, your Department will allocate you a replacement Personal Tutor.

Your Personal Tutor will organise to meet you periodically during your time at University to discuss how you are getting on and if you have any concerns. However, if you are experiencing difficulties, don't wait for your scheduled meeting but do contact your Personal Tutor as they will want to help you identify ways to help resolve the problem. You can email or phone your Personal Tutor to ask for an appointment or visit your Personal Tutor during their office hours. It is important to meet with your personal tutor early in on in your programme so you know who to go to if you have a problem.

Distance learning courses will arrange tutorials by email, phone, videoconferencing, or by using an internet chatroom for students who cannot attend to see their personal tutor. If your tutor is away, you will be given the name of another member of staff to contact.

You may request that whatever you say to the tutor is kept confidential, within the limits of relevant legislation that imposes a duty to report or warn. However, sometimes your tutor might ask you to allow her or him to pass information on if the tutor thinks that it is in your interest to do so. Any notes that your tutor keeps will be treated in accordance with the University's guidelines for staff dealing with personal data (see <http://www.shef.ac.uk/cics/dataprotection>),

The tutor may be a staff member from any section in SchARR, but it will always be someone who is interested in your welfare, and there to help you with any personal problems that are preventing you from pursuing your course satisfactorily. Your personal tutor is not the same as a Course Tutor or Course Director that you may have. Your academic tutor is strictly concerned with your course work, and your progress on the

course. It may be someone who meets regularly with you, or it may be the course organizer or another teacher who will let students know when she or he may be contacted. If you are not likely to be able to fulfil some course requirement you should inform your academic tutor. If there is a personal reason for this or if you need advice about what to do, you can discuss that with your personal tutor. Your personal tutor will not expect to read drafts and comment on the content of your assignments.

If you do not know who your personal tutor is, ask your course administrator or course director who will have a record of this. Do use your personal tutor - they are usually an invaluable resource and should be of great assistance to you throughout the course.

Please note that in the 2009/10 session, SchARR is piloting the introduction of Action Learning Sets within the School. All attending students will be allocated to an Action Learning Set, facilitated by an academic member of staff, and this member of staff will act as the students' Personal Tutor. This does not affect the points raised above about the importance of the Personal Tutor system to student welfare.

#### **STUDENT SUPPORT**

The following support services are available to all students in the University:-

- Student Services Information Desk <http://www.shef.ac.uk/ssid/>
- Counselling Service <http://www.shef.ac.uk/counselling/>
- Careers Service <http://www.shef.ac.uk/careers/>
- Student Advice Centre <http://www.shef.ac.uk/union/advice/>
- University Health Service <http://www.shef.ac.uk/health/>
- English Language Teaching Centre <http://www.shef.ac.uk/eltc/>
- International Students <http://www.shef.ac.uk/ssd/international/>
- Info for Disabled/Dyslexic Students <http://www.shef.ac.uk/disability>

#### **THE SHEFFIELD DEVELOPMENT PLAN - PERSONAL DEVELOPMENT PLANNING (PDP)**

The University is committed to encouraging and supporting you to gain the skills and attributes of the Sheffield Graduate throughout your time at University.

Find out more about the Sheffield Graduate at: [www.shef.ac.uk/sheffieldgraduate](http://www.shef.ac.uk/sheffieldgraduate)

Within your programme, there is scope provided for a structured and supported process for you to reflect upon your learning and achievements. SDP/PDP aims to encourage you to:

- Identify gaps in your study habits or approaches to assessment that it would be useful to improve upon
- Identify opportunities for learning or developing skills outside your course
- Develop transferable skills that employers value and you will want to have as a graduate
- Provide evidence and examples of the skills and attributes of the Sheffield Graduate that will be useful to you when making job applications
- Provide information that will assist us in writing job references.

You are encouraged to take ownership of your own SDP/PDP. To help you to do this, we will provide you with;

- An introduction to our support for SDP/PDP at different stages of your programme and in different learning contexts.
- Accessible tools and learning aids to support your use of SDP/PDP, which can be drawn upon when applying for jobs or further study.
- Opportunities to draw upon experiences from outside your course to further your self-development and to reflect upon these experiences.
- Opportunities to provide feedback on your experiences of SDP/PDP

#### COMPLAINT, GRIEVANCE, OR HARASSMENT

We hope that you will be happy and satisfied with your studies in SchARR. However, if you are concerned with any aspect of the course, we would like to know as soon as possible. You may discuss this informally with the course director or nominated deputy, You may ask your student representative to bring the matter up, or you may pursue a formal channel. The University's procedures for complaints about the delivery and quality of services received, the delivery and quality of teaching, tutorial/supervisory provision or any other matters relating to your programme of study are summarized at <http://www.shef.ac.uk/ssid/procedures/grid.html/>. In this document you will also find guidance about disciplinary appeals, harassment and grievance procedures. If your studies involve working in the NHS, there will be a separate complaints procedure relating to that NHS work. Complaints about University accommodation, or any other central University provision, should be directed to the relevant department.

Without breaching confidentiality, complaints and responses given to the issues involved will be monitored by the Head of the appropriate Department or Service.

Note: These procedures do not affect your legal rights in any way, nor the statutory power of the University Council to consider matters put before them.

## **APPEALS**

You may appeal against decisions which affect your studies, and the University procedures for how you appeal, and the grounds for appeal, are summarized at <http://www.shef.ac.uk/ssid/procedures/grid.html/>. You may wish to discuss with your personal tutor whether or not to make an appeal.

## **STUDENT REPRESENTATION OPPORTUNITIES**

The University places great value on the opinions of its students and there are various opportunities for you to get involved, both to have your say and also to represent the views of other students. Being a student representative is rewarding work and can help you develop useful skills such as communication skills. It can also give you a greater understanding of how the University works as well as enabling you to play a role in decision making in your department and/or Faculty.

### **What student representation opportunities are available?**

#### **In the School**

We have a staff-student committee which is made up of student representatives and a number of academic staff. Getting involved means you will be able to take part in discussions and decision making about a range of issues e.g.

- student feedback on teaching;
- changes to programmes;
- departmental/school services (e.g. hand-in arrangements, office opening times, study facilities, availability of personal tutors);
- communication with students.

#### **In our Faculty of Medicine, Dentistry and Health**

##### **Student Forum**

The student Faculty Forum meets two or three times a year and is an opportunity for Faculty staff and students to discuss faculty-wide issues in a fairly informal way. For

example, Faculty staff may wish to ask students their views on a new Faculty initiative or students may wish to raise issues of concern to students across the Faculty such as personal tutoring, work-life balance, environmental initiatives. Representatives for other Faculty Committees will be elected from the Forum.

### **Faculty Committees**

All Faculties have a Learning and Teaching Committee which has a number of places for student representatives. In addition to this, some Faculties have other committees on which students are represented. The Faculty Learning and Teaching Committee is made up of academic staff from all departments and discusses a range of issues relating to Learning and Teaching e.g. new University policies, changes to university regulations, new programme proposals, annual departmental reviews of Learning and Teaching. Being a student representative on a Faculty Committee is your chance to put forward the student view on issues relating to learning and teaching and this is always valued by committee members.

### **Additional opportunities**

There may be opportunities for students to play a role in Faculty working groups on specific issues e.g. a Faculty working group on giving feedback on assessments.

**For further information on Faculty representation see**

<http://cms.shef.ac.uk/lets/studrep.html>

SCHARR encourages student participation in its processes. Students are invited to send a representative (or more than one if it is a large course) to the course committee, and the student member will be present for all business that does not involve the consideration of named students. Normally this confidential business will be dealt with in a separate section of the meeting.

## **LIBRARY FACILITIES**

### **SCHARR Library**

The SCHARR library is open to all SCHARR students and is located on the first floor of the Regent Court building. It offers access to a range of health-related bibliographic databases as well as Internet resources. SCHARR graduate students are entitled to a variety of library and information services which includes a staffed enquiry desk, 14 inter-library loans per academic year, book loans of up to 10 items from the MSc collection for 4 weeks, one reference manager or one-to-one literature searching training session, use of the library

PCs including our online catalogue and use of the printer and photocopier (charges are applicable to some students). ScHARR undergraduate students are entitled to make enquiries at the Library Enquiry Desk use the Library PCs (subject to applicability), use the book and journal collection for reference only (no items to be removed from the library) and use the printer and photocopier (charges apply).

Opening hours are 9am - 5pm Monday to Thursday and 10am - 5pm on Friday. More specific information about borrowing books, training and downloadable inter-library loan forms can be found at [www.shef.ac.uk/scharr/library](http://www.shef.ac.uk/scharr/library).

### **The University Library**

The role of the University Library is to provide access to the world's knowledge. There is a wealth of material available - over 1,500,000 printed volumes and 23,000 electronic journals - and staff to help you find what you need.

The University Library delivers its services electronically so that they are available whenever you need them, anytime of day or night, on or off campus. Additionally, the Library has four sites: the Information Commons; Western Bank Library; St George's Library; and the Health Sciences Library.

The Information Commons holds the majority of core texts found on reading lists. This extremely popular 24-hour facility has 1,300 seats, 550 PCs, complete wireless networking, flexible spaces to enable group study, a café and access to all the Library's electronic resources. While studying and researching at Sheffield you will also need to use the other Library sites to gain access to more specialised books, monographs and journals. These are the Western Bank Library for arts, languages, architectural studies, law, social sciences and pure sciences, St. George's Library for engineering, management, economics, information studies, and computer science, and the Health Sciences Library, on two sites, for medicine, dentistry and nursing.

The Library works in partnership with academic departments to fully support the information needs of students. This is achieved by co-ordinating all the print and electronic information resources required for individual modules and by providing training in the use of resources through the Library's extensive information literacy programme.

Library staff are on hand at each site to offer advice and assistance. If you have problems, for example, locating material in the Library, accessing electronic resources, or need help with your Library account please ask any member of staff. Alternatively, please email [library@sheffield.ac.uk](mailto:library@sheffield.ac.uk). Our Faculty Librarians offer subject-specific guidance (see

<http://www.shef.ac.uk/library/libstaff/sllist.html> for a full list) and specialist staff can advise with disability and additional support requirements.

The Library web pages at [www.sheffield.ac.uk/library](http://www.sheffield.ac.uk/library) offer extensive information about making the best use of resources and services.

#### **PHOTOCOPYING**

There is a photocopier specifically for student use in the Student Common Room on the ground floor of the Regent Court building. Copies are charged by swiping your U-card which needs to be topped up at one of the relevant top-up points. Students and staff must follow University policies about copyright when photocopying. If you do not know what these are you should read <http://www.shef.ac.uk/library/services/copyrigh.html>.

#### **STUDENT COMMON ROOM FOR USE BY STUDENTS REGISTERED IN SCHARR**

There is a student common room in the Teaching Support Unit on the ground floor of the Regent Court building. There is no out of hours access available for undergraduate and masters students.

#### **ACCESS TO COMPUTERS AND TO INTERNET**

Computers are available to students in the Regent Court library. There are many other open access areas in the University, such as the newly opened Information Commons, which has over 1300 workspaces available to students. Parts of the central campus are now within a wireless network, which can be accessed from laptops with a suitable card. Please be aware of the University's policies about the use of the web (to be found at [http://www.shef.ac.uk/cics/policies/www\\_rules.html](http://www.shef.ac.uk/cics/policies/www_rules.html)).

#### **PURCHASING SOFTWARE**

A range of software is accessible through the University network. The University carries some software that can be purchased at discount prices (see <http://www.shef.ac.uk/cics/buying>). In addition, Pugh computing ([www.pugh.co.uk](http://www.pugh.co.uk)) provides software at a discount to registered students.

#### **REGULATIONS**

The General University Regulations apply to all students in all Faculties. They include Regulations which refer to:

- Registration and Fees

- Academic Progress
- Appeals
- Student Discipline, etc

Courses in SchARR are governed by these Regulations, which are published in the University calendar. These set out the course requirements, the assessment procedures, and the credits given to each individual unit. The Regulations can be found at <http://www.shef.ac.uk/calendar/> or by clicking 'University Administration Information' then 'Course Information' from the SSiD page.

#### **AWARDS OF DEGREES, DIPLOMAS OR CERTIFICATES**

Successful postgraduate level study can lead to the award of a Masters degree, for which a student is required to accumulate a minimum of 180 credits. Alternatively candidates may be awarded a Postgraduate Diploma on successful completion of taught units and achievement of 120 credits. Such candidates are not required to produce a dissertation. A candidate who fails to complete a satisfactory dissertation may be awarded a Postgraduate Diploma at the discretion of the Examination Board for that degree. Postgraduate Certificates are a third option. These are awarded on successful completion of 60 credits at master's level. There is no provision for the award of an undergraduate certificate or diploma.

#### **POLICIES ON STUDENT ATTENDANCE, PARTICIPATION IN GROUP WORK, LATE SUBMISSION AND EXTENSIONS**

##### **1. Attendance**

You should aim to attend all lectures, seminars and other learning activities for your course. Not attending could affect progression through your course and ultimately could affect whether you have completed enough credits to graduate. This is particularly important if you are studying a professionally accredited course where full attendance is required. Your department will inform you of its policy on attendance.

##### **2. Non-Participation or Less than Full Participation in Group Work**

For some modules you may be required to take part in assessed group work. So that all students can be assessed fairly for their contribution, you will be required to submit evidence of your participation in the group. Your department will inform you of what this consists of and the marking criteria that will be used.

### 3. Late Submission

Managing your time to meet your deadlines is an important skill for success both at University and in future employment. It is important, therefore, that you do your best to hand in all work on time. If you submit work to be marked after the deadline your mark will be reduced by 5% for each working day the work is late after the deadline. A working day includes working days within standard vacation times. For example, if a submission date falls on the last day before the start of the Easter vacation, penalties would start to be applied from the following working day and not from the first day following the vacation.

If you submit your work more than 5 days late, your work will not be marked and it will be graded as zero.

See the table below for examples.

Number of days late	Penalty (Mark reduced by 5% for each working day work is late)	Calculation (Multiply the original mark by)	Mark awarded when reduced by 5% per late day*	
			Example A Original = 60	Example B Original = 50
1	5%	0.95	57	47.5
2	10%	0.90	54	45
3	15%	0.85	51	42.5
4	20%	0.80	48	40
5	25%	0.75	45	37.5
6 or more	No mark awarded		zero	zero

*\* standard mathematical rounding rules should be applied and marks should be rounded up.*

### 4. Extensions

If you are unable to hand in your work on time due to special circumstances you should ask for an extension by completing a special circumstances form <http://www.shef.ac.uk/ssid/forms/special.html>. and handing it in to your department. You may also need to submit medical evidence or other documentation where appropriate. Examples of special circumstances are medical problems, personal or medical problems arising from disability or specific learning difficulties, extreme personal and family problems, a serious incident (e.g being affected by a crime) and in the case of part-time students only, work-related problems,. You must get the departments' approval for an extension before the deadline or it will be penalised for being a late as above.

## ASSESSMENT

Details of the University's principles of assessment, assessment criteria and plagiarism and collusion are available at (<http://www.shef.ac.uk/lets/design>). SchARR courses use a variety of assessment methods. Each unit is separately assessed, and Masters courses also include a final dissertation as an assessed component. Units are summatively assessed by a range of methods including invigilated exam, essay, report presentation, or portfolio. Other methods may also be developed for specific units. Some units also use formative assessment methods, such as multiple choice questions. Assessment methods are approved by the Faculty Teaching Affairs Committee, and are guided by the Student's Charter. The outcome of these different assessments will be cumulated as a percentage mark between 0 and 100.

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

#### ADVICE TO STUDENTS

The University expects its graduates to have acquired certain attributes. (See the [Sheffield Graduate](#)) Many of these relate to good academic practice:

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

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

### **What constitutes unfair means?**

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

Details of the University's plagiarism policy can be found at

<http://www.lets.dept.shef.ac.uk/flats/plagiarism/plagiarism.doc>.

Courses in SchARR have been using the University's plagiarism software from September 2006. Your attention is drawn to the SchARR regulations on the use of Turnitin software, which is now compulsory for most written work. Where you are provided with Turnitin classrooms for specific pieces of work, and do not use them appropriately, your work may be marked as a fail. Dr Alan O' Rourke ([A.J.ORourke@sheffield.ac.uk](mailto:A.J.ORourke@sheffield.ac.uk)) looks after issues to do with Plagiarism within the School and if you have any concerns about this issue, you should refer to him. Currently, we are piloting the use of Turnitin software for submissions of Dissertations and the School may make a decision to make this compulsory during the 2009-10 session.

#### **SUBMISSION OF COURSE WORK**

As we have indicated above, most courses in the School will use the plagiarism software available at <http://www.submit.ac.uk/>). You will have already received information relating to this and your course tutor will have set up a 'classroom' on Submit for your programme of study. Once you have run your essay through Submit and the final version shows 25% or less is plagiarised, you can then give two hard copies of your assignment directly to the course administrator. If your Submit report shows more than 25% duplication, you should provide a written statement explaining why this is not due to plagiarism. All assessed work should have a cover page bearing the student's U card number, the course title, the unit title and unit number; the Submit report; and a signed declaration on plagiarism and collusion. These must be firmly secured to the document. You should not put your name anywhere on your assignment, as the University of Sheffield has a policy of anonymous marking. It is the student's responsibility to submit work on time. Late submission will be penalised.

The course administrator will not normally advise you of the receipt of an assignment, but you can request the administrator to do so. This is particularly advisable if you are submitting an assignment electronically.

The administrator will pass on the assignment for marking. The work will be double marked by two members of staff, using the University's 100 point scale. Sometimes each marker will mark the script 'blind' of each other's mark, and sometimes the second marker will read the assignment with the first examiner's comments, before marking.

The mark reported to the external examiner will normally be the average but may be a mark agreed between the two internal examiners on the basis of discussion about the students work, although external examiners will see both marks. The external examiner may, if she or he wishes, moderate the mark either up or down, and this will be final mark.

*(i) Re-submission*

Students receiving a fail mark for an assessment may take the assessment on one further occasion only. The form of assessment will be the same on the second occasion (e.g. an unseen examination or an essay). Regardless of the quality of the second attempt at the assessment, a mark of no more than 50 will be awarded. However a student will be informed what mark the assignment would have received as a first submission.

If a student fails a unit on two occasions, they cannot take it again under any circumstances, including by repeating all or part of a year. This means they must either take another recognised unit to make up the credits, or for Masters students, they will be downgraded e.g. to Diploma or Certificate level.

## EXAMINATIONS

All invigilated examinations are co-ordinated by the University. The Course Examinations Office is responsible for providing dates, venues and invigilators, distributing examination papers and collecting completed scripts. All examination scripts are anonymized. All examination scripts are double marked. Students will normally be allowed to re-sit an examination on one occasion.

## DISSERTATION

For all Masters programmes, students are required to complete a dissertation within the deadlines set out in the Regulations. Dissertations may count for either 45 or 60 credits.

A supervisor will be appointed by the course director for each student. The supervisor may often also be second marker of the dissertation.

The criteria for the dissertation will be given in the programme specification, and, in more details, in each course's supplement to this handbook. The topic of the dissertation must be approved by the supervisor, who will also ensure that the research governance procedures are followed.

The dissertation normally involves the equivalent of at least three months' full-time study. Candidates who fail to meet the required standard at their first attempt may re-submit their reworked dissertation within 12 months of the previous submission date.

#### **MARK SCHEME**

Postgraduate marks are banded as follows:

70-100 - distinction

60-69 - merit

50-59 - pass

0-49 - fail

#### **ROLE OF EXTERNAL EXAMINERS**

Every course has one or more external examiners. These are academics with an international reputation and expertise in the subject matter covered in the degree course. They quality assure the degree course and their decisions regarding assessed work are generally accepted as final by the University. Either all of or a sample of coursework and examination scripts, are sent to the external examiners and they either ratify the marks awarded or moderate them.

#### **PROGRESS, OR LACK OF IT**

Undergraduate students who have failed part of the Level 1 examination may be allowed to repeat the whole year as an internal student with attendance. In such cases, although all the original grades will be retained in University records, only the new grades will be taken into account at the end of the repeated year. Since credits achieved at Level 2 count towards the final degree, this special arrangement is not available at Level 2.

The General Regulations for First Degrees give the Examiners the discretion to allow students to proceed from Level 1 to Level 2 with 100 credits or from Level 2 to Level 3 with 80 credits. For a full explanation, including the conventions specific to particular Faculties, you are recommended to consult the General Regulations and the Faculty Examination Conventions.

Masters level students will not normally be allowed to begin a new study unit until they have satisfactorily completed any previous unit(s) that they have been studying. Students who fail an exam or assignment (including the dissertation) are allowed to resubmit on one occasion only. The University Regulations permit a student up to 12 months within which to re-sit/submit. They are offered individual time with an appropriate member of the teaching staff to discuss problems they encountered with the work and ways of improving for resubmission. Students are encouraged to see their personal tutor or course director if they are experiencing any difficulties. The course director maintains an overview of progression as a whole, for example following up on repeated absence or late submission.

#### **PROGRESSION TO DISSERTATION FOR A MASTERS LEVEL AWARD**

Student progress will be reviewed at least annually at an Examination Committee or an Examination board, at which the external examiner will be present. At the time of review, progression to dissertation will be automatically approved if all units up to that point have been passed or if only one has been failed and subsequently resubmitted and passed. If more than one unit has been failed progression to dissertation will be at the discretion of the Examination Board. Factors which will be taken into account in making this decision include the number of failed units, the subject of failed units in the light of the proposed dissertation topic and the assessment of course tutors regarding the ability of the student to successfully complete a Masters Level dissertation. Students will be allocated a supervisor for their dissertation and a record is kept of each supervision meeting to monitor progress, using the standard SchARR postgraduate supervision form.

#### **RECOMMENDATION FOR AWARD OF MERIT AND DISTINCTION AT MASTERS LEVEL**

The examiners may in their discretion recommend the award of a mark of distinction or merit to a candidate for a Masters 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 69.5 in units to the value of not less than 90 credits, including the dissertation, may be recommended for the award of the degree with distinction;
- (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 59.5 in units to the value of not less than 90 credits, including the dissertation, may be recommended for the award of the degree with merit.

These recommendations are for the guidance of the examination board who retain some flexibility and discretion on the award of a distinction and merit.

#### LEAVE OF ABSENCE, APPLICATION FOR AN EXTENSION, OR APPLICATION TO WITHDRAW

If you wish to apply for a leave of absence or to withdraw from the University, you should discuss the matter with your personal tutor and relevant members of the course team. If you decide to go ahead you will need to complete a change of status form. The relevant forms and further information can be found at

<http://www.shef.ac.uk/ssid/record/status.html> Please note that different procedures apply if you a full-time research student.

Extension requests have already been considered under 'Late Submissions' earlier in this document.

#### RESEARCH ETHICS

Many students base their dissertations on original research. If this research is health related, current research governance requirements are that a sponsor is needed, which would normally be the University. The University's procedures for conferring research sponsorship, which must be followed before data collection can take place, are spelt out on the ScHARR website at <http://www.shef.ac.uk/scharr/research/ethicsgovernance/ugpgt.html>

Many overseas students might wish to undertake primary or original research in their home countries. Students should note that if they want to do this, they need to seek the express permission of the Course Director and Dissertation co-ordinator for the relevant course. If an overseas student is undertaking research on human subjects, they should normally obtain ethical approval in that country in addition to obtaining ethical approval in the School. If you are unsure about what to do about obtaining ethics approval for your Dissertation please contact Dr Jennifer Burr ([j.a.burr@sheffield.ac.uk](mailto:j.a.burr@sheffield.ac.uk)).

#### HEALTH AND SAFETY

Each user of University buildings must take responsibility for ensuring the environment is safe for other users too. Simple measures can increase the security of buildings and reduce the risk of theft. Some areas of the University and its environs may be hazardous at night. The University's health and safety pages at <http://www.shef.ac.uk/safety/> contain useful

information about how to minimize this risk, and there is additional information in the SCHARR health and safety document.

#### **TAKING OTHER COURSES WITH SCHARR OR WITHIN THE UNIVERSITY**

The choice of units to be taken by a candidate (other than units which the candidate is required take in a particular phase of a programme of study) is subject to the approval of the Course Director) and to the conditions as to pre-requisites and unacceptable combinations of subject published on the authority of Senate.

Please see <http://www.shef.ac.uk/ssid/forms/addrop.html> for further information.

#### **MAINTAINING THE QUALITY OF SCHARR COURSES**

SCHARR takes many steps to ensure that its courses remain of the highest quality and relevance to students. Like other Schools and Departments in the University it follows University policies summarized here (<http://www.shef.ac.uk/lets/design>). Feedback from students is an important element of our teaching quality assessments, and you will be asked at the end of each unit for feedback, and we ask you to complete this fully and honestly. Feedback may be given anonymously if you wish. This feedback is considered by the course committee and used in planning the next year of a course, and in selecting teachers. The courses also welcome feedback from the student representatives to the course committees.

We have a policy of peer review of teaching, and colleagues sit in regularly on each other's teaching and give suggestions about how it can be improved (and also positive feedback when it is excellent). All new lecturing staff study for the Certificate in Academic Practice, and are encouraged to apply for membership of the Higher Education Academy which promotes excellence in University teaching nationally. SCHARR organizes seminars for teachers on new teaching methods, and many of its staff are sponsored to attend courses in education, including the University's own Master of Education course.

Each course collects information about its graduates' subsequent careers, and the content of the courses are reviewed in the light of this and what students need to learn to succeed in their chosen career. Every student's progress is considered yearly in an Examination Board, chaired by an independent member of staff and advised by an external examiner from another University who comments on marking and also on the arrangements of the course.

Each course provides information about teaching quality yearly to the Teaching Committee and this is collated and considered by the Faculty of Medicine, who may make suggestions for improvement or note good practice for other courses to follow. The information

considered includes course recruitment, student progress, what external examiners say about the courses, feedback from students, and information about the success of our graduates in obtaining work.

The University's courses are also regularly audited by an independent body, the Quality Assurance Agency.

## **CAREERS**

The University provides an integrated guidance, information, vacancy and work experience service for undergraduate and postgraduate students and recent graduates of the University. The Careers Service website (<http://shef.ac.uk/careers>) provides a great deal of useful information as well as details of its normal opening hours.

## **SCHARR ALUMNI**

The School is committed to keeping in touch with its students and has recently set up an Alumni (see <http://www.shef.ac.uk/scharr/alumni>) with a regular newsletter and briefings from the School. We would be delighted if you kept in touch with us after you left the School.

## **TELL OTHERS ABOUT US**

We want our courses to be the best in their fields, not just nationally but internationally. We work hard to achieve this, and your feedback makes a valuable contribution. But we also need to let the world know that we are doing this so that our courses can grow. Personal recommendation is very important in this. So if you have enjoyed your experience as a student in SchARR and found it valuable, tell other people who might also benefit about our courses!

## **FINALLY...**

Every effort has been made to ensure that the Student Handbook is up to date and contains the correct information. Occasionally there may be mistakes in this Handbook and we would always encourage you to consult either the Course Director, Deputy or Director of Learning and Teaching if you have concerns about your Course or any aspect of the teaching in this School.

We look forward to working with you over the course of your studies.

September 2009.

