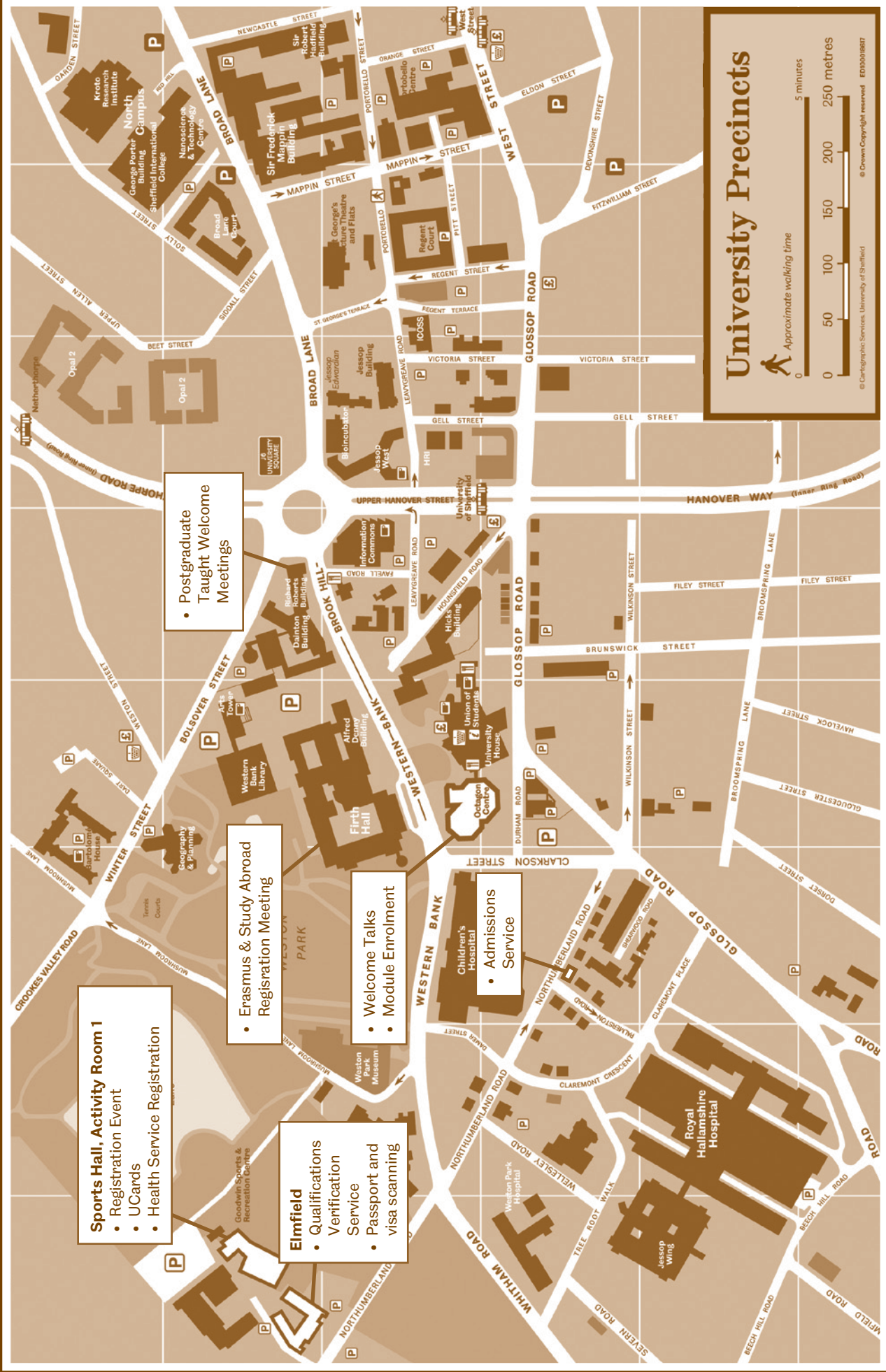




The
University
Of
Sheffield.



Registration: The Essential Guide 2011–12.



Sports Hall, Activity Room 1

- Registration Event
- UCards
- Health Service Registration

Erasmus & Study Abroad

- Registration Meeting

Welcome Talks

- Module Enrolment

Elmfield

- Qualifications Verification Service
- Passport and visa scanning

Postgraduate Taught Welcome Meetings

Admissions Service

University Precincts

Approximate walking time

0 50 100 150 200 250 metres

0 5 minutes

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University parking (permit only)

One-way and other traffic restrictions

University information point

Café

Banks with cash dispensers

Restaurant

Supermarkets

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Your Key

Important information

Where this symbol appears, please **STOP** and **READ** the information in the box carefully.



Action needed

Where one of the following symbols appears, the box will contain information about a form or action you need to **GO** and **COMPLETE** as part of coming to the University.

Some actions will need to be completed:

ONLINE



BY POST



IN PERSON DURING
INTRO WEEK





Introduction

This publication is for new full-time students. It explains the Registration process for full-time students and sets out the actions you need to take both before arriving in Sheffield and during Intro Week. Part-time and distance-learning students will receive information separately; this guidance will also be available from: www.sheffield.ac.uk/registration

As an expected new full-time student you need to take a series of actions before you arrive in Sheffield and during Intro Week to enable you to become a fully registered student at the University of Sheffield. This booklet guides you to web page links for online information and actions.

Reading through everything now, following the instructions given, and taking the actions required by the deadlines given, will make the registration process simpler and quicker on arrival.





Your Actions

- A summary of the actions you need to take before arriving at the University to register is available on pages 4–5
- A summary of the action you need to take during Intro Week is available on pages 14–15.

Intro Week:

Monday 19 September 2011 – Friday 23 September 2011

Sections in this booklet are highlighted in colour according to whether the information applies to the following student categories:

-  Undergraduate
-  Short-Term Students
-  Postgraduate Taught
-  Postgraduate Research

We look forward to welcoming you in person to the University in September.

Equal Opportunities Policy for Students

The University of Sheffield is committed to the elimination of unlawful discrimination and to the promotion of equality of opportunity, for students and prospective students, in all its functions:

- Access and recruitment
- Admissions and retention
- Assessments and progression
- Provision of student services and related facilities
- Teaching, learning, examining, curriculum development and quality assurance
- Community links and partnerships

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

This policy is available online at www.sheffield.ac.uk/ssid/welfare/equal/policy.html The University also has an Equality and Diversity Strategy, which can be viewed at www.sheffield.ac.uk/equalityanddiversity/



Monitoring of Equal Opportunities

To help us monitor the implementation and effectiveness of our Equal Opportunities Policy, we ask all new students to provide some personal information at Registration. We collect information on the ethnic background of all students, educational background, religious identity and the level and type of disability present in the student population as a whole.

You are not required to provide this information but you might find it helpful to know that all data collected on this subject is treated in the strictest of confidence, and processed in accordance with the rules governing the University's registration under the Data Protection Act. Additionally, religious identity data will not be held in your individual student record and will not be accessible or viewable by members of staff.

If you have additional support needs (e.g. a disability or medical condition) which may affect arrangements for your classes or examinations, you should inform the academic department or departments in which you study and the Examinations Team in Registry Services of your needs separately and **no later than after three weeks of the start of the academic year**. It is particularly important that you do this promptly if you believe you will need additional or different examination arrangements. You should also make early contact with the Disability and Dyslexia Support Service (see below for details).



Disability and Dyslexia Support Service

The University is committed to taking all practicable steps to ensure that disabled and dyslexic students can participate in their studies without disadvantage and make full use of the University's academic and support services. Because of our commitment, you should inform the University of any additional support requirements at the earliest opportunity.

To enable us to fulfil our commitment to you, further information or advice can be sought from the Disability and Dyslexia Support Service section of the Student Services Department. Staff in this section have responsibility for overseeing the support process, for example by applying for funding and liaising with academic departments.

Contact:

Disability and Dyslexia Support Service
The Hillsborough Centre
Alfred Denny Building
Western Bank
Sheffield S10 2TN
Telephone: +44 (0)114 222 1303
Fax: +44 (0)114 222 1373
Email: Disability.Info@sheffield.ac.uk
Website: www.sheffield.ac.uk/disability

If you require advice or assistance during Registration, please contact the Registration Helpdesk to make prior arrangements. For all other enquiries or assistance, please see the contact information given above. Email: student.registration@sheffield.ac.uk Tel: +44 (0)114 222 1288



Section One: Before Arriving in Sheffield

A Your Pre-Arrival Steps – UK/EU Students

Please identify your student category and familiarise yourself with the steps you will need to take before you arrive in Sheffield.

UNDERGRADUATE UK/EU STUDENTS

COMPLETE MOST STEPS ONLINE




1. Apply to Student Finance England (SFE), or equivalent authority, for funding **p7**
2. Confirm personal and course information **p6**
3. Upload a passport photograph **p11**
4. Read the Admissions Requirements **p6**
5. Read the information on choosing modules **p11**
6. Complete the Financial Declaration **p7**
7. Pay your fees **p7**
8. Complete the online medical questionnaire **p11**
9. Obtain a university computer account **p12**

UK/EU fee-paying students who will be registering for a degree leading to a
i. Bachelor degree (BA, BSc, BEng, BMedSci, MBChB, BDS etc.) or ii. an undergraduate level Masters Degree (MMath, MEng, MChem etc.).

POSTGRADUATE TAUGHT UK/EU STUDENTS

COMPLETE MOST STEPS ONLINE




1. Confirm personal and course information **p6**
2. Upload a passport photograph **p11**
3. Read the Admissions Requirements **p6**
4. Read the information on choosing modules **p11**
5. Complete the Financial Declaration **p8**
6. Provide a Sponsor Letter (if you are a sponsored student) **p8**
7. Apply for a Career Development Loan **p9**
8. Pay your fees **p9**
9. Complete the online medical questionnaire **p11**
10. Obtain a university computer account **p12**

UK/EU fee-paying students who will be registering for a degree leading directly to a postgraduate Master qualification (MA, MSc, MScEng, MBA, MMedSci, etc.).

POSTGRADUATE RESEARCH HOME/EU STUDENTS

COMPLETE MOST STEPS ONLINE




1. Confirm personal and course information **p6**
2. Upload a passport photograph **p11**
3. Read the Admissions Requirements **p6**
4. Complete the Financial Declaration **p9**
5. Provide a Sponsor Letter (if you are a sponsored student) **p9**
6. Pay your fees **p9**
7. Complete the online medical questionnaire **p11**
8. Obtain a university computer account **p12**

UK/EU fee-paying students who will be registering for a research degree usually leading to a doctoral qualification (PhD, DEdPsy, DClInPsy, EdD, DEng, MPhil etc.).

UNDERGRADUATE & POSTGRADUATE SHORT TERM (VISITING & ERASMUS) UK/EU STUDENTS

COMPLETE MOST STEPS ONLINE



1. Confirm personal and course information **p6**
2. Upload a passport photograph **p11**
3. Read the Admissions Requirements **p6**
4. Complete the Financial Declaration **p10**
5. Provide a Sponsor Letter (if you are a sponsored student) **p10**
6. Pay your fees **p10**
7. Complete the online medical questionnaire (if you will be in the UK for more than 6 months) **p11**
8. Obtain a university computer account **p12**

UK/EU fee-paying students undertaking a short-term programme of study not leading to a University of Sheffield award.

The actions set out below are those that you need to take **before you arrive at the University** and certainly before you can formally register as a student at this University. You will find all the relevant information to enable you to take these actions at www.sheffield.ac.uk/registration and we will contact you by email to advise you of when you can begin this process.



A Your Pre-Arrival Steps – Overseas Students

Please identify your student category and familiarise yourself with the steps you will need to take before you arrive in Sheffield.

UNDERGRADUATE OVERSEAS STUDENTS



COMPLETE MOST STEPS ONLINE



10. Obtain a university computer account **p12**
9. Complete the online medical questionnaire **p11**
8. Pay your fees **p8**
7. Provide a Sponsor Letter (if you are a sponsored student) **p8**
6. Complete the Financial Declaration **p9**
5. Read the information on choosing modules **p11**
4. Read the Admissions Requirements **p6**
3. Upload a copy of your passport and visa information **p7**
2. Upload a passport photograph **p11**
1. Confirm personal and course information **p6**

Overseas fee-paying students who will be registering for a degree leading to a i. Bachelor degree (BA, BSc, BEng, BMedSci, MBChB, BDS etc.) or ii. an undergraduate level Masters Degree (MMath, MEng, MChem etc.).

POSTGRADUATE TAUGHT OVERSEAS STUDENTS



COMPLETE MOST STEPS ONLINE



10. Obtain a university computer account **p12**
9. Complete the online medical questionnaire **p11**
8. Pay your fees **p9**
7. Provide a Sponsor Letter (if you are a sponsored student) **p9**
6. Complete the Financial Declaration **p9**
5. Read the information on choosing modules **p11**
4. Read the Admissions Requirements **p6**
3. Upload a copy of your passport and visa information **p7**
2. Upload a passport photograph **p11**
1. Confirm personal and course information **p6**

Overseas fee-paying students who will be registering for a degree leading directly to a postgraduate Master qualification (MA, MSc, MScEng, MBA, MMedSci, etc.)

POSTGRADUATE RESEARCH OVERSEAS STUDENTS



COMPLETE MOST STEPS ONLINE



9. Obtain a university computer account **p12**
8. Complete the online medical questionnaire **p11**
7. Pay your fees **p10**
6. Provide a Sponsor Letter (if you are a sponsored student) **p10**
5. Complete the Financial Declaration **p10**
4. Read the Admissions Requirements **p6**
3. Upload a copy of your passport and visa information **p7**
2. Upload a passport photograph **p11**
1. Confirm personal and course information **p6**

Overseas fee-paying students who will be registering for a research degree usually leading to a doctoral qualification (PhD, DedPsy, DClinPsy, EdD, DEng, MPhil etc.)

UNDERGRADUATE AND POSTGRADUATE SHORT TERM (VISITING & STUDY ABROAD) OVERSEAS STUDENTS



COMPLETE MOST STEPS ONLINE



9. Obtain a university computer account **p12**
8. Complete the online medical questionnaire (if I will be in the UK for more than 6 months) **p11**
7. Pay your fees **p10**
6. Provide a Sponsor Letter (if you are a sponsored student) **p10**
5. Complete the Financial Declaration **p10**
4. Read the Admissions Requirements **p6**
3. Upload a copy of your passport information (if you are in the UK already, I should also upload my visa information) **p7**
2. Upload a passport photograph **p11**
1. Confirm personal and course information **p6**

Overseas fee-paying students undertaking a short-term programme of study not leading to a University of Sheffield award.



B Your Personal And Course Information

Before you arrive to register in Sheffield, we will ask you to confirm your personal and course information online. An email will be sent to you by early September, requesting that you confirm the information we hold for you online and providing you with instructions on how to do this.

You will be asked to supply additional information, including:

- the details for your named contact, in the case of an emergency;
- your term-time address, if you already know what it will be.

You will also be asked to:

- confirm your fee status, which determines the level of your fees.

Please be aware that the University may change your fee status from home to overseas, if it transpires that the information you supplied during the admissions process was incomplete or incorrect. If you have any questions about your fee status, please contact the Admissions Service. Once your fee status has been correctly determined, it will not change after you have registered, including in cases where Indefinite Leave to Remain is granted part-way through the course.



- confirm that the course details given are correct. Please check this information carefully, as any inaccuracy in this information could significantly delay, prevent even, your registration on your course.

C Your Admissions Requirements

C1 Providing Evidence of your Previous Qualifications

Before you can register as a new student, you must provide evidence that you have met:

- 1) the University's general entrance requirements and
- 2) the specific academic requirements of your course or the conditions of your offer.

This includes evidence that you meet the University's minimum English Language requirement.

All new undergraduate students should read our Undergraduate Admissions Policy, which is available online at www.sheffield.ac.uk/undergraduate/policies/admissions.html

C2 How do I know whether I need to have my qualifications verified?

Not all students are required to have their qualifications verified during Intro Week. Students whose qualifications and results have been supplied directly to the University by an awarding body or through UCAS, or whose certificates have already been seen by a department or the Admissions Service, may not require verification. If you are an undergraduate student and need to bring evidence of your qualifications, the Admissions Service will notify you in advance. If you are a postgraduate student and your previous qualifications were awarded by the University of Sheffield you will not need to bring your certificates. However, we strongly recommend that all other postgraduate students bring their previous qualifications documents with them. To find out whether you will need to bring your certificates with you, you can also go to www.sheffield.ac.uk/registration

C3 What You Need to Bring

If you need to have your qualifications verified during Intro Week, we require you to present the following document(s):

- original certificates or transcripts of your academic qualification(s), including those relating to your English language qualification. These must clearly show the final result of your qualification(s);

or

- certified copies of certificates or transcripts relating to your academic qualification(s), including your English language qualification. These must be authenticated by an appropriate authority (e.g. your school or previous university) with an official stamp and must also clearly show the final result of your qualifications.

We do not accept faxed, unstamped photocopied or scanned copies of these documents. If your certificates or transcripts are in a language other than English, you must provide a translation by a reputable translation agency and have it authenticated with an official stamp from an appropriate authority.

If you wish to save time during the Registration process, you may wish to send evidence of your qualifications in advance. Please do not post original documents to us before you come to the University, but post certified copies instead.



If you wish to send certified copies of your documents to us by post, please send them to:

Postgraduate Qualifications
Admissions Service
The University of Sheffield
9 Northumberland Road
Sheffield S10 2TT

Please mark your package clearly with your name, application number, choice number and course applied for.

Please be aware that you post your documents at your own risk and that we cannot be held responsible for documents that have not arrived by post or courier. Unless you tell us otherwise, we will not return these documents to you by mail, but will hold them in the Admissions Service for you to collect when you arrive in Sheffield.

C4 Qualifications Verification Service During Intro Week

The Admissions Service will operate a Qualifications Verification Service from the Elmfield building during Intro Week (see map on inside cover). If your qualifications have not been verified before you are due to register, please bring your qualifications documents to this service before attempting to register, as you may not be allowed to register until you have done so.

A Reminder for All Students

When you come to register at the University, we strongly recommend that you bring with you your qualification certificates and transcripts (or certified copies) and any other documents that you think might be relevant or useful. This may save you time during the registration process. Please be aware that if you have not provided formal evidence of the qualifications upon which your offer was based, you may not be allowed to register for your course.



D Your Immigration and Visa Requirements (Overseas Students)

The UK Government operates a Points Based System (PBS) of immigration. Tier 4 is to allocate visas to students from overseas (outside the European Economic Area). Under this system, students need to score 40 points to secure a student visa: 30 points will be awarded for a Confirmation of Acceptance for Studies (CAS) produced by the University, and 10 points for maintenance and funds. Students on courses of more than 12 months must have sufficient funds to pay the first year tuition fee plus £5,400 (institutions outside London) to cover the first year in the UK. Information on the PBS system is given at: www.sheffield.ac.uk/newstudents/international/immigration

The UK Border Agency, which manages the Points Based System, requires institutions to retain copies of students' passport and visa information. These copies will be taken upon your arrival at the University (see [Your Passport & Visa Scanning](#)). In order to speed up the process, it is helpful if you provide a scanned copy of your passport pages and your visa /Biometric Residence Permit (BRP), if you already have one, before you arrive. You will be contacted in early September with further instructions, but you will find more information at www.sheffield.ac.uk/registration



E Your Tuition Fee, Finance and Payments

E1 Undergraduate UK/EU Students

Most UK/EU Undergraduates pay their fees with a tuition fee loan provided by the Student Loans Company (SLC) following an application to Student Finance England (SFE). You should, by now, have applied to SFE for a funding package to support your studies. For full details about applying to SFE (and other equivalent authorities such as Student Finance Wales,

Student Finance NI, Student Awards Agency for Scotland, Student Finance Services European Team) please go to www.direct.gov.uk/studentfinance Further information is provided on our website together with details about what you should do in advance of arriving in Sheffield (www.sheffield.ac.uk/registration).

After applying to SFE, you will receive information about your funding package. The University will also receive this information and it will be uploaded to your student record

in advance of your arrival. When you register during Intro Week, the University should have all of the information needed from the SLC/SFE confirming that your fees will be paid and that you will receive a maintenance loan. However, you are advised to bring with you the 'University or College Payment Advice' document issued to you by SFE.

2011/12

University or College Payment Advice
Please keep this letter in a safe place.
This letter should be given to your university or college should they ask for it.

XXXXXXXXXXXXXXXXXXXX
HAMF03001617B

5 July 2011

Name: Joseph Bloggs
Customer Reference Number: 01234567890
UCAS Personal ID: 1234567890
University or College: THE UNIVERSITY OF SHEFFIELD
Campus name: SHEFFIELD1
Course: SCIENCE
Course year: First

Tuition Fees

Payment Timetable for Tuition Fee Loan
This will be paid directly to the university or college.

Expected payment date	Amount	Course year	University or college to be paid	Course
09/02/2012	£1687.50	1	University of Sheffield	Science
11/08/2012	£1687.50		University of Sheffield	Science
Total	£3375.00			

Student Finance Summary

Joseph Bloggs will also receive the following student finance for academic year 2011/12:

Grants	£2906.00
Maintenance Loan	£2000.00

Once you have registered with the University we will automatically inform the SLC that you are 'in attendance' and this will prompt the first payment of your maintenance loan directly into your bank account.

If you have not received confirmation of your funding package from SFE by the time you come to register, please do not worry. The University will give you a period of Temporary Registration for up to six weeks while you wait for the information from SFE to arrive. Further advice will be emailed to your University account after you have registered so that you know what you will need to do next.

If you are not applying to SFE for funding, and you plan to pay tuition fees yourself, please visit our webpages for important information about paying your fees and to complete a Financial Declaration (www.sheffield.ac.uk/registration).

If you have not been able to arrange payment of your fees in advance then you can pay when you register by credit or debit card, by Banker's Draft or by cheque (made payable to *The University of Sheffield*). If your fees are being paid by someone else then you can download a payment form from our webpages and bring the completed form with you when you register. You can pay your fees in full or in two instalments (an initial payment of 50% and then 50% on 1 February 2012). For full details see www.sheffield.ac.uk/registration

E2 Undergraduate Overseas Students

Your offer letter includes the rate of fee payable for your particular programme of study in 2011–12. Tuition fees range from £11,490 to £15,100 in 2011–12. Fees for future years of study will increase and you should budget for an increase of between 5% and 8% each year

(students on the Medicine degree will pay higher (clinical) fees for the last three years of the five year degree programme; students on the Dentistry degree will pay higher (clinical) fees for the last four years of the five year degree programme. The clinical fee for 2011–12 is £27,290 and will increase between 5% and 8% in each subsequent academic year). Students in the Faculties of Science and Engineering and in the School of Law are entitled to receive a fee scholarship. There are also alumni, sibling, spouse and academic merit scholarships available. See www.sheffield.ac.uk/international

You are encouraged to pay your tuition fees in advance of your arrival. See www.sheffield.ac.uk/registration for full details about acceptable payment methods, instalment plans, discounts, deposits and to pay your fees. You will also be asked to complete a Financial Declaration confirming the source and level of your funds – this provides the University with a guarantee that you have enough money to cover your tuition fees and living expenses for the duration of your degree.

Students sponsored by an external organisation (e.g. Malaysian Public Services Department, CONACYT) or an Embassy are asked to send a letter from their sponsor to the University. See www.sheffield.ac.uk/registration

If you have not been able to arrange payment of your fees or provide a sponsor letter in advance, you will be asked to do this when you register. You can pay your tuition fees by credit or debit card, by Banker's Draft or by cheque (made payable to *The University of Sheffield*). The University will give you a discount of between £50 and £200 if you pay your fees in full and your share of the fee is £3,630 or more. If you cannot pay your fees in full, you can select one of the University's instalment plans (Plan 1: an initial payment of 50% and then 50% on 1 February 2012; Plan 2 (if your share of the fee is £9,350 or more): an initial payment of 25% and then three further payments of 25% on 1 December 2011, 1 February 2012 and 1 April 2012). For full details see www.sheffield.ac.uk/registration

If you cannot pay (or provide a sponsor letter) when you register, you will be given Temporary Registration and three weeks in which to pay. This three week period will not be extended so it is important that you arrange payment/funding during this time.

E3 Postgraduate Taught UK/EU Students

The offer letter from your department included the rate of fee payable for your particular programme of study in 2011–12. Fees for Taught Postgraduate students are also available at www.sheffield.ac.uk/ssid/fees/pgt If your offer letter contained a provisional fee rate it is important that you check our website to know the actual fee payable for your programme. If your course is for more than one year then fees for future years of study will increase and you

should budget for an increase of between 5% and 8% each year.

You are encouraged to pay your tuition fees in advance of your arrival. See www.sheffield.ac.uk/registration for full details about acceptable payment methods, instalment plans, discounts, deposits and to pay your fees. You will also be asked to complete a Financial Declaration confirming the source and level of your funds – this provides the University with a guarantee that you have enough money to cover your tuition fees and living expenses for the duration of your degree.

Students sponsored by their employer or another external organisation are asked to send a letter from their sponsor to the University. See www.sheffield.ac.uk/registration Advice for students applying for Career Development Loans is also available on this webpage.

If you have not been able to arrange payment of your fees in advance then you will be asked to pay when you register. You can pay your tuition fees by credit or debit card, by Banker's Draft or by cheque (made payable to *The University of Sheffield*). The University will give you a discount if you pay your fees in full and your share of the fee is £3,630 or more. If you cannot pay your fees in full, you can pay in instalments (Plan 1: an initial payment of 50% and then 50% on 1 February 2012; Plan 2 (available for part-time students and for students paying £9,350 or more): an initial payment of 25% and then three further payments of 25% on 1 December 2011, 1 February 2012 and 1 April 2012). For full details see www.sheffield.ac.uk/registration

If you cannot pay (or provide a sponsor letter) when you register, you will be given Temporary Registration and three weeks in which to pay. This three week period will not be extended so it is important that you arrange payment/funding during this time.

E4 Postgraduate Taught Overseas Students

Your offer letter included the rate of fee payable for your particular programme of study in 2011–12. Fees for Taught Postgraduate students are also available at www.sheffield.ac.uk/ssid/fees/pgt If your course is for more than one year then fees for future years of study will increase and you should budget for an increase of between 5% and 8% each year. Students from particular countries are entitled to receive a fee scholarship. There are also alumni, sibling, spouse and academic merit scholarships available. See www.sheffield.ac.uk/international

You are encouraged to pay your tuition fees in advance of your arrival. See www.sheffield.ac.uk/registration for full details about acceptable payment methods, instalment plans, discounts, deposits and to pay your fees. You will also be asked to complete a Financial Declaration confirming the source and level of your funds – this provides the University with a guarantee that you have enough money to cover

your tuition fees and living expenses for the duration of your degree.

Students sponsored by an external organisation (e.g. Malaysian Public Services Department, CONACYT) or an Embassy are asked to send a letter from their sponsor to the University. See www.sheffield.ac.uk/registration

If you have not been able to arrange payment of your fees or provide a sponsor letter in advance then you will be asked to do this when you register. You can pay your tuition fees by credit or debit card, by Banker's Draft or by cheque (made payable to *The University of Sheffield*). The University will give you a discount of between £50 and £200 if you pay your fees in full and your share of the fee is £3,630 or more. If you cannot pay your fees in full, you can select one of the University's instalment plans (Plan 1: an initial payment of 50% and then 50% on 1 February 2012; Plan 2 (if your share of the fee is £9,350 or more): an initial payment of 25% and then three further payments of 25% on 1 December 2011, 1 February 2012 and 1 April 2012). For full details see www.sheffield.ac.uk/registration

If you cannot pay (or provide a sponsor letter) when you register, you will be given Temporary Registration and three weeks in which to pay or provide a sponsor letter. This three week period will not be extended so it is important that you arrange payment/funding during this time.

E5 Postgraduate Research UK/EU Students

The offer letter from your department included the rate of fee payable for your particular programme of study in 2011–12. Fees for Research Postgraduate students are also available at www.sheffield.ac.uk/ssid/fees/pgr If your offer letter contained a provisional fee rate it is important that you check with your academic department or on our website to know the actual fee payable for your programme. Fees for future years of study will increase and you should budget for an increase of between 5% and 8% each year. (Tuition fees are payable for two years for a full-time MPhil and three years for a full-time PhD; continuation fees are payable thereafter – see www.sheffield.ac.uk/ris/pgt and www.sheffield.ac.uk/ssid/fees for more information).

You are encouraged to pay your tuition fees in advance of your arrival. See www.sheffield.ac.uk/registration for full details about acceptable payment methods, instalment plans, discounts, deposits and to pay your fees. You will also be asked to complete a Financial Declaration confirming the source and level of your funds – this provides the University with a guarantee that you have enough money to cover your tuition fees and living expenses for the duration of your degree. Students sponsored by their employer or another external organisation are asked to send a letter from their sponsor to the University. See www.sheffield.ac.uk/registration If you have been awarded a University Research

Scholarship to fund your studies, your student record should have been updated to reflect this before you come to register but it would be helpful if you could bring a copy of the award letter with you.

If you have not been able to arrange payment of your fees or provide a sponsor letter in advance then you will be asked to do this when you register. You can pay your tuition fees by credit or debit card, by Banker's Draft or by cheque (made payable to *The University of Sheffield*). The University will give you a discount if you pay your fees in full and your share of the fee is £3,630 or more. If you cannot pay your fees in full, you can pay in instalments (Plan 1: an initial payment of 50% and then 50% on 1 February 2012; Plan 2 (available for part-time students and for students paying £9,350 or more): an initial payment of 25% and then three further payments of 25% on 1 December 2011, 1 February 2012 and 1 April 2012; similar instalment plans are available for students registering in different months of the year). For full details see www.sheffield.ac.uk/registration

If you cannot pay (or provide a sponsor letter) when you register, you will be given Temporary Registration and three weeks in which to pay. This three week period will not be extended so it is important that you arrange payment/funding during this time.

E6 Postgraduate Research Overseas Students

Your offer letter included the rate of fee payable for your particular programme of study in 2011–12. Fees for Research Postgraduate students are also available at www.sheffield.ac.uk/ssid/fees/pgr Fees for future years of study will increase and you should budget for an increase of between 5% and 8% each year. (Tuition fees are payable for two years for a full-time MPhil and three years for a full-time PhD; continuation fees are payable thereafter – see www.sheffield.ac.uk/ris/pgr/code/fees and www.sheffield.ac.uk/ssid/fees for more information).

You are encouraged to pay your tuition fees in advance of your arrival. See www.sheffield.ac.uk/registration for full details about acceptable payment methods, instalment plans, discounts, deposits and to pay your fees. You will also be asked to complete a Financial Declaration confirming the source and level of your funds – this provides the University with a guarantee that you have enough money to cover your tuition fees and living expenses for the duration of your degree.

Students sponsored by an external organisation (e.g. Malaysian Public Services Department, CONACYT) or an Embassy are asked to send a letter from their sponsor to the University. See www.sheffield.ac.uk/registration If you have been awarded a University Research Scholarship to fund part of your studies, your student record should have been updated to reflect this before you come to register but it

would be helpful if you could bring a copy of the award letter with you.

If you have not been able to arrange payment of your fees or provide a sponsor letter in advance then you will be asked to do this when you register. You can pay your tuition fees by credit or debit card, by Banker's Draft or by cheque (made payable to *The University of Sheffield*). The University will give you a discount of between £50 and £200 if you pay your fees in full and your share of the fee is £3,630 or more. If you cannot pay your fees in full, you can select one of the University's instalment plans (Plan 1: an initial payment of 50% and then 50% on 1 February 2012; Plan 2 (for students paying £9,350 or more): an initial payment of 25% and then three further payments of 25% on 1 December 2011, 1 February 2012 and 1 April 2012; similar instalment plans are available for students registering in different months of the year). For full details see www.sheffield.ac.uk/registration

If you cannot pay (or provide a sponsor letter) when you register, you will be given Temporary Registration and three weeks in which to pay or provide a sponsor letter. This three week period will not be extended so it is important that you arrange payment/funding during this time.

E7 Short Term (Visiting) Students

Full details of any fee payable by you for your period of Visiting study will have been communicated to you by the Admissions Service. If you are not sure about how much you will be asked to pay you can contact the Admissions Service (admissionsteam5@sheffield.ac.uk) for further advice and information.

You are encouraged to pay any fees in advance of your arrival. Please see www.sheffield.ac.uk/registration for full details about acceptable payment methods, instalment plans, discounts, deposits and to pay your fees. You will also be asked to complete a Financial Declaration confirming the source and level of your funds – this provides the University with a guarantee that you have enough money to cover your tuition fees and living expenses for the duration of your degree.

Students sponsored by an external organisation (e.g. Malaysian Public Services Department, CONACYT) or an Embassy are asked to send a letter from their sponsor to the University. Please see www.sheffield.ac.uk/registration

If you have not been able to arrange payment of your fees or provide a sponsor letter in advance then you will be asked to do this when you register. You can pay your tuition fees by credit or debit card, by Banker's Draft or by cheque (made payable to *The University of Sheffield*). The University will give you a discount of between £50 and £200 if you are attending for a full year, you pay your fees in full and your share



of the fee is £3,630 or more. If you are attending for a full academic year and you cannot pay your fees in full, you can select one of the University's instalment plans (Plan 1: an initial payment of 50% and then 50% on 1 February 2012; Plan 2 (for students paying £9,350 or more): an

initial payment of 25% and then three further payments of 25% on 1 December 2011, 1 February 2012 and 1 April 2012). For full details see www.sheffield.ac.uk/registration Instalment plans are not available for students attending for less than an academic year.

F Your Modules

If your course allows you to choose some modules, it is important that you give careful thought to which modules you will select before arriving in Sheffield. More information on the module choice process is given in [Choosing Your Modules](#).

Please make sure you do this preparation before Intro Week as it will help you be better prepared

and make an informed choice of modules. Advice will be provided by your department or departments at the Introductory Academic Meeting(s) but the process of confirming your modules will be much easier if you have considered the options and your preferences in advance.

G Your Health Information

All students need to provide basic health information when they join the University, to allow it to fulfill its duty of care towards them. You will therefore be asked to supply some advance health information online, before arriving in Sheffield, and you will be contacted via email in September with instructions on how to supply this information by a given deadline.



This information will not be held against your student record and will not be available to staff outside the University Health Service.

International students may also be required to submit additional information – please read carefully the *Welcome to the University of Sheffield: International 2011–12*.

More information is available at www.sheffield.ac.uk/registration

Thereafter, students who live at a Sheffield term-time address will be entitled to register with the University Health Service and further information is available in [Your University Health Service](#) section. Further information on the University Health Service can be found at: www.sheffield.ac.uk/health

H Your University Membership Card (UCard)

As a new student, you will be entitled to a University Membership Card, known as a UCard. The UCard carries your photograph and gives you access to University facilities, including:

- services provided by the University Library and the Union of Students;
- access to some buildings including the Information Commons and University residences;
- the self-service photocopying and printing service.

For your personalised UCard to be ready for you to collect at Registration you simply need to provide us with a passport-sized photograph of yourself. We will provide you with instructions on how to do this in early September when you will be asked to upload a copy of a photograph online by a given deadline.

Your UCard will be available for you to collect at Registration if you provide us with an **electronic copy of a passport-sized photograph as soon as possible. You will be contacted by Registry Services in early September with further instructions.**

Please note that if you do not provide us with a copy of a photograph by the stated deadline, we will not be able to prepare your UCard in advance, and this may slow down your registration process and your access to services.



I Your Computer

If you will be bringing your own computer to the University, before you connect your computer to the University network, you must make sure that its security features are up to date, including operating system security patches, anti-virus software and anti-spyware software.

Instructions for connecting your computer and advice about computer security can be found on the

University website at the web address below. There are also links to anti-virus, anti-spyware and other security software for PCs and Macs.

To find out how to connect your computer and keep it secure, please go to

www.sheffield.ac.uk/cics/connect

J Your Computer Account

All students are provided with a University of Sheffield computer account and a university email address. Activating your computer account before coming to Sheffield will give you a head start in the registration process and will allow you to access your University email account, and other online

resources, as soon as you arrive on campus. We will provide you with instructions on how to do this in early September. You will be directed to www.sheffield.ac.uk/registration where you will need to follow instructions on how to *Obtain a Computer Account*.

K Your Checklist of Pre-Arrival Actions

Before you come to register at the University, you need to have taken all the actions required of you before you arrive at the University, which are set out in *Your Pre-Arrival Steps* on pages 4–5 of this booklet. Please use the boxes provided alongside each step to tick off the steps you have completed.

You also need to have:

- found somewhere to live
- checked whether you will need to bring your qualification certificates for verification
- read the information on *Your Modules* and *Choosing Your Modules*
- read the information on *Your Tuition Fee, Finance and Payments*
- read the relevant University Regulations (these will be provided online)
- noted the need to bring some extra passport-size photographs with you
- asked the University for a formal letter of acceptance, if you need one (*Postgraduate Research students only*).

Section Two: Intro Week & Registration

A Your Registration Steps During Intro Week – UK/EU Students

UNDERGRADUATE UK/EU STUDENTS

COMPLETE STEPS IN PERSON




1. Attend the University Welcome Meeting **p18**
2. Attend your departmental Academic Introductory meeting **p18**
3. Choose and agree your unrestricted modules **p17**
4. Have your admissions qualifications verified **p19**
5. Confirm your identity **p20**
6. Complete your University Registration **p20**
7. Bring your 'University or College Payment Advice' document from Student Finance England **p8**
8. Collect your UCard and Academic Diary **p11**
9. Complete registration with the UHS **p22**

UK/EU fee-paying students who will be registering for a degree leading to a
i. Bachelor degree (BA, BSc, BEng, BMedSci, MBChB, BDS etc.) or ii. an
undergraduate level Masters Degree (MMath, MEng, MChem etc.).

POSTGRADUATE TAUGHT UK/EU STUDENTS

COMPLETE STEPS IN PERSON



1. Attend the University Welcome Meeting (if you are a new student at this University) **p18**
2. Attend your departmental Academic Introductory meeting **p18**
3. Choose and agree your optional modules in your department **p17**
4. Have your admissions qualifications verified **p19**
5. Confirm your identity **p20**
6. Complete your University Registration **p20**
7. Pay outstanding fees **p20**
8. Provide a Sponsor Letter (if you are a sponsored student) **p8**
9. Provide evidence of Career Development Loan **p9**
10. Collect your UCard and Academic Diary **p11**
11. Complete registration with the UHS **p22**

UK/EU fee-paying students who will be registering for a degree leading directly to
a postgraduate Master qualification (MA, MSc, MScEng, MBA, MMedSci, etc.)

POSTGRADUATE RESEARCH HOME/EU STUDENTS

COMPLETE STEPS IN PERSON



1. Attend the University Information Session for New Research Students **p18**
2. Meet with your research supervisor and receive information about the Doctoral Development Programme (DDP) **p18**
3. Have your qualifications verified **p19**
4. Confirm your identity **p20**
5. Complete your University Registration **p20**
6. Pay outstanding fees **p20**
7. Provide a Sponsor Letter (if you are a sponsored student) **p9**
8. Collect your UCard and Academic Diary **p11**
9. Complete registration with the UHS **p22**

UK/EU fee-paying students who will be registering for a research degree usually leading
to a doctoral qualification (PhD, DedPsy, DClInPsy, EdD, DEng, MPhil etc.)

UNDERGRADUATE & POSTGRADUATE SHORT TERM (VISITING & ERASMUS) UK/EU STUDENTS

COMPLETE STEPS IN PERSON



1. Attend the University Welcome Meeting **p19**
2. Choose and agree your modules in your department or at the Octagon Centre **p19**
3. Have your qualifications verified **p19**
4. Confirm your identity **p20**
5. Complete your University Registration **p20**
6. Pay outstanding fees **p20**
7. Provide a Sponsor Letter (if you are a sponsored student) **p10**
8. Collect your UCard and Academic Diary **p11**
9. Complete registration with the UHS (if you will be in the UK for more than 6 months) **p22**

UK/EU fee-paying students undertaking a short-term programme of study
not leading to a University of Sheffield award.

The actions set out below are those that you will need to take **during Intro Week**, upon arrival at the University. You will find all the relevant information to enable you to take these actions at www.sheffield.ac.uk/registration, and a timetable of events is included on pages 23 to 30 of this publication for reference.



A Your Registration Steps During Intro Week – Overseas Students

UNDERGRADUATE OVERSEAS STUDENTS



COMPLETE STEPS IN PERSON

11. Complete registration with the UHS **p22**
10. Collect your UCard and Academic Diary **p11**
9. Provide a Sponsor Letter (if you are a sponsored student) **p8**
8. Pay outstanding fees **p20**
7. Complete your University Registration **p20**
6. Confirm your identity **p20**
5. Have your passport and visa scanned **p20**
4. Have your admissions qualifications verified **p19**
3. Choose and agree your unrestricted modules **p17**
2. Attend your departmental Academic Introductory meeting **p18**
1. Attend the University Welcome Meeting **p18**

Overseas fee-paying students who will be registering for a degree leading to a i. Bachelor degree (BA, BSc, BEng, BMedSci, MBChB, BDS etc.) or ii. an undergraduate level Masters Degree (MMath, MEng, MChem etc.)

POSTGRADUATE TAUGHT OVERSEAS STUDENTS



COMPLETE STEPS IN PERSON

11. Complete registration with the UHS **p22**
10. Collect your UCard and Academic Diary **p11**
9. Provide a Sponsor Letter (if you are a sponsored student) **p9**
8. Pay outstanding fees **p20**
7. Complete your University Registration **p20**
6. Confirm your identity **p20**
5. Have your passport and visa scanned **p20**
4. Have your admissions qualifications verified **p19**
3. Choose and agree your optional modules in your academic department **p17**
2. Attend your departmental Academic Introductory meeting **p18**
1. Attend the University Welcome Meeting **p18**

Overseas fee-paying students who will be registering for a degree leading directly to a postgraduate Master qualification (MA, MSc, MScEng, MBA, MMedSci, etc.)

POSTGRADUATE RESEARCH OVERSEAS STUDENTS



COMPLETE STEPS IN PERSON

10. Complete registration with the UHS **p22**
9. Collect your UCard and Academic Diary **p11**
8. Provide a Sponsor Letter (if you are a sponsored student) **p10**
7. Pay outstanding fees **p20**
6. Complete your University Registration **p20**
5. Confirm your identity **p20**
4. Have your passport and visa scanned **p20**
3. Have your admissions qualifications verified **p19**
2. Meet research supervisor and receive information about the Doctoral Development Programme (DDP) **p18**
1. Attend the University Information Session for New Research Students **p18**

Overseas fee-paying students who will be registering for a research degree usually leading to a doctoral qualification (PhD, DedPsy, DCLinPsy, EdD, DEng, MPhil etc.)

UNDERGRADUATE AND POSTGRADUATE SHORT TERM (VISITING & STUDY ABROAD) OVERSEAS STUDENTS



COMPLETE STEPS IN PERSON

10. Complete registration with the UHS (if you will be in the UK for more than 6 months). **p22**
9. Collect your UCard and Academic Diary **p11**
8. Provide a Sponsor Letter (if you are a sponsored student) **p10**
7. Pay outstanding fees **p20**
6. Complete your University Registration **p20**
5. Confirm your identity **p20**
4. Have your qualifications verified **p19**
3. Have your passport and visa scanned **p20**
2. Choose and agree your modules in your department or at the Octagon Centre **p19**
1. Attend the University Welcome Meeting **p19**

Overseas fee-paying students undertaking a short-term programme of study not leading to a University of Sheffield award.

B Main Registration Events

Undergraduate Welcome Meetings	Monday 19 September, Octagon Centre (see Registration Timetable)
Postgraduate Taught Welcome Meetings	Tuesday 20 September, Richard Roberts Auditorium, Richard Roberts Building
Information Session for New Research Students	Tuesday 27 September, 9.30am, Octagon Centre
Welcome Meeting (Erasmus, Study Abroad, Visiting Students)	Monday 19 September, 3pm, Octagon Centre
Welcome and Registration Meeting for Erasmus and Study Abroad Students	Monday 19 September, Firth Hall 10am – Surnames A–K, 11.15am – Surnames L–Z
Undergraduate Academic (Departmental) Introductory Meetings	Monday 19 September – Tuesday 20 September in academic department(s) (see Registration Timetable)
Undergraduate Unrestricted Module Enrolment Event	Tuesday 20 and Wednesday 21 September, Octagon Centre
Verification of Qualifications Service	Thursday 15 September (open 1pm–5pm) & Friday 16 September (open 9am–5pm) and Monday 19 September – Friday 23 September (see Registration Timetable), Elmfield Building
Passport and Visa Scanning (Overseas students only)	Thursday 15 September (open 1pm–5pm) & Friday 16 September (open 9am–5pm) and Monday 19 September – Friday 23 September (see Registration Timetable), Elmfield Building
Registration (ID Confirmation, Fee Payments, UCard and Academic Diary Collection)	Monday 19 September – Friday 23 September, Sports Hall 1, Goodwin Sports Centre
University Health Service Registration	Activity Room 1, Goodwin Sports Centre (See Registration Timetable)
Late Registration Event	Tuesday 27 September – Thursday 29 September, Firth Hall



C Choosing Your Modules

Undergraduate Students

Many undergraduate students entering at Level One have the opportunity to choose some of the modules (also referred to as units of study) that they can take in their first year. Information about these modules is contained on the University's web pages at www.sheffield.ac.uk/registration

You should:

- follow the online information and instructions to check the regulations for your programme of study
- read through the descriptions of the modules you are entitled to choose and are interested in studying
- check the provisional [Registration Timetable](#) (pages 23–30)
- print out the relevant pages (these will be identified as you navigate the web pages) and bring them with you to your Introductory Academic Meeting and Unrestricted Module Enrolment Event.

Taking this action will give you a good idea of the modules you can sign up for when you attend your Introductory Academic Meeting(s) in your academic department(s) at the start of Intro Week (see [Registration Timetable](#)) but please note that the modules you wish to take can only be confirmed once you have attended your Introductory Academic Meeting(s) and the Undergraduate Unrestricted Module Enrolment event.



Please contact the Registration Helpline, tel +44 (0)114 222 1288 or email student.registration@sheffield.ac.uk if you are unable to access a computer and require a hard copy of the module information.

You may be taking a course which has no or very limited module choice such as Law or Medicine. You should still attend your Introductory Academic Meeting for advice.

If you are entering the University at Level Two, you must contact your academic department to make separate arrangements for selecting your modules. You will not be able to continue the registration process until your department(s) has approved your choice of modules and your Module Form has been endorsed.

See page 19 for further information about module enrolment.

Postgraduate Students – Taught

If you will be following a taught (not research) programme, you will be advised on any choice of modules at your Introductory Academic Meeting with your academic department. A full year's curriculum must be approved by your department and endorsed on your Unit Form before you can attend your Registration event. If you will be following a part-time course, Registry Services will write to you in due course to offer you the opportunity to register, remotely, online.

Postgraduate Students – Research

Preparing for Doctoral Development Programme (DDP) Unit Choice

All Postgraduate Research students will participate in the Doctoral Development Programme (DDP). The DDP will provide you with a range of skills and competency-based training opportunities orientated both towards your specific programme of study and towards future employment.

On arrival at the University, you will need to collect your copy of the *Code of Practice for Research Degree Programmes* from your academic department. The Code of Practice will explain the process you need to follow to complete the DDP.

Detailed information on the DDP can also be found on the Research & Innovation Services web pages at:

www.sheffield.ac.uk/ris/pgr/development_team/ddp/main.html

Changes to Module Information:

Please note that University courses are continually reviewed and revised. There may be changes to the modules on offer between the date you view them on the web pages and the time you attend Module Enrolment in Intro Week. The timetable, in particular, is subject to changes. **Please check the online module information provided on our website regularly for updates.**





D Your Registration

Registration is a series of essential steps which enable you to become a student at the University of Sheffield, and is a process which takes place annually for all students. New students must attend the final Registration Event in person, at which they will formally register with the University with the guidance of dedicated staff.

If you are to begin your studies at any other time than at the start of the 2011–12 academic year (September 2011), you can ignore the following instructions as you will be sent separate information about the registration arrangements which apply to you; upon your arrival at the University, you will need to visit the Registry Services office which is located on Level 6 of University House, in order to register.

The Essential Registration Steps:

1. Welcome to the University Meeting or Information Session for Research Students
2. Introductory Academic Meetings with Departments
3. Module Enrolment (if your programme allows you to choose modules)
4. Verification of Admissions Qualifications (see *Your Admissions Requirements*)
5. Passport and Visa Scanning (non-EEA students only)
6. Registration Event
7. University Health Registration (optional).

D1 Your Welcome to the University – Meeting for New Students

We hold a series of Welcome Meetings for new students in Intro Week. They will outline the many opportunities available for your personal and academic development. They will also explain how the Union of Students operates and give you an insight into the many social and sport activities on offer (see the *Registration Timetable* on pages 23–30).

D2 Your Introductory Academic Meetings

Undergraduate Students

Many programmes allow students to take unrestricted modules (principally modules offered by departments other than your own) and you may have found several modules that are of interest to you on our web pages. However, at your Introductory Academic Meeting, you will be given your personal Module Form and you will make your final choice of modules. You may also be given important information about other introductory events and tutorial or laboratory classes. These Introductory Academic Meetings are intended to help you to start your studies effectively. It is essential that you attend this meeting (or meetings, if you are taking a dual degree programme).

You must attend an Introductory Academic Meeting arranged by the main academic department for your programme of study. Most meetings will be conducted on Monday 19 September 2011. A few take place on Tuesday. Please see the *Registration Timetable*.



Postgraduate Students – Taught

Academic departments hold Introductory Academic Meetings for students undertaking postgraduate taught programmes during Intro Week. It is essential that you attend your meeting so that you can become familiar with the academic arrangements in this University, receive advice on the content of your year of study and complete your unit enrolment. Please contact your department before coming to Sheffield if you have not received details of the date, time and place for your meeting.

Postgraduate students should NOT attend the Module Enrolment Event in the Octagon Centre but must have their choice of units approved by their department before attending Registration. A full-time student on a Master's degree programme must take 180 credits, 120 credits on a Diploma programme and 60 credits on a Certificate programme. You will not be able to register for less than a full year's credit (usually 180 credits) if you are going to study full-time. It is recognised that some choices will be provisional and changes can be made subsequently, if necessary, during the Add/Drop periods at the beginning of each Semester.



Postgraduate Students – Research

Academic departments hold Introductory Academic Meetings for new research students during Intro Week/Week One of the academic session. In addition, all new research students are expected to attend a University-wide Information Session for New Research Students, which will take place at **9.30am on Tuesday 27 September 2011 in the Octagon Centre**. You will receive advice about the Doctoral Development Programme (DDP).

Following this Information Session, you should meet with your supervisor to discuss your training needs and DDP unit choices; this involves undertaking a Training Needs Analysis with your supervisor (or other appropriate



person) to enable you to choose your units accordingly.

Details on the DDP registration process can be found at: www.sheffield.ac.uk/ris/pgr/development_team/ddp/main.html

Short-Term Students

(Erasmus, Study Abroad Programme and Visiting Students)

Visiting Students

You will need to attend the Welcome Meeting in the Octagon Centre on Monday 19 September at 3pm.

Additionally, your host academic department will give you details of any other meetings you need to attend. Please contact your department if you have not received information from them before you arrive.

Study Abroad Programme & Erasmus Students

As outlined in your Study Abroad and Erasmus Handbook, the International Exchanges Unit is holding a Welcome & Registration Meeting for Study Abroad and Erasmus students; this is a compulsory meeting for all incoming Study Abroad and Erasmus students. It is the first step in your registration process, providing you with the information you will need to know during your first weeks in Sheffield. At this meeting, you will be given your Module Form and instructions on how to register.

The Welcome & Registration Meeting for Study Abroad and Erasmus students will be held on Monday 19 September 2011 in Firth Hall, Firth Court in 2 parts:

- 10.00am – surnames A to K
- 11.15am – surnames L to Z



Please arrive promptly at your allocated meeting. Unfortunately, it is not possible to change meetings.

Study Abroad and Erasmus students are also invited to attend the general **Welcome Meeting in the Octagon Centre on Monday 19 September at 3pm**. Please note that this is in addition to (and not instead of) the compulsory Welcome & Registration Meeting in the morning.

D3 Your Module Enrolment

Undergraduate and Visiting Students

After you have attended an Introductory Academic Meeting and collected your personal Module Form, new undergraduates and some visiting students may need to attend

Unrestricted Module Enrolment event in the Octagon Centre (see *Registration Timetable*) in order to choose unrestricted modules before they can finally register. Representatives of academic departments will be available at the event to advise you on your choice and to sign you up for modules. Faculty Officers will also be present to offer further guidance and advice.

Module Enrolment is a requirement of Registration for those students who have not already had a full load of modules (120 credits for a full-time undergraduate) either pre-printed on their Module Form or added and endorsed at an Introductory Academic Meeting.

You can proceed directly to the Registration Event at the time shown on the *Registration Timetable* (see pages 23–30) if:

- your programme of study does not allow module choice and you have 120 credits pre-printed on your module form
- you have had academic departmental approval for your choice of modules at a departmental meeting.



Postgraduate Students – Taught

You will be advised about module choice and module enrolment at your departmental introductory meeting.

Postgraduate Students – Research

Please see pages 17 and 18.

D4 Your Verification of Qualifications

Before you are able to formally register at the Registration Event, the University must assure itself that you possess the qualifications which form the basis of your admission into the University. For many UK undergraduate students, this takes place automatically as your results are forwarded to us by the awarding bodies through UCAS.

However, for many other students, particularly students taking qualifications other than A levels and for students beginning a postgraduate programme, the process is different, as they need to bring their original qualification certificates to the Verification of Qualifications Service which is based in the Elmfield Building (See inside cover on map). Please see *Your Admissions Requirements* for more information.



D5 Your Passport and Visa Scanning (Overseas Students)

The UK Border Agency requires that higher education institutions retain a copy of the passport and visa information for all overseas (non-EEA) students. If you have already provided a copy of your passport information online, you will still need to attend the Passport and Visa Scanning event in the Elmfield Building before you can register, but it will take less time.

Overseas students **MUST bring their passport and visa to be scanned in advance of the Registration Event**; the University will retain copies of these documents to satisfy UK immigration requirements. Overseas students who do not have their passport and visa at the Registration Event will not be permitted to register. The study visa must **show The University of Sheffield reference number and students whose visa does not show this will not be permitted to register with this University**.

You should get your documents scanned at the Elmfield Building (during Intro Week) from Thursday 15 September in advance of registering. Further information about immigration requirements is available at: www.sheffield.ac.uk/newstudents/international/immigration



D6 Your Registration Event

What to Bring to the Registration Event

- identity documentation, including photo ID (e.g. passport, driving licence) (See *Confirming Your Identity* right)
- passport and visa (obligatory for Overseas students only) or evidence of visa extension application
- proof of address
- your UCAS Personal ID or Applicant Number
- your Module Form, with the requisite number of authorised modules on it
- a copy of your Student Finance England (or equivalent authority) University or College Payment Advice (UK/EU Undergraduates only)
- all financial documentation (see *Your Tuition Fee, Finance and Payments*)
- copies of your qualifications documents, if these have not already been verified (see *Your Admissions Requirements*)
- your University offer letter
- the *Registration Timetable* and *Your Registration Checklist*
- any registration referral slip provided to you by the Admissions Service.



The Registration Event

The principal purpose of the Registration Event for new students is to confirm your identity, the detail of your programme of study and to ensure that arrangements are in place for the payment of your fees. You will also be able to collect your university student card (UCard) and your copy of the *Academic Diary*.

The Registration Event takes place in Sports Hall 1 at USport, Goodwin Sports Centre, Northumberland Road, during Intro Week and the *Registration Timetable* is available on pages 23–30 of this booklet. Please refer to this timetable for your designated time to go to the Registration Event.

Please note that during the first week of Semester One, Registration will move from the Sports Hall to Firth Hall. At other times, you should consult Registry Services or refer to the website www.sheffield.ac.uk/registration

If you are a **Research** student and you begin your programme on or before 3 October 2011, to register, please go to the Registration Event in Sports Hall 1, Goodwin Centre (see *Registration Timetable*). If you begin your programme at any other time, please go to the Registry Services office which is located on Level 6, University House, in order to register.

The length of time it will take you to register will depend largely on the actions which you have taken before arriving in Sheffield.

Confirming Your Identity

We require that all new students confirm their identity in person at the Registration Event. **You will not be allowed to register before this step has been completed.** For this, we require that students bring identity documentation. Your academic record will reflect **your name as shown on your passport (for all international students), and your passport or birth certificate for all other students.** Please bring with you one form of identification from the following list:

- Passport (preferred)
- EU National Identity Card
- Identity Card for Foreign Nationals (ICFN) / Biometric residence permit
- Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands; either photocard or paper (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
- Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- Adoption Certificate (UK and Channel Islands).

Paying Your Fees

If you have not arranged payment of your tuition fees in advance, you will be asked to do this at the Registration Event. Please see *Your Tuition Fee, Finance and Payments* (pages 7–11) for more information.



Temporary Registration

If you have not provided complete financial information or do not begin to pay fees for which you are responsible, you will be granted temporary registration for a limited period and you will be informed about what you need to do to become fully registered. You will be expected to take action promptly and to keep Registry Services informed of your position.

If You Miss Your Registration Event

You must attend registration at your scheduled time. The *Registration Timetable* helps us to keep queues to a minimum if you attend when expected. If you fail to do so, **please do not come at another time**, as it may not be possible to register you then. Instead, please come to the Late Registration Event which will be held on 27–29 September in Firth Hall. More information will be available at www.sheffield.ac.uk/registration Overseas students who do not register during the main registration period will be reported to the UK Border Agency, which may affect their immigration status.

Your University Email Account

Once you have your computer account, do not forget to check your University email account regularly for important communications from the University. These emails will not be issued to any of your other email accounts.

If You Have Any Enquiries

If you have any difficulties or queries, please ask for assistance. The staff at the various Registration Events will be pleased to help. The Registration Enquiry Desk at the Registration Event will assist you with any queries about Registration or Fees, including the replacement of lost documents. Enquiries on topics other than Registration or Fees can be raised throughout the year with the Student Services Information Desk (SSiD)

www.sheffield.ac.uk/ssid

E Postgraduate Research Students

Code of Practice for Research Degree Programmes, 2011–12

The *Code of Practice for Research Degree Programmes* will be issued to you by your academic department upon your arrival in Sheffield. This booklet contains all the information you will need, from day one of your research degree programme to the award of your degree. It is essential that you retain it for future reference throughout your degree programme.

Research & Innovation Services, Research Degree Support Team

The Research Degree Support Team is part of Research & Innovation Services. The Team is responsible for supporting research students' progression once they have registered with the University. The services provided by the Team, along with staff contact details, are detailed in the Code of Practice and on the website.

The Code of Practice contains details of:

- time limits, how to upgrade from MPhil to PhD, how to submit your thesis, etc;
- your responsibilities as a research student;
- the responsibilities of your supervisor and your academic department;
- the facilities available to you as a research student, including details of the North Campus Graduate Research Centre;
- information regarding the University's Doctoral Development Programme (DDP);
- contact details for relevant University services.

The Code of Practice is updated annually and all the information in it can also be found on the following website:

www.sheffield.ac.uk/ris/pgr/code





F Your University Health Service

The University Health Service is a comprehensive National Health Service General Practice which is available to all students who are registered at the University of Sheffield, provided they live at, and can supply, a Sheffield address. Further information on the University Health Service can be found in the *Welcome to the University of Sheffield 2011–12* (International version for International students) booklet or at www.sheffield.ac.uk/health

The process of registering with the University Health Service involves:

1. completion of the on-line pre-arrival forms (including a confidential online medical questionnaire) **before you arrive in Sheffield, or register as a student** (see *Your Health Information*)
2. completion of the NHS Registration form (known as the GSM1 form) by attending an interview at the University Health Service Registration event. **The Health Service registration interviews will be carried out during Intro Week immediately after you have formally registered with the University.** Please see the timetable for the University Health Service Registration on the *Registration Timetable* pages 23–30 of this publication.

The interview may involve:

- an interview with a doctor or nurse (if appropriate);
- testing your blood pressure (if appropriate).

To the interview, you will need to bring with you either:

- **the name and address of your current doctor**

OR

- International students who have not previously been registered with the NHS will need to tell us the date you first arrived into the UK. If you have been registered with a doctor in the UK before, you will need to let us know the name and address of your previous doctor.

International students may also be required to submit additional information – please read carefully the *Welcome to the University of Sheffield: International 2011–12*.



G Your Registration Checklist

In order to complete the registration process, you need to have taken all the actions required of you which are set out in *Your Registration Steps* on pages 14–15 of this booklet. Please also use the list to the right, to assure yourself that you have completed all these actions. Please use the boxes provided alongside each step to tick off the steps you have completed.

INTRODUCING SSiD GENERAL INFORMATION AND HELP

The Student Services Information Desk (SSiD) answers a wide range of student related enquiries and will be an important point of contact during your time at The University of Sheffield. SSiD is supported by a comprehensive website that will help you to find the answers to your questions:

<http://ask.sheffield.ac.uk>

Please check that you have:

- attended your University Welcome Meeting (see *Registration Timetable*)
- attended your Introductory Academic Meeting (see *Registration Timetable*)
- presented your qualification certificates (see *Your Admissions Requirements*)
- completed your module enrolment (see *Choosing Your Modules*)
- had your passport and visa scanned (Overseas students only – see *Your Passport and Visa Scanning*)
- attended your Registration Event (see *Registration Timetable*)
- paid your tuition fees (see *Your Tuition Fee, Finance and Payments*)
- collected your UCard and Academic Diary at the Registration Event
- collected your copy of the Code of Practice for *Research Degree* Programmes (Research Students only).

H Registration Timetable 2011–2012 New Undergraduate Students

Department/School	Welcome to the University Octagon Centre	Introductory Meetings with Academic Departments	Course Codes	Venue	Surnames	Module Enrollment, Octagon Centre**	Registration	University Health Service								
Aerospace Engineering	19 September 9.30–10.30	19 September 11.00	H400 MEng/Aero	Lecture Theatre 7 Sir Fredrick Mappin Building	A–Z	no module choice	19 September 15.30–16.00	19 September 16.00–16.30								
			H460 BEng/AE													
			H404 BEng/Aero H406 MEng/AEA													
Archaeology	19 September 15.00–16.00	19 September 10.00	F400 BA/Arch	Departmental Lecture Theatre Northgate House West Street	A–Z	20 September 09.00–09.30	20 September 09.15–09.45	20 September 09.30–10.00								
			CV14 BA/BioArc													
			VR41 BA/ArFr													
			VR47 BA/ASSt													
			F410 BSc/Arch QV84 BA/CHA													
Animal and Plant Science	19 September 12.30–13.30	19 September 13.30	C200 BSc/Plant	Biology Lecture Theatre 1 Alfred Denny Building	A–L M–Z	20 September 09.00–09.30 09.30–10.00	20 September 09.15–09.45	20 September 09.30–10.30								
			C309 MBS/Zool													
			C209 MBS/Plant													
			C101 BSc/BYA													
			C189 MBS/Ecol													
			C300 BSc/Zool													
			Other Dual Degrees													
			Students on a degree with a Modern Language/Study in Europe													
			Architecture						19 September 12.30–13.30	19 September 09.30	K100 BA	Hicks Building Lecture Theatre E	A–Z	no module choice	20 September 09.00–09.30	20 September 09.30–10.15
											HK21 MEng/StrAr					
HK2D MEng/ArchEng																
Automatic Control & Systems Engineering*	19 September 09.30–10.30	19 September 11.00	H660 MEng/Confs	Room LT2, Sir Henry Stephenson Building	A–Z	no module choice	19 September 16.00–16.30	19 September 16.30–17.00								
			G500 MEng/Comps													
			H690 BEng/SCE													
			H310 MEng/Mechs													
			H130 BEng/CSE													
			H361 BEng/Mecha													
			H361 BEng/MSEn													
Biblical Studies	19 September 15.00–16.00	19 September 11.00	QV36 BA/BibEng	Jessop Building Room SR215	A–Z	20 September 10.00–10.30	20 September 10.15–10.45	20 September 10.30–11.00								
			V641 BA/BibSt													
			QV16 BA/BibLing													
			VV46 BA/ABS													
			H675 MEng H673 BEng													
Bioengineering	19 September 9.30–10.30	19 September 11.00	H675 MEng H673 BEng	Lecture Theatre 7 Sir Fredrick Mappin Building	A–Z	no module choice	19 September 15.30–16.00	19 September 15.45–16.15								
			B900 BSc/Biomed													
Biomedical Science	19 September 15.00–16.00	19 September 12.30	B900 BSc/Biomed	Biology Lecture Theatre 2 Alfred Denny Building	A–Z	no module choice	20 September 08.30–09.00	20 September 08.45–09.30								

* Please note foundation year students have a separate registration time, please refer to Foundation Year for Science and Engineering
 ** applicable to those where a time is displayed and who do not have 120 credits shown on their Module Form

if there are any late changes, you will be advised by your academic department

Department/School	Welcome to the University Octagon Centre	Introductory Meetings with Academic Departments	Course Codes	Venue	Surnames	Module Enrolment, Octagon Centre**	Registration	University Health Service
Chemical and Biological Engineering*	19 September 09.30–10.30	19 September 11.00	H800 MEng/Chem H819 MEng/ChemML H817 MEng/ChemBio H840 MEng/Energy	C63 Robert Hadfield Building	A–Z	no module choice	19 September 16.30–17.00	19 September 16.45–17.30
		15.30–16.30	Students on a degree with a Modern Language /Study in Europe	School of Modern Languages Reception, Floor 1 (Red Wing), Jessop West. You must attend this prior to registering.				
Chemistry	19 September 11.00–12.00	19 September A–H 13.30 I–R 14.30 S–Z 15.30	F100 BSc/Chem F106 MChem/Ind F109 MChem/Amer	Richard Roberts Building Auditorium	A–L M–Z	20 September 10.15–10.45 10.45–11.15	20 September 10.30–11.30	20 September 10.45–11.45
		15.00	All Dual Chemistry Courses F107 MChem/Eur F335 MPhys/CheP C720 MChem/Bio	Richard Roberts Building Auditorium				
	19 September 09.30–10.30	19 September 10.45	HK2D MEng/AED* H210 MEng/Civil H219 MEng/CivML H2KC MEng/SEAS* HK21 MEng/StrAr*	Lecture Theatre 3 Sir Fredrick Mappin Building		20 September No Module Choice	20 September 11.00–12.00	20 September 11.15–12.15
			*Please also attend the meeting listed under the Department of Architecture at 16.00pm on Monday 19 September					
Computer Science*	19 September 09.30–10.30	15.30–16.30	Students on a degree with a Modern Language /Study in Europe	School of Modern Languages Reception Floor 1 (Red Wing), Jessop West. You must attend this prior to registering.				
		19 September 11.15	G600 BEng/SEng G651 MEng/SoftE G400 MComp/Com G402 BSc/CS GG74 BSc/AI G401 MComp/FY GN52 BSc/ITMB	Lecture Theatre 1, Henry Stephenson Building	A–Z	20 September 11.15–11.45	20 September 11.30–12.00	20 September 11.45–12.15
		19 September 16.00	Other Dual Degrees	Computer Science Room 129, Regent Court				
		19 September 12.30–13.30	A200 BDS/Dent	Lecture Theatre, School of Clinical Dentistry	A–Z	no module choice	19 September 09.00–09.30	19 September 9.15–09.45
		19 September 12.30–13.30	T300 BA/EAsian T110 BA/Chinese T1R7 BA/ChSWR TV21 BA/JapHis T1T2 BA/CSJ T2R4 BA/JSWGer T1R4 BA/ChSWSp TV11 BA/ChinHis T2R7 BA/JapSWR	Lecture Theatre 2 Hioks Building	A–Z	20 September 11.45–12.15	20 September 12.00–12.30	20 September 12.15–13.00
Dentistry	19 September 12.30–13.30	19 September 11.00	Other Dual Degrees	Shearwood Road Room A06				
East Asian Studies	19 September 12.30–13.30	19 September 13.30						

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 ** applicable to those where a time is displayed and who do not have 120 credits shown on their Module Form

if there are any late changes, you will be advised by your academic department

School of Education	19 September 15.00–16.00	19 September 11.00–12.00	X300 BAECC		Room 1.02 School of Education	A–Z	21 September 09.00–09.30	21 September 09.15–09.45	21 September 09.30–10.00
Materials Science and Engineering*	19 September 9.30–10.30	19 September 11.00	H403 MEng/AERE	H401 BEng/AERE	Turner Museum Sir Robert Hadfield Building	A–Z	no module choice	19 September 14.45–15.15	19 September 15.00–15.30
			FH21 MEng/MSEIM	J501 MEng/MATF					
			JH51 BEng/MSE	J200 MEng/Metal					
			JH5D BEng/MSEJa	JH56 BEng/MSE(Bio)					
			J500 MEng/Mat	FHF1 BEng/MSEIM					
J5R9 MEng/MatML	JH5C MEng/MSEJa								
JH5P MEng/MSE(Bio)									
Economics	19 September 12.30–13.30	15.30–16.30	L100 BA/Econ	Students on a degree with a Modern Language/ Study in Europe	School of Modern Languages Reception, Floor 1 (Red Wing) Jessop West. You must attend this prior to registering.	A–L M–Z	20 September 12.00–12.30 12.30–13.00	20 September 12.15–13.15	20 September 12.30–13.30
Electronic and Electrical Engineering*	19 September 09.30–10.30	19 September 11.00 (1st Year Entry)	L100 BA/Econ	L101 BSc/Econ	Lecture Theatre 3 Sir Frederick Mappin Building	A–L M–Z	20 September 12.00–12.30 12.30–13.00	20 September 12.15–13.15	20 September 12.30–13.30
			L1N3 BSc/ECWFin	LG11 BSc/ECMath					
			LL12 BA/ECPol	LV15 BA/ECPhil					
			Other Dual Degrees						
			H651 MEng/DE	H620 BEng/EE					
H610 BEng/ELE	H645 MEng/EComm								
H613 MEng/Elec	H6TX MEng/EML								
H6T9 MEng/ElML	H614 MEng/EEsc								
H647 BEng/EEC	H621 MEng/Elect								
11.30 (2nd Year Entry)					Lecture Theatre 1 Sir Frederick Mappin Building				
English	19 September 15.00–16.00	15.30–16.30	Q3Q1 BA/LangLin	Students on a degree with a Modern Language/ Study in Europe	School of Modern Languages Reception, Floor 1 (Red Wing) Jessop West. You must attend this prior to registering.	A–L M–Z	21 September 09.00–09.30 09.30–10.00	21 September 09.15–10.30	21 September 09.30–10.30
Foundation Year for Engineering and Science	19 September 09.30–10.30	19 September 11.00	Q3Q1 BA/LangLin	QV16 BA/BibLing	Hicks Building Lecture Theatre A	A–L M–Z	21 September 09.00–09.30 09.30–10.00	21 September 09.15–10.30	21 September 09.30–10.30
			QT12 BA/LingJap	QT14 BA/LingKor					
			QR14 BA/LingHis	QR11 BA/FrLing					
			QR12 BA/GerLing	QL33 BA/LangSoc					
			QV15 BA/LingPhi	QR17 BA/LingRus					
Q304 BA/LangLit									
Other Dual Degrees									
QV31 BA/EngHist	Q306 BA/EngLit								
QR34 BA/EngHisp	QW33 BA/EngMus								
QR31 BA/EngFr	QR32 BA/EngGer								
QV35 BA/EngPhil	QR37 BA/EngRus								
QW34 BA/EngTh	W440 BA/TheatreP								
H301 MEng/MechF	H659 MEng/SysF								
H603 MEng/ElecF	H201 MEng/Civil								
H602 MEng/ElecF	G651 MEng/SoftF								
H801 MEng/CheFY	J501 MEng/MatF								
G401 MComp/FY	H653 BEng/SysF								
G109 MMath/FY	F309 MPhys/FY								

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If there are any late changes, you will be advised by your academic department

Department/School	Welcome to the University Octagon Centre	Introductory Meetings with Academic Departments	Course Codes	Venue	Surnames	Module Enrolment, Octagon Centre**	Registration Sports Hall Goodwin Centre Please bring some photo ID with you	University Health Service Activity Room 1 Goodwin Centre
French	19 September 15.00–16.00	19 September 10.00	RN12 BA/Fr/Mgt	Hicks Building Lecture Theatre 1	A–Z	20 September 14.00–14.30	20 September 14.15–14.45	20 September 14.30–15.00
			RW13 BA/Fr/Phil					
Geography	19 September 11.00–12.00	19 September 14.45	R120 BA/French	Hicks Building Lecture Theatre C	A–G H–P Q–Z	20 September 14.00–14.30 14.30–15.00 15.00–15.30	20 September 14.15–15.45	20 September 14.30–16.00
			R1R7 BA/FRWCZ					
			RV11 BA/Fr/Hist					
			RL12 BA/Fr/Pol					
			R1RR BA/Fr/WP					
			RIT2 BA/FRJAP					
			Other Dual Degrees					
			L700 BA/Geog					
			Other Dual Degrees					
			LK74 BA/GP					
Germanic Studies	19 September 15.00–16.00	19 September 11.00	F900 BSc/ES	Ron Johnston Research Room, C Floor Geography Building	A–Z	20 September 15.30–16.00	20 September 15.45–16.15	20 September 16.00–16.45
			F800 BSc/Geog					
			RR27 BA/Ger/Rus					
			MIR2 BALaw/Ger					
Hispanic Studies	19 September 15.00–16.00	19 September 10.00	R2R9 BA/Ger/Du	Hicks Building Lecture Theatre C	A–Z	20 September 15.30–16.00	20 September 15.45–16.15	20 September 16.00–16.45
			R2T2 BA/GSWJap					
			RN22 BA/Ger/Mgt					
			RW23 BA/Ger/Mus					
			RV21 BA/Ger/Hist					
			R2R7 BA/Ger/WCz					
			T900 BA/MLangs (with German)					
			Other Dual Degrees					
			R410 BA/Hispan					
			RV45 BA/PhilHis					
RL41 BA/HispEc								
T900 BA/MLangs (with Spanish and German)								
RW43 BA/MusHisp								
R4R7 BA/HSWC								
T2R4 BA/Jap WSp								
T900 BA/MLangs (with Spanish but not with Spanish and German)								
Other Dual Degrees and MIR4 BALaw/Sp								

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** applicable to those where a time is displayed and who do not have 120 credits shown on their Module Form

If there are any late changes, you will be advised by your academic department

History	19 September 15.00–16.00	19 September 09.00	V100 BA/History	VV15 BA/HistPhi	St George's Church Lecture Theatre	A-L M-Z	20 September 15.30–16.00 16.00–16.30	20 September 15.45–16.45	20 September 16.00–17.15
			RV41 BA/HistHis	VLF2 BA/HIP					
	09.00	09.00	VL12 BA/HistPol	RV71 BA/HistRus	As above				
			VL13 BA/HistSoc	VIR9 BA/HWDu					
	16.00	16.00	FV41 BA/ArcHist	QV31 BA/EngHist	Jessop West Exhibition Space				
			RV11 BA/FrHist	RV21 BA/GerHist					
Human Communication Sciences	19 September 09.30–10.30	19 September 13.30	TV11 BA/EastHist	TV21 BA/EASHist	Group Room 31 Claremont Crescent	A-Z	21 September 13.00–13.30	21 September 15.15–15.45	21 September 15.30–16.00
			Other Dual Degrees						
		12.30	Other Dual Degrees (For students who are unable to attend the 09.00 appointment only)		As above	A-Z	no module choice	19 September 14.00–15.00	19 September 14.15–15.15
			QC18 BSc/HCS	HCS BSc Introductory Activity					
Information School	19 September 11.00–12.00	20 September 14.00	HCS BMed Introductory Activity	B620 BMed/Speech	As above				
			PT10 BSc/Inf Mgt	Room 204, Regent Court (2nd Floor)					
Journalism Studies	19 September 11.00–12.00	19 September 13.30	P500 BA/Jourm	PR51 BA/JourFr	Lecture Theatre 2 Sir Fredrick Mappin Building	A-Z	20 September 16.15–16.45	20 September 16.30–17.00	20 September 16.45–17.30
			PR57 BA/JourRus	PR52 BA/JourGer					
Landscape	19 September 12.30–13.30	19 September 09.30	PR54 BA/JourHS	K3K4 BA/LanPlan	Undergraduate Studio Arts Tower FL11	A-Z	no module choice	20 September 17.00–17.30	20 September 17.15–17.45
			Other Dual Degrees						
Law	19 September 12.30–13.30	19 September 13.45–14.15	M930 LLBLaw/Crim	MIR2 LLBLaw/Ger	Bantolome House DB13	A-G H-P Q-Z	no module choice no module choice no module choice	19 September 09.30–10.15 10.15–11.00 11.00–11.45	19 September 09.45–10.30 10.30–11.15 11.15–12.00
			MIR4 LLBLaw/Sp	MIR1 LLBLaw/Fr					
Management School	19 September 12.30–13.30	19 September 13.45	ML94 BA/SPC	(European, International & Comparative law)	St George's Church Lecture Theatre	A-G H-P Q-Z	21 September 11.00–11.30 11.30–12.00 12.00–12.30	21 September 11.45–12.15 12.15–13.30 14.15–15.15	21 September 12.00–12.30 12.30–13.45 14.30–15.30
			M930 LLBLaw/Crim	MI100 LLB/Law (1st Year entry Surnames A-H at 3.00pm, I-O 3.45pm, P-Z at 4.15pm)					
	11.00–12.00	09.30	N420 BA/Accg	N200 BA/Mgt	Room 204, Regent Court				
			NG41 BA/AccMath	NG21 BA/ManMath					
			NL41 BA/AccEcon	NT22 BA/JapMgt					
			NP21 BA/BMIM	NP41 BA/AccInfo					
			NI20 BA/IBM	NL21 BA/BMEc					
			NP21 BA/BMIM	NP41 BA/AccInfo					

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** applicable to those where a time is displayed and who do not have 120 credits shown on their Module Form

If there are any late changes, you will be advised by your academic department

Department/School	Welcome to the University Octagon Centre	Introductory Meetings with Academic Departments	Course Codes	Venue	Surnames	Module Enrolment, Octagon Centre**	Registration	University Health Service
Mathematics* and Statistics	19 September 11.00–12.00	19 September 13.30	G100 BSc/Math	Lecture Theatre 1 Hicks Building	A–Z	21 September 09.30–10.00	21 September 09.45–10.15	21 September 10.00–10.30
			G106 MMaths/Abr					
			G1R4 MMaths/MWS					
			G103 MMath/M					
		13.30	G4G1 M Comp/Math					
		13.30	GG41 BSc/ComMat	Lecture Theatre 2 Hicks Building.				
		13.30	NG41 BA/AccMath					
		13.30	NG21 BA/ManMath					
		15.30–16.30	Students on a degree with a Modern Language /Study in Europe	School of Modern Languages Reception, Floor 1 (Red Wing) Jessop West. You must attend this prior to registering.				
Mechanical Engineering*	19 September 09.30–10.30	19 September 11.30	H300 MEng/Mech	Lecture Theatre 14 Sir Fredrick Mappin Building	A–Z	no module choice	19 September 13.30–15.00	19 September 14.00–15.30
			H302 BEng/Mech					
			H304 MEng/MEInd					
			H3R1 MEng/MEF'r					
		15.30–16.30	H3R2 MEng/MEGer					
		15.30–16.30	H3T7 MEng/MEA					
		15.30–16.30	H3R3 MEng/MEIT					
		15.30–16.30	H3R4 MEng/MESp					
		20 September 14.00	Students on a degree with a Modern Language /Study in Europe	School of Modern Languages Reception, Floor 1 (Red Wing) Jessop West. You must attend this prior to registering.				
Medicine	19 September 09.30–10.30	19 September 13.30	A104 MBChB/Med1	Lecture Theatre 1 Medical School Beech Hill Road	A–L M–Z	no module choice	19 September 11.30–12.45 12.45–13.30	19 September 11.45–13.00 13.00–13.45
			C400 BSc/Genet					
			C409 MBS/Genet					
			C431 BSc/MGen					
			C433 MBS/MGen					
			C440 BSc/MolBio					
			C449 MBS/MolBio					
			C500 BSc/Micro					
			C509 MBio/M					
			C521 BSc/MMic					
			C523 MBS/Mmic					
			C700 BSc/Bioch					
C709 MBS/Bioch								
		19 September 16.00	T900 BA/MLangs	Penak Laboratory 1 Alfred Denny Building	A–Z	no module choice	21 September 10.15–10.45	21 September 10.30–11.00
		19 September 16.00	All T900 students should attend this session. In addition you should attend the relevant language departmental session.					
		19 September 13.30	W302 Bmus/Music					
		19 September 13.30	WT31 BA/MusChin					
		19 September 13.30	WT34 BA/MusEas					
		19 September 13.30	RW43 BA/MusHisp					
		19 September 13.30	WTH4 BA/MusKor					
		16.00	Other Dual Degrees					
		19 September 10.30–12.00	B991 BMedSci Health & Human Science					
		21 September 14.00–16.00	B991 BMedSci Health & Human Science					
		19 September 15.00–16.00						
Modern Languages and Linguistics	19 September 15.00–16.00	19 September 16.00						
Music	19 September 15.00–16.00	19 September 13.30	VW53 BA/MusPhil	Ensemble Room 1 Jessop Building	A–Z	21 September 10.30–11.00	21 September 10.45–11.15	21 September 11.00–11.30
			WT34 BA/MusEas					
			RW73 BA/MusRus					
			WTH4 BA/MusKor					
		16.00	Other Dual Degrees					
Nursing	19 September 9.30–10.30	19 September 10.30–12.00	B991 BMedSci Health & Human Science	Council Chambers Octagon Centre	A–Z	20 September 9.15–9.45	20 September 9.30–10.00	20 September 9.45–10.15
			B991 BMedSci Health & Human Science					
		21 September 14.00–16.00		Samuel Fox House School of Nursing				

* Please note foundation year students have a separate registration time, please refer to Foundation Year for Science and Engineering

** applicable to those where a time is displayed and who do not have 120 credits shown on their Module Form

If there are any late changes, you will be advised by your academic department

Orthoptics and Ophthalmology	19 September 09.30–10.30	19 September 14.30	B520 BMS/Orth		Alan Johnson Lecture Theatre K136, K floor, RHH	A–L M–Z	no module choice	19 September 11.30–12.45 12.45–13.30	19 September 11.45–13.00 13.00–13.45
	19 September 15.00–16.00	19 September 11.00 16.00	V500 BA/Philos Dual Degrees and any others VV56 BA/BibPhil VV15 BA/HistPhi QV35 BA/EngPhil VV53 BA/MusPhil RV25 BA/GenPhil LV25 BA/PolPhil FV35 BSc/PhyPhi		Lecture Theatre 2 Hicks Building Lecture Theatre 7 Hicks Building	A–Z	21 September 11.00–11.30	21 September 11.15–11.45	21 September 11.30–12.00
Physics* and Astronomy	19 September 11.00–12.00	19 September 13.30	F300 BSc/Phys F350 BSc/MedPhy FV35 BSc/PhyPhi F321 MPhys/Theo F305 MPhys/PUSA F3F5 MPhys/Ast F335 MPhys Chem Phys		Lecture Theatre 7 Hicks Building	A–Z	21 September 11.30–12.00	21 September 13.45–14.45	21 September 14.00–15.00
		15.30–16.30	Students on a degree with a Modern Language /Study in Europe LV25 BA/PolPhil RL42 BA/HispPol L210 BA/Polit LT24 BA/IPSS Other Dual Degrees C800 BSc/Psy		School of Modern Languages Reception, Floor 1 (Red Wing), Jessop West. You must attend this prior to registering.				
Politics	19 September 11.00–12.00	19 September 13.00 14.30	LL23 BA/POLSOC L201 BA/IRP		Lecture Theatre 1 Elmfield	A–Z	21 September 11.30–12.00	21 September 13.45–14.45	21 September 14.00–15.00
	19 September 11.00–12.00	19 September 13.30	C802 BA/Psychol		Lecture Theatre Psychology Building	A–Z	21 September 12.00–12.30	21 September 14.15–15.15	21 September 14.30–15.30
Russian & Slavonic Studies	19 September 15.00–16.00	19 September 11.30	R710 BA/Rus RR17 BA/FrRus R712 BA/RusWlap RL72 BA/RusPol R7R7 BA/RusCz Other Dual Degrees		Seminar Room G.03 Jessop West	A–Z	21 September 12.30–13.00	21 September 14.45–15.15	21 September 15.00–15.30
		13.00	LL43 BA/SocP+ Soc NL24 BA/BMSoc Other Dual Degrees K400 MPlan/Plan LK74 BA/GP K3K4 BA/LanPlan		Seminar Room G.03 Jessop West				
Sociological Studies	19 September 11.00–12.00	19 September 13.30 16.00	L300 BA/Social NL2K BA/SocBM Other Dual Degrees		Lecture Theatre 1 Crookesmoor Building As above	A–Z	21 September 12.30–13.00	21 September 14.45–15.15	21 September 15.00–15.30
	19 September 12.30–13.30	19 September 10.30 16.00	L722 BA/UrbanSt L722 BA/UrbanSt L722 BA/UrbanSt		Room D9 Floor D, Geography and Planning Building	A–Z	20 September 16.15–16.45	20 September 17.00–17.45	20 September 17.15–18.00

* Please note foundation year students have a separate registration time, please refer to Foundation Year for Science and Engineering
** applicable to those where a time is displayed and who do not have 120 credits shown on their Module Form

If there are any late changes, you will be advised by your academic department

Short Term Students

Erasmus Programme, Study Abroad and other Visiting Students

Welcome Meetings	Module Enrolment	Registration	University Health Service
Erasmus and Study Abroad Students only Monday 19 September – Firth Hall – 10.00; surnames A-K; 11.15; surnames L-Z	Surnames Wednesday 21 September Octagon Centre	Sports Hall 1 Thursday 22 September	Activity Room 1, Goodwin Centre
Erasmus, Study Abroad and Visiting Students Monday 19 September – Octagon Centre – 15.00; all surnames	A – I 14.00 – 14.45 J – Q 14.45 – 15.30 R – Z 15.30 – 16.30	08.45 – 09.45 09.45 – 10.30 10.30 – 11.00	n/a n/a n/a

New Full-time Postgraduate Students on a Taught Programme

Unless notified of separate arrangements for a particular programme, please attend as follows:

Faculty/ Course	Surnames	Welcome Meetings **	Module Enrolment	Verification of Qualifications	Registration	University Health Service
Arts and Humanities	A-L M-Z	Richard Roberts Auditorium 20 September 13.30–14.30	In academic department	Elmfield 23 September 11.00–11.30	Sports Hall 1 23 September 11.30–12.00	23 September 11.45–12.45
Engineering (excluding Dept Computer Science)	A-J K-R S-Z	20 September 11.30–12.30	In academic department	23 September 11.30–12.00	23 September 12.00–12.30	23 September 12.15–12.45
Dept Computer Science	A-K L-Z	20 September 11.30–12.30	In academic department	23 September 09.30–10.15	23 September 09.30–10.15	23 September 09.45–10.45
Medicine, Dentistry and Health	A-K L-Z	20 September 13.30–14.30	In academic department	23 September 10.15–11.00	23 September 11.00–11.30	23 September 11.15–12.30
MSc Molecular Medicine	A-L M-Z	20 September 13.30–14.30	In academic department	21 September 14.00–14.30	21 September 14.30–15.30	21 September 14.45–16.00
MSc Statistics	A-L M-Z	20 September 11.30–12.30	In academic department	21 September 14.30–15.00	21 September 15.00–16.15	21 September 15.15–17.00
Nanoscale programmes	A-L M-Z	20 September 11.30–12.30	In academic department	21 September 15.45–16.30	21 September 16.30–17.15	21 September 16.45–18.00
Social Sciences (excl. Management School)	A-B C-G H-J K-L M-R S-T U-Z	20 September 11.30–12.30 20 September 09.30–10.30	In academic department	23 September 08.30–09.15 23 September 08.45–09.45	23 September 08.45–09.30 23 September 09.15–09.45	23 September 09.00–10.00 23 September 09.30–10.30
PGCE (if not registered in advance)	A-L M-Z	20 September 13.30–14.30	In academic department	19 September 10.00–10.30 21 September 08.45–09.15	19 September 10.30–11.30 21 September 09.00–09.30	19 September 10.45–12.00 21 September 09.15–10.00
Management School (not MBA)	A-L M-Z	20 September 13.30–14.30	In academic department	22 September 16.00–16.30 22 September 15.00–15.45	22 September 16.30–17.15 22 September 15.45–16.30	22 September 16.45–18.00 22 September 16.00–17.30
MBA	A-L M-Z	20 September 13.30–14.30	In academic department	22 September 14.15–15.00 22 September 13.45–14.15 22 September 12.45–13.30 22 September 10.45–11.45 19 September 08.45–09.30	22 September 14.15–15.00 22 September 13.30–14.15 22 September 11.45–12.30 19 September 09.00–09.30	22 September 15.15–16.45 22 September 13.45–15.00 22 September 12.00–13.00 19 September 09.15–10.15
			In academic department	19 September 15.30–16.00 19 September 16.15–17.00	19 September 16.00–17.00 19 September 17.15–18.00	19 September 16.15–17.45 19 September 17.30–18.30
			In academic department	20 September 08.30–09.30	20 September 08.45–09.30	20 September 09.00–10.00

If there are any late changes, you will be advised by your academic department
****For students who have not previously studied with the University of Sheffield**

New Full-time Postgraduate Research Students

Unless notified of separate arrangements for a particular programme, please attend as follows:

ALL PROGRAMMES	Surnames	Verification of Qualifications	Registration
	A-G	Elmfield 23 September	Sports Hall 1, Goodwin Centre 23 September
	H-Q	15.00–16.15 14.00–15.30	15.30–16.30 14.45–15.30
	R-Z	13.15–14.30	14.00–14.45

Section Three: Additional Information

3

A Who To Contact If You Have A Query About ...

In all cases it will be helpful if you have your UCAS Personal ID or University Application Number to hand

Registration, tuition fees and completing your Financial Declaration

Registration Helpline

Tel: +44 (0)114 222 1288

Fax: +44 (0)114 222 1287

Email: student.registration@sheffield.ac.uk

Your application or information about verifying your qualifications

Admissions Service

The University of Sheffield

9 Northumberland Road

Sheffield S10 2TT

Tel: +44 (0)114 222 8030

Fax: +44 (0)114 222 8032

Email: shefapply@sheffield.ac.uk

Accommodation (if you have not received your accommodation pack)

Recruitment Support Team

5 Palmerton Road

Sheffield S10 2TE

Tel: +44 (0)114 222 1015

Email: commsenquiries@sheffield.ac.uk

Accommodation (after you have applied for housing)

Accommodation & Commercial Services

The Edge

34 Endcliffe Crescent

Sheffield S10 3ED

Tel: +44 (0)114 222 4488

Fax: +44 (0)114 222 8919

Email: accommodationoffice@sheffield.ac.uk

www.sheffield.ac.uk/accommodation/prospective

International Exchanges Unit

International Exchanges Unit

The University of Sheffield

Level 6, University House

Western Bank

Sheffield S10 2TG

Tel: +44 (0)114 222 9871

Fax: +44 (0)114 222 1304

Email: ieu@sheffield.ac.uk

Information for Disabled and Dyslexic Students

Disability and Dyslexia Support Service

The Hillsborough Centre

Alfred Denny Building

Sheffield S10 2TN

Tel: +44 (0)114 222 1303

Fax: +44 (0)114 222 1373

Email: disability.info@sheffield.ac.uk

www.sheffield.ac.uk/disability

Other parts of the University

University Switchboard

Tel: +44 (0)114 222 2000

You may also find the database of Frequently Asked Questions about living and studying in Sheffield <http://ask.sheffield.ac.uk> useful.

B Dates of Semesters 2011–2012

Autumn Semester 26 September 2011 to 17 December 2011
(4 weeks Christmas vacation)
16 January 2012 to 4 February 2012

Spring Semester 6 February 2012 to 31 March 2012
(3 weeks Easter vacation)
23 April 2012 to 9 June 2012

Students on Postgraduate Programmes generally attend for twelve months, often taking classes during semesters and completing a dissertation at other times.

C University Web Pages

Admissions www.sheffield.ac.uk/undergraduate/policies/admissions.html

Ask Sheffield <http://ask.sheffield.ac.uk>

Corporate Information and Computing Services (CICS) www.sheffield.ac.uk/cics

Disability and Dyslexia Support Services (DDSS)
www.sheffield.ac.uk/ssid/disability/ddss/

Equal Opportunities www.sheffield.ac.uk/ssid/welfare/equal/policy

General Enquiries <http://ask.sheffield.ac.uk>

Immigration www.sheffield.ac.uk/ssd/international/pbs-tier4

International Office www.sheffield.ac.uk/international

Module www.sheffield.ac.uk/registration

Registration www.sheffield.ac.uk/registration

Regulations www.sheffield.ac.uk/registration

Student Services Information Desk (SSID) www.sheffield.ac.uk/ssid

Student Support and Guidance (SSG) www.sheffield.ac.uk/ssd/ssg

Tuition Fees www.sheffield.ac.uk/registration

University Health www.sheffield.ac.uk/health

D Your Intro Week Planner

You may wish to use the following form to set out your Intro Week schedule.

	Date	Time	Venue
Your Welcome Meeting(s)
Your Introductory Academic Meeting(s)
Your Module Choice (Undergraduate students with unrestricted module choice only)
Your Verification of Qualifications (if requested by Admissions Service)
Your Passport & Visa Scanning (Overseas students and if not completed before Intro Week)
Your Registration

A Reminder

- Please bring the required identity, admissions qualification, University offer letter and financial documentation (see *Your Admissions Requirements*, page 6; *Your Passport & Visa Scanning*, page 20; *What to bring to the Registration Event*, page 20)
- You will collect your UCard at the Registration Event, if you provided a passport size photograph in advance of arrival
- You will receive an Academic Diary at the Registration Event.





The
University
Of
Sheffield.

Useful Numbers

Registration Helpline

+44 (0) 114 222 1288

University Switchboard

+44 (0) 114 222 2000

Registration Helpline

+44 (0)114 222 1288 or email

student.registration@sheffield.ac.uk

Copies of this booklet are also available on request in large print, on tape and in Braille.

Every effort is made to ensure the information in our publications is accurate. However, modules, courses and course requirements are subject to continual review. There may be changes made between the date of publication and the start of your course. For the latest information, see the department web pages, or contact the department direct.

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