



The  
University  
Of  
Sheffield.

Research  
Services.

# Code Of Practice For Research Degree Programmes 2017–18.



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# Foreword

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## The graduate experience

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

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

This booklet sets out some guidelines for your graduate experience. The primary academic relationship you will have will be with your supervisory team, and it is important that you develop and maintain this. You will find a wide range of facilities to support the academic, social and welfare aspects of your stay at the University. The following guidelines are designed to outline the operational procedures that will help to make your graduate experience run smoothly. This booklet also outlines what you can do if it appears expectations are not being realised. It is the responsibility of each individual student to raise any problems at the earliest opportunity with the appropriate person within the University.

The Doctoral Development Programme, which is followed by all postgraduate research students at Sheffield (with the exception of those on MMus and LLM programmes), is designed to provide the training you will need to carry out your research, from its inception to the final write-up. It will also provide you with valuable skills that will benefit you after you graduate, as a high level professional in whatever career you choose to pursue. Do not forget that whilst your own research will need concentration and focus, it will also be important for you to broaden your horizons by taking the opportunity to learn about the fascinating research being done by colleagues in your department, your faculty and the wider university.

Every research student has his or her own particular needs, and the University seeks to meet these by providing a supportive academic and pastoral environment. I hope that this booklet will be a useful source of advice and guidance throughout your time as a research student at Sheffield.

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

**PROFESSOR DAVE PETLEY**  
Vice-President for Research and Innovation

## The Doctoral Academy

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The Doctoral Academy is the name that the University uses to describe its research environment for Doctoral Research Students. It provides a focal point for your study here and for your future development and so represents the community of Doctoral Research Students. To assist communication within that community and to facilitate networking with others that you may otherwise not meet, we have set up twitter and facebook accounts and developed an opportunity to discuss, blog and post views and thoughts via the online Doctoral Academy Virtual Community Space. We also have two Doctoral Research Student Interns working with the Doctoral Academy who act to stimulate various group activities and, along with the Students' Union council member for postgraduates, act as representatives for you within the University structure. Joining in with the community will help you to:

- Find fellow doctoral researchers and broaden your network of friends and collaborators. There is a real benefit in exchanging ideas and collaborating with doctoral researchers from different disciplines.
- Generate discussion about a topic relevant to you, of potential interest to other Doctoral Research Students.
- Share useful experiences, resources and best tips with fellow researchers.
- Showcase what you are doing: for example your research project, a placement or other collaboration you are involved with, your approach to thesis writing and preparing for the viva, to teaching, to publishing, to work on outreach and public engagement.

These are only a few suggestions of what could be gained from getting involved in your Doctoral Academy community.

The vibrancy and dynamism of our Doctoral Academy is greatly down to you and what you put in. More and more doctoral researchers are actively running research seminars, teaching our undergraduates, presenting posters, behaving entrepreneurially, and communicating research to the residents of Sheffield and beyond through outreach and public engagement. Such activities will help set you up for whatever field of work you go into in the future and it is beneficial to others across the campus if you share details of such experiences.

As a member of the community of Doctoral Research Students, it is important that you feel able to raise issues about your experience and there are several communication channels you can use to do this including through your supervisory team, departmental PGR Tutor, and doctoral researcher representatives in your departmental and faculty. There is also a periodic Postgraduate Research Experience Survey.

The Doctoral Academy Portal is available at: <http://doctoralacademy.group.shef.ac.uk>

# Introduction

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The Code of Practice for Research Degree Programmes contains a wide range of information required by both students and their academic departments from the point of registration on to a higher degree by research, to the point of award.

Some of the immediate actions when joining the University as a research student include:

- Undertaking a Training Needs Analysis and devising a development plan
- Attending Plagiarism and Copyright sessions - to help research to be undertaken using appropriate methods for the electronic publication of the thesis (eTheses)
- Discussing the expectations and responsibilities of all parties (i.e. the student, supervisory team, academic department) and agreeing the initial frequency of supervisory progress meetings
- Considering whether your research requires ethical approval

In addition, the Code of Practice contains information on how to submit a thesis, how the oral examination is arranged, how to make changes to student status due to personal or other circumstances, what fees are due and when and lots more.

The Code of Practice is reviewed and updated annually and can be downloaded from: [www.sheffield.ac.uk/ris/pgr/code](http://www.sheffield.ac.uk/ris/pgr/code)

# Research Services

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

- Changes to student status, e.g. change of degree, department, faculty, scope of research; changes in registration status; applications for extensions to time limits; withdrawals; requests for leave of absence, etc.;
- Arrangements for Confirmation Review and for monitoring academic progress;
- Approval and appointment of proposed examiners; processing of examiners' expenses; processing of examiners' reports;
- Thesis submission and resubmission;
- Approval and award of degrees;
- Publications for research students;
- Research Skills Training including the Doctoral Development Programme (DDP), seminar series;
- Scholarships and funding.

**Research Services is based at New Spring House, 231 Glossop Road** ([www.sheffield.ac.uk/ris](http://www.sheffield.ac.uk/ris)).

# Graduate Research Centre

## Graduate Research Centre, Dainton Building

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

The Graduate Research Centre currently provides three main functions:

### 1. Dedicated workspaces

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

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

The Centre is open to students with workspaces 7 days a week between the hours of 8.00 a.m. and midnight, with a staffed reception during normal office hours.

### 2. Seminar Room

The Research Centre houses a seminar room (capacity 50) for research students' use only. This room is not centrally bookable and usage can only be arranged by emailing Research Services at: [ddpenquiries@sheffield.ac.uk](mailto:ddpenquiries@sheffield.ac.uk). When not in use for seminars the room doubles up as a drop-in wireless zone for research students.

### 3. Seminars and workshops

Careers, Personal and Professional Development and Research Skills seminars and workshops are regularly held at the Centre. Research students are welcome to book onto these sessions via the DDP Portal ([www.sheffield.ac.uk/ris/pgr/ddportal](http://www.sheffield.ac.uk/ris/pgr/ddportal)). To find out more about the Graduate Research Centre or book a space, please apply online at: [www.sheffield.ac.uk/ris/pgr/grc](http://www.sheffield.ac.uk/ris/pgr/grc).

# Postgraduate Research Student Care Policy

The University's Postgraduate Research Students are customers of Research Services.

We aim to meet their needs with efficiency, effectiveness, fairness and courtesy.

#### We aim to meet our customers' needs by:

- Providing a wide range of advice and support services to past, present and future research students.
- Listening to the changing needs of research students and adapting our service accordingly wherever possible.
- Maintaining and developing effective links with all areas of the University, the Union of Students, and external organisations and, where appropriate, referring our customers to the relevant area.

#### We aim to offer a quality service by:

- Providing accurate and appropriate advice and support to our customers.
- Welcoming customer feedback on our service and suggestions for improvement and development.
- Establishing high standards and regularly monitoring our performance.
- Valuing the expertise of colleagues and enabling them to develop their experience and skills.

#### We aim to be fair and courteous by:

- Treating all our customers justly and with respect and sensitivity, irrespective of race, colour, nationality, ethnic origin, age, gender, sexual orientation, marital or parental status, disability, political or religious belief, or socio-economic class.
- Holding information securely and not releasing it to unauthorised persons.

#### In return:

- We expect our customers to treat us with courtesy and respect.

# Types of Research Degrees

## Types of degree

Many research degrees of the University may be pursued on either a full-time or part-time basis (exceptions include the PhD with Integrated Studies, the EngD, DCLinPsy, DSpecMed, DEdPsy and the DEdCPsy). The majority of students are registered either as full-time or part-time student candidates. Members of University staff reading for research degrees are registered as staff candidates.

It should be noted that students may not register for study for any other degree or qualification of any university whilst they are undertaking a programme of study or research at the University of Sheffield unless they have special permission of the Senate.

The research degrees of the University are as follows:

### All Faculties:

#### Doctor of Philosophy (PhD)

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

#### Master of Philosophy (MPhil)

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

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

A thesis for the award of an MPhil degree must demonstrate that it represents a contribution to the subject, either through a record of the candidate's original work or a critical and ordered exposition of existing knowledge; takes due account of previously published work on the subject; is an integrated whole and presents a coherent argument.

The University also offers three and four-year PhDs with Integrated Studies. These programmes differ from the traditional PhD in that they combine a specific research project with an integrated programme of coursework. Students who successfully complete all of the programme requirements will be awarded a taught qualification, such as a Masters degree or a Postgraduate Diploma, as well as a PhD in the relevant subject area.

## Faculty of Engineering:

### Engineering Doctorate (EngD)

The degree of EngD is a four-year postgraduate research degree that incorporates a research project and a taught programme involving management, technical and personal development modules. The research project component of the EngD is linked to the needs of a sponsoring company. Candidates are required to present a thesis and pass an oral examination.

## Faculty of Medicine, Dentistry & Health:

### Doctor of Medicine (MD)

### Doctor of Dental Science (DDSc)

### Doctor of Medical Science (DMedSci)

### Doctor of Specialist Medicine (DSpecMed)

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

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

## Faculty of Science:

### Doctor of Clinical Psychology (DCLinPsy)

The degree of DCLinPsy is a three year doctoral degree that combines coursework, clinical placements and research. The aim of the degree is to train clinical psychologists to meet the needs of the NHS. Candidates are required to successfully complete the prescribed coursework and placements, present a thesis and pass an oral examination.

## Faculty of Social Sciences:

### Doctor of Education (EdD)

### Doctor of Educational and Child Psychology (DEdCPsy)

### Doctor of Educational Psychology (DEdPsy)

### Master of Laws (LLM) by Research

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

The degree of DEdCPsy is a three-year research degree which combines coursework, a supervised practice placement and submission of a thesis. Assessment is based on submission of a number of different pieces of work, including a final thesis and a paper for proposed publication. Candidates are also required to pass an oral examination.

The degree of DEdPsy has a similar structure to the EdD. Students complete a taught Part I before progressing to Part II of the programme and completing a thesis.

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

## Joint research degrees

The University has regulatory provision to offer jointly awarded research degrees with another university. These programmes can take a considerable amount of time to negotiate and to put in place a formal agreement; therefore, it is essential that the process is begun well in advance of the degree commencing. In addition, students must spend a minimum period of 12 months at the partner institution if a joint degree is to be awarded. Faculty approval is also required for any such programme.

A form is available for departments to complete to request a joint research degree programme to be set up and queries should be directed to the PGR Support Team in Research Services.

## Centres for Doctoral Training

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

[www.sheffield.ac.uk/research/opportunities/dtc](http://www.sheffield.ac.uk/research/opportunities/dtc)

## PhD or MD by Publication

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

## Study away from Sheffield

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

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

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

## International and European Union students

### Remote Location Scheme

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

- Be an international or European Union (EU) based student;
- meet the normal entry requirements for MPhil or PhD at the University of Sheffield;
- prove access to suitable remote location research facilities;
- demonstrate appropriateness and adequacy of the proposed supervisory arrangements acceptable to the relevant faculty of the University;
- comply with the terms and conditions on Remote Location study.

Approval of a Remote Location candidature should be sought prior to admission through the relevant faculty. Further information is available at:

[www.sheffield.ac.uk/postgraduate/research/away/remote\\_loc](http://www.sheffield.ac.uk/postgraduate/research/away/remote_loc)

## Other research away from the University

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

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

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

# Registration and Fees

## Registration of new research students

Registration is the process by which the University confirms that it holds correct information about its students, their programmes of study and the arrangements for the payment of their tuition fees.

All full-time research students are required to register in person on commencing their studies.

Part-time research students and University staff candidates are required to register at the commencement of their research, but are not required to register in person. For more information, please see:

<http://www.sheffield.ac.uk/registration/newstudents/ptdl>

Students entering the University at the beginning of the Autumn Semester are expected to register at the start of the Semester, according to the published timetable (see: [www.sheffield.ac.uk/registration](http://www.sheffield.ac.uk/registration)). Students whose research commences during the course of the session should register on arrival at the Student Administration Service, Level 6, Students' Union Building..

Before registering, all students must provide satisfactory evidence of their ability to pay tuition fees and other dues. New research students are also required to provide evidence of their qualifications and should bring their original certificates, or certified copies of them, to registration.

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

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

## Registration of continuing research students

All full-time and part-time research students are required to register annually until the required period of registration for full fee paying purposes is completed. The re-registration of all research students is online, approximately two months prior to the registration start date.

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

## Payment of tuition fees

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

Students who intend to pay their fees from their own or family funds which they have control of or through a bank loan, are regarded as self-sponsored. Self-sponsored students may choose to pay their fees either in full (may be eligible for a full payment discount) or by instalments. Students must arrange payment of their tuition fee in advance, online, as part of their pre-registration tasks; students will not be able to pay their tuition fee when registering in a registration venue. Full details of the University's fee rates and payment plans are available at: [www.sheffield.ac.uk/registration/tuitionfees](http://www.sheffield.ac.uk/registration/tuitionfees).

## Periods of registration

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

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

Postgraduate research students are required to pay full tuition fees for the duration of their normal period of registration and should aim to submit their thesis within that period. Tuition fees are collected at the beginning of each year. Students will also usually have a registration status of Fully Registered up to the end of their normal period of registration. Once students have completed their normal period of registration their registration status changes to Writing Up and a continuation fee applies. This registration status and the continuation fee can only be applied to the record at the end of the student's normal period of registration. This does not prevent a student from commencing writing their thesis at an earlier stage, nor from submitting their thesis before the end of the normal period of registration; however, the continuation fee cannot be applied to a student's record before the end of their normal (tuition fee-paying) period of registration.

If a student submits his/her thesis after passing the minimum period of registration, but before completing the normal

period of registration, e.g. during the 3rd year of a full-time PhD, a reduction/refund of tuition fees will be calculated on a pro-rata (monthly) basis. Such reductions/refunds are applied based on submission of the thesis alone.

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

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

| DEGREE   | CANDIDATURE         | MINIMUM  | NORMAL  | MAXIMUM (TIME LIMIT) |
|--|---------------------|----------|---------|----------------------|
| Please note: these time limits include the writing of the thesis to the point of submission and apply to standard programmes. Students are advised to check the specific details of their chosen programme, which may vary from the time limits below. |                     |          |         |                      |
| PhD  | Full-time           | 2 years  | 3 years | 4 years              |
| PhD with Integrated Studies  | Full-time           | 4 years  | 4 years | 5 years              |
| PhD  | Part-time           | 4 years  | 6 years | 8 years              |
| PhD  | FT University Staff | 2 years  | 3 years | 4 years              |
| PhD  | PT University Staff | 2 years  | 2 years | 8 years              |
| MPhil  | Full-time           | 1 year   | 2 years | 3 years              |
| MPhil  | Part-time           | 2 years  | 4 years | 6 years              |
| MPhil  | University Staff    | 1 year   | 1 year  | 6 years              |
| EdD  | Part-time           | 4 years  | 6 years | 8 years              |
| LLM  | Full-time           | 1 year   | 1 year  | 4 years              |
| LLM  | Part-time           | 2 years  | 2 years | 6 years              |
| DMedSci  | Full-time           | 3 years  | 3 years | 4 years              |
| DMedSci  | Part-time           | 4 years  | 6 years | 8 years              |
| DMedSci  | University Staff    | 4 years  | 4 years | 8 years              |
| DSpecMed   | Full-time           | 5 years  | 5 years | 5 years              |
| MD/DDSc  | Full-time           | 2 years  | 2 years | 3 years              |
| MD/DDSc  | Part-time           | 4 years  | 4 years | 6 years              |
| MD/DDSc  | FT University Staff | 2 years  | 2 years | 3 years              |
| MD/DDSc  | PT University Staff | 2 years  | 2 years | 6 years              |
| MMus no longer recruiting  | Full-time           | 9 months | 1 year  | 3 years              |
| MMus no longer recruiting  | Part-time           | 2 years  | 2 years | 6 years              |
| EngD   | Full-time           | 3 years  | 4 years | 5 years              |
| DEdCPsy  | Full-time           | 3 years  | 3 years | 3 years              |
| DClinPsy   | Full-time           | 3 years  | 3 years | 4 years              |
| DEdPsy   | Part-time           | 2 years  | 3 years | 4 years              |

## Fees structure

Postgraduate research students are required to pay full tuition fees for the duration of their normal period of registration and should aim to submit their thesis within that period. Tuition fees are collected at the beginning of each year. If a student submits after passing the minimum period of registration, but before completing the normal period of registration, e.g. during the 3rd year of a full-time PhD, a reduction/refund of tuition fees will be calculated on a pro-rata (monthly) basis. Such reductions/refunds are applied based on submission of the thesis alone.

If a student is unable to submit their thesis within the normal period of registration and requires a continuance of their registration up to the maximum time limit, a continuation fee is charged instead of a tuition fee. During this time, the student should only be completing the writing of their thesis and should not be undertaking further research. Students are required to pay the continuation fee in full at the beginning of their year and will be refunded any overpayment, on a pro rata basis, if they submit before the end of the 12 month period. In order to encourage students to submit their theses in good time, the continuation fee is waived within the first three months of the 4th year if students submit within this period.

For example, if a full-time PhD student goes beyond their third year of registration, they will initially be charged £420 continuation fee for the whole of their fourth year. If they subsequently submit within the first 3 months of their fourth year, they will be refunded the full amount of continuation fee. If, however, they submit after 6 months, they will be refunded half their continuation fee and if they require the whole of the fourth year to submit, they will not receive any refund.

The table below illustrates the year when continuation fees commence for the most common types of research degree.

|   |               |
|---|---------------|
| <b>Full-time PhD candidates (3-year PhD)</b>            | <b>Year 4</b> |
| <b>Full-time PhD candidates (4-year PhD)</b>            | <b>Year 5</b> |
| <b>Part-time PhD candidates</b>                         | <b>Year 7</b> |
| <b>Full-time PhD with Integrated Studies candidates</b> | <b>Year 5</b> |
| <b>Full-time MD/DDSc candidates</b>                     | <b>Year 3</b> |
| <b>Full-time DMedSci candidates</b>                     | <b>Year 4</b> |
| <b>Full-time MPhil candidates</b>                       | <b>Year 3</b> |
| <b>Part-time MPhil candidates</b>                       | <b>Year 5</b> |
| <b>Full-time MMus candidates</b>                        | <b>Year 2</b> |
| <b>Full-time LLM candidates</b>                         | <b>Year 2</b> |
| <b>Full-time EngD candidates</b>                        | <b>Year 5</b> |
| <b>Part-time EdD candidates</b>                         | <b>Year 7</b> |
| <b>Full-time DEdCPsy candidates</b>                     | <b>Year 4</b> |
| <b>Part-time DEdPsy candidates</b>                      | <b>Year 4</b> |

There are no routine grounds for fee waivers in respect of continuation fees, but the Vice-President for Research & Innovation will consider cases put forward by students who feel there are exceptional reasons why they should not have to pay additional fees. All cases should be channelled via the department to Research Services for consideration by the appropriate Faculty Officer in the first instance.

All fees can be paid at the Income Office, Level 6, Students' Union Building by personal cheque, bankers draft, credit or debit card. Payments to be made by credit/debit card can be made on-line at [www.sheffield.ac.uk/payments](http://www.sheffield.ac.uk/payments). Queries regarding payments should be addressed to: [studentcustomers@sheffield.ac.uk](mailto:studentcustomers@sheffield.ac.uk).

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

## Fees in 2017-18

|                            |      |
|----------------------------|------|
| Continuation/Extension     | £420 |
| Resubmission without oral  | £295 |
| Resubmission with oral     | £370 |
| Staff Candidate submission | £450 |

(Please note that these fees are increased annually)

# Changes to students' status, personal circumstances and time limits

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## Sponsored students

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

## Confirmation Review

Doctoral researchers admitted to the University to study a doctoral-level degree (e.g. PhD, MD, EngD) are required to undergo a Confirmation Review in order to confirm their registration as a doctoral student. The first year of the degree is considered a probationary year, pending successful completion of the Confirmation Review.

The Confirmation Review is intended to confirm whether or not the student and his/her research project have the potential for successful research at doctoral level within the time limit for their degree. The Confirmation Review is also intended to ensure that the student has made satisfactory progress on the DDP, in line with the student's needs identified via the Training Needs Analysis.

### Confirmation Review requirements for students

The Confirmation Review requires students to submit a significant piece of written work and undergo an oral examination. Academic departments should provide students with more detailed guidance on departmental procedures and requirements for Confirmation Review at induction and via departmental student handbooks.

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

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

## Confirmation Review process

It is essential that departments ensure that the Confirmation Review process is rigorous and fair. To that end, an impartial Confirmation Review panel must be appointed to undertake the review and must comprise of individuals who are able to reach an independent judgement on a student's capability to undertake research at doctoral level. It is **highly recommended** that Confirmation Review panels should comprise a minimum of 2 academic members of staff, who have not had any previous close association with the student's research project. Departments may require larger panels, but must ensure that the composition of the panel has the relevant expertise to effectively judge the student's progress and research potential. Given the need for impartiality, it is not considered appropriate for supervisors to be involved in the Confirmation Review decision as members of the panel, although it may be considered appropriate for them to attend the Confirmation Review as an observer. However, in smaller departments it may be considered appropriate for a DDP supervisor to participate if they have not previously been involved in the research project. Independent Advisors, where used, and personal or pastoral tutors can be used as Confirmation Review panel members.

Students are permitted a maximum of two attempts at Confirmation Review. If a student fails the first attempt, departments may defer a decision on whether or not to confirm a student's doctoral candidature pending a second attempt. If a second attempt is required, a student should be provided with clear written guidance as to why the work is currently not at the right standard, what further work is required, and what the timescale is for resubmission. If the second attempt is unsuccessful students will not be permitted to undergo any further attempts and will be automatically transferred to an MPhil programme.

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

## Timing of the Confirmation Review

For standard doctoral researchers, the Confirmation Review must be completed within the first 18 months of a full-time student's registration (pro-rata for part-time students). This deadline is a regulatory requirement. In order to achieve the

18 month deadline, it is **highly recommended** that full-time doctoral researchers should undertake their Confirmation Review within the first 12 months of their initial registration, provided there is sufficient evidence at that point to make an appropriate decision about the feasibility of both the student and the project. For example, many departments require a first attempt to take place at 9 months.

There may be circumstances where it is deemed appropriate for the first attempt to take place later than 12 months and departments are permitted some flexibility in this regard; however, if this is the case, departments must still ensure that the second attempt is held by the 18 month deadline, meaning that there will be less time for a second attempt to take place, if required. If there are any extenuating circumstances that might have an impact on a student's performance in the Confirmation Review, it is the responsibility of the student to raise these at the time, wherever possible, and not retrospectively.

Students should be made aware that failure to submit work by the deadline specified by their department and/or failure to attend the Confirmation Review without prior notification to the department and without good reason will be considered grounds for failure of that attempt provided the student has been given fair and reasonable notice of the deadline. This may lead to the student having only one attempt at Confirmation Review. If a student has a legitimate reason for absence and/or non-submission of work, this must be evidenced, i.e. provision of an appropriate medical note. It should also be noted that the responsibility for setting an appropriate deadline for Confirmation Review rests with the department and not with the student.

There are a number of reasons why it is essential to adhere to the 18 month deadline for completing Confirmation Review. There have been cases where significant delays in holding Confirmation Reviews within this timescale have caused problems for departments and students, particularly if the student fails and is downgraded to MPhil. A consequence of a student being downgraded is that their time limit is automatically reduced to 3 years, which is the MPhil time limit. The later this happens, the more difficult it is for students to complete and submit a thesis for MPhil within this reduced time limit. Delays can also cause significant problems for international students studying in the UK on a Tier 4 visa (see *'Information for international students on a Tier 4 visa'* below).

## Outcomes of the Confirmation Review Process

The following outcomes are available from the Confirmation Review:

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

Departments may additionally consider it appropriate to recommend to a student that they withdraw entirely from the University following Confirmation Review if the student's

performance is so poor that they are highly unlikely to successfully complete the MPhil. However, withdrawal of a student is not an automatic outcome of the Confirmation Review.

Any student who fails their Confirmation Review and is transferred to MPhil will have their time limit reduced to 3 years, in line with the MPhil time limit. Sponsored students who are transferred to MPhil must also inform their sponsor, as this is likely to have an impact on the conditions of their sponsorship.

Once the Confirmation Review has been completed and a decision has been made as to whether the student has passed or failed, departments must complete the University's Confirmation Review form and send it promptly to the PGR Support Team in Research Services. Many departments have their own departmental report forms which should also be attached. All report forms are considered and signed off by the relevant faculty. Following faculty approval of the recommendation, the student's record is updated and the student's status is officially confirmed.

## Information for international students on a Tier 4 visa

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

## Change of Candidature

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

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

Students must request permission from their department and faculty to change their candidature using the Change of Candidature (PGR) form available from:

[www.shef.ac.uk/ris/pgr/code/candidature](http://www.shef.ac.uk/ris/pgr/code/candidature). Please be aware

that once an application is submitted to the faculty it will normally take approximately 2 weeks for faculty consideration and processing, but may take longer depending on the circumstances. Students will be informed whether or not their change of candidature has been approved.

Before making an application to change any aspect of candidature, a student should consult his/her supervisor for advice. Sponsored students must also check with their sponsors that they are permitted to change their candidature and should not assume that this is the case. There have been instances where sponsors have not permitted any changes to the student's original candidature be made.

## Change of mode of attendance

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

- International students who are studying in the UK on a Tier 4 student visa are not permitted by UK immigration rules to study part-time and must therefore be registered on a full-time degree.
- Students are not permitted to change their mode of attendance to Remote Location once they have commenced their research degree. Remote Location candidature must be applied for from the start of a student's degree.
- Students who wish to change their mode of attendance to University Staff candidate must provide a copy of their University employment contract. Changes from student to staff candidate cannot be backdated more than 12 months.

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

## Change of research topic, programme, department

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

- Where a student is moving from one department to another, both the current and new departments should confirm that they are happy with the arrangement
- Students are only permitted to commence their new programme of study after they have been formally notified that their change of candidature has been approved by the faculty and their student record has been updated. Students will be emailed a signed copy of their application form after it has been considered by faculty.

## Information for international students on a Tier 4 visa

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

- The new programme of study is related to the previous programme of study, i.e. it is part of the same subject

discipline and/or it represents a deeper subject specialism.

- The previous and new programme combine to support the student's genuine career aspiration.

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

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

## ATAS (Academic Technology Approval Scheme) requirements for students changing research topic/degree programme

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

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

Students should contact International Student Support and Guidance: [www.sheffield.ac.uk/ssid/international/email](http://www.sheffield.ac.uk/ssid/international/email) for further information and guidance on the implications of applying to change their research topic, or refer to the aforementioned SSiD web pages for international students.

Further information on ATAS, including a list of the subject areas for which it is required, is available at: [www.shef.ac.uk/ssid/international/immigration/atas](http://www.shef.ac.uk/ssid/international/immigration/atas).

## Leave of absence

Students sometimes find themselves facing difficulties that affect their ability to undertake their research, for example if they are ill or undergoing serious personal problems. A leave of absence enables a student to take an authorised break from their studies in order to overcome the difficulty, without losing valuable time from their registration period, which will be suspended for the duration.

Students must apply for permission from their department

and faculty to take a leave of absence, using the Leave of Absence (PGR) form available from [www.shef.ac.uk/ris/pgr/code/loa](http://www.shef.ac.uk/ris/pgr/code/loa), and can apply on the following grounds:

- Medical
- Personal
- Parental (Maternity/Paternity)
- Academic
- Financial\*

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

Applications can normally take approximately 2 weeks for faculty consideration and processing, but may take longer depending on the circumstances.

When applying for a leave of absence, appropriate documentary evidence must be supplied in order for the department and faculty to consider whether to approve the request. For a leave of absence on medical grounds, a medical or doctor's note is required that covers the entire period of leave of absence requested. Any application made on medical grounds without an appropriate medical note will not be approved. Any student returning from a leave of absence on medical grounds must also provide a fit note, certifying that the student is medically fit to return to his or her degree programme before they will be allowed to recommence research. Students applying for a leave of absence to cover maternity leave should, wherever possible, provide a copy of their MATB1 form.

It is essential that students notify their supervisor/ department as soon as any difficulties arise that might affect their research and that applications for leave of absence are made promptly and, wherever possible, not retrospectively. Requests for retrospective leaves of absence will not normally be approved if they date back further than 30 days. Absences that are taken without a formal request for leave of absence being made will be treated as unauthorised absences and may trigger further action. During the period of leave of absence, the student will temporarily leave their programme of study and their registration will be suspended for the duration of the absence. Supervision should not be provided during a period of leave of absence and the student should not undertake any work that relates to their research topic.

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

In certain specific circumstances, there may be occasions when a student is returning from a leave of absence due to ill health or maternity leave, but is not yet able to undertake effective research full time. Under such circumstances a 'phased return' to work may be considered. In practice, a student would need to apply for a leave of absence, which, if granted, would cover only the proportional amount of time

lost due to these exceptional circumstances, and not the entire period during which these circumstances are a factor.

If it is unlikely that a student's circumstances will improve, it may be considered more appropriate for the student to request a change of mode of attendance from full-time to part-time, which can be undertaken at any time prior to submission of the thesis.

International students studying on a Tier 4 student visa should note that it may not always be possible to support a 'phased return', due to the additional requirements of immigration regulations (see below).

Students who receive financial support to undertake their research degree, i.e. those funded by Research Councils or by an employer or overseas government, should notify their sponsor when applying for a leave of absence.

## Leave of Absence for International Students

In addition to the above guidance, international students who are studying in the UK subject to immigration regulations (e.g. those on a Tier 4 student visa) should note that they must be fully registered and attending in order to meet the requirements of their student visa. International students considering applying for a leave of absence must first use the leave of absence self-help tool which will provide information on the immigration implications of their request, including whether or not it will require reporting to the UKVI. Any outstanding queries should be addressed to the International Student Support Team: [www.sheffield.ac.uk/ssid/international/email](http://www.sheffield.ac.uk/ssid/international/email). Please note that retrospective leaves of absence cannot be approved.

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

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

## Student pregnancy

Students who are pregnant, or whose partners are pregnant, can apply for a period of leave of absence. As a result of the Equality Act 2010, the University has developed a Student Pregnancy and Maternity Policy, which is available from [www.shef.ac.uk/ssid/student/pregnancy](http://www.shef.ac.uk/ssid/student/pregnancy), along with advice pages aimed at both students and staff.

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

The majority of postgraduate research scholarship holders will be entitled to a payment during a period of maternity leave. PGR students who do not have access to sponsor or statutory maternity pay may be eligible for a one-off support payment from the University. Please contact Research Services for further information.

## Time limits

### Time limits for thesis submission

Every higher degree by research has a normal and a maximum period of registration (for a list of registration periods, see: [www.shef.ac.uk/ris/pgr/code/reg-period](http://www.shef.ac.uk/ris/pgr/code/reg-period))

Postgraduate research students are required to register and pay tuition fees for the duration of the normal period of registration for their degree programme and, wherever possible, should aim to complete and submit their thesis within that period. For a full-time PhD the normal period of registration is 3 years.

The maximum period of registration is the absolute time limit for submission of the thesis (for a full-time PhD this is 4 years). The expectation is that all PGRs should submit their thesis within their time limit. A continuation fee is charged between the end of the normal and maximum registration periods. During this period students should normally only be completing the writing of their thesis and should not be undertaking any further research.

The thesis submitted for examination should represent research that may reasonably be expected of a capable and diligent student during the standard period of study. It is therefore essential that projects are undertaken which can be fully completed in the registration period. This includes necessary training, preparatory work, actual research and writing of a thesis and submission.

### Extension of a student's registration period (time limit)

The expectation is that all PGRs should submit their thesis within their time limit. This expectation should be clearly understood by students and departments from the very beginning of their studies, so that the student's research is planned accordingly to ensure timely submission. If a student reaches their time limit and has not yet submitted, their registration status will automatically lapse and they may be withdrawn from the University and not be permitted to submit their thesis. A student may apply for an extension to their time limit, but time limit extensions are only granted in very exceptional circumstances. Under no circumstances should a student be led to believe that the granting of an extension to their time limit is a formality.

In order to apply for an extension a student must complete the Time Limit Extension (PGR) form and the application will be considered on its merits by the student's department and then the appropriate faculty. The student must clearly state the reason why they have failed to submit on time and demonstrate how they would use the requested extension period effectively in order to complete the writing of their thesis and submit by the revised deadline. Students should

provide this information as a Gantt chart to illustrate the schedule of work to be undertaken. The student's department must decide whether or not they wish to support the student's application and must state the reasons for their decision on the form.

All extension applications must be considered by the appropriate faculty, who may support or reject the application. If the application is rejected, it will be forwarded to the Vice-President for Research & Innovation, or his/her delegated authority, for consideration. The Vice-President may uphold or overrule the faculty's decision. If an extension application is rejected by both the faculty and the Vice-President, the student will not be permitted to continue his/her degree after their current time limit expires and will be withdrawn unless they submit before their deadline.

Any application to extend a time limit must be submitted before the student's time limit expires in order to allow time for it to be considered by the faculty and processed (which may take up to 2 weeks). Students who do not submit an extension request before their time limit expires may lose access to University facilities or may even be withdrawn from the University. If a student is granted a final extension, this will be indicated on the form. If the student does not submit their thesis by the end of their final extension period they will automatically be withdrawn and will not be permitted to submit their thesis after this date.

Extensions to time limits will not be considered for any purpose other than for the completion and submission of a student's thesis. The difficulties encountered by students who attempt to complete their thesis whilst undertaking full time employment are well known, but this is not considered an acceptable reason to approve an extension request. A request for an extension of time limit, beyond the original duration of the programme, should not be made if the request is only to allow the student more time to improve the standard of written English in the thesis.

Students should also take note of any impact an application for an extension may have on professional, disciplinary, or sponsor-related requirements that they may have and they should notify their sponsor if they apply for an extension.

A fee is payable for any period of extension that is granted beyond a student's initial time limit. The level of this fee is increased annually and details of the current year's fee are available at: [www.sheffield.ac.uk/ris/pgr/code/fees](http://www.sheffield.ac.uk/ris/pgr/code/fees). Extension fees will be loaded on a student's record when the extension request is approved and will then become immediately due for payment. It is not University policy to waive fees that have been incurred as a result of an extension to a student's registration period, as the ability to forward plan and manage one's own time are considered important qualities of doctoral researchers.

### Extensions for International Students

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

## Academic Technology Approval Scheme (ATAS)

If a student's time limit is extended by more than 3 months, and they are studying a course that requires ATAS, they will need to submit a new application for ATAS clearance. This now affects the majority of students who are subject to immigration regulations, and not just those with a Tier 4 visa. Therefore, although students in a non-Tier 4 visa category that is subject to the ATAS requirement may not need an ATAS certificate for their visa application, they will need to apply for clearance for the purposes of their time limit extension. Non-EU/EEA students with a Tier 4 visa who wish to extend their Leave to Remain as a student in the UK for some research degrees will require ATAS clearance before they apply to extend their visa. Visa applications made without valid ATAS clearance will be refused. Students who require ATAS clearance will need to ask their supervisor for a summary which confirms details about their research, which can be used to make an online application.

Students should contact the International Student Support Team for further information and guidance on the implications of applying for an extension, or refer to the aforementioned SSiD web pages for international students.

Further information on ATAS, including a list of the subject areas for which it is required, is available at: [www.shef.ac.uk/ssid/international/immigration/atas](http://www.shef.ac.uk/ssid/international/immigration/atas).

## Withdrawal from the University

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

Completed forms should be submitted to Research Services as soon as possible. Until a formal notification of withdrawal is received and processed by Research Services the student is still liable for payment of outstanding tuition or tuition-related fees up to the date of withdrawal. Please note that retrospective withdrawals or transfers cannot be backdated more than 30 days. If a student is transferring to another university, proof of acceptance at the other institution, e.g. a copy of an offer letter, should be submitted with the form. Any outstanding debts to the University will become payable once a student has left. Some students may also be eligible for a partial refund of tuition fees, depending on when they formally withdrew. Students will be notified by the University of any financial implications.

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

## Withdrawal of international students

International students should note that the University is required to report to the Home Office any Tier 4 visa holders who withdraw from the University, or transfer to another university. The Home Office will curtail a student's visa once a report of a withdrawal is made and the student should leave the UK.

Students are required to leave the UK within 60 days of their withdrawal from the University. Students transferring to another university should seek immigration advice from their new institution.

## Changes to personal details

All students must keep the University informed of any change to their personal details, especially addresses and email addresses. This is the responsibility of every student. Whilst most communications are sent via email, award letters and examiners' report forms are also sent by post. Details on how to change an address on-line are available at: [www.sheffield.ac.uk/ssid/record/pin](http://www.sheffield.ac.uk/ssid/record/pin)

Students must also check their University email accounts regularly to ensure that they do not miss important notifications from the University. Notification of a change in name can be made to the Student Services Information Desk (SSiD) upon presentation of original documentation proving the name change.

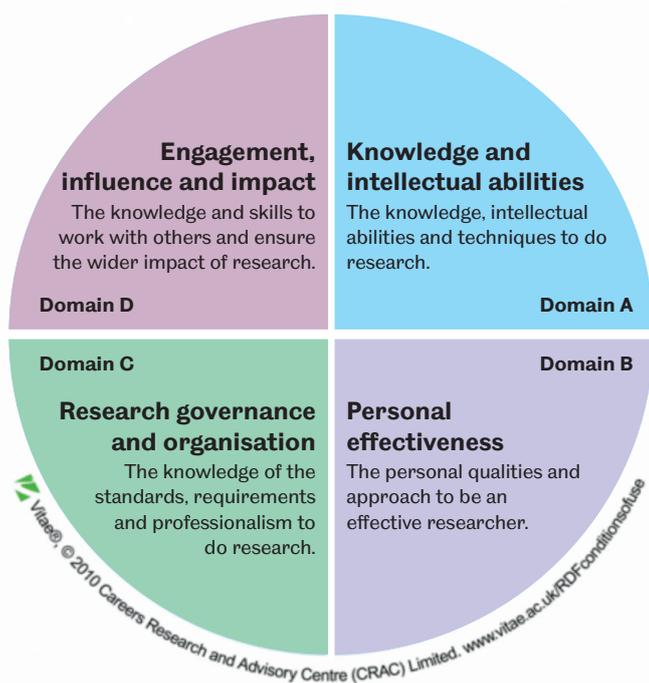
# Doctoral Development Programme (DDP)

## Introduction

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

The DDP is student-specific, designed to complement the individual research project and is agreed between the student and their supervisory team. The agreed training programme will cover the four key areas of Vitae's researcher development framework. These domains encompass what researchers need, to be effective in their research, when working with others, and in contributing to the wider society and environment.

- Knowledge and Intellectual Activities
- Personal Effectiveness
- Research Governance and Organisation
- Engagement, Influence and Impact



Visit the following link to understand more:  
<https://rdf.ris.shef.ac.uk>

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

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

DDP Portal: [www.shef.ac.uk/ris/pgr/ddportal](http://www.shef.ac.uk/ris/pgr/ddportal)

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

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

- PGRs significantly involved in an 'Excellence with Impact' bid, from the original submission through to the final judgement, attending several Q & A sessions, and writing 'impact statements' – which are now incorporated as a standard activity in the Thesis Proposal DDP module;
- PGRs active in public engagement activities, including presentations, exhibitions and projects;
- PGRs co-presenting with staff at international conferences; PGRs joining departmental research clusters where they are encouraged to present data, or host journal discussions, and be external speakers;
- PGRs organising, chairing and hosting a conference for their fellow students, enabling them to showcase their research and network with students and staff;
- Delivering high quality journal publications and presenting at international conferences is enshrined into the student progression procedures.
- PGRs undertake Placement module to gain valuable skills and experience (see 'Placements' on page 36 for further details).

## PGR Faculty Forums

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

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

Further information can be found at the following website: <http://goo.gl/HEeaA2>

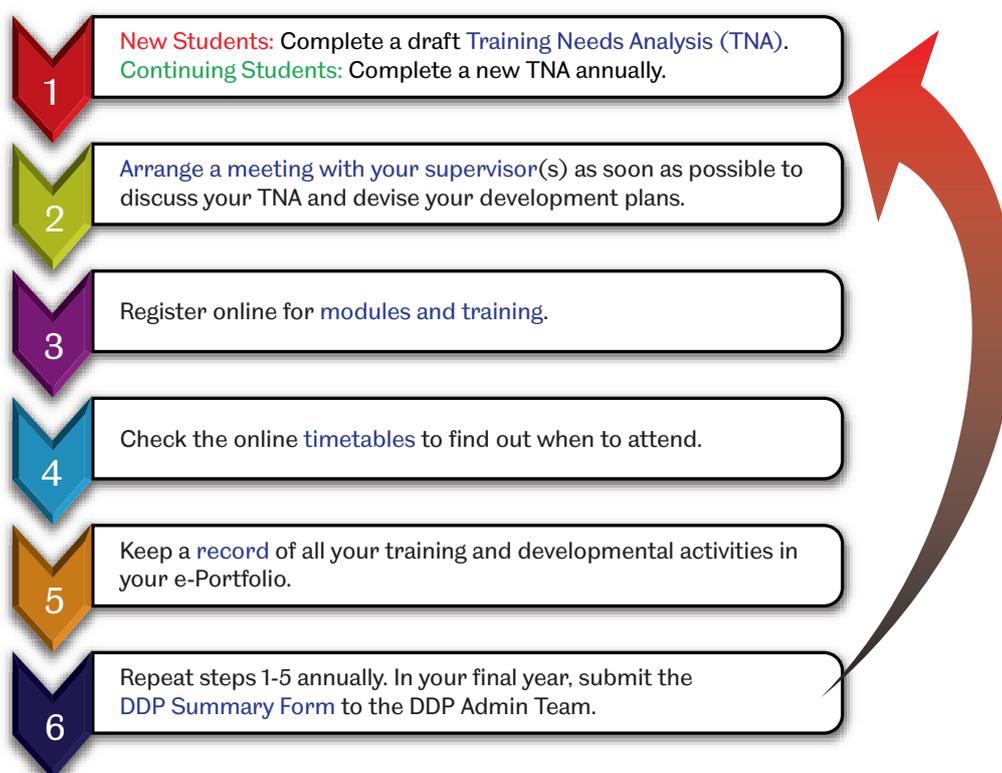
## Doctoral Development Programme: Key Actions

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

1. The Training Needs Analysis (TNA) is sent as a web link to the student prior to registration. The student completes a first draft of the TNA, prints it and takes it to their first supervisory meeting. This enables the student to conduct a self-reflective assessment of their training needs.
2. At their first supervisory team meeting, the student's draft TNA is discussed. Modifications are made to it as necessary and an initial development plan agreed. In conjunction with their supervisory team, the student agrees on the formal DDP review stages. These are a reflective review at three months after registration (with additional review by the departmental PG Tutor), at the point of Confirmation Review (usually around 12 months after registration) and subsequently annually. However, it is recommended that discussion over progress through the development plan take place regularly at formal supervisory meetings. At the stage of thesis submission, the supervisor is required to confirm the student's successful completion of the DDP.
3. To achieve training, students can select modules or skills training units available within the University, as well as accrue relevant experiences that are not formally taught or that are gained outside the University. Arrangement for attendance of any training module or skills unit is the responsibility of the student even though their selection is in consultation with the supervisory team. Students need to ensure that they register for taught modules via the DDP Portal. Students are expected to keep a record of their training in their e-portfolio.
4. Students arriving at the beginning of the academic year are required to attend the Doctoral Academy Induction Session for new doctoral researchers in the Octagon Centre on Tuesday 26th September 2017 at 9.30 am. They must attend this session even if they have not yet been able to meet with their supervisory team.

Further information is detailed on the DDP Portal:  
[www.sheffield.ac.uk/ris/pgr/ddportal/home](http://www.sheffield.ac.uk/ris/pgr/ddportal/home)

## The Annual DDP Cycle



## Training Needs Analysis (TNA)

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

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

The TNA form can be downloaded from the DDP Portal.

## Development Plan

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

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

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

## Cross-Sessional Students

Those students registering after October must pay particular attention to the start date of training courses/modules that they will undertake. This may mean that they have to delay the start of some of the DDP training until the beginning of a future semester. See: <http://goo.gl/G0pK7J>

## Compulsory Research Ethics & Integrity Training

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

## Academic Technology Approval Scheme (ATAS)

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

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

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

## Demonstrating Development and Confirmation Review

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

When the student presents for Confirmation Review at 12 months, the second supervisor or Postgraduate/Personal Tutor is responsible for commenting on the student's training progress and formally signs off the e-Portfolio as part of the Confirmation Review process. The student is not allowed to have their doctoral status confirmed until agreed development needs have been met and there is a clear and credible development plan for the succeeding 2/3 years.

The second supervisor or Postgraduate/Personal Tutor also comments periodically on the student's development plan during formal supervisory meetings and they are required to sign a transcript of the e-Portfolio. In addition, they formally report on progress through the DDP annually by inclusion of a section in the Annual Progress Report. This report is also signed by the student.

## Monitoring and Assessment

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

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

## Evidencing the DDP: e-Portfolio

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

A student's e-Portfolio provides an excellent tool through which the student's skills and experiences can be showcased.

## Supervisory Responsibilities for the DDP

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

The constitution of the 'supervisory team' will vary across different faculties and departments. The model for each student however is likely to include:

The primary supervisor – Will be the academic lead for the student. In terms of the DDP, the primary supervisor will advise the student with regard to subject-specific knowledge and skills training required.

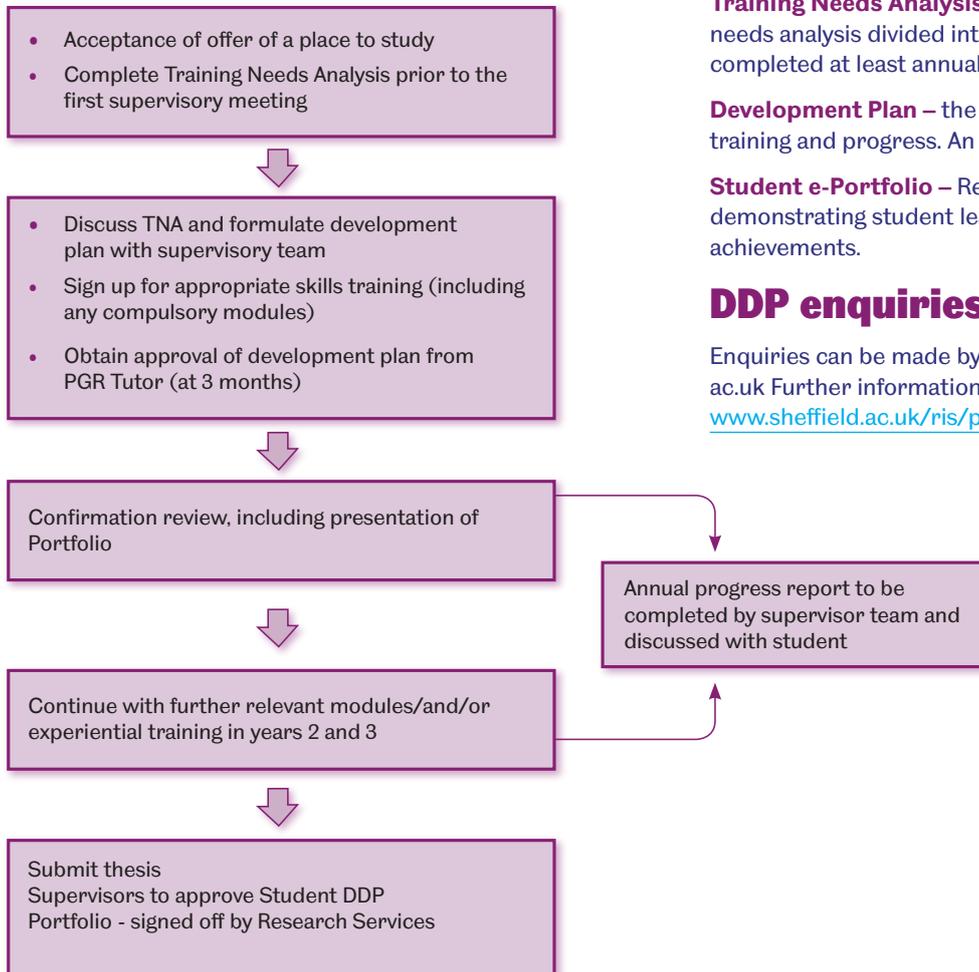
The second supervisor – Will take the overall lead on training and possibly pastoral matters. In some departments and faculties, this role may be undertaken by the Personal Tutor or PGR Tutor.

Under this model the second supervisor or Personal/PGR tutor will have the following responsibilities in relation to the DDP:

- Review of TNA and development plan
- Completion of DDP reports at monitoring points (Confirmation Review, annual progress reports, thesis submission)
- Agree the level of competency and skill to be acquired by the student;
- Review of student participation in the DDP as well as ongoing training needs.

Also refer to the DDP Portal for further information on the role of supervisor (and supervisory team) in the DDP.

## DDP Summary Process



## Glossary

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

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

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

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

## DDP enquiries:

Enquiries can be made by email to [ddpenquiries@sheffield.ac.uk](mailto:ddpenquiries@sheffield.ac.uk) Further information is detailed on the DDP Portal: [www.sheffield.ac.uk/ris/pgr/ddportal/home](http://www.sheffield.ac.uk/ris/pgr/ddportal/home)

# Supervision - responsibilities of the student, the supervisor and the department

## Ethical approval

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

[www.sheffield.ac.uk/ris/other/gov-ethics/ethicspolicy](http://www.sheffield.ac.uk/ris/other/gov-ethics/ethicspolicy)

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

## Good academic practice

The University has high expectations of its postgraduate research students. It is essential that the work students produce is their own and that it is properly referenced. It is essential that all students take the time to read and understand the University's guidance on the use of unfair means, which explains what this is and how to avoid it (see section '*Use of unfair means in the assessment process*' for further details). It is also essential that they familiarise themselves with the fundamental principles governing research and innovation practices and with the acceptable practices which the University expects to be upheld at all times throughout the research.

Further advice and guidance can be sought from supervisors or from the following web sites:

For guidance on the avoidance of use of unfair means:

[www.sheffield.ac.uk/ssid/exams/plagiarism](http://www.sheffield.ac.uk/ssid/exams/plagiarism)

For tips to help you avoid plagiarism see the 'researchers' section of the Information Skills Resource at:

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

For information on the University's Good Research & Innovation Practices Policy:

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

For essential information on Research Data Management:

[www.shef.ac.uk/library/rdm/index](http://www.shef.ac.uk/library/rdm/index)

## Research Data Management

The University's Policy on Good Research & Innovation Practice (GRIP) sets out how all researchers, including PGR students, should manage data generated by research projects. Research data are diverse and vary enormously between discipline areas, but broadly speaking, they are the evidence used to support or inform research conclusions.

All students must consider and plan for the data they will generate. This includes (but is not limited to) the creation, processing, analysis, preservation, access to and re-use of

their research data. Some funders, notably UK Research Councils, the EU and major UK charities, require research data underpinning publications, including student theses, to be made publicly available for re-use, after a period of privileged access for the researcher. A statement indicating where the underlying data can be found should be included in the publication. The University encourages all researchers, irrespective of funding source, to make their research data discoverable by recording details in its research data catalogue (ORDA) with a link to where it is stored. Find ORDA at: [www.sheffield.ac.uk/library/rdm/orda](http://www.sheffield.ac.uk/library/rdm/orda)

For information on Research Data Management:

[www.sheffield.ac.uk/library/rdm/index](http://www.sheffield.ac.uk/library/rdm/index)

For information on the University's Policy on Good Research & Innovation Practice:

[www.sheffield.ac.uk/ris/ethicsandintegrity](http://www.sheffield.ac.uk/ris/ethicsandintegrity)

## Policy and process for managing security-sensitive research

The UK Counter-Terrorism and Security Act 2015 imposes a duty on Universities to 'have due regard to the need to prevent people from being drawn into terrorism'. This requires the University to have policies and processes in place for staff or students working on sensitive or extremism-related research. The University is currently developing a Policy and Process for managing 'Security-Sensitive Research', which will be put forward for approval by the Senate in the autumn of 2017. The new policy will be communicated to staff and students once approved; in the meantime, further details can be found here: [www.sheffield.ac.uk/ris/other/gov-ethics/security-sensitive-research](http://www.sheffield.ac.uk/ris/other/gov-ethics/security-sensitive-research)

## Rights and responsibilities of students

All students of the University have a number of rights and responsibilities and should take the time to familiarise themselves with the University's expectations. Many of these are set out in Our Commitment ([www.sheffield.ac.uk/ssid/ourcommitment](http://www.sheffield.ac.uk/ssid/ourcommitment)).

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

In addition, the University has developed a Research Student Proposition: [www.shef.ac.uk/polopoly\\_fs/1.194478!/file/TUOS\\_Research\\_Student\\_Proposition.pdf](http://www.shef.ac.uk/polopoly_fs/1.194478!/file/TUOS_Research_Student_Proposition.pdf), which describes what research students can expect from the University, and vice versa.

## Student attendance monitoring

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

To help ensure that students make full use of the learning and research opportunities that are available, academic departments are required to monitor the attendance of students who are studying on campus throughout the year. Departments must also monitor contact points for students who are studying or working away from Sheffield as part of their degree studies. Departments are required to indicate to the University at 3 times per year, whether or not students are attending and engaging with their programmes of research. The monitoring is carried out using systems that have been developed by the University specifically to help departments identify and support students who are having difficulty with their study programme. Information about how individual departments carry out attendance monitoring and how they use this information should be included in departmental student handbooks.

If students are considered not to be attending or engaging appropriately, departments should consider what appropriate follow-up action is required to address their concerns. Further details on how to address progress issues is contained in the section 'Academic Progress'.

## Induction

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

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

### Essential practice

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

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

### Examples of existing good practice: induction

Consider the induction as a process rather than an event, providing students with information gradually over a period of time (e.g. via a series of introductory sessions/events) rather than overloading them with information in the first week

Provide students with a clear structure for their research, by supplying them with a set of progression milestones at the outset (including target dates for Confirmation Review and submission)

Help international students to settle in by:

- Organising an informal lunch to which PGRs are invited to bring foods typical of their home countries to share with others;
- Arranging for PGRs to undertake group activities (e.g. for an afternoon) designed to introduce them to their fellow students and to the city of Sheffield;
- Arranging opportunities (often involving existing PGRs) to discuss the cultural differences international students are likely to face, and to clarify the expectations of student and supervisor;
- A dedicated member of staff assigned to helping new overseas PGRs;
- An induction lecture for year 1 PGRs which also includes year 2 PGRs, to encourage them to reflect on the development of their research and generic skills (includes a short Careers Advice talk, aiming to actively encourage PGRs to be thinking about their career options during the early stages of their PhD);
- Where possible, PGRs have a student mentor for pastoral purposes;
- An international society set up to help with the orientation and integration of new international students into the department;
- Induction days run by the PGR Committee specifically for year 2 and year 3 PGRs to enable them to reflect on their experiences and progress in the previous year and review their Training Needs Analyses. The sessions also cover essential information concerning departmental and University expectations during the coming year;
- A session on 'You and your supervisor' for new PGRs run by the Director of Research on the expectations and goals of the student-supervisor roles.

### Desirable practice

- It is desirable for existing PGR students to be involved in the induction of new PGR students (e.g. through a 'buddy' system or an open question and answer session).
- An induction session specifically dealing with cultural issues for international students could be particularly helpful, especially if such sessions involved existing international PGR students rather than academic staff.

- It is helpful for new PGR students to be provided with an 'induction checklist' on which different aspects of the induction could be signed off when complete (the 3 month review meeting for the Doctoral Development Programme (DDP) could be used as an appropriate opportunity to check that all requirements have been met). This could be particularly useful for cross-sessional students, whose induction may not be as structured as those starting in September/October. Research Services provides an Induction Passport for Students and an Induction Checklist for Supervisors, both of which can be downloaded from [www.sheffield.ac.uk/ris/pgr/code/forms](http://www.sheffield.ac.uk/ris/pgr/code/forms)

## Physical, social and research environment

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

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

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

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

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

### Examples of existing good practice: physical, social and research environment

- A series of 'Masterclasses' for PGRs, at which members of academic staff in the department present and discuss their own research;
- A PGR student society with weekly 'coffee and cakes' meetings;
- Discussion and/or reading groups for PGR students;
- An online journal, run by PGRs with support from staff, in which students can gain experience of publishing and editing papers;
- An online journal is peer reviewed;
- Lunchtime PGR lecture series with speakers organised by PGRs themselves;
- Annual or bi-annual PGR conferences or poster days, at which PGRs present work and/or receive training, and can meet and socialise with peers and academic staff;
- Encouraging PGRs to attend external research conferences;
- Online spaces or Facebook communities for PGR students;
- A regular PGR forum at which PGR students have an opportunity to put questions to relevant staff (e.g. PGR Tutor);
- Funding an annual lunch for all PGRs, on the proviso that students provide the department with feedback on their student experience;
- Putting international PGR students in contact with other PGRs from their home country;
- An open door culture in which academic members of staff welcome requests for advice or support from PGR students whom they do not supervise;
- Aiming to ensure that on days when part-time students visit, other events are taking place that enable them to socialise/interact with peers (e.g. a reading group and informal social event);
- Regular departmental PGR newsletters;
- Holding live online research group meetings to enable those based away from Sheffield to participate;
- Encouraging PGR students to take the initiative in arranging activities/speakers for a PGR forum or conference;
- An inclusive culture in which PGR students are welcome to attend departmental staff meetings and research away days, have access to common rooms and telephone, printing and photocopying facilities;
- A research support fund to enable attendance at external conferences;
- Podcasting research seminars for the benefit of part-time and distance learning students;
- Individual web pages for each PGR;
- A mandatory monthly 'Discussion Forum' which encourages PGRs to discuss and debate scientific issues in an informal environment;
- Two PGRs (one home, one international) manage the Graduate School reception, providing guidance to new PGRs, and liaising with the administrator/director regarding any issues;
- A staff room is shared with PGRs, so students can meet informally with academic staff;
- A Student Experience Officer is appointed to improve interaction between staff and students.

## Supervision

### Essential practice

All postgraduate research students should be allocated a supervisory team comprised of at least two members of staff, one or more of whom will be a member of academic staff of the University, who will support them through their academic and development programme. Usually, the primary supervisor will be the academic lead and the second supervisor will support the student in the Doctoral Development Programme (also see section on 'Doctoral Development Programme').

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

It is acceptable for more than one 'model' of supervision to be used within the same department, and specific arrangements for supervision should be agreed according

to students' needs, provided they fall within the minimum expectations outlined above.

For MD and DDSc candidates based away from the Sheffield Teaching Hospitals NHS Trust, an additional supervisor should also be appointed.

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

The Head of Department is responsible for assigning academic staff workload, including deciding the maximum number of research students that any one member of academic staff can supervise. It is acceptable for some supervisors to exceptionally take on more than 6 FTE students, providing this is taken into account in the individual's overall workload and is agreed by the Head of Department (bearing in mind duty of care to staff).

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

### Examples of existing good practice: supervision

The supervision models shown below offer a flavour of the models currently in use across the University:

#### Model 1: known as the 'troika'

Primary supervisor: academic lead

Secondary supervisor: support for the DDP, additional academic support/guidance

1 independent member of academic staff: involved in progress reviews and Confirmation Review only

Wider supervisory team includes: Director of Graduate Studies and Head of Department

#### Model 2:

Primary Supervisor: academic lead

Secondary Supervisor: support for the DDP, additional academic support/guidance

Advisor: provides pastoral support and acts as a 'critical friend' to PGR student

#### Model 3:

Primary Supervisor: academic lead

Secondary Supervisor: support for the DDP, additional academic support/guidance

Research cluster: acts as an extension of the supervisory team and provides student with access to a wider range of perspectives

PGR Tutor: available for pastoral support

#### Model 4:

Primary Supervisor: academic lead

Secondary Supervisor: support for the DDP, complementary expertise to provide additional academic support/guidance

PGR Tutor: available for pastoral support

Director of PGR: available for escalation of academic issues

Wider supervisory team also includes Head of Department

## Supervisory meetings: frequency and record keeping

### Essential practice

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

[www.sheffield.ac.uk/ris/pgr/code/forms](http://www.sheffield.ac.uk/ris/pgr/code/forms)

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

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

It is expected that supervision should continue throughout the different stages of the degree, including when the student is writing up their thesis and undertaking any corrections, e.g. during a resubmission year, although the nature and frequency of supervision may vary during the different stages.

### Desirable practice

It is helpful for each supervisory team to arrange an agreed repository for records of student-supervisor meetings, accessible by all members of the team.

### Examples of existing good practice: record keeping

- Encourage students and supervisors to make a record of their formal meetings an integral part of the meeting itself, which both parties sign at the end of the meeting to confirm they both agree with the record.
- The department's PGR secretary (or equivalent) maintains or monitors a central repository for records of student-supervisor meetings and follows this up if records aren't provided regularly. Ideally, records of supervisory meetings should be recorded and stored online.
- Records of supervisory meetings are made available for review at key progress monitoring points within the department, to enable the department to take a holistic view of the student's progress and ensure that meetings are regularly occurring.

## Policy on making audio recordings of supervisory sessions

The University has developed the following policy on the audio recording of supervisory meetings by students, which permits the recording of supervisory meetings in exceptional circumstances where there is consent by both parties (student and supervisor).

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

## Alternative supervisory arrangements (when a supervisor is absent)

Should a supervisor be absent from the University for more than the length of time between two supervisory meetings, then the department must make alternative arrangements for the student(s) affected. These may be temporary or permanent, depending on the specific circumstances. These issues should be managed on a case by case basis.

## Personal and pastoral support for research students

### Arrangements for providing personal and pastoral support

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

- all doctoral research students should have a named tutor identified to provide personal and pastoral support, who is not connected with the student's research project;
- arrangements within the department for personal and pastoral tutoring and what the doctoral research student can expect from this, should be outlined at inductions and be explained in the department's PGR handbook;

- these arrangements should include details of other services available for students to access - such as the counselling service, TUoS' Nightline, the Multi-Faith Chaplaincy, Central Welfare & Guidance, International Student Support, the University Health Service;
- all doctoral research students should be invited to an introduction meeting with their personal tutor within four weeks of their arrival to study their doctoral degree (pro rata for part-time students, and agreed Skype arrangements for distance learners). There should then be one follow-up meeting per semester, with a record maintained of these meeting;
- the confidentiality of provision should be assured, except in disciplinary or other serious cases, when this should be made clear to the individual;
- any issues should be identified and resolved at an early stage - the PGR Director or equivalent could take responsibility for ensuring this happens;
- the department should provide the option, wherever possible, for students to speak to a female member of staff regarding issues they do not feel comfortable discussing with their male personal tutor;
- departments should consider providing a 'buddy' scheme for their doctoral research students, and a postgraduate society, in supporting personal and pastoral provision;
- departments should make use of training to be provided to help personal tutors recognise and effectively deal with mental health issues of their students.

More information on personal and pastoral tutorial support for PGRs is available at:

<https://www.sheffield.ac.uk/ris/pgr-support/personal-tutor> and  
<https://www.sheffield.ac.uk/ris/pgr-support/personal-pastoral>

## Responsibilities of the student

### General

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

### Induction

- The student must ensure that he/she has read, understood and complies with the University's policies, procedures and regulations, which are set out in the University's Code of Practice for Research Degree Programmes and the University's Regulations.
- In the early stages of the research the student should discuss with the supervisor the type of guidance believed to be most helpful and the training which may be required, in order to clarify both the needs and aims of the research. The student should work with the supervisor to identify

### Examples of existing good practice: continuity of supervision

- Ensuring that secondary supervisors are actively involved in the supervision process (i.e. they meet the student regularly, if not frequently, and are provided with copies of the records of meeting they do not attend) so that they are able to take over primary supervision duties either temporarily or permanently (if appropriate) when the primary supervisor is unavailable.
- The expectation that supervisors continue to supervise whilst on study leave (e.g. by making use of email, phone and Skype when away from Sheffield).
- The circulation of a study leave timetable to academic staff a year in advance, allowing staff time to prepare for their own absences, and negotiate replacement supervisors if they do not wish to continue with supervision duties.
- Arranging a period of overlap where a replacement supervisor will be taking over from one who is leaving, or where a supervisor is returning from long-term sick leave, during which time both supervisors attend meetings with the student to ensure a coordinated handover.
- Arranging to 'buy back' the time of a supervisor who is leaving, so they can continue supervising students who are nearing completion.
- Effective supervision is a prominent criterion in discussing promotions, with success in supervision seen as a major part of the Staff Review and Development Scheme process.

and select strategies to meet these needs and aims. This will require undertaking a Training Needs Analysis.

- The student should work with the supervisor to establish an effective supervisory relationship, tackling the research with a positive commitment, and taking full advantage of the resources and facilities offered by the academic environment.
- The student should reach an agreement with the supervisor on the record keeping of supervisory meetings. Both the student and supervisor should keep copies of the written or electronic record.
- The student should discuss any financial arrangements in connection with their work with their supervisor and ensure that these are carried out in accordance with the University's Financial Directives.
- The student should check his/her University email account on a regular basis, so as not to miss important messages.

Note: An Induction Passport is available to all new research students on arrival at the University. It provides helpful advice and information about University events and procedures. See: [www.sheffield.ac.uk/ris/pgr/code/forms](http://www.sheffield.ac.uk/ris/pgr/code/forms)

## Supervision

- The student should agree with the supervisor to have regular meetings, which should take place at least every four to six weeks, and to attend supervisory sessions in accordance with the agreed schedule.
- The student should work with the supervisor to establish and maintain a satisfactory timetable for the research leading to Confirmation Review and submission of the final thesis within the specified time limits. The student should, by the end of the first year (or second year for part-time students) have defined the area of research, become acquainted with the background knowledge required and the relevant literature, and have established a provisional timetable for conducting the research and writing the thesis. Confirmation Review should have taken place and students should also have made satisfactory progress in the Doctoral Development Programme.
- The student should submit written work to the supervisor regularly and in good time, in accordance with the agreed timetable. This work should be word-processed, not handwritten.
- The student should take note of guidance and feedback offered by the supervisor.
- The student should discuss any problems, e.g. access to data, information, facilities, equipment or supervisory relationship with the supervisor at the time, since the early identification and resolution of problems can prevent difficulties later on. If the student feels unable to raise the problem with the supervisor, then the student's Personal Tutor, Head of Department or Postgraduate Tutor should be consulted. If, for any reason, this is not felt to be possible, the student should contact Research Services for advice. Further advice and support is also available from the Advice Centre in the Students' Union.
- The student must attend regularly and must agree in advance with the supervisor any period(s) of absence from the University and seek appropriate permission.

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

## Academic progress

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

## The final stages

- The student should familiarise him/herself with the regulations and procedures for the submission and examination of their thesis.
- Prior to submission the student should provide the supervisor with the opportunity to see a draft of the complete thesis. Supervisors have many commitments on their time so it is essential that the student takes into

account their supervisor's schedule and workload and allows their supervisor sufficient time to be able to read and provide comments on the thesis and for any amendments to be made prior to the submission deadline. This requires advance planning and should not be left until the last minute.

- The decision to submit rests with the student, and whilst the student should take due account of his/her supervisor's opinion, it must be stressed that, at this stage, it is advisory only.

## Ten top tips for new research students

1. Discuss your expectations with your supervisor and discuss their expectations of you. *Being a research student will be a very different experience to being a taught student, or working, and all supervisors work in different ways.*
2. Undertake a Training Needs Analysis with your supervisor to ensure you choose the appropriate Doctoral Development Programme (DDP) modules to help you achieve your goals for the next 12 months. *Have a positive attitude to this training and it can be worth its weight in gold.*
3. Agree with your supervisor the frequency of your formal supervisory progress meetings. *Not the everyday chats, but the meetings at which you will discuss your progress, the problems you have faced, and set the objectives to be reached before the next meeting.*
4. Agree with your supervisor who will complete the record of your formal supervisory progress meetings, you or them. It is recommended that you do it and provide your supervisor with a copy. *This will ensure no misunderstandings have occurred.*
5. Agree during your induction a target date for you to undertake your Confirmation Review and a target date for the submission of your thesis. *If you ever feel like your deadlines are slipping, speak to your supervisor immediately. Timely submission of your thesis is very important.*
6. Expect the unexpected. *It is very rare that research runs smoothly and produces the exact results expected. Have a flexible approach.*
7. Ask questions and ask for support when you need it. *Never feel like you are on your own.*
8. Keep your publications to hand, especially the Code of Practice for Research Degree Programmes. *This will provide you with vital information as you progress.*
9. Help us to keep spreading good practice and making improvements wherever possible. *Tell us about your experiences, complete questionnaires and take part in focus groups.*
10. Enjoy the ride... it's a little like a roller coaster with highs and lows, but the achievement at the end is well worth the hard work.

## Responsibilities of the supervisor

### Induction

- At the outset of the research, the supervisor should explore in detail the student's academic background

in order to identify any areas in which further training, including language training, is required. In particular, the supervisor should advise the student in the choice of subject-specific knowledge and skills training required. Supervisors should be aware of the particular difficulties which may face international students who may in the early stages require more frequent contact and advice.

- The supervisor will give guidance on the nature of the research and the standard expected; the selection of a research programme and the topic to be covered; the planning and timing of the successive stages of the research programme; literature and sources; research methods and instrumental techniques; attendance at appropriate courses; avoidance of plagiarism and respect for copyright.
- The supervisor should ensure that they have a thorough understanding of the DDP and its benefits, in order to ensure students make the most appropriate choice of units.
- The supervisor should ensure that the student has a clear understanding, in general terms, of the main aspects of postgraduate research: the concept of originality; the different kinds of research; the form and structure of the thesis (including the appropriate forms of referencing); the necessary standards to be achieved; the importance of planning and time management; the procedures for monitoring and reporting progress.
- The supervisor should ensure that the student is aware of the University's Good Research & Innovation Practices (GRIP) Policy. In addition, the supervisor should ensure that the student has a clear understanding in general terms of 'research ethics', where this is relevant (i.e. if they are undertaking research that involves contact with human participants and/or with human data and/or human tissue) and a clear understanding of 'research governance', where this is relevant. The GRIP Policy and guidance on research ethics and governance are available at: [www.sheffield.ac.uk/ris/other/gov-ethics/ethicspolicy](http://www.sheffield.ac.uk/ris/other/gov-ethics/ethicspolicy)
- The supervisor should work with the student to establish an effective supervisory relationship, thereby supporting the student. This should include an agreement on the frequency of progress meetings and the arrangements for keeping records (e.g. written or electronic).
- The supervisor should set a target date for Confirmation Review and a target submission date at induction to ensure that all parties acknowledge the length of time available for each stage of the project.

Note: An Induction Checklist for Supervisors of new research students is available at the start of each academic year. This checklist provides advice on procedures to be followed when dealing with new research students and complements the Induction Passport available to the students.

See: [www.sheffield.ac.uk/ris/pgnr/code/forms](http://www.sheffield.ac.uk/ris/pgnr/code/forms)

## Supervision

- The supervisor should ensure that the research project can be completed fully, including preparation and submission of the thesis, within the student's original time limit, and should advise the student accordingly.
- The supervisor must ensure that a clear agreement is made with the student on the frequency and nature of the supervisory contact required at any particular stage of the project. Supervisory sessions should be uninterrupted

as far as possible by telephone calls, personal callers and departmental business. The frequency of such sessions for full-time students should be every four to six weeks as a minimum (pro-rata for part-time); the frequency may depend on the nature of the research (e.g. whether laboratory work is involved) and the particular research project. The length of sessions will also vary, from student to student, across time and between disciplines.

- The supervisor should comply with the attendance monitoring requirements of the department/University and notify their department at an early stage if any student's attendance gives cause for concern.
- Written or electronic records of supervisory sessions should be kept by both the student and supervisor.
- Both the supervisor and student should keep any relevant or significant correspondence, including emails, that relate to the student's degree (this is especially relevant to students registered on the Remote Location programme who are effectively studying via distance learning).
- The student and supervisor must have an agreed procedure for dealing with urgent problems (e.g. by telephone, e-mail and/or the arrangement of additional meetings at short notice).
- The supervisor should, in discussion with the student, establish and maintain a satisfactory timetable for the research, including the necessary completion dates for each stage, so that the thesis may be submitted within the time limit. This planning should take into account the requirements of the relevant funding body in relation to submission.
- The supervisor should read promptly all the written work submitted in accordance with the agreed timetable and provide constructive and timely feedback. The supervisor should advise the student of any obstacles to providing timely feedback, e.g. periods of time away from the University, particularly when the student is approaching submission.
- The supervisor should arrange as appropriate (in many departments it is a requirement) for the student to present work to staff or research student seminars and should take an active part in introducing the student to meetings of learned societies and to other researchers in the field. The supervisor should provide advice, where appropriate, on publication of any of the research.
- The supervisor should advise the student well in advance of any planned periods of absence from the University. If the period of absence is significant (more than the length of time between supervisory meetings), the supervisor should ensure that appropriate arrangements for alternative supervision are made and that the student is informed of them.
- The supervisor should take note of feedback from the student.

## Academic progress

- The supervisor should ensure that the student is informed of any inadequacy of standards of work below that generally expected from research students and should suggest remedial action, or training, as appropriate.

- The supervisor will be required by both the University and external funders or sponsors to provide a detailed written record of the student's progress and should ensure that all departmental and/or faculty or sponsor requirements concerning the submission of progress reports are complied with. In particular it is essential that the Annual Progress Report is completed within the specified timescale. The supervisor should discuss the completion of the Annual Progress Report with the student and it is essential that the student acknowledges that s/he has seen and understood the contents of the completed report.

## The final stages

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

## Ten top tips for research supervisors

1. Discuss expectations – yours and the student's... *remember this may have been the first time they have worked independently, or they may be returning to study from the workplace which would give them a very different view point.*
2. Set target dates for Confirmation Review and thesis submission, in writing, at induction, so the student has a clear message about what is expected of them. *Timely submission is a priority; the research plan should not be allowed to slip.*
3. Agree the frequency of formal supervisory meetings (every 4-6 weeks as a minimum for a full time student) and who will record the meetings. *It is recommended the student records the meeting and provides the supervisor with a copy to ensure no misunderstandings have occurred.*
4. Undertake a Training Needs Analysis annually with the student to ensure they receive the maximum benefits from the DDP to achieve their goals for that year of study.
5. Be positive about the DDP. *Evidence suggests that students' feelings towards the DDP directly reflect those portrayed by their supervisors.*
6. At supervisory meetings, discuss progress to date, problems experienced, and agree objectives to be achieved by the next meeting. *Provide constructive criticism and feedback to keep the student on target.*
7. Ensure the research does not "grow" to the extent it is too large to allow submission within the time limit.
8. Ensure that Annual Progress Reports, and any other required progress reports, e.g. for sponsors, are completed on time and returned to Research & Innovation Services. *Consider increasing the departmental progress reporting during year four to closely monitor progress towards submission.*
9. Nominate examiners before the student submits, to avoid delaying the viva process..
10. Offer a mock viva and guidance on the oral examination.

If you have any doubts or worries about your student's progress or ability, contact Research Services to discuss your options.

## Responsibilities of the department

- Each department should have a Postgraduate Tutor (or equivalent) responsible for co-ordinating postgraduate research within the department. The Postgraduate Tutor's role should be formalised to support students and supervisors, as well as developing policy and liaising with faculty. Many larger departments also have graduate affairs committees, and this is considered good practice. The department should ensure that all students are aware of the contact details and responsibilities of their Postgraduate Tutor and any other support staff at induction.
- The department should provide all research students with an appropriately constituted supervisory team, in accordance with the University's requirements.
- The department should provide new research students with the details of a contact (usually the supervisor) who will meet them on their arrival at the University.
- The department should ensure that supervisors receive the training and support necessary to undertake effective supervision, including being made aware of relevant policies and regulations. This support might include teaching relief or adjustment of other responsibilities.
- The department should provide supervisors with a simple form to record supervisory progress meetings.
- The department should ensure that training courses for new supervisors are provided, either within the department/faculty or by an external source.
- The department should provide all new students with written information on: current research areas of staff and research students in the department; available facilities (for example, office space, equipment, computers, telephones, postage, transport) and students' entitlement to make use of them; departmental personnel (including clerical, technical and administrative staff), procedures and services relevant to their study; out of hours access; guidelines on the expected frequency of contact between student and supervisor and length of formal supervisory

sessions; departmental procedures for monitoring progress and Confirmation Review; details of postgraduate representatives on departmental committees.

- The department should maintain a file for each student, which should contain relevant information on the student's academic progress, e.g. supervisory meeting notes and formal assessments of progress, as well as information relating to the student's academic and personal and professional skills development.
- It is a requirement that the department should make arrangements for the provision of alternative supervision if the supervisor is absent (for more than the length of time between supervisory meetings) or leaves the University and should inform Research Services of the new arrangements at the earliest opportunity.
- The department should ensure that procedures are in place to monitor the attendance and engagement of all students, in order to comply with the University's Student Attendance Monitoring Policy and government requirements in respect of international students.
- The department must ensure that students have adequate facilities with which to pursue their research effectively. Departments should aim to provide facilities appropriate to the research to be undertaken. Requirements will vary between departments and different types of research or stages of the research degree. Alternative arrangements should be made when equipment breaks down or when there is a shortage of specialised equipment, in order to minimise the delay to the student.
- The department must ensure that students are aware of the relevant Health and Safety regulations.
- The department should ensure that it has transparent written procedures for the Confirmation Review process that are provided to students at induction and that Confirmation Reviews take place within the first year of a student's registration.
- The department must ensure that students undertaking teaching duties receive appropriate induction and support, and that they are given adequate instruction in the use of teaching equipment. Teaching and other duties to be undertaken by students should be specified in writing in advance, including the rate of pay and the number of hours to be undertaken (see the section '*Working hours, holidays and employment*').
- The department should provide information on new procedures relating to research degree programmes and opportunities to spread good practice, e.g. via an annual seminar or forum for all supervisors, experienced and new, as part of their Continuing Professional Development programme for research supervisors.
- Where complaints are made about the quality of supervision these should be raised with the supervisors concerned and responded to appropriately, in line with the University's complaints procedure. Depending on the circumstances, it may be considered appropriate to appoint an additional or replacement supervisor, but this decision normally rests with the Head of Department.
- Where numbers of research students are low, departments should investigate ways of providing inter- departmental/ faculty social and networking opportunities for students.

- Departments that do not currently run a mentoring scheme for new students should investigate whether such a scheme would be appropriate for their students.

## Supervisor Training

Departments commonly operate a system whereby a new supervisor will be paired with an experienced supervisor in some way (e.g. they initially take on secondary supervision duties before progressing to primary supervision, or they are provided with an experienced mentor). In addition, many departments provide informal opportunities for supervisors to meet and share practice, for example, at staff meetings, research away-days or progression events.

### Examples of existing good practice: **supervisor training**

- An annual supervisor workshop or meeting held the start of each academic year in order to update supervisors on new developments, policies or procedures that they need to be aware of (and the circulation of notes from the meeting to colleagues who are unable to attend).
- A system of assigning 2 advisors to each student, who complement the role of the supervisor by providing scientific advice and pastoral support, but also play an important role in facilitating the sharing of good practice in supervision; the system also allows the department to gain information about the quality of supervision taking place in the department (i.e. a peer review process).
- Open and collegial staff development sessions (or 'teaching circles') held throughout the year at which staff can raise and debate real issues, share practice and learn from more experienced colleagues; these may address particular issues such as preparing students for the viva, or choosing examiners.
- Informal lunchtime training sessions for staff on key issues such as good supervisory practice.
- Formal supervisor training sessions organised in collaboration with Research Services, on issues such as supporting part-time and international students, and managing students' expectations.
- Inviting PGR students to speak to supervisors about their own experiences of being supervised at an informal staff development session.
- Pro-active support and development for early career staff to move towards undertaking supervision.
- Supervisor training sessions to promote PGR matters, e.g. 'how to get a PhD student', and guidelines/recommendations for the qualities required of members of supervisory teams.

## Change of supervisor

If serious conflicts arise between the supervisor and student which cannot be resolved, either the student or the supervisor may refer the matter to the Postgraduate Tutor or the Head of Department. If it is considered to be appropriate, feasible, and in the best interests of all parties, the student may be assigned to a different supervisor or an additional supervisor may be appointed. This decision rests with the academic department, but the department must be able to explain the reasons for its decision in the event that the student complains or appeals.

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

## Conflicts of interest in postgraduate supervision

There have been instances where members of academic staff supervise postgraduate students with whom they have personal relationships (e.g. spouse, partner). In these circumstances there are real or perceived conflicts of interest, including decisions on academic progress. Human Resources has issued guidelines on "Personal relationships and conflicts of interest in the workplace" (see [www.sheffield.ac.uk/hr/guidance/contracts/conflictsofinterest](http://www.sheffield.ac.uk/hr/guidance/contracts/conflictsofinterest)). Whilst these provide a useful regulatory framework, the supervisor-research student relationship is unique because of the length of the programme (up to 8 years), the amount of contact time required and the stringent nature of the assessments required before submission for a higher degree. Therefore, the following guidelines have been developed to be applied specifically to postgraduate student supervision. These guidelines have been approved by the Senate.

1. In all cases where a real or perceived conflict of interest in postgraduate research supervision exists or develops, the academic member of staff involved should declare this at the earliest opportunity to the relevant Head of Department and Postgraduate Tutor. If a conflict of interest is deemed to exist, the member of staff should withdraw from supervising that student and every effort should be made to find alternative supervisors.
2. If the academic member of staff concerned considers that withdrawal from supervision is impossible or undesirable, a written case should be made detailing the relationships involved and the attempts made to find an alternative supervisor. A final decision will be made by the Faculty Officer in consultation with the Head of Department.
3. In line with the University's Code of Practice, a supervisory team should be appointed for each postgraduate research student. The primary supervisor and second supervisor should be identifiably independent. Consequently, wherever possible, partners (personal or business) should not constitute the only members of the supervisory team for a research student.
4. Research student studies should not commence until the identity of the supervisory team has been agreed with the Postgraduate Tutor and Head of Department.
5. If a student has concerns relating to an academic/ personal relationship and is concerned that it is impacting on their studies, s/he should discuss this matter at their earliest opportunity, in confidence, with the Head of Department.

# Planning for time abroad

The University has a duty of care to protect, so far as is reasonably practicable, the health, safety and welfare of its staff and students. At times, due to the necessity to carry out activities away from the University, either in the United Kingdom or overseas, you might conduct work and other activities in locations not under University control, but the University still remains responsible for you and others exposed to your activities.

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

## Risk assessments

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

of the approval process for your trip. This includes work undertaken in the UK.

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

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

The likelihood and severity of the hazard occurring can be scored on a scale of 1-10 (1 = low risk, 5 high risk), with resultant risk being assessed as:

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

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

Further information on issues to consider when planning a trip abroad is available at: [https://www.sheffield.ac.uk/ris/pgr/code/time\\_abroad](https://www.sheffield.ac.uk/ris/pgr/code/time_abroad)

# Academic Progress

## Progress of research students

### Essential practice

It is essential for PGR students' progress to be formally assessed by departments at 6 monthly intervals, in addition to the more regular recording of formal supervisory meetings. This may take the form of a formal progress report (e.g. the student's Annual Progress Report or a departmental variation) and/or a designated task to be completed by the student (e.g. a poster presentation or a journal-quality paper). Where a report is used, this should be submitted to the Postgraduate Tutor. Progress reports should be discussed with the student and the student given the opportunity to add further comments, if appropriate. Where difficulties arise, the department must ensure that the situation is referred to the faculty for further consideration.

Procedures for monitoring students studying via Remote Location will vary and students and staff should consult the relevant guidance available at:

[www.sheffield.ac.uk/postgraduate/research/away](http://www.sheffield.ac.uk/postgraduate/research/away)

Departments are strongly encouraged to consider increasing the frequency of monitoring of students as they move towards the final stages of their research, to ensure that they submit on time. This might involve a formal review of a student's progress towards submission towards the end of the student's second year.

Departments are required by Senate to monitor the attendance and engagement of all students, as part of the Student Attendance Monitoring policy, see: <https://www.sheffield.ac.uk/sas/sam>. This process should assist departments in identifying problems at an early stage and offering students appropriate support, including training or referrals to relevant support services, where required.

## Annual Progress Reports

Each year, an Annual Progress Report must be completed for all students and submitted for consideration by the faculty. Annual Progress Reports should be discussed with the student prior to completion. These reports allow supervisors to reflect on a student's progress during the previous year and plan for the year ahead, and are an important method of providing formal feedback to students that may not otherwise be addressed in supervisory meetings. Students are required to confirm that they have seen the content of the Annual Progress Report. The Annual Progress Report also includes a section reflecting on the student's progress on the DDP.

The Annual Progress Report can also be used to trigger formal consideration of a student's unsatisfactory progress by the faculty. This can involve either a formal warning letter to the student from the faculty, warning of potential consequences should their progress not improve, or a full consideration by the faculty of whether the student should be allowed to continue their degree.

It is extremely important that Annual Progress Reports are completed in a timely manner and that departments consider and reflect on the outcomes, paying particular attention to any unsatisfactory reports that will require further action on the part of the department or the faculty. Rates of completion of Annual Progress Reports are shared with faculties.

## When a student fails to make progress

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

Where a department is concerned about the academic progress of a research student they are advised to discuss this matter at an early stage with the relevant faculty contact in Research Services. Depending on when the issues are identified, they may be dealt with via the Confirmation Review process, which is intended to confirm a student's potential for doctoral-level study. A student who fails to demonstrate sufficient progress and potential for doctoral level research at their Confirmation Review will be downgraded to MPhil via this process. This reinforces the need for Confirmation Reviews to take place within the University's required timescale (see 'Confirmation Review' section).

If problems persist, departments should be clear with the student in identifying their concerns and should seek ways to address the situation. If there is still no improvement, it is recommended that the matter be referred to the relevant faculty. This can be done in several ways, e.g. via the Annual Progress Report (if the timing coincides with its production); via the Student Attendance Monitoring checkpoints (which occur 3 times per year), or via a direct request to the relevant faculty contact in PGR Support, Research Services (at any time of the year). It is likely that, in the first instance, a faculty warning letter will be sent to the student and they may also be asked to meet with the Faculty Officer to explain the reasons for their lack of progress.

If this still does not result in an improvement in the student's performance, an academic department may request a formal review of a student's academic progress, on certain grounds which are specified in the University Regulations as to Progress of Students. This process is primarily to determine whether or not a student should be permitted to continue their programme of research, and if so, on what terms. Such decisions are taken at faculty level following a thorough review of the student's progress, at which the student and department are usually present. Further information and guidance is available at: [www.sheffield.ac.uk/sas/progress](http://www.sheffield.ac.uk/sas/progress)

Details on the Regulations as to Progress of Students are available at: [http://calendar.dept.shef.ac.uk/calendar/06g\\_gen\\_regs\\_as\\_to\\_progress\\_of\\_students.pdf](http://calendar.dept.shef.ac.uk/calendar/06g_gen_regs_as_to_progress_of_students.pdf)

## Monitoring of research degrees

In compliance with external requirements, Research Services, on behalf of the University, annually monitors and reports on the submission rate of Research Council sponsored students. Such information is shared with academic departments and University management.

## Examples of existing good practice: progress monitoring

**Model 1** – shown for full time students; all reports are reviewed by the Department's Graduate School Committee

|          | FEBRUARY  | APRIL   | JUNE/JULY  |
|----------|---|---|--|
| 1ST YEAR | Biannual Supervisor's Progress Report produced collaboratively with student (to include summary of planned work, training needs, development of research topic, availability of sources, data, etc.)  | N/A   | Annual Supervisor's Progress Report (equivalent to University Annual Progress Report) produced collaboratively with student (integrated into the Department's Confirmation Review process)                     |
| 2ND YEAR | Biannual Supervisor's Progress Report as above (to include revised plan for completion, report on ongoing work, training needs)   | Annual PGR Students' Self-Assessment – includes a confidential section in which students can raise issues without the knowledge of the supervisor. Feeds into Annual Progress Report. | Annual Supervisor's Progress Report as above (student required to submit statement of progress, problems encountered, plan for thesis and timetable for completion, summary of training conducted and planned) |
| 3RD YEAR | Biannual Supervisor's Progress Report as above (to include thesis outline, setting out chapter and structure, training needs)   | Annual PGR Students' Self-Assessment as above   | Annual Supervisor's Progress Report as above (to include update on submission, appointment of examiners, arrangement of viva)  |
| 4TH YEAR | Start of year: Student receives letter from Director of Postgraduate Studies to advise importance of submitting by final submission date. Student asked to draw up a timeline for submission, to be monitored closely by supervisor (Graduate School Committee will be involved if plans fall behind) |   |  |

**Model 2** – shown for full-time students; all activities are in addition to annual and six-monthly progress reports

|          |  |
|----------|--|
| 1st YEAR | <p>At 6 months: student delivers a presentation to a seminar in Year 1; the presentation is marked by post-doctoral researchers and by 2 independent, internal examiners.</p> <p>At 10 months: Confirmation Review: student produces literature review and a formal report; 1st Supervisor prepares report which is attached to the PGR student's report; this states what both parties feel has been achieved, the degree of progress, lists the seminars that the PGR student attended and the supervisor-student meetings). Student then undertakes a viva assessed independently (the Supervisor does not attend).</p> <p>*Student is also expected to attend up to 80% of the seminar series in Year 1 (PGR students register when attending a seminar)</p> |
| 2ND YEAR | <p>At 18-20 months: student presents a poster; this is independently judged by 5 members of staff and an industrial committee and a prize is awarded to the best poster</p> <p>At 24 months: student produces 1 or 2 publication-ready papers and a thesis plan</p>  |
| 3RD YEAR | At 30 months: 25 minute presentation to a seminar, followed by questions. This is marked by independent, internal examiners and is attended by post-doctoral researchers and fellow PGR students (helping to inform 1st and 2nd year students of what to expect in future).  |
| 4TH YEAR | If student enters the 4th year, the 1st Supervisor is asked by the departmental Secretary to confirm an action plan for completion. This is followed up by a further request for a progress update in Easter of the 4th Year and, subsequently, at the end of the 4th Year.  |
| 5TH YEAR | If student enters the 5th year, the 1st Supervisor receives a quarterly reminder for a progress update   |

\*A form has been developed for independent, internal examiners to complete to systematically record the assessment and feedback on presentations that are delivered by PGR students at the seminars in Year 1 and Year 3. A similar form is used to systematically record the assessment of posters that are presented by PGR students in Year 2.

### Further examples of existing good practice: **progress monitoring**

- An additional 'Completion Supervisor' for PGRs in the January of their third year, providing guidance, extra support and monitoring progress on achieving submission.
- Progression monitoring assisted by a PGR progression secretary focusing wholly on this task, using a departmental PGR database which enables easy access to data on students' progress
- A supervision record form focusing on setting SMART objectives, displaying key dates (Confirmation Review, submission date), with the PGR and supervisor both assessing progress since the last meeting on a numerical scale. These forms are reviewed by the PGR Administrator and Quality & Progression Officer who discuss problems with the supervisor or student where scores are below 3 on two consecutive records, thus focusing attention on progress, with early warning of problems enabling opportunity for early intervention.
- PGRs assess their own and their supervisor's performance quarterly via a template form given to the PGR Tutor. This enables PGRs to formally raise issues with the PGR Tutor who is kept informed about progression and PGRs' perspectives on the quality of supervision.

### Examples of good practices that may help to improve submission rates

- The Head of School discusses completion plans with the supervisors of 4th year PGRs;
- Progress reports increase to every three months in the fourth year;
- Fourth year PGRs have no teaching duties and are not funded to attend conferences and training.
- PGRs whose submission date is imminent are discussed at departmental PGR meetings, and then with the relevant supervisor to ensure timely submission.
- PGRs meet the PGR tutor and Head of Department to discuss their work-plan for months 43-48 to ensure completion within 48 months, without the supervisor present, to allow for a free and honest discussion.

# Work outside the degree and holiday entitlement

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

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

## The employment of research students by departments

The University encourages the employment of research students in a number of capacities (e.g. as part-time teaching assistants, demonstrators, etc.), provided that this can be undertaken without detriment to the completion of the student's research and submission of the thesis within the original time limit for their degree. Such teaching helps to develop a broad range of personal and presentational skills which can be of considerable long-term benefit to the student concerned. Research students commonly have recent experience as recipients of teaching and are often well placed to assist in course delivery. Teaching also represents a valuable source of additional income for students. It must be stressed, however, that the scope for such employment varies widely between different departments and students should not assume that teaching opportunities will always be available.

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

- Other things being equal, teaching work in departments should be shared out among research students as fairly as possible. No research students will be expected to teach unless they wish to, unless this is a condition of their bursary or scholarship.
- All research students employed by the University should be assessed for their suitability before appointment.
- Full-time research students will be restricted to maximum of 180 working hours per annum, including preparation time and marking. This figure is based on the rules relating to Research Council studentships.
- Teaching work undertaken by research students should not

prevent submission of a thesis within the normal time limit, and teaching commitments will not generally be regarded as a legitimate cause for a waiving of continuation fees or for an extension to the student's time limit.

- Students involved in teaching should be given a written specification detailing their duties, including the total number of hours required in preparation, class contact hours and marking, the payment involved and the method of payment. University recommended rates of payment should be used.
- All students involved in teaching should receive guidance and help regarding course content and delivery methods from the member of academic staff concerned and it is good practice for them to attend training courses covering the necessary teaching skills required.
- Students involved in demonstrating will be given prior experience with equipment concerned and guidance regarding expected results and any potential problems.
- Each department should have a member of staff responsible for the co-ordination of teaching undertaken by research students.
- Responsibility for delivery and examination of modules taught by research students remains with the member of academic staff concerned.
- Research students formally employed by the University are covered by the University's professional indemnity insurance policy in the same way as other members of staff.

Details of pay rates and how to determine pay for the University Bank are available from the Department of Human Resources at: [www.sheffield.ac.uk/hr/guidance/contracts/relationships/payrates](http://www.sheffield.ac.uk/hr/guidance/contracts/relationships/payrates)

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

The University has two Doctoral Development Programme units, covering laboratory-based demonstrating and classroom-based teaching in higher education and there is also a more extensive two year Postgraduate Certificate in Higher Education. These courses are available to research students who are also part-time teachers in the University. Short courses for research students employed as teachers are also offered via the Staff Development Team, on request, from academic departments.

The University has developed a protocol to manage the dual relationship that students may have with the University as both students and also employees or workers. The protocol clarifies procedures that may be invoked should action need to be taken against a student in either capacity. This is available at: [www.sheffield.ac.uk/hr/guidance/contracts/students](http://www.sheffield.ac.uk/hr/guidance/contracts/students)

## Work permission for Tier 4 PGR students

International PGR students studying in the UK on a Tier 4 student visa are allowed to work up to a maximum of 20 hours per week during term time. The University recommends they should work no more than 16 hours per week to ensure

an appropriate study-work balance. Unlike other students, PGRs are considered to be in term time for the duration of the academic year, except during agreed periods of vacation (up to a maximum of 8 weeks) which must be agreed with the student's supervisor.

New immigration regulations now require all employers to obtain written proof from Tier 4 sponsored students of their term time and vacation periods. Further advice on what to do is available from:

[www.sheffield.ac.uk/ssid/international/immigration/work](http://www.sheffield.ac.uk/ssid/international/immigration/work)

## Placements

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

Eligible home and EU students can register via the Doctoral Internship (CAR-20) module which is available on the online Research Seminar Booking system. Unfortunately, due to immigration regulations, this scheme is not open to international students on a Tier 4 visa.

The associated Placements form must be completed before the start of the internship and should be checked and approved by the student's supervisor and returned to the PGR Support Team in Research Services, who will update the student's record and liaise with the Scholarships Officer to determine whether the funder should be notified. The direct link to the module is:

[http://ris.dept.shef.ac.uk/skills\\_seminars/listings/view/145](http://ris.dept.shef.ac.uk/skills_seminars/listings/view/145)

# Thesis Preparation, Submission and Examination

## Use of unfair means in the assessment process (non-invigilated exams): advice to students

The University expects its graduates to have acquired certain attributes - see the Sheffield Graduate [www.sheffield.ac.uk/sheffieldgraduate](http://www.sheffield.ac.uk/sheffieldgraduate).

Many of these relate to good academic practice:

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

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

### What constitutes unfair means?

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

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

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

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

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

You are required to declare that all work submitted is entirely your own work. Many departments will ask you to attach a declaration form to all pieces of submitted work (including work submitted online). Your department will inform you how to do this.

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

To find out more about how to avoid using unfair means you can complete the short plagiarism online tutorial in the 'Good Research Practice' section of the Information Skills Resource at: <http://www.librarydevelopment.group.shef.ac.uk/shef-only/research/goodpractice.html>

For details of different referencing styles please see the 'Referencing' section of the Information Skills Resource at: <http://www.librarydevelopment.group.shef.ac.uk/shef-only/research/referencing.html>

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

## What happens if I use unfair means?

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

## Detection of the use of Unfair Means

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

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

The following website provides further information to students on use of unfair means, including details of actions that departments may take:

[www.sheffield.ac.uk/ssid/exams/plagiarism](http://www.sheffield.ac.uk/ssid/exams/plagiarism)

### For further information:

[www.sheffield.ac.uk/ssid/ourcommitment/research](http://www.sheffield.ac.uk/ssid/ourcommitment/research)

## Use of copyright material

The use of material owned by a third party - another author, photographer, publisher etc. - is governed by the Copyright Designs and Patents Act 1988 (UK) and the Copyright Regulations 2003 (European Directive). Making your thesis available online constitutes publication and therefore you should obtain permission from the copyright holder when you are including third party material.

If the material concerned is a short quotation from a published work that has been acknowledged and referenced accurately it will not be necessary to seek permission from the copyright holder. This is allowed under Criticism, Review, Quotation and News Reporting (CDPA s.30) if the extent of the quotation is what is required for the purpose and provided the copying does not affect the rightsholder's market for the work. If in doubt, seek permission.

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

If clearance is not obtained to use substantial sections of copyright material that are considered essential by the student to be used in their entirety, there are two options: i) embargo the electronic thesis, though submission to the University in this format is still required, making the printed copy fully available; or ii) edit the electronic thesis - but not the printed copy - so that it complies with third-party copyright requirements, clearly indicating the excisions made.

### Further information can be found at

[www.sheffield.ac.uk/library/services/copytheses](http://www.sheffield.ac.uk/library/services/copytheses)

All newly-registered research students are strongly encouraged to undertake training on using copyright materials. The Library has a 'Copyright for eTheses' online tutorial in the 'researchers' section of the Information Skills Resource at: <http://sheffield.ac.uk/library/infoskills>

## Publishing work prior to submission

Students should be aware that the University does not permit the submission of theses comprised solely of published papers. Students may, however, include in their thesis some of their own work that has already been published, in part or in whole, but should take into consideration the following copyright implications.

Publishing a paper in a journal or conference proceedings or chapter in a book may mean that you have signed a copyright transfer agreement, by which you transfer the copyright to the publisher. Some publishers allow you to retain certain rights, which might include reprinting the whole paper or part of the paper in a thesis. Make sure that you confirm this with the publisher at the time of publication or you will need to write for permission retrospectively before submitting the eThesis. You will need to document in your eThesis that you have permission from the publisher or have retained the right to publish the material.

If the paper you wish to include has multiple authors, you will also need to obtain the permission of your co-authors before you can incorporate it in your eThesis.

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

If any of the above conditions cannot be met i.e. the publishers or a co-author does not give the necessary permission and/or

resubmission of material is not accepted practice within your department, then you will need to rewrite the material in your own words and reference it appropriately.

## Publishing or posting research online

Academic publishing is growing and developing with new journals and publishing platforms emerging, many of them offering open access. This has led to a rise in “predatory publishing” - publications lacking in identifiable scholarship, academic rigour or credibility. Students are advised to check the credentials of any unfamiliar publisher or journal before proceeding to publish with them. Use the guidance from Think, Check, Submit at <http://thinkchecksubmit.org/>.

Students should also check they own any content before posting it on a social network or website. It is advisable not to post published papers or research they intend to publish. The best way to make research available online is through White Rose Research Online (WRRO) via myPublications, which can be accessed from the services menu in MUSE.

## Preparation and format of theses for research degrees

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

A doctoral candidate must satisfy the examiners that the thesis forms an addition to knowledge, shows evidence of systematic study and of the ability to relate the results of such study to the general body of knowledge in the subject, and is worthy of publication either in full or in an abridged form. The format of their thesis must also demonstrate that it is a coherent body of work.

## Language of the thesis

The thesis should normally be written in English. Exceptionally, and with the permission of the Faculty, a student may present a thesis that is written in another language where this is of demonstrable significance to the impact and dissemination of the research.

## Writing the thesis

The main source of advice and information for students beginning to write their thesis is the supervisor. It is important that students discuss the structure of the thesis with their supervisor at an early stage in their research programme, together with the schedule for its production, and the role of the supervisor in checking drafts. The supervisor will also advise on such matters as undertaking a literature review, referencing and formatting the thesis, and generally on what should or should not be included in the thesis.

A number of University courses are available that might prove helpful to students, e.g. academic writing courses run by the English Language Teaching Centre (ELTC). There are also units in the DDP on thesis production.

Many students have found it helpful to meet with people who have recently submitted their thesis and can therefore pass on their experience first-hand. Academic departments may be able to facilitate this. It is normally also possible to consult recently submitted theses in the University Library or online.

Preparation for including in the thesis material owned by another person should be considered at an early stage of the research and should not wait until the final stages of completing the thesis. The correct use of third-party copyright material and the avoidance of unfair means are taken very seriously by the University and attendance at a training session offered by the Library is strongly encouraged. (see section ‘Use of copyright material’).

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

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

## Acceptable support in writing the thesis

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

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

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

A request for an extension, beyond the time limit for the research degree programme, should not be made if the request is only to allow the student more time to improve the standard of written English in the thesis.

## Word limits

No University regulation exists governing the length of theses, although a number of Faculties and departments have established guidelines. Where these are not available, the

student should consult the supervisor as to the length of thesis appropriate to his/her particular topic of research.

The following Faculties have issued guidelines on thesis length:

#### Arts & Humanities

40,000 words (MPhil)      75,000 words (PhD)

#### Medicine, Dentistry & Health

40,000 words (MPhil)      75,000 words (PhD, MD)

#### Science

40,000 words (MPhil)      80,000 words (PhD)

#### Social Sciences

40,000 words (MPhil)      75,000-100,000 words (PhD)

The above word limits exclude footnotes, bibliography and appendices.

## Referencing

Accurate and consistent referencing is an essential part of your thesis. In the first instance, students are advised to consult with their supervisor regarding acceptable methods of referencing in their discipline (i.e. the presentation of footnotes, bibliography, appendices, etc.). See the 'referencing' section of the Information Skills Resource at:

<http://www.sheffield.ac.uk/library/infoskills>

Please contact the librarian for your subject for further help

[www.sheffield.ac.uk/library/libstaff/slist](http://www.sheffield.ac.uk/library/libstaff/slist)

## Size, paper and pagination

Theses should normally be ISO-A4 in size and should not normally exceed 12" x 10". Alternative formats may be permitted where there is good academic reason (for example where the thesis includes a design portfolio) and with the prior approval of the supervisor and faculty. Good quality paper should be used. All copies of the thesis should preferably be printed double-sided.

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

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

Wherever possible, thesis titles should be concise, as lengthy titles may not fit onto the spine of the thesis cover.

## Title page and outside cover

### Title page

This should show:

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

### Outside cover

The front cover and/or spine must show:

- the name 'The University of Sheffield' and logo;
- the initials and surname of the author;
- the full title of the thesis;
- the degree for which the thesis is submitted;
- the year of submission;
- the volume number (if the thesis comprises more than one volume).

## Formatting and binding

Theses should normally be word processed and good printing quality is essential. Other options such as LaTeX may be used where appropriate to the discipline. If there is a top copy this should contain the best photographic prints (if any), as this copy will eventually be placed in the University Library (where relevant).

Print & Design Solutions provides a thesis printing and binding service using a 'fastback' binding system. Theses are normally bound in black PVC covers, with inner card at front and back, although for first submissions, students can choose a cheaper spiral or comb binding. Details (e.g. name of student, title of thesis and date of submission) are gold foiled onto the spine of the document. There is an option to personalise the front cover of the thesis in the same method. It is recommended that 100gsm A4 paper is used (although 80gsm is acceptable). The maximum thickness of a bound volume is 35mm with covers (or 32mm without covers). Therefore if the unbound copy of a student's thesis is more than 32mm thick, the thesis will have to be bound into two volumes. Where two or more volumes are required, normal practice is for the bibliography and/or appendices to form the second volume. In such cases, the thesis will require two title pages, which specify 'Volume 1' and 'Volume 2' respectively; however only one contents page is required in Volume 1.

If amendments are required after the oral examination has been held, volumes can be rebound by Print & Design Solutions following the insertion of new pages (RE bind cost applies). Print & Design Solutions also offers a hard-back binding service. The cover can be personalised but the spine cannot. Students should give some consideration to the length of the thesis title, as there are limitations on the amount of text that can be added to the thesis spine.

Before submitting work for binding, students are advised to make sure that the material is in good order, as pages are bound strictly in the order in which they are delivered. Items for rebinding should have the new pages inserted by the student. Only A4 size pages are accepted by Print & Design Solutions. Binding work is usually completed within 2-3 working days of acceptance. However, at times when many postgraduate students are submitting theses, particularly at Easter and from late July to early November, demand may be such that it may not be possible to complete all work within the normal timescale. Students are advised to present their work in good time for binding or alteration. Under certain circumstances Print & Design Solutions provides a same day/24 hour service; however this incurs an extra charge per copy.

Students who do not reside locally can arrange for their thesis to be printed, bound and sent to Research Services by Print & Design Solutions, who offer an online thesis ordering service, see:

<https://www.sheffield.ac.uk/cics/printanddesign/myprint>.

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

## Alternative Format Thesis

This guidance sets out how students may submit a thesis which contains sections which are in a format suitable for submission for publication in a peer-reviewed journal or other appropriate outlet for academic research, alongside more traditional thesis chapters. Those sections will be presented in the format of 'scientific' (in the widest possible sense of the word) papers, book chapters or other appropriate published formats. The papers or chapters may have been published, be accepted for publication, or planned for submission for publication where a specific format is expected. There may be no intention of submitting them for publication because of the nature of the results, but the purpose is to prepare the candidate for academic publishing and to familiarise them with the conventions and formats.

The aims of making this format available are to: (a) reduce the time spent rewriting publications into thesis chapters; (b) enhance the writing for publication skills of early career researchers; (c) encourage students aiming for an academic research career to consider their publication aims early.

This guidance does not aim to provide a 'PhD by Publication' route for student candidates. It rather aims to allow students to interlace traditional thesis chapters with material suitable for publication, or which has been published.

The University does not have a preference for either the traditional thesis or alternative format. Students should discuss with their supervisory team which option would be most beneficial to their learning and career path.

## Existing requirements for research degree programmes

Before the award of a higher degree by research, each candidate is required to complete a prescribed period of training and research, and:

- (i) Present a thesis containing the results of the candidate's research and showing the sources from which the information it contains is derived and the extent to which the candidate has made use of the work of others; and
- (ii) Pass an oral examination in matters relevant to the subject of the thesis.

Candidates must satisfy the examiners that his or her thesis:

- (i) Is original work which forms an addition to knowledge; and
- (ii) Shows evidence of systematic study and of the ability to relate the results of such study to the general body of knowledge in the subject; and
- (iii) Is worthy of publication either in full or in an abridged form.

The form of the thesis should be such that it is demonstrably a coherent body of work. Depending on the number of papers used as chapters, additional chapters will be required to ensure that the coherence is demonstrated. There will at least be sections for a summary, an introduction and discussion and conclusions which set the whole work in context. In addition, and depending on the content of any papers or other alternative format material, there may need to be: a description

of the aims of the research, an analytical discussion of the related findings to date, a description of the methods deployed and the theoretical basis underpinning them..

## Additional requirements for presentation of an alternative format thesis

*In addition to the requirements above, candidates who wish to present an alternative format thesis must:*

- (i) Obtain the support of their supervisory team and seek permission from the relevant Faculty Officer, by their third year of study (or pro-rata for part-time candidates). This could be linked to the submission review process and the formal request must be made by the end of month 36 by the very latest. The Faculty Officer will consider the supervisory team's case for support, whether the proposed format fits with the existing expectations of a research degree and whether the proposed submission is achievable within the student's time limit.
- (ii) Use the introductory section of the thesis to explain how the constituent papers form a coherent body of work and to justify in full the nature and extent of their own contribution to sections which have multiple authors and which have either already been published, submitted for publication, accepted for publication or which are planned to be submitted for publication. A significant majority of the materials contained in the thesis should be the outcome of original research undertaken by the student since their date of registration with the University.

Where co-authored works are included, the candidate must also provide a written statement alongside each paper, signed by the candidate and by the major contributory co-authors, specifying the candidate's individual contribution. The normal expectation is that the candidate should be the primary contributor to the writing of each of the papers, including the design and conduct of the reported research. It is relatively commonplace in some disciplines for students to co-author journal papers with their supervisory team or wider research group. Contributions such as to individual experiments within a larger piece of research would not be considered sufficient for the student to be considered the 'primary contributor'. In many disciplines, 'primary contributor' would be denoted by the student being the first or last author. This is not, however, the case in all disciplines and it may be necessary for this to be covered in the case for support to submit an alternative format thesis.

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

- (iii) If an alternative format thesis contains published material the length of which has been determined by a particular publisher's requirements, candidates must ensure that additional explanatory text pertaining to methodology or detailed and critical analysis of the work or supplementary statistical data or other aspects are included to ensure the thesis is a coherent whole.
- (iv) Confirmation that permission has been obtained where appropriate to include material which has been published or accepted for publication in the thesis.

## Pagination

Since the alternative format thesis may include published material which already have their own pagination, the pages of those publications will not normally be part of the pagination sequence of the thesis (except where it makes sense for the examination process for all pages to be consecutively numbered). An A4 sheet should be included before each publication, with the publication number, title and page number of the thesis. The pagination sequence of the thesis will then resume at the end of the publication.

## Copyright

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

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

## Submission of theses

### Preparing to submit

Whilst the responsibility for the writing, preparation and submission of the thesis rests with the student, it is expected that the supervisor will read and comment on the draft, with a view to enabling the student to produce a thesis which is coherent, well-documented and written in good English. Ideally, the student and supervisor should be in agreement as to when the thesis is ready for submission. Ultimately, however, the final responsibility rests with the student.

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

### Number of copies required

#### First Submissions and Resubmissions

Two properly bound print copies of the thesis must be submitted to Research Services, as well as an electronic copy which should be provided on a CD. The two hard copies will be issued to the examiners and the electronic version will be retained by Research Services as a master copy, and may be released to the examiners should they request an electronic copy of the thesis. It is essential that the CD is properly labelled with the student's details (i.e. name, registration number, thesis title). A copy of the thesis should also be retained by the student.

Following the examination process, should any copies of the thesis be returned by the examiners to Research Services, these will only be returned to the student upon request.

Students may submit their theses using a temporary binding, provided that it is not loose-leaf. Use of a ring binder is not considered appropriate and will not be accepted. Comb or ring-binding is acceptable.

Theses should be submitted to: Research Services, New Spring House, 231 Glossop Road, Sheffield, S10 2GW.

## Summary of thesis

By regulation, the summary/abstract (which should be prepared by the candidate in consultation with the supervisor) should not exceed 300 words in length. Each bound copy of the thesis must contain a summary/abstract within it.

## Submission to Turnitin (plagiarism detection software)

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

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

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

The electronic copy for the Turnitin check must be identical to the thesis submitted for examination (notwithstanding any material that may need to be excluded due to file size) and must be submitted at the same time.

Please note that theses will not be formally sent to the examiners for examination until the originality report has been checked by the internal examiner and the thesis is cleared for examination.

Further information on submitting theses to Turnitin is available at: [www.sheffield.ac.uk/ris/pgr/code/turnitin](http://www.sheffield.ac.uk/ris/pgr/code/turnitin).

## DDP completion

Students should note that we require confirmation from their academic department that they have completed their DDP e-portfolio before a degree can be awarded. It is therefore recommended that students submit a completed and signed DDP e-portfolio summary form prior to, or at the same time as, submitting their thesis, if possible. However, if the DDP e-portfolio has not yet been completed this will not prevent students from submitting their thesis or undergoing their viva.

## Turnitin and Publication

The University does not consider submission of work to Turnitin as publication of that work. The act of publication is understood as making content available to the general public. Content submitted to Turnitin is not available to the general public, in the sense that the public are able to access the content. Rather the Turnitin process merely allows licensed members of the public to request that Turnitin compare a submitted piece of work with other works to check for any matching text.

The Turnitin originality report returns those parts of the submitted work that match another source and the metadata for that source (name, date, title etc.). If Turnitin users wish to have access to the content of a matched source that is not already publicly available (as is the case for content that resides on the Turnitin database but not elsewhere) then they have to seek permission from the owner. Therefore the content of work submitted to Turnitin should not be deemed as publicly available and thus content submitted to Turnitin should not be deemed to be published.

| Submission Checklist   | 1st Submission | Resubmission | Minor Amendments |
|--|----------------|--------------|------------------|
| Prior to the submission of your thesis, ensure that your faculty has approved the inclusion of any non-standard materials  | Yes            | Yes          | Yes              |
| Your supervisor should nominate examiners, who are available to examine your thesis within ten weeks, well in advance of your first submission   | Yes            |              |                  |
| Check the guidelines in the Code of Practice to ensure your thesis is within the recommended word limit for your faculty.  | Yes            | Yes          | Yes              |
| An electronic copy of the thesis is submitted to Turnitin and a receipt obtained   | Yes            | Yes          |                  |
| Third-party copyright clearances obtained and acknowledged, where relevant   | Yes            | Yes          | Yes              |
| Ensure you have an abstract, or summary, not exceeding 300 words   | Yes            | Yes          | Yes              |
| <b>Title Page</b> should show:<br>1. Full title of thesis<br>2. Author's name in full<br>3. Degree for which the thesis is submitted, e.g. PhD<br>4. Academic department<br>5. Date (month and year)   | Yes            | Yes          | Yes              |
| <b>Outside Cover</b> should show:<br>1. The University name and logo<br>2. Initial and surname of author, e.g. J Smith<br>3. Full title of thesis<br>4. Degree for which the thesis is submitted, e.g. PhD<br>5. Year of submission<br>6. Volume number (if the thesis comprises more than one volume) | Yes            | Yes          | Yes              |
| Thesis to be printed on A4 paper   | Yes            | Yes          | Yes              |
| Margins at the binding edge should be not less than 40mm and other margins not less than 20mm  | Yes            | Yes          | Yes              |
| Page numbers to be numbered consecutively including appendices   | Yes            | Yes          | Yes              |
| If the thesis is more than 32mm thick, it should be bound in two or more volumes   | Yes            | Yes          | Yes              |
| Three copies of the thesis (two hard copies and one electronic copy) to be submitted to Research Services.   | Yes            | Yes          |                  |

## Submitting the thesis to Research Services

Theses for higher degrees by research must be submitted to Research Services, who will arrange to send them to the examiners, along with reports and guidance, as soon as the Turnitin report has been checked and the thesis has been cleared for examination. Under no circumstances should a copy of the thesis (electronic or print) be sent direct to the examiners by either the student or the student's department.

Theses will normally be despatched to the examiners within

3 working days of receipt of confirmation that the Turnitin originality report is acceptable, provided the examiners have been formally appointed. Thesis despatch will be delayed if the student has not submitted to Turnitin or if examiners have not yet been nominated or appointed by the faculty.

If possible, students are asked to submit their thesis in person, so that relevant details, such as contact addresses may be confirmed and the student can be informed of any outstanding fees which, if unpaid, may result in the degree being withheld.

If unable to submit in person, students should contact Research Services to ensure that their thesis has been received, their records updated, and to check if there is any further information required. Failure to contact Research Services under these circumstances may result in a delay in the thesis being processed.

Students who do not reside locally can arrange for their thesis to be printed, bound and sent to Research Services by Print & Design Solutions, who offer an online thesis ordering service.

Staff candidates are required to pay a fee on submission of the thesis. In 2017-18 this will be £450.

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

## UCard from submission of thesis

If a student's time limit expires after they have submitted their thesis (but before their award has been made), they can go to SSiD (located in the Students' Union) in order to have their UCard renewed for a period of 3 months.

If a further period of 3 months is required this process can be repeated until their award is made. Students should ensure that they take their thesis submission receipt with them as proof of eligibility. Following examination, if a student is required to make minor amendments or to resubmit their thesis their time limit will be changed accordingly. Therefore they can acquire a new card in line with the new time limit on their student record.

## Appointment of examiners

Examiners should normally be appointed well in advance of the thesis being submitted and it is essential, therefore, that the student makes his/her supervisor aware of the expected submission date so that a recommendation for the appointment of examiners can be made to the faculty. Supervisors should ensure that proposed examiners are available to examine the thesis and complete the paperwork within ten weeks of receiving it to ensure that the student's examination is not delayed.

Students who choose to submit their thesis without first informing their supervisor should note that this may result in delays in the examination process if the examiners have not yet been appointed.

At least two examiners must be appointed. At least one examiner must be an external examiner. Most University staff candidates are required to have two external examiners. Where there is no suitably qualified member of staff other than the supervisor, two external examiners are normally appointed. In cases where two external examiners are appointed, departments are also asked to nominate a member of academic staff to act as internal co-ordinator and to liaise with the examiners and the student concerning the arrangements for the oral examination. Examiners should have had no previous association with the candidate or direct involvement in their research project.

Some sponsors require that a confidentiality agreement is

put in place to cover the examination of the thesis.

If required, this will usually be stipulated as part of the terms and conditions of the student's sponsorship. Arrangements for a confidentiality agreement should be put in place at an early stage, i.e. when the examiners are nominated.

Confidentiality agreements can be drawn up by Research Services and enquiries should be directed in the first instance to the PGR Support Team.

## Suitability criteria for appointing examiners

Faculties have agreed eligibility criteria for the appointment of examiners for research degrees. An external examiner is expected to have significant and demonstrable knowledge of the field covered by the thesis in order to provide an in-depth analysis of the thesis and in order to provide a rigorous *vive voce* examination. The internal examiner should be in a position to assess the thesis and to ensure that the examination process is conducted fairly and rigorously. The internal examiner should therefore have a sound knowledge and understanding of University regulations and procedures governing the examination process. In order that the candidate is treated in a fair and equitable manner consistent with the standards and expectations of the University of Sheffield, the examiners should have demonstrable experience of the PhD process beyond their own candidature and should have experience of successfully supervising at least one doctoral candidate and/or significant experience of examining at least three doctoral theses. Should this not be the case, the curriculum vitae of the proposed examiner and a supporting statement as to why s/he is appropriate should be provided. The case will then be assessed by the relevant Faculty Officer.

Subject to the above eligibility criteria, honorary members of the University's academic staff may act as internal examiners, provided they have necessary experience of the University's examination procedures and provided they will continue to hold their honorary status for the duration of the examination process. Former members of the University's staff are not eligible to act as an external examiner until a period of at least 4 years has elapsed.

A more detailed document describing the eligibility criteria for examiners is available at: [www.sheffield.ac.uk/ris/pgr/code/examiners](http://www.sheffield.ac.uk/ris/pgr/code/examiners).

The form for completion by supervisors is available from: [www.sheffield.ac.uk/ris/pgr/code/forms](http://www.sheffield.ac.uk/ris/pgr/code/forms) and requires the signature of the Head of Department/Postgraduate Tutor. The form is then forwarded, along with any supporting information on the proposed examiner's qualifications, to Research Services for faculty approval.

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

Should an occasion arise where an examiner must be replaced, a form is available for this purpose from [www.sheffield.ac.uk/ris/pgr/code/forms](http://www.sheffield.ac.uk/ris/pgr/code/forms). The same procedure applies as for the original appointment form.

## Eligibility to Work

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

[www.shef.ac.uk/hr/recruitment/guidance/eligibility/candidates](http://www.shef.ac.uk/hr/recruitment/guidance/eligibility/candidates), or at: [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration)

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

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

1. Check that the presented document is on the list of accepted documents
2. Ensure that a full copy of the document has been taken (for passports this includes: front cover, personal details page, pages with endorsements and expiry dates)
3. Retain copies of documents and store them securely
4. Tick to confirm the external examiner is eligible to work in the UK on the nomination form.

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

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

## Examiners' Fees and Expenses

Expenses and fees for examiners should be claimed through Research Services, not the academic department, in line with the guidelines issued to examiners with the thesis.

## The oral examination (viva voce)

### Preparing a student for the oral examination

#### Essential practice

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

at departmental or faculty level (e.g. via the DDP).

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

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

### Examples of existing good practice: preparation for the viva

- Inviting recent graduates back to the department to talk to students about their experiences of the viva;
- An expectation for students to publish 2-3 journal papers by the time of the viva, which then provide useful evidence in defence of the research;
- Arranging for an independent academic to read the draft thesis, so that person can then carry out a realistic mock viva with the student;
- Public presentations given by PGRs as part of the PhD viva increases awareness about PhD standards and expectations;
- Appointment of an unfair means officer and introduction of a plagiarism policy document. To assist PGRs in acquiring the appropriate academic skills for producing written work and avoiding unintentional plagiarism, with PGRs expected to attend a session on plagiarism and unfair means as part of induction, and to submit key pieces of written work prior to submission;
- PGRs can deliver a seminar to the department and their examiners immediately preceding their viva voce examination, providing an opportunity to share their achievements with the wider department and to begin the final examination process with a structured environment which they can control.

### Arrangements for the oral examination (viva voce)

All examiners are sent a copy of the University's Guidance Notes for Examiners when they receive their copy of the thesis. It is also issued to the internal co-ordinator of a staff candidate.

The guidance contains information on:

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

Separate guidance notes on the examination process also exist for candidates and for their supervisors. All the guidance notes are available from:

<https://www.sheffield.ac.uk/ris/pgr/code/forms>

Examiners are advised, on appointment, that the oral examination should normally take place within ten weeks of their receipt of the thesis. This is an expectation, not a mandatory requirement. A period of at least one month can be expected to elapse between submission of the thesis and the oral examination, and a student who intends to leave Sheffield on a specified date, for example to return overseas, should ensure that a reasonable amount of time is available after the oral examination in case it is necessary to consult the supervisor on any revisions or amendments to the thesis which the examiners may require. Examiners are asked to note that significant delays in the examination process can have a potentially adverse impact on overseas students' immigration status. Research Services must be notified of any significant delays in holding the viva examination, either on the part of the examiners or the student. Permission should normally be sought from the faculty if the viva is delayed for more than 4 months from the date the thesis was sent to the examiners, unless there is a valid reason, e.g. if the viva has been delayed due to an investigation into potential use of unfair means.

It is the responsibility of the internal examiner or the internal co-ordinator to arrange the date, time and venue for the oral examination (viva) and to inform the candidate of the arrangements which have been made. Before doing so, the internal examiner/ co-coordinator should ensure that the examiners have been formally appointed and have received the thesis. Please note that Research Services cannot make arrangements for the oral examination. Students should not be asked to make such arrangements themselves and should not make contact with their examiners prior to the viva.

Before the oral examination takes place the examiners are required to read the thesis and independently prepare a written preliminary report. Examiners should not exchange preliminary reports too far in advance of the viva, but it is expected that their contents will be shared and discussed at the pre-viva meeting held just before the viva. Examiners are advised that their judgment of the thesis should be based on what may reasonably be expected of a diligent and capable student after completion of the prescribed period of research for the degree for which the thesis has been submitted.

Oral examinations are normally held within the University. The student's supervisor should not attend, unless the student and the examiners have all agreed to his/her presence in advance. If such an agreement cannot be reached, the supervisor will not be permitted to attend.

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

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

In cases where two external examiners have been appointed, the internal co-ordinator will sit in on the oral examination to ensure that University procedures are followed. The internal co-ordinator will play no other part in the examination and must not be involved in reaching a decision on the outcome.

## Conduct of the oral examination

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

The oral examination should normally be conducted in English, except in cases where there are pedagogic reasons for it to be held in another language, or where there is a formal agreement that requires the viva to be conducted in another language.

Oral examinations should not be recorded by students.

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

## Attendance at the oral examination

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

## After the oral examination: recommendations and reports

After the oral examination, the examiners complete a report that is sent to Research Services for faculty approval. Unless there is some disagreement between the examiners as to the appropriate recommendation (a very rare occurrence), this is a joint report, to which the preliminary reports completed by each examiner prior to the examination are appended. If the examiners fail to agree on a recommendation, a third examiner, external to the University, is normally appointed. Research Services must be informed immediately, so that arrangements for this can be made.

Examiners must clearly indicate their recommendation concerning the award or non-award of the degree. The recommendations open to the examiners following the oral examination are as follows for the degree of PhD (options for other degrees may vary and are set out in the Guidance Notes for Examiners):

- that the degree be awarded without the need for any corrections to the thesis;
- that the degree be awarded once specified minor amendments have been completed to the satisfaction of the examiners;
- that the degree be not now awarded, but that the candidate be allowed to undergo a further oral examination without modification of the form or content of the thesis;
- that the degree be not now awarded, but that the candidate be allowed to submit a revised thesis after such

modification of form or content as the examiners may prescribe, with/without oral re-examination;

- that the degree be not awarded.

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

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

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

## Minor amendments

It is often the case that the examiners wish to recommend the award of the degree subject to the completion of minor amendments to the thesis. This is an option which may be exercised when the examiners are satisfied that they could recommend the award of the degree once minor amendments only have been made to the thesis and where the nature and extent of the required amendments are such that they can reasonably be completed and submitted to the examiner within a period of three calendar months from the date the examiners notify the student of the amendments. If more substantial amendments are required before the award of the degree can be recommended, or if the examiners remain in some doubt that the thesis is likely to meet the required standard for the degree after minor amendments, then the examiners should recommend a formal resubmission of the thesis.

Where minor amendments are required it is the examiners' responsibility to provide the student with details of the required amendments as soon as possible following the viva. The examiners should also advise the student of the three-month timescale for completion of the amendments. Exceptionally, the three calendar months' time-limit may, for good reason, be extended by the faculty for a further period; however, repeated extensions will not be permitted, as three months should be adequate time to complete any minor amendments. An application form is available from Research Services and the standard extension fee will be levied for the duration of the extension period. Students who are required to make minor amendments to their thesis will have their time limit extended by three months. Students can get their UCard extended at SSiD in line with the new time limit on their student record.

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

## Resubmission of a thesis

In cases where a formal resubmission is required, examiners are advised that their joint report should contain detailed advice to the student on the required amendments and improvements. The joint and preliminary reports should be returned to Research Services, who will formally notify the student of the requirement to resubmit by letter and the student will also receive a copy of the examiners' report containing the details of the required changes.

A student required to resubmit their thesis is allowed 12 months in which to do so from the date of formal notification from Research Services. Students can get their UCard extended at SSiD in line with their new time limit. If a further extension to this time limit is required, the student must formally request a time limit extension, which will be considered by the department and faculty in the normal way.

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

For resubmissions the title page and front cover should be changed to show the date of the resubmission only, however it is not necessary for the thesis to state 'Resubmission'. It is considered good practice to include with the resubmitted thesis a list of the amendments that have been made following their original reports.

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

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

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

Following the re-examination, if further minor amendments are required, the student is allowed three calendar months from the date of notification in which to complete the amendments and submit them to the examiner. The examiners' report form should be returned to Research Services, minus the minor amendments sheet, which should be detached and retained until the amendments have been completed to the examiners' satisfaction.

A fee is payable on resubmission. For 2017-18 this will be £295 for resubmission without oral examination and £370 for resubmission with oral examination.

Students who are required to resubmit will have their time limit extended by twelve months. Therefore a new UCard can be acquired from SSiD in line with the new time limit on their student record.

Following re-examination, students must provide a final Library copy of their thesis, either in print and/or electronic format (see section 'Library Copies').

## Doctorate Extension Scheme

International students studying at doctoral level under Tier 4 may be eligible to apply for the Doctorate Extension Scheme. This is a 12 month visa extension scheme to allow students who have almost completed their PhD to look for and start work in the UK, either on an employed or self-employed basis.

To be eligible, students must apply for the DES before they are awarded their degree. Conditions apply to the scheme and prospective applicants should speak to an advisor in the Student Advice Centre. For further information see: <http://su.sheffield.ac.uk/student-advice-centre/immigration/working-after-studies/doctorate-extension-scheme>.

## Library copy and Access to Thesis

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

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

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

### Access to thesis form

The Access to Thesis form contains a completed declaration, signed by the student and the supervisor, concerning access to the thesis once it has been uploaded to WREO (or sent to the Library), including details of any required embargo. Students must submit a completed Access to Thesis form to

Research Services before their degree can be awarded. The Access to Thesis form can be downloaded from: [www.sheffield.ac.uk/ris/pgr/code/forms](http://www.sheffield.ac.uk/ris/pgr/code/forms)

### Open Access

Open Access refers to making publications freely available online, as soon as possible, for anyone to read, download, print, copy and reuse. The University fully endorses the principles of open access (see the statement at <http://librarysupport.shef.ac.uk/OpenAccessPositionstatement.pdf>) and requires all researchers to make their research open access where possible to maximize research impact and to comply with funder policies where applicable.

Students are required to make their theses open access by depositing in the White Rose Etheses Online repository. Students whose PhD, or other research degree, has been publicly funded by UK Research Councils, by the Wellcome Trust, by the European Union and many others are expected by the funder to make their thesis openly accessible as soon as possible after its successful completion. For further information on points to consider before making your theses online (including impact on your future publishing plans) see the guidance here: [www.sheffield.ac.uk/library/openaccess/theses](http://www.sheffield.ac.uk/library/openaccess/theses).

### Embargoing a thesis

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

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

Faculties have agreed a maximum length of embargo that can be applied without any additional permission. Anything over the Faculty norm will require Faculty consideration and may not be approved.

If an embargo is required, this must be indicated on the Access to Thesis form. Students are responsible for setting any embargo options at the point they upload their eThesis to the White Rose eTheses Online server.

For more detailed information on eTheses, please see: [www.sheffield.ac.uk/ris/pgr/code/etheses-faq](http://www.sheffield.ac.uk/ris/pgr/code/etheses-faq)

## Award and conferment of degrees

Once the examiners have approved the award of a degree and returned their forms to Research Services there are a number of checks that need to be completed before an award can be made. All students are debt-checked to ensure that any tuition or tuition-related fees have been paid and Research Services also checks to ensure that an electronic library copy (eThesis) has been uploaded to WREO, and that a completed Access to

Thesis form has been received. In addition, students must have satisfied the relevant criteria of the Doctoral Development Programme before an award can be made.

Once these checks have been satisfactorily completed, the award must first be approved by the relevant faculty before it can be confirmed and an award letter can be sent. The award letter will be sent to successful students by Research Services, following approval by the faculty. Letters will be posted to the correspondence address held on the student's record and also sent by email. Students are responsible for ensuring that their addresses are kept up-to-date on the student record. This is essential so that important University correspondence is received promptly.

Every effort is made to keep to a minimum the delay between receipt of the examiners' report by Research Services, formal approval by the faculty and subsequent notification to the student of the award of the degree; however students should be aware that the process can take a number of weeks. Delays can arise if students have not fulfilled all the requirements for award such as submitting a DDP e-portfolio, paying outstanding fees or providing an eThesis. Any student who requires urgent notification of his/her result, for example for employment purposes, should contact Research Services.

Once a degree has been awarded the student record will be updated to show that the student has successfully completed. The Events Team will contact the student in due course with details of when the degree will be conferred. Further information can be found at <http://www.sheffield.ac.uk/graduation/postaward> and any queries concerning graduation ceremonies, conferral of degrees or receipt of degree certificates should be addressed to the Events Team on (0114) 222 8828 or e-mail [graduation@sheffield.ac.uk](mailto:graduation@sheffield.ac.uk).

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

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

## Help if issues arise

### Complaints procedure

Where difficulties arise it is essential to seek to address these as early as possible. Many difficulties can be resolved at an early stage by talking informally with the individual(s) most concerned with the issue at a local level. Students should initially raise any complaints with their supervisor. If the issue cannot be resolved, they must report the complaint to the Postgraduate Tutor or the Head of Department initially, and, if appropriate, the faculty. The department must ensure that complaints procedures are operational and effective. However, as noted above, it is the responsibility of students to ensure that any problems are raised at the appropriate level and at the earliest opportunity. Students can also seek advice from the Student Advice Centre or from Research Services, at this initial stage. The University also runs a Pilot for the Early Resolution of Student Complaints scheme.

In the event that such difficulties cannot be resolved informally, the University has formal procedures for students to make complaints, whether about the delivery and quality of services received (i.e. non-academic matters), or about the delivery or quality of research supervision or any other matters relating to the programme of study.

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

[www.sheffield.ac.uk/ssid/procedures/grid\\_complaints](http://www.sheffield.ac.uk/ssid/procedures/grid_complaints)

As well as the complaints procedure there is also a procedure for complaints about personal harassment.

Details can be found at

[www.sheffield.ac.uk/ssid/procedures/grid\\_harassment](http://www.sheffield.ac.uk/ssid/procedures/grid_harassment)

### Academic Appeals regulations

Under these Regulations, a student may request that a recommended examination result be re-considered if the request meets specific criteria, as set out in the Regulations as to Academic Appeals.

Regulations and procedures for Academic Appeals can be found at

[www.sheffield.ac.uk/ssid/procedures/grid\\_academic](http://www.sheffield.ac.uk/ssid/procedures/grid_academic)

## Additional Information, Facilities and Support

### Dates of semesters

#### 2017-18

|                         |   |
|-------------------------|---|
| <b>Intro Week:</b>      | 18 September – 23 September 2017                                |
| <b>Autumn Semester:</b> | 25 September – 16 December 2017<br>15 January – 3 February 2018 |
| <b>Spring Semester:</b> | 5 February – 24 March 2018<br>16 April – 09 June 2018           |

### Health and Safety

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

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

A copy of the University's Code of Practice for Health & Safety is available on the Safety Services website and should be downloaded by all researchers.

### Supervision

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

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

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

### Research projects

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

It is the responsibility of the supervisor to ensure that:

1. The project is properly assessed:
  - (i) for compliance with the law;

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

## Risk assessment and levels of supervision

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

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

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

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

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

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

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

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

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

## Data Protection: implications for research

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

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

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

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

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

## Freedom of Information

Any data held by the University may be subject to the Freedom of Information Act and may therefore be released under the terms of that Act. For more information, see: [www.jisc.ac.uk/publications/programmerelated/2010/foiresearchdata.aspx](http://www.jisc.ac.uk/publications/programmerelated/2010/foiresearchdata.aspx)

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

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

## Intellectual Property Rights and the exploitation of research

### Intellectual Property Rights (IPR)

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

By providing security and protection of knowledge, and establishing rights and rewards, intellectual property stimulates the innovation process.

The importance of undertaking research of value to the UK economy, with relevance to UK industry, is increasingly recognised. However, it must be emphasised that, in pursuing their research, students cannot and should not be aiming specifically to generate intellectual property. The aim of their research must be to enhance knowledge and understanding within a particular subject area. This may or may not have commercial relevance. In this sense, intellectual property does not in itself reflect the quality or importance of research.

### If IP is identified

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

### Who Owns Arising IPR?

Intellectual property rights arising from work undertaken by research students vest clearly with the University. It is a condition of registration that students agree formally to transfer or assign to the University any intellectual property

rights resulting from the agreed programme of study and research. This requirement includes without limitation:

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

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

### Funded Research

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

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

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

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

Although these rules may appear very formal and restrictive, they are intended to safeguard the interests of all concerned,

including students. If students or their supervisors believe there is commercially valuable/patentable property arising out of a particular research programme it must be registered. To register it is necessary to complete an Initial Commercial Enquiry form, available at: [www.sheffield.ac.uk/ris/post-project/commercialising/cod-form.html](http://www.sheffield.ac.uk/ris/post-project/commercialising/cod-form.html)

The University, via the Commercial Assessment System (CAS) [www.sheffield.ac.uk/ris/post-project/commercialising/process](http://www.sheffield.ac.uk/ris/post-project/commercialising/process) will then assess the commercial value of the concept and determine the exploitation route.

## Learned Societies Fund

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

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

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

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

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

- a. to give an oral account or a poster of original research work, of which the member of staff is the author or

joint author, at a meeting of a learned society of national standing to be held worldwide, with a view to publication of the work by or for the society (costs will be met for only one contributor when presenting multi-authored work);

- b. irrespective of (a) above, to make one visit in each academic year (1 October - 30 September) to hear original contributions to learning at a meeting of a learned society held worldwide; and
- c. to attend a meeting or meetings, as an officer or member of the council of a learned society. In these circumstances reimbursement should initially be sought from the learned society and only if not reimbursable, should a claim be submitted to the University. The expenses claim form should be endorsed to this effect by the claimant.

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

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

## University Regulations

Research students and supervisors are advised to read the Regulations for Higher Degrees by Research (provided in the University Calendar), which is available from: [calendar.dept.shef.ac.uk/calendar/06e\\_gen\\_regs\\_for\\_higher\\_degrees.pdf](http://calendar.dept.shef.ac.uk/calendar/06e_gen_regs_for_higher_degrees.pdf)

# Additional University Services and Facilities

## Accommodation & Campus Services

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

## Careers Service

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

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

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

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

## Computing facilities

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

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

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

## English Language Teaching Centre

78 Hoyle Street, Sheffield, S3 7LG

Telephone: 222 1780

Fax: 222 1788

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

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

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

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

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

## Library

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

### Western Bank Library

Western Bank

Semester opening hours:

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

Check web pages for exceptions including exam opening and vacation hours

**Health Sciences Library** based at:

### The Medical School, Beech Hill Road, S10 2RX

Semester opening hours:

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

Check web pages for exceptions including exam opening and vacation hours

### Northern General Hospital, Samuel Fox House

Semester opening hours:

|                              |                |
|------------------------------|----------------|
| Monday and Wednesday         | 09:00 to 19:00 |
| Tuesday, Thursday and Friday | 09:00 to 17:00 |
| Saturday and Sunday          | Closed         |

Check web pages for exceptions including exam opening and vacation hours

### Information Commons

44 Leavygreave Road

Opening hours: open 24 hours a day, seven days a week

Check web pages for exceptions

### The Diamond

32 Leavygreave Road

Opening hours: open 24 hours a day, seven days a week

Check web pages for exceptions

The advice on referencing and copyright outlined in this Code of Practice is supported by a range of short skills courses specifically for postgraduates run by the Library as part of the Doctoral Development Programme, see:

<http://www.sheffield.ac.uk/library/services/lddp> for a list.

Short online tutorials are available at:

<http://www.sheffield.ac.uk/library/infoskills>. The Library offers one-to-one support for students and welcomes drop-ins. You're your librarian's details at:

<http://www.sheffield.ac.uk/library/libstaff/sllist>

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

[www.sheffield.ac.uk/library/research/introduction](http://www.sheffield.ac.uk/library/research/introduction)

### To contact the Library:

|            |   |
|------------|---|
| Telephone: | 0114 222 7200   |
| Email:     | <a href="mailto:library@sheffield.ac.uk">library@sheffield.ac.uk</a>          |
| Web:       | <a href="http://www.sheffield.ac.uk/library">www.sheffield.ac.uk/library</a>  |
| Twitter:   | <a href="https://twitter.com/unisheffieldlib">twitter.com/unisheffieldlib</a> |

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

## Modern Languages Teaching Centre

Sheffield Biocubator, 40 Leavygreave Road, S3 7RD

Telephone: 222 4897

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

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

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

## Print and Design Solutions

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

## Sport Sheffield

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

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

## Student Services Information Desk (SSiD)

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

The Student Services Information Desk (SSiD) is a one-stop information shop for all students. SSiD provides a wide range of services, including information and guidance, referrals and provision of important documents.

## Welfare and Advice

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### Childcare

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

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

### UCard

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

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

UCard issuing points are available Monday to Friday, 9am to 5pm, at: Student Services Information Desk (SSiD), Union of Students Building and University Computer Centre, 8-20 Hounsfield Road.

Should a student's time limit run out once they have submitted their thesis (but before their award has been made), they are required to go to SSiD in order to have their UCard renewed for a period of three months. If a further period of 3 months is required this process can be repeated until their award is made. Students should ensure that they take their thesis submission receipt with them as proof of eligibility. Following examination, if a student is required to make minor amendments or to resubmit their thesis, then their time limit will be changed accordingly. Therefore they can acquire a new card in line with the new time limit on their student record.

### Counselling Service

36 Wilkinson Street, Sheffield, S10 2GB  
 Telephone: 222 4134  
 Web Site: [www.sheffield.ac.uk/counselling/](http://www.sheffield.ac.uk/counselling/)  
 Email: [ucs@sheffield.ac.uk](mailto:ucs@sheffield.ac.uk)

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

- Anxiety Management
- Relaxation
- Assertiveness
- Exam Preparation

## Central Welfare and Guidance

Telephone: 222 4321

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

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

The Central Welfare and Guidance team supports students experiencing personal difficulties which are having a significant impact on their student experience and ability to study. This extends to offering support and guidance to staff supporting or concerned about students; students who find themselves in a position where they are living with or providing support to fellow students and also providing a point of contact and source of guidance for concerned parents or other family members.

The Central Welfare and Guidance team have helped in difficult situations including:

- students causing concern
- non-elective hospitalisation of students
- death and bereavement affecting students
- national/international disasters
- students who are victims of crime
- students unable to cope with aspects of university life

Someone from the Critical Support Team is available from Monday – Friday, 9.00am – 5.00pm.

## Cross-cultural issues

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

The University is an international community - over 4000 overseas students from more than 130 different countries. There are a number of international student events and activities organised by the Union and the University that you are welcome to attend. If you want to receive news of these, email Student Services at the above address with a request to receive bulletins.

## Disabled students

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

Telephone: 0114 222 1303

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

Web: [www.sheffield.ac.uk/ssid/disability](http://www.sheffield.ac.uk/ssid/disability)

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

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

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

The handbook Information for Disabled and Dyslexic Students gives an outline of the kinds of support available to disabled students at the University. It also contains detailed information on the process of applying for Disabled Students' Allowances – a source of funding often available to postgraduate students from the UK which is intended to cover any study related costs which are incurred as a direct result of a disability. The handbook is available in electronic format from the DDSS web-pages or (in paper copy) from the service reception desk.

## Health matters

University Health Service

53 Gell Street, Sheffield, S3 7QP

Telephone: 222 2100 (24 hours)

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

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

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

## Dental treatment

The University does not have a dental service. Emergency dental treatment may be available at the Charles Clifford Dental Hospital for people not registered with a dentist.

## Immigration issues

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

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

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

## Independent support agencies

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

### Sheffield Alcohol Support Service

646 Abbeydale Road, Sheffield S7 2BB

Telephone: 258 7553

Web Site: <http://www.sheffieldalcoholssupportservice.org.uk/>

### Alcoholics Anonymous

Telephone: 0845 769 7555

### British Pregnancy Advisory Service

Telephone: 0345 730 4030

Web Site: <https://www.bpas.org/>

### Sexual Health

Telephone: 0114 226 8888

Web Site: <http://www.sexualhealthsheffield.nhs.uk/>

### Rockingham Drug Project

117 Rockingham Street, Sheffield, S1 4EB

Telephone: 275 5973

### Samaritans

272 Queens Road, Sheffield, S2 4DL

Freephone: 116 123

### Sheffield Rape & Sexual Abuse Centre

Telephone: 0808 802 0013

Web Site: <http://www.sheffieldrapecrisis.org.uk/>

## Nightline

Telephone: 222 8787 (Listening)

222 8788 (Information)

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

Web Site: [www.shef.ac.uk/ssid/contacts/nightline](http://www.shef.ac.uk/ssid/contacts/nightline)

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

## Personal safety and security

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

[www.sheffield.ac.uk/security/advice/personalsafety](http://www.sheffield.ac.uk/security/advice/personalsafety)

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

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

Women's Officer

Sabbatical Office, Level 4, Union of Students Building

Telephone: 222 8608

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

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

## Alarms

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

## Health and Safety

Arts Tower, Level 7, Western Bank, Sheffield, S10 2TN

Telephone: 222 7466

Email: [safety@shef.ac.uk](mailto:safety@shef.ac.uk)

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

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

## Security Services

University Security Control Room

Telephone: 222 4085

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

## IN AN EMERGENCY

In the University - dial 4444 (24 hours)

Outside the University - dial 999

## Religious matters

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

There is a multi-faith chaplaincy team at the University. For details of their facilities and services, or for information on local worship, please visit the following web site:

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

## Student Advice Centre

Telephone: 222 8660

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

Web Site: [www.sheffield.ac.uk/union/student-advice-centre/](http://www.sheffield.ac.uk/union/student-advice-centre/)

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

## Union of Students

Western Bank, Sheffield, S10 2TG

Telephone: 222 8500 (Reception)

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

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

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

## Thesis binding at Print & Design Solutions

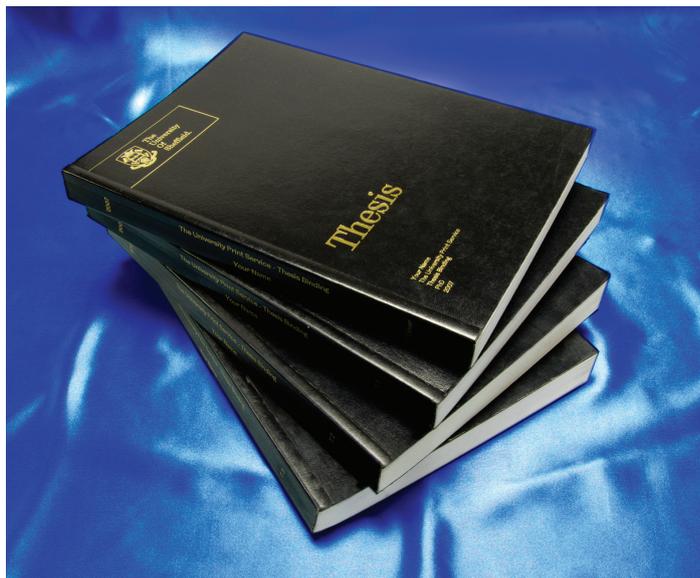
Print & Design Solutions provides a thesis printing and binding service (fastback) for The University of Sheffield.

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

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

There are four thesis styles available which are reference T1, T2, T3 and T4. The difference between them is the text on the front cover and all are available either soft or hard bound.

All theses are A4 and bound in black PVC covers, with inner card covers at front and back. Details are gold foiled onto the spine of the document (soft bind only). The maximum thickness of a bound volume is 32mm (subject to sight); if your thesis is thicker it may need to be split into two or more volumes.



### Rebinding

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

### Preparing for binding

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

Print & Design Solutions reserves the right to refuse to bind any copied material that has not been acquired legally under the terms of the Copyright, Designs and Patents Act 1988 or any current licensing agreements the University has.

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

### Collection of Thesis

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

### Further information

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









The  
University  
Of  
Sheffield.