



The
University
Of
Sheffield.

Academic
Matters.

Departmental Handbooks and Module Outlines/Reading Lists

These can only be obtained directly from the departmental office. Due to printing times, they are usually not available until the start of term.

The handbook may be an electronic document, please check with your department.

Teaching Timetable

We recommend against planning your final timetable prior to registration, as your module choices may well change. However it is important that you understand how to read the timetable in time for the start of classes and it may be useful to put together a provisional timetable for your classes.

You can find teaching timetables through the Directory of Modules, at the bottom of the list of modules for your department. The Directory of Modules can be found through Student Services Information Desk (SSiD)'s webpage:

<http://www.sheffield.ac.uk/ssid/course>

A few handy hints:

1. The 'Unit Code' is also referred to as the module code.
2. Students must attend all lectures for a given class, but will be allocated just one seminar during the first week of classes. Seminars do not usually begin until week 3.
3. On the timetable, weeks refer to the semester duration, with week 1 being the first week of classes.
4. Rooms – LT stands for Lecture Theatre, whilst SR stands for Seminar Room. The first part of the room code stands for the building. So, for example, 'AT-LT01' stands for Arts Tower, Lecture Theatre 1, whilst RRB-SR12 stands for Richard Roberts Building Seminar Room 12.

Types of Assessment

Courses can be assessed by coursework essay, written examination or practical examination. It is your responsibility to check how your course is assessed and to submit assessments in the correct format. For example, some departments request that both a hard and an electronic copy of essays are submitted. Information about individual course assessment should be available in the departmental handbook.

Examinations

Examinations usually take place in January/early February for Autumn semester courses, and late May/early June for Spring semester or full year courses.

Information about examinations, including rules and regulations can be found here:

<http://www.sheffield.ac.uk/ssid/exams>

Equipment

There are certain cases where equipment can be taken into exams. For example, students whose first language is not English may take a dictionary in with them.

All equipment must be approved prior to being taken into this exam. This involves a trip to the SSiD and should not be left until the last minute.

For more information on what equipment can be used and how you can get it approved please go to:

<http://www.sheffield.ac.uk/ssid/exams>

Plagiarism and Collusion

You must familiarise yourself with the University policy on plagiarism and collusion:

<http://shef.ac.uk/ssid/exams/plagiarism>

Each academic department has an individual policy on how they penalise students who plagiarise the work of others. Make sure that you are aware of this and be sure to keep within the rules.