Induction Passport.

for Postgraduate Research Students
Introduction

Welcome to the University of Sheffield. This Induction Passport has been made available by Research Services to aid you in your first few weeks at the University.

Please use the passport to ensure that you have received all the information you require relating to your supervision and departmental contacts, completing your Doctoral Development Programme (DDP) registration and all the other initial tasks necessary on commencing your research degree. It is designed as a resource to keep with you during your first few weeks at Sheffield, to record details of names, numbers and any other useful information.

Personal Details

Name: .............................................................................................................................................................................

Department: .............................................................................................................................................................

Registration / U-Card No: ..........................................................................................................................................

Sheffield Address: ....................................................................................................................................................

Contact Tel No: .........................................................................................................................................................

Email Address: ..........................................................................................................................................................

First Supervisor

Name: .........................................................................................................................................................................

Telephone No(s): ......................................................................................................................................................

Email: ...........................................................................................................................................................................

Supervisory Meetings:

Agreed frequency of meetings during first six months of research:

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Target Dates:

Confirmation Review: ..............................................................................................................................................

Submission of thesis: ..............................................................................................................................................
Notes on Supervisory Arrangements:

Second Supervisor (usually for Doctoral Development Programme, DDP)

Name: ...........................................................................................................................................................................
Telephone No(s): .....................................................................................................................................................
Email: ............................................................................................................................................................................

Supervisory Team (Other Departmental Contacts)

Personal Tutor

Name: ...........................................................................................................................................................................
Telephone No(s) .......................................................................................................................................................
Email: ............................................................................................................................................................................

Postgraduate Tutor (or equivalent)

Name: ...........................................................................................................................................................................
Telephone No(s): .......................................................................................................................................................
Email: ............................................................................................................................................................................

Head of Department

Name: ...........................................................................................................................................................................
Telephone No(s): .......................................................................................................................................................
Email: ............................................................................................................................................................................

Induction Checklist

Attended the Information Sessions for New Research Students – (see www.sheffield.ac.uk/rs/code/induction for timings/venue) ☑️

Completed University Registration – (see Registration: The Essential Guide for exact timings and venue) ☐️

Received U-Card. ☐️

Made appointment to register with University Health Service. ☐️

Completed computer network registration (with CiCS), obtained passwords and familiarised self with computing facilities. ☐️
Visited the Graduate Research Centre.

Attended session on copyright material and avoidance of unfair means.

Familiarised self with University and departmental library facilities.

Familiarised self with University’s Health and Safety Code of Practice ([www.sheffield.ac.uk/hs/policies](http://www.sheffield.ac.uk/hs/policies)).

Checked with Supervisor whether Ethical Approval and/or Vaccinations are required.

**Doctoral Development Programme (DDP)**

Meet with supervisor to discuss Training Needs Analysis.

Enrol on any additional training modules via the online booking form ([www.sheffield.ac.uk/rs/ddpportal/reg](http://www.sheffield.ac.uk/rs/ddpportal/reg))

**Research Services**

Research Services is a professional service department which supports academic staff research, postgraduate research students and knowledge transfer.

The Research Degree Support Team is responsible for providing advice and administrative support on matters relating to a student’s progression through their research degree and concerning the examination and award processes.

The Doctoral Development Team is responsible for developing new and enhancing existing programmes, for skills training provision including the DDP; and for the Graduate Research Centre.

**Areas of work relating to research students including the following:**

- Changes to student status, e.g. change of Degree, Department, Faculty, scope of research or supervisor; Confirmation Review; suspension of candidature; changes in registration status; applications for extensions to time limits; withdrawals; requests for leave of absence, etc.

- Arrangements 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.

- Graduate Research Centre.

- Publications for research students.

- Research Skills Training (inc. DDP, seminar series).

- Studentships and funding.
Contact Details
The Research Degree Support Team is based at New Spring House, 231 Glossop Road.
www.sheffield.ac.uk/rs/contacts/student
The Doctoral Development Team is based at the Graduate Research Centre, Dainton Building and New Spring House, 231 Glossop Road.
www.sheffield.ac.uk/rs/ddpportal/enquiry

Graduate Research Centre, Dainton Building
The Graduate Research Centre is a facility exclusively for the use of postgraduate research students from across the University.
The Centre provides dedicated workspace for 50 research students who do not have such facilities in their academic departments.
The Centre is open to students based there seven days a week, between the hours of 8.00am and 12.00pm. The Centre is manned by Research Services staff during normal office hours, Monday-Friday. Students may apply for a workspace to use throughout their research degree or for specific periods of time, e.g. literature review or writing up. Application forms can be obtained from the Centre’s reception or from:
www.sheffield.ac.uk/rs/grc

Other University Services
Accommodation Services, Tel. 222 8800 www.sheffield.ac.uk/accommodation/
Careers Service, Tel. 222 0910 www.sheffield.ac.uk/careers/services/researchers
Corporate Information & Computing Services, CiCS, www.sheffield.ac.uk/cics/
Counselling Service, Tel. 222 4134 www.sheffield.ac.uk/counselling/
Disabled Students – Student Support & Guidance, Tel. 222 1303 www.sheffield.ac.uk/ssid/disability
Library Western Bank Library, Tel. 222 7204 www.sheffield.ac.uk/library/
Print & Design Solutions Bolsover Street, Tel. 222 1220 www.sheffield.ac.uk/cics/printanddesign
Registration Team Level 6, Students' Union building, Tel. 222 1288 www.sheffield.ac.uk/registration/contacts
Student Advice Centre, Level 3, Students' Union Building Tel. 222 8660 www.sheffield.ac.uk/ssid/contacts/advice
Student Services Information Desk, (SSiD) Students’ Union www.sheffield.ac.uk/ssid
University Health Service, Tel. 222 2100 www.sheffield.ac.uk/health/