This Handbook is a key resource for research students and their supervisors, containing useful information about the services offered by Sheffield University Management School, the nature of postgraduate student experience and the various processes that underpin studying in the Management School.

The Handbook should be read in conjunction with the University’s Code of Practice for Research Degree Programmes, a copy of which is available on the doctoral pages of the University website. The Handbook is intended to supplement the University’s Code of Practice, providing more specific details of the Management School’s policies and procedures.

It is therefore important that all those involved with a student’s programme of research become familiar with the regulations and guidelines contained both in this Handbook and the Code of Practice.

PLEASE KEEP IT TO HAND AND GET IN THE HABIT OF REFERRING TO IT. IT SHOULD CONTAIN MOST OF THE INFORMATION YOU REQUIRE OR AT LEAST POINT YOU IN THE RIGHT DIRECTION.

Additionally, the handbook is available electronically via the Management School PGR Doctoral Hub.
A warm welcome to Sheffield University Management School.

Here at SUMS, we welcome you to our vibrant research community, and look forward to working with you to develop your ideas, undertake research, and drive change.

The Management School is home to many eminent academics who are leaders in their field of study, demonstrated through our research centres, groups and clusters. The School is an inspiring place to work, study, and make lasting connections with researchers and practitioners all over the world.

Our research ethos underpins a stimulating and dynamic environment, with dedicated postgraduate research facilities and extensive training opportunities. As a community, our PhD students are an integral part of the School, and all students are fully supported by their peers, supervisors, and the administrative team.

With SUMS, your PhD can help to change the world.

Dr Caroline Oates
Programme Director for Postgraduate Research
PEOPLE IN THE SCHOOL WITH RESPONSIBILITY FOR RESEARCH STUDENTS

**Associate Dean for Research**  
Professor Pauline Dibben – Room E013  
Telephone 0114 222 3472  
Email: p.dibben@sheffield.ac.uk

**Director of Postgraduate Research**  
Dr Caroline Oates - Room C086  
Telephone 0114 222 3448  
Email c.j.oates@sheffield.ac.uk

**DTC Co-ordinator**  
Dr Diane Burns – Room E012  
Telephone: 0114 222 3216  
Email: d.burns@sheffield.ac.uk

**The PGR Team**

The PGR Team co-ordinates all aspects of the management of postgraduate research in the Management School. The following people are your first points of contact for support and guidance outside of the supervisory relationship.

**Research Office - Room D038**  
**Research Office Manager**  
Harriet Godfrey  
Telephone: 0114 222 3215  
Email: h.godfrey@sheffield.ac.uk

**Research Support Officer**  
Mark Latham  
Telephone: 0114 222 3361  
Email: m.latham@sheffield.ac.uk

**PGR Administrator**  
Mandy Robertson  
Telephone: 0114 222 3380  
Email: m.robertson@sheffield.ac.uk

**PGR Support Officer**  
Josie Smith  
Telephone: 0114 222 3477  
Email: josephine.smith@sheffield.ac.uk
**Useful Contacts and Links**

<table>
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<th>Position</th>
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<th>Telephone*</th>
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<tr>
<td>Dr Malcolm Patterson</td>
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<td>0114-222-3470</td>
<td><a href="mailto:m.patterson@sheffield.ac.uk">m.patterson@sheffield.ac.uk</a></td>
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<td>Kath Cobley</td>
<td>Finance Officer</td>
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<td><a href="mailto:mgt.finance@sheffield.ac.uk">mgt.finance@sheffield.ac.uk</a></td>
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<td>Paul Nile and Loo Yeo</td>
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<td>0114-222-3350</td>
<td><a href="mailto:mgt.it@sheffield.ac.uk">mgt.it@sheffield.ac.uk</a></td>
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<tr>
<td>Maria Mawson</td>
<td>Librarian</td>
<td>Western Bank Library</td>
<td>0114-222-7348</td>
<td><a href="mailto:m.b.mawson@sheffield.ac.uk">m.b.mawson@sheffield.ac.uk</a></td>
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<tr>
<td>Dr Geoff Nichols</td>
<td>Unfair Means Officer</td>
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<td>0114-222-2184</td>
<td><a href="mailto:g.nichols@sheffield.ac.uk">g.nichols@sheffield.ac.uk</a></td>
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* If telephoning from within the University, please use only the last five digits of the telephone number.

**University's Code of Practice for Research Degree Programmes** -

**Doctoral Development Programme (DDP) Portal** -
http://www.sheffield.ac.uk/ris/pgr/ddpportal

**The White Rose Social Science Doctoral Training Centre (DTC)**
http://wrdtc.ac.uk/

**Social Sciences Doctoral Training Centre (DTC)**
http://www.shef.ac.uk/social-sciences-dtc

**Corporate Information and Computing Services (CiCS)**
http://www.sheffield.ac.uk/cics

**Northern Advanced Research Training Initiative (NARTI)**
http://lubswww.leeds.ac.uk/narti/
RESEARCH IN THE SCHOOL

Research at Sheffield University Management School is internationally excellent, shown by its RAE 2008 research performance. Members of staff engage in socially responsible research, publish high quality research output and actively engage non-academic users of our research in order to make a positive difference to organisations and society, both nationally and internationally. In line with our school’s mission, our main area of research focus is the promotion of socially-responsible work practices. Research at the school is led by the Associate Dean for Research, Professor Pauline Dibben, supported by the Heads of Divisions and Research Centres.

Research centres, groups and clusters at Sheffield University Management School

Sheffield University Management School’s research is organised around a number of centres, groups and clusters. These play a central role in our research culture and strategy.

As research centres, IWP, CREED, LSCM, CRAfIC, WOERRC and CEES are the key vehicles for perpetuating research culture in the school, along with the high-quality research publications and research grant applications in core research areas.

For example, academics in accounting and financial management and marketing are expanding socially responsible research on themes such as corporate governance, improving the institutional environment of emerging economies, and green marketing.

As a School, our research centres, groups and clusters will continue to target and work with research users in the public and private sector to effect changes in legislation, regulation and policies, as well as large corporations and organisations that have global workforce and supply chain reach.

Research Centres

The Institute of Work Psychology (IWP):
After formal incorporation into Sheffield University Management School in 2008, this previously separate internationally renowned institute undertakes research on human behaviour, cognition and emotions in diverse work contexts.

Its highly-acclaimed academics also teach our prestigious MSc Occupational Psychology. The aim of the IWP’s research programme is to combine scientific quality with practical relevance; in scientific terms the emphasis is on developing and testing theory about the effects of work on employee well-being and performance, and doing so by using rigorous quantitative and qualitative methods, with particular emphasis being placed on the use of longitudinal and change studies.

IWP also advances knowledge on themes such as bullying, sexism and diversity in the workplace.

Logistics and Supply Chain Management (LSCM)
Led by Sheffield University Management School, much of LSCM’s research goes beyond the boundaries of the University – partnering up with research users public and private sector, locally, nationally and internationally, to help them rethink and develop their models and methods for supply chains to make them more environmentally sustainable.
The LSCM research centre is linked with a core mirror group at the South East European Research Centre (SEERC), three consortia, and 25 international partners and member institutions partners. Some members of LSCM are also in CEES, which advances the understanding of energy, environment and sustainability for a low-carbon future.

Centre for Energy, Environment and Sustainability (CEES)
An offshoot of LSCM, CEES is led by Sheffield University Management School. With members drawn from across the institution, research in this area is advancing the understanding of energy, environment and sustainability for a low-carbon future.

Centre for Regional Economic and Enterprise Development (CREED)
Led by Sheffield University Management School, CREED has members from across the institution.

Academics in this centre collaborate on tackling the informal economy and advancing knowledge on the practices of entrepreneurship, especially in marginalised populations, and regional economic development.

CREED has quickly grown from a four-person School-level centre to a 19-person interdisciplinary centre.

Work, Organisation and Employment Relations Research Centre (WOERRC):
WOERRC comprises researchers from across the school and the Faculty of Social Science who have interests relating to work, employment and the labour market.

The aim of WOERRC is to generate and disseminate high-quality research that has the potential to inform and shape academic debates and influence policy and practice. The centre facilitates collaboration between researchers from different academic fields and disciplines and in so doing aims to promote theoretical and methodological innovation, provide fresh analytical insights and strengthen the evidence base.

WOERRC pursues cutting-edge research on labour law violation, employment relations and new forms of work organisation.

Centre for Research into Accounting and Finance in Context (CRAFiC)
CRAFiC has emerged from the Accounting and Financial Management research group. It seeks to encourage and conduct research into the ways accounting and finance are constituted and help to constitute the broader context and institutions in which accounting and finance exist, as well as their technical qualities. By encouraging this research, CRAFiC seeks to understand the experience of accounting and finance from the point of view of everyone affected by related decisions - not simply the decision makers. CRAFiC seeks to mobilise accounting and finance scholarship to help build a fair and sustainable society.
Research Clusters and Groups

Cluster for Research on the Informal Sector and Policy – CRISP
An offshoot from CREED, CRISP’s research takes a new approach to research into the informal sector rather than focusing on its scale. CRISP research seeks to understand the motives and characteristics of those involved in the informal sector so that policies can be formulated to tackle these issues.

Critical Research in Marketing and Society (CReiMS)
This cluster draws upon the strong narrative of sustainability, ethical, international and consumer research that is currently an integral part of Sheffield University Management School’s Marketing/CCI division.
FACILITIES FOR RESEARCH STUDENTS

The Doctoral Centre

Postgraduate research students are housed in the Doctoral Centre at 171 Northumberland Road. In order to get access to the Centre you must complete Out of Hours and Fire Safety Training. Full details are given in the Health and Safety Information page in this handbook.

The building is spread over 3 floors and is a combination of study space and communal space. All desks are hot-desking.

The ground floor: a large kitchen, a room with a large table where students can also access their lockers and the photocopier, a reference library with comfortable seating where students can eat their lunch away from the kitchen and one meeting room for communal use (seminars, meetings etc).

Floor 1: 6 offices of study space that each accommodates 4 or 5 students.

Floor 2: 6 offices of study space that each accommodates 3-5 students. This is designated as a quiet study space.

Full time students who envisage using a desk on a regular basis may choose to use the same desk, this will be self-regulated by the students.

The Doctoral Centre is fitted with WIFI.

Students will be offered access to a locker subject to availability. You must sign for and pay a £10 refundable deposit for an office key.

Josie Smith is your contact for issues relating to the Doctoral Centre.

IT Facilities

Please note you are strongly advised not to save material to your hard disk, but to save it instead either to a memory stick or your network account.

When you register as a research student you will automatically be registered for access to the University computer network, and allocated a username and password, and some of the networks memory for use.

You can obtain various notes and guides on using the computers and software for them from the University’s Corporate Information and Computing Service (CICS).

Telephones

You have access to a telephone. There is a phone in each office and also one in the Meeting Room at Northumberland Road. Telephones are for work use only. The pin number to release answerphone messages should be the last four digits of the phone number. Please do not change the pin number.
RESEARCH TRAINING AND DEVELOPMENT

An important benefit that comes from reading for a research degree is the acquisition of a broad range of research skills. To help ensure that you acquire the skills that are relevant to your research and whatever career path you wish to pursue after you have obtained your degree, the University has developed the Doctoral Development Programme.

As part of your research training and development, you are required to undertake the Faculty’s core programme as well as the management module and research ethics.

The Training Needs Analysis (TNA) will be available via web link prior to registration. The student should complete a first draft of the TNA and take it to their first supervisory meeting. The purpose of the TNA is to enable the student to conduct a self-reflective assessment of the training needs that have been identified as critical to their area of study.

On the basis of the completed TNA, and in consultation with the supervisory team, an initial development plan should be agreed.

The student’s progress should be reviewed at the end of the first semester, at the point of the confirmation review 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 will be required to confirm the student’s successful completion of the DDP.

ESRC White Rose Social Science Doctoral Training Centre (DTC)

Management School postgraduate research students are members of the ESRC White Rose Social Science Doctoral Training Centre [http://www.shef.ac.uk/social-sciences-dtc/about](http://www.shef.ac.uk/social-sciences-dtc/about). The Centre was established in January 2011 with an investment from the Economic and Social Research Council (ESRC) to provide a training centre for postgraduate researchers in social sciences. All our doctoral students have access to these training and development opportunities regardless of their funding source as well as opportunities for collaboration and networking with students at other White Rose Institutions (York and Leeds).

DTC Core Modules

To help you acquire competence in a number of the “Generic Research Skills towards becoming an effective social science researcher” and the “Subject specific training” and “Subject specific craft skills”, you are required to take four core modules delivered by the Faculty of Social Sciences ESRC White Rose Doctoral Training Centre. These modules are:

“Statistics for Social Scientists” (Module code: FCS650)
“Qualitative Methods for Social Science Research” (FCS660)
“Foundations of Social Science Research” (FCS670) and
“Research Ethics and Integrity” (FCS6100).
All core modules offer a range of credit-bearing options for study. Students are automatically registered on each of the core modules under the zero-credit option, whereby attendance is compulsory and assessment is formative, based around in-class discussion and activities. However, students may also choose to undertake a more substantial piece of assessment work for either 15 or 30 credit weightings, in order to develop their thinking and writing in preparation for the production of the confirmation review document. You should therefore discuss carefully with your supervisors whether it would be beneficial for you to register for a credit-weighted assessment on any core module, in conjunction with consideration of your training needs.

Please note that the Management School does not require you to accrue credits through research training as a mandatory requirement, and at present no qualification is available to recognise any credits accrued. The confirmation review document and presentation will provide the School with a measure of the success and quality of your learning through research training modules. Undertaking credit-based assessment however is likely to give a useful grounding for the preparation of the confirmation review document, and provide an opportunity for feedback on your work.

**Management School Core Module - MGT6157**

**Social Theory for Management Researchers**

This core module provides students with an introduction to social theory. Students will be introduced to key concepts, debates and bodies of thought, including ‘structuralism’, ‘post-structuralism’, ‘critical theory’ and ‘feminist theory’. Particular attention will be paid to the application of social theories in relation to contemporary management and social science concerns, such as governance, globalisation, strategic choice, business systems and the organisation of work. Students will be provided with opportunities to discuss ways in which social theories might be applied to their own research so as to benefit and enrich it. Students will be questioned on the application of social theory to their own research by the assessors during the confirmation review presentation.

Beyond core modules, you should also discuss the selection of any additional modules/workshops offered within the Management School, University, other White Rose Institutions (York, Leeds) and external providers with your supervisors.

All 2nd and 3rd year students are encouraged to attend The Sheffield GRAD School - SUGS, organised by the University Careers Service in partnership with Research and Innovation Services, is a three day non-residential course. It is modelled closely on the national GRAD Schools organised by Vitae and supported by the Research Councils. The Sheffield model is designed to give course participants the opportunity to reflect on their career plans and develop their communication, team working and critical thinking skills through a range of learning activities which are both interesting and fun. Details will be sent out via email from the DDP team.

Finally, we strongly suggest that those who wish to teach or are looking to become academics consider the Sheffield Teaching Assistant Programme - http://www.sheffield.ac.uk/lets/cpd/sta
Northern Advanced Research Training Initiative (NARTI)

The Management School is a member of the Northern Advanced Research Training Initiative (NARTI) organisation. NARTI organises its own workshops and conferences that students from the Management School may attend at no, or minimal, cost. NARTI provides opportunities to present your ideas to – and network with – students from other universities researching in the management field. Details of NARTI’s activities will be circulated regularly, and it is beneficial to attend these events.

SEMINARS AND CONFERENCES

Research Seminar Series: the School has a full programme of research seminars, at which academics and students (either from the University or from other institutions) report on some of their research, and practitioners from local and national business share their experiences. These seminars are a highly valuable way to develop insights into research areas, share and discuss ideas, and develop networks. Discussions are generally quite informal and although a presentation may not overlap with your own research directly, they often provide wide-ranging insights on the applicability of particular research methods to a given problem and a style of presenting, so they are always worth attending. You are expected to participate in the research seminars on offer in the school for your development. Details of these are circulated regularly and are also listed on the Management Gateway website http://management.sheffield.ac.uk/.

Doctoral Seminar Series: as a key part of the Management School Seminar Series, PhD students currently organise and deliver their own programme of seminars, at which both students and staff attend and participate. This is an integral part of your research training, and you are therefore expected to participate fully and record both attendance and contribution within your DDP for the purposes of the confirmation review. The Doctoral Seminar Series is student-led, and offers an excellent opportunity to engage in debate and present your work and ideas in a supportive environment with peers, in addition to getting involved in the organisation of the series.

Every year the White Rose DTC Business and Management pathway organises a conference, it is hosted by each institution on a rotating basis. In 2015 the conference will be held in Sheffield. Every student is expected to attend the Conference. All first years must produce a poster for presentation at the conference. Second years may produce a poster or present a paper. All third years are expected to present a paper.

Attendance at the event is an excellent opportunity to meet with other PhD students in your field and receive feedback from academics outside your supervisory team.

FINANCIAL SUPPORT FOR RESEARCH TRAINING

For students not in receipt of a Research Council or University research training and support grant (RTSG) the Management School provides up to £1500 to support research. The money can be used for any research related expenditure except proof-reading, printing out and binding of your thesis. However, please note that this budget is for the entire duration of your studies.
If you wish to make use of these monies, you should discuss the potential expenditure with your supervisor in the first instance. If your supervisor is supportive of spending the money in the way that you propose, you should complete the application for the expenditure which is available on the Management School Doctoral Hub. You should ask your supervisor to countersign the form and then return it to the Research Office, which will then forward the form to the Associate Dean for Research for approval. The School’s Finance team will then contact you. You must not make any purchases or bookings until you have received approval.

Once you have approval you can ask the Finance Team to arrange the expenditure or you may make the expenditure and claim reimbursement. If you make the expenditure, you must keep all receipts for the monies for which you seek reimbursement up to the maximum of the £1,500.

The University does have the facility to produce business cards. The cards must be paid for from your research support grant. The cards can be ordered in October and April each year, and you will be emailed with details. Please note you must not go outside the University to produce a business card. No-one else has permission to reproduce our crest legally.

**Exceptional Conference Funding Resource**

We can also consider funding applications from second and third year postgraduate research students to facilitate attendance at a prestigious conference to present a paper. This extra funding is in addition to the PGR research training support grant, and is only available according to strict criteria (see below).

- All requests must include the following information/documents (incomplete requests will not be considered):
  - permission to attend the conference from both supervisors
  - a strong supporting statement from the lead supervisor stating why the request should be considered, including evidence that the conference is prestigious in its discipline
  - a supporting statement from the student including amount requested, a full breakdown of costs, details of additional funding obtained (it is expected that the student will obtain additional/matched funding from the conference e.g. a bursary), benefits of attending the conference, and potential impact and publications arising from attendance.

Please note that students may only access this extra funding **once** during their PhD: the extra funding is only available to second and third year students (equivalent for part time); and the student must present their paper before the conference, or within four weeks of returning from the conference, at the Doctoral Seminar Series.

Requests will be considered by the PGR Programme Committee at its quarterly meetings (January, April, July, and October). Requests should be emailed to mgt.research@sheffield.ac.uk at least two weeks prior to the next PGR Programme Committee for discussion at that meeting.
TEACHING AND OTHER PAID WORK

This guide is intended to help you as a research student and is therefore primarily about research student matters. However we cannot ignore the fact that for many research students some form of paid work is an important factor in their lives. This is especially true of part-time students who have a full- or part-time job alongside their research degree studies. Others who are registered as full-time research students will often also have part-time employment of one kind or another. The University’s Code of Practice for Research Students states that **Full-Time Research Students** should undertake **no more than 180 hours of paid work** per annum.

Where a student wishes to take up opportunities for teaching, this must be discussed and endorsed by your supervisor and the PGR Director and is subject to satisfactory progress. This will depend in part on the School requiring any teaching to be done by postgraduate research students and the match with student skills.

All students are asked to complete a form in late Spring indicating whether or not they wish to be considered for any teaching that may be available in the next academic year.

The person responsible for all matters to do with teaching is the Associate Dean for Learning and Teaching. If you have any queries regarding teaching then s/he is the person to contact. You can also obtain information about teaching matters from the Head of Student Experience.

Matters related to teaching, such as student attendance, marking, timetables etc. are all covered by School practice and policy and are dealt with by the School Teaching Committee. In practice the module leader or your supervisor should be able to give you guidance about such matters should you have any queries.

The final, but probably most important, point about teaching and any other form of employment is not to let it interfere with your studies and jeopardise your degree. You need to think carefully about the balance between the two activities (and the very important need to have a personal and social life!). Plan ahead, thinking, for example, about when you will need to do fieldwork or analyse data, and whether this will clash with marking, or your employers being particularly busy at certain times of year.
SUPERVISION

You should have a minimum of two supervisors. Your two supervisors may play different roles. You will have at least one supervisor who has subject-specific expertise in the broad area in which you are researching, although both of your supervisors may have such expertise. You will have at least one supervisor who has supervised students through to successful completion of a PhD. Your supervisors may meet with you jointly, or they may prefer to meet with you individually. The Management School does not seek to prescribe exactly what arrangements you should make around the issues above. It is up to you to agree with your supervisors what arrangements will work best for you. The Management School does expect that you will meet with your supervisors once a month on average (though this at times may vary due to work schedule, e.g. during fieldwork). How you organise your preparation of work to fit in with your meetings is up to you to decide in conjunction with your supervisors.

Most relationships between supervisors and their postgraduate research students work really well. It may occasionally be necessary to make changes to the supervisory team (for example due to a staff member leaving the University). Unfortunately, there are instances where student-supervisor relationships do not work particularly well. If you consider that your relationship is not working with one or other of your supervisors to your satisfaction, you should try to speak with that supervisor, perhaps in a three-way meeting with another supervisor present. If, however, you find that you cannot resolve any problematic issues with a supervisor, you should discuss it in the first instance with the Director of Postgraduate Research in the School. It is important that while seeking to resolve any issues, you continue to work on your research and follow the schedule of work agreed with your supervisors. If your progress has been satisfactory, but a conflict between you and a supervisor threatens further progress, it may be possible to change a supervisor if there are others with the same subject expertise of that supervisor in the School. However, it is important to note that it is not the Management School's practice to change supervisors when a conflict has arisen due to lack of progress.

Supervision Absence

In addition to their other commitments, supervisors are also eligible for study leave from time to time. Although they are relieved of all normal teaching and School duties during this period, they remain responsible for their research students. Be prepared for a supervisor being less available during a period of study leave, or not available at all if he or she is going abroad. Supervisors should make provision for this period with their students well in advance, by agreeing a revised schedule of work and meetings (usually involving the second supervisor), or in certain instances for cover by a colleague who is willing to help out if needed.

Where a supervisor is absent from the University for a period of 4 weeks or more, the other supervisor will normally take on responsibility for supervision, either until the supervisor returns or until a new supervisor can be appointed. If a supervisor leaves the Management School, it will be necessary to appoint a new supervisor to the team. If the supervisor leaves went eh student has 12 months or less to their submission date, it may be possible for the supervisor to continue supervising externally.
The Supervision Record form (SRF)

It is essential that the Management School has a written record of every supervisory meeting that takes place, for progress and attendance monitoring. The SRF is the main source of information available to the Management School for the purpose of fulfilling the University’s Student Attendance Monitoring (SAM) Procedures.

You are expected to complete a supervision record form in conjunction with your supervisors every time you meet, recording the extent to which you have realised the objectives since your last meeting, the goals that have been agreed before your next meeting and the time that is allowed between the current meeting and the next meeting (usually 4-6 weeks).

Students must use the University of Sheffield online SRF, available at: http://www.sheffield.ac.uk/ris/pgr/code/supervision

This form is easily completed online post-supervision meeting and allows you to log all your notes and plans from the meeting. This form is submitted online and sent to your supervisors and the Research Team for logging. Please ensure you add mgt.research@shef.ac.uk as the departmental contact.

Progress Reports and Meetings

In February all students must complete a progress report, the content of which must be agreed by the supervisor(s), for submission to the PGR Programme Committee.

The Annual Supervisor Progress Report is administered by Faculty in July/August. This report will come to you via your University email and should be completed promptly online.

Finally, at the end of semester one you will have the opportunity for a one-to-one meeting with the Director of Postgraduate Research. For third and fourth year students the meeting will take place in May, supervisors are required to attend this progress meeting and it is compulsory.
STUDENT ATTENDANCE MONITORING

As a student, it is most important that you attend regularly all the scheduled sessions (e.g. supervisory meetings, departmental research presentations, DDP modules, etc) that are listed in your timetable or that are communicated to you as the year proceeds. It is only by attending all of the scheduled sessions that you will be able to engage with your research and progress effectively, as required by University Regulations. To help ensure that you make full use of the learning and research opportunities that are available, your academic department will be monitoring the attendance of students who are studying on campus throughout the year. Departments will also monitor contact points for students who are studying or working away from Sheffield as part of their degree studies.

Departments will be required to indicate to the University on 3 occasions per year, whether or not students are attending and engaging with their programmes of research. These occasions are called checkpoints and for PGR students they occur in January, May and September each year. It is essential that the Research Office has a full set of supervisory records in order to report on your attendance at checkpoint time.

Students should be aware that appropriate action shall be taken in the event of unauthorised absence.
THE CONFIRMATION REVIEW

Guidance for Students

The confirmation review consists of two elements: a written confirmation review document and a confirmation presentation.

The confirmation review document
The review document should be submitted a minimum of four weeks before the confirmation review period, with a deadline of 1st September 2015. There is a strict word limit of 13,000 words. Please note that any document that exceeds this maximum length will either be rejected for assessment, or assessors will read only the first 13,000.

The document should include the following:

- Executive summary – this should provide a clear and concise one-page summary of your research, including background/literature, aim and objectives/hypothesis and propositions, methods of data collection and analysis, and anticipated contribution/impact. The summary should give the reader a clear understanding of the key facets of your research and its importance. It does not count towards the word limit.
- Literature review – this should be within the range of 8,000-10,000 words, and should include a review of the relevant literature, discussion of theoretical background to the research problem and a clear statement of the anticipated theoretical contribution and impact/practical implications of the thesis. It might also include research questions that result from the literature review. To be eligible for successful confirmation, this should be of sufficient quality, as judged by the assessors, for presentation at an academic conference of national/international standing.
- Methodology – this should be 3,000-3,500 words, and should give a clear statement of the chosen research design including methods to be employed to address the questions being asked, underlying philosophical assumptions, sampling, approach to analysis, identification and discussion of key ethical issues, and any methodological difficulties envisaged and proposed solutions. There should be sufficient detail to allow assessors to decide on the feasibility of the proposed methodology and its appropriateness for the research problem being addressed. Inclusion of any preliminary empirical research (e.g. pilot study) is optional. To be eligible for successful confirmation, assessors need to be assured that the methodology will allow the research questions/hypotheses to be addressed and produce results of sufficient quality for publication in academic journals of national/international standing.
- Reference list – this does not count towards the word limit.
- Timeline until completion/GANNT chart (as an appendix) – there should be a clearly defined plan of work activity within the time available until completion. Assessors need to be confident that the proposed work is doable in the time frame available for timely completion and submission of the thesis.
- Document showing progress with Training Needs and DDP (as an appendix) – you MUST include a record of all research training and development activities undertaken (and assessment details where applicable), in addition to any Training Needs Analysis documentation as carried out in conjunction with your supervisors. This should be comprehensive and is likely to include formal modules completed, seminars attended, conference presentations, working papers produced, workshops, participation in Doctoral Seminar Series and the like, so that assessors can determine
whether you have/are acquiring the right skills to allow successful completion of your research and have completed all compulsory elements of training.

Please be aware that to have your status approved as a PhD student you must have completed the University's compulsory ethics module. The confirmation review document must be submitted to Turnitin.

The confirmation review presentation

The confirmation review presentation is followed by an assessment panel. Presentations are 30 minutes’ total duration, comprising 20 minutes for your presentation and 10 minutes for questions from the audience. The presentation will be open to all staff and PGR students from the Management School, and will be chaired by the general assessor. The presentation should provide an overview of the PhD research conducted to date and the next steps. Members of the audience will have the opportunity to ask questions following the presentation about any aspects of the work.

Assessment panel: following the presentation session, the student will then meet with the assessment panel of two assessors. The assessors will question the student on the detail of their confirmation review document and presentation (approx. 1hr). Students will be asked to comment on the implications of social theory for their research. It is intended that the panel will simulate a viva voce for the student and offer a helpful learning opportunity in preparation for the PhD viva proper. As such, supervisors will be present as support and for the purposes of note taking but will not participate in the discussions. The panel will then ask the student to leave and the panel members will remain with supervisors to discuss the outcome of the review. The panel members can consult with the supervisors but the decision on the confirmation review’s outcome rests with the panel members. The student is then invited back into the room and informed of the confirmation review outcome.

Possible outcomes

The possible outcomes of the confirmation review process are as follows:

i. Pass – confirmation of doctoral status. Indicates no further work is required.

ii. Revisions required – the result is deferred pending a second attempt to take place no later than 18 months (36 for part time) following the start of the student’s study. Indicates further work is required to pass.

iii. Fail – student is transferred to an MPhil programme (normally only recommended following a second attempt).

It is anticipated that many students may fall into the Revisions required category and these students will be given clear guidance on additional work required to pass the confirmation review (see below).

Written report from the assessors

The specialist assessor, with help from the general assessor, will produce a report on the document and presentation within two weeks of the confirmation review. The specialist assessor will comment on whether the student’s proposed research is likely to make a contribution to knowledge that is worthy of the award of PhD, and focus on any areas of weakness and specific suggestions for improvement. The general assessor will contribute a paragraph commenting on whether sufficient progress has been made, indicating whether the student is likely to complete on time, and also comment on any further work that might be required to pass the confirmation review.
Report on Confirmation Review (notes for guidance attached)

<table>
<thead>
<tr>
<th>Student’s name:</th>
<th>Student’s registration number:</th>
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<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td>Title of confirmation review document:</td>
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</table>

Feedback from specialist assessor (use additional space if necessary)

In the event of outcome ii (revisions required), please outline in detail the areas requiring attention/improvement before resubmission (use additional space if necessary)

Feedback from general assessor (use additional space if necessary)

Outcome decision – please tick one only

- i. **Pass** - confirmation of doctoral status. *Indicates no further work is required.*
- ii. **Revisions required** – the result is deferred pending a second attempt to take place no later than 18 months (36 for part time) following the start of the student’s study. *Indicates further work is required to pass.*
- iii. **Fail** – student is transferred to an MPhil programme (normally only available following a second attempt).

Signed by specialist assessor

______________________________

Name

Signed by general assessor

______________________________

Name

Please submit this signed form to mgt.research@sheffield.ac.uk within **two weeks** of the confirmation review presentation.
Confirmation Review – Guidance for Assessors

There are two assessors with different but complementary roles – the specialist assessor will have in-depth knowledge of the field, and the general assessor will be responsible for maintaining rigorous standards across confirmation reviews within their division.

Specialist assessor
The role of the specialist assessor is to scrutinise the confirmation review document to assess its quality. The following areas should be addressed:

Research questions
Are the research aim and objectives/research question(s)/hypotheses clearly identified? Do they address a PhD level of contribution? Is there a clear link between the research questions and the literature?

Literature review
Does the student demonstrate a sufficient understanding of previous work in the field? Are there any omissions in the literature review?

Methodology
Does the proposed methodology fit with the research questions and the literature? Are the methods appropriate to address the research objectives?

Preliminary findings
If there is a pilot study, is it well designed and likely to be useful when implementing the main study? Has the student demonstrated an understanding of data analysis?

Contribution to knowledge
Is the potential contribution of the research clearly articulated? Is the level of contribution sufficient for a PhD programme? Is potential impact considered?

Research ethics
Does the student have the appropriate permissions (e.g. to access participants) and/or a clear plan for acquiring approval?

Format
Is the document well written and understandable? Are the ideas well expressed? Has the correct format (word limit, structure) been followed?

Work plan
Is the timetable for the remainder of the programme realistic and appropriate?

Training needs
Does the student have the appropriate skills to do the proposed research? If not, what changes need to be made to the TNA to ensure a timely completion?

Publication and dissemination
Are there any elements of the work that are worthy of publication and/or presentation at a conference? Please suggest any appropriate dissemination channels.

The specialist assessor will take the lead in writing the report on the review document and presentation. If the student is assessed as outcome ii (revisions required) then the report will contain clear guidance as to how any areas of identified weakness can be addressed and what any additional work may be needed before resubmission.

General assessor
The general (or divisional) assessor will assess the confirmation review document in terms of its standard compared to others across the division, and consider whether the student has made sufficient progress from registration to date, indicating whether a timely completion is likely. The general assessor will also review the Turnititin report (provided by the Research Office). Once the Turnititin report has been approved, the confirmation review document will be given to the specialist assessor.
The general assessor will contribute towards the written report in consultation with the specialist assessor.

**The presentation**
Both assessors will attend the presentation, chaired by the general assessor. The quality of the presentation and how the student responds to questions from the audience, may be commented upon in the assessors’ report.

**Confirmation review decision (discussed after the presentation)**
Each assessor will offer their assessment of the student’s work to date, as included in the confirmation review document and presentation. Each assessor will focus on their respective roles as outlined above, and recommend whether the student’s PhD status should be confirmed. The supervisors will then be asked whether they agree with the recommendation, and will have an opportunity to state any contextual information which might have impacted negatively on the confirmation review process. Taking into account the supervisors’ views, the assessors will agree an outcome. (Where there is difficulty in reaching an agreed outcome, the Director of Postgraduate Research may be consulted). The student will be invited to return, and informed of the decision.

**In the event of outcome ii revisions required**
The student has up to 18 months following registration (36 months for part time students) to resubmit a revised confirmation review document, addressing all areas of weakness identified by the assessors in their report. Another oral presentation may be required at the discretion of the assessors. The assessors will review the second submission and complete a second report. The available outcomes on this second attempt include **Pass** (no further work required) or **Fail** (recommendation to transfer to an MPhil programme).
ETHICAL APPROVAL

The University expects that everyone who undertakes research will conduct their work ethically. A postgraduate research student should complete the online ethics application form at the University’s central ethics web site – the form can be found at: http://www.shef.ac.uk/ethics

IWP students should also make sure that they provide additional information on 2 points:
List all measures to be used in the study (e.g., specify performance measures, attitude scales, affective states, behavioural measures). Please append copies of interview schedules, questionnaires).

What will be done about individuals whose scores signify potential hazards for them or for others (e.g., maximum score on GHQ, impaired peripheral vision in a driver, observation of poor care or neglect in a care setting).

If the supervisor decides that research ethics approval is not needed for the project, then a document explaining why a Research Ethics Review is not necessary needs to be submitted to the Research Office prior to confirmation review.

Please note, PGR Students should submit their ethics form at least one month prior to their fieldwork being carried out (as collecting any data from human participants needs to be ethically approved).
PREPARATION FOR THESIS SUBMISSION

The supervisors, in collaboration with the student will agree a target date to submit their thesis for examination. This target date should be agreed at least six months before the anticipated completion date.

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. It is the student's, rather than the supervisor's, responsibility to decide when to submit, taking into account the supervisor's opinion which, at this stage, is advisory only.

Occasionally, a student may choose to submit his/her thesis without the knowledge or approval of the supervisor. Whilst students are within their rights to do so, the University strongly recommends that all students inform their supervisor when they are intending to submit. Failure to do so will result in delays in the examination process if examiners have not been appointed at the time of submission.

Appointment of Examiners

A crucial consideration as the thesis nears completion is who the examiners might be, as each thesis will be examined by an internal and an external examiner. Students must discuss potential examiners with their supervisors, and the final choice should be a joint decision. It cannot be emphasised too strongly how important it is to select suitable examiners – please see the Code of Practice for further advice on choosing examiners. The Research Office should be informed of the proposed examiners. The Research Office will submit the required paperwork to Faculty.

The Oral Examination (viva voce)

The Research Team will ensure all practical arrangements are made for the oral examination, including liaison with examiners.

The supervisors will prepare the student for the viva voce examination.

One supervisor will make her/himself available on the day of the oral examination, and be ready and willing to answer any questions asked by the examiners.

Occasionally a student may request that their supervisor be allowed to sit in during the viva – this is at the discretion of the examiners and with the agreement of the supervisor. Supervisors are not allowed to contribute in any way during the viva.
GRADUATION

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 to arrange for the formal conferment of the degree. The Events Team will issue an invitation to the next available Degree Ceremony, which will normally be held in the January or July following the award. Any queries concerning the likely date of the ceremony should be addressed to the Events Team on (0114) 222 8828 or e-mail graduation@sheffield.ac.uk.

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.

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.

Students graduating in person will receive their degree certificates at the Degree Ceremony. Students who choose to graduate in absentia may request their certificates by post from the Events Team.
RIGHTS AND REPRESENTATIONS

Committees and Forums

There are a number of bodies through which postgraduate students may have their views represented to policy-making bodies in the School and the wider University. The most important one is the Management School PGR Staff/Student Committee. This committee meets three times a year and feeds into the Management School’s PGR Programme Committee. If you want issues raised about policies that could be introduced to benefit postgraduate research students, you should discuss it with one of the representatives and ask them to raise the issue on the next occasion the Committee meets. If you feel that the issue needs raising before the date of the next committee then please contact the Research Office.

There is also a Faculty PGR Forum with a Management School representative. This Forum provides feedback to the Faculty as well as organising a number of events for PGR students across the faculty including masterclasses, workshops and an annual conference. This year’s Rep is Joel Capener (jmcapener1@sheffield.ac.uk).

Data Protection and Confidentiality

Generally speaking, files kept on students are ‘open’, though if you wish to see confidential references you should obtain permission from the referee first. Personal information about you is treated as confidential. Please be sure to ask a prospective referee if they are willing to provide a reference for you before disclosing their name in connection with a job or academic application.

If in the course of your studies you obtain confidential information about other people you are expected to observe data protection legislation and regulations (see the University web site for details, http://www.shef.ac.uk/cics/dataprotection

In particular you should ensure that any such data is stored securely. This means that your office and locker should be kept locked.

Data sensitive material should be disposed of securely when you have finished with it. Tell the Research Office that you need to dispose of confidential waste and we will arrange for its collection. Confidential waste should be bagged or boxed up and clearly marked as Confidential Waste.

Complaints

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, students must report the complaint in the first instance to the Director of Postgraduate Research or the Head of Department, and, if appropriate, the Faculty. The School 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 & Innovation Services, at this initial stage.

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

Research & Innovation Services can provide impartial advice to students and to departments on procedural matters relating to the complaints process. 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

USE OF UNFAIR MEANS AND REFERENCING

A research degree is expected to be an original contribution that you have made to a body of knowledge. It is important that the contribution is not only your own work, but it may be recognised as your own work. This requires that you acknowledge when you have taken information from another source. If you do not do that, it could be interpreted as plagiarism.

The library has electronic resources to help you reference correctly and to avoid plagiarism.

Guidance on referencing may be found at:
https://librarydevelopment.group.shef.ac.uk/shef-only/referencing/management_harvard.html
Guidance on plagiarism may be found at:
https://librarydevelopment.group.shef.ac.uk/shef-only/info_skills/plagiarism.html

When you come to submit your thesis, you will be expected to submit an electronic copy that may be scrutinised for evidence of plagiarism.

You must also attend a compulsory workshop on avoiding plagiarism offered within the School in the Autumn. You must evidence this on your DDP for confirmation review purposes.

The Management School will not tolerate any form of plagiarism and/or students submitting work that they themselves have not prepared and written. The School and the University take this issue very seriously and will impose penalties ranging from zero award of the work concerned or fines and exclusion from the University. Please be advised that as well as requiring students to submit copies of work electronically in Word files to Turnitin, software that can detect most forms of matched text, random checks will be made of these files to check for authenticity and authorship. In addition, students may be asked to undertake an oral test in the form of a viva voce to confirm that work
submitted is the result of their own endeavours. Such vivas may arise as a result of random checks or in cases where suspicions have been raised.

Detailed information on the use of unfair means in the assessment process can be found in the Code of Practice For Research Degree Programmes via the PGR Portal http://www.sheffield.ac.uk/ris/pgr

**Turnitin**

In February 2014 the University made Turnitin compulsory for all thesis submissions. Turnitin is 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/assessor to ensure that unfair means have not been used. More details on Turnitin for thesis submission can be found in the code of practice:

http://www.shef.ac.uk/ris/pgr/code/turnitin

From 1st June 2014 the Management School made submission to Turnitin compulsory for all confirmation review documents.

**Thesis Submission**

In the Management School we have set up Turnitin to give you 3 practice submissions before your final submission. The 3 practice submissions are not saved on the Turnitin repository, and only the student will see the report that is created.

**Instructions**

You access Turnitin via MOLE.

Log on to MOLE. Under organisations you will see

MGT PhD Thesis Submissions
click on that and you will see
PhD Draft Submission 1
PhD Draft Submission 2
PhD Draft Submission 3

You are allowed to submit once to each folder.

When you are ready to submit your final Turnitin submission please let Mandy Robertson know and she will give you access to one further “folder” called Final Submission. This is the one that counts and submissions to this cannot be taken back under any circumstances so please be careful to submit the correct version.

**Confirmation Review Document Submission**

This has been set up to give you one practice attempt before you submit your final document on 1st September 2015

**Instructions**

Log in to MOLE.
Under organisations you will see

MGT Confirmation Review Document, click on that and you will see a folder called Draft Submission

Again practice submissions are not saved on the Turnitin repository, only you will see the report that is created.

There is also a Final Submission folder that at the moment you cannot see. We will give everyone access to this folder on Friday 28th August 2015. The reason we do not want to make the folder available any earlier is to prevent people submitting their practice submission to the final folder in error.

If you have any concerns about the originality report please see your supervisor who will be able to help you understand how the percentage match figure is calculated. Additionally, the School’s Unfair Means Officer, Dr Geoff Nichols will be very happy to discuss the report with you.

General information on Turnitin can be found here including a helpful FAQ section for students

http://www.sheffield.ac.uk/cics/turnitin
HEALTH & SAFETY INFORMATION

The University has a duty of care to ensure that health and safety procedures are in place, but students also have to make sure that they work safely and not to engage in any activities that make the University an unsafe place to work for either you or for others.

Here are a few key Health & Safety points (however, further information is available on the University Health & Safety website: http://www.shef.ac.uk/hs):

- When you arrive at the Northumberland Road site, please take time to walk around the building to familiarise yourself with the fire exits in the building and the fire assembly point (the pavement on the opposite side of the road from the building).
- Please ensure that doors are not wedged open around the property, these doors restrict the spread of smoke and fire.
- If electrical items are brought into the building, these must be safety tested by the university.
- Please be aware that it is a mandatory requirement that all staff and postgraduate students complete the online Fire Safety course annually. (https://hs.shef.ac.uk/subject_areas/fire-safety)
- Out of hours training is also required by postgraduate students who are in the building outside normal working hours (before 8:00 & after 18:00). Completion of this training course will remain valid for 3 years. (https://hs.shef.ac.uk/subject_areas/out-of-hours)
- The completion of both of the courses will be captured against each individual and recorded in Health & Safety’s central training record database. We feel that it is prudent for all users of Northumberland Road to undertake both these training courses.
- Access to Northumberland Road is by swipe card only. Access will only be available to students that have undergone and passed the necessary training. Once you have completed the training please email mgt.reception@sheffield.ac.uk with your UCard number and we will make the necessary arrangements with EFM for your UCard to have swipe access for the building.
- A signing in book is positioned at the front door, please sign in and out each time you enter or leave the building. If you are the last person in the building, you will be required to set the alarm. (Alarm information to be issued by the Research Team)
- There is a fire alarm test in the building every Monday morning at 8.35am.
- Please be aware that if the fire alarm sounds for more than 30 seconds it is not a test and everyone must take reasonable measures to encourage their fellow colleagues to evacuate the building. Please read Safety Services’ Guidance for Fire Marshal, as it would benefit you in this process.
- Practice fire drills are arranged during the first few weeks of term every year. These are full evacuations and you will be required to leave the building and go to the assembly point.
- On site First Aider: Robert Marchand (rmarchand1@sheffield.ac.uk) However, if Robert is unavailable please contact the Management School Reception (0114 222 3232). If you wish to volunteer as a first aider, we can make the necessary arrangements for you to attend a training course free of charge.
- In the event of an accident please submit the relevant details via the university’s online accident reporting form. (https://air.shef.ac.uk/users/sign_in)
- Please report any health and safety issues that may concern you to the Management School Department Safety Officer: Hannah Sawiski (h.sawiski@ hsheffield.ac.uk / 0114 222 3232).
➢ To contact security in an emergency call **4444** on an internal telephone (**0114 222 444** from an outside line or mobile). Any other less serious issues relating to security please use **24085** (or **0114 222 4085** from an outside line or mobile).

➢ The university estates department deal with any property maintenance issues, please report any problems you see to [mgt.reception@sheffield.ac.uk](mailto:mgt.reception@sheffield.ac.uk).
WELFARE AND ADVICE

Childcare
Children’s Services
93 Brunswick Street, Sheffield, S10 2FL Telephone: 273 9361
Email: Nursery@sheffield.ac.uk
Web Site: www.shef.ac.uk/union/advice/support-services/childrens-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.

Counselling Service
36 Wilkinson Street, Sheffield, S10 2GB Telephone: 222 4134 Web Site: www.sheffield.ac.uk/counselling/ Email: 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

Critical Support
Telephone: 222 4321
Email: support@sheffield.ac.uk

Critical Support
The University’s critical support team provides help and advice to staff, students and their families at times of serious incidents/emergencies, or the period following on from distressing events.

Critical incident support staff 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, 9.00 am – 5.00 p.m.

Cross-Cultural Issues
Email: 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
Web: 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 huge variety of respective 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
Web Site: 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, however free dental treatment for fillings, crowns, bridges or dentures may be available at the School of Clinical Dentistry. Interested students would need to call in at the Main Reception at the Charles Clifford Dental Hospital and then attend an assessment clinic. Closely supervised student dentists undergoing training will treat those considered suitable.

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/pbs/your-immigration-responsibilities

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

Students with questions about their student visa can contact SSG by emailing: international.students@sheffield.ac.uk

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

Alcoholics Anonymous
Telephone: 0845 769 7555

British Pregnancy Advisory Service
Telephone: 0845 730 4030

Sheffield Contraception and Sexual Health Service
Mulberry Street, Sheffield, S1 2JP Telephone: 305 4000

Genito-Urinary Clinic Royal Hallamshire Hospital
Glossop Road, Sheffield, S10 2PR Telephone: 276 6928

Rockingham Drug Project
117 Rockingham Street, Sheffield, S1 4EB Telephone: 275 5973

Samaritans
272 Queens Road, Sheffield, S2 4DL Telephone: 276 7277

Sheffield Rape & Sexual Abuse Counselling Service
PO Box 34, Sheffield, S1 1UD Telephone: 244 7936
Nightline
Telephone: 222 8787 (Listening) 222 8788 (Information) Email: nightline@sheffield.ac.uk
Web Site: 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/life/safety
www.sheffield.ac.uk/security/advice/personalsafety
Women’s Safety & The Women’s Minibus
Women’s OfficerSabbatical Office, Level 4, Union of Students BuildingTelephone: 222 8608
Web Site: www.sheffield.ac.uk/ssid/life/safety/women
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.

Health and Safety
Arts Tower, Level 7, Western Bank, Sheffield, S10 2TN
Telephone: 222 7466
Email: safety@shef.ac.uk
Web Site: 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 RoomTelephone: 222 4085
Web Site: 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
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/

Student Advice Centre
Telephone: 222 8660 Email: advice@sheffield.ac.ukWeb Site: 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 2TGTelephone: 222 8500 (Reception) Email: union@sheffield.ac.uk Web Site: 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.
CHANGES TO PERSONAL DETAILS

All students must keep the University informed of any change to their personal details, especially addresses and other contact details. This is the responsibility of every student. Details on how to change an address on-line are available at: 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 SSID upon presentation of original documentation proving the name change.