PhD Student Handbook. 2017-18
Welcome.

The Sheffield School of Architecture is an exceptionally dynamic, diverse and international school with a lively and engaged student body and a large graduate school. We are situated in the centre of the UK, in its greenest city, with easy access to all other key cities.

We have consistently been rated at the highest level for the quality of our research and teaching. Our community engagement through the Live projects working with real clients is an important aspect of what we do. It is for this reason that we enjoy a reputation for being perhaps the most socially and politically engaged school of architecture in the UK.

Architectural design has a considerable influence on the way we live. In an increasingly uncertain world, we face climate change, globalised consumerism, social fragmentation and poverty. Designers and especially architects nowadays need to be more critical and creative in seeking lasting and sustainable solutions to these increasingly complex societal challenges.

Our students have won numerous awards such as the Regional RIBA awards and the prestigious SPAB Philip Webb Award, and their work has attracted positive attention in the media and achieved great acclaim in the design community. A number of graduates are now working in top UK Architecture practices, while others are pursuing successful international careers in the built environment and the creative industries.

The School’s teaching is based on excellence in staff research and practice. All members of academic staff are research active, which enables the School to remain at the cutting edge of both theory and practice and consequently keep its educational programmes current and relevant.

We are one of the leading architectural research centres, ranked 4th in the UK by the Research Excellence Framework (REF) 2014. We are renowned for important research in sustainability, design education, critical practice, inclusive design, user experience and design thinking.

The reputation of the School is further established through the exemplary work of our design practitioners, who produce internationally acclaimed work. Teaching, research and practice of the very highest quality are combined in a vibrant and inspiring School.

I wish you a successful and rewarding experience at SSoA.

Professor Karim Hadjri
Head of School

The University of Sheffield
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Key Information.

You will have already received welcome information, which contained some tips about registering to start your PhD and getting started at Sheffield.

By the time you have this handbook, you should have successfully attended all of the University's registration events, paid outstanding fees, received a UCard and completed your registration with the University Health Service. In the first week of the academic year there will be an information session for new research students. You might also have already arranged or have had your first meeting with your allocated supervisor. Cheryl Armitage, based on floor 13 of the Arts Tower, is the School of Architecture's Postgraduate Research Officer. She will be able to advise on your desk space arrangements and will offer a tour of the departmental facilities including workshops.

Induction

Induction arrangements and Information Sessions for Doctoral students commonly involve several events to introduce issues relevant at University level, at Faculty level, and within the School. There will also be events organised by the ‘White Rose’ consortium, where you will meet other PhD students from the Universities of Leeds and York. All these events will take place during the first few weeks of the academic year, and you will be advised separately of the dates and locations.

The Information Session in the School will typically involve a presentation by key academic staff such as the Director of Research and/or the Director of PhD Programmes. The session covers information that can also be found in this handbook such as:

- The research training offered by the School (the Doctoral Development Programme)
- Information on meetings with your supervisor(s)
- How supervisory tutorials might work and the importance of keeping records of your meetings via tutorial reports
- Information on the University’s Code of Practice for Postgraduate students
- The annual Progress Reports
- The offer of research events
- An introduction to facilities
- A Health and Safety briefing

You will be notified of the precise date by email. Please make sure that your name is added to the School’s email mailing list circulated to all students by contacting Jules Alexandrou (j.alexandrou@sheffield.ac.uk).

Beside all the academic concerns, special attention should also be paid to Health and Safety issues. We also have a lively PhD society and welcome social events involving staff and PhD students who are in their 2nd and 3rd years of study.

Dates for academic year 2017-2018

Autumn Semester

(Intro Week: 18 - 23 September 2017)
25 September - 16 December 2017
Christmas vacation (4 weeks)
15 January - 3 February 2018

Spring Semester

5 February - 24 March 2018
Easter vacation (3 weeks)
16 April - 9 June 2018
**Induction check list**

- Completed University Registration
- 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](http://www.sheffield.ac.uk/hs)

- Checked with Supervisor whether Ethical Approval and/or Vaccinations are required
- Meet with supervisor to discuss Training Needs Analysis. Enrol on any additional training modules via the online booking form

**Personal timeline**

This page should be used to record your personal timeline. You should enter your start date, your expected date for handing in your Confirmation Review and other key dates in the academic year.

Your start date (dd/mm/yyyy):

_____________________

Welcome meeting with the Head of School or Head of Research, Director of PhD Programmes, and your supervisors. At this short, informal meeting you will be asked to outline your initial topic, along with a brief discussion about your Training Needs Analysis (TNA) and Doctoral Development Programme (DDP). A date will be arranged through Cheryl Armitage.

Your date to submit your Confirmation Review (9 months after start date):

_____________________

Your mini-viva date (within 2 weeks of submission of your Confirmation Review documents):

_____________________

As you start your third year, you will have a ‘Preparing for Submission’ meeting, with the Director of PhD Programmes and your supervisors. At this meeting you will be asked to outline your thesis structure, your progress and plan of work for your final submission, and give a brief update about your Training Needs Analysis/Doctoral Development Programme. A date will be arranged through Lynn Li.

Your expected submission date (if full-time: 3 years after start date; if part-time: 6 years after start date):

_____________________

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The School of Architecture. PhD Student Handbook
Key Contacts.

School staff
As well as your supervisors, there are a few other key contacts that you will have in the School:

PhD Admissions and Progress Tutor
Prof. Steve Fotios (0114) 222 0371, steve.fotios@sheffield.ac.uk

Director of PhD Programmes
Dr Nishat Awan (Semester 1) (0114) 222 0313 n.awan@sheffield.ac.uk

PhD and Research Officer
Cheryl Armitage, (0114) 222 0351, c.armitage@sheffield.ac.uk

Facilities and Technology Development Manager
Tariq Zaman, (0114) 222 0328, t.zaman@sheffield.ac.uk

Social media
The School actively uses social media to communicate. We would encourage you to engage with our accounts in order to find out up to date information about what is happening throughout the School. We would recommend that PhD students in particular should follow our @SSoA_research Twitter account as this will provide details on all aspects of the School’s research environment including events, funding opportunities, publications and success stories. Please be aware that Social Media is a publicly facing platform and we would recommend that students conduct themselves accordingly.

twitter.com/SSoA_news
twitter.com/SSoA_research
www.facebook.com/SSoA.news

Student representatives
Our PhD programmes have representation on the PhD Committee through the Student Representatives.

New representatives will be chosen in October. In addition, PhD student representatives will take views, issues, news and ideas to the PG Staff-Student committee, which runs twice every year as a forum for issues, discussion and feedback.

School website
Our research staff offer supervision on a wide range of topics. For a full list of staff and their topics please visit

www.sheffield.ac.uk/architecture/postgraduate/research/topics

Current PhD students working in the school have their topics listed on the following page of the school website:

www.sheffield.ac.uk/architecture/postgraduate/research/current

Contact Sara Lancashire to add your project to this page:
S.J.Lancashire@sheffield.ac.uk

Completed theses from the School are listed here

www.sheffield.ac.uk/architecture/postgraduate/research/completed
Student Records.

The University has a computerised record for every student that contains personal and academic details such as their home and term time address, date of birth, degree programme, the modules they are taking and more. You can access this record, and can make amendments to your personal details. It is important that you keep this record up to date. You can access your personal record by:

1. Logging on to MUSE and selecting the ‘My Services’ link
2. Selecting the ‘View all services’ link to view the A to Z list
3. Scrolling down to M and select ‘My record’

The University’s General Regulations for Doctorate Programmes.

The University’s general regulations which relate to all PhD degrees can be found at:

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

It is in all our best interests that you complete your PhD in a timely fashion: for full-time students, this will be 3 years (including writing up).

You will have already been allocated a primary supervisor with whom you will share regular meetings to review progress and plan forthcoming stages of work. Additionally, you will be allocated a second supervisor.

Your supervisors will support you through your academic and research development programme. Usually, your primary supervisor will be the academic lead and your second supervisor will support you in your Doctoral Development Programme and provide back up at critical moments in the evolution of the thesis. Occasionally, you may work equally with two supervisors due to the cross-disciplinary nature of your project.

Additionally, you will have a broader ‘Supervisory Team’, including your two supervisors, the Director of PhD Programmes (Nishat Awan) and the Head of School (Karim Hadjri). This Supervisory Team will meet formally mid-way through your first year, but will also be on hand during your study to give advice as needed.

Responsibilities of the student

As a PhD student, you are held to certain responsibilities regarding your postgraduate degree. These student responsibilities can be found at:

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

Responsibilities of the supervisor

Supervisors provide research students with personal and academic advice and direct a research project following the guidelines set out by the University. A list of supervisor responsibilities can be found at:

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

Roles of the supervisors

The general pattern is for each student to have a primary supervisor and a second supervisor. The roles of the primary and secondary supervisors are as follows:

Primary supervisors

Primary supervisors are responsible (through the postgraduate team) for all communications regarding the student’s progress to their funding body, to faculty and to the course manager. The primary supervisor is responsible for scheduling meetings, commenting on drafts, and determining the overall pattern of work in negotiation with the student. They are a research student’s first point of contact with the department if any difficulties arise during the research student programme.
Second supervisors

Second supervisors are responsible for providing general support and advice as appropriate (for instance on issues in their areas of specialised competence). In the first month of registration the student should meet at least once with their second supervisor. In some instances it may be appropriate for particular supervisory sessions to involve both primary and secondary supervisors. This is a matter of negotiation between the supervisors and the student.

Formally, the second supervisor has two roles:

Review meetings – Once per year there should be a review meeting involving the student and primary and second supervisors. The aim of this meeting is to provide an overview of the student’s progress. At this meeting the student should provide a brief summary of their progress to date.

Pre-final draft review – The second supervisor will read the entire draft prior to submission and, in negotiation with the primary supervisor and the student, advise on any amendments that are necessary before submission.

Supervisory meetings and reporting

PhD supervision normally takes the form of supervisory meetings or tutorials on a regular basis. The exact frequency of meetings or tutorials is determined by agreement between you and your supervisor(s) (normally at least every four to six weeks for full-time students, and pro-rata for part-time students).

A formal record must be kept of each supervisory meeting, summarising the key points discussed and a list of actions to be undertaken by you and/or your supervisor(s). The School operates within the University’s Code of Conduct for research supervision.

The University provides an online supervision form available from the following webpage: www.shef.ac.uk/ris/pgr/code/record

If you prefer a different format, please arrange this with your supervisor - but do make sure that you do it.

Progress reports

The progress of all PhD students is formally assessed by departments at 12 monthly intervals, in addition to the recording of formal supervisory meetings. This will take the form of a formal progress report in 3 parts, completed online during the summer months by you and your supervisor.
Student Attendance.

The School monitors the attendance of students who are studying on campus or working away from Sheffield throughout the year. The School is required to indicate to the University on three occasions per year whether or not students are attending and engaging with their programmes of research.

It is most important that you regularly attend all the scheduled sessions. This includes all supervisory meetings, departmental research presentations, DDP modules and laboratory sessions listed in your timetable or that are communicated to you as the year proceeds.

PhD students are not entitled to the long vacation periods, though students sponsored by the UK Research Councils may take reasonable holidays, not exceeding eight weeks in the year. This is subject to their supervisor’s approval and includes 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 PhD students not subject to the rules of other sponsoring bodies.

Students need not apply for a leave of absence to cover a period of annual leave.

Leave of absence

A leave of absence (LOA) enables a student to take an authorised break from their studies in order to overcome a difficulty that affects their ability to undertake their research, 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.

This can be found at www.sheffield.ac.uk/ris/pgr/code/loa

Please be aware that once an application is received in Research & Innovation Services it will normally take up to two weeks for faculty consideration and processing. Students can apply for LOA on the following grounds:

- Medical
- Personal
- Academic
- Financial*

*Requests for LOA on financial grounds are not normally approved, but may be considered if a student’s financial situation changes due to unforeseen and exceptional 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 and an application made on these grounds will not be considered without one. Similarly, a student returning from a leave of absence on medical grounds must provide a medical note confirming that s/he is fit to return to the degree programme before they will be allowed to recommence research.

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 be approved if they date back further than 30 days.
During the period of leave of absence, the student will temporarily leave their programme of study and their registration will be suspended. No supervision will be received.

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 suspend 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, for example the possibility that the research will lose currency and/or originality and changes to departmental structures and staffing.

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 the following:

- Students must be fully registered and attending in order to meet the requirements of their student visa.
- Students considering applying for a leave of absence should contact International Student Support and Guidance for further information and guidance on the implications of applying for a leave of absence.

More detailed information is available from: www.sheffield.ac.uk/ssid/international/immigration/cos

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 may curtail the Tier 4 visa. Such students will need to re-apply for a new visa when they are ready to recommence their studies. International Student Support and Guidance 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.

The majority of postgraduate research scholarship holders will be entitled to a payment during a period of maternity leave. PhD 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 the relevant Administrator in your department for further information.

All PhD student records are organised and maintained by Cheryl Armitage. Please keep us informed about your plans and circumstances, and notify us if for whatever reason you might have to introduce changes to your path of study.
The Doctoral Development Programme

The Doctoral Development Programme (DDP) is the University’s training plan for all PhD students. The University of Sheffield wants to ensure that all PhD students receive the highest quality of training and acquire the necessary skills to become world-class researchers.

For more information, please visit:

www.sheffield.ac.uk/ris/pgr/ddpportal/about

Training Needs Analysis

In collaboration with your supervisor, you will need to complete your first year’s Training Needs Analysis (TNA). This is an assessment of the current skills you have and any additional training you may require in the year ahead. TNA guidance can be found at:

www.sheffield.ac.uk/ris/pgr/ddpportal/steps/tna

Modules and training courses

New PhD students are automatically registered on core departmental and/or Faculty-wide modules which all first year PhD students are expected to take. These can be added to your Google calendar by following the guidance provided at:

www.sheffield.ac.uk/cics/calendar/studentevents

In addition to the core modules, you can take other modules as discussed and agreed with your supervisor. You can book onto the modules and training available to you by visiting:

www.sheffield.ac.uk/ris/pgr/ddpportal/steps/reg

Typical module choices taken by research students in your department can be found at:

www.sheffield.ac.uk/ris/pgr/ddpportal/ddpguidance/modulechoices

To receive the training necessary for your PhD, you are not restricted to courses provided by the University. You may also be advised by your supervisory team on other means of achieving the relevant training elsewhere by, for example, externally provided courses, self-study or through work experience.

Useful resources

The DDP’s useful resources portal hosts links to the services available to PhD students. These include:

- Virtual Graduate School
- Online language support
- Careers and employability skills resources
- Library resources
- International researchers
- Vitae resources

You can access these services by visiting:

www.sheffield.ac.uk/ris/pgr/ddpportal/useful

The University of Sheffield
DDP ePortfolio development

The University needs to know what learning and development you have achieved during your studies. Since the training does not rely solely on taught modules, you are required to record your learning and experiences, and to identify what you have learned through reflection.

For this, the University has adopted software called PebblePad that you may use to produce evidence for your DDP ePortfolio. It may be a requirement set by your department/Faculty that you use Pebblepad to build your ePortfolio.

Further information on your ePortfolio can be found at:

www.sheffield.ac.uk/ris/pgr/ddpportal/eportfolio

You can log in to PebblePad by visiting:

v3.pebblepad.co.uk/login/sheffield/
Social Sciences Doctoral Training Centre.

The Social Sciences Doctoral Training Partnership (DTP) will run from September 2017, building on the Doctoral Training Centre established in January 2011 with support from the Economic and Social Research Council (ESRC). The DTP provides support to all social sciences PhD students regardless of their funding sources. The Social Sciences DTP aims to develop postgraduate researchers for their future careers by providing a range of training and experiences during their time at the University. Based at the University of Sheffield, the Social Sciences DTP is a joint initiative with the Universities of Leeds and York (White Rose Universities) and four other regional universities.

The DTP draws on the strengths of all seven Universities to collectively provide a range of development opportunities and specialist training within the social sciences. It also brings together communities of PhD students through the activities of each of its interdisciplinary pathways which are formed around societal pathways.

You can find out more about the DTC online at: wrdtc.ac.uk, and for any questions about the DTC, please email enquiries@wrdtc.ac.uk

The Doctoral Academy.

The Doctoral Academy is the name of the University of Sheffield’s research environment for PhD students. It offers training, careers advice and brings together a community of PhD students from a diverse variety of areas across the University. In addition the online Virtual Community Space for the Doctoral Academy allows you to communicate with other PhD students across the University to network and to share ideas and experiences.

To find out more about the Doctoral Academy please visit:

www.sheffield.ac.uk/postgraduate/research/sheffield/
Research Facilities and Environment.

University facilities

The following webpage outlines some of the facilities which are available for PhD students to undertake their research in:

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

Virtual Graduate School

You might also be interested in the Virtual Graduate School; this is a new site, developing from the Faculty of Social Science but rolled out now across the university. You’ll need to log in to gain access, and access off-campus will require a VPN connection.

www.vgs.group.shef.ac.uk/shef-only/

School facilities

In 2011 the School moved back to the newly refurbished Arts Tower. The PhD programmes are housed within purpose-built accommodation for Doctoral students on floor 9, shared with the Department of Landscape with which we are closely linked.

Visit the School website for more information about facilities for Architecture students.

www.sheffield.ac.uk/architecture/about/facilities

Research environment

Our research culture plays an important part in the ethos of the broader School community. We place emphasis on the social, environmental, cultural and political aspects of architecture, as we believe that architects have an ethical role to play in our rapidly changing global context. We are committed to producing and disseminating significant, original, and rigorous knowledge that will allow us to both criticise and influence the changes that we see in the world around us.

Research in the School covers a wide subject range, including architectural sciences, history and theory of architecture, design, sustainable environments, digital communication, education environments, and architecture for health and wellbeing. While the range of research activity is wide, there is a common interest in research that concerns the relationship between architecture and society and is interdisciplinary in scope.

Our aim is to make an impact on policy and practice, and to be involved in the national and international debate about the shaping of future architectural environments.

Research groups

Research in the school is broadly organised according to three groups:

- People, Environments and Performance
- Design, Engagement and Practice
- Space, Cultures and Politics

There are significant overlaps between these groups, and several staff and PhD students will comfortably occupy positions in two or even three of these groups. We encourage sharing of ideas and approaches between all researchers.

The School offers a rich research environment, sustained by interactive research groups and regular international conferences. The school involves itself in collaborations with industry, other departments, and doctoral centres within the University. International collaborations exist with Sweden, Norway, China, Hong Kong, Malaysia, the Czech Republic, Ireland, Singapore, France, Germany, Canada, Spain, Turkey, Mexico, Holland, and the USA, and many more are under development.
Research Student Tutors and Personal Tutors.

Your first point of contact if you are having any difficulties with your studies or personal difficulties that you are worried about or are impacting on your studies should be your first or second supervisor. They are there to help you.

If you are having difficulties that you feel unable to discuss with your first or second supervisor you can speak to:

PhD Admissions and Progress Tutor
Prof. Steve Fotios (0114) 222 0371, steve.fotios@sheffield.ac.uk

Director of PhD Programmes
Dr Nishat Awan, (0114) 222 0313, n.awan@sheffield.ac.uk

Your supervisor will organise to meet you periodically during your time at University to discuss how you are getting on and if you have any concerns. However, if you are experiencing difficulties, don't wait for your scheduled meeting - contact your supervisor as they will want to help you identify ways to help resolve the problem. You can email or phone your supervisor to ask for an appointment or visit them during their office hours. It is vital to inform your supervisor of any changes in your circumstances, especially if these affect your academic work.

The Head of School, Professor Karim Hadjri, is always available when there are problems that affect your studies, difficulties that you cannot discuss with another member of staff, or personal matters that must be kept entirely confidential. Leigh Brown in the School Office will arrange an appointment.
Research Ethics and Integrity.

The School of Architecture strictly follows the University’s Research Ethics Policy.

All students and staff planning research that will involve data collection from people, for instance through public participation, interviews, asking opinions, taking measurements etc., must abide by the University’s Research Ethics and Integrity Policy. You should read the University’s guidance available on the research ethics and integrity website following this link:

www.sheffield.ac.uk/ris/ethicsandintegrity

Golden Rules:

1. Before beginning any research that involves working with people in the real/virtual world to collect data you must obtain ethics approval of two types: Generic or Specific (see below).

2. If you begin collecting data from people without having ethics approval, it will lead to serious consequences for you and your course of study. Any research ethics application cannot be made retrospectively.

3. Existing data may be re-usable only if proper consent has been given in the original data collection exercise; however, any reuse of such data will require a new ethics approval.

Please follow the steps below carefully to fulfill the research ethics requirements:

Step 1. Ask yourself – Will my research project involve human participants, personal data and human tissue? If No – The University’s Research Ethics procedure does not apply to your project. If Yes, move on to Step 2.

Step 2. Consult the table on the following page and assess how your research sits within the SSoA Research Ethics Implementation Framework.

Step 3. If your research project is well covered by any of the Approved Generic Research Ethics listed in the table below, you need not submit a research ethics application. However, you must do the following:

- Adapt the Generic Project Information Sheet and Participant Consent Form to your own project;
- Seek approval of your adapted sheet & form from your supervisor and then apply the sheet & form when working in the field;
- If your project takes place outside the UK in a non-English speaking country, you may need to translate your project information sheet, consent form and any documents (e.g., questionnaire) into the local language accessible to the local participants.

Step 4. If your project is not covered by any of the Approved Generic Research Ethics, you must submit your own Specific Research Ethics Application, using the University’s online system: https://ethics.ris.shef.ac.uk
Step 5. (Optional) After obtaining either a generic or specific ethics approval, if you decide to change the study method or data collection as approved previously, you must inform your supervisor and email the School's Research Ethics Leader and Research Ethics Administrator. A case of applying for Amendment Approval may be required. You should not continue with the data collection until the proposed Amendment is approved via the online system.

Step 6. In any case, you need to document how the project info sheet, consent form and any other documents have been applied in your data collection fieldwork as an Appendix in your course work submission, evidencing your actual implementation of the research ethics procedure.

Finally, if you are required to submit a research ethics application, you are strongly advised to discuss your ethics application with your supervisor first before submission.

If you have any questions/comments on the SSoA Research Ethics Implementation Framework, please contact the following staff members:

Research Ethics Leader: Dr Chengzhi Peng (c.peng@sheffield.ac.uk)

Research Ethics Administrator: Cheryl Armitage (c.armitage@sheffield.ac.uk)

www.sheffield.ac.uk/polopoly_fs/1.112642!/file/Full-Ethics-Policy.pdf
## SSoA Research Ethics Implementation Framework

<table>
<thead>
<tr>
<th>Approved Generic Research Ethics (For projects of a low-risk nature)</th>
<th>Specific Research Ethics Application (For project of a low- or high-risk nature)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High-risk projects include working with children or vulnerable adults and/or around sensitive topics (e.g. race, sexuality, mental and physical health and violence, etc.)</td>
<td>If your project is of a high-risk nature, you must submit your own specific research ethics application as Generic Approvals cannot cover high-risk projects</td>
</tr>
<tr>
<td>Your research ethics will be assessed by your project supervisor plus one other research ethics reviewer if it is of a high-risk nature</td>
<td>Your research ethics will be assessed by your project supervisor plus one other research ethics reviewer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UG Students</th>
<th>If your project is of a high-risk nature, you must submit your own specific research ethics application as Generic Approvals cannot cover high-risk projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG Studio Based Design Research (K100: ARC125, 126; KK13: ARC137, ARC138; HK21: ARC175; ARC225, ARC226; KK13: ARC237, ARC238; HK21: ARC275; ARC 325, 326; KK13: ARC337, ARC338; HK21: ARC375) ARC322 Special Study (UK and International)</td>
<td>Your research ethics will be assessed by your project supervisor plus one other research ethics reviewer</td>
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<tr>
<th>MArch Students</th>
<th>If your project is of a high-risk nature, you must submit your own specific research ethics application using the online system</th>
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<tbody>
<tr>
<td>ARC552 &amp; 562 &amp; 6991 Live Projects ARC556 &amp; 566 &amp; 596 &amp; 696 MArch Dissertation Project (UK and International) ARC550, 560, 551, 561 MArch Studio Based Design Research (UK and International)</td>
<td>Your research ethics will be assessed by your project supervisor plus one other research ethics reviewer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PGT Students</th>
<th>If your project is of a high-risk nature, you must submit your own specific research ethics application using the online system</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARC6983 Participation in Architecture and Urban Design ARC6988 MAAD Thesis Design Project (UK and International) ARC6987 MAAD Design Project 2 ARC6982 Urban Design Project 3: Thesis (UK and International) ARC6841 MSc SAS Sustainable Design Project 1 ARC6842 MSc SAS Sustainable Design Project 2 ARC6990 MSc SAS Thesis Project (UK and International)</td>
<td>Your research ethics will be assessed by your project supervisor plus one other research ethics reviewer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PhD Students &amp; Staff including Visiting Scholars</th>
<th>If your project involves collecting personal data (either of low- or high-risk nature), you must submit your specific research ethics approval using the online system. Your research ethics application will be first assessed by your supervisor and then by three other research ethics reviewers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no Generic Research Ethics Approval for projects undertaking by PhD Students and Staff including Visiting Scholars</td>
<td></td>
</tr>
</tbody>
</table>
Plagiarism, Collusion and Unfair Means.

What constitutes unfair means?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be your 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 opposite). 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 studies 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.

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 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 and supervisors to advise students on ways of improving their referencing techniques. Your work is likely to be submitted to this service.

For further information

www.sheffield.ac.uk/ssid/procedures/grid_discipline

www.sheffield.ac.uk/ssd/sca/discipline
General Thesis Assessment.

The University does not permit the submission of a theses comprised solely of published papers. Students may, however, include in their thesis some of their own work that has already been published. Publishing a paper in a journal or conference proceedings or a 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.

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 thesis.

Preparation for including material owned by another person in the thesis should start at the beginning of your research.

Incorrect use of copyrighted material could be considered as unfair means.

Information regarding the correct use of third-party copyright material can be found by visiting:

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

Publishing or posting research online

Students are advised to check out the credentials of any publishers that approach them before publishing work prior to submission, and not to post online any published papers or research they intend to publish at a later date. For more information, please visit:

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

The best way to make research available online is through White Rose Research Online (WRRO):

www.sheffield.ac.uk/ris/post-project/mypublications

Online theses

Index to theses contains bibliographical information on theses accepted for higher degrees by the universities of Great Britain and Ireland, and by the Council for National Academic Awards. Current coverage is 1716 to date:

www.sheffield.ac.uk/library/cdfiles/intheses

WREO (an online repository of doctoral theses from the Universities of Leeds, Sheffield and York):

etheses.whiterose.ac.uk/

EThOS (UK national eTheses service run by the British Library):

ethos.bl.uk/Home.do

DART provides access to many European doctoral theses:

www.dart-europe.eu/basic-search.php

Networked Digital Library of Theses and Dissertations (NDLTD is a collection of electronic theses and dissertations from Universities around the world):

www.ndltd.org/

Further information about eTheses can be found from the following page of the library site:

www.sheffield.ac.uk/library/intro/etheses
Thesis Preparation.

Summary of thesis

By regulation, the summary/abstract should not exceed 300 words in length. Each bound copy of the thesis must contain a summary/abstract within it.

Preparation of theses

Students are advised to consult their supervisor regarding any subject-specific aspects of the thesis. This may include photographs or diagrams or the presentation of supplementary information such as DVDs. Permission to submit non-standard material should be gained by the student’s supervisor from Faculty prior to the submission.

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

The following online resource outlines the necessary preparation for the thesis in greater detail:
www.sheffield.ac.uk/ris/pgr/code/preparation

Acceptable support in writing the thesis

The supervisory team can support in correcting grammar and sentence construction in order to ensure the clarity of your thesis. They can also advise on the structure, content, writing and can proof-read the text.

The supervisor(s) are not permitted to re-write text that changes the meaning of the text and are not able to change the content of the thesis.

Word limits

The Faculty of Social Sciences has established the length of the theses should be 40,000 words for the MPhil and 75,000-100,000 words for the PhD. This excludes footnotes, bibliography and appendices.

Referencing

Your supervisor can advise you regarding the appropriate method for referencing in your discipline and the University Library provides online information skills tutorials, which outline the various styles. Look for the School name in the list on the library website:
www.librarydevelopment.group.sheffield.ac.uk/department.html

Formatting and binding of theses

Prior to submission, you need be sure that the presentation of your theses conforms to University standards. Guidance regarding the presentation of your thesis can be found at:
www.sheffield.ac.uk/ris/pgr/code/formatting

The University Print and Design Service provides a binding service that is compliant with University standards. For information on printing options, submission and pricing, please visit:
www.sheffield.ac.uk/cics/printanddesign
Thesis Submission.

All full-time PhD students are normally expected to submit their final thesis for examination within 36 months of their start date. An External Examiner and Internal Examiner are then appointed subject to the approval of the Research Committee of the Faculty of Social Sciences.

An oral exam (viva) is expected to take place within ten weeks of the examiners receiving their copies of the thesis.

eThesis

When your examiners have passed your work, you will be required to submit a final version of your thesis to an electronic repository

www.sheffield.ac.uk/ris/pgr/code/etheses-faq

Electronic submission (Turnitin)

The University requires all theses for higher degrees by research to be submitted to Turnitin. For PhD Regulations regarding Turnitin, please visit:

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

For information and support regarding Turnitin please visit:

www.sheffield.ac.uk/cics/turnitin

Physical submission

Theses for higher degrees by research must be submitted in person to Research & Innovation Services (not to the School or directly to the examiners).

It is the student’s, rather than the supervisor’s, responsibility to decide when to submit, taking into account the supervisor’s advice.

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.

For regulations regarding the physical submission of work, please visit:

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

Access to thesis form

A copy of the completed access to thesis form should be included in each submitted copy of the thesis. Copies of the access to thesis form are available from:

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

Students should note that a fully signed access to thesis form must be provided before their degree can be awarded.

Resubmission of a thesis

The student will receive formal notification of the requirement to resubmit by letter from Research & Innovation Services and 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 from which they have been formally notified to complete their resubmission.

If a resubmission with oral examination is required, this will 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 re-examination should be take place within approximately six to eight weeks.

For further details, please visit

www.sheffield.ac.uk/ris/pgr/code/resubmit
The Oral Examination (viva voce).

General information about the oral examination should be provided to all PhD students in preparation for their viva. This should be provided by individual supervisors or via an organised session at departmental or Faculty level.

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

- Tailored support from supervisors (such as 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 (such as 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.

Arrangements for the oral examination (viva voce)

Prior to the oral examination, the examiners are required to read the thesis and independently prepare a written preliminary report.

The internal examiner/co-coordinator should ensure that the external examiners have been formally appointed and have received a copy of the University’s guidance accompanying the student’s thesis.

The guidance outlines the arrangements, conduct of the oral examination and responsibilities of all parties involved in the examination process.

Though not a mandatory requirement, examiners are advised that the oral examination should normally take place within ten weeks of their receipt of the thesis.

It is the responsibility of the internal examiner or the internal co-ordinator to arrange the date, time and venue for the oral examination and to inform the candidate of the arrangements which have been made.

Conduct of the oral examination

The examination will normally be conducted under the chairmanship of the external examiner. The examiners will test the student’s knowledge and understanding of their field of study to ensure the thesis is their own work.

The oral examination is an opportunity for the student to clarify any ambiguities in the thesis that the examiners may find.

On completion of the oral examination, the examiners should advise the candidate of their intended recommendation to the Faculty.

Attending the oral examination

Attending the oral examination 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 their degree.
Feedback and Results.

After the oral examination

After the oral examination, the examiners complete a report to indicate their recommendation concerning the award or non-award of the degree. The form is then sent to Research & Innovation Services for Faculty approval.

Guidelines for examiner recommendation and the recommendations open to the examiners following oral examination can be found at:

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

Award and conferment of degrees

Once the examiners have approved the award of a degree, there are a number of checks that need to be completed before an award can be made:

• All students are debt-checked
• Verification that a library copy of the thesis has also been received
• Students must have satisfied the relevant criteria of the Doctoral Development Programme
• The award must be approved by the Faculty of Social Sciences before it can be confirmed and an award letter can be sent. Letters will be posted to the correspondence address held on the student’s record.

The events team will contact students regarding the formal conferment of the degree. Further information can be found at www.sheffield.ac.uk/graduation/postaward

and any queries concerning graduation ceremonies or conferral of degrees should be addressed to the events team on (0114) 222 8828 or e-mail graduation@sheffield.ac.uk.
Confirmation Review Process.

As the first year of the PhD is considered probationary, students must attend a confirmation review to be permitted to remain on their PhD.

The confirmation review panel takes place approximately 9 months of registration, and must be completed within 18 months of initial registration.

Relevant guidance on the confirmation review can be found at:
www.sheffield.ac.uk/ris/pgr/code/confirmation

In the School of Architecture your Confirmation Review documents should be submitted by the end of Month 9 after starting your programme.

The Confirmation Review documents is initiated by your submission of the following reports:

1. Detailed Research Report (max 7,500 words)
2. Summary Research Report (ca 5 A4 pages + plan of work and full bibliography), and
3. Research Training Report (TNA and critical reflection on research training)

Following submission of these documents, you will undergo a ‘mini-viva’ with two independent internal reviewers. They will have read your submission and will discuss with you your research proposal and your planned research activities, as well as your TNA/DDP training.

The mini-viva will last about 30 minutes; following this, they will make a decision whether or not to ‘Confirm’ your research, and will give you feedback.

Students who have successfully undertaken the Confirmation Review will be invited to present their work at an informal seminar, to which other students and staff will be invited.

The whole process of the mini-viva and public presentation is an extremely useful rehearsal for the main viva that you will undergo when you have submitted your final PhD thesis.

Start of Y3 review/planning meeting

At the start of your third year, you will have a meeting with your broad Supervisory Team (including Director PhD Programmes) to discuss your plans for submission. You will be sent a letter from the School confirming the broad timescale that is expected for your final submission.
Financial Support.

Funding opportunities and schemes
This section provides an overview of mechanisms and schemes that can be used to identify relevant funding opportunities. You will need your MUSE log in details to access the following page.

www.sheffield.ac.uk/ris/application/fundingopps

The Faculty Research Support Scheme
The Faculty of Social Sciences Support Scheme is targeted at students who are not funded by Research Councils (e.g. ESRC), Departmental or Faculty Scholarships or similar, and is intended to support the research-related expenses of students not in receipt of a ‘research support training grant.’ If this applies to you, please see:

www.sheffield.ac.uk/social-sciences-dtc/news/research-support-scheme

Information for scholarship award holders
If you have been awarded a scholarship, you may have queries about your payments, additional funding available, or what happens if you need to take a leave of absence. Information on your scholarship can be found at:

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

The Learned Society Fund
The Learned Society Fund is available for PhD students who give papers in high profile research events and conferences in the UK and abroad that are linked to the progress of their PhD topic. For full guidance and application forms visit:

www.shef.ac.uk/architecture/postgraduate/research/lsfphd

Teaching and Paid Work.

Teaching opportunities are sometimes available to help PhD students gain experience. If your supervisor believes that the position can be undertaken without detriment to the research programme in progress, you may be provided with the opportunity to do some teaching.

For guidance on department employment, please visit:

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

We recognise that many PhD students would like to have some experience of teaching. We try to support a range of opportunities, including infrequent contribution to design reviews, demonstrations and workshops. We are occasionally able to offer more substantial, paid work (for example, studio teaching, assistance with conference organisation). These posts will be advertised by email.
### University Services.

#### SSiD

The Student Services Information Desk (SSiD) is a central point for general information on many University services providing leaflets, location maps, prospectuses and other useful publications. The services listed below are available from the Student Services Information Desk:

Students’ Union, Western Bank, Sheffield, S10 2TG

Telephone: 0114 222 1299.

The opening times are Monday - Friday 9.00 am - 5.00 pm.

- Certifying letters
- Change of status forms
- Change of personal details
- Council tax forms
- Examinations: calculator and dictionary approval
- Examinations: clash and re-sit forms
- Financial help information
- Finance-related enquiries
- Immigration certifying letters
- Module add/drop forms
- Self-certification medical notes
- Student loans and career development loans
- Transcripts
- Union cards

Useful information for students can be found on the SSiD website:

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

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### Student Skills and Development Centre

The Student Skills and Development Centre provides a range of support services, including tutorials on how to improve your study skills, math skills, disability and dyslexia support. Please visit their website for more information:

[www.sheffield.ac.uk/ssid/301](http://www.sheffield.ac.uk/ssid/301)

### Books

Your subject tutors will indicate the relevant books for each module. The University bookshop is Blackwells on Mappin Street. Another good bookshop is Waterstones in Orchard Square.

### MUSE

MUSE gives easy access to online services provided by the University’s Corporate Information and Computing Services (CiCS) and other departments. Sign in once with your University username and password then click the ‘My services’ menu to access all your online services.

To sign in to access your online services:

1. Go to any standard University of Sheffield web page
2. Click the ‘Log in to MUSE’ link in the top row of links
3. Enter your username and password and click ‘Log in’
4. You will be signed in and redirected to a landing page of information
5. You will notice a new ‘My services’ menu in the top row of links from which you can select and start online services.

As you navigate around the University website the ‘My services’ menu will remain available to you.
The University Library

There are 4 libraries on campus, providing a range of study spaces. All the information you need to get started with using library and computing services is available at

www.sheffield.ac.uk/library/services/new

Finding what you need

Go to the My services menu in MUSE, and follow the link to the StarPlus Library Catalogue. This provides access to digital collections (ebooks, ejournals and databases) and information about print collections at all sites.

The StarPlus welcome page has links to all the key information you need, including reading lists, subject guides and information skills resources to help you find and evaluate information. You’ll find these in the Library Services section, under the Study or Research headings.

The information skills resource also includes online guides to help you reference information correctly in your course work.

www.librarydevelopment.group.shef.ac.uk/referencing.html

Help and support

Use Library Help (libraryhelp.shef.ac.uk) to browse FAQs or speak to an advisor via Live Chat. Or contact the Library by email library@sheffield.ac.uk, telephone 0114 222 7200 or ask for help at the information desk at any Library site.

Find the Liaison Librarian for your department at www.sheffield.ac.uk/library/libstaff/sllist

The electronic library

MUSE, the University of Sheffield portal, gives you personalised access to the University’s online resources. From the StarPlus – Library Catalogue tab in MUSE, you can:

- Find and request the books you need via the online catalogue
- Renew your library loans and pay any charges you may have incurred
- See your reading lists
- Access electronic resources, such as ejournals, ebooks, subject databases
- Search Google Scholar
- Use the tutorials in the Information Skills Resource to learn how to search for information effectively, and use references correctly

Computers

All students have access to computing facilities maintained by the University’s Department of Corporate Information and Computing Services (CiCS).

These machines are linked to the University’s network and the internet, and all students can register to use them. Software available on the University’s network includes the Microsoft Office Suite as well as course relevant software. To see our student computer rooms and computer availability, please visit the link below.

www.sheffield.ac.uk/cics/computers
Printing

The student printing service is known as the Pre-Pay Printing System or Printing and Copying Management System (PCMS). Students send jobs to a printer and then use print release stations to print their work. You can print to student printers from University computers or from your own laptop or desktop computer at home.

All the information regarding the University printers can be found at:
www.sheffield.ac.uk/cics/printing/student

MOLE

My Online Learning Environment (MOLE) hosts a comprehensive suite of tools to facilitate online learning.

This includes discussion boards, chat rooms, an assignment drop-off box and quizzing that incorporates five different question types. To log into MOLE, click 'My Services' on the top of the MUSE navigation bar and click 'MOLE.'

Student email

Your student email can be accessed via MUSE. University email is provided via Gmail and assistance on using Gmail can be found at: www.sheffield.ac.uk/cics/email

Please be sure to check your University email account regularly for information about your course, lectures and announcements.

Lost property

The University of Sheffield’s mail room is responsible for property found on campus. For lost property enquiries please contact Rob Walsh on 0114 222 9233 or email lostproperty@sheffield.ac.uk.

Any property found on campus should be taken to the nearest porters lodge.

Customer services at the Edge are responsible for property found on the Endcliffe Village site. Please take any items found to the customer services desk at the Edge.

For lost property enquiries please contact customer services on 0114 222 8800.

Chaplaincy service

The Chaplains, Associate Chaplains and Religious Advisers to the University extend a warm welcome to all members of the University. We are committed to providing a high quality pastoral service to staff and students of all faiths and none.

The staff of the chaplaincy service work together in co-operation with Student Services. If you would like to talk to someone at any time, please feel free to contact one of us. We are available to everyone within the University, offering care and support, as well as opportunities for worship, prayer and the exploration of faith and spirituality.

For contact details, information about places of worship and any other information, please visit our website:
www.sheffield.ac.uk/chaplaincy
Sheffield University Nightline

Nightline is the University of Sheffield’s confidential listening and information telephone service. It is run by trained student volunteers who are there to help you with any problem or concern you may have.

Whether contacting Nightline by phone or email, your identity will remain anonymous.

Nightline can be contacted on 0114 222 8787 for listening, 0114 222 8788 for information, or by emailing nightline@sheffield.ac.uk. The team will reply within 48 hours.

To find out more please visit

www.sheffield.ac.uk/ssid/contacts/nightline

If you are interested in volunteering please email sunl@sheffield.ac.uk

ELTC

The English Language Teaching Centre (ELTC) offers a wide range of English language courses and services for University students. If you are looking to improve your English, please visit www.sheffield.ac.uk/eltc

Our School contact for the ELTC is Deborah Cobbett d.cobbett@sheffield.ac.uk

Accommodation

Provided you meet certain conditions, all postgraduates at the University of Sheffield are guaranteed a place in University-owned or partnership accommodation during your first year. More details on postgraduate accommodation can be found by visiting www.sheffield.ac.uk/postgraduate/accommodation
Welfare and Careers.

University Health Service

The University Health Service (UHS) is a National Health Service GP practice, specifically for students and their families.

To help you choose the right NHS service if you become ill or injured, you can refer to the ‘which service is best for me?’ guide (also available to download from the UHS home page): www.sheffield.ac.uk/polopoly_fs/1.402080!/file/WhichServiceisBestforMe.pdf

UHS is at 53 Gell Street, Sheffield S3 7QP (on the corner with Glossop Road). You will need to register to use the service – most students do this when registering for their course, but it can be done at any time. Telephone 0114 222 2100 to make an appointment or to speak to our reception team. There is further information on the practice app: shefunihealth

Doctors are not permitted to share information with family, friends or your department without your consent. They use a separate record system to the rest of the University which we cannot access.

Note that this is not a private clinic; it is part of the NHS. You cannot expect an instant appointment but a large number of appointments are kept for booking on the day for those who call or book online at the appropriate times and for emergencies.

More details can be found at:
www.sheffield.ac.uk/ssid/contacts/uhs

Counselling

We believe that students are resourceful individuals and have the capacity to fully engage in all aspects of university life. The University Counselling Service offers services to enhance and develop the student’s ability to recognise and strengthen their inner resources. We have online information and self-help material that can accessed before or instead of attending an appointment.

UCS provides a streamlined online registration process. This process takes less than 2 minutes and students will then be offered a 30 minute triage appointment with a qualified Counsellor/psychotherapist.

Most students require no more than a 30 minute triage session and self-help material. Other options may include:
• Stress and relaxation workshops
• Workshops on a particular theme e.g. managing anxiety, depression, grief and loss etc.
• Confidence building group or groups for depression
• One-to-one sessions
• Support package for more complex cases

For further information:
www.sheffield.ac.uk/ssid/counselling

Careers

The University Careers Service helps you with developing your employability, gaining work experience, making career choices, and finding jobs. We do this through comprehensive information on all your career and study options, advice on the careers open to you after your studies, and expert help with making applications. We organise events where you can meet employers and we advertise hundreds of part-time jobs, internships and graduate jobs every month.

www.sheffield.ac.uk/ssid/contacts/uhs
Help provided by the Careers Service includes:

- Individual appointments with advisers to discuss personal career plans.
- ‘Career Connect’ – the latest graduate jobs and work experience, available online and via your email.
- Our Student Jobshop in the Students’ Union - help with finding part-time jobs and placements.
- A specialist placements team, helping you to find relevant work experience.
- Careers events, including recruitment fairs and opportunities to meet employers, advertised in our ‘What’s on Weekly’ email sent to all students.

Our website www.sheffield.ac.uk/careers/students offers a full range of careers information and advice, and is the ideal starting point if you want to find out more about how the Careers Service can help you, right from the start of your course. We support all students, at all stages of study and provide additional services for International Students, Taught Postgraduates and Postgraduate Researchers.

For details of where the Careers Service is based plus our opening times see www.sheffield.ac.uk/careers/aboutus

**Guidance on employment hours**

The University has adopted a policy of advising full-time students that they should not undertake paid employment in excess of 16 hours per week, alongside their studies during term time.

**References**

It is normally your supervisor who should be named as your academic referee. It is therefore in your interests to get to know him or her. The better your supervisor knows you, the better equipped they will be to give you a meaningful reference when the time comes.

The following points are suggested as good manners and good practice when asking for references:

- Provide your supervisor with your current CV.
- Keep your supervisor well-informed about the jobs that you have applied for (provide a job description if possible).
- Ideally provide a copy of any application to your supervisor.
- Keep your supervisor up-to-date with your progress, especially where a job has been offered or accepted.
**Information for Disabled or Dyslexic Students.**

If you have a disability, medical condition, or specific learning difficulty, we seek to ensure that your chances of academic success are not reduced because of it. We strongly encourage you to contact the Disability and Dyslexia Support Service (DDSS).

DDSS is a confidential and friendly service which offers a range of support, including:

- Liaising with academic staff and central services about disabled students’ support needs.
- Helping students to apply for Disabled Students’ Allowances.
- Organising support workers, such as note takers, readers, library support, scribes, interpreters.
- Advising on specialist equipment and technology.
- Referring dyslexic students for study skills support, at the English Language Teaching Centre.
- Referring students who think that they might be dyslexic for diagnostic assessments with an Educational Psychologist.
- Putting students in contact with local and national external agencies who offer support and advice to disabled people on specific issues.
- Formalising alternative arrangements for examinations and assessments, e.g. extra time in examinations; reasonable adjustments to assessment tasks; or alternative assessment formats. (These cannot be organised by the department without DDSS involvement)

See [www.sheffield.ac.uk/ssid/disability](http://www.sheffield.ac.uk/ssid/disability) for more information.
Useful Websites for Students.

Student Services Information Desk (SSiD) home page
www.sheffield.ac.uk/ssid

SSiD A-Z guide for students
www.sheffield.ac.uk/ssid/atoz

Things not going right (intended to assist students in identifying sources of help and support within the University)
www.sheffield.ac.uk/ssid

“Check Your University Record” (enables students to access to their own central University record)
www.sheffield.ac.uk/ssid/record/pers_inf

Information for disabled students
www.sheffield.ac.uk/disability

Online forms available via the Research & innovation services website
www.sheffield.ac.uk/ris/pgr/code/forms

Financial information for students
www.sheffield.ac.uk/ris/pgr/code/fees

University Regulations (via the Calendar website)
www.sheffield.ac.uk/calendar

Extemporizing Circumstances Form
www.sheffield.ac.uk/ssid/forms/circs

Religious Observance Form
www.sheffield.ac.uk/ssid/exams/observance

PGR Portal (PhD) students
www.sheffield.ac.uk/ris/pgr

White Rose DTC Events and news across the 2 White Rose Institutions
wrldtc.ac.uk/

Faculty PhD information via the Doctoral Training Centre
www.shef.ac.uk/social-sciences-dtc/index

The Faculty of Social Sciences
www.shef.ac.uk/faculty/social-sciences

National Centre for Research Methods
www.ncrm.ac.uk/training
Health and Safety.

Health and Safety issues are very important. Please read the following section carefully and remember we all have a responsibility for our own and other peoples’ safety.

**Professor Karim Hadjri**  
(Head of Department)

- Responsible for Health and Safety within the Department.

**Departmental Safety Officer: Tariq Zaman**

- Ensures Accident books/incident forms are available at two locations.
- Carries out safety checks annually.
- Carries out risk assessment checks when staff/students are in situations where Health and Safety could be compromised.

**All members of Staff and All Students**

- Follow guidelines included in University Health and Safety Code of Practice.
- Have responsibility for health and safety.

The University has a code of practice for health and safety issues. This can be found here: [www.sheffield.ac.uk/safety](http://www.sheffield.ac.uk/safety)

**Emergency**

In an emergency telephone 4444 on a University internal telephone.

Or from a mobile dial: 0114 222 4444

Give details clearly and concisely.

**Theft**

All instances of theft should be reported in the first instance to the School Facilities Manager, Tariq Zaman, who will then take the matter up with the appropriate authorities.

**First aiders**

Martin Bradshaw (Floor 18 and 19)  
Roy Childs (Floor 15)  
Laura Mason (George Porter Building)

**Arts Tower Opening hours**

Monday to Friday: 8:00am-6:00pm

**Out of hours access**

Monday to Friday: 6.00pm - 9.00pm,  
Weekends: 9.00am - 5.00pm

**Working Hours for Students**

The Arts Tower is open on weekdays between 8:00am and 6:00pm.

To comply with statutory safety legislation, it is not possible for students to remain unsupervised in the building outside these hours unless Out of Hours and Fire Training inductions have been attended.

Once you have attended the inductions you should contact Tariq Zaman and ask him to activate your U-Card.

If you have not attended the inductions you cannot work out of hours and security services will escort you from the building.

After-hours working for students with the relevant permissions is normally allowed only in studio spaces and, for research students, in their own rooms. Guests without permits are not allowed. All staff and students entering the building at times other than 8:00am to 6:00pm on weekdays must sign the book at the Porters’ Desk in the Arts Tower entrance.
This provides a record of building occupants which is used by the Fire Service in the event of an emergency. The book must be signed when continuing to work in the building after 6:00pm. It must be signed again when leaving. On demand of any University staff, students must show their authorisation to work outside normal hours. Students breaking any rules of working may have permission withdrawn. Students present in the building without permission may be subject to University disciplinary procedures.

Emergency evacuation

On hearing a continuous fire alarm all staff and students must leave the building immediately by the nearest stairs – do not use the lifts - and then assemble on the Concourse. Do not try to collect any personal belongings.

Accidents and injuries

Any accident resulting in injury must be reported to either the School Safety Office or a First Aider. Details of the incident will be forwarded to the Health and Safety Department by way of the online accident report form. First aid boxes are kept in the School Reception and in the Reprographics Unit on floor 15.

Accidents at the Materials Workshop (George Porter) must be reported to the area first aider (Stuart Moran or Laura Mason).

Alcohol and smoking

Smoking is forbidden in The Arts Tower. Individuals must not bring alcohol into the building or consume it there.

Electrical appliances

No electrical appliances may be used unless they have been supplied by the University or authorised. If you wish to use your own electrical equipment you must first have it checked for safety by the appointed technician (Roy Childs, room 15.10).

Safety in studios

i) Safe working practice is concerned not only with your own safety but with the welfare of other students, cleaners and technicians.

ii) All waste paper and cardboard etc. suitable for recycling should be placed in the recycling waste bins provided.

iii) Any sharp objects to be disposed of should be placed in the SHARPS bins.

iv) Blades or knives should be protected after use and left in a safe place to avoid accidents.

v) Spray mount should be kept in the allocated areas when not in use and spary paint should not be used in any circumstances in the studios or in the stairways.

Guidance on Fieldwork

Here, you can find guidance on the management of health and safety on field work and other off-campus activities.

https://hs.shef.ac.uk/attachments/333?updated=1473858392
Risk assessment

If you intend to do anything which involves a risk to your safety or that of others, you must first carry out a risk assessment. Examples may be the mounting of an exhibition installation, or moving a heavy piece of equipment. Risk Assessment forms are available from Tariq Zaman.

These safety guidelines are designed for your safety. If you require further information about the university’s safety procedures you can find it on the Safety Services website: www.sheffield.ac.uk/hs

Telephone - Security Services: 0114 222 4085

The conditions above, which are imposed upon us by General Legislation, the Health and Safety Executive, the University’s insurers, and the Fire Brigade, make it essential that all users of The Arts Tower strictly observe regulations of use. For reasons of both safety and security it is necessary to impose the rules without exception.

Safety in the Material Workshops

Health and safety in the workshop is paramount. You need to complete an online induction to access the area. The satisfactory completion of a 90-minute practical session on site is also required to use the machine workshop.

The area operates with a traffic light system:

Green: Machinery or equipment can be used unsupervised after training.

Amber: Machinery or equipment can be used under workshop staff supervision after training has been provided by a member of workshop staff.

Red: Machinery or equipment is for trained workshop staff only. Please ask if you need something completing on these machines.

Certain materials or processes require YOU to complete a risk assessment before being allowed to proceed. A member of the workshop staff will give you a form to complete. It is important that you do this yourself, as you need to understand the process and dangers before you start work.

All rules and regulations are designed to keep staff and students safe. You will be briefed on the main area regulations during the online induction, and in more depth at the machine induction. From time to time staff may need to remind you about a rule, do not worry about this.

If you have forgotten anything, or need a reminder please come and ask as we will always make time to go over the safe use of machinery, equipment and materials.

Whilst at the workshop you must comply with all of our regulations. Workshop staff reserve the right to revoke access privileges for a certain time frame or until retraining has been undertaken.
The content of our courses is reviewed annually to make sure it's up-to-date and relevant. This is in response to discoveries through our world-leading research; funding changes; professional accreditation requirements; student or employer feedback; outcomes of reviews; and variations in staff or student numbers.

While every effort has been made to ensure the accuracy of the information in this publication, for the reasons detailed above, changes may need to be made between the date of this publication and the start of your course.

This handbook is correct as at the time of publication, but please see www.sheffield.ac.uk/architecture for the most up-to-date information. If there is any inconsistency between this publication and the website, the information on the website should be taken as correct.