On behalf of the Information School staff, I would like to welcome you to the School. You are now part of the UK's top library and information management school and I hope that you enjoy your time with us.

Your course will be challenging, but also exciting and rewarding and staff in the School are here to help you throughout your studies.

You can find out more about key staff who can help you in this handbook and in our online handbook.

[ischool.dept.shef.ac.uk/taught/index.php/Postgraduate](ischool.dept.shef.ac.uk/taught/index.php/Postgraduate)

Any member of staff will be happy to assist you with any queries that you may have. I look forward to meeting you all over the coming weeks.

**Professor Val Gillet**
Head of School

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*The University of Sheffield*
Key Information.

Semester dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro Week</td>
<td>21 September to 26 September 2015</td>
</tr>
<tr>
<td>Autumn Semester</td>
<td>28 September to 19 December 2015</td>
</tr>
<tr>
<td>Christmas vacation</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Winter break</td>
<td>18 January to 6 February 2016</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>8 February to 19 March 2016</td>
</tr>
<tr>
<td>Easter vacation</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Easter break</td>
<td>11 April to 11 June 2016</td>
</tr>
</tbody>
</table>

There is a range of activities and events taking place throughout Intro Week which are run by the University and the Students’ Union. There is something for everyone so make sure that you get involved in the week and try out some of the events and activities. There is more information on the University website: www.sheffield.ac.uk/ssid/newstudents

Become a student rep

During Intro Week you will be invited to nominate yourself to be a student rep. Our student reps are the voice of the students on your course and have a direct influence on the School and your student experience through the Student-Staff Committee. Being a student rep will also develop your communication skills and will enhance your CV for your future career. You can find more information about student reps at: ischool.dept.shef.ac.uk/taught/index.php/Student_Reps

Your University email account

You will be issued with a University of Sheffield email account when you register as a new student. The Information School and the University will use this to contact you about important matters during the year so it is essential that you check this email account regularly.

Facilities

There are a number of facilities within the Information School which you will be able to benefit from as a student.

Wi-Fi

Free Wi-Fi access is available throughout the Information School and the rest of the Regent Court building, and in most other University buildings. All registered students have access to this service by entering their University username and password through the Eduroam wireless network.

Printing

All students have access to a pre-pay printing system through their student computer account. You can print to student printers from University computers or from your own laptop or desktop computer at home, and collect your items from a University printer of your choice using your Ucard.

iSpace

Located on the 2nd floor of Regent Court in the Information School, the iSpace is yours to use during office hours to work, to meet with other students or simply relax. You'll find comfortable seating, work tables, Wi-Fi, open access PCs for short term use, a printing station and two bookable meeting rooms.
**iLab**

The iLab is a unique resource for studying how people interact with information resources such as Facebook, Twitter and the internet, and with devices such as mobiles, tablets and desktop computers. Students can use the iLab to carry out research projects from usability testing and evaluation of websites, to experimenting with how interruptions or multitasking affect how people work.

More information about our facilities can be found at ischool.dept.shef.ac.uk/taught/index.php/iSpace

**Key people**

The team at the Information School will be happy to help you with any queries that you have during your studies.

A number of staff have specific support and guidance roles assigned to them. Any student who requires advice or guidance in areas that are assigned to those staff members are encouraged to approach that member of staff. A list of staff with these responsibilities can be found at: ischool.dept.shef.ac.uk/taught/index.php/Staff_Academic_and_Pastoral_Responsibilities

You are likely to have contact with the following members of staff during your studies:

**John Bennett**
Teaching and Learning Manager
0114 222 6330
j.bennett@sheffield.ac.uk
John can help with any timetable, progression, module choice and regulations queries.

**Julie Priestley**
Taught Programmes Administrator
0114 222 2839
j.priestley@sheffield.ac.uk
Julie is your first point of contact for any administration queries that you have about your course or assessments.

**Larah Arvandi**
Taught Programmes Assistant
0114 222 2640
l.arvandi@sheffield.ac.uk
Larah can help with any administration or assignment submission queries.

**John Holliday**
Exams Officer
0114 222 2685
j.d.holliday@sheffield.ac.uk
John is responsible for assessments and student progression.

**Paul Fenn**
ICT Manager
0114 222 2695
p.fenn@sheffield.ac.uk
Paul can help with any IT queries that you have.

**Andy Stones**
ICT Technician
0114 222 2639
a.d.stones@sheffield.ac.uk
Andy can help with any computer or equipment problems you have.

**Jorge Martins**
Disability Officer
0114 222 2667
jorge.martins@sheffield.ac.uk

**Further information**

Additional information to help you during your time at the Information School can be found by clicking on the links throughout this handbook, and within the pages of our online student handbook which can be found at: ischool.dept.shef.ac.uk/taught/index.php/Main_Page
Details About Your Course.

Programme learning outcomes

The University publishes the learning aims and outcomes of every degree programme in the calendar in the form of programme specifications. There is a section on the calendar website where you can download the programme specifications for each Information School degree at: www.sheffield.ac.uk/calendar/progspec/inf

Degree programmes

The following postgraduate degree programmes are taught by the Information School:

- MSc Data Science
- MSc Digital Library Management
- MSc Health Informatics (Distance Learning) (delivered with the School of Health and Related Research)
- MSc Information Management
- MSc Information Systems (delivered with the Department of Computer Science)
- MSc Information Systems Management (delivered with the Management School)
- MA Librarianship
- MA Library and Information Services Management (Distance Learning)
- MA Multilingual Information Management (delivered with the School of Languages and Cultures)

More information about our programmes can be found at: ischool.dept.shef.ac.uk/taught/index.php/Degree_Programmes_(PGT)

Your course will have a programme coordinator who can help you with queries about your study and your degree programme.

Information about changing your course can be found at: ischool.dept.shef.ac.uk/taught/index.php/Changing_Programme_or_Department_(PGT)
Contact Us.

University of Sheffield, Information School
Regent Court, University of Sheffield, 211 Portobello,
Sheffield S1 4DP

General Enquiries
Tel. +44 (0) 114 222 2660/2630
E-mail isstudent@sheffield.ac.uk
Web http://www.sheffield.ac.uk/is