Postgraduate Research Handbook.
Welcome to the University.

Welcome to the University of Sheffield: an extraordinary institution situated in an extraordinary city.

During your time here you will be exposed to a variety of experiences and learning styles all within the framework of an internationally recognised University. Our world-class teaching and research is reflected in our entry requirements and it also means that we have high expectations of our students. Our high expectations make our students uniquely useful to employers and help to drive our reputation as a centre of academic and professional excellence.

As a University we will give you access to all of the resources you need to become a successful learner and practitioner. It is your drive, determination and intelligence that will take you the rest of the way. We are invested in your success and this is reflected in our strong attainment in student satisfaction surveys.

The most important thing to remember is ‘If in doubt, ask.’ Management School staff and all the University resources put in place to deal with personal, emotional, financial and academic problems or confusions are there for you. If in doubt, always seek help and advice.
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SSiD
MUSE
The University libraries
Help and support
The electronic library
Computers
Printing
MOLE
Student email
Lost property
Chaplaincy service
Sheffield University Nightline
ELTC
Accommodation

Health and safety.

Management School responsibilities
Building
Fire safety
Reporting maintenance issues
Reporting accidents, incidents, dangerous occurrences and near misses
First aider(s)
University security services
Out of hours
Welfare and careers.

University Health Service

Counselling

Careers

Guidance on employment hours

Work permission for Tier 4 PGR students

Information for disabled or dyslexic students.

Useful websites for students.
Welcome to Sheffield University Management School (SUMS).

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 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
Director of Postgraduate Research
Departmental contact details.

Associate Dean for Research
Professor Colin Williams – Room A015
Telephone 0114 222 3476
Email: c.c.williams@sheffield.ac.uk

Director of Postgraduate Research
(Semester 1 only/Semester 2 TBC)
Dr Caroline Oates – Room C078
Telephone 0114 222 3448
Email: c.j.oates@sheffield.ac.uk

Divisional Directors for Research and Impact (DDRI)

Accounting and Financial Management (AFM)
Professor Jim Haslam – Room B038
Telephone 0114 222 3488
Email: j.haslam@sheffield.ac.uk

Marketing, International Enterprise & Strategy (MIES)
Dr Rob Wapshott – Room A016
Telephone 0114 222 3244
Email: r.wapshott@sheffield.ac.uk

Operations and Decision Analysis (ODA)
Dr Andrea Genovese – Room B063
Telephone: 0114 222 3347
Email: a.genovese@sheffield.ac.uk

Work, Employment, People and Organisations (WEPO)
Dr Kirsty Newsome – Room E020
Telephone: 0114 222 3469
Email: k.j.newsome@sheffield.ac.uk

The Postgraduate Research (PGR) Team

The PGR Team co-ordinates all aspects of the management of postgraduate research in the School. The following people are your first points of contact for support and guidance outside of the supervisory relationship. You can find them in the Research Office – Room E09:

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

Research Manager
Harriet Godfrey-Holmes (until December 2015)
Telephone: 0114 222 3215
Email: h.godfrey@sheffield.ac.uk
Key Resources.

**Online:**

The Management School PGR Hub:

[www.sheffield.ac.uk/management/study/researchdegrees/hub](http://www.sheffield.ac.uk/management/study/researchdegrees/hub)

University’s Code of Practice for Research Degree Programmes:


Doctoral Development Programme (DDP) Portal:

[www.sheffield.ac.uk/ris/pgr/ddpportal](http://www.sheffield.ac.uk/ris/pgr/ddpportal)

The Faculty Social Sciences Doctoral Training Centre (DTC):

[www.sheffield.ac.uk/social-sciences-dtc](http://www.sheffield.ac.uk/social-sciences-dtc)

Management Gateway website:

[management.sheffield.ac.uk/events](http://management.sheffield.ac.uk/events)

The White Rose Social Science Doctoral Training Centre (DTC):

[http://wrdtc.ac.uk/](http://wrdtc.ac.uk/)

Northern Advanced Research Training Initiative (NARTI):

[http://lubswww.leeds.ac.uk/narti](http://lubswww.leeds.ac.uk/narti)

National Centre for Research Methods (NCRM):

[www.ncrm.ac.uk](http://www.ncrm.ac.uk)

**Other:**

A number of reference books on being a doctoral student, thesis writing and research methods can be found in the Library at the Northumberland Road Doctoral Centre.
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.

The University’s General Regulations for Doctorate Programmes.

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

www.sheffield.ac.uk/calendar/
Roles and responsibilities of students and supervisors.

Responsibilities of the student.
As a postgraduate research 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
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 when the 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 four to six weeks).

Students must use the University of Sheffield online SRF, available at:

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 each year 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 the University in July/August. This report will come to you via your University email and should be completed promptly on-line.

At the end of semester one in your first year you will have the opportunity for a one-to-one meeting with your Divisional Director for Research and Impact (DDRI). For your second and third years, a compulsory progress meeting with the relevant DDRI will take place at the beginning of semester one. Supervisors are required to attend these meetings.
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, Doctoral Development Programme (DDP) modules and laboratory sessions listed in your timetable or that are communicated to you as the year proceeds.

Postgraduate research 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 research 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. 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 LOA, appropriate documentary evidence must be supplied in order for the department and faculty to consider whether to approve the request. For a LOA 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 LOA 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 the LOA, 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
- Retrospective leaves of absence dating back longer than one month cannot be approved

More detailed information is available from:

www.sheffield.ac.uk/ssid/student/loa/international

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. PGR 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 Mandy Robertson (m.robertson@sheffield.ac.uk) for further information.
The Doctoral Development Programme.

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

For more information, 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 doctoral researchers are automatically registered on core departmental and/or faculty-wide modules which all first year PGR 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 PGR modules and training available by visiting:

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

Typical PGR 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 postgraduate degree, 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 PGR students. These include:

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

You can access these services by visiting:

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

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 to produce evidence for your DDP ePortfolio.

Students commencing their studies from October 2015 must use PebblePad. For current students enrolled prior to 2015, it is recommended but not required.

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/
Core modules for Management School PGR students.

We recognise that people begin doctoral studies with a wide range of prior education and experience. With this in mind, our training provision is flexible and is designed to reflect the needs of individual students. At the same time, all social scientists, regardless of discipline, need a broad-based training in a range of methods and underpinning theory. Hence, all students undertake core training.

Faculty core training.

Currently, the social science training is provided through four Faculty modules:

- Foundations of Social Science Research – FCS660
- Qualitative Methods for Social Science Research – FCS670
- Quantitative Methods for Social Science Research – FCS650
- 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.
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.

The Sheffield Grad School.

All second and third-year students are encouraged to attend The Sheffield GRAD School (SUGS). This is organised by the University Careers Service in partnership with Research and Innovation Services, and 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.

Sheffield Teaching Assistant Programme.

Finally, we strongly suggest that those who wish to teach or are looking to become academics consider the Sheffield Teaching Assistant Programme:

www.sheffield.ac.uk/lets/cpd/sta
Research facilities and environment.

University facilities.
The following webpage outlines some of the facilities which are available for PGR students to undertake their research in:
www.sheffield.ac.uk/ris/pgr/facilities

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.
Seminars and conferences.

You are expected to engage with seminars, conferences and workshops designed to broaden your knowledge and understanding of the research discipline. This includes participation in the research seminars on offer in the school and workshops offered by the Northern Advanced Research Training Initiative (NARTI), the DTC, the National Centre for Research Methods (NCRM) and other universities and institutions.

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 2016 the conference will be held in Leeds. Every student is expected to attend the Conference. All first years are expected to 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.

Sheffield University Management School 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 (see pages 70/71 for more information).

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

The Doctoral Centre has WiFi throughout and 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.
In the Management School your personal tutor is the Divisional Director for Research and Impact for your Division or the Programme Director for Postgraduate Research.

Within the first few weeks of arriving at the University, the Management School will allocate you a personal tutor. This member of academic staff in your department is there to help you if you are having any difficulties with your studies or personal difficulties that you are worried about or are impacting on your studies. Your personal tutor is likely to be the same person throughout your degree, although this may change if your personal tutor goes on research leave. If this occurs, your department will allocate you a replacement personal tutor.

Your personal tutor 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 personal tutor as they will want to help you identify ways to help resolve the problem. You can email or phone your personal tutor to ask for an appointment or visit your personal tutor during their office hours. It is important to meet with your personal tutor early in on in your programme so you know who to go to if you have a problem. It is vital to inform your personal tutor of any changes in your circumstances, especially if these affect your academic work.
Research ethics and integrity training.

It is essential that PGR students attend their faculty-wide research ethics and integrity training as failure to do so may result in your award being withheld. For further course details, please visit:

www.sheffield.ac.uk/ris/pgr/ddpportal/reit
Applying for ethics approval.

In order to implement the University’s ethics policy, the department is required to carry out an ethical review of research which involves human participants, data and tissue. This includes student dissertations. Prior to submitting your application, you should read the guidance available on the research ethics and integrity website:

www.sheffield.ac.uk/ris/other/gov-ethics

When you have finished reading the guidance, you can submit your application online using the form found at:

www.sheffield.ac.uk/ris/other/gov-ethics/ethicspolicy/educationresources/onlinesystem

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).

There are additional requirements for IWP students:

- 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.

- Explain 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).

Research Ethics enquiries should be sent by email to Mark Latham (m.latham@shef.ac.uk)
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

Business Cards.
The University does have the facility to produce business cards. The cards must be paid for from your RTSG. The cards can be ordered in October and April each year. Please note you must not go outside of the University to produce a business card. No-one else has permission to reproduce the crest legally.
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, visit:

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

Management School financial support.

For students not in receipt of a Research Council or University Research Training and Support Grant (RTSG) the Management School provides up to £1,500 to support research. The money can be used for any research related expenditure. 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. Once it has been approved, the School’s Finance Team will contact you. You must not make any purchases or bookings until you have received approval.

The School can make purchases/booking on your behalf. 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.
Prestigious Conference Funding Resource.

We can also consider funding applications from 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.

It is expected that students applying for this funding will have exhausted their own RTSG.

Please note that students may only access this extra funding once during their PhD; the extra funding is only available to 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 Director of Postgraduate Research quarterly. Requests should be emailed to mgt.research@sheffield.ac.uk. Details of deadlines will be circulated via email.

There is a limited budget, therefore please bear in mind that the Committee reserves the right to cap the amount allocated to each applicant.

Please note only reasonable costs will be considered, i.e. no first-class travel. If in doubt please contact the Finance Team on mgt.finance@sheffield.ac.uk

The application form is on the PGR Hub:

www.sheffield.ac.uk/management/study/researchdegrees/hub
Plagiarism and collusion.

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 below). 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 people 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.

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.
Teaching and paid work.

Teaching opportunities are available to help postgraduate research students gain experience. If your supervisor believes that the position can be undertaken without detriment to your 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

Availability of teaching 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. Only students who complete and return the form will be considered for teaching.

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 please contact the Student Experience Office.
As the first year of the PGR degree is considered probationary, students must attend a confirmation review to be permitted to remain on their doctoral level degree.

The confirmation review panel takes place after about 12 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
Guidance for Management School 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 1 September 2016. 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 Management School also require confirmation review documents to be submitted to Turnitin (see more on page 55). We allow you one practice attempt for your confirmation review document. Please visit the PGR Hub (www.sheffield.ac.uk/management/study/researchdegrees/hub) for instructions. For information and support regarding Turnitin please visit:
www.sheffield.ac.uk/cics/turnitin

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. 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 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 (approximately one hour). 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. 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.

Confirmation review – guidance for assessment.
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.

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**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. We also feel that it’s important that our PGR students have a good understanding of social theory, how it relates to research and their project in particular. Full-time students are all expected to attend the Social Theory for Business and Management course, and we expect them to be assessed on their understanding during the confirmation review. The students are aware that they will have to discuss matters relating to social theory during the confirmation review. Please therefore make sure as general assessor that this is covered in the examination. The report form will ask you to tick to confirm whether or not you feel the students have adequately engaged with social theory and understood its significance to their projects. We also ask you to cover this in your written feedback. The general assessor will also review the Turnitin report (provided by the Research Office). Once the Turnitin 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.

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**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).
General thesis assessment.

The University does not permit the submission of a thesis 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
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 proofread 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 issued the following guidance on word limits: 40,000 words for an MPhil and 75,000-100,000 words for a 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 department 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, visit:

www.sheffield.ac.uk/cics/printanddesign
Electronic submission (Turnitin).

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

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

For information and support regarding Turnitin, visit:

www.sheffield.ac.uk/cics/turnitin

The Management School also require confirmation review documents to be submitted to Turnitin. We allow you one practice attempt for your confirmation review document and three practice attempts for your thesis. Please visit the PGR Hub (www.sheffield.ac.uk/management/study/researchdegrees/hub) for instructions.
Physical submission.

Theses for higher degrees by research must be submitted in person to Research & Innovation Services (not to the Management 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 when they have been formally notified to complete their resubmission.

If a resubmission with oral examination is required, this will normally take place within ten weeks of receipt of the thesis by the examiners.

If a resubmission without a further oral examination is required, the re-examination should take place within approximately six to eight weeks of resubmission.

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 PGR students in preparation for their viva. This should be provided by individual supervisors or via an organised session at departmental or faculty level.

- Arrangements for preparing PGR 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 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.
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.

Circumstances 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 email graduation@sheffield.ac.uk.
Graduation.

After the oral examination.

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 email 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.

The Management School hosts its own reception on graduation day to which you will be invited.
University services.

301: 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
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:

- 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

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 libraries.
The University libraries offer a range of dedicated study spaces, digital and print resources, as well as information skills advice to support you in your studies. Books that offer advice on how to start, write and complete a thesis are available on loan.

All the information you need to get started with using the library and computing services can be found at:

www.sheffield.ac.uk/library/services/new
Help and support.
For general enquiries, contact the Library help desk by:

- Email: library@sheffield.ac.uk
- Telephone: 0114 222 7200
- The information desk at any library site

A list of subject specific contacts is also available at:
www.sheffield.ac.uk/library/libstaff/sllist

A valid UCard is needed to gain entry to all library sites and to borrow books. You will also need your UCard to use photocopying, printing and scanning facilities.

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 the student computer rooms and computer availability, visit:
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

Printing at Northumberland Road Doctoral Centre is currently free of charge.
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 Google Mail (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. They 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 them. They 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 and any other information, please visit our website:

www.sheffield.ac.uk/ssd/chaplains
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

or if you are interested in volunteering, 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, visit:

www.sheffield.ac.uk/eltc

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 online:

www.sheffield.ac.uk/postgraduate/accommodation
Health and safety.

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.

Below are a few key health and safety points. Further information is available on the University’s health and safety website:

www.sheffield.ac.uk/hs

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.

School Dean: Professor David Oglethorpe

Departmental Safety Officer(s): Hannah Sawiski & Kerry Oldham

mgt.reception@sheffield.ac.uk / 0114 222 3232

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

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 of 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 PAT testing team, which is done annually. In the interim Hannah Sawiski or Kerry Oldham; mgt.reception@sheffield.ac.uk /0114 222 3232 can visually inspect the electrical items.

Fire safety.

Please be aware that it is a compulsory requirement that all staff and postgraduate students complete the online Fire Safety course annually:

https://hs.shef.ac.uk/subject_areas/fire-safety

There is a fire alarm test in the building every Monday afternoon at 13:30

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.

Reporting maintenance issues.

The University’s estates department (EFM) deals with any property maintenance issues, please report any problems you see to mgt.reception@sheffield.ac.uk / 0114 222 3232

Reporting accidents, incidents, dangerous occurrences and near misses.

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

First aider(s).

Hannah Sawiski; mgt.reception@sheffield.ac.uk / 0114 222 3232 based at Sheffield University Management School. The school has a number of first aiders but Hannah is the first point of contact in an emergency.

If Hannah is unavailable please contact Security Services 4444 on an internal telephone (0114 222 444 from an outside line or mobile).

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.
University security services.

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).

Out of hours.

Out of hours training is a compulsory requirement to be completed by all postgraduate students who are in the building outside normal working hours (before 8:00 and after 18:00) and at weekends. Completion of this training course will remain valid for three 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/out 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).
Welfare and careers.

University Health Service.

Health Centre, 53 Gell Street, Sheffield S3 7QP

Telephone: 0114 222 2100 (24hrs)

Email: health.service@sheffield.ac.uk

More details can be found at:

www.sheffield.ac.uk/health
Counselling.
The University Counselling Service provides a free, confidential service to students. They are based at 36 Wilkinson Street S10 2GB.

Telephone: 0114 22 24134

Email: ucs@sheffield.ac.uk

A list of useful contact telephone numbers, online information leaflets and self-help guides are available at

www.sheffield.ac.uk/counselling

Careers.
The University Careers Service offers advice on a variety of issues including career planning, making applications, job search and interview preparation. Staff can also provide advice on improving your job prospects through work experience and activities to develop your personal skills, and will arrange a number of careers related events during the academic year.

The Careers Service also offers:

• A comprehensive website with a full range of careers information and advice: www.sheffield.ac.uk/careers/postgraduates

• Individual guidance interviews to discuss personal career plans

• myVacancies – current and forthcoming vacancies for graduate jobs, part-time jobs, paid work experience, voluntary work, internships and placements

• What’s On careers events, including fairs and employer presentations. See www.sheffield.ac.uk/careers/students/events

For those wishing to explore opportunities in another country you can also access ‘myInternational Career’ via the Careers Service website.

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

Guidance on employment hours.

In the School full time research students will be restricted to a maximum of 180 working hours per annum, including preparation time and marking. This figure if based on the rules relating to Research Council studentships

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

Work permission for Tier 4 PGR students.

Tier 4 PGR students are allowed to work up to a maximum of 20 hours per week during term time. The University recommends they should work no more than 16 hours per week to ensure an appropriate study-work balance. Unlike other students, PGRs are considered to be in term time for the duration of the academic year, except during agreed periods of vacation (up to a maximum of eight weeks) which must be agreed with the student’s supervisor.

New immigration regulations now require all employers to obtain written proof from Tier 4 sponsored students of their term time and vacation periods. Further advice on what to do is available at SSiD (see page 64).
If you have a disability, medical condition, or specific learning difficulty, we strongly encourage you to contact the Disability and Dyslexia Support Service (DDSS).

The 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, such as extra time in examinations; reasonable adjustments to assessment tasks; or alternative assessment formats

For further information, please contact the DDSS:

www.sheffield.ac.uk/disability/

If you require alternative exam arrangements, please make sure that you contact the DDSS at the earliest opportunity.
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
Contact Us.

Sheffield University Management School
Conduit Road, Sheffield S10 1FL

General Enquiries
Tel: +44 (0) 114 222 3232
E-mail: sums@sheffield.ac.uk
Web: www.sheffield.ac.uk/management