Undergraduate Student Handbook 2016-17.
Hello.

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 helps 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 transition from home and school to University can be challenging, but we want to make that transition as easy as possible. The most important thing to remember is ‘If in doubt, ask.’ The department 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.
As a student in our department you are also a part of the Faculty of Social Sciences at the University of Sheffield. Our Faculty is made up of thirteen diverse academic departments and one institute, and we are proud of our research-led teaching which gives our students the skills, knowledge and ability to stand out from the crowd. You will meet students from other departments in the Faculty in the interdisciplinary group-based Achieve More level 1 module IPS101 The State of Sheffield: Global Perspectives on Local Issues.

The Faculty of Social Sciences is committed to giving its students the best possible student experience during their time in Sheffield.

Students can take part in a range opportunities through our employability strategy, our international student experience agenda and our innovative learning initiatives such as Global Learning Opportunities in the Social Sciences (GLOSS). Students can also be directly involved in the Faculty as a Student Ambassador for Learning and Teaching (SALT) and/or represent their peers as a Faculty Student Representative.

To find out more about GLOSS visit: www.sheffield.ac.uk/gloss

More information about SALTS can be found here: www.sheffield.ac.uk/als/students/salt
4.

Contents.

Contact Details. 8

Introduction to the Department of Geography. 10

Personal Tutors. 11

Staff Office Hours 11

Workload and Teaching. 12

Types of Teaching 12

Programme Regulations and Module Choice. 13

Changing Modules 13

Changing your Degree Programme 13

General Information on Assessments. 14

Word Counts and Penalties 14

Anonymous Marking 14

Assessment Marking Criteria 14

Marking Scales 14

Submitting Assessments and Examinations. 15

Submission of Work 15

Proof of Submission of Coursework 15

Examinations 15

Religious Holidays and Examinations 15

Plagiarism, Collusion and Unfair Means. 16

What Constitutes Unfair Means? 16

How Can I Avoid the Use of Unfair Means? 17

What Happens if I Use Unfair Means? 17

Detection of Unfair Means 17
Late Submission and Penalties. 18
Over-length Work 18

Marking, Feedback and Results. 20
Feedback for Examinations 20
Resubmitting Assessments 20
Appealing 20

Progression and Failure. 21

Exam Boards and External Examiners. 26

Degree Classifications. 26

Higher Education Achievement Report (HEAR). 27

Academic Prizes. 27

Postgraduate Study. 29

Achieve More. 30
Level 1 (first year) 30
Level 2 (second year) 31
Level 3 (final year) 31

Careers, Employment Experience and Placements. 32
Careers and Employability Handbook 32
Degree with Employment Experience 32
Student Attendance and Absence.  
If You Miss an Exam  
Illness  
Attendance at Fieldclasses  

Extenuating Circumstances and Changes of Status.  
Requesting an Extension to a Submission Deadline  
Change of Status: Programme of Study, Withdrawals, Leave of Absence  

Student Engagement and Representation.  
In the Department  
GEOGSOC  
In your Faculty  
SALT (Student Ambassadors for Learning and Teaching)  
Union links  
The Sheffield Graduate Award  

Online Information Sources.  
University Webpages and MUSE  
MOLE and GEO HUB  
University General Regulations
University Services.

SSiD 40
301: Student Skills and Development Centre 40
The Academic Skills Hub (TASH) 40
Maths and Statistical Help (MASH) 40
Writing Advisory Service (WAS) 40
University Health Service (UHS) 41
Counselling (UCS) 41
English Language Teaching Centre (ELTC) 41
Careers 41
Guidance on Employment Hours 41
Disability and Dyslexia Support Service 42
The University Library 43
The Electronic Library 43
Computers 43
Printing 44
Lost Property 44
Chaplaincy Service 44
Sheffield University Nightline 44

Useful Websites for Students. 46
8. Contact Details.

**Departmental Office:**

Department of Geography  
University of Sheffield  
Sheffield  
S10 2TN  
Email: geography@sheffield.ac.uk  
Tel: 0114 222 7900  
Room C15a

**Director of Learning and Teaching:**

Dr Stephen Livingstone  
Email: sj.livingstone@sheffield.ac.uk  
Tel: 0114 22 27951  
Room F18

**Director of Undergraduate Programmes:**

Dr Darrel Swift  
Email: d.a.swift@sheffield.ac.uk  
Tel: 0114 22 27959  
Room E10

**Dual Programmes Officer:**

Dr Maria Romero Gonzalez  
Email: m.e.romero-gonzalez@sheffield.ac.uk  
Room: C15a

**Environmental Science Programme Officer:**

TBC for 2016/17

**Welfare and Guidance Officer:**

Kate Findlater  
Email: geo-welfare@sheffield.ac.uk  
Tel: 0114 222 7901

**IT & E-learning Officer:**

Peter Bragg  
Email: p.bragg@sheffield.ac.uk  
Tel: 0114 222 7958

**Careers and Employability Officer:**

Dr Julie Jones  
Email: julie.jones@sheffield.ac.uk  
Room: E05

**Erasmus and Study Abroad Coordinator:**

Dr Desiree Fields  
Email: d.fields@sheffield.ac.uk  
Room: E13
Introduction to the Department of Geography.

Contacting Us

There are numerous ways to contact the department for help and assistance. The main ones are:

- **The Departmental Office**
  
  Contact the staff in the departmental office for enquiries about departmental procedures, or if you are not sure who to contact. The departmental office is located on C-floor of the Geography Building and is normally staffed Monday to Friday 09:00–17:00. The departmental office can also provide you with advice on matters relating to assessments, extensions, special circumstances and disability procedures.

- **Telephone and Email**
  
  Enquiries should be addressed by email to geography@sheffield.ac.uk or by telephone to 0114 222 7900. The person answering your call will pass your call to the most appropriate member of staff.

  All email enquiries relating to medical or personal circumstances should be emailed to geo-welfare@sheffield.ac.uk. Further details are provided in the section on Support and Welfare.

- **Key Staff Contacts**
  
  Occasionally your enquiry may relate to an issue that requires specialist advice. Some staff have responsibility for particular areas, such as Learning and Teaching issues or Study Abroad opportunities. An updated list of these key staff will be circulated at the beginning of each semester and made available on the GEO HUB in MOLE.

Contacting You

The department communicates with students in a number of ways:

- **Email**: This is the main form of communication. You should ensure that you check your University account frequently as it is common to communicate urgent or important information by email.

- **MOLE**: Changes to office hours or lecture times are usually posted as an announcement on MOLE.

  To log into MOLE, click ‘My Services’ on the top of the MUSE navigation bar and click ‘MOLE’.

- **Address and phone**: Students should ensure their address and phone number are kept up to date in order that urgent contact can be made. 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’
Personal Tutors.

Your Personal Tutor is a member of academic staff in your department who is there to support you with any difficulties you may be experiencing and also point you in the right direction for specialist help or additional skills development.

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 you are a Dual Honours student, your Personal Tutor will be from your home department but your second department may also have a member of academic staff with responsibilities for dual degree students whom you can contact as well.

Your Personal Tutor will meet you periodically during your time at University to discuss your progress and if you have any concerns. However, if you are experiencing difficulties, don’t wait for your scheduled meeting but contact your Personal Tutor as they will want to help you identify ways to help resolve the problem.

You can email your Personal Tutor to ask for an appointment or visit your Personal Tutor during their office hours.

It is vital to inform your Personal Tutor of any changes in your circumstances, especially if these affect your academic work.

Remember, your Personal Tutor is not just there to help resolve issues but to support you in reaching your full potential and making the most out of your experience here so be proactive and make the most of your meetings.

Further information on Personal and Academic Tutors can be found at www.sheffield.ac.uk/ssid/course/study/personal-and-academic-support

Staff Office Hours

The Department of Geography operates an office hours system for contact with all teaching staff. This is designed to guarantee that students have reasonable access to teaching staff whilst ensuring that staff also have undisturbed time to undertake research, to prepare teaching and feedback, and to fulfil their administrative responsibilities.

You are encouraged to raise queries with staff using the office hours system, as this will typically result in the quickest response. If you have classes during the office hours of the staff member you wish to see, you should contact them by email to make an appointment.

Staff will normally post their office hours on their office door; a list of hours for all staff is available on the GEO HUB in MOLE. As far as possible, office hours remain fixed throughout any one semester. This excludes reading weeks but includes the examination period. Any changes to office hours are advertised on MOLE as soon as these are known. Be sure to take full advantage of staff office hours during your studies.

If a particular staff member is not available and the matter is urgent, you should contact the departmental office.

Complaints

If you are unhappy about something on your course, please discuss this with your Personal Tutor in the first instance. If you wish to take an issue further, please submit written details by email to the Head of Department.
Workload and Teaching.

Workloads
Programmes of study have been designed so that the total workload for a 10-credit module is approximately 100 hours, while the workload for a 20-credit module is approximately 200 hours. **Students are therefore expected to work 36 to 40 hours per week** throughout each 15-week semester. Independent research modules (such as the level 3 ‘dissertation’) often require supplementary work during the vacations.

Scheduled contact on your course will rarely amount to more than half of the expected workload. It is expected that you will use the remaining time to undertake independent reading and other work that is required to supplement material taught during scheduled contact and to achieve the module learning and assessment aims.

It is extremely important that you undertake the required amount of independent study during each semester week.

Types of Teaching
The teaching on your course will be delivered in a variety of methods and environments according to the module type, content, and learning aims and outcomes. The following are the most common types of teaching contact:

**Lectures** - These are often held in large tiered rooms where a lecturer might use audio-visuals to introduce key concepts and an overview of knowledge.

**Seminars** - These tend to be smaller teaching sessions where you are able to discuss a particular reading, concept or question.

**Workshops** - These are generally task-based sessions where you might work individually or in a group to solve a particular problem or to work through a practical exercise.

**Field classes** - These are trips away from campus, often overseas and residential, but not always. Field class teaching tends to encompass both methods and content that are specific to the places visited.

**Group tasks** - These are usually tasks or exercises that you are expected to complete in your allocated group, often outside formal teaching time.

**Laboratory sessions** - These are often task-based sessions where you might work individually or in a group to work through particular laboratory exercises or experiments.
Programme Regulations and Module Choice.

The regulations for your programme detail the modules that are core to your programme, optional modules from which you must choose, and any unrestricted choice that you may have. The Programme Regulations Finder is an online tool that allows you to find the regulations for your degree and view additional information on the modules that you are required to take: www.sheffield.ac.uk/programmeregulationsfinder

The modules offered by your degree programme are described in the Undergraduate Module Handbook. This handbook is available to download from the GEO HUB in MOLE.

Each year you will need to register for 120 credits. It is ideal to achieve a balance of 60 credits per semester but the University will allow you to take up to 70 credits in one semester and 50 in the other. Your personal tutor and the module teaching staff will be happy to discuss your choices with you.

Changing Modules

At the start of each semester, it is possible to change your optional modules during the 3-week 'Add/Drop' period. Changes cannot be made after this period.

- If you are undecided between two modules, it is best to attend both so that you do not fall behind in the one that you decide to take, or miss details of the module assessment.

- Requests to change modules (known as Module Add/Drop) should be completed online via MUSE.

Changing Your Degree Programme

It may be possible to switch to a different degree programme if you find you are unhappy with the one you are on. This is not a decision to take lightly and you must see your Personal Tutor to discuss it.

Changing between Geography programmes is often straightforward, as long as you have done all the compulsory modules for the 'other' degree up to that point. Switching to a degree in another department may be more complicated and you may have to retake a year in order to do the compulsory modules. This will have implications for your funding and you should seek advice from both the department and SSiD.
General Information On Assessments.

Assessment

Geography modules will be assessed by the submission of coursework, or by formal examination. The particular requirements for coursework vary across modules. You will find that submission deadlines cluster towards the end of each teaching semester. One of your key tasks is to manage your workload across each semester to accommodate these requirements.

Word Counts and Penalties

The word count of an assessment is the number of words you use to complete that assessment. Unless you are specifically told otherwise, your word count should include footnotes, but exclude title, abstract, bibliography and appendices. Word counts for your assessment will be stated in the Submission and Feedback Deadlines document available in GEO HUB on MOLE. Information on the word count penalties can be found in the Late Submission and Penalties section of this handbook.

Anonymous Marking

Anonymous marking is the University system whereby the work you submit for any assessment is marked without the marker knowing your identity.

The University of Sheffield uses anonymous marking, where appropriate, for all pieces of assessed work. You should therefore ensure that you only put your registration number (as shown on your UCard) and not your name on the coursework itself.

For further instructions, please refer to the Submission of Work section in this handbook.

Assessment Marking Criteria

Please refer to the Undergraduate Assessment and Feedback Handbook available in GEO HUB in MOLE.

Marking Scale

In assessing work, members of staff will assign marks on a 100-point scale in line with the University policy on a unified marking scheme, where 100 is the highest grade awarded and 0 is the lowest grade awarded. For undergraduate level modules the minimum pass grade is 40.

For any module, students are required to obtain a mark of 40 to be awarded a pass in the module overall.
Submitting Assessments and Examinations.

**Submission of Work**

For information on submission and feedback deadlines, please refer to the Submission and Feedback Deadlines document available in GEO HUB on MOLE.

The department has an electronic submission and feedback procedure for all non-invigilated assessments. This means that - except where specified - you are only required to submit an electronic copy to Turnitin by 4pm on the deadline date.

It is ESSENTIAL that you include your registration number on all pieces of work. As all work is marked anonymously, this is how we identify you with your marked work. Failure to do this will cause delays in the return of your work to you.

An electronic copy should be submitted via Turnitin. A Turnitin submission link will be provided on the MOLE page of the appropriate module. You can submit work up to two weeks before the deadline. Turnitin is used to check for plagiarism and collusion and an electronic copy of all work is retained by the department.

You must replace the filename with your registration number for all pieces of work submitted to Turnitin. Do not include your name. Please make every effort to include your registration number:

- In the header of every piece of work
- Saved as the file name of your work
- Input as the submission title when uploading to Turnitin

Students who have been assessed by the Disability and Dyslexia Support Service as having a specific learning disability should append “DDSS” to the filename of work submitted via Turnitin (after your registration number).

If you are ever submitting a papercopy you should attach a yellow “DDSS” sticker to your coursework.

**Proof of Submission of Coursework**

For electronic copies, you must keep your Turnitin email receipt as proof of electronic submission. If the electronic copy of your work is not found in Turnitin, and you cannot provide a receipt to evidence that you made a submission, late penalties will be applied.

Note that the Turnitin system can sometimes take a couple of hours to generate a receipt, so do not leave it until the last minute to submit the electronic copy of your work. In case of any problem with Turnitin, you should email your work to geography@sheffield.ac.uk before the deadline.

For paper copies, where these are specified, your barcode coversheet is scanned by the office staff when you hand in work. The timing of submission is recorded by this system.

**Examinations**

Invigilated examinations are organised by the University’s Examinations Office and the regulations governing examinations can be found at [www.sheffield.ac.uk/ssid/exams](http://www.sheffield.ac.uk/ssid/exams).

If for any reason you miss an examination, inform the departmental office immediately, and if at all possible do this before the missed exam finishes. However, if no action is taken until after the end of the exam then you will normally be deemed to have failed.

**Religious Holidays and Examinations**

If for religious reasons (such as Festival or Friday Prayers) you are not able to take examinations on any day on which examinations may be set during the year, you should request religious observance at the beginning of each semester. The form is available from:

[www.sheffield.ac.uk/ssid/exams/observance](http://www.sheffield.ac.uk/ssid/exams/observance)
16.

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
Late Submission and Penalties.

Late submission refers to any piece of work you submit for an assessment after the deadline (as stated in the module outline) has passed. Late submission will result in a deduction of 5% of the total mark awarded for each working day after the submission date. A working day includes working days within standard vacation times.

For example, if a submission date falls on the last day before the start of the Easter vacation, penalties would start to be applied from the following working day and not from the first day following the vacation.

If you submit your work more than 5 days late, your work will not be marked and it will be given a module outcome of NC (not completed).

<table>
<thead>
<tr>
<th>Late Submission</th>
<th>Word Length</th>
<th>Calculation</th>
<th>Mark Awarded After Penalty*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of days late</strong></td>
<td><strong>Penalty</strong></td>
<td><strong>Words over limit</strong></td>
<td><strong>Mark Awarded After Penalty</strong></td>
</tr>
<tr>
<td>1</td>
<td>5%</td>
<td>0.1% - 10% over</td>
<td>0.95</td>
</tr>
<tr>
<td>2</td>
<td>10%</td>
<td>10.1% - 20% over</td>
<td>0.90</td>
</tr>
<tr>
<td>3</td>
<td>15%</td>
<td>20.1% - 30% over</td>
<td>0.85</td>
</tr>
<tr>
<td>4</td>
<td>20%</td>
<td>30.1% - 40% over</td>
<td>0.80</td>
</tr>
<tr>
<td>5</td>
<td>25%</td>
<td>40.1% - 50% over</td>
<td>0.75</td>
</tr>
<tr>
<td>6 or more</td>
<td>Not Completed</td>
<td>&gt;50% over</td>
<td>NC</td>
</tr>
</tbody>
</table>

* standard mathematical rounding rules should be applied and marks should be rounded up.

Over-length Work

The word count varies for each piece of coursework and it is your responsibility to check what is required for each module. The table below shows the penalties that will be imposed on overlength work. There is no penalty for work that falls below the word count.

There are two reasons for applying penalties to overlength work:

- It is an important skill to be able to produce work of a specified length
- It is possible to gain an unfair advantage by submitting work that is longer than the maximum length permitted

See the table below for examples.
Marking, Feedback and Results.

Work will be marked and moderated after submission and the feedback and overall mark will be communicated via Turnitin.

Markers can use Turnitin to provide verbal as well as (or instead of) written comments. They may also make in-script comments either electronically or on the paper copy of your work (if one was submitted). If the paper copy is marked in-script, this will be returned to you via the departmental office.

Moderation of the work and application of late penalties by the departmental office will have been undertaken before feedback and a mark is returned. This typically necessitates a 15 working day turnaround time from submission to receipt of feedback.

The office will email students as soon as the mark for an assessment is ready to view online and will also inform you if there is a hard copy to collect.

You will need to download and keep the feedback you receive via Turnitin otherwise you may lose access to the feedback once the semester or academic year ends.

Feedback for Examinations

In the semester following each exam session, students will be invited to consult their examination scripts by collecting these from the departmental office. Level 1 students may keep their scripts; all other students must leave their U-card at the office as a deposit and return the scripts to the office after consulting them.

You are encouraged to consult your Personal Tutor or the module convenor for advice on how to implement the feedback you have been given in future work.

What to do if you need to resit a module

You must apply to be reassessed for modules where the result is F (Fail), NA (Not Assessed), or NC (Not Completed). You should wait until you receive your end of year results (in July) before applying. You might not have to resit every failed module: for example, you might be eligible for a conceded pass. However, you must resit any modules that you must pass as part of the requirements for progression on your course, and we strongly recommend that you resit all failed modules at Level 2.

The reassessment will take the form of a piece of coursework or a further examination in August. We strongly advise that you download from MOLE any course material that you might require for the reassessment to your personal computer or drive before the end of each teaching period.

For further information see: www.sheffield.ac.uk/ssid/exams/reassessment

The results of August reassessments will be available in early September.

Appealing

In very exceptional cases, there is an established process for students to appeal against their results. Any appeal must be made within 15 working days of the publication of the exam results. The student must be able to show that either there has been a procedural error or that there is new evidence concerning mitigating circumstances that was not made available to the examiners and which could not have been produced at an earlier stage.

Guidance on appealing and filling out the academic appeals form can be found at: www.sheffield.ac.uk/ssid/procedures/grid_academic
Progression and Failure.

The University's General Regulations set out the requirements you need to meet for each Level of study in order to progress to the next Level.

www.sheffield.ac.uk/calendar

The following is a summary of the Regulations that apply to Geography programmes. The summary is for your guidance only and does not override or modify the Regulations in any way.

1. Progression from level 1 to level 2

1.1. Progression from Level 1 to Level 2 is normally automatic for students who have been awarded 120 credits and have completed their Achieve More Level 1 Faculty-based Group Challenge.

1.2. The Examiners have discretion to decide whether students who have been awarded at least 100 credits and less than 120 credits or have failed the Achieve More Level 1 Faculty based Group Challenge may be deemed to have passed at Level 1 and permitted to proceed to Level 2. This discretion is only applicable where a grade of at least 30 has been achieved in the failed module(s) excluding the Achieve More module for which no grades are awarded. Permission to proceed in these circumstances is not automatic, and in reaching their decision the Examiners will take into account:

- Whether satisfactory progress has been made across Level 1 as a whole;
- Whether the student’s performance in those modules which have been passed provides compensation for the failed module(s);
- Whether the student has made a demonstrable effort to succeed in the failed module(s), evidenced by adequate attendance and participation and completion of the relevant assessed work and examinations.

It should be noted that some Level 2 modules require passes in Level 1 core modules, and that, even if permission is granted to proceed to Level 2 with fewer than 120 credits, passes will normally be required in these core modules.

1.3. The above discretion may be exercised when results are approved by Faculties in June, or in August following the resit examinations. Where discretion is not exercised in June, and where the student fails again in August with a lower grade, the Examiners will take into account the original, higher, grade when deciding whether or not the student should be allowed to proceed to Level 2.

1.4. A student who cannot progress and fails again in August can apply to repeat the year of study as an external student (without attendance at lectures and classes) in order to pass the required modules. In such cases, although all the original grades will be retained in University records, only the new grades will be taken into account at the end of the repeated year. Note that a repeat period of study may have significant financial consequences which you are advised to check before making any decision.

1.5. Where there have been extenuating circumstances, a student may be permitted to repeat the year as an internal student (i.e. with attendance at lectures and classes). In such cases, although all the original grades will be retained in University records, only the new grades will be taken into account at the end of the repeated year. It is important that students are aware of
1.6 Students on Degree with integrated Study Abroad programmes\(^1\) must normally achieve a weighted mean grade of 55 or above at Level 1 in order to continue as a student on their programme. A student who fails to satisfy this requirement will normally be required to transfer onto a standard Bachelors degree programme.

\(^1\) The following degrees are classed as integrated Study Abroad degrees: BA Geography with Year Abroad, BSc Geography with Year Abroad, BSc Environmental Science with Year Abroad.

2. Progression from level 2 to level 3

2.1. Bachelors degrees: Students who have been awarded 120 credits will progress from Level 2 to Level 3.

The Examiners have discretion to decide whether students who have been awarded at least 100 credits and less than 120 credits may be deemed to have passed at Level 2 and permitted to proceed to Level 3. Permission to proceed in these circumstances is not automatic, and does not imply the waiver of prerequisite requirements, where modules to be taken at Level 3 require a pass in a related module at Level 2. Where discretion is not exercised, students must, depending on the requirements of the individual programme of study, remain on, or transfer back to, a Bachelors degree programme.

2.2. Integrated Masters degrees\(^2\):

Progression from Level 2 to Level 3 is normally automatic for students who have been awarded 120 credits and have obtained a weighted mean grade of at least 59.5 for modules taken at Level 2 and have completed the Achieve More Level 2 Challenge. The Examiners have discretion to decide whether students who have been awarded at least 100 credits and less than 120 credits at Level 2 may be permitted to proceed to Level 3, but only in cases where a weighted mean grade of at least 54.5 has been obtained for modules taken at Level 2. Permission to proceed in these circumstances is not automatic, and does not imply the waiver of prerequisite requirements, where modules to be taken at Level 3 require a pass in a related module at Level 2. Where discretion is not exercised, students must, depending on the requirements of the individual programme of study, remain on, or transfer back to, a Bachelors degree programme.

2.3. Degree with integrated Study Abroad:

Progression requirements are the same as for Bachelors degrees but with the additional requirement that the student achieves a weighted mean grade of 60 or above in Semester 1 of Level 2 in order to continue on their programme, progression being at the discretion of the Board of Examiners. Where discretion is not exercised, students must, depending on the requirements of the individual programme of study, remain on, or transfer back to, an ordinary Bachelors programme. Before proceeding to the final year, the student will then spend one session in an appropriate country, in attendance as a full-time student at a university or other approved institution, the arrangements being subject to the approval of the Head of Department. In that university the student will be required to complete and pass subjects to the value of one hundred and twenty credits for which no University of Sheffield grades will be awarded. A student who fails to satisfy these additional requirements will normally be ineligible to progress to Level 3 but may be permitted to progress as a student on an ordinary Bachelors programme.
2.4. Permission to proceed will be denied if GEO248 (Research Design for Geography and Environmental Science) has been failed. Pass or Fail for this module is judged on the mark given in the assessment for this module before any late penalties are applied. If a Fail is awarded, a student may apply to resit the module in August.

2 The following degrees are classed as Integrated Masters degrees: MGeog Geography, MGeogSci Geography, MEnvSci Environmental Science.

3. Progression from level 3 to level 4 (integrated Masters degrees)

3.1. MEnvSci Environmental Science: In order to progress from Level 3 to Level 4, students must have been awarded 120 credits and have achieved a grade of at least 65 in the independent research project taken at Level 3. The examiners may in their discretion recommend that a candidate who is awarded not fewer than one hundred credits at Level 3 and who have attained a minimum grade of not less than 60 in the Level 3 project be permitted to proceed to Level 4. Students who fail to meet this requirement may be considered for the award of a Bachelors degree.

3.2. MGeog Geography and MGeogSci Geography: In order to progress from Level 3 to Level 4, students must have been awarded 120 credits and have achieved a mean grade of at least 65 in the two modules completed in the first semester at Level 3. The examiners may in their discretion recommend that a candidate who is awarded not fewer than one hundred credits at Level 3 and who has attained a minimum mean grade of not less than 60 in semester 1 at Level 3 be permitted to proceed to Level 4. Students who fail to meet this requirement may be considered for the award of a Bachelors degree.

4. Repeat Examinations

4.1. A student who fails a module or modules during Level 1 or Level 2 may resit the examination(s) in August. Departments will determine the form of the resit examination (which may differ from the examination held at the end of the previous two semesters) and the parts of the examination to be retaken. Level 2 resit results will be capped at 40 which is the maximum mark overall that can be awarded for a resit.

4.2. A student at Level 1 who fails again in August may repeat the module(s) failed in the following session, with or without attendance, subject to the approval of the Faculty, where necessary. Except where the failed module is core to the degree programme, an alternative module may replace the failed module provided that the student attends the new module and completes any required coursework.

4.3. Where a student fails a repeated year, their case is normally referred by the relevant department to the Faculty Student Review Committee for consideration.

4.4. A student who fails a module or modules during their final year of study may, at the discretion of the Examiners, be reassessed on one occasion. Level 3 resit results will be capped at 40 which is the maximum mark overall that can be awarded for a resit. Note that resitting a module taken in the final year of study means that you will not be permitted to graduate with Honours and therefore you will be eligible for a “bare pass” degree only.
Exam Boards and External Examiners.

The Department holds an internal exam board following the end of each semester. Prior to an internal exam board (held at the end of Autumn and Spring semester), the external examiner for each programme reviews all module packs (which include a module marksheet and class sample from that module) for each semester.

The external examiner will then provide their comments on each module and its marking. These comments are then discussed by an academic departmental panel in the internal exam board and marks are confirmed.

Our External Examiners are:

- **Human Geography:**
  Professor Alison Blunt
  School of Geography
  Queen Mary
  University of London

- **Physical Geography and Environmental Science:**
  Professor Jamie Woodward
  School of Environment, Education and Development
  University of Manchester

Degree Classifications.

Your degree classification will be awarded anonymously to avoid any possible bias.

Your degree class will be determined by the outcome of two calculations:

1. Your weighted average grade and
2. The distribution of your weighted grades,

In both cases these are based on the grades you obtained in the modules contributing to your degree programme. You should note that:

- Your degree classification is based on modules taken at Levels 2 and 3 (and Level 4 if you are on a four year programme); modules taken at Level 1 of your programme of study are not used for classification purposes and are, therefore, excluded from this process.
- The grade obtained in individual modules is weighted according to both the credit value of each module and the Level in which the module was studied.

Your Level 3 grades count towards two thirds of your overall degree mark. Level two counts for one third.

For further details including an animated tutorial of a worked example of how a degree class is calculated, see:

www.sheffield.ac.uk/ssid/exams/classification

Following the completion of a programme, an end of year exam board is held (in June). Like the internal boards, external examiner comments are discussed, module marks are confirmed and the department can now recommend degree classifications to Faculty for approval.

Please note that all assessment marks remain provisional until you receive your statement of results. After this, you may also request a formal copy of your transcripts from the following web link: www.sheffield.ac.uk/ssid/transcript
Higher Education Achievement Report (HEAR).

The HEAR is a nationally recognised degree transcript that the University is now giving to all undergraduates, to provide students with a comprehensive record of their university learning and experience – both academic and extra-curricular.

You can view your HEAR electronically via My Services in MUSE from day 1 of your studies. This means that you can use it to help you review your progress and plan what you want to achieve at University, e.g. with your Personal Tutor or a Careers Advisor.

Consider taking advantage of opportunities to gain HEAR recognition for activities you undertake outside the curriculum. Find out which extra-curricular activities can be included at www.sheffield.ac.uk/hear-search.

You will be able to use our ShARe (Sheffield Authorised Records) system to give employers and others access to your HEAR, to provide evidence of your University achievements (www.sheffield.ac.uk/ssid/record/share).

Find out more by visiting the HEAR website, at www.sheffield.ac.uk/ssid/hear.

Academic Prizes.

Each year the department awards prizes based on outstanding performance. Prizes awarded appear on your HEAR as a permanent record of your achievement.

- The Hart Prize for the best performance at Level 1 in Geography by a student reading Single Honours Geography.
- The Hart Prize for the best performance at Level 2 in Geography by a student reading Single Honours Geography.
- The Alice Garnett Prize for the best dissertation (GEO356) by a student reading Single Honours Geography.
- The Hart Prize for the Level 3 student who has brought most credit to the department.
- The RS Waters Physical Geography Prize to be awarded to a student reading Single Honours Geography on the basis of the best overall performance (excluding the dissertation) in Physical Geography including both levels 2 and 3.
- The Hart Human Geography Prize to be awarded to a student reading Single Honours Geography on the basis of the best overall performance (excluding the dissertation) in Human Geography including both Levels 2 and 3.
- The Alice Garnett Prize for the best performance in Geography modules by a student reading for a Dual Honours degree.
- The Fearnside Prize for high-quality fieldwork reports on geology and earth science modules.
- The Laverick-Webster-Hewitt Prize for the overall best performance in the final examination of a student reading Environmental Science.
- The L.R.Moore Prize in Geology: for reports and maps in field projects submitted for final examination (Geography students are eligible).
Your Feedback on the Course

You will be asked to complete an electronic questionnaire about each module that you study. Your feedback and comments are very important to the department as they let us know what is going well in each module and if there are things that could be changed. In this way we can ensure that we continue to offer a high quality course. We will inform you of how the department plans to address any issues that are raised through these questionnaires.

Final-year students are strongly encouraged to participate in the National Student Survey (NSS). This is the only national survey of final year undergraduate students in the UK and the results are used to improve your course and the student experience for future students. The survey is independently run and your responses are completely anonymous. The survey results are published at www.unistats.direct.gov.uk and are widely available to students applying to universities.

Graduation

When you graduate, you will be issued with a degree certificate and a Higher Education Achievement Report (HEAR). As well as including your degree classification, an overview of your qualification and a list of your modules and grades, the HEAR will give details of non-academic achievements that the University or the Students’ Union can verify.

Postgraduate Study

Your Masters is an investment in your future. It’s a chance to capitalise on your talents and put yourself ahead in today’s global careers market. It’s also a chance to discover more about the world and how you can help to make it better.

If you’re looking to study at a world-class institution with a great quality of life, in a vibrant city, but at an affordable price, then look no further that the University of Sheffield. If you’ve studied your undergraduate degree with us then you’ll automatically qualify for a 10% discount. Check the website to find out more about the courses available, entry requirements and financial support.

www.sheffield.ac.uk/postgraduate/taught
Achieve More.

Achieve More ensures that all undergraduate students have the opportunity to explore global issues with others, both from other disciplines across the University and with communities from beyond it. This prepares you for the future by helping to foster deeper and broader learning and providing opportunities to enhance your academic and wider skills set.

Through a series of learning activities, you will be challenged to apply your subject knowledge in creative ways, understand the role of interdisciplinary research in tackling global issues and be able to communicate the impact of your subject to non-specialists.

In practice, Achieve More means that you will participate in the following learning activities as part of your course.

Level 1 (first year)

Faculty-based group project activities to devise and present multi-disciplinary responses to contemporary issues.

IPS101 The State of Sheffield – Global Perspectives on Local Issues forms the Faculty part of the University of Sheffield’s Achieve More initiative. You will work in groups of seven to carry out a project based on global themes such as inequality, environment and diversity and their impact on the city.

The following benefits have been highlighted by students who have participated in the IPS101 module:

- Deepen and broaden knowledge of your subject, the University and the City
- Understand and value how other disciplines think and apply their knowledge
- A broader understanding of the world by making connections beyond your subject area
- Develop transferable skills: communication skills, critical analysis, team work skills
- Learn how to identify your own and others’ strengths
- Talk about your area of expertise to non-specialists
- Produce tangible outputs which can be used on a CV or at job interviews
- Work with academic staff and students from across the University as well as local communities, employers and others from outside the University
- The freedom to be creative and try out new ways of learning
- Meet people from outside your department
Level 2 (second year)

10 billion: 10bn sees students from all Faculties come together to explore the problems and possibilities that will arise as the global population grows to more than 10 billion.

10bn will include a festival of talks, debates and exhibitions, as well as an online course, where you will reflect on your subject knowledge and develop important academic skills such as critical thinking.

10bn will be optional in 2016-17 and your participation in 10bn will be recorded on students’ Higher Education Achievement Report (HEAR).

More information will be available soon on the Achieve More web pages. You can see highlights from the 2016 Festival of 10bn below.

www.sheffield.ac.uk/ssid/course/achieve-more/festival10bn16

Level 3 (final year)

By the final year of your degree, you will have become an expert in your subject area and should be confident discussing your ideas with students and researchers from within your own department.

However useful this is, it is also important to be able to communicate your knowledge and ideas to non-specialist audiences.

Whether you go onto further study, work in an industry closely related to your field, or do something completely different after graduation, you will need to communicate effectively with people who have expertise in areas different to your own.

All subjects at degree level involve complex concepts and technical or discipline-specific language; the skill is to make what enthuses you interesting, relevant and accessible to others - whether they are colleagues, researchers from other fields, or members of the wider public.

Achieve More Final Year will help you develop these skills by giving you the opportunity to produce audience-appropriate summaries of your final year project/dissertation to present in schools, publish in an undergraduate research journal or present at an undergraduate research conference. You may also have the opportunity to work on projects with partners in the local community, such as health care providers, schools, and other community groups.

These activities will, as far as possible, be incorporated into final year modules. Achieve More Final Year is being introduced to all programmes in a phased way. This means that all students starting the first year of their course in 2016-17 will have the opportunity to participate in these activities as part of the final year of their course.
Careers, Employment Experience and Placements.

Being ‘employable’ as a graduate means more than simply getting a ‘good’ job: it’s about you being well equipped to succeed in your chosen career, both now and in the future. You can start gaining new skills and experiences whilst at University which can further your overall personal development as an individual. The Careers Service offers a wide range of support to assist you in enhancing your employability including:

- Individual careers advice at any stage of your studies.
- Access to hundreds of part-time, placement, summer and graduate vacancies.
- A programme of events including employer presentations and recruitment fairs, careers related talks and skills development workshops.
- Useful resources - an extensive range of occupational information, CV and interview advice, online talks and a database of graduate case studies.
- Careers Management Skills module CAS 201 – a Level 2 optional module which will increase your self-awareness, understanding of the graduate labour market and effective self-promotion.

www.sheffield.ac.uk/careers/students

For details about the Careers Service see:
www.sheffield.ac.uk/careers/aboutus

Careers and Employability handbook

The department’s Careers and Employability Handbook (available from the GEO HUB in MOLE) provides a suggested employability pathway for students containing details of opportunities and events at each level of study, including prestigious internship schemes available only to students on Geography-led programmes. The Handbook also provides advice on skills development and planning your personal development.

Degree with Employment Experience

A Degree with Employment Experience (DEE) offers you the opportunity to further develop your knowledge, skills and understanding within an employment context by undertaking a one year work placement as part of your degree programme. You can transfer onto a DEE-equivalent of your current course during Levels 1 and 2 of study. This opportunity is available to students on the following courses and DEE will be added to your degree title:

- BA Geography
- BSc Geography
- BSc Environmental Science

Your placement year provides an excellent opportunity to apply your knowledge, understanding and skills that you have developed during the earlier stages of your degree. A year in employment will also enable you to further develop your transferable skills, become more commercially aware and may even secure your entry onto the graduate career ladder.
Student Attendance and Absence.

You are expected to attend throughout each semester, including the full examination period. This means turning up on time to all designated teaching sessions, tutorials, laboratory sessions and all assessments, including examinations.

Attendance at tutorials and some practical and lecture classes is monitored. If your attendance is low and there are a number of unexplained absences, it may require us to discuss this with you.

The University has established a formal system for recording attendance. Under this system there are six contact points in each semester. A contact point can be a lecture, a tutorial, a meeting with your personal tutor, or attendance at an examination. If we find that you are missing a substantial number of contact points we will want to talk to you.

It is therefore imperative that if you are absent from a class you discuss this with the module leader, in advance if possible, or as soon as you return (for example after illness) so that your attendance record can be amended accordingly.

If you persistently fail to appear at classes, your progress may be reported to the Head of Department for review by the Faculty Board. The Board has the power to suspend or exclude you from the University if they judge your non-attendance to be sufficiently serious, although you would have the right to appeal against the Board’s decision.

If you Miss an Exam

If your illness means that you are unable to attend an examination, you should contact the departmental office before the start of the exam. You will need to obtain medical evidence on that day, confirming that you are not well enough to attend the exam and should submit this along with an Extenuating Circumstance Form as soon as possible, so that it can be properly taken into account at the Department’s Welfare Board.

Illness

If you are ill for periods lasting up to 7 days, you should complete a Student Self-Certification Form. Blank forms are available from the Student Services Information Desk (SSID) which is located in the Student Union Building. The form is also obtainable from the following website:

www.sheffield.ac.uk/ssid/forms/circs

For periods of illness lasting more than 7 days or any illness affecting assessments, you are required to fill out an Extenuating Circumstances Form.

Attendance at Fieldclasses

Attendance at fieldclasses, including overseas fieldclasses, is compulsory where the module is core to your degree. If you have medical or health reasons that prevent you from attending a compulsory fieldclass, you should declare this via geo-welfare@sheffield.ac.uk. Where there is a choice of fieldclass, you should do this after the fieldclass allocation lists have been announced. A member of staff will then liaise with you to make any arrangements that are necessary.
Extenuating Circumstances and Change of Status.

Extenuating Circumstances are situations that are significantly beyond what would normally be experienced and which directly impact on your ability to complete assessed work or affect your academic performance within the time usually allowed. These could include:

- Medical problems, including long-term problems or short periods of illness
- Personal problems
- Difficult events such as bereavement
- Serious incidents such as being affected by a crime

It is important that you inform your personal tutor and/or programme director of your situation and report any extenuating circumstances to geo-welfare@sheffield.ac.uk as soon as the problem arises.

The form is also obtainable from the following website:

www.sheffield.ac.uk/ssid/forms/circs

Any information you submit will be treated as confidential and will not be used for any other purpose.

If you are registered with the University Health Service (UHS) complete the electronic version of the Extenuating Circumstances Form here: www.sheffield.ac.uk/health or on the UHS app.

**Requesting an Extension to a Submission Deadline**

If medical problems or unforeseen family or personal problems mean that you are unable to submit work by the submission date, you may apply for an extension to the deadline.

Extensions will only be granted for reasons of health and unforeseen family or personal problems. An extension application must be made before the submission deadline.

Students seeking an extension to the deadline for any GEO assignment should complete the Assignment Extension Form (available on the GEO Hub or by contacting geo-welfare@sheffield.ac.uk).

Applications on medical grounds must be supported by documentation. The completed form should be emailed to geo-welfare@sheffield.ac.uk or submitted in person to the departmental office. Your extension request will be considered and you will be informed of the outcome by email.

Note that when working to deadlines you should always allow time for printing your work and ensure that you maintain backup copies. Last-minute computer-related or technical problems are not acceptable grounds for an extension.

**Change of Status: Programme of Study, Withdrawals, Leave of Absence**

Information on how to change your status including how to apply for a leave of absence, change course, and formally withdraw from the University is available from SSiD.

You will need to fill out a form available from SSiD: www.sheffield.ac.uk/ssid/forms

Before completing the form, you should discuss your proposed course of action with your personal tutor and/or Programme Director and you may also wish to consult the Careers Service and/or the Students’ Union Advice Centre as appropriate. You will need to complete the relevant sections of the form and take it to your Personal Tutor for approval. It should then be returned to SSiD in the Students’ Union.
Student Engagement and Representation.

There are many opportunities for you to get involved, whether it’s having your say or representing your fellow students.

Being a student representative is rewarding work and can help you develop confidence, communication and leadership. It can give you a greater understanding of how the University works as well as enabling you to play a role in the decision making of your department and Faculty.

In the Department

The staff-student committee, comprising student representatives and academic staff, allows you to take part in discussions and decision-making about a range of issues including how assessment feedback is delivered, office opening times, proposed changes to degree programmes and so on.

Student representatives are elected to each degree course at the beginning of an academic year. Requests for volunteers will be announced in lectures and by email to all students. To contact your student representatives about an issue affecting your study or your course, you can use the email addresses listed in the GEO HUB in MOLE. Alternatively, you can raise a issue by emailing geography@sheffield.ac.uk. Mark your email SSC and let us know if you wish your anonymity to be maintained.

GEOGSOC

GeogSoc is an award-winning student society with over 500 members that provides a welcoming community for new students to join and a wide range of events, including an end of year ball. It also promotes volunteering opportunities and charity projects, and organises a range of sports teams that participate in intramural leagues.

A committee of current students runs the society and elections are held annually.

Events are publicised on Facebook and on the noticeboard in the Café on C Floor, and you can join the society at the annual Fresher’s Fair. Other ticket sales and events are held throughout the year.

The society welcomes ideas or suggestions by email to geogsoc@sheffield.ac.uk.

In your Faculty

All Faculties have a Learning and Teaching Committee which has a small number of places for student representatives. In addition to this, some Faculties have other committees on which students are represented. The Faculty Learning and Teaching Committee is made up of academic staff from all departments and discusses a range of issues relating to learning and teaching e.g. new University policies, changes to university regulations, new programme proposals, annual departmental reviews of Learning and Teaching. Being a student representative on a Faculty Committee is your chance to put forward the student view on issues relating to learning and teaching and this is always valued by committee members.

Faculties also have student committees which provide opportunities for students to put forward and discuss their views on issues at a faculty level.

SALT (Student Ambassadors for Learning and Teaching)

The Student Ambassadors for Learning & Teaching (SALT) scheme is a University-wide network of students working on learning and teaching projects. The Ambassadors influence, improve and develop how students learn and how they are taught at departmental, Faculty and University level.

www.sheffield.ac.uk/als/students/salt
Union links

There are even more opportunities to represent yourself and your peers through the Students’ Union.

The two primary ways are by running as a Student Union Councillor, who serves as a link between the Union and departments, offering another voice for students. The other way you can get involved through the Union is through running for a position of Student Union Officer – with 8 places available; these positions are voted for by your fellow students.

For more information you can visit: www.su.sheffield.ac.uk

The Sheffield Graduate Award

The Sheffield Graduate Award is open to all students and has been developed with the purpose of recognising and rewarding your extra curricula activities that help you to gain the Sheffield Skills. The Award is endorsed by a number of employers who recognise that students who have achieved the Award will stand out from the crowd.

By taking part in the Award, you can bring together all your different experiences, for example, volunteering, mentoring, organising clubs and societies, part time work, sporting activities and course representation, which will help employers take note of all your achievements that go beyond the academic.

After successful completion of your Award portfolio in your final year, you will receive a certificate upon graduation, and a reference to the Award will be added to your transcript.

Further information and on line registration for the Award can be found on:

www.sheffield.ac.uk/
thesheffieldgraduateaward

Department of Geography
Online Information Sources.

• University web pages and MUSE

The University web pages (www.sheffield.ac.uk) provide a lot of general information including information about careers, welfare and Sheffield Students’ Union. You can access information that is particular to you by using a system called MUSE. MUSE is your gateway to online University resources from anywhere in the world. The ‘My services’ link gives you access to your University email, your timetable (myModuleTimetable), your student record (myRecord), the StarPlus library catalogue, the Add/Drop system (for changing your module choices) and MOLE.

• MOLE and GEO HUB

MOLE provides most of your online teaching support. Once you have registered for a module, you will be given access to its MOLE page. The contents will vary between modules. Typically, there will be electronic versions of module hand-outs, reading lists and other resources that support the module.

If you have any problems accessing MOLE content, contact mole@sheffield.ac.uk

There is also an ‘organisation’ in MOLE called the Geography Hub (GEO HUB). This contains key information and resources including past exam papers, staff office hours, departmental module timetables and a list of key staff contacts.

• The University’s General Regulations.

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

www.sheffield.ac.uk/calendar
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
- 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

301: Student Skills and Development Centre

The Student Skills and Development Centre provides a range of support services for all students:

- Maths and Statistics Help
- Academic Skills workshops
- Study Skills Sessions
- Specialist Dyslexia / SpLD tutorial Service
- Languages for All programme
- Writing Advisory Service

301 also offers an Academic Skills Certificate. Please visit their website for more information:

www.sheffield.ac.uk/ssid/301

The Academic Skills Hub (TASH) provides additional guidance and learning resources to support you in developing many of these skills. Further information:

www.sheffield.ac.uk/tash/tash_intro

Maths and Statistics Help (MASH) provides face to face support and online learning resources for developing your skills in maths or statistics.

Further information:

www.sheffield.ac.uk/mash/

Writing Advisory Service (WAS)

The WAS offers one-to-one support for those struggling to improve the quality of their written English. The service is to native English speakers as well as to those for whom English is a second language.

Further information:

www.sheffield.ac.uk/eltc/languagesupport/writingadvisory/index

The University of Sheffield
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 222 4134
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

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

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 there’s also ‘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
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.
Disability and Dyslexia Support Service

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/](http://www.sheffield.ac.uk/disability/)

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

Departmental Disability Liaison Officer: Kate Findlater, [geo-welfare@sheffield.ac.uk](mailto:geo-welfare@sheffield.ac.uk)

- Fieldclasses

If you have a disability that you think might affect your ability to participate in a field class, you should declare this via [geo-welfare@sheffield.ac.uk](mailto:geo-welfare@sheffield.ac.uk). Where there is a choice of field class, you should do this after the field class allocation lists have been announced. A member of staff will then liaise with you to make any arrangements that are necessary.
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 quick links to all the key information you need, including reading lists, subject guides and information skills resources to help you find and evaluate information.

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 & Support

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

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.

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
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/sos

SSiD page relating to examinations
www.sheffield.ac.uk/ssid/exams

“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 SSiD website
www.sheffield.ac.uk/ssid/forms

Financial information for students
www.sheffield.ac.uk/ssid/finance

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

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

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

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The University of Sheffield
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Web www.sheffield.ac.uk/geography