Undergraduate Student Handbook 2016–19.
Welcome to the Department of Journalism Studies at the University of Sheffield – an extraordinary institution in an extraordinary city.

During your time with us you’ll study, practise and reflect on a wide range of journalism skills and issues. You’ll come across different learning styles and techniques, from traditional academic research methods to shorthand practice and newsroom experience. It will be hard work. But when our students leave the department, they’ve had the experience of a lifetime. And employers know a Sheffield journalism graduate has the skills and personal qualities needed for success – whether you work in the media or choose another profession.

The Department of Journalism Studies is a centre of excellence in teaching and research, and promotes rigorous ethical journalism. As a student at one of Britain’s most prestigious universities, you will be taught by experienced practitioners and academics who are immersed in the study and practice of journalism across a range of digital and traditional media. You’ll practise journalism, and you’ll reflect on how others practise it, and its place in society. You will criticise it and talk about it. You will read and listen and watch… and analyse, write and broadcast.

It’s this combination of thinking and doing that makes our graduates the best – and could help to make you a great journalist too.

As a leader in our subject area, in a world-class university, we ask a lot from our students. We expect drive, determination and intelligence. We know you’ve got what it takes: that’s why we gave you a place on the course. But we also know that the transition from home and school to university can be difficult. So we want to make that transition as smooth as possible. That’s why we’ll support you as you begin the course – and throughout your time with us.

Both the department and the University have specialist staff and resources ready and waiting to help you with any personal, emotional, financial and academic difficulties you might experience. See section 2 of this handbook for more about this. Remember – if you ever need help, or you’re uncertain about something, just ask.

Enjoy yourself. Enjoy the course. We look forward to working with you and getting to know you.
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The Department of Journalism Studies was launched in 1994 and within 10 years became one of the major journalism teaching and research establishments in the UK. The University of Sheffield is a proven academic centre of excellence and the department strives to provide both theoretical and professional teaching based on the highest journalistic and academic standards. We have an excellent network of international contacts in both the media industry and the academic world, and our staff have built close ties with regional institutions and local print, broadcast and online media.

In keeping with the ethos of the University of Sheffield, Journalism Studies is a research-led department and has developed strong research and teaching links with other academic departments in the University.

Since its inception, the department has been committed to establishing an active research programme covering a wide range of topics within the fields of journalism, mass communications, and new communications technologies. Recently the University of Sheffield has invested £3 million in a stunning refurbishment of our new home at 9 Mappin Street. Our students and staff now have three storeys of state-of-the-art broadcast studios, multimedia newsrooms, breakout spaces, bright new offices, and a fabulous common room. It's the perfect setting for our students to gather experience of a real working news environment.

The production suite comprises a multi-camera HD TV studio and gallery, voiceover booths and radio studio. This makes industry-standard multimedia digital production easy, with the capacity to live-stream anywhere in the world. The suite is adaptable to future generations of digital technology.

Our revamped newsroom spaces are designed for both large and small group work. Students can work on their own, in workshop groups and on team projects. And on the ground floor the 180-square-metre student common room has soft lighting and sofas, computers, wi-fi, and a vending machine for drinks and snacks. It's a great place to meet, chat, unwind and catch up.

Newsrooms and resources

The department has four newsrooms where you will work on a range of media production tasks. Each newsroom has telephones, LED screens and data projectors for displaying output from PCs, laptops, iPads and TV stations. We also provide students with access to the Press Association’s PA Mediapoint, Sky News Radio and the Press Association wire websites.

Our four newsrooms have PCs running the University's managed Windows 7 desktop, which means that software used in the department can also be accessed across the University and 24/7 in the Information Commons and the Diamond.

Standard software available on the managed desktop for journalism production includes Reaper for editing audio, Burli for creating TV and radio news bulletins, and Adobe Creative Cloud including InDesign, Photoshop and Illustrator.

Together the newsrooms and production suite represent a first-class opportunity for students to develop their skills in a professional setting. Please respect the facilities and keep the newsrooms as tidy as possible.

Please use the facilities for journalism work only and be aware that you will have to move during scheduled classes or book workspace at busy times.

TV cameras, audio recorders, DSLR cameras and tablets are available to students for coursework. You must reserve these using the My Rooms and Resources facility in the University's online portal, My University of Sheffield Environment (MUSE). This equipment is in the Media Store on the third floor (room 306), which is open Mondays to Fridays from 9:30 to 10:30am, 1:00 to 2:00pm, and 4:00 to 5:00pm (or 3:00 to 5:00pm Mondays and Fridays).

Any equipment borrowed from the Media Store must be collected and returned by the person who made the booking. Equipment must only be returned to the Media Store during the allocated opening hours. Any media equipment which is left unattended, returned late or misused in any way may result in a temporary ban on your media booking account.

Any media equipment which is lost or damaged while booked under your username will incur a penalty of £35.00, and you may be liable for the cost of replacement or repair of lost or damaged equipment up to the value of £500.00.

Media equipment may only be used for producing content related to your degree. You will also need to complete this liability form before you borrow any equipment.

Key information

Please use the facilities for journalism work purposes for the whole of each semester.

Important dates

Here are the semester dates for 2016–17. Please note that students are expected to be available for teaching and assessment purposes for the whole of each semester.

Spring semester

Monday 24 April to Saturday 10 June (total 7 weeks)

Autumn semester

Monday 26 September to Saturday 17 December (total 12 weeks)

Four weeks’ Christmas vacation

Monday 16 January to Saturday 4 February (total 3 weeks)

Student Support and Enquiry Office

The office is in room 235, on the second floor of 9 Mappin Street, and is open for student enquiries between 9:30am and 3:00pm from Monday to Friday. If you have any queries, we will be happy to help.

Staff information and contact details

All of our staff contact details are available on our website.

Module leaders, personal tutors and academic staff

Support staff

Visiting tutors

Department's organisational structure

Important dates

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Autumn semester

Monday 24 April to Saturday 10 June (total 7 weeks)

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Registration and student records

You need to register with the University on an annual basis to confirm you intend to continue studying for your degree. If any of your circumstances change it is important to let us know. You can do this by updating your student record on the Student Services Information Desk (SSID) website: www.sheffield.ac.uk/ssid/record

Change of status

Information on how to change your status is available from SSiD, including how to apply for a leave of absence, change course, and formally withdraw from the University. You just need to fill out a form, which can be found online: www.sheffield.ac.uk/ssid/forms

Before completing the form, you should discuss your proposed course of action with a member of staff in the department, either the Student Support Tutor, or your personal tutor. You may also wish to consult the Careers Service and/or the Students’ Union Advice Centre as appropriate.

Personal and academic tutoring and the Student Support Tutor

You will be allocated a personal and academic tutor as soon as you begin your course with us, and will have an opportunity to meet them in the first few weeks of the course. Your personal and academic tutor is a member of academic staff in the department who should be your first point of contact to discuss matters relating to your study. You will usually meet them at least once per semester to talk about how things are going on the course.

In addition to your personal and academic tutor, Journalism Studies also has a Student Support Tutor, Jess Meacham, who should be your first point of contact if you experience serious health or personal problems. For further information about personal and academic tutoring and the role of the Student Support Tutor, please contact Jess (jess.meacham@sheffield.ac.uk).

More about personal and academic tutoring: www.sheffield.ac.uk/ssid/course/study/personal-and-academic-support
Details about your course

The BA Journalism Studies course is one of the best in the UK. Over the three years of your course you’ll be taught by experienced journalists and world-leading academics. You’ll learn critical thinking skills alongside copy writing, shorthand, interviewing techniques, IT skills, design and production skills, and much much more.

The University has a modular structure for its degree courses. Each degree programme consists of a series of modules. You take six modules in each year, usually three in each semester. Modules are taught at different levels and normally you will take level 1 modules in the first year of the course, level 2 modules in the second year and so on.

Each module has a number of credits attached (20 for a full module and 10 for a half module). In all you need to gain 360 credits on a three-year course. Please ensure you check the credit value of each module you take. Your final degree classification will be assessed on your performance in respect of the 240 credits you obtain at levels 2 and 3. Please see the information below on progression for further details.

Typical modules for BA Journalism Studies

At each level of study there are core modules (that are compulsory) and optional modules (where you can choose from a range of options). At level one you will be asked to choose that year’s optional modules during Intro Week, and your options for level 2 during the second semester. You will pick your final year optional modules during the second semester of level 2. We will provide information about the options available to you, including details of module content, teaching time, and forms of assessment.

There is an add/drop period at the start of each semester when students can request changes to optional modules. More information about the add/drop period is available online or from the BA course administrator, Amanda Sewell (a.i.sewell@sheffield.ac.uk).

Level 1

At level 1, you will gain an overview of the skills that go into the production of a newspaper and will be introduced to news gathering and writing techniques in the module JNL102.

The lecture programme will provide a general introduction to journalistic practice and issues facing the journalist while workshop sessions give the opportunity to master practical skills. Academic modules focus on history and analysis and ethical and contemporary issues.

Level 2

Skills will be developed further at level 2 and in the second semester you’ll be introduced to the techniques of radio journalism. This will include using news sources, interviewing and presentation skills, structuring an item and putting together a news bulletin. Other modules include multimedia journalism, newsroom cultures, language and journalism, law and investigative journalism.

Level 3

At level 3, you will develop televisual skills, including shooting news stories on video, basic editing and presentation techniques and structuring news bulletins. Print skills introduce editing and specialist journalism. You will also study European and global issues and undertake independent research and/or production.

Your feedback on the course

You will be asked to complete a questionnaire about each module that you take as well as each year of your course as a whole. Your feedback and comments are very important to the department as they let us know what is going well in each module/course and if there are things that should 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.

You are also strongly encouraged to participate in the National Student Survey (NSS) – this is a national survey and aims to find out the opinions of final year students in most UK Universities on their overall satisfaction with their programme. The results from this survey are published and widely available especially to students applying to universities.

Achieve More

Achieve More offers you an 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 skill 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 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

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

Level 2

Collaborative interdisciplinary research projects that produce critical perspectives on global issues.

Final year

Activities to support and enable students to communicate their subject knowledge to those outside their disciplines, thus strengthening their ability to convey their knowledge of their core discipline and further developing their communication skills.

Students who have participated in Achieve More say the activities have helped them to:
- deepen and broaden their subject knowledge
- understand and value how other disciplines think, and apply their knowledge
- develop a broader understanding of the world by making connections beyond their subject area
- develop transferable skills: communication skills, critical analysis, team work skills
- identify their own and others’ strengths
- talk about their 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
- experience the freedom to be creative and try out new ways of learning
- meet people from outside their department

Teaching, assessment and feedback

Teaching takes many forms in the department, including workshops, seminars and lectures. Your timetable tells you when and where teaching sessions take place for each module. MOLE (My Online Learning Environment) is the University's online teaching support site. Each module has its own ‘classroom’ on MOLE where you’ll find details of each teaching session, information about assessment, reading lists and other resources, and staff contact details.

All timetabled teaching sessions, including shorthand, are compulsory. You need to let us know if you are ill or unable to attend any of the teaching sessions on your timetable. Please see the sections on extenuating circumstances and attendance monitoring below for further information.

All modules are assessed, and in order to gain credits for the modules you are taking you will need to pass the assessments on that module. Assessments can take many forms, including essays, examinations, reports, and news stories in various forms and using various media. All assessments have deadlines. It is very important that you submit the work on time and meet deadlines.

You will get feedback on your work in multiple ways throughout the semester: from verbal comments or suggestions from your tutors in workshops or seminars, to the grades and written comments you receive on your assessed work. You may get informal feedback from your peers, or have a discussion about feedback with your personal and academic tutor.

In order to get the most out of your feedback, you need to take time to process it. The best way to do that is to keep a central record of your feedback via the feedback portal, which you can access online. The portal is a private record of your feedback – it lets you copy and paste written comments on your work, keep a note of your grades, rate the effectiveness of your feedback and keep track of any recurring comments. Once you’ve logged your feedback in the portal, you can export all of the information into a single pdf file. This file makes an excellent basis for a discussion with your personal and academic tutor.

You might also like to read a student’s view of getting feedback in level one. Have a look at this blogpost written by one of our students: ‘Before this chat, I honestly thought feedback was more of a criticism of what you’ve done wrong, and I would see it as a way of saying “you’ve messed up on this essay.” But now I know that feedback is the tutor’s way of helping you out. They could just throw a grade at you and leave you to take that in and forget about it, but they don’t. They spend time to give you valuable feedback which is all to help you with future essays’.

Risk assessments and research ethics

Please check with your module leader whether the work you are undertaking requires a risk assessment and/or research ethics approval. The University takes research ethics very seriously and you can read more about this at: www.sheffield.ac.uk/ris/ethicsandintegrity

Religious holidays and examinations

If you are not able for religious reasons (e.g. Sabbath, Friday prayers etc.) to take examinations on any day on which examinations may be set during the year (including Saturdays but not Sundays), you should complete a Request for Religious Observance Form at the beginning of the year. Please note that once examination timetables have been set it is difficult for alterations to be made.
Accreditation and NCTJ examinations

BA (Hons) Journalism Studies is accredited by two leading journalism training bodies: the National Council for the Training of Journalists (NCTJ) and the Professional Publishers Association (PPA). This means that in addition to the University providing degree-level education, the accrediting bodies have approved the vocational elements of our provision and agree that they meet the standards expected by journalism employers.

The NCTJ measures these standards by setting its own set of ‘pre-entry’ exams. This means that you sit them before you begin your career, and some employers will stipulate success in these exams when they advertise jobs. If you pass the full set of NCTJ exams, you receive an NCTJ qualification known as the preliminary Diploma, in addition to your university degree.

Shorthand is a vital part of the NCTJ Diploma, and we expect you to strive to achieve the ‘gold standard’ of 100 words per minute. Your degree course integrates the NCTJ's curriculum, giving you an excellent chance of success in NCTJ exams. The Department of Journalism Studies expects BA students to enter all the Diploma exams, and we will normally pay for your first attempts at 60wpm, 60wpm and 100wpm so long as we remain satisfied that you are attempting to complete the Diploma.

If you fail an NCTJ exam at a first sitting, the department expects you to resit, but you must meet the cost of the additional sitting yourself. The fees will be charged at a discounted rate, as you are on an NCTJ-accredited course.

If you have been entered for an NCTJ exam and are unable to attend because of an illness or an emergency, you must contact the department immediately, and in the case of illness you must provide a medical note. We will explain your circumstances to the NCTJ and ask for you to be allowed to attempt the exam at the next available sitting. Their decision is discretionary, but if they are satisfied that the absence is genuine the NCTJ will usually allow a deferred sitting and will not levy any additional exam fee.

If we pay for you to sit an NCTJ exam and you fail to attend without offering a reasonable explanation, we will ask you to repay the examination fee.

We will alert you in good time to the timetable for these examinations. We will make sure you are aware when payment for an examination is due, but we need to allow ample time to process payments and administration, and to forward examination lists to the NCTJ no later than three weeks before the examination date. Under no circumstances can we accept late examination entries after the deadline for payment has passed.

Payment for NCTJ exams is made through the University's online shop: http://onlineshop.shef.ac.uk

For more information, please contact Georgina Gear (g.e.gear@sheffield.ac.uk).

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 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 as your own. Normally credit will already have been given for this work.

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 hiring 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, or would like more information on good citational practices, please contact Professor Ralph Negrine (r.negrine@sheffield.ac.uk).

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. If you have any questions about unfair means, or would like more information on good citational practices, please contact Professor Ralph Negrine (r.negrine@sheffield.ac.uk).

You can also make use of the Library’s online resources on information literacy, or the online study skills information available via the Student Skills and Development Centre.
Late submission of assessed work

Deadlines are an important aspect of studying towards your degree. They help you to develop time management skills and it is very important that you meet all deadlines for assessed work.

The University has a policy of implementing lateness penalties for submissions after the deadline (in the absence of an agreed extension). These penalties have been put in place to ensure that you meet your deadlines. The policy was drawn up by the University to ensure equality, transparency and fairness for you and your fellow students. This system applies to all assignments submitted for assessment, including dissertations and non-modular assessed course units. In some particular circumstances a zero tolerance policy may be in place.

How the penalty works

The penalty is incurred when an assignment is handed in after the provided deadline, each working day after this will result in a 5% deduction to the total mark of the late work. The table below provides an example and method of calculating deductions.

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 0.

If you submit a piece of work late for a resit, the penalty will be applied first, then, this mark will be capped at 40 in line with the General Regulations on resits.

See the table below for examples.

Please note that lateness penalties are applied after the Examination Board and are not reflected in provisional marks released to students via MOLE.

Extenuating circumstances and attendance

The University is here to support you. It’s not just your education that is our priority; it’s your welfare too. We’re aware that everyone has a life outside of study and that sometimes there are circumstances that can affect your university work. This is why we have provisions in place to help you through difficulties. If you’re undergoing difficulties that affect your attendance, ability to work, exams, or coursework, you should inform us at the earliest opportunity.

‘Extenuating circumstances’ typically means medical problems, extreme personal and family problems, unforeseen accidents and major unfortunate occurrences.

Both medical and personal problems can be reported through an Extenuating Circumstances Form, which can be found online or at the SSID desk in the Students’ Union.

Short-term absence

If you are absent for less than five working days due to illness or personal emergency, please email your seminar or workshop leader and the Student Support Tutor in advance of your absence. We will authorise short-term absence only for illness or personal emergency.

Long-term absence and extended leave

If you experience long-term difficulties with studying and need to take a break from your degree, you can apply to take a leave of absence. You need to discuss this in the first instance with the Student Support Tutor.

More about leave of absence:
www.sheffield.ac.uk/ssid/record/leave

Requesting adjustments to assessment

If you have experienced illness or a personal emergency that is covered by the University’s extenuating circumstances policy then you can request adjustments to assessment.

In the first instance this will usually take the form of an extension to your deadline. To request an extension, you will need to contact the Student Support Tutor and/or the programme administrator or your module leader and submit a completed extenuating circumstances form that includes, where appropriate, medical or other support evidence.

Extensions are granted for ten working days. We do not grant short extensions of 24 or 48 hours to cover minor problems or illnesses: you are expected to submit work late under those circumstances in line with the lateness policy described above.

Attendance monitoring

Attendance at all timetabled teaching sessions is compulsory. This includes shorthand classes. We monitor attendance, and if you are absent without authorisation you will be asked to account for your absences. If you are absent for three or more sessions on any one module, you’ll be asked to come in for a meeting with the Student Support Tutor to check that everything is OK.

Students who are absent for longer than three weeks, or whose attendance is consistently causing concern, will either be advised to take a leave of absence or subject to a review of their progress.

Students are expected to be available between 8am and 5pm on Monday to Friday during the semester. You are also expected to be available during the examination periods (the last three weeks of each semester). Please do not book holidays or work
placements during the semester or during the examination period.

We cannot adjust examination or deadlines for anything other than medical reasons or emergencies.

**Information for disabled or dyslexic students**

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, e.g. 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

For further information, please see the [DDSS website](http://www.sheffield.ac.uk/disability)

If you require alternative exam arrangements, please contact the DDSS as soon as you can.

**Making your experience more international**

The University of Sheffield is home to students and staff from more than 125 countries. This diverse learning environment gives you the opportunity to make your study experience more international. This can be done in a number of ways.

In the classroom, you may be with students from different countries. You may, for example, be asked to work on group projects which include a mix of students from the UK and abroad or your class projects may include international comparisons, or you may have an international guest speaker. This can help you think about how your subject or discipline translates to the global context.

You could decide to learn another language or be a language buddy. You might decide to study or work abroad as part of your degree, where you will have the chance to learn new skills, including possibly studying in another language.

There are many ways outside the department to make your experience more global. You might decide to be a mentor or part of the Sheffield Host Scheme or join social activities such as the Global Café. The Students’ Union also provides many international opportunities such as student societies, volunteering, and World Week.

All of these opportunities will help you expand your horizons. Making yourself more culturally capable will also make you more employable across the globe.

International opportunities with Experience Sheffield:
[www.sheffield.ac.uk/experience](http://www.sheffield.ac.uk/experience)

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**European students**

If you are from a European university and would like to study on one of our exchange programmes, please see our Erasmus information:

Find out more: [www.sheffield.ac.uk/international/abroad](http://www.sheffield.ac.uk/international/abroad)

**Students from overseas (non-European)**

This programme offers undergraduates from non-European countries the chance to study at Sheffield for part of their home university degree.

Find out more: [www.sheffield.ac.uk/studyabroad/overseas/prospective](http://www.sheffield.ac.uk/studyabroad/overseas/prospective)

**Erasmus+**

The Department of Journalism Studies has a well-established Erasmus+ programme which gives our undergraduates the opportunity to study abroad for a semester in their second year.

You can find out more about the Erasmus+ programme on the [University’s website](http://www.sheffield.ac.uk) or from Petar Milin, the Department of Journalism Studies’ Erasmus+ coordinator, on p.milin@sheffield.ac.uk
Work placements and careers support

We encourage all our students to take part in a range of industry placements and offer support for this, using our excellent relationships with employers across the country. We offer briefing sessions, CV workshops and careers support throughout your time here to enable you to make the most of your skills and experience.

We will invite you to briefing sessions to find out more about our work placement opportunities. Please look out for those invitations and make every effort to attend. We can't authorise placements organised through the department until you've had important induction and health and safety information.

The placements that are arranged through the department will only take place during vacation time. We can't authorise absences during semester time for work placements, so if you organise your own placements please bear this in mind. There are 30 weeks of semester and 22 of vacation during the year so please plan your placements wisely!

We work closely with the University's Careers Service to provide support for all of our students. You can find out more about the Careers Service at their website: www.sheffield.ac.uk/careers

If you have any questions about work placements, please contact Trish Mellars, the Department of Journalism Studies’ work placements co-ordinator, at jnlworkplacements@sheffield.ac.uk

Postgraduate study

Doing a masters degree 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 explore further, 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 than the University of Sheffield. If you’ve studied your undergraduate degree with us then you’ll automatically qualify for a 10% discount.

Find out more about the courses available, entry requirements and financial support on the University’s postgraduate web pages: www.sheffield.ac.uk/postgraduate/taught
Student expenses

Students who are required by the department to travel outside Sheffield for journalistic work may submit claims for the cost of journeys reasonably made. This will normally be the cost of one return journey on public transport per assignment. The limit per student per academic year for all claims is £25.

In exceptional circumstances, where there are reasonable grounds for the students travelling in their own vehicle (eg if there is no accessible public transport), the department may consider reimbursing the student for mileage (not fuel). Any such journey must be approved by the module leader before it is undertaken.

If students believe they have a case for claiming for more than the £25 limit, they must discuss and agree this with the module leader before undertaking any additional journeys.

All claims must be supported by itemised original receipts or tickets (not debit/credit card slips) making clear the exact journey and the date on which the student travelled, and submitted along with a completed student expense claim form signed/approved by the module leader to the Student Support and Enquiries Desk for processing.

Higher Education Achievement Report (HEAR)

While you’re a student in Sheffield you’ll be able to enjoy a whole range of learning experiences – not just as part of your degree course, but beyond it.

Because the University appreciates the value of learning outside of your course, you can choose to have it formally recognised with the Higher Education Achievement Report (HEAR). This is a transcript that you earn alongside your degree and has been developed over the past four years through a national project involving other universities, employers and students.

If you earn the HEAR, the University will award it alongside your degree certificate. As well as your degree classification, an overview of your qualification and a list of your modules and grades, the HEAR will include more detailed information about your chosen course. It will also give details of non-academic achievements that the University or the Students’ Union can verify to provide you with a broad picture of your university achievements. These might include additional modules you have taken (e.g. a language course), awards such as the Sheffield Graduate Award or Skills for Work Certificate, and other extra-curricular activities such as volunteering or mentoring.

The University will issue you with an interim HEAR at various points during your degree, and you can share this with employers and others to provide evidence of your university achievements as you begin to apply for internships, jobs or further study. This will help you demonstrate how you have made the most of your time at university, and gained valuable skills and experience that will help you achieve your potential.

If you have any questions, please contact the Student Support Tutor, Jess Meacham, on jess.meacham@sheffield.ac.uk

For more information visit the HEAR web pages:
www.sheffield.ac.uk/hear
Academic advice and teaching support

Throughout your degree you will have opportunities to develop academic and transferable skills. These skills are likely to include how to: write academic essays or reports, give presentations, work in teams, plan and manage your time, find, evaluate and accurately cite reference material from diverse sources such as books, journals and the internet, and how to make the best use of IT. They are part of a broader set of skills and attributes that the University would like you to have achieved by the time you graduate (see the Sheffield Graduate). Achieve More, which is part of all undergraduate courses, provides you with another opportunity to develop these skills.

As well as being essential to help you do well in your degree and any further study, we know that employers value these skills, so by gaining them you should also be better prepared for employment.

Additional support

301: Student Skills and Development Centre offers a range of 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 which can be included in your Higher Education Achievement Report (HEAR).

If you would like further information about study skills support, please contact the Student Support Tutor, Jess Meacham, on jess.meacham@sheffield.ac.uk

Graduation

Graduation takes place in July each year for students completing BA courses. You will be invited to graduation based on your student record, so please make sure all details are up to date.

The Department of Journalism Studies organises various events around graduation for our final-year students.

More about graduation: www.sheffield.ac.uk/graduation
University services

SSiD – Student Services Information Desk

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 Student Services Information Desk.

The Union of Students, Western Bank, Sheffield, S10 2TG
Telephone: (0114) 22 21299
The opening times are Monday to Friday, 9.00 am to 5.00 pm.

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

Useful information for students can be found on the SSiD website: www.sheffield.ac.uk/ssid

The University Library

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.

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

For general enquiries, contact the Library Help Desk:
Email: library@sheffield.ac.uk
Telephone: 0114 22 27200
Or visit the Information Desk at any library site.

The library also has subject-specific contacts who will be happy to see you for specialist help and advice as you progress through your studies. See: www.sheffield.ac.uk/library/libstaff/sllist

University Health Service

Health Centre, 53 Gell Street, Sheffield S3 7QP
Telephone: 0114 22 22100 (24hrs)
Email: health.service@sheffield.ac.uk
More details can be found at: www.sheffield.ac.uk/health

Counselling Service

The University Counselling Service is based at 36 Wilkinson Street and provides a free, confidential service to students.

Telephone: 0114 22 24134
Email: ucs@sheffield.ac.uk
Telephone numbers, online information leaflets and self-help guides are available at: www.sheffield.ac.uk/counselling

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 the Chaplaincy Service website: www.sheffield.ac.uk/ssd/chaplains
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 also 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/or faculty.

In your faculty

All faculties have a Learning and Teaching Committee which has a 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 the departmental, faculty and University level.

For more information about becoming a course rep and sitting on the Student–Staff Committee, please contact David Holmes (david.holmes@sheffield.ac.uk).

Student panel members for Periodic Review

The University reviews the learning and teaching in each department every five to six years. This activity is called Periodic Review. The review is carried out by a panel made up of academic members of staff from other universities, academic member of staff from the University of Sheffield and students. Students act as full panel members and are paid for the work that they do.

More about Periodic Review: www.sheffield.ac.uk/lets/pp/qa/periodicreview/aims

Union links

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

The two primary ways are either through running as a Student Union Councillor, who serves as a link between the union and departments, offering another voice for students to use. The other way you can get involved through the union is through running for a position of Student Union Officer. These positions are voted for by your fellow students. Eight places are available.

For more information visit the Students’ Union website: su.sheffield.ac.uk

External examiners

The external examiner for the BA (Hons) Journalism Studies programme is currently Gary Hudson from the University of Staffordshire. You can contact him on G.R.Hudson@staffs.ac.uk.
Health and safety

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

Professors Jackie Harrison and Marie Kinsey, joint heads of department:
• Responsible for health and safety within the department

Hadrian Cawthorne, departmental safety officer:
• Provides health and safety advice
• Designated first aider
• Undertakes regular health and safety inspections
• Ensures that issues, accidents, incidents and near misses are reported and investigated

All members of staff and all students:
• Follow guidelines included in the University's Health and Safety Code of Practice
• Have responsibility for health and safety

For further information see the University's Code of Practice for health and safety issues: www.sheffield.ac.uk/safety
Useful websites for students

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

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

Things Not Going Right (where to get help)
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