Welcome.

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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Key information.

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 and is being fitted with computers, wi-fi, and tea and coffee machines. It's a great place to meet, chat, unwind and catch up.

Newsrooms and resources

The department has four newsrooms where students undertaking practical modules 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.

Three of 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.

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

On the first floor, Newsroom 2 has 24 iMacs with software for video and multimedia production, including Photoshop and Final Cut Pro X. Next door, newsroom 1 has 24 PCs.

Still on the first floor, we have the production suite with radio studio, soundproofed production booths for voice recording and 12 iMacs for video editing. There is also a HD television studio and control gallery.

On the third floor, Newsrooms 3 and 4 have another 30 PCs each, and there is a resources corridor for student printing and reading newspapers and magazines.

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 online portal MUSE (My University of Sheffield Environment). 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, 12 noon to 2:00pm, and 4:00 to 5:00pm (or 3:00 to 5:00pm most 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.

Student Support and Enquiry Office

The office is in room 235, on the second floor of 9 Mappin Street, and is staffed between 9:30am and 3:00pm 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

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.

Autumn semester

Intro Week 19 September to 24 September
Monday 26 September to Saturday 17 December (total 12 weeks)
Four weeks’ Christmas vacation
Monday 16 January to Saturday 4 February (total 3 weeks)

Spring semester

Monday 6 February to Saturday 1 April (total 8 weeks)
Three weeks’ Easter vacation
Monday 24 April to Saturday 10 June (total 7 weeks)
General regulations for postgraduate programmes.

The University’s general regulations which relate to all taught postgraduate degrees can be found at www.sheffield.ac.uk/calendar

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.

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.

You will need to complete the relevant sections of the form and take it to your year tutor for approval. It should then be returned to SSiD in the Students’ Union.

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.

We offer two types of MA course: our applied degrees in Broadcast, Magazine and Print Journalism; and our analytical courses in International Political Communication and Global Journalism.

Both our applied and analytical courses are made up of core modules (that are compulsory) and optional modules (where you can choose from a range of options). We will give you full information about module choices during Intro Week and ask you to pick your optional modules then.

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 Louise Runagle (L.runagle@sheffield.ac.uk).

Applied degrees

Our applied postgraduate courses are closely linked. You can specialise in one aspect of journalism – newspapers, broadcast or magazines. But you’ll also get multimedia and online journalism skills and underpinning knowledge to work across the breadth of modern newsrooms.

Take one of these cutting-edge courses and you’ll get:

- excellent teaching by experienced industry professionals and media academics
- experience in newsrooms equipped with the latest digital media technologies
- training in the full range of multimedia skills needed in today’s media
- production work on newspaper pages, radio and television bulletins, magazines and websites in a simulated workplace setting, meeting the challenges of deadlines and professional standards
- an understanding of the legal, ethical and regulatory requirements of the media industries
- the chance to undertake a work placement
- careers advice and regular visits from working journalists and media managers

Analytical courses

Our MA courses in International Political Communication and Global Journalism have a strongly academic, analytical focus. This equips you for further study to PhD level, or for a career in political or public communication. The courses offer:

- theoretical insights into political communication or global journalism
- practical experience of communicating with the media
- understanding of the relationship between journalists and media strategists
- subject-specific research training
- specialist study in a range of areas, including media ethics and regulation, censorship and media audiences
- the chance to engage in advanced debates about political communication and global journalism

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 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.

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 environment. 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 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.

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.
Degree classification.

A student who is awarded 180 credits will thereby pass the examination for a masters degree. A student who is awarded 120 credits will be eligible for the award of the postgraduate diploma, and a student who is awarded 60 credits will be eligible for the award of the postgraduate certificate.

Provided that a student is awarded no fewer than 165 credits and has obtained an average grade of no fewer than 50 for each assessment, the examiners may in their discretion recommend that the student be deemed to have passed the examination for a master's degree.

Similarly, provided that a student is awarded no fewer than 105 credits and has obtained an average grade of no fewer than 50 for each assessment, the examiners may in their discretion recommend that the student be deemed to have passed the examination for a postgraduate diploma.

Starting with the highest qualification given, a master's degree will be classified as a distinction, merit or a pass grade.

To be considered for the award of distinction, a student must obtain a dissertation grade of not less than 69.5.

To be considered for the award of merit, a student must obtain a dissertation grade of not less than 59.5.

The student must have successfully obtained 180 credits at their first sitting in the case of a masters degree, or 120 credits at first sitting in the case of a postgraduate diploma to be considered for the award of distinction.

The student must have successfully obtained 165 credits at their first sitting in the case of a masters degree, or 105 credits at their first sitting in the case of a postgraduate diploma to be considered for the award of merit.

The examiners may in their discretion recommend the award of a mark of distinction or merit to a student registered for a master's degree, such that:

(a) A student who obtains a weighted mean grade of not less than 69.5 in the examination as a whole and a grade of not less than 70 in units to the value of not less than 90 credits may be recommended for the award of the degree with distinction.

(b) A student who obtains a weighted mean grade of not less than 59.5 in the examination as a whole and a grade of not less than 60 in units to the value of not less than 90 credits may be recommended for the award of the degree with merit.

The examiners may in their discretion recommend the award of a mark of distinction or merit to a student registered for a postgraduate diploma, such that:

(a) A student who obtains a weighted mean grade of not less than 69.5 in the examination as a whole and a grade of not less than 70 in units to the value of not less than 60 credits may be recommended for the award of the postgraduate diploma with distinction.

(b) A student who obtains a weighted mean grade of not less than 59.5 in the examination as a whole and a grade of not less than 60 in units to the value of not less than 60 credits may be recommended for the award of the postgraduate diploma with merit.

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 for assessment without appropriate acknowledgement.

2. Submitting bought or commissioned work (for example from internet sites, essay ‘banks’ or ‘mills’) is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole piece of work or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own assessed work to other students.

3. Double submission (or self-plagiarism) is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the form of copying either the whole piece of work or part of it. Normally credit will already have been given for this work.

4. Collusion is where two or more people work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.

5. Fabrication is submitting work (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.

How can I avoid the use of unfair means?

To avoid using unfair means, any work submitted must be your own and must not include the work of any other person, unless it is properly acknowledged and referenced.

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.

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.

If handing your work in late remember to also submit online if the assessment requires it.

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 below table 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 50 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.

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<thead>
<tr>
<th>Days late</th>
<th>Mark reduced by 5%</th>
<th>Mark awarded when reduced by 5%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Multiply by</td>
<td>Original 60</td>
</tr>
<tr>
<td>1</td>
<td>0.95</td>
<td>57</td>
</tr>
<tr>
<td>2</td>
<td>0.90</td>
<td>54</td>
</tr>
<tr>
<td>3</td>
<td>0.85</td>
<td>51</td>
</tr>
<tr>
<td>4</td>
<td>0.80</td>
<td>48</td>
</tr>
<tr>
<td>5</td>
<td>0.75</td>
<td>45</td>
</tr>
<tr>
<td>6 or more</td>
<td>0</td>
<td>0</td>
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Extemating circumstances and expectations of attendance.

Illness, absence and extenuating circumstances

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/forms/circs

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 in the first instance. 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). This confidential and friendly service 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, e.g. extra time in examinations; reasonable adjustments to assessment tasks; or alternative assessment formats.

For further information, please see the DDSS website: www.sheffield.ac.uk/disability

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

Work placements and careers support.

We strongly encourage all of our applied MA students (MA Print, Magazines and Broadcast) to attend work placements during their degree and we have 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 applied MA students 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 & 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!

All of our MA students, including MA Global Journalism and International Political Communication, can benefit from the work we do with with the University's Careers Service. 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

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 (e.g. 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.

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 lots of ways outside the classroom 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
Academic advice and teaching 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

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 the department

The Student–Staff Committee, composed of 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 given, office opening times, proposed changes to degree programmes and so on.

For more information about becoming a course rep and sitting on the Student–Staff Committee, please contact David Holmes (david.holmes@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 the departmental, faculty and University level.

More about SALT: www.sheffield.ac.uk/als/students/salt

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 – with eight places available; these positions are voted for by your fellow students.

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

Graduation.

Graduation takes place in January each year for students who complete their MA courses in the previous September. 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 graduating students.

More about graduation: www.sheffield.ac.uk/graduation
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](http://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
Contact us

Department of Journalism Studies
University of Sheffield
9 Mappin Street
Sheffield S1 4DT
United Kingdom

Tel (+44)(0)114 222 2500
Email journalism@sheffield.ac.uk
Web www.sheffield.ac.uk/journalism