Welcome to the Department of Journalism Studies at the University of Sheffield – an extraordinary institution in an extraordinary city.

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

The most important thing to remember is ‘If in doubt, ask.’ 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.

Please also ensure that you refer to the Code of Practice for Research Degree Programmes throughout your research. The Code is produced by the University’s Research and Innovation Services team and contains a wide range of information to help and guide you.

We are delighted you have chosen to pursue your research with us, and we look forward very much to working with you.
Contents.

Key information. 8
Our postgraduate research team 8
Student Support and Enquiry Office 8
Communications 9

Student records. 10

The University’s general regulations for doctorate programmes. 10

Roles and responsibilities of students and supervisors. 12
Responsibilities of the student 12
Responsibilities of the supervisor 12
Roles of the supervisors 12
Supervisory meetings and reporting 12

Student attendance. 14
Leave of absence 14
Leave of absence for international students 15
Student pregnancy 15

The Doctoral Academy. 16

Social Sciences Doctoral Training Centre. 17
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Doctoral Development Programme.</td>
<td>18</td>
</tr>
<tr>
<td>Training Needs Analysis</td>
<td>18</td>
</tr>
<tr>
<td>Modules and training courses</td>
<td>18</td>
</tr>
<tr>
<td>Useful resources</td>
<td>18</td>
</tr>
<tr>
<td>DDP ePortfolio development</td>
<td>18</td>
</tr>
<tr>
<td>Research facilities and environment.</td>
<td>20</td>
</tr>
<tr>
<td>Department facilities</td>
<td>20</td>
</tr>
<tr>
<td>PGR Hub on MOLE</td>
<td>20</td>
</tr>
<tr>
<td>Student seminar series and conference attendance</td>
<td>20</td>
</tr>
<tr>
<td>University facilities</td>
<td>20</td>
</tr>
<tr>
<td>Research personal tutors.</td>
<td>21</td>
</tr>
<tr>
<td>Research ethics.</td>
<td>22</td>
</tr>
<tr>
<td>Research ethics and integrity training</td>
<td>22</td>
</tr>
<tr>
<td>Applying for ethics approval</td>
<td>22</td>
</tr>
<tr>
<td>Financial support.</td>
<td>23</td>
</tr>
<tr>
<td>Funding opportunities and schemes</td>
<td>23</td>
</tr>
<tr>
<td>The Faculty Research Support Scheme</td>
<td>23</td>
</tr>
<tr>
<td>Information for scholarship award holders</td>
<td>23</td>
</tr>
<tr>
<td>Plagiarism and collusion.</td>
<td>24</td>
</tr>
<tr>
<td>What constitutes unfair means?</td>
<td>24</td>
</tr>
<tr>
<td>How can I avoid the use of unfair means?</td>
<td>24</td>
</tr>
<tr>
<td>Teaching and paid work.</td>
<td>25</td>
</tr>
<tr>
<td>Publications.</td>
<td>25</td>
</tr>
<tr>
<td>Research environment information</td>
<td>25</td>
</tr>
</tbody>
</table>
6. General thesis assessment. 26
   Publishing or posting research online 26

   Thesis preparation. 27
   Summary of thesis 27
   Preparation of theses 27
   Acceptable support in writing the thesis 27
   Word limits 27
   Referencing 27
   Formatting and binding of theses 27

   Thesis submission. 28
   Electronic submission (Turnitin) 28
   Physical submission 28
   Access to thesis form 28
   Resubmission of a thesis 28

   The oral examination (viva voce). 29
   Arrangements for the oral examination (viva voce) 29
   Conduct of the oral examination 29
   Attending the oral examination 29

   Feedback and results. 30
   After the oral examination 30
   Award and conferment of degrees 30

   Confirmation review process. 31
University services. 33

SSiD 33
Student Skills and Development Centre 33
Books 33
MUSE 33
The University libraries 34
The electronic library 34
Computers 34
Printing 34
MOLE 34
Student email 35
Lost property 35
Chaplaincy service 35
Sheffield University Nightline 35
ELTC 35
Accommodation 35

Health and safety. 36

Welfare and careers. 37

University Health Service 37
Counselling 37
Careers 37
Guidance on employment hours 38
References 38

Information for disabled or dyslexic students. 39

Useful websites for students. 40
Key information.

Department of Journalism Studies

Welcome to the Department of Journalism Studies at the University of Sheffield.

The department was launched in 1994 and within 10 years became one of the major journalism teaching and research establishments in the UK. As a student at one of Britain’s most prestigious universities, you will reflect upon journalism and its place in contemporary societies. You will criticise it and talk about it. You will become an expert in your own right.

We want to make the transition to postgraduate research as smooth as possible for you. Please remember the most important thing: if in doubt, ask. The department and the University have specialist staff and resources in place to assist with any personal, emotional, financial and academic difficulties you may experience.

Enjoy yourself. We look forward to working with you and getting to know you.

Professor Jackie Harrison and Marie Kinsey
Joint heads of department

Dr Irini Katsirea
Director of graduate studies

Our postgraduate research team

Dr Irini Katsirea
Head of graduate studies
Room 234
Tel: 0114 222 2540
Email: i.katsirea@sheffield.ac.uk

Clare Burke
Postgraduate research admissions and programme support
Room 235
Tel: 0114 222 4251
Email: c.burke@sheffield.ac.uk

Jess Meacham
Student Support Tutor
Room 213
Tel: 0114 222 4253
Email: jess.meacham@sheffield.ac.uk

Details of all our staff, their research interests and their contact details can be found on our website: www.sheffield.ac.uk/journalism/staff

Student Support and Enquiry Office

The office is on the second floor of 9 Mappin Street and is staffed between 10:00am and 3:00pm from Monday to Friday. If you have any queries, we will be happy to help.
Communications

Please be sure to check your University email account at least once a day during the semester for information about your course, lectures and announcements.

If you use social media please feel free to follow and interact with the department, the University and other related groups. To get you started we’ve compiled a list of some key links below.

The department is keen to share the activities and achievements of our students with our wider following on social media and the web. Please feel free to tag the department in your posts so we can retweet you and use hashtag #jusreseach. If you’re involved in any activities which might feature on the department’s news webpages – such as presenting at a conference – please share with our Communications and Marketing Officer, Pete Green (p.s.green@sheffield.ac.uk).

<table>
<thead>
<tr>
<th>Twitter</th>
<th>Facebook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journalism Studies @sheffjournalism</td>
<td>Journalism Studies /SheffieldJournalism</td>
</tr>
<tr>
<td>University of Sheffield @sheffielduni</td>
<td>University of Sheffield /theuniversityofsheffield</td>
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<tr>
<td>Students’ Union @sheffieldsu</td>
<td>Students’ Union /sheffieldstudentsunion</td>
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</tbody>
</table>
Student records.

The University has a computerised record for every student that contains personal and academic details such as their home and term time address, date of birth, degree programme, the modules they are taking and more. You can access this record, and can make amendments to your personal details. It is important that you keep this record up to date. You can access your personal record by:

1. Logging on to MUSE and selecting the ‘My Services’ link
2. Selecting the ‘View all services’ link to view the A to Z list
3. Scrolling down to M and select ‘My record’

The University’s general regulations for doctorate programmes.

The University’s general regulations which relate to all postgraduate research degrees can be found at: www.sheffield.ac.uk/calendar
Roles and responsibilities of students and supervisors.

Responsibilities of the student

As a postgraduate research student, you are held to certain responsibilities regarding your postgraduate degree. These student responsibilities can be found at: www.sheffield.ac.uk/ris/pgr/code/studentresponsibilities

Responsibilities of the supervisor

Supervisors provide research students with personal and academic advice and direct a research project following the guidelines set out by the University. A list of supervisor responsibilities can be found at: www.sheffield.ac.uk/ris/pgr/code/supervisorresponsibilities

Roles of the supervisors

The general pattern is for each student to have a primary supervisor and a second supervisor. The roles of the primary and secondary supervisors are as follows.

Primary supervisors

Primary supervisors are responsible (through the postgraduate team) for all communications regarding the student’s progress to their funding body, to faculty and to the course manager. The primary supervisor is responsible for scheduling meetings, commenting on drafts, and determining the overall pattern of work in negotiation with the student. They are a research student’s first point of contact with the department if any difficulties arise during the research student programme.

Second supervisors

Second supervisors are responsible for providing general support and advice as appropriate (for instance on issues in their areas of specialised competence such as methodology). In the first month of registration the student should meet at least once with their second supervisor. In some instances it may be appropriate for particular supervisory sessions to involve both primary and secondary supervisors. This is a matter of negotiation between the supervisors and the student.

Formally, the second supervisor has two roles:

1. Review meetings – Once per year there should be a review meeting involving the student and primary and second supervisors. The aim of this meeting is to provide an overview of the student’s progress. At this meeting the student should provide a brief summary of their progress to date.

2. Pre-final draft review – The second supervisor will read the entire draft prior to submission and, in negotiation with the primary supervisor and the student, advise on any amendments that are necessary before submission.

Supervisory meetings and reporting

The University requires supervisory meetings and for a record to be kept of these meetings in order for the supervisor and supervisee to review progress towards the completion of the PhD.

The initiation of meetings between students and supervisors is a joint responsibility. You are required, in partnership with your supervisors, to arrange a formal meeting with at least one supervisor and complete a simple progress report form once each month. In compliance with this, supervisors are expected to be available on a weekly basis for supervision of their research students.
Additional guidance on supervisory meetings can be found at:
www.sheffield.ac.uk/ris/pgr/code/record

The completion of supervision forms is compulsory. The forms should detail the agreed work schedule for the next meeting. You should use the online record of supervision form to record formal supervisory meetings between you and your supervisor(s). This can be found at: www.sheffield.ac.uk/ris/pgr/code/record.html

You should ensure that you include the email addresses of all your supervisory team and Clare Burke as Postgraduate Research Programme Support so that everyone has a copy of the report. In addition to supervision meeting reports, all students, whether part-time or full-time, need to complete an April six-month progress report.

All these report forms and links can be found on the PGR Hub on MOLE, and will form a record of progress towards your research degree.
Student attendance.

The department monitors the attendance of students who are studying on campus or working away from Sheffield throughout the year. The department is required to indicate to the University on three occasions per year whether or not students are attending and engaging with their programmes of research.

It is most important that you regularly attend all the scheduled sessions. This includes all supervisory meetings, departmental research presentations, DDP modules and laboratory sessions listed in your timetable or that are communicated to you as the year proceeds.

Postgraduate research students are not entitled to the long vacation periods, though students sponsored by the UK Research Councils may take reasonable holidays, not exceeding eight weeks in the year. This is subject to their supervisor's approval and includes public holidays.

Up to a maximum of four weeks holiday may be taken at the end of the period of award. These Research Council rules may be used as a guide by all full-time research students not subject to the rules of other sponsoring bodies.

Students need not apply for a leave of absence to cover a period of annual leave.

Leave of absence

A leave of absence (LOA) enables a student to take an authorised break from their studies in order to overcome a difficulty that affects their ability to undertake their research, without losing valuable time from their registration period, which will be suspended for the duration. Students must apply for permission from their department and faculty to take a leave of absence, using the leave of absence (PGR) form.

Please be aware that once an application is received in Research & Innovation Services it will normally take up to two weeks for faculty consideration and processing. Students can apply for LOA on the following grounds:

- Medical
- Personal
- Academic
- Financial*

*Requests for LOA on financial grounds are not normally approved, but may be considered if a student's financial situation changes due to unforeseen and exceptional circumstances.

When applying for a leave of absence, appropriate documentary evidence must be supplied in order for the department and faculty to consider whether to approve the request. For a leave of absence on medical grounds, a medical or doctor's note is required and an application made on these grounds will not be considered without one. Similarly, a student returning from a leave of absence on medical grounds must provide a medical note confirming that s/he is fit to return to the degree programme before they will be allowed to recommence research.

It is essential that students notify their supervisor/department as soon as any difficulties arise that might affect their research, and that applications for leave of absence are made promptly and, wherever possible, not retrospectively. Requests for retrospective leaves of absence will not be approved if they date back further than 30 days. During the period of leave of absence, the student will temporarily leave their programme of study and their registration will be suspended. No supervision will be received.
Students should be aware that requests for indefinite leave of absence will not be considered. It is unlikely that a request for more than 12 months at a time will be approved and requests to further suspend a lengthy leave of absence will be carefully reviewed and may be rejected. There are a number of reasons why lengthy periods away from research are not recommended; for example, the possibility that the research will lose currency and/or originality, and changes to departmental structures and staffing.

Students who receive financial support to undertake their research degree, i.e. those funded by research councils or by an employer or overseas government, should notify their sponsor when applying for a leave of absence.

**Leave of absence for international students**

In addition to the above guidance, international students who are studying in the UK subject to immigration regulations (e.g. those on a Tier 4 student visa) should note the following:

- Students must be fully registered and attending in order to meet the requirements of their student visa.
- Students considering applying for a leave of absence should contact International Student Support and Guidance for further information and guidance on the implications of applying for a leave of absence.
- Retrospective leaves of absence dating back longer than one month cannot be approved.

International students should note that the University is required to report Tier 4 visa holders who are on a leave of absence to the Home Office. Depending on the circumstances of the leave of absence the Home Office may expect such students to return to their home country for the duration of the leave of absence and may curtail the Tier 4 visa. Such students will need to re-apply for a new visa when they are ready to recommence their studies. International Student Support and Guidance will inform students of the immigration implications of their leave of absence.

**Student pregnancy**

Students who are pregnant, or whose partners are pregnant, can apply for a period of leave of absence.

The majority of postgraduate research scholarship holders will be entitled to a payment during a period of maternity leave. PGR students who do not have access to sponsor or statutory maternity pay may be eligible for a one-off support payment from the University. Please contact the relevant administrator in your department for further information.

If you’d like to talk to someone in the Department of Journalism Studies about any personal or medical difficulties, please contact Jess Meacham, the department’s Student Support Tutor ([jess.meacham@sheffield.ac.uk](mailto:jess.meacham@sheffield.ac.uk)).

More information about leave of absence can be found at: [www.sheffield.ac.uk/ris/pgr/code/loa](http://www.sheffield.ac.uk/ris/pgr/code/loa)
The Doctoral Academy.

The Doctoral Academy is the name of the University of Sheffield’s research environment for PGR students. It offers training and careers advice and brings together a community of research students from a diverse variety of areas across the University.

In addition, the online Virtual Community Space for the Doctoral Academy allows you to communicate with other research students across the University to network and to share ideas and experiences.

To find out more about the Doctoral Academy please visit: www.sheffield.ac.uk/postgraduate/research/sheffield
Social Sciences Doctoral Training Centre.

The Social Sciences Doctoral Training Centre (DTC) was established in January 2011 with support from the Economic and Social Research Council (ESRC). It provides support to all social sciences research students regardless of their funding sources. The Social Sciences DTC aims to develop postgraduate researchers for their future careers by providing a range of training and experiences during their time at the University. Based at the University of Sheffield, the Social Sciences DTC is a joint initiative with the Universities of Leeds and York under the White Rose Consortium.

The DTC draws on the strengths of all three universities to collectively provide a range of development opportunities and specialist training within the social sciences. It also brings together communities of research students through the activities of each of its subject-based pathways.

You can find out more about the DTC at: http://wrdtc.ac.uk

If you have any questions about the DTC, please email enquiries@wrdtc.ac.uk
The Doctoral Development Programme.

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

For more information, please visit: www.sheffield.ac.uk/ris/pgr/ddpportal/about

Training Needs Analysis

In collaboration with your supervisor, you will need to complete your first year’s Training Needs Analysis (TNA). This is an assessment of the current skills you have and any additional training you may require in the year ahead. TNA guidance can be found at: www.sheffield.ac.uk/ris/pgr/ddpportal/steps/tna

Modules and training courses

New doctoral researchers are automatically registered on core departmental and/or faculty-wide modules which all first-year PGR students are expected to take. These can be added to your Google Calendar by following the guidance provided at: www.sheffield.ac.uk/cics/calendar/studentevents

In addition to the core modules, you can take other modules as discussed and agreed with your supervisor. You can book onto the PGR modules and training available to you by visiting: www.sheffield.ac.uk/ris/pgr/ddpportal/steps/registration

Typical PGR module choices taken by research students in the Department of Journalism Studies can be found at: www.sheffield.ac.uk/ris/pgr/ddpportal/ddpguidance/modulechoices

To receive the training necessary for your postgraduate degree, you are not restricted to courses provided by the University. You may also be advised by your supervisory team on other means of achieving the relevant training elsewhere by, for example, externally provided courses, self-study or through work experience.

Useful resources

The DDP’s useful resources portal hosts links to the services available to PGR students. These include:

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

You can access these services by visiting: www.sheffield.ac.uk/ris/pgr/ddpportal/useful

DDP ePortfolio development

The University needs to know what learning and development you have achieved during your studies. Since the training does not rely solely on taught modules, you are required to record your learning and experiences, and to identify what you have learned through reflection.

For this, we recommend that all students keep an electronic record of their training. This can be done using a simple Word document. You will need to produce this record when you submit your DDP summary form as part of your thesis submission.
The Commercialisation of Sport: A Critical Analysis

Matthew Flinders

The St Bernard's Crisis in Australian Sport

Impact
Research facilities and environment.

Department facilities

Our newsroom spaces are designed for both large and small group work, and on the ground floor the 180-square-metre student common room has soft lighting, sofas and is fitted with computers, wi-fi, and vending machines. It’s a great place to meet, chat, unwind and catch up.

Research students in the Department of Journalism Studies have their own dedicated study space on the second floor of 9 Mappin Street. There is an extensive newspaper archive which contains key national newspapers from the past 12 months. Research students also have access to free print facilities in the department which can be accessed through My Print using your UCard. We encourage all our PGR students to make the most of the PGR space and its proximity to research activity in the department.

PGR Hub on MOLE

The PGR Hub can be found on MOLE under organisations. It contains lot of useful information about undertaking postgraduate research in the department, including training, supervision meetings, preparing and submitting your thesis, and where to submit your work through Turnitin.

Student seminar series and conference attendance

Throughout the year the department holds a series of seminars presented by our research students and attended by fellow research students and staff. These are organised by the PGR student rep and administered by Clare Burke, who will contact all students at the start of the year to agree the schedule.

There are various research clusters across the University which you may find relevant for your work. Their details can be found on the PGR Hub on MOLE and accessed at: www.sheffield.ac.uk/research/centres

Research students are encouraged to attend conferences as part of their development and can apply for financial support to help with attendance. The forms and guidance can be accessed on the PGR Hub on MOLE.

University facilities

You can find out more about the University-wide facilities that are available for research students at: www.sheffield.ac.uk/ris/pgr/facilities
Research personal tutors.

Every research student in the Department of Journalism Studies is assigned two supervisors. The department’s Student Support Tutor, Jess Meacham (jess.meacham@sheffield.ac.uk), will also act as your personal tutor.

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

Your personal tutor is your first port of call if you are having difficulties with your supervisors. If the research student tutor is also one of your supervisors, then you will be assigned a personal tutor to deal with pastoral issues which would normally be dealt with by the research student tutor.
Research ethics.

Research ethics and integrity training

It is essential that PGR students attend their faculty-wide research ethics and integrity training before undertaking any data collection. Please note that failure to do so may result in your award being withheld. For further course details, please visit: www.sheffield.ac.uk/ris/pgr/ddpportal/reit

Applying for ethics approval

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

When you have finished reading the guidance, you can submit your application online using the form found at: www.sheffield.ac.uk/ris/other/gov-ethics/ethicspolicy/educationresources/onlinesystem

The person responsible for research ethics in the Department of Journalism Studies is Professor Ralph Negrine (r.negrine@sheffield.ac.uk).
Financial support.

Funding opportunities and schemes

This section provides an overview of mechanisms and schemes that can be used to identify relevant funding opportunities. You will need your MUSE login details to access the following page:
www.sheffield.ac.uk/ris/application/
fundingopps

The Faculty Research Support Scheme

The Faculty of Social Sciences Support Scheme is targeted at students who are not funded by research councils (e.g. ESRC), departmental or faculty scholarships or similar, and is intended to support the research-related expenses of students not in receipt of a research support training grant. If this applies to you, please see:
www.sheffield.ac.uk/social-sciences-dtc/
news/research-support-scheme

Information for scholarship award holders

If you have been awarded a scholarship, you may have queries about your payments, additional funding available, or what happens if you need to take a leave of absence. Information on your scholarship can be found at:
www.sheffield.ac.uk/ris/pgr/scholarships
Plagiarism and collusion.

What constitutes unfair means?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be your own work. Plagiarism, submitting bought or commissioned work, double submission (or self-plagiarism), collusion and fabrication of results are not allowed because they violate this principle (see definitions below). Rules about these forms of cheating apply to all assessed and non-assessed work.

1. Plagiarism (either intentional or unintentional) is using the ideas or work of another person (including experts and fellow or former students) and submitting them as your own. It is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement.

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

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

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

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

How can I avoid the use of unfair means?

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

There is further information on plagiarism and information literacy available via the Library and we encourage all research students to familiarise themselves with these resources.
Teaching and paid work.

Teaching opportunities are available to help postgraduate research students gain experience. If your supervisor believes that the position can be undertaken without detriment to the research programme in progress, you may be provided with the opportunity to do some teaching. For guidance on department employment, please visit: www.sheffield.ac.uk/ris/pgr/code/employment

The University also offers the Sheffield Teaching Assistant development programme. More information can be found on the PGR Hub on MOLE and at: www.sheffield.ac.uk/lets/cpd/sta

Publications.

Students need to keep a record of their work during the course of their studies with us. Please see below for details of how to create an ID on the systems that the University uses to log research outputs. If you have any questions, please contact Emma Shelton on e.shelton@sheffield.ac.uk.

Please set up an ORCiD ID at: www.sheffield.ac.uk/ris/systems/orcid

There is a space for research publications on the University’s system called myPublications, which you can access via MUSE. Once you have the ORCiD ID, please access myPublications (MUSE > My services > myPublications) and click ‘Add ORCiD’ on the home page to link it to your profile. When publishing or promoting your articles please use your ORCiD ID so that all details are automatically added to your myPublications and people clicking on the ID link will be able to view more information about your research.

Please add any articles, e.g. journals and conference papers, to your myPublications profile. Once journal articles have been accepted for publication, please upload a copy of the accepted version of the article (as a Word document, not a pdf) and the acceptance letter or email to White Rose Research Online, the University’s depository, at: www.sheffield.ac.uk/library/cdfiles/wrro

Articles must be made open access within three months of acceptance to be eligible for the Research Excellence Framework (REF). Once the article has been published, please add the publication date and the DOI number to your myPublication entry and forward the details to oenquiries@sheffield.ac.uk for embargo reasons.

When uploading articles to White Rose for open access, the University Library will check and process these to ensure issues around embargo periods are checked and you will receive a confirmation email once the article is available to view online.

Outputs from myPublications, once published, will automatically link to your Journalism Studies student web page profile from September 2016.

Research environment information

Please add details of any professional activities, such as conference attendance, public engagement, media activity, using the ‘add professional activities’ section on your myPublications home page from the start of the REF period (currently January 2014 to 2020-21).
General thesis assessment.

The University does not permit the submission of a thesis composed solely of published papers. Students may, however, include in their thesis some of their own work that has already been published.

Publishing a paper in a journal or conference proceedings or a chapter in a book may mean that you have signed a copyright transfer agreement, by which you transfer the copyright to the publisher. Some publishers allow you to retain certain rights, which might include reprinting the whole paper or part of the paper in a thesis.

If the paper you wish to include has multiple authors, you will also need to obtain the permission of your co-authors before you can incorporate it in your thesis.

Preparation for including material owned by another person in the thesis should start at the beginning of your research.

Incorrect use of copyrighted material could be considered as unfair means.

Information regarding the correct use of third-party copyright material can be found at: www.sheffield.ac.uk/ris/pgr/code/copyright

Publishing or posting research online

Students are advised to check out the credentials of any publishers that approach them before publishing work prior to submission, and not to post online any published papers or research they intend to publish at a later date. For more information, please visit: www.sheffield.ac.uk/ris/pgr/code/publishing

The best way to make research available online is through White Rose Research Online (WRRO): www.sheffield.ac.uk/ris/post-project/mypublications

www.sheffield.ac.uk/ris/pgr/code/publishing
Thesis preparation.

Summary of thesis
By regulation, the summary/abstract should not exceed 300 words in length. Each bound copy of the thesis must contain a summary/abstract within it.

Preparation of theses
We advise students to consult their supervisor regarding any subject-specific aspects of the thesis. This may include photographs or diagrams or the presentation of supplementary information such as DVDs. The student’s supervisor should obtain permission to submit non-standard material from faculty before the submission.

Early familiarity with the software packages required to produce the thesis will prove helpful. The University’s managed software centre hosts a whole range of programs that may be of help to research students, over and above the Microsoft Office suite.

The following online resource outlines the necessary preparation for the thesis in greater detail: www.sheffield.ac.uk/ris/pgr/code/preparation

Acceptable support in writing the thesis
The supervisory team can support in correcting grammar and sentence construction in order to ensure the clarity of your thesis. They can also advise on the structure, content, writing and can proof-read the text.

The supervisor(s) are not permitted to rewrite text in a way that changes its meaning and are not able to change the content of the thesis.

Word limits
The Faculty of Social Sciences has established the length of the thesis should be 40,000 words for the MPhil and 75,000-100,000 words for the PhD. This excludes footnotes, bibliography and appendices.

Referencing
Your supervisor can advise you regarding the appropriate method for referencing in your discipline and the University Library provides online information skills tutorials, which outline the various styles. Look for the Department of Journalism Studies in the list on the library website: www.librarydevelopment.group.sheffield.ac.uk/department.html

Formatting and binding of theses
Before submission, you need be sure that the presentation of your thesis conforms to University standards. Guidance regarding the presentation of your thesis can be found at: www.sheffield.ac.uk/ris/pgr/code/formatting

The University Print and Design Service provides a binding service which is compliant with University standards. For information on printing options, submission and pricing, please visit: www.sheffield.ac.uk/cics/printanddesign
Thesis submission.

Electronic submission (Turnitin)

The University requires all theses for higher degrees by research to be submitted to Turnitin. The Turnitin slot for your PhD is on the PGR Hub in MOLE. For regulations regarding Turnitin, please visit: www.sheffield.ac.uk/ris/pgr/code/turnitin

For information and support regarding Turnitin please visit: www.sheffield.ac.uk/cics/turnitin

Physical submission

Theses for higher degrees by research must be submitted in person to Research & Innovation Services (not to the Department of Journalism Studies or directly to the examiners).

It is the student’s, rather than the supervisor’s, responsibility to decide when to submit, taking into account the supervisor’s advice.

The University strongly recommends that all students inform their supervisor when they are intending to submit. Failure to do so will result in delays in the examination process if examiners have not been appointed at the time of submission.

All students will also need to provide Research and Innovation Services with a record of their Doctoral Development Programme achievements.

For regulations regarding the physical submission of work, please visit: www.sheffield.ac.uk/ris/pgr/code/submission

Access to thesis form

A copy of the completed access to thesis form should be included in each submitted copy of the thesis. Copies of the access to thesis form are available from: www.sheffield.ac.uk/ris/pgr/code/forms

Students should note that a fully signed access to thesis form must be provided before their degree can be awarded.

Resubmission of a thesis

The student will receive formal notification of the requirement to resubmit by letter from Research & Innovation Services and will also receive a copy of the examiners’ report containing the details of the required changes.

A student required to resubmit their thesis is allowed 12 months from which they have been formally notified to complete their resubmission.

If a resubmission with oral examination is required, this will normally take place within 10 weeks of receipt of the thesis by the examiners.

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

For further details, please visit: www.sheffield.ac.uk/ris/pgr/code/resubmit
The oral examination (viva voce).

General information about the oral examination should be provided to all PGR students in preparation for their viva. This should be provided by individual supervisors or via an organised session at departmental or faculty level.

Departments’ arrangements for preparing PGR students for the final viva examination commonly involve some or all of the following:

- Tailored support from supervisors (such as discussions about what to expect and which questions may come up, practising answering key questions, signposting students to useful information)
- Offer of a formal mock viva
- Practice of defence of research at confirmation review or progression milestones (such as interviews or presentations)
- Practice in presenting research and answering questions at conferences or seminars
- Offer of support from the supervisor on the day of the viva, including attending whole viva or just the feedback session with the examiners.

Examples of viva questions and links to useful preparation resources can be found on the PGR Hub on MOLE.

Arrangements for the oral examination (viva voce)

Before the oral examination, the examiners are required to read the thesis and independently prepare a written preliminary report.

The internal examiner/co-coordinator should ensure that the external examiners have been formally appointed and have received a copy of the University’s guidance accompanying the student’s thesis.

The guidance outlines the arrangements, conduct of the oral examination and responsibilities of all parties involved in the examination process.

Though not a mandatory requirement, examiners are advised that the oral examination should normally take place within ten weeks of their receipt of the thesis.

It is the responsibility of the internal examiner or the internal co-ordinator to arrange the date, time and venue for the oral examination and to inform the candidate of the arrangements that have been made.

Conduct of the oral examination

The examination will normally be conducted under the chairmanship of the external examiner. The examiners will test the student’s knowledge and understanding of their field of study to ensure the thesis is their own work.

The oral examination is an opportunity for the student to clarify any ambiguities in the thesis that the examiners may find.

On completion of the oral examination, the examiners should advise the candidate of their intended recommendation to the faculty.

Attending the oral examination

Attending the oral examination is compulsory. Failure to attend a pre-arranged oral examination without prior notification to the supervisor and/or internal examiner and without good reason may result in the student failing the oral examination and their degree.
Feedback and results.

After the oral examination

After the oral examination, the examiners complete a report to indicate their recommendation concerning the award or non-award of the degree. The form is then sent to Research & Innovation Services for faculty approval.

Circumstances for examiner recommendation and the recommendations open to the examiners following oral examination can be found at: [www.sheffield.ac.uk/ris/pgr/code/after](http://www.sheffield.ac.uk/ris/pgr/code/after)

Award and conferment of degrees

Once the examiners have approved the award of a degree, there are a number of checks that need to be completed before an award can be made:

- All students are debt-checked
- Verification that a library copy of the thesis has also been received
- Students must have satisfied the relevant criteria of the Doctoral Development Programme
- The award must be approved by the Faculty of Social Sciences before it can be confirmed and an award letter can be sent. Letters will be posted to the correspondence address held on the student’s record.

The events team will contact students regarding the formal conferment of the degree. Further information can be found at [www.sheffield.ac.uk/graduation/postaward](http://www.sheffield.ac.uk/graduation/postaward) and any queries concerning graduation ceremonies or conferral of degrees should be addressed to the events team on (0114) 222 8828 or email graduation@sheffield.ac.uk.
Confirmation review process.

As the first year of the research degree is considered probationary, students must attend a confirmation review to be permitted to remain on their doctoral level degree.

The confirmation review panel takes place after about 12 months of registration, and must be completed within 18 months of initial registration (24 months for part-time students).

What do I need to do for confirmation?

This process involves a presentation, usually during the departmental PGR day in the summer, and the submission of an introductory overview of your thesis, a literature review and summary of your methodology. This work will need to be submitted through Turnitin using the link provided in the 'Confirmation Submission' tab in the PGR Hub on MOLE. You will also need to submit two paper copies to the student enquiry desk on the second floor of 9 Mappin Street.

What is the Confirmation Review panel?

A Confirmation Review panel will be appointed, comprising at least two members of academic staff who have not been associated with your project. One of the panel members will act as the chair for the meeting.

The members of the panel will each review the work you submit and then meet you with your supervisor to conduct an oral examination, a little like a viva. The time of the meeting will be arranged at a time agreed by everyone involved, but usually within four weeks of submission of your written work.

In the Confirmation Review meeting you will be required to answer questions about both the work you have submitted and your research project generally. The meeting will normally last around an hour and you are welcome to take in a copy of your written work if you think it would be helpful. Your supervisor will not participate but they will be asked to comment on your progress when the examination is over and you have left the room.

What is the panel looking for?

The reviewing panel will evaluate whether they are confident that given the stage of your research you are on track to successfully complete a doctoral thesis in good time. Some of the things they may consider are:

- Is the project original and worthy of study at PhD level?
- Can the project be completed in a reasonable time limit using the resources available to the student?
- Has the student demonstrated a good knowledge and understanding of their topic, including key issues and the current state of research in this area?
- Has the work thus far produced demonstrated that the student is capable of producing PhD quality research?
- Can the student communicate and defend their ideas clearly?

To help you prepare you may want to practise summarising your thesis aims and methodology, expressing your ideas and discussing the current state of research with your fellow PhD students.

Please ensure that your supervisor has read and approved a final draft of your work before submission and that it meets the highest standards of presentation and language.

What is the outcome of the Confirmation Review?

...
Review process?

The outcome of the review will be decided on the basis of written work and performance in the exam. You will not hear about the outcome until the panel has had the opportunity to deliberate following the examination.

The following outcomes are available from the Confirmation Review:

• Pass: Confirmation of doctoral status
• Deferral: Deferral of a result pending a second attempt to take place no later than 18 months following the start of the student’s study
• Fail: Student is transferred to an MPhil programme (normally only available following a second attempt)

Whatever the outcome of your confirmation review, you will receive a report outlining the strengths and weaknesses of your work and the justifications for the decision of the panel. This report is normally sent to students and submitted to the RIS within two weeks of your review panel meeting.

If there are concerns about your progress you will be offered the opportunity to undergo a second Confirmation Review within 18 months of your registration date. If there are still serious concerns after this second attempt you will no longer be permitted to remain on a doctoral degree and will instead be transferred to an MPhil degree. This will normally result in a reduction in your time limit for completion.

If you have a Tier 4 Student Visa any reduction in your study time limit will need to be reported to the UK Border Agency within 10 days of your change of degree programme being confirmed by the University.

What if I want to appeal?

If you are unhappy with particular aspects of your Confirmation Review process you should first approach your supervisor and the head of graduate studies Irini Katsirea. If she is a panel member for your review you should then approach the head of research, Professor Jackie Harrison. Please note that, as with all work at a university, academic judgement is not a ground for appeal.

A student who fails can appeal the decision under the University’s General Regulations for Academic Appeals as outlined at: www.sheffield.ac.uk/polopoly_fs/1.422826!/file/XXII_general-regulations-as-to-academic-appeals.pdf

Relevant guidance on the confirmation review can be found on the PGR Hub on MOLE and at: www.sheffield.ac.uk/ris/pgr/code/confirmation
SSiD

The Student Services Information Desk (SSiD) is a central point for general information on many University services providing leaflets, location maps, prospectuses and other useful publications. The services listed below are available from the Student Services Information Desk:

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

The desk is at the Students' Union, Western Bank, Sheffield S10 2TG (telephone 0114 222 1299). The opening times are Monday to Friday, 9:00am to 5:00pm.

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

Student Skills and Development Centre

The Student Skills and Development Centre provides a range of support services, including tutorials on how to improve your study skills, maths skills, disability and dyslexia support. Please visit their website for more information: www.sheffield.ac.uk/ssid/301

Books

Your subject tutors will indicate the relevant books for each module. The University bookshop is Blackwells on Mappin Street. Another good bookshop is Waterstones in Orchard Square.

MUSE

MUSE gives easy access to online services provided by the University's Corporate Information and Computing Services (CiCS) and other departments. Sign in once with your University username and password then click the 'My services' menu to access all your online services.

To sign in to access your online services:

1. Go to any standard University of Sheffield web page
2. Click the 'Log in to MUSE' link in the top row of links
3. Enter your username and password and click 'Log in'
4. You will be signed in and redirected to a landing page of information
5. You will notice a new 'My services' menu in the top row of links from which you can select and start online services.

As you navigate around the University website the 'My services' menu will remain available to you.
The University libraries

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

All the information you need to get started with using the library and computing services can be found at: www.sheffield.ac.uk/library/services/new

For general enquiries, contact the Library Help Desk:

Email: library@sheffield.ac.uk
Telephone: 0114 222 7200
Or visit the Information Desk at any library site.

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

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

The electronic library

MUSE, the University of Sheffield portal, gives you personalised access to the University’s online resources. From the StarPlus – Library Catalogue tab in MUSE, you can:

- Find and request the books you need via the online catalogue
- Renew your library loans and pay any charges you may have incurred
- See your reading lists
- Access electronic resources, such as e-journals, e-books, 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 applications relevant to your degree. To see our student computer rooms and computer availability, visit www.sheffield.ac.uk/cics/computers

Printing

The student printing service is known as the Pre-Pay Printing System or Printing and Copying Management System (PCMS). Students send jobs to a printer and then use print release stations to print their work. You can print to student printers from University computers or from your own laptop or desktop computer at home.

All the information regarding the University printers can be found at: www.sheffield.ac.uk/cics/printing/student

MOLE

My Online Learning Environment (MOLE) hosts a comprehensive suite of tools to facilitate online learning.

This includes discussion boards, chat rooms, an assignment drop-off box and quizzing that incorporates five different question types.

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

Your student email can be accessed via MUSE. University email is provided via Gmail and assistance on using Gmail can be found at: [www.sheffield.ac.uk/cics/email](http://www.sheffield.ac.uk/cics/email)

Please be sure to check your University email account regularly for information about your course, lectures and announcements.

**Lost property**

The University of Sheffield’s mail room is responsible for property found on campus. For lost property enquiries please contact Rob Walsh on 0114 222 9233 or email lostproperty@sheffield.ac.uk.

Any property found on campus should be taken to the nearest porter’s lodge.

Customer services at the Edge are responsible for property found on the Endcliffe Village site. Please take any items found to the customer services desk at the Edge.

For lost property enquiries please contact customer services on 0114 222 8800.

**Chaplaincy service**

The chaplains, associate chaplains and religious advisers to the University extend a warm welcome to all members of the University. They are committed to providing a high quality pastoral service to staff and students of all faiths and none.

The staff of the chaplaincy service work together in co-operation with Student Services. If you would like to talk to someone at any time, please feel free to contact them. They are available to everyone within the University, offering care and support, as well as opportunities for worship, prayer and the exploration of faith and spirituality.

For contact details and other information, see [www.sheffield.ac.uk/ssd/chaplains](http://www.sheffield.ac.uk/ssd/chaplains)

**Sheffield University Nightline**

Nightline is the University of Sheffield’s confidential listening and information telephone service. It is run by trained student volunteers who are there to help you with any problem or concern you may have.

Whether contacting Nightline by phone or email, your identity will remain anonymous.

Nightline can be contacted on 0114 222 8787 for listening, 0114 222 8788 for information, or by emailing nightline@sheffield.ac.uk. The team will reply within 48 hours.

To find out more please visit [www.sheffield.ac.uk/ssid/contacts/nightline](http://www.sheffield.ac.uk/ssid/contacts/nightline) or if you are interested in volunteering please email sunl@sheffield.ac.uk.

**ELTC**

The English Language Teaching Centre (ELTC) offers a wide range of English language courses and services for University students. If you are looking to improve your English, please visit [www.sheffield.ac.uk/eltc](http://www.sheffield.ac.uk/eltc)

**Accommodation**

Provided you meet certain conditions, all postgraduates at the University of Sheffield are guaranteed a place in University-owned or partnership accommodation during your first year. More details on postgraduate accommodation can be found by visiting [www.sheffield.ac.uk/postgraduate/accommodation](http://www.sheffield.ac.uk/postgraduate/accommodation)
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.

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

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

Working out of hours

Normal University hours are 7:30am to 6:00pm Monday to Friday. If you wish to work outside of these hours you will need to undertake out-of-hours safety training and fire safety training, which can be accessed at https://hs.shef.ac.uk/

Once you have undertaken this training please email your certificate and UCard number to Sam Bharath (sam.bharath@sheffield.ac.uk), who will arrange for your UCard to be updated and provide you with an alarm code for the building. Each student has an individual alarm code. You must not share this code with anyone.

All students working within the department are also required to undertake the display screen equipment (DSE) training module accessed via the same link as the out-of-hours training above. If you are not working within the department you are still strongly advised to undertake this training.

Fire alarms and what to do in the event of a fire

The fire alarm is tested each Tuesday morning and should only sound for a short time; no action is required.

If you hear a continuous alarm please evacuate the building immediately via your nearest exit. The assembly point in the event of an evacuation is St George's church yard which is located on Mappin Street and can be found on the campus map. Fire marshals wearing yellow high-vis vests will be around to assist with the evacuation.

Make sure you are familiar with the fire safety procedures detailed at: www.sheffield.ac.uk/hs/fire

First aid

A list of all our first aiders is displayed on the noticeboard in the PGR study space on the second floor of 9 Mappin Street. If you require first aid please come to the Student Support and Enquiry Desk.
Welfare and careers.

**University Health Service**

Health Centre, 53 Gell Street,
Sheffield S3 7QP

Telephone: 0114 222 2100 (24 hrs)

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. It is based at 36 Wilkinson Street, Sheffield 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 is available at:
www.sheffield.ac.uk/counselling

**Careers**

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

The Careers Service also offers:

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

- Individual guidance interviews to discuss personal career plans.

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

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

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

For the Careers Service’s location and 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.

References

The following points are suggested as good manners and good practice when asking members of staff (or indeed, anyone) for references. The department would like all students to follow this guide.

- Provide your personal tutor with your current CV.
- Keep your personal tutor well-informed about the jobs you have applied for (provide a job description if possible).
- Ideally provide a copy of any application to your personal tutor.
- Keep your personal tutor up to date with your progress, especially where a job has been offered or accepted.
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, 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.

The Department of Journalism Studies has a Disability Liaison Officer (DLO), Amanda Sewell ([a.j.sewell@sheffield.ac.uk](mailto:a.j.sewell@sheffield.ac.uk)). DLOs are a useful additional source of help to disabled students and you can contact Amanda if you have a question or concern, particularly if it is related to departmental support or processes.

With your permission, DDSS will send Amanda information relating to your disability and provide some guidance on how your department can best support you. We will ask your DLO to pass this information on to all staff in the department who will be working with you each semester. You will get a chance to discuss this with your disability adviser before any information is sent.
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 (where to get help)
www.sheffield.ac.uk/ssid

Check Your University Record (enables students to access to their own central University record)
www.sheffield.ac.uk/ssid/record/pers_inf

Information for disabled students
www.sheffield.ac.uk/disability

Online forms available via the Research & Innovation Services website
www.sheffield.ac.uk/ris/pgr/code/forms

Financial information for students
www.sheffield.ac.uk/ris/pgr/code/fees

University regulations (via the Calendar website)
www.sheffield.ac.uk/calendar
Contact us

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

Campus map
www.sheffield.ac.uk/visitors/mapsandtravel
(we are building 167)