Postgraduate Research Handbook.
Welcome to the University of Sheffield; an extraordinary institution situated in an extraordinary city.

Welcome to the Department of Landscape at the University of Sheffield.

As a multidisciplinary subject, Landscape Architecture attracts research students interested in a broad range of subjects. The Department is proud to encourage this diversity and offers its research students the flexibility to approach their research questions from a variety of perspectives from Social Sciences and Arts to pure Sciences.

Our dedicated Post Graduate Research rooms on Floor 9 of the iconic Arts Tower offer very good facilities and excellent views! More than this, you'll find a lively and supportive research environment in the Department, led by our world leading academic staff. Our Postgraduate research students are an important part of the Department’s rich research culture and you will have the opportunity to discuss and defend your ideas and share your unique discoveries with your peers.

You will also find excellent training opportunities outside of the Department. The University Doctoral Development Programme (DDP) is a flexible, on-going training plan that is an integral part of your research degree and can be tailored to your individual needs.

It helps you progress through your research studies by identifying the skills and experience that you already have and providing opportunities to enhance your existing skills and to acquire new skills and experience.

Your supervisor will help you decide what research training is most appropriate, both at the start of your degree and as you progress, using tools such as the Training Needs Analysis Form (TNA) and Development Plan. The DDP is compulsory for all research students including part-time and off-campus students.

This handbook is designed to provide you with the key information you will need during your degree. It sets out what is expected of you and directs you on where to go should you need help or advice.

We hope that you are invigorated by your research here in the Department of Landscape and that you find the process of completing your PhD both rewarding and inspiring.

Prof. James Hitchmough, Head of Department September 2016
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Key Information.

Department of Landscape

We are the UK's leading department for Landscape Architecture. The management of the Department is the responsibility of the Head of Department, Professor James Hitchmough.

The coordinator for postgraduate research is Dr Ross Cameron.

Professional Support Staff in the Departmental office can offer help and advice on a range of issues. During the semesters the office will be open between 9.00am and 4.00pm. Appointments can be made with the receptionist to meet with members of the support team to resolve queries.

The Support team are:

Denise Hall – Departmental Manager
Helen Morris – Postgraduate Research and Learning and Teaching Support Manager
Emma Shaw – Student Journey Admissions Manager
Xue Wang – Student Journey Officer
Elliott Morris – Office and studio support assistant
Paula Fearn – PA to Head of Department
Paul Buck – IT Officer
Jeff Sorrill – Business Development Manager
Charlotte Cremers – Market Development Officer
Hannah Whitelam – Marketing and Communications Officer

Communication with Students

E-mail

We communicate with year groups and individual students by e-mail. Please note all e-mail correspondence will go to your university account address and not to personal e-mail addresses. You should check your university e-mails regularly, preferably on a daily basis, or you will miss important information.

Notice boards

The Notice boards in your studio are also an important form of communication between department staff and students. It is your responsibility to check the board daily, or whenever you are in the studio, for any recent information. Urgent notices are also sometimes posted on your studio doors so please make sure you check doors and notice boards for information when you are in the department.

Pigeon Holes - Internal and External Mail for Students

Occasionally internal mail for students may arrive in the Department office. If so you will be e-mailed to collect it from the reception area. Please note that you should NOT use the departmental address for general communication with friends and family, or for receipt of ordered goods.
The Doctoral Academy.

The Doctoral Academy is the name of the University of Sheffield’s research environment for PGR students. It offers training, 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 online at: [http://wrdtc.ac.uk/](http://wrdtc.ac.uk/). and for any questions about the DTC, please e-mail enquiries@wrdtc.ac.uk
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 secondary 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.

Secondary Supervisors
Secondary 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 secondary 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 secondary supervisor has two roles:

Review meetings – Once per year there should be a review meeting involving the student and primary and secondary 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.

Pre-final draft review – The secondary 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/supervision

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
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.

This can be found at [www.sheffield.ac.uk/ris/pgr/code/loa](http://www.sheffield.ac.uk/ris/pgr/code/loa)

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.

More detailed information is available from:

www.sheffield.ac.uk/ssid/international/immigration/cos

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.
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/reg

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, the University has adopted software called PebblePad that you may use to produce evidence for your DDP ePortfolio. It may be a requirement set by your department/faculty that you use Pebblepad to build your ePortfolio.

Further information on your ePortfolio can be found at:

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

You can log in to PebblePad by visiting:

v3.pebblepad.co.uk/login/sheffield/
Research facilities and environment.

Each student has access to the following:

Study space - study space is provided within the Graduate Research School on Floor 9 of the Arts Tower. Please note, that because of increasing student numbers, Departmental space can no longer be guaranteed for students who exceed their normal period of registration. Part-time students may have to share desk space if it is likely that they will be in the Department on an occasional basis only.

Computing facilities – Currently the Department makes desk top computers available for each Research Student if this is required, or alternatively we will provide an external monitor for use with your own laptop. Further computing facilities are available in the Departmental computing rooms. Additional facilities are available via the University Computing Centre and other open access facilities distributed throughout the campus. Information about computing courses is also available from this source.

Stationery – Printing and copying paper is available via the Departmental Reception on Floor 13 and headed note paper is available at the discretion of the Office.

Mail - the Department does not cover the cost of postage in conjunction with postgraduate research. The full cost of postal questionnaires must, therefore, be met from your own funds. Stamped letters may be posted from the Office.

Conferences - postgraduates presenting papers at conferences can claim their costs (within limits) from the University’s Learned Society Fund (LSF). One claim per year can also be made to the LSF for attendance at a conference at which a paper is not being presented.

Language support - specialist language training is available within the University if appropriate.

Out-of-hours working

PGR access to the Arts Tower.

Normal Arts Tower opening times are weekdays between 8.00 am and 6.00 pm. Post Graduate Research Students are given special dispensation and are allowed to access the Floor 9 Graduate School on a 24 hour basis, including Saturday and Sunday, subject to completing Out of Hours training and Fire training. PGR students are all considered to hold the responsibility of Fire Marshall, and online training and induction will be provided for this purpose at the beginning of the academic year.

A signing in/out system operates within the building so that it is possible to determine where everybody is in the event of an emergency. The importance of using the in/out book, which is located by the Porters Lodge desk, cannot be over-emphasised. EVERYBODY MUST SIGN THE BOOK when working out of normal hours, i.e. before 08:00am hrs and after 6:00pm.

Administrative Support

Helen Morris is responsible for administrative support of postgraduate students and
enquiries should be made to her in the first instance. While Departmental support staff will do all they can to help with any problems you may have, it is not their role to help with clerical aspects of student projects, such as filling envelopes and sending out questionnaires.

**University facilities**

The following webpage outlines some of the facilities which are available for PGR students to undertake their research in:

www.sheffield.ac.uk/ris/pgr/facilities

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**Research student tutors and personal tutors.**

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

Your personal tutor will organise to meet you periodically during your time at University to discuss how you are getting on and if you have any concerns. However, if you are experiencing difficulties, don't wait for your scheduled meeting - contact your personal tutor as they will want to help you identify ways to help resolve the problem. You can e-mail or phone your personal tutor to ask for an appointment or visit your personal tutor during their office hours. It is important to meet with your personal tutor early in on in your programme so you know who to go to if you have a problem. It is vital to inform your personal tutor of any changes in your circumstances, especially if these affect your academic work.

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 & Integrity Training

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

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

Applying for ethics approval

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

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

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

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

Funding opportunities and schemes

This section provides an overview of mechanisms and schemes that can be used to identify relevant funding opportunities. You will need your MUSE log in details to access the following page.

www.sheffield.ac.uk/ris/application/fundingopps

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, 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.
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
General Thesis Assessment.

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

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

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

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

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

Information regarding the correct use of third-party copyright material can be found by visiting:

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

Publishing or posting research online

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

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

The best way to make research available online is through White Rose Research Online (WRRO):

www.sheffield.ac.uk/ris/post-project/mypublications
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 thesis

Students are advised to consult their supervisor regarding any subject-specific aspects of the thesis. This may include photographs or diagrams or the presentation of supplementary information such as DVDs. Permission to submit non-standard material should be gained by the student’s supervisor from faculty prior to the submission.

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

The following online resource outlines the necessary preparation for the thesis in greater detail:

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

Acceptable support in writing the thesis

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

The supervisor(s) are not permitted to re-write text that changes the meaning of the text and are not able to change the content of the thesis.

Word limits

The Faculty of Social Sciences advises that 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 name in the list on the library website:

www.librarydevelopment.group.shef.ac.uk/referencing.html

Formatting and binding of thesis

Prior to 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 that is compliant with University standards. For information on printing options, submission and pricing, please visit:

www.sheffield.ac.uk/cics/printanddesign
The University of Sheffield

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Thesis submission.

**Electronic submission (Turnitin)**

The University requires all thesis for higher degrees by research to be submitted to Turnitin. For PGR 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**

Thesis for higher degrees by research must be submitted in person to Research & Innovation Services (not to the student’s department or directly to the examiners).

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

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

For regulations regarding the physical submission of work, please visit:

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

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**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
- Seminars/training sessions addressing topics such as how to prepare for the viva
- Offer of support from the supervisor on the day of the viva, including attending whole viva or just the feedback session with the examiners.

Arrangements for the oral examination (viva voce)

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

The 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 which have been made.

Conduct of the oral examination

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

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

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

Attending the oral examination

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

Award and conferment of degrees

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

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

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

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

The confirmation review panel takes place after about 12 months of registration, and must be completed within 18 months of initial registration.

Relevant guidance on the confirmation review can be found at:

www.sheffield.ac.uk/ris/pgr/code/confirmation
Graduation.

Following confirmation of your degree, once it has been confirmed that all debts have been cleared, you will be invited to the next appropriate graduation ceremony, which will be held either be in July or January.
University services.

SSiD

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

The opening times are Monday - Friday 9.00 am - 5.00 pm.

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

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

Student Skills and Development Centre

The Student Skills and Development Centre provides a range of support services, including tutorials on how to improve your study skills, math skills, disability and dyslexia support. Please visit their website for more information:

www.sheffield.ac.uk/ssid/301

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

Help and support

For general enquiries, contact the Library help desk by:

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

A list of subject specific contacts are also available at:

www.sheffield.ac.uk/library/libstaff/sllist

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

The electronic library

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

- Find and request the books you need via the online catalogue
- Renew your library loans and pay any charges you may have incurred
- See your reading lists
- Access electronic resources, such as ejournals, ebooks, subject databases
- Search Google Scholar
- Use the tutorials in the Information Skills Resource to learn how to search for information effectively, and use references correctly

Computers

All students have access to computing facilities maintained by the University’s Department of Corporate Information and Computing Services (CiCS).

These machines are linked to the University’s network and the internet, and all students can register to use them. Software available on the University’s network includes the Microsoft Office Suite as well as course relevant software. To see our student computer rooms and computer availability, please visit the link below.

www.sheffield.ac.uk/cics/computers

Printing

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

All the information regarding the University printers can be found at:

www.sheffield.ac.uk/cics/printing/student

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 e-mail**

Your student e-mail can be accessed via MUSE. University e-mail 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 e-mail 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 e-mail lostproperty@sheffield.ac.uk.

Any property found on campus should be taken to the nearest porters lodge.

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

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

**Chaplaincy service**

The Chaplains, Associate Chaplains and Religious Advisers to the University extend a warm welcome to all members of the University. We are committed to providing a high quality pastoral service to staff and students of all faiths and none.

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

For contact details and any other information, please visit our website: [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 e-mail, your identity will remain anonymous.

Nightline can be contacted on 0114 222 8787 for listening, 0114 222 8788 for information, or by e-mailing 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 e-mail 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 peoples’ safety.

Professor James Hitchmough
(Head of Department)

- Responsible for Health and Safety within the Department.

Departmental Safety Officer:
Mr Jeff Sorrill

- Manages the accident incident procedures
- Delivers Out of Hours training and induction to UG students at the start of the academic year in order to facilitate UG out of hours working
- Carries out safety checks bi-annually
- Oversees risk assessment procedures
- Chairs the quarterly Department Health and Safety Committee

Health and Safety Committee

- Oversees health and safety policies and procedures in the Department

All members of Staff and All Students

- Have responsibility for health and safety
- Should follow guidelines included in University Health and Safety Code of Practice found here:

www.sheffield.ac.uk/safety

First Aid

Students should report to the general office on floor 13 if first aid is needed
Welfare and careers.

University Health Service
Health Centre, 53 Gell Street, Sheffield S3 7QP
Telephone: 0114 222 2100 (24hrs)
E-mail: health.service@sheffield.ac.uk
More details can be found at:
www.sheffield.ac.uk/health

Counselling
The University Counselling Service provides a free, confidential service to students. They are based at 36 Wilkinson Street S10 2GB.
Telephone: 0114 222 4134
E-mail: ucs@sheffield.ac.uk
A list of useful contact telephone numbers, online information leaflets and self-help guides are available at
www.sheffield.ac.uk/counselling

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

The Careers Service also offers:
- A comprehensive website with a full range of careers information and advice. www.sheffield.ac.uk/careers/postgraduates
- Individual guidance interviews to discuss personal career plans.
- myVacancies - current and forthcoming vacancies for graduate jobs, part-time jobs, paid work experience, voluntary work, internships and placements.
- What’s On careers events, including fairs and employer presentations. See www.sheffield.ac.uk/careers/students/events

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

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

The University has adopted a policy of advising full-time students that they should not undertake paid employment in excess of 16 hours per week, alongside their studies during term time.

References

Your personal tutor is the person who should be named as your academic referee. It is therefore in your interests to get to know him or her. The better your tutor knows you, the better equipped they will be to give you a meaningful reference when the time comes.

The following points are suggested as good manners and good practice when asking members of staff (or indeed, anyone) for references:

• Provide your personal tutor with your current CV.
• Keep your personal tutor well-informed about the jobs that 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.
Useful websites for students.

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

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

Things not going right (intended to assist students in identifying sources of help and support within the University)
www.sheffield.ac.uk/ssid

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

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

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

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

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

The Department of Landscape
University of Sheffield, Floor 13, Arts Tower,
Sheffield, S10 2TN

General Enquiries
Tel: +44 (0)114 222 0600
E-mail: landscape@sheffield.ac.uk
Web: www.sheffield.ac.uk/landscape
Twitter: @LandscapeSheff