During your time here you will be exposed to a variety of experiences and learning styles all within the framework of an internationally recognised University. Our world-class teaching and research is reflected in our entry requirements and it also means that we have high expectations of our students. Our high expectations make our students uniquely useful to employers and helps to drive our reputation as a centre of academic and professional excellence.

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

The 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.

Welcome to the University of Sheffield; an extraordinary institution situated in an extraordinary city.
As a student in our department you are also a part of the Faculty of Social Sciences at the University of Sheffield. Our Faculty is made up of thirteen diverse academic departments and one institute, and we are proud of our excellent research.

The Faculty of Social Sciences is committed to giving its students the best possible student experience during their time in Sheffield. Students can take part in a range of opportunities including graduate teaching posts or becoming facilitators for our Achieve More level 1 module IPS101 The State of Sheffield: Global Perspectives on Local Issues which takes place at the end of Semester 1.

The module involves all first year students in Social Sciences and as a facilitator you will work closely with an academic lead to develop the content of your project, facilitating small groups of students and undertaking marking and feedback. For further information about graduate teaching opportunities please speak to your department and for further information about Achieve More including eligibility and how to apply please see [www.sheffield.ac.uk/faculty/social-sciences/achieve-more/graduate-teaching-opportunities](http://www.sheffield.ac.uk/faculty/social-sciences/achieve-more/graduate-teaching-opportunities)
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Welcome to Sheffield University Management School (SUMS).

Here at SUMS, we welcome you to our vibrant research community, and look forward to working with you to develop your ideas, undertake research, and drive change.

The School is home to many eminent academics who are leaders in their field of study, demonstrated through our research centres, groups and clusters. The School is an inspiring place to work, study, and make lasting connections with researchers and practitioners all over the world.

Our research ethos underpins a stimulating and dynamic environment, with dedicated postgraduate research facilities and extensive training opportunities. As a community, our PhD students are an integral part of the School, and all students are fully supported by their peers, supervisors, and the administrative team.

With SUMS, your PhD can help to change the world.

Dr Caroline Oates
Programme Director for Postgraduate Research
Departmental contact details.

**Associate Dean for Research**  
Professor Colin Williams – Room D038a  
Telephone 0114 222 3476  
Email: c.c.williams@sheffield.ac.uk

**Director of Postgraduate Research**  
Dr Caroline Oates - Room D027  
Telephone: 0114 222 3448  
Email: c.j.oates@sheffield.ac.uk

**Divisional Directors for Research and Impact (DDRI)**  
Accounting and Financial Management (AFM)  
Professor Jill Atkins – Room C079  
Telephone: 0114 222 3427  
Email: j.f.atkins@sheffield.ac.uk

**Marketing, International Enterprise & Strategy (MIES)**  
TBA – Room  
Telephone: 0114 222  
Email:

**Operations Management & Decision Sciences (OMDS)**  
Dr Andrea Genovese – Room B063  
Telephone: 0114 222 3347  
Email: a.genovese@sheffield.ac.uk

**Work, Employment, People and Organisations (WEPO)**  
Dr Kirsty Newsome – A018  
Telephone: 0114 222 3469  
Email: k.j.newsome@sheffield.ac.uk

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**The PGR Team**  
The PGR Team co-ordinates all aspects of the management of postgraduate research in the School. The following people are your first points of contact for support and guidance outside of the supervisory relationship.

**Research Office - Room C150**

**PGR Administrator**  
Mandy Robertson  
Telephone: 0114 222 3380  
Email: m.robertson@sheffield.ac.uk

**PGR Support Officer**  
Josie Smith  
Telephone: 0114 222 3477  
Email: josephine.smith@sheffield.ac.uk

**Research Manager**  
Rebecca Roberts  
Telephone: 0114 222 3215  
Email: r.e.roberts@sheffield.ac.uk
Key Resources.

Online:

The Management School PGR Hub
www.sheffield.ac.uk/management/study/researchdegrees/hub

University's Code of Practice for Research Degree Programmes

Doctoral Development Programme (DDP) Portal
www.sheffield.ac.uk/ris/pgr/ddpportal

The Faculty Social Sciences Doctoral Training Centre (DTC)
www.sheffield.ac.uk/social-sciences-dtc

Management Gateway website
management.sheffield.ac.uk/events/

The White Rose Social Science Doctoral Training Centre (DTC)
wrdtc.ac.uk/

Northern Advanced Research Training Initiative (NARTI)
lubswww.leeds.ac.uk/narti/

National Centre for Research Methods (NCRM)
www.ncrm.ac.uk

Other:

A number of reference books on being a doctoral student, thesis writing and research methods can be found in the Library at the Northumberland Road Doctoral Centre
The Doctoral Academy.

The Doctoral Academy is the name of the University of Sheffield’s research environment for PhD students. It offers training, careers advice and brings together a community of PhD 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 PhD 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 PhD 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 PhD students through the activities of each of its subject-based pathways.

You can find out more about the DTC online at: wrdtc.ac.uk, and for any questions about the DTC, please email 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 PhDs can be found at:

www.sheffield.ac.uk/calendar
Roles and responsibilities of students and supervisors.

Responsibilities of the student
As a PhD student, you are held to certain responsibilities regarding your PhD. These student responsibilities can be found at:

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

Responsibilities of the supervisor
Supervisors provide PhD 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

Supervision
You should have a minimum of two supervisors. Your two supervisors may play different roles. You will have at least one supervisor who has subject-specific expertise in the broad area in which you are researching, although both of your supervisors may have such expertise. You will have at least one supervisor who has supervised students through to successful completion of a PhD. Your supervisors may meet with you jointly, or they may prefer to meet with you individually. The Management School does not seek to prescribe exactly what arrangements you should make around the issues above. It is up to you to agree with your supervisors what arrangements will work best for you. The Management School does expect that you will meet with your supervisors once a month on average (though this at times may vary due to work schedule, e.g. during fieldwork). How you organise your preparation of work to fit in with your meetings is up to you to decide in conjunction with your supervisors.
Most relationships between supervisors and their postgraduate research students work really well. It may occasionally be necessary to make changes to the supervisory team (for example due to a staff member leaving the University). Unfortunately, there are instances where student-supervisor relationships do not work particularly well. If you consider that your relationship is not working with one or other of your supervisors to your satisfaction, you should try to speak with that supervisor, perhaps in a three-way meeting with another supervisor present. If, however, you find that you cannot resolve any problematic issues with a supervisor, you should discuss it in the first instance with the Director of Postgraduate Research in the School.

It is important that while seeking to resolve any issues, you continue to work on your research and follow the schedule of work agreed with your supervisors. If your progress has been satisfactory, but a conflict between you and a supervisor threatens further progress, it may be possible to change a supervisor if there are others with the same subject expertise of that supervisor in the School. However, it is important to note that it is not the Management School’s practice to change supervisors when a conflict has arisen due to lack of progress.

**Supervision Absence**

In addition to their other commitments, supervisors are also eligible for study leave from time to time. Although they are relieved of all normal teaching and School duties during this period, they remain responsible for their research students. Be prepared for a supervisor being less available during a period of study leave, or not available at all if he or she is going abroad. Supervisors should make provision for this period with their students well in advance, by agreeing a revised schedule of work and meetings (usually involving the second supervisor), or in certain instances for cover by a colleague who is willing to help out if needed.

Where a supervisor is absent from the University for a period of 4 weeks or more, the other supervisor will normally take on responsibility for supervision, either until the supervisor returns or until a new supervisor can be appointed. If a supervisor leaves the Management School, it will be necessary to appoint a new supervisor to the team. If the supervisor leaves when the student has 12 months or less to their submission date, it may be possible for the supervisor to continue supervising externally.
The Supervision Record form (SRF)

It is essential that the Management School has a written record of every supervisory meeting that takes place, for progress and attendance monitoring. The SRF is the main source of information available to the Management School for the purpose of fulfilling the University’s attendance monitoring procedures.

You are expected to complete a supervision record form in conjunction with your supervisors every time you meet, recording the extent to which you have realised the objectives since your last meeting, the goals that have been agreed before your next meeting and the time that is allowed between the current meeting and the next meeting (usually 4-6 weeks).

Students must use the University of Sheffield online SRF, available at: www.sheffield.ac.uk/ris/pgr/code/supervision

This form is easily completed online post-supervision meeting and allows you to log all your notes and plans from the meeting. This form is submitted online and sent to your supervisors and the Research Team for logging. Please ensure you add mgt.research@shef.ac.uk as the departmental contact.

Progress Reports and Meetings

In February each year all students must complete a progress report, the content of which must be agreed by the supervisor(s), for submission to the PGR Programme Committee.

The Annual Supervisor Progress Report is administered by Faculty in July/August. This report will come to you via your University email and should be completed promptly on-line.

At the end of semester one in your first year you will have the opportunity for a one-to-one meeting with the DDRI for your Division. For your second and third years, a progress meeting will take place in semester one. Supervisors are required to attend this meeting and it is compulsory.
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.

PhD 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 PhD 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

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](http://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. PhD 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 PhD students. The University of Sheffield wants to ensure that all PhD 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 PhD students are automatically registered on core departmental and/or Faculty-wide modules which all first year PhD 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 modules and training available to you by visiting:

www.sheffield.ac.uk/ris/pgr/ddpportal/steps/reg

Typical module choices taken by research students in your department can be found at:

www.sheffield.ac.uk/ris/pgr/ddpportal/ddpguidance/modulechoices

To receive the training necessary for your PhD, 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 PhD 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.

University facilities

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

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

Sheffield University Management School Doctoral Centre

Postgraduate research students are housed in the Doctoral Centre at 171 Northumberland Road. In order to get access to the Centre you must complete Out of Hours and Fire Safety Training (See section on Health and Safety).

The building is spread over three floors and is a combination of study space and communal space.

The Doctoral Centre has WiFi throughout and students will be offered access to a locker subject to availability. You must sign for and pay a £10 refundable deposit for an office key.

Housekeeping and Maintenance

A signing in/out book is positioned at the front door. Please sign in and out each time you enter or leave the building. If you are the last person in the building, you will be required to set the alarm (alarm information to be issued by the Research Team).

It is not permissible for you to bring in your own electrical items. The School will provide such items (e.g. heaters, fans, kettles and microwaves).

The University’s estates department (EFM) deals with any property maintenance issues. Please report any problems you see to mgt.reception@sheffield.ac.uk

Telephones

You have access to a telephone. There is a phone in each office and also one in the Meeting Room at Northumberland Road. Telephones are for work use only. The pin number to release answerphone messages should be the last four digits of the phone number. Please do not change the pin number.

Seminars and Conferences

You are expected to engage with seminars, conferences and workshops designed to broaden your knowledge and understanding of the research discipline. This includes participation in the research seminars on offer in the school and workshops offered by NARTI, the DTC, NCRM and other Universities and institutions. There is a full programme of seminars organised by each division and research centre to which all research students are very welcome.

Every year the White Rose DTC organises several conferences hosted by the White Rose member institutions. Every student is expected to participate in at least one of these conferences.
Research Student Tutors and Personal Tutors.

In the Management School your personal tutor is the Divisional Director for Research and Impact for your Division or the Programme Director for Postgraduate Research.

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 email 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.
Research Ethics.

Research ethics & integrity training

It is essential that PhD 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

If the supervisor decides that research ethics approval is not needed for the project, then a document explaining why a Research Ethics Review is not necessary needs to be submitted to the Research Office prior to confirmation review.

Please note, PGR Students should submit their ethics form at least one month prior to their fieldwork being carried out

Research Ethics enquiries should go to Rebecca Roberts (r.e.roberts@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 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

Management School Financial Support

For students not in receipt of a Research Council or University research training and support grant (RTSG) the Management School provides up to £1500 to support research. The money can be used for any research related expenditure. However, please note that this budget is for the entire duration of your studies.

If you wish to make use of these monies, you should discuss the potential expenditure with your supervisor in the first instance. If your supervisor is supportive of spending the money in the way that you propose, you should complete the application for the expenditure which is available on the Management School PGR Hub. You should ask your supervisor to countersign the form and then return it to the Research Office. Once it has been approved, the School’s Finance team will contact you. You must not make any purchases or bookings until you have received approval.

The School can make purchases/booking on your behalf. If you make the expenditure, you must keep all receipts for the monies for which you seek reimbursement up to the maximum of the £1,500.
**PhD Research Support Fund**

The purpose of the SUMS PhD Research Support Fund is to support research activity that will add significant value to the student’s PhD, with a particular focus on supporting international activity and attendance at prestigious conferences.

This funding is in addition to the student’s research training and support grant. It is expected that students applying for this funding will have allocated their own research training and support grant. Funds are only available to students who have successfully completed confirmation review.

As funds are limited, there is no automatic entitlement to funding and a full justification must be submitted for consideration.

**Award criteria where funding is requested for international or other research activity:**

- the research required for the PhD thesis involves by necessity extra costs that are over and above what is normally required (e.g., because the fieldwork needs to be conducted abroad);
- the provision of these funds will add value to the PhD that would not otherwise occur;
- the provision of these funds will improve the research quality of the PhD in a manner that would not otherwise occur;
- the application represents value-for-money in terms of return on investment in terms of value-added;
- the activity is in line with the School’s mission and vision.

**Award criteria where funding is requested for conference attendance:**

- the conference should be considered prestigious in the discipline.
- the student should be presenting a paper at the conference.
- the student should present their paper in SUMS either before the conference or within four weeks of returning.

**Funding:**

- please note, only reasonable costs will be considered, i.e. no first class travel. If in doubt about whether your costs are reasonable, please ask.
- we understand that costs may increase from the time of seeking permission to the time of making your bookings, however, if your costs increase more than 10% you must seek further approval from the Postgraduate Research Committee.

The application form can be found on the PGR Hub.
Plagiarism, Collusion and Unfair Means.

What constitutes unfair means?

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

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

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

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

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

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

6. Facilitating the use of unfair means is where any student assists a fellow student in using any of the forms of unfair means defined above, for example in submitting bought or commissioned work.
How can I avoid the use of unfair means?

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

As part of your programme of studies you will learn how to reference sources appropriately in order to avoid plagiarism. This is an essential skill that you will need throughout your University career and beyond. You should follow any guidance on the preparation of assessed work given by the academic department setting the assignment.

You are required to declare that all work submitted is entirely your own work. Many departments will ask you to attach a declaration form to all pieces of submitted work (including work submitted online). Your department will inform you how to do this.

If you have any concerns about appropriate academic practices or if you are experiencing any personal difficulties which are affecting your work, you should consult your Personal Tutor, supervisor or another member of staff involved.

What happens if I use unfair means?

Any form of unfair means is treated as a serious academic offence and action may be taken under the Discipline Regulations. For a student registered on a professionally accredited programme of study, action may also be taken under the Fitness to Practise Regulations.

Where unfair means is found to have been used, the University may impose penalties ranging from awarding no grade for the piece of work or failure in a PhD examination through to expulsion from the University in extremely serious cases.

Detection of Unfair Means

The University subscribes to a national plagiarism detection service which helps academic staff identify the original source of material submitted by students. This means that academic staff have access to specialist software that searches a database of reference material gathered from professional publications, student essay websites and other work submitted by students. It is also a resource which can help tutors and supervisors to advise students on ways of improving their referencing techniques. Your work is likely to be submitted to this service.

For further information

www.sheffield.ac.uk/ssid/procedures/grid_discipline

www.sheffield.ac.uk/ssd/sca/discipline
Teaching and paid work.

Teaching opportunities are available to help PhD 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

Availability of teaching will depend in part on the School requiring any teaching to be done by postgraduate research students and the match with student skills.

All students are asked to complete a form in late Spring indicating whether or not they wish to be considered for any teaching that may be available in the next academic year. Only students who complete and return the form will be considered for teaching.

The person responsible for all matters to do with teaching is the Associate Dean for Learning and Teaching. If you have any queries regarding teaching please contact the Student Experience Office.

Collegiate Observation, Enquiry and Discussion - COED

What is it?

Collegiate Observation, Enquiry and Discussion (COED) is for all who teach at the University of Sheffield. It replaces the previous scheme, the Annual Dialogue. The new scheme continues to emphasise the importance of a range of activities besides peer observation of teaching in the development of teaching and learning.

What is the purpose?

COED provides a framework that enables those who are involved in any teaching activity, including supervision of research students, to develop individual and collegiate practice in learning and teaching. In order to provide a high quality learning experience for our students it is essential that teaching staff engage in ongoing professional development in learning and teaching.

What does it involve?

Academic departments are expected to ensure that all who involved in teaching engage in some form of activity with peers that facilitates the development of learning and teaching practice. This could be through, e.g., some form of peer observation and feedback, through enquiry into your individual practice, to playing an active role in departmental discussions and initiatives on assessment, feedback or other areas that the department is working on.
Confirmation review process.

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

The confirmation review panel takes place after 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

Guidance for Management School Students

The confirmation review consists of two elements: a written confirmation review document and a confirmation presentation.

The confirmation review document.

The review document should be submitted a minimum of four weeks before the confirmation review period, with a deadline of 1st September 2017. There is a strict word limit of 13,000 words. Please note that any document that exceeds this maximum length will either be rejected for assessment, or assessors will read only the first 13,000.

The Management School also require confirmation review documents to be submitted to Turnitin. Please visit the PGR Hub for instructions.

The document should include the following:

- **Executive summary** – this should provide a clear and concise one-page summary of your research, including background/literature, aim and objectives/hypothesis and propositions, methods of data collection and analysis, and anticipated contribution/impact. The summary should give the reader a clear understanding of the key facets of your research and its importance. It does not count towards the word limit.

- **Literature review** – this should be within the range of 8,000-10,000 words, and should include a review of the relevant literature, discussion of theoretical background to the research problem and a clear statement of the anticipated theoretical contribution and impact/practical implications of the thesis. It might also include research questions that result from the literature review. To be eligible for successful confirmation, this should be of sufficient quality, as judged by the assessors, for presentation at an academic conference of national/international standing.

- **Methodology** – this should be 3,000-3,500 words, and should give a clear statement of the chosen research design including methods to be employed to address the questions being asked, underlying philosophical assumptions, sampling, approach to analysis, identification and discussion of key ethical issues, and any methodological difficulties envisaged and proposed solutions. There should be sufficient detail to allow assessors to decide on the feasibility of the proposed methodology and its appropriateness for the research problem being addressed. Inclusion of any preliminary empirical research (e.g. pilot study) is optional. To be eligible for successful confirmation, assessors need to be assured that the
methodology will allow the research questions/hypotheses to be addressed and produce results of sufficient quality for publication in academic journals of national/international standing.

- **Reference list** – this does not count towards the word limit.

- **Timeline until completion/GANNT chart** (as an appendix) – there should be a clearly defined plan of work activity within the time available until completion. Assessors need to be confident that the proposed work is achievable in the time frame available for timely completion and submission of the thesis.

- **Document showing progress with Training Needs and DDP** (as an appendix) – you MUST include a record of all research training and development activities undertaken (and assessment details where applicable), in addition to any Training Needs Analysis documentation as carried out in conjunction with your supervisors. This should be comprehensive and is likely to include formal modules completed, seminars attended, conference presentations, working papers produced and workshops attended so that assessors can determine whether you have/are acquiring the right skills to allow successful completion of your research and have completed all compulsory elements of training.

Please be aware that to have your status approved as a PhD student you must have completed the University’s compulsory ethics module.

### The confirmation review presentation

The confirmation review presentation is followed by an assessment panel. **Presentations** are 30 minutes’ total duration, comprising 20 minutes for your presentation and 10 minutes for questions from the audience. The presentation will be open to all staff and PGR students from the Management School, and will be chaired by the general assessor. The presentation should provide an overview of the PhD research conducted to date and the next steps. Members of the audience will have the opportunity to ask questions following the presentation about any aspects of the work.

**Assessment panel:** following the presentation session, the student will then meet with the assessment panel of two assessors. The assessors will question the student on the detail of their confirmation review document and presentation (approx. 1hr). Students will be asked to comment on the implications of social theory for their research. It is intended that the panel will simulate a viva voce for the student and offer a helpful learning opportunity in preparation for the PhD viva proper. As such, supervisors will be present as support and for the purposes of note taking but will not participate in the discussions. The panel will then ask the student to leave and the panel members will remain with supervisors to discuss the outcome of the review. The panel members can consult with the supervisors but the decision on the confirmation review’s outcome rests with the panel members. The student is then invited back into the room and informed of the confirmation review recommendation.
Possible outcomes

The possible recommended outcomes of the confirmation review process are as follows:

(i) **Pass** – confirmation of doctoral status. Indicates no further work is required.

(ii) **Revisions required** – the result is deferred pending a second attempt to take place no later than 18 months (36 for part time) following the start of the student’s study. Indicates further work is required to pass.

(iii) **Fail** – student is transferred to an MPhil programme (normally only recommended following a second attempt).

It is anticipated that many students may fall into the Revisions required category and these students will be given clear guidance on additional work required to pass the confirmation review (see below).

Written report from the assessors

The specialist assessor, with help from the general assessor, will produce a report on the document and presentation within two weeks of the confirmation review. The specialist assessor will comment on whether the student’s proposed research is likely to make a contribution to knowledge that is worthy of the award of PhD, and focus on any areas of weakness and specific suggestions for improvement. The general assessor will contribute a paragraph commenting on whether sufficient progress has been made, indicating whether the student is likely to complete on time, and also comment on any further work that might be required to pass the confirmation review.

Confirmation Review – Guidance for Assessors

There are two assessors with different but complementary roles – the specialist assessor will have in-depth knowledge of the field, and the general assessor will be responsible for maintaining rigorous standards across confirmation reviews within their division.

Specialist assessor

The role of the specialist assessor is to scrutinise the confirmation review document to assess its quality. The following areas should be addressed:

**Research questions**

Are the research aim and objectives/research question(s)/hypotheses clearly identified? Do they address a PhD level of contribution? Is there a clear link between the research questions and the literature?

**Literature review**

Does the student demonstrate a sufficient understanding of previous work in the field? Are there any omissions in the literature review?

**Methodology**

Does the proposed methodology fit with the research questions and the literature? Are the methods appropriate to address the research objectives?

**Preliminary findings**

If there is a pilot study, is it well designed and likely to be useful when implementing the main study? Has the student demonstrated an understanding of data analysis?

**Contribution to knowledge**

Is the potential contribution of the research clearly articulated? Is the level of contribution sufficient for a PhD programme? Is potential impact considered?
Research ethics
Does the student have the appropriate permissions (e.g. to access participants) and/or a clear plan for acquiring approval?

Format
Is the document well written and understandable? Are the ideas well expressed? Has the correct format (word limit, structure) been followed?

Work plan
Is the timetable for the remainder of the programme realistic and appropriate?

Training needs
Does the student have the appropriate skills to do the proposed research? If not, what changes need to be made to the TNA to ensure a timely completion?

Publication and dissemination
Are there any elements of the work that are worthy of publication and/or presentation at a conference? Please suggest any appropriate dissemination channels.

The specialist assessor will take the lead in writing the report on the review document and presentation. If the student is assessed as outcome ii (revisions required) then the report will contain clear guidance as to how any areas of identified weakness can be addressed and what any additional work may be needed before resubmission.

General assessor
The general (or divisional) assessor will assess the confirmation review document in terms of its standard compared to others across the division, and consider whether the student has made sufficient progress from registration to date, indicating whether a timely completion is likely. We also feel that it’s important that our PGR students have a good understanding of Social Theory, how it relates to research and their project in particular. Full-Time students are all expected to attend the Social Theory Module, and we expect them to be assessed on their understanding during the confirmation review. The students are aware that they will have to discuss matters relating to social theory during the confirmation review. Please therefore make sure as general assessor that this is covered in the examination. The report form will ask you to tick to confirm whether or not you feel the students have adequately engaged with social theory and understood its significance to their projects. We also ask you to cover this in your written feedback. The general assessor will also review the Turnitin report (provided by the Research Office). Once the Turnitin report has been approved, the confirmation review document will be given to the specialist assessor.

The general assessor will contribute towards the written report in consultation with the specialist assessor.

The presentation
Both assessors will attend the presentation, chaired by the general assessor. The quality of the presentation and how the student responds to questions from the audience, may be commented upon in the assessors’ report.
Confirmation review recommendation (discussed after the presentation)

Each assessor will offer their assessment of the student’s work to date, as included in the confirmation review document and presentation. Each assessor will focus on their respective roles as outlined above, and recommend whether the student’s PhD status should be confirmed. The supervisors will then be asked whether they agree with the recommendation, and will have an opportunity to state any contextual information which might have impacted negatively on the confirmation review process. Taking into account the supervisors’ views, the assessors will agree on a recommended outcome. (Where there is difficulty in reaching an agreed outcome, the Director of Postgraduate Research may be consulted). The student will be invited to return, and informed of the decision.

In the event of outcome ii revisions required
The student has up to 18 months following registration (36 months for part time students) to resubmit a revised confirmation review document, addressing all areas of weakness identified by the assessors in their report. Another oral presentation may be required at the discretion of the assessors. The assessors will review the second submission and complete a second report. The available outcomes on this second attempt include Pass (no further work required) or Fail (recommendation to transfer to an MPhil programme).
General Thesis Assessment.

The University does not permit the submission of a theses 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/systems/mypublications
Thesis
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

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 may proofread 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 theses should be 40,000 words for the MPhil and 75,000-100,000 words for the PhD, though this is not set in stone. The word count 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 theses

Prior to submission, you need be sure that the presentation of your theses 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
Thesis submission.

Electronic submission (Turnitin)
The University requires all theses for higher degrees by research to be submitted to Turnitin. For PhD 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

The Management School also requires confirmation review documents to be submitted to Turnitin. We allow one practice attempt for confirmation review document and three practice attempts for thesis submission. Please visit the PGR Hub for instructions.

Physical submission
Theses 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

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 when 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 PhD 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 PhD 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.

Guidelines 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

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.

The Management School hosts its own reception on graduation day to which you will be invited.
University services.

**SSiD**

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

Students' Union, Western Bank, Sheffield, S10 2TG

Telephone: 0114 222 1299.

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

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

Useful information for students can be found on the SSiD website:

www.sheffield.ac.uk/ssid

**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

**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 Library**

There are four libraries on campus, providing a range of study spaces. All the information you need to get started with using library and computing services is available at

www.sheffield.ac.uk/library/services/new
Finding what you need

Go to the My services menu in MUSE, and follow the link to the StarPlus Library Catalogue. This provides access to digital collections (ebooks, ejournals and databases) and information about print collections at all sites.

The StarPlus welcome page has quick links to all the key information you need, including reading lists, subject guides and information skills resources to help you find and evaluate information.

The information skills resource also includes online guides to help you reference information correctly in your course work.

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

Help & Support

Contact the Library by email library@sheffield.ac.uk, telephone 0114 222 7200 or ask for help at the information desk at any Library site.

Find the Liaison Librarian for your department at www.sheffield.ac.uk/library/libstaff/sllist

The electronic library

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

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

Computers

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

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

www.sheffield.ac.uk/cics/computers

Printing

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

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

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

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 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, information about places of worship and any other information, please visit our website:

[www.sheffield.ac.uk/chaplaincy](http://www.sheffield.ac.uk/chaplaincy)

**Sheffield University Nightline**

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

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

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

To find out more please visit

[www.sheffield.ac.uk/ssid/contacts/nightline](http://www.sheffield.ac.uk/ssid/contacts/nightline)

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)
Information for disabled or dyslexic students.

If you have a disability, medical condition, or specific learning difficulty, we seek to ensure that your chances of academic success are not reduced because of it. 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 on specific issues.
- Formalising alternative arrangements for examinations and assessments, e.g. extra time in examinations; reasonable adjustments to assessment tasks; or alternative assessment formats. (These cannot be organized by the department without DDSS involvement)

See [www.sheffield.ac.uk/ssid/disability](http://www.sheffield.ac.uk/ssid/disability) for more information.
Health and Safety.

The University has a duty of care to ensure that H&S procedures are in place, however, all students have to ensure that they work safely and do not engage in any activities that make the University an unsafe place to work for either themselves or for others.

Please read the following carefully and remember we all have a responsibility for our own and other people’s safety.

FIRE SAFETY

When you arrive at the Doctoral Centre and the main Management School building, please take time to walk around the building to familiarise yourself with the fire exits in the building and the fire assembly point - Northumberland Road Car Park.

Please ensure that doors are not wedged open as these doors restrict the spread of smoke and fire around the building.

It is not permissible for you to bring in your own electrical items. The School will provide and ensure they are fully tested electrical items that may be required (e.g. heaters, fans, kettles, microwaves).

There is a fire alarm test in the building every Monday at 13.30. Please be aware that if the fire alarm sounds for more than 30 seconds it is not a test. You should evacuate by the nearest available exit and make your way to the fire assembly point. You should remain there until you have been informed that it is safe to return to the Doctoral Centre.

Practice fire drills are arranged during the first few weeks of term each year. These are full evacuations and you will be required to leave the building and go to the assembly point.

FIRST AID

The Management School has four members of staff who are trained first aiders. These are:

- **Michaela Barton**, External Relations Team, telephone 0114 222 3336
- **Laura Dean**, Lecturer, telephone 0114 222 3438
- **Paul Nile**, IT Office, telephone 0114 222 3351
- **Hannah Sawiski**, Reception, telephone 0114 222 3232

If you wish to volunteer as a first aider, we can make the necessary arrangements for you to attend a training course free of charge.

In the event of an accident please submit the relevant details via the university’s online accident reporting system (https://air.shef.ac.uk/users/sign_in)

UNIVERSITY SECURITY

To contact security in an emergency call 4444 on an internal telephone (or 0114 222 4444 from an outside line or mobile).

Any other less serious issues relating to security please telephone extension 24085 (or 0114 222 4085 from an outside line or mobile).
H&S TRAINING PROGRAMME

The following training is compulsory and should be completed as part of the induction process. However, if you do miss the induction event, you should complete the training within four weeks of your start date.

- General H&S Induction (remains valid)
  hs.shef.ac.uk/training_courses/health-and-safety-induction

- Fire Safety (remains valid for one year)
  hs.shef.ac.uk/subject_areas/fire-safety

- Display Screen Equipment (remains valid indefinitely unless a significant change occurs)
  hs.shef.ac.uk/subject_areas/display-screen-equipment-dse

- Out-of-Hours (remains valid for three years)
  hs.shef.ac.uk/subject_areas/out-of-hours

Access to the Doctoral Centre is by swipe card access. Access will be only be given to students that have completed the necessary training as outlined above.

A signing in/out book is positioned at the front door. Please sign in and out each time you enter or leave the building. If you are the last person in the building, you will be required to set the alarm (alarm information to be issued by the Research Team).

Compliance reports are downloaded on a monthly basis to ensure that this training is completed and kept up-to-date.

Thank you for taking the time to read this information. If you would like further information, please see the University’s H&S website at www.sheffield.ac.uk/hs.

If you need any further information, please contact mgt.reception@sheffield.ac.uk
Useful Websites for Students.

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

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

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

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

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

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

Online forms available via the SSiD website
www.sheffield.ac.uk/ssid/forms

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

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

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

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

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Conduit Road, University of Sheffield.
Sheffield S10 1FL

General Enquiries
Tel: +44 (0) 114 222 3232
Email sums@sheffield.ac.uk
Web www.sheffield.ac.uk/management