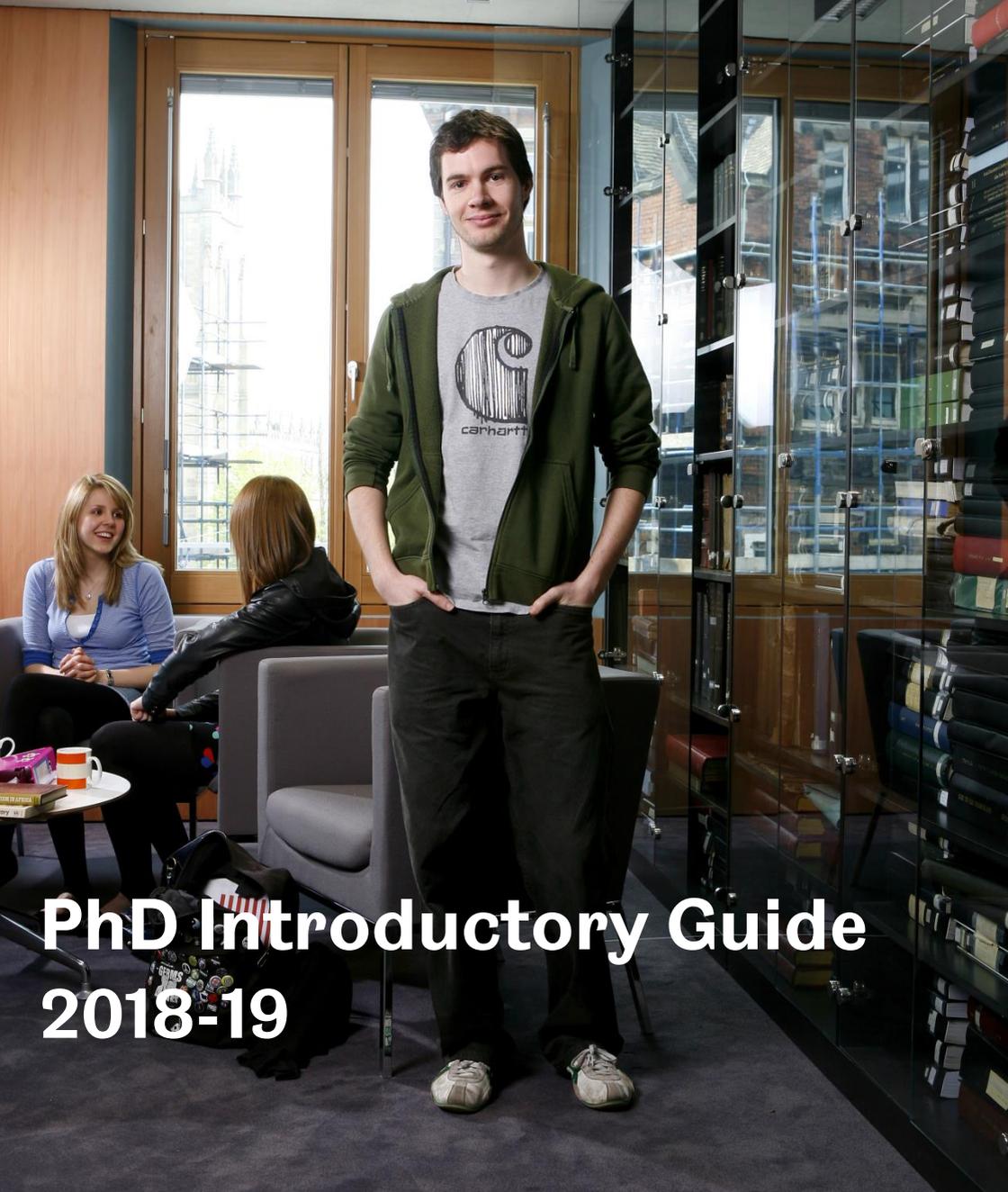




The
University
Of
Sheffield.

Department
Of
History



PhD Introductory Guide 2018-19

Welcome to the Department of History!

We are really pleased that you have decided to study for your History research degree here at Sheffield.

This handbook is a short guide to postgraduate study in History at Sheffield. It's designed to provide an introduction to research in History, highlight key events and the support that the Department, and the University, can offer you during your time at Sheffield.

More information about the research programme is available on the PhD student webpages and in the History Online Postgrad organisation in MOLE.* We recommend taking the time to review the full website information in your first few weeks of study:

www.sheffield.ac.uk/history/current_students/postgraduate/PhD

We hope you find this information useful and look forward to welcoming you to the Department!

*If you haven't studied at Sheffield before, and you have questions about using the University IT systems, you can speak to our Faculty IT staff at the IT drop-in.

Postgraduate life in the Department

The Department is a friendly place to study. Our staff make a point of ensuring that all graduate students have the opportunity to meet regularly with other postgraduate students, academics and visiting lecturers for support and the exchange of ideas. PhD students are particularly encouraged to attend the departmental seminars – which take place most Tuesdays during term-time – and other relevant research events. These can also form part of your engagement with the Doctoral Development Programme.

Our current students are also very active in helping to create a departmental research community of both taught and research postgraduate students and academic staff. Postgraduate students have their own forum and organise a variety of research and social events throughout the year including discussion groups that cover a wide range of fields from medieval to modern history and including gender history and world history.

Keep an eye on the postgraduate noticeboard in the History Online Postgrad organisation in MOLE, and the departmental news and events website for more information about events. You will also be emailed about key activities including Departmental and University-wide academic and careers events.

For more information about becoming involved in postgraduate activities see the welcome leaflet from our current postgrads on our registration webpage and join their Facebook group:

www.sheffield.ac.uk/history/current_students/postgraduate/registration
www.facebook.com/groups/502917699838648/

You can also get involved in the postgraduate community by becoming a research student representative either in the Department or in the Faculty.

Find out more in the Get Involved section on the PhD student webpages.

What topics are other students in the Department researching?

To give you some idea of the breadth of research topics currently being studied within the Department, and to help you find other research students with similar interests, there are webpages devoted to research students on our history site.

View information about current research students:

www.sheffield.ac.uk/history/research/students.

Registration

Registration takes place during Intro Week - 17-21 September.

The first registration activity for PhD students is on Thursday 21 September, so don't forget to make sure you're available in Sheffield by this date.

Here's a check list of the things you will need to do before the end of Intro Week:

1. Attend the History induction meeting
2. Have your passport and visa scanned and verified (international students only)
3. Collect your Biometric Residence Permit (international students only)
4. Provide proof of your qualifications (non-Sheffield graduates only)
5. Complete your University registration
6. Collect your student card (uCard)
7. Attend the PG welcome drinks!

And things that you should do in the first 3 weeks of term:

8. Attend the Arts and Humanities IT Drop-in (for students with any questions about how to use Sheffield's IT systems)
9. Attend the Faculty of Arts and Humanities induction meeting
10. Complete a provisional Training Needs Analysis Form
11. Have a meeting with your supervisor
12. Finalise your Training Needs Analysis Form and complete a Development Plan
13. Register for modules under the Doctoral Development Programme
14. Submit a copy of your Training Needs Analysis Form and Development Plan to the Postgraduate Support Manager
15. Undertake appropriate health and safety training

More details on these activities are available in the Intro Week Programme.

You should already have access to our registration website but here's a reminder:

www.sheffield.ac.uk/history/current_students/postgraduate/registration.

More information about the Doctoral Development Programme, Training Needs Analysis Form and Development Plan is available on pages 7-8 of this booklet.

Information about health and safety training is available on the PhD student webpages.

University regulations

Admission to the University is subject to the requirement that you will comply with the University's registration procedure and will duly observe the Charter, Statutes, Ordinances and Regulations of the University. The General University Regulations apply to all students in all Faculties.

www.sheffield.ac.uk/calendar

Our Commitment

You should also review the University's Our Commitment information.

Our Commitment is the University's partnership document struck between staff and students as members of the University. It sets out what we all commit to do to ensure the best learning experience. It has been written by staff and students and is collectively owned by the University and the Students' Union.

Our commitment is best understood as a statement of collective ethos, setting out the qualities and responsibilities underpinning the education on University of Sheffield degree programmes. It has been endorsed by the President and Vice-Chancellor of the University and the President of the Students' Union, on behalf of all staff and students. You should read this information carefully to make sure that you know both the commitment that you are making as a student and the commitment you can expect from our staff.

www.sheffield.ac.uk/ssid/ourcommitment

Code of Practice for Research Degrees

Students are also expected to adhere to the Research Services Code of Practice for Research Degrees which is available on the Research Services website. A hardcopy of this guide will also be made available as part of registration.

www.sheffield.ac.uk/rs/code

How the PhD programme works

The PhD programme includes three years' registration and you should work towards submitting at the end of your third year. For part-time students this is six years' registration.

Please note that full-time students starting in 2018 on EPSRC and Hossein Farny studentships will have a registration period and time limit of 3.5 years.

You will find information about fees, devising your project and objectives for the research programme on our PhD student webpages.

Your supervisory team

All students have a supervisory team, usually made up of a primary and a secondary supervisor. You should already know who your primary supervisor is and are likely to have had at least some contact with them before you arrive. You will be given information about your secondary supervisor when you begin your studies.

Your relationship with your supervisors is vital to the successful outcome of your work – you and your supervisors have a joint responsibility for your progress.

Find out more about the roles of primary and secondary supervisors; and student and staff responsibilities on the PhD student webpages.

Your progress

When you arrive, you and your supervisors should agree a schedule of work. During the course of your research, you will have regular meetings with your supervisor(s) to discuss your progress with your research and development. Supervision meetings should take place approximately every 4 weeks for full-time students and every 8 weeks for part-time students. For remote location students these can take place using Skype or another appropriate method.

In addition to these meetings, all students will have annual and bi-annual reviews. During May and June of your first year (second year for part-time students) you will also undertake a Confirmation Review process to have your status as a PhD student confirmed (see page 9).

A record of all meetings should be kept using the Supervision Report Form available on the PhD student webpages.

Find out more about how you and your supervisors will review your progress on the PhD student webpages.

The annual research student cycle

This timetable is designed to give you an overview of the key dates in the research student cycle. You can also view the semester dates on the PhD student webpages.

Month	Activity	Year 1	Years 2-3 (2-6 part-time)
October	Discuss your training needs with your supervisor(s) and complete a Training Needs Analysis Form	x	x
	Complete a Development Plan with your supervisor(s)	x	
	Register for modules under the Doctoral Development Programme	x	x
	Submit a copy of your TNA and Development Plan (year 1 only) to the Postgraduate Support Manager	x	x
	Annual review meeting – a meeting with both of your supervisors to discuss your progress with your research and development over the last 12 months and your plans for the coming academic year.		x
March/April	Bi-annual review meetings with supervisors	x	x
April	PGR Showcase - an event to help first year students prepare for Confirmation Review. Students in all years are encouraged to attend to support the first years*	x	
May	Submit your Confirmation Review Paperwork*	x	
June	Confirmation Review Meeting*	x	
All year	Keep an electronic record of your progress with the Doctoral Development Programme	x	x
	Have regular meetings with your supervisor to discuss your research – approximately every 4 weeks for full-time and 8 weeks for part-time students.	x	x

*part-time students will undertake confirmation review activities in their second year

Supporting your skills development

The Doctoral Development Programme

The Doctoral Development Programme (DDP) is a flexible ongoing training plan for all research students.

It helps you progress through your research studies by identifying the skills and experience you already have and providing opportunities to enhance your existing skills and to acquire new skills and experience. At the end of your period of study, you will have acquired transferrable skills that will not only make you a successful researcher but also extend your options for employment more broadly.

This training may be provided through attending modules offered within the Department or elsewhere in the University. But the DDP is not only about formal courses and classes. Your developmental needs may also be about gaining different forms of experience such as participating in research events, networking, or focusing on particular aspects of presentation and study skills.

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.

What do I need to do first?

- Look at the DDP webpages, including considering available modules, seminars and language training: www.shef.ac.uk/rs/ddportal/about
- Complete a provisional TNA Form to bring to your first supervisory meeting
- Discuss your training needs with your supervisor
- Finalise your TNA and complete a Development Plan
- Register for modules via the DDP website
- Submit hardcopies of both forms to the Postgraduate Support Manager

Additional information on modules

- You will take one compulsory module called *Research Ethics and Integrity*
- You are also able to take history MA modules appropriate to your area of research and development needs. You should contact the Postgraduate Support Manager to discuss availability and to register. You can view the MA modules being offered in 2018-19 here: www.sheffield.ac.uk/history/current_students/postgraduate/phd/skills/ddp/history.
- Language modules - please note that places can fill up fast, so we recommend looking at language modules as soon as possible and discussing these with your

supervisor before you arrive in Sheffield. You will find information about languages as part of DDP here: www.sheffield.ac.uk/rs/ddportal/languages and here www.sheffield.ac.uk/mltc/application. You should also make sure to complete the application form, available on the above webpage.

And after that?

- Keep an electronic portfolio of your training and development throughout your degree: www.sheffield.ac.uk/rs/ddportal/steps/eportfolio
- After three months meet with your supervisor to discuss your DDP progress so far and make any necessary adjustments
- In May of your first year submit a summary of your engagement with the DDP so far as part of your Confirmation Review
- Undertake an annual review of your training needs with your supervisor
- Following this meeting, submit a new TNA form to the Postgraduate Support Manager and register for any DDP modules you want to take that academic year
- At the end of your third year submit a summary of your engagement with the DDP: www.sheffield.ac.uk/rs/ddportal/cont/ddpsummary

Ethics

As indicated above, you will take a compulsory *Research Ethics and Integrity* module as part of your DDP. If your research is going to involve human participants i.e. through interviewing, it is essential that you obtain ethical approval from the Department as soon as possible and definitely before you begin the interview process. Failure to do this will mean that you cannot use the data that you collect as part of your thesis.

More information about ethics is available on our webpages: www.sheffield.ac.uk/history/research/ethics.

Confirmation Review

All students will register directly onto the full PhD (Doctorate) degree programme, unless they choose to register for the shorter MPhil (Masters Research) degree.

To ensure that, as a PhD student, you are progressing at the right level and pace you will undertake a Confirmation Review. This will take place during the course of May and June of the first year of study (second year for part-time students).

What does the confirmation review involve?

PhD Showcase

Held in early April, the Showcase is a day of presentations where students due to undertake the confirmation review will present on their research.

Submission of written work

By the end of May, you will submit work for assessment. This will include a written piece of around 7-8000 words and you will have the option for this to be an introduction or a short introduction and a draft chapter. You will also submit a timetable for completion and information about your engagement with the DDP.

Confirmation review meeting

Usually held in June, this meeting will take the form of an oral examination conducted by two members of academic staff. Your primary supervisor will also attend.

What happens next?

If a pass is recommended by the panel then a departmental recommendation is made to Research Service where the confirmation decision ultimately rests.

If a student fails the first attempt, they will be permitted to undertake a second attempt no later than 15 months (30 months for part-time students) from the start of their registration.

A new departmental deadline will be given, usually 13 months from initial registration, and feedback from the panel feedback will be provided.

More information about confirmation review – including additional guidance on the written work - is available on the PhD student webpages:

www.sheffield.ac.uk/history/current_students/postgraduate/phd/programme/reviews/confirmation

Facilities

In the university

Libraries

The University has three main libraries – the Information Commons and the Information Commons in the Diamond, which are the main taught student libraries and Western Bank, which is the main research library. There is a wealth of material available – over 1,500,000 printed volumes and 10,000 electronic journals, including a wide variety of Special Collections – and staff to help you find what you need.

Boston Spa Minibus – the library also runs a regular free minibus service to Boston Spa's British Library Document Supply Centre allowing you easy access to their extensive collections.

You should take some time to familiarise yourself with the library and its resources. You'll find useful links under the academic facilities section of our PhD webpages and you can also contact the library at library@sheffield.ac.uk with any questions. Pete Barr is the main contact for Arts and Humanities and you are also welcome to contact Pete directly at p.barr@sheffield.ac.uk.

Computers and printing

There are over 2000 computers available to students across the University, located both in the libraries and in dedicated computer rooms. You can search for available computers on the CiCs website.

Printers, photocopiers and scanners are available across campus – you can use your uCard to pre-load printing and copying credit.

The Computing Services department also offers additional support and services including access to software for use on your own computer; equipment loans; and training courses.

Free Office 365 available – once you have your University email account set up you can choose to access a free version of Office for use on your personal laptop.

Find out more about the IT facilities available on the CiCs website: www.sheffield.ac.uk/cics/students and on our IT Induction webpage: www.sheffield.ac.uk/history/it-introduction.

The Graduate Research Centre

The GRC is located in the Dainton Building and offers dedicated and drop-in work space specifically for research students.

In the Department

The Department has its own dedicated postgraduate workspaces made up of 'hot desks' with computers. Students are welcome to use any desk available; however students who regularly use these spaces are usually able to use the same desk over a period of time. These computers are connected to the University's networked printers including two located in the Department in the first and third floor, central workspaces.

More information about facilities is available on the PhD student webpages.

Health and Safety

If you are using the Departmental workspaces, you should undertake fire training each year. You should also familiarise yourself with fire safety procedures including the appropriate assembly point in the event of a fire drill or alarm.

If you would like to have access to Jessop West outside of working hours (8am to 5pm, Monday to Friday), you should also undertake out of hours training.

More information and links to training is available on the PhD student webpages.

Financial support

There is a range of financial support that you can access as a current PhD student in the Department of History.

We have a departmental research fund, which PhD students can submit applications to each year to cover expenses such as research trips and group events contributing to the postgraduate research environment.

There are also several departmental prizes focussed on particular areas of history (namely American, German and continental European history), as well as wider Faculty and University competitions.

If you have funding from an external body such as the AHRC, then you may also have access to additional research support funds.

Information about all available financial support is on available on the PhD student webpages:

www.shef.ac.uk/history/current_students/postgraduate/phd/financialsupport

What to do if things go wrong

In addition to your supervisors, the Director of Graduate Studies is always available to talk to you about any academic or personal problems you might experience during your studies. If you have any worries about your academic progress, are struggling with your workload, or have any financial, health or personal worries, come and speak to us. The Director of Graduate Studies may not always be able to help personally, but they will help you to find more specialised sources of support if needed.

What should I do if I'm ill?

During your time at University it is almost inevitable that illness will affect your studies at some point.

If you need to miss a period of study please make sure to get in touch with your supervisor to let them know as soon as possible.

If health problems affect you for more than a week you should obtain a medical certificate from the University Health Service, or an appropriate alternative, and submit this to the Postgraduate Support Manager.

Leave of absence

If you experience a longer period of illness or ongoing personal or financial difficulties that affect your studies, you will most likely need to take a leave of absence from your research.

It is usually not possible to have a leave of absence request approved retrospectively, so it's important that you speak to your supervisor, and the Department, about your options as soon as you become aware of any issues.

A leave of absence will give you the necessary time away from your research to recover properly and ensure that your time limit is extended to take account of any period during which you are unable to study.

More information is available on the PhD student webpages.

Sources of support available at the University

SSiD if you have a query or need some information SSiD is often a great place to start. They have extensive knowledge of University processes and can also signpost or redirect you to other specialist staff www.sheffield.ac.uk/ssid

Student Advice Service this is a free, friendly Students' Union Service, providing advice and information on various matters including money, housing, academic and immigration issues <http://su.sheffield.ac.uk/student-advice-centre>

University Health Service all students are encouraged to register with the UHS at the start of the academic year www.sheffield.ac.uk/health

Disability and Dyslexia Support Services if you have a disability, or become aware of an issue during the course of your studies, you should contact DDSS www.sheffield.ac.uk/ssid/disability

Student Access to Mental Health Support if you develop a new mental health concern during your studies, or experience an exacerbation of an existing condition, you should contact SAMHS www.sheffield.ac.uk/mental-wellbeing

University Counselling Service open to all students, the UCS offers one-off events and regular group drop-ins including sessions on mindfulness and positivity www.sheffield.ac.uk/ssid/counselling/services/workshops

Big White Wall offers free and immediate access to 24/7 peer and professional mental health support www.sheffield.ac.uk/mental-wellbeing/bww

Sheffield University Nightline is the University's confidential listening and information telephone service. Run by trained student volunteers, it operates 8.00pm-8.00am every night during term time. Listening line: 0114 222 8787; info line: 0114 222 8788 www.sheffield.ac.uk/ssid/contacts/nightline

Other useful links

Financial information	www.shef.ac.uk/ssid/finance
Information for mature students	www.shef.ac.uk/ssid/mature-students
Information for International Students	www.shef.ac.uk/ssid/international
Frequently Asked Questions	http://ssid.shef.ac.uk/asksheffield

Contact Details

Your first point of contact in the Department is the Postgraduate Support Manager. Beky Hasnip is located in room 1.13 (opposite the History reception).

You'll find the History Reception on the first floor, green wing of Jessop West.

Opening Hours – weekdays 10:00-12:30 and 13:30-16:00

Jessop West

1 Upper Hanover Street

Sheffield S3 7RA

Tel: 0114 222 2555

Email: history@sheffield.ac.uk

Website: www.sheffield.ac.uk/history

Postgraduate Support Manager:

Miss Beky Hasnip (r.hasnip@sheffield.ac.uk, 0114 22 22552)

Director of Graduate Studies:

Dr Charles West (c.m.west@sheffield.ac.uk, 0114 22 22608)

IT Support in Arts & Humanities:

Email: Arts-IT@sheffield.ac.uk | Tel: 0114 22 29700

Contact details for all staff:

www.sheffield.ac.uk/history/staff



The
University
Of
Sheffield.

