Postgraduate Research Handbook.
Welcome.

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

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.

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.
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Key Information.

Department of Landscape

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

The coordinator for postgraduate research is Dr Ross Cameron.

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

The Support team are:

- Denise Hall – Departmental Manager
- Helen Morris – Postgraduate Research and Learning and Teaching Support Manager
- Emma Shaw – Student Journey Admissions Manager
- Xue Wang – Student Journey Officer
- Paul Buck – IT Officer
- Hannah Whitelam-Hodges – Marketing and Communications Officer

Communication with Students

E-mail

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

Notice boards

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

Pigeon Holes - Internal and External Mail for Students

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

Social Sciences Doctoral Training Partnership.
The Social Sciences Doctoral Training Partnership (DTP) will run from September 2017, building on the Doctoral Training Centre established in January 2011 with support from the Economic and Social Research Council (ESRC). The DTP provides support to all social sciences PhD students regardless of their funding sources. The Social Sciences DTP 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 DTP is a joint initiative with the Universities of Leeds and York (White Rose Universities) and four other regional universities.

The DTP draws on the strengths of all seven 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 interdisciplinary pathways which are formed around societal pathways.

You can find out more about the DTP online at: www.wrdtp.ac.uk, and for any questions about the DTP, 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

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

The initiation of meetings between students and supervisors is a joint responsibility. You are required, in partnership with your supervisors, to arrange a formal meeting with at least one supervisor and complete a simple progress report form. These meetings should normally take place at least every 4-6 weeks. Meetings are pro rata for part-time students. In compliance with this, supervisors are expected to be available on a weekly basis for supervision of their PhD students.

Additional guidance on supervisory meetings can be found at:

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

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

www.sheffield.ac.uk/ris/pgr/code/record
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](http://www.sheffield.ac.uk/ris/pgr/code/loa)

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

- Medical
- Personal
- Parental (Maternity/Paternity)
- 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 that covers the entire period of leave of absence requested. Any application made on medical grounds without an appropriate medical note will not be approved. Similarly, a student returning from a leave of absence on medical grounds must provide a fit note confirming that s/he is fit to return to the degree programme before they will be allowed to recommence research.

Students applying for a leave of absence to cover maternity leave should, wherever possible, provide a copy of their MATB1 form.

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 normally 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/loa](http://www.sheffield.ac.uk/ssid/international/immigration/cos/loa)

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 Research Services 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

In the Faculty of Social Sciences, PhD students will be able to take relevant DDP modules and training sessions which constitute the Faculty of Social Sciences Doctoral Training Programme. The details of these modules can be found in the "Faculty Handbook to Doctoral Training Programme for Social Sciences" which is available from your department.

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

Students should review their TNA annually to identify any changes to their individual training requirements.

Modules and training courses

New PhD students are automatically registered on all modules that constitute the Faculty of Social Sciences Doctoral Training Programme.

These can be added to your Google calendar by following the guidance provided at:
www.sheffield.ac.uk/cics/calendar/studentevents

You are expected to take core modules for which you are registered within the first year of your PhD. There may be options within these core modules which you should discuss and agree with your supervisor.

Advanced Training Module options require you to complete a range of training sessions relevant to each module, and there is flexibility as to what training sessions are best for you within the context of each Advanced Training Module. You are automatically registered for modules but will need to book onto the timetables sessions for those modules 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 such as those delivered by the ESRC White Rose Doctoral Training Partnership, self-study or through work experience and internships.

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/reg

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. The completion of reflective portfolios (using PebblePad) for the Doctoral Training Modules in the Faculty of Social Science Doctoral Training Programme fulfils the requirements for the DDP ePortfolio.
Research facilities and environment.

Each student has access to the following:

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

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

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

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

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

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

Out-of-hours working

PGR access to the Arts Tower.

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

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

Research student tutors and personal tutors.

Within the first few weeks of arriving at the University, your department will allocate you a Personal Tutor. This is a member of academic staff in your department who is there to support you with any difficulties you may be experiencing and also point in you in the right direction for specialist help or additional skills development you may be interested in. 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. Remember, your Personal Tutor is not just there to help resolve issues but to support you in reaching your full potential and making the most out of your experience here so be proactive and make the most of your meetings. Your Personal Tutor is your first port of call if you are having difficulties with your supervisors.

Administrative Support

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

University facilities

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

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

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

Information for scholarship award holders

If you have been awarded a scholarship, you may have queries about your payments, additional funding available, or what happens if you need to take a leave of absence. Information on your scholarship can be found at:

www.sheffield.ac.uk/ris/pgr/scholarships
Plagiarism, Collusion and Unfair Means.

What constitutes unfair means?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be your own work. Plagiarism, submitting bought or commissioned work, double submission (or self-plagiarism), collusion and fabrication of results are not allowed because they violate this principle (see definitions 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, 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 research 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. You will be required to submit your final thesis to this service on completion of your thesis.

For further information
www.sheffield.ac.uk/ssid/exams/plagiarism
www.sheffield.ac.uk/ssid/ourcommitment/research

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

The University of Sheffield
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, in part or in whole, but students should take into consideration the following copyright implications.

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. Students should also check that they own any content before posting it on a social network or a website. It is advisable not to post published papers or research that students intend to publish. For more information, please visit:

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

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

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

Thesis preparation.

Summary of thesis

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

Preparation of 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 CDs or 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 students in some areas of the preparation of their thesis. These areas are outlined in detail at:

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

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 these are guidelines. 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

Binding of theses

The University Print and Design Service provides a binding service that is compliant with University standards. For information on printing options, submission and pricing, please visit:

www.sheffield.ac.uk/cics/printanddesign
The oral examination (viva voce).

General information about the oral examination should be provided to all PhD students in preparation for their viva. This could 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 contains information on the examination of the thesis; arrangements and conduct of the oral examination; and the report on the examination.

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-coordinator 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 examiners to test their field of study to ensure the thesis is their own work.

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 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 an electronic library copy (eThesis) has been uploaded to WREO, and that a completed Access to Thesis form has 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.

Confirmation review process.

For standard doctoral researchers, the Confirmation Review must be completed within the first 18 months of a full-time student’s registration (pro-rata for part-time students). This deadline is a regulatory requirement. In order to achieve the 18 month deadline, it is highly recommended that full-time doctoral researchers should undertake their Confirmation Review within the first 12 months of their initial registration, provided there is sufficient evidence at that point to make an appropriate decision about the feasibility of both the student and the project.

Students should be aware that failure to submit work by the deadline specified by their department and/or failure to attend the Confirmation Review without prior notification to the department and without good reason will be considered grounds for failure of that attempt provided the student has been given fair and reasonable notice of the deadline.

Relevant guidance on the confirmation review can be found at:

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

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

University services.

**SSID**

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

- 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](http://www.sheffield.ac.uk/ssid)

**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 4 libraries on campus, providing a range of study spaces. All the information you need to get started with using the library is available at

- [www.sheffield.ac.uk/library/services/new](http://www.sheffield.ac.uk/library/services/new)

**Finding what you need**
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) 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

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

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

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

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
Health and Safety.

Health and Safety issues are very important. Please read the following section carefully and remember we all have a responsibility for our own and other peoples' safety.

Professor James Hitchmough (Head of Department)
- Responsible for Health and Safety within the Department.

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

Health and Safety Committee
- Oversees health and safety policies and procedures in the Department
- All members of Staff and All Students
- Have responsibility for health and safety
- Should follow guidelines included in University Health and Safety Code of Practice found here: www.sheffield.ac.uk/safety

First Aid

Students should report to the general office on floor 13 if first aid is needed

Welfare and careers.

University Health Service

The University Health Service (UHS) is a National Health Service GP practice, specifically for students and their families.

To help you choose the right NHS service if you become ill or injured, you can refer to the 'which service is best for me?' guide (also available to download from the UHS home page): www.sheffield.ac.uk/polopoly_fs/1.402080!/file/WhichServiceisBestforMe.pdf

UHS is at 53 Gell Street, Sheffield S3 7QP (on the corner with Glossop Road). You will need to register to use the service – most students do this when registering for their course, but it can be done at any time. Telephone 0114 222 2100 to make an appointment or to speak to our reception team. There is further information on the practice app: shefunihealth

Doctors are not permitted to share information with family, friends or your department without your consent. They use a separate record system to the rest of the University which we cannot access.

Note that this is not a private clinic; it is part of the NHS. You cannot expect an instant appointment but a large number of appointments are kept for booking on the day for those who call or book online at the appropriate times and for emergencies.

More details can be found at: www.sheffield.ac.uk/ssid/contacts/uhs

Counselling

We believe that students are resourceful individuals and have the capacity to fully engage in all aspects of university life. The University Counselling Service offers services to enhance and develop the student's ability to recognise and strengthen their inner resources. We have online information and self-help material that can accessed before or instead of attending an appointment.

UCS provides a streamlined online registration process. This process takes less than 2 minutes and students will then be offered a 30 minute triage appointment with a qualified Counsellor/psychotherapist.

Most students require no more than a 30 minute triage session and self-help material. Other options may include:
- Stress and relaxation workshops
- Workshops on a particular theme e.g. managing anxiety, depression, grief and loss etc.
- Confidence building group or groups for depression
- One-to-one sessions
- Support package for more complex cases

For further information: www.sheffield.ac.uk/ssid/counselling
Careers
The University Careers Service helps you with developing your employability, gaining work experience, making career choices, and finding jobs. We do this through comprehensive information on all your career and study options, advice on the careers open to you after your studies, and expert help with making applications. We organise events where you can meet employers and we advertise hundreds of part-time jobs, internships and graduate jobs every month.

Help provided by the Careers Service includes:

- Individual appointments with advisers to discuss personal career plans.
- ‘Career Connect’ – the latest graduate jobs and work experience, available online and via your email.
- Our Student Jobshop in the Students’ Union - help with finding part-time jobs, vacation work and placements.
- A specialist placements team, helping you to find relevant work experience.
- Careers events, including recruitment fairs and opportunities to meet employers, advertised in our ‘What’s on Weekly’ email sent to all students.

Our website [www.sheffield.ac.uk/careers/students](http://www.sheffield.ac.uk/careers/students) offers a full range of careers information and advice, and is the ideal starting point if you want to find out more about how the Careers Service can help you, right from the start of your course. We support all students, at all stages of study and provide additional services for International Students, Taught Postgraduates and Postgraduate Researchers.

For details of where the Careers Service is based plus our opening times see [www.sheffield.ac.uk/careers/aboutus](http://www.sheffield.ac.uk/careers/aboutus)

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

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

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

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

Information for Disabled or Dyslexic Students.

If you have a disability, medical condition, or specific learning difficulty, we 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).

DDSS is a confidential and friendly service which offers a range of support, including:

- Liasing 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.
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

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

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

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

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