Postgraduate Student Handbook. 2017-18
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.

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 research-led teaching which gives our students the skills, knowledge and ability to stand out from the crowd.

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 opportunities through our employability strategy, our international student experience agenda and our innovative learning initiatives such as the Global Learning Opportunities in the Social Sciences (GLOSS).

Our Postgraduate Advantage Scheme gives postgraduate students in the Faculty the chance to apply to take part in 100 hour internships during their studies.

To find out more about GLOSS, visit: www.sheffield.ac.uk/gloss

For more information about the Postgraduate Advantage Scheme, visit:

www.sheffield.ac.uk/careers/postgraduates/pas
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Key Information.

Department of Landscape

We are the UK’s leading department for Landscape Architecture. Its management is the responsibility of the Head of department, Professor James Hitchmough, who is assisted by a number of Directors and a team of support staff.

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.
Jonathan Woodward – Learning & Teaching Assistant.
Paul Buck – IT Officer
Hannah Whitelam-Hodges – Marketing and Communications Officer
Xue Wang – Postgraduate Admissions

Normal Arts Tower opening times are weekdays between 8.00 am and 6.00 pm. PGT students are allowed to work on an ‘out of hours’ basis from 6.00 pm to 9.00pm on weekdays and 9.00am to 5.00pm at weekends, subject to undertaking an induction which will take place at the beginning of the academic year and signing and agreeing the Department’s Code of Conduct for Studio and Out of Hours Working.

A signing in/out system operates within the building so that it is possible to determine where everybody is in the event of an emergency. The importance of using the in/out book, which is located by the Porters Lodge desk, cannot be over-emphasised. EVERYBODY MUST SIGN THE BOOK when working out of normal hours, i.e. before 08.00am and after 6.00pm.

Lanyards

Lanyards are issued once Health & Safety training has been completed. It is essential to wear these when in the department out of hours to allow staff and security staff to identify you as a Department of Landscape student.
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.
**Student Records.**

The University has a computerised record for every student that contains personal and academic details such as their home and term 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 PG Programmes.**

The University’s general regulations which relate to all taught postgraduate degrees can be found at www.sheffield.ac.uk/calendar/

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**Academic and Personal Support**

The Department of Landscape is fully committed to implementing the University’s policy for support for students. In the Department of Landscape academic and personal support is a key part of a formal framework of academic support, which has four main components. These are:

- **Personal Tutors**
- **Year co-ordinators**
- **Module co-ordinators**
- **Director of student welfare**

It is important that you understand these different roles so that you know who you should go to for help in different situations.

**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 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 but do 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 your Personal Tutor early 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. Further information on Personal Tutors can be found at www.sheffield.ac.uk/lets/pp/support/tutors

**Year co-ordinators**

Each year group has a Year Co-ordinator whose main responsibility is to deal with academic issues that affect the whole year group. You are advised to speak to your year co-ordinator about issues such as timetabling, workload, assessment deadlines, course content (though not details of individual modules), unit choice, and other matters relating to the landscape component of the programmes that are common to all students in the year. Year Co-ordinators normally hold one year meeting with their year group in each semester at which information will be provided, student opinion sought and outstanding business dealt with. You should attend all these meetings because they often provide important information for students.

In 2017/18 the year co-ordinators are:

- **Year 1 and MA in LSC Studies Catherine Dee**
- **Year 2 MA2 Mel Burton / MLA Eckart Lange**
- **Postgraduate Diploma/MA in Landscape Management/Landscape Research: Dr Ross Cameron**

**Module co-ordinators**

Module co-ordinators are responsible for the organisation and delivery of specific modules, including planning and delivering, in whole or in part, the content, detailed timetabling and assessment and evaluation of the module. These coordinators are always permanent members of staff in the department, even in those cases where much of the delivery of the modules is carried out by external staff. These are the people who you should approach if you are having difficulty understanding what is required for a module or if you are unexpectedly unable to attend.

**Director of Student Welfare**

If, for any reason you find it difficult to speak to your Personal Tutor, we suggest that you speak to Kevin Thwaites, the Department Director of Student Welfare and Disability Liaison Officer (Emma Shaw will arrange an appointment).
Details About Your Course.

**MA/Diploma in Landscape Architecture**

This two year postgraduate course was established in 1968 and is accredited by the Landscape Institute. Accreditation was renewed following a quinquennial visit in 1995 and has subsequently been confirmed annually, since 1998, by the LI Accreditation Review Group.

The course is designed to meet the needs of graduates from related disciplines for a vocational and academic “conversion” course in Landscape Design, particularly the Design division of the Landscape Institute. The first year of the course gives a thorough grounding in the design, social, technical and scientific aspects of the subject over two semesters of study. Each student progresses through work on an increasingly complex series of projects, making use of sites in and around Sheffield. First semester courses provide an introduction to landscape architecture practice, as well as covering basic planting design, basic landscape construction, and social and policy aspects. In the second semester courses cover the histories, theories and practices of landscape architecture, more advanced use of plants, advanced landscape construction, ecological design and management.

The year culminates in an integrated design project which brings together the skills and knowledge acquired in earlier parts of the course courses. In addition students are given training in research methods and are required to prepare a research proposal leading to the research report which they complete over the summer vacation. A spring field trip takes the students to visit both historic and contemporary landscapes in the UK, and in the summer vacation there is an inspirational European tour which in recent years has visited Paris, Barcelona, Amsterdam, Stockholm, Stuttgart, Cologne and Berlin.

The structure of the second year is virtually the same as the Master of Landscape Architecture course and the students are taught together as one year group. In the first semester the emphasis is on group and individual project work covering urban or rural landscape planning, urban design, art practice, landscape management and landscape maintenance, alongside professional studies. The second semester is dominated by the Special Project, which is complemented by a selection of specialist workshops. The Special Project is the culmination of the course, allowing students to demonstrate the design, planning and management skills which they have acquired through work on a site in the UK or in their own country. Students who pass all their courses are awarded the Postgraduate Diploma. Those who achieve the appropriate mark in their coursework and in the special project may then proceed to carry out a dissertation, often developing the topic from the research report completed in the first year. Successful completion of the dissertation leads to the award of the MA (see final section of handbook for formal progression requirements).

### Course Structure for MA/Diploma in Landscape Architecture

#### YEAR ONE

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSC 6111</td>
<td>Landscape Architecture: Nature, Design and People</td>
<td>Aut</td>
<td>25</td>
</tr>
<tr>
<td>LSC 6112</td>
<td>Urban Ecological Design and Management</td>
<td>Aut</td>
<td>25</td>
</tr>
<tr>
<td>LSC 6113</td>
<td>Landscape Planning</td>
<td>Spr</td>
<td>25</td>
</tr>
<tr>
<td>LSC 6114</td>
<td>Landscape Urbanism and Design</td>
<td>Spr</td>
<td>25</td>
</tr>
<tr>
<td>LSC 6115</td>
<td>Introduction to Landscape Research</td>
<td>Aut</td>
<td>10</td>
</tr>
<tr>
<td>LSC 6116</td>
<td>Landscape Research Topics and Dissertation</td>
<td>Spr</td>
<td>10</td>
</tr>
</tbody>
</table>

#### YEAR TWO

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSC 6026</td>
<td>Special Project: Research and Development Study</td>
<td>Aut</td>
<td>15</td>
</tr>
<tr>
<td>LSC 6007</td>
<td>Professional Practice Law and Contracts</td>
<td>Spr</td>
<td>15</td>
</tr>
<tr>
<td>LSC 6005</td>
<td>Special Project</td>
<td>Acad Year</td>
<td>50</td>
</tr>
<tr>
<td>LSC 5010</td>
<td>Urban Landscape Planning</td>
<td>Aut</td>
<td>20</td>
</tr>
<tr>
<td>LSC 6004</td>
<td>Art and Design Practice</td>
<td>Aut</td>
<td>20</td>
</tr>
<tr>
<td>LSC 6006</td>
<td>Managing the Landscape</td>
<td>Aut</td>
<td>20</td>
</tr>
<tr>
<td>LSC 5020</td>
<td>Rural Landscape Planning</td>
<td>Aut</td>
<td>20</td>
</tr>
<tr>
<td>LSC 5030</td>
<td>Urban Design Project</td>
<td>Aut</td>
<td>20</td>
</tr>
<tr>
<td>LSC 6008</td>
<td>Maintaining Green Infrastructure</td>
<td>Aut</td>
<td>20</td>
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</tbody>
</table>

**Post Diploma**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSC 6140</td>
<td>Landscape Research Dissertation</td>
<td>Grad Year</td>
<td>60</td>
</tr>
</tbody>
</table>
Master of Landscape Architecture (MLA)

The accredited Master of Landscape Architecture is an integral part of the undergraduate ‘Integrated Masters’ programme in Landscape Architecture. It was introduced in 2007, largely as an acknowledgement of the diversification of Landscape Architecture, as a unified subject possessing distinctive areas of practice in landscape planning, design and management. The programme runs over two semesters of study and students are taught together with the postgraduate Diploma/MA in Landscape Architecture Course. In the first semester the emphasis is on group and individual project work based on option modules, and students commence an integrated programme of professional subjects.

Course Structure for Master of Landscape Architecture (MLA)

<table>
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<tr>
<td>LSC 6005</td>
<td>Special Project</td>
<td>Acad Year</td>
<td>50</td>
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</table>

One of the following

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Semester (Acad Year)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSC 5010</td>
<td>Urban Landscape Planning</td>
<td>Aut</td>
<td>20</td>
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</table>

The Special Project also commences in this semester and runs over the whole year. The second semester focuses upon completion of the Special Project, into which are integrated a variety of specialist workshops.

Important to note

The pass grade for all units taken by both MA and MLA students is 50.

MA/Diploma in Landscape Management

This course commenced in September 1994 and was accredited for the first time in 1996. Accreditation has subsequently been confirmed each year by the LI Annual Review Group. Its aim is to provide professional training for those wishing to become, or currently working as, landscape managers.

The course runs full time over a 12 month period, or can be taken part time over two or sometimes three years.

Course Structure for MA/Diploma in Landscape Management

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>LSC 4120</td>
<td>Landscape Research Methods</td>
<td>Spr</td>
<td>5</td>
</tr>
<tr>
<td>LSC 5210</td>
<td>Habitat Management</td>
<td>Aut</td>
<td>5</td>
</tr>
<tr>
<td>LSC 6150</td>
<td>Appreciation of Landscape</td>
<td>Aut</td>
<td>5</td>
</tr>
<tr>
<td>LSC 6006</td>
<td>Managing the Landscape</td>
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Post Diploma

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<td>Landscape Research Dissertation</td>
<td>Grad Year</td>
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</tbody>
</table>
MA Landscape Studies

The MA in Landscape Studies is a postgraduate degree programme offering opportunities for students from a variety of backgrounds to gain basic knowledge, understanding and skills in Landscape Architecture. The programme does not provide a full professional training in Landscape Architecture and is not accredited by the Landscape Institute. It does, however, allow students to explore core aspects of landscape design. Students successfully passing modules to the value of 120 credits may then proceed to complete a masters level landscape research dissertation worth 60 credits over the summer vacation of the year in which they complete the taught programme.

Course Structure for MA Landscape Studies

<table>
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<td>Landscape Research Topics and Dissertation</td>
<td>Spr</td>
<td>10</td>
</tr>
<tr>
<td>LSC 6003</td>
<td>Landscape Dissertation</td>
<td>Spr</td>
<td>60</td>
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</table>

Modules.

The handbook containing all postgraduate modules can be found on the Department of Landscape website:

www.sheffield.ac.uk/polopoly_fs/1.430133!/file/pg-descriptions-14.pdf

Your feedback on the course

You will be asked to complete a questionnaire about each module that you take as well as each year of your course as a whole. Your feedback and comments are very important to the department as they let us know what is going well in each module/course and if there are things that should be changed. In this way we can ensure that we continue to offer a high quality course. We will inform you of how the department plans to address any issues that are raised through these questionnaires.
Student attendance and absence.

The semester dates are available to view at www.sheffield.ac.uk/about/dates/

You should be in attendance for the whole of each semester. During the semesters, we expect that our students would be spending a significant proportion of their time on independent study in addition to time spent with staff in the department.

Attendance

You should aim to attend all lectures, seminars and other learning activities for your course. Not attending could affect progression through your course and ultimately could affect whether you have completed enough credits to graduate. This is particularly important if you are studying a professionally accredited course where full attendance is required. Your department will inform you of its policy on attendance.

If you cannot attend a class you must let the module leader know in advance. In addition to this, you must provide the University with a completed Student Self-Certification Form available at www.sheffield.ac.uk/ssid/forms/circs

If you persistently fail to appear at classes, your progress may be reported to the Head of Department for review by the Faculty Board. The Board has the power to suspend or exclude you from the University if they judge your non-attendance to be sufficiently serious, although you would have the right to appeal against the Board’s decision.

Please note you are also expected to be available during the visit of the external examiners in the June assessment period.

Within your department, attendance monitoring will be carried out by the taking of registers at seminars, by the submission of assessed coursework and by attendance at dissertation supervision meetings. This information will be collated and uploaded onto a central University database to monitor your attendance.

Students should be aware that appropriate action shall be undertaken in the event of unauthorised absence. It is therefore imperative that if you are absent from a class you discuss this with the programme coordinator, in advance if possible, or as soon as you return (for example after illness) so that your attendance record can be amended accordingly.

Illness

If you are ill for periods lasting up to 7 days, you should complete a Student Self-Certification Form. Blank forms are available from the Student Services Information Desk (SSID) which is located in the Student Union Building. The form is also obtainable from the following website:

www.sheffield.ac.uk/ssid/forms/circs

For periods of illness lasting more than 7 days or any illness affecting assessments, you are required to fill out an Extenuating Circumstances Form which is available from the website above.

Religious holidays and examinations

If you are not able for religious reasons (e.g. Sabbath, Festival, Friday Prayers etc.) to take examinations on any day on which examinations may be set during the year (including Saturdays but not Sundays), you should complete a ‘Request for Religious Observance Form’ by October 30th each year. Please note that once examination timetables have been set it is difficult for alterations to be made. The ‘Request for Religious Observance Form’ can be found at www.sheffield.ac.uk/ssid/exams/observance

Ramadan: Muslim students fasting during Ramadan are expected to continue with normal work and study. If you wish to discuss an individual situation, please contact the Muslim chaplain, m.ismail@sheffield.ac.uk

Change of programme of study, withdrawals, leave of absence

Information on how to change your status including how to apply for a leave of absence, change course, and formally withdraw from the University is available from SSID.

You will need to fill out a form available from SSID: www.sheffield.ac.uk/ssid/forms

Before completing the form, you should discuss your proposed course of action with your Personal Tutor and you may also wish to consult the Careers Service and/or the Students’ Union Advice Centre as appropriate. You will need to complete the relevant sections of the form and take it to your department for approval. It should then be returned to SSID in the Students’ Union.

Leave of Absence

During your studies you may face challenges that you need time away from academic study to deal with. This is known as taking a Leave of Absence (LOA). It “freezes” your period of registration without academic or financial penalty.

If you think that taking a LOA might be a good thing to do, talk to your academic department. Please look at our information online as well as there are many issues to consider: funding, how you can use your period of absence to prepare yourself for your return to studying, when to return etc.

www.sheffield.ac.uk/ssid/student/loa
**Change of programme of study, withdrawals, leave of absence**

Information on how to change your status including how to apply for a leave of absence, change course, and formally withdraw from the University is available from SSiD.

You will need to fill out a form available from SSiD: [www.sheffield.ac.uk/ssid/forms](http://www.sheffield.ac.uk/ssid/forms)

Before completing the form, you should discuss your proposed course of action with your Personal Tutor and you may also wish to consult the Careers Service and/or the Students’ Union Advice Centre as appropriate. You will need to complete the relevant sections of the form and take it to your year tutor for approval. It should then be returned to SSiD in the Students’ Union.

**Workload**

Assessment for your degree programme will take a variety of forms. In this department there are very few formal examinations at postgraduate level and most modules are assessed by non-invigilated methods including design projects, essays and reports.

In terms of student effort you should note that for modularised postgraduate courses the University expects one credit to be roughly equivalent to 10 hours of work, including both contact time and your own independent work on each module. So for a ten credit module you might expect that it will require about 100 hours of effort.

With each postgraduate year consisting of 120 credits this means roughly 1200 hours of work in the year, spread over the two semesters, including the assessment periods and the period allowed for completion of research assignments.

In addition, MA and MSc students complete a 60 credit dissertation during their final summer vacation. This is a rough guide only, but should help you to plan your work. Remember that there will inevitably be peaks of workload at the end of the teaching periods and in the assessment periods so try to plan accordingly. Do not leave everything until the last minute, as this will add to the pressure on you.

**Discipline**

We expect all students to act as mature and responsible individuals and to behave in a way that respects other students and staff in the Department and other people with whom they may come into contact while involved in Departmental activities. This is important at all times but especially when in contact with individuals and organisations outside the University. We do not have a formal disciplinary code but the Head of Department can and does take action if individuals cause serious annoyance or danger to others through their behaviour. There are University procedures, which may be used if behaviour is liable to bring the University into disrepute. Disciplinary matters are covered in detail in your general University Student Handbook.

**General assessment.**

Marking scales will be used to assess the outcome of student work. These scales relate the extent to which the work demonstrates achievement against a number of criteria, specific to each module, which will be outlined in the module brief. For detailed information on these scales please see: [www.sheffield.ac.uk/landscape/resources](http://www.sheffield.ac.uk/landscape/resources).

Some general criteria is listed below.

**Marking Scales and Criteria**

When assessing design work, marks will be awarded according to the extent to which the work demonstrates achievement against the following general criteria:

- accurate grasp of the requirements of the brief;
- knowledge and understanding, and appropriate application, of the theoretical, conceptual and practical principles underlying the assignment;
- use of relevant, appropriate and well researched supporting information, including design precedents, to support design development;
- ability to develop design solutions which are appropriate to the task, in that they resolve the challenges inherent in the brief, demonstrate an ability to manipulate landscape elements through design, and are responsive to people, place and nature;
- ability to resolve design issues at an appropriate level of detail and to use appropriate hard and soft materials to achieve design objectives;
- evidence of originality, innovation and creativity in overall approach and/or in particular aspects of the work;
- high standards of presentation, in appropriate visual, verbal and written media, including both digital and/or non-digital communication methods;
- overall impression created by the submitted work.

When marking written project work (essays, reports, dissertations) marks will be awarded according to the extent to which the work demonstrates achievement against the following general criteria:

- accurate grasp of the requirements of the brief;
- knowledge and understanding, and appropriate application of the theoretical, conceptual and practical principles underlying the assignment;
- use of relevant, appropriate and well researched supporting information, which is accurately presented;
- ability to develop a good structure and clear arguments which are appropriate to the task;
- originality in going beyond simple reliance on material provided in lectures/workshops/ or briefing sessions, and creativity in bringing novel approaches and ideas to the work. Originality and creativity may be demonstrated in content and/or in presentation;
- high standards of presentation, in terms of written expression, and/or graphic work, if required by the brief, and in the combination of the two.
- overall impression created by the submitted work.

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

Information on these scales please see: [www.sheffield.ac.uk/landscape/resources](http://www.sheffield.ac.uk/landscape/resources)
Preparing assessments.

Word count

The word count of an assessment is the number of words you use to complete that assessment. The Department will confirm if your word count should include footnotes, titles, abstract, bibliography and appendices.

Non-participation or less than full participation in group work

For some modules you may be required to take part in assessed group work. So that all students can be assessed fairly for their contribution, you will be required to submit evidence of your participation in the group. Your department will inform you of what this consists of and the marking criteria that will be used.

Dissertation word count range

The assessment instructions for your dissertation will clearly state a word count range, and your word count must fall within this range.

You must include the word count at the end of your submitted work. The word count for your dissertation module of your postgraduate degree can be found by using the programme regulations finder:

www.sheffield.ac.uk/programmerulefinder

Anonymous marking

Anonymous marking is the University system whereby the work you submit for any assessment is marked without the marker knowing your identity.

The University of Sheffield uses anonymous marking, where appropriate, for all pieces of assessed work.

It is recognised that anonymous marking cannot take place under certain circumstances, for example, where the nature of the work involves contact between the student and the examiner as part of the assessment or when an examiner’s familiarity with the content of the work (usually a specific topic identified by an individual student or group) makes anonymity difficult. Consequently, a policy of anonymous marking will be employed for the assessment of all pieces of work, with the exception of dissertations, presentations, projects and portfolios.

You should therefore ensure that you only put your registration number (as shown on your UCard) and not your name on the coursework itself. If you are submitting via electronic submission, you may be required to enter your name as part of the filename, but this will not be made available to the marker. For assessed essays that require you to physically submit your work, you will be given access to your own unique barcoded front sheets which will only show your registration number.

Late submission

Managing your time to meet your deadlines is an important skill for success both at University and in future employment. It is important, therefore, that you do your best to hand in all work on time. If you submit work to be marked after the deadline your mark will be reduced by 5% for each working day the work is late after the deadline. A working day includes working days within standard vacation times. For example, if a submission date falls on the last day before the start of the Easter vacation, penalties would start to be applied from the following working day and not from the first day following the vacation.

If you submit your work more than 5 days late, your work will not be marked and it will be given a grade of zero.

If you submit a piece of work late for a resit, the penalty will be applied first, then, this mark will be capped at 40 in line with the General Regulations on resits.

See the table below for examples.

For information on late submissions, please visit:

www.sheffield.ac.uk/ssid/exams/policies

<table>
<thead>
<tr>
<th>Number of days late</th>
<th>Penalty (Mark reduced by 5% for each working day work is late)</th>
<th>Calculation (Multiply the original mark by)</th>
<th>Mark awarded when reduced by 5% per late day*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5%</td>
<td>0.95</td>
<td>57</td>
</tr>
<tr>
<td>2</td>
<td>10%</td>
<td>0.90</td>
<td>54</td>
</tr>
<tr>
<td>3</td>
<td>15%</td>
<td>0.85</td>
<td>51</td>
</tr>
<tr>
<td>4</td>
<td>20%</td>
<td>0.80</td>
<td>48</td>
</tr>
<tr>
<td>5</td>
<td>25%</td>
<td>0.75</td>
<td>45</td>
</tr>
<tr>
<td>6 or more</td>
<td>Zero grade</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* standard mathematical rounding rules should be applied and marks should be rounded up.
Submitting and taking assessments.

Submission of work

The module tutor will provide you with details of the assessment for each course unit. Details of the work required will be provided in a project brief or other statement of requirements, which will also give details of the time and date when the work must be handed in. All the required work must be handed in on the due date, within the specified time period. You must attach a completed cover sheet to your work and retain the tear-off slips as proof of submission. Details of how you can download a coversheet can be found at the departmental homepage via the link below.

[link]

It is a requirement that all submissions of work must be accompanied by an electronic submission via MOLE. Students handing in work at an allocated time must make sure that an electronic version is uploaded by the hand-in deadline as work will be recorded as late if both hard and electronic are not submitted. The electronic copy of the work provides a digital archive of work submitted and will help with portfolio preparation.

The Department may use student work for teaching purposes. If it is used for any external publicity material the department would acknowledge the authorship of your work.

Electronic submission (Turnitin)

For online coursework submission, your department may use a facility called Turnitin. For information and support regarding Turnitin please visit:
[link]

Group Work

The Department believes that group work is an important part of landscape education, because of its role in developing team working skills, which are vital for work in the landscape profession as well as being transferable to work of other types. At the same time we recognise the challenges that can arise for students working in groups, and the need to ensure, as far as possible, fairness in: the sharing of work; in the way that contributions to group work are recognised; and in the effects this may have on individual performance. Our specific policies reflect this position and are as follows:

(i) At postgraduate level modules may, where appropriate, consist entirely of group work where it is clear that: the module aims to simulate real team working situations likely to be encountered in professional practice; development of team working skills is clearly stated as one of the aims of the module and forms part of the assessment; and training in team working skills is provided as an integral part of the project.

(ii) At the start of any module that involves group work at postgraduate levels, there must be agreement between all the participating students and the module co-ordinator about a protocol for behaviour within the group work situation. The protocol should cover matters such as:

- attendance at group meetings;
- timekeeping;
- meeting responsibilities to the group;
- equity in workload;
- the importance of delivering work attributed to individuals on time and to a good standard;
- steps to be taken in the event of failure to adhere to the protocol.

Students may either spend time at the start of the module establishing their own protocol (which must be agreed by the whole year group) or may agree to accept the standard Departmental protocol, which has been agreed by both the Staff-Student Committee and the Teaching Committee.
Any protocol which is adopted for group work must recognise that there may occasionally be a need to take action where individuals are not contributing equitably to the work of the group or where other difficulties arise. Students should be encouraged to resolve such problems within the group as far as possible, but there should also be clearly agreed procedures to be followed in the event that this proves impossible. All protocols adopted must therefore include the following provisions:

- The members of the group may, after discussion between themselves and attempts to address the problem within the group, contact the module co-ordinator to complain if they consider that another group member is not contributing fairly to the shared work or is causing significant difficulties for the group in other ways;

- Any module co-ordinator who receives such a complaint should immediately contact the student concerned and find out if there are any extenuating circumstances to explain the difficulties arising, with evidence to support this. If there are no acceptable extenuating circumstances, or if the student does not respond to the tutor’s request for explanation, the tutor will warn the individual (verbally or by e-mail) about their behaviour, remind them of their responsibilities to the group and request a clear undertaking to contribute fully and responsibly for the remainder of the project.

Examinations

Invigilated examinations are organised by the University’s Examinations Office and the regulations governing examinations can be found at [www.sheffield.ac.uk/ssid/exams](http://www.sheffield.ac.uk/ssid/exams). The regulations give essential information on all aspects of examinations including your responsibilities with regard to the following:

- Checking the draft examination timetable for clashes
- Examinations on days of religious observance
- Special arrangements for students who are disadvantaged by normal examination conditions
- Illness before or during examinations
- Use of calculators in examinations
- Use of unfair means in any form of assessment

Students should also inform their department office if they are disadvantaged by normal examination conditions in order to ensure that suitable arrangements are made for class tests and any other departmentally invigilated assessment. If for any reason you miss an examination, inform the departmental office immediately, and if at all possible do this before the missed exam finishes. Alternative arrangements can then be considered. However, if no action is taken until after the end of the exam then you will normally be deemed to have failed. No special papers can be set or other allowance made in these situations unless there are significant extenuating circumstances. If you think such circumstances apply in your case you should speak to your Personal Tutor.

Research ethics.

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](http://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](http://www.sheffield.ac.uk/ris/other/gov-ethics/ethicspolicy/educationresources/onlinesystem)
Feedback and results.

Assessment feedback

Feedback refers to any guidance, criticism or advice given to you by a member of staff, whether it is for assessed work or any other participation that is required for you to complete your postgraduate degree course.

Feedback on assessment

Typically, you will receive feedback for assessed work in a standard format. After your work has been marked a coursework report form will be returned to you.

The coursework report form details the unconfirmed mark awarded for the coursework, together with informative narrative feedback on content, presentation and style. This is designed to help you to improve your performance in subsequent assignments. Should you wish to receive further feedback, you should request a personal tutorial with the lecturer who assessed the coursework.

The mark on the coursework report form is classed as “unconfirmed” as it has subsequently to be approved by both the department’s internal and external examination boards and then by the relevant Faculty board.

If you have been awarded a fail grade, you must see the lecturer concerned as soon as possible to discuss your work.

Resubmitting assessments

Resit examinations or coursework resubmissions, are a “second chance” to take an assessment. Students must resubmit work or be re-examined if they wish to attempt to redeem their failed modules.

In order for the student to be considered for a pass overall on the programme of study, they must pass all assessment components of a module to be awarded an overall pass mark for that module.

Information on postgraduate reassessment can be found at:

www.sheffield.ac.uk/ssid/exams/reassessment_pg

International students can apply to re-sit examinations overseas. Students can take advantage of this arrangement by visiting:

www.sheffield.ac.uk/ssid/exams/exabri

Appealing

In very exceptional cases, there is an established process for students to appeal against their results. Any appeal must be made within 15 working days of the publication of the exam results. The student must be able to show that either there has been a procedural error or that there is new evidence concerning extenuating circumstances that was not made available to the examiners and which could not have been produced at an earlier stage.

Guidance on appealing and filling out the academic appeals form can be found at:

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

If you are in need of advice, support and representation for your case, The Student Advice Centre can provide just that. For opening times and contact details, please visit:

su.sheffield.ac.uk/student-advice-centre
Degree Classification.

Your degree classification will be awarded anonymously to avoid any possible bias. It is important therefore that if you have any special circumstances such as serious illness which has affected your performance you report these to your department in good time so that they can be considered before the final anonymous degree classification board meeting. The extenuating circumstances form can be found at [http://www.sheffield.ac.uk/ssid/forms/circs](http://www.sheffield.ac.uk/ssid/forms/circs).

Your degree class will be determined by the outcome of two calculations:

1. Your weighted average grade and
2. The distribution of your weighted grades.

In both cases based on the grades you obtained in the modules contributing to your degree programme. You should note that:

- your degree classification is based on modules taken at Levels 2 and 3 (and Level 4 if you are on a four year programme); modules taken at Level 1 of your programme of study are not used for classification purposes and are, therefore, excluded from this process;
- the grade obtained in individual modules is weighted according to both the credit value of each module and the Level in which the module was studied.

For further details including an animated tutorial of a worked example of how a degree class is calculated, see [http://www.sheffield.ac.uk/ssid/exams/classification](http://www.sheffield.ac.uk/ssid/exams/classification).

Reporting Extenuating Circumstances.

During your studies you may experience difficulties which could affect your academic performance. Some such difficulties are known as “extenuating circumstances” and are managed through the UHS and the extenuating circumstances team.

Your weighted average grade is calculated, see [http://www.sheffield.ac.uk/ssid/exams/classification](http://www.sheffield.ac.uk/ssid/exams/classification). For further details including an animated tutorial of a worked example of how a degree class is calculated, see [http://www.sheffield.ac.uk/ssid/exams/classification](http://www.sheffield.ac.uk/ssid/exams/classification). The Examiners may in their discretion recommend the award of a mark of distinction or merit to a student registered for a Master’s degree, such that:

(a) A student who obtains a weighted mean grade of not less than 69.5 in the Examination as a whole and a grade of not less than 70 in units to the value of not less than 90 credits may be recommended for the award of the Degree with distinction; and

(b) A student who obtains a weighted mean grade of not less than 59.5 in the Examination as a whole and a grade of not less than 60 in units to the value of not less than 90 credits may be recommended for the award of the Degree with merit.

The Examiners may in their discretion recommend the award of a mark of distinction or merit to a student registered for a Postgraduate Diploma, such that:

(a) A student who obtains a weighted mean grade of not less than 69.5 in the Examination as a whole and a grade of not less than 70 in units to the value of not less than 60 credits may be recommended for the award of the Postgraduate Diploma with distinction; and

(b) A student who obtains a weighted mean grade of not less than 59.5 in the Examination as a whole and a grade of not less than 60 in units to the value of not less than 60 credits may be recommended for the award of the Postgraduate Diploma with merit.

The Examiners may in their discretion recommend the award which, having regard to all the evidence before them, best reflects the overall performance of the student notwithstanding the regulations above.

Distinctions and merits

The Examiners may in their discretion recommend the award of a mark of distinction or merit to a student registered for a Master’s degree, such that:

(a) A student who obtains a weighted mean grade of not less than 69.5 in the Examination as a whole and a grade of not less than 70 in units to the value of not less than 90 credits may be recommended for the award of the Degree with distinction; and

(b) A student who obtains a weighted mean grade of not less than 59.5 in the Examination as a whole and a grade of not less than 60 in units to the value of not less than 90 credits may be recommended for the award of the Degree with merit.

The Examiners may in their discretion recommend the award which, having regard to all the evidence before them, best reflects the overall performance of the student notwithstanding the regulations above.

(This does not normally include conditions that are/could be managed by reasonable adjustments through the Disabled and Dyslexic Student Support Team).

In all other circumstances, complete the Extenuating Circumstances reporting form and submit it to Helen Morris. You will usually need to submit documentary evidence with the form, e.g. a medical certificate.

Please discuss any other difficulties that are affecting your study with Helen Morris. We can signpost you to financial support, study skills, advice and guidance etc...
Progression

MA/Diploma in Landscape Architecture

Year One (Part One)

All Year One course units must be passed to proceed to the second year. The pass mark is 50% and if you do not achieve this mark you must re-submit the work and pass it, before proceeding to the second year. You may only re-submit work on one occasion for each failed unit. Please note:

- The grades of reassessed modules are capped at 50 unless they are shown as Not Assessed (NA).
- Students will only have one opportunity to resit a failed module.
- It is not recommended that more than 5 resits are taken in the resit period.
- The form of the re-assessment may differ from the first sitting, particularly with respect to any coursework.

Year Two (Part Two)

All year two course units must be passed before entering Part Three. The pass mark is 50% and if you do not achieve this mark you must re-submit the work and pass it, before proceeding to Part Three. You may only re-submit work on one occasion for each failed unit.

If you pass all the Part Two course units with a mark of 50% or above you will be awarded the Diploma in Landscape Architecture. If you fail you may re-submit on one occasion only. If you fail again, you will be awarded the Diploma.

Normal Timescale for Stages of Progression in MA/Diploma in Landscape Architecture:

<table>
<thead>
<tr>
<th>Re-submissions for Part One</th>
<th>Early September (Year One)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of Part Two</td>
<td>June/July (Year Two)</td>
</tr>
<tr>
<td>Re-submissions for Part Two</td>
<td>Early September (Year Two)</td>
</tr>
<tr>
<td>Submission of Part Three Dissertation</td>
<td>End of Summer Vacation (Year Two)</td>
</tr>
</tbody>
</table>

MA Dissertation (Part Three)

In order to progress beyond the Diploma to complete the MA Dissertation you must have passed all course units making up Part Two of the course, as above. You should note that, if you fail again on resubmission (i.e. you do not pass on the first resubmission) in Part Two, you will not be permitted to proceed to Part Three. You may however be permitted to complete the requirements for the Diploma by resubmitting work on a further occasion.

In some cases students choose not to progress to the MA, preferring instead to leave with the Diploma and enter professional employment. Remember, the Diploma is the qualification you require to enter the profession, while the MA is an academic qualification.

If you proceed and submit a Dissertation and achieve a mark of 50% or above you will be awarded the MA in Landscape Architecture. If you fail you may re-submit on one occasion only. If you fail again, you will be awarded the Diploma.

MA Postgraduate Diploma in Landscape Management

This is a modularised postgraduate course. To gain the Diploma in Landscape Management students must gain 120 credits by passing all the modules, or half or quarter modules, listed in the course structure with a mark of 50% or above. If you do not achieve the pass mark you must re-submit the work and pass it. You may only re-submit work on one occasion for each failed unit. Students passing all modules either at the first attempt or at the first re-submission may then proceed to complete the dissertation and become candidates for the degree of MA. If you fail upon re-submission you may not proceed to complete the MA dissertation but may, with the approval of the Examiners, proceed to complete the requirements for the Diploma in Landscape Management.

If you pass all the Part Two course units with a mark of 50 or above you will be awarded the Postgraduate Diploma in Landscape Architecture which entitles you, on application and payment of a membership fee, to Licenciate Membership of the Landscape Institute. This means that you can enter the profession and, after the required mentoring during the Pathway to Chartership, become a fully qualified Corporate Member of the Landscape Institute (CMLI).

MA Landscape Studies

This is a non-accredited modularised course, and you must pass course units, from those listed in the course structure, to the value of 120 credits before proceeding to complete the dissertation. If you do not complete the dissertation but are awarded 120 credits you will be eligible for the award of the Postgraduate Diploma in Landscape Studies. If you proceed and submit a Dissertation, and achieve the pass mark of 50 or above you will be awarded the MA Landscape Studies. Successful completion of 60 credits entitles you to the Postgraduate Certificate.

Any student requesting a transfer from the one year MA in Landscape Studies to the two year MA in Landscape Architecture must pass all modules taken in year one at the first sitting, and also get approval from the examination board held in June in that academic year, before requests can be processed. Consideration will be given to attendance records, marks achieved, and whether there is space on the course for transfers, before decisions are made.

Master of Landscape Architecture (MLA)

The Master of Landscape Architecture (MLA) is a one year modularised course. To gain the degree students must gain 120 credits by passing all the modules listed in the relevant course structure with a mark of 50% or above. A student who satisfies the requirements for the award of the Degree of MLA in Landscape Architecture may on the recommendation of the Examiners be awarded a mark of Distinction. If you do not achieve the pass mark you must re-submit the work and pass it. You may only re-submit work on one occasion for each failed unit.

The MLA qualifies students, on application and payment of a membership fee, to Licenciate Membership of the Landscape Institute. This means that you can enter the profession and, after the required mentoring during the Pathway to Chartership, become a fully qualified Corporate Member of the Landscape Institute (CMLI).
Plagiarism, Collusion and Unfair Means.

The University expects its graduates to have acquired certain attributes (see The Sheffield Graduate). Many of these relate to good academic practice:

- A critical, analytical and creative thinker;
- An independent learner and researcher;
- Information literate and IT literate;
- A flexible team worker;
- An accomplished communicator;
- Competent in applying their knowledge and skills;
- Professional and adaptable.

Throughout your programme of studies at the University you will learn how to develop these skills and attributes. Your assessed work is the main way in which you demonstrate that you have acquired and can apply them. Using unfair means in the assessment process is dishonest and means that you cannot demonstrate that you have acquired these essential academic skills and attributes.

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/rs-sas/conduct
Resources.

**Studios and Communal Areas**

We endeavour to make on-going improvements to the studios and social areas. Please try to keep them as welcoming places for all. Please respect the furniture and the studio environments – in particular, do not cut things on the table tops and don’t use spray mount on unprotected floors. We welcome feedback on how the studio arrangements are working.

**Computing**

The Department of Landscape uses mainly high specification PCs capable of complex graphics based use. These are located on the 11th floor of the Arts Tower.

**Corporate Information and Computing Services (CiCS) Resources**

There is an open access PC suite on floor 10 containing high end (i5 processors, 8GB RAM)

24 hour PC access is available in the Information Commons, which contains 500+ high spec computers.

**iPads**

We have 12 iPads for use in the class room and field work. Software includes support for ArcGIS, Sketchup Pro for digital drawing, a range of 2D and 3D modelling software which can be used to create and manipulate landscape and field work. Software includes support for ArcGIS, Sketchup Pro for digital drawing, a

**Departmental Hardware**

**Floor 11, Arts Tower (room 11.5)**

- 37 high spec PCs: i5 & i7 processors, 16GB Ram, 1GB and 2GB Graphics Cards, DVD/CD writers, 22” and 24” Screens.
- A0 scanner
- Two A3 Scanners
- A3/4 Colour Swipe Card Printer
- A3/4 Black and White Swipe Card Printer
- 4 Plotter swipe card stations

**Floor 11, Arts Tower (room 11.5)**

- 10 high spec PCs: core 2 duo & i5 Processors, 16GB Ram, 1GB and 2GB Graphics Cards, DVD/CD writers, 22” and 24” Screens.
- 6 iMacs: i7 processors 16gb RAM, 1gb Graphics Card, 27” screen (These can be booked out for video editing)
- One A3 Scanner
- A4 Black and White Swipe Card Printer
- A3/4 Colour Swipe Card Printer

**Landscape specific software**

- Auto CAD 2011 – A suite of cad software products for 2- and 3-dimensional design and drafting.
- Photoshop - The world-standard photo design and production tool for print, multimedia, and the World Wide Web. Can be used to retouch scanned photographs, edit images, and create painted artwork and special effects.
- Illustrator - Used to produce presentation drawings, Desktop Publishing and Reports. Can import Autocad Files and many other formats.
- InDesign - Is an advanced Desktop Publishing application.
- Sketchup - for rapid 3D modelling
- Simmetry 3D – Specialist landscape software which can be used to create and manipulate landform
- ArcGIS - Use ArcGIS for Desktop to build maps with up-to-date data, combined with deep analysis.

If you would like to know how to obtain the software listed above for your own computer go to our software guide at:

www.sheffield.ac.uk/landscape/resources/designresources

**Large Format Scanning**

The department has a large format scanner that can scan up to A0 size and materials up to 20mm thick. This is a free service to all landscape students. The large format scanner is located in Paul Buck’s office, which is in the floor 11 computer room of the Arts Tower. The scanner can be used from 8.30 a.m. until 12:30 p.m and 1:30 p.m until 4:15 p.m Mon-Fri. If you have never used the large format scanner before please see Paul Buck for a brief tutorial before using.

More information regarding the large format scanner can be found here:

www.sheffield.ac.uk/landscape/resources/printing

**Printing**

Printers available for student use:

**5 A0 Colour/Line Plotters.** Large format full colour and line plotters located in the print room on floor 15 of the Arts Tower, networked to all departmental computers in landscape and architecture and able to print A0, A1 and A2 sheets.

To send to these choose LINE- PLOT or COLOUR- PLOT

Payment is collected via a swipe card system. Students charge their U Card with credit at locations around the niversity, send their prints from any departmental computer and then swipe their cards at one of the plotter release stations located in the floor 11 computer room or floor 15 print room to debit their account. The nearest place to credit your U card is in the CiCS room on floor 10 of the Arts Tower.

Details of this system including where to charge your cards and the location of the other printers can be found at www.sheffield.ac.uk/cics/printing

To send A3/4 colour choose Colour A4_A3
To send A4/3 black and white choose Black and white A4_A3 or Black and white A4

**Print Collection Times**

A0, A1 and A2 plots may be collected in the landscape/architecture print room on floor 15 from 8.00 a.m. until 12:30 p.m and 1:30 p.m until 5:00 p.m

It is your responsibility to get your sheets printed out in time for your submission. Print queues during hand-in times will be very busy and you could be waiting hours for your prints (days during final project submission). So please submit your work to the print queues at least 24 hours before or you will be disappointed and you will incur penalties for late submission.

Submission times will be posted on the computer and print room doors.

To check the queue status of each plotter and view the progress of your plots, check the screens above each plotter release station in the computer room on floor 11 or in the print room on floor 15.
4 in 1 Environment Meter
The Environment meter can measure sound, light, temperature and humidity. We have 3 of these.

Anemometer
We have 5 devices for measuring wind speed and temperature.

Dumpy Level Kit
We have a Dumpy Level, tripod and staff for measuring spot heights and surveying the levels of sites. There are full instructions on how to use the Dumpy Level.

Measurement
We have four 30 meter tapes and 3 Infrared Measurement Devices (IMD). The IMD’s can be used to measure areas and volumes as well as straight distances.

Quadrats
We have 4 Quadrats which help to define areas when surveying plants or some wildlife.

Books
We have a variety of design books and field guides available to borrow on floor 11.

Binoculars
We have 5 pairs of binoculars for observing sites that are hard to physically access or that you do not want to disturb.

Wireless Network
Wireless networking can be accessed almost anywhere in the Arts Tower. Wireless access is available at numerous locations around the university including the plaza café and the Information Commons www.sheffield.ac.uk/cics/wireless/areas.html.

To register your laptops for wireless use please follow the instructions at www.sheffield.ac.uk/cics/wireless

Online Training Resources
DiDACT Software workshop hand-outs
These workshop hand-outs are available on the landscape website at: www.sheffield.ac.uk/landscape/resources/didact

Photocopying
There are photocopying facilities in the library that are cheaper and designed for high-volume copying. You can also get your photocopying, binding and other reprographics done at the Students Union Copy Shop and also at the University Print Unit in the Central Annex where high-quality poster production is available.

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Bookable Equipment
The following equipment is available free of charge for all landscape department students. If you would like to book any of these items, please see or e-mail Paul Buck for availability. p.r.buck@sheffield.ac.uk

Please note that if you borrow any of this equipment, you are responsible for loss or damage.

Wacom Intous Graphics Tablets
We have 7 Wacom Intous graphics tablets available to book out on a daily basis.

Wireless Model Camera
We have a wireless snake inspection camera that is able to take close up images and walkthrough videos of your models. It can take 960 x 240 resolution images and record 704 x 576 video at 30 fps in avi format.

Canon SLR Cameras
Available to book on a daily basis. These cameras can also record HD video.

Portable Photography Studio
For photographing models etc, comes with lighting.

Panasonic HC-X900M High Definition Camera
Available to book out on a daily basis.

Mino Flip Digital Video Cameras
We have 2 Mino Flip digital cameras available. They take high quality video and are able to store up to 60 minutes of footage.

TASCAM DR22 WL Liner Audio Recorder with Wifi
2 x Olympus MP3 Voice Recorders
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:

- 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)

The deadline for referrals for alternative exam arrangements is 12 noon on the Friday of week 9 of teaching each semester – usually the final week in November in Semester One and the final week in April in Semester Two.

If you are a disabled student who needs alternative exam arrangements but do not yet have these in place, you must have discussed your requirements with DDSS in advance of the deadline to guarantee that your alternative exam arrangements will be in place in time for exams you are due to sit in the next assessment period. For more information on exam support and making contact with DDSS, see www.sheffield.ac.uk/ssid/disability.

Student Engagement and Representation.
There are many opportunities for you to get involved, whether it's having your say or representing your fellow students.

Being a student representative is rewarding work and can help you develop confidence, communication and leadership. It can also give you a greater understanding of how the University works as well as enabling you to play a role in the decision making of your Department and/or Faculty.

In the Department
The student-staff committee, comprised of student representatives and academic staff, allows you to take part in discussions and decision making about a range of issues including how assessment feedback is delivered, office opening times, proposed changes to degree programmes and so on.

Contact Andy Clayden for more information. a.clayden@sheffield.ac.uk

In your faculty
All Faculties have a Learning and Teaching Committee which has a small number of places for student representatives. In addition to this, some Faculties have other committees on which students are represented. The Faculty Learning and Teaching Committee is made up of academic staff from all Departments and discusses a range of issues relating to learning and teaching e.g. new University policies, changes to university regulations, new programme proposals, annual Departmental reviews of Learning and Teaching. Being a student representative on a Faculty Committee is your chance to put forward the student view on issues relating to learning and teaching and this is always valued by committee members.

Faculties also have student committees which provide opportunities for students to put forward and discuss their views on issues at a faculty level.

Institution-wide opportunities
SALT (Student Ambassadors for Learning and Teaching)
The Student Associates in Learning & Teaching (SALT) scheme is a University-wide network of students working on learning and teaching projects. The Ambassadors influence, improve and develop how students learn and how they are taught at the departmental, faculty and University level.

www.sheffield.ac.uk/als/students/salt
Student Panel Members for Periodic Review

The University reviews the learning and teaching in each department every 5-6 years. This activity is called Periodic Review. The Review is carried out by a panel made up of academic members of staff from other universities, academic member of staff from the University of Sheffield and students. Students act as full panel members and are paid for the work that they do.

www.sheffield.ac.uk/lets/pp/qa/periodicreview/aims

Union links

Alongside this there are even more opportunities to represent yourself and your peers through the Students’ Union. The two primary ways are either through running as a Student Union Councillor, who serves as a link between the Union and Departments, offering another voice for students to use. The other way you can get involved through the Union is through running for a position of Student Union Officer – with 8 places available; these positions are voted for by your fellow students.

For more information you can visit: su.sheffield.ac.uk

The Sheffield Graduate

The Sheffield Graduate programme recognises your individual extra-curricular achievements in local, national and international activities. Those who gain the Sheffield Graduate Award are highly sought after by employers because of their breadth of skills, leadership abilities and commitment to personal development.

The award is open to postgraduate taught students. As postgraduate taught students only attend the university for a limited time, it is advisable to register your interest as soon as you can so you have time to complete your award.

To register your interest and for further information on the activities involved, please visit: www.sheffield.ac.uk/thesheffieldgraduateaward

External examiners.

All courses are examined by an external examiner to ensure that:

- The programmes of study are at an acceptable standard in terms of content, progression and delivery.
- The assessment system is fair and is operated equitably.
- Degrees awarded are of an appropriate standard, nationally and internationally. In order to achieve these purposes, External examiners:
  - Comment, and give advice on, the content, balance and structure of modules, on programmes of study, and on assessment procedures.
  - Arbitrate or advise in cases where problems have arisen.
  - Participate in the moderation of all modules leading to the award of degrees, diplomas and certificates.
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). [link]

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. You can 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:
[link]

Please note, it is important that you are registered with a doctor/UHS, should you need to apply for extenuating circumstances, as they can help support this.

Counselling

We believe that students are resourceful individuals and have the capacity to engage in all aspects of University life. The University Counselling Service provides a free, confidential service to enhance and develop the student’s ability to recognise and strengthen their inner resources.

They 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 (usually within 10 working days).

Most students require no more than a 30 minute 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, see:
[link]

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 available provided by the Careers Service includes:

- Individual appointments with advisers to discuss personal career plans.
- Career Connect - the latest graduate jobs, 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 with my degree’ – information and ideas for students in every academic department.
- Careers events, including recruitment fairs and opportunities to meet employers, advertised in our ‘What’s On Weekly’ email sent to all students.

Our website [link] 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.

The Careers Service also runs The Sheffield Graduate Award, which recognises your achievements both within and outside the University. Highly regarded by employers, The Sheffield Graduate Award is a great way to prove that you are a distinctive Sheffield graduate.

For details of where the Careers Service is based plus our opening times see [link]

Guidance on employment hours

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

References

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

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

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

The University of Sheffield is home to students and staff from more than 125 countries. This diverse learning environment gives you the opportunity to make your study experience more international. We know that employers are looking for employees who are world-aware and able to work across culture and language barriers.

In the classroom, you will be with students from different countries. You may, for example, be asked to work on group projects which include a mix of students from the UK and abroad; or your class projects may include international comparisons; or you may have an international guest speaker. This can help you think about how your subject or discipline translates to the global context.

You could decide to learn another language or help someone who is learning a language that you speak. You might decide to study or work abroad as part of your degree, where you will have the chance to learn new skills, including possibly studying in another language.

There are lots of ways outside the classroom to make your experience more global. You might decide to be a mentor, join social activities such as Global Café or join in the discussions at ‘Culture Compass’. The Students’ Union also provides many international opportunities such as student societies, volunteering, or World Week.

All of these opportunities will help you meet people from all over the world with different views and opinions – but you’d be surprised at how much you have in common too.

Have a look at some of the opportunities:

www.sheffield.ac.uk/ssid/globalcampus

www.sheffield.ac.uk/global/experiences-for-students
http://su.sheffield.ac.uk/get-involved-one-world

PhD study.

Studying a masters degree could open the doors to further study and a PhD programme. At Sheffield you become part of a community of outstanding researchers. You’ll have access to top facilities and be supervised by world-leading experts in their fields.

Our research is world leading. We work closely with our partners to ensure that the work we do delivers economic and societal benefit to the UK and the wider world.

For more information please visit:
www.sheffield.ac.uk/postgraduate/research

You may wish to discuss PhD opportunities with your Personal Tutor or a member of academic staff in your department.
Graduation.

Graduation for Dip/MA students

The University now holds only one postgraduate degree ceremony each year in January. You should therefore note that, because of the time required for dissertation marks to be confirmed by the External Examiners and approved by the Faculty, you will not normally be invited to a formal ceremony until the following January (i.e. one year later), even if you submit your dissertation in October. Your degree results will nevertheless be confirmed in writing in the meantime. This has the advantage that students who wish to attend the ceremony have the opportunity to meet up with friends from the same course.

Graduation for MLA students

MLA students who pass all the coursework and are not involved in re-submissions, are invited to attend the Faculty degree ceremony in July following completion of the course in June.

Academic advice and teaching support.

Academic and transferable skills development

As well as learning about your subject, during your time at Sheffield you’ll have opportunities to broaden your academic knowledge and develop your transferable skills. Making the most of these opportunities will not only help you perform better on your degree but will also prepare you for further study and/or future employment.

As you go through your course you’re likely to learn essential academic skills, including how to: write academic essays or reports, do presentations, work in teams, plan and manage your time, find, evaluate and accurately cite reference material from diverse sources such as books, journals and the internet, and how to make the best use of IT. They are part of a broader set of skills and attributes that the University would like you to have achieved by the time you graduate (see the Sheffield Masters Graduate).

301: Student Skills and Development Centre offers a range of services for all students including:
- Maths and Statistics Help
- Academic Skills workshops
- Study Skills Sessions
- Specialist Dyslexia / SpLD tutorial service
- Languages for All programme
- Writing Advisory Service
- The 301 Academic Skills Certificate.
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 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
- Module add/drop forms
- Self-certification medical notes
- Student loans and career development loans
- Transcripts
- Union cards

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

www.sheffield.ac.uk/ssid

Books

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

MUSE

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

To sign in to access your online services:
1. Go to any standard University of Sheffield webpage
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.

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 and support

Use Library Help (libraryhelp.shef.ac.uk) to browse FAQs or speak to an advisor via Live Chat. Or 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

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 and we will reply within 48 hours.

To find out more you can go to our website www.sheffield.ac.uk/ssid/contacts/nightline or if you are interested in volunteering please email our administration account on 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

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

Financial support

Many students are concerned about funding. If lack of funding means that you are having to do too many hours of paid work every week, you can’t work because you have other responsibilities or you can’t afford to take part in clubs, societies, field trips etc., talk to our Financial Support Team. There are many different financial support schemes available to help our students; all enquiries and applications are treated confidentially.

You can apply for financial support on-line via www.sheffield.ac.uk/ssid/finance/application

Immigration advice

Most non-EU students have a Tier 4 (General) Student Visa. We provide a wealth of online information about Tier 4 visas; please read this information regularly - www.sheffield.ac.uk/ssid/international/immigration/uk and look out for updates in our Global Campus emails.

The student immigration rules are complex and change frequently. If you have questions about your immigration status, you must seek advice from a qualified and authorised immigration adviser – not from friends or staff in academic departments. The University’s immigration advisers are based in the International Student Support Team. If you are changing course, thinking about Leave of Absence or any other change to your stay in UK, you can contact them via a web form - www.sheffield.ac.uk/ssid/international/email

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

RESPONSIBILITIES

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

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
The Sheffield Graduate Award

The Sheffield Graduate Award is open to all students and has been developed with the purpose of recognising and rewarding your extra curricula activities that help you to gain the Sheffield Masters Graduate Attributes. The Award is endorsed by a number of employers who recognise that students who have achieved the Award will stand out from the crowd.

By taking part in the Award, you can bring together all your different experiences, for example, volunteering, mentoring, organising clubs and societies, part time work, sporting activities and course representation, which will help employers take note of all your achievements that go beyond the academic.

Further information and online registration for the Award can be found on:
www.sheffield.ac.uk/thesheffieldgraduateaward

The content of our courses is reviewed annually to make sure it’s up-to-date and relevant. This is in response to discoveries through our world-leading research; funding changes; professional accreditation requirements; student or employer feedback; outcomes of reviews; and variations in staff or student numbers.

While every effort has been made to ensure the accuracy of the information in this publication, for the reasons detailed above, changes may need to be made to modules, courses, entry requirements and fees between the date of this publication and the start of your course.

This publication is correct as at the time of print, but please see www.sheffield.ac.uk/landscape for the most up-to-date information about this course. If there is any inconsistency between this publication and www.sheffield.ac.uk/landscape, the information on www.sheffield.ac.uk/landscape should be taken as correct.
Encore: making use of lecture recordings.

Encore is the University’s lecture capture system. The system records the display and audio from suitable teaching sessions, and makes these available to you via your module’s courses on MOLE. You can then access these recordings to help you with your studies, for example, revisiting parts of lectures that you have missed or did not understand, to help with revision or for writing more detailed notes. Research has also shown that lecture recordings can be useful for students with certain disabilities, or with English as a second language.

The recordings are not a replacement for attending lectures, and it is important to remember that attendance at live lectures is a critical part of your course and is the best way to engage with the content, the lecturer and other students. The recordings are there to enhance and supplement your learning and teaching experience, and there are resources on the 301 webpages to help you use lecture recordings most effectively to support your learning.

It is important to note that not all lectures/classes are appropriate for recording, for example small group interactive sessions, lectures where the whiteboard/chalkboard is used extensively and lectures with sensitive content. Lectures which take place in small teaching rooms which do not have Encore equipment will also not be recorded.

For further information on Encore see:
301 - how to make best use of lecture recordings for your studies
https://www.sheffield.ac.uk/ssid/301
Encore webpages - for any technical queries about accessing and using recordings
https://www.sheffield.ac.uk/cics/encore

Your Digital Transcript.

The University of Sheffield will provide you with a digital Transcript of your results in early December of your final year via the secure online Sheffield Authorised Records (ShARe) system.

You will continue to have access to ShARe after you leave the University, and you will be able to use ShARe to give other people (e.g. employers) permission to view your Transcript as well, in order to provide official evidence of your postgraduate achievements.

In order to log in to ShARe you need to find out your HUSID (HESA Unique Student Identifier) number, which will be your ShARe User ID. To do this, log in to MUSE and go to My Services > myRecord > Personal Details.

You will be sent a detailed email (to your University email address) in August, providing you with instructions for logging in and using ShARe. These instructions will also tell you:

• what you will need to do if you have not completed your studies when your Transcript is issued to you;
• how to request a Postgraduate Certificate if this is what you are being awarded;

If you have not completed your studies when your Transcript is issued, it will be updated again once you finish your course.

We do not expect that you will need an official paper version of your Transcript. However, should you require an official paper copy for exceptional circumstances (e.g. regulatory purposes), you can order one via SSiD at http://www.sheffield.ac.uk/ssid/email.

For more information about ShARe, visit http://www.sheffield.ac.uk/ssid/record/share and click on ‘Information for Students’. If the ShARe web page does not answer your question, please email share@sheffield.ac.uk.
Contact us.

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

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