A Guide for Parents and Supporters.
Welcome to the University of Sheffield.

With over 27,000 students and 7,000 staff, our mission is to advance understanding, influence policy, power industry and improve lives.
The next few years will be amongst the best of their lives. For many, it’s the start of independent living away from familiar people and places, and this can be a big adjustment for everyone. There will also be major differences between your relationship with the University and the one you had with schools.

We understand you will naturally wish to be involved with this important aspect of your child’s life, but UK law and University policy recognise students as adults and therefore restricts our relationship with you. This guide will provide useful information and advice to help you assist your son or daughter with their move to university. It will answer your questions, provide details of the support services we have on offer and give you an insight into student life here at Sheffield.

There’s also further information on our Parents’ website, which covers everything in this guide and more:

www.sheffield.ac.uk/parents
Our University

Established in 1905 and a member of the Russell Group, Sheffield is among the top 100 universities in the world. As a place to live and study, we’re impossible to beat.

We’re proud to be ranked in the top ten of UK research-intensive universities. As a member of the Russell Group, our outstanding performance for research is consistently confirmed by international assessment.

Rated 82nd in the world in the 2018 QS World University Rankings and 38th in the UK in the 2018 Times Higher Education (THE) World University Rankings, our track record for teaching and research is outstanding.

Every one of our faculties is a centre of excellence. That’s why some of the most talented, ambitious staff and students from all over the world come here.

Our staff are experts: they are writers, critics, scientists, engineers and poets. Their ideas power industry, improve health care and advance our understanding of the universe. Their work drives positive change, empowering people and making communities stronger. They are the dedicated academics who will challenge your son or daughter to achieve their very best.

Our Students’ Union has been voted the best in the UK for nine years running by the THE Student Experience Survey (2009 – 2017). We’ve also been voted in the top 3 for student experience for the past seven years, including number 1 in 2014 -15.

The combination of extraordinary people, academic excellence, and our unique city, will make your child’s experience at Sheffield unrivalled anywhere in the UK.
A guide for parents

Our unique city

When students choose the University of Sheffield, they're not just coming to one of the UK’s finest universities. Sheffield is a city like no other and a great choice for student life.

Sheffield has a reputation for being creative, welcoming, rich in culture and history, with a modern outlook. It’s a great place for students to live; offering all the advantages of being in a large, vibrant city that is both safe and affordable.

Home to over half a million people, including more than 60,000 students, Sheffield is situated centrally in the UK and is England’s 4th largest city. Bordering the beautiful Peak District National Park, it is a city of stunning landscapes; the greenest in Europe. There are seven hills, five rivers, two and a half million trees and more parks and woodland than any other UK city.

People from all over the world have made Sheffield their home and it’s not surprising that after graduating, many of our students decide to stay on and live in Sheffield. It’s a diverse, multicultural city that is rightly proud of the easy-going and tolerant reputation it’s earned.

Sheffield is always developing and yet it has kept its sense of community. Our students live fully as part of the community, which means they’re entirely immersed in the day to day life of our special city. We’re proud that our city recognises its students as a real asset and offers them such a warm welcome.
Student support

We invest a lot of time, energy and money in our support services and we are always here to offer help and assistance to all our students. Located in the Students’ Union, the Student Services Information Desk (SSiD) is our award winning one stop shop for information, support and guidance.

Encouraging your son or daughter to sign up for a Sheffield Mentor is a good idea. Having the help and advice from an existing student in those first few weeks will prove invaluable to them. Our mentors are existing volunteer undergraduate students that have undergone training to equip them for the role. They are normally matched with a small group of year one students from their own department, and if possible, from the same course.

301 is our student skills and development centre which offers a wide range of services and activities to support your son or daughter’s development. The 301 Academic Skills Workshop Programme can help students improve their study skills and academic technique with assistance on a number of subjects, such as exam revision planning and presentation skills. Also available is dedicated maths and statistics help and a comprehensive language programme. All workshops are free to attend and open to our registered students.

Our Careers Service provides support and guidance at every stage of a student’s time at Sheffield. Our advisers will help students to work out the best career for them and help with CVs, job applications and interview preparation. The earlier they have an idea of what jobs interest them, the earlier they can apply for work experience, an internship or an insight day, to find out what each job is really like.

The University Health Service (UHS) is a surgery specifically for our students who are living in Sheffield. Registering with the UHS is easy: it’s part of our University registration process. Support for students with a disability or dyslexia is usually arranged through Student Finance. Staff in our Disability and Dyslexia Support Service can advise on applications for support, arrange alternative exam provision and liaise with academic departments about support needs. Students may also be eligible for financial support to help with extra costs resulting from their disability.

The University Counselling Service endeavours to support student’s wellbeing by helping them through any difficult personal or academic issues. Nightline is a confidential listening and information service provided by student volunteers, who lend a non-judgemental, friendly and empathetic ear.

Voted number one in the Russell Group for Student Support
(Student Barometer 2015)
The application process

Applying to university can be a daunting prospect, but there is plenty of help and advice available. Good planning is essential as the process normally starts 18 months before term begins. Here we have set out a basic guide to assist you.

Information gathering
Before they apply, students should be collecting as much information as they can and putting together a shortlist of preferred universities. The Universities and Colleges Admissions Service (UCAS) is the admission service for students applying to university in the UK. All applications are made through them. UCAS fairs run from February to June each year, and their website provides an excellent online service for both students and you as a parent.

Our open days
We hold open days from June to October. These days give you a good feel for the University and our city, as well as giving you the opportunity to ask any questions you may have. These days are as much for you as they are for your son or daughter. You can make the most of your visit by staying over and exploring the city.

UCAS applications
From September, students will start to complete their UCAS application online. This single application will ask them to list their five preferred institutions and course choices. The personal statement is a key part of this process. Their statement should explain why they chose the course, why it's important to them and how it relates to their experience and interest. Any relevant work experience is important to mention here.

Final decisions
All our offer holders are invited to visit the University before they make their final decision about where to study. Even if they have already attended a summer open day, it's still important to attend, as this experience will be very different. This is their chance to find out about the course they've applied for, meet their lecturers, talk to current students and tour the department and facilities. Often these days will include sample lectures or tutorials, which will give a real taste of life as a Sheffield student.

Firm and insurance choice
Your son or daughter is then required to make their final two choices. A firm choice is the offer that is accepted as first choice, with an insurance choice being their second; usually this will be an offer with lower entry requirements than their first choice. Once they have made their decision and replied to UCAS, they can apply for accommodation.

A Level results
The lead up to A Level results day can be a stressful time. If your son or daughter hasn't got the grades they need, there are still opportunities available to them. Alternatively if they've done better than expected, they can look at other options too. This process is called Adjustment and Clearing.

Arriving – Intro Week
Once they know which university they will be attending, they will be sent all the pre-arrival information they require. This will include practical information on how to register along with all the relevant details regarding Intro Week (their first week). To make the most of Intro Week it's a good idea to plan in advance which events they wish to attend.

Although this can be a period of anxiety and concern for you and them, it's also a very exciting time. They're probably going to meet more new people and make more friends during Intro Week, than in any other week of their lives. To help new students settle in, we run a complete programme of events specifically designed to help familiarise them with the University and their new life-style.
Key dates

February to June
UCAS fairs
www.ucas.com
These events give your child the chance to see what universities can offer, compare courses and ask any questions they have.

School events
Universities will come to your child's school to talk about what they can offer.

September onwards
UCAS applications are open
www.ucas.com/
ucas/undergraduate/
getting-started/when-apply

October onwards
Universities start to make offers of places.

February to May
Applications for Student Finance open – they don't need to wait for an offer to apply

March
Apply for accommodation (if chosen to accept offer)

May
Deadline for firm and insurance choices; it's very important they reply to their offers by the stated reply date (they will be notified of this by UCAS) www.ucas.com
ucas/undergraduate/
apply-and-track/key-dates

June to September
You may want to help prepare them for independent living by offering a few tips on cooking, washing etc.

January
Deadline for applications to be guaranteed equal consideration

February
UCAS Extra opens (if students don't receive any offers)

August
A Level results
Adjustment and Clearing
www.ucas.com/
ucas/undergraduate/
apply-and-track/results

Late September
Intro Week and registration
Organisations such as Boeing, Rolls-Royce and the Wellcome Trust invest millions of pounds in our University because our academics are world leaders in their fields.

What the employers say

"The University of Sheffield Careers Service is well-organised and has a very proactive approach to linking with us as potential employers. Rolls-Royce has built up a good working relationship with the University of Sheffield over the past few years; we have taken on a number of Sheffield graduates with a sound understanding both of their subject area and of wider issues."

– Rolls-Royce

"PricewaterhouseCoopers recruits in consistently large numbers for the University of Sheffield, valuing the academic rigour and flexible outlook of its graduates. The firm is committed to working in partnership with the University in order to provide business insights and develop commercial awareness for students of all academic disciplines."

– PricewaterhouseCoopers

Our reputation for excellence means our graduates are in demand. All our degree courses give students transferable skills that are highly valued by employers. Our strong links with industry guarantee the relevance of our degree programmes and equip our graduates for careers at the cutting edge of their chosen fields. They’ll develop communication, team working, analytical and presentation skills.

Student Job Shop

Top graduate employers expect graduate applicants to have gained work experience during their time as a student. Our Student Jobshop and Work Experience Team can assist with everything from part-time jobs to summer internships, voluntary work and longer placements, in order to help students gain a foothold in their chosen career. They advertise hundreds of opportunities and can provide advice on making strong job applications.
Accommodation

University accommodation offers much more than just a room to live in. Here students will become part of a community, be exposed to countless new opportunities and make friends for life. This is why we were voted number one for accommodation in the Times Higher Education Student Survey 2014-2015.

When students apply for University accommodation, there are several options available to them, depending whether they apply to live at Ranmoor/Endcliffe or within the city centre. Ranmoor/Endcliffe is situated in one of the UK’s most affluent districts and are within easy walking distance of the central campus. The majority of our accommodation is newly refurbished and 82% of all rooms are en suite. All accommodation is fully furnished, has central heating and access to self-service launderettes.

Included in their rent:
- All gas, water, electricity and internet bills
- Room contents insurance
- Customer services and welfare support
- Residence Life events and sports activities
- Security measures and CCTV

Our standard contract length is 42 weeks; however, 51 week contracts are available for those who need to stay longer. The majority of our University accommodation is self-catered, with access to a communal area and dining facilities. There are a number of cafes and food outlets across the University and many of them have gluten-free, vegan, Halal and vegetarian options.

Catered rooms are available and the rent includes a weekly food allowance for 31 weeks. Students receive a GeniUS rewards card, which is automatically topped up with credit on a weekly basis to use as required.

In catered accommodation, basic equipment is provided for preparing snacks in communal areas, including a kettle, toaster and microwave.

We are committed to providing equal opportunities by giving the best possible support for disabled students. If your son or daughter has a disability and chooses to live in University accommodation they should contact the accommodation office to inform them of any specific requirements.

By choosing University accommodation, students become part of a supportive and vibrant community. There are a huge range of exciting events and activities on offer throughout the year as part of Residence Life, including academic development and welfare support from our Residence Mentors, who are always around to offer help and advice when needed.

Every year, 94% of our first year students choose to live in University accommodation.
Student finance

All universities charge tuition fees. Our tuition fee for 2018/19 is £9,250. This may increase for future years of study. Loans are available to assist students and they don’t pay anything back until they are earning above the repayment threshold.

Loans

Your son or daughter can apply for a tuition fee loan online for the full amount, provided they are full-time students from the UK and EU, and haven’t studied for an undergraduate degree or similar before.

Maintenance loans are also available for UK students, the amount you receive is dependent on your family’s household income.

Paying it back

Tuition fee and maintenance loans are added together to make one monthly payment. Monthly payments are based on 9% of whatever they earn above the repayment threshold.

Payments are based on what they earn, not what they owe. If their wages drop, this is automatically reflected in their repayments.

After 30 years, anything that hasn’t been paid back is written off. Payments are taken automatically from their salary, not from their bank account.

Grants for disabled students

If your child has a disability or specific learning difficulty such as dyslexia, they can get Disabled Students’ Allowances (DSA) to help pay for equipment or support they need.

Full-time and part-time students are eligible for DSAs on top of any other loans or bursaries. They are not based on household income and the money doesn’t have to be paid back. When they apply for their funding they should ask the government to send the relevant DSA form to complete.

Further details can be found at: www.gov.uk/disabled-students-allowances-dsas

How to apply

The tuition fee loan and maintenance loan are borrowed from the government; students apply for these at the same time from early in the year. They don’t have to wait until they have been offered a place.

The tuition fee loan is paid directly to the University when they register with us. The maintenance loan is paid into the students’ bank account over three separate instalments.

For more information on how to apply, see:

England and other EU countries
www.gov.uk/studentfinance

Wales
www.studentfinancewales.co.uk

Northern Ireland
www.studentfinanceni.co.uk

Scotland
www.saas.gov.uk
University finance

In addition to government funding, the University offers an excellent package of bursaries, scholarships and opportunities for work placements and studying overseas.

University of Sheffield Bursary

This money comes from the University and doesn't have to be paid back. They receive the same amount every year of their course, including a year spent studying abroad, should they choose to do this. The criteria for receiving University bursaries may change year to year, so see our website for up to date details.

Additional University schemes

We have a number of additional awards to help your son or daughter make the most of their opportunities, develop skills and gain experience during their time with us. Volunteering Grants and Work Experience Grants are also available to all students with lower household incomes. If they’re eligible we’ll write to your son or daughter once they’ve started their course, to give them more information and tell them how to apply.

University of Sheffield Scholarships

We also offer a number of scholarships that include free accommodation, financial awards, opportunities for work placements and studying overseas. More information including how and when to apply is available on our website.

Living at home

If students choose to stay at home during their studies, the amount they can borrow for living costs is reduced. The amount of any bursary they’re entitled to is not affected.

Preparation and budgeting

Our online calculator will work out how much your son or daughter is eligible for. It adds together the maintenance loan and any bursary and scholarship they’re entitled to. Find out how much they could get on our website.

www.sheffield.ac.uk/funding

It’s important for them to understand the additional costs associated with studying at university, and to plan their budgets accordingly.

Our Money Timeline and Money Planner interactive tools will help them control their finances and get the most out of their money. They can use them to budget for the upcoming year, identify potential difficulties in advance and give them pointers to ensure their time here is free of financial worry.

www.sheffield.ac.uk/moneytools
How you can help

We hope this guide has answered your questions and provided you with more information about the University. As your son or daughter embarks on their university journey, here are a few suggestions of how you can help them on their way.

Come to our open days

The University has two types of open days; pre and post application, so you have more than one opportunity to visit us. It is important for you to come along to both with your son or daughter, as the content of the days will be different.

Decision time

Choosing the right institution is a big decision for your child to make, and you can help by supporting them with this. Their time at university is an important part of their life, so they need to consider all their options very carefully to ensure they make the right choice.

Settling in

You can help prepare your son or daughter for leaving home by encouraging them to take responsibility for themselves, so they can start their new way of life with confidence and enthusiasm. On a practical level, it’s useful if they can cook a few basic meals and can manage their own finances.

Registration

Information about registration and Intro Week is sent out in August. This will explain the online pre-arrival activities that they need to complete before they leave home. You can help by encouraging them to read everything carefully, and to complete everything they need to on time.

Intro Week – for you

We hold parents and carers drop-in sessions during moving in weekend. These are a chance for you to relax with free refreshments after helping your son or daughter to unpack, and to meet senior staff from the University. If you are planning to stay in Sheffield during Intro Week, please book your accommodation in advance. This time of year is often very busy.

Intro Week – for them

Intro Week is a great way for them to meet people and make new friends. Before the start of the academic year, there are a number of introductory events, designed to give your son or daughter more information about student life at Sheffield. A number of these will take place in their academic department and will give them the chance to find out more about their study classes, assignments and work load over the coming year.

Some of the introductory events are social, and give the opportunity to join any of the cultural, national, sporting, or religious student societies arranged through the Students’ Union. We recommend that they plan in advance what they would like to attend, and you can encourage them to do this before they arrive.
A guide for parents

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 a course.

This publication is correct as at the time of print, but please see www.sheffield.ac.uk/funding for the most up-to-date information about fees.

If there is any inconsistency between this publication and www.sheffield.ac.uk/funding, the information on www.sheffield.ac.uk/funding should be taken as correct.

This publication is available in different formats. To request an alternative format telephone +44 (0)114 222 1303

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