



The  
University  
Of  
Sheffield.



# Study Abroad & Erasmus+ Handbook.

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2018–2019.

# Welcome to the University of Sheffield

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We are delighted you have chosen to spend part of your degree at the University of Sheffield.

Every year, we welcome around 750 Erasmus+ and Study Abroad students from all over the world. We work hard to make sure that all our students have the best experience possible.

As you would expect from a leading British university, we place a strong emphasis on academic quality. What you learn at Sheffield will enhance your education and broaden your horizons.

Studying and socialising alongside British undergraduates and thousands of others from more than 120 countries, you'll experience the very best that British education and British life have to offer. [www.sheffield.ac.uk/ssid/ourcommitment](http://www.sheffield.ac.uk/ssid/ourcommitment)

We wish you a safe journey and we look forward to meeting you in the very near future.

## International Student Support



# How to use this handbook

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**This handbook is your essential guide to studying at our University.**

**There are three colour-coded sections:**

- ◆ **1. Before you arrive**
- ◆ **2. When you arrive**
- ◆ **3. Whilst you are here**

It is very important that you read all of the handbook before you arrive in Sheffield and bring it with you so that you can refer to it during your stay.

Further important information will be sent to you by email, so please make sure you keep checking your account.

**You should also bookmark some helpful web pages including:**

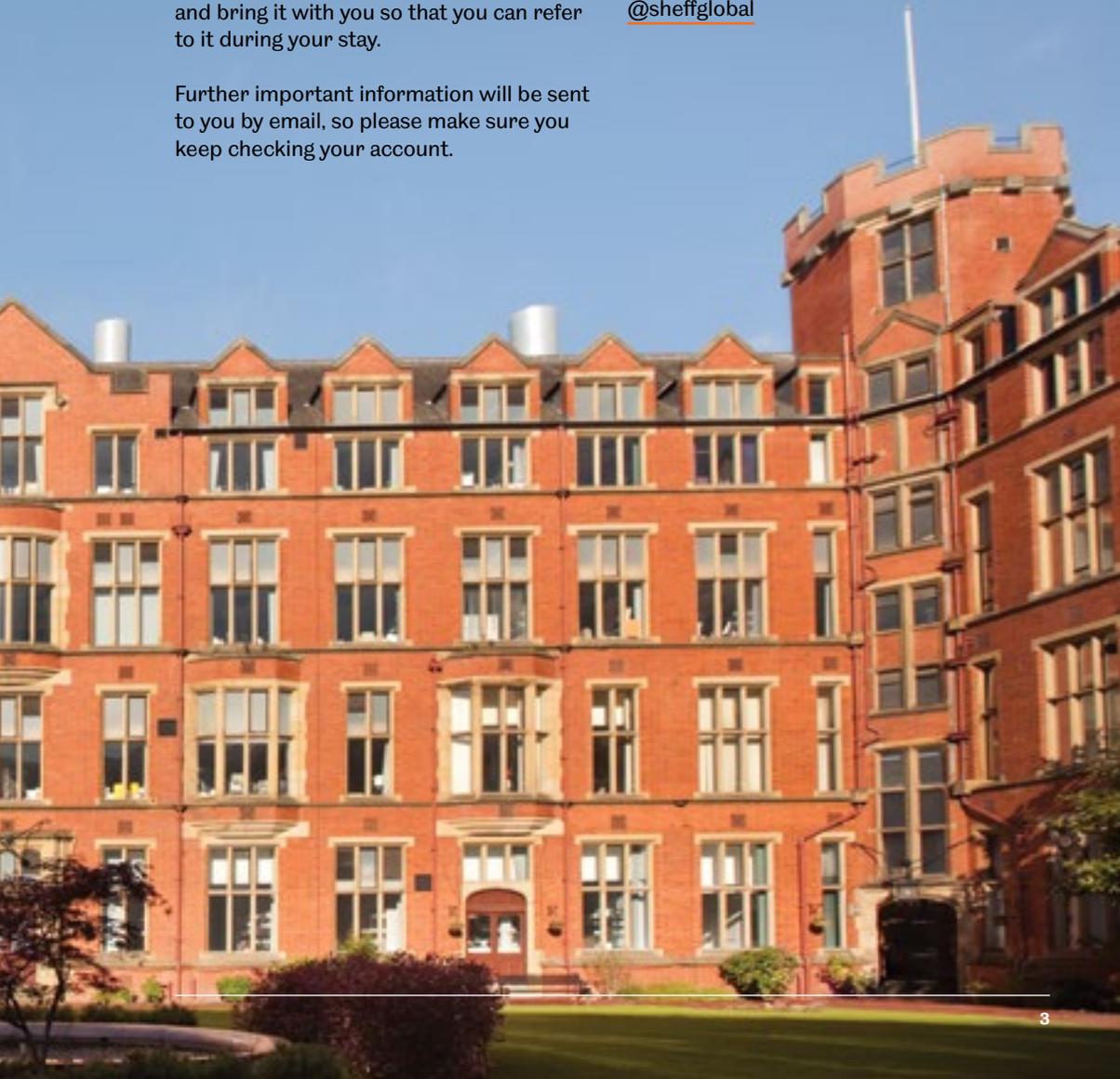
[www.sheffield.ac.uk/globalopps](http://www.sheffield.ac.uk/globalopps)  
[www.sheffield.ac.uk/ssid/international](http://www.sheffield.ac.uk/ssid/international)

**Join the University of Sheffield Global Campus**

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[@sheffglobal](https://twitter.com/sheffglobal)



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# Before you arrive

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## STEP 1: Choosing your courses

Before you arrive in Sheffield, as part of your application process you may have selected and had approved modules you wish to study. You should also make sure you have some reserve choices in case changes are needed.

### Where is the list of modules?

You can find links to the Directory of Modules and the current teaching timetable on the Student Services Information Desk (SSiD) webpages: [www.sheffield.ac.uk/ssid/course](http://www.sheffield.ac.uk/ssid/course)

Specific information on courses for Study Abroad and Erasmus+ students is available on the Global Opportunities & Exchanges web pages under the relevant sections: [www.sheffield.ac.uk/globalopps](http://www.sheffield.ac.uk/globalopps)

### How many credits?

- If you are spending a full academic year at the University of Sheffield, you must choose 120 Sheffield credits (maximum).

The minimum you can register for is 100 Sheffield credits (with written agreement from your home institution).

- If you are spending one semester only at the University of Sheffield, you must choose 60 Sheffield credits (maximum).

The minimum you can register for is 40 Sheffield credits (with written agreement from your home institution).

If you wish to register for less than the maximum credit load, you must provide a letter from your home institution. This can be uploaded via the pre-registration system (see below) before you attend your Registration event. If you are not able to do this, we will accept an emailed copy, which we will request from you after you register.

### Pre-registration

Once you have accepted an offer of a place and prior to the start of your course, you will be contacted by email by our pre-registration service ([preregistration@sheffield.ac.uk](mailto:preregistration@sheffield.ac.uk)) giving you instructions on where and how to complete some pre-registration actions online before you arrive in Sheffield.

Please make sure the pre-registration email address ([pre-registration@sheffield.ac.uk](mailto:pre-registration@sheffield.ac.uk)) is saved in your email contacts to ensure that you receive the email in time and it is not sent to your trash folders.

If you are an overseas student i.e. (non EU/EEA nationality) you must upload copies of your passport and visa as part of the pre-registration process. Please do not upload a copy of your visa until it has been stamped by an immigration official in the UK. You should upload this information once you have arrived in the UK and before attending the University Registration. This action will help to minimise delays to your registration. This action will help to speed up the registration process.



### Important

To ensure that you can complete your pre-registration actions, it is essential that we hold the right email address for you. Please make sure you keep us informed of any changes to your email address by contacting us at [pre-registration@sheffield.ac.uk](mailto:pre-registration@sheffield.ac.uk)

## **STEP 2: Accommodation**

All Study Abroad students and full-year Erasmus+ students are guaranteed a single room in University-owned accommodation if you apply by 31 July 2018.

We have a small number of rooms available for Erasmus+ students coming for one semester only (starting in either September 2018 or February 2019). Whilst we cannot always guarantee availability, please submit an application by 31 July 2018 for September 2018 arrival and 1 December 2018 for February 2019 arrival. You will be contacted approximately four weeks prior to arrival to confirm whether or not your application has been successful.

If you are a Study Abroad student coming to study for a full year starting in February 2019, you are only guaranteed accommodation for the first part of your course (February – July 2019). You must apply before the 1 December 2018.

For the second part of your stay September 2019 to February 2020 you will need to contact the Accommodation Office at the end of August to check the availability of accommodation.

### **How do I apply for accommodation?**

To find out everything you need to know about living in University accommodation, along with information on how to apply and our guarantee, visit:

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

Specific accommodation information for Study Abroad Programme and Erasmus+ students can be found here: [www.sheffield.ac.uk/accommodation/prospective](http://www.sheffield.ac.uk/accommodation/prospective)

### **Study Abroad Programme students:**

[www.sheffield.ac.uk/studyabroad/overseas/postapplication](http://www.sheffield.ac.uk/studyabroad/overseas/postapplication)

### **Erasmus+ students:**

[www.sheffield.ac.uk/erasmus/incoming/before](http://www.sheffield.ac.uk/erasmus/incoming/before)

### **Our Accommodation**

Accommodation is available on both Ranmoor/Endcliffe and City sites and, wherever you live, you'll be part of a supportive community where there's always something happening. Being involved in every aspect of university life and meeting students from all over the world will provide you with an experience you won't find anywhere else.

The following are included in your residence charges:

- All of your gas, electric, water and internet bills
- Room contents insurance
- Residence Life events and sports activities
- Residence Mentor support

## Residence Life

The Residence Life team are here to help you have the best student residential experience possible. The Residence Life team consists of permanent staff focusing on matters of Support & Conduct or Engagement & Development. They are assisted by our Residence Mentors, who live in the residences.

### Support and Conduct:

Residence Mentors – are experienced students. They are happy to support you during your time in University accommodation and help to ensure a positive living experience for everyone. They can answer your questions or guide you in the right direction and help you deal with issues such as noise and disagreements, if they arise. Residence Mentors help to facilitate a safe living environment by promoting community living standards and offering support and signposting on a range of issues.

### Engagement and Development:

Events, sports & activities – the Engagement & Development team is comprised of staff working in partnership with Sport Sheffield and the Students' Union to put together an exciting array of activities, events and sports each year. There is something for everyone, from our Living & Learning programme focusing on life skills and lectures to Social Sport classes and discounts on the popular Give It A Go programme.  
[tickets.sheffieldstudentsunion.com/give-it-a-go](https://tickets.sheffieldstudentsunion.com/give-it-a-go)

Your Residence Mentor and Activity Representative will also be planning small events based specifically on the interests of your community, so make sure that you get to know them.

For more information on Residence Life, daily updates and 360 Degree Virtual Tours – please visit:

### Accommodation:

[www.sheffield.ac.uk/accommodation/residence-life](http://www.sheffield.ac.uk/accommodation/residence-life)

### 360 Degree Virtual Tours:

[360degreevirtualtours.group.shef.ac.uk](http://360degreevirtualtours.group.shef.ac.uk)

### Residence Life Portal:

[www.residencelife.co.uk](http://www.residencelife.co.uk)



### **STEP 3:** **Visas, travel, and healthcare**

#### **Do I need to apply for a VISA?**

Check this website to see whether you need to apply for a visa to study:

[www.gov.uk/check-uk-visa](http://www.gov.uk/check-uk-visa)

If you will be studying in the UK for less than 6 months, we recommend that you apply for a Short-Term Study Visa prior to departing your home country even if you are a national of a country that can apply on arrival.

[www.gov.uk/study-visit-visa](http://www.gov.uk/study-visit-visa)

There is information about immigration on the University of Sheffield's web pages for new international students:

[www.sheffield.ac.uk/ssid/international/immigration](http://www.sheffield.ac.uk/ssid/international/immigration)

Immigration regulations and procedures are subject to change. All information in this section should be checked with the British Embassy/High Commission near the time of departure. You can find up to date information on the UK Visas and Immigration website:

[www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration)

Check your entitlements to healthcare in the UK on this webpage

[www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare](http://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare)

#### **Booking your flight**

If you do need a visa, it is advisable to wait until you have received it before booking your flight. Please also make sure you know your required date of arrival in Sheffield before making any travel arrangements. (See inside back cover of this handbook.)

The closest airports to Sheffield are: Robin Hood Airport, Doncaster Sheffield; Manchester Airport; East Midlands Airport, Nottingham.

#### **What insurance will I need?**

You must take out a private insurance policy to cover you for travel, medical treatment, loss of property or money, missed flights etc. Try to shop around to get the most comprehensive policy. Don't just sign up for the cheapest one!



#### **Important**

Please ensure that your passport and/or ID card is up-to-date and will not expire during your stay in Sheffield before you make any other plans for your arrival.

## **STEP 4:** **Planning your arrival**

Your arrival date will depend on your individual arrangements (see below) but we do recommend that you arrive in time to take part in our Orientation activities.

### **Autumn Semester arrivals**

- If you want to take part in some, or all, of September Orientation Week, you will need to arrive in Sheffield at some point during the week 11-15 September.
- **All students** must arrive in time for the compulsory Welcome Meeting on Monday 17 September 2018.
- If you have a place in University accommodation, you must be in Sheffield to collect your keys on the first day of your accommodation contract (either Saturday 15 or Sunday 16 September 2018) unless you have previously arranged a late arrival.  
Email: [latearrivals@sheffield.ac.uk](mailto:latearrivals@sheffield.ac.uk)

### **Spring Semester arrivals**

- If you are taking part in the Orientation programme you should plan to arrive a bit earlier, and be in Sheffield by 31 January 2019.
- If you are not taking part in the Orientation programme, you must arrive in time for the compulsory Registration Event. Please refer to the following webpages:  
[www.sheffield.ac.uk/registration/outside/erasmusstudyabroad](http://www.sheffield.ac.uk/registration/outside/erasmusstudyabroad)

## **STEP 5:** **Orientation**

Our Orientation programmes take place before the start of each academic semester, and aim to make your first days in Sheffield as relaxed and enjoyable as possible. They include a wide range of activities, tours, information sessions and social events, and are a great way to help you meet new people and adjust to life in the UK.

The Orientation programmes will be held as follows:

### **Autumn arrivals**

The main Orientation programme will be 10 - 14 September 2018 with some activities also taking place during Intro Week 17 - 22 September 2018.

### **Spring arrivals**

31 January - 2 February 2019

For further information please visit:  
[www.sheffield.ac.uk/ssid/newstudents/orientation-week](http://www.sheffield.ac.uk/ssid/newstudents/orientation-week)

## **STEP 6:** **Meet and Greet**

We operate a Meet & Greet airport collection service from Manchester Airport during the autumn arrival period (**9 – 16 September 2018**). Our assistants will meet you at the arrivals gate at Manchester Airport and show you to our private coaches, which will transport you to Sheffield.

You must book this service in advance. Full details are available on: [www.sheffield.ac.uk/ssid/international/before/meet-greet](http://www.sheffield.ac.uk/ssid/international/before/meet-greet)

## **Independent travel from airports to Sheffield**

If your flight arrives on a date outside of the Meet and Greet service times, or arrives into a different airport than Manchester, we are unable to offer an airport collection service. There is information about independent travel options to Sheffield at: [www.sheffield.ac.uk/ssid/newstudents/before-you-arrive/travel/airport](http://www.sheffield.ac.uk/ssid/newstudents/before-you-arrive/travel/airport)

## **STEP 7:** **Peer Mentoring**

Whatever background you arrive from, we want you to make the most of your time at University. A Sheffield Mentor is a student who already studies at The University of Sheffield and will assist in making your transition to university life as easy and enjoyable as possible. They will answer questions you have about studying in Sheffield before you arrive and they will meet up with you once you are here.

You will be invited to apply for a Sheffield Mentor as one of your online pre-registration tasks. For more information please visit the Sheffield Mentors web pages: [www.sheffield.ac.uk/ssid/mentoring/mentees](http://www.sheffield.ac.uk/ssid/mentoring/mentees)

## **STEP 8:** **Welcome meeting**

If you are commencing study in September you will be invited to attend a University Welcome Meeting on Monday 17 September 2018. Full information about times and venues will be made available on the Student Registration web pages [www.sheffield.ac.uk/registration/newstudents](http://www.sheffield.ac.uk/registration/newstudents)

Information for students commencing study in the spring semester, can be found at: [www.sheffield.ac.uk/registration/outside/erasmusstudyabroad](http://www.sheffield.ac.uk/registration/outside/erasmusstudyabroad)

# When you arrive

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## STEP 1:

### Moving into University accommodation

#### When can I collect my keys?

#### September arrivals

If you are taking part in Orientation Week and staying in Orientation Week accommodation, then your key collection will be included in the programme of events. If you do not take part in Orientation Week, or you take part without staying in the Orientation Week accommodation, then your keys will be available on the first day of your accommodation contract – this will be either Saturday 15 or Sunday 16 September 2018.

Once you have accepted your contract, you will then be able to complete your e-induction where you will find lots of information to help you settle into your accommodation. You will need to complete this before you arrive. During the e-induction, you will be asked to book a time slot for arriving and collecting your keys.

For more information about moving into University accommodation please visit: [www.sheffield.ac.uk/accommodation/arriving](http://www.sheffield.ac.uk/accommodation/arriving)

#### February arrivals

Your keys will be available on the first day of your accommodation contract. You will need to make your way to the key collection point which will be provided in your e-induction.

#### What if I can't collect my keys on the first day of my contract?

If you will be arriving late, for example, due to flights, please inform the Accommodation Office as soon as possible. They will let you know how long they can hold your room and how to collect the keys. Email: [accommodationoffice@sheffield.ac.uk](mailto:accommodationoffice@sheffield.ac.uk)

## STEP 2:

### Registration process

#### When will I register?

Before you begin attending classes, you must complete registration. This involves checking all of your module choices have been approved and added to your student record before having your identity confirmed in person.

Details of when and where these tasks can be completed will be available online and can be found below, depending on which semester you will be beginning in Sheffield.

#### September arrivals

Full information about times and venues for module enrolment and registration can be found in the registration timetables online.

You can also download the iSheffield app once you have set up your computer account for details about registration, campus maps and more.

#### February arrivals

You can find information about times and venues for module enrolment and registration at: [www.sheffield.ac.uk/registration/outside/erasmusstudyabroad](http://www.sheffield.ac.uk/registration/outside/erasmusstudyabroad)

### STEP 3: University Health Service registration

The University Health Service is a National Health Service (NHS) General Practice (Doctors Surgery) focused on student health. It is a modern, friendly, forward thinking Practice, which offers full GP services and a number of additional health services, such as Nurse Practitioner Clinics, to all students of the University of Sheffield living in the city.

#### Studying for 3 months or more

We recommend that all students studying in Sheffield for more than 3 months register with the University Health Service (UHS) on arrival in Sheffield.

Instructions of how to do this are included in the University's pre-registration process or visit: [www.sheffield.ac.uk/ssid/health-service/registration](http://www.sheffield.ac.uk/ssid/health-service/registration)

Once you have pre-registered online and are living in Sheffield you will need to complete UHS registration in person:

<b>Intro Week Registration Only</b>	UHS registration is the last step of the main registration event during Intro Week. Check your timetable
<b>Registration during the rest of the year</b>	Once you have completed the online pre-reg form, wait two working days then contact UHS to make an appointment (0114 222 2100)

#### Online access to booking appointments

Once you are fully registered with the University Health Service, you can make appointments online and request medications. You can also print off a full list of medicines, diagnoses and immunisations directly. To get your username and password please email: [health.service@sheffield.ac.uk](mailto:health.service@sheffield.ac.uk). Please ensure your email comes from your University email address and includes your full name, date of birth and Sheffield address.

#### Long-term Conditions

If you suffer from a long-term condition you are keen to provide safe continuity of care. Before coming to the UK please contact your doctor and ask them for a letter in English detailing your medical condition and any medicines that you are being prescribed.

#### NHS Entitlement

You will not be charged for the care you receive at the University Health Service or treatment received within the Accident and Emergency department of a hospital, this is free to all overseas visitors. However, if you are studying for less than 6 months, you may have to pay for other NHS treatment (e.g. referral to hospital doctors/services and other community services (e.g. midwifery, health visiting, community nursing etc.)). This is dependent on the type of treatment required and your immigration status.

**You will be expected to bring evidence of your EHIC / visa / Biometric Resident Permit with you to all hospital appointments.** Without such documentation, you will have to pay for treatment, regardless of any exemptions you may hold.

## **EEA Students**

Non-UK European Economic Area (EEA and Switzerland) nationals and their families should obtain a European Health Insurance Card (EHIC) before coming to the UK in order to access NHS services on a needs arising basis. You should bring the EHIC with you if you register with the University Health Service and to all hospital attendances.

For further information on NHS entitlement please visit:  
[www.sheffield.ac.uk/health/information/internationalstudents](http://www.sheffield.ac.uk/health/information/internationalstudents)  
or contact: the Overseas Visitor Team at Sheffield Teaching Hospitals:  
Overseasvisitors@sth.nhs.uk or call  
0044 114 271 2981

## **Insurance**

You may wish to consider taking out insurance, even if you are entitled to free NHS treatment whilst in the UK. An insurance policy may cover, for example:

- to access private medical treatment within the UK
- costs of returning home if a relative is ill
- cost of returning to your home country for treatment
- or in the worst possible situation, returning a body home for burial.

You can find more information at:  
[www.sheffield.ac.uk/ssid/health-service/about/international-students](http://www.sheffield.ac.uk/ssid/health-service/about/international-students)

## **STEP 4: Form signing and questions**

Please visit the Student Services Information Desk (SSiD) on Level 3 of the Students' Union Building. The staff there can answer your questions and sign forms.  
[www.sheffield.ac.uk/ssid](http://www.sheffield.ac.uk/ssid)

## **STEP 5: Police Registration**

You do not need to register with the police if you come from the EU, EEA, a Commonwealth country, or any other country not included in the police registration list or if you are here for less than six months.

You are required to register with the police if you are from any of the countries included in the police registration list. See website for details:  
[www.gov.uk/register-with-the-police](http://www.gov.uk/register-with-the-police)

## **University of Sheffield Erasmus+ & Exchanges Society (USEES)**

Congratulations on being accepted to come to Sheffield!

USEES is a society run by former Erasmus+ and Study Abroad students who have had a fantastic time during our exchanges and want to make sure you have a similar experience. Our organized events bring Erasmus+, Study Abroad, international and home students together for great events, socials and support. All students (including non-Erasmus+) are welcome to join!

Find us on all social media platforms! Joining our Facebook group (search: Erasmus & Exchange Society) is the easiest way to keep up-to-date with our events as well as to meet with other students!

If you have any questions about USEES or life in Sheffield, send us an email and we'll do our best to help you out!  
[usees@sheffield.ac.uk](mailto:usees@sheffield.ac.uk)

Enjoy the Steel City!



# Whilst you are here – academic issues

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## STEP 1: Changing modules

You can alter your choice of modules by 'adding and dropping' modules during a three week period at the start of each semester.

If, after registration, you decide a module is not right for you, you can drop it and add a new one. You will receive guidance from your department on how to agree a change to your choice of modules via the official Add/Drop process.

For the most up to date information about the Add/Drop schedules, please visit [www.sheffield.ac.uk/ssid/forms/add-drop](http://www.sheffield.ac.uk/ssid/forms/add-drop)

## STEP 2: Extending or reducing your stay

You can only extend your stay in rare circumstances. If you wish to extend your study period in Sheffield, you must contact Global Opportunities & Exchanges by email in the first instance to see if this may be possible.

Global Opportunities & Exchanges will confirm if you can stay on your current programme (i.e. Study Abroad Programme or Erasmus+) or if you have to apply for a place as a fee-paying visiting student.

The deadlines for requesting an extension of stay are:

- Autumn arrivals: 1 November 2018
- Spring arrivals: 1 April 2019

## Reducing your stay

If you wish to reduce your study period in Sheffield, you must contact Global Opportunities & Exchanges by email in the first instance. Please note that if you have registered for a module which is assessed by examination, you will be expected to attend the examination on the set date. Email: [globalopps@sheffield.ac.uk](mailto:globalopps@sheffield.ac.uk)

## STEP 3: Attendance monitoring

When you are at the University it is very important that you attend teaching sessions and make academic progress on your course of study. The UK government requires universities to report any student on a Tier 4 visa who does not engage and is consequently withdrawn from their academic programme.

Study Abroad students are required to come for Attendance Monitoring at SSiD on (or as close to as possible) the 1st and 15th every month. Erasmus+ students will be monitored by their host department and so are not required to visit SSiD for attendance monitoring.

[www.sheffield.ac.uk/ssid/record/attendance](http://www.sheffield.ac.uk/ssid/record/attendance)

It is very important that you familiarise yourself with your immigration responsibilities when in the UK. Information about your duties and those of the University can be found at: [www.sheffield.ac.uk/ssid/international/immigration/responsibilities](http://www.sheffield.ac.uk/ssid/international/immigration/responsibilities)

## STEP 4: Formal Invigilated Examinations

You will be assessed in the same way as other University of Sheffield students. You must therefore attend any examinations required as part of your course. Please check the examination timetable as soon as it is available online:

[www.sheffield.ac.uk/ssid/exams/exdates](http://www.sheffield.ac.uk/ssid/exams/exdates)

It is expected that you will attend all your examinations in Sheffield. If you have a valid reason for being unable to attend an examination, you must speak to someone in the appropriate academic department, as soon as you become aware of this.

It is your responsibility to ensure that you are familiar with the University's examination regulations. Further reading: [www.sheffield.ac.uk/ssid/exams](http://www.sheffield.ac.uk/ssid/exams)

Please also watch the video 'Exam - Do's and Don'ts' to help you to prepare. [www.sheffield.ac.uk/ssid/exams/your-exam-video](http://www.sheffield.ac.uk/ssid/exams/your-exam-video)

## STEP 5: Grading system

An overall result is recorded for each unit of study in which a student is examined. Even though the examination may be made up of a number of components, only a single result is recorded for each unit in official University records. This result may be converted to a grade on a different marking scale on receipt by a student's home institution.

The following table explains Sheffield grades awarded for undergraduate units of study in relation to degree classifications and also sets out equivalence in relation to the European Credit Transfer System which may be relevant for students visiting as part of the Erasmus+ scheme. Within ECTS, 120 Sheffield credits (the workload for an academic year) equals 60 ECTS credits.

University of Sheffield grade %	ECTS Grade (Erasmus+ only)	ECTS Definition
70–100	A	EXCELLENT – outstanding performance with only minor errors
60–69	B	VERY GOOD – above the average standard but with some errors
50–59	C	GOOD – generally sound work with a number of notable errors
45–49	D	SATISFACTORY – fair but with significant shortcomings
40–44	E	SUFFICIENT – performance meets the minimum criteria
1–39	FX	FAIL – some more work required before the credit can be awarded
0	F	FAIL – considerable further work is required

University of Sheffield first degrees, in common with other UK universities, are classified as follows:

Class 1 honours (Class 1)

Class 2 division 1 honours (Class 2.1)

Class 2 division 2 honours (Class 2.2)

Class 3 honours (Class 3)

Pass degree (a pass at the minimum standard required for graduation but without honours)

## STEP 6: Statement of results

Final grades are recorded on an official academic statement.

You will be able to view your results online when you login to your account at Sheffield (MUSE) and print off an interim statement of results.

You will receive an official statement of results in the form of an online digital Transcript, following completion of your study here. This will be issued to you via a system called Sheffield Authorised Records (ShARe). This document displays the official stamp of The University of Sheffield and is therefore official verification of your results.

You will receive a notification email (to your University of Sheffield address) as soon as your ShARe digital Transcript is issued. You cannot access the ShARe system until you are notified that a document has been issued to you.

### When will my digital Transcript be issued to me?

- Once you have completed your studies at The University of Sheffield
- If you are studying at Sheffield in Semester 1 only, this will usually be in March
- If you are studying at Sheffield in Semesters 1 and 2, this will usually be in July

**Grades for postgraduate units are not confirmed until November, and will not be available on MUSE. Results for postgraduate visiting students will be issued at the beginning of December.**

## STEP 7: Form signing and questions – end of the semester

Please visit the Student Services Information Desk (SSiD) on Level 3 of the Students' Union building. The staff there can answer your questions and sign forms.  
[www.sheffield.ac.uk/ssid](http://www.sheffield.ac.uk/ssid)

# Whilst you are here – opportunities

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## Making the most of University

### The Students' Union

There are lots of fantastic things that you can get involved with during your time in Sheffield. The Students' Union has a huge range of societies and clubs that you can become a member of. Whether you want to play soccer or "dungeons and dragons", practise your knitting or photography skills, or are interested in anything from anime to cocktails - there really is something for everyone! Joining a society or sports team is a great way to make new friends, continue an existing hobby or learn something new. If your hobby requires special equipment (eg sports clothing, musical instruments etc) remember to bring them with you. To find out more about the Students' Union and how you can get involved visit: <https://su.sheffield.ac.uk>

### Sheffield Global Campus

Global Campus offers a range of events and activities to support our international students. From social events to help you meet new people, to conversation clubs to help you practise your English and workshops to help you understand British culture, you can keep up to date via our webpages or our social media: [www.sheffield.ac.uk/ssid/globalcampus](http://www.sheffield.ac.uk/ssid/globalcampus)  
[www.facebook.com/sheffieldglobalcampus](https://www.facebook.com/sheffieldglobalcampus)  
[www.twitter.com/sheffglobal](https://www.twitter.com/sheffglobal)



## Well-being

Coming to a new University in a new country is a really exciting time, but we understand that it can be challenging too. If you are struggling to cope with any part of university life then please contact a member of staff so that we can make sure you get the help you need. The sooner we know about your worries the more we can do to help. We have a number of well-being services that you can contact if you need some help visit:

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

### University Health Service

If you have a physical or mental health problem you can make an appointment to see a doctor. For more information about how to make an appointment visit:

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

### University Counselling Service (UCS)

SAMHS (Student Access to Mental Health Support) is the first point of contact for students to explore a broad range of psychological support needs. All University of Sheffield students can register online 24/7. Once you have registered you will be offered an initial 'triage appointment'. Within this appointment we will look at what intervention may best suit you, this may include mental health advice and one to one counselling.

[www.sheffield.ac.uk/mental-wellbeing](http://www.sheffield.ac.uk/mental-wellbeing)

All students have free access to Big White Wall at home or while abroad. It provides immediate access to 24/7 online peer and professional support, with trained mental health professionals .

[www.bigwhitewall.com](http://www.bigwhitewall.com)

## Central Welfare and Guidance

If you have a personal or health problem, or are thinking of leaving the University and you are unsure where to go for help then you can contact the Central Welfare and Guidance team who will help you to find the most appropriate support.

Please call 0114 222 4321 or email [support@sheffield.ac.uk](mailto:support@sheffield.ac.uk) to speak to someone. [www.sheffield.ac.uk/ssid/cwag](http://www.sheffield.ac.uk/ssid/cwag)

## Disability and Dyslexia Support Service (DDSS)

It is important that you tell the University if you have a disability, for example a physical disability or mental health problem such as depression, or a learning difficulty such as dyslexia. This information will only be used to offer you relevant support to help you manage your disability alongside your studies. You can find out more information about DDSS at:

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

## The Chaplaincy Centre

The Chaplains and Religious Advisers at the University's Chaplaincy Centre offer care and support to students of all faiths and none. They can listen and offer advice to students experiencing difficulties, as well as offering opportunities for worship, prayer and spiritual exploration.

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

# Questions & Answers

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Use the information below to help you find answers to questions you may have during your stay in Sheffield. If you have a question which is not addressed in these tables, please consult the Ask Sheffield web site: [ask.sheffield.ac.uk](http://ask.sheffield.ac.uk)

## Academic issues

### I need to change a class

Please follow the add/drop procedure as outlined on page 16 of this handbook.

### How can I prepare for academic life in the UK?

Prepare for Success is a free website that contains learning resources to help you find out about different aspects of academic life in the UK and the skills needed for effective study.

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

### I'm struggling with my work

Make an appointment to speak with the course tutor or the advisor in your host department.

### Where can I find extra academic support

You might find it helpful to have a look at the study skills workshops offered by the 301: Skills and Development Centre

[www.sheffield.ac.uk/ssid/301](http://www.sheffield.ac.uk/ssid/301)

The University Library offers some online resources to help you become familiar with UK study methods

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

### I cannot sit my exam on the given date

Please speak to the administrative staff in your academic department as soon as possible.

### I've missed an exam!

Please speak to the administrative staff in your academic department as soon as possible.

## Accommodation

### I want to change my room in University accommodation

Please contact the Accommodation Office by emailing [accommodationoffice@sheffield.ac.uk](mailto:accommodationoffice@sheffield.ac.uk) and they will advise if it is possible to do so. Applications for transfers will not be open for the first weeks of moving in and all transfers are subject to availability.

### Do I have to pay council tax?

If you are studying for both semesters a council tax letter can be obtained from SSiD. If you are attending Sheffield for only one semester you will need to provide a letter from your home University detailing your attendance there and a Certificate of Student Status from SSiD. If you take both these documents to the Council they will assess your situation.

[www.sheffield.ac.uk/ssid/council-tax/exchanges-template](http://www.sheffield.ac.uk/ssid/council-tax/exchanges-template)

### I want to end my residence contract earlier than first agreed

Please read the section in your residence contract which deals with early termination. If you need any advice please refer to Student Advice Centre who have specific housing advisors. If you live in University owned/managed accommodation please email [accommodationoffice@sheffield.ac.uk](mailto:accommodationoffice@sheffield.ac.uk)

### I am having problems in my private housing

Please contact Student Advice Centre

[su.sheffield.ac.uk/student-advice-centre](http://su.sheffield.ac.uk/student-advice-centre)

## Employment

### How can I find a job?

Visit the JobShop in the Students' Union:

[www.sheffield.ac.uk/careers/students/jobs](http://www.sheffield.ac.uk/careers/students/jobs)

### Job Centre Plus:

[www.gov.uk/contact-jobcentre-plus](http://www.gov.uk/contact-jobcentre-plus)

# Useful links

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## Study Abroad information

Study Abroad Programme  
[www.sheffield.ac.uk/studyabroad/overseas](http://www.sheffield.ac.uk/studyabroad/overseas)

## Erasmus+ information

Erasmus+ programme  
[www.sheffield.ac.uk/erasmus/incoming](http://www.sheffield.ac.uk/erasmus/incoming)

## Academic information

Directory of Modules  
Teaching Timetable  
Exam Timetable  
[www.sheffield.ac.uk/ssid/course](http://www.sheffield.ac.uk/ssid/course)

## Teaching, Learning and Studying

[www.sheffield.ac.uk/ssid/international/living/academic](http://www.sheffield.ac.uk/ssid/international/living/academic)

## UK Travel information

Sheffield and South Yorkshire travel information  
[www.travelsouthyorkshire.com](http://www.travelsouthyorkshire.com)

Super Tram information  
[www.supertram.com](http://www.supertram.com)

Cheap Train Tickets  
[www.eastmidlandstrains.co.uk](http://www.eastmidlandstrains.co.uk)

National Rail enquiries  
[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

Mega Bus – low cost inter-city travel in the UK  
[www.megabus.com/uk](http://www.megabus.com/uk)

## Budget Airlines

Ryanair  
[www.ryanair.com](http://www.ryanair.com)

easyJet  
[www.easyjet.com](http://www.easyjet.com)

flybe  
[www.flybe.com](http://www.flybe.com)

Jet2  
[www.jet2.com](http://www.jet2.com)

## Living in Sheffield

Student life  
[www.sheffield.ac.uk/undergraduate/studentlife](http://www.sheffield.ac.uk/undergraduate/studentlife)

Students' Union  
[www.sheffield.ac.uk/union](http://www.sheffield.ac.uk/union)

Sheffield Tourist Information  
[www.welcometosheffield.co.uk/visit](http://www.welcometosheffield.co.uk/visit)

Student views on Sheffield  
[www.sheffield.ac.uk/studyabroad/overseas/prospective/quotes](http://www.sheffield.ac.uk/studyabroad/overseas/prospective/quotes)

Sheffield Global Campus  
[www.facebook.com/sheffieldglobalcampus](http://www.facebook.com/sheffieldglobalcampus)

## Money

Bank accounts  
[www.sheffield.ac.uk/ssid/international/living/money/bank-account](http://www.sheffield.ac.uk/ssid/international/living/money/bank-account)

Budgeting and cost of living  
[www.sheffield.ac.uk/undergraduate/studentlife/low-cost-of-living](http://www.sheffield.ac.uk/undergraduate/studentlife/low-cost-of-living)

Working  
[www.sheffield.ac.uk/ssid/international/immigration/work](http://www.sheffield.ac.uk/ssid/international/immigration/work)

# Important dates 2018–19

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## **Orientation and Induction Programme (Autumn arrivals)**

10 – 14 September 2018

## **Intro Week**

17 – 22 September 2018

## **Compulsory Welcome Meeting (Autumn arrivals)**

17 September 2018

## **Main Examination Periods**

Autumn Semester - 14 January - 2 February 2019

Spring Semester - 20 May - 8 June 2019

## **Semester dates**

### **Autumn Semester**

24 September 2018 – 2 February 2019

### **Christmas Vacation**

15 December 2018 – 13 January 2019

### **Spring semester Orientation Programme (Spring arrivals)**

31 January – 2 February 2019

### **Compulsory Registration Event (Spring arrivals)**

Friday 1 February 2019

For details see:

[www.sheffield.ac.uk/registration/outside/erasmusstudyabroad](http://www.sheffield.ac.uk/registration/outside/erasmusstudyabroad)

### **Spring Semester**

4 February 2019 – 8 June 2019

### **Easter Vacation**

6 April 2019 – 28 April 2019

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The content of our courses is reviewed annually to make sure it is 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.

We aim to provide accurate and up-to-date information in all of our publications, but as this publication is published more than 5 to 10 months before the beginning of a course - applicants should always refer to our websites for the most up to date information:

**[www.sheffield.ac.uk/accommodation](http://www.sheffield.ac.uk/accommodation)**  
and **[www.sheffield.ac.uk/globalopps](http://www.sheffield.ac.uk/globalopps)**  
and **[www.sheffield.ac.uk/ssid/international/immigration](http://www.sheffield.ac.uk/ssid/international/immigration)**

Changes may be made to modules, courses, entry requirements and fees between the date of publication and the start of your course.

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