Centre for Doctoral Training (CDT) in Systems and Control Engineering

Student Handbook (For Full-Time Students)

September 2018
Welcome

Introduction from the Director of the Centre for Doctoral Training

Our discipline, systems & control engineering, plays a crucial role in modern science and technology as well as in economics, management and increasingly in medicine, healthcare and the social and political sciences. It is fair to say that no other branch of engineering has a wider reach. Its potential to contribute, globally, to the future prosperity of mankind and the economic competitiveness of nations is beyond doubt. These facts are recognised by the UK Government in its funding strategies for science and engineering and are increasingly receiving public recognition through the boom in robotics and autonomous systems applications such as the Google car and drone technologies.

Established for almost half-a-century, we are the only department in the UK dedicated to control & systems engineering and one of the largest in Europe. One of our core goals is to train you, the next generation of world-class researchers in our field, equipping you with the skills and knowledge needed to excel as independent researchers and professionals. Research students are the lifeblood of academic excellence and provide the basis for all our futures.

In our research we aim to address fundamental challenges in understanding and managing the complexity of man-made systems, as well as the inherent complexity of natural systems. We approach these challenges by focusing on theoretical developments in analysis, modelling, control and computation. These underpin strategic, multi-disciplinary, national and international collaborations with leading academic and industrial partners in a wide range of application areas. Our research portfolio covers medicine, biology, aerospace, manufacturing and robotics. We are actively involved in cutting-edge research in systems/synthetic biology, neuroscience and cognition, healthcare, social policy, smart materials and sensors, autonomous systems, transport, energy, computational finance, earth and space environment.

On behalf of everyone in the Department, I wish you a happy and productive time with us. We aim to contribute something valuable, distinctive and lasting to your education and to your experience of student life at the University of Sheffield. You should aim to make your contribution too – we chose you because you represent the brightest and best of your generation and you can play a role in sustaining the vibrancy and fertility of our department.

Professor Rob Harrison
Director, Centre for Doctoral Training

The Handbook

The main aim of this handbook is as a guide to the key information you will need during your studies at the University of Sheffield. You should read this in conjunction with the University Code of Practice for Research Degree Programmes which is provided at the start of your studies. Further useful information is also available from:

- Code of Practice for Research Degree Programmes
  [http://www.shef.ac.uk/rs/code](http://www.shef.ac.uk/rs/code)

- Research Services (RS)
  [http://www.shef.ac.uk/rs](http://www.shef.ac.uk/rs)

- ACSE Information for Research Students
  [http://www.shef.ac.uk/acse/current/researchers](http://www.shef.ac.uk/acse/current/researchers)
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## Welcome to ACSE

Who is responsible for Postgraduate Research (PGR) in ACSE?

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</tbody>
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For all other Departmental staff contact details please see: [http://www.shef.ac.uk/acse/staff](http://www.shef.ac.uk/acse/staff)

The Department occupies three buildings: the Amy Johnson Building (AJB) on Portobello Street, the Sir Henry Stephenson Building (SHSB) on Mappin Street and has offices in the Pam Liversidge Building (PLB).

### The Amy Johnson Building
- **Address:** Portobello Street, Sheffield, S1 3JD
- **Contact:** 0114 222 5250
- **Website:** [www.shef.ac.uk/acse](http://www.shef.ac.uk/acse)

### Sir Henry Stephenson Building
- **Address:** Mappin Street, Sheffield, S1 3JD
- **Contact:** 0114 222 5683
- **Website:** [www.shef.ac.uk/acse](http://www.shef.ac.uk/acse)
1. Arrival, Registration and Induction

There are a number of administrative procedures that you need to complete once you have arrived at the University of Sheffield to ensure that you are properly registered and can begin your studies. Please also refer to the ACSE Induction Checklist, https://www.sheffield.ac.uk/acse/current/researchers/inductionchecklist.

1.1 Registration
On Monday 24 September 2018 (until 2pm), overseas students should go to the Discovery Rooms, Level 5, Student’s Union Building (before proceeding to the Goodwin Sports Centre) to register. Home and EU students should go straight to the Sports Hall at the Goodwin Sports Centre to register.

Between Tuesday 25 September and Thursday 27 September, you can register in the Discovery Rooms, Level 5, Student’s Union Building between 0930 and 1630 hours. For students arriving after Monday 1 October, please register via Registry Services, Level 6, Student’s Union Building, between 0930 and 1600 hours.

You will need to take with you your offer letter, proof of entry qualifications, proof of identity and evidence of ability to pay fees and maintenance. You should also make sure that you register with the University Health Service (located on Gell Street) and collect your University identification U-card.

International Students (this does not include students from the EU) will NOT be allowed to register without their Biometric Residence Permit. Full information about these permits can be found here. https://www.sheffield.ac.uk/ssid/international/immigration/overseas/brp

You should have already received a handbook from the central University containing 'Everything you need to know to register in September and October' but, if not, it can be found here. https://www.sheffield.ac.uk/polopoly_fs/1.794288%21/file/EssentialGuidetoRegistration2018.pdf

1.2 Welcome Pack
You will receive a welcome pack from the Department which will include important information about the University and Department. This will be handed out on Tuesday 25 September at the welcome session at 10am in the Amy Johnson Building (room D07). If you arrive later than this please go to room B1 in the Amy Johnson Building (AJB), where the Department’s Research Support team will provide you with the pack.

1.3 Health and Safety
A Health and Safety talk will be given in week 1. If you miss this talk then you should contact Mr. Paul Staniforth (room A17, AJB, email: p.staniforth@shef.ac.uk) who will provide you with the appropriate Health and Safety information. Health and Safety information is also available online at https://sites.google.com/a/sheffield.ac.uk/acse-health-and-safety/

1.4 Equal Opportunities
The University has an equal opportunities policy. Full details can be found in the Student Charter, which can be found in the University Web pages. http://www.shef.ac.uk/ssid/ourcommitment

1.5 Disability and Dyslexia Support Services
If you have an ongoing or temporary medical or mental health condition which means you may need reasonable adjustments you are encouraged to contact Laura Ballaam, our Departmental Disability Liaison Officer (l.ballaam@sheffield.ac.uk), or the Disability and Dyslexia Support Services Department directly. They can be contacted at 0114 2221303 or on disability.info@sheffield.ac.uk.

The University endeavours to give all its students the best chance of success and can support you with reasonable adjustments, time management advice, support accessing areas of campus and assist you in a range of other ways.

Assessments and formal support services are available at DDSS.
1.6 **Access to the Department**
Access to the building outside normal working hours (8.30am to 5pm) is by U-card only. In order to qualify for access outside of these hours you must complete the online training for out of hours access and fire training. Information is given in section 7.8 of this handbook.

1.7 **Office Space and Keys**
Contact Mr Paul Staniforth (p.staniforth@sheffield.ac.uk) who will allocate your office space and provide you with keys. Please note that all full-time Research Students who have been registered for a period of over THREE years are NOT entitled to a desk space within the Department.

1.8 **Computing**
You should visit the Computing Services Reception desk to register for use of the network via Leavygreave Road.

Shortly after arrival, every PhD student will be allocated a computer, following completion of an appropriate form, which can be obtained from Paul Staniforth (please note that it can take up to 10 working days for the computer to arrive). Before using the computing facilities, make sure that you read the Departmental computing policy available from [https://www.sheffield.ac.uk/acse/current/computinginfo](https://www.sheffield.ac.uk/acse/current/computinginfo) and the University IT Code of practice available from [http://www.sheffield.ac.uk/cics/codeofpractice](http://www.sheffield.ac.uk/cics/codeofpractice).

A personal home page for each student will be set up on our Departmental web pages and you will be contacted to supply content shortly after the start of your studies. See [http://www.shef.ac.uk/acse/staff/rstu](http://www.shef.ac.uk/acse/staff/rstu) for examples of current pages.

1.9 **Post**
All incoming post for postgraduate research students will be put into pigeonholes in room 306 of the Sir Henry Stephenson Building (SHSB). It is important that you check these pigeonholes regularly.

You are responsible for paying for your own outgoing mail. The Department may meet some of the costs of postage arising directly from your research but prior authorisation must be obtained from your supervisor.

1.10 **Reception**
Reception is located in the main entrance of the Amy Johnson Building. Normal opening hours are 9.15am to 4.45pm Monday to Friday. You should go to reception for all general enquiries. If you have specific queries about your research studies, then please go to room B1 in the Amy Johnson Building where the Research Support team are based.

1.11 **Photocopying**
Research Students have access to Departmental photocopiers in the AJB and Sir Henry Stephenson Building (SHSB). Registration is required onto the University’s ‘My Sustainable Print’ service. This can be completed via: [http://www.sheffield.ac.uk/cics/msp/setup](http://www.sheffield.ac.uk/cics/msp/setup).

1.12 **Printing Policy**
Staff and Research students have access to a wide range of Departmental printers. Students need to register onto the University’s ‘My Sustainable Print’ (MSP) service via [http://www.sheffield.ac.uk/cics/msp/setup](http://www.sheffield.ac.uk/cics/msp/setup).

MSP printers can be found in the AJB outside room B20 and inside rooms A5 and D07. They are also in the SHSB on the first floor next to room 218 and on the second floor inside room 316. In the Pam Liversidge Building they can be found on every level. To ensure that you have the most up to date information please visit [http://www.shef.ac.uk/acse/current/computinginfo](http://www.shef.ac.uk/acse/current/computinginfo) and [http://cics.dept.shef.ac.uk/msp/msp-devices.pdf](http://cics.dept.shef.ac.uk/msp/msp-devices.pdf)
1.13 **Electronic Mail**
It is important that you check your University email account every day.

1.14 **Display Screen**
This is located in the main entrance of both the Amy Johnson Building and Sir Henry Stephenson Building. Please check this regularly for urgent notices.

1.15 **Car Parking**
You must have a permit to park in University car parks. To apply for a permit you should log into your MUSE account, choose the option 'View all Services' and then pick 'Parking Permits'. Parking in the vicinity of the Department is very difficult and you are encouraged to walk, cycle or use public transport. Bicycles must be parked in the designated cycle parks and not chained to the railings on Portobello Street or Mappin Street. These cause particular danger for pedestrians since there is a centre for the blind on Mappin Street.

1.16 **Travel Advice**
For University-wide travel information please see: [http://www.shef.ac.uk/visitors/mapsandtravel](http://www.shef.ac.uk/visitors/mapsandtravel)

1.17 **Computing Support Office**
This is located in room A15. The Support Office deals with problems relating to computing facilities and administers the Department’s software library.

1.18 **Your University Record**
It is the responsibility of all students to keep and check that their University record is up to date. To do this you have to log into MUSE. You can update your address on the screen yourself, but any other errors need to be reported to SSiD. See [http://www.shef.ac.uk/ssid/record](http://www.shef.ac.uk/ssid/record) for more information.
2. Supervision

All PhD students have a Primary Supervisor and one or more co-supervisors. Your supervisors are responsible for guiding you during the course of your research. Typically, the Primary Supervisor will be the academic lead and the Second Supervisor will support you in the Doctoral Development Programme (DDP). The relationship between you and the supervisory team is critical to the successful completion of your research degree.

It is not possible to stipulate precisely the nature and organisation of the supervisory relationship or the roles of different types of supervisor, but the following tries to clarify areas where there may be some confusion. The definitive statement of University policy on supervision can be found in Research Services’ Code of Practice for Research Degree Programmes (http://www.shef.ac.uk/rs/code).

2.1 Primary Supervisors

The Primary Supervisor will (in agreement/conjunction with the Second Supervisor (known as DDP Supervisor), as appropriate):

- establish, at the start of the project, ground-rules about the frequency and nature of supervisory contact and how urgent problems will be addressed;
- agree with the DDP Supervisor their role, if any, beyond the training/pastoral;
- agree in discussion with the candidate, the research question to be addressed;
- provide guidance on: the research and the standard expected; the planning and timing of the successive stages of the programme; the concept of originality; the form and structure of the thesis, and the importance of planning and time management;
- identify the document for use in the Critical Appraisal exercise and chair the meeting;
- provide target dates for submission of drafts of the Confirmation Review Report (10 months) and thesis;
- provide support for writing the Confirmation Review report and presentation and an opportunity to practice the latter;
- meet at least monthly with the candidate, provide academic guidance, agree short-term objectives and monitor rolling progress;
- ensure the student has a clear understanding in general terms of ‘research ethics’, where this is relevant (i.e. if they are undertaking research that involves contact with human (or animal) participants, data or tissue) and a clear understanding of ‘research governance’, where relevant;
- provide support with identifying appropriate conferences and journals and in writing papers;
- conduct both the month 24 Paper Appraisal and month 30 Presentation Appraisal exercises;
- encourage the student to present work to departmental and/or PGR seminars and, where appropriate, introduce the student to meetings of learned societies and to other researchers in the field;
- complete the University Annual Progress Reports in a timely manner and meet with the student to review annual progress;
- identify suitable Internal and External Examiners in good time and prepare the Appointment of Examiners form (although it is the student’s responsibility to keep the Supervisor apprised of the likely submission date so that this can be carried out in a timely fashion);
- assist in the preparation of the thesis to the extent permitted in the Code of Practice (see the subsection entitled “Acceptable support in writing the thesis”) and provide support in preparing for the viva;
- ensure the student is aware of the Research Training and Support Grant.

2.2 DDP Supervisors

The DDP Supervisor will (in agreement/conjunction with the Primary Supervisor):

- provide support for the DDP (advising on choice of subject-specific and generic skills training and agreeing Training Needs);
- review progress against the Training Needs Analysis (TNA) and development plan with a formal annual review;
- provide additional academic and pastoral support (including careers advice) as appropriate;
- take over primary supervision duties either temporarily or permanently (if appropriate) when the primary supervisor is unavailable;
• attend the Critical Appraisal exercise and provide feedback on performance;
• approve the ePortfolio prior to submission for Confirmation Review;
• attend the Confirmation Review meeting (if desired or necessary);
• attend the month 30 Presentation Appraisal exercise;
• ensure the student is aware of demonstrating and GTA opportunities;
• assist with the completion of any University/Funding Bodies forms/documentation (e.g. Leave of Absence, Extensions, Annual Reports to Funding Bodies), if asked;
• assist with completion of the DDP summary (submitted at month 36 of a student’s studies, before submission of the thesis);
• complete the University Annual Progress Report in a timely manner.
• assist, if appropriate, in the preparation of the thesis to extent permitted in the Code of Practice (see the subsection entitled “Acceptable support in writing the thesis”).

2.3 Supervision Meetings
For full-time research students, we would expect supervisory meetings to be held at least once per month. Allowing for holidays, this would equate to a minimum of 10 supervisory sessions per year. In the first semester of registration supervisory meetings will probably need to be more frequent and as a general rule meetings should be once every two weeks.

It is the responsibility of the Supervisory Team to be aware of, and to implement, the supervisory contact requirements of their student’s funding body:
Research Councils (general information)
https://www.ukri.org/skills/policy-and-frameworks/
STFC (specific information)
http://www.stfc.ac.uk/files/accreditation-criteria/

We would normally expect supervision sessions to involve both supervisors. This is especially the case in the first semester. At the end of the first semester the supervisors and student should have negotiated how they want the supervision to be shared and the responsibilities of each supervisor. For instance, while it may be appropriate that both supervisors attend every supervision session and both comment on every draft, there are times when this may be neither desirable nor appropriate. There needs to be a clear understanding by all parties of their separate and shared responsibilities. It is essential that one supervisor assumes responsibility for all communications regarding the student’s progress to their funding body, the Department and University Research Services.

Supervisors should ensure that supervisory sessions are uninterrupted as far as possible by telephone calls, personal callers and Departmental business. Although it is not possible to dictate the precise length of meetings we would expect a period of at least one hour to be set aside for each supervision session.

For further guidance about supervisory arrangements, please consult:
http://www.shef.ac.uk/rs/code/supervision

Monthly Report
As stated in the University’s Code of Practice, ’it is essential for written records of formal student-supervisor meetings to be made, either by the student or the supervisor, and for both to maintain a copy. Notes of supervisory meetings need not be lengthy or detailed documents, but should record the progress made on the project, key points discussed and any agreed actions or objectives to be achieved before the next meeting. This could take the form of a series of bullet points. This is essential for both pedagogic reasons (i.e. to ensure the student’s understanding of points made by the supervisor) and to provide an accurate record of the supervisory sessions. Students often take the lead in producing these records.’ The Department checks on a monthly basis that records of student/supervisor meetings are being made and it is a Confirmation Review requirement (see section 5.3 below) that these records are kept.

The University PATS system (Personal and Academic Tutoring) is used to record reports of these meetings. You will be sent instructions via email of how to use this system, shortly after you commence your studies.
Where a supervisor is expected to be absent for an extended period of time (e.g. study leave or summer research projects) the supervisor will advise students of the alternative supervisory arrangements. Most supervisors continue with supervision during study leave.

In addition to the named supervisors, all postgraduate research students can seek advice and support from the CDT Director, Postgraduate Research Tutor, Head of Department and Research Support Team as appropriate.

2.4 Changing Supervisor

Given the high degree of specialisation on the part of members of staff, it is the expectation that a student will not normally change supervisor. It is also assumed that, from the point of view of the supervisor, supervision arrangements will continue for the duration of the student's studies. The only exception would be in the case of the extended absence of the supervisor through ill-health, or if a critical stage of the student's work were to take place in a period of Study Leave for the supervisor. In the latter case, however, joint supervision would probably have been made in the expectation that the Study Leave was to occur.

In the unlikely event that difficulties arise between the student and their supervisor, attempts should be made to resolve these by discussing these with the supervisor concerned. Taking this step will help to promptly and effectively resolve any such issues. However, if difficulties remain, the student should discuss these difficulties with either their DDP supervisor or with the PGR Tutor. In the majority of cases, such steps will resolve any difficulties without the need for the student to consider changing their supervisor.

However, if a breakdown of the supervisory relationship occurs, the student should contact the CDT Director to discuss the matter.

2.5 Student Responsibilities

As a registered student of the University of Sheffield it is important that you take responsibility for various aspects of your studies. For further information please see http://www.shef.ac.uk/rs/code/studentresponsibilities

2.6 Research Ethics

Ethics approval is required by the University of Sheffield for all research carried out by staff or students that involves human participants, their data or tissue. The procedure for obtaining ethical approval for postgraduate researchers is as follows:

1. Complete an online form detailing your project via https://ethics.ris.shef.ac.uk
2. Ethics review will be carried out within the Department by members of staff appointed as Ethics Reviewers.
3. The Research Ethics Administrator (Mr Matthew Ham, m.ham@sheffield.ac.uk) will report the outcome of the review back to the researcher as one of the following:
   a. Approval granted
   b. Approval granted with changes suggested
   c. Approval granted with changes required – in this case the researcher must submit revised documents before approval is granted
   d. Approval not granted

Note that data collection, including pilot studies, MUST NOT take place before ethics approval has been granted and students who have not obtained appropriate ethics approval before collecting data may not be allowed to continue their studies.

Any research that involves patients or staff in the UK National Health Service (NHS) requires NHS Research Ethics approval. Contact the Department’s Research Ethics Administrator for further details.

Full information about the Department’s Ethics policy can be found at:
http://www.shef.ac.uk/acse/research/research_ethics
3. Research Culture and Environment

Postgraduate Research students are important members of the Department’s research community and are encouraged to participate fully in its various research activities. You are expected to attend the weekly Departmental research seminars and the informal ‘coffee and cake’ meetings with academics and other research students, which take place throughout the year. These give you the opportunity to broaden your knowledge beyond the confines of your own research area and to get to know and interact with the Departmental research community.

3.1 Social Space
Room 306 in the Sir Henry Stephenson Building is a social space for research students to socialise and hold informal meetings. The room contains a Nespresso coffee machine and you can purchase sleeves of Nespresso coffee pods directly from the Departmental Finance Office (room B19, Amy Johnson Building).

3.2 Research Symposium
A postgraduate Research Symposium takes place on an annual basis in the Department. This is a forum that provides students with the opportunity to meet together to present work in progress, to discuss matters of common interest, or to seek help from others over a particular research problem or practical issue. More information can be found in section 4.7.

3.3 Research Student Forum
A general meeting for PhD students takes place once a year on Friday 28 September 2018 (9.45am), and all research students are invited and encouraged to attend. One of the purposes of the general meeting is to discuss PhD student representation, and after that meeting, PhD course representatives will be elected.

3.4 PGR Tutor and PGR Student Representatives
The Departmental PGR Tutor is responsible for co-ordinating postgraduate research within the Department. The Tutor supports both students and supervisors, as well as developing policy and liaising with the Faculty of Engineering.

PGR student representatives are elected at the start of the year at the Research Student Forum (Friday 28 September) and they meet with the PGR Tutor (Dr I Esnaola/Dr R Gross) and Student Support Lead (Dr T Baldacchino) every two months to discuss issues affecting PGR Students. Only students in periods A to C are eligible to become representatives. If you want to contact the PGR Student representatives then please email them via acse-pgr-reps@lists.shef.ac.uk.

3.5 “Coffee and Cakes” Events
Coffee and Cake events will take place four/five times a year and you should attend because it is a great opportunity for you to meet with other PGR students and staff. The first coffee and cakes of the academic year is on Friday 28 September at 10.30am in room D07, AJB.

3.6 Mentors
ACSE has a mentoring scheme in place for all new first year PhD students. The Department knows that starting a PhD can be a very daunting experience with so many different people to meet and new systems to learn so we think that having someone available as a contact who has already been through the whole process will be of use.

Our mentors are therefore either second or third year PhD students and are there to provide assistance to you on a purely pastoral basis (all academic queries still need to go to your supervisors). You should attend the training session on Friday 28 September 2018 at 11.30am (D07, Amy Johnson Building) to learn more about the scheme and meet your mentor.

3.7 Seminars
Departmental seminars are held regularly and are central to the Department’s research culture. They provide opportunities for you to hear outside speakers as well as to get to know the work of staff in the Department. Research Students are expected to attend all of these seminars (and are unable to pass
the Confirmation Review where the level of attendance is less than 66%). There are also PGR student-led seminars that take place in the Department (usually on a Monday afternoon). Details of these seminars are circulated via email.

3.8 Research Training and Support Grant (RTSG)
All ACSE Research Students are entitled to a training and support grant. Some students will already be entitled to a training grant from their funding body (e.g., EPSRC, EC Marie Curie, University Scholarship) but for the others, they can claim from the Departmental Research Training and Support Grant (RTSG).

Students can obtain specific detail about the funding available to them via their Supervisor.

Eligible Costs
The following guidance is from RCUK and relevant to the ACSE Scheme:

- A contribution towards costs incurred in training research students e.g., the provision of consumables, equipment, travel, etc.
- Consumables, etc., should be purchased from one of the University’s registered suppliers. Details of these suppliers (which are updated on a regular basis) are available here: https://www.sheffield.ac.uk/finance/staff-information/help/procurement/how/catalogue
- This funding may include, ‘student attendance at conferences, internships, workshops and short course attendance.’
- Funding can only be used in EXCEPTIONAL CIRCUMSTANCES for equipment. Please check with your supervisor before committing any funds.

All planned expenditure MUST be in line with University Financial procedures. Full details can be found here.

How do I claim from the ACSE or other RTSG?
Please refer to the purchasing flow chart, which can be accessed here, https://www.sheffield.ac.uk/polopoly_fs/1.639697!/file/purchasingflowchart.pdf
All the forms and guidance you require to make a claim can also be downloaded from this page, https://www.sheffield.ac.uk/acse/current/researchers/rtsg

Please Note

- Expenditure from the ACSE RTSG must be committed and receipted within the normal registration period (A-C for full-time students).
- RTSG funds cannot be used to meet the cost of an activity that will fall beyond three years of study, even if the tickets can be bought in advance.
- When costs exceed the balance available, the additional costs must be underwritten by the student. In some cases, the supervisor may agree to cover the difference – agreement must be obtained from the supervisor before any financial commitments are made.
- ACSE students receiving training funding from their sponsor are NOT entitled to claim from the ACSE RTSG.

3.9 myPurchase – Ordering
You can apply to order for yourself using the University’s myPurchase system (for consumables etc.), firstly you need to apply for a profile at the following link:
https://finance.shef.ac.uk/prf/new.php

To complete your form you should request MyPurchase - Raise a shopping cart and your purchasing group is ZP0. Liz Johnson, the Finance Cluster Manager, will approve your request.

We use the myPurchase system found on Muse to raise requisitions (request orders). When your request has been approved, instructions of how to raise the requisition can be found here:
https://www.sheffield.ac.uk/finance/staff-information/financial_systems/training-guides

If you need any further help with requisitioning just let us know and one of the team can show you, please either email acse-purchasing@sheffield.ac.uk or visit the team in room B19, Amy Johnson Building.
3.10 Demonstrating and Teaching Assistance
The Department offers opportunities for research students to act as Graduate Teaching Assistants (GTAs), (sometimes called "demonstrators" or "tutors") on its undergraduate and postgraduate taught modules. This can involve:

- Supporting a member of staff teaching a topic to a large group of students
- Leading a “practical” session to a small group of students
- Meeting a small group of students on a regular basis to discuss their coursework
- Liaising with individual students about their coursework
- Marking course work which is subsequently moderated by the module co-coordinator

The benefits to research students are many:
- Valuable teaching skills and understanding can be learnt that may be useful for career development (and can be mentioned in the CV).
- Teaching assistant work is usually associated with some remuneration. Rates vary depending on the type of work undertaken and the amount of preparation involved.
- Provides an opportunity to interact professionally with other students

Anyone who is interested in becoming a demonstrator in the Department should speak with their supervisor. In addition, it is strongly recommended that they also attend the Sheffield Teaching Assistant training courses. Full information about this is available at: [http://www.shef.ac.uk/lets/cpd/sta](http://www.shef.ac.uk/lets/cpd/sta)

Please see here for further instructions and information.
[https://sites.google.com/a/sheffield.ac.uk/acse-finance-cluster-test/demonstrator-claims](https://sites.google.com/a/sheffield.ac.uk/acse-finance-cluster-test/demonstrator-claims)

3.11 PhD Prizes
A prize for outstanding performance in control and systems engineering research is available annually. Eligible students will be those who have had an award for PhD recommended in the preceding 12 months (students who still have to make corrections to their thesis will not be eligible until the following year) and will be nominated by their supervisors. A Departmental Assessment Panel will make a recommendation for the prize which will be ratified at the Department’s formal Examination Board meeting in the summer. The prize will not be awarded in years when the quality threshold is not deemed to have been reached.

Highly ranked theses will be considered for nomination to the IET Control & Automation Doctoral Dissertation Prize and the Springer Theses Series.

3.12 Women in Engineering Network
Women are under-represented in the field of engineering, with only 6% of the engineering workforce in the UK being female. The University recognises that this is a problem. There should not be a barrier to women and girls choosing to study engineering at University level or continuing to work in the area when they graduate.

The goals of the Women in Engineering initiative ([http://www.sheffield.ac.uk/faculty/engineering/wie/index](http://www.sheffield.ac.uk/faculty/engineering/wie/index)) are to:

1. Create an equitable environment where women staff can reach their potential for progression and career development
2. Recruit skilled and talented women researchers and teachers.
3. Build the Faculty’s reputation as a place of excellence for female engineers and contribute to the wider understanding of engineering and its impact on the world.
4. Ensure our students learn in an equitable environment and are equipped with the full range of employability skills needed to thrive as engineers, both male and female.
5. Recruit talented and enthusiastic female students, making sure engineering is an accessible subject choice for girls.

The initiative is led by Faculty Director for Women in Engineering, Dr Gwen Reilly and Deputy Director for Women in Engineering, Sue Armstrong.
3.13 **Student Gift Giving**
The Department understands that gift-giving has different meaning for different cultures but in the UK gifts to academic staff should be given only as tokens of appreciation and should therefore be of modest value. It is not usual to reward staff for doing their jobs.

If you do wish to offer a gift, this should only happen after your PhD viva examination has taken place.

3.14 **Research Collaboration Finder**
The University has developed a Research Collaboration Finder tool in consultation with doctoral research students. During the consultations students acknowledged that they sometimes felt isolated and even within their own departments some did not know about other students who were exploring similar areas of research or using similar methodologies. We therefore hope that this tool will help you to connect with like-minded peers.

https://www.sheffield.ac.uk/researchcollab/profiles

3.15 **The Research Student Proposition**
The University's Research Student Proposition outlines what a research student can expect from the University and what the University can expect from a research student. Research students are members of the scholarly community of the department, Faculty and wider University and are on a journey towards becoming independent researchers.

https://www.sheffield.ac.uk/polopoly_fs/1.194478%21/file/TUOS_Research_Student_Proposition.pdf

3.16 **Holidays**
Guidance about holiday entitlements can be found in the University’s Code of Practice for Research Degrees.

https://www.sheffield.ac.uk/rs/code/hours

Please inform your Primary Supervisor about any leave you wish to take.
4. Training & the Doctoral Development Programme (DDP)

A comprehensive training programme has been established by both the Department and University to assist you in your studies. This is the Doctoral Development Programme (DDP). The programme has been designed to help students develop the skills they need to advance in their studies and achieve their research career goals. The DDP is not optional; it is your responsibility to engage with the DDP.

The DDP is flexible as we recognise that all PGR students begin with different skills and experience and so the DDP is designed to be tailored to your needs.

A student-specific training plan is designed to complement your individual research project and is carried out in agreement between you and your supervisory team. In addition, a cohort based training programme is focused on developing generic research and professional skills. The timetable of the programme will be provided to you in a separate document.

Further information about the DDP program is available from http://www.shef.ac.uk/rs/ddpportal

4.1 Summary of the DDP process

1. Complete a Training Needs Analysis (TNA) as soon as you commence your studies. http://www.sheffield.ac.uk/rs/ddpportal/forms
   You should discuss your TNA with your supervisor and produce a Development Plan. Take part in training as identified by your TNA and keep a record of your training activities (using an ePortfolio).
2. At the end of each year, discuss your DDP progress with your supervisory team and complete a new TNA.
3. Attend and complete the Faculty Professional Behaviour and Ethical conduct module (FCE6100). The Faculty of Engineering will contact you directly with information about this module. This should take place in your first year of study.
4. Attend Departmental Research Seminars (usually held on Wednesday afternoons at 2pm).
5. In your first year of study, attend the Department’s Research Symposium. In your second year of study, present a poster at the symposium or give a presentation.
6. In your first year of study, give a presentation to your supervisory team of a critical appraisal of an important paper identified by your supervisory team.
7. Attend Departmental Research Training Sessions in your first year of study. These include sessions on:
   a. DDP Skills *
   b. Presentation Skills
   c. Academic English (where English is not your first language)
   d. Unfair Means *
   e. Laboratory Demonstration
   f. Voice Coaching
   g. Writing Skills
   h. Mentoring Skills
   i. PGR Symposium *
   j. Case-study talks illustrating the research process from idea to output

Please note that attendance registers will be kept at these training sessions and you are expected to attend all appropriate sessions. Sessions marked with * ARE COMPULSORY.

The Faculty of Engineering provides additional training and it is compulsory for you to attend. The sessions are:

- Welcome to the Faculty and Networking
- Careers Talk
- Introduction to DDP and TNA
- Cultural agility and student support
- How to Manage your PhD
These sessions will take place in week 3 (week beginning 8 October 2018) and are listed in your student training timetable.

A questionnaire will be sent to you during your first year of study asking for your feedback on the training sessions you have attended.

8. By the end of month 36, submit a summary of your engagement to the DDP team.
9. Attend any additional Departmental training sessions (eg how to write a journal paper which would be appropriate in your second and/or third year of study). We will advise you if these are optional or compulsory sessions.

4.2 **Training Needs Analysis (TNA)**

The TNA is an assessment of what your training needs are. This involves an understanding of your current skills and what further training you may need in order to help you achieve what you want to with your research, not just while you are with us, but beyond. You will need to fill out your first year's TNA immediately after your arrival, ready to discuss with your supervisor. The completed version should be forwarded to the Research Support Officer (Mrs Goddard) since the Department’s PGR Tutor will consider (and approve) all the forms.

The TNA can be completed using the form available at [http://www.shef.ac.uk/rs/ddpportal/guidance/forms](http://www.shef.ac.uk/rs/ddpportal/guidance/forms).

An alternative is the interactive web document available within Pebblepad (the University’s chosen e-portfolio tool), where there is a specific Faculty of Engineering TNA document available as a “profile”.

Please make sure that you identify jointly with your supervisory team the fields of research that are relevant for your study. In the TNA you must therefore state how you will address this – maybe by taking a subject specific Masters module, or reading a text book, etc.

You should keep revisiting your TNA throughout your time at Sheffield to review skills gained and assess those still to be acquired and review these periodically with your supervisors.

You must complete a new Training Needs Analysis each year with your supervisor (and submit to the Research Support Officer via renata.goddard@sheffield.ac.uk).

4.3 **Meeting with your Supervisory Team**

Once you have officially registered with the University, arrange a meeting with your supervisory team as soon as possible. Your Primary Supervisor will be able to provide you with details about your DDP Supervisor. In addition to discussing your research project, you should also review your draft TNA, make any modifications as necessary and talk through the requirements of the DDP.

You and your supervisory team will work together to formulate your development plan, documented as part of the TNA, at the meeting. Your supervisor(s) will help you choose appropriate training/modules to study, from a wide range on offer within the University. You may also agree upon other activities to give you the experience you need.

You should refer back to the development plan throughout your period of research in order to reflect on skills already acquired and those that you have to develop.

The development plan will assist you to:
- Develop more awareness of your strengths and weaknesses
- Monitor achievements throughout your research degree
- Identify future goals and necessary steps to achieve them
- Gain a new perspective on your research programme and ideas about your future career
- Illustrate your skills and experience to prospective employers in the form of a comprehensive portfolio
4.4 **DDP Modules**
All students have to complete the Professional Behaviour and Ethical Conduct training module (FCE6100) as failure to do so may result in your award being withheld. You will receive information about this module via email.

**Optional Modules**
The University offers a range of training programmes, which include modules and seminars [https://www.sheffield.ac.uk/rs/ddpportal/steps/reg](https://www.sheffield.ac.uk/rs/ddpportal/steps/reg)

Non-UK students may find modules available from the English Language Teaching Centre (ELTC) very useful [http://shef.ac.uk/eltc/ddp](http://shef.ac.uk/eltc/ddp)

If you choose to take a module without being assessed, then you need to make that arrangement directly with your supervisor and the module provider.

Your choice of training does not need to be restricted to modules provided by the University. You and the supervisory team may also recommend other means of achieving the relevant skills (for example, externally provided courses, self-study or through work experience).

4.5 **Your ePortfolio**
University regulations state that in order to pass the Confirmation Review, a candidate must present "a portfolio demonstrating that they have undertaken the agreed programme of training and skills development and have achieved an appropriate level of competency as agreed by the supervisory team".

We recommend this is done using an ePortfolio. The ePortfolio can be used to keep a reflective log of activity, including non-formal training (e.g. attending conferences). This can become a showcase of your skills and experience gained. You should continuously keep this updated and submit it to your supervisory team at the end of each academic year. Further information about the e-Portfolio, including requirements, how to show evidence and creating an e-Portfolio is available at: [https://www.sheffield.ac.uk/rs/ddpportal/steps/eportfolio](https://www.sheffield.ac.uk/rs/ddpportal/steps/eportfolio)

At the time of submitting your Confirmation Review report, you will be required to provide a summary of your ePortfolio to the Department (as a PDF document). This ePortfolio summary shall contain:
- List of gained research skills (with evidence)
- List of departmental research seminars attended
- List of training courses attended, both within and without the University (including DDP modules and training sessions)

- If applicable:
  - List of completed and submitted items of work
  - List of conferences/workshops attended and whether you presented at these
  - List of teaching activities
  - List of any outreach activities
  - List of any extracurricular activities you wish to note

By the end of month 36, you are required to provide an ePortfolio summary (excluding progress reports) to the University. Please download the form from the website: [https://www.sheffield.ac.uk/rs/ddpportal/cont/ddpsummary](https://www.sheffield.ac.uk/rs/ddpportal/cont/ddpsummary)
and submit the completed version to the Research Support Officer (renata.goddard@sheffield.ac.uk).

4.6 Departmental Research Seminars
It is expected that all ACSE research students will attend the Departmental Seminars and full details regarding the speaker and venue will be circulated to you via email. Research students that attend less than 2/3 of these seminars will not be able to pass the Confirmation Review. It is your responsibility to keep a record on your e-portfolio of the seminars you have attended. This is in addition to attending the training sessions outlined in section 4.1.

4.7 Departmental Research Symposium
The annual ACSE Research Symposium will take place in Semester 2 (the date will be notified to you via email), which will be organised by an elected organisation Committee. All first year students must attend the symposium. In the second year, it is compulsory for all PGR students to present a poster or deliver a presentation as part of Departmental progression requirements. Attendance in your third year, although not compulsory, is strongly recommended. At this stage of study, the Symposium offers students an opportunity to give oral presentations on their work.
5. Academic Progress

Our Centre for Doctoral Training provides a three year research training programme. While a fourth year is permitted, this is intended for writing up and should not be considered as a normal part of the study period. Forty-eight months is a hard deadline, not a target!

5.1 Summary of Stages

MONTHS 6-9: You must pass the Critical Appraisal Exercise (see section 5.3). You will be provided with a key work that you must critically appraise. A presentation on this work must be complete by the end of month 9.

MONTHS 10-13: You must submit a first draft of a Confirmation Review Report (see Section 5.4) to your Supervisory Team at 10 months after initial registration. The final version must be submitted to the Department by the end of month 12. The Confirmation Review meeting will normally take place before the end of month 13. The Department may defer a decision on whether or not to confirm your candidature pending a second attempt that should take place by the end of month 18. If this second attempt is unsuccessful students are not permitted any further attempts and are normally transferred to MPhil registration.

MONTH 18: You must present a poster or deliver a presentation to the annual PGR Symposium (usually around month 18). More details can be found in Section 4.7.

MONTH 24: You must present a paper to your supervisory team at month 24, which will be formally appraised. More details can be found in section 5.5.

MONTH 30: You must make a presentation to your supervisory team at month 30, which will be formally appraised. More details can be found in section 5.6.

MONTH 30: You and your Supervisory Team will be contacted at 30 months (18 months for MPhil students) to remind you that it is expected that you submit in six months. This should be considered the normal outcome.

MONTH 36: You must submit a copy of your DDP ePortfolio Summary (see section 4.5) to the Research Support Officer (renata.goddard@sheffield.ac.uk). By month 36, you should not be conducting new research but simply preparing the thesis for submission.

MONTH 42: If submission has not taken place by month 42 (month 30 for MPhil students), an interview will take place with the Departmental CDT Director to investigate the cause of the delay, to ensure there are no impediments to progress and to discuss your plans for the next six months. Students will be expected to submit a copy of the latest draft of their thesis. If it becomes clear that it is not possible to submit within 48 months, you will be advised to apply for an extension but this will not be granted unless there are significant extenuating circumstances.

MONTH 47: If submission has not taken place by month 47 (month 35 for MPhil students), a further interview with the Departmental CDT Director will take place.

MONTH 48: When you reach the end of your registration period (month 48 or month 36 for MPhil students), your registration status will automatically lapse unless you are granted an extension to your time limit (see section 5.6).

5.2 Monitoring Progression

You must, as part of the DDP requirement keep records of supervisory meetings; a minimum of one report per month is required (recording via the PATS system). Both you and your Supervisory Team must also complete the University’s Annual Progress report (each March).
Annual Research Services Progress Report
Annual Progress Reports are required by Research Services’ (once you have been registered for at least 12 months). Your supervisors will complete an online report on your progress (including a statement on your DDP progression). You will then be invited to add your comments. Once this is complete, the PGR Tutor approves the report which is then forwarded to the Faculty of Engineering.

5.3 Critical Appraisal Exercise
The Department has found that many students appear to accept the claims of authors without an in-depth examination of their veracity and validity and fail to weigh up their advantages and disadvantages in the context of competing ideas. Sometimes this leads to a simple list of related papers. In the Critical Appraisal Exercise, the Supervisory Team will identify a key work in the project area. This could be historical, current state-of-art or necessary supporting methodology/theory. **Students should be notified of their key work by the end of month 6 after registration.**

The student will make a minimum 15-20 minute presentation of their critique to the Supervisory Team. 10-15 minutes of questioning and constructive feedback will then follow. **This exercise must have taken place before the end of month 9 after registration.**

5.4 The Confirmation Review
All students have to undergo a Confirmation Review which will confirm their registration as a PhD student. This comprises a written component - the Report - and an Interview.

**What is the Confirmation Review For?**
The Confirmation Review is in place to assure the Department (hence the University):
- that the proposed project has the potential to lead to the award of the degree of PhD in the allotted time, i.e. it is of sufficient substance and novelty;
- that the candidate is intellectually and technically capable of carrying out the necessary work, i.e. adequate amount and quality of progress has been made;
- that there is a credible work-plan in place and that the necessary resources are available (or a risk mitigation strategy is in place);
- that the candidate has fulfilled all necessary elements of the DDP,

In addition, the Interview component helps prepare the candidate for the final viva voce examination.

**Who Conducts the Confirmation Review?**
The Supervisory Team will provide feedback on the Report before its formal submission. The Confirmation Review Panel, comprising the Chair and one academic Assessor, will read the associated documents and examine the Report prior to the Interview where the student will make a Presentation and then undergo questioning. At least one member of the Supervisory Team will be present at Interview to provide clarification to the Panel if required.

**Confirmation Review Requirements**

1) **The Report**
A draft report should be submitted to your supervisory team at 10 months. A typical report will be around 20-30 pages in length (excluding references), but certainly no less than 15 pages or no more than 50 pages in length. It must be submitted in a PDF.

Do not treat the Confirmation Review Report as a practice run for a journal paper – it must provide a snapshot of where things stand at this point in your studies and must be structured as follows (do not include an abstract):

a) **An introduction to the research project. [2-4 pages]**
Begin with a statement of your broad aims and specific objectives then set the scene, the context and importance of the research problem. What is the research “gap” (identified from the literature review)? Attention should be paid to the impact the research will make to the scientific community and, where relevant, to wider society.
In short: say what the work is about, why existing solutions are inadequate, and why it is important. Avoiding too much technical detail – remember: the examiners will not generally be experts in your particular topic.

b) **A review of the research area (Literature Review). [8-12 pages]**
A Literature Review should provide a summary of the current state of knowledge or technology for your chosen topic and will reveal the research “gap”. It will allow the reader to assess novelty and substance in your proposal its potential contribution. The review must be both wide-ranging, exploring the main competitive ideas/technologies/methods, and sufficiently deep in your specific area. It should demonstrate independent thinking and critical evaluation.

c) **A description of the research undertaken to date. [8-12 pages]**
While the main research output for a PhD is largely achieved in Years 2 and 3, this part will indicate progress towards its goal and your potential to complete the programme successfully. This section must include preliminary results and further evidence that you are capable of conducting the research through hardware, software, algorithmic or theoretical developments. Where appropriate, experimental design, data analysis and interpretation of results should also be included. Make clear what you have added to the current state-of-art.

NB: A large amount of technical detail is not required in the main body of the report. Even if the project is theoretical, only main results that help illuminate Confirmation Review objectives should be quoted with details cross-referenced in Appendices.

d) **A project plan. [2-4 pages]**
This will describe the research tasks to be undertaken, their estimated duration and how the programme will be completed successfully in the three years. For each objective describe what particular hypothesis or problem is being addressed, what is challenging, what methodologies will be used to tackle them and what the novel contribution is.

e) **Comprehensive list of references**
These must be consistent and conform to a recognisable convention (see here for an example).
https://goo.gl/RgBpwW
Warning: reference source data downloaded from internet sources (e.g. using Mendeley) must always be checked for accuracy and presentational consistency. Fewer than 50 references would require some explanation.

f) **Appendices**
These should contain any supporting material such as published or submitted papers; detailed mathematical derivations; additional results (e.g. graphs or tables) where there isn’t space in the main body, etc.

All graphs and figures must be legible, with appropriate axes labels and legends and descriptive captions. The source of any figures or tables must be acknowledged unless entirely your own intellectual property.

2) **Completion of Faculty Professional Behaviour and Ethical Conduct module (FCE6100)**
3) **Completion of Departmental DDP research training sessions (minimum of 50%).** You must attend the compulsory sessions (those marked with an asterix in section 4.1) and it is expected that you will attend the majority of the other sessions. You **CANNOT** pass the Confirmation Review with an attendance rate below 50% of all Departmental training sessions.
4) **Completion of monthly student/supervisor meeting records (minimum of 80% completion).**
5) **Satisfactory presentation to the supervisory team, of a critical appraisal of an important paper identified by the supervisory team (prepares you for Literature Review)**
6) **You must submit your Report through Turnitin**
Turnitin is software that allows you to check your writing for improperly used content, inadvertent plagiarism, or quotation errors (details via MOLE ACS6220). It is important that you understand the University’s policy on Plagiarism, Collusion and the Use of Unfair Means in Assessment at https://www.sheffield.ac.uk/ssid/exams/plagiarism

It is your responsibility to check the Turnitin Originality Report generated. If the originality report shows that there is a match of 1% or higher for any source, you must provide an explanation why such a match has appeared and provide detail about the source information. This information must be supplied to the Research Support Officer (renata.goddard@sheffield.ac.uk).

7) **E-Portfolio summary (as outlined in section 4.5), including a list of Departmental Seminars attended (since attendance at a minimum of 66% of the seminars is required)**

8) **ACSE Confirmation Review Form**
Your Primary Supervisor will be asked to complete this form, which contains their view on your report for consideration by your Assessors. You do not need to take any action with regards to this form.

9) **A Confirmation Review meeting**
This meeting will take place with the Chair (a senior academic), an additional academic Assessor and at least one member of the Supervisory Team. You will be expected to provide a 10 minute presentation (using around 4-6 slides) at the beginning of the Confirmation Review. The presentation should give a brief overview of your research field, the research you have undertaken in the first year and your research plan for the remainder of your studies focussing on the objectives set out in your Report.

Specifically, you need to make a clear statement of:
- the broad aims and objectives of the work at the beginning,
- the problem you are addressing and why it is important,
- the current-state-of-the-art (existing solutions or what is already known) and why this is not adequate (i.e. the result of your critique of the literature),
- how you hope to improve on existing solutions (i.e. your objectives)
(suggest: two slides max)

You then need to summarise:
- what you have done so far (avoid technical detail and focus on explaining how this fits with your objectives) including some preliminary results
- any concrete achievements (papers, reports, code, presentations)
- any additional achievements, e.g. public engagement such as TV, radio, newspaper, ScienceBus etc.
(suggest: two slides max.)

You should then present:
- your work plan for the remainder of your project focussing on how you will fulfil your objectives: however you choose to do this a Gantt chart **must** be shown.

Be prepared to answer questions, among others, that demonstrate you:
- are familiar with the relevant research literature/competing groups;
- are academically and technically competent;
- have adequate understanding of the research problems and relevant methodologies to be used in the project;
- have a viable research plan and adequate facilities/data/equipment;
- have engaged with the DDP process (seminars, training activities, modules).

Make sure you can explain why your work is important and novel i.e. why does the world or society need it?

Following your presentation, the Interview proceeds with a discussion between you and the examiners, who will typically ask both broad and specific questions related to your research and research training.

**Outcome of the Confirmation Review**
The outcome of the Confirmation Review is normally "Pass" or "Deferred". If the outcome is Deferred, you will be granted a second and final attempt (to be completed by the end of month 18). If you fail this, your registration will automatically be transferred to MPhil. Departments can recommend to a student that they withdraw entirely from the University following Confirmation Review if the student’s performance is so poor that they are highly unlikely to successfully complete the MPhil.

If your Confirmation Review paperwork is not submitted by the deadline (end of month 12 after initial registration), the meeting will be cancelled and you will have failed your first attempt. You will then be granted a second and final attempt. If you do not submit the required paperwork by the deadline, you will automatically be transferred to MPhil registration.

If you wish to request an extension to your deadline, you must email the Research Support Manager (m.ham@sheffield.ac.uk) at least five working days beforehand with a detailed explanation and including any relevant documentation (e.g. medical certificates). Your Supervisory Team will be asked for their view, which will then be considered by the PGR Tutor. There is no guarantee that any such extension request will be approved.

Following Research Services’ approval of the Department’s recommendation that the Confirmation Review has been passed, you will receive formal notification in the form of a certified copy of the Confirmation Review form.

**Tier 4 Visa Holders Only**

Students on a Tier 4 visa should be aware that failure of the Confirmation Review means that you will be required to leave the country and apply for a new visa as your original course details (from PhD to MPhil) will have changed. There are no guarantees that a new visa will be issued and that you will be permitted to re-enter the UK to complete your research degree.

**The Appeals process for the Confirmation Review**

You may appeal against an unfavourable decision. More details can be found on the University of Sheffield Complaints and Appeals Procedure webpage: [https://www.sheffield.ac.uk/ssid/complaints-and-appeals](https://www.sheffield.ac.uk/ssid/complaints-and-appeals)

**5.5 Month 24 Paper Appraisal Exercise**

Students must submit a paper to their Primary Supervisor by the end of month 23 of study. The paper should adhere to a typical page limit and style of a journal in the field. Within two weeks a critique of the paper (in writing or oral) will be presented to the student and discussed at the monthly supervisory meeting.

If a student has already published a paper in a journal or respectable peer-reviewed conference, the exercise does not need to take place.

It is the responsibility of the Primary Supervisor to report on the outcome of the exercise. Unsatisfactory outcomes must repeat and resubmissions must be concluded by the end of month 26 of study.

**5.6 Month 30 Presentation Appraisal Exercise**

Students must make a presentation on a relevant topic, agreed by the Supervisory team, to the team by the end of month 30 of study. The Supervisory team will provide a critique of the presentation afterwards.

If a student has already presented to an external Conference, the exercise does not need to take place.

It is the responsibility of the Primary Supervisor to report on the outcome of the exercise. Unsatisfactory outcomes must repeat and repeat presentations must be concluded by the end of month 31 of study.

**5.7 Student Attendance Monitoring**

The University of Sheffield has a Student Attendance Monitoring system in place for all students on all programmes of study, across all Departments. In line with this, the Department will be monitoring the attendance of all full-time PGR students on at least 12 occasions per year for full time students. Of these 12 occasions, at least 6 must be face to face meetings (such as supervisory meetings and your annual progress
review), unless you are based away from the University. Records of these meetings, and of any unexpected absence, will be recorded on a central online database.

5.8 Taking leave of absence (LOA)

Details of how to apply for a Leave of Absence, the circumstances in which this may be appropriate and the implications for overseas students and those receiving Scholarship funding, can be found in the Code of Practice for Research Programmes and also at http://www.shef.ac.uk/rs/code/loa.

Short periods when you are unable to work effectively should be managed within the three-year framework. Delays and set-backs are part of the research experience and how you deal with them is part of the learning experience.

Overseas students must note that there are visa implications when taking a leave of absence. Full details can be found here: https://www.sheffield.ac.uk/ssid/international/immigration/cos/loa

In addition, Tier 4 visa holders must complete the online self-help tool and attach the outcome to their Leave of Absence application.

https://docs.google.com/a/sheffield.ac.uk/forms/d/e/1FAIpQLSfsqK3w3EgN4KxiP7rtjG3j_kmDiyjwfv5aHI0TvfMjHcR_g/viewform

5.9 Writing Up and Extensions to Time Limit

Extensions are granted by Research Services’ and not by the supervisor or Department. Where such an extension is requested, a further fee is required. Extensions to the time limit will only be considered in truly exceptional circumstances. You should therefore be aware that there is no guarantee that any such request will be approved and is very unlikely in the absence of serious mitigation.

Details of the normal period of registration, writing-up, and extensions to the time limit can be found in the Code of Practice for Research Programmes for Research Students and Supervisors, and also at http://www.shef.ac.uk/rs/code/timelimits.

Should you have any queries, contact your supervisor, or the Research Student Officer, Renata Goddard on renata.goddard@shef.ac.uk.

5.10 Progress of Students

If progress is judged as unsatisfactory, the Department may request a University review of academic progress. Full details can be found at http://www.sheffield.ac.uk/rs/code/fail.

5.11 Journal Papers

The Department expects that PhD students will produce at least one article in a reputable journal by the time of their thesis submission. This is not compulsory but considered to be good practice.
6. Thesis Preparation, Submission and Examination

For full information about thesis preparation, submission and examination see http://www.shef.ac.uk/rs/code

6.1 Thesis Preparation
You are advised to familiarise yourself with guidance before commencing work on the preparation of your thesis. You should also consult with your supervisor regarding any subject-specific aspects of the thesis, for example the inclusion of photographs or diagrams or the presentation of supplementary information such as CDs or DVDs.

See http://www.shef.ac.uk/rs/code/preparation for full information.

Information regarding reproduction and binding is also available from: http://www.sheffield.ac.uk/rs/code/formatting

Publishing a paper in a journal or conference proceedings or chapter in a book may mean that you have signed a copyright transfer agreement, by which you transfer the copyright to the publisher. Some publishers allow you to retain certain rights, which might include reprinting the whole paper or part of the paper in a thesis. Make sure that you confirm this with the publisher at the time of publication or you will need to write for permission retrospectively before submitting the eThesis. You will need to document in your eThesis that you have permission from the publisher or have retained the right to publish the material. If the paper you wish to include has multiple authors, you will also need to obtain the permission of your co-authors before you can incorporate it in your eThesis.

Are you writing your thesis? Are you struggling with writing, or understanding what a great thesis looks like? Not sure how to approach the mountainous task? Under pressure with conflicting deadlines? Finding it hard to motivate yourself? Worried, or anxious about your deadline? Research Services' are offering a thesis mentoring scheme, which might be of use. Full information about this scheme is available at http://www.sheffield.ac.uk/rs/ecr/mentoring/thesismentoring.

The English Language Teaching Centre also operates a Writing Advisory Service, through which you can make an individual appointment to discuss a piece of writing. This is available for all students, both native and non-native speakers of English. http://www.shef.ac.uk/eltc/languagesupport/writingadvisory

6.2 Submission of Thesis
When you are ready to submit your thesis please follow the procedures at: http://www.sheffield.ac.uk/rs/code/submission. Research students are expected to submit their thesis within the period of full-time registration. Candidates who do not complete their thesis within the full-time registration period are required to pay an extension fee to cover additional supervision. Please note that extension requests can only be considered if significant extenuating circumstances are presented. You should complete the appropriate form available from: http://www.shef.ac.uk/rs/code/timelimits.

a. Examiners
During your third year, your supervisor will submit your examination arrangements, thereby requesting the appointment of one internal and one external examiner. They will read your thesis, and conduct a viva voce (oral) examination. Candidates should ensure that the Department knows well in advance (two to three months) the date on which the thesis will be submitted. This helps to ensure that whenever possible the viva takes place within ten weeks of the submission date. Very few theses are accepted as they stand and candidates should allow 2-3 weeks after the viva to make minor corrections (e.g. arithmetic errors, bibliographic corrections, minor adjustments) and up to one year to make substantive changes (e.g. new analysis, more extensive literature review, re-work conclusions).

Research Services have produced guides to what you need to do if you have minor amendments to make to your thesis or a resubmission.
b. Submission to Turnitin
All MPhil and PhD theses must be submitted through Turnitin via the ACS6220 MOLE site. Research Services' will not send copies of the thesis to the examiners until the Department has stated that there are no unfair means issues associated with the thesis or that an investigation into possible unfair means issues by either the Department or University has taken place and that no further action is required.

A Practice Submission facility has been set up in Turnitin to enable you to submit your draft thesis to see what the Turnitin originality report looks like before you submit your final copy and allow you to make any changes to your thesis, as you see fit. You can do this as many times as you like and it will NOT be placed into the Turnitin repository - so when you submit the final version of your thesis it will NOT recognise your practice submissions.

Please note, however, that you cannot make any changes to your thesis after submission to the 'Final Submission' part of ACS6220 MOLE. This version will be submitted to the Turnitin repository. Full details on Departmental procedures can be found at: https://www.sheffield.ac.uk/acse/current/researchers/turnitin

It is your responsibility to check the Turnitin Originality Report generated. If the originality report shows that there is a match of 1% or higher for any source, you must provide an explanation why such a match has appeared and provide detail about the source information. This information must be supplied to the Research Support Officer (renata.goddard@sheffield.ac.uk).

c. DDP Summary
You will be required to submit a short summary of your training and developmental activities to illustrate how you have engaged with the DDP. The purpose of this is to provide you with the opportunity to reflect on the professional skills you have developed during your studies and for the University to be assured that you have satisfied the Regulations for award of your degree. Further instructions and the form to be used can be found at: http://www.sheffield.ac.uk/rs/ddpportal/cont/ddpsummary

The summary must be submitted at month 36 and be sent to the Research Support Officer (renata.goddard@sheffield.ac.uk). The Research Support Officer will update her records and pass the summary on to Research Services.

6.3 The Alternative Format Thesis
Students may submit a thesis which contains sections which are in a format suitable for submission for publication in a peer-reviewed journal or other appropriate outlet for academic research, alongside more traditional thesis chapters. Those sections will be presented in the format of 'scientific' (in the widest possible sense of the word) papers, book chapters or other appropriate published formats. The papers or chapters may have been published, be accepted for publication, or planned for submission for publication where a specific format is expected. There may be no intention of submitting them for publication because of the nature of the results, but the purpose is to prepare the candidate for academic publishing and to familiarise them with the conventions and formats.

Full details about the alternative format thesis can be found here. https://www.sheffield.ac.uk/rs/code/altformat

Please note that you must formally request submission in the alternative format and the deadline for submitting such a request is the end of month 36 of study.

6.4 The Oral Examination (viva voce)
In order to help you prepare for your viva, your supervisor will provide you with information of what to expect. Further information is available at: http://www.shef.ac.uk/rs/code/viva
With regards to the oral examination, if you have any difficulties with verbal communication, hearing or a condition which affects your ability to interact in socially normative ways, please contact the Disability and Dyslexia Support Service and they will explore suitable options with you. In addition, if you require any special arrangements for your viva, please inform the Research Support Officer (renata.goddard@sheffield.ac.uk).

**Viva Outcome**

The recommendations open to the examiners following the oral examination are as follows for the degree of PhD (options for other degrees may vary and are set out in the [Guidance Notes for Examiners](#)):

- that the degree be awarded without the need for any corrections to the thesis;
- that the degree be awarded once specified minor amendments have been completed to the satisfaction of the examiners;
- that the degree be not now awarded, but that the candidate be allowed to undergo a further oral examination without modification of the form or content of the thesis;
- that the degree be not now awarded, but that the candidate be allowed to submit a revised thesis after such modification of form or content as the examiners may prescribe, with/without oral re-examination;
- that the degree be not awarded.

In addition, examiners for the degree of PhD may also make either of the following recommendations:

- that the degree of PhD be not awarded, but that the degree of Master of Philosophy (MPhil) be awarded (subject only to the necessary changes to the cover and title page of the thesis);
- that the degree of PhD be not awarded, but that the candidate be allowed to submit a revised thesis for the degree of MPhil after such modification of form or content as the examiners may prescribe, with/without oral re-examination.

Full details can be found in the [University Code of Practice](#).

Students who are required to make a resubmission (not minor amendments) will be required to meet with the Departmental CDT Director to discuss their progress, six months after being notified of the outcome of the viva and at eleven months (should resubmission not have already taken place).

### 6.5 Submission of Electronic Data and Software

All research students should pass a copy to their Primary Supervisor of any electronic data and algorithms (including source code) developed in the course of their research and used in the production of:

- The PhD thesis
- Every research paper submitted to a journal or conference
- Research reports

Students should provide adequate documentation for all the data and software tools developed, in order to make it easy for other researchers to run simulations and replicate the results described in their PhD theses and other research publications. Data and software should be provided before the PhD thesis is submitted, if possible, or no later than 30 days after submission.

### 6.6 Use of Unfair Means in the Assessment Process

The University expects its graduates to have acquired certain attributes. 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 also 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 the student's 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 below). Rules about these forms of cheating apply to all assessed and non-assessed work.

- **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.

- **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.

- **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.

- **Collusion** is where two or more people 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.

- **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.

- **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 Department.

You are required to declare that all work submitted is entirely your own work. 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 supervisors or the Postgraduate Tutor.

The following websites provide additional information on referencing appropriately and avoiding unfair means:

- The Library provides online information literacy skills tutorials [http://www.librarydevelopment.group.shef.ac.uk/shef-only/research/plagiarism_rsch.html]

- The Library also has information on reference management software [http://www.sheffield.ac.uk/library/refmant/refmant]

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 Turnitin, 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 to advise students on ways of improving their referencing techniques. Your work is likely to be submitted to this service.

If plagiarism is detected in a thesis following submission, it is essential that the viva examination is immediately postponed pending a disciplinary investigation by the Department and/or Student Services.

The Learning and Teaching Services website ([http://www.shef.ac.uk/lets/design/unfair](http://www.shef.ac.uk/lets/design/unfair)) provides further information to students on the use of unfair means.

**6.7 E-thesis Publication**

If you are aware that you may want to publish a section of your thesis at a later date then the University Library advise you to embargo that particular section to avoid the possibility of a charge of plagiarism being levelled against you at a later date. If the section in question has already been made available as an eThesis then you should make this clear to the publisher when negotiating publication. It should be possible to request an embargo of that section of the thesis at a later date. ([http://www.sheffield.ac.uk/rs/code/embargoes](http://www.sheffield.ac.uk/rs/code/embargoes))

**6.8 Method of Citation**

It is vital to cite published works correctly; students often commit plagiarism through incorrect citation. And yet correct citation is very easy to achieve, as simple, step-by-step instructions are readily available. You are strongly advised to have such instructions close to hand every time you are required to cite published works.

**6.9 Library Copies of the Completed Thesis**

You are required to submit an electronic version of your thesis (eThesis) to the University’s online eThesis repository, provided it is a complete version of the thesis that is not redacted or edited in any way.

Where the eThesis is incomplete or has been edited to remove sensitive material or material that has not been copyright cleared, a properly bound hard copy of the full thesis must also be submitted to Research Services for deposit in the University Library.

Students are permitted to embargo their thesis under certain conditions, e.g. where there are commercial sensitivities or where it is necessary to delay access to a thesis until after publication of results. Both print and electronic theses can be embargoed. Decisions on whether an embargo is required and how long is appropriate should be taken by the student in consultation with the supervisor. ([http://www.sheffield.ac.uk/rs/code/embargoes](http://www.sheffield.ac.uk/rs/code/embargoes))

If an embargo is required, this must be indicated on the Access to Thesis form. You are responsible for setting any embargo options at the point they upload their eThesis to the White Rose eTheses Online server.

Full details are contained at: ([http://www.shef.ac.uk/rs/code/librarycopy](http://www.shef.ac.uk/rs/code/librarycopy))
7. Health and Safety

The framework for safe working in the University is contained in the University publication Health and Safety Code of Practice, see http://www.shef.ac.uk/hs

7.1 Departmental Safety Personnel
Prof Daniel Coca  
Mr Paul Staniforth  
Mr Craig Bacon  
Mr Paul Staniforth & Mr Craig Bacon  
Mr Jack Powell  
Mr Anthony Whelpton  

Health and Safety Code of Practice, see http://www.shef.ac.uk/hs

Departmental Safety Officer

Mr Paul Staniforth (p.staniforth@sheffield.ac.uk), tel 25603 or Mr Craig Bacon (Deputy Safety Officer, c.bacon@sheffield.ac.uk), tel 25605.

7.2 Trained First Aiders

Mr Jack Powell  
Mrs Renata Goddard  
Dr Jonathan Aitken  

First Aid boxes are located on A, C and D floors in the Amy Johnson Building. A and B floors in the Badger Lane extension and rooms 316, 305 and the Porters Lodge in the Sir Henry Stephenson Building.

7.3 Laboratory Rules

One of the most important ways of reducing the incidence and seriousness of accidents in laboratories is to ensure that no one is working alone in a potentially hazardous situation.

The following rules are aimed at minimising the risk of accidents in our laboratories:

1) You must not attempt to modify or repair any apparatus without prior permission of a supervisor or member of technical staff. Any faulty or damaged equipment should be brought to the attention of a member of technical staff, in room A10, AJB.
2) Food or drink are not permitted in laboratories at any time.

7.4 PAT (Portable Appliance Testing)

All personal mains powered equipment must be tested before use in the Department. Please contact Jack Powell (jack.powell@sheffield.ac.uk, room A10, AJB) to make arrangements.

7.5 Fire Action

There is a fire alarm test every Monday at approximately 4.00pm in the Amy Johnson Building and at 11.30am in the SHSB.

On Discovery of a Fire:
1. Sound the Alarm.
2. Key 4444 on internal telephone.
   State: The location and nature of the fire, any special hazards and any casualties.
3. Tackle with appliances if safe to do so.
4. Close doors if the fire is to be left.

On Hearing the Alarm:
1. Shut down services to equipment if safe to do so.
2. Leave the building by the nearest available exit.
3. Do not use lifts.
The Department’s fire evacuation assembly point is in the St George’s Churchyard.

7.6 Accident Reporting
All accidents that occur on the premises, however small, should be reported in the first instance to Mr P Staniforth in room A17, Amy Johnson Building and an accident/incident report completed. Similarly all “near misses” or suspected hazards should be reported or sent via e-mail to p.staniforth@sheffield.ac.uk.

7.7 Use of Display Screen Equipment
The University of Sheffield is under a general duty to assess the risks to health and safety of both staff and students. As part of this general assessment, work with display screen equipment must be assessed against the requirements of the Health and Safety Act. Therefore you have a responsibility to complete the online training via https://hs.shef.ac.uk

Useful tips are as follows:
No matter how good your typing skills (or lack of them), you can suffer serious ill effects if you use display screen equipment without a few sensible precautions.
1. Make sure that your equipment is properly adjusted:
   - Make sure that the leading edge of the keyboard is at least 8 - 10 cm. away from the edge of the desk.
   - If you use a mouse, have it far enough away from the edge of the desk that your wrist is supported whilst you use it. If you can learn to use the mouse with either hand, so much the better.
2. Do not have your screen positioned in such a way that there is glare from the windows or room lights.
3. Maintain good posture - do not lean to one side or the other.
4. Take regular breaks away from display screen work. The experts recommend that you should take at least 10 minutes off every hour.

Mr Anthony Whelpton (room A10 AJB, a.whelpton@sheffield.ac.uk) is the Departmental display screen trainer/assessor, who will be able to offer specific advice if you use a display screen on a regular basis.

7.8 Out of Hours Working
Graduate students wishing to work out of normal working hours (0830 hrs to 1700 hrs Monday to Friday) have to comply with the University’s obligations under the Health & Safety at Work etc. Act 1974 and as such are obliged to attend certain training courses at various frequencies.
   a) Fire Training - every 12 months (mandatory)
   b) Out of Hours – every 3 years.
   c) Display Screen Usage (mandatory).
   c) General Risk Assessments Techniques (mandatory)

Online training is available at https://hs.shef.ac.uk/. On completion of the training, please email Mr Staniforth so he can update Departmental records.

Please note no out of hours work is permitted in Laboratory’s without written permission from Head of Department.

Swipe cards enabling out of hours access will be activated once training has been undertaken. Outside normal working hours, everyone working in the Department must sign in and out at the main entrance in the Amy Johnson Building or at the side entrance in the Sir Henry Stephenson Building.

7.9 Manual Handling
The departmental contact for Manual Handling is Paul Staniforth, room A17 AJB, email p.staniforth@shef.ac.uk

7.10 Security
Please do not leave personal possessions unattended. If you have reason to feel suspicious about anything please contact the Emergency Control Room on 24085. The University will accept no responsibility for damage to, or loss of, any personal property.
8. Learning Resources

8.1 MUSE
MUSE is a web portal designed to give you personalised access to the University's online resources. Wherever you are in the world, provided you can access the internet with a modern web browser, it should be possible to access electronic web-based services provided by The University of Sheffield.

8.2 MOLE
MOLE is a virtual learning environment that supports your learning. Some of the modules that you have enrolled on will have dedicated MOLE sites attached to them, and these sites contain a range of useful documents for you to download, from module guides to further reading and PowerPoint presentations. Further information is at www.shef.ac.uk/cics/mole

8.3 Turnitin
You must submit both your Confirmation Review report and final thesis through Turnitin. Turnitin is a piece of software that lets students check their own writing for improperly used content, inadvertent plagiarism, or quotation errors. Details of how to do this are available by logging into your MOLE account via MUSE and going to ACS6220.

8.4 Information Commons and the Library
Please visit the library webpages for an introduction to using the library service.

Use StarPlus (the library catalogue) to explore the extensive collections of books, online journals, ebooks and literature searching databases available to you as a University of Sheffield researcher. Log in to MUSE and open StarPlus from the link in the 'My Services' menu - this will give you personalised access to the Library’s online resources.

Use the University Collections search box in StarPlus to check the location of books, or to connect to online journals and databases such as Scopus or Web of Science. The Articles and More search is a good starting point for finding journal papers and research articles. The Everything search box combines the two, and is the default search.

StarPlus is the most reliable way to access online journals and other digital resources, whether on or off-campus. More information on accessing our digital resources can be found here www.shef.ac.uk/library/cdfiles/remote

Resources for Literature Searching
Scopus and Web of Science are multidisciplinary literature searching databases for identifying and connecting to journal articles. To find other databases relevant to your discipline, use the Find Databases link from StarPlus, or contact your librarian (www.sheffield.ac.uk/library/libstaff/slist).

Finding Existing Theses
You can use White Rose eTheses Online (WREO) http://etheses.whiterose.ac.uk/ to search for doctoral theses from the Universities of Sheffield, Leeds and York.

ETHOS (British Library Electronic Theses Online Service) provides access to PhD theses from other universities. http://ethos.bl.uk/Home.do

If the Library doesn’t have what you need
If you need a book or journal article not in stock in the University Library, you can request it using the Inter Library Loan Request link from the My Services / View all services menu in MUSE. If you’d like to recommend a book for the library use the form at: www.sheffield.ac.uk/library/cdfiles/ebookrequest
**Researcher Skills Development**

The Library can help you develop your skills in literature searching, undertaking systematic reviews, using reference management software, using citation metrics and more. Visit the Research Skills page [www.sheffield.ac.uk/library/research/skills](http://www.sheffield.ac.uk/library/research/skills) to explore online training and information about Doctoral Development Programme workshops offered by the Library. The pages Information for researchers ([www.sheffield.ac.uk/library/research](http://www.sheffield.ac.uk/library/research)) pages include guidance about open access publishing, research metrics, and research data management.

**Library Sites**

- **Western Bank Library** is a good place for quiet study and research, with books and print journals on all subjects and a large reading room overlooking Weston Park.
- **The Health Sciences Library**, based in the Medical School at the Royal Hallamshire Hospital has books and print journals covering medicine, dentistry and health.
- **The Information Commons (IC)** is open 24 hours a day. Visit the Information Desk on level 1 for help using the library, finding materials for your research, or for help with your computer or laptop.
- **The Diamond** is also open 24 hours a day, and has four floors of study space. Visit the top floor (Level 4) to speak to Library and CiCS staff at the Information Desk or to use the collection of reference books.

For opening hours, details of other learning spaces around campus, and to check how busy each library is visit the learning spaces page ([www.sheffield.ac.uk/learning-spaces](http://www.sheffield.ac.uk/learning-spaces)).

**Using Other Libraries**

The University is a member of SCONUL Access, a cooperative scheme which allows researchers to use and borrow from other academic libraries ([https://www.sconul.ac.uk/sconul-access](http://www.sconul.ac.uk/sconul-access)).

You can search the online catalogues of major UK research libraries and the British Library using COPAC ([www.copac.ac.uk](http://www.copac.ac.uk)), to see what they have in their collections.

The Library arranges monthly trips for researchers to the British Library Boston Spa Reading Room. Booking and pre-registration is essential. For more information see [www.sheffield.ac.uk/library/services/illbus](http://www.sheffield.ac.uk/library/services/illbus).

It is also possible to get access to the British Library London Reading Rooms. Go to [www.bl.uk](http://www.bl.uk) and look for the Quick Link to Reader Pass registration.

**Need More Information?**

- For general enquiries, contact the Library Help Desk (by email library@sheffield.ac.uk, by phone 0114 222 720, by Live Chat [http://libraryhelp.shef.ac.uk/](http://libraryhelp.shef.ac.uk/)), or speak to a member of library staff.
- Emily Stock is the librarian for Engineering – contact her for advice on finding reading for your studies or with any other questions you have relating to library support for your course (e.stock@sheffield.ac.uk, 0114 2227307, @Eng_Librarian)

### 8.5 Ebooks and Engineering

There are a number of types of sites which hold material of interest to staff and students in the Department. For current information and the latest research, you need to look in the key journals for your subject. Increasingly they are available in full text electronically, but as some are still only available in print, you should search the library catalogue to find our complete stock.

To find journal articles by topic, you need to search using databases. Some databases provide access to full text articles electronically, in addition to citations (bibliographic details of articles) and abstracts. For an indication of which journals are most relevant to your course, check your module reading list.

Information found on the Web is not always of a good academic standard. For good ‘quality-assured’ links to information suitable for academic use, choose the appropriate subject gateway for your topic. It is very important that you develop the necessary skills to find information relevant to your studies. There are various online tutorials to help you which can be found at [www.shef.ac.uk/library](http://www.shef.ac.uk/library).
8.6 **The Electronic Library**
MUSE, the University of Sheffield portal, gives you personalised access to the University’s online resources. From the Library tab in MUSE, you can:
- find and request the books you need
- 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 Engineering tutorials in the Information Skills Resource to learn how to search for information effectively, and use references correctly

8.7 **Books**
Blackwells bookshop (Jessop West, 1 Hanover Street) and Waterstones in Orchard Square off Fargate have a good selection of academic texts. In addition, there are a number of second-hand bookshops in Sheffield where you may be able to get the books you need more cheaply.

8.8 **English Language Teaching Centre**
Tel: 222 1780 Website: [www.shef.ac.uk/eltc](http://www.shef.ac.uk/eltc)

The services of the English Language Teaching (ELT) Centre are provided free of charge (with the exception of two pre-registration courses) to all students registered at the University. International students are invited to make maximum use of the Centre’s services and facilities. The ELT Centre offers: a writing advisory service; part-time classes in academic writing, thesis writing and oral skills; advice on English language tests and qualifications.

The University also offers the ‘Global Campus’ which is a series of events and workshops to help settle overseas students into life in the UK and gain as much as possible from their experience at the University of Sheffield.
[http://www.sheffield.ac.uk/ssid/globalcampus](http://www.sheffield.ac.uk/ssid/globalcampus)

One of the features of the Global Campus is the ‘One World Cafe’, a weekly chance to relax and meet new people from all around the world.
[https://www.sheffield.ac.uk/ssid/globalcampus/global-cafe](https://www.sheffield.ac.uk/ssid/globalcampus/global-cafe)
9. Central University Support

9.1 Student Services Information Desk (SSID)
Student’s Union Building, Western Bank, Sheffield, S10 2TG Tel (0114) 222 1299
http://www.shef.ac.uk/ssid

SSID is an important point of contact for you throughout your time at the University. SSID’s staff are trained to deal with a wide range of enquiries and the office is a key central point for general information on many University services.

SSID is a “one-stop” information service, which aims to answer the majority of student related enquiries from a single location. And if they can’t answer your question, they can direct you to someone who can. SSID will help you with: Accommodation, Complaints, Computing, Council Tax, Directions, Disability & Dyslexia Support, Examinations, Fees, Funding Your Studies, Graduation Ceremonies, Health, International Students, Jobs and Careers, Mature Students, Personal Problems, Registration, Student Welfare, U-card, What is it? - explanations of University Jargon, Your Student Record.

9.2 Academic Representatives
Each Department within the University, irrelevant of level of study or subject, has some form of academic representative scheme. These are individuals who put themselves forward to represent the views of their peers back to the University.

Academic Representatives work alongside the University and Students’ Union to help you get things done in your course – every course should have one. They are your student link to senior Departmental staff, so if you have an issue relating to resources, feedback, or assessments, your Academic Rep is your first port of call.

By becoming an Academic Rep you’ll be joining the biggest single group of volunteers in the Students’ Union. You’ll have a unique opportunity to change your department and get involved in your education. You’ll meet like-minded people; improve your skills and get the chance to be involved in high profile SU projects like the Academic Awards and exciting new schemes like the Academic Rep committee.

ACSE’s 2018 PGR representatives will be chosen in October 2018 and their details emailed to you. You can email them via acse-pgr-studrep@lists.shef.ac.uk.

Full details are available at:
https://www.sheffield.ac.uk/acse/current/researchers/rsforum

9.3 Personal Problems
At some point during your time at University you may experience personal problems that seem too much for you to be able to cope with alone. You may want to talk to someone about what is happening, find out facts or talk to others experiencing the same problems. Student Online Support is available to assist you.
https://www.sheffield.ac.uk/ssid/sos

Are you, or do you think that you might be, experiencing anxiety, stress, difficult events (e.g. bereavement), isolation, strong negative feelings, self image problems or sexual orientation crises? We want you to do as well as you can at University and to feel supported. Many students have found one or more of the following services helpful:

Chaplaincy http://www.sheffield.ac.uk/ssid/chaplaincy
Counselling Service http://www.sheffield.ac.uk/ssid/counselling
Nightline http://www.sheffield.ac.uk/ssid/contacts/nightline
Critical Support http://www.sheffield.ac.uk/ssid/sos
University Health Service http://www.sheffield.ac.uk/health
9.4 Information for Disabled and Dyslexic Students
Disabled students may receive advice and support through both the University service, details of which can be found at http://www.sheffield.ac.uk/ssid/disability. The aim of these various support mechanisms is to provide the individual student with an equal opportunity to reach the standard required. To qualify for any practical support that is available, disabled students may have to undergo an assessment of their needs (e.g. a dyslexia assessment) or provide evidence of a prior assessment.

Students with dyslexia can also access on-line support to help with essay writing at http://dyslexystudyskills.group.shef.ac.uk/

The University tries hard to ensure that assessments do not discriminate against disabled and dyslexic students. The University has been piloting a scheme whereby students with specific learning difficulties have the option to affix a sticker to each piece of their assessed work. Your work will not be marked differently because of the sticker. The stickers alert markers to your dyslexia/specific learning difficulty and help them to provide you with useful feedback. Further information is available at http://www.sheffield.ac.uk/ssid/disability or from disability.info@sheffield.ac.uk.

9.5 Mental Health Support
SAMHS - Student Access to Mental Health Support - is available for all students. SAMHS is the first point of contact for students to explore a broad range of mental health support needs in a single triage appointment. The service is staffed by experienced mental health professionals who will assess student mental health needs and direct them to the most appropriate form of support.

Further information and the form to complete to book an appointment can be found here. https://www.sheffield.ac.uk/mental-wellbeing

9.6 Nightline
Tel: Nightline (listening line) 0114 2228787 and Nightline (info line) 0114 2228788; nightline@shef.ac.uk
Web page: http://www.sheffield.ac.uk/ssid/contacts/nightline

Nightline is the University of Sheffield’s confidential listening and information telephone service. It is run by trained student volunteers, and operates from 8pm until 8am every night during term time. It offers students everything from the phone number of a twenty-four hour taxi company, to exam dates, times and locations, and information about every issue that can be encountered within student life. It provides a vital support network for all students, so whatever you need to say, Nightline is listening, and its service can be called free from phones in Halls of Residence.

9.7 Careers and Vacation Work
The University of Sheffield Careers Service web page is at http://www.sheffield.ac.uk/careers, https://www.sheffield.ac.uk/postgraduate/research/sheffield/professional-development

The Careers Service offers comprehensive help, guidance and advice on: finding vacation employment, sponsorship and placements; completing application forms, writing CV’s, interview techniques, aptitude tests etc; career prospects for systems engineers.

Career Connect
You are recommended to register onto the University’s Career Connect website: https://careerconnect.sheffield.ac.uk/home.html
This site will enable you to find vacancies and careers events, receive regular updates on the latest jobs as well as building your own profile.

Vista Mentoring
https://vistamentoring.sheffield.ac.uk/index.php
Vista Mentoring is the University’s online e-mentoring resource for careers beyond academic. All PhD students can sign up to the vista mentoring portal free of charge. The portal contains many profiles of PhD graduates who have succeeded in careers outside the academy acting as an inspiration for future careers. Students can also gain expert advice and support for their development by selecting a mentor to work with on a one-to-one basis. Email, Skype chats, or meeting face to face with the mentor is available to assist
students understand how they would fit into different roles, and what practical steps they can take to prepare.

**PGR Leadership Coaching Programme**
The University holds a PGR Leadership Coaching programme designed for PGR students, which uses reflective group work and coaching conversations to enable a leadership focus. [http://www.sheffield.ac.uk/rs/ecr/mentoring/pgrlcg](http://www.sheffield.ac.uk/rs/ecr/mentoring/pgrlcg)

**GRAD School**
[http://www.shef.ac.uk/ris/pgr/rtp/1.88613](http://www.shef.ac.uk/ris/pgr/rtp/1.88613)
The Doctoral Skills Academy/Sheffield GRAD School is organised by the University Careers Service (in partnership with the University’s Research Services department). This is a three day non-residential course which gives participants the opportunity to reflect on their career paths and develop communication, team working and critical thinking skills through a range of learning activities. There is a key emphasis within this course on employability skills and personal effectiveness to help achieve progress within research training and preparation for careers within and outside academia.

**Lunchtime Careers Seminars**
[http://www.sheffield.ac.uk/rs/ecr/mentoring/vista](http://www.sheffield.ac.uk/rs/ecr/mentoring/vista)
A programme of lunchtime seminars is available on post-PhD careers beyond academia. These are short informal talks in one hour lunchtime sessions where you can hear from PhD graduates who now work in careers beyond academic research. These seminars provide you with a sense of what the role and career path involves, how the skills from your PhD and post-doc transfer well to these roles, and how to get into the field in question - or another discipline equivalent.

**ACSE Careers Opportunities**
The Department’s Careers pages, which include information about ACSE Research opportunities, can be found at: [https://www.sheffield.ac.uk/acse/current/careers](https://www.sheffield.ac.uk/acse/current/careers)

9.8 **Volunteering**
There are many ways to volunteer through the Student’s Union, whether you’ve got loads of extra time on your hands or you can only spare an hour a week - you can pick something that’s right for you. There are also one-off options. Examples include:
- Environmental – such as tree planting or dry-stone walling.
- Tutoring and Mentoring – working with kids in schools or homework clubs.
- Elderly – home visiting or helping at a lunch club.
- Special Needs – befriending, advocacy or helping at leisure clubs.
- Refugees and asylum seekers – supporting people on arrival or to learn English.
- Homelessness – helping at a drop-in centre.

Register with the Sheffield Volunteering database ([https://www.sheffieldvolunteering.com/](https://www.sheffieldvolunteering.com/)) to find out about over 100 local opportunities in charities, voluntary groups, and the Union volunteering programme. All opportunities are assessed for their suitability - so issues such as flexibility around exams or what training is provided, are taken into consideration.

9.9 **Religious Holidays and Examinations**
Any student who is not able, for religious reasons, to take examinations on any day on which examinations may be set during the year (including Saturdays but not Sundays) is asked to complete a ‘Request for Examination Arrangements to accommodate Religious Days of Observance’ Form. These forms are available from [http://www.sheffield.ac.uk/ssid](http://www.sheffield.ac.uk/ssid)

If forms are not submitted by the end of week 3 of the Semester in which the examination(s) is to take place, there is no guarantee that your request will be able to be accommodated.

9.10 **Central Support and Welfare**
No matter how well prepared and organised you are, things can still go wrong: accommodation, money, other people and difficulties in settling in. Your personal tutor may be able to help. However, you will find that the
Welfare Staff at the Students' Union are much more likely to be familiar with the problem that you may be facing than your tutor. The services of the Students Union are free. For serious personal problems the University operates a free Counselling service. You may contact them directly or you may ask your personal tutor to contact them on your behalf.

More detail about the Central Support and Welfare Section can be found at https://www.sheffield.ac.uk/ssd/ssg/cwag

9.11 Other Sources of Useful Information

University Health Service
Tel.: 222 2100  Website: https://www.sheffield.ac.uk/ssid/health-service

University Counselling Service
Tel.: 222 4134  Website: www.shef.ac.uk/counselling

University Accommodation Services
Tel: 222 4488 Website: http://www.sheffield.ac.uk/accommodation

Nursery and Childcare
Website: www.shef.ac.uk/ssid/contacts/child

University Nursery Tel.: 273 9361
Website: http://www.sheffield.ac.uk/ssid/contacts/child

Mature Students
Website: https://www.sheffield.ac.uk/ssid/mature-students

International Students
Website: www.shef.ac.uk/ssid/international/

Financial Help Available
Website: http://www.sheffield.ac.uk/ssid/finance/application

The website gives information about various sources of financial help including: Access Funds, University Bursaries, Short-Term University Loans, Career Development Loans, and Educational Trust Funds and Charities.

Faith Representatives and Chaplains
Tel.: 222 8923  Website: http://www.sheffield.ac.uk/ssid/chaplaincy/sheffield/activities

Harassment
Website: https://www.sheffield.ac.uk/ssid/harassment

Drugs and Alcohol Information
Website: https://www.sheffield.ac.uk/ssid/sos/drugs-and-alcohol

Security Services
Website: http://www.sheffield.ac.uk/security

Emergency Contacts for Students
Website: https://www.sheffield.ac.uk/ssid/contacts/emergency

Disabled and Ill Researchers’ Network
Website: https://plus.google.com/u/0/communities/113165714450614383984

Parent-PGR Network
Website: https://plus.google.com/u/0/communities/101248465132403307689
The following documents contain further information that may be of relevance to students.

- The Students' Charter – [https://www.sheffield.ac.uk/ssid/ourcommitment](https://www.sheffield.ac.uk/ssid/ourcommitment)
- The University Calendar - [http://www.shef.ac.uk/calendar/](http://www.shef.ac.uk/calendar/)
- The International Student’ Guide - [http://www.shef.ac.uk/ssid/international](http://www.shef.ac.uk/ssid/international)
- The SSiD - [http://www.shef.ac.uk/ssid](http://www.shef.ac.uk/ssid)
- The Department - [http://www.shef.ac.uk/acse](http://www.shef.ac.uk/acse)
10. SOME DO’S AND DON'TS

- DO remember to keep your personal details up to date via MUSE. If you do not do this it can lead to difficulties if we need to contact you urgently.

- DO keep appointments with your supervisor or let them know as soon as possible if you are not going to be able to keep the appointment.

- DO remember that your supervisor is there to help you if you have any difficulties with your studies, or if you have problems that are likely to affect your work.

- DO check your email every day and also the pigeon holes.

- DO NOT lend your U-card to anyone. You are responsible for all materials borrowed using your card.

- DO NOT tell anyone your computer system password, and do remember to change it regularly.

- DO NOT send silly or offensive messages by electronic mail or broadcast information which is not of interest to others.

- DO seek help if you need it.