The University Of Sheffield.

Research & Innovation Services.

Code Of Practice For Research Degree Programmes 2014–15.

Contents

Foreword

The graduate experience

I would like to extend a warm welcome to those who have just joined the University and to welcome back those who graduated here and those who are already participating in a graduate programme.

The work of postgraduate research students is central to the role of the University. We hope that your time at the University will be fruitful and enjoyable; we hope that you will encounter the thrill of doing original research, and that the skills and experience you develop here will serve you well throughout your career. This booklet sets out some guidelines for your graduate experience and what to do if it appears expectations are not being realised.

The primary academic relationship you will have will be with your supervisor, and it is important that you develop and maintain this. You will find a wide range of facilities to support the academic, social and welfare aspects of your stay at the University. The following guidelines are designed to outline the operational procedures that will help to make your graduate experience run smoothly.

The Doctoral Development Programme, which will be followed by all prospective postgraduate research students at Sheffield, will give you the training you will need to carry out your research, from its inception to the final write-up. It will also provide you with valuable skills that will benefit you after you graduate, as a high level professional in whatever career you choose to pursue. Your own research will need concentration and focus but it will also be important for you to broaden your horizons by taking the opportunity to learn about the fascinating research being done by colleagues in your department, your faculty and the wider university.

Research students have their own particular needs, and the University seeks to meet these by providing a supportive academic and pastoral environment. It is the responsibility of each individual student to raise any problems at the earliest opportunity with the appropriate person within the University. I hope that this booklet will be a useful source of advice and guidance throughout your time as a research student at Sheffield.

Good luck with your research and enjoy your graduate experience with us!

PROFESSOR RICHARD A. L. JONES
Pro-Vice-Chancellor for Research and Innovation

The Doctoral Academy

I would like to introduce myself and explain a key new development at the University, called the Doctoral Academy, which will benefit all doctoral research students. The Doctoral Academy is being formally launched at the start of this academic year and I am pleased to have been appointed Director of this new and exciting venture.

The Doctoral Academy is the name that the University will now use to describe its research environment and on a practical level there is now an online Community Space for the Doctoral Academy. This has been designed by doctoral researchers for doctoral researchers and two doctoral researchers have taken up internship posts to support the online Community Space for you. I encourage you to make use of this space to contact doctoral researchers from across the University's 40+ disciplines and to take advantage of what it can offer, for example:-

- Find fellow doctoral researchers and broaden your network of friends and collaborators. There is a real benefit in exchanging ideas and collaborating with doctoral researchers from different disciplines.
- Generate discussion about a topic relevant to you, of potential interest to other doctoral researchers.
- Share useful experiences, resources and best tips with fellow doctoral researchers.
- Showcase what you are doing: for example your research project, a placement or other collaboration you are involved with, your approach to thesis writing and preparing for the viva, to teaching, to publishing, to work on outreach and public engagement.

These are only a few suggestions of what could be gained from this space and we hope it proves to be fun, stimulating and useful to you. We would really welcome any questions or observations you may have about this space using the feedback mechanisms: doctoralacademy@sheffield.ac.uk or Twitter @doctoralacademy.

The vibrancy and dynamism of our research environment is greatly down to you and what you put in. More and more doctoral researchers are actively running research seminars, teaching our undergraduates, presenting posters, behaving entrepreneurially, and communicating research to the residents of Sheffield and beyond through outreach and public engagement. Such activities will help set you up for whatever field of work you go in to in the future.

As Director of the Doctoral Academy I will be working to ensure that the research environment we provide for you continues to remain high quality and to try to build a better community of doctoral researchers. It is important that you feel able to raise issues about your experience, and your supervisory team, PGR Tutor, and departmental and Faculty doctoral researcher representatives provide you with a range of communication channels, as well as the Postgraduate Research Experience Survey (due to run in 2015).

I hope you enjoy your time as a doctoral researcher with us and I look forward to meeting many of you in the coming months.

PROFESSOR IAN DOUGLAS,
Director of the Doctoral Academy

Introduction

The Code of Practice for Research Degree Programmes contains a wide range of information required by both students and their academic departments from the point of registration on to a higher degree by research, to the point of award.

Some of the immediate actions when joining the University as a research student include:

- Undertaking a Training Needs Analysis and devising a development plan
- Attending Plagiarism and Copyright sessions - to help research to be undertaken using appropriate methods for the electronic publication of the thesis (eTheses)
- Discussing the expectations and responsibilities of all parties (i.e. the student, supervisory team, academic department) and agreeing the initial frequency of supervisory progress meetings
- Considering whether your research requires ethical approval

In addition, the Code of Practice contains information on how to submit a thesis, how the oral examination is arranged, how to make changes to student status due to personal or other circumstances, what fees are due and when and lots more.

The Code of Practice is reviewed and updated annually and can be downloaded from the Research & Innovation Services website: www.sheffield.ac.uk/ris/pgr/code

Research & Innovation Services

Research & Innovation Services is a professional service department which supports academic staff research, postgraduate research students and knowledge transfer. It comprises a number of teams, some of which are directly involved with postgraduate research student matters.

The Research Degree Support Team is responsible for providing advice and guidance to research students, academic and administrative staff on matters relating to a student's progression through their research degree and on the examination and award processes.

The Doctoral Development Team is responsible for developing new and enhancing existing programmes, and for skills training provision including the Doctoral Development Programme.

Areas of work relating to research students undertaken by Research & Innovation Services include the following:

- Changes to student status, e.g. change of degree, department, faculty, scope of research or supervisor; changes in registration status; applications for extensions to time limits; withdrawals; requests for leave of absence, etc.;
- Arrangements for Confirmation Review and for monitoring academic progress;
- Approval and appointment of proposed examiners; processing of examiners' expenses; processing of examiners' reports;
- Thesis submission and resubmission;
- Approval and award of degrees;
- Publications for research students;
- Research Skills Training (inc. DDP, seminar series);
- Studentships and funding.

Research & Innovation Services is based at New Spring House, 231 Glossop Road (www.sheffield.ac.uk/ris).

Graduate Research Centre

Graduate Research Centre, Dainton Building

This facility is for exclusive use by postgraduate research students from across the University and provides a place to study, write up or read in a pleasant, calm environment.

The Graduate Research Centre currently provides three main functions:

1. Dedicated workspaces

The Centre accommodates 50 workspaces reserved for research students who wish to use the space. Priority is given to those who do not have alternative facilities in their academic department. Each workspace has its own desk, networked PC and additional storage. The workspace is available to the student for as long as required. This can be during intense periods of work, such as writing up and literature reviews, or for the duration of their time at the University.

Additional features include printing and photocopying services, kitchens and social space to meet with other students.

The Centre is open to students with workspaces 7 days a week between the hours of 8.00 a.m. and midnight, with a staffed reception during normal office hours.

2. Seminar Room

The Research Centre houses a seminar room (capacity 50) for research students' use only. This room is not centrally bookable and usage can only be arranged via the Doctoral Development Team based at the Centre. When not in use for seminars the room doubles up as a drop-in wireless zone for research students.

3. Seminars and workshops

Careers, Personal and Professional Development and Research Skills seminars and workshops are regularly held at the Centre. Research students are welcome to book onto these sessions via the DDP Portal (www.sheffield.ac.uk/ris/pgr/ddpportal).
To find out more about the Graduate Research Centre or book a space, please either visit the Centre or apply online at: www.sheffield.ac.uk/ris/pgr/grc.

Postgraduate Research Student Care Policy

The University's Postgraduate Research Students are customers of Research & Innovation Services

We aim to meet their needs with efficiency, effectiveness, fairness and courtesy.

We aim to meet our customers' needs by:

- Providing a wide range of advice and support services to past, present and future research students.
- Listening to the changing needs of research students and adapting our service accordingly wherever possible.
- Maintaining and developing effective links with all areas of the University, the Union of Students, and external organisations and, where appropriate, referring our customers to the relevant area.

We aim to offer a quality service by:

- Providing accurate and appropriate advice and support to our customers.
- Welcoming customer feedback on our service and suggestions for improvement and development.
- Establishing high standards and regularly monitoring our performance.
- Valuing the expertise of colleagues and enabling them to develop their experience and skills.

We aim to be fair and courteous by:

- Treating all our customers justly and with respect and sensitivity, irrespective of race, colour, nationality, ethnic origin, age, gender, sexual orientation, marital or parental status, disability, political or religious belief, or socio- economic class.
- Holding information securely and not releasing it to unauthorised persons.

In return:

- We expect our customers to treat us with courtesy and respect.

Types of Research Degrees

Types of degree

Many research degrees of the University may be pursued on either a full-time or part-time basis (exceptions include the PhD with Integrated Studies, the EngD, DClinPsy, DEdPSy and the DEdCPsy). The majority of students are registered either as full-time or part-time student candidates; members of University staff reading for research degrees are registered as staff candidates.

Special categories of candidature exist for hospital staff, for the holders of certain named University research fellowships, and for the members of staff of affiliated institutions.

It should be noted that students may not register for study for any other degree or qualification of any university whilst they are undertaking a programme of study or research at the University of Sheffield without special permission of the Senate.

The research degrees of the University are as follows:

All Faculties:

Doctor of Philosophy (PhD)

Doctor of Philosophy (PhD) with Integrated Studies

Master of Philosophy (MPhil)

The degree of PhD is normally obtained after three years' study; the degree of MPhil after two years' study. Both require the presentation of a thesis and an oral examination. A candidate for the degree of PhD is required to satisfy the examiners that his or her thesis 'is original work which forms an addition to knowledge; shows evidence of systematic study and of the ability to relate the results of such study to the general body of knowledge in the subject; and is worthy of publication either in full or in an abridged form'. The form of the thesis should also be such that it is demonstrably a coherent body of work, i.e. includes a summary, an introduction, a description of the aims of the research, an analytical discussion of the main results and conclusions, and sets the total work in context.

Examiners are advised that their judgment of the thesis should be based on what may reasonably be expected of a diligent and capable student after completion of the prescribed period of research.

Although there is no equivalent definition of a successful MPhil thesis, it is generally accepted that it should contain a record of the research carried out and display a good general knowledge of the area of study, together with a comprehensive and detailed knowledge of some part or aspect of it.

The University also offers a four-year PhD with Integrated Studies. This programme differs from the traditional three-year PhD in that it combines a specific research project with an integrated programme of coursework. Students who successfully complete all of the programme requirements will be awarded a Masters degree as well as a PhD in the relevant subject area.

Faculty of Arts & Humanities:

Master of Music (MMus) by Research

The degree of MMus is a Master's degree for which candidates are required to present two of the following: a thesis on a subject of research; a portfolio of original compositions; a prepared instrumental or vocal recital.

An oral examination may also be required, at the discretion of the examiners.

Faculty of Engineering:

Engineering Doctorate (EngD)

The degree of EngD is a four-year postgraduate research degree that incorporates a research project and a taught programme involving management, technical and personal development modules. The research project component of the EngD is linked to the needs of a sponsoring company. Candidates are required to present a thesis and pass an oral examination.

Faculty of Medicine, Dentistry & Health:

Doctor of Medicine (MD)

Doctor of Dental Science (DDSc)

Doctor of Medical Science (DMedSci)

MD and DDSc degree programmes are both doctoral level and candidates are required to produce a thesis and pass an oral examination. The criteria for the award of these degrees are the same as the PhD.

The degree of DMedSci is a research degree that includes a programme of coursework. Candidates are required to successfully complete the prescribed coursework, present a thesis and pass an oral examination.

Faculty of Science:

Doctor of Clinical Psychology (DClinPsy)

The degree of DClinPsy is a three year doctoral degree that combines coursework, clinical placements and research. The aim of the degree is to train clinical psychologists to meet the needs of the NHS. Candidates are required to successfully complete the prescribed coursework and placements, present a thesis and pass an oral examination.

Faculty of Social Sciences:

Doctor of Education (EdD)

Doctor of Educational and Child Psychology (DEdCPsy)

Doctor of Educational Psychology (DEdPsy)

Master of Laws (LLM) by Research

The degree of EdD offers an alternative route to a doctoral qualification and aims to provide a broad and flexible research-based preparation for a range of professional and managerial careers. Part I of the programme requires candidates to take taught modules in research skills and training, together with 'elective' modules providing specialisation in a particular area of interest and/or further development of particular research skills, methods or issues. Part II involves a major research project leading to the submission of a thesis or equivalent portfolio of 50,000 words. An oral examination is also required.

The degree of DEdCPsy is a three-year research degree which combines coursework, a supervised practice placement and submission of a thesis. Assessment is based on submission of a number of different pieces of work, including a final thesis and a paper for proposed publication. Candidates are also required to pass an oral examination.

The degree of DEdPsy has a similar structure to the EdD. Students complete a taught Part I before progressing to Part II of the programme and completing a thesis.

The degree of LLM is a research degree, admission to which is restricted to recognised graduates in Law. LLM research normally falls into the broad category of legal analysis as opposed to socio-legal or criminological studies, for which MPhil candidature is more appropriate. Candidates are required to present a thesis; an oral examination may also be required, at the discretion of the examiners.

Joint research degrees

The University has regulatory provision to offer jointly awarded research degrees with another university. These programmes can take a considerable amount of time to negotiate and to get the formal agreements in place; therefore, it is essential that the process is begun well in advance of the degree commencing. Faculty approval is required for any such programme.

A form is available for departments to complete to request a joint research degree programme to be set up and queries should be directed to the Doctoral Development Team.

Centres for Doctoral Training

The University has a number of Centres for Doctoral Training which are funded by Research Councils. Students on the programmes run by these Centres have their own handbook, which complements this Code of Practice and explains the structure of their degree in detail. Further information on the Centres can be found at: www.sheffield.ac.uk/research/opportunities/dtc

PhD or MD by Publication

The University has introduced PhD or MD by Publication for staff candidates as an alternative to the standard PhD/MD routes. It is designed to enable recognition of the research activities of those members of staff who have published work, but have not completed a PhD or MD. This route is not available to student candidates. Further details are available at: www.shef.ac.uk/ris/pgr-support/phdbypublication

Study away from Sheffield

Home Students

Certain types of research necessarily involve periods of study away from Sheffield; for example, to collect data or samples or carry out other fieldwork, or to visit libraries or archives. Similarly, students in receipt of CASE awards or other industrially-linked or sponsored studentships will normally be required to work for an agreed period at the premises of the collaborating company or outside body. The duration and timing of these periods should, as far as possible, be established at the outset, so that an appropriate timetable for the research and writing of the thesis can be drawn up.

It is possible for a full-time student to spend a more extended period away from Sheffield, and in some cases permission may be given for the entire period of research to be undertaken elsewhere, subject to certain criteria concerning the suitability of the location and its facilities, and the continuity of supervision being met. Such arrangements require the approval of the relevant faculty. Similar arrangements may also be possible for part-time students, typically when the research topic is related to the student's employment and the research is undertaken at the place of employment.

Overseas/European Union students

There are two formal schemes allowing for research away from the University for Overseas/EU candidates:

1 Joint Location Scheme (full-time)

This scheme is designed to enable students to divide their period of research between Sheffield and another approved location. A minimum of one year must normally be spent in Sheffield (either as a block of time or distributed across the whole period of research). The normal period before submission of the thesis is three years.

The scheme is open to international and EU students. In order to be admitted under this scheme, candidates must:

- meet the University's normal entry requirements for MPhil or PhD;
- plan to pursue a scheme of research which inherently requires some of the work to be undertaken in a location away from Sheffield;
- demonstrate adequate supervisory arrangements for the scheme of research acceptable to the relevant faculty;
- prove access, where appropriate, to the necessary library and other facilities;
- comply with the terms and conditions of the guidelines on Joint Location study.

Approval of a Joint Location candidature should be sought prior to admission through the relevant faculty. Further information is available at: www.sheffield.ac.uk/postgraduate research/away/joint_loc

2 Remote Location Scheme

This scheme is designed to allow students to pursue research at an approved remote location site, with special arrangements in place to ensure the appropriateness and adequacy of research supervision. In order to be admitted to this scheme, candidates must:

- Be an international or European Union (EU) based student;
- meet the University's normal entry requirements for MPhil or PhD;
- prove access to suitable remote location research facilities;
- demonstrate appropriateness and adequacy of the proposed supervisory arrangements;
- comply with the terms and conditions on Remote Location study.

Approval of a Remote Location candidature should be sought prior to admission through the relevant faculty. Further information is available at: www.sheffield.ac.uk/postgraduate/research/away/remote_loc

Registration and Fees

Registration of new research students

Registration is the process by which the University confirms that it holds correct information about its students, their programmes of study and the arrangements for the payment of their tuition fees.

All full-time research students are required to register in person on commencing their studies.

Part-time research students and University staff candidates are required to register at the commencement of their research, but are not required to register in person.

Students entering the University at the beginning of the Autumn Semester are expected to register at the start of the Semester, according to the published timetable (see: www.sheffield.ac.uk/registration). Students whose research commences during the course of the session should register on arrival at Registry Services, Level 6, Students' Union Building.

Before registering, all students must provide satisfactory evidence of their ability to pay tuition fees and other dues. New research students are also required to provide evidence of their qualifications and should bring their original certificates, or certified copies of them, to registration.

Students requiring formal confirmation letters relating to registration status and immigration matters must apply to the Student Services Department, who are the only personnel authorised to issue such letters on behalf of the University.

Please note that it is not possible to amend a student's registration start date once they have registered for their degree. If a student is aware that their start of registration date is incorrect (i.e. they have arrived earlier or later than originally expected), and they wish to amend it, this should be done prior to registering. Students should contact Registry Services for further advice and guidance at: student.registration@sheffield.ac.uk.

Registration of continuing research students

All full-time and part-time research students are required to register annually until the required period of registration for full fee paying purposes is completed. The re-registration of all research students is online, approximately two months prior to the registration start date.

Permission to re-register will be withheld in cases where students have monies outstanding to the University in respect of tuition fees and tuition-related fees.

Payment of tuition fees

Tuition fees for sponsored students are paid direct to the University by the sponsoring body. The holders of University scholarships which cover tuition fees are regarded as sponsored students for this purpose.

Students who intend to pay their fees from their own or family funds, funds over which they have control or through a bank loan, are regarded as self-financed. Self-financed students may choose to pay their fees either in full at registration (may be eligible for a prompt payment discount) or by instalments. Full details of the University's fee rates and payment plans are available via the SSiD web pages www.sheffield.ac.uk/registration/tuitionfees.

Periods of registration

The following table details the minimum, normal and maximum periods of registration for the University's research degree programmes, where the period of registration is regarded as that within which the entire project should be completed and a thesis submitted.

- minimum period of registration is the shortest allowable time between initial registration and submission of the thesis for the specified research degree programme, as defined in the University Regulations
- normal period of registration is the typical or optimum time between initial registration and submission of the thesis for a specified research degree programme - that is, all research students should be aiming to submit their thesis within this timescale
- maximum period of registration is the time limit, as defined in the University's Regulations, for submission of the thesis for the specified research degree programme.

Students are required to pay full tuition fees for the duration of the normal period of registration for the specified research degree programme. Consideration of any reduction in tuition fees due to early submission will only take place after the actual submission of the thesis to Research & Innovation Services.

Additional fees are payable by candidates who take longer than the normal period of registration to submit their theses.

Periods of registration and time limits for research degree programmes

DEGREE	CANDIDATURE	MINIMUM	NORMAL	MAXIMUM (TIME LIMIT)
Please note: these time limits include the writing of the thesis to the point of submission				
PhD	Full-time	2 years	3 years	4 years
PhD with Integrated Studies	Full-time	4 years	4 years	5 years
PhD	Part-time	4 years	6 years	8 years
PhD	University Staff	2 years	2 years	8 years
MPhil	Full-time	1 year	2 years	3 years
MPhil	Part-time	2 years	4 years	6 years
MPhil	University Staff	1 year	1 year	6 years
EdD	Part-time	4 years	6 years	8 years
LLM	Full-time	1 year	1 year	4 years
LLM	Part-time	2 years	2 years	6 years
DMedSci	Full-time	3 years	3 years	4 years
DMedSci	Part-time	4 years	6 years	8 years
DMedSci	University Staff	4 years	4 years	8 years
MD/DDSc	Full-time	2 years	2 years	3 years
MD/DDSc	Part-time	4 years	4 years	6 years
MD/DDSc	University Staff	2 years	2 years	6 years
MMus	Full-time	9 months	1 year	3 years
MMus	Part-time	2 years	2 years	6 years
EngD	Full-time	3 years	4 years	5 years
DEdCPsy	Full-time	3 years	3 years	3 years
DClinPsy	Full-time	3 years	3 years	4 years
DEdPsy	Part-time	2 years	3 years	4 years

Fees structure

Postgraduate research students are required to pay full tuition fees for the duration of their normal period of registration and should aim to submit their thesis within that period. Tuition fees are collected at the beginning of each year. If a student submits after passing the minimum period of registration, but before completing the normal period of registration, e.g. during the 3rd year of a full-time PhD, a reduction/refund of tuition fees will be calculated on a pro-rata (monthly) basis. Such reductions/refunds are applied based on submission of the thesis alone.

If a student goes beyond their normal period of registration and requires a further period of registration, a continuation fee is charged instead of a tuition fee. Students are required to pay the continuation fee in full at the beginning of their writing up year and will be refunded any overpayment, on a pro rata basis, if they submit before the end of the 12 month period. In order to encourage students to submit their theses in good time, the continuation fee is waived within the first three months of the end of the tuition fee paying period if students submit within this period.

For example, if a full-time PhD student goes beyond their third year of registration, they will initially be charged £384 continuation fee for the whole of their fourth year. If they subsequently submit within the first 3 months of their fourth year, they will be refunded the full amount of continuation fee. If, however, they submit after 6 months, they will be refunded half their continuation fee and if they require the whole of the fourth year to submit, they will not receive any refund.

The table below illustrates the year when continuation fees commence for the most common types of research degree.

Full-time PhD candidates (3-year PhD)	**Year 4**
Full-time PhD candidates (4-year PhD)	**Year 5**
Part-time PhD candidates	**Year 7**
Full-time PhD with Integrated Studies candidates	**Year 5**
Full-time MD/DDSc candidates	**Year 3**
Full-time DMedSci candidates	**Year 4**
Full-time MPhil candidates	**Year 3**
Part-time MPhil candidates	**Year 5**
Full-time MMus candidates	**Year 2**
Full-time LLM candidates	**Year 2**
Full-time EngD candidates	**Year 5**
Part-time EdD candidates	**Year 7**
Full-time DEdCPsy candidates	**Year 4**
Part-time DEdPsy candidates	**Year 4**

There are no routine grounds for fee waivers in respect of continuation fees, but the Pro-Vice-Chancellor for Research & Innovation will consider cases put forward by students who feel there are exceptional reasons why they should not have to pay additional fees. All cases should be channelled via the department to Research & Innovation Services for consideration by the appropriate Faculty Officer in the first instance.

All fees can be paid at the Income Office, Level 6, Students' Union Building by cash, personal cheque, bankers draft, credit or debit card. Payments to be made by credit/debit card can be made on-line at www.sheffield.ac.uk/payments. Queries regarding payments should be addressed to: studentcustomers@sheffield.ac.uk.

Students who have completed their required period of registration for full fee-paying purposes are entitled to apply to the Student Services Information Desk for an extension of their UCard (subject to status).

Fees in 2014-15

Continuation/Extension	£384
Resubmission without oral	£265
Resubmission with oral	£340
Staff Candidate submission	£420

(Please note that these fees are increased annually)

Changes to students' status, personal circumstances and time limits

Research Council-funded students

Students who are sponsored by a Research Council should be aware that any changes to their student status will need to be notified to their sponsors and may require their sponsor's approval prior to being considered by the faculty. This includes requests for the following: Leave of Absence, time limit extensions, change of mode of attendance, changes in supervisors or research topics, transfers and withdrawals, maternity leave. Students should be aware that this may delay the consideration of their request, which should be submitted in good time.

Confirmation Review

Postgraduate research students admitted to the University on or after 01 August 2012 will have been registered directly onto the target doctoral level degree (e.g. PhD, MD, DDSc or EngD) and will be required to undergo a 'Confirmation Review' which will confirm their registration as a doctoral level student. The first year of the degree is considered a probationary year. For standard PhD students, the Confirmation Review should take place within the first 12 months of a full-time student's registration (pro-rata for part-time students). Any candidates who do not pass at the first attempt will normally be permitted to undergo a second attempt no later than 18 months from the start of their initial registration (pro-rata for part-time students). Students who do not pass the Confirmation Review are required to transfer to MPhil.

The Confirmation Review is intended to confirm whether or not the student and his/her research project have the potential for successful research at doctoral level. The Confirmation Review is also intended to ensure that the student has made satisfactory progress on the DDP, in line with the student's needs identified via the Training Needs Analysis.

The Confirmation Review requires students to submit a significant piece of written work and undergo an oral examination. More detailed guidance on departmental procedures for Confirmation Review is contained in departmental student handbooks and procedures should be clearly communicated to all PGR students at their induction.

The Confirmation Review panel must be able to reach an independent judgement on a student's capability to undertake research at doctoral level and it is essential that departments ensure that the process is rigorous and fair. It is strongly recommended that Confirmation Review panels should comprise a minimum of 2 academic members of staff, who have not had any previous close association with the student's research project. Departments may require larger panels, but must ensure that the composition of the panel has the relevant expertise to effectively judge the student's progress and potential. In smaller departments it may be considered appropriate for a DDP supervisor to participate if s/he has not been involved in the research project.

It is strongly recommended that full-time PhD students should undertake their Confirmation Review within 12 months of their initial registration. Where required, departments may defer a decision on whether or not to confirm a student's PhD candidature pending a second attempt. If a second attempt is required, a student should be provided with clear written guidance as to why the work is currently not at the right standard, what further work is required, and when the second attempt will take place. The second attempt should take place within 6 months of the first attempt (i.e. no later than 18 months from the start of registration). If the second attempt is unsuccessful students will not be permitted to undergo any further attempts and will be transferred to an MPhil programme.

If there are extenuating circumstances that might have an impact on a student's performance in the Confirmation Review, these should be raised at the time, where possible, and should not be brought to the attention of the Confirmation Review panel retrospectively.

Outcomes of the Confirmation Review

The following outcomes are available from the Confirmation Review:

1. Pass - Confirmation of doctoral status
2. Deferral - Deferral of a result pending a second attempt to take place no later than 18 months following the start of the student's study
3. Fail – Student is transferred to an MPhil programme (normally only available following a second attempt)

Departments may additionally consider it appropriate to 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. However, withdrawal of a student is not an automatic outcome of the Confirmation Review.

Any student who fails their Confirmation Review and is transferred to MPhil will have their time limit reduced to 3 years, in line with the MPhil time limit. For international students studying on a Tier 4 visa this change will also need to be reported to the Home Office (in line with normal procedures). Students who are transferred to MPhil will also need to inform their sponsor.

Academic departments will be required to complete a Confirmation Review form and submit it promptly to the Research Degree Support Team in Research & Innovation Services, where it will be forwarded to the relevant faculty for approval. This is in order that the student's record can be updated accordingly, which will ensure that the student's status as a doctoral level student is officially approved.

Change of Candidature

Changing circumstances may mean that it is no longer appropriate for a student to remain registered according to his/her original candidature. The most common of these changes are as follows:

- Change of mode of attendance, i.e. from full-time to part-time (and vice versa) or from student candidate to staff candidate;
- Changes to a student's scope of research, degree programme, department.

Students must apply for permission from their department and faculty to change their candidature using the Change of Candidature (PGR) form available from: www.shef.ac.uk/ris/pgr/code/candidature. Applications can normally take approximately 2 weeks for faculty consideration and processing, but may take longer depending on the circumstances.

Before making an application to change any aspect of candidature, a student should consult his/her supervisor for advice.

Change of mode of attendance

Students may apply to change their mode of attendance from full-time to part-time study and vice versa, but should be aware of the following restrictions.

- Full-time students are not permitted to change to part-time after they have entered the writing up stage of their research. Any change from full-time to part-time student status must take place whilst the student is still fully registered for tuition fee purposes.
- International students who are studying in the UK on a Tier 4 student visa are not permitted by UK immigration rules to study part-time and must therefore be registered on a full-time degree.
- Students are not permitted to change their mode of attendance to Joint Location or Remote Location once they have commenced their research degree. Joint or Remote Location candidature should be applied for from the start of a student's degree.
- Students who wish to change their mode of attendance to University Staff candidate must provide a copy of their University employment contract. Changes from student to staff candidate cannot be backdated more than 12 months.

Change of research topic, programme, department

Students may apply to make certain changes to their research, programme or department, but should be aware of the following guidance.

- Where a student is moving from one department to another, both the existing and new departments should confirm that they are happy with the arrangement.
- The University is required to notify the Home Office of any changes to the degree programme being studied by a student studying in the UK on a Tier 4 student visa.

ATAS (Academic Technology Approval Scheme) requirements for students changing research topic/degree programme

Non-EU/EEA students who request a change to their research topic or their degree programme may require ATAS clearance. If ATAS is required, it must be obtained before the change of candidature can be approved and students are not permitted to commence their new programme or research topic until proof of new ATAS clearance has been obtained and submitted with the change of candidature application. For this reason, students are advised to check if ATAS clearance is required and apply for ATAS clearance as soon as possible.

Students who require ATAS clearance in order to change their research topic will need to ask their supervisor to provide an official letter with details of their area of research. A template letter is available for this purpose from: www.shef.ac.uk/ssid/international/immigration/atas.

Students should contact International Student Support and Guidance: international.students@sheffield.ac.uk for further information and guidance on the implications of applying to change their research topic, or refer to the aforementioned SSiD web pages for international students.

Further information on ATAS, including a list of the subject areas for which it is required, is available at: www.shef.ac.uk/ssid/ international/immigration/atas.

Leave of absence

Students sometimes find themselves facing difficulties that affect their ability to undertake their research, for example if they are ill or undergoing serious personal problems. A leave of absence enables a student to take an authorised break from their studies in order to overcome the difficulty, without losing valuable time from their registration period, which will be suspended for the duration.

Students must apply for permission from their department and faculty to take a leave of absence, using the Leave of Absence (PGR) form available from www.shef.ac.uk/ris/pgr/code/loa, and can apply on the following grounds:

- Medical
- Personal
- Academic
- Financial*

*Requests for LOA on financial grounds are not normally approved, but may be considered if the student's financial situation changes due to unforeseen and exceptional circumstances.

Applications can normally take approximately 2 weeks for faculty consideration and processing, but may take longer depending on the circumstances.

When applying for a leave of absence, appropriate documentary evidence must be supplied in order for the department and faculty to consider whether to approve the request. For a leave of absence on medical grounds, a medical or doctor's note is required and an application made on these grounds will not be considered without one. Similarly, a student returning from a leave of absence on medical grounds must provide a medical note confirming that s/he is fit to return to the degree programme before they will be allowed to recommence research.

It is essential that students notify their supervisor/department as soon as any difficulties arise that might affect their research and that applications for leave of absence are made promptly and, wherever possible, not retrospectively. Requests for retrospective leaves of absence will not be approved if they date back further than 30 days. During the period of leave of absence, the student will temporarily leave their programme of study and their registration will be suspended. No supervision will be received and the student should not be undertaking any research.

Students should be aware that requests for indefinite leave of absence will not be considered. It is unlikely that a request for more than 12 months at a time will be approved and requests to further suspend a lengthy leave of absence will be carefully reviewed and may be rejected. There are a number of reasons why lengthy periods away from research are not recommended, e.g. the possibility that the research will lose currency and/or originality and changes to departmental structures and staffing, which may mean that appropriate supervision is no longer available.

Students who receive financial support to undertake their research degree, i.e. those funded by Research Councils or by an employer or overseas government, should notify their sponsor when applying for a leave of absence.

Leave of Absence for International Students

In addition to the above guidance, international students who are studying in the UK subject to immigration regulations (e.g. those on a Tier 4 student visa) should note the following. Students must be fully registered and attending in order to meet the requirements of their student visa. Students considering applying for a leave of absence should contact International Student Support and Guidance: international.students@sheffield.ac.uk for further information and guidance on the implications of applying for a leave of absence. Retrospective leaves of absence dating back longer than one month cannot be approved.

International students should note that the University is required to report Tier 4 visa holders who are on a leave of absence to the Home Office. Depending on the circumstances of the leave of absence the Home Office may expect such students to return to their home country for the duration of the leave of absence and curtail the Tier 4 visa. Such students will need to re-apply for a new visa when they are ready to recommence their studies. International Student Support & Guidance will inform students of the immigration implications of their leave of absence.

Student pregnancy

Students who are pregnant, or whose partners are pregnant, can apply for a period of leave of absence. As a result of the Equality Act 2010, the University has developed a Student Pregnancy and Maternity Policy, which is available from www.shef.ac.uk/ssid/student/pregnancy, along with advice pages aimed at both students and staff.

Time limits

Students are required to register and pay tuition fees annually until the required period of registration for full fee paying purposes is completed. It is important to ensure that projects are undertaken which can be fully completed in the registration period. This includes necessary training, preparatory work, actual research and writing of a thesis and submission.

The problems encountered by students who attempt to write up their theses while coping with the demands of full-time employment are well known, and it should be noted that the UK Research Councils exert considerable pressure on universities whose PhD students fail to submit within four years (in some cases where the submission rate is particularly poor, studentships have been withheld). Students are therefore expected to submit their theses **before** completion of the registration period, or as soon as possible thereafter.

On occasions, a further period of registration may be required if the student is still making significant use of University facilities. Full fees will be charged in such circumstances.

Extension of a student's registration period (time limit)

All students should aim to complete their research and write and submit their thesis within their registration period, e.g. within 4 years of their initial registration for a full-time PhD student. A complete list of registration periods for all higher degrees by research and modes of attendance is available at: www.shef.ac.uk/ris/pgr/code/reg-period.

When a student reaches the end of their registration period, their registration status will automatically lapse unless they apply for an extension to their time limit. Students must apply for permission from their department and faculty to extend their registration period using the Time Limit Extension (PGR) form available from: www.shef.ac.uk/ris/pgr/code/timelimits. Applications can normally take approximately 2 weeks for faculty consideration and processing, but may take longer depending on the circumstances.

Extensions to a student's time limit should be considered exceptional, rather than the norm. Therefore students should be aware that there is no guarantee that a request for an extension to a time limit will be approved. Students should consult their supervisor when applying for an extension and the supervisor will normally provide a supporting statement.

If a department decides not to support a student's request for an extension, this should be indicated clearly on the form, along with the reasons why the extension request is not supported. The student may still request an extension to their registration period without departmental support and the case will be considered by the faculty (and, where the case is rejected by the faculty, by the Pro-Vice-Chancellor for Research & Innovation). If an extension request is ultimately rejected, the student will not be permitted to extend their registration status. S/he will no longer be a student and will be deemed withdrawn from the University.

When applying for a time limit extension, students must demonstrate how they will use the requested extension period effectively in order to complete the writing of their thesis, so that they may submit by the revised deadline. Students should provide a Gantt chart to illustrate the schedule of work to be undertaken within the extension period and extension requests that do not provide sufficient detail, or that are considered unrealistic, or are incomplete, are unlikely to be approved. A request for an extension of time limit, beyond the time limit for the research degree programme, should not be made if the request is only to allow the student more time to improve the standard of written English in the thesis.

Students must apply to extend their time limit before their existing registration expires and in sufficient time for a request to be considered by the department and the faculty. Students whose registration is about to expire, or has already expired, run the risk of their registration status lapsing. This will result in loss of access to computing and library facilities and, in some departments, loss of access to the department building itself and it may also result in the student being withdrawn from the University.

Students should be aware that requests for lengthy extensions will not be considered. It is unlikely that a request for more than 6 months at a time will be approved, other than in exceptional circumstances, and requests for further extensions will be carefully reviewed and may be rejected.

In addition, the programme regulations for some research degrees may not permit the granting of more than a certain number of months of extension in total. Students should make themselves aware of any additional professional, disciplinary, or sponsor-related requirements relating to the timely submission of their thesis. Students who receive financial support to undertake their research degree, i.e. those funded by Research Councils or by an employer or overseas government, should notify their sponsor when applying for an extension.

A fee is payable for any period of extension beyond a student's initial period of registration. The level of this fee is increased annually and details of the current year's fee are available at: www.shef.ac.uk/ris/pgr/code/fees. Extension fees will be loaded on a student's record when the extension request is approved and will then become immediately due for payment. If a student submits earlier than anticipated they may be eligible for a partial refund equal to the length of extension which was applied for but not used. It is not University policy to waive fees that have been incurred as a result of an extension to a student's registration period.

Extensions for International Students

In addition to the above guidance, international students who are studying in the UK subject to immigration regulations (e.g. those on a Tier 4 student visa) should consider whether they will also need to extend their visa in line with any extension to their time limit and whether there are any ATAS implications (see below).

ATAS (Academic Technology Approval Scheme) requirements

Non-EU/EEA students who wish to extend their Leave to Remain as a student in the UK for some research degrees will require ATAS clearance before they apply to extend their visa. Visa applications made without valid ATAS clearance will be refused. Students who require ATAS clearance will need to ask their supervisor to provide an official letter with details of their area of research. A template letter is available for this purpose from: www.shef.ac.uk/ssid/international/immigration/atas.

Students should contact International Student Support and Guidance: international.students@sheffield.ac.uk for further information and guidance on the implications of applying for an extension, or refer to the aforementioned SSiD web pages for international students.

Further information on ATAS, including a list of the subject areas for which it is required, is available at: www.shef.ac.uk/ssid/international/immigration/atas.

Withdrawal from the University

If a student is considering withdrawing from the University or transferring to another university they should first discuss their options with their supervisor and/or departmental Postgraduate Tutor. Other support services within the University may also be able to assist students in reaching a final decision. If, having carefully considered all available options, a student still wishes to withdraw or transfer, s/he should complete the Withdrawal or Transfer (PGR) form available from: www.shef.ac.uk/ris/pgr/code/withdrawal.

Completed forms should be submitted to Research & Innovation Services as soon as possible. Please note that retrospective withdrawals or transfers cannot be backdated more than 30 days. If a student is transferring to another university, proof of acceptance at the other institution, e.g. a copy of an offer letter, should be submitted with the form. Any outstanding debts to the University will become payable once a student has left. Some students may also be eligible for a partial refund of tuition fees, depending on when they formally withdrew. Students will be notified by the University of any financial implications.

Where students have apparently left the University without giving any formal notification, departments should report this as soon as possible to Research & Innovation Services (RIS), so that the student may be formally deemed withdrawn. RIS may make a final attempt to contact the student before their student record is terminated.

Withdrawal of international students

International students should note that the University is required to report Tier 4 visa holders who withdraw from the University, or transfer elsewhere, to the Home Office. The Home Office will curtail a student's visa once a report of a withdrawal is made and the student should leave the UK. Students are required to leave the UK within 60 days of their withdrawal from the University.

Changes to personal details

All students must keep the University informed of any change to their personal details, especially addresses and other contact details. This is the responsibility of every student. Details on how to change an address on-line are available at: www.sheffield.ac.uk/ssid/record/pin

Students must also check their University email accounts regularly to ensure that they do not miss important notifications from the University.

Notification of a change in name can be made to SSiD upon presentation of original documentation proving the name change.

Doctoral Development Programme (DDP)

Introduction

All postgraduate research students participate in the Doctoral Development Programme (DDP). The DDP provides research students with a range of skills and competency-based training opportunities orientated both towards their specific programme of study and towards their future career.

The DDP is student-specific, designed to complement the individual research project and is agreed between the student and their supervisory team. The agreed training programme will reflect on four skill areas, enabling the student to:

- Acquire the necessary generic skills to become a high-level professional;
- Undertake subject-specific advanced training;
- Acquire subject-specific craft skills;
- Experience broad scholarship and wider engagement within the university and wider community of scholars.

The DDP is designed for all research programmes offered by the University; including conventional 3 year programmes, 4 year programmes (including PhD with integrated studies), and part-time programmes. Remote location and joint location students are able to undertake skills training units that are available online at any time during their study.

Students take ownership of their development through the Training Needs Analysis (TNA), from which they devise a development plan, and the e-Portfolio, which is a reflective record of evidence of achievement.

Examples of existing good practice: **opportunities for personal and professional development**

The following are a selection of innovative ways that departments have provided opportunities for PGRs to develop their personal and professional skills:

- PGRs significantly involved in an ‘Excellence with Impact’ bid, from the original submission through to the final judgement, attending several Q & A sessions, and writing ‘impact statements’ – which are now incorporated as a standard activity in the Thesis Proposal DDP module;
- PGRs active in public engagement activities, including presentations, exhibitions and projects;
- PGRs co-presenting with staff at international conferences; PGRs joining departmental research clusters where they are encouraged to present data, or host journal discussions, and be external speakers;
- PGRs organising, chairing and hosting a conference for their fellow students, enabling them to showcase their research and network with students and staff;
- Delivering high quality journal publications and presenting at international conferences is enshrined into the student progression procedures.

PGR Faculty Forums

There are also opportunities at faculty level for PGRs to get involved in PGR Forums, which aim to develop initiatives for the benefit of both PGRs and the University, enabling PGRs to:

- Apply their doctoral skills in practice;
- Enhance their skills as influencers and entrepreneurs;
- Gain skills and experience in areas including event management, public engagement, business development and leadership;
- Gain skills in cross-faculty networking and networking with external colleagues/organisations.

Further information can be found at the following website: www.sheffield.ac.uk/ris/pgr/forums

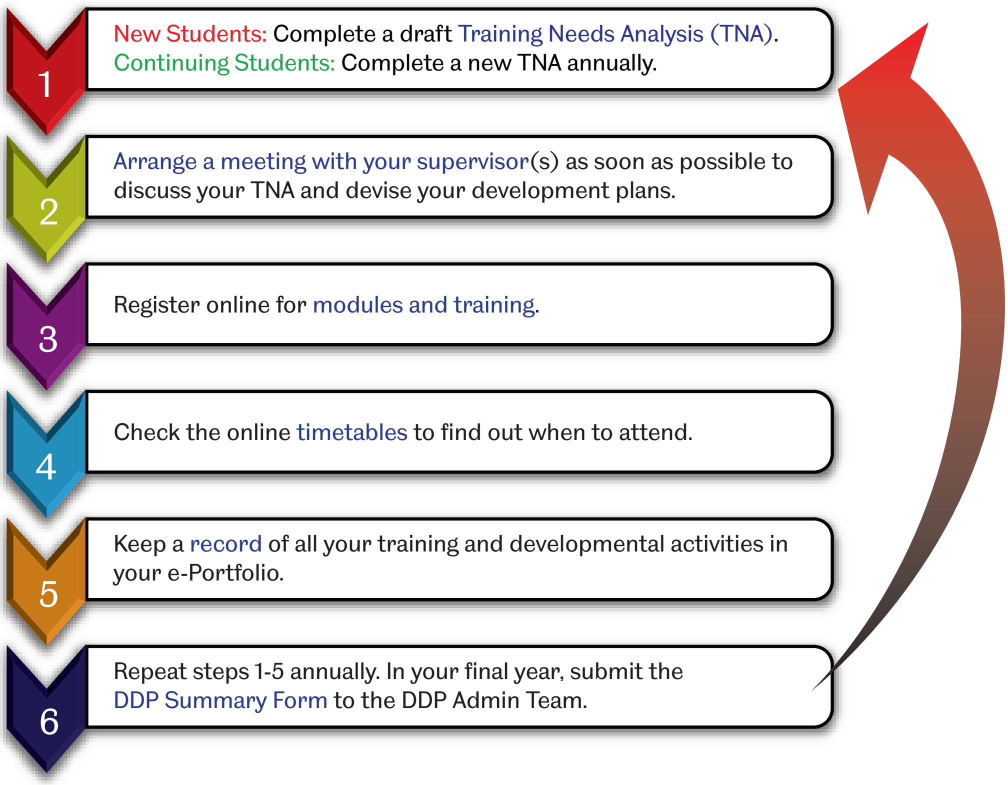
Doctoral Development Programme: Key Actions

Below is a checklist of the actions that are needed in order to fulfil the DDP requirements. The student should work through these actions with their supervisory team.

1. The Training Needs Analysis (TNA) is sent as a web link to the student prior to registration. The student completes a first draft of the TNA, prints it and takes it to their first supervisory meeting. This enables the student to conduct a self-reflective assessment of their training needs.
2. At their first supervisory team meeting, the student's draft TNA is discussed. Modifications are made to it as necessary and an initial development plan agreed. In conjunction with their supervisory team, the student agrees on the formal DDP review stages. These are a reflective review at three months after registration (with additional review by the departmental PG Tutor), at the point of Confirmation Review (usually around 12 months after registration) and subsequently annually. However, it is recommended that discussion over progress through the development plan take place regularly at formal supervisory meetings. At the stage of thesis submission, the supervisor is required to confirm the student's successful completion of the DDP.
3. To achieve training, students can select modules or skills training units available within the University, as well as accrue relevant experiences that are not formally taught or that are gained outside the University. Arrangement for attendance of any training module or skills unit is the responsibility of the student even though their selection is in consultation with the supervisory team. Students need to ensure that they register for taught modules via the DDP Portal. Students are expected to keep a record of their training in their e-portfolio.
4. Students arriving at the beginning of the academic year are required to attend the Doctoral Academy Induction Session for new Research Students in the Octagon Centre on Tuesday 30th September 2014 at 9.30 am. They must attend this session even if they have not yet been able to meet with their supervisory team.

   Further information is detailed on the DDP Portal: www.sheffield.ac.uk/ris/pgr/ddpportal/home

The Annual DDP Cycle



Training Needs Analysis (TNA)

The Training Needs Analysis (TNA) centres on the acquisition of skills in four areas (generic professional skills, subject-specific advanced training and craft skills, scholarship). Students complete the TNA annually in collaboration with their supervisory team. When completing the TNA, students assess their competence in relation to the skill areas in order to identify and address their training and development needs.

Effective training needs analysis is an iterative process and updating the TNA and modifying the development plan can be done by agreement as the student progresses over the course of the programme, including when requirements or directions change.

The TNA form can be downloaded from the DDP Portal.

Development Plan

The development plan agreed between the student and the supervisory team should be informed by the TNA but also the demands of the research programme. For example, it might be envisaged that attendance at career development skills seminars would be a greater part of the later rather than the earlier stages of the research programme but this, and most other training, can be acquired at any stage.

The development plan might include formal training, informal training or experiential learning. Participation on taught subject-specific modules will usually be in the student's first year of full-time research degree study or the first and second year of part-time research degree study. Students may be required to undertake assessment for modules as necessary. Students will need to ensure that they register for taught modules through the DDP Portal.

A department or faculty may decide that some training is compulsory for all their research students. Each student will automatically be registered on any compulsory faculty or departmental modules.

Cross-Sessional Students

Those students registering after October must pay particular attention to the start date of training courses/modules that they will undertake. This may mean that they have to delay the start of some of the DDP training until the beginning of a future semester.

Compulsory Research Integrity & Ethics Training

Although the majority of the DDP is individually tailored, ALL research students are expected to undertake the research integrity and ethics training module provided by their faculty. Good research practices are fundamental to good research, and it is essential for every researcher to understand how to conduct their research ethically, and with integrity. Each faculty runs a module that has been tailored to the needs of its own research students, and each student will be automatically registered to attend. For more details about the training, please refer to the DDP Portal.

Academic Technology Approval Scheme (ATAS)

Non-EU/EEA students wishing to take certain modules that fall within the science, engineering and technology disciplines should be aware that they may need to apply to the Foreign and Commonwealth Office for an ATAS certificate, depending on their subject discipline.

If ATAS applies to you and you do not already have this clearance it is VERY IMPORTANT that you apply for this clearance before you register on such modules. However, if you have already gained ATAS clearance at admissions stage you will already be covered and need not re-apply.

For further details on ATAS, please contact Student Support and Guidance: international.students@sheffield. ac.uk, or refer to the Student Services Information Desk pages for International Students. www.sheffield.ac.uk/ssid/international/ves/atas

Demonstrating Development and Confirmation Review

Attendance and completion of training units is recorded by module providers and submitted to Research & Innovation Services for inclusion in the student's record, but importantly, evidence of development is demonstrated through the reflective log of activity maintained by the student in their e-Portfolio and by the supervisor confirming engagement with non-formal training (e.g. attending conferences etc.)

When the student presents for Confirmation Review at 12 months, the second supervisor or Postgraduate/Personal Tutor is responsible for commenting on the student's training progress and formally signs off the e-Portfolio as part of the Confirmation Review process. The student is not allowed to have their doctoral status confirmed until agreed development needs have been met and there is a clear and credible development plan for the succeeding 2/3 years.

The second supervisor or Postgraduate/Personal Tutor also comments periodically on the student's development plan during formal supervisory meetings and they are required to sign a transcript of the e-Portfolio. In addition, they formally report on progress through the DDP annually by inclusion of a section in the Annual Progress Report. This report is also signed by the student.

Monitoring and Assessment

Ongoing monitoring of development needs is part of the supervisory process and, as indicated, assessment takes place at key points:

- The TNA should be completed prior to registration, reviewed after the first three months, and subsequently at least annually;
- Assessment of DDP participation is included in supervisor reports as part of the Confirmation Review process, at annual review, and prior to submission of the thesis.

Evidencing the DDP: e-Portfolio

An e-Portfolio is used by students as a comprehensive illustration of the learning and development they have undertaken, as well as their other academic achievements during their programme of study. The University has invested in ePortfolio software (PebblePad), which the student can use to build their e-portfolio as it provides a plethora of features such as, creation of collaborative documents, upload of documents, audiofiles and images of differing formats, discussion and reflection spaces, all of which provide the student with a rich learning and development experience.

Developing as a researcher

A student's e-Portfolio provides an excellent tool through which the student's skills and experiences can be showcased.

Supervisory Responsibilities for the DDP

Satisfactory achievement of the DDP requirements is necessary for successful completion of the student's research degree. As indicated above, student engagement with the DDP will be assessed at particular stages, with supervisor reports presented as part of formal monitoring processes. In addition, it is expected that discussion of the student's needs will form part of regular supervisory discussion.

The constitution of the 'supervisory team' will vary across different faculties and departments. The model for each student however is likely to include:

The primary supervisor – Will be the academic lead for the student. In terms of the DDP, the primary supervisor will advise the student with regard to subject-specific knowledge and skills training required.

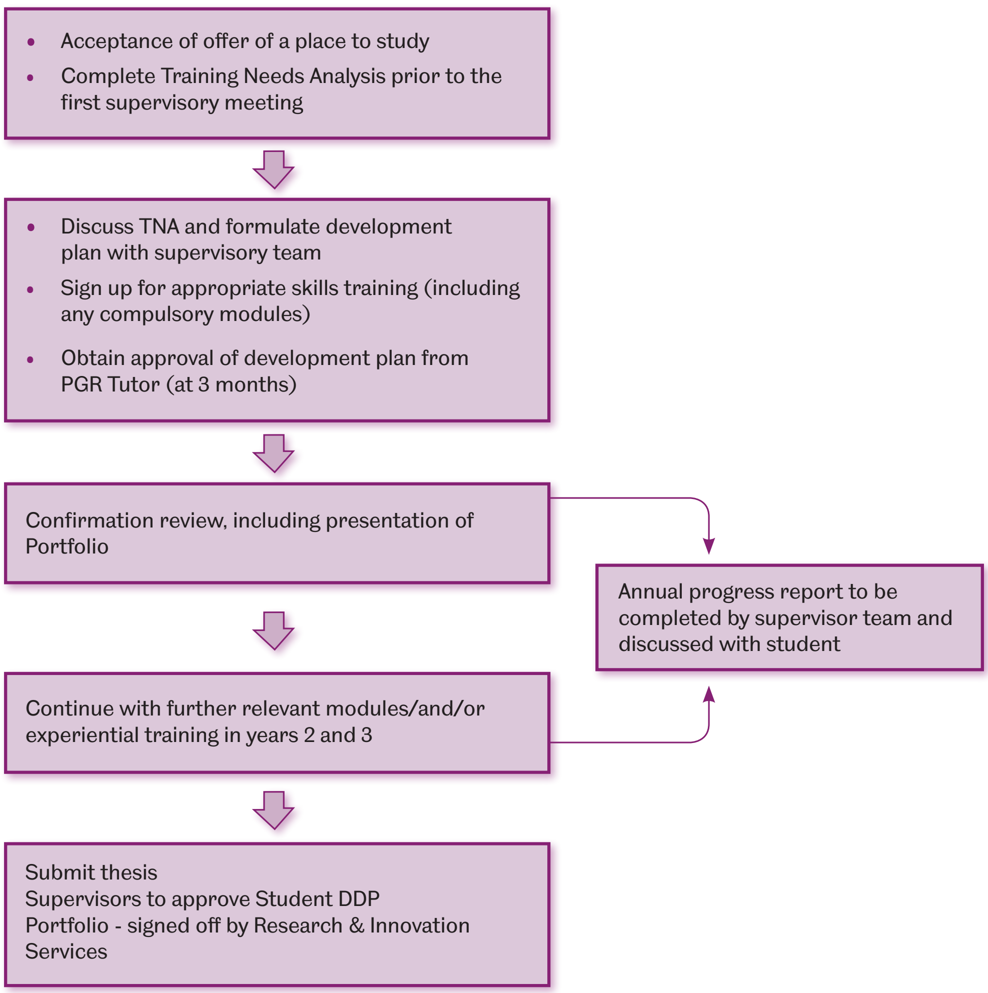
The second supervisor – Will take the overall lead on training and possibly pastoral matters. In some departments and faculties, this role may be undertaken by the Personal Tutor or PGR Tutor.

Under this model the second supervisor or Personal/PGR tutor will have the following responsibilities in relation to the DDP:

- Review of TNA and development plan
- Completion of DDP reports at monitoring points (Confirmation Review, annual progress reports, thesis submission)
- Agree the level of competency and skill to be acquired by the student;
- Review of student participation in the DDP as well as ongoing training needs.

Also refer to the DDP Portal for further information on the role of supervisor (and supervisory team) in the DDP.

DDP Summary Process



Glossary

Doctoral Development Programme (DDP) – Student specific programme of training and skills development.

Training Needs Analysis (TNA) – Faculty-specific training needs analysis divided into four 'shell modules' to be completed at least annually.

Development Plan – the plan for achieving skills/competency training and progress. An output from the TNA.

Student e-Portfolio – Record of evidence and reflection demonstrating student learning, development and achievements.

DDP enquires:

Enquiries can be made by email to ddpenquiries@sheffield.ac.uk Further information is detailed on the DDP Portal: www.sheffield.ac.uk/ris/pgr/ddpportal/home

Supervision - responsibilities of the student, the supervisor and the department

Ethical approval

If a student plans to do research involving human participants, whether directly or indirectly - e.g. interviews, questionnaires, focus groups, observations, accessing personal data about individuals, any human biological materials - then the research must be independently ethically reviewed and approved BEFORE the student begins data gathering. The supervisor is responsible for ensuring that this takes place. Failure to gain ethics approval may result in the student's dissertation or thesis being failed or deemed ineligible for submission. Guidance on the different routes for obtaining ethics approval, and when each applies, is available from the University's central research ethics website: www.sheffield.ac.uk/ris/other/gov-ethics/ethicspolicy

This site contains the University's full Research Ethics Policy and broader guidance on ethical issues.

Good academic practice

The University has high expectations of its postgraduate research students. It is essential that the work students produce is their own and that it is properly referenced. It is essential that all students take the time to read and understand the University's guidance on the use of unfair means, which explains what this is and how to avoid it (see section *'Use of unfair means in the assessment process'* for further details). It is also essential that they familiarise themselves with the fundamental principles governing research and innovation practices and with the acceptable practices which the University expects to be upheld at all times throughout the research.

Further advice and guidance can be sought from supervisors or from the following web sites:

For guidance on the avoidance of use of unfair means: www.sheffield.ac.uk/ssid/exams/plagiarism

For Information Skills Tutorials offered by the Library: https://librarydevelopment.group.shef.ac.uk/shef-only/info_skills/plagiarism.html

For information on the University's Good Research & Innovation Practices Policy: www.shef.ac.uk/ris/other/gov-ethics/grippolicy

For essential information on Research Data Management: www.shef.ac.uk/library/rdm/index

Rights and responsibilities of students

All students of the University have a number of rights and responsibilities and should take the time to familiarise themselves with the University's expectations. Many of these are set out in Our Commitment (www.sheffield.ac.uk/ssid/course/ourcommitment).

Upon registration all students must commit to abide by the University's Regulations and to observe the Code of Practice relating to Health and Safety. There are also expectations regarding acceptable conduct and behaviour of all students and the University reserves the right to take action against any student whose behaviour is judged to be unacceptable. All students and University staff are expected to behave in a way which respects and takes account of the diversity of the University community and the values of truth, toleration and justice.

In addition, the University has developed a Research Student Proposition: www.shef.ac.uk/polopoly_fs/1.194478!/file/TUOS_Research_Student_Proposition.pdf, which describes what research students can expect from the University, and vice versa.

Student attendance monitoring

As a student, it is most important that you attend regularly all the scheduled sessions (e.g. supervisory meetings, departmental research presentations, DDP modules, laboratory sessions, etc.) that are listed in your timetable or that are communicated to you as the year proceeds. It is only by attending all of the scheduled sessions that you will be able to engage with your research and progress effectively, as required by University Regulations. To help ensure that you make full use of the learning and research opportunities that are available, your academic department will monitor the attendance of students who are studying on campus throughout the year. Departments will also monitor contact points for students who are studying or working away from Sheffield as part of their degree studies. Departments are required to indicate to the University at 3 times per year, whether or not students are attending and engaging with their programmes of research. The monitoring is carried out using systems that have been developed by the University specifically to help departments identify and support students who are having difficulty with their study programme. Information about how individual departments carry out attendance monitoring and how they use this information is normally included in departmental student handbooks.

Induction

Departments' induction arrangements for PGR students commonly involve some or all of the following:

- A meeting with, or presentation by, key staff in the department (e.g. PG Tutor and other relevant staff members such as key administrative staff)
- An initial meeting with supervisors
- A tour of the departmental facilities
- Provision of a PGR handbook
- Presentations on issues such as health and safety
- A meeting with PGR student representatives and/or a buddy/mentor
- A welcome social event (often involving staff and existing PGRs)

Essential practice

Departments, rather than individual supervisors, should be responsible for the induction of new postgraduate research students, in order to ensure consistency (e.g. the Postgraduate Tutor, Departmental Manager, or other appropriate member of staff with a key PGR role should be involved in the induction of all students). All new postgraduate research students should be provided with a departmental handbook or equivalent at induction.

All new PGR students should also be made aware of the structure of the department and introduced to key members of staff (e.g. Head of Department, PG Tutor, postgraduate administrators, etc.), as part of their induction programme.

Desirable practice

- It is desirable for existing PGR students to be involved in the induction of new PGR students (e.g. through a 'buddy' system or an open question and answer session).
- An induction session specifically dealing with cultural issues for international students could be particularly helpful, especially if such sessions involved existing international PGR students rather than academic staff.
- It is helpful for new PGR students to be provided with an 'induction checklist' on which different aspects of the induction could be signed off when complete (the 3 month review meeting for the Doctoral Development Programme (DDP) could be used as an appropriate opportunity to check that all requirements have been met). This could be particularly useful for cross-sessional students, whose induction may not be as structured as those starting in September/October. Research & Innovation Services provides an Induction Passport for Students and an Induction Checklist for Supervisors, both of which can be downloaded from www.sheffield.ac.uk/ris/pgr/code/forms

Examples of existing good practice: **induction**

Consider the induction as a process rather than an event, providing students with information gradually over a period of time (e.g. via a series of introductory sessions/events) rather than overloading them with information in the first week

Provide students with a clear structure for their research, by supplying them with a set of progression milestones at the outset (including target dates for Confirmation Review and submission)

Help international students to settle in by:

- Organising an informal lunch to which PGRs are invited to bring foods typical of their home countries to share with others;
- Arranging for PGRs to undertake group activities (e.g. for an afternoon) designed to introduce them to their fellow students and to the city of Sheffield;
- Arranging opportunities (often involving existing PGRs) to discuss the cultural differences international students are likely to face, and to clarify the expectations of student and supervisor;
- A dedicated member of staff assigned to helping new overseas PGRs;
- An induction lecture for year 1 PGRs which also includes year 2 PGRs, to encourage them to reflect on the development of their research and generic skills (includes a short Careers Advice talk, aiming to actively encourage PGRs to be thinking about their career options during the early stages of their PhD);
- Where possible, PGRs have a student mentor for pastoral purposes;
- An international society set up to help with the orientation and integration of new international students into the department;
- Induction days run by the PGR Committee specifically for year 2 and year 3 PGRs to enable them to reflect on their experiences and progress in the previous year and review their Training Needs Analyses. The sessions also cover essential information concerning departmental and University expectations during the coming year;
- A session on 'You and your supervisor' for new PGRs run by the Director of Research on the expectations and goals of the student-supervisor roles.

Physical, social and research environment

Postgraduate research students must have access to the facilities necessary for them to achieve success in their studies. This does not necessarily mean that they will all have their own designated desk space and it should be noted that the specific requirements of students could vary significantly.

Departments commonly provide some or all of the following facilities for their PGR students:

- Access to desk space and computer facilities (designated facilities are often provided where required by the student);
- Laboratory space if required according to the discipline;
- Kitchen and social and/or meeting space;
- Access to secretarial (and, if relevant, technical) support;
- Access to shared printers, photocopier and phones;
- Access to storage facilities (including some lockable storage).

In addition, departments provide PGRs with a wide range of formal and informal mechanisms designed to better integrate them with other PGR students and with the departmental research environment; these commonly include:

- Regular departmental research seminars;
- Regular PGR student seminars at which students can hear about each other's research and practise presenting their own work, and/or hear from internal or external speakers;
- Research training modules accessible to, or specifically for, PGRs (covering key research skills and/or skills for successful completion of a research degree);
- Social events (e.g. induction drinks, informal coffee & cakes/pub meetings, Christmas parties)

Examples of existing good practice: **physical, social and research environment**

- A series of 'Masterclasses' for PGRs, at which members of academic staff in the department present and discuss their own research;
- A PGR student society with weekly 'coffee and cakes' meetings;
- Discussion and/or reading groups for PGR students;
- An online journal, run by PGRs with support from staff, in which students can gain experience of publishing and editing papers;
- An online journal is peer reviewed;
- Lunchtime PGR lecture series with speakers organised by PGRs themselves;
- Annual or bi-annual PGR conferences or poster days, at which PGRs present work and/or receive training, and can meet and socialise with peers and academic staff;
- Encouraging PGRs to attend external research conferences;
- Online spaces or Facebook communities for PGR students;
- A regular PGR forum at which PGR students have an opportunity to put questions to relevant staff (e.g. PGR Tutor);
- Funding an annual lunch for all PGRs, on the proviso that students provide the department with feedback on their student experience;
- Putting international PGR students in contact with other PGRs from their home country;
- An open door culture in which academic members of staff welcome requests for advice or support from PGR students whom they do not supervise;
- Aiming to ensure that on days when part-time students visit, other events are taking place that enable them to socialise/interact with peers (e.g. a reading group and informal social event);
- Regular departmental PGR newsletters;
- Holding live online research group meetings to enable those based away from Sheffield to participate;
- Encouraging PGR students to take the initiative in arranging activities/speakers for a PGR forum or conference;
- An inclusive culture in which PGR students are welcome to attend departmental staff meetings and research away days, have access to common rooms and telephone, printing and photocopying facilities;
- A research support fund to enable attendance at external conferences;
- Podcasting research seminars for the benefit of part-time and distance learning students;
- Individual web pages for each PGR;
- A mandatory monthly 'Discussion Forum' which encourages PGRs to discuss and debate scientific issues in an informal environment;
- Two PGRs (one home, one international) manage the Graduate School reception, providing guidance to new PGRs, and liaising with the administrator/director regarding any issues;
- A staff room is shared with PGRs, so students can meet informally with academic staff;
- A Student Experience Officer is appointed to improve interaction between staff and students.

Supervision

Essential practice

All postgraduate research students should be allocated two named supervisors, who will support them through their academic and development programme. Usually, the primary supervisor will be the academic lead and the second supervisor will support the student in the Doctoral Development Programme (also see section on *'Doctoral Development Programme'*).

In addition to the two named supervisors, all postgraduate research students should have access to a personal tutor who is unconnected to the research project and who is available to provide advice and support on pastoral issues when required. The personal tutor should form part of a wider 'supervisory team', which may also include the PG Tutor (where this is not also the personal tutor), Head of Department, relevant PGR support staff, etc. These individuals are not expected to take part in the day-to-day supervision of the students, but should be available to provide advice and support in certain circumstances, or to deal with issues that have been referred to them.

It is acceptable for more than one 'model' of supervision to be used within the same department, and specific arrangements for supervision should be agreed according to students' needs, provided they fall within the minimum expectations outlined above.

For MD and DDSc candidates based away from the Sheffield Teaching Hospitals NHS Trust, an additional supervisor shall also be appointed.

Members of academic staff new to the University will have had their research supervisory calibre assessed as part of the recruitment and selection process. New members of academic staff without previous supervisory experience are appointed a mentor to act as part of their supervisory 'team' as a source of advice and guidance.

The Head of Department will be responsible for assigning academic staff workload, including deciding the maximum number of research students that any one member of academic staff can supervise. It is acceptable for some supervisors to exceptionally take on more than 6 FTE students, providing this is taken into account in the individual's overall workload and is agreed by the Head of Department (bearing in mind duty of care to staff).

All supervisors are selected for their expertise and involvement in the appropriate field of study. This does not mean, of course, that supervisors already know all there is to know about the subjects they supervise, and the best supervisor-student relationships are those in which there is a two-way interaction of research and learning, and in which the student explores and gains insights into aspects of the subject which are stimulating to the supervisor as well. The relationship between student and supervisor is not static and most students find that as they become more familiar with their field of research they become less directly dependent on their supervisor.

Examples of existing good practice: **supervision**

The supervision models shown below offer a flavour of the models currently in use across the University:

Model 1: known as the 'troika'

Primary supervisor: academic lead

Secondary supervisor: support for the DDP, additional academic support/guidance

1 independent member of academic staff: involved in progress reviews and Confirmation Review only

Wider supervisory team includes: Director of Graduate Studies and Head of Department

Model 2:

Primary Supervisor: academic lead

Secondary Supervisor: support for the DDP, additional academic support/guidance

Advisor: provides pastoral support and acts as a 'critical friend' to PGR student

Model 3:

Primary Supervisor: academic lead

Secondary Supervisor: support for the DDP, additional academic support/guidance

Research cluster: acts as an extension of the supervisory team and provides student with access to a wider range of perspectives

PGR Tutor: available for pastoral support

Model 4:

Primary Supervisor: academic lead

Secondary Supervisor: support for the DDP, complementary expertise to provide additional academic support/guidance

PGR Tutor: available for pastoral support

Director of PGR: available for escalation of academic issues

Wider supervisory team also includes Head of Department

Supervisory meetings: frequency and record keeping

Essential practice

Formal meetings between the research student and supervisor(s) to review progress should normally take place at least every four to six weeks for full-time students (pro-rata for part-time students). 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 and an on-line form suitable for this purpose is available from the Research & Innovation Services website: www.sheffield.ac.uk/ris/pgr/code/forms

Students who are spending time away from the University, e.g. on fieldwork, should make arrangements in advance with their supervisory team for maintaining an appropriate level and means of contact whilst they are away from Sheffield.

Desirable practice

It is helpful for each supervisory team to arrange an agreed repository for records of student-supervisor meetings, accessible by all members of the team.

Examples of existing good practice: **record keeping**

- Encourage students and supervisors to make a record of their formal meetings an integral part of the meeting itself, which both parties sign at the end of the meeting to confirm they both agree with the record.
- The department's PGR secretary (or equivalent) maintains or monitors a central repository for records of student-supervisor meetings and follows this up if records aren't provided regularly. Ideally, records of supervisory meetings should be recorded and stored online.
- Records of supervisory meetings are made available for review at key progress monitoring points within the department, to enable the department to take a holistic view of the student's progress and ensure that meetings are regularly occurring.

Alternative supervisory arrangements (when a supervisor is absent)

Should a supervisor be absent from the University for more than the length of time between two supervisory meetings, then the department must make alternative arrangements for the student(s) affected. These may be temporary or permanent, depending on the specific circumstances. These issues should be managed on a case by case basis.

Examples of existing good practice: **continuity of supervision**

- Ensuring that secondary supervisors are actively involved in the supervision process (i.e. they meet the student regularly, if not frequently, and are provided with copies of the records of meeting they do not attend) so that they are able to take over primary supervision duties either temporarily or permanently (if appropriate) when the primary supervisor is unavailable.
- The expectation that supervisors continue to supervise whilst on study leave (e.g. by making use of email, phone and Skype when away from Sheffield).
- The circulation of a study leave timetable to academic staff a year in advance, allowing staff time to prepare for their own absences, and negotiate replacement supervisors if they do not wish to continue with supervision duties.
- Arranging a period of overlap where a replacement supervisor will be taking over from one who is leaving, or where a supervisor is returning from long-term sick leave, during which time both supervisors attend meetings with the student to ensure a coordinated handover.
- Arranging to 'buy back' the time of a supervisor who is leaving, so they can continue supervising students who are nearing completion.
- Effective supervision is a prominent criterion in discussing promotions, with success in supervision seen as a major part of the Staff Review and Development Scheme process.

Responsibilities of the student

General

- Every student must ensure that their contact details and address are kept up-to-date.
- All students must maintain appropriate standards of behaviour when dealing with others, including fellow students, members of staff and the general public.

Induction

- The student should ensure that he/she has read, understood and complies with the University's Code of Practice for Research Degree Programmes and the University's Regulations.
- In the early stages of the research the student should discuss with the supervisor the type of guidance believed to be most helpful and the training which may be required, in order to clarify both the needs and aims of the research. He/she should work with the supervisor to identify and select strategies to meet these needs and aims. This will require undertaking a Training Needs Analysis.
- The student should work with the supervisor to establish an effective supervisory relationship, tackling the research with a positive commitment, and taking full advantage of the resources and facilities offered by the academic environment.

- The student should reach an agreement with the supervisor on the record keeping of supervisory meetings. Both the student and supervisor should keep copies of the written or electronic record.
- The student should discuss any financial arrangements in connection with their work with their supervisor and ensure that these are carried out in accordance with the University's Financial Directives.
- The student should check his/her University email account on a regular basis, so as not to miss important messages.

Note: An Induction Passport is available to all new research students on arrival at the University. It provides helpful advice and information about University events and procedures. See: www.sheffield.ac.uk/ris/pgr/code/forms

Supervision

- The student should agree with the supervisor to have regular meetings, which should take place at least every four to six weeks, and to attend supervisory sessions in accordance with the agreed schedule.
- The student should work with the supervisor to establish and maintain a satisfactory timetable for the research. The student should aim, by the end of the first year (or second year for part-time students) to have defined the area of research, become acquainted with the background knowledge required and the relevant literature, and have established a provisional timetable for conducting the research and writing the thesis. Students should also have made satisfactory progress in the Doctoral Development Programme.
- The student should submit written work to the supervisor regularly and in good time, in accordance with the agreed timetable. This work should be word-processed, not handwritten.
- The student should take note of guidance and feedback offered by the supervisor.
- The student should discuss any problems, such as those of access to data, information, facilities, equipment or supervisory relationship with the supervisor at the time, since the early identification and resolution of problems can prevent difficulties later on. If the student feels unable to raise the problem with the supervisor, then the student's Personal Tutor, Head of Department or Postgraduate Tutor should be consulted. If, for any reason, this is not felt to be possible, the student should contact Research & Innovation Services for advice. Further advice and support is also available from the Advice Centre in the Union of Students and from the University's Counselling Service.
- The student must attend regularly and must agree in advance with the supervisor any period(s) of absence from the University and seek appropriate permission.

The importance of prompt identification and resolution of any problems cannot be over-emphasised, and it is the responsibility of the student in the first instance to ensure that any problems are raised at the appropriate level at the earliest opportunity.

Academic progress

- The student should keep written records of his/her work, which may form the basis of progress reports required by the supervisor, department, faculty or funding body.
- The student should raise with the supervisor any concerns which he/she may have concerning the progress being made and request additional support, if necessary.

The final stages

- The student should familiarise him/herself with the regulations and procedures for the submission and examination of their thesis.
- Prior to submission the student should provide the supervisor with the opportunity to see a draft of the complete thesis. The decision to submit rests with the student, and whilst the student should take due account of his/her supervisor's opinion, it must be stressed that, at this stage, it is advisory only.

Ten top tips for new research students

1. Discuss your expectations with your supervisor and discuss their expectations of you. *Being a research student will be a very different experience to being a taught student, or working, and all supervisors work in different ways.*
2. Undertake a Training Needs Analysis with your supervisor to ensure you choose the appropriate Doctoral Development Programme (DDP) modules to help you achieve your goals for the next 12 months. *Have a positive attitude to this training and it can be worth its weight in gold.*
3. Agree with your supervisor the frequency of your formal supervisory progress meetings. *Not the everyday chats, but the meetings at which you will discuss your progress, the problems you have faced, and set the objectives to have reached before the next meeting.*
4. Agree with your supervisor who will complete the record of your formal supervisory progress meetings, you or them. It is recommended that you do it and provide your supervisor with a copy. *This will ensure no misunderstandings have occurred.*
5. Agree during your induction a target date for you to undertake your Confirmation Review and a target date for the submission of your thesis. *If you ever feel like your deadlines are slipping, speak to your supervisor immediately. Timely submission of your thesis is very important.*
6. Expect the unexpected. *It is very rare that research runs smoothly and produces the exact results expected. Have a flexible approach.*
7. Ask questions and ask for support when you need it. *Never feel like you are on your own.*
8. Keep your publications to hand, especially the Code of Practice for Research Degree Programmes. *This will provide you with vital information as you progress.*
9. Help us to keep spreading good practice and making improvements wherever possible. *Tell us about your experiences, complete questionnaires and take part in focus groups.*
10. Enjoy the ride… it's a little like a roller coaster with highs and lows, but the achievement at the end is well worth the hard work.

Responsibilities of the supervisor

Induction

- At the outset of the research, the supervisor should explore in detail the student's academic background in order to identify any areas in which further training, including language training, is required. In particular, the supervisor should advise the student in the choice of subject-specific knowledge and skills training required. Supervisors should be aware of the particular difficulties which may face international students who may in the early stages require more frequent contact and advice.
- The supervisor will give guidance on the nature of the research and the standard expected; the selection of a research programme and the topic to be covered; the planning and timing of the successive stages of the research programme; literature and sources; research methods and instrumental techniques; attendance at appropriate courses; avoidance of plagiarism and respect for copyright.
- The supervisor should ensure that they have a thorough understanding of the DDP and its benefits, in order to ensure students make the most appropriate choice of units.
- The supervisor should ensure that the student has a clear understanding, in general terms, of the main aspects of postgraduate research: the concept of originality; the different kinds of research; the form and structure of the thesis (including the appropriate forms of referencing); the necessary standards to be achieved; the importance of planning and time management; the procedures for monitoring and reporting progress.
- The supervisor should ensure that the student is aware of the University's Good Research Practice (GRP) Standards. In addition, the supervisor should ensure that 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 participants and/or with human data and/or human tissue) and a clear understanding of 'research governance', where this is relevant. The GRP Standards and guidance on research ethics and governance are available at: www.sheffield.ac.uk/ris/other/gov-ethics
- The supervisor should work with the student to establish an effective supervisory relationship, thereby supporting the student. This should include an agreement on the frequency of progress meetings and the arrangements for keeping records (e.g. written or electronic).
- The supervisor should set a target date for Confirmation Review and a target submission date at induction to ensure that all parties acknowledge the length of time available for each stage of the project.

Note: An Induction Checklist for Supervisors of new research students is available at the start of each academic year. This checklist provides advice on procedures to be followed when dealing with new research students and complements the Induction Passport available to the students.
See: www.sheffield.ac.uk/ris/pgr/code/forms

Supervision

- The supervisor should ensure that the research project can be completed fully, including preparation of a thesis, within the time available, and advise the student accordingly.
- The supervisor must ensure that a clear agreement is made with the student on the frequency and nature of the supervisory contact required at any particular stage of the project. Supervisory sessions should be uninterrupted as far as possible by telephone calls, personal callers and departmental business. The frequency of such sessions for full-time students should be every four to six weeks as a minimum (pro-rata for part-time); the frequency may depend on the nature of the research (e.g. whether laboratory work is involved) and the particular research project. The length of sessions will also vary, from student to student, across time and between disciplines.
- The supervisor should comply with the attendance monitoring requirements of the department/University.
- Written or electronic records of supervisory sessions should be kept by both the student and supervisor.
- Both the supervisor and student should keep a file of all correspondence, including emails (this is especially relevant to students registered on the Remote Location programme who are effectively studying via distance learning).
- The student and supervisor must have an agreed procedure for dealing with urgent problems (e.g. by telephone, e-mail and/or the arrangement of additional meetings at short notice).
- The supervisor should, in discussion with the student, establish and maintain a satisfactory timetable for the research, including the necessary completion dates for each stage, so that the thesis may be submitted within the scheduled time. This planning should take into account the requirements of the relevant funding body in relation, for example, to submission.
- The supervisor should read promptly all the written work submitted in accordance with the agreed timetable and provide constructive and timely criticism.
- The supervisor should arrange as appropriate (in many departments it is a requirement) for the student to present work to staff or research student seminars and should take an active part in introducing the student to meetings of learned societies and to other researchers in the field. The supervisor should provide advice on writing up the research, or parts of it, for publication.
- The supervisor should advise the student well in advance of any planned periods of absence from the University. If the period of absence is significant (more than the length of time between supervisory meetings), the supervisor should ensure that appropriate arrangements for alternative supervision are made and that the student is informed of them.
- The supervisor should take note of feedback from the student.

Academic progress

- The supervisor should ensure that the student is informed of any inadequacy of standards of work below that generally expected from research students and should suggest remedial action as appropriate.
- The supervisor will be required by both the University and external funders or sponsors to provide a detailed written record of the student's progress and should ensure that all departmental and/or faculty or sponsor requirements concerning the submission of progress reports are complied with. In particular it is essential that the Annual Progress Report is completed within the specified timescale. The supervisor should discuss the completion of the Annual Progress Report with the student and it is essential that the student acknowledges that s/he has seen and understood the contents of the completed report.

The final stages

- The supervisor should initiate the procedures for the appointment of examiners well in advance of the thesis being submitted.
- The supervisor should read and comment on a draft of the complete thesis.
- The supervisor should ensure that the student understands the procedures for the submission and examination of theses and should assist the student in preparing for the oral examination, including offering a mock viva.
- Supervisors who believe their student will not complete within the allotted time limit should make early provision for applying for an extension.
- Should the student be asked to resubmit, the supervisor will be responsible for continuing to provide support and supervision throughout the resubmission period.

Ten top tips for research supervisors

1. Discuss expectations – yours and the student's... *remember this may have been the first time they have worked independently, or they may be returning to study from the workplace which would give them a very different view point.*
2. Set target dates for Confirmation Review and submission, in writing, at induction, so the student has a clear message about what is expected of them. *Timely submission is a priority; the research plan should not be allowed to slip.*
3. Agree the frequency of formal supervisory meetings (every 4-6 weeks as a minimum for a full time student) and who will record the meetings. *It is recommended the student records the meeting and provides the supervisor with a copy to ensure no misunderstandings have occurred.*
4. Undertake a Training Needs Analysis annually with the student to ensure they receive the maximum benefits from the DDP to achieve their goals for that year of study.
5. Be positive about the DDP. *Evidence suggests that students' feelings towards the DDP directly reflect those portrayed by their supervisors.*
6. At supervisory meetings, discuss progress to date, problems experienced, and agree objectives to be achieved by the next meeting. *Provide constructive criticism and feedback to keep the student on target.*
7. Ensure the research does not "grow" to the extent it is too large to allow submission within the time limit.
8. Ensure that Annual Progress Reports, and any other required progress reports, e.g. for sponsors, are completed on time and returned to Research & Innovation Services. *Consider increasing the departmental progress reporting during year four to closely monitor progress towards submission.*
9. Propose examiners before the student submits, to avoid delay.
10. Offer a mock viva and guidance on the oral examination.

If you have any doubts or worries about your student's progress or ability, contact Research & Innovation Services to discuss your options.

Responsibilities of the department

- Each department should have a Postgraduate Tutor (or equivalent) responsible for co-ordinating postgraduate research within the department. The Postgraduate Tutor's role should be formalised to support students and supervisors, as well as developing policy and liaising with faculty. Many larger departments also have graduate affairs committees, and this is considered good practice. The department should ensure that all students are aware of the contact details and responsibilities of their Postgraduate Tutor and any other support staff at induction.
- The department should provide new research students with an appropriately constituted supervisory team, in accordance with the University's requirements.
- The department should provide new research students with the details of a contact (usually the supervisor) who will meet them on their arrival at the University.
- The department should ensure that supervisors receive the training and support necessary to undertake effective supervision. This support might include teaching relief or adjustment of other responsibilities.
- The department should provide supervisors with a simple form to record supervisory progress meetings.
- The department should ensure that training courses for new supervisors are provided, either within the department/faculty or by an external source.
- The department should provide all new students with written information on: current research areas of staff and research students in the department; available facilities (for example, office space, equipment, computers, telephones, postage, transport) and students' entitlement to make use of them; departmental personnel (including clerical, technical and administrative staff), procedures and services relevant to their study; out of hours access; guidelines on the expected frequency of contact between student and supervisor and length of formal supervisory sessions; departmental procedures for monitoring progress and Confirmation Review; details of postgraduate representatives on departmental committees.
- The department should maintain a file on the student's progress, both academic and personal and professional skills development.

- It is a requirement that the department should make arrangements for the provision of alternative supervision if the supervisor is absent (for more than the length of time between supervisory meetings) or leaves the University and should inform Research & Innovation Services of the new arrangements at the earliest opportunity.
- The department should ensure that procedures are in place to monitor the attendance and engagement of all students, to comply with the University's Student Attendance Monitoring Policy.
- The department must ensure that students have adequate facilities with which to pursue their research effectively. Departments should aim to provide facilities appropriate to the research to be undertaken; these will vary between departments and different types of research. Alternative arrangements should be made when equipment breaks down or when there is a shortage of specialised equipment, in order to minimise the delay to the student.
- The department must ensure that students are aware of the relevant Health and Safety regulations.
- The department should ensure that it has transparent written procedures for the Confirmation Review process and that these are provided to students at induction.
- The department must ensure that students undertaking teaching duties receive appropriate induction and support, and that they are given adequate instruction in the use of teaching equipment. Teaching and other duties to be undertaken by students should be specified in writing in advance, including the rate of pay and the number of hours to be undertaken (see the section '*Working hours, holidays and employment*').
- The department should provide information on new procedures relating to research degree programmes and opportunities to spread good practice, e.g. via an annual seminar or forum for all supervisors, experienced and new, as part of their Continuing Professional Development programme for research supervisors.
- The Head of Department or Postgraduate Tutor should discuss complaints about the quality of supervision with the supervisor, and where appropriate recommend training, or appoint an additional or replacement supervisor.
- Where numbers of research students are low, departments should investigate ways of providing inter-departmental/faculty social and networking opportunities for students.
- Departments that do not currently run a mentoring scheme for new students should investigate whether such a scheme would be appropriate for their students.

Supervisor Training

Departments commonly operate a system whereby a new supervisor will be paired with an experienced supervisor in some way (e.g. they initially take on secondary supervision duties before progressing to primary supervision, or they are provided with an experienced mentor). In addition, many departments provide informal opportunities for supervisors to meet and share practice, for example, at staff meetings, research away-days or progression events.

Examples of existing good practice: **supervisor training**

- An annual supervisor workshop or meeting held An annual supervisor workshop or meeting held at the start of each academic year in order to update supervisors on new developments, policies or procedures that they need to be aware of (and the circulation of notes from the meeting to colleagues who are unable to attend).
- A system of assigning 2 advisors to each student, who complement the role of the supervisor by providing scientific advice and pastoral support, but also play an important role in facilitating the sharing of good practice in supervision; the system also allows the department to gain information about the quality of supervision taking place in the department (i.e. a peer review process).
- Open and collegial staff development sessions (or 'teaching circles') held throughout the year at which staff can raise and debate real issues, share practice and learn from more experienced colleagues; these may address particular issues such as preparing students for the viva, or choosing examiners.
- Informal lunchtime training sessions for staff on key issues such as good supervisory practice.
- Formal supervisor training sessions organised in collaboration with Learning and Teaching Services, on issues such as supporting part-time and international students, and managing students' expectations.
- Inviting PGR students to speak to supervisors about their own experiences of being supervised at an informal staff development session.
- Pro-active support and development for early career staff to move towards undertaking supervision.
- Supervisor training sessions to promote PGR matters, e.g. 'how to get a PhD student', and guidelines/recommendations for the qualities required of members of supervisory teams.

Change of supervisor

If serious conflicts arise between the supervisor and student which cannot be resolved, either the student or the supervisor may refer the matter to the Postgraduate Tutor or the Head of Department. If it is considered to be appropriate, feasible, and in the best interests of all parties, the student may be assigned to a different supervisor or an additional supervisor may be appointed.

If a supervisor leaves part way through a student's research programme, cover should be arranged until an alternative supervisor is found. Research & Innovation Services should be kept informed of any changes to supervisory arrangements at the earliest opportunity. This is essential both for the efficient monitoring of student progression and to ensure the accuracy of university records, which are used to make key data returns.

Conflicts of interest in postgraduate supervision

There have been instances where members of academic staff supervise postgraduate students with whom they have personal relationships (e.g. spouse, partner). In these circumstances there are real or perceived conflicts of interest, including decisions on academic progress and transfer of candidature. Human Resources has issued guidelines on "Personal relationships and conflicts of interest in the workplace" (see www.sheffield.ac.uk/hr/guidance/contracts/conflictsofinterest). Whilst these provide a useful regulatory framework, the supervisor-research student relationship is unique because of the length of the programme (up to 8 years), the amount of contact time required and the stringent nature of the assessments required before submission for a higher degree. Therefore, the following guidelines have been developed to be applied specifically to postgraduate student supervision. These guidelines have been approved by the Senate.

1. In all cases where a real or perceived conflict of interest in postgraduate research supervision exists or develops, the academic member of staff involved should declare this at the earliest opportunity to the relevant Head of Department and Postgraduate Tutor. If a conflict of interest is deemed to exist, the member of staff should withdraw from supervising that student and every effort should be made to find alternative supervisors.
2. If the academic member of staff concerned considers that withdrawal from supervision is impossible or undesirable, a written case should be made detailing the relationships involved and the attempts made to find an alternative supervisor. A final decision will be made by the Faculty Officer in consultation with the Head of Department.
3. In line with the University's Code of Practice, a supervisory team should be appointed for each postgraduate research student. The primary supervisor and second supervisor should be identifiably independent. Consequently, wherever possible, partners (personal or business) should not constitute the only members of the supervisory team for a research student.
4. Research student studies should not commence until the identity of the supervisory team has been agreed with the Postgraduate Tutor and Head of Department.
5. If a student has concerns relating to an academic/ personal relationship and is concerned that it is impacting on their studies, s/he should discuss this matter at their earliest opportunity, in confidence, with the Head of Department.

Academic Progress

Progress of research students

Essential practice

It is essential for PGR students' progress to be formally assessed by departments at 6 monthly intervals, in addition to the recording of formal supervisory meetings. This may take the form of a formal progress report (e.g. the student's Annual Progress Report or a departmental variation) and/or a designated task to be completed by the student (e.g. a poster presentation or a journal-quality paper). Where a report is used, this should be submitted to the Postgraduate Tutor. Progress reports should be discussed with the student and the student given the opportunity to add further comments, if appropriate. Where difficulties arise, the department must ensure that the situation is referred to the faculty for further consideration.

Procedures for Joint Location and Remote Location study will vary and students and staff should consult the relevant guidance available at:
www.sheffield.ac.uk/postgraduate/research/away

Departments are strongly encouraged to consider increasing the frequency of monitoring of students as they move towards the final stages of their research, to ensure that they submit on time. This might involve a formal review of a student's progress towards submission towards the end of the student's second year.

Departments are required by Senate to monitor the attendance and engagement of all students. This process should assist departments in identifying problems at an early stage and offering students appropriate support, where required.

Annual Progress Reports

Each year, an Annual Progress Report must be completed for all students and submitted for consideration by the faculty. Annual Progress Reports should be discussed with the student prior to completion. These reports allow supervisors to reflect on a student's progress during the previous year and to plan for the year ahead, and are an important method of providing formal feedback to students that may not otherwise be addressed in supervisory meetings. Students are required to confirm that they are aware of the content of the Annual Progress Report. The Annual Progress Report also includes a section reflecting on the student's progress on the DDP.

When a student fails to make progress

If a student's progress is poor, it is first expected that departments will take action to identify whether any additional support or guidance is required and can be offered, either by the academic department or by other support services. Depending on when the issues are identified, they may be dealt with via the Confirmation Review process, which is intended to confirm a student's potential for doctoral-level study. A student who fails to demonstrate sufficient progress and potential at their Confirmation Review may be downgraded to MPhil via this process.

If problems persist, departments should be clear with the student in identifying their concerns and should seek ways to address the situation. If this still does not result in an improvement in the student's performance, an academic department may request a review of a student's academic progress, on certain grounds which are specified in the University Regulations. This process is primarily to determine whether or not a student should be permitted to continue their programme of research, and if so, on what terms. Where a department is concerned about the academic progress of a research student they are advised to discuss this matter at an early stage with the relevant Faculty Administrator in Research & Innovation Services. Further information and guidance is available at:
www.sheffield.ac.uk/ssd/sca/progress

Details on the Regulations as to Progress of Students are available at: http://calendar.dept.shef.ac.uk/calendar/06g_gen_regs_as_to_progress_of_students.pdf

Monitoring of research degrees

In compliance with external requirements, Research & Innovation Services, on behalf of the University, annually monitors and reports on the submission rate of Research Council sponsored students.

In addition Research & Innovation Services also monitors a range of student progression data, including:

- Annual Progress Reports on individual research students;
- Submission and Completion rates;

Such information is shared with academic departments and University management.

Examples of existing good practice: progress monitoring

Model 1 – shown for full time students; all reports are reviewed by the Department's Graduate School Committee

	FEBRUARY	APRIL	JUNE/JULY
1ST YEAR	Biannual Supervisor's Progress Report produced collaboratively with student (to include summary of planned work, training needs, development of research topic, availability of sources, data, etc.)	N/A	Annual Supervisor's Progress Report (equivalent to University Annual Progress Report) produced collaboratively with student (integrated into the Department's Confirmation Review process)
2ND YEAR	Biannual Supervisor's Progress Report as above (to include revised plan for completion, report on ongoing work, training needs)	Annual PGR Students' Self-Assessment – includes a confidential section in which students can raise issues without the knowledge of the supervisor. Feeds into Annual Progress Report.	Annual Supervisor's Progress Report as above (student required to submit statement of progress, problems encountered, plan for thesis and timetable for completion, summary of training conducted and planned)
3RD YEAR	Biannual Supervisor's Progress Report as above (to include thesis outline, setting out chapter and structure, training needs)	Annual PGR Students' Self-Assessment as above	Annual Supervisor's Progress Report as above (to include update on submission, appointment of examiners, arrangement of viva
4TH YEAR	Start of year: Student receives letter from Director of Postgraduate Studies to advise importance of submitting by final submission date. Student asked to draw up a timeline for submission, to be monitored closely by supervisor (Graduate School Committee will be involved if plans fall behind)		

Model 2 – shown for full-time students; all activities are in addition to annual and six-monthly progress reports

1st YEAR	At 6 months: student delivers a presentation to a seminar in Year 1; the presentation is marked by post-doctoral researchers and by 2 independent, internal examiners. At 10 months: Confirmation Review: student produces literature review and a formal report; 1st Supervisor prepares report which is attached to the PGR student's report; this states what both parties feel has been achieved, the degree of progress, lists the seminars that the PGR student attended and the supervisor-student meetings). Student then undertakes a viva assessed independently (the Supervisor does not attend). *Student is also expected to attend up to 80% of the seminar series in Year 1 (PGR students register when attending a seminar)
2ND YEAR	At 18-20 months: student presents a poster; this is independently judged by 5 members of staff and an industrial committee and a prize is awarded to the best poster At 24 months: student produces 1 or 2 publication-ready papers and a thesis plan
3RD YEAR	At 30 months: 25 minute presentation to a seminar, followed by questions. This is marked by independent, internal examiners and is attended by post-doctoral researchers and fellow PGR students (helping to inform 1st and 2nd year students of what to expect in future).
4TH YEAR	If student enters the 4th year, the 1st Supervisor is asked by the departmental Secretary to confirm an action plan for completion. This is followed up by a further request for a progress update in Easter of the 4th Year and, subsequently, at the end of the 4th Year.
5TH YEAR	If student enters the 5th year, the 1st Supervisor receives a quarterly reminder for a progress update

*A form has been developed for independent, internal examiners to complete to systematically record the assessment and feedback on presentations that are delivered by PGR students at the seminars in Year 1 and Year 3. A similar form is used to systematically record the assessment of posters that are presented by PGR students in Year 2.

Further examples of existing good practice: **progress monitoring**

- An additional 'Completion Supervisor' for PGRs in the January of their third year, providing guidance, extra support and monitoring progress on achieving submission.
- Progression monitoring assisted by a PGR progression secretary focusing wholly on this task, using a departmental PGR database which enables easy access to data on students' progress
- A supervision record form focusing on setting SMART objectives, displaying key dates (upgrade, completion date), with the PGR and supervisor both assessing progress since the last meeting on a numerical scale. These forms are reviewed by the PGR Administrator and Quality & Progression Officer and who discuss problems with the supervisor or student where scores are below 3 on two consecutive records, thus focusing attention on progress, with early warning of problems enabling opportunity for early intervention.
- PGRs assess their own and their supervisor's performance quarterly via a template form given to the PGR Tutor. This enables PGRs to formally raise issues with the PGR Tutor who is kept informed about progression and PGRs' perspectives on the quality of supervision.

Examples of good practices that may help to improve submission rates

- The Head of School discusses completion plans with the supervisors of 4th year PGRs;
- Progress reports increase to every three months in the fourth year;
- Fourth year PGRs have no teaching duties and are not funded to attend conferences and training.
- PGRs whose submission date is imminent are discussed at departmental PGR meetings, and then with the relevant supervisor to ensure timely submission.
- PGRs meet the PGR tutor and Head of Department to discuss their work-plan for months 43-48 to ensure completion within 48 months, without the supervisor present, to allow for a free and honest discussion.

Working hours, holidays and employment

Research students are often concerned at the lack of clear guidance concerning working hours and holiday entitlements, since neither is governed by regulation. The differing requirements of disciplines and types of research will to a large extent determine the length of the working day/week appropriate to the individual concerned, and students must, in the main, be guided by their supervisor and department. Students should also be aware that there is an optimum efficiency to be achieved by pacing oneself between work and recreation: some students become so exclusively work-oriented that they take little or no time off, and they and their work consequently suffer.

Some students commencing research degrees are surprised that they are not entitled to the long vacation periods to which they have become accustomed as undergraduates It should be noted that research students sponsored by the UK research councils may, subject to the agreement of their supervisors, take reasonable holidays, not exceeding eight weeks in the year (including public holidays). Up to a maximum of four weeks holiday may be taken at the end of the period of award. These research council rules may be used as a guide by all full-time research students not subject to the rules of other sponsoring bodies. Students will not be granted a leave of absence to cover a period of annual leave.

The employment of research students by departments

The University encourages the employment of research students in a number of capacities (e.g. as part-time teaching assistants, demonstrators, etc.), provided that this can be undertaken without detriment to the research programme in progress. Such teaching helps to develop a broad range of personal and presentational skills which can be of considerable long-term benefit to the student concerned. Research students commonly have recent experience as recipients of teaching and are often well placed to assist in course delivery. Teaching also represents a valuable source of additional income for students. It must be stressed, however, that the scope for such employment varies widely between different departments and students should not assume that teaching opportunities will always be available.

The University accepts the following broad principles relating to the employment of research students as teachers:

- Other things being equal, teaching work in departments should be shared out among research students as fairly as possible. No research students will be expected to teach unless they wish to, unless this is a condition of their bursary or scholarship.
- All research students employed by the University should be assessed for their suitability before appointment.
- Full-time research students will be restricted to maximum of 180 working hours per annum, including preparation time and marking. This figure is based on the rules relating to Research Council studentships.
- Teaching work undertaken by research students should not prevent submission of a thesis within the normal time limit, and teaching commitments will not generally be regarded as cause for a waiving of continuation fees or for an extension to the time limit.
- Students involved in teaching should be given a written specification detailing their duties, including the total number of hours required in preparation, class contact hours and marking, the payment involved and the method of payment. University recommended rates of payment should be used.
- All students involved in teaching should receive guidance and help regarding course content and delivery methods from the member of academic staff concerned and it is good practice for them to attend training courses covering the necessary teaching skills required.
- Students involved in demonstrating will be given prior experience with equipment concerned and guidance regarding expected results and any potential problems.
- Each department should have a member of staff responsible for the co-ordination of teaching undertaken by research students.
- Responsibility for delivery and examination of modules taught by research students remains with the member of academic staff concerned.
- Research students formally employed by the University are covered by the University's professional indemnity insurance policy in the same way as other members of staff.

Details of pay rates and how to determine pay for the University Bank are available from the Department of Human Resources at: www.sheffield.ac.uk/hr/guidance/contracts/relationships/payrates

Payments will be authorised by departments on the completion of teaching duties or at the end of each semester in which teaching is undertaken, whichever comes first.

The University has introduced two Doctoral Development Programme units, covering laboratory-based demonstrating and classroom-based teaching in higher education and there is also a more extensive two year Postgraduate Certificate in Higher Education. These courses are available to research students who are also part-time teachers in the University. Short courses for research students employed as teachers are also offered via the Staff Development Team, on request, from academic departments.

The University has developed a protocol to manage the dual relationship that students may have with the University as both students and also employees or workers. The protocol clarifies procedures that may be invoked should action need to be taken against a student in either capacity. This is available at:
www.sheffield.ac.uk/hr/guidance/contracts/students

Work permission for Tier 4 PGR students

Tier 4 PGR students are allowed to work up to a maximum of 20 hours per week during term time. The University recommends they should work no more than 16 hours per week to ensure an appropriate study-work balance. Unlike other students, PGRs are considered to be in term time for the duration of the academic year, except during agreed periods of vacation (up to a maximum of 8 weeks) which must be agreed with the student's supervisor.

New immigration regulations now require all employers to obtain written proof from Tier 4 sponsored students of their term time and vacation periods. Further advice on what to do is available from:
www.sheffield.ac.uk/ssid/international/immigration/work

Thesis Preparation, Submission and Examination

Use of unfair means in the assessment process (non-invigilated exams): advice to students

The University expects its graduates to have acquired certain attributes - see the Sheffield Graduate www.sheffield.ac.uk/sheffieldgraduate.

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

What constitutes unfair means?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be 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.

1. Plagiarism (either intentional or unintentional) is using the ideas or work of another person (including experts and fellow or former students) and submitting them as your own. It is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement.

2. Submitting bought or commissioned work (for example from internet sites, essay "banks" or "mills") is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole piece of work or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own assessed work to other students.

3. Double submission (or self-plagiarism) is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the form of copying either the whole piece of work or part of it. Normally credit will already have been given for this work.

4. Collusion is where two or more students work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.

5. Fabrication is submitting work (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is regarded as fraudulent and dishonest.

6. Facilitating the use of unfair means is where any student assists a fellow student in using any of the forms of unfair means defined above, for example in submitting bought or commissioned work.

How can I avoid the use of unfair means?

To avoid using unfair means, any work submitted must be your own and must not include the work of any other person, unless it is properly acknowledged and referenced.

As part of your programme of research you will learn how to reference sources appropriately in order to avoid plagiarism. This is an essential skill that you will need throughout your University career and beyond. You should follow any guidance on the preparation of assessed work given by the academic department setting the assignment.

You are required to declare that all work submitted is entirely your own work. Many departments will ask you to attach a declaration form to all pieces of submitted work (including work submitted online). Your department will inform you how to do this.

If you have any concerns about appropriate academic practices or if you are experiencing any personal difficulties which are affecting your work, you should consult your personal tutor, supervisor, or another member of staff involved.

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

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

The Library also has information on reference management software www.librarydevelopment.group.shef.ac.uk/shef-only/ research/referencing.html

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

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 the use of Unfair Means

The University subscribes to a national plagiarism detection service which helps academic staff identify the original source of material submitted by students. This means that academic staff have access to specialist software that searches a database of reference material gathered from professional publications, student essay websites and other work submitted by students. It is also a resource which can help tutors or supervisors to advise students on ways of improving their referencing techniques. You will be required to submit your final thesis to this service upon submission of your thesis.

If plagiarism is detected in a thesis following submission, the viva examination must be immediately postponed pending a disciplinary investigation by the academic department and/or Student Services. Departments/examiners should first seek advice before proceeding further with the examination process. Queries about the use of unfair means can be directed to the Student Conduct and Appeals Office, exts 21290 or 29622, sca@sheffield.ac.uk.

The websites below provide further information to students and academic departments on use of unfair means, including details of actions that departments may take:

Staff: www.sheffield.ac.uk/lets/design/unfair

Students: www.sheffield.ac.uk/ssid/exams/plagiarism

For further information:
www.sheffield.ac.uk/ssid/ourcommitment/research
www.sheffield.ac.uk/ssid/procedures/grid_discipline

Use of copyright material

The use of material owned by a third party - another author, photographer, publisher etc. - is governed by the Copyright Designs and Patents Act 1988 (UK) and the Copyright Regulations 2003 (European Directive). It has been considered acceptable to include third party copyright material in a printed thesis without gaining copyright clearance from the holder, but submission of the electronic thesis requires prior clearance to be obtained.

If the material concerned is an insubstantial short quotation from a published work that has been acknowledged and referenced accurately it will not be necessary to seek permission from the copyright holder. This is allowed under 'fair dealing' exceptions under the Act for 'non-commercial private research' or 'criticism and review'. Copyright law does not define what is meant by insubstantial use of short extracts or quotations so it may be best to seek permission if in doubt.

In order to seek permission students should contact the copyright holder. If the material is from a published book or journal it is best to contact the publisher of the work in the first instance. Many large publishers have Rights and Permissions departments used to dealing with copyright clearance; email addresses can often be found on publishers' websites. It is important to realise that no response DOES NOT mean permission is granted. Where permission to use the third party copyright material is obtained, students should make sure that clear acknowledgements are provided within the thesis.

If clearance is not obtained to use substantial sections of copyright material that are considered essential by the student to be used in their entirety, there are two options: i) embargo the electronic thesis, though submission to the University in this format is still required, making the printed copy fully available; or ii) edit the electronic thesis - but not the printed copy - so that it complies with third-party copyright requirements, clearly indicating the excisions made.

Further information can be found at
www.sheffield.ac.uk/library/services/copyetheses

All newly-registered research students are strongly encouraged to undertake training on using copyright materials. You can use the Library's online tutorial www.librarydevelopment.group.shef.ac.uk/shef-only/research/etheses.html or attend the annual lecture listed in the Library Doctoral Development Programme sessions. A full list of sessions is available at www.sheffield.ac.uk/library/services/lddp

Publishing work prior to submission

Students should be aware that the University does not permit the submission of theses comprised solely of published papers. Students may, however, include in their thesis some of their own work that has already been published, in part or in whole, but should take into consideration the following copyright implications.

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.

Turnitin will identify any previous publication of the text in a journal or conference paper in the originality report. If the resubmission is accepted practice within your department and you have retained the right to publish the article and obtained permission from the publisher and any co-authors, this match can be excluded from the results.

If any of the above conditions cannot be met i.e. the publishers or a co-author does not give the necessary permission and/or resubmission of material is not accepted practice within your department, then you will need to rewrite the material in your own words and reference it appropriately.

Publishing or posting research online

Students should be aware that some publishers are not as genuine as they may at first appear and should be wary of any suggestion that they must pay for publication. Students are advised to check out the credentials of any publishers that approach them before proceeding.

Students should also check they own any content before posting it on a social network or website. It is advisable not to post published papers or research they intend to publish. The best way to make research available online is through White Rose Research Online (WRRO).

Preparation and format of theses for research degrees

Students are advised to familiarise themselves with the following sections before commencing work on the preparation of their thesis. They are also advised to consult their 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. Permission to submit non-standard material should be gained by the student's supervisor from faculty prior to the thesis being submitted to Research & Innovation Services.

A PhD candidate must satisfy the examiners that the thesis forms an addition to knowledge, shows evidence of systematic study and of the ability to relate the results of such study to the general body of knowledge in the subject, and is worthy of publication either in full or in an abridged form. The format of their thesis must also demonstrate that it is a coherent body of work. It is not permitted for students to submit a thesis which consists solely of a series of self-contained published or unpublished papers or articles and theses prepared in this format will not be accepted for submission.

Writing the thesis

The main source of advice and information for students beginning to write their thesis is the supervisor. It is important that students discuss the structure of the thesis with their supervisor, together with the schedule for its production, and the role of the supervisor in checking drafts, at an early stage in their research programme. The supervisor will also advise on such matters as undertaking a literature review, referencing and formatting the thesis, and generally on what should or should not be included in the thesis.

A number of University courses are available that might prove helpful to students, e.g. academic writing courses run by the English Language Teaching Centre (ELTC). There are also units in the DDP on thesis production.

There are a number of excellent books available that offer advice on how to start, write and complete a thesis. These are available on loan from the University Library.

Many students have found it helpful to meet with people who have recently submitted their thesis and can therefore pass on their experience first-hand. Academic departments may be able to facilitate this. It is normally also possible to consult recently submitted theses in the University Library or online.

Preparation for including in the thesis material owned by another person should not wait until writing-up but start at the beginning of your research. The correct use of third-party copyright material and the avoidance of unfair means are taken very seriously by the University and attendance at a training session offered by the Library is strongly encouraged. (see section 'Use of copyright material').

Early familiarity with the software packages a student will use to produce the thesis will prove helpful. The University's managed computing network hosts a whole range of software that may be of help to research students, over and above the Microsoft Office suite.

Please visit the following website:
www.sheffield.ac.uk/cics/students

Acceptable support in writing the thesis

It is acceptable for a student to receive the following support in writing the thesis from the supervisory team (that is additional to the advice and/or information outlined in the previous section *'Writing the thesis'*), if the supervisory team has considered that this support is necessary:

i. Where the meaning of text is not clear the student should be asked to re-write the text in question in order to clarify the meaning;

ii. English language: If the meaning of text is or remains unclear, the supervisory team can provide support in correcting grammar and sentence construction in order to ensure that the meaning of text is clear. If a student requires significant support with written English above what is considered to be correcting grammar and sentence construction, the supervisory team will, at the earliest opportunity, require the student to obtain remedial tuition support from the University's English Language Teaching Centre;

iii. The supervisory team cannot re-write text that changes the meaning of the text (ghost writing/ghost authorship in a thesis is unacceptable);

iv. The supervisory team can provide guidance on the structure, content and expression of writing;

v. The supervisory team can proof-read the text.

vi. Anyone else who may be employed or engaged to proof read the text is only permitted to change spelling and grammar and must not be able to change the content of the thesis.

The Confirmation Review and the viva are the key progression milestones for testing whether a thesis is a student's own work.

A request for an extension, beyond the time limit for the research degree programme, should not be made if the request is only to allow the student more time to improve the standard of written English in the thesis.

Word limits

No University regulation exists governing the length of theses, although a number of Faculties and departments have established guidelines. Where these are not available, the student should consult the supervisor as to the length of thesis appropriate to his/her particular topic of research.

The following Faculties have issued guidelines on thesis length:

Arts & Humanities
40,000 words (MPhil) 75,000 words (PhD)

Medicine, Dentistry & Health
40,000 words (MPhil) 75,000 words (PhD,

MD Science
40,000 words (MPhil) 80,000 words (PhD)

Social Sciences
40,000 words (MPhil) 75,000-100,000 words (PhD)

The above word limits exclude footnotes, bibliography and appendices.

Referencing

Accurate and consistent referencing is an essential part of your thesis. In the first instance, students are advised to consult with their supervisor regarding acceptable methods of referencing in their discipline (i.e. the presentation of footnotes, bibliography, appendices, etc.). The University Library provides online Information Skills tutorials, which outline the various styles. Look for your department in the list at www.librarydevelopment.group.shef.ac.uk/department.html

Please contact the librarian for your subject for further help www.sheffield.ac.uk/library/libstaff/sllist

Size, paper and pagination

Theses should normally be ISO-A4 in size and should not normally exceed 12" x 10". Alternative formats may be permitted where there is good academic reason (for example where the thesis includes a design portfolio) and with the prior approval of the supervisor and faculty. Good quality paper should be used. All copies of the thesis should preferably be printed double-sided, including the final awarded copy of the thesis, where required, which will be deposited in the Library following conferment of the degree.

Pages should be numbered consecutively throughout the thesis, including appendices. Students are advised to discuss with their supervisor whether or not photographs and/or diagrams which are not embodied in the text should be paginated.

Margins at the binding edge should be not less than 40mm and other margins not less than 20mm. Single spacing throughout the body of the text is acceptable and is essential for indented quotations and footnotes, but consideration must be given to legibility. Double or 1.5 spacing may be more easily readable for 11pt or 12pt text and is more commonly used.

Copies of the Access to Thesis form should be bound into each copy of the thesis submitted, so that the copies received by the examiners indicate whether there are likely to be any future restrictions/embargoes on the thesis following the award. Only one top copy of the Access to Thesis form is required, the rest can be photocopies.

Wherever possible, thesis titles should be concise, as lengthy titles may not fit onto the spine of the thesis cover.

Title page and outside cover

Title page

This should show:

- the full title of the thesis;
- the author's name in full;
- the degree for which the thesis is submitted;
- the department in which the work has been carried out;
- the date (month and year) of submission.

Outside cover

The front cover and/or spine must show:

- the name 'The University of Sheffield' and logo;
- the initials and surname of the author;
- the full title of the thesis;
- the degree for which the thesis is submitted;
- the year of submission;
- the volume number (if the thesis comprises more than one volume).

Formatting and binding

Theses should be word processed and good printing quality is essential. If there is a top copy this should contain the best photographic prints (if any), as this copy will eventually be placed in the University Library.

Print & Design Solutions provides a thesis printing and binding service using a 'fastback' binding system. All theses are bound in black PVC covers, with inner card at front and back. Details (e.g. name of student, title of thesis and date of submission) are gold foiled onto the spine of the document. There is an option to personalise the front cover of the thesis in the same method. It is recommended that 100gsm A4 paper is used (although 80gsm is acceptable). The maximum thickness of a bound volume is 35 mm with covers (or 32 mm without covers). Therefore if the unbound copy of a student's thesis is more than 32 mm thick, the thesis will have to be bound into two volumes. Where two or more volumes are required, normal practice is for the bibliography and/or appendices to form the second volume. In such cases, the thesis will require two title pages, which specify 'Volume 1' and 'Volume 2' respectively; however only one contents page and one Access to Thesis form is required (both should appear in Volume 1).

If amendments are required after the oral examination has been held, volumes can be rebound by Print & Design Solutions following the insertion of new pages (RE bind cost applies). Print & Design Solutions also offers a hard-back binding service. The cover can be personalised but the spine cannot. Students should give some consideration to the length of the thesis title, as there are limitations on the amount of text that can be added to the thesis spine.

Before submitting work for binding, students are advised to make sure that the material is in good order, as pages are bound strictly in the order in which they are delivered. Items for rebinding should have the new pages inserted by the student. Only A4 size pages are accepted by Print & Design Solutions. Binding work is usually completed within 2 to 3 working days of acceptance. However, at times when many postgraduate students are submitting theses, particularly at Easter and from late July to early November, demand may be such that it may not be possible to complete all work within the normal timescale (2 to 3 working days). Students are advised to present their work in good time for binding or alteration. Under certain circumstances Print & Design Solutions provides a same day/24 hour service; however this incurs an extra charge per copy.

Further information can be found at www.sheffield.ac.uk/cics/printanddesign

Submission of theses

Preparing to submit

Whilst the responsibility for the writing, preparation and submission of the thesis rests with the student, it is expected that the supervisor will read and comment on the draft, with a view to enabling the student to produce a thesis which is coherent, well-documented and written in good English. It is the student's, rather than the supervisor's, responsibility to decide when to submit, taking into account the supervisor's opinion which, at this stage, is advisory only.

Occasionally, a student may choose to submit his/her thesis without the knowledge or approval of the supervisor. Whilst students are within their rights to do so, the University strongly recommends that all students pay heed to the advice given to them by their supervisor and inform their supervisor when they are intending to submit. Failure to do so will result in delays in the examination process if examiners have not been appointed at the time of submission.

Number of copies required

First Submissions and Resubmissions

Two properly bound hard copies of the thesis must be submitted to Research & Innovation Services, as well as an electronic copy which should be provided on a CD. The two hard copies will be issued to the examiners and the electronic version will be retained by Research & Innovation Services as a master copy. It is essential that the CD is properly labelled with the student's details (i.e. name, registration number, thesis title). Each copy of the thesis should contain a completed and signed Access to Thesis form, which should be bound into the thesis. A copy of thethesis should also be retained by the student. Please note that students may submit their third (master) copy as a hard copy instead of an electronic copy, if they choose to do so, but this is a more expensive option.

Following the examination process, should any copies of the thesis be returned by the examiners to Research & Innovation Services, these will be returned to the student upon request.

Students who are unable to have their thesis properly bound prior to their initial submission or resubmission may submit using a temporary binding, provided that it is not loose-leaf. Use of a ring binder is not considered appropriate.

Following the examination, should the student be required to make any minor amendments to their thesis (please see sections on *'After the Oral Examination'* and *'Minor Amendments'* which follow), they may retrieve the electronic master copy from Research & Innovation Services in order to make the final changes. Once the amendments have been approved by the examiners, a copy of the final approved thesis must be submitted. This may be a hard copy or an eThesis, depending on when the student first commenced the degree (*see 'Library copies'*).

Summary of thesis

By regulation, the summary/abstract (which should be prepared by the candidate in consultation with the supervisor) should not exceed 300 words in length. Each bound copy of the thesis must contain a summary/abstract within it.

Access to thesis form

A copy of the completed Access to Thesis form should be included in each submitted copy of the thesis. The Access to Thesis form contains a completed declaration, signed by the student and the supervisor, concerning access to the thesis once it has been deposited in the University Library

A copy of the completed Access to Thesis form should be included in each submitted copy of the thesis. The Access to Thesis form contains a completed declaration, signed by the student and the supervisor, concerning access to the thesis once it has been deposited in the University Library and, where applicable, online. Copies of the Access to Thesis form are available from Research & Innovation Services and from the web site at www.sheffield.ac.uk/ris/pgr/code/forms. Students should note that a fully signed Access to Thesis form must be provided before their degree can be awarded.

Submission to Turnitin (plagiarism detection software)

The University requires all theses for higher degrees by research to be submitted to Turnitin on submission. The resultant originality report should be submitted with the completed theses and will be used to assess the use of unfair means. This applies to both first submissions and resubmissions. Further information on submitting theses to Turnitin is available at:
www.sheffield.ac.uk/ris/pgr/code/turnitin.

Turnitin and Publication

The University does not consider submission of work to Turnitin as publication of that work. The act of publication is understood as making content available to the general public. Content submitted to Turnitin is not available to the general public, in the sense that the public are able to access the content. Rather the Turnitin process merely allows licensed members of the public to request that Turnitin compare a submitted piece of work with other works to check for any matching text.

The Turnitin originality report returns those parts of the submitted work that match another source and the metadata for that source (name, date, title etc.) If Turnitin users wish to have access to the content of a matched source that is not already publicly available (as is the case for content that resides on the Turnitin database but not elsewhere) then they have to seek permission from the owner. Therefore the content of work submitted to Turnitin should not be deemed as publicly available and thus content submitted to Turnitin should not be deemed to be published.

Checklist for Submission

	1st Submission	Resubmission	Minor Amendments
Prior to the submission of your thesis, ensure that your faculty has approved the inclusion of any non-standard materials, e.g. CD or DVD	Yes	Yes	Yes
Your supervisor should nominate examiners, who are available to examine your thesis within ten weeks, well in advance of your first submission	Yes		
Check the guidelines in the Code of Practice to ensure your thesis is within the recommended word limit for your faculty.	Yes	Yes	Yes
An electronic copy of the thesis is submitted to Turnitin and a receipt obtained	Yes	Yes	
Third-party copyright clearances obtained and acknowledged	Yes	Yes	Yes
Ensure you have an abstract, or summary, not exceeding 300 words.	Yes	Yes	Yes
Title Page should show: 1. Full title of thesis 2. Author's name in full 3. Degree for which the thesis is submitted, e.g. PhD 4. Academic department 5. Date (month and year) e.g. September 2014	Yes	Yes	Yes
Outside Cover should show: 1. The University name and logo 2. Initial and surname of author, e.g. J Smith 3. Full title of thesis 4. Degree for which the thesis is submitted, e.g. PhD 5. Year of submission, e.g. 2014 6. Volume number (if the thesis comprises more than one volume)	Yes	Yes	Yes
Thesis to be printed on A4 paper	Yes	Yes	Yes
Margins at the binding edge should be not less than 40mm and other margins not less than 20mm	Yes	Yes	Yes
Page numbers to be numbered consecutively including appendices	Yes	Yes	Yes
If the thesis is more than 32mm thick, it should be bound in two or more volumes	Yes	Yes	Yes
Three copies of the thesis (two hard copies and one electronic copy) to be submitted to Research & Innovation Services.	Yes	Yes	
One copy of the final, approved thesis to be submitted, either to Research & Innovation Services (for hard copies) or to WREO (for eTheses).	Yes	Yes	Yes

Submitting the thesis to Research & Innovation Services

Theses for higher degrees by research must be submitted to Research & Innovation Services (not to the student's department or directly to the examiners).

Theses will normally be despatched to the examiners within 3 working days of receipt of confirmation that the Turnitin originality report is acceptable, provided the examiners have been formally appointed. Thesis despatch will be delayed if the student has not submitted to Turnitin or if examiners have not yet been appointed.

If possible, students are asked to submit their thesis in person, so that relevant details, such as contact addresses may be confirmed and the student informed of any outstanding fees which, if unpaid, may result in the degree being withheld.

If unable to submit in person, students should contact Research & Innovation Services to ensure that their thesis has been received, their records updated, and to check if there is any further information required. Failure to contact Research & Innovation Services under these circumstances may result in a delay in the thesis being processed.

Staff candidates are required to pay a fee on submission of the thesis. In 2014-15 this will be £420.

Payments required upon the submission of any thesis may be made at the Income Office, Students' Union Building, by cash, personal cheque, bankers draft, credit card or debit card. Payments to be made by credit/debit card can also now be made on-line at www.sheffield.ac.uk/payments/

UCard from submission of thesis

If a student's time limit expires after they have submitted their thesis (but before their award has been made), they are required to go to SSiD in order to have their UCard renewed for a period of three months.

If a further period of 3 months is required this process can be repeated until their award is made. Students should ensure that they take their thesis submission receipt with them as proof of eligibility. Following examination, if a student is required to make minor amendments or to resubmit their thesis their time limit will be changed accordingly. Therefore they can acquire a new card in line with the new time limit on their student record.

Appointment of examiners

Examiners should normally be appointed well in advance of the thesis being submitted and it is essential, therefore, that the student makes his/her supervisor aware of the expected submission date so that a recommendation for the appointment of examiners can be made to the faculty. Supervisors should ensure that proposed examiners are available to examine the thesis and complete the paperwork within ten weeks of receiving it to ensure that the student's examination is not delayed.

Students who choose to submit their thesis without first informing their supervisor should note that this may result in delays in the examination process if the examiners have not yet been appointed.

At least two examiners must be appointed. At least one examiner must be an external examiner. Most University staff candidates are required to have two external examiners. Where there is no suitably qualified member of staff other than the supervisor, two external examiners are normally appointed. In cases where two external examiners are appointed, departments are also asked to nominate a member of academic staff to act as internal co-ordinator and to liaise with the examiners and the student concerning the arrangements for the oral examination. Examiners should have no previous association with the candidate or direct involvement in their research project.

Suitability criteria for appointing examiners:

Faculties have agreed new eligibility criteria for the appointment of examiners for research degrees. An external examiner is expected to have significant and demonstrable knowledge of the field covered by the thesis in order to provide an in-depth analysis of the thesis and in order to provide a rigorous vive voce examination. The internal examiner should be in a position to assess the thesis and to ensure that the examination process is conducted fairly and rigorously. The internal examiner should therefore have a sound knowledge and understanding of University regulations and procedures governing the examination process. In order that the candidate is treated in a fair and equitable manner consistent with the standards and expectations of the University of Sheffield, the examiners should have demonstrable experience of the PhD process beyond their own candidature. To this extent, the internal examiner should have experience of successfully supervising at least one doctoral candidate and/or significant experience of examining at least three doctoral theses. Should this not be the case, the curriculum vitae of the proposed examiner and a supporting statement as to why s/he is appropriate should be provided. The case will then be assessed by the relevant Faculty Officer.

Subject to the above eligibility criteria, honorary members of the University's academic staff may act as internal examiners, provided they have necessary experience of the University's examination procedures and provided they will continue to hold their honorary status for the duration of the examination process.

The form for completion by supervisors is available from: www.sheffield.ac.uk/ris/pgr/code/forms and requires the signature of the Head of Department/Postgraduate Tutor. The form is then forwarded, along with any supporting information on the proposed examiner's qualifications, to Research & Innovation Services for faculty approval.

In all cases, examiners must be formally appointed before the thesis is despatched to the examiners and the date of the viva voce examination is set.

Should an occasion arise where an examiner must be replaced, a form is available for this purpose from www.sheffield.ac.uk/ris/pgr/code/forms. The same procedure applies as for the original appointment form.

Eligibility to Work

To comply with the Immigration, Asylum and Nationality Act 2006, departments should confirm the eligibility to work of all external examiners. External examiners should be asked to confirm that they are eligible to work in the UK and to provide a copy of their passport or other relevant document(s) as evidence. The Home Office provides guidance on the range of documents which they consider to be acceptable proof of eligibility, which can be found at:

www.shef.ac.uk/hr/recruitment/guidance/eligibility/candidates, or at: www.gov.uk/government/organisations/uk-visas-and-immigration

Eligibility to work checks should be completed, wherever possible, at the time of appointment of an examiner. Where this is not possible, eligibility to work should be checked when the external examiner attends for the viva examination before any work is undertaken.

When undertaking an eligibility to work check for an External Examiner, please do the following:

1. Check that the presented document is on the list of accepted documents
2. Ensure that a full copy of the document has been taken (for passports this includes: front cover, personal details page, pages with endorsements and expiry dates)
3. Retain copies of documents and store them securely
4. Tick to confirm the external examiner is eligible to work in the UK on the nomination form.

It is important to note that eligibility to work checks must be conducted for all external examiners, including UK nationals. However, if a UK national is employed on more than one occasion as an external examiner, provided a copy of their original documentation has been taken and retained by the department, they will not require another check.

If it appears the external examiner is not eligible to work in the UK contact your HR Team for further guidance. The external examiner may be eligible for the new visitors route (permitted paid engagement). This is a category for a limited group of migrants including external examiners and visiting lecturers, to come to the UK for up to 1 month without the need to be sponsored under the Points-Based System. Please be aware that external examiners who are not eligible to work in the UK cannot legally be paid a fee and expenses UNLESS they enter the UK under the appropriate visa route and their eligibility to work has been checked and confirmed.

Examiners' Fees and Expenses

Expenses and fees for examiners should be claimed through Research & Innovation Services, not the academic department, in line with the guidelines issued to examiners with the thesis.

The oral examination (viva voce)

Preparing a student for the oral examination

Essential practice

All PGR students should be provided with general information about what to expect during the viva in order to prepare them (i.e. an overview of the process, who will be there, how long it might last, what the format is likely to be, etc.). This could be provided by individual supervisors or via an organised session at departmental or faculty level (e.g. via the DDP)

Departments' arrangements for preparing PGR students for the final viva examination commonly involve some or all of the following:

- Tailored support from supervisors (e.g. discussions about what to expect and which questions may come up, practising answering key questions, signposting students to useful information);
- Offer of a formal mock viva;
- Practice of defence of research at Confirmation Review or progression milestones (e.g. interviews or presentations);
- Practice in presenting research and answering questions at conferences or seminars;
- Seminars/training sessions addressing topics such as how to prepare for the viva;
- Offer of support from the supervisor on the day of the viva, including attending whole viva or just the feedback session with the examiners.

Examples of existing good practice: **preparation for the viva**

- Inviting recent graduates back to the department to talk to students about their experiences of the viva;
- An expectation for students to publish 2-3 journal papers by the time of the viva, which then provide useful evidence in defence of the research;
- Arranging for an independent academic to read the draft thesis, so that person can then carry out a realistic mock viva with the student;
- Public presentations given by PGRs as part of the PhD viva increases awareness about PhD standards and expectations;
- Appointment of an unfair means officer and introduction of a plagiarism policy document. To assist PGRs in acquiring the appropriate academic skills for producing written work and avoiding unintentional plagiarism, with PGRs expected to attend a session on plagiarism and unfair means as part of induction, and to submit key pieces of written work prior to submission;
- PGRs can deliver a seminar to the department and their examiners immediately preceding their viva voce examination, providing an opportunity to share their achievements with the wider department and to begin the final examination process with a structured environment which they can control.

Arrangements for the oral examination (viva voce)

All examiners are sent a copy of the University's Guidance Notes for Examiners when they receive their copy of the thesis. It is also issued to the internal co-ordinator of a staff candidate.

The booklet contains information on:

- The examination of the thesis;
- Arrangements and conduct of the oral examination;
- Report on the examination;
- Responsibilities of all parties involved in the examination process.

The booklet is also available to research students and supervisors on request from Research & Innovation Services.

Examiners are advised, on appointment, that the oral examination should normally take place within ten weeks of their receipt of the thesis. This is an expectation, not a mandatory requirement. A period of at least one month can be expected to elapse between submission of the thesis and the oral examination, and a student who intends to leave Sheffield on a specified date, for example to return to a post overseas, should ensure that a reasonable amount of time is available after the oral examination in case it is necessary to consult the supervisor on any revisions or amendments to the thesis which the examiners may require. Research & Innovation Services must be notified of any significant delays in holding the viva examination, either on the part of the examiners or the student. Special permission from the faculty is required if the viva is delayed for more than 4 months from the date the thesis was sent to the examiners.

It is the responsibility of the internal examiner or the internal co-ordinator to arrange the date, time and venue for the oral examination and to inform the candidate of the arrangements which have been made. Before doing so, the internal examiner/co-coordinator should ensure that the examiners have been formally appointed and have received the thesis. (Please note that Research & Innovation Services cannot make arrangements for the oral examination.)

Prior to the oral examination the examiners are required to read the thesis and independently to prepare written reports on it. Examiners are advised that their judgment of the thesis should be based on what may reasonably be expected of a diligent and capable student after completion of the prescribed period of research for the degree for which the thesis has been submitted.

Oral examinations are normally held within the University. The student's supervisor should not attend, unless the student and the examiners have all agreed to his/her presence in advance. If such an agreement cannot be reached, the supervisor will not be permitted to attend.

The supervisor should, however, be available prior to and following the oral examination, i.e. to offer advice and support to the student, and the issue of whether he/she is to be present should have been raised with the student.

If present, the supervisor should enter and leave the room at the same time as the student and should participate in the discussion only if asked to provide clarification on a specific matter.

In cases where two external examiners have been appointed, the internal co-ordinator will sit in on the oral examination to ensure that University procedures are followed. The internal co-ordinator will play no other part in the examination and must not be involved in reaching a decision on the outcome.

Conduct of the oral examination

The examination will normally be conducted under the chairmanship of the external examiner. At the oral examination the examiners together test the student's knowledge of matters relevant to the subject of the thesis. The purpose of the examination is to enable the examiners to clarify any ambiguities in the thesis, to satisfy themselves that the thesis is the student's own work, that the student is familiar with the relation of his/her work to the field of study and that his/her knowledge and understanding of related fields in the subject are of the standard expected for the award of the degree. On completion of the oral examination, the Examiners should advise the candidate of their intended recommendation to the faculty.

Attendance at the oral examination

The oral examination is an integral part of the examination process and attendance is compulsory. Failure to attend a pre-arranged oral examination without prior notification to the supervisor and/or internal examiner and without good reason, may result in the student failing the oral examination and ultimately failing their degree.

After the oral examination: recommendations and reports

After the oral examination, the examiners complete a report that is sent to Research & Innovation Services for faculty approval. Unless there is some disagreement between the examiners as to the appropriate recommendation (a very rare occurrence), this is a joint report, to which the preliminary reports completed prior to the examination are appended. If the examiners fail to agree on a recommendation, Research & Innovation Services must be informed immediately, so that procedures can be put in place to appoint a third examiner.

Examiners must clearly indicate their recommendation concerning the award or non-award of the degree. The recommendations open to the examiners following the oral examination are as follows for the degree of PhD (options for other degrees vary and are detailed 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.

Once completed and signed, the report form should be returned to Research & Innovation Services within two weeks of the date of oral examination. Where minor amendments are required, the joint report form should be completed, signed and dated and returned to Research & Innovation Services, minus the separate minor amendments sheet, which should be detached and retained until the amendments have been completed to the examiners' satisfaction. One of the examiners should be designated to approve the amendments once they have been completed. The agreed examiner should then sign and date the separate minor amendments sheet and return it immediately to Research & Innovation Services.

Minor amendments

It is often the case that the examiners wish to recommend the award of the degree subject to the completion of minor amendments to the thesis. This is an option which may be exercised when the examiners are satisfied that they could recommend the award of the degree once minor amendments only have been made to the thesis and where the nature and extent of the required amendments are such that they can reasonably be completed and submitted to the examiner within a period of three calendar months from the date the examiners notify the student of the amendments. If more substantial amendments are required before the award of the degree can be recommended, then the examiners should recommend a formal resubmission of the thesis.

Where minor amendments are required it is the examiners' responsibility to inform the student of the required amendments as soon as possible following the viva. The examiners should also advise the student of the three-month timescale for completion of the amendments. Exceptionally, the three calendar months' time-limit may, for good reason, be extended by the faculty for a further period; however, repeated extensions will not be permitted, as three months should be adequate time to complete any minor amendments. An application form is available from Research & Innovation Services and the standard continuation fee will be levied for the duration of the extension period. Students who are required to make minor amendments to their thesis will have their time limit extended by three months. Students can get their UCard extended at SSiD in line with the new time limit on their student record.

A student who is required to make minor amendments should submit their revised thesis to the internal/external examiner for checking, as instructed within their time limit. Once the amendments to the thesis have been approved, a final Library copy of the approved thesis must be submitted, either in print and/or electronic format. Students should provide a final copy for their department, should their department require this. It is recommended that students also print and bind a copy for their own personal use.

Resubmission of a thesis

In cases where a formal resubmission is required, examiners are advised that their joint report should contain detailed advice to the student on the required amendments and improvements. The student will receive formal notification of the requirement to resubmit by letter from Research & Innovation Services and will also receive a copy of the examiners' report containing the details of the required changes.

A student required to resubmit their thesis is allowed 12 months in which to do so from the date of formal notification from Research & Innovation Services. Students can get their UCard extended at SSiD in line with their new time limit. If a further extension to this time limit is required, the student must formally request a time limit extension, which will be considered by the department and faculty in the normal way.

The revised thesis must be submitted directly to Research & Innovation Services, following the same procedures as apply to a first submission (see *'Submission of theses'*). The resubmitted thesis must not be sent by the student or the academic department to either of the examiners prior to formal resubmission. Research & Innovation Services can only accept a resubmitted thesis once the student has been formally notified in writing of the examiners' decision on the first submission. It is the responsibility of the student to collect any copies of the thesis held by Research & Innovation Services in order to complete the amendments prior to resubmission. This includes electronic copies on CD.

Note: For resubmissions the title page and front cover should be changed to show the date of the resubmission only, however it is not necessary for the thesis to state 'Resubmission'.

If a resubmission with oral is required, this will normally take place within 10 weeks of receipt of the thesis by the examiners.

If a resubmission without a further oral examination is required, the examiners should aim to complete the re-examination within approximately 6-8 weeks of their receipt of the revised thesis.

The same reporting requirements apply to resubmissions as to first submissions, i.e. the examiners must complete a joint report, which should be submitted, along with preliminary reports, to Research & Innovation Services. There are fewer recommendations available after a resubmission and, crucially, there is no option for a student to make a further resubmission at this stage. Consequently, the examiners must be confident that the thesis meets the criteria for the award of PhD in order to award that degree.

Following the re-examination, if further minor amendments are required, the student is allowed three calendar months from the date of notification in which to complete the amendments and submit them to the examiner. The examiners' report form should be returned to Research & Innovation Services, minus the minor amendments sheet, which should be detached and retained until the amendments have been completed to the examiners' satisfaction.

A fee is payable on resubmission. For 2014-15 this will be £265 for resubmission without oral examination and £340 for resubmission with oral examination.

Students who are required to resubmit will have their time limit extended by twelve months. Therefore a new UCard can be acquired from SSiD in line with the new time limit on their student record.

Following re-examination, students must provide a final Library copy of their thesis, either in print and/or electronic format (*see section 'Library Copies'*).

Library copies

Once all required amendments have been completed and approved by the examiners, all students must submit a final Library copy of their thesis. Students should note that their degree will not be awarded until a Library copy has been provided.

The nature of the Library copy submission (hard copy or eThesis) will vary depending upon when the student initially registered for their degree.

Students who commenced their research degree prior to the start of the 2008-09 session - are not required to submit an electronic version of their thesis and should therefore provide one properly bound hard copy of their thesis, which should be marked as a Library copy.

Students who commenced their degree from 2014-15 onwards - are required to submit only an electronic version of their 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 & Innovation Services for deposit in the University Library.

Students who registered between 2008-09 and 2013-14 - are required to submit an electronic version of their thesis to the institutional repository and may provide an optional hard copy. 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 will also be required.

ETheses are uploaded by the student to White Rose eTheses Online – http://etheses.whiterose.ac.uk

Embargoing a thesis

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.

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

Award and conferment of degrees

Once the examiners have approved the award of a degree and returned their forms to Research & Innovation Services there are a number of checks that need to be completed before an award can be made. All students are debt-checked and Research & Innovation Services also checks to ensure that a Library copy of the thesis has also been received, including where applicable, an electronic library copy (eThesis). In addition, students must have satisfied the relevant criteria of the Doctoral Development Programme (or Research Training Programme for students registered prior to 2010).

Once these checks have been satisfactorily completed, the award must first be approved by the relevant faculty before it can be confirmed and an award letter can be sent. Notification of the award of a degree will be sent to successful students by Research & Innovation Services, following approval by the faculty. Letters will be posted to the correspondence address held on the student's record. Students are responsible for ensuring that their addresses are kept up-to-date on the student record. This is essential so that important University correspondence is received promptly.

Every effort is made to keep to a minimum the delay between receipt of the examiners' report by Research & Innovation Services, formal approval by the faculty and subsequent notification to the student of the award of the degree; however students should be aware that the process can take a number of weeks. Any student who requires urgent notification of his/her result, for example for employment purposes, should contact Research & Innovation Services.

Once a degree has been awarded the student record will be updated to show that the student has successfully completed. The Events Team will contact the student in due course to arrange for the formal conferment of the degree. The Events Team will issue an invitation to the next available degree ceremony, which will normally be held in the January or July following the award. Any queries concerning the likely date of the ceremony should be addressed to the Events Team on (0114) 222 8828 or e-mail graduation@sheffield.ac.uk.

It should be noted that, although as many students as possible are invited to the first ceremony to be held after the award of their degrees, it is not always possible to include all candidates at a particular ceremony; students should not therefore assume that they will automatically be included in that ceremony, even if departments and supervisors indicate that this will be the case. Only the Events Team has the authority to confirm invitations to particular ceremonies.

Candidates who are awarded their degree by the cut-off date of the end of March will be invited to attend the July graduation ceremonies and candidates who are awarded by the end of September will be invited to attend the January graduation ceremonies. Candidates awarded after these deadlines will be invited only if space permits and may be required to wait until the next ceremonies.

Students graduating in person will receive their degree certificates at the degree ceremony. Students who choose to graduate in absentia may request their certificates by post from the Events Team.

Help if issues arise

Complaints procedure

Where difficulties arise it is essential to seek to address these as early as possible. Many difficulties can be resolved at an early stage by talking informally with the individual(s) most concerned with the issue at a local level. Students should initially raise any complaints with their supervisor. If the issue cannot be resolved, they must report the complaint to the Postgraduate Tutor or the Head of Department initially, and, if appropriate, the faculty. The department must ensure that complaints procedures are operational and effective. However, as noted above, it is the responsibility of students to ensure that any problems are raised at the appropriate level and at the earliest opportunity. Students can also seek advice from the Student Advice Centre or from Research & Innovation Services, at this initial stage. The University also runs a Pilot for the Early Resolution of Student Complaints scheme (see www.sheffield.ac.uk/ssd/sca/perc).

In the event that such difficulties cannot be resolved informally, the University has formal procedures for students to make complaints, whether about the delivery and quality of services received (i.e. non-academic matters), or about the delivery or quality of research supervision or any other matters relating to the programme of study.

Details of the procedures are contained in the Students' Charter, copies of which are available from the Student Advice Centre and from the Student Services Information Desk. Complaints procedures and a complaint form are also available at www.sheffield.ac.uk/ssid/procedures/grid_complaints

Research & Innovation Services can provide impartial advice to students and to departments on procedural matters relating to the complaints process.

As well as the complaints procedure there is also a procedure for complaints about personal harassment.

Details can be found at www.sheffield.ac.uk/ssid/procedures/grid_harassment

Academic Appeals regulations

Under these Regulations, a student may request that a recommended examination result be re-considered if the request meets specific criteria.

General regulations and procedures for Academic Appeals can be found at www.sheffield.ac.uk/ssid/procedures/grid_academic

Additional Information, Facilities and Support

Dates of semesters

2014-15

Intro Week:	22 September – 27 September 2014
Autumn Semester:	29 September – 20 December 2014 19 January – 7 February 2015
Spring Semester:	9 February – 21 March 2015 13 April – 13 June 2015

Health and Safety

The University attaches great priority to Health & Safety for its staff and students. This requires the full co-operation of everyone to ensure such standards are maintained.

Staff and students are encouraged, not only to comply with the relevant legislation and codes of practice but to maintain a safety culture where hazards are identified, assessed and risks are kept to a minimum.

A copy of the University's Code of Practice for Health & Safety is available on the Safety Services website and should be downloaded by all researchers.

Supervision

The University has a legal duty to provide "such supervision as is necessary" to ensure the health and safety of all students, including researchers. Relying solely on a student's graduate status or general competence cannot discharge this duty.

The duty to supervise is delegated to the appropriate Head of Department and thence to the member of staff directly responsible for the student (the supervisor).

Departmental management must be able to demonstrate that they have effective supervisory measures in place. Within a department this will include risk assessment, safe systems of work and personal monitoring arrangements, appropriate to the task in hand. All research students must undergo initial training, at which the operation of such measures is explained in a practical sense.

Research projects

For research projects, effective or adequate supervision does not necessarily mean a constant direct presence. Where this is required, it may be carried out, if necessary by another authorised member of staff, provided that they have the necessary qualifications, knowledge and skills.

It is the responsibility of the supervisor to ensure that:

1. The project is properly assessed:

(i) for compliance with the law;

(ii) for compliance with existing departmental procedures;

(iii) for compliance with the University local rules (e.g. for radiation, micro-organisms or genetic modification work);

(iv) for risks and safety precautions required (note that the law requires risk assessment to be written down unless the risks are insignificant).

2. Any precautions which are necessary are agreed between the supervisor and the student and these should be documented.

3. Regular checks are carried out by the supervisor (or authorised nominee) to ensure that the student is actually following the agreed procedure.

4. It has been made clear to the student that:

(i) Any alteration to the agreed methods must be discussed with the supervisor before being put into practice.

These alterations must be agreed and documented.

(ii) They also have a responsibility not to endanger themselves and others by their actions. They also have a duty to co-operate with those in authority over health and safety matters.

Risk assessment and levels of supervision

A full risk assessment must be carried out and generally written down for the proposed procedure before any experimental or practical work is undertaken.

Appropriate controls must be in place, including any safe systems of work, necessary safety equipment and personal protective gear. Supervisors must ensure that the student has read the assessment and understood its implications. The form must be signed by both the student and the supervisor.

General standards for similar work must be the same throughout a department.

After a full risk assessment has been completed, the following scheme for determining the level of supervision may be adopted:

A The work may not be carried out without the direct supervision of a designated member of staff continuously present in the room where the work is being carried out.

B The work may not be started without the task supervisor's advice and approval, which may involve additional training in the procedures and, in the initial phase of work, require the direct supervision of a designated member of staff continuously present in the room where the work is being carried out.

C The work may not be started without the task supervisor's advice and approval, but may be carried out without direct supervision once additional training in procedures involved has been received.

D Work where extra care must be observed but where it is considered that workers are adequately trained and competent in the procedures involved.

E Work where risks are insignificant and carry no special supervision considerations. This is the only category where some (but not all) activities may be suitable for out-of-hours work.

Remember that the concept of information, instruction and training and supervision is enshrined in the law. There can be no defence for not applying these principles.

Bear in mind also that as a piece of work develops, safety and supervision requirements may change. The law requires risk assessments to take account of this and for them to be revised as appropriate.

If students are required to work out of hours, they must have passed out-of-hours training within the last three years and fire training within the last 12 months. They must also have permission from their Head of Department and not work alone. The importance of signing in and out of the building must be emphasised to them. ANY work done out of hours must be in the lowest risk category, i.e. intrinsically safe.

Where those being supervised show a disregard for matters of safety, departments must implement appropriate disciplinary procedures to ensure the safety of the person concerned and anyone else who might be adversely affected, including any emergency and service personnel.

Data Protection: implications for research

The Data Protection Act 1998 is concerned with data relating to living, identifiable individuals; how this data can be used; to whom it may be transferred and in protecting the rights of people regarding their own data. The University has a Personal Information Policy www.sheffield.ac.uk/cics/dataprotection that sets out the legal requirements for members of the University who process personal information for any reason. Personal data processed for research purposes is subject to special conditions as follows:

Personal data collected purely for research or statistical purposes is exempt from some of the requirements of the Act as long as the following conditions are met:

- individuals are not identified on publication
- no distress or damage is, or is likely to be, caused to an individual.

Unlike data collected for other purposes, research data may be used for further research studies, and by other researchers, although researchers should be mindful of any conditions implicit or stated to data subjects when the data was originally collected. Research data may also be kept indefinitely, and people whose data is studied as part of a research project do not have the automatic right to access that data, as they do if it is held for other purposes.

Data originally collected for research may not subsequently be used for non-research purposes.

Freedom of Information

Any data held by the University may be subject to the Freedom of Information Act and may therefore be released under the terms of that Act. For more Information, see: www.jisc.ac.uk/publications/programmerelated/2010/foiresearchdata.aspx#questions

If you have any queries on data protection or personal data matters, please contact the University Data Controller, Department of Corporate Information and Computing Services.

Intellectual Property Rights and the exploitation of research

The term 'intellectual property' refers to the outputs of creative endeavour in scientific, engineering, industrial, literary and artistic fields that can be identified and protected under legislation relating to patents, trade-marks, copyright and design rights. Patents for new technology are of prime interest to scientists and engineers, although copyright can also be important (for example, for the protection of computer software). Like any other form of property, intellectual property can be sold, leased or mortgaged, so long as ownership has been established unambiguously.

By providing security and protection of knowledge, and establishing rights and rewards, intellectual property stimulates the innovation process.

The importance of undertaking research of value to the UK economy, with relevance to UK industry, is increasingly recognised. However, it must be emphasised that, in pursuing their research, students cannot and should not be aiming specifically to generate intellectual property. The aim of their research must be to enhance knowledge and understanding within a particular subject area. This may or may not have commercial relevance. In this sense, intellectual property does not in itself reflect the quality or importance of research.

Nevertheless, it is possible that in the course of research, results will be achieved or conclusions reached which have commercially exploitable consequences. The ability of the student and the supervisor to recognise potentially exploitable research as it arises, and to take appropriate action, is enormously important. In particular, before research results are published, presented or informally discussed with anyone who is not an employee of the University, their potential for commercial exploitation should be fully considered. If this is not done, this public disclosure may compromise future commercialisation activities; for example it would preclude filing of an application for patent protection. This applies to all research, irrespective of whether your work is publically funded through a grant or directly by a company or other organisation. If you are uncertain whether specific results arising from your research have potential for commercial exploitation, you should contact the Commercialisation Section of Research & Innovation Services for advice.

Intellectual property rights arising from work undertaken by research students vest clearly with the University. It is a condition of registration that students agree formally to transfer or assign to the University any intellectual property rights resulting from the agreed programme of study and research. This requirement includes without limitation:

- the ownership of and the sole right to exploit any patentable invention or discovery made;
- all rights (including design rights and rights which are capable of registration under the Registered Designs Act 1949) in any design produced;
- copyright in (a) any computer programme and (b) any engineering drawing design capable of commercial exploitation.

The University is therefore free to exploit any intellectual property as it considers to be appropriate. However, it is expected that, following from recognition of the contribution made by the student and through natural fairness and justice, the University will grant to the student a reasonable share of any benefits accruing on the same basis as to members of staff. It may be the case that the University does not wish to or is unable to exercise its rights of exploitation. In such cases, these rights may on request be returned to the student, either for an agreed period or on a permanent basis, for appropriate payment.

Where the whole or part of a student's programme of research is funded by, or involves the use of facilities provided by, a third party, under an agreement made with the University (such as a CASE award), the following provisions apply:

- The University may in its own name or as agent for the student transfer or assign to the third party rights regarding intellectual property.
- Students must, in accordance with any relevant terms of the agreement between the University and the third party, keep confidential all information relating to the work or business of the third party, acquired by the student doing that programme, or part programme of study. Such information must not be used for the student's own benefit or disclosed to any other persons except with the consent of the third party.
- These regulations apply to copyright in any work, including any report, essay, dissertation or thesis produced by the student during or as a result of their research programme.

Again, it is intended that these rules be applied in such a way as not to disadvantage the student as generator of intellectual property, nor to deter subsequent exploitation.

Circumstances will vary between different programmes of research and no single approach will apply in all cases. However, it is important that such arrangements provide for a suitable return to the institution and the student, that ownership reverts to the institution after an agreed period if exploitation is not pursued, and that there shall be no significant restrictions on the future research activity of individuals and that the academic freedom to publish is preserved. Whether the intellectual property rights are retained by the University or have been transferred or assigned to a third party, students must not, without consent, publish or otherwise disclose any work which might prejudice the exploitation of the rights.

Although these rules may appear very formal and restrictive, they are intended to safeguard the interests of all concerned, including students. If students or their supervisors believe there is commercially valuable/patentable property arising out of a particular research programme it must be registered. To register it is necessary to complete an Initial Commercial Enquiry form, available at: www.sheffield.ac.uk/ris/post-project/commercialising/cod-form.html

The University, via the Commercial Assessment System (CAS) www.sheffield.ac.uk/ris/post-project/commercialising/cas will then assess the commercial value of the concept and determine the exploitation route.

Learned Societies Fund

The Learned Societies Fund is a University budget that is devolved to each of the academic faculties. In every case, and before incurring any expenditure, applicants MUST first check the specific procedures for approval and claims as determined by their faculty. The following categories of staff and students are eligible to receive support

- academic and academic-related staff
- technical staff above the trainee technician grade
- registered postgraduate students who are not able to obtain support for attending learned society meetings from their sponsors

There is a limit to the number of claims to the Learned Societies Fund that may be made in any academic year (1 October to 30 September) and claims must be submitted using the Certified Claim for Expenses Form.

Claims must comply with the Financial Regulations and the specific guidance contained within the Staff Fees, Expenses and Benefits Procedures Manual.

Legitimate expenses in attending meetings of learned societies are claimable as follows:

a. to give an oral account or a poster of original research work, of which the member of staff is the author or joint author, at a meeting of a learned society of national standing to be held worldwide, with a view to publication of the work by or for the society (costs will be met for only one contributor when presenting multi-authored work);

b. irrespective of (a) above, to make one visit in each academic year (1 October - 30 September) to hear original contributions to learning at a meeting of a learned society held worldwide; and

c. to attend a meeting or meetings, as an officer or member of the council of a learned society. In these circumstances reimbursement should initially be sought from the learned society and only if not reimbursable, should a claim be submitted to the University. The expenses claim form should be endorsed to this effect by the claimant.

Expenses claim forms and on-line expenses submission both contain the facility for the total cost of any claim to be split between different charge codes. If an externally funded contribution is available, as well as a proportion of the claim to be charged to the devolved faculty LSF cost centre, the claimant MUST split the total claim themselves over the different codes for each funding source.

Expenses claims forms must be completed in full and returned to the Department of Finance. Claims should be submitted within two months of the expenditure being incurred. Failure to do so may delay payment, or nullify the claim. The Learned Societies Fund is unable to reimburse claims to an individual in advance of the costs being incurred.

University Regulations

Research students and supervisors are advised to read the Regulations for Higher Degrees by Research (provided in the University Calendar), which is available from: calendar.dept.shef.ac.uk/calendar/06e_gen_regs_for_higher_ degrees.pdf

Additional University Services and Facilities

Accommodation & Campus Services

The Edge, 34 Endcliffe Crescent, Sheffield, S10 3ED
Telephone: 222 4488
Email: accommodationoffice@sheffield.ac.uk
Web Site: www.sheffield.ac.uk/accommodation

Careers Service

388 Glossop Road, Sheffield, S10 2JA
Telephone: 222 0910
Web Site:
www.sheffield.ac.uk/careers/postgraduates/research

Open: Monday - Friday 9.00am - 5.00pm
Except Tuesday 11.00am - 5.00pm

The Careers Service provides a professional, integrated guidance, information and advice service to all students of the University and to graduates for up to three years after graduation. Two specialist advisers provide one-to-one support specifically for postgraduate researchers.

The Service is committed to supporting all students, both home and international. It offers advice, guidance and information that is specifically relevant to postgraduate researchers. In addition, it offers skills development sessions and other events designed to help researchers to explore options, meet employers and apply successfully for jobs.

The careers advisers deliver group sessions tailored specifically to the needs of postgraduate researchers and these are accredited as part of the Doctoral Development Programme.

In March 2013, the Service was granted renewal of its accreditation under ‘Matrix’, the national quality standard for organisations providing guidance, information and advice services.

Computing facilities

Web Site: www.sheffield.ac.uk/cics

The Department of Corporate Information and Computing Services (CiCS) offers a wide range of computing facilities for all students. Many departments have additional facilities. CiCS facilities include:

- IT Centres and open access Student Computing Rooms (some 24-hour)
- Low cost, high quality laser printing
- Campus wide electronic information systems
- Email
- Short courses
- Documentation
- Helpdesk service
- Personalised internet portal service, MUSE
- Remote access to the internet.

English Language Teaching Centre

78 Hoyle Street, Sheffield, S3 7LG
Telephone: 222 1780
Fax: 222 1788

Email: elt@sheffield.ac.uk

Web Site: www.sheffield.ac.uk/eltc

The ELT Centre is one of the central support services of the University, and is accredited by the British Council. The English Language Teaching Centre (ELTC) offers a wide range of English language courses and services for University students and departments, as well as the public. The ELTC is housed in a purpose-built facility which includes modern classrooms and well-equipped computer suites, as well as advanced audio-visual equipment and learning resources.

ELTC staff have experience of teaching international students in a wide range of locations and situations, both in the UK and overseas.

ELTC provides assistance to students who need help with their English. Most of ELTC's clients are international students, but staff are happy to assist home students. A wide range of free English language support classes are offered each semester. The Centre also offers a one-to-one Writing Advisory Service. Students can also take the University of Sheffield English Proficiency Test (USEPT) at the Centre, if required.

Library

The University Library has four sites. You will need your UCard to access each site:

Western Bank Library

Western Bank
Semester opening hours:

Monday to Friday	9.00am to 9.00pm
Saturday to Sunday	10.00am to 6.00pm

(check web pages for exceptions and vacation hours)

Subjects: sciences; arts & humanities; architecture; east asian studies; social sciences; environmental studies; urban studies; geography town and regional planning; landscape architecture; law; management.

St. George's Library

Mappin Street
Semester opening hours:

Monday to Friday	9.00am to 9.00pm
Saturday to Sunday	2.00pm to 6.00pm

(check web pages for exceptions and vacation hours)

Subjects: engineering; computer science; economics; library and information studies.

Health Sciences Library

based on two sites at:

Royal Hallamshire Hospital, Floor C

Semester opening hours:

Monday to Friday	9.00am to 9.00pm
Saturday to Sunday	2.00pm to 6.00pm

(check web pages for exceptions and vacation hours)

Subjects: medicine, dentistry and health related subjects

Northern General Hospital, Samuel Fox House

Semester opening hours:

Monday and Wednesday	9.00am to 7.00pm
Tuesday, Thursday and Friday	9.00am to 5.00pm

(check web pages for exceptions and vacation hours)

Subjects: medicine, nursing and health related subjects

Information Commons

44 Leavygreave Road
Opening hours:
open 24 hours a day, seven days a week

(check web pages for exceptions)

Subjects: A collection of 100,000 books on all subjects, aimed at undergraduate and postgraduate course needs.

The advice on referencing and copyright outlined in this Code of Practice is supported by a range of short skills courses specifically for postgraduates run by the Library in conjunction with the Doctoral Development Programme. In addition, the University Library offers other services to research students, including a free minibus to the British Library Document Supply Centre at Boston Spa. Further information can be found at www.sheffield.ac.uk/library/research/introduction

To contact the Library:

Telephone:	0114 222 7200
Email:	library@sheffield.ac.uk
Web:	www.sheffield.ac.uk/library
Twitter:	twitter.com/unisheffieldlib

Modern Languages Teaching Centre

Jessop West, 1 Upper Hanover Street, Sheffield, S3 7RA

Telephone: 222 4897

Email: mltc@sheffield.ac.uk

Web Site: www.sheffield.ac.uk/mltc

The Modern Languages Teaching Centre exists to enable students of the University to learn a modern foreign language. The Centre offers institution-wide accredited modules, intensive language courses, and a self-access Centre.

Print and Design Solutions

Bolsover Street, Sheffield, S3 7NA
Telephone: 2221220
Fax: 2224001/2224002
Email: print.enquiries@sheffield.ac.uk
Web Site: www.sheffield.ac.uk/cics/printanddesign

Sport Sheffield

Goodwin Sports Centre, Northumberland Road,
Sheffield S10 2TY
Telephone: 222 6999
Email: info@sport-sheffield.com
Web Site: www.sport-sheffield.com/

The University of Sheffield has some of the best and most extensive sporting facilities in the UK. So whether you want to take up a new activity, or continue your favourite sport, at either recreational or competitive level, our sports scene provides something for everyone.

Student Services Information Desk (SSiD)

Student Union Building, Western Bank, Sheffield, S10 2TG
Telephone: 222 1299
Email: www.sheffield.ac.uk/ssid/email
Web Site: www.sheffield.ac.uk/ssid

The Student Services Information Desk (SSiD) is a one-stop information shop for all students. SSiD provides a wide range of services, including information and guidance, referrals and provision of important documents.

UCard

Your UCard provides proof of your student status and membership of the Union of Students. It also acts as your library card and will be needed to gain access to some buildings.

Further information can be gained from www.sheffield.ac.uk/ssid/ucards

UCard issuing points are available Monday to Friday, 9am to 5pm, at: Student Services Information Desk (SSiD), Union of Students Building and University Computer Centre, 8-20 Hounsfield Road.

Should a student's time limit run out once they have submitted their thesis (but before their award has been made), they are required to go to SSiD in order to have their UCard renewed for a period of three months. If a further period of 3 months is required this process can be repeated until their award is made. Students should ensure that they take their thesis submission receipt with them as proof of eligibility. Following examination, if a student is required to make minor amendments or to resubmit their thesis, then their time limit will be changed accordingly. Therefore they can acquire a new card in line with the new time limit on their student record.

Welfare and Advice

Childcare

Children's Services
93 Brunswick Street, Sheffield, S10 2FL Telephone: 273 9361
Email: Nursery@sheffield.ac.uk
Web Site: www.shef.ac.uk/union/advice/support-services/childrens-services/

The University's Union of Students has a Nursery providing care and education for students' children between the ages of 6 months and 5 years. The Nursery also runs half-term play schemes and can offer information on child minding for older children at the end of the school day.

Counselling Service

36 Wilkinson Street, Sheffield, S10 2GB
Telephone: 222 4134
Web Site: www.sheffield.ac.uk/counselling/
Email: ucs@sheffield.ac.uk

The University's Counselling Service is completely confidential and no other department or personnel are normally informed of your use of the Service. The Service offers individual counselling and group work. Workshops are also run including:

- Anxiety Management
- Relaxation
- Assertiveness
- Exam Preparation

Critical Support

Telephone: 222 4321
Email: support@sheffield.ac.uk

The University's critical support team provides help and advice to staff, students and their families at times of serious incidents/emergencies, or the period following on from distressing events.

Critical incident support staff have helped in difficult situations including:

- Students causing concern
- non-elective hospitalisation of students
- death and bereavement affecting students
- national/international disasters
- students who are victims of crime
- Students unable to cope with aspects of university life

Someone from the Critical Support Team is available from Monday – Friday, 9.00 am – 5.00 p.m.

Cross-cultural issues

Email: international.students@sheffield.ac.uk

The University is an international community - over 4000 overseas students from more than 130 different countries. There are a number of international student events and activities organised by the Union and the University that you are welcome to attend. If you want to receive news of these, email Student Services at the above address with a request to receive bulletins.

Disabled students

Disability and Dyslexia Support Service Hillsborough Centre, Alfred Denny Building Western Bank, Sheffield, S10 2TN
Telephone: 0114 222 1303

Email: disability.Info@sheffield.ac.uk

Web: www.sheffield.ac.uk/ssid/disability

The Disability and Dyslexia Support Service (DDSS) is a friendly and confidential service which provides individually-tailored academic support and advice to students with disabilities so as to ensure that they are able to participate in their studies without disadvantage and perform to the best of their abilities.

For the purposes of the service the term 'disability' is defined as any impairment that has lasted or is likely to last for more than 12 months and which has a significant impact upon an individual's ability to access an academic course and carry out normal day-to-day academic activities (reading, writing and attending taught sessions, for example). Individuals with a wide variety of disabilities - from specific learning difficulties and sensory impairments to medical conditions and mental health difficulties - access support through the service.

If you have a disability which is impacting upon your studies simply contact the service in order to arrange a meeting with a disability adviser, who will be able to offer specific advice on the support available to you.

The handbook Information for Disabled and Dyslexic Students gives an outline of the kinds of support available to disabled students at the University. It also contains detailed information on the process of applying for Disabled Students' Allowances – a source of funding often available to postgraduate students from the UK which is intended to cover any study related costs which are incurred as a direct result of a disability. The handbook is available in electronic format from the DDSS web-pages or (in paper copy) from the service reception desk.

Health matters

University Health Service
53 Gell Street, Sheffield, S3 7QP
Telephone: 222 2100 (24 hours)
Email: health.service@sheffield.ac.uk
Web Site: www.sheffield.ac.uk/health

Students (excluding staff-candidates) of the University with a Sheffield address are entitled to register with the University Health Service for NHS care (dependants can only be accepted if they live within the practice boundary). Please refer to the web site for full details of services available.

Dental treatment

The University does not have a dental service. Emergency dental treatment may be available at the Charles Clifford Dental Hospital for people not registered with a dentist.

Immigration issues

The Home Office operates a Points Based System of immigration. Student visas are issued under Tier 4 of the points based system and the immigration rules for students in the UK have changed significantly since March 2009. If you are a Tier 4 visa holder you have certain responsibilities that you must comply with. For further Information, please see www.sheffield.ac.uk/ssid/international/immigration/responsibilities

Further information about student immigration can be found on Student Support and Guidance (SSG) web pages at: www.sheffield.ac.uk/ssid/international

Students with questions about their student visa can contact SSG by emailing: international.students@sheffield.ac.uk

Independent support agencies

If you feel you do not wish to use University facilities or need help when they are not available to you, the city has a number of independent support agencies who can help:

Sheffield Alcohol Support Service
646 Abbeydale Road, Sheffield S7 2BB
Telephone: 258 7553

Alcoholics Anonymous
Telephone: 0845 769 7555

British Pregnancy Advisory Service
Telephone: 0845 730 4030

Sheffield Contraception and Sexual Health Service

Mulberry Street, Sheffield, S1 2JP
Telephone: 305 4000

Genito-Urinary Clinic Royal Hallamshire Hospital

Glossop Road, Sheffield, S10 2PR
Telephone: 276 6928

Rockingham Drug Project

117 Rockingham Street, Sheffield, S1 4EB
Telephone: 275 5973

Samaritans

272 Queens Road, Sheffield, S2 4DL
Telephone: 276 7277

Sheffield Rape & Sexual Abuse Counselling Service

PO Box 34, Sheffield, S1 1UD
Telephone: 244 7936

Nightline

Telephone: 222 8787 (Listening)
222 8788 (Information)
Email: nightline@sheffield.ac.uk
Web Site: www.shef.ac.uk/ssid/contacts/nightline

Nightline is the University's confidential listening and information telephone service. It is run by trained student volunteers, and operates from 8pm to 8am during semesters. It offers students everything from the phone number of a 24-hour taxi company, to exam dates, times and locations, and information about many issues that can be encountered within student life. The service can be called free from University networked phones.

Personal safety and security

Web Site:
www.sheffield.ac.uk/ssid/safety
www.sheffield.ac.uk/security/advice/personalsafety

Women's Safety & The Women's Night Safety Bus

Women's Officer
Sabbatical Office, Level 4, Union of Students Building
Telephone: 222 8608
Web Site: www.sheffield.ac.uk/ssid/safety/womens-safety

If you have any worries about safety or harassment, or if you would like help in solving any problems you or your friends are facing, please contact the Women's Officer. A Women's minibus service operates every evening from the Union of Students to home (within a five mile radius). Other request services and taxi connection services are available.

Alarms

Safety alarms are available free from the Women's Officer's office, Level 4, Students' Union, or from the Student Advice Centre.

Health and Safety

Arts Tower, Level 7, Western Bank, Sheffield, S10 2TN
Telephone: 222 7466
Email: safety@shef.ac.uk
Web Site: www.sheffield.ac.uk/hs

Offering training, advice and Codes of Practice for First Aid; Specific Hazards; Fire; Radiation; Manual Handling; etc.

Security Services

University Security Control Room
Telephone: 222 4085
Web Site: www.sheffield.ac.uk/security

IN AN EMERGENCY

In the University - dial 4444 (24 hours)
Outside the University - dial 999

Religious matters

Email: chaplaincy@sheffield.ac.uk

There is a multi-faith chaplaincy team at the University. For details of their facilities and services, or for information on local worship, please visit the following web site:
www.sheffield.ac.uk/ssid/chaplaincy/

Student Advice Centre

Telephone: 222 8660
Email: advice@sheffield.ac.uk
Web Site: www.sheffield.ac.uk/union/student-advice-centre/

The Centre provides a confidential, free advice and information service to all students. General advice and information is available on a wide range of welfare and related areas. Specialist advice and support are available for money, debt, housing, academic, immigration, consumer and employment issues.

Union of Students

Western Bank, Sheffield, S10 2TG
Telephone: 222 8500 (Reception)
Email: union@sheffield.ac.uk
Web Site: www.sheffield.ac.uk/union/

The Students' Union is run by students for students and offers a full range of facilities and activities including entertainment, eating, banking, insurance and workspace. The Union also provides club and society activities, representation and welfare support for all students of the University.

Thesis binding at Print & Design Solutions

Print & Design Solutions provides a printing and binding service (fastback) for University of Sheffield theses.

Print and Design Solutions can print student theses from a PDF document via the online ordering system. Students can upload their documents for printing and binding.

The website to use this service is www.sheffield.ac.uk/cics/printanddesign/myprint

There are four thesis styles available which are reference T1, T2, T3 and T4. The difference between them is the text on the front cover and all are available either soft or hard bound.

All theses are A4 and bound in black PVC covers, with inner card covers at front and back. Details are gold foiled onto the spine of the document (soft bind only). The maximum thickness of a bound volume is 32mm (subject to sight); if your thesis is thicker it may need to be split into two or more volumes.

Rebinding

To have your thesis rebound you are required to bring the original thesis to the Print & Design Solutions reception. The spine will be cut off leaving the thesis free for you to remove the old pages and insert new ones. An order form must then be completed and the thesis left for rebinding.

Preparing for binding

Before submitting work for binding, please make sure that the material is in good order; pages are bound strictly in the order in which they are delivered. Only A4 size pages are accepted; we cannot undertake to trim non-standard size paper.

Print & Design Solutions reserves the right to refuse to bind any copied material that has not been acquired legally under the terms of the Copyright, Designs and Patents Act 1988 or any current licensing agreements the University has.

When you are ready to submit your work for binding, fill in the Thesis Binding Service order form and take it to Print & Design Solutions on Bolsover Street.

Collection of Thesis

Collect the completed binding from the Print & Design Solutions reception desk. Please specify on the order form whether you will be collecting it yourself or, if not, who will be. The collector will be asked for identification. If you wish your work to be sent by post, please also specify this on the order form.

Further information

For further details and prices please see our website: www.sheffield.ac.uk/cics/printanddesign/thesis.
You can contact us on 0114 222 1220 or email print.enquiries@sheffield.ac.uk

The
University
Of
Sheffield.