



The  
University  
Of  
Sheffield.



## Student Handbook - for Postgraduate Courses in ScHARR - 2008/9 Session.

A very warm welcome to the School of Health and Related Research at the University of Sheffield from the Teaching Directorate!

We hope that you find this handbook helpful whether you are a new or a returning student, or a member of staff. It gives information about the support provided to students on ScHARR courses, the regulations that apply to these courses, and some practical tips about how to solve any problems that might arise during your studies. Some courses will have specific regulations and customs that are applicable only to that course. So you should also check whether that is true of your course by looking on the course webpages. We are delighted that an increasing number of students who are based in other University departments are taking courses in ScHARR. These students should, however, note that some sections in this handbook, for example the information about student common rooms, only apply to students registered in ScHARR. These sections are indicated in the text. Normally, your own home departments will have provisions that parallel those of ScHARR.

The University of Sheffield (<http://www.shef.ac.uk/about>) is continually developing its procedures to improve the student experience and the conduct of courses. You will find therefore that we often refer to University webpages within the handbook. If you are using the electronic version, which is available from the ScHARR home page at [www.shef.ac.uk/scharr/current](http://www.shef.ac.uk/scharr/current) then you can just click on the links. If you are using a paper copy, please make sure that it is the most recent one.

If you have any suggestions about additions or improvements to this handbook, please let us know. We look forward to meeting you all during Intro Week when you come to register which for all new graduate students is from 23<sup>rd</sup> September 2008 onwards.

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## Who's who in teaching in SchARR

Each course has a course director or a course tutor who is responsible to the Teaching Committee in the School. Course directors often ask other members of staff to take responsibility for organizing units, or modules (a unit or module is a self-contained chunk of teaching, usually organized on a specific topic and taught over 10, 12, or 20 weeks). There may also be a course administrator assisting the course director or tutor. Course directors will meet regularly with unit / module organizers, the course administrator and others and will discuss the day to day working and organisation of the course. Every course committee in SchARR welcomes the attendance of one or more representatives from the students on the course.

In SchARR, the Teaching Committee exercises power delegated by the Dean and his teaching representative, the Director of Teaching (Dr Nick Fox). The Director of Teaching has a Deputy (Dr Paul Bissell) who chairs the Teaching Committee and is the Programme Director of the Master of Public Health. There is also a Graduate Student Coordinator (Carolyn Murray) who is a member of the Teaching Director's Group with particular responsibility for full-time and international graduate students, personal tutor arrangements and mature students.

Each course has a course administrator. SchARR has a Teaching Support Unit (managed by Judith Taylor), which provides administrative support for examination boards, for the committees of the School, and for the preparation of information required by the University and by courses and committees within SchARR. Within the University there is also an organisation called Learning and Teaching Services Teaching (LeTS) with an administrator who is particularly responsible for the Faculty of Medicine, including SchARR (<http://www.shef.ac.uk/lets/index.html>). Lets provides support to the academics and administrators working within each School and advises on teaching and examination related matters.

The University provides a wide range of student support services, including the University health centre and counselling service, the help desk of the Corporate Information and Computing Service (CICS), help with English, advice about harassment, a news service, sports, the services located in the student union, financial help, and welfare services. More information can be found from the website at <http://www.shef.ac.uk/ssid/> or from:

Union of Students Building, Western Bank Sheffield S10 2TG

Tel (0114) 222 1299

Fax (0114) 222 1297

Email: [ssid@sheffield.ac.uk](mailto:ssid@sheffield.ac.uk)

In addition, you can ask your personal tutor, allocated to you in the first week after registration, what support ScHARR provides, or look at the further information which can be found on the ScHARR website at [www.shef.ac.uk/scharr/](http://www.shef.ac.uk/scharr/). There are pages for prospective students and current students, and documents for members of staff are posted in the 'Information for staff' section.

## Induction

The University and Union of Students jointly provide a broad-based programme for new undergraduate students during the week immediately before the start of the academic year. This week is known as 'Intro Week' when you will register and have meetings with your academic department to discuss aims and content of your programme. Please see [www.shef.ac.uk/ssid/introweek](http://www.shef.ac.uk/ssid/introweek) for further details.

New graduate students are invited to a four -day Introductory Programme in the week before formal teaching begins (23-26<sup>th</sup> September for the 2008/9 session). Day One of the Introductory Programme enables students to meet each other and staff who will be teaching them, to familiarise them with the resources available within ScHARR and to explore their expectations of and anxieties about the course. Students are also guided through the Registration process and formally register during this period. Day Two provides an introduction to some of the University services available and Day three provides an Introduction to Research Skills for Masters Study. On the 26<sup>th</sup> September, we provide another chance for students to review the choices of optional modules and then allow students to register for the course. Teaching begin the following week.

## Admissions, registration, and fees

The University strives to make its admissions system as fair as possible. To do this it follows five principles:

- be transparent;
- enable the selection of students able to complete any particular course, as indicated by their achievements and potential;
- strive to use fair and valid assessment methods;
- seek to minimize barriers for applicants; and
- be professional in every respect and underpinned by appropriate institutional structures and processes.

All applications for courses are made centrally at <http://www.shef.ac.uk/prospective/>. The ScHARR website has pages for each course, and there you will find any additional details

relating to particular courses. Applications may be made online or using a downloadable application form. Further details of the courses can be obtained from the course administrator. If you are not sure who that is, look on our webpages or contact the Teaching Support Unit at [scharrtu@sheffield.ac.uk](mailto:scharrtu@sheffield.ac.uk). It is the responsibility of each course director or nominated deputy to recommend or decline applications via their Graduate Selection Panel. Once this has been done, successful students are notified directly from the central University.

Students must register before they begin each year of their courses. This is expected to be done in person for the first year of a course, but can be done by post subsequently. Special arrangements can be made for international students. For further details, and for the dates of registration in each academic year go to <http://www.shef.ac.uk/ssid/registration>. Special information is also available for international students at <http://www.shef.ac.uk/ssid/international>. Students based overseas who wish to register to take a course by distance learning should contact the course administrator for advice on how to register by post.

Fees are revised year by year, and may differ slightly from course to course. There are links to the relevant site on each of the course pages, or you may go directly to <http://www.shef.ac.uk/ssid/>.

### **The students' charter**

The University has combined its commitment to students in a students' charter, which SCHARR endorses fully. This can be found at <http://www.shef.ac.uk/ssid/charter>.

### **University equal opportunities policy**

The University of Sheffield is committed to a comprehensive policy of equal opportunities for students and prospective students in its admissions policy, in all aspects of its teaching and examining, and in its provision of student services and related facilities.

The aim of the policy is to ensure that all students are treated equally, irrespective of race, colour, nationality, ethnic origin, gender, sexual orientation, marital or parental status, age, disability, political or religious belief, or socio-economic class.

The University's equal opportunities policy relating to students is augmented by specific policies on personal harassment and on the support of students with disabilities. The equal

opportunities policy for students reflects the University's comprehensive policy of equal opportunities in employment.

The University is committed to a programme of continuous review and action to ensure that these policies remain effective.

Further details of the Equal Opportunities Policy can be found at <http://www.shef.ac.uk/ssid/welfare/equal> and also in the Student Charter.

## **Disability**

The Students' Charter states that the University will seek to promote an awareness of, and will respond effectively and appropriately to, the additional support requirements of students with disabilities, in accordance with the publication Information for Disabled Students and Students with Additional Support Requirements.

If you have a disability and have been accepted for a SchARR course, or you have developed a disability whilst studying at SchARR, the point of contact for all enquiries concerning matters relating to disabled students is the Central Support and Welfare Section of the Student Services Department.

Disability and Dyslexia Support Service  
The Hillsborough Centre, Alfred Denny Building  
Western Bank, Sheffield S10 2TN

Phone: 0114 222 1303

Text: 0114 222 1320/1

Fax: 0114 222 1373

Email: [Dyslexia@sheffield.ac.uk](mailto:Dyslexia@sheffield.ac.uk)      [Disability.Info@sheffield.ac.uk](mailto:Disability.Info@sheffield.ac.uk)

Disability support enquiries: ext 21265, [disability.info@shef.ac.uk](mailto:disability.info@shef.ac.uk)

Student Advice and Information: Catherine McAuley or Ruth Birtles ext 21313

Further information can be found on [www.shef.ac.uk/disability/](http://www.shef.ac.uk/disability/)

## **International students**

SchARR is keen to recruit students from around the world to its courses and the Master of Public Health is increasingly popular with students all around the world. In the previous year, we had students from 19 different nations enrolled on the course. Wherever possible, we attempt to deliver our teaching using examples from around the world, but in some cases (for

example our extensive experience working and providing support for the National Institute for Health and Clinical Excellence (NICE) we use this as a case study.

The University has procedures and materials in place for the induction of overseas students. Induction is handled by International Student Services (*not* the International Office). Some of the introductory material and details of their orientation programmes is hosted at [http://www.shef.ac.uk/ssid/international/new\\_international](http://www.shef.ac.uk/ssid/international/new_international) (contacts: Debora Green, Audrey Leadley).

The English Language Teaching Centre (ELTC) contributes to international students' orientation. We recommend that you contact them early in the semester if you require extra help with English language. Further information is available at [http://www.shef.ac.uk/ssid/international/new\\_international/elp.html](http://www.shef.ac.uk/ssid/international/new_international/elp.html) (contact: Jackie Gresham).

Please note the UK Government charges higher fees for students registered with a UK University who do not meet the criteria for home/EU fees. It is also Government policy to require students to follow immigration laws, which may include applying for a visa. Details of these arrangements can be found on the University's web pages for international students at <http://www.shef.ac.uk/ssid/international>.

### English Language Requirements

All students wishing to study at the University of Sheffield must show that their English language is at a level which allows them to follow their chosen course of study.

Acceptable minimum qualifications for undergraduates are given at <http://www.shef.ac.uk/undergraduate/policies/englang.html>.

For postgraduate students, SchARR requests a higher minimum level due to the nature of the subject area. The English language requirements have been increased as follows:

- International English Language Testing Service (IELTS) – an overall score of 7.0 or above with at least 5.5 in each component.
- Test of English as a Foreign Language (TOEFL) – an overall score of 600 or above in the paper-based test with a minimum score of 5.0 in the Test of Written English; or an overall score of 250 or above in the computer-based test with 5.0 in the Essay Writing Test.

Further details of international qualifications are given at <http://www.shef.ac.uk/postgraduate/info/englang.html>

## Personal tutor

Every student in SchARR is allocated a personal tutor by the course director, normally at the beginning of each academic year. The role of the personal tutor is to act as a professional mentor to guide, help and support you. Your personal tutor:

- acts as your first point of contact should an issue arise
- is there to provide general academic guidance and personal support
- acts as a gateway to a wide range of personal support services provided by trained professionals within the University and Union of Students

You are entitled to individual face-to-face meetings at least once per semester and may of course request additional meetings as the need arises. A meeting will be arranged with your tutor in the first three weeks of the course, and you will normally meet your personal tutor at least twice every year subsequently. You will be able to see your tutor at other times: your tutor will tell you how to contact them. Some might have drop-in times, others might want you to contact them first by email. The arrangements for your particular course and its tutors will be published each year on the course web page.

Distance learning courses will arrange tutorials by email, phone, videoconferencing, or by using an internet chatroom for students who cannot attend to see their personal tutor.

If your tutor is away, you will be given the name of another member of staff to contact.

You may request that whatever you say to the tutor is kept confidential, within the limits of relevant legislation that imposes a duty to report or warn. However, sometimes your tutor might ask you to allow her or him to pass information on if the tutor thinks that it is in your interest to do so. Any notes that your tutor keeps will be treated in accordance with the University's guidelines for staff dealing with personal data (see <http://www.shef.ac.uk/cics/guidelines/datapro/staffguide>).

The tutor may be a staff member from any section in SchARR, but it will always be someone who is interested in your welfare, and there to help you with any personal problems that are preventing you from pursuing your course satisfactorily. Your personal tutor is not the same as any academic tutor that you may have. Your academic tutor is strictly concerned with your course work, and your progress on the course. It may be someone who meets regularly with you, or it may be the course organizer or another teacher who will let students know when she or he may be contacted. If you are not likely to be able to fulfil some course requirement you should inform your academic tutor. If there is a personal reason for this or if you need

advice about what to do, you can discuss that with your personal tutor. Your personal tutor will not expect to read drafts and comment on the content of your assignments.

If you do not know who your personal tutor is, ask your course administrator or course director who will have a record of this. Do use your personal tutor – they are usually an invaluable resource and should be of great assistance to you throughout the course.

## Student support

The following support services are available to all students in the University:-

- Student Services Information Desk <http://www.shef.ac.uk/ssid/>
- Counselling Service <http://www.shef.ac.uk/counselling/>
- Careers Service <http://www.shef.ac.uk/careers/>
- Union of Students' Student Advice Centre  
<http://www.shef.ac.uk/union/advice/>
- University Health Service <http://www.shef.ac.uk/health/>
- English Language Teaching Centre <http://www.shef.ac.uk/eltc/>
- International Students  
<http://www.shef.ac.uk/ssd/international/>
- Information for Disabled/Dyslexic Students <http://www.shef.ac.uk/disability>

## Personal Development Planning

Personal Development Planning (PDP) is a scheme that helps students plan personal development. PDP aims to help you gain the most from your time at University, as it is recognised that learning and skills development can take place both within and outside of the curriculum. PDP can help you towards making decisions about your future career and manage your skills development. Employers greatly value the skills you acquire as a result of undertaking, for example, work experience or voluntary work, membership of clubs and societies or other activities.

There is much to be gained from keeping the PDP, and it is more than just a tool for recording information and keeping relevant pieces of information. Used properly, it is a valuable means of being able to help you understand and reflect upon your studies and how the learning you acquire as a result can be transferred to new contexts, such as the workplace. Being able to evaluate your own progress in this way can help you to set your own personal goals and plan for the future. This will help you to become a more effective, independent and confident learner, both during your studies and throughout your future career.

The documentation which is available will include, for example, skills audits, tutorial meeting agendas, individual action plans, reflective writing prompts and CV preparation information. The role of the personal tutor in PDP is to act as a facilitator to encourage you to reflect upon your academic studies, future planning and personal development. You prepare and complete documents which then form the basis of a short, focused meeting. The purpose of the meetings is to review the documents, copies of which can be retained in the department for use in preparing references. More details about PDPs will be provided during the introductory week of the course.

### **Complaint, grievance, or harassment**

We hope that you will be happy and satisfied with your studies in SchARR. However, if you are concerned with any aspect of the course, we would like to know as soon as possible. You may discuss this informally with the course director or nominated deputy, you may ask your student representative to bring the matter up, or you may pursue a formal channel.

The University's procedures for complaints about the delivery and quality of services received, the delivery and quality of teaching, tutorial/supervisory provision or any other matters relating to your programme of study are summarized at <http://www.shef.ac.uk/ssid/procedures/grid.html>. In this document you will also find guidance about disciplinary appeals, harassment and grievance procedures. If your studies involve working in the NHS, there will be a separate complaints procedure relating to that NHS work. Complaints about University accommodation, or any other central University provision, should be directed to the relevant department.

Without breaching confidentiality, complaints and responses given to the issues involved will be monitored by the Head of the appropriate Department or Service.

Note: These procedures do not affect your legal rights in any way, nor the statutory power of the University Council to consider matters put before them.

### **Appeals**

You may appeal against decisions which affect your studies, and the University procedures for how you appeal, and the grounds for appeal, are summarized at <http://www.shef.ac.uk/ssid/procedures/grid.html>. You may wish to discuss with your personal tutor whether or not to make an appeal.

## **Student representation**

SCHARR encourages student participation in its processes. Students are invited to send a representative (or more than one if it is a large course) to the course committee, and the student member will be present for all business that does not involve the consideration of named students. Normally this confidential business will be dealt with in a separate section of the meeting.

The Students' Union provides a comprehensive training programme during semester 1 for all course representatives. Sessions include coverage of: the role and function of a course representative; gathering feedback; negotiation; presentation; meeting and chairing skills; current issues in Higher Education. The programme is complemented by a handbook which is mailed by all course representatives. The Union will provide regular forums for representatives and briefing meetings for representatives concerned with particular issues. The Education and Research Officer will offer practical support and guidance for representatives tackling an issue particular to their department and will help in gaining feedback from students.

During the coming year the University is rolling out a new version of its intranet portal (MUSE) which will have increased support for electronic discussion groups and the Teaching Support Unit is currently trialling their use for student representation. Further details will be posted online.

## **Facilities in SCHARR**

### **Library**

The SCHARR library is open to all SCHARR students and is located on the first floor of the Regent Court building. It offers access to a range of health-related bibliographic databases as well as Internet resources. SCHARR graduate students are entitled to a variety of library and information services which includes a staffed enquiry desk, 14 inter-library loans per academic year, book loans of up to 10 items from the MSc collection for 4 weeks, one reference manager or one-to-one literature searching training session, use of the library PCs including our online catalogue and use of the printer and photocopier (charges are applicable to some students). SCHARR undergraduate students are entitled to make enquiries at the Library Enquiry Desk use the Library PCs (subject to applicability), use the book and journal collection for reference only (no items to be removed from the library) and use the printer and photocopier (charges apply).

Opening hours are 9am – 5pm Monday to Thursday and 10am – 5pm on Friday. More specific information about borrowing books, training and downloadable inter-library loan forms can be found at [www.shef.ac.uk/scharr/library](http://www.shef.ac.uk/scharr/library).

Students are also welcome to use the many other University libraries. Information on these and the virtual library environment can be found at [www.shef.ac.uk/library/](http://www.shef.ac.uk/library/). There are also specific libraries dedicated to the subjects studied within SCHARR which can be found at [www.shef.ac.uk/library/hsl](http://www.shef.ac.uk/library/hsl).

### **Photocopying**

There is a photocopier specifically for student use in the Student Common Room on the ground floor of the Regent Court building. Copies are charged by swiping your U-card which needs to be topped up at one of the relevant top-up points. Students and staff must follow University policies about copyright when photocopying. If you do not know what these are you should read

<http://www.shef.ac.uk/library/libdocs/libguideinfo0304.pdf>.

### **Student common room for use by students registered in SCHARR**

There is a student common room in the Teaching Support Unit on the ground floor of the Regent Court building. There is no out of hours access available for undergraduate and masters students.

### **Access to computers and to internet**

Computers are available to students in the Regent Court library. There are many other open access areas in the University, such as the newly opened Information Commons, which has over 1300 workspaces available to students. Parts of the central campus are now within a wireless network, which can be accessed from laptops with a suitable card. Please be aware of the University's policies about the use of the web (to be found at <http://www.shef.ac.uk/cics/guidelines/codeprac/compregs.html>)

### **Purchasing software**

A range of software is accessible through the University network. The University carries some software that can be purchased at discount prices (see <http://www.shef.ac.uk/cics/support/software>). In addition, Pugh computing ([www.pugh.co.uk](http://www.pugh.co.uk)) provides software at a discount to registered students.

## Regulations

The General University Regulations apply to all students in all Faculties. They include Regulations which refer to:

- Registration and Fees
- Academic Progress
- Appeals
- Student Discipline, etc

Courses in SchARR are governed by these Regulations, which are published in the University calendar. These set out the course requirements, the assessment procedures, and the credits given to each individual unit. The Regulations can be found at <http://www.shef.ac.uk/calendar/> or by clicking 'University Administration Information' then 'Course Information' from the SSiD page.

## Awards of degrees, diplomas or certificates

Successful postgraduate level study can lead to the award of a Masters degree, for which a student is required to accumulate a minimum of 180 credits, of which 120 are earned from taught courses and 60 credits from a dissertation. Alternatively candidates may be awarded a Postgraduate Diploma on successful completion of taught units and achievement of 120 credits. Such candidates are not required to produce a dissertation. A candidate who fails to complete a satisfactory dissertation may also be awarded a Postgraduate Diploma. Postgraduate Certificates are a third option. These are awarded on successful completion of 60 credits at master's level. There is no provision for the award of an undergraduate certificate or diploma.

## Attendance

A full-time student is required under the General Regulations (General Regulations 39 and 40) to attend *throughout the whole of each semester*. Failure to attend regularly could lead to being denied the credits assigned to particular units, or being referred to the Faculty Student Review Committee, which has the power to exclude students from further study in the Faculty.

You are expected to attend all designated teaching sessions, tutorials, laboratory sessions and other classes punctually. You should inform the course administrator if you cannot attend. If

you think you need a prolonged leave of absence, you should contact your course director or nominated deputy in writing, stating the reason for this. If it is a medical one, you may be asked to provide a letter from a registered medical practitioner whose patient you are. Course directors may not agree to your request in which case you might need to repeat an element of the course.

Some courses might have minimum levels of attendance, in which case they will be included in the course's supplement to this handbook.

## Assessment

Details of the University's principles of assessment, assessment criteria and plagiarism and collusion are available at (<http://www.shef.ac.uk/lets/design>). SCHARR courses use a variety of assessment methods. Each unit is separately assessed, and Masters courses also include a final dissertation as an assessed component. Units are summatively assessed by a range of methods including invigilated exam, essay, report presentation, or portfolio. Other methods may also be developed for specific units. Some units also use formative assessment methods, such as multiple choice questions. Assessment methods are approved by the Faculty Teaching Affairs Committee, and are guided by the Student's Charter. The outcome of these different assessments will be cumulated as a percentage mark between 0 and 100.

## Plagiarism and Collusion

When preparing essays, projects or other work, you will read widely and become familiar with the work of others. You should ensure that the materials you prepare for submission would be accepted as your own original work. A lecturer or tutor who is assessing your work is interested in your understanding of an idea and you should use your own words to demonstrate your understanding. The selective quoting of material from books and articles is permissible, but the material must always be attributed to its sources by means of quotation marks. In assessed essays, a footnote or brackets naming the author and the title of the text plus the dates of publication would be required, as would a bibliography that provides full references of all the material consulted or used.

The basic principle underlying the preparation of any piece of academic work is that **the work submitted must be your own original work**. It is extremely important that you understand this and SCHARR will provide you with extensive guidance about this in your first week of the course. Plagiarism and collusion are not allowed because they go against this principle. Please note that the rules about plagiarism and collusion apply to all assessed and non-assessed

work, including essays, experimental results and computer code. Cutting and pasting from web sites would also be considered unacceptable.

**Plagiarism** is passing off others' work as your own, whether intentionally or unintentionally, to your benefit. The work can include ideas, compositions, designs, images, computer code, and, of course, words. This list is not exhaustive. The benefit accrued could be, for example, an examination grade or the award of a research degree.

- If a student submits a piece of work produced by others, or copied from another source, this is **plagiarism**.
- If a student produces a piece of work which includes sections taken from other authors without attribution, this is **plagiarism**. The length of the copied section is not relevant, since any act of plagiarism offends against the general principle set out above. When copying sections from other authors it is not sufficient simply to list the source in the bibliography.
- The selective quoting of material from books and articles is permissible, but the material must always be attributed to its sources, both within the text and within a bibliography. However, in general, extensive use would not be acceptable, even if acknowledged.
- If a student paraphrases from another source without the appropriate attribution, this is **plagiarism**. Paraphrasing should use a student's own words to demonstrate an understanding and accurately convey the meaning of the original work, and should not merely reorder or change a few words or phrases of the existing text.
- If a student copies from or resubmits his or her own previous work for another assignment, this is **self-plagiarism**, and is not acceptable.

**Collusion** is a form of plagiarism where two or more people work together to produce a piece of work all or part of which is then submitted by each of them as their own individual work.

- If a student gets someone else to compose the whole or part of any piece of work, this is **collusion**.
- If a student copies the whole or part of someone else's piece of work with the knowledge and consent of the latter, then this is **collusion**.
- If a student allows another student to copy material, knowing that it will subsequently be presented as that student's own work, then this is **collusion**.
- If two or more students work on an assignment together, produce an agreed piece of work and then copy it up for individual submission, then this is **collusion**. When

producing a piece of work arising out of group work, students should seek the advice of the tutor setting the assigned work regarding the acceptable limits of collaboration.

Both plagiarism and collusion are strictly forbidden. Students are warned that the piece of work affected may be given a grade of zero, which in some cases will entail failure in the examination for the relevant unit or research degree. The student may also be referred to the Discipline Committee.

You should follow any guidance on the preparation of material given by the academic department setting the assignment. If in doubt, consult the member of academic staff responsible for the unit of study. There is unlikely to be any objection to you discussing the subject of an essay or project with fellow students in general terms, or to quoting from various sources in the work submitted. However, if you have any problems with an assignment you should always consult your tutor, who will give general advice and help.

Details of the University's plagiarism policy can be found at <http://www.shef.ac.uk/lerts/design/unfair>.

Courses in SchARR have been using the University's plagiarism software from September 2006. Your attention is drawn to the SchARR regulations on the use of Turnitin software, which is now compulsory for most written work. Where you are provided with Turnitin classrooms for specific pieces of work, and do not use them appropriately, your work may be marked as a fail. Dr Alan O' Rourke ([A.J.ORourke@sheffield.ac.uk](mailto:A.J.ORourke@sheffield.ac.uk)) looks after issues to do with Plagiarism within the School and if you have any concerns about this issue, you should refer to him.

### **Submission of Course Work**

Most courses in the School will use the plagiarism software available at <http://www.submit.ac.uk/>. You will have already received information relating to this and your course tutor will have set up a 'classroom' on Submit for your programme of study. Once you have run your essay through Submit and the final version shows 25% or less is plagiarised, you can then give two hard copies of your assignment directly to the course administrator. If your Submit report shows more than 25% duplication, you should provide a written statement explaining why this is not due to plagiarism. All assessed work should have a cover page bearing the student's U card number, the course title, the unit title and unit number; the Submit report; and a signed declaration on plagiarism and collusion. These must be firmly secured to the document. You should not put your name anywhere on your

assignment, as the University of Sheffield has a policy of anonymous marking. It is the student's responsibility to submit work on time. Late submission will be penalised.

The course administrator will not normally advise you of the receipt of an assignment, but you can request the administrator to do so. This is particularly advisable if you are submitting an assignment electronically.

The administrator will pass on the assignment for marking. The work will be double marked by two members of staff, using the University's 100 point scale. Sometimes each marker will mark the script 'blind' of each other's mark, and sometimes the second marker will read the assignment with the first examiner's comments, before marking.

The mark reported to the external examiner will normally be the average but may be a mark agreed between the two internal examiners on the basis of discussion about the students work, although external examiners will see both marks. The external examiner may, if she or he wishes, moderate the mark either up or down, and this will be final mark.

#### Late submission of assignments.

The University's policy is that late submission will result in a deduction of 5% of the total mark awarded for each working day after the submission date (see <http://www.lets.dept.shef.ac.uk/flats/penalties.pdf>). (*Working days include working days within standard vacation times.*)

Day late	Mark reduced by 5%	Mark Awarded When Reduced by 5%**	
	Multiply by	Original 60	Original 50
1	0.95	57	47.5
2	0.90	54	45
3	0.85	51	42.5
4	0.80	48	40
5	0.75	45	37.5
6	0.70	42	35
7	0.65	39	32.5
8	0.60	36	30
9	0.55	33	27.5
10	0.50	30	25

*\*\*standard mathematical rounding rules should be applied and marks should be rounded up*

- (a) This penalty system applies to all assignments submitted for assessment on all undergraduate units and all postgraduate programmes including the dissertation component. It also applies to non-modular course units where these still operate.
- (b) The only exceptions allowed under the late submission penalties regime, subject to Faculty approval, is a policy of zero tolerance (any late submission receiving a mark of zero) which may be applied to coursework and assessed work for which marks and feedback are habitually provided either immediately or to a very short timescale and the schedule of work may be disrupted by the possibility of late submission. In addition, cases where the requirements of Professional and Statutory Bodies also necessitate a policy of zero tolerance would also be viewed as an exception to the above penalty system.
- (c) Departments are encouraged to manage their submission dates to prevent undue damage from the imminence of non-working days (e.g. setting a submission date just before a weekend or Bank Holiday). Time management, workload scheduling and meeting deadlines are viewed as key transferable skills. Deadlines for assessment tasks should be communicated to students well ahead of the submission deadline, in order to enable students to exercise these skills and manage their workloads.

#### Special dispensations

- (a) that special dispensations should cover medical problems, extreme personal and family problems, a *force majeure* and, in the case of part-time students only, work-related problems;
- (b) that an application for late submission should be made in advance of the normal submission date;
- (c) that an application for a special dispensation for late submission should be made in writing;
- (d) that an application for a special dispensation for late submission should be accompanied by medical evidence or other documentation where appropriate;
- (e) that an application for a special dispensation for late submission should be made to a member of academic staff at the level of unit leader or above (a named alternate should be provided). It should not be made to a personal tutor or dissertation supervisor. Where a part-time student only has access to unit leaders, the application for a special dispensation should be made to the unit leader but subsequently countersigned by the Course Director;
- (f) that the named person to whom applications for dispensations are made should ensure that the Chair of the relevant Exam Board is fully aware of the decisions he or she has made and file the relevant documentation with the Secretary of the Board;

- (g) that the discretion allowed to the named person for the granting of the special dispensations be limited to 10 working days, after which the sanction of the Department's Director of Teaching or Head of Department must be called upon;
- (h) that due to extenuating circumstances which the student was unable to place, or for valid reasons, did not place, before the Examinations or assignment submission date, the application should be lodged in advance of the relevant Examination board.

*(ii) Re-submission*

Students receiving a fail mark for an assessment may take the assessment on one further occasion only. The form of assessment will be the same on the second occasion (e.g. an unseen examination or an essay). Regardless of the quality of the second attempt at the assessment, a mark of no more than 50 will be awarded. However a student will be informed what mark the assignment would have received as a first submission.

If a student fails a unit on two occasions, they cannot take it again under any circumstances, including by repeating all or part of a year. This means they must either take another recognised unit to make up the credits, or for Masters students, they will be downgraded e.g. to Diploma or Certificate level.

## **Examinations**

All invigilated examinations are co-ordinated by the University. The Course Examinations Office is responsible for providing dates, venues and invigilators, distributing examination papers and collecting completed scripts.

All examination scripts are anonymized. All examination scripts are double marked. Students will normally be allowed to re-sit an examination on one occasion.

## **Dissertation**

For all Masters programmes, students are required to complete a dissertation within the deadlines set out in the Regulations.

Undergraduate dissertations may count for either 40 or 60 credits. Masters level dissertations will normally count for 60 credits.

A supervisor will be appointed by the course director for each student. The supervisor may often also be first marker of the dissertation.

The criteria for the dissertation will be given in the programme specification, and, in more details, in each course's supplement to this handbook. The topic of the dissertation must be approved by the supervisor, who will also ensure that the research governance procedures are followed.

The dissertation normally involves the equivalent of at least three months' full-time study. Candidates who fail to meet the required standard at their first attempt may re-submit their reworked dissertation within 12 months of the previous submission date.

### **Mark scheme**

Undergraduate marks will be banded as follows:

69.5 or higher – First

59.5 or higher – 2.1

49.5 or higher – 2.2

44.5 or higher – Third

39.5 or higher - Pass

Further details are available in the BMedSci handbook.

Postgraduate marks are banded as follows:

70-100 - distinction

60-69 - merit

50-59 - pass

0-49 - fail

### **Role of external examiners**

Every course has one or more external examiners. These are academics with an international reputation and expertise in the subject matter covered in the degree course. Their quality assure the degree course and their decisions regarding assessed work are generally accepted as final by the University. Either all of or a sample of coursework and examination scripts, are sent to the external examiners and they either ratify the marks awarded or moderate them.

### **Progress, or lack of it**

Undergraduate students who have failed part of the Level 1 examination may be allowed to repeat the whole year as an internal student with attendance. In such cases, although all the original grades will be retained in University records, only the new grades will be taken into

account at the end of the repeated year. Since credits achieved at Level 2 count towards the final degree, this special arrangement is not available at Level 2.

The General Regulations for First Degrees give the Examiners the discretion to allow students to proceed from Level 1 to Level 2 with 100 credits or from Level 2 to Level 3 with 80 credits. For a full explanation, including the conventions specific to particular Faculties, you are recommended to consult the General Regulations and the Faculty Examination Conventions.

Masters level students will not normally be allowed to begin a new study unit until they have satisfactorily completed any previous unit(s) that they have been studying. Students who fail an exam or assignment (including the dissertation) are allowed to resubmit on one occasion only. The University Regulations permit a student up to 12 months within which to re-sit/submit. They are offered individual time with an appropriate member of the teaching staff to discuss problems they encountered with the work and ways of improving for resubmission. Students are encouraged to see their personal tutor or course director if they are experiencing any difficulties. The course director maintains an overview of progression as a whole, for example following up on repeated absence or late submission.

#### **Progression to dissertation for a Masters level award**

Student progress will be reviewed at least annually at an Examination Committee or an Examination board, at which the external examiner will be present. At the time of review, progression to dissertation will be automatically approved if all units up to that point have been passed or if only one has been failed and subsequently resubmitted and passed. If more than one unit has been failed progression to dissertation will be at the discretion of the Examination Board. Factors which will be taken into account in making this decision include the number of failed units, the subject of failed units in the light of the proposed dissertation topic and the assessment of course tutors regarding the ability of the student to successfully complete a Masters Level dissertation. Students will be allocated a supervisor for their dissertation and a record is kept of each supervision meeting to monitor progress, using the standard SchARR postgraduate supervision form.

#### **Recommendation for award of merit and distinction at Masters level**

The examiners may in their discretion recommend the award of a mark of distinction or merit to a candidate for a Masters degree, such that:

- (a) a candidate who obtains a weighted mean grade of not less than 69.5 in the examination as a whole and a grade of not less than 69.5 in units to the value of not less than 90 credits, including the dissertation, may be recommended for the award of the degree with distinction; and
- (b) a candidate who obtains a weighted mean grade of not less than 59.5 in the examination as a whole and a grade of not less than 59.5 in units to the value of not less than 90 credits, including the dissertation, may be recommended for the award of the degree with merit.

These recommendations are for the guidance of the examination board who retain some flexibility and discretion on the award of a distinction and merit.

### **Leave of absence, application for an extension, or application to withdraw**

If you wish to apply for a leave of absence or to withdraw from the University, you should discuss the matter with your personal tutor and relevant members of the course team. If you decide to go ahead you will need to complete a change of status form. The relevant forms and further information can be found at <http://www.shef.ac.uk/ssid/record/status.html> Please note that different procedures apply if you a full-time research student.

Extension requests have already been considered under 'Late Submissions' earlier in this document.

### **Research ethics**

Many students base their dissertations on original research. If this research is health related, current research governance requirements are that a sponsor is needed, which would normally be the University. The University's procedures for conferring research sponsorship, which must be followed before data collection can take place, are spelt out on the SchARR website at <http://www.shef.ac.uk/scharr/research/ethics/intro.html> and in a fact sheet available from the Research office web site at [http://www.shef.ac.uk/content/1/c6/03/25/85/ethics\\_student.pdf](http://www.shef.ac.uk/content/1/c6/03/25/85/ethics_student.pdf)

Many overseas students might wish to undertake primary or original research in their home countries. Students should note that if they want to do this, they need to seek the express permission of the Course Director and Dissertation co-ordinator for the relevant course.

### **Health and safety**

Each user of University buildings must take responsibility for ensuring the environment is safe for other users too. Simple measures can increase the security of buildings and reduce the risk of theft. Some areas of the University and its environs may be hazardous at night. The University's health and safety pages at <http://www.shef.ac.uk/safety/> contain useful information about how to minimize this risk, and there is additional information in the SchARR health and safety document.

### **Taking other courses with SchARR or within the University**

The choice of units to be taken by a candidate (other than units which the candidate is required take in a particular phase of a programme of study) is subject to the approval of the Course Director) and to the conditions as to pre-requisites and unacceptable combinations of subject published on the authority of Senate.

Please see <http://www.shef.ac.uk/ssid/forms/addrop.html> for further information.

### **Maintaining the quality of SchARR courses**

SchARR takes many steps to ensure that its courses remain of the highest quality and relevance to students. Like other Schools and Departments in the University it follows University policies summarized here (<http://www.shef.ac.uk/lets/design>). Feedback from students is an important element of our teaching quality assessments, and you will be asked at the end of each unit for feedback, and we ask you to complete this fully and honestly. Feedback may be given anonymously if you wish. This feedback is considered by the course committee and used in planning the next year of a course, and in selecting teachers. The courses also welcome feedback from the student representatives to the course committees.

We have a policy of peer review of teaching, and colleagues sit in regularly on each other's teaching and give suggestions about how it can be improved (and also positive feedback when it is excellent). All new lecturing staff study for the Certificate in Academic Practice, and are encouraged to apply for membership of the Higher Education Academy which promotes excellence in University teaching nationally. SchARR organizes seminars for teachers on new teaching methods, and many of its staff are sponsored to attend courses in education, including the University's own Master of Education course.

Each course collects information about its graduates' subsequent careers, and the content of the courses are reviewed in the light of this and what students need to learn to succeed in their chosen career. Every student's progress is considered yearly in an Examination Board, chaired by an independent member of staff and advised by an external examiner from another University who comments on marking and also on the arrangements of the course.

Each course provides information about teaching quality yearly to the Teaching Committee and this is collated and considered by the Faculty of Medicine, who may make suggestions for improvement or note good practice for other courses to follow. The information considered includes course recruitment, student progress, what external examiners say about the courses, feedback from students, and information about the success of our graduates in obtaining work.

The University's courses are also regularly audited by an independent body, the Quality Assurance Agency.

### Careers

The University provides an integrated guidance, information, vacancy and work experience service for undergraduate and postgraduate students and recent graduates of the University. The Careers Service website (<http://shef.ac.uk/careers>) provides a great deal of useful information as well as details of its normal opening hours.

### ScHARR Alumni

The School is committed to keeping in touch with its students and has recently set up an Alumni (see <http://www.shef.ac.uk/scharr/alumni>) with a regular newsletter and briefings from the School. We would be delighted if you kept in touch with us after your left the School.

### Tell others about us

We want our courses to be the best in their fields, not just nationally but internationally. We work hard to achieve this, and your feedback makes a valuable contribution. But we also need to let the world know that we are doing this so that our courses can grow. Personal recommendation is very important in this. So if you have enjoyed your experience as a student in ScHARR and found it valuable, tell other people who might also benefit about our courses!