



The
University
Of
Sheffield.

International
Exchanges
Unit.

Study Abroad & Erasmus Handbook 2011-12.

Important dates 2011-12

Optional Orientation and Induction Programme (Autumn arrivals)

12 – 17 September 2011

Compulsory Welcome & Registration Meeting (Autumn arrivals)

19 September 2011, Firth Hall, Firth Court

10.00 – surnames A to K

11.15 – surnames L to Z

Autumn Semester

19 September 2011 – 04 February 2012

Christmas Vacation

17 December 2011 – 15 January 2012

Examination Period

16 January 2012 – 04 February 2012

Optional Spring semester Orientation Programme (Spring arrivals)

02 – 04 February 2012

Compulsory Welcome & Registration Event (Spring arrivals)

03 February 2012, Students' Union Auditorium, 09.30 prompt

Spring Semester

06 February 2012 – 09 June 2012

Easter Vacation

31 March 2012 – 22 April 2012

Examination Period

23 April 2012 – 09 June 2012

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Introduction

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

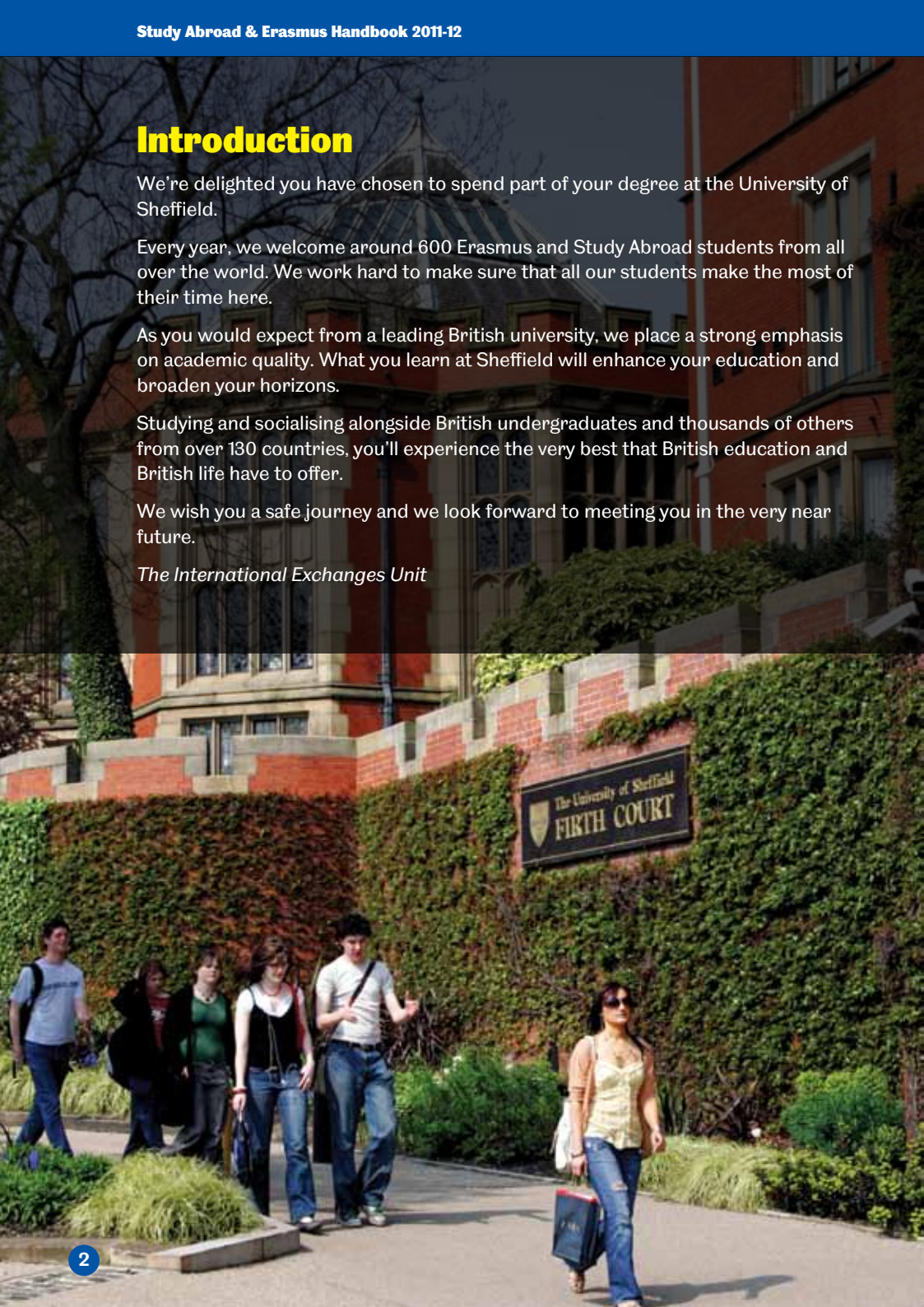
Every year, we welcome around 600 Erasmus and Study Abroad students from all over the world. We work hard to make sure that all our students make the most of their time here.

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

Studying and socialising alongside British undergraduates and thousands of others from over 130 countries, you'll experience the very best that British education and British life have to offer.

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

The International Exchanges Unit



How to use this handbook

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

There are three colour-coded sections:

1. Before you arrive

2. When you arrive

3. Whilst you are here

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

All further important information will be sent to you by email, so please make sure you keep checking your account. You should also bookmark the International Exchanges Unit web pages and read them in conjunction with this handbook:

www.sheffield.ac.uk/ieu



Before you arrive

Step 1: choosing your courses

Before you arrive in Sheffield, you should have a list of modules you wish to study as well as some reserve choices.

Where is the list of modules?

The Directory of Modules can be found here:

www.sheffield.ac.uk/ssid/course

Specific information on courses for Study Abroad and Erasmus students is available on the International Exchanges Unit web pages under the relevant sections:

www.sheffield.ac.uk/ieu

How many credits?

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

The minimum you can register for is 100 Sheffield credits

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

The minimum you can register for is 40 Sheffield credits.



Step 2: accommodation

All Study Abroad Programme students are guaranteed a place in University owned accommodation.

Many Erasmus students can be housed in University owned accommodation. However, due to the large number of Erasmus students we receive each year, places cannot be guaranteed.

The University of Sheffield also has its own private sector housing bureau to help you find a place in non-University owned accommodation if you prefer or need that option.

How do I apply for accommodation?

You will receive a 9 digit applicant number from the International Exchanges Unit as well as some instructions on how to submit the online application.

Information can be found on the Accommodation Office web pages:

www.sheffield.ac.uk/accommodation/prospective

Tailored accommodation information for Study Abroad Programme and Erasmus students can be found here:

Study Abroad students

www.sheffield.ac.uk/studyabroad/overseas/postapplication

Erasmus students:

www.sheffield.ac.uk/erasmus/incoming/before

Step 3: travel and insurance

Do I need to apply for a VISA?

If you do not have a European Union/EEA passport, you must apply for a VISA.

For the most reliable and up-to-date information on this, please visit the UK Border Agency website:

www.ukvisas.gov.uk/en

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

www.sheffield.ac.uk/newstudents/international/immigration

Booking your flight

If you do need a VISA, it is advisable to wait until you have received it before booking your flight.

Please also make sure you know your required date of arrival in Sheffield before making any travel arrangements. (See inside front cover of this handbook.)

The closest airports to Sheffield are:

Robin Hood Airport, Doncaster Sheffield

Manchester Airport

East Midlands Airport, Nottingham

What insurance will I need?

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

IMPORTANT:

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

Step 4: planning your arrival

Your arrival date will depend on your individual arrangements:

Autumn arrivals

- If you are taking part in the September orientation programme, you must plan to arrive in Sheffield by 11 September
- If you are not taking part in the orientation programme but have a place in university owned housing, you must collect your keys on 17 September
- If none of the above applies to you, you must arrive in time for the compulsory Study Abroad and Erasmus Welcome and Registration meeting on 19 September

Spring arrivals

- If you are taking part in the orientation programme, you must plan to arrive in Sheffield by 01 February
- If you are not taking part in the orientation programme, you must arrive in time for the compulsory Study Abroad and Erasmus Welcome and Registration meeting on 03 February

Step 5: mentoring

As a new student to the University of Sheffield, you are eligible to apply for a student mentor (buddy) to help you settle into life in Sheffield. For more information, and to apply, please visit the University of Sheffield Mentoring web pages:

www.sheffield.ac.uk/ssid/welfare/mentees

Step 6: orientation

The orientation programmes will be held as follows:

Autumn arrivals: 12 to 17 September

Spring arrivals: 02 to 04 February

Orientation is organised by International Student Services and is a great way of meeting other new international students as well as helping you to settle in before the beginning of the semester.

The programme is not compulsory but is highly recommended to all incoming international students. Please note that the September programme is only open to students coming to Sheffield for a full academic year.

For further information and an application form, please see the International Student Services web pages:

www.sheffield.ac.uk/orientation/

Step 7: Meet and Greet

Autumn arrivals

If you would like to be met from the airport on your arrival, you can book a place on the Meet and Greet Scheme.

The scheme runs between 11 and 18 September and is organised by International Student Services.

Further information can be found here:

www.sheffield.ac.uk/meet/

Please note that the charge for this service is £20 for advance bookings and £25 for any others.

Spring arrivals

There is no Meet and Greet Scheme in the spring semester. You can find further information about 'From the Airport to Sheffield' at:

www.sheffield.ac.uk/welcome/home/fromairport.html

Step 8: welcome and registration meeting

This is a compulsory meeting for all incoming Study Abroad and Erasmus students.

It is the first step in the registration process and will provide you with all the vital information you need to know during your first weeks in Sheffield.

The dates are as follows:

Autumn arrivals: 19 September

There are over 400 Study Abroad and Erasmus students arriving in September.

We therefore hold two meetings:

10.00 – surnames A to K

11.15 – surnames L to Z

Please stick to your allocated meeting as Firth Hall is not large enough to accommodate everyone in one sitting. There is no option to change meetings.

Spring arrivals (all students):

03 February, Students' Union Auditorium, 09.30 prompt

IMPORTANT:

You must plan to attend your compulsory welcome meeting. There will be no other opportunity for assistance with arrival and registration procedures after your meeting has taken place. If you do have a valid reason for not attending your welcome meeting, you must inform the International Exchanges Unit of this before you arrive in Sheffield.

When you arrive

Step 1: key collection day (University accommodation)

When can I collect my keys?

September arrivals

If you take part in the orientation programme, key collection is included in the programme of events. You will do this at the end of the orientation programme.

If you do not take part in orientation, your keys will be available on the first day of your contract. You will need to book an arrival slot and make your way to the key collection point which will be specified on your housing contract.

You can also download the 'Key Collection' fact sheet on the Accommodation Office web site:

www.sheffield.ac.uk/accommodation

February arrivals

Your keys will be available on the first day of your housing contract. You will need to make your way to the key collection point which will be specified on your contract.

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

If you are going to arrive late, you should check with the housing office. They will let you know how long they can hold your room and how to collect the keys:

Email: accommodationoffice@sheffield.ac.uk

Step 2: registration process

When will I register?

You must attend your Welcome and Registration meeting. At this meeting, you will be given your Module Choice Form and details of how to register.

September arrivals

You will sign up for classes and officially register with the University after 19 September. It will be explained how to do this in the compulsory welcome meeting.

February arrivals

You will sign up and register for classes during the Registration event on 03 February.

Step 3: Health Centre registration

All students are entitled to register for care with the University Health Service. Those here for less than six months will be seen as temporary residents.

Full-year students

When you have officially registered with the University of Sheffield, you will be able to register with the University Health Service.

One-semester students

There is no need to formally register with the Health Service. You should visit them if you need to be seen by a doctor and they will assist you.

More information:

www.sheffield.ac.uk/health/information

Step 4: form signing and questions – beginning of the Semester

The International Exchanges Unit will have some contact hours in the first two weeks of the semester in case you wish to ask any questions or obtain signatures on forms. The details of these contact hours can be found below:

Location: Room G29, G Floor, Hicks Building

Times: 13.00 to 15.00

Dates:

Wednesday 21 September

Wednesday 28 September

Wednesday 08 February

Wednesday 15 February

At all other times, please visit the Student Services Information Desk (SSiD) on the ground floor of the Students' Union. The staff there can answer your questions and sign forms at any time between 09.00 and 17.00, Monday to Friday.

If you need to speak to a member of staff from the International Exchanges Unit in person, you must make an appointment. Please call or email us to arrange this.

Step 5: police registration

Do I have to register with the police?

No, if you come from the EU, EEA, a Commonwealth country, or any other country not listed on the Police Registration Table or if you are here for less than six months.

Yes, if you are from any of the countries listed on the Police Registration Table.

See website for details:

www.sheffield.ac.uk/welcome/police



Whilst you are here

Step 1: adding and dropping modules

If, after registration, you decide a module is not right for you, you can drop it and add a new one.

You must use the official add/drop form and get it signed by the academic department(s) concerned.

You must take the completed and signed form to the Student Services Information Desk (SSiD), Students' Union, before Friday 14 October (Autumn semester modules) or Friday 24 February (Spring semester modules).

This is the last possible day you can add and drop modules.

The add/drop form can be downloaded from the Student Services web pages:

www.sheffield.ac.uk/ssid/forms/addrop.html

Step 2: extending or reducing your stay

Extending your stay

If you wish to extend your study period in Sheffield, you must contact the International Exchanges Unit by email in the first instance.

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

The deadline for requesting an extension of stay is Friday 25 November 2011.

Reducing your stay

If you wish to reduce your study period in Sheffield, you must contact the International Exchanges Unit by email in the first instance. Please note that if you have registered for a module which is assessed by examination, you will be expected to attend the examination on the set date.

Step 3: examinations

You will be assessed in the same way as any other University of Sheffield student. You must therefore attend any examinations required as part of your course(s).

Please check the examination timetable as soon as it is available online at:

www.sheffield.ac.uk/ssid/exams/exdates.html

Examinations can only be taken in Sheffield. If you have a valid reason for being unable to attend an examination, you must speak to a member of staff in the school office in the relevant academic department as soon as you become aware of this.

Step 4: grading system

Credits are awarded when a course has been fully completed and all required examinations have been successfully taken.

The marking system at Sheffield is based on a 100-point scale. The following chart gives details of the grades which can be awarded for each of your courses/modules.

University of Sheffield grade	The percentage of students normally achieving the grade in this grade range	ECTS Grade (Erasmus only)	ECTS Definition
70–100	10	A	EXCELLENT - outstanding performance with only minor errors
60–69	25	B	VERY GOOD - above the average standard but with some errors
50–59	30	C	GOOD - generally sound work with a number of notable errors
45–49	25	D	SATISFACTORY - fair but with significant shortcomings
40–44	10	E	SUFFICIENT - performance meets the minimum criteria
0–39	-	FX	FAIL - some more work required before the credit can be awarded
	-	F	FAIL - considerable further work is required

At British universities, degrees are classified as follows:

I	First Class	overall grade of 70-100
II.i	Upper Second Class	overall grade of 60-69
II.ii	Lower Second Class	overall grade of 50-59
III	Third Class	overall grade of 45-49
-	Pass Degree*	overall grade of 40-44

*In Britain this means that a student has passed with the minimum for graduation but has not achieved honours.

Step 5: statement of results

Final grades are recorded on an official academic statement.

Autumn Semester students: your statement is usually mailed in late March.

Spring Semester or full-year students: your statement is usually mailed in late July.

Step 6: form signing and questions – end of the semester

The International Exchanges Unit will be available to sign forms and answer questions on the following dates. Full details can be found below:

Location: Room G29, G Floor, Hicks Building

Times: 13.00 to 15.00

Dates:

Wednesday 01 February

Wednesday 06 June

At all other times, please visit the Student Services Information Desk (SSiD) on the ground floor of the Students' Union. The staff there can answer your questions and sign forms at any time between 09.00 and 17.00, Monday to Friday.



If you need to speak to a member of staff from the International Exchanges Unit in person, you must make an appointment. Please call or email us to arrange this.

Step 7: attendance monitoring

All Study Abroad Programme students and Erasmus students studying at the University on a Tier 4 Student Visa must visit the Student Services Information Desk (SSiD) on the 1st and 15th of each month to confirm their continuing attendance at the University of Sheffield.

If the 1st or 15th falls on a weekend or national Bank Holiday, please visit on the next available working day.

Please ensure you take your U-card with you on every visit.

Questions & Answers

You can use the tables below to help you find the answers to questions which you may have during your stay in Sheffield. If you have a question which is not addressed in these tables, please consult the Ask Sheffield web site:

<http://ask.sheffield.ac.uk/>

Academic issues	
Question/problem	Answer/solution
I need to change a class	Please follow the add/drop procedure as outlined on page 11 of this handbook.
I'm struggling with my work	Make an appointment to speak with the course tutor or the advisor in your host department.
I cannot sit my exam on the given date	Please speak to the administrative staff in your academic department as soon as possible.
I've missed an exam!	Please speak to the administrative staff in your academic department as soon as possible.

Accommodation	
Question/problem	Answer/solution
I want to change my room	Please contact the Accommodation Office Customer Service team by email: acs-customerservices@sheffield.ac.uk You must have been in your room for up to 4 weeks before being allowed to move.
I want to end my housing contract earlier than first agreed	Please read the Termination Policy 2011-12 on the following web page: www.shef.ac.uk/accommodation/policiesandprocedures.html Your case will need to be considered by the Contract Review Panel.
I am having problems in my private housing	Please go to the Student Services Information Desk (SSiD) on the ground floor of the Students' Union for help and advice.

Social life

Question/problem	Answer/solution
How can I find a job?	Visit the Student Job Shop in the Students' Union: www.sheffield.ac.uk/careers/students/jobs/
	Student Ambassador Scheme: www.sheffield.ac.uk/studentambassadors/
	Job Centre Plus: www.jobcentreplus.gov.uk
How can I join a society or a club?	Students' Union: activities, clubs, volunteering and sports: www.sheffield.ac.uk/union/activities-and-sport/
How can I meet other international students?	ESN – Erasmus Society Network: Email: esn@sheffield.ac.uk Facebook Group - International Exchanges Unit Study Abroad and Erasmus Fair, 02 November – represent your home university and meet students at the same time. Details will be sent by email. Student Mentoring Scheme: www.sheffield.ac.uk/ssid/welfare/mentees

Personal problems

Question/problem	Answer/solution
I am feeling low/home sick	International Student Services: www.sheffield.ac.uk/ssid/welfare/signposts
I'm thinking about going home	Counselling Service: www.sheffield.ac.uk/counselling/
Who can I talk to?	University Health Service: www.sheffield.ac.uk/health/
I need to return home. Who can I talk to and what do I have to do?	<ol style="list-style-type: none"> Contact International Exchanges Unit Contact your home university Inform your academic department Complete a Change of Status Form: www.sheffield.ac.uk/ssid/record/status.html Look into ending your housing contract

Useful links

Study Abroad information

Study Abroad Programme www.sheffield.ac.uk/studyabroad/overseas

Erasmus information

Erasmus Programme www.sheffield.ac.uk/erasmus/incoming

Academic information

Directory of Modules www.sheffield.ac.uk/ssid/course

Teaching Timetable

Exam Timetable

Teaching, Learning and Studying www.sheffield.ac.uk/welcome/studying

UK Travel information

Sheffield and South Yorkshire Travel information www.travelsouthyorkshire.com

Super Tram information www.supertram.com

Cheap Train Tickets www.eastmidlandstrains.co.uk

National Rail enquiries www.nationalrail.co.uk

Mega Bus – low cost inter city travel in the UK www.megabus.com/uk

Budget Airlines

Ryan Air www.ryanair.com

Easy Jet www.easyjet.com

Flybe www.flybe.com

bmibaby www.bmibaby.com

Monarch Airlines www.flymonarch.com

Student life

Union of Students www.sheffield.ac.uk/union/

Student Life www.sheffield.ac.uk/undergraduate/studentlife

Sheffield Tourist Information www.sheffield.gov.uk/out--about

What it is really like? www.sheffield.ac.uk/swirl/

Student views on Sheffield www.sheffield.ac.uk/studyabroad/overseas/prospective/quotes

Money

Bank accounts www.sheffield.ac.uk/welcome/banks

Budgeting and cost of living www.shef.ac.uk/newstudents/international/budget.html

Working www.sheffield.ac.uk/ssid/international/work

Insurance www.sheffield.ac.uk/welcome/money/insurance.html





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Education and Culture DG

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