



The
University
Of
Sheffield.

Information
School.

Postgraduate Taught Student Handbook.

2011 - 2012

You are now a member of
The Information School

Information School
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Information School Website:
www.shef.ac.uk/is

Student Services Information Desk (SSiD) Website:
www.shef.ac.uk/ssid

Welcome

On behalf of all iSchool staff, I offer you a warm welcome. You are now part of the top rated library and information science department in the country, and I hope you will find your time with us exciting, challenging and rewarding.

This booklet contains some of the most vital information you will need as you progress through your studies. You can find more detailed material on the Information School website, and you will of course receive plenty of guidance from members of staff throughout the year.

In addition, if you feel that you need personal advice, information or assistance, please feel free to approach any member of staff; the Staff section of this booklet, tells you which members of staff deal with particular areas. You will often need to make an appointment to talk with academic staff due to our busy teaching and research work, but please don't hesitate to make contact if you need to.

Professor Phil Levy
Head of School

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Where to find information

General information

This handbook reproduces some of the information available in the “Current Students” section of our website. Please use the website as your first port of call for information related to the Information School and your studies.

<http://www.shef.ac.uk/is/current>

Teaching materials

For the teaching materials related to specific modules, please access MOLE2 (My Online Learning Environment), which you can reach via MUSE, the University of Sheffield's web portal. To log in to MUSE, please use the link at the very top of any University of Sheffield web page. For advice on using MUSE, please refer to the CICS web pages:

<http://www.shef.ac.uk/cics/muse>

Further questions?

If you have any questions about the information in your Handbooks or on the School web pages, please speak to your Teaching and Learning Manager:

John Bennett

Email address: j.bennett@sheffield.ac.uk

Tel: 0114 2226330(External) 26330 (Internal)

Fax: 0114 2780300

Room Location: Room 236, Second Floor, Regent Court

Staff Contacts

Personal Tutor

You will be appointed a Personal Tutor who should be your first point of contact for all advice, information or assistance.

Your Personal Tutor will contact you near the start of each Semester to arrange a meeting, and you can contact your Personal Tutor at any other time during the year to arrange extra meetings to discuss general progress and anything which may be worrying you, e.g. module choices, dissertation topics and assessed work.

If you have a personal problem which could affect your performance on the course, e.g. health, family, relationship, you should make sure your Personal Tutor knows about it. It is sensible to make an appointment since all staff have commitments that do not appear on the timetable, but if you think the matter is urgent please approach us at any time.

In exceptional circumstances, students may change their personal tutor during the academic year. If you feel that there is valid reason to change personal tutor, please discuss the issue with the School Teaching and Learning Manager.

Who Else Can I Contact?

If your Personal Tutor is unavailable, you may wish to speak to your Programme Coordinator. If you wish to discuss a specific module, you can contact the relevant Module Coordinator.

- to discuss the scope, structure and approach to assessed work
- if you have difficulty in understanding a teaching session or anything you have read
- to obtain feedback if you are not satisfied with the clarity or helpfulness of feedback on any Coursework Reports

You should e-mail the appropriate tutor to arrange an appointment.

Staff Academic and Pastoral Responsibilities

Also, certain members of staff in the School have been allocated particular academic and pastoral roles, and so you may wish to contact any of these staff directly for specific issues.

BSc Year Tutor - Level 1 Dr Andrew Cox

Provides pastoral care to Level 1 students of the BSc Information Management.

BSc Year Tutor - Level 2 Dr Robert Villa

Provides pastoral care to Level 2 students of the BSc Information Management.

BSc Year Tutor - Level 3 Dr Alex Peng

Provides pastoral care to Level 3 students of the BSc Information Management.

Careers Liaison Officer: Ms. Pam McKinney

Provides advice and guidance relating to careers and jobs in the library and information sector. See also the section entitled Careers Information on page 76.

Director of Alumni Relations: Prof Peter Willett

Director of Research: Prof. Val Gillet (Deputy Director: Prof Elaine Toms)

Director of Learning and Teaching: Dr Andrew Cox (Deputy Dr Peter Bath)

Disability Liaison Officer: Dr John Holliday

Provides advice and guidance of a general nature to students with particular support needs.

Examinations Officer (Postgraduate): Dr Paul Clough

Provides advice and guidance relating to all aspects of postgraduate assessment and examinations.

Examinations Officer (Undergraduate): Mr Peter Stordy

Provides advice and guidance relating to all aspects of undergraduate assessment and examinations.

Harassment Network Officer: Prof. Phil Levy

Provides advice and guidance relating to issues/incidents regarding harassment.

Health and Safety Officer: Mr Andrew Stones

Provides advice and guidance relating to all aspects of health and safety within the Department.

International Student Advisor: Dr Angela Lin

Provides advice and guidance of a general nature to overseas and EU students.

Liaison Librarian for Information School: Mr Alastair Allan

Part-Time Student Advisor: tbc

Provides specialist advice and guidance to part-time students.

Unfair Means Officer: Prof Peter Willett

Research Ethics Administrator: tbc

Provides advice on research ethics and processes research ethics applications.

SOCRATES/ERASMUS Exchange Scheme Advisor: Dr. Ana Cristina Vasconcelos

Provides advice and guidance to students thinking of/wishing to participate in the Socrates/ Erasmus exchange programme.

Staff Student Committee Chair: Mr John Bennett

Student Placement Tutor: Dr Angela Lin

Provides advice and guidance to students participating in student placement scheme.

Study Abroad Advisor: Dr. Ana Cristina Vasconcelos

Provides advice and guidance to undergraduate students thinking of/wishing to participate in the Study Abroad exchange programme with partner university institutions in the USA Japan and Hong Kong.

Staff Contact Details

The “Staff” section of the Information School website gives more detailed information about each staff member, including responsibilities and research interests.

The extension numbers detailed in the list below can be reached from outside the University by adding 22 to the front of the number i.e. 22644 becomes 2222644 when phoning locally and 0114 2222644 nationally. To phone these numbers internationally please use 00 44 114 22 followed by the extension.

Academic staff

Name	Position (Room no.)	Email	Extension
Professor Philippa Levy	Head of School, Professor of Higher Education Development (Room 230)	p.levy@sheffield.ac.uk	22638
Mr Alastair Allan	Senior University Teacher (Room 306) / Senior Academic Liaison Librarian	A.Allan@sheffield.ac.uk	22644
Dr Peter Bath	Reader in Health Informatics (Room 225)	p.a.bath@sheffield.ac.uk	22636
Professor Micheline Beaulieu	Professor Emeritus	m.beaulieu@sheffield.ac.uk	
Ms Briony Birdi	Lecturer (Room 304)	b.birdi@sheffield.ac.uk	22653
Dr Paul Clough	Lecturer (Room 226)	p.d.clough@sheffield.ac.uk	22664
Professor Sheila Corrall	Professor of Librarianship & Information Management (Room 233)	s.m.corrall@sheffield.ac.uk	22632
Dr Andrew Cox	Lecturer (Room 222)	a.m.cox@sheffield.ac.uk	26347
Professor Nigel Ford	Professor of Information Science (Room 210)	n.ford@sheffield.ac.uk	22637
Dr Jonathan Foster	Lecturer (Room 310)	j.j.foster@sheffield.ac.uk	22665
Professor Val Gillet	Professor of Chemoinformatics	v.gillet@sheffield.ac.uk	22652

	(Room 305)		
Mr. Peter Holdridge	Learning Technologist (Room 227)	p.g.holdridge@sheffield.ac.uk	22698
Dr John Holliday	Senior Research Manager (Room 319, located within Room 323)	j.d.holliday@sheffield.ac.uk	22685
Dr Angela Lin	Lecturer (Room 221)	a.lin@sheffield.ac.uk	22634
Professor Michael Lynch	Professor Emeritus	m.lynch@sheffield.ac.uk	
Ms Pam McKinney	Lecturer	p.mckinney@sheffield.ac.uk	22650
Dr Miguel Baptista Nunes	Senior Lecturer (Room 211)	j.m.nunes@sheffield.ac.uk	22645
Dr Alex Peng	Lecturer (Room 213)	g.c.peng@sheffield.ac.uk	22658
Ms Barbara Sen	Lecturer (Room 234)	b.a.sen@sheffield.ac.uk	22635
Mr Peter Stordy	University Teacher (Room 220)	peter.stordy@sheffield.ac.uk	22668
Professor Elaine Toms	Professor of Information Science (Room 309)	e.toms@sheffield.ac.uk	22659
Professor Bob Usherwood	Professor Emeritus	r.usherwood@sheffield.ac.uk	
Dr Ana Cristina Vasconcelos	Lecturer (Room 232)	a.c.vasconcelos@sheffield.ac.uk	22643
Dr Robert Villa	Lecturer (Room 307)	r.villa@sheffield.ac.uk	22683
Ms Sheila Webber	Senior Lecturer (Room 212)	s.webber@sheffield.ac.uk	22641
Professor Peter Willett	Professor of Information Science (Room 229)	p.willett@sheffield.ac.uk	22633
Professor Tom Wilson	Professor Emeritus	t.d.wilson@sheffield.ac.uk	

Administrative and Secretarial staff

Name	Position (Room no.)	Email	Extension
Mr. John Bennett	Teaching and Learning Manager (Room 236)	j.bennett@sheffield.ac.uk	26330
Miss Wendy Hardman	Admissions Secretary (Room 217)	wendy.hardman@sheffield.ac.uk	22660
Mr Matthew Jones	Research and Resources Assistant (Room 217)	matthew.l.jones@sheffield.ac.uk	26346
Mr Tim Nadin	Research and Resources Manager (Room 235)	t.nadin@sheffield.ac.uk	22661
Mrs Julie Priestley	Examinations and Records Secretary (Room 217)	j.priestley@sheffield.ac.uk	22839
Ms Andrea Shaw	Programmes Assistant	andrea.shaw@sheffield.ac.uk	22640
Mrs Christine Shaw	Clerical Officer	c.e.shaw@sheffield.ac.uk	22662

Technical staff

Name	Position (Room no.)	Email	Extension
Mr Paul Fenn	ICT Manager (Room 209)	p.fenn@sheffield.ac.uk	22695
Mr Andrew Stones	Computer Technician (Room 209)	a.d.stones@sheffield.ac.uk	22695

Other Lines of Communication

Staff Student Committee

The School has a Staff Student Committee to allow Course Reps from every Degree Programme to discuss issues with School staff. We would love you to become a Course Rep, so please contact the School Teaching and Learning Manager if you are interested.

Information on how to become involved, along with a full description of Staff Student Committee are detailed on the “Academic and Pastoral Advice” pages in the “Current Students” section of the Information School website, along with how you can become involved.

How do I raise an issue via Staff Student Committee?

All students may raise issues through Staff Student Committee if necessary. You will be notified of who your Course Rep is once they have been appointed. You should feel free to approach your Course Rep with any matter at all. Your Rep will discuss with you how best to raise your issue.

- If your issue is directly related to a particular module or programme, you and your Rep should first take it to the relevant Module or Programme Coordinator - this is the fastest and most practical way to seek a solution
- If your issue cannot be resolved this way, you should ask your Rep to bring it to Staff Student Committee
- If your issue is of a general nature, not specific to a particular module or programme, you should ask your Rep to bring it straight to Staff Student Committee

Course Reps are asked to pass agenda items to the Committee Secretary at least two working days before the meeting. This allows time to prepare a reply for the meeting, and perhaps to resolve the issue.

All items will be anonymised for discussion in the meeting.

Student Course Evaluations

As you finish each module, you will be asked to complete a module evaluation questionnaire. The School relies upon the feedback from students in order to monitor and improve the content and teaching of our programmes. Once collated, the results of the student questionnaires are circulated to each module and programme co-ordinator for review and comment. The student comments and coordinator responses are then reviewed by Teaching Committee, and amendments to modules/programmes actioned accordingly.

Please note that all questionnaires are processed and analysed anonymously and all evaluation forms are treated as strictly confidential.

Registration and your Student Record

The University keeps a record of your personal details, and the programme and modules for which you are registered. This is your Student Record, which you can access and edit via the myRecord tab in MUSE.

This section explains the basics of module registration, along with simple changes such as adding or dropping modules, or more major changes such as changing your degree programme or taking leave of absence.

Modular Structure

You must take all core modules specified, but may choose options from lists of approved modules.

- Core modules provide students with the fundamental concepts and theories in the main subject area of their degree programme and lay the foundations for future study
- Approved module choices allow students to select specialisms within the subject area of their particular degree programme

You should consult with your Personal Tutor, Programme Coordinator and Module Coordinators for help and advice with module choice.

Full Time students

Your degree programme is one year long, and you will register for modules totalling 180 credits. You should select your modules so that the total number of credits taken is equally distributed across both semesters (i.e. 60 credits in each semester).

Part Time students

To complete your degree, you must complete modules totalling 180 credits over a period of three years. It is expected that part-time students would normally complete all taught modules within the first two years, leaving the dissertation module to be completed in the third year; however, taking the taught modules over 3 years is also possible if this is more convenient.

It may be possible to complete all 180 credits over just 2 years. If you wish to do this, please speak to your Programme Coordinator as soon as possible. Part-time students are reminded that the third year's tuition fees are still payable in these circumstances before you may graduate.

Even if you complete in 2 years, in order for the University to collect the third year's tuition fees you will need to register as normal for the third year. The Registration Office will send you a Registration Form which you should complete and return and arrange for the remaining tuition fees to be paid. The School will consider you for the award of a degree at the External Examination Board in the October/November following the end of your second year, and if you meet the requirements will recommend the award of a degree so that you can graduate at the January degree congregations. Please be aware that in order for you to graduate in the January, you will need to have paid all the remaining tuition fees owing to the University before then (i.e. you should have no debts owing to the University). Thus it will not be possible for you to pay the third year's tuition fees via the installment plan as this would take too long and you would still have debts owing to the University in the January.

Adding and Dropping Module Choices

If at a later stage, you wish to change your approved module choices you can do this by filling in a Module Add / Drop Form. These forms are available from <http://www.shef.ac.uk/ssid/forms/addrop.html>

The Add / Drop procedure is as follows:

- For each module that you are Adding or Dropping, obtain the permission and signature of the relevant module coordinator(s), preferably within the first week of Semester
- Then take your Module Add / Drop Form to John Bennett, who will add a Departmental signature and pass the form to Student Services Information Desk
- Under General University regulations, the closing date for module choice changes is Friday of the third week of the relevant semester

Making Major Changes

Sometimes, perhaps because of changes in your personal circumstances, you may need to make a major change such as:

- Transfer to another degree programme, or to another Department
- Take a leave of absence (usually for one year, possible for two years in extreme circumstances)
- Withdraw from your degree programme or from the University
- Apply for an Extension to the time limit of your normal period of registration

The School and the University will do what it can to accommodate such changes. First, read the advice on the Student Services Information Desk web pages, and print off a Change of Status Form. You can access the correct page via the "Forms" page in the "Current Students" section of the Information School website.

Bring the form to your Personal Tutor or Year Tutor as soon as you can, to discuss your options and to complete the form.

Extension to Time Limit

You may want to apply for an extension to your time limit if you have been unable to complete your degree within the normal time limit (1 year for full-time students, 3 years for part-time students). But please note that an extension is not automatic and must be approved by both the School and the Faculty.

Please read the guidelines on the above-mentioned web pages carefully, speak to your Personal Tutor, and remember that a continuation fee is payable pro-rata for any extension granted (further information available at the SSiD web pages, above)

If you are experiencing problems, think carefully about whether it would be more appropriate to apply for a leave of absence at an earlier stage during your normal period of registration when it becomes apparent that problems are being experienced, rather than continuing on and then having to apply for an extension to time limit after the normal period of registration is completed.

Degree Programmes and Regulations

Introduction to the Programmes of Study

The Information School provides high quality teaching consistent with the University's mission "to maintain the highest standards of excellence as a research-led institution, whose staff work at the frontiers of academic enquiry and educate students in a research environment". The School contributes to the development of librarianship, information management and information systems at a national and international level by educating students to a high academic standard, by providing opportunities for continuing professional development, and through the conduct of research.

Aims

The School aims to:

1. deliver a curriculum for each degree programme that develops in students a broad understanding of the subject area together with a detailed and critical understanding of selected areas
2. provide students with the knowledge and skills required to work as effective information professionals, managers of information or research workers in their chosen field
3. enable those already working in the information field to update and expand their professional understanding and competencies
4. prepare students for professional practice by providing programmes which meet the accreditation requirements of professional bodies and that meet the needs of employers
5. deliver teaching informed and inspired by professional expertise and by the research and scholarship of staff
6. encourage students to become informed citizens and to understand the place of information in society

Objectives

To achieve these aims the School offers a range of undergraduate and postgraduate programmes, which have different emphases defined by key areas of study (as shown in the individual programme descriptions given in the following pages). By the end of their chosen programme students will:

1. be able to demonstrate an understanding of the nature of information and its uses, the interface between information and its users, and the technology and systems which produce, analyse and communicate information
2. be able to apply theory and recognise best practice in their chosen field
3. have acquired an up-to-date subject knowledge, practical/professional and research skills relevant to the employment market
4. have gained an understanding of how theory is applied to practice in the workplace
5. have developed communication and interpersonal skills to complement their subject knowledge

6. have obtained learning skills of relevance to their studies and for lifelong learning

Postgraduate Degree Programmes 2011-12

Electronic and Digital Library Management

Coordinator Dr Andrew Cox, Deputy Dr Paul Clough

- INFT61 MSc Electronic and Digital Library Management (Full-Time)
- INFT62 MSc Electronic and Digital Library Management (Part-Time)
- INFT63 PG Dip Electronic and Digital Library Management (Full-Time)
- INFT64 PG Dip Electronic and Digital Library Management (Part-Time)
- INFT65 PG Cert Electronic and Digital Library Management (Full-Time)
- INFT66 PG Cert Electronic and Digital Library Management (Part-Time)
- INFT104 PG Cert Electronic and Digital Library Management (PE) (Part-Time)

Health Informatics

Coordinator Dr Peter Bath

- INFT126 MSc Health Informatics (International) (Distance Learning)
- INFT127 PG Dip Health Informatics (International) (Distance Learning)
- INFT128 PG Cert Health Informatics (International) (Distance Learning)

Information Management

Coordinator Dr Jonathan Foster, Deputy Dr Angela Lin

- INFT101 MSc Information Management (Full-Time)
- INFT110 MSc Information Management (Part-Time)
- INFT111 PG Dip Information Management (Full-Time)
- INFT112 PG Dip Information Management (Part-Time)
- INFT118 PG Cert Information Management (Full-Time)
- INFT119 PG Cert Information Management (Part-Time)
- INFT144 MSc Information Management (PE) (Full-Time)
- INFT147 MSc Information Management (PE) (Part-Time)
- INFT145 PG Dip Information Management (PE) (Full-Time)
- INFT148 PG Dip Information Management (PE) (Part-Time)
- INFT146 PG Cert Information Management (PE) (Full-Time)
- INFT149 PG Cert Information Management (PE) (Part-Time)

Information Systems

Coordinator Dr Miguel Nunes, Deputy Dr Alex Peng

INFT106 MSc Information Systems (Full-Time)
INFT108 MSc Information Systems (Part-Time)
INFT107 PG Dip Information Systems (Full-Time)
INFT131 PG Dip Information Systems (Part-Time)
INFT114 PG Cert Information Systems (Full-Time)
INFT115 PG Cert Information Systems (Part-Time)
INFT137 MSc Information Systems (PE) (Full-Time)
INFT141 MSc Information Systems (PE) (Part-Time)
INFT138 PG Dip Information Systems (PE) (Full-Time)
INFT142 PG Dip Information Systems (PE) (Part-Time)
INFT139 PG Cert Information Systems (PE) (Full-Time)
INFT143 PG Cert Information Systems (Part-Time)

Information Systems Management

Coordinator Dr Miguel Nunes, Deputy Dr Ana Vasconcelos
MGTT61 MSc Information Systems Management (Full-Time)

Librarianship

Coordinator Ms Sheila Webber, Deputy Ms Pam McKinney
INFT03 MA Librarianship (Full-Time)
INFT13 MA Librarianship (Part-Time)
INFT32 PG Dip Librarianship (Full-Time)
INFT33 PG Dip Librarianship (Part-Time)
INFT34 PG Cert Librarianship (Full-Time)
INFT35 PG Cert Librarianship (Part-Time)
INFT53 PG Dip Librarianship (PE) (Full-Time)
INFT54 PG Dip Librarianship (PE) (Part-Time)
INFT55 PG Cert Librarianship (PE) (Full-Time)
INFT56 PG Cert Librarianship (PE) (Part-Time)
INFT98 MA Librarianship (PE) (Full-Time)
INFT99 MA Librarianship (PE) (Part-Time)

Multilingual Information Management

Coordinator Ms Sheila Webber
MLTT14 MA Multilingual Information Management (Full-Time)
MLTT15 MA Multilingual Information Management (Part-Time)

English Language Skills (INF6903)

The course aims to improve students' English language skills in reading, writing and oral presentation. Classes are given by a staff member from the English Language Teaching Centre.

INF6903 English Language Skills

Essential Computing Skills Module (INF6901)

Whatever your degree programme, you are encouraged to take advantage of this non credit bearing module.

This module aims to bring all students up to a basic level of competence in a range of practical information management skills. These skills are assumed by many of the modules in your programme of study and by future employers.

INF6901 Essential Computing Skills

Electronic and Digital Library Management

Coordinator Dr Andrew Cox
Deputy Dr Paul Clough

Programme Regulations 2011-12

INFT61 ELECTRONIC AND DIGITAL LIBRARY MANAGEMENT (MSc) (Full-Time)

INFT62 (MSc) (Part-Time)

INFT63 (Postgraduate Diploma) (Full-Time)

INFT64 (Postgraduate Diploma) (Part-Time)

INFT65 (Postgraduate Certificate) (Full-Time)

INFT66 (Postgraduate Certificate) (Part-Time)

1. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Faculty, two years part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
2. A candidate shall take
 - (a)

INF6012	F7	Designing Usable Websites	15
INF6019	F7	Digital Multimedia Libraries	15
INF6020	F7	Management and Strategy for Electronic Digital Libraries	15
INF6060	F7	Information Retrieval: Search Engines and Digital Libraries	15
 - (b) a unit to the value of fifteen credits from the following

INF6180	F7	Libraries, Information and Society	15
INF6320	F7	Information Systems in Organisations	15
INF6400	F7	Information Systems and Information Society	15
 - (c) units to the value of forty-five credits from the following

INF6002	F7	Information and Knowledge Management	15
INF6003	F7	e-Business and e-Commerce	15
INF6008	F7	Independent Study (S2a)	15
INF6009	F7	Independent Study (S2b)	15
INF6010	F7	e-Government Information	15
INF6011	F7	Educational Informatics	15
INF6014	F7	Information Literacy Research	15
INF6017	F7	Content Management Systems	15
INF6026	F7	Legal Information Resource Management	15
INF6040	F7	Business Intelligence	15
INF6050	F7	Database Design	15
INF6090	F7	Information Storage and Retrieval Research	15
INF6190	F7	Libraries, Information and Society II: Public Libraries	15
INF6200	F7	Libraries, Information and Society II: Academic and Research Libraries	15
INF6370	F7	Healthcare Information	15
INF6430	F7	Human Computer Interaction and User Interface Design	15
INF6840	F7	Archives and Records Management	15
 - (d)

INF6000	F7	Dissertation	45
INF6340	F7	Research Methods and Dissertation Preparation	15
3. A candidate who has been awarded one hundred and twenty credits in respect of units listed at 2(a), (b) and (c) above shall be eligible for the award of the Postgraduate Diploma in Electronic and Digital Library Management.

4. A candidate who has been awarded sixty credits in respect of units listed at 2(a), (b) and (c) above shall be eligible for the award of the Postgraduate Certificate in Electronic and Digital Library Management.

INFT104 ELECTRONIC AND DIGITAL LIBRARY MANAGEMENT (PROFESSIONAL ENHANCEMENT) (Postgraduate Certificate) (Part-Time)

1. The programme of study shall be pursued for not less than one year part-time. The time limit shall be three years.
2. A candidate shall take

INF6019	F7	Digital Multimedia Libraries	15
INF6020	F7	Management and Strategy for Electronic Digital Libraries	15
INF6601	F7	Electronic and Digital Library Project	30

Information Management

Coordinator Dr Jonathan Foster

Deputy Dr Angela Lin

Programme Regulations 2011-12

INFT101 INFORMATION MANAGEMENT (MSc) (Full-Time)

INFT110 (MSc) (Part-Time)

INFT111 (Postgraduate Diploma) (Full-Time)

INFT112 (Postgraduate Diploma) (Part-Time)

INFT118 (Postgraduate Certificate) (Full-Time)

INFT119 (Postgraduate Certificate) (Part-Time)

1. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Faculty two years, part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
2. A candidate shall take
 - (a)

INF6002	F7	Information and Knowledge Management	15
INF6060	F7	Information Retrieval: Search Engines and Digital Libraries	15
INF6110	F7	Information Systems Modelling	15
INF6320	F7	Information Systems in Organisations	15
INF6350	F7	Information Resources and Information Literacy	15
 - (b) units to the value of forty-five credits from the following

INF6001	F7	Information Systems Project Management	15
INF6003	F7	E-Business and E-Commerce	15
INF6010	F7	E-Government Information	15
INF6011	F7	Educational Informatics	15
INF6013	F7	Libraries, Information and Society II: Library Services for Children and Young People	15
INF6014	F7	Information Literacy Research	15
INF6017	F7	Content Management Systems	15
INF6019	F7	Digital Multimedia Libraries	15
INF6026	F7	Legal Information Resource Management	15
INF6040	F7	Business Intelligence	15
INF6050	F7	Database Design	15
INF6090	F7	Information Storage and Retrieval Research	15
INF6190	F7	Libraries, Information and Society II: Public Libraries	15
INF6200	F7	Libraries, Information and Society II: Academic and Research Libraries	15
INF6370	F7	Healthcare Information	15
INF6430	F7	Human Computer Interaction and User Interface Design	15
INF6840	F7	Archives and Records Management	15
 - (c)

INF6000	F7	Dissertation	45
INF6340	F7	Research Methods and Dissertation Preparation	15
3. A candidate shall attend such visits and participate in such secondments to operational units as are prescribed by the Head of Department.
4. A candidate who has been awarded one hundred and twenty credits in respect of units listed at 2(a) and (b) above shall be eligible for the award of the Postgraduate Diploma in Information Management.

5. A candidate who has been awarded sixty credits in respect of units listed at 2(a) and (b) above shall be eligible for the award of the Postgraduate Certificate in Information Management.

INFT144 INFORMATION MANAGEMENT (PROFESSIONAL ENHANCEMENT) (MSc)
(Full-Time)

INFT147 (MSc) (Part-Time)

1. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Faculty two years, part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.

2. A candidate shall take

- (a) INF6002 F7 Information and Knowledge Management 15
- (b) units to the value of one hundred and five credits from the following, not more than forty-five being selected from (ii)

- (i)

INF6001	F7	Information Systems Project Management	15
INF6003	F7	E-Business and E-Commerce	15
INF6005	F7	Management for Library and Information Services	30
INF6010	F7	E-Government Information	15
INF6011	F7	Educational Informatics	15
INF6012	F7	Designing Usable Websites	15
INF6013	F7	Libraries, Information and Society II: Library Services for Children and Young People	15
INF6014	F7	Information Literacy Research	15
INF6026	F7	Legal Information Resource Management	15
INF6040	F7	Business Intelligence	15
INF6050	F7	Database Design	15
INF6060	F7	Information Retrieval: Search Engines and Digital Libraries	15
INF6090	F7	Information Storage and Retrieval Research	15
INF6110	F7	Information Systems Modelling	15
INF6180	F7	Libraries, Information and Society I	15
INF6190	F7	Libraries, Information and Society II: Public Libraries	15
INF6200	F7	Libraries, Information and Society II: Academic and Research Libraries	15
INF6320	F7	Information Systems in Organisations	15
INF6350	F7	Information Resources and Information Literacy	15
INF6370	F7	Healthcare Information	15
INF6400	F7	Information Systems and the Information Society	15
INF6430	F7	Human Computer Interaction and User Interface Design	15
INF6840	F7	Archives and Records Management	15
- (ii)

INF6006	F7	Independent Study (S1a)	15
INF6007	F7	Independent Study (S1b)	15
INF6008	F7	Independent Study (S2a)	15
INF6009	F7	Independent Study (S2b)	15
INF6017	F7	Content Management Systems	15
INF6019	F7	Digital Multimedia Libraries	15
- (c)

INF6000	F7	Dissertation	45
INF6340	F7	Research Methods and Dissertation Preparation	15

3. A candidate shall attend such visits and participate in such secondments to operational units as are prescribed by the Head of Department.

4. A candidate who has been awarded one hundred and twenty credits in respect of units listed at 2(a) and (b) above shall be eligible for the award of the Postgraduate Diploma in Information Management (Professional Enhancement).
5. A candidate who has been awarded sixty credits in respect of units listed at 2(a) and (b) above shall be eligible for the award of the Postgraduate Certificate in Information Management (Professional Enhancement).

INFT145 INFORMATION MANAGEMENT (PROFESSIONAL ENHANCEMENT)
(Postgraduate Diploma) (Full-Time)

INFT148 (Postgraduate Diploma) (Part-Time)

1. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Faculty two years, part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
2. A candidate shall take one hundred and twenty credits selected from the units listed at Regulation 2(a) and (b) of the regulations for the MSc in Information Management (Professional Enhancement) (INFT144).

INFT146 INFORMATION MANAGEMENT (PROFESSIONAL ENHANCEMENT)
(Postgraduate Certificate) (Full-Time)

INFT149 (Postgraduate Certificate) (Part-Time)

2. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Faculty two years, part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
3. A candidate shall take sixty credits selected from the units listed at Regulation 2(a) and (b) of the regulations for the MSc in Information Management (Professional Enhancement) (INFT144).

Information Systems

Coordinator Dr Miguel Nunes
Deputy Dr Alex Peng

Programme Regulations 2011-12

INFT106 INFORMATION SYSTEMS (MSc) (Full-Time)

INFT108 (MSc) (Part-Time)

INFT107 (Postgraduate Diploma) (Full-Time)

INFT131 (Postgraduate Diploma) (Part-Time)

INFT114 (Postgraduate Certificate) (Full-Time)

INFT115 (Postgraduate Certificate) (Part-Time)

1. In the case of a part-time candidate the programme of study shall be pursued for not less than three years *or* with the permission of the Faculty two years and shall be subject to a time limit of four years.
2. A candidate shall take
 - (a)

INF6001	F7	Information Systems Project Management	15
INF6110	F7	Information Systems Modelling	15
INF6320	F7	Information Systems in Organisations	15
INF6400	F7	Information Systems and the Information Society	15
COM6471	F7	Foundations of Object-Oriented Programming	15
COM6655	F7	Professional Issues	15
 - (b) units to the value of *thirty* credits from the following

INF6003	F7	E-Business and E-Commerce	15
INF6010	F7	E-Government Information	15
INF6011	F7	Educational Informatics	15
INF6017	F7	Content Management Systems	15
INF6019	F7	Digital Multimedia Libraries	15
INF6026	F7	Legal Information Resource Management	15
INF6040	F7	Business Intelligence	15
INF6090	F7	Information Storage and Retrieval Research	15
INF6370	F7	Healthcare Information	15
INF6430	F7	Human Computer Interaction and User Interface Design	15
INF6050	F7	Database Design	15
COM6514	F7	Java E-Commerce	15
COM6501	F7	Computer Security and Forensics	15
COM6504	F7	The Intelligent Web	15
COM6102	F7	Advanced Java Programming	15
 - (c) *one* of the following
 - (i)

INF6000	F7	Dissertation	45
INF6340	F7	Research Methods and Dissertation Preparation	15
 - (ii)

COM6910	F7	Dissertation Project with Research Techniques and Thesis Preparation	60
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3. A candidate who has been awarded *one hundred and twenty* credits in respect of units listed at 2(a), (b), (c) and (d) above shall be eligible for the award of the Postgraduate Diploma in Information Systems.
4. A candidate who has been awarded *sixty* credits in respect of units listed at 2(a), (b), (c) and (d) above shall be eligible for the award of the Postgraduate Certificate in Information Systems.

INFT137 INFORMATION SYSTEMS (PROFESSIONAL ENHANCEMENT) (MSc) (Full-Time)

INFT141 (MSc) (Part-Time)

1. In the case of a part-time candidate the programme of study shall be pursued for not less than three years or with the permission of the Faculty two years and shall be subject to a time limit of four years.
2. A candidate shall take
 - (a)

COM6655	F7	Professional Issues	15
INF6001	F7	Information Systems Project Management	15
INF6110	F7	Information Systems Modelling	15
 - (b) units to the value of *seventy five* credits from the following, not more than *forty-five* credits being selected from (ii)
 - (i)

COM6102	F7	Advanced Java Programming	15
COM6471	F7	Foundations of Object-Oriented Programming	15
COM6501	F7	Computer Security and Forensics	15
COM6504	F7	The Intelligent Web	15
COM6514	F7	Java E-Commerce	15
INF6320	F7	Information Systems in Organisations	15
INF6400	F7	Information Systems and the Information Society	15
INF6003	F7	E-Business and E-Commerce	15
INF6010	F7	E-Government Information	15
INF6011	F7	Educational Informatics	15
INF6017	F7	Content Management Systems	15
INF6019	F7	Digital Multimedia Libraries	15
INF6026	F7	Legal Information Resource Management	15
INF6040	F7	Business Intelligence	15
INF6090	F7	Information Storage and Retrieval Research	15
INF6370	F7	Healthcare Information	15
INF6430	F7	Human Computer Interaction and User Interface Design	15
INF6050	F7	Database Design	15
 - (ii)

INF6006	F7	Independent Study S1(a)	15
INF6007	F7	Independent Study S1(b)	15
INF6008	F7	Independent Study S2(a)	15
INF6009	F7	Independent Study S2(b)	15
 - (c) *one* of the following
 - (i)

INF6000	F7	Dissertation	45
INF6340	F7	Research Methods and Dissertation Preparation	15
 - (ii)

COM6910	F7	Dissertation Project with Research Techniques and Thesis Preparation	60
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3. A candidate who has been awarded *one hundred and twenty* credits in respect of units listed at 2(a) and (b) above shall be eligible for the award of the Postgraduate Diploma in Information Systems (Professional Enhancement).
4. A candidate who has been awarded *sixty* credits in respect of units listed 2(a) and (b) above shall be eligible for the award of the Postgraduate Certificate in Information Systems (Professional Enhancement).

INFT138 INFORMATION SYSTEMS (PROFESSIONAL ENHANCEMENT) (Postgraduate Diploma) (Full-Time)

INFT142 (Postgraduate Diploma) (Part-Time)

2. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Faculty two years, part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
3. A candidate shall take one hundred and twenty credits selected from the units listed at Regulation 2(a) and (b) of the Regulations for the MSc in Information Systems (Professional Enhancement) (INFT137).

INFT139 INFORMATION SYSTEMS (PROFESSIONAL ENHANCEMENT) (Postgraduate Certificate) (Full-Time)

INFT143 (Postgraduate Certificate) (Part-Time)

1. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Faculty two years, part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
2. A candidate shall take sixty credits selected from the units listed at Regulation 2(a) and (b) of the Regulations for the MSc in Information Systems (Professional Enhancement) (INFT137).

Information Systems Management

Coordinator Dr Miguel Baptista Nunes

Deputy Dr Ana Vasconcelos

Programme Regulations 2011-12

MGTT61 INFORMATION SYSTEMS MANAGEMENT (MSc) (Full-Time)

1. A candidate shall take
 - (a)

INF6001	F7	Information Systems Project Management	15
INF6110	F7	Information Systems Modelling	15
INF6340	F7	Research Methods and Dissertation Preparation	15
INF6400	F7	Information Systems and the Information Society	15
MGT650	F7	Managing People in Organisations	15
MGT6046	F7	Operations and Supply Chain Management	15
MGT6047	F7	Strategic Management	15
 - (b) units to the value of thirty credits from the following
 - INF6003 F7 E-Business and E-Commerce 15
 - INF6011 F7 Educational Informatics 15
 - INF6040 F7 Business Information 15
 - INF6370 F7 Healthcare Information 15
 - INF6430 F7 Human Computer Interaction and User Interface Design 15
 - INF6440 F7 Electronic Publishing 15
 - MGT6052 F7 International Business Strategy 15an F7 level unit to the value of fifteen credits.
 - (c) a unit to the value of forty-five credits from the following
 - INF6000 F7 Dissertation (Information Studies) 45
 - MGT689 F7 Project Dissertation 45
2. A candidate may proceed to the dissertation only on the recommendation of the Examiners.
3. A candidate who has been awarded one hundred and twenty credits in respect of units listed at 1(a) and (b) above shall be eligible for the award of the Postgraduate Diploma in Information Systems Management.
4. A candidate who has been awarded sixty credits in respect of units listed at 1(a) and (b) above shall be eligible for the award of the Postgraduate Certificate in Information Systems Management.

Librarianship

Coordinator Ms Sheila Webber
Deputy Ms Pam McKinney

Programme Regulations 2011-12

INFT03 LIBRARIANSHIP (MA) (Full-Time)

INFT13 (MA) (Part-Time)

INFT32 (Postgraduate Diploma) (Full-Time)

INFT33 (Postgraduate Diploma) (Part-Time)

INFT34 (Postgraduate Certificate) (Full-Time)

INFT35 (Postgraduate Certificate) (Part-Time)

1. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Faculty, two years part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
2. A candidate shall take
 - (a)

INF6005	F7	Management for Library and Information Services	30
INF6060	F7	Information Retrieval: Search Engines and Digital Libraries	15
INF6180	F7	Libraries, Information and Society I	15
INF6350	F7	Information Resources and Information Literacy	15
 - (b) a unit to the value of fifteen credits from the following

INF6013	F7	Libraries, Information and Society II: Library Services for Children and Young People	15
INF6190	F7	Libraries, Information and Society II: Public Libraries	15
INF6200	F7	Libraries, Information and Society II: Academic and Research Libraries	15
 - (c) units to the value of thirty credits from the following

INF6003	F7	E-Business and E-Commerce	15
INF6006	F7	Independent Study	15
INF6008	F7	Independent Study	15
INF6010	F7	E-Government Information	15
INF6011	F7	Educational Informatics	15
INF6014	F7	Information Literacy Research	15
INF6017	F7	Content Management Systems	15
INF6019	F7	Digital Multimedia Libraries	15
INF6026	F7	Legal Information Resource Management	15
INF6040	F7	Business Intelligence	15
INF6050	F7	Database Design	15
INF6090	F7	Information Storage and Retrieval Research	15
INF6370	F7	Healthcare Information	15
INF6430	F7	Human Computer Interaction and User Interface Design	15
INF6840	F7	Archives and Records Management	15

units listed at (b) above
 - (d)

INF6000	F7	Dissertation	45
INF6340	F7	Research Methods and Dissertation Preparation	15
3. A candidate shall attend such organised visits as are prescribed by the Head of Department during the programme of study.

4. A candidate who has been awarded one hundred and twenty credits in respect of units listed at 2(a), (b) and (c) above shall be eligible for the award of the Postgraduate Diploma in Librarianship.
5. A candidate who has been awarded sixty credits in respect of units listed at 2(a), (b) and (c) above shall be eligible for the award of the Postgraduate Certificate in Librarianship.

INFT53 LIBRARIANSHIP (PROFESSIONAL ENHANCEMENT) (Postgraduate Diploma) (Full-Time)

INFT54 (Postgraduate Diploma) (Part-Time)

1. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Faculty two years, part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
2. A candidate shall take one hundred and twenty credits selected from the units listed at Regulation 2(a) of the Regulations for the MA in Librarianship (Professional Enhancement) (INFT98).

INFT55 LIBRARIANSHIP (PROFESSIONAL ENHANCEMENT) (Postgraduate Certificate) (Full-Time)

INFT56 (Postgraduate Certificate) (Part-Time)

1. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Faculty two years, part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
2. A candidate shall take sixty credits selected from the units listed at Regulation 2(a) of the Regulations for the MA in Librarianship (Professional Enhancement) (INFT98).

INFT98 LIBRARIANSHIP (PROFESSIONAL ENHANCEMENT) (MA) (Full-Time)

INFT99 (MA) (Part-Time)

1. The programme of study shall be pursued for not less than one year full-time or not less than three years, or with the permission of the Faculty, two years part-time. The time limit shall be two years for full-time candidates and four years for part-time candidates.
2. A candidate shall take

- (a) units to the value of one hundred and twenty credits from the following, not more than forty-five credits being selected from (ii)

(i)	INF6001	F7	Information Systems Project Management	15
	INF6002	F7	Information and Knowledge Management	15
	INF6003	F7	E-Business and E-Commerce	15
	INF6005	F7	Management for Library and Information Services	30
	INF6010	F7	E-Government Information	15
	INF6011	F7	Educational Informatics	15
	INF6012	F7	Designing Usable Websites	15
	INF6013	F7	Libraries, Information and Society II: Library Services for Children and Young People	15
	INF6014	F7	Information Literacy Research	15
	INF6017	F7	Content Management Systems	15
	INF6019	F7	Digital Multimedia Libraries	15
	INF6026	F7	Legal Information Resource Management	15
	INF6040	F7	Business Intelligence	15

	INF6050	F7	Database Design	15
	INF6060	F7	Information Retrieval: Search Engines and Digital Libraries	15
	INF6090	F7	Information Storage and Retrieval Research	15
	INF6110	F7	Information Systems Modelling	15
	INF6180	F7	Libraries, Information and Society I	15
	INF6190	F7	Libraries, Information and Society II: Public Libraries	15
	INF6200	F7	Libraries, Information and Society II: Academic and Research Libraries	15
	INF6320	F7	Information Systems in Organizations	15
	INF6350	F7	Information Resources and Information Literacy	15
	INF6370	F7	Healthcare Information	15
	INF6400	F7	Information Systems and the Information Society	15
	INF6430	F7	Human Computer Interaction and User Interface Design	15
	INF6840	F7	Archives and Records Management	30
(ii)	INF6006	F7	Independent Study (S1a)	15
	INF6007	F7	Independent Study (S1b)	15
	INF6008	F7	Independent Study (S2a)	15
	INF6009	F7	Independent Study (S2b)	15
(b)	INF6000	F7	Dissertation	45
	INF6340	F7	Research Methods and Dissertation Preparation	15
3.	A candidate shall attend such organised visits as are prescribed by the Head of Department during the programme of study.			
4.	A candidate who has been awarded one hundred and twenty credits in respect of units listed at 2(a) above shall be eligible for the award of the Postgraduate Diploma in Librarianship (Professional Enhancement).			
5.	A candidate who has been awarded sixty credits in respect of units listed at 2(a) above shall be eligible for the award of the Postgraduate Certificate in Librarianship (Professional Enhancement).			

Multilingual Information Management

Coordinator Ms Sheila Webber

Programme Regulations 2011-12

MLTT14 MULTILINGUAL INFORMATION MANAGEMENT (MA) (Full-Time)

MLTT15 (Part-Time)

1. A candidate shall take

- | | | | | |
|-----|---|----|---|----|
| (a) | INF6012 | F7 | Designing Usable Websites | 15 |
| | INF6060 | F7 | Information Retrieval: Search Engines and Digital Libraries | 15 |
| | INF6320 | F7 | Information Systems in Organisations | 15 |
| | MLT6070 | F7 | Theories of Intercultural Communication 1 | 15 |
| | MLT6501 | F7 | Localisation for Linguists | 15 |
| (b) | a unit to the value of fifteen credits from the following | | | |
| | INF6002 | F7 | Information and Knowledge Management | 15 |
| | INF6003 | F7 | e-Business and e-Commerce | 15 |
| | INF6017 | F7 | Content Management Systems | 15 |
| | INF6019 | F7 | Digital Multimedia Libraries | 15 |
| | INF6050 | F7 | Database Design | 15 |
| | INF6110 | F7 | Information System Modelling | 15 |
| (c) | units to the value of thirty credits from the following | | | |
| | MGT695 | F7 | International Management | 15 |
| | MLT6008 | F7 | Localisation Engineering | 15 |
| | MLT6013 | F7 | Approaches to Translation Genres | 15 |
| | MLT6014 | F7 | Enhanced Languages I (Autumn Semester) | 15 |
| | MLT6015 | F7 | Enhanced Languages II (Spring Semester) | 15 |
| | MLT6017 | F7 | Discourse and Analysis | 15 |
| | MLT6018 | F7 | Translation Technologies | 15 |
| | MLT6508 | F7 | International Business Skills and Professional Practice | 15 |
| | MLT6516 | F7 | Critical Reading and Writing at MA Level | 15 |
| (d) | units to the value of sixty credits from the following | | | |
| | INF6000 | F7 | Dissertation | 45 |
| | INF6340 | F7 | Research Methods and Dissertation Preparation | 15 |
| | MLT6500 | F7 | Dissertation (Multilingual Information Management) | 60 |
2. A candidate who has been awarded one hundred and twenty credits in respect of 1(a), (b) and (c) above shall be eligible for the award of the Postgraduate Diploma in Multilingual Information Management.
3. A candidate may be required by the Head of Department to complete a Practical Computing Course.
4. A candidate may proceed to the dissertation only on the recommendation of the Examiners based on performance in the units listed at 1(a), (b) and (c) above.

Modules

Module Information

Details of all Information School modules are available via the University's online Directory of Modules. You can access this via the "Modules" page in the "Current Students" section of the Information School website.

Simply click Information School (or any other School / Department you wish to view) to see a list of available modules. Clicking on a module title takes you to information about that module.

Module Outlines

A full Module Outline for each Module is available via MOLE2, which you can access via MUSE.

Assessed Work

Submission Process

You must refer to the relevant Module Outline for every piece of assessed work you are to complete. The Module Outline will tell you whether a given piece of work is to be submitted by Electronic Submission or by Physical Submission. Work will only be accepted when submitted in the manner indicated in the relevant Module Outline.

Please note that for submission of coursework on modules offered by other departments students should follow the instructions given by the relevant department.

Electronic submission

Where instructed, you must submit your coursework via the Turnitin facility, available through MOLE, by the required deadline. Full instructions for electronic submission, and the use of Turnitin, will be given in each relevant Module Outline.

In the “Submission of Work” section of the Information School website, you will find a video which will give you guidance on making your first submission via Turnitin.

Physical submission

Where instructed, you must submit your coursework for INF modules to the Information School Reception.

In these cases you must complete an Information School coursework cover sheet for each piece of work submitted.

Do not submit your work in any form of folder or wallet.

Submission of Work by Part-Time Students

Part-time students not able to submit coursework on the day of the submission deadline due to not being in attendance at classes that day and living outside Sheffield may submit their work by post. However, students must ensure that their work arrives by 2pm on the day of the submission deadline and that proof of postage is obtained which shows that their work was posted at least the day before the submission deadline.

Please note that posting of coursework is only permitted in the above circumstances and is not available to full-time students.

Presentation of Work

Whatever your submission method, you must always present your work as follows, unless specifically told otherwise:

- Word process the work
- A margin of not less than 2.5cm or 1 inch must be allowed on the left side of each sheet.
- Do not right justify the lines unless the system can produce equal spacing between the words.
- Put a blank line between paragraphs, or adjust line spacing so that there is sufficient space between each paragraph.
- Use double or one and a half line spacing as single spacing produces too dense an effect on the page.
- Do not have the first line of a new paragraph or just a heading at the bottom of a page - a minimum of three lines looks better.
- When you have edited and reformatted a document check it carefully for lost spaces or hyphens stranded in spaces.
- Do not leave a space in front of any punctuation mark, such as a comma, full-stop, colon, or question mark.
- If you include any notes, other than bibliographic references, they must be numbered and given as footnotes to a page.
- Do use a spell checker, if one is available with the word-processing software you are using, to help identify potential spelling errors and typos.
- Read through your work carefully before submitting it. Spell checkers miss many typos e.g. where/were.
- In cases of physical submission, print the work out on A4 paper.
- In cases of physical submission, the work should be printed on one side of the paper only, not printed double-sided.

Coursework should always include:

- full title of work;
- student's registration number*;
- student's programme of study;
- the module code/title for which the work is being submitted;
- pagination;
- word count. Marks will be deducted if no word count is given, as is described in more detail in the "Departmental Penalty Scheme for Over/Under Length Assessed Work" section in the "Assessment of Work" chapter. Normally this word count includes foot-notes, but excludes title, abstract, bibliography and appendices. Please read each assignment briefing carefully to see what should be included in the word count for that particular assignment.

*In line with University regulations, the School employs a policy of anonymous marking where appropriate, for all pieces of assessed work. Therefore, students should ensure they only include their Registration number, and not their name, on any piece of assessed work. If you are submitting electronically, you may be required to enter your name as part of the filename, but this will not be made available to the marker. Further information is given under the "Anonymous Marking" heading of the "Assessment of Work" section.

Referencing and Writing Skills

Harvard System Method of Citation

It is vital to cite published works correctly; students often lose marks, or, even worse, commit plagiarism, through incorrect citation. And yet correct citation is very easy to achieve, as simple, step-by-step instructions are readily available, as explained in this section.

You must use the Harvard system method of citation. Specifically, you must use the version of the Harvard system explained in detail in the "Library Information Skills Resource: Harvard referencing for Information Studies". Access this via the School website, under "Current Students" -> "Submission of Work" -> "Referencing and Writing Skills".

You must familiarise yourself with this resource, and you should access it every time you cite published works.

Harvard method of citation in the text

In the body of the assignment, you **must** cite the author of the original work and the date of publication. The page number is essential for a direct quote. The citation should be given wherever it is most convenient to make sense of the text.

In a study by Bruce (1997) the significance of the emergence of information literacy was investigated...

The emergence of information literacy was investigated... (Bruce, 1997).

Short quotations, up to 2 lines in length, can be included in the body of the text:

Bradley (2004 : 188) states, "the internet is quickly changing our perception of knowledge in terms of its value and its dissemination and storage".

Longer quotations should be indented in a separate paragraph:

Bruce (1997 : 47) in discussing information literacy states that:

"information literacy education is based on fostering the skills, knowledge and attitudes which are required for learning from information sources of all kinds".

Harvard method of citing works in the bibliography

The reference list must list all of the sources you have cited in your assignment.

References should be listed in alphabetical order by author's surname and then by date (most recent first), and then if more than one item has been published during a specific year by letter (2009a, 2009b etc).

Punctuation and layout are important elements to referencing. Be consistent.

Citing a book by a single author:

Corrall, S. (2000). *Strategic Management of Information Services: a Planning Handbook*. London: Aslib/IMI.

Citing a book by two authors:

Webb, J. & Powis, C. (2004). *Teaching Information Skills : Theory and Practice*. London: Facet.

Citing a book by more than two authors:

Turban, E. et al. (2001). *Introduction to Information Technology*. New York: Wiley.

A work by a corporate author:

Museums, Libraries and Archives Council. (2004). *Listening to the Past, Speaking to the Future : Report of the Archives Task Force*. London: Museums, Libraries and Archives Council.

Citing a book chapter:

Usherwood, B. et al. (1998). "Quality management and public library services: the right approach". In: Brockman, J. (ed.), *Quality Management and Benchmarking in the Information Sector: Results of Recent Research*, pp. 121-262. London: Bowker Saur.

Citing a journal article:

Pedley, P. (2003). "Implementing an intranet in a global organization". *Business Information Review*, **20** (3), 136-143.

Citing electronic journals:

Webber, S. & Johnston, B. (2000). "Conceptions of information literacy: new perspectives and implications". *Journal of Information Science* [Online], **26** (6), 381-397. <http://www.swetswise.com/eAccess/viewFulltext.do?articleID=17957637> [Accessed 2 July 2009].

Citing web pages:

The University of Sheffield Library. (2008). *Information Studies in the Library and on the Internet* [Online]. Sheffield: The University of Sheffield. <http://www.shef.ac.uk/library/subjects/subinfo.html> [Accessed 2 July 2009].

Writing Skills

You will find a wide range of very useful writing skills on the University's Academic Skills Hub (TASH). Access this via the "Referencing and Writing Skills" page in the "Current Students" section of the Information School website.

You may also find the following useful:

Guidance on use of English, grammar, punctuation etc:

Grimond, J. (2001). *Research Tools: Style Guide* [Online]. London: Economist. <http://www.economist.com/research/StyleGuide/> [Accessed August 2008]

Gowers, E. (1987). *The Complete Plain Words*. 3rd ed. Harmondsworth: Penguin.

Kramer, M.G., Leggett, G. & Mead, C.D. (1995). *Prentice Hall Handbook for Writers*. 12th ed. New Jersey: Prentice Hall.

Trask, R.L. (1997). *The Penguin Guide to Punctuation*. London: Penguin.

Trask, R.L. (2002). *Mind the gaffe: The Penguin Guide to Common Errors in English*. London: Penguin. [is also relevant but not currently in the library]

Guidance on writing essays, reports and dissertations:

Clanchy, J. & Ballard, B. (1998). *How to Write Essays: A Practical Guide for Students*. 3rd ed. South Melbourne: Longman.

Cottrell, S. (2003) *The Study Skills Handbook*. Basingstoke: Macmillan.

Creame, P. & Lea, M.R. (2003). *Writing at University: A Guide for Students*. 2nd ed. Maidenhead: Open University Press.

Fairbairn, G.J. & Winch, C. (1996). *Reading, Writing and Reasoning: A Guide for Students*. 2nd ed. Buckingham: Open University Press.

Hall, G.M. (ed.) (2003). *How to Write a Paper*. 3rd ed. London: BMJ Publishing Group. (This has a lot of medical related examples but the general principles are still useful. Available as an electronic book via <http://www.shef.ac.uk/library/ebooks/htohz.html>).

Hart, C. (1998). *Doing a Literature Review*. London: Sage.

Lindsay, D. (1995). *A Guide to Scientific Writing*. 2nd ed. Melbourne: Longman. (Includes advice about giving oral presentations).

Group Coursework

Some coursework may be set which the lecturer specifies should be done by two or more students working as a team; this is group coursework. Only in this circumstance can coursework be accepted which is not entirely the work of an individual student.

For group coursework, it is only necessary to submit one copy of the coursework per group (unless instructed otherwise by the lecturer). If submitting physically, each group must also ensure that the Statement of Contribution to Group Coursework section on the Coursework cover sheet is completed. Once the coursework has been marked, each student will receive a copy of the Coursework Report which details the unconfirmed mark awarded and any further comments.

The following additional rules apply to group coursework:-

- The composition of the "teams" must be approved by the lecturer concerned.
- All team members will be expected to make an equal contribution to the work and must complete and sign the Statement of Contribution to Group Coursework section on the Coursework cover sheet. Individual contributions should also be indicated on the coursework itself using student registration numbers to retain anonymity. Any problems regarding the equality of contributions from individual team members should be raised with the lecturer who is supervising your groupwork at the earliest opportunity.
- The Statement of Contribution to Group Coursework comprises the following wording: "This is to confirm that all members of the team contributing to this piece of coursework agree that all members of the team contributed equally to the work involved in the coursework and to the preparation of the final piece of work submitted for assessment.". Each team member's registration number, name and signature should be added to the coursework cover sheet.
- Normally, one grade will be awarded for the work. This grade will apply to all the team members. In the event of the lecturer's not being satisfied that the work submitted represents fair and equal contributions by all members of the team the lecturer may, depending on the circumstances:
 - (a) award individual grades based on the contribution made by each student, as assessed by the lecturer
 - or
 - (b) require the work to be re-submitted.

If you are not clear about any of the points made above please discuss them in the first instance with the person who will be assessing your coursework. If, after this, the matter can still not be resolved satisfactorily then it may be necessary to consult your Examinations Officer.

Dissertation

Where required by your degree programme, you will complete a dissertation based on a small scale research project capable of completion within the time available to 1st September (for full-time students)

You will select your topic in consultation with appropriate members of teaching staff, and your area of study must be approved by the School Research Committee. You will then be allocated a supervisor, who is available for consultation and guidance, and whom you must meet with on a regular basis during the dissertation period.

If you undertake research involving human participants or their data, you may be required to seek research ethics approval before commencing work, depending on whether the research is classified as no risk, low risk or potentially high risk.

Completion of the dissertation will provide you with a useful introduction to the problems and rewards of research, as well as increasing your knowledge of the library, information and communications world. Some dissertations have been published by the School while others have formed the bases for contributions to the academic or professional press but publication is not a primary object.

Access to Completed Departmental Dissertations

Acquaint yourself with the expected level of performance by examining dissertations in your chosen subject field. Lists of Dissertations completed by previous Information School students are available via the School Publications Database, which you can access via the "Latest Publications" link on the School homepage.

The University Library holds copies of the Dissertations themselves, and the Information School Reception holds additional copies of very recent ones.

Assessment

A pass grade must be achieved in the dissertation to fulfil the requirements for completing a Masters programme. Regulations described in the "Assessment, Credits and Your Degree" section will apply to your Dissertation. A candidate who fails to satisfy the examiners in the dissertation may re-submit within one year following the original submission in order to complete the examination.

Word Count

The word limit for dissertations is 15,000 - 25,000 words. You must include a note of word count at the end of the dissertation.

The Dissertation Handbook

A separate Dissertation Handbook giving much more detail about the dissertation process, presentation, submission, assessment etc. is given to each student at the start of Semester 2 as part of the module INF6340 Research Methods and Dissertation Preparation.

Unfair Means

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

It is vital that every student reads and understands the University's guidance on the use of unfair means, below, which explains these matters in full:

Where unfair means is found to have been used, the University may impose penalties ranging from awarding a grade of zero for the assignment through to expulsion from the University.

University Advice

USE OF UNFAIR MEANS IN THE ASSESSMENT PROCESS (non invigilated exams): ADVICE TO STUDENTS

The University expects its graduates to have acquired certain attributes. Many of these relate to good academic practice:

- a critical, analytical and creative thinker
- an independent learner and researcher
- information literate and IT literate
- a flexible team worker
- an accomplished communicator
- competent in applying their knowledge and skills
- professional and adaptable.

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

What constitutes unfair means?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be your 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 the stealing of ideas or work of another person (including experts and fellow or former students) and 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 assignment 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 assignments 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 assignment or part of it. Normally credit will already have been given for this work.

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

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.

How can I avoid the use of unfair means?

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

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

You are required to attach a declaration form to all submitted work (including work submitted online), stating that the work submitted is entirely your own work.

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

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

The Library provides online information literacy skills tutorials

<http://www.shef.ac.uk/library/services/infoskills.html>

The Library also has information on reference management software

<http://www.shef.ac.uk/library/refmant/refmant.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.

<http://www.shef.ac.uk/eltc/services/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 a grade of zero for the assignment through to expulsion from the University in extremely serious cases.

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

For further information

(www.shef.ac.uk/ssid/charter/guidance_taught.html)

(www.shef.ac.uk/ssid/procedures/grid.html#discipline)

School Advice

Plagiarism and Acknowledgement of Sources

You are required to submit your own original work. Where other material is used, you must state the sources from which the information is derived and the extent to which you have availed yourself of the work of others. Failure to acknowledge the sources used may be interpreted as plagiarism.

Any piece of work in which plagiarism is clearly identifiable will be given a fail grade. Additionally, any student who appears to have used unfair means may be reported to the Registrar and Secretary of the University and disciplinary action may ensue; this could lead to failure of the Programme as a whole.

It is very important that you identify and acknowledge any sources on which you base your coursework and dissertation. When you use information which you have found in another source, or quote from articles, books, dissertations, theses or other printed or electronic sources which are not your own work, or summarise passages from such sources, it is very important that you should state the sources from which you obtained the information or quotation. Even if you do not quote directly from another source but only summarise it or refer to it in passing you should always make sure that you identify it clearly. This requirement applies equally to the verbatim or near-verbatim use of lecture handouts and lecture notes or transcripts whether they are distributed in hard copy or are available on lecturers' or Departmental web-pages, but ideas or arguments put forward in lectures may legitimately be used without citation.

Essentially, this means that you have to give accurately the name of the author (if known), the title of the article, book, report or other publication, volume number and issue number (when appropriate), date of publication, pagination or page number (as appropriate) and publisher/place of publication (as appropriate) in a form that will allow any reader of your work to identify the source unambiguously and to trace and find it if considered necessary. It is important to be consistent and to check the accuracy of the bibliographical details you give.

The preferred method of providing such details (citation method) about printed sources, the Harvard system, is detailed in the Information Skills Resource available via MOLE, and outlined in the "Referencing and Writing Skills" section earlier in this Handbook. However, simply including details of the source or sources in your bibliography or list of references will not be regarded as adequate acknowledgement; they must also be identified and acknowledged at those points in your text where you quote from, summarise or otherwise allude to them. Acknowledging your sources in this way will not in any way weaken either your coursework or dissertation. On the contrary, proper acknowledgement of the sources you have consulted will ensure that those assessing your work will be fully aware of the extent of the work you have done for your coursework or dissertation and that they will, therefore, be in a better position to assess your work. Remember also, that where you quote verbatim, i.e. use exactly the same words, from sources you have consulted you should put the quote within inverted commas in your coursework or dissertation, to indicate that these are not your own words.

On the other hand, however, too great a reliance on quotations from other people's work could weaken your work. You must think carefully not only about what you quote, but why you are quoting it and how much you quote; you should also think about when it might be better to summarise than to quote and *vice versa*. The important thing to remember is that the quotations and references you include should be used as a contribution to the work you are writing, for example, to substantiate an argument or prove a point, not as the substance or main part of the work itself. Assessors must have evidence not only that you have used your own judgement in selecting sources and evaluating them, and using relevant quotations constructively but also, where appropriate, that your work is based on your own experience or knowledge or ideas.

Simply bringing together a number of quotations, with little or no comment, critical evaluation or other material which is unmistakably your own work, would not normally satisfy the requirement set out clearly above that, "Students are required to submit their own original work".

If you do not clearly identify the sources from which you have quoted or taken information of any kind you could possibly lay yourself open to the suspicion of plagiarism, i.e. that you have simply copied from someone else's work but presented it as your own. If the person assessing your work were able to identify parts of it, however brief, which were unmistakably copied from or based directly on other sources without appropriate acknowledgement then this would be considered a very serious matter by both the Department and the University. **Any piece of work in which plagiarism is clearly identifiable will be given a fail grade.** Additionally, any student who appears to be using, or to have used unfair means, may be reported to the Registrar and Secretary of the University and disciplinary action may ensue; this could lead to failure of the Programme as a whole.

Sanctions against plagiarism also apply to material from the Internet. It is not acceptable to copy any material, however brief, from a website, or an email or chat message, into your written work without an acknowledgement of the source and quotation marks if necessary. If you are asked to produce a website as part of your coursework, you should also be careful to avoid passing off anyone else's work as your own. Linking to another site is acceptable, but downloading or copying elements and passing them off as your own is plagiarism. This applies not only to text, but to images, movies and audio files. As with printed works, all sources must be acknowledged. If you want to link to an external commercial site it is good practice to email the webmaster to ask if you may make a link. You should also be careful not to create the impression that content is your own by framing external content in your own page. This may give the impression that it is your work; this is not only plagiarism, but a breach of copyright. You can avoid doing this by using tables, or by making the provenance of the external material clear in your own frame, e.g. by calling it 'external links'. Advice on citing electronic resources detailed in the Information Skills Resource available via MOLE, and outlined in the "Method of Citation" chapter earlier in this Handbook.

If you are in any doubt at all about whether to identify the source(s) on which you have based your work or from which you have quoted or which you have summarised in your work you should identify them.

Submission of the Same or Similar Work for more than one Coursework Assignment

It is not permissible to submit, in response to a particular coursework assignment, an essay, report or other piece of work the text of which is closely similar to the text of a piece of coursework submitted in response to another coursework assignment (whether for the same or a different module), and whether for an assignment in this degree programme or a previous one. This prohibition applies even if the wording of the two essay, report or other coursework assignments would seem to make essentially the same text a reasonable answer to both.

Collusion

An example of collusion is when two or more people cooperate to produce work, part or all of which is then presented by each or any of them as his or her own individual effort. Collusion in this sense is considered unfair practice and may incur disciplinary action, as mentioned above. While discussing your ideas and your work with others is, of course, an important aspect of university life and is encouraged, **it is essential that the work you submit for assessment in your own name is all your own.** However, there are circumstances in which collusion may be required or unavoidable, e.g. when you are a member of a team making a presentation summarising the work of the team, or when you are involved in group coursework (see the “Group Coursework” section elsewhere in this Handbook).

Assessment, Credits and Your Degree

Your progress through your degree programme will be governed by regulations set out by the Department and the University. This section sets out the most important regulations you need to know, or tells you exactly where to find them on the University website.

The key documents relating to these regulations are available via the Information School website under Current Students -> Assessment of Work

1. Examination conventions

The SSiD web pages provide the text of the Undergraduate Examination conventions, along with some explanation. In here you will find the rules that determine your progression from one year to the next. See the Information School website under Current Students -> Assessment of Work -> Examination Conventions.

2. The University Calendar

The documents “General Regulations for First Degrees” and “General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates” include further details of progression from one year to the next, plus the method used to calculate your final degree classification from your module marks. *A copy of the General Regulations for your level of study is included in Appendix 1 of this Handbook.*

3. School Regulations

All Information School regulations are set out in the “Current Students” section of the Information School, website, and key information is reproduced in this handbook.

Module Marks and Credits

The Information School has its own set of rules for determining the marks awarded to your assessed work, in accordance with the general regulations of the University.

Assessment Criteria for Coursework

Staff marking assessed work for modules will use the School Assessment Criteria table when looking at the content, presentation and style of a piece of work to help gauge the mark to award. Students should note that content will be regarded as more important than presentation and style in considering the overall mark to be awarded for a piece of work.

Postgraduate Assessment Criteria

	100-80, Outstanding	79-70, Excellent	69-60, Good	59-50, A pass	49-40, A fail	39-0, A bad fail,
Content of the coursework						
Interpretation and scope	Excellent. Scope appropriate. Has understood and addressed the question.	Good attempt to reflect scope of assignment.	a) Reasonable attempt to cover scope of assignment. b) Minor omissions, misunderstandings or irrelevant material	a) Poor attempt to define scope of assignment. b) Some omissions, misunderstandings or irrelevant material	a) Scope of assignment not fully understood. b) Content largely irrelevant.	a) Scope of assignment misunderstood. b) Content irrelevant.
Understanding of subject (conceptual framework, issues, themes etc.)	Excellent understanding and exposition, with excellent awareness of nuances and complexities.	Clear understanding and exposition, with some awareness of nuances and complexities.	Good understanding of the subject	Some understanding of the subject at a general level	Establishes a few relevant points but superficial and confused. Little understanding of the subject.	No understanding of the subject.
Evaluation and synthesis of evidence	Excellent approach to evaluation and synthesis of relevant evidence to support arguments/points.	Very good evaluation and synthesis of relevant evidence to support arguments/points.	Significant evaluation and synthesis of relevant evidence to support arguments/points.	Some evaluation and synthesis of relevant evidence to support arguments/points.	Evidence presented with little attempt at evaluation & synthesis.	Evidence presented with no attempt at evaluation or synthesis.
Critical analysis	Excellent standard of critical analysis.	Very good standard of critical analysis.	Good critical analysis, but some omissions and/or errors.	Attempts analysis but too many omissions and/or errors	Analysis very superficial.	No meaningful analysis.
Argument	Convincing arguments fully developed.	Arguments well constructed.	Arguments not fully & clearly developed	Arguments not clearly followed through and sometimes confusing	Little logical argument	No logical argument
Structure	a) Structure excellent; logical order; appropriate to task b) Introduction and conclusion excellent	a) Clear structure appropriate to task. b) Introduction and conclusion good	a) Structure appropriate but could be improved. b) Introduction and conclusion adequate	a) Structure flawed b) Introduction and/or conclusion do not serve their function well	a) Structure inappropriate b) Poor introduction and/or conclusion	a) Structure lacking b) No recognisable Introduction and conclusion
Presentation and style of the coursework						
Use of English	Very high standard. Negligible errors. Clear and easy to read.	Very good standard. Occasional errors only	A few errors - punctuation, misuse of words, spelling, sentence construction.	Some errors - punctuation, misuse of words, spelling, sentence construction, style – make work difficult to understand	Frequent errors - punctuation, spelling, sentence construction etc. often make work difficult to understand	Very frequent errors - punctuation, misuse of words, spelling, sentence construction - make work incomprehensible
Presentation of data and references	a) Excellent use of relevant data, examples, figs., models. b) All references accurately cited and listed.	a) Very good use of relevant data etc. b) Most references accurately cited and listed.	a) Some good use of relevant data etc. b) Some missing or incorrect citations and/or bib. entries.	a) Superficial use of relevant data etc b) Fair number of missing or incorrect citations and/or bib. entries	a) Very few appropriate references to data etc. b) Very little understanding of the Harvard system of referencing.	a) No appropriate references to data etc. b) No understanding of the Harvard system of referencing
Overall presentation	Excellent. Carefully organised and well presented.	Carefully organised and well presented.	Presentation satisfactory.	Presentation generally satisfactory	Presentation poor	Unacceptable presentation
The following criteria will be used only when applicable to the coursework						
Abstract or Executive Summary	Includes aims and conclusion, and all key points; clear & concise	Includes aims and conclusion and most key points	Gives reasonable summary, but some aspects missing or poorly expressed	Poor; a number of aspects missing or poorly expressed	Text does not fulfil function of Abstract/ Executive Summary	Abstract/Executive Summary missing.
Identification of information	Substantial evidence of independent information-seeking or data gathering	Evidence of independent information-seeking or data gathering	Some evidence of independent information-seeking or data gathering	Little evidence of independent information-seeking or data gathering.	No evidence of independent information-seeking or data gathering.	Evidence of potential use of unfair means
Evidence of team work	Evidence of excellent, effective teamwork	Evidence of good teamwork	Some evidence of good teamwork, but areas of weakness, or evidence lacking	Little evidence that team has worked together effectively,	No evidence that team has worked together effectively	Evidence that team has worked together ineffectively
Evidence of reflection on the assignment	Excellent, insightful and analytical reflection; shows self questioning and considers others. Clear evidence of learning and suggestions for change	A very good range of reflective comments; shows evidence of analysis and self-questioning. Evidence of learning	A reasonable range of reflective comments; shows some evidence of deep reflection.	Some reflective comments but lacking insights and depth	Descriptive writing with very limited or undeveloped reflection	No evidence of reflection, descriptive only

Method of Assessment

1. In assessing work members of staff will assign marks on a 100-point scale in line with the University policy on a unified marking scheme, where 100 is the highest grade awarded and 0 is the lowest grade awarded. For postgraduate level modules the minimum pass grade is 50.

Mark	Standard	Notes
50 - 100	Work of a pass standard	Students who obtain an overall module grade of between 50 and 100 will be awarded the credits associated with that module.
0 - 49	Work in respect of which the student fails	Students who obtain an overall module grade of between 0 and 49 will NOT be awarded the credits associated with that module.

2. One mark will be awarded for a piece of coursework on a module and this will be recorded as the overall module mark, unless the coursework comprises two or more pieces of work which have each been awarded a separate mark, then the overall module mark is calculated as the weighted average of the individual marks and rounded to the nearest whole number on the numerical 100-point scale.

3. An overall module mark of 50 is the minimum mark required to pass a module and be awarded the credits associated with that module.

4. For any module, students are required to obtain a pass mark for each piece of coursework in order to pass the module as a whole, i.e. a minimum mark of 50 must be obtained for each element of assessed coursework within a module for a pass mark to be awarded in the module overall (any exception to this requirement will be indicated in specific module documentation provided to students at the start of each semester).

Penalties

Late Submission of Work

It is your responsibility to plan your own workload. You must submit each piece of assessed work by the deadline stated in the relevant Module Outline, and you should regard coursework submission deadlines as being almost immovable

However, it is noted that occasionally genuine medical or mitigating personal circumstances mean that submission by the due deadline becomes a problem. If you wish to request a formal extension to a deadline in such a case, you must complete and submit both a departmental Coursework / Dissertation Extension to Deadline Form, and a Special Circumstances form. Both are available from the "Forms" page in the "Current Students" section of the Information School website.

As far as possible, you should submit any written documentary evidence to back up your request with the form. If you are requesting an extension on medical grounds, this should include a written medical certificate from your doctor. Students registered with the University Health Service must ensure that the Special Circumstances Form has been countersigned by a health professional at the University Health Service

You should submit the completed forms and any accompanying documentary evidence directly to the Information School Reception desk. It will then be forwarded to the relevant Examinations Officer.

You should submit your extension request as soon as the problem arises, and not leave it until just before the deadline. Submitting your extension request just before the deadline, when the problem occurred some time ago, may affect the School's decision to grant the extension.

If you are requesting extensions to deadlines for work on more than one module, you should complete a separate form for each module.

You should note that formal extensions to coursework deadlines are not automatically agreed as a matter of course. The Examinations Officer will give careful consideration to the medical and/or personal mitigating circumstances surrounding the request, and an extension will not be agreed where there are no compelling reasons, since this would disadvantage other students who have worked hard to submit work by the due deadline. The Examinations Officer may also consult with your Personal Tutor, the Module Coordinator or the member of staff who set the work, as appropriate.

If a formal extension is agreed then you will be informed by the Examinations Officer what the new extended deadline for submission is and the coursework will be assessed and assigned a mark in the normal way if it is submitted within the formally agreed extended deadline.

Coursework which is received late without a formal extension having been agreed will be penalised.

A note to Information Systems Management students

The Information School does NOT automatically grant an extension to the Dissertation deadline of any student with summer resits, nor does the School generally accept this as sufficient grounds to request an extension to the Dissertation deadline.

If you wish to apply for an extension to your Dissertation deadline, you must do so in the normal way. Requests will be considered on a case by case basis.

Penalties for Late Submission

Late submission will result in a deduction of 5% of the total mark awarded for each working day after the submission date, where 'working day' includes Monday to Friday (excluding public holidays) and runs from 2pm to 2pm.

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

(a) The 5 working day deadline for late submission is absolute and any work submitted after the 5 working day period without a special dispensation should receive a zero.

(b) 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.

Over/Under Length Assessed Work

Penalties applied to assessed coursework, as described in the tables below, will not reduce a grade below a Pass mark.

Unless you are specifically told otherwise, your word count should include foot-notes, but exclude title, abstract, bibliography and appendices. You must read each Module Outline carefully to see what should be included in the word count for that particular assignment.

Coursework

For each piece of assessed coursework, the relevant Module Outline will provide a target word count. You are required to complete your work in less than 5% above or below this target word count. You must include the word count at the end of your submitted work. Penalties for non-compliance will be applied as in the table below.

Your word count	Penalty
less than 5% above or below the target word count	None
5% - 10% above or below the target word count	3 marks
more than 10% above or below the target word count	6 marks
failure to state word count	6 marks

Postgraduate Dissertation

In completing your postgraduate dissertation you are required to remain within a word range of 15,000 - 25,000 words. You must include the word count at the end of your submitted work. Penalties for non-compliance will be applied as in the table below.

Your word count	Penalty
less than 1,000 words above or below the stated range	3 marks
1,000 or more words above or below the stated range	6 marks
failure to state word count	6 marks

School Policy on Assessment of the Use of English Language

1. Importance is attached to the literate presentation of work and examiners should take the quality of English into account when marking individual work.
2. Examiners may recommend that a pass is not awarded when the level of literacy in the examination as a whole falls short of an acceptable standard.
3. In cases where English is not the first language, minor linguistic errors and stylistic limitations will not detrimentally affect marks if the communication of ideas is deemed acceptable.

School Policy on Moderation of Assessed Work

1. Internal Moderation

1. The quality and consistency of marking by all internal markers on a module is moderated by the Module Coordinator or the appropriate Departmental Examinations Officer.
2. All dissertations are second marked.
3. If a student feels that a mark is markedly out of line with his/her expectations, they should arrange a personal tutorial with the original marker to discuss this. A student may only request that a piece of assessed work be remarked if a procedural error has occurred at any stage in the assessment process, for example:
 - a. if the mark is perceived not to be compatible with the report/narrative comments
 - b. if the marker is perceived to have missed significant mark-winning material in the work, which may, if noticed, have changed the mark for the work
 - c. if a mark has been inaccurately recorded in Departmental or University student records

If the marker acknowledges there may have been a procedural error, the marker consults the appropriate Departmental Examinations Officer. Depending upon the nature of the procedural error, the Examinations Officer may recommend that the work is blind second marked by another member of staff. The mark will either remain the same or be altered in the light of the second marker's assessment. The Departmental Examinations Officer will notify the student that second marking has taken place.

2. External Moderation

1. The External Examiner looks at a sample of student work on a programme taken from the bottom, middle and top range of marks, i.e. to assess whether the marking range has been fairly implemented.
2. The External Examiner also looks specifically at the quality of marking by individual internal markers to assess whether there is comparability across the board.
3. The External Examiner will also look at all dissertations with a mark of 70 or above.

Attendance

You are required to attend **all** scheduled sessions arranged for your programme of study, including lectures, practicals, seminars, tutorials, dissertation supervision sessions and all other types of scheduled class.

University General Regulation 40 states: "Every student is required to (a) attend punctually and regularly lectures and classes; (b) to complete all written assignments, practical or other coursework; (c) to keep appointments to meet with the candidate's supervisor; and (d) to attend all examinations, as appropriate in each case to the relevant programme of study. A candidate who fails to comply with this Regulation may be failed in the examination for, and (in the case of modular programmes) be denied the credits assigned to, the relevant units [modules] or other parts of the programme of study or dealt with under the General Regulations as to the Progress of Students".

Therefore, if you fail to attend any scheduled sessions for a given module without explanation, the School may deny you the credits for that module, regardless of the marks awarded for your assessed work.

If you have genuine cause to miss a scheduled session, you must inform the member of staff delivering the relevant scheduled class(es) in advance, and provide relevant documentation where appropriate (e.g. medical note).

Attendance Monitoring

Attendance registers will be taken by staff at all scheduled classes for Level 1 undergraduate Information School modules. The School reserves the right to take registers for sessions at other levels as necessary.

In addition, the School will be monitoring the attendance of students at twelve or more points throughout the year. Some of these points will be taught sessions, others will be compulsory points of contact such as Registration or the submission of certain pieces of assessed work. The monitoring will be 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.

Reporting Absences due to Illness

If students are ill for periods lasting up to 7 days, they should complete a Special Circumstances Form and return it to the Information School Reception desk.

Blank Special Circumstances Forms are available from the Student Services Information Desk (SSiD) or from the Information School Website via the [Forms](#) section.

The Special Circumstances Form can be used to report:

- Short-term absences due to illness of up to 7 days
- Absences due to illness involving a period of more than 7 days

- Absences due to illness which have affected examination/assessment

Religious Holidays and Examinations

Any student who is not able, for religious reasons, to take examinations on any day on which examinations may be set during the year (including Saturdays but not Sundays) is asked to complete a 'Request for Examination Arrangements to accommodate Religious Days of Observance' Form. These forms are available from SSiD or from the Information School Website via the "Forms" section.

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

Conduct in Taught Sessions

All members of the Department, staff and student, are expected to respect all other attendees at taught sessions, both on campus and on field trips. Please ensure that no disruptive behaviour or noise spoils the session for others. Departmental members are asked to switch off mobile phones in taught sessions, to arrive promptly for lectures and to only use laptops for note-taking. If you arrive unavoidably late, please enter silently so as not to cause any disruption. All attendees are expected to show respect to speakers by paying attention and not talking when others may be trying to listen.

Anonymous Marking

The University of Sheffield has introduced a system of anonymous marking, where appropriate, for all pieces of assessed work. It is recognised that anonymous marking cannot take place under certain circumstances, for example, where the nature of the work involves contact between the student and the examiner as part of the assessment or when an examiner's familiarity with the content of the work (usually a specific topic identified by an individual student or group) makes anonymity difficult. Consequently, a policy of anonymous marking will be employed for the assessment of all pieces of work, with the exception of dissertations, presentations, projects and portfolios.

Students should therefore ensure that they only put their registration number and not their name on the coursework itself. If you are submitting electronically, you may be required to enter your name as part of the filename, but this will not be made available to the marker.

Assessment Feedback

After your work has been marked a Coursework Report Form will be returned to you. This details the unconfirmed mark awarded for the coursework, together with informative narrative feedback on content, presentation and style. This is designed to help you to improve your performance in subsequent assignments. Should you wish to receive further feedback, you should request a personal tutorial with the lecturer who assessed the coursework.

The School has defined a turnaround time for the assessment and processing of work as three weeks from the coursework submission deadline. Coursework reports are distributed to students as soon as possible after this time period.

The mark on the Coursework Report Form is classed as "unconfirmed" as it has subsequently to be approved by both the Internal and External examination boards and then by the relevant Faculty board.

If you have been awarded a fail grade you are advised to see the lecturer concerned as soon as possible to discuss your work.

Resubmission and re-examination

If a student has failed to attain the overall pass mark for a module then "a candidate ... may ... be permitted by the Board on the recommendation of the Examiners to enter for a subsequent examination or submit a revised dissertation on one occasion only".

If a student has been awarded an overall module mark of between 0 and 39 for a module then

- i). the Departmental Examinations Board will require the student to re-submit the failed work; or
- ii). the Departmental Examinations Board, in consultation with the External Examiner, will require the student to undertake some other form of re-examination.

If for any module or modules the overall module mark or marks are fails of between 0 and 39, then there is NO possibility of the student being considered for a Pass overall on the programme of study and they will Fail the programme. If such a fail mark or marks have been awarded for the first attempt at the module or modules, then the student must resubmit work or be re-examined if they wish to attempt to redeem the failed module or modules. In order for the student to be considered for a Pass overall on the programme of study, the resubmission or re-examination must result in an overall module mark of 40 or above being awarded for the module or modules.

If a student has been awarded an overall module mark of between 40 and 49 for a module then

- i). the Examination Board may require the student to re-submit the failed work; or
- ii). the Examination Board, in consultation with the External Examiner, may require the student to undertake some other form of re-examination.

If for any module or modules the overall module mark or marks are fails of between 40 and 49, then as long as no more than thirty credits (Masters) or twenty credits (PGDiploma) worth of modules have been failed with such fail marks and taking into account the regulations for the degree, then the Examiners may in their discretion still consider the student for a Pass overall on the programme of study.

Decisions regarding the exercise of discretion in recommending the award of a degree are made by the Examiners at the External Examination Boards, which are held after the end of the academic session (usually in late October/early November). Whilst it is up to a student who has failed any modules to review their situation and decide which, if any, failed modules they will register to resubmit/be re-examined in, the School advises students most strongly to register and resubmit/be re-examined in all modules that they have failed.

Procedures relating to Re-submission and Re-examination

1. After the Semester 2 Internal Examination Board (usually in mid-July) the Examinations and Records Secretary will send to any student who has failed one or more modules, a letter confirming this, together with instructions about how to apply online on the University Examinations Office website to officially register to resit modules.

2. The letter will include a deadline, some time in mid August, by which students must register online at the University Examinations Office website to resit modules (students should note that re-examination fees are payable in all cases of re-submission or re-examination). This deadline is set after the end of semester two so that students should know the results of all their taught modules and thus know how many credits in total they have been awarded up to that point.

3. The deadline for submission of all re-submitted or re-examined work (not including the dissertation or the assessed coursework for INF6340) will be in mid-September, and again the exact date will be given in the letter.

Students are advised to contact their tutor for the failed module well in advance of this deadline to discuss the form of re-submission or re-examination. It is expected that students will normally complete the work for re-submission or re-examination after 1st September and before the deadline stated here, but students wishing to re-submit work earlier in the academic year may do so. Procedures for handing in resubmitted work are those given in the "Resubmission and Re-Examination" section above. Whether work is re-submitted earlier in the year or by the deadline stated here, the Postgraduate Re-Assessment Form must be completed and a re-examination fee paid.

4. Where a fail mark is awarded for the assessed coursework required for the Research Methods and Dissertation Preparation modules (INF6340), any re-submitted or re-examined work must be submitted prior to the submission of the dissertation. Therefore the deadline for re-submission of all assessed work for INF6340 will normally be during August. Students will be informed of the exact date by letter from the School.

5. Where the dissertation is awarded a fail mark, the student will be asked to re-submit the dissertation. In such cases, an exact date and instructions about online application to officially register to resit the dissertation module will be forwarded to the student after the Departmental External Examination Board has taken place, in late November.

6. Where re-submission or re-examination takes place, the overall module mark awarded cannot result in a mark any higher than 50, i.e. a bare pass.

7. Students taking COM modules should also note the following Department of Computer Science policy on MSc resits: "A candidate who fails an Examination for a module may be allowed to resit that Examination on the next occasion that the module is taught (this is usually one year later). Candidates may resit the Examination for a module only once, and a resit fee will be charged by the University. Overseas candidates who are unable to attend resit Examinations in Sheffield may take the Examination at their nearest British Council office. The candidate is responsible for making the necessary arrangements with the British Council Office and University Examinations Office, and is liable for the costs incurred".

A note to Information Systems Management students

The Information School does NOT automatically grant an extension to the Dissertation deadline of any student with summer resits, nor does the School

generally accept this as sufficient grounds to request an extension to the Dissertation deadline.

If you wish to apply for an extension to your Dissertation deadline, you must do so in the normal way (see the “Late Submission of Work” section). Requests will be considered on a case by case basis.

Degree Calculations

Award of Degree

University regulations relating to award of degree are set out in the University's **General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates** regulations 18-20 (see *Appendix 1*).

Here you will find details of the number of credits required for the award of Postgraduate Certificate, Postgraduate Diploma or Masters Degree.

Distinctions and Merits

The Information School requires that a student meets the following five requirements in order to be considered for the award of Distinction or Merit:

1. The work of the student must meet the requirements set out in the University's **General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates** regulations 21 and 22 (see *Appendix 1*)
2. The student must obtain a Dissertation grade of not less than 59.5 in order to be considered for the award of Merit, and not less than 69.5 to be considered for the award of Distinction.
3. The student must obtain 180 credits in the case of a Masters degree, or 120 credits in the case of a Postgraduate Diploma
4. The student must have successfully obtained 180 credits **at first sitting** in the case of a Masters Degree, or 120 credits **at first sitting** in the case of a Postgraduate Diploma to be considered for the award of Distinction
5. The student must have successfully obtained 165 credits **at first sitting** in the case of a Masters Degree, or 105 credits **at first sitting** in the case of a Postgraduate Diploma to be considered for the award of Merit

Anonymous Classification

All taught degrees at the University of Sheffield are classified anonymously, using the procedures detailed at the University's Learning and Teaching Guidance and Policies web pages. Access these via the School website, under Current Students -> Assessment of Work -> Anonymous Classification.

The effective implementation of these procedures requires that students must bring to the School's attention any special circumstances that might have affected their module grades (at Level 2 or above in the case of UG students). This will be done by use of the Special Circumstances Form, the use of which is detailed in the "Penalties: Late Submission of Work" section of this handbook and the Information School website.

The Taught Programmes Office in Student Services will email all students one month before the final examination period to remind them to notify their departments of any special circumstances which should be considered by the Examiners.

Prizes

As a student of the Information School, on completion of your degree your work will be considered for a range of prizes. The details of these prizes, including criteria for award, are set out in the Prizes section of the University Calendar, which you can access via the School website, under Current Students -> Prizes.

Help and Advice

Managing your time

Particularly when you are new to a course, managing your time can be challenging. You will want to do the best you can on your chosen course of study. As we give out information about assignments and schedules at the start of each semester, we help you to plan in this area. However we realise that there may also be other pressures on you, and that everyone also needs some time for recreation.

It is a good idea to take time out at the start of each semester to block out commitments week by week (including the weekends). Obvious things to go in are online lectures, groupwork meetings etc., and also amounts of time for working at assignments through the semester. Remember that the University officially allocates a figure of 150 hours study for each 15 credit module. Only a minority of this time is taken up by formal tuition: the rest is time you should be studying on your own. Actually blocking out time in your diary for reading, research etc. may help you avoid trying to cram all your study into a later part of the semester. You should be prioritising your studies, and so put these items into your schedule first. Then be realistic about how you schedule in other commitments: it is risky to plan out a tightly packed schedule that depends on boundless energy, full health, and no problems in any area of your life for the whole of the semester.

If you block in time and repeatedly do not get down to study, or if you feel pressure in meeting all your commitments, take time out to reflect on why this is and what you want to do about it. It might be that you need to schedule the time in a different way, at different times etc. Your personal tutor or module coordinator will be happy to help you talk through different ways of approaching study time: your friends may also have their own tips. We also refer elsewhere in this section to the advice and welfare services available in the University.

Careers Information

Departmental Careers Information

The School Careers Liaison Officer provides a departmental contact for the University Careers Service and is also able to give careers/jobs advice to students who require it. Academic members of staff are also able to provide careers advice and guidance to students. Visits from recruitment agencies which specialise in library and information work and talks by representatives from relevant professional bodies are organised during the period just before and after the Easter vacation for the benefit of students.

Careers/Job Information for the Library & Information Sector

Comprehensive information related to careers in library and information work and to information and statistics related to our own graduate employment rates and job destinations is available on the Departmental website at www.shef.ac.uk/is/careers. These pages are regularly updated and students are also encouraged to provide feedback and information for these pages to the Departmental Careers Liaison Officer.

Referees for Job Applications

Students who wish to nominate members of staff as referees on job applications should, in the first instance, put down the name of their personal tutor. Dissertation supervisors can also be nominated as job referees.

University Careers Service

The University has an excellent Careers Service located at 388 Glossop Road; tel. 0114 222 0900. You have access to its support at any stage of your course. Opening hours are Monday to Friday 9.00 – 5.00 (Tuesday 11.00 – 5.00). Careers advisers are available daily and, as well as comprehensive careers information resources, there is a suite of PCs to research careers and look for vacancies. Staff can also provide advice on improving your job prospects through work experience and activities to develop your employability skills. The Careers Adviser linked to the Information School to support Undergraduate and Taught Postgraduate students is Lucy Marris. Kevin Mahoney is the contact careers adviser for Research Students (PhD students and Contract Researchers). You can find out more information about the Careers Service and the support available at www.shef.ac.uk/careers

The Careers Service also offers:

- A comprehensive website www.shef.ac.uk/careers/students with a full range of careers information and advice. The website is a good starting point if you

want to find out more about how the Careers Service can help you, right from the start of your course.

- 'myVacancies' - current and forthcoming national and international vacancies for graduate jobs and work experience. You can access myVacancies via the Careers tab on your MUSE homepage. For those wishing to explore opportunities in another country, there's also 'myInternational Career' via the Careers Service website.
- What's On careers events, including fairs and employer presentations. See www.shef.ac.uk/careers/events Details are sent to students via WOW, the 'What's On Weekly' email.

The Student Jobshop: is run by the Careers Service in partnership with the Students' Union. It provides help with finding student jobs and work experience including part-time paid work, summer internships, placements, vacation work and voluntary work. It is located in the Students' Union building and is open Monday to Friday between 10.00 - 3.00 (Tuesday 11.00 - 3.00). Note: opening hours of the Careers Service and Jobshop may vary during vacation times.

School Facilities

As a member of the Information School, you have access to a wide range of facilities and services, including:

- computer access
- bookable meeting rooms
- student common rooms
- photocopying

Access to the Department

Normal hours of working are 8.00am - 6.00pm Monday to Friday.

Student access to the Department is only available during normal working hours. The porter normally locks up the Department's computer laboratories and meetings rooms at approximately 5.45pm (or earlier if necessary). Unfortunately access to the building outside normal working hours is not possible; the entrance gates to Regent Court and side entrances to the building are locked.

Information School Reception Desk

Opening Hours

10.00am – 3.00pm, Mon-Fri

During these opening hours, you can bring enquiries to Reception, where staff will be happy to answer your query, or to pass you on to the relevant member of staff to deal with your issue.

Services available at Reception include

- Coursework – submission and collection of results
- Dissertation – loan and return
- Purchase of past exam papers
- Inter-library loan vouchers
- General enquiries
- Collection of OHP laser printer transparencies for presentations

Mail

School and University staff will contact students by email regularly – you must check your email on a regular basis to ensure you do not miss important communication. Paper mail is placed in the pigeon-holes in the School Reception. You should check the pigeonholes regularly for any mail.

Notice Boards

Students should consult the notice boards in RC-205 and in the foyer area on a regular basis, as information about modules, seminars, visiting speakers, visits etc. is regularly posted.

Common Room and Photocopying Facilities

Information School students have access to the Regent Court Student Common Room (shared with SchARR and Computer Science), located on the Ground Floor, next to the Regent Street entrance to the building. This room has casual seating, work tables, a drinks machine, a kitchenette and a Ucard-operated photocopier.

Transparencies for Presentations

The School can supply transparencies to students who wish to use OHP facilities for a course presentation. These transparencies can be used in the printers in the Micros Laboratory, and are compatible with any Desktop Laser printer. Please note, transparencies can only be collected from School Reception during normal opening hours.

Smoking, Drinking and Eating

There is a No Smoking policy in operation in all internal areas of the Regent Court building. No eating or drinking in the lecture rooms, seminar rooms or laboratories, please.

Children

Unfortunately, the buildings housing the School were not planned with children in mind; whilst on these premises they must always be accompanied and controlled by a responsible adult. It is recommended that parents studying in the School should make appropriate childcare arrangements so that they do not have to bring their children to the School.

Security

Bags etc. have been stolen in the past from rooms and laboratories in the Regent Court Building - it is easy for a stranger to walk in. Please take care.

Parking

Parking is very limited in the areas around the School. There are no parking places available for students in Regent Court itself. The University operates a car parking

scheme for University-owned car parking areas, details of which can be obtained from Room and Parking Services in the Department of Estates.

University Facilities and Support

Student Services Information Desk (SSiD)

www.shef.ac.uk/ssid

The Student Services Information Desk (SSiD), located in the Union of Students' Building is your first point of contact for all general University administration matters, such as:

- module Add/Drop forms
- change of status forms
- self-certification medical notes
- U-Cards and PIN numbers
- council tax forms
- Career Development Loans
- financial help information
- immigration certifying letters
- transcripts
- location maps

Updating your Student Record and contact details

It is YOUR responsibility to update your Student Record, including address and contact details, via SSiD.

Library Facilities

Full details of Library services provided by the University and the School can be found on the web pages of the School's Liaison Librarian, which you can access via the "Help and Advice" pages in the "Current Students" section of the Information School website

Library Committee

The School has its own Library Committee. If you would like to raise issues about library (and Information Commons) provision then you can raise matters with your representative or with the Secretary, John Bennett (j.bennett@sheffield.ac.uk). This feedback might relate to book supply or using other libraries or working conditions. You are also encouraged to raise any issues with the School's Liaison Librarian.

Central Support and Welfare

The University Student Services Department has a Central Support and Welfare Section which provides information and support for a wide range of needs, including

- University Health Service
- University Counselling Service

- Disabled and Dyslexic Students
- Nursery and Childcare
- Mature Students
- International Students
- Financial Help Available
- Faith Representatives and Chaplains
- Harassment
- Drugs Information
- Nightline

English Language Teaching Centre

As a University of Sheffield student, you have access to a wide range of free services at the ELTC. International students are invited to make maximum use of the Centre's services and facilities. The ELTC offers:

- a writing advisory service
- part-time classes in academic writing, thesis writing and oral skills
- advice on English language tests and qualifications

Students should also note that English Language Skills classes run by an ELTC staff member will be held on a weekly basis during semester 1, and at times during the Summer Vacation period, for the sole benefit of Information School students.

University of Sheffield Students' Charter, "Our Commitment"

The University of Sheffield Students' Charter, *Our Commitment*, which is updated annually, aims to provide a clear and succinct statement of policies, rights, responsibilities and expectations, identifying and drawing as appropriate on the Codes of Practice applying in particular contexts, and to complaints and disciplinary procedures. It has been developed through a process of consultation between Officers of the University and of the Union of Students.

<http://www.shef.ac.uk/ssid/ourcommitment/charter>

Appendix 1

General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates

SCOPE OF THESE REGULATIONS

1. These Regulations apply to
the Degree of PhD in all Faculties
the Degree of PhD with Integrated Studies
the Degree of EdD
the Degree of DBA
the Degree of DCLinPsy
the Degree of DDDSc
the Degree of DEdCPsy
the Degree of DEdPsy
the Degree of DMedSci
the Degree of EngD
the Degree of MD

Master's Degrees in all Faculties (except Integrated
Master's Degrees)

Postgraduate Diplomas in all Faculties

Postgraduate Certificates in all Faculties.

2. These Regulations are subject to provisions relating
to a specific higher Degree, provided that where any
programme of study is designated as a non-modular
programme, Regulations 14 to 20 shall not apply to that
programme.

MINIMUM QUALIFICATIONS FOR ADMISSION AS A CANDIDATE

3. A person may be admitted as a candidate who

(a) is a recognised graduate and who has attained a
standard at least equivalent to that of a good
Honours Degree in a subject related to that of the
proposed programme of study or research; *or*

(b) has passed a qualifying examination in such a
subject at a standard equivalent to Level 3 and at a
time and subject to such conditions (which may
include attendance for an appropriate programme
of study) as may be prescribed by the Faculty; *or*

(c) has been deemed qualified for admission as a
candidate by the Faculty; *or*

(d) being a candidate for a Postgraduate Diploma, is
permitted by the Faculty to transfer to candidature
for a Master's Degree in the same subject.

SPECIAL CANDIDATES

4. Where a candidate ceases to fall within the
category applicable at the time of admission but desires
to complete the programme of study or research, the
candidate may be permitted to do so as a special
candidate under conditions approved in each case by the
Senate, other than those admitted under a remote
location scheme approved by the Senate.

Regulations for Higher Degrees by coursework (or coursework and dissertation)

5. The following Regulations apply to the Degree of
EdD, the Degree of DEdPsy, the Degree of DEdCPsy,
the Degree of PhD with Integrated Studies, the Degree
of DMedSci, the Degree of EngD and to all Master's
Degrees and Postgraduate Certificates and Postgraduate
Diplomas except

(a) those listed in Regulation 29;

(b) Integrated Master's Degrees; and

(c) those in the province of the Board of Collaborative
Studies.

PROGRAMMES OF STUDY

6. For each higher Degree by coursework (or by
coursework and dissertation), the Senate shall on the
recommendation of the Faculty make Regulations
providing for one or more programmes of study leading
to the award of the Degree.

7. The Regulations for each programme of study shall
specify the units required of or available to candidates,
and may specify other requirements (which may include
requirements assigned no value in terms of credits) to
be met by a candidate before successful completion of
the programme of study. Where the Regulations for a
modular programme of study require a dissertation, the
dissertation shall be assigned a value of not more than
90 credits. The availability of units specified in the
Regulations for a programme of study is subject to the
conditions as to pre-requisites and unacceptable
combinations of units published on the authority of the
Senate. Where a candidate is required to register for a
unit, that registration may only be amended with the
permission of the Faculty, on the recommendation of
the Head of Department.

8. A reference in a Regulation to a particular
programme of study or unit does not mean that the
programme or unit will necessarily be available in any
particular session. The availability of any unit may be
subject to conditions as to the minimum or maximum
size of classes, the availability of accommodation,
timetabling restraints, and, where the Regulations for a
programme of study contain requirements satisfaction
of which depends upon the provision of facilities by
another institution or body, the agreement of that
institution or body.

9. Where a Regulation enables or requires a candidate

to make a choice, the candidate's choice requires approval. The approval of the Head of the Department responsible for the programme of study is required for the subject of a special topic, special study, dissertation, extended essay or project and, where the Regulations require a candidate to make a choice between units, for the candidate's choice of units. Where the programme of study is the responsibility of more than one Department, the Heads of those Departments will agree on the procedure for giving such approval and publish it to candidates. Except where these Regulations or the Regulations for a particular programme of study provide otherwise, the choice of a unit as an unrestricted unit within a programme of study requires *General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates* the approval only of the Head of the Department offering the unit.

10. A candidate may amend the registration in respect of any semester with the consent of the Head of Department but not after the end of the third week of the relevant semester. Amendment to registration after the end of the third week of the relevant semester shall be made only with the permission of the Faculty.

RECOGNITION OF CREDITS AND EXAMINATIONS

11. The Faculty may recognise credits obtained or examinations passed in other institutions as equivalent to credits awarded under the Regulations of this University, provided that the work attracting the credits has not been and will not be submitted for any other degree and that a higher Degree may not, without the special permission of the Senate, be awarded to any candidate who has not been awarded

(a) in the case of Degrees wholly awarded by the University, at least one-half of the required number of credits under those Regulations;

(b) in the case of Degrees wholly awarded by the University in respect of a programme of study that is jointly developed and delivered in conjunction with one or more partner institutions, at least one-third of the required number of credits under those Regulations;

(c) in the case of jointly awarded Degrees, at least one-third

of the required number of credits under those Regulations;

(d) in the case of jointly awarded Postgraduate Diplomas, at least one-half of the required number of credits under those Regulations.

"Credits awarded under the Regulations of this University" includes credits obtained in respect of a part of a programme of study which a candidate registered in this University is permitted or required by the Regulations to complete away from the University.

AEGROTAT CASES

12. Where the Examiners are satisfied by appropriate medical evidence that a candidate was prevented by illness from completing an examination but are satisfied that the work done by the candidate shows beyond reasonable doubt that the candidate would have passed the examination, they may recommend that the

candidate be deemed to have passed the examination and that the candidate be awarded the credits assigned to relevant units but without the award of a grade. The credits awarded in respect of such units shall not be taken into account in determining the candidate's eligibility for the award of merit or distinction.

13. Where the Examiners are satisfied by appropriate medical evidence that a candidate was prevented by illness from completing a substantial part of the Examination for a Degree, and are satisfied that the work done by the candidate shows beyond reasonable doubt that the candidate would have passed the examination, they may recommend that the candidate be awarded an Aegrotat Degree.

MINIMUM PERIOD OF STUDY

14. The programme of study and research for a Master's Degree by coursework (or coursework and dissertation) shall be not less than one year for a fulltime candidate and not less than two years for a parttime candidate.

GRADES

15. The Examiners shall award in respect of each unit or other part of the programme of study a grade expressed as a whole number on the numerical scale set out in Regulation 39 of the General Regulations for First Degrees, provided that a grade of 50 shall indicate work of a standard to pass.

AWARD OF CREDITS

16. A candidate who satisfies the Examiners in the examination for a unit or other part of a programme of study shall be awarded the credits assigned to that unit or other part

17. A candidate who has been awarded credits in respect of any unit or other part of the programme of study may not repeat the examination for that unit or other part.

CREDITS REQUIRED FOR A MASTER'S DEGREE OR POSTGRADUATE DIPLOMA OR CERTIFICATE

18. A candidate who is awarded 180 credits shall thereby pass the Examination for a Master's Degree. Where the Regulations for a Master's Degree make provision for a related Postgraduate Diploma or Postgraduate Certificate, a candidate who is awarded 120 credits shall be eligible for the award of the Postgraduate Diploma, and a candidate who is awarded 60 credits shall be eligible for the award of the Postgraduate Certificate.

19. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 165 credits be deemed to have passed the Examination for a Master's Degree, providing that the candidate has obtained an average grade of not less than 50 and a grade or grades of not less than 40 in the elements of the programme of study in respect of which credits are not awarded, this calculation to include all units.

20. The Examiners may in their discretion recommend that a candidate who is awarded not fewer than 105 credits be deemed to have passed the Examination for a Postgraduate Diploma, providing that the candidate has obtained an average grade of not less than 50 and a grade or grades of not less than 40 in the elements of

the programme of study in respect of which credits are not awarded. In the case of a candidate for a Master's degree who is being considered for the award of a Postgraduate Diploma or Postgraduate Certificate, calculation of the average grade shall exclude the dissertation grade.

General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates

DISTINCTIONS AND MERITS

21. The Examiners may in their discretion recommend the award of a mark of distinction or merit to a candidate registered for a Master's 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 70 in units to the value of not less than 90 credits 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 60 in units to the value of not less than 90 credits may be recommended for the award of the Degree with merit.

22. The Examiners may in their discretion recommend the award of a mark of distinction or merit to a candidate registered for a Postgraduate Diploma, 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 70 in units to the value of not less than 60 credits may be recommended for the award of the Postgraduate Diploma 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 60 in units to the value of not less than 60 credits may be recommended for the award of the Postgraduate Diploma with merit.

23. The Examiners may in their discretion recommend the award which, having regard to all the evidence before them, best reflects the overall performance of the candidate notwithstanding Regulations 21 and 22 above.

DISSERTATIONS

24. Where a programme of study includes a dissertation, the dissertation shall be of a length and be presented in typed form not later than the time prescribed by the Head of Department.

25. A candidate shall state in the dissertation the sources from which the information it contains is derived and the extent to which the candidate has made use of the work of others.

26. A candidate may not submit a dissertation a substantial part of which consists of material which has been submitted for any other Degree or qualification.

FAILURE

27. A candidate who fails to satisfy the Examiners in respect of any unit or other part of the programme of study (including the dissertation if any) and who has not been recommended for the award of a Master's Degree or a Postgraduate Diploma may (subject to the Regulations for the particular programme of study and

to the General Regulations as to the Progress of Students) enter for a subsequent examination in respect of the unit or submit a revised dissertation on one occasion only. A candidate satisfying the Examiners in a subsequent examination or in respect of a revised dissertation will be awarded a bare pass grade in respect of that unit. In the event that the grade achieved following the subsequent examination is lower than that achieved on the first occasion, the higher grade shall be awarded.

The Faculty may prescribe conditions to be satisfied by the candidate, and in the absence of any other provision, the re-examination or re-submission shall be within one year of the notification of the first result.

TIME-LIMITS AND EXTENSIONS

28. Except with the permission of the Faculty, or where the Regulations for a particular programme of study provide otherwise

(a) a full-time candidate must complete the programme of study for a Master's Degree within a period one year greater than the minimum required to complete the programme of study; and

(b) a part-time candidate must complete the programme of study for a Master's Degree within a period of two years greater than the minimum required to complete the programme of study.

Any period during which the Faculty has granted a candidate leave of absence shall be ignored in calculating the time-limit.

Applicable time-limits for full-time and part-time candidates may, for good reason, be extended by not more than two years by the Faculty and, in exceptional cases, by a further period by the Senate on the recommendation of the Faculty. In any case in which the Faculty refuses to extend or recommend the extension of a time-limit, the Senate shall consider the case (including the views of the Faculty) and may grant the extension.

Regulations for Higher Degrees by Research

SCOPE OF THESE REGULATIONS

29. Regulations 29 to 54 apply to the Degree of PhD in all Faculties

the Degree of PhD with Integrated Studies (in respect of the programme of research and thesis)

the Degree of PhD undertaken in an EPSRC Doctoral Training Centre

the Degree of EdD (in respect of the thesis)

the Degree of DBA

the Degree of DCLinPsy

the Degree of DDSc

the Degree of DEdPsy (in respect of the thesis)

the Degree of DEdCPsy (in respect of the thesis)

the Degree of DMedSci (in respect of thesis)

the Degree of EngD

the Degree of MD

the Degree of MPhil in all Faculties

the Degree of MSc(Res) (in respect of the research project)

the Degree of LL.M by research

the Degree of MMus by research.

SUPERVISORS

30. One or more Supervisors shall be appointed by the Senate on the recommendation of the Faculty for each candidate except a candidate without attendance, a Research Fellowship or an Independent Research Worker candidate. A Supervisor may be appointed for a Research Fellowship or Independent Research Worker candidate. At least one Supervisor shall be a member of the Academic Staff of the University.

RESEARCH AWAY FROM THE UNIVERSITY

31. Subject to Regulation 35, a full-time or part-time student candidate may be permitted by the Senate on the recommendation of the Faculty to pursue the whole or part of the programme of research at a specified place away from the University where the topic of the proposed research is in accord with the research interests of the department concerned. In the case of a candidate to whom this Regulation applies, a report on the progress of the research shall be submitted annually by the Supervisor to the Faculty and shall include a statement that the provisions of these Regulations continue to be met.

32. Subject to Regulation 35, a part-time student candidate for the Degree of MPhil or PhD may be permitted by the Senate on the recommendation of the Faculty to pursue the whole of the programme of research away from the University in accordance with the terms of a remote location scheme approved by the Senate, being a scheme under which the University provides research training and supervision for candidates drawn from the staff or membership of an organisation designated in the scheme.

33. Subject to Regulation 35, a Hospital Staff candidate may be permitted by the Senate on the recommendation of the Faculty to spend a limited period pursuing the programme of research at a specified place away from the University (or in the case of a Hospital Staff candidate, the hospital or centre).

34. Permission may only be granted under Regulations 31, 32 or 33 if

- (a) the proposed place of research is appropriate; and
- (b) the research remains under the continual supervision of the University; and
- (c) the Supervisor has the authority and the facilities for visiting the place of research so that the supervision is positive and effective.

The Senate may appoint an additional Special Supervisor to cover the period away from the University.

THESES

35. A candidate for a Higher Degree by Research shall, on the completion of the programme of research:

- (a) present a thesis containing the results of the candidate's research and showing the sources from which the information it contains is derived and the extent to which the candidate has made use of the work of others; *and*
- (b) pass an oral examination in matters relevant to the subject of the thesis.

At the oral examination, no person other than the candidate and the Examiners may be present except with the agreement of those persons.

36. The language of the thesis shall be English.

Exceptionally, and with the permission of the Faculty, a candidate may present their thesis in a language other than English where this is of demonstrable significance to the impact and dissemination of the research.

37. Where the programme of research for a higher Degree leads to the production of material additional to the thesis, such as creative work or supporting material submitted on electronic media, the thesis shall clearly present the additional material in its relevant theoretical, historical, critical or design context and shall be accompanied by a permanent record of the additional material, where practicable, bound with the thesis.

38. A candidate for the Degree of PhD, PhD with Integrated Studies, EdD, DBA, DCLinPsy, DDSc, DEdPsy, DEdCPsy, DEng or MD shall additionally satisfy the Faculty that the thesis forms an addition to knowledge, shows evidence of systematic study and of 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.

39. A candidate in Music for the Degree of PhD or MPhil in the Faculty of Arts may

- (a) supplement a thesis in the area of music performance practice with a public instrumental or vocal recital illustrating aspects of the thesis; *or*
- (b) in place of a thesis, offer a portfolio of original compositions with accompanying commentary not exceeding 10,000 words in length, and satisfy the Faculty that the compositions show coherence, invention and originality in a variety of extended structures; *or*

(c) in the case of a candidate for the Degree of PhD, submit a portfolio of creative music technology research and accompanying thesis of 30,000 – 40,000 words contextualising the research within a critical artistic and/or technological perspective.

In the case of a candidate electing to proceed under this Regulation, any reference to a thesis includes a thesis as supplemented by a recital or a portfolio of original compositions.

40. A thesis may not be presented before the completion of the minimum period of the programme of research specified in the Regulations for the relevant Degree, unless otherwise stated in the Regulations for the relevant Degree..

41. A candidate in Practical Drama for the Degree of PhD or MPhil in the Faculty of Arts may

- (a) in the case of a candidate for the Degree of MPhil, submit a practical component as part of the thesis, accompanied by a written commentary of 8,000 words, which contextualises the project and includes a retrospective critical analysis of the process and outcomes;

General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates

- (b) in the case of a candidate for the Degree of PhD,

submit a practical component as part of the thesis, accompanied by a written commentary of 30-40,000 words. The practical component must demonstrate a high level of performance skill and involve a research inquiry. The written component will contextualise the project, offering a retrospective analysis of the process and outcomes, and reflecting on the chosen research methodologies and production processes and the relation between them. The thesis will be supplemented by a permanent record of the research process, which may include electronic media, drawings and photographs.

In the case of a candidate electing to proceed under this Regulation, any reference to the thesis includes a thesis supplemented by a practical component.

42. A candidate for a Master's Degree in the Faculty of Engineering may present a design study accompanied by a critical discussion in place of the thesis.

43. A candidate may not submit a thesis a substantial part of which consists of material which has been submitted for any other Degree or qualification. This shall not apply so as to preclude the inclusion of material submitted in part satisfaction of the requirements for the Degree of MSc(Res) or as part of the Research Training Programme.

44. A candidate shall include in the thesis

(a) a declaration concerning access to and reproduction of the thesis;

(b) a summary, not exceeding 300 words in length, which may be drawn up in consultation with the Supervisor.

45. Three copies of the thesis must be submitted to the Registrar and Secretary. The theses shall be properly bound using the University Print Service's binding service or equivalent. When a thesis has been approved, one bound copy shall be deposited in the University Library. Students registering from 2008-09 onwards are additionally required to submit the final copy of their thesis in electronic format, in accordance with the University's procedures for e-theses.

46. The award of any qualification shall be withheld until a hard and/or electronic copy (as directed by the University) of the final version of the thesis following examination is submitted to the Registrar and Secretary.

MINIMUM PERIOD OF STUDY

47. The programme of research for a Master's Degree by Research shall be not less than one year for a fulltime candidate and not less than two years for a parttime candidate.

TIME-LIMITS AND EXTENSIONS

48. Time-limits for the presentation of theses shall be calculated from the date of the candidate's initial registration at the commencement of the programme of research.

49. A University Staff candidate may apply for admission as a candidate at any time within one year after the commencement of the programme of research.

50. If, on the recommendation of the Examiners, a candidate is required to submit a revised thesis, such

submission shall be within one year of the date of notification of the first result.

51. Applicable time-limits, including that set by the preceding Regulation, may, for good reason, be extended for one year by the Faculty and by a second year (and, in exceptional cases, by a further period) by the Senate on the recommendation of the Faculty. In any case in which the Faculty refuses to extend or recommend the extension of a time-limit, the Senate shall consider the case (including the views of the Faculty) and may grant the extension.

EXAMINERS

52. At least two Examiners shall be appointed to report to the Faculty on the thesis and oral examination. At least one Examiner shall be an External Examiner. Prior to appointment an Examiner shall declare any conflict of interest with respect to the candidate or their research project. The following special provisions apply to particular categories of candidate:

(a) in the case of a University Staff candidate or a Research Fellowship or Independent Research Worker candidate, at least two External Examiners shall be appointed;

(b) in the case of a University Staff candidate holding a non-established appointment arising from external financing, one Examiner may be a member of the Academic Staff of the University other than the grant-holder; at the discretion of the Pro-Vice-Chancellor, the grant-holder may be appointed as an additional Examiner.

FAILURE

53. A candidate for a Master's Degree or for the Degree of DCLinPsy who fails to satisfy the Examiners may be permitted, on the recommendation of the Examiners, to present a revised thesis, or take a further oral examination, or both.

54. A candidate for the Degree of PhD, PhD with Integrated Studies, EdD, DBA, DDSc, EngD or MD who fails to satisfy the Examiners may, on the recommendation of the Examiners:

(a) be permitted on one occasion only to present a revised thesis, or take a further oral examination, or both; *or*

(b) be awarded instead a Master's Degree; *or*

(c) be permitted to become instead a candidate for a Master's Degree and to submit on one occasion only a revised thesis, and, if required by the Examiners, take a further oral examination for the Master's Degree.

General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates

Regulations for the Degree of PhD in all Faculties

1. A person may be admitted as a candidate in one of the following categories:

full-time student candidate;

part-time student candidate;

University Staff candidate;

Hospital Staff candidate;

Research Fellowship or Independent Research

Worker candidate.

2. The Senate may permit a candidate for a Master's Degree by research in any Faculty to become instead a candidate for the Degree of PhD and may recognise as part of the period of research for the Degree of PhD some or all of the time spent as a candidate for the Master's Degree.

3(a) (For candidates who commenced the programme of study and research before September 2010)

A full-time student candidate may not be awarded the Degree of PhD unless the candidate has been awarded a total of *forty-five* credits or *forty-five* less exemptions in respect of units prescribed in the Regulations for the Research Training Programme. A person may not be admitted as a full-time student candidate (or be permitted to transfer to that status from candidacy for a Master's Degree) unless (a) the candidate has taken units from those prescribed in the Regulations for the Research Training Programme and has been awarded at least *twenty* credits in respect of such units or *twenty* less exemptions; or (b) in exceptional circumstances, the candidate who has not yet satisfied that requirement is admitted (or permitted to transfer) subject to such condition as to satisfaction of that requirement by a specified date as the Senate may impose. The candidate may be exempted by the Senate from the whole or part of the requirements of this Regulation on account of credits awarded in another institution or of the candidate's previous study and/or experience, or in other exceptional circumstances.

3(b) (For candidates commencing the programme of study and research in or after September 2010)

Candidates will be required to undertake the Doctoral Development Programme as prescribed in the Regulations for the Doctoral Development Programme.

RECOGNITION OF ATTENDANCE AT OTHER INSTITUTIONS

4. The Senate may recognise as part of the period of research for the Degree of PhD other time already spent in another institution by a candidate under approved supervision on research relevant to the subject of the thesis, provided that:

(a) the work done during that time has been approved by the Faculty as of sufficiently high standard; *and*
(b) the work has not been and will not be submitted for any other Degree; *and*

(c) the remaining period of research is at least two years.

PERIOD OF STUDY, REGISTRATION AND TUITION FEE PAYMENT

5. The programme of research shall be pursued for not less than the following periods:

(a) full-time student candidates, two years in the case of the holder of a Bachelor's Degree with Honours or an equivalent qualification, or a Master's Degree, or (with the permission of the Senate) the Degrees of MB, ChB, and three years in all other cases, which must be spent in full-time work on the research, the permission of the Head of Department being required before the candidate undertakes any other work during the period;

(b) part-time student candidates, four years (provided that the Faculty may require a particular candidate to spend some part of this period in full-time work in the University on the research topic);

(c) University Staff candidates, a period not less than two years determined in each case by the Senate having regard to the candidate's qualifications and the proportion of time to be spent on the research, and so the total time devoted to the research shall not be less than that required of a full-time student candidate;

(d) Hospital staff candidates, a period of not less than two years determined in each case by the Senate having regard to the candidate's qualifications and the proportion of time to be spent on the research and so the total time devoted to the research shall not be less than that required for a full time candidate;

(e) Research Fellowship or Independent Research Worker candidates, two years in the case of the holder of a Bachelor's Degree with Honours or an equivalent Degree, or a Master's Degree, or (with the permission of the Senate) the Degrees of MB, ChB, and three years in all other cases, which must be spent in full-time work on the research, the permission of the Head of Department being required before the candidate undertakes any other work during the period.

6. The normal period of registration and tuition fee payment shall be as follows:

(a) full-time student candidates, three years;

(b) part-time student candidates, six years;

(c) University Staff candidates, two years;

(d) Hospital Staff candidates, six years;

(e) Research Fellowship or Independent Research Worker candidates, three years.

TIME LIMITS

7. The time-limit for the presentation of the thesis shall be as follows:

(a) full-time student candidates, four years;

(b) part-time student candidates, eight years;

(c) University Staff candidates, eight years;

(d) Hospital Staff candidates, eight years;

General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates

(e) Research Fellowship or Independent Research Worker candidates, four years.

SUPERVISION

8. In the case of a part-time student candidate (other than one admitted under a remote location scheme approved by the Senate), the supervision of the candidate shall be personal and not by correspondence only. The candidate shall meet the Supervisor at such frequent and regular intervals as the Faculty may direct. A report on the progress of the research shall be submitted annually by the Supervisor through the Faculty to the Senate.

Regulations for the Degree of PhD with Integrated Studies

1. A person may be admitted in the following

category:

full-time student candidate

2. The programme of study and research shall be pursued for not less than four years.
3. A candidate shall be admitted as a candidate for a Master's Degree approved for this purpose and pursue the programme of study for not less than one year.
4. A candidate who after completing the minimum period of study has obtained not less than *one hundred and twenty* credits may be permitted to become additionally a candidate for the Degree of PhD with Integrated Studies (in the case of a candidate commencing the programme of study and research before September 2010) or a candidate for the Degree of MPhil with Integrated Studies (in the case of a candidate commencing the programme of study and research in or after September 2010). Such a candidate shall
 - (a) pursue a programme of research for not less than three years, and present a thesis for examination in accordance with the Regulations for Higher Degrees by Research;
 - (b) successfully complete the departmental upgrading process before progressing to the third year of study (in the case of a candidate commencing the programme of study and research before September 2010) and additionally (in the case of a candidate commencing the programme of study and research in or after September 2010) before becoming a candidate for the Degree of PhD;
 - (c) obtain a total of not less than *forty-five* credits (or *forty-five* less exemptions) in respect of Research Training units prescribed by the Head of Department (in the case of a candidate who commenced the programme of study and research before September 2010), or undertake the Doctoral Development Programme as prescribed in the Regulations for the Doctoral Development Programme (in the case of a candidate commencing the programme of study and research in or after September 2010); and
 - (d) complete satisfactorily such of the additional noncredit-bearing requirements of the Regulations for the relevant programme as are specified to be met in the relevant year.
5. The time-limit for the Master's Degree shall be two years. The time-limit for the presentation of the thesis for the Degree of PhD with Integrated Studies shall be five years from initial registration as a candidate for the Master's Degree.
6. A candidate who completes the requirements of the programme of study and research for the Master's Degree may be awarded that Degree and a candidate who completes the requirements of Regulation 4 may also be awarded the Degree of PhD with Integrated Studies.
7. The following programmes of study and research are specified for the purposes of Regulation 3 above.
AAPT90 ARCHAEOLOGICAL MATERIALS (MSc)

(FACULTY OF ARTS AND HUMANITIES)

(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Archaeological Materials only)

ACST90 CONTROL SYSTEMS (MSc)

(FACULTY OF ENGINEERING)

(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Control and Systems Engineering only)

ARCT190 SUSTAINABLE ARCHITECTURAL STUDIES (MArchStudies) (FACULTY OF SOCIAL SCIENCES)

(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Sustainable Architectural Studies only)

ARCTXX SUSTAINABLE ARCHITECTURE AND COMPUTER AIDED ENVIRONMENTAL DESIGN (MSc)

(FACULTY OF SOCIAL SCIENCES)

(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Sustainable Architecture and Computer Aided Environmental Design only)

ARCTXX URBAN DESIGN (MA)

(FACULTY OF SOCIAL SCIENCES)

(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Urban Design only)

ARCTXX ARCHITECTURAL DESIGN (MA)

(FACULTY OF SOCIAL SCIENCES)

(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Architectural Design only)

ARCTXX CONSERVATION AND REGENERATION (MA)

(FACULTY OF SOCIAL SCIENCES)

(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Conservation and Regeneration only)

ARCTXX DESIGNING LEARNING

ENVIRONMENTS (MA)

(FACULTY OF SOCIAL SCIENCES)

(For initial registration of a candidate for the Degree of *General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates* PhD with Integrated Studies in Designing Learning Environments only)

BMST02 STEM CELL AND REGENERATIVE MEDICINE (MSc)

(FACULTY OF SCIENCE)

(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Biomedical Science only)

CIVT90 ENVIRONMENTAL MANAGEMENT OF URBAN LAND AND WATER (MSc(Eng))

(FACULTY OF ENGINEERING)

(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

CIVT91 EARTHQUAKE AND CIVIL

ENGINEERING DYNAMICS (MSc)

(FACULTY OF ENGINEERING)

(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

CIVT95 CONCRETE ENGINEERING (MSc)
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

CIVT96 STEEL CONSTRUCTION (MSc)
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

CIVT97 STRUCTURAL ENGINEERING (MSc)
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

COMT90 ADVANCED COMPUTER SCIENCE (MSc)
(FACULTY OF ENGINEERING)
(For initial registration of a candidate of the Degree of PhD with Integrated Studies in Computer Science only)

CPET90 ENVIRONMENTAL AND ENERGY ENGINEERING (MSc(Eng))
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

EDUT118 EDUCATION POLICY AND PRACTICE (MA)
(FACULTY OF SOCIAL SCIENCES)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Education Policy and Practice only)

GEMT93 MOLECULAR AND GENETIC MEDICINE (MSc)
(FACULTY OF MEDICINE, DENTISTRY AND HEALTH)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

HART90 PUBLIC HEALTH (MPH)
(FACULTY OF MEDICINE, DENTISTRY AND HEALTH)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Public Health or the Degree of PhD with Integrated Studies in Health Sciences Research only)

MATT91 ADVANCED METALLURGY (MMet)
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

MATT92 AEROSPACE MATERIALS (MSc (Eng))
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Advanced Materials Science only)

MATT93 CERAMIC SCIENCE AND ENGINEERING (MSc (Eng))
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

MATT94 POLYMER AND POLYMER COMPOSITE SCIENCE AND ENGINEERING (MSc (Eng))
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

MATT95 WASTE IMMOBILISATION (MSc (Eng))
(FACULTY OF ENGINEERING)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Waste Immobilisation only)

PAST90 STATISTICS (MSc)
(FACULTY OF SCIENCE)
(For initial registration of a candidate of the Degree of PhD with Integrated Studies in Probability and Statistics only)

PHYT90 NANOSCALE SCIENCE AND TECHNOLOGY (MSc)
(FACULTY OF SCIENCE) (Joint programme with the University of Leeds). (For initial registration of a candidate for the degree of PhD with Integrated Studies in Nanoscale Science and Technology only)

PHYT91 STUDIES AT THE LIFE SCIENCE/PHYSICAL SCIENCES INTERFACE (MSc)
(FACULTY OF SCIENCE)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies only)

POLT90 RESEARCH METHODS IN POLITICS AND INTERNATIONAL RELATIONS (MA)
(FACULTY OF SOCIAL SCIENCES)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in Politics only)

TRPT90 PLANNING RESEARCH AND THEORY (MA)
(FACULTY OF SOCIAL SCIENCES)
(For initial registration of a candidate for the Degree of PhD with Integrated Studies in City, Society and Planning only)

Regulations for the Degree of PhD undertaken in an EPSRC Doctoral Training Centre

1. A person may be admitted as a full-time student candidate.
General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates
2. The programme of study and research shall be pursued for not less than three years.
3. A candidate shall be admitted initially as a candidate for the Degree of MPhil leading to PhD or as a candidate for a Postgraduate Diploma.
4. A candidate admitted initially for a Postgraduate Diploma approved for this purpose and who has obtained not less than *one hundred and twenty* credits may be permitted to become instead
 - (a) a candidate for the Degree of MPhil leading to PhD; and where applicable also
 - (b) a candidate for an appropriate Postgraduate Diploma in professional skills, as specified in the Regulations for the relevant EPSRC Doctoral Training Centre.
5. A candidate for the Degree of MPhil leading to PhD and, where applicable also for the appropriate Postgraduate Diploma in professional skills shall
 - (a) pursue the programme of research for not less than three years on a full-time basis; and
 - (b) pursue the appropriate Postgraduate Diploma in

professional skills on a part-time basis; and
(c) successfully complete the relevant departmental upgrading procedure before progressing to the third year of study and becoming a candidate for the Degree of PhD; and

(d) present a thesis for examination in accordance with the General Regulations for Higher Degrees by Research.

6. A candidate who successfully completes the requirements of the programme of study and research for the Degree of PhD may be awarded that Degree, and a candidate who successfully completes the requirements of the programme of study for the appropriate Postgraduate Diploma in professional skills may be awarded that Diploma.

7(a) For candidates who commenced the programme of study and research before September 2010

A candidate for the Degree of PhD undertaken in an EPSRC Doctoral Training Centre shall complete either an appropriate Postgraduate Diploma in professional skills or *forty-five* credits of the Research Training Programme, as appropriate to the individual EPSRC Doctoral Training Centre.

7(b) For candidates commencing the programme of study and research in or after September 2010

A candidate for the Degree of PhD undertaken in an EPSRC Doctoral Training Centre shall complete an appropriate Postgraduate Diploma in professional skills and/or undertake the Doctoral Development Programme, as appropriate to the individual EPSRC Doctoral Training Centre.

8. The time-limit for the presentation of the thesis for the Degree of PhD shall be five years from the date of initial registration as a candidate, this period to include some or all of the time spent as a candidate for the Degree of MPhil.

Regulations for the Degree of MPhil in all Faculties

1. A person may be admitted as a candidate in one of the following categories:
full-time student candidate;
part-time student candidate;
candidate without attendance;
University Staff candidate;
Hospital Staff candidate;
Research Fellowship or Independent Research Worker candidate.

2. A candidate for the degree of MPhil commencing the programme of study and research in or after September 2010 will be required to undertake the Doctoral Development Programme as prescribed in the Regulations for the Doctoral Development Programme.

MINIMUM PERIOD OF STUDY

3. The programme of research shall be for not less than the following periods:

(a) full-time student candidates (except in the Faculty of Medicine), one year;

(b) full-time student candidates in the Faculty of Medicine, one year in the case of the holder of the Degrees of MB,ChB or BDS, or BMedSci with

Honours or BSc with Honours of the University or an equivalent award of another institution or body recognised by the Senate, and two years in all other cases;

(c) part-time student candidates, two years (provided that the Faculty may require a particular candidate to spend some part of this period in full-time work in the University on a research topic);

(d) candidates without attendance, one year;

(e) University Staff candidates, a period not less than one year determined in each case by the Senate having regard to the candidate's qualifications and the proportion of time to be spent on the research, and so that the total time devoted to the research shall not be less than that required of a full-time student candidate;

(f) Hospital Staff candidates, a period not less than one year determined in each case by the Senate having regard to the candidate's qualifications and the proportion of time to be spent on the research, and so that the total time devoted to the research shall not be less than that required of a full-time student candidate;

(g) Research Fellowship or Independent Research Worker candidates, one year, which must be spent in full-time work on the research, the permission of the Head of Department being required before the candidate undertakes any other work during the period.

4. In the case of part-time student candidates, the supervision of the candidate shall be personal and not by correspondence only. The candidate shall meet the *General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates* Supervisor at such frequent and regular intervals as the Faculty may direct. A report on the progress of the research shall be submitted annually by the Supervisor through the Faculty to the Senate.

TIME-LIMITS

5. The time-limit for the presentation of the thesis shall be as follows:

(a) full-time student candidates, three years;

(b) part-time student candidates, six years;

(c) candidates without attendance, four years;

(d) University Staff candidates, six years;

(e) Hospital Staff candidates, six years;

(f) Research Fellowship or Independent Research Worker candidates, four years.

Note: The attention of candidates seeking to transfer to candidacy for the Degree of PhD is drawn to Regulation 3 for that Degree.

Regulations for the Research Training Programme (for candidates who commenced the programme of study and research before September 2010)

1. These Regulations apply to candidates required under Regulation 3 of the Regulations for the Degree of PhD, Regulation 6 of the Regulations for the Degree of MD, and Regulation 6 of the Regulations for the Degree of DSc to participate in the Research Training

Programme.

2. The choice of units shall be made in consultation with the candidate's supervisor and Head of Department and is subject to the approval of the Faculty.

(a) A candidate for the Degree of PhD shall take units to the value of *forty-five* credits - or in the case of a candidate exempted in part from the requirement of Regulation 3 of the Regulations for the Degree of PhD, such lower number as may be specified by the Senate. Not less than *twenty* of the prescribed credits must have been awarded before admission as a full-time student candidate or transfer to that status, in accordance with Regulation 3 of the Regulations for the Degree of PhD.

(b) A candidate for the Degree of MD or DDSc shall take units to the value of *thirty* credits (or in the case of a candidate exempted in part from the requirement of Regulation 6 of the Regulations for the Degree of MD or DDSc, such lower number as may be specified by the Senate). Not less than *twenty* of the prescribed credits must have been awarded before admission as a full-time student candidate or transfer to that status, in accordance with Regulation 6 of the Regulations for the Degree of MD or DDSc .

3. Units shall be selected from

(a) those listed in the current handbook "Research Training at the University of Sheffield";

(b) exceptionally and where the needs of a particular candidate so require, from units in any Degree programme for a Bachelor's or Master's Degree.

4. A candidate for the degree of PhD with Integrated Studies shall take RTP units as an integral part of the Degree Programme and units to be taken shall be prescribed by the Head of Department.

5. The Faculty may permit a candidate to amend the registration in respect of the units to be taken.

6. Where a candidate fails to be awarded credits in respect of a unit or units, the Faculty may permit the candidate to repeat the unit or units or to take another unit or units, in each case on such conditions as the Faculty may determine.

Regulations for the Doctoral Development

Programme (for candidates commencing the programme of study and research in or after September 2010)

1. These Regulations apply to all candidates for Higher Degrees by Research listed in Regulation 29 of the General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates, except candidates for the Degree of PhD undertaken in an EPSRC Doctoral Training Centre (unless otherwise specified in the Regulations for the Degree of PhD undertaken in an EPSRC Doctoral Training Centre), the Degree of MSc(Res), the Degree of LLM by research or the Degree of MMus by research.

2. The candidate shall undertake a Training Needs Analysis at the start of each year (or other appropriate period of study) in consultation with the supervisory team, in order to identify the additional skills and experience required to meet the levels of competence outlined in the appropriate Faculty's Needs Analysis Framework.

3. A candidate shall undertake an individual programme of training and skills development during each year (or other appropriate period of study) based on the outcomes of the Training Needs Analysis, to be agreed in consultation with the supervisory team subject to the approval of the Head of Department and the Faculty.

4. In the case of a candidate for the Degree of PhD, PhD with Integrated Studies, MD, DDSc, EngD or EdD a candidate may not be permitted to transfer to that status from candidacy for a Master's degree, unless the candidate has presented a portfolio demonstrating that they have undertaken the agreed programme of training and skills development and have achieved an appropriate level of competency as agreed by the supervisory team.

5. Where a candidate fails to successfully complete a part or parts of the programme of training and skills development, the Faculty may permit the candidate to repeat that part or parts, or to undertake other training *General Regulations for Higher Degrees, Postgraduate Diplomas and Postgraduate Certificates* or skills development, in each case on such conditions as the Faculty may determine.

Every effort has been made to ensure the accuracy of the information given in this publication, but the University can accept no responsibility for any errors or omissions. University courses are continually reviewed and revised and there may well be some changes between the date of publication and the time the student embarks on the course. The University reserves the right to amend or discontinue courses of study and to amend Ordinances and Regulations governing courses of study whenever it sees fit. Students and others should enquire as to the up-to-date position when they need to know this.