

**Sheffield  
Hallam  
University**

**Postgraduate Research  
Students' Handbook  
2020/21**

We made every reasonable effort to ensure the information in this handbook was accurate at the time of publication (August 2020). However, information does change from time to time and we strongly recommend you consult the relevant degree Regulations, Code of Practice and associated policies and guidelines for the latest information.

This document was updated November 2020 to include information and links to guidance on GDPR and remote research.

The University's Research Degree Regulations, Code of Practice for Research Students and Supervisors and other key policy documents can be found on the Research Degrees site on Blackboard. You can login to Blackboard through MyHallam.

<https://www.shu.ac.uk/myhallam>

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# 1. Welcome to Sheffield Hallam University

## Welcome from Professor Doug Cleaver, Director of the Doctoral School

At Sheffield Hallam, we are committed to focussing on research which addresses real-world challenges and is recognised internationally for generating social, economic and cultural benefits. Our postgraduate researchers are an integral part of this growing activity.

As a postgraduate research student at Sheffield Hallam, you are joining a community of over 700 postgraduate researchers across the University. Your research degree will give you opportunities to develop a range of personal and professional skills as well as becoming an expert in your chosen project area.



A research degree is quite different from an undergraduate or taught master's degree, and you may initially feel quite daunted by it. Although you are working on an individual research project, be assured that you are not alone. There is a wide range of help and support available to you throughout your time at the University, as well as academic and social student groups and communities.

You will be supervised by a team of academic researchers with expertise in your field who will support you to develop as an independent researcher. Alongside this, your local PGR teams and the University's Doctoral School can provide help and advice on University processes, policies and regulations.

This handbook provides you with an overview of essential information relating to your research degree, including the milestones in your research programme, sources of help and support, and opportunities for personal development. I hope you will find it useful as an introduction and throughout your time as a research student at the University, and would be happy to receive suggestions for other content you think would be helpful.

I hope you have an enjoyable and successful time at Sheffield Hallam.

## **Postgraduate Research at Sheffield Hallam**

Research at Sheffield Hallam is delivered through four Research Institutes, each of which supports several Research Centres and Academic Departments. As a postgraduate researcher (PGR) at Sheffield Hallam, you will be part of the University's Research Institutes as well as your research Centres or Academic Department. You will also be part of the University's Doctoral School.

Your supervisory team will be your main point of contact for most aspects of your research degree. Your Research Institute PGR Professional Services Team will provide support throughout your degree and can provide advice and guidance on the processes you need to complete, University policies and procedures, and the support services available to you. Additionally, each Research Institute has an academic Head of Research Degrees, who is supported by Postgraduate Research Tutors (PGRTs) in the Research Centres and Departments. You will meet your local PGR team during your induction and their contact details are below.

### **Culture and Creativity Research Institute**

Contact [culture-creativity-PGR@shu.ac.uk](mailto:culture-creativity-PGR@shu.ac.uk)

Research Centres: Art, Design & Media Research Centre; Centre for Culture, Media & Society; Humanities Research Centre; Lab4Living;

Departments: Art and Design; Media Arts and Communication; Humanities

### **Health Research Institute**

Contact [health-pgr@shu.ac.uk](mailto:health-pgr@shu.ac.uk)

Research Centres: Advanced Wellbeing Research Centre; Sport and Physical Activity Research Centre

Departments: Nursing and Midwifery, Social Work, Social Care and Community Studies, Allied Health Professionals, Sport and Physical Activity

### **Industry and Innovation Research Institute**

Contact: [Industry-innovation-PGR@shu.ac.uk](mailto:Industry-innovation-PGR@shu.ac.uk)

Research Centres: Materials and Engineering Research Institute; Biomolecular Sciences Research Centre; National Centre of Excellence for Food Engineering; CENTRIC

Departments: Biosciences and Chemistry; Engineering and Mathematics; Computing

### **Social and Economic Research Institute**

Contact: [Social-economic-pgr-@shu.ac.uk](mailto:Social-economic-pgr-@shu.ac.uk)

Research Centres: Centre for Regional Economic and Social Research; Centre for Behavioural Science and Applied Psychology; Centre for Development and Research in Education; Helena Kennedy Centre for International Justice

Departments: Teacher Education; Education, Childhood and Inclusion; Natural and Built Environment; Law and Criminology; Psychology, Sociology and Politics; Finance, Accounting and Business Systems; Management; Service Sector Management

## **The Doctoral School Team**

For queries regarding research degrees regulations, policies and procedures, quality and standards, and thesis submission and examination – contact: [RDCAdmin@shu.ac.uk](mailto:RDCAdmin@shu.ac.uk)

For queries regarding researcher training and development, the teaching skills course, the RDF Planner and research community activities – contact: [doctoralschool@shu.ac.uk](mailto:doctoralschool@shu.ac.uk)

For more information on training and development, upcoming events and news of interest to the PGR community, please visit our blog site at <https://blogs.shu.ac.uk/doctoralschool/>

## 2. University essentials

The University's student portal, MyHallam, contains a wealth of essential information on University services and sources of help and support for all our students. You can also access your student record (My Student Record) and log in to Blackboard and other online tools via MyHallam.

<https://www.shu.ac.uk/myhallam>

### **Online information and support for your research degree**

The University's Research Degree Regulations, Code of Practice for Research Students and Supervisors, and other key policy documents can be found on the Research Degrees Site on Blackboard. This can be accessed through MyHallam.

<https://www.shu.ac.uk/myhallam>

The Doctoral School blog site has news and opportunities of interest to PGRs, plus a calendar of training and development events.

<https://blogs.shu.ac.uk/doctoralschool/>

### **Enrolling as a student (and re-enrolling)**

The first stage in joining the University community is enrolment - this is the process by which you formally register your participation in a course, accept the liability to pay Tuition Fees, and provide information required by the University. Your date of enrolment is the official start date of your research programme. The University has three enrolment points for PhD degrees - October, February and May. Other research degrees will have different enrolment points.

Enrolment is a two-stage process - (i) pre-enrolment, which you will be invited to complete online before you arrive in Sheffield, and (ii) full enrolment, which you will complete during your first weeks at the University. You will pre-enrol through My Student Record, which you will be able to access once you have received your enrolment email.

After you have been fully enrolled, including arrangements for payment of Tuition Fees, you will receive your SHUCard and have access to University services and facilities including the Library, IT services and supervision.

You will need to re-enrol each year on the anniversary of your start date. You will have up to 3 weeks from the anniversary of your start date to enrol. If you do not enrol within these 3 weeks access to University services will be withdrawn and you may be excluded from your course.

### **Tuition fees**

If you are responsible for paying your own tuition fees you will receive an invoice from the University's Finance Directorate which will state the amounts you need to pay and when payments are due. This will depend on your fee status, start date and whether you are full-time or part-time. Details of ways to pay your tuition fees can be found on MyHallam.



If your tuition fees are being paid by a sponsor, you should provide your PGR Professional Services team with a letter confirming the details of your sponsorship for each academic year. This should be on your sponsor's official letterhead and must include your name, course and year, the amount of contribution towards your fees and the name and address to which the fees invoice should be sent. If this information is not received by the University within two weeks of your enrolment you will be invoiced personally for your fees.

Please be aware that under the University's Terms and Conditions should your sponsor fail to make payment for any reason you will remain personally liable for the full amount of your tuition fees and will be invoiced accordingly.

## **Scholarships**

If you receive a scholarship that is paid to you directly by your sponsor, you should familiarise yourself with your sponsor's terms and conditions.

If you receive a scholarship (with or without a maintenance stipend) which is paid by the University you should familiarise yourself with the University's Conditions of Award for PhD scholarships and any additional or alternative terms required by your sponsor.

The Conditions of Award for University Scholarships outlines the financial arrangements for University PhD scholarships, including entitlements for periods of absence and breaks in study, and can be found at:

<https://www.shu.ac.uk/research/research-degrees/phd-scholarship-opportunities/university-scholarships>

## **Your SHUcard**

Your SHUcard is your student ID plus your membership/ access card into buildings, the Sheffield Hallam Students' Union and the libraries. You can also use your SHUcard to pay for goods and services on campus. Your local PGR Professional Services team will provide you with a form to enable you to collect your SHU card.

For more information, see <https://www.shu.ac.uk/current-students/shucard>

## **Terms and Conditions**

The University's Terms and Conditions and student Regulations can be found on the website <https://www.shu.ac.uk/study-here/terms-and-conditions-and-student-regulations>

## **COVID-19 response**

The University's information regarding our response to COVID-19 is on the website

<https://www.shu.ac.uk/current-students/student-support/student-wellbeing/coronavirus-advice>

Specific information for PGR students, including the remote supervisory meeting form and guidance on applying for extensions to University PhD scholarships, can be found in the "Coronavirus Documents" folder on the Research Degrees Blackboard site, accessed through My Hallam.

## IT and Library services

The University's computers operate a managed desktop which provides you with a range of software and secure drives.

The University's IT Regulations and Policies can be found at

<https://students.shu.ac.uk/regulations/it/index.html>

The IT and Library pages on MyHallam contain useful information on printing, software, laptop loans and your IT account. You can also access the Library Gateway and associated support.

<https://www.shu.ac.uk/myhallam/it-and-library>

## File Storage

Do not save any documents or data to the desktop of a SHU PC or laptop as you will automatically lose these files when you log out.

<https://students.shu.ac.uk/shuspacecontent/it/best-place-save-work>

Your personal network space is your HomeDrive (F:) and is the best place to save your personal (non-research) files. This space is limited to 100MB so is not suitable for storing large files. Students also receive storage space on OneDrive and Google Drive; you should ensure read and comply with the Cloud Storage Policy if using these drives. In particular, cloud storage should not be used to store files containing information about individuals or other sensitive information

Cloud storage policy: <https://eisf.shu.ac.uk/EISF2015/CloudStorage.html>

For research data, the SHU Research Store (Q:\Research) provides shared storage for active research projects, including research data and supporting materials. Access to individual research project folders is restricted to researchers working on the project. The SHU Research Store is accessible both on and off campus from a wide range of devices. All files are backed up every night to a remote location which means they are secure and protected by firewalls and access permissions. You can request access to the Q: drive and project space through your PGR team or supervisor.

<https://blogs.shu.ac.uk/libraryresearchsupport/research-store-q/>

To comply with the University's GDPR policy, if you store any personal data other than your own (for example research data or survey responses) on a USB storage device or other removable storage such as CDs or DVDs, the storage must be encrypted. Personal data should only be stored on portable devices for limited periods of time to reduce the risk if the device is lost or stolen, and you should ensure the data is transferred to the University's network as soon as possible. Where it is not possible to use a University-owned device, this must be stated in the ethical approval and you must ensure that the device is encrypted and that the data is moved to secure network storage space and deleted from the device as soon as possible.

<https://students.shu.ac.uk/regulations/it/encryption.html>

## Wi-fi

If you are using your own laptop or mobile device you can access the wi-fi network through SHU-USS with your usual network username and password. You will be able to access your home space and internet but will not have access to SHU software.

If you visit another UK University, you may be able to access a free wireless network through EduRoam.

<https://students.shu.ac.uk/shuspacecontent/it-and-av-services/wifi>

## Email

The student email system at SHU is Google's Gmail. You will be provided with an email address to use during your studies, and emails sent to you from the University (including announcements and notifications) will be sent to this account.

In some cases you may want to forward your SHU emails to another address. This could be useful if you synchronise a different personal address with a mobile device, or would like to keep all of your emails in one place. You can find step by step instructions on how to setup forwarding on the Google help centre.

<https://students.shu.ac.uk/shuspacecontent/it-and-av-services/email>

## Software

A catalogue of all the software provided by the University for student use is available on MyHallam. A wide range of software is also available for you to download onto your own computer or mobile device - either for free or at a discounted rate. All SHU students can download Microsoft Office 365 for free, which you can install on up to 5 Windows PCs or Macs for the duration of your study. You also have access to a range of online tutorials to help you improve your IT skills. More information is available through MyHallam.

<https://students.shu.ac.uk/shuspacecontent/it-and-av-services/software>

## Library services

There are two University libraries, one on each campus. All SHU students can use both libraries. You can search the Library catalogues, subject guides and databases through the Library Gateway

<https://library.shu.ac.uk/>

The Library Research Support Team provides dedicated information and advice to research students and staff on literature searching, data management and publishing.

<https://blogs.shu.ac.uk/libraryresearchsupport/>

The Sheffield Hallam University Research Archive - SHURA - is the University's open access repository of research outputs and publications, including doctoral theses. <http://shura.shu.ac.uk/>

The Sheffield Hallam University Research Data Archive (SHURDA) is a repository for digital and non-digital research data produced by researchers at Sheffield Hallam University. More information is available through the Library Research Support Team. <https://shurda.shu.ac.uk/>

### 3. Your research programme

#### Induction and getting started with your research degree

You will be invited to an induction where you will be welcomed into your research area and provided with important information relevant to your area. The induction contains a number of essential elements to support you in your research programme, focusing particularly on the initial stages, and all doctoral researchers are expected to attend at the start of their studies.

#### Research degree regulations and code of practice

The University's Research Degree Regulations and Procedures and the Code of Practice for Research Students and Supervisors can be found on the Research Degrees Blackboard site. You are encouraged to read these documents for detailed information on what is expected from you as a research student, the requirements of your research degree, and the roles and responsibilities of research students, supervisors and other key staff. This handbook provides a brief overview of the key milestones and requirements but you should consult the Regulations, Procedures and Code of Practice for full information.

The Research Degrees Blackboard site can be accessed via MyHallam: <https://www.shu.ac.uk/myhallam>

#### Research ethics and integrity

All University research must undergo ethical scrutiny to ensure that it is conducted to the highest ethical standards and to protect the integrity of our research. Maintaining the highest standards of integrity, impartiality and respect for data is essential.

You must complete online research ethics training as a mandatory part of your initial training and development. Details on how to access the Epigeum online training courses can be found later in this handbook. You are strongly encouraged to complete the training early on in your studies and must have completed it before your RF1 (Approval of Research Programme) submission.

You will need to register for an account with Epigeum using your SHU email address. Full details of how to register for an account are available through the Research Degrees site on Blackboard ('Online training and CPD'). Please read this guidance before attempting to register for an account with Epigeum.

All postgraduate researchers must complete the online training programmes 'Becoming an ethical researcher' and 'Research ethics in practice'. Each programme has 4 modules and you can complete the programmes one module at a time. If your research involves human participants you should complete both programmes in their entirety (this will take approximately 3 hours 45 minutes). If you are not researching with human participants, the 'Working with human participants' and 'Working ethically in a global environment' modules are optional.

When you have successfully completed a module the system will generate a certificate. The pass mark is 80% and you should attach all 6-8 certificates to your RF1 as a combined PDF file.

You must also complete an ethics proforma which will be authorised by your Director of Studies and formally approved by the University. If your research involves human participants, human tissue or personal data you will need to complete additional steps and your study may require formal ethics review from the University before you can proceed. The necessary research ethics approval must be obtained before you start your research.

The ethical review process uses the online system Converis. You can find more information on the system and the University's ethics policies, procedures and guidance at:

<https://www.shu.ac.uk/research/quality/ethics-and-integrity> and a useful explanatory document on <https://www.shu.ac.uk/research/quality/ethics-and-integrity/ethics-approval-procedures>

## **Data management**

Research data management is a key part of good research practice and you must produce a research data management plan before you start your research. It covers the whole lifecycle of your research data - planning your work, managing your live data, archiving your data for long-term access, and 'open access' of research data.

The Library Research Support Team can provide further advice on managing your research data.

<https://blogs.shu.ac.uk/libraryresearchsupport/>

## **Information Governance and data collection**

GDPR guidance for researchers is available on the University's website

<https://www.shu.ac.uk/research/quality/ethics-and-integrity/guidance-and-legislation>

Data protection legislation requires us to provide data subjects with information about how their personal data is processed. This information would usually be provided when collecting data from individuals. Templates for participant information sheets are available at:

<https://www.shu.ac.uk/research/quality/ethics-and-integrity/ethics-approval-procedures>

The University's general privacy notice for research participants is available at:

<https://www.shu.ac.uk/about-this-website/privacy-policy/privacy-notice/privacy-notice-for-research>

Data protection legislation applies to all processing of personal data, including the deletion and disposal of records. Disposal of personal data, and the equipment that is used to store personal data, must be carried out in a secure way to prevent unauthorised disclosures.

## **Remote research**

Advice on remote research for staff postgraduate research students is available online. The advice covers finding and accessing literature, data collection and data security.

<https://libguides.shu.ac.uk/remote-research>

Advice on data collection, including considerations for remote data collection, ethical approval, recruiting participants, and suitable data collection tools: <https://libguides.shu.ac.uk/remote-research/data-collection>

Advice on data security when working remotely, including general advice and information specific to NHS-related research, how to access the Research Store (Q:\Research) from home, and how to encrypt and transfer files: <https://libguides.shu.ac.uk/remote-research/data-security>

## **Intellectual Property**

The University's Intellectual Property Policy can be found at <https://www.shu.ac.uk/study-here/terms-and-conditions-and-student-regulations>

As a general principle the University recognises that each student is the owner of the intellectual property they create in the course of their studies, subject to certain exceptions relating to collaborative research and project funding or sponsorship. These exceptions are set out in the University's Terms and Conditions. Intellectual property rights may also be governed by a pre-existing agreement. In these cases the University will require a student to sign an agreement at Enrolment to vary ownership of intellectual property in such a way as to reflect the individual circumstances of their project.

## Training and development

You can access a range of training and development to support you in your research degree programme. The following section provides an overview of what's on offer, and you can find more information and details of how to book on the Doctoral School blog site. Information on discipline-specific training will be available through your local PGR team.

<https://blogs.shu.ac.uk/doctoralschool/training-and-development-2/>

### Development needs analysis and planning

Vitae's Researcher Development Framework (RDF) is a professional development framework for researchers. It describes the knowledge, behaviours and attributes of successful researchers and can be used by individual researchers at all stages of their career.

During the first few weeks of your studies you will complete a Development Needs Analysis where you will self-assess your knowledge and skills against the Researcher Development Framework to highlight areas for personal and professional development. You should discuss your analysis with your Director of Studies and agree a development plan. You will be required to submit your initial development plan with your RF1: Approval of Research Programme application.

As you progress through your research programme you should review your plan every six months with your Director of Studies.

Training is available to support you in your assessment and analysis.

<https://blogs.shu.ac.uk/doctoralschool/training-and-development-2/researcher-development-framework-rdf/>

### Research skills

You will have access to University-wide and discipline-specific training in the 'essentials' of doctoral research. Themes cover general research skills (e.g. effective writing, communicating your research, data management, the thesis and viva) and discipline-focussed subjects (e.g. research methods, data analysis, opportunities to present and discuss your research, and careers). Training is also available on literature searching and management, publishing your research and open access.

<https://blogs.shu.ac.uk/doctoralschool/training-and-development-2/>

### Academic English skills

English for your Doctorate is specifically designed for all students working independently on a research degree. The focus is on practising and developing language and rhetoric to explain and present your research in both written and spoken forms.

<https://students.shu.ac.uk/shuspacecontent/languages/university-english-scheme-ues>

## **Teaching skills for doctoral students**

If you are interested in teaching in higher education you can access training to support you with developing your teaching skills. The Teaching Skills for Doctoral Students course runs twice a year and provides an introduction to teaching, planning and different approaches. An online training course is also available via Epigeum.

<https://blogs.shu.ac.uk/doctoralschool/training-and-development-2/teaching-skills/>

## **Online training**

You have access to a range of online courses and training, including the mandatory research ethics training. A list of available courses, guides and videos is available on the Research Degrees Blackboard site under the 'Doctoral Skills Training' page.

To access the Epigeum online courses you will need to register for an account with Epigeum using your SHU email address. Full details of how to register for an account are available through the Research Degrees Blackboard site ('Doctoral Skills Training'). Please read this guidance before attempting to register for an account with Epigeum.



## Key milestones in your research degree programme

The University's Research Degree Regulations and Code of Practice for Research Students and Supervisors can be found on the Research Degrees site on Blackboard. This handbook provides a brief overview of the key milestones and requirements but you should consult the Regulations, Procedures and Code of Practice for full information.

The Research Degrees Blackboard site can be accessed via MyHallam: <https://www.shu.ac.uk/myhallam>

The normal permissible timescales for completion of your degree from your date of initial enrolment are:

Degree	Mode	Minimum	Maximum
MPhil	Full-time	18 months	24 months
	Part-time	30 months	36 months
PhD	Full-time	24 months	48 months
	Part-time	36 months	84 months
EdD	Part-time	48 months	84 months
DBA	Part-time	48 months	84 months

Allowances will be made for any formally approved period of break in study.

### Approval of research programme (RF1)

This stage - also called the RF1 - provides formal University approval of your research programme. If you are an MPhil or PhD student, you will complete this stage around 3 months after enrolment (full-time, 6 months for part-time students). If you are studying for a part-time professional doctorate you will complete this stage within 15 months after enrolment.

At this stage, your research programme should include a plan of work with the intended methodology (if known) and a literature review.

As part of your application you will carry out a development needs analysis, working with your supervisor to assess your skills and development needs against Vitae's Researcher Development Framework. You will also need to include your certificates showing you have completed the mandatory research ethics training.

Your application will be assessed by a 'rapporteur' who will recommend either approval of the research programme (which may be subject to conditions) or referral for further development and resubmission.

### Confirmation of doctorate (RF2)

This stage - also called the RF2 - is a formal assessment milestone comprising written and oral assessments. You should check the RF2 requirements for your degree and research area in the relevant Confirmation of Doctorate procedures; these can be found on the Research Degrees Blackboard site under the 'Regulations and Procedures' tab.

Your RF2 application should be made within the timescales set out below. If you fail to meet the maximum timescales as set out in the Regulations you will miss an assessment opportunity and will automatically be referred.

Degree	Mode	Target	Maximum
MPhil and PhD	Full-time	12 months	15 months
	Part-time	24 months	27 months
EdD	Part-time	28 months	32 months
DBA	Part-time	24 months	28 months

You will submit a confirmation of Doctorate report and have an oral assessment through which you will 'defend' your work (i.e. respond to critical questioning). This will be either a mock viva or as part of a seminar series, depending on the approved procedures in your area (see the relevant Confirmation of Doctorate procedures for your area and degree).

At this stage you will also confirm whether you intend to write up for a monograph or article-based thesis and you will need to provide evidence of your ethics application(s) and approval.

You will be assessed by either one or two independent assessors and the Head of Research Degrees or Postgraduate Research Tutor. They will recommend one of the following options:

- a) Approve confirmation of doctorate without further work. Comments may be provided for you to consider.
- b) Approve confirmation of doctorate subject to conditions. This is a pass but you are required to clarify points raised by the assessors in order to progress satisfactorily. You will have 1 month (for full-time students, 2 months for part-time) to respond to the points raised.
- c) Refer the application for confirmation of doctorate for further work and/ or assessment. This means you have not passed this stage and may have to revise your report and/ or have another oral examination. You will have 3 months (for full-time students, 6 months part-time) to resubmit your application.

## Your thesis and viva

The viva voce examination (viva) is the formal assessment of your research programme through oral defence of your thesis.

Your Director of Studies must seek formal University approval for your examination arrangements (via the RF3 form) no later than four months before your expected date of thesis submission. Your exam cannot take place until the arrangements have been approved.

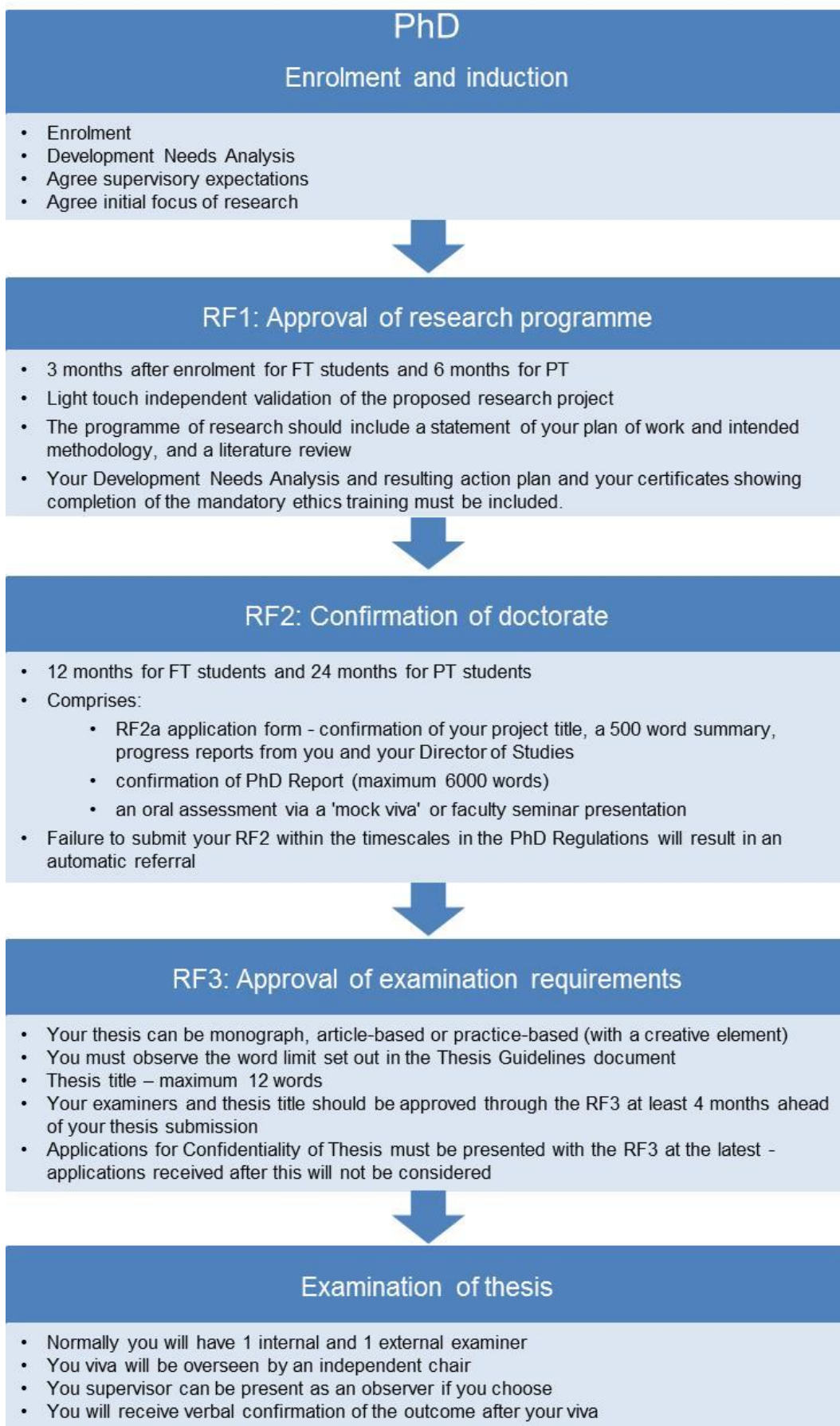
You must ensure that the format of your thesis complies with the requirements of your degree and discipline - these requirements are set out in the relevant degree Regulations and research degree thesis guidelines available on the Research Degrees Blackboard site.

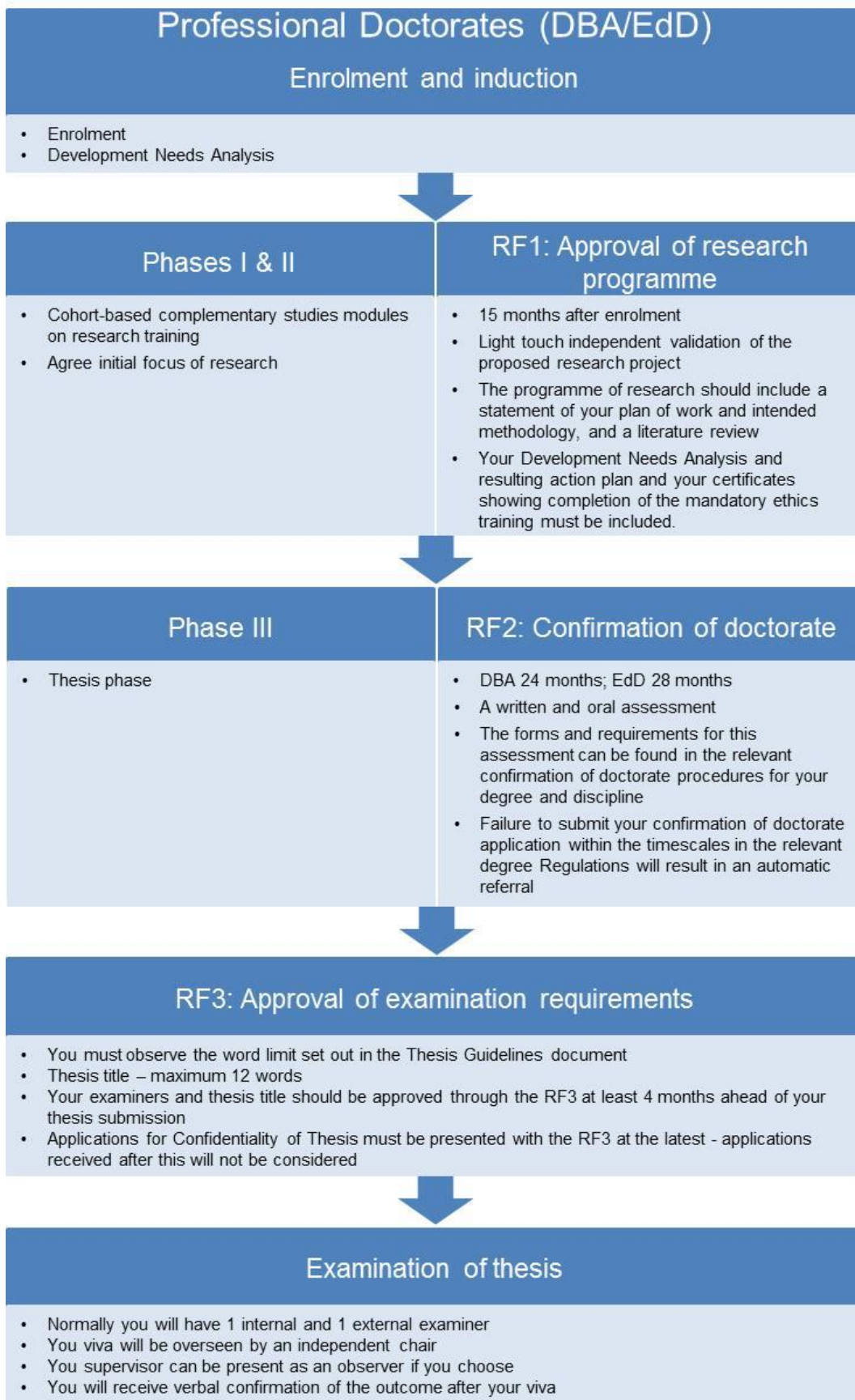
You will be assessed by at least one internal examiner (SHU member of staff) and one external examiner. All research degree oral examinations have oversight by an Independent Chair who will ensure that the viva is rigorous, fair, reliable and consistent.

Following your viva exam, the examiners will recommend one of the below options:

- a) award of degree
- b) award of degree subject to minor amendments being made to the thesis
- c) resubmission and re-examination, with or without a viva
- d) for PhDs, award of an MPhil subject to presentation of an amended thesis
- e) no award and no re-examination permitted - this would normally be in cases where research misconduct is proven

Your final thesis will be made available via the University's research publications archive, SHURA, and the British Library Electronic Thesis Online Service (EThOS <http://ethos.bl.uk> ). Under certain circumstances you may be able to request a delay in electronic access or a confidentiality restriction for a limited period. You should apply for this using the RFConf: Application for Confidentiality of Thesis form, which must be submitted at the latest with your RF3 form. Further details are available in the research degree procedures and thesis guidelines.





## **Your supervisory team**

You will have a supervisory team of at least two supervisors, one of whom will be your Director of Studies. Your supervisory team will have the appropriate skills, experience and expertise to advise and support you to successfully complete your research programme.

The University's Code of Practice sets out the roles and expectations of students and supervisors. At an early stage in your research programme, you should clarify with your supervisory team the respective roles and expectations and agree how you will interact. Each supervisory relationship is unique, depending on the preferred learning styles and personalities of those involved.

You should agree with your Director of Studies a schedule of supervisory meetings and you should take responsibility for organising these meetings. The frequency of meetings should be appropriate to your research and the stage you are at in your programme of studies. As a general guide, meetings should be monthly for full-time students and 3-monthly for part-time. After each supervisory meeting you should keep, and agree with your Director of Studies, a written record of the meeting.

If you are studying on a Tier 4 visa you will need to meet your supervisor on a monthly basis and fulfil particular reporting requirements from these meetings. Your local PGR team will be able to provide more advice on these requirements.

If you experience any difficulties with your studies you should discuss these as soon as possible with your supervisor. If your supervisor is unable to resolve the problem, you should talk to your Postgraduate Research Tutor or Head of Research Degrees.

If you experience any difficulties with your supervisory team you can discuss this with your Postgraduate Research Tutor or Head of Research Degrees. Sensitive issues can also be raised confidentially with the Director of the Doctoral School.

The University's Relationships at Work and Professional Behaviours Policy sets out the expectations and obligations of University staff in respect of professional behaviours. It is intended to protect staff and students against incidents and allegations of impropriety, bias, abuse of power or conflict of interest, and ensure that systems are in place to limit situations where an abuse of power could develop.

You can find the Code of Practice on the Research Degrees Blackboard site - log in to Blackboard via MyHallam <https://www.shu.ac.uk/myhallam>

## **Annual feedback and monitoring**

Alongside the RF1 and RF2 process, your progress will be formally monitored at the end of each academic year. In the annual monitoring exercise you will be asked to reflect on your experience over the previous 12 months and to complete a questionnaire. Your Director of Studies will also complete a questionnaire to formally report on your progress, attendance and performance over the year.

In addition to the University's annual monitoring exercise, the national Postgraduate Research Experience Survey (PRES) is conducted annually in May. PRES is an opportunity for you to provide feedback on your experience of being a postgraduate researcher at Sheffield Hallam and provides the university with valuable national benchmarking of the student experience at Sheffield Hallam.

The University uses your feedback from the annual monitoring exercise and PRES to develop local and University-level action plans for the forthcoming year.

## Additional information for your research programme

### If you need additional support with your studies

If you have a diagnosed medical condition, disability or learning difficulty, the University has a learning contract process to support you with your studies. Your learning contract records the adjustments you need as a result of your disability or condition. Contact Disabled Student Support for more information.

<https://www.shu.ac.uk/current-students/student-support/disability-support>

### Holidays and short-term absence

You are expected to make good progress with your research and complete your studies in a timely manner. However, it is important for your wellbeing that you take breaks from time to time. You should agree with your Director of Studies the timing and length of holidays or any other period of absence from the University. Information on the amount of holiday you can take during your studies is available on the Research Degrees Blackboard site - log in to Blackboard via MyHallam <https://www.shu.ac.uk/myhallam>

If you receive a scholarship or other financial support for your studies, you should familiarise yourself with your funder's terms and conditions for absence. Further information for students who receive a University scholarship can be found in the Conditions of Award for University Scholarships:

<https://www.shu.ac.uk/research/research-degrees/phd-scholarship-opportunities/university-scholarships>

### If you need to take a break from your studies

We understand that your personal circumstances can change throughout the course of your research programme and, where these circumstances impact on your ability to carry out your studies, you may be able to take a formal break from your studies.

The Break in Study Policy and Procedure for Research Degree Students is available on the Research Degrees Blackboard site. This Policy details what you can apply for, the process, and the implications of taking a break in study.

In the first instance you should discuss your situation with your supervisor and PGR team who will be able to advise on the options available to you. For short periods of time you may be able to take some time off without a formal break in study. In this case, no change would be made to your registration period.

Formal approval for any changes to your registration period must be sought from the University and supported by your Director of Studies and Head of Research Degrees. If a Break in Study is approved, your registration period will be changed to accommodate the break.

If you are an International student on a Tier 4 visa you should seek additional guidance from the International Experience Team before applying for any changes to your registration period or mode of study as changes may affect the validity of your visa.

If you are receiving sponsorship for your studies you should understand whether any changes would have implications for your sponsorship payments. Further information is available from your local PGR team.

## Other changes to your registration

Full details of permissible changes are available in the research degree Regulations, and include:

- Change in mode of study - you may request to change from full-time to part-time, or vice versa.
- Additional time to complete - exceptionally, the University may grant you additional time to complete your studies. This will normally be up to a maximum of 12 months if you were full-time at the time of research programme approval (RF1 stage), 24 months if you were part-time. Although requests for additional time will be considered on their merits, approval will normally only be given where it is clear that delayed completion is the result of factors which are beyond the control of the student and/or supervisor(s) and could not have been anticipated or planned for as part of good management of the research programme. Note that you will be liable for tuition fees for any period of additional time.

The research degree Regulations can be found on the Research Degrees Blackboard site, accessed via MyHallam: <https://www.shu.ac.uk/myhallam>

## Maternity leave

If you become pregnant you should notify your supervisor at the earliest possible opportunity so that any necessary adjustments can be put in place, particularly where the research programme may involve hazardous substances or other potential risks.

If you are an International student studying on a Tier 4 visa you should seek additional guidance from the International Experience Team regarding the implications for validity of your visa.

Research students will normally be permitted to take a break in study of up to 12 months for maternity leave. If you wish to take maternity leave you should discuss this with your supervisor. You will need to apply for a break in study for the period of your maternity leave and your thesis submission deadline will be adjusted accordingly.

Students are not entitled to paid maternity leave. Some students who receive a maintenance stipend may be entitled to receive their usual stipend for a number of weeks, depending on their funding body. If you receive a University scholarship, further details are available in the Conditions of Award for University Scholarships and your PGR team will be able to provide advice on your entitlement.

<https://www.shu.ac.uk/research/research-degrees/phd-scholarship-opportunities/university-scholarships>

If you receive a scholarship from an organisation other than the University you should check the terms and conditions of your sponsor.



## **If you have a problem**

If you have any problems during your studies, you should discuss them with your supervisor. If this is not possible, you can raise it with your PGR Professional Services Team, Postgraduate Research Tutor or Head of Research Degrees. You may also raise any matters confidentially with the Director of the Doctoral School.

If a problem cannot be resolved through these routes you can take it through the student complaints policy and procedure. More information on this is available through MyHallam:

[https://students.shu.ac.uk/regulations/appeals\\_and\\_complaints/index.html](https://students.shu.ac.uk/regulations/appeals_and_complaints/index.html)

Information on the student academic conduct and disciplinary regulations and related policies and guidance is available through MyHallam:

[https://students.shu.ac.uk/regulations/conduct\\_discipline/index.html](https://students.shu.ac.uk/regulations/conduct_discipline/index.html)

The policy and procedures for dealing with allegations of research misconduct against doctoral and masters research students is available at:

<https://www.shu.ac.uk/research/quality/ethics-and-integrity/ethics-policies>

## 4. Support, facilities and wellbeing

For many queries, your first point of contact will be your supervisor or local PGR team.

You can find contact details for University support services on MyHallam

<https://www.shu.ac.uk/myhallam/help-and-support>

### Disabled student support

You can register with Disabled Student Support via My Student Record. A daily drop-in service is available for all students if you have questions regarding the support available to you or want to speak to someone in person. If you need support with your studies we will agree a Learning Contract which will record what adjustments you need as a result of your disability or condition. We recommend you contact Disabled Student Support as soon as you are able to so that any necessary support can be agreed.

<https://students.shu.ac.uk/shuspacecontent/disabled-students>

### International Student Support

The International Experience Team is dedicated to supporting international students at Sheffield Hallam. The team offers pre-arrival support, study and welfare support, and immigration and visa advice.

<https://students.shu.ac.uk/shuspacecontent/international-students>

### Student wellbeing service

Wellbeing is fundamental to you being healthy, fulfilled and content, which in turn helps you to become a successful student. Student Wellbeing provides information and advice to support your psychological wellbeing in order for you to manage your studies and make the most of university life. Support includes early intervention (5 ways to wellbeing, self-help resources, group sessions, active wellbeing, wellbeing events); 1:1 wellbeing support appointments; and specialist wellbeing support.

More details are available at the link below and also on the Research Degrees Blackboard site, on the wellbeing tab.

<https://www.shu.ac.uk/wellbeing>

### Report and Support

Sheffield Hallam is a safe and tolerant community. If you have experienced sexual violence, harassment, abuse or hate crime, you can report it anonymously and/or get support from an adviser.

<https://reportandsupport.shu.ac.uk/>

### Health Practitioner

You are advised to register with a local doctor as soon as you arrive in Sheffield. Students can register with a doctor at the University's medical practice. Further details are available at

<http://www.studenthealthatshu.co.uk>

## **Multifaith Chaplaincy**

Drawn from a wide range of religious traditions, we support students of different faiths and none. We organise regular and one off sessions as well as opportunities for you to come and discuss any worries or difficult decisions that you might be facing. We can help you reflect on questions about faith and belief, and how they relate to your work and study.

The Chaplaincy offers several spaces to pray, as well as regular organised events for different faiths and beliefs. The Multifaith Centre has a quiet space designated for prayer and meditation, Muslim prayer rooms, and multi-purpose meeting space.

<https://students.shu.ac.uk/shuspacecontent/stay-well-stay-safe/spirituality-faith-and-belief>

## **Financial advice**

Advice on financial entitlements, student funding and benefits is available from Hallam Help or the Student's Union Advice Service. International students can also seek guidance from the International Experience Team.

<https://students.shu.ac.uk/shuspacecontent/student-finance>

## **Careers advice**

You can access one-to-one support from the University's Careers Service for up to five years after the end of your studies.

<https://careersconnect.shu.ac.uk/>

<https://careersconnect.shu.ac.uk/students-and-graduates/graduates/postgraduate-researchers>

Vitae has a variety of careers-related information for researchers on its website including advice on career management, career stories, tips on pursuing an academic career and careers outside higher education, and example CVs.

<https://www.vitae.ac.uk/researcher-careers>

## **Sports facilities and fitness classes**

Gyms can be found on both campuses, fully accessible and with a range of fitness equipment. Group fitness classes and a social sports programme provide something for everyone at every level.

<https://www.shu.ac.uk/current-students/sport>

## **Sheffield Hallam Students' Union**

<https://www.hallamstudentsunion.com/>

As an enrolled student at Sheffield Hallam University you receive automatic membership of the Students' Union and access to its services and facilities.

Sheffield Hallam Students' Union is run for students, by students. Led by five full-time Student Officers democratically elected by the student body, we are committed to enhancing the experience of over 35,000 students of Sheffield Hallam University. We are located at the University's City Campus, in the iconic HUBS building. The huge range of services we provide for Hallam students includes over 90 student-led societies; volunteering opportunities; activities, events and trips; Student Advice Centre; and social spaces.

PGR students are represented in the Student's Union by the part-time Postgraduate Rep, who works with the full-time Union Officers to make sure the voice of PGR students is heard. You can find the contact details for the Postgraduate Rep at: <https://www.hallamstudentsunion.com/representation/>

At a local level, you can provide feedback on your experience at Sheffield Hallam via your PGR Student Rep, who will represent the views of students in their area to local PGR teams and at staff-student committees. You can find your Rep's contact details at:

<https://blogs.shu.ac.uk/doctoralschool/doctoral-community-2/student-reps/>

## **Sheffield Hallam Students' Union Student Advice Centre**

As a student at Sheffield Hallam you have access to this free, independent and confidential service located at both City Campus (within the Student Union HUBS building) and Collegiate Campus (in Oaklands 202). The service offers face to face support, a telephone helpline and online resources: [https://www.hallamstudentsunion.com/advice\\_help/](https://www.hallamstudentsunion.com/advice_help/)

The Advice Service consists of a team of professionally trained and experienced advisers who specialise in academic support, student finance, housing and benefits. They can also help with a wide variety of other issues and make referrals to relevant local services. As they are independent from the University their staff are able to represent at all levels of academic investigations or panel hearings. They also offer advice to students who are experiencing illness or difficult circumstances on their course by reviewing all available options and potential outcomes and supporting with next steps.

For this service no problem is too big, or too small, and no question is silly. They are there to help you in a holistic and non-judgmental way.

## **Postgraduate Research Students' Society**

The Postgraduate Research Students' Society organises monthly socials for current and prospective postgraduate students at SHU. Through a diverse range of events including walks in the Peak District, pub quiz socials and a day trips to places such as York and Liverpool, we have established a community in which postgraduate students can meet up with like-minded people, share ideas and concerns, and enjoy some time out from academic life.

<https://www.hallamstudentsunion.com/soc/prss/>

## **University and College Union**

PGR students are eligible for student membership of the University and College Union. Further information is available on the UCU website.

<https://www.ucu.org.uk/>

## **Research seminars and groups**

Ask your Postgraduate Research Tutor about local seminar series and/or academic groups in your research area.

## **After you graduate**

After you've completed your degree the Alumni Team can help you get the most out of your continued links with the University including access to a range of facilities and discounts from the University and partner organisations.

<https://www.shu.ac.uk/alumni>