



The  
University  
Of  
Sheffield.

Department  
Of  
Landscape.

# Postgraduate Student Handbook. 2016-17

# Welcome.

Welcome to the University of Sheffield; an extraordinary institution situated in an extraordinary city.

During your time here you will be exposed to a variety of experiences and learning styles all within the framework of an internationally recognised University. Our world-class teaching and research is reflected in our entry requirements and it also means that we have high expectations of our students. Our high expectations make our students uniquely useful to employers and helps to drive our reputation as a centre of academic and professional excellence.

As a University we will give you access to all of the resources you need to become a successful learner and practitioner. It is your drive, determination and intelligence that will take you the rest of the way. We are invested in your success and this is reflected in our strong attainment in student satisfaction surveys.

The most important thing to remember is 'If in doubt, ask.' The Department staff and all the University resources put in place to deal with personal, emotional, financial and academic problems or confusions are there for you. If in doubt, always seek help and advice.



As a student in our department you are also a part of the Faculty of Social Sciences at the University of Sheffield. Our Faculty is made up of thirteen diverse academic departments and one institute, and we are proud of our research-led teaching which gives our students the skills, knowledge and ability to stand out from the crowd.

The Faculty of Social Sciences is committed to giving its students the best possible student experience during their time in Sheffield.

Students can take part in a range of opportunities through our employability strategy, our international student experience agenda and our innovative learning initiatives such as the Global Learning Opportunities in the Social Sciences (GLOSS).

Our Postgraduate Advantage Scheme gives postgraduate students in the Faculty the chance to apply to take part in 100 hour internships during their studies.

To find out more about GLOSS, visit:

**[www.sheffield.ac.uk/gloss](http://www.sheffield.ac.uk/gloss)**

For more information about the Postgraduate Advantage Scheme, visit:

**[www.sheffield.ac.uk/careers/postgraduates/pas](http://www.sheffield.ac.uk/careers/postgraduates/pas)**

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# Key Information.

## Department of Landscape

We are the UK's leading department for Landscape Architecture. Its management is the responsibility of the Head of department, Professor James Hitchmough, who is assisted by a number of Directors and a team of support staff.

Support staff in the Departmental office can offer help and advice on a range of issues. During the semesters the office will be open between 9.00am and 4.00pm. Appointments can be made with the receptionist to meet with members of the support team to resolve queries.

### The Support team are:

**Denise Hall** – Departmental Manager

**Helen Morris** – Postgraduate Research and Learning and Teaching Support Manager.

**Emma Shaw** – Student Journey Admissions Manager.

**Jonathan Woodward** – Learning & Teaching Assistant.

**Elliott Morris** – Office and studio support assistant.

**Paula Fearn** – PA to Head of Department

**Paul Buck** – IT Officer

**Jeff Sorrill** – Business Development Manager

**Charlotte Cremers** – Market Development Officer

**Hannah Whitlam** – Marketing and Communications Officer

Normal Arts Tower opening times are weekdays between 8.00 am and 6.00 pm. PGT students are allowed to work on an 'out of hours' basis from 6.00 pm to 9.00pm on weekdays and 9.00am to 5.00pm at weekends, subject to undertaking an induction which will take place at the beginning of the academic year and signing and agreeing the Department's Code of Conduct for Studio and Out of Hours Working.

A signing in/out system operates within the building so that it is possible to determine where everybody is in the event of an emergency. The importance of using the in/out book, which is located by the Porters Lodge desk, cannot be over-emphasised. EVERYBODY MUST SIGN THE BOOK when working out of normal hours, i.e. before 08.00am and after 6.00pm.



## **Communication with Students**

### **E-mail**

We communicate with year groups and individual students by e-mail. Please note all e-mail correspondence will go to your university account address and not to your personal e-mail addresses. You should check your university e-mails regularly, preferably on a daily basis, or you will miss important information.

### **Notice boards**

The Notice boards in your studio are also an important form of communication between department staff and students. It is your responsibility to check the board daily, or whenever you are in the studio, for any recent information. Urgent notices are also sometimes posted on your studio doors so please make sure you check doors and notice boards for information when you are in the department.

### **Pigeon Holes - Internal and External Mail for Students**

Occasionally internal mail for students may arrive in the Department office. If so you will be e-mailed to collect it from the reception area. Please note that you should NOT use the departmental address for general communication with friends and family, or for receipt of ordered goods.



## Student Records.

The University has a computerised record for every student that contains personal and academic details such as their home and term time address, date of birth, degree programme, the modules they are taking and more. You can access this record, and can make amendments to your personal details. It is important that you keep this record up to date. You can access your personal record by:

1. Logging on to MUSE and selecting the 'My Services' link
2. Selecting the 'View all services' link to view the A to Z list
3. Scrolling down to M and select 'My record'

## The University's General Regulations for PG Programmes.

The University's general regulations which relate to all taught postgraduate degrees can be found at [www.sheffield.ac.uk/calendar/](http://www.sheffield.ac.uk/calendar/)

## Academic and Personal Support

The Department of Landscape is fully committed to implementing the University's policy for support for students. In the Department of Landscape academic and personal support is a key part of a formal framework of academic support, which has four main components. These are:

- Personal Tutors
- Year co-ordinators
- Module co-ordinators
- Director of student welfare

It is important that you understand these different roles so that you know who you should go to for help in different situations.

### Personal Tutors

Within the first few weeks of arriving at the University, your department will allocate you a Personal Tutor. This is a member of academic staff in your department who is there to help you if you are having any difficulties; either with your studies, or personal difficulties that you are worried about or are impacting on your studies. Your Personal Tutor is likely to be the same person throughout your degree, although this may change if your Personal Tutor goes on Research Leave. If this occurs, your Department will allocate you a replacement Personal Tutor.

Your Personal Tutor will organise to meet you periodically during your time at University to discuss how you are getting on and if you have any concerns. However, if you are experiencing difficulties, don't wait for your scheduled meeting - contact your Personal Tutor as they will want to help you identify ways to help resolve the problem. You can e-mail or phone your Personal Tutor to ask for an appointment or visit your Personal Tutor during their office hours. It is important to meet with your Personal Tutor early in on in your programme so you know who to go to if you have a problem. It is vital to inform your Personal Tutor of any changes in your circumstances, especially if these affect your academic work. Further information on personal and academic tutors can be found at [www.sheffield.ac.uk/ssid/course/persacadsupport](http://www.sheffield.ac.uk/ssid/course/persacadsupport)

### **Year co-ordinators**

Each year group has a Year Co-ordinator whose main responsibility is to deal with academic issues that affect the whole year group. You are advised to speak to your year co-ordinator about issues such as timetabling, workload, assessment deadlines, course content (though not details of individual modules), unit choice, and other matters relating to the landscape component of the programmes that are common to all students in the year. Year Co-ordinators normally hold one year meeting with their year group in each semester at which information will be provided, student opinion sought and outstanding business dealt with. You should attend all these meetings because they often provide important information for students.

In 2015/16 the year co-ordinators are:

- Year 1 and MA in LSC Studies Catherine Dee
- Year 2 MA2 Mel Burton / MLA Eckart Lange
- Postgraduate Diploma/MA in Landscape Management/Landscape Research: Dr Ross Cameron

### **Module co-ordinators**

Module co-ordinators are responsible for the organisation and delivery of specific modules, including planning and delivering, in whole or in part, the content, detailed timetabling and assessment and evaluation of the module. These coordinators are always permanent members of staff in the department, even in those cases where much of the delivery of the modules is carried out by external staff. These are the people who you should approach if you are having difficulty understanding what is required for a module or if you are unexpectedly unable to attend.

### **Director of Student Welfare**

If, for any reason you find it difficult to speak to your Personal Tutor, we suggest that you speak to Kevin Thwaites, the Department Director of Student Welfare and Disability Liaison Officer (Emma Shaw will arrange an appointment).



# Details About Your Course.

## MA/Diploma in Landscape Architecture

This two year postgraduate course was established in 1968 and is accredited by the Landscape Institute. Accreditation was renewed following a quinquennial visit in 1995 and has subsequently been confirmed annually, since 1998, by the LI Accreditation Review Group.

The course is designed to meet the needs of graduates from related disciplines for a vocational and academic “conversion” course in Landscape Design, particularly the Design division of the Landscape Institute. The first year of the course gives a thorough grounding in the design, social, technical and scientific aspects of the subject over two semesters of study. Each student progresses through work on an increasingly complex series of projects, making use of sites in and around Sheffield. First semester courses provide an introduction to landscape architecture practice, as well as covering basic planting design, basic landscape construction, and social and policy aspects. In the second semester courses cover the histories, theories and practices of landscape architecture, more advanced use of plants, advanced landscape construction, ecological design and management.

The year culminates in an integrated design project which brings together the skills and knowledge acquired in earlier parts of the course courses. In addition students are given training in research methods and are required to prepare a research proposal leading to the research report which they complete over the summer vacation. A spring field trip takes the students to visit both historic and contemporary landscapes in the UK, and in the summer vacation there is an inspirational European tour which in recent years has visited Paris, Barcelona, Amsterdam, Stockholm, Stuttgart, Cologne and Berlin.

The structure of the second year is virtually the same as the Master of Landscape Architecture course and the students are taught together as one year group. In the first semester the emphasis is on group and individual project work covering urban or rural landscape planning, urban design, art practice, landscape management and landscape maintenance, alongside professional studies. The second semester is dominated by the Special Project, which is complemented by a selection of specialist workshops. The Special Project is the culmination of the course, allowing students to demonstrate the design, planning and management skills which they have acquired through work on a site in the UK or in their own country. Students who pass all their courses are awarded the Postgraduate Diploma. Those who achieve the appropriate mark in their coursework and in the special project may then proceed to carry out a dissertation, often developing the topic from the research report completed in the first year. Successful completion of the dissertation leads to the award of the MA (see final section of handbook for formal progression requirements).



**Course Structure for MA/Diploma in  
Landscape Architecture**

**YEAR ONE**

<b>Code</b>	<b>Title</b>	<b>Semester</b>	<b>Credits</b>
LSC 6111	Landscape Architecture: Nature, Design and People	Aut	25
LSC 6112	Urban Ecological Design and Management	Aut	25
LSC 6113	Landscape Planning	Spr	25
LSC 6114	Landscape Urbanism and Design	Spr	25
LSC 6115	Introduction to Landscape Research	Aut	10
LSC 6116	Landscape Research Topics and Dissertation	Spr	10

**YEAR TWO**

<b>Code</b>	<b>Title</b>	<b>Semester</b>	<b>Credits</b>
LSC 6026	Special Project: Research and Development Study	Aut	15
LSC 6007	Professional Practice Law and Contracts	Spr	15
LSC 6005	Special Project	Acad Year	50
<i>One of the following</i>			
LSC 5010	Urban Landscape Planning	Aut	20
LSC 6004	Art and Design Practice	Aut	20
LSC 6008	Greenspace Maintenance	Aut	20
<i>One of the following</i>			
LSC 5020	Rural Landscape Planning	Aut	20
LSC 5030	Urban Design Project	Aut	20
LSC 6006	Greenspace Management	Aut	20
<i>Post Diploma</i>			
LSC 6140	Landscape Research Dissertation	Grad Year	60

## Master of Landscape Architecture (MLA)

The accredited Master of Landscape Architecture is an integral part of the undergraduate 'Integrated Masters' programme in Landscape Architecture. It was introduced in 2007, largely as an acknowledgement of the diversification of Landscape Architecture, as a unified subject possessing distinctive areas of practice in landscape planning, design and management. The programme runs over two semesters of study and students are taught together with the postgraduate Diploma/MA in Landscape Architecture Course. In the first semester the emphasis is on group and individual project work based on option modules, and students commence an integrated programme of professional subjects.

### Course Structure for Master of Landscape Architecture (MLA)

Code	Title	Semester	Credits
LSC 6026	Special Project: Research and Development Study	Aut	15
LSC 6007	Professional Practice Law and Contracts	Spr	15
LSC 6005	Special Project	Acad Year	50
<i>One of the following</i>			
LSC 5010	Urban Landscape Planning	Aut	20
LSC 6004	Art and Design Practice	Aut	20
LSC 6008	Greenspace Maintenance	Aut	20
<i>One of the following</i>			
LSC 5020	Rural Landscape Planning	Aut	20
LSC 5030	Urban Design Project	Aut	20
LSC 6006	Greenspace Management	Aut	20

The Special Project also commences in this semester and runs over the whole year. The second semester focuses upon completion of the Special Project, into which are integrated a variety of specialist workshops.

The structure for this modularised course, which is the fourth year of an undergraduate programme, is that of 120 credits for the academic year.

### Important to note

The pass grade for all units taken by both MA and MLA students from the 2014/15 academic year are now aligned at 50.

## MA/Diploma in Landscape Management

This course commenced in September 1994 and was accredited for the first time in 1996. Accreditation has subsequently been confirmed each year by the LI Annual Review Group. Its aim is to provide professional training for those wishing to become, or currently working as, landscape managers.

The course runs full time over a 12 month period, or can be taken part time over two or sometimes three years.

### Course Structure for MA/Diploma in Landscape Management

The normal entry requirement is a degree or other equivalent qualification in Agriculture, Botany, Environmental Science, Forestry, Landscape, Ecology, Countryside Management or other relevant subject, normally followed by a minimum of 9 months work experience of a relevant type. The course is fully modularised with students studying 120 taught credits at postgraduate level for the award of the Diploma. Students who reach the required standard can then progress to complete a dissertation to reach the MA qualification with a total of 180 credits.

Code	Title	Semester	Credits
LSC 4120	Landscape Research Methods	Spr	5
LSC 5210	Habitat Management	Aut	5
LSC 6150	Appreciation of Landscape	Aut	5
LSC 6006	Greenspace Management	Aut	20
LSC 6007	Professional Practice Law and Contracts	Spr	15
LSC 6008	Greenspace Maintenance	Aut	20
LSC 6005	Special Project	Acad Year	50
<i>Post Diploma</i>			
LSC 6140	Landscape Research Dissertation	Grad Year	60

## MA Landscape Studies

The MA in Landscape Studies is a postgraduate degree programme offering opportunities for students from a variety of backgrounds to gain basic knowledge, understanding and skills in Landscape Architecture. The programme does not provide a full professional training in Landscape Architecture and is not accredited by the Landscape Institute. It does, however, allow students to explore core aspects of landscape design. Students successfully passing modules to the value of 120 credits may then proceed to complete a masters level landscape research dissertation worth 60 credits over the summer vacation of the year in which they complete the taught programme.

### Course Structure for MA Landscape Studies

Code	Title	Semester	Credits
LSC 6111	Landscape Architecture: Nature, Design and People	Aut	25
LSC 6112	Urban Ecological Design and Management	Aut	25
LSC 6113	Landscape Planning	Spr	25
LSC 6114	Landscape Urbanism and Design	Spr	25
LSC 6115	Introduction to Landscape Research	Aut	10
LSC 6116	Landscape Research Topics and Dissertation	Spr	10
LSC 6003	Landscape Dissertation	Spr	60

# Modules.

The handbook containing all postgraduate modules can be found on the Department of Landscape website:

[www.sheffield.ac.uk/polopoly\\_fs/1.430133!/file/pg-descriptions-14.pdf](http://www.sheffield.ac.uk/polopoly_fs/1.430133!/file/pg-descriptions-14.pdf)

## **Your feedback on the course**

You will be asked to complete a questionnaire about each module that you take as well as each year of your course as a whole. Your feedback and comments are very important to the department as they let us know what is going well in each module/course and if there are things that should be changed. In this way we can ensure that we continue to offer a high quality course. We will inform you of how the department plans to address any issues that are raised through these questionnaires.

## Student attendance and absence.

The semester dates are available to view at [www.sheffield.ac.uk/about/dates/](http://www.sheffield.ac.uk/about/dates/)

You should be in attendance for the whole of each semester. During the semesters, we expect that our students would be spending a significant proportion of their time on independent study in addition to time spent with staff in the department.

### Attendance

You should aim to attend all lectures, seminars and other learning activities for your course. Not attending could affect progression through your course and ultimately could affect whether you have completed enough credits to graduate. This is particularly important if you are studying a professionally accredited course where full attendance is required. Your department will inform you of its policy on attendance.

If you cannot attend a class you must let the module leader know in advance. In addition to this, you must provide the University with a completed Student Self-Certification Form available at:

[www.sheffield.ac.uk/ssid/forms/circs](http://www.sheffield.ac.uk/ssid/forms/circs)

If you persistently fail to appear at classes, your progress may be reported to the Head of Department for review by the Faculty Board. The Board has the power to suspend or exclude you from the University if they judge your non-attendance to be sufficiently serious, although you would have the right to appeal against the Board's decision.

Please note you are also expected to be available during the visit of the external examiners in the June assessment period.

Within your department, attendance monitoring will be carried out by the taking of registers at seminars, by the submission of assessed coursework and by attendance at dissertation supervision meetings. This information will be collated and uploaded onto a central University database to monitor your attendance.

Students should be aware that appropriate action shall be undertaken in the event of unauthorised absence. It is therefore imperative that if you are absent from a class you discuss this with the programme coordinator, in advance if possible, or as soon as you return (for example after illness) so that your attendance record can be amended accordingly.

### Illness

If you are ill for periods lasting up to 7 days, you should complete a Student Self-Certification Form. Blank forms are available from the Student Services Information Desk (SSiD) which is located in the Student Union Building. The form is also obtainable from the following website:

[www.sheffield.ac.uk/ssid/forms/circs](http://www.sheffield.ac.uk/ssid/forms/circs)

For periods of illness lasting more than 7 days or any illness affecting assessments, you are required to fill out an Extenuating Circumstances Form which is available from the website above.

## Religious holidays and examinations

If you are not able for religious reasons (e.g. Sabbath, Festival, Friday Prayers etc.) to take examinations on any day on which examinations may be set during the year (including Saturdays but not Sundays), you should complete a 'Request for Religious Observance Form' by October 30th each year. Please note that once examination timetables have been set it is difficult for alterations to be made. The 'Request for Religious Observance Form' can be found at

[www.sheffield.ac.uk/ssid/exams/observance](http://www.sheffield.ac.uk/ssid/exams/observance)

Ramadan: Muslim students fasting during Ramadan are expected to continue with normal work and study. If you wish to discuss an individual situation, please contact the Muslim chaplain, [m.ismail@sheffield.ac.uk](mailto:m.ismail@sheffield.ac.uk)

## Group work

For some modules you may be required to take part in assessed group work. So that all students can be assessed fairly for their contribution, you will be required to submit evidence of your participation in the group. Your department will inform you of what this consists of and the marking criteria that will be used.

Change of programme of study, withdrawals, leave of absence

Information on how to change your status including how to apply for a leave of absence, change course, and formally withdraw from the University is available from SSiD.

You will need to fill out a form available from SSiD: [www.sheffield.ac.uk/ssid/forms](http://www.sheffield.ac.uk/ssid/forms)

Before completing the form, you should discuss your proposed course of action with your Personal Tutor and you may also wish to consult the Careers Service and/or the Students' Union Advice Centre as appropriate. You will need to complete the relevant sections of the form and take it to your department for approval. It should then be returned to SSiD in the Students' Union.

## Leave of Absence

During your studies you may face challenges that you need time away from academic study to deal with. This is known as taking a Leave of Absence (LOA). It "freezes" your period of registration without academic or financial penalty.

If you think that taking a LOA might be a good thing to do, talk to your academic department. Please look at our information online as well as there are many issues to consider: funding, how you can use your period of absence to prepare yourself for your return to studying, when to return etc.

[www.sheffield.ac.uk/ssid/student/loa](http://www.sheffield.ac.uk/ssid/student/loa)







### **Change of programme of study, withdrawals, leave of absence**

Information on how to change your status including how to apply for a leave of absence, change course, and formally withdraw from the University is available from SSiD.

You will need to fill out a form available from SSiD: [www.sheffield.ac.uk/ssid/forms](http://www.sheffield.ac.uk/ssid/forms)

Before completing the form, you should discuss your proposed course of action with your Personal Tutor and you may also wish to consult the Careers Service and/or the Students' Union Advice Centre as appropriate. You will need to complete the relevant sections of the form and take it to your year tutor for approval. It should then be returned to SSiD in the Students' Union.

### **Workload**

Assessment for your degree programme will take a variety of forms. In this department there are very few formal examinations at postgraduate level and most modules are assessed by non- invigilated methods including design projects, essays and reports.

In terms of student effort you should note that for modularised postgraduate courses the University expects one credit to be roughly equivalent to 10 hours of work, including both contact time and your own independent work on each module. So for a ten credit module you might expect that it will require about 100 hours of effort.

With each postgraduate year consisting of 120 credits this means roughly 1200 hours of work in the year, spread over the two semesters, including the assessment periods and the period allowed for completion of research assignments.

In addition, MA and MSc students complete a 60 credit dissertation during their final summer vacation. This is a rough guide only, but should help you to plan your work. Remember that there will inevitably be peaks of workload at the end of the teaching periods and in the assessment periods so try to plan accordingly. Do not leave everything until the last minute, as this will add to the pressure on you.

### **Discipline**

We expect all students to act as mature and responsible individuals and to behave in a way that respects other students and staff in the Department and other people with whom they may come into contact while involved in Departmental activities. This is important at all times but especially when in contact with individuals and organisations outside the University. We do not have a formal disciplinary code but the Head of Department can and does take action if individuals cause serious annoyance or danger to others through their behaviour. There are University procedures, which may be used if behaviour is liable to bring the University into disrepute. Disciplinary matters are covered in detail in your general University Student Handbook

# General assessment.

Marking scales will be used to assess the outcome of student work. These scales relate the extent to which the work demonstrates achievement against a number of criteria, specific to each module, which will be outlined in the module brief. For detailed information on these scales please see: [www.sheffield.ac.uk/landscape/resources](http://www.sheffield.ac.uk/landscape/resources). Some general criteria is listed below.

## Marking Scales and Criteria

When assessing design work, marks will be awarded according to the extent to which the work demonstrates achievement against the following general criteria:

- accurate grasp of the requirements of the brief;
- knowledge and understanding, and appropriate application, of the theoretical, conceptual and practical principles underlying the project;
- use of relevant, appropriate and well researched supporting information, including design precedents, to support design development;
- ability to develop design solutions which are appropriate to the task, in that they resolve the challenges inherent in the brief, demonstrate an ability to manipulate landscape elements through design, and are responsive to people, place and nature;
- ability to resolve design issues at an appropriate level of detail and to use appropriate hard and soft materials to achieve design objectives;
- evidence of originality, innovation and creativity in overall approach and/or in particular aspects of the work;

- high standards of presentation, in appropriate visual, verbal and written media, including both digital and/or non-digital communication methods;
- overall impression created by the submitted work.

When marking written project work (essays, reports, dissertations) marks will be awarded according to the extent to which the work demonstrates achievement against the following general criteria:

- accurate grasp of the requirements of the brief;
- knowledge and understanding and appropriate application of the theoretical, conceptual and practical principles underlying the assignment;
- use of relevant, appropriate and well researched supporting information, which is accurately presented;
- ability to develop a good structure and clear arguments which are appropriate to the task;
- originality in going beyond simple reliance on material provided in lectures/ workshops/ or briefing sessions, and creativity in bringing novel approaches and ideas to the work. Originality and creativity may be demonstrated in content and/or in presentation;
- high standards of presentation, in terms of written expression, and/or graphic work, if required by the brief, and in the combination of the two.
- overall impression created by the submitted work.

# Preparing assessments.

## Word count and penalties

The word count of an assessment is the number of words you use to complete that assessment. Unless you are specifically told otherwise, your word count should include footnotes, but exclude title, abstract, bibliography and appendices.

## Module target word count

A target word count will be clearly stated in the relevant module outline. You are required to complete your work in less than 5% above or below this target word count.

## Dissertation word count range

The assessment instructions for your dissertation will clearly state a word count range, and your word count must fall within this range.

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.

The word count for your dissertation module of your postgraduate degree can be found by using the programme regulations finder

[www.sheffield.ac.uk/  
programmeregulationsfinder](http://www.sheffield.ac.uk/programmeregulationsfinder)

## Anonymous marking

Anonymous marking is the University system whereby the work you submit for any assessment is marked without the marker knowing your identity.

The University of Sheffield uses 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.

You should therefore ensure that you only put your registration number (as shown on your UCard) and not your name on the coursework itself. If you are submitting via electronic submission, you may be required to enter your name as part of the filename, but this will not be made available to the marker. For assessed essays that require you to physically submit your work, you will be given access to your own unique barcoded front sheets which will only show your registration number.

## Late submission

Late submission refers to any piece of work you submit for an assessment after the deadline (as stated in the module outline) has passed. Late submission will result in a deduction of 5% of the total mark awarded for each working day after the submission date. A working day includes working days within standard vacation times. For example, if a submission date falls on the last day before the start of the Easter vacation, penalties would start to be applied from the following working day and not from the first day following the vacation.

If you submit your work more than 5 days

late, your work will not be marked and it will be given a module outcome of NC (not completed).

If you submit a piece of work late for a resit, the penalty will be applied first, then, this mark will be capped at 40 in line with the General Regulations on resits.

See the table below for examples.

For information on late submissions, please visit:

[www.sheffield.ac.uk/ssid/exams/policies](http://www.sheffield.ac.uk/ssid/exams/policies)

Number of days late	Penalty (Mark reduced by 5% for each working day work is late)	Calculation (Multiply the original mark by)	Mark awarded when reduced by 5% per late day*	
			Example A Original = 60	Example B Original = 50
1	5%	0.95	57	47.5
2	10%	0.90	54	45
3	15%	0.85	51	42.5
4	20%	0.80	48	40
5	25%	0.75	45	37.5
6 or more	Zero grade		0	0

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

## Submitting and taking assessments.

### Submission of work

The module tutor will provide you with details of the assessment for each course unit. Details of the work required will be provided in a project brief or other statement of requirements, which will also give details of the time and date when the work must be handed in. All the required work must be handed in on the due date, within the specified time period. You must attach a completed cover sheet to your work and retain the tear-off slips as proof of submission. Details of how you can download a coversheet can be found at on the departmental homepage via the link below.

[www.sheffield.ac.uk/landscape/resources/hand-in-forms](http://www.sheffield.ac.uk/landscape/resources/hand-in-forms)

It is a requirement that all submissions of work must be accompanied by an electronic submission via MOLE. Students handing in work at an allocated time must make sure that an electronic version is uploaded by the hand-in deadline as work will be recorded as late if both hard and electronic are not submitted. The electronic copy of the work provides a digital archive of work submitted and will help with portfolio preparation.

The Department may use student work for teaching purposes. If it is used for any external publicity material the department would acknowledge the authorship of your work.

### Electronic submission (Turnitin)

For online coursework submission, your department may use a facility called Turnitin. For information and support regarding Turnitin please visit:

[www.sheffield.ac.uk/cics/turnitin](http://www.sheffield.ac.uk/cics/turnitin)

## Group Work

The Department believes that group work is an important part of landscape education, because of its role in developing team working skills, which are vital for work in the landscape profession as well as being transferable to work of other types. At the same time we recognise the challenges that can arise for students working in groups, and the need to ensure, as far as possible, fairness in: the sharing of work; in the way that contributions to group work are recognised; and in the effects this may have on individual performance. Our specific policies reflect this position and are as follows:

(i) At postgraduate level modules may, where appropriate, consist entirely of group work where it is clear that: the module aims to simulate real team working situations likely to be encountered in professional practice; development of team working skills is clearly stated as one of the aims of the module and forms part of the assessment; and training in team working skills is provided as an integral part of the project.

(ii) At the start of any module that involves group work at postgraduate levels, there must be agreement between all the participating students and the module co-ordinator about a protocol for behaviour within the group work situation. The protocol should cover matters such as:

- attendance at group meetings;
- timekeeping;
- meeting responsibilities to the group;
- equity in workload;
- the importance of delivering work attributed to individuals on time and to a good standard;
- steps to be taken in the event of failure to adhere to the protocol.

Students may either spend time at the start of the module establishing their own protocol (which must be agreed by the whole year group) or may agree to accept the standard Departmental protocol, which has been agreed by both the Staff-Student Committee and the Teaching Committee.

- (iii) Any protocol which is adopted for group work must recognise that there may occasionally be a need to take action where individuals are not contributing equitably to the work of the group or where other difficulties arise. Students should be encouraged to resolve such problems within the group as far as possible, but there should also be clearly agreed procedures to be followed in the event that this proves impossible. All protocols adopted must therefore include the following provisions:
- The members of the group may, after discussion between themselves and attempts to address the problem within the group, contact the module co-ordinator to complain if they consider that another group member is not contributing fairly to the shared work or is causing significant difficulties for the group in other ways;
  - Any module co-ordinator who receives such a complaint should immediately contact the student concerned and find out if there are any extenuating circumstances to explain the difficulties arising, with evidence to support this. If there are no acceptable extenuating circumstances, or if the student does not respond to the tutor's request for explanation, the tutor will warn the individual (verbally or by e-mail) about their behaviour, remind them of their responsibilities to the group and request a clear undertaking to contribute fully and responsibly for the remainder of the project.
  - If, after the issuing of such a warning, group members find that the individual concerned has not responded to the warning and the problems continue, they may draw this to the attention of the course co-ordinator for a second time. In this case the tutor will formally advise the student concerned that they will be penalised and that, in their case, marks will be deducted from the overall mark awarded to the group. The tutor will have discretion to decide on the level of penalty, but it should not normally exceed three categories on the 100 point categorical marking scale (e.g. if a group mark of 65% is awarded the individual might, at worst, only receive a mark of 55%). If however it is absolutely clear that the student has made no contribution at all then a mark of 0 may be given for the group work component
  - the issuing of warnings and deduction of marks will be recorded by the tutor on the student's personal file.
- Peer assessment of group work contributions has a potentially very important contribution to make to effective use of group work to aid learning. In line with University policy on groupwork, we will explore ways on introducing peer and self assessment of group work.



## Examinations

Invigilated examinations are organised by the University's Examinations Office and the regulations governing examinations can be found at [www.sheffield.ac.uk/ssid/exams](http://www.sheffield.ac.uk/ssid/exams). The regulations give essential information on all aspects of examinations including your responsibilities with regard to the following:

- Checking the draft examination timetable for clashes
- Examinations on days of religious observance
- Special arrangements for students who are disadvantaged by normal examination conditions
- Illness before or during examinations
- Use of calculators in examinations
- Use of unfair means in any form of assessment

Students should also inform their department office if they are disadvantaged by normal examination conditions in order to ensure that suitable arrangements are made for class tests and any other departmentally invigilated assessment. If for any reason you miss an examination, inform the departmental office immediately, and if at all possible do this before the missed exam finishes. Alternative arrangements can then be considered. However, if no action is taken until after the end of the exam then you will normally be deemed to have failed. No special papers can be set or other allowance made in these situations unless there are significant extenuating circumstances. If you think such circumstances apply in your case you should speak to your Personal Tutor.

## Research ethics.

In order to implement the University's ethics policy, the department is required to carry out an ethical review of research which involves human participants, data and tissue. This includes student dissertations. Prior to submitting your application, you should read the guidance available on the research ethics and integrity website:

[www.sheffield.ac.uk/ris/other/gov-ethics](http://www.sheffield.ac.uk/ris/other/gov-ethics)

When you have finished reading the guidance, you can submit your application online using the form found at:

[www.sheffield.ac.uk/ris/other/gov-ethics/ethicspolicy/educationresources/onlinesystem](http://www.sheffield.ac.uk/ris/other/gov-ethics/ethicspolicy/educationresources/onlinesystem)

## Feedback and results.

### Assessment feedback

Feedback refers to any guidance, criticism or advice given to you by a member of staff, whether it is for assessed work or any other participation that is required for you to complete your postgraduate degree course.

### Feedback on assessment

Typically, you will receive feedback for assessed work in a standard format. After your work has been marked a coursework report form will be returned to you.

The coursework report form 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 mark on the coursework report form is classed as “unconfirmed” as it has subsequently to be approved by both the department’s internal and external examination boards and then by the relevant Faculty board.

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

### Resubmitting assessments

Resit examinations or coursework resubmissions, are a “second chance” to take an assessment. Students must resubmit work or be re-examined if they wish to attempt to redeem their failed modules.

In order for the student to be considered for a pass overall on the programme of study, they must pass all assessment components of a module to be awarded an overall pass mark for that module.

Information on postgraduate reassessment can be found at:

[www.sheffield.ac.uk/ssid/exams/reassessment\\_pg](http://www.sheffield.ac.uk/ssid/exams/reassessment_pg)

International students can apply to re-sit examinations overseas. Students can take advantage of this arrangement by visiting:

[www.sheffield.ac.uk/ssid/exams/exabrinf](http://www.sheffield.ac.uk/ssid/exams/exabrinf)

### Appealing

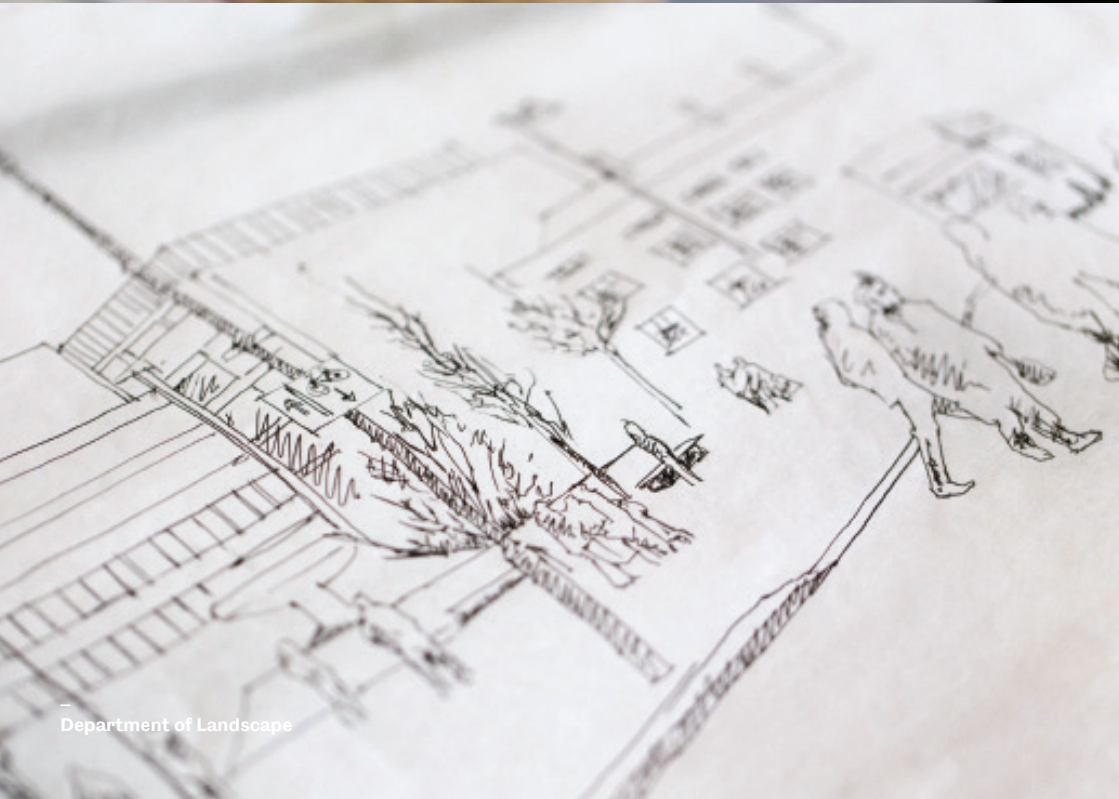
In very exceptional cases, there is an established process for students to appeal against their results. Any appeal must be made within 15 working days of the publication of the exam results. The student must be able to show that either there has been a procedural error or that there is new evidence concerning mitigating circumstances that was not made available to the examiners and which could not have been produced at an earlier stage.

Guidance on appealing and filling out the academic appeals form can be found at:

[www.sheffield.ac.uk/ssid/procedures/grid\\_academic](http://www.sheffield.ac.uk/ssid/procedures/grid_academic)

If you are in need of advice, support and representation for your case, The Student Advice Centre can provide just that. For opening times and contact details, please visit:

[su.sheffield.ac.uk/student-advice-centre](http://su.sheffield.ac.uk/student-advice-centre)



## Degree Classification.

Credits required for a master's degree or postgraduate diploma or certificate

A student who is awarded 180 credits will 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 student who is awarded 120 credits will be eligible for the award of the Postgraduate Diploma, and a student who is awarded 60 credits will be eligible for the award of the Postgraduate Certificate.

The Examiners may in their discretion recommend that a student who is awarded not fewer than 165 credits be deemed to have passed the Examination for a Master's Degree, providing that the student 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.

The Examiners may in their discretion recommend that a student who is awarded not fewer than 105 credits be deemed to have passed the Examination for a Postgraduate Diploma, providing that the student 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 student for a Master's degree who is being considered for the award of a Postgraduate Diploma or Postgraduate Certificate, calculation of the average grade will exclude the dissertation grade.

## Distinctions and merits

The Examiners may in their discretion recommend the award of a mark of distinction or merit to a student registered for a Master's degree, such that:

(a) A student 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 student 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.

The Examiners may in their discretion recommend the award of a mark of distinction or merit to a student registered for a Postgraduate Diploma, such that:

(a) A student 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 student 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.

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 student notwithstanding the regulations above.





# Progression

## MA/Diploma in Landscape Architecture

### Year One (Part One)

All Year One course units must be passed to proceed to the second year. The pass mark is 50% and if you do not achieve this mark you must re-submit the work and pass it, before proceeding to the second year. You may only re-submit work on one occasion for each failed unit. Please note:

- The grades of reassessed modules are capped at 50 unless they are shown as Not Assessed (NA).
- Students will only have one opportunity to resit a failed module.
- It is not recommended that more than 5 resits are taken in the resit period.
- The form of the re-assessment may differ from the first sitting, particularly with respect to any coursework

**Year Two (Part Two)** All year two course units must be passed before entering Part Three. The pass mark is 50% and if you do not achieve this mark you must re-submit the work and pass it, before proceeding to Part Three. You may only re-submit work on one occasion for each failed unit.

If you pass all the Part Two course units with a mark of 50% or above you will be awarded the Postgraduate Diploma in Landscape Architecture which entitles you, on application and payment of a membership fee, to Licentiate Membership of the Landscape Institute. This means that you can enter the profession and, after the required mentoring during the Pathway to Chartership, become a fully qualified Corporate Member of the Landscape Institute (CMLI).

### MA Dissertation (Part Three)

In order to progress beyond the Diploma to complete the MA Dissertation you must have passed all course units making up Part Two of the course, as above. You should note that, if you fail again on resubmission (i.e. you do not pass on the first resubmission) in Part Two, you will not be permitted to proceed to Part Three. You may however be permitted to complete the requirements for the Diploma by resubmitting work on a further occasion.

In some cases students choose not to progress to the MA, preferring instead to leave with the Diploma and enter professional employment. Remember, the Diploma is the qualification you require to enter the profession, while the MA is an academic qualification.

If you proceed and submit a Dissertation and achieve a mark of 50% or above you will be awarded the MA in Landscape Architecture. If you fail you may re-submit on one occasion only. If you fail again, you will be awarded the Diploma.

### Normal Timescale for Stages of Progression in MA/Diploma in Landscape Architecture:

<b>Re-submissions for Part One</b>	Early September (Year One)
<b>Completion of Part Two</b>	June/July (Year Two)
<b>Re-submissions for Part Two</b>	Early September (Year Two)
<b>Submission of Part Three Dissertation</b>	End of Summer Vacation (Year Two)



## **MA/ Postgraduate Diploma in Landscape Management**

This is a modularised postgraduate course. To gain the Diploma in Landscape Management students must gain 120 credits by passing all the modules, or half or quarter modules, listed in the course structure with a mark of 50% or above. If you do not achieve the pass mark you must re-submit the work and pass it. You may only re-submit work on one occasion for each failed unit. Students passing all modules either at the first attempt or at the first re-submission may then proceed to complete the dissertation and become candidates for the degree of MA. If you fail upon re-submission you may not proceed to complete the MA dissertation but may, with the approval of the Examiners, proceed to complete the requirements for the Diploma in Landscape Management.

If you pass all the Part Two course units with a mark of 50 or above you will be awarded the Postgraduate Diploma in Landscape Architecture which entitles you, on application and payment of a membership fee, to Licentiate Membership of the Landscape Institute. This means that you can enter the profession and, after the required mentoring during the Pathway to Chartership, become a fully qualified Corporate Member of the Landscape Institute (CMLI).

## **MA Landscape Studies**

This is a non-accredited modularised course, and you must pass course units, from those listed in the course structure, to the value of 120 credits before proceeding to complete the dissertation. If you do not complete the dissertation but are awarded 120 credits you will be eligible for the award of the Postgraduate Diploma in Landscape Studies. If you proceed and submit a Dissertation, and achieve the pass mark of 50 or above you will be awarded the MA Landscape Studies. Successful completion of 60 credits entitles you to the Postgraduate Certificate.

## **Master of Landscape Architecture (MLA)**

The Master of Landscape Architecture (MLA) is a one year modularised course. To gain the degree students must gain 120 credits by passing all the modules listed in the relevant course structure with a mark of 50% or above. A student who satisfies the requirements for the award of the Degree of MLA in Landscape Architecture may on the recommendation of the Examiners be awarded a mark of Distinction. If you do not achieve the pass mark you must re-submit the work and pass it. You may only re-submit work on one occasion for each failed unit.

The MLA qualifies students, on application and payment of a membership fee, to Licentiate Membership of the Landscape Institute. This means that you can enter the profession and, after the required mentoring during the Pathway to Chartership, become a fully qualified Corporate Member of the Landscape Institute (CMLI).

# Plagiarism, Collusion and Unfair Means.

The University expects its graduates to have acquired certain attributes (see The Sheffield Graduate). 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 studies at the University you will learn how to develop these skills and attributes. Your assessed work is the main way in which you demonstrate that you have acquired and can apply them. Using unfair means in the assessment process is dishonest and means that you cannot demonstrate that you have acquired these essential academic skills and attributes.

## What constitutes unfair means?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be 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 opposite). Rules about these forms of cheating apply to all assessed and non-assessed work.

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

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

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

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

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

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

### How can I avoid the use of unfair means?

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

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

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

### What happens if I use unfair means?

Any form of unfair means is treated as a serious academic offence and action may be taken under the Discipline Regulations. For a student registered on a professionally accredited programme of study, action may also be taken under the Fitness to Practise Regulations.

Where unfair means is found to have been used, the University may impose penalties ranging from awarding no grade for the piece of work or failure in a PhD examination through to expulsion from the University in extremely serious cases.

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

For further information

[www.sheffield.ac.uk/ssid/procedures/grid\\_discipline](http://www.sheffield.ac.uk/ssid/procedures/grid_discipline)

[www.sheffield.ac.uk/ssd/sca/discipline](http://www.sheffield.ac.uk/ssd/sca/discipline)

# Resources.

## Studios and Communal Areas

We endeavour to make on-going improvements to the studios and social areas. Please try to keep them as welcoming places for all. Please respect the furniture and the studio environments – in particular, do not cut things on the table tops and don't use spray mount on unprotected floors.

We welcome feedback on how the studio arrangements are working.

## Computing

The Department of Landscape uses mainly high specification PCs capable of complex graphics based use. These are located on the 11th floor of the Arts Tower.

## Corporate Information and Computing Services (CiCS) Resources

There is an open access PC suite on floor 10 containing high end (i5 processors, 8GB RAM)

24 hour PC access is available in the Information Commons, which contains 500+ high spec computers.

## iPads

We have 12 iPads for use in the class room and field work. Software includes support for ArcGIS, Sketchup Pro for digital drawing, a selection of measuring tools for heights, noise pollution etc.

## Departmental Hardware

### Floor 11, Arts Tower (room 11.7)

- 37 high spec PCs: i5 & i7 processors, 16GB Ram, 1GB and 2GB Graphics Cards, DVD/CD writers, 22" and 24" Screens.
- A0 scanner
- Two A3 Scanners

- A3/4 Colour Swipe Card Printer
- A3/4 Black and White Swipe Card Printer
- 4 Plotter swipe card stations

### Floor 11, Arts Tower (room 11.5)

- 10 high spec PCs: core 2 duo & i5 Processors, 16GB Ram, 1GB and 2GB Graphics Cards, DVD/CD writers, 22" and 24" Screens.
- 6 iMacs: i7 processors 16gb RAM, 1gb Graphics Card, 27" screen (These can be booked out for video editing)
- One A3 Scanner
- A4 Black and White Swipe Card Printer
- A3/4 Colour Swipe Card Printer

## Landscape specific software

- Auto CAD 2011 – A suite of cad software products for 2- and 3-dimensional design and drafting.
- Photoshop - The world-standard photo design and production tool for print, multimedia, and the World Wide Web. Can be used to retouch scanned photographs, edit images, and create painted artwork and special effects.
- Illustrator - Used to produce presentation drawings, Desktop Publishing and Reports. Can import Autocad Files and many other formats.
- InDesign - Is an advanced Desktop Publishing application.
- Sketchup - for rapid 3D modelling
- Simmetry 3D – Specialist landscape software which can be used to create and manipulate landform
- ArcGIS - Use ArcGIS for Desktop to build maps with up-to-date data, combined with deep analysis.

If you would like to know how to obtain the software listed above for your own computer go to our software guide at:

[www.sheffield.ac.uk/landscape/resources/designresources](http://www.sheffield.ac.uk/landscape/resources/designresources)

### Large Format Scanning

The department has a large format scanner that can scan up to A0 size and materials up to 20mm thick. This is a free service to all landscape students. The large format scanner is located in Paul Buck's office, which is in the floor 11 computer room of the Arts Tower. The scanner can be used from 8.30 a.m. until 12:30 p.m and 1:30 p.m until 4:15 p.m Mon-Fri. If you have never used the large format scanner before please see Paul Buck for a brief tutorial before using.

More information regarding the large format scanner can be found here:

[www.sheffield.ac.uk/landscape/resources/printing](http://www.sheffield.ac.uk/landscape/resources/printing)

### Printing

Printers available for student use:

**5 A0 Colour/Line Plotters.** Large format full colour and line plotters located in the print room on floor 15 of the Arts Tower, networked to all departmental computers in landscape and architecture and able to print A0, A1 and A2 sheets.

To send to these choose **LINE-PLOT** or **COLOUR-PLOT**

Payment is collected via a swipe card system. Students charge their U Card with credit at locations around the university, send their prints from any departmental computer and then swipe their cards at one of the plotter release stations located in the floor 11 computer room or floor 15 print room to debit their account. The nearest place to credit your U card is in the CiCS room on floor 10 of the Arts Tower.

More detailed information on large format plotting can be found at: [www.sheffield.ac.uk/landscape/resources/printing.html](http://www.sheffield.ac.uk/landscape/resources/printing.html)

**PC Room Printing.** Black and white A4/A3 and colour A4/A3 printers are located in both computer rooms and are networked to all PCs. Payment is collected via a swipe card system, students charge their U Card with credit at locations around the University. When prints are sent to these queues they may be collected from any of the swipe card printers located around the University. Details of this system including where to charge your cards and the **location of the other printers can be found at** [www.sheffield.ac.uk/cics/printing](http://www.sheffield.ac.uk/cics/printing)

To send A3/4 colour choose Colour A4\_A3

To send A4/3 black and white choose Black and white A4\_A3 or Black and white A4

### Print Collection Times

A0, A1 and A2 plots may be collected in the landscape/architecture print room on floor 15 from 8.00 a.m. until 12:30 p.m and 1:30 p.m until 5:00 p.m

It is your responsibility to get your sheets printed out in time for your submission. Print queues during hand-in times will be very busy and you could be waiting hours for your prints (days during final project submission).

So please submit your work to the print queues at least 24 hours before or you will be disappointed and you will incur penalties for late submission.

Submission times will be posted on the computer and print room doors.

To check the queue status of each plotter and view the progress of your plots, check the screens above each plotter release station in the computer room on floor 11 or in the print room on floor 15.

## Bookable Equipment

The following equipment is available free of charge for all landscape department students. If you would like to book any of these items, please see or e-mail Paul Buck for availability. [p.r.buck@sheffield.ac.uk](mailto:p.r.buck@sheffield.ac.uk)

Please note that if you borrow any of this equipment, you are responsible for loss or damage.

### Wacom Intous Graphics Tablets

We have 7 Wacom Intous graphics tablets available to book out on a daily basis.

### Wireless Model Camera

We have a wireless snake inspection camera that is able to take close up images and walkthrough videos of your models. It can take 960 x 240 resolution images and record 704 x 576 video at 30 fps in avi format.

### Canon SLR Cameras

Available to book on a daily basis. These cameras can also record HD video.

### Portable Photography Studio

For photographing models etc, comes with lighting.

### Panasonic HC-X900M High Definition Camera

Available to book out on a daily basis.

### Mino Flip Digital Video Cameras

We have 2 Mino Flip digital cameras available. They take high quality video and are able to store up to 60 minutes of footage.

### TASCAM DR22 WL Liner Audio Recorder with Wifi

### 2 x Olympus MP3 Voice Recorders

## 4 in 1 Environment Meter

The Environment meter can measure sound, light, temperature and humidity. We have 3 of these.

### Anemometer

We have 5 devices for measuring wind speed and temperature.

### Dumpy Level Kit

We have a Dumpy Level, tripod and staff for measuring spot heights and surveying the levels of sites. There are full instructions on how to use the Dumpy Level.

### Measurement

We have four 30 meter tapes and 3 Infrared Measurement Devices (IMD). The IMD's can be used to measure areas and volumes as well as straight distances.

### Quadrats

We have 4 Quadrats which help to define areas when surveying plants or some wildlife.

### Books

We have a variety of design books and field guides available to borrow on floor 11.

### Binoculars

We have 5 pairs of binoculars for observing sites that are hard to physically access or that you do not want to disturb.

## Wireless Network

Wireless networking can be accessed almost anywhere in the Arts Tower. Wireless access is available at numerous locations around the university including the plaza café and the Information Commons [www.sheffield.ac.uk/cics/wireless/areas.html](http://www.sheffield.ac.uk/cics/wireless/areas.html).

**To register your laptops for wireless use please follow the instructions at [www.sheffield.ac.uk/cics/wireless](http://www.sheffield.ac.uk/cics/wireless)**

## Online Training Resources

### DiDACT Software workshop hand-outs

These workshop hand-outs are available on the landscape website at:

[www.sheffield.ac.uk/landscape/resources/didact](http://www.sheffield.ac.uk/landscape/resources/didact)

### Photocopying

There are photocopying facilities in **the library** that are cheaper and designed for high-volume copying. You can also get your **photocopying, binding and other reprographics done at the Students Union Copy Shop** and also at the **University Print Unit in the Central Annex** where high-quality poster production is available.

## Information for Disabled or Dyslexic Students.

If you have a disability, medical condition, or specific learning difficulty, we seek to ensure that your chances of academic success are not reduced because of it. We strongly encourage you to contact the Disability and Dyslexia Support Service (DDSS).

The DDSS is a confidential and friendly service which offers a range of support, including:

- Liaising with academic staff and central services about disabled students' support needs.
- Helping students to apply for Disabled Students' Allowances.
- Organising support workers, such as note takers, readers, library support, scribes, interpreters.
- Advising on specialist equipment and technology.
- Referring dyslexic students for study skills support, at the English Language Teaching Centre.
- Referring students who think that they might be dyslexic for diagnostic assessments with an Educational Psychologist.

- Putting students in contact with local and national external agencies who offer support and advice on specific issues.
- Formalising alternative arrangements for examinations and assessments, e.g. extra time in examinations; reasonable adjustments to assessment tasks; or alternative assessment formats. (These cannot be organized by the department without DDSS involvement)

If you are likely to need alternative exam arrangements and do not yet have these in place, we can liaise with the exams team on your behalf. We do need time to organise this and you would normally need to contact the DDSS by 4 November. The earlier you contact DDSS the more likely it is that we can put arrangements in place for the January exams.

See [www.sheffield.ac.uk/ssid/disability](http://www.sheffield.ac.uk/ssid/disability) for more information.



# Student Engagement and Representation.

There are many opportunities for you to get involved with the University, whether it's having your say or representing your fellow students.

Being a student representative is rewarding work and can help you develop confidence, communication and leadership. It can also give you a greater understanding of how the University works as well as enabling you to play a role in the decision making of your department and/or faculty.

For further information on student representation see [su.sheffield.ac.uk/make-a-change/represent-students](https://su.sheffield.ac.uk/make-a-change/represent-students)

## In the department

We have a student-staff committee which is made up of student representatives and a number of academic staff. Getting involved means you will be able to take part in discussions and decision making about a range of issues e.g.

- student feedback on teaching;
- changes to courses;
- departmental/school services (e.g. hand-in arrangements, office opening times, study facilities, availability of Personal Tutors);
- communication with students.

Contact Andy Clayden, [a.clayden@sheffield.ac.uk](mailto:a.clayden@sheffield.ac.uk) for more information.

## In your faculty

All Faculties have a Learning and Teaching Committee which has a small number of places for student representatives. In addition to this, some Faculties have other committees on which students are represented. The Faculty Learning and Teaching Committee is made up of academic staff from all departments and discusses a range of issues relating to learning and teaching e.g. new University policies, changes to university regulations, new programme proposals, annual departmental reviews of Learning and Teaching. Being a student representative on a Faculty Committee is your chance to put forward the student view on issues relating to learning and teaching and this is always valued by committee members.

Faculties also have student committees which provide opportunities for students to put forward and discuss their views on issues at a faculty level.

## Institution-wide opportunities

### SALT (Student Ambassadors for Learning and Teaching)

The Student Ambassadors for Learning & Teaching (SALT) scheme is a University-wide network of students working on learning and teaching projects. The Ambassadors influence, improve and develop how students learn and how they are taught at the departmental, faculty and University level.

[www.sheffield.ac.uk/als/students/salt](https://www.sheffield.ac.uk/als/students/salt)

## **Student Panel Members for Periodic Review**

The University reviews the learning and teaching in each department every 5-6 years. This activity is called Periodic Review.

The Review is carried out by a panel made up of academic members of staff from other universities, academic member of staff from the University of Sheffield and students.

Students act as full panel members and are paid for the work that they do. For further details see: [www.sheffield.ac.uk/lets/pp/qa/periodicreview/aims](http://www.sheffield.ac.uk/lets/pp/qa/periodicreview/aims)

## **The Sheffield Graduate**

The Sheffield Graduate programme recognises your individual extra-curricular achievements in local, national and international activities. Those who gain the Sheffield Graduate Award are highly sought after by employers because of their breadth of skills, leadership abilities and commitment to personal development.

The award is open to postgraduate taught students. As postgraduate taught students only attend the university for a limited time, it is advisable to register your interest as soon as you can so you have time to complete your award.

To register your interest and for further information on the activities involved, please visit: [www.sheffield.ac.uk/thesheffieldgraduateaward](http://www.sheffield.ac.uk/thesheffieldgraduateaward)

# External examiners.

All courses are examined by an external examiner to ensure that:

- The programmes of study are at an acceptable standard in terms of content, progression and delivery.
- The assessment system is fair and is operated equitably.
- Degrees awarded are of an appropriate standard, nationally and internationally. In order to achieve these purposes, External examiners:
- Comment, and give advice on, the content, balance and structure of modules, on programmes of study, and on assessment procedures.
- Arbitrate or advise in cases where problems have arisen.
- Participate in the moderation of all modules leading to the award of degrees, diplomas and certificates.

## Welfare and careers.

### University Health Service

The University Health Service (UHS) is a National Health Service GP practice, specifically for students and their families.

If you need medical help or treatment, you might be able to quickly access this from a pharmacy/chemist or you might need to talk to someone at UHS. You can check out the options here:

[sheffielduniversityhealth.webgp.com/](http://sheffielduniversityhealth.webgp.com/)

To help you choose the right NHS service if you become ill or injured, you can refer to the 'which service is best for me?' guide (also available to download from the UHS home page). [www.sheffield.ac.uk/polopoly\\_fs/1.402080!/file/WhichServiceisBestforMe.pdf](http://www.sheffield.ac.uk/polopoly_fs/1.402080!/file/WhichServiceisBestforMe.pdf)

UHS is at 53 Gell Street, Sheffield S3 7QP (on the corner with Glossop Road). You can telephone 0114 222 2100 for an appointment or to speak to a medical professional if you are registered with UHS.

Doctors are not permitted to share information with family, friends or your department without your consent. They use a separate record system to the rest of the University which we cannot access.

Note that this is not a private clinic; it is part of the NHS. You cannot expect an instant appointment but a large number of appointments are kept for booking on the day for those who call or book online at the appropriate times and for emergencies.

More details can be found at:

[www.sheffield.ac.uk/ssid/contacts/uhs](http://www.sheffield.ac.uk/ssid/contacts/uhs)

### Counselling

The University Counselling Service provides a free, confidential service to enhance and develop the student's ability to recognise and strengthen their inner resources. They are based at 36 Wilkinson Street S10 2GB.

Telephone: 0114 222 4134

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

They have online information and self-help material that can be accessed before or instead of attending an appointment.

UCS provides a streamlined online registration process. This process takes less than 2 minutes and students will then be offered a 30 minute triage appointment with a qualified Counsellor/psychotherapist (usually within 10 working days).

Most students require no more than a 30 minute session and self-help material. Other options may include:

Student Self-Help Group.

Stress and Relaxation Workshops.

Workshops on a particular theme e.g. managing anxiety, depression, grief and loss etc.

Ongoing Therapy group.

Confidence building group or groups for depression.

One-to-one sessions.

Support package for more complex cases.

For further information, a list of useful contact telephone numbers, online information leaflets and self-help guides see

[www.sheffield.ac.uk/ssid/counselling](http://www.sheffield.ac.uk/ssid/counselling)

## Careers

The University Careers Service helps you with developing your employability, gaining work experience, making career choices, and finding jobs.

We do this through comprehensive information on all your career and study options, advice on the careers open to you after your studies, and expert help with making applications. We organise events where you can meet employers and we advertise hundreds of part-time jobs, internships and graduate jobs every month.

Help available provided by the Careers Service includes:

- A comprehensive website with a full range of careers information and advice. [www.sheffield.ac.uk/careers/postgraduates](http://www.sheffield.ac.uk/careers/postgraduates)
- Individual guidance interviews to discuss personal career plans.
- Career Connect - the latest graduate jobs, available online.
- Our Student Jobshop in the Students' Union - help with finding part-time jobs, vacation work and placements.
- A specialist placements team, helping you to find relevant work experience, including year-long placements you can include as part of your degree.
- 'Careers with my degree' – information and ideas for students in every academic department.
- Careers events, including recruitment fairs and opportunities to meet employers, advertised in our 'What's On Weekly' email sent to all students. See [www.sheffield.ac.uk/careers/students/events](http://www.sheffield.ac.uk/careers/students/events)

For those wishing to explore opportunities in another country there's also 'myInternational career' via the Careers Service website.

[www.careers.dept.shef.ac.uk/infotree/EmploymentOverseas.php](http://www.careers.dept.shef.ac.uk/infotree/EmploymentOverseas.php)

Our website [www.sheffield.ac.uk/careers/students](http://www.sheffield.ac.uk/careers/students) offers a full range of careers information and advice, and is the ideal starting point if you want to find out more about how the Careers Service can help you, right from the start of your course. We support all students, at all stages of study and provide additional services for International Students, Taught Postgraduates and Postgraduate Researchers.

The Careers Service also runs The Sheffield Graduate Award, which recognises your achievements both within and outside the University. Highly regarded by employers, The Sheffield Graduate Award is a great way to prove that you are a distinctive Sheffield graduate.

For details of where the Careers Service is based plus our opening times see

[www.sheffield.ac.uk/careers/aboutus](http://www.sheffield.ac.uk/careers/aboutus)





## Making your experience more international.

The University of Sheffield is home to students and staff from more than 125 countries. This diverse learning environment gives you the opportunity to make your study experience more international. This can be done in a number of ways.

In the classroom, you may be with students from different countries. You may, for example, be asked to work on group projects which include a mix of students from the UK and abroad or your class projects may include international comparisons, or you may have an international guest speaker. This can help you think about how your subject or discipline translates to the global context.

You could decide to learn another language or be a language buddy. You might decide to study or work abroad as part of your degree, where you will have the chance to learn new skills, including possibly studying in another language.

There are lots of ways outside the classroom to make your experience more global. You might decide to be a mentor, join social activities such as One World Café or join in the discussions at 'Culture Compass'. The Students' Union also provides many international opportunities such as student societies, volunteering, or World Week.

All of these opportunities will help you expand your horizons. Making yourself more culturally capable will also make you more employable across the globe.

Have a look at some of the opportunities on the Experience Sheffield website.

[www.sheffield.ac.uk/experience](http://www.sheffield.ac.uk/experience)



## PhD study.

Studying a masters degree could open the doors to further study and a PhD programme. At Sheffield you become part of a community of outstanding researchers. You'll have access to top facilities and be supervised by world-leading experts in their fields.

Our research is world leading. We work closely with our partners to ensure that the work we do delivers economic and societal benefit to the UK and the wider world.

For more information please visit:

[www.sheffield.ac.uk/postgraduate/research](http://www.sheffield.ac.uk/postgraduate/research)

You may wish to discuss PhD opportunities with your Personal Tutor or a member of academic staff in your department.

# Graduation.

## **Graduation for Dip/MA students**

The University now holds only one postgraduate degree ceremony each year in January. You should therefore note that, because of the time required for dissertation marks to be confirmed by the External Examiners and approved by the Faculty, you will not normally be invited to a formal ceremony until the following January (i.e. one year later), even if you submit your dissertation in October. Your degree results will nevertheless be confirmed in writing in the meantime. This has the advantage that students who wish to attend the ceremony have the opportunity to meet up with friends from the same course.

## **Graduation for MLA students**

MLA students who pass all the coursework and are not involved in re-submissions, are invited to attend the Faculty degree ceremony in July following completion of the course in June.

# Academic advice and teaching support .

## Academic and transferable skills development

As well as learning about your subject, throughout your degree you will have opportunities to develop academic and transferable skills. These skills are likely to include how to: write academic essays or reports, do presentations, work in teams, plan and manage your time, find, evaluate and accurately cite reference material from diverse sources such as books, journals and the internet, and how to make the best use of IT. They are part of a broader set of skills and attributes that the University would like you to have achieved by the time you graduate. See the Sheffield Graduate below.

[www.sheffield.ac.uk/sheffieldgraduate/](http://www.sheffield.ac.uk/sheffieldgraduate/)

As well as being essential to help you do well in your degree and any further study, we know that employers value these skills, so by gaining them you should also be better prepared for employment.

## Additional Support

301: Student Skills and Development Centre offers a range of services for all students:

- Maths and Statistics Help
- Academic Skills workshops
- Study Skills Sessions
- Specialist Dyslexia / SpLD tutorial Service
- Languages for All programme
- Writing Advisory Service

## 301: Student Skills and Development Centre

Based at 301 Glossop Road, 301 provides a

wide range of resources and training to help you develop your personal and academic skills.

[www.sheffield.ac.uk/ssid/301](http://www.sheffield.ac.uk/ssid/301)

Among other things it provides:

**TASH** – The Academic Skills Hub. A web resource which contains pointers to a wide range of material and self-paced tuition material covering a wide range of skills:

- Everyday Skills
- Learning Skills
- Writing Skills
- Communication Skills

[www.sheffield.ac.uk/ssid/301/tash](http://www.sheffield.ac.uk/ssid/301/tash)

**MASH** – Maths and Statistics Help. Provides one-to-one support and guidance on mathematics and statistics. There are drop-in sessions for small problems, and bookable sessions when more time is needed.

[www.sheffield.ac.uk/mash](http://www.sheffield.ac.uk/mash)

## Academic Skills Workshops

These are run in 301 and need to be booked but provide more individual help and training in a range of skills.

## Writing Advisory Service (WAS)

The WAS offers one-to-one support for those struggling to improve the quality of their written English. The service is for native English speakers as well as for those for whom English is a second language.

[www.sheffield.ac.uk/eltc/languagesupport/writingadvisory/index](http://www.sheffield.ac.uk/eltc/languagesupport/writingadvisory/index)

# University Services.

## SSiD

The Student Services Information Desk (SSiD) is a central point for general information on many University services providing leaflets, location maps, prospectuses and other useful publications. The services listed below are available from Student Services Information Desk:

Students' Union, Western Bank,  
Sheffield, S10 2TG

Telephone: 0114 222 1299.

The opening times are

Monday - Friday 9.00 am - 5.00 pm.

- Certifying letters
- Change of status forms
- Change of personal details
- Council tax forms
- Examinations: calculator and dictionary approval
- Examinations: clash and re-sit forms
- Financial help information
- Finance-related enquiries
- Immigration certifying letters
- Module add/drop forms
- Self-certification medical notes
- Student loans and career development loans
- Transcripts
- Union cards

Useful information for students can be found on the SSiD website:

[www.sheffield.ac.uk/ssid](http://www.sheffield.ac.uk/ssid)

## Books

Your subject tutors will indicate the relevant books for each module. The University bookshop is Blackwells in Jessop West. Another good bookshop is Waterstones in Orchard Square.

## MUSE

MUSE gives easy access to online services provided by the University's Corporate Information and Computing Services (CiCS) and other departments. Sign in once with your University username and password then click the 'My services' menu to access all your online services.

To sign in to access your online services:

1. Go to any standard University of Sheffield webpage
2. Click the 'Log in to MUSE' link in the top row of links
3. Enter your username and password and click 'Log in'
4. You will be signed in and redirected to a landing page of information
5. You will notice a new 'My services' menu in the top row of links from which you can select and start online services.

As you navigate around the University website the 'My services' menu will remain available to you.

## The University Library

There are 4 libraries on campus, providing a range of study spaces. All the information you need to get started with using library and computing services is available at:

[www.sheffield.ac.uk/library/services/new](http://www.sheffield.ac.uk/library/services/new)

### Finding what you need

Go to the My services menu in MUSE, and follow the link to the StarPlus Library Catalogue. This provides access to digital collections (ebooks, ejournals and databases) and information about print collections at all sites.

The StarPlus welcome page has quick links to all the key information you need, including reading lists, subject guides and information skills resources to help you find and evaluate information.

The information skills resource also includes online guides to help you reference information correctly in your course work.

[www.librarydevelopment.group.shef.ac.uk/referencing.html](http://www.librarydevelopment.group.shef.ac.uk/referencing.html)

### Help and support

Contact the Library by email [library@sheffield.ac.uk](mailto:library@sheffield.ac.uk), telephone 0114 222 7200 or ask for help at the information desk at any Library site.

Find the Liaison Librarian for your department at [www.sheffield.ac.uk/library/libstaff/sllist](http://www.sheffield.ac.uk/library/libstaff/sllist)

## The electronic library

MUSE, the University of Sheffield portal, gives you personalised access to the University's online resources. From the StarPlus – Library Catalogue tab in MUSE, you can:

- Find and request the books you need via the online catalogue
- Renew your library loans and pay any charges you may have incurred
- See your reading lists
- Access electronic resources, such as ejournals, ebooks, subject databases
- Search Google Scholar
- Use the tutorials in the Information Skills Resource to learn how to search for information effectively, and use references correctly

## Computers

All students have access to computing facilities maintained by the University's Department of Corporate Information and Computing Services (CiCS).

These machines are linked to the University's network and the internet, and all students can register to use them. Software available on the University's network includes the Microsoft Office Suite as well as course relevant software. To see our student computer rooms and computer availability, please visit the link below.

[www.sheffield.ac.uk/cics/computers](http://www.sheffield.ac.uk/cics/computers)

## Printing

The student printing service is known as the Pre-Pay Printing System or Printing and Copying Management System (PCMS). Students send jobs to a printer and then use print release stations to print their work. You can print to student printers from University computers or from your own laptop or desktop computer at home.

All the information regarding the University printers can be found at:

[www.sheffield.ac.uk/cics/printing/student](http://www.sheffield.ac.uk/cics/printing/student)

## MOLE

My Online Learning Environment (MOLE) hosts a comprehensive suite of tools to facilitate online learning. This includes discussion boards, chat rooms, an assignment drop-off box and quizzing that incorporates five different question types.

To log into MOLE, click 'My Services' on the top of the MUSE navigation bar and click 'MOLE.'

## Student email

Your student email can be accessed via MUSE. University email is provided via Gmail and assistance on using Gmail can be found at: [www.sheffield.ac.uk/cics/email](http://www.sheffield.ac.uk/cics/email)

Please be sure to check your University email account regularly for information about your course, lectures and announcements.

## Lost Property

The University of Sheffield's mail room is responsible for property found on campus. For lost property enquiries please contact Rob Walsh on 0114 222 9233 or email [lostproperty@sheffield.ac.uk](mailto:lostproperty@sheffield.ac.uk)

Any property found on campus should be taken to the nearest porters lodge.

Customer services at the Edge are responsible for property found on the Endcliffe Village site. Please take any items found to the customer services desk at the Edge.

For lost property enquiries please contact customer services on 0114 222 8800.

## Chaplaincy service

The Chaplains, Associate Chaplains and Religious Advisers to the University extend a warm welcome to all members of the University. We are committed to providing a high quality pastoral service to staff and students of all faiths and none.

The staff of the chaplaincy service work together in co-operation with Student Services. If you would like to talk to someone at any time, please feel free to contact one of us. We are available to everyone within the University, offering care and support, as well as opportunities for worship, prayer and the exploration of faith and spirituality.

For contact details, information about places of worship and any other information, please visit our website:

[www.sheffield.ac.uk/chaplaincy](http://www.sheffield.ac.uk/chaplaincy)

## Sheffield University Nightline

Nightline is the University of Sheffield's confidential listening and information telephone service. It is run by trained student volunteers who are there to help you with any problem or concern you may have.

Whether contacting Nightline by phone or email, your identity will remain anonymous.

Nightline can be contacted on 0114 222 8787 for listening, 0114 222 8788 for information, or by emailing [nightline@sheffield.ac.uk](mailto:nightline@sheffield.ac.uk) and we will reply within 48 hours.

To find out more you can go to our website [www.sheffield.ac.uk/ssid/contacts/nightline](http://www.sheffield.ac.uk/ssid/contacts/nightline) or if you are interested in volunteering please email our administration account on

[sunl@sheffield.ac.uk](mailto:sunl@sheffield.ac.uk)

## ELTC

The English Language Teaching Centre (ELTC) offers a wide range of English language courses and services for University students. If you are looking to improve your English, please visit [www.sheffield.ac.uk/eltc](http://www.sheffield.ac.uk/eltc)

## Accommodation

Provided you meet certain conditions, all postgraduates at the University of Sheffield are guaranteed a place in University-owned or partnership accommodation during your first year. More details on postgraduate accommodation can be found by visiting

[www.sheffield.ac.uk/postgraduate/accommodation](http://www.sheffield.ac.uk/postgraduate/accommodation)

## Financial support

Many students are concerned about funding. If lack of funding means that you are having to do too many hours of paid work every week, you can't work because you have other responsibilities or you can't afford to take part in clubs, societies, field trips etc., talk to our Financial Support Team. There are many different financial support schemes available to help our students; all enquiries and applications are treated confidentially.

You can apply for financial support on-line via [www.sheffield.ac.uk/ssid/finance/application](http://www.sheffield.ac.uk/ssid/finance/application)

## Immigration advice

Most non-EU students have a Tier 4 (General) Student Visa. We provide a wealth of online information about Tier 4 visas; please read this information regularly - [www.sheffield.ac.uk/ssid/international/immigration/uk](http://www.sheffield.ac.uk/ssid/international/immigration/uk) and look out for updates in our Global Campus emails.

The student immigration rules are complex and change frequently. If you have questions about your immigration status, you must seek advice from a qualified and authorised immigration adviser – not from friends or staff in academic departments. The University's immigration advisers are based in the International Student Support Team. If you are changing course, thinking about Leave of Absence or any other change to your stay in UK, you can contact them via a web form - [www.sheffield.ac.uk/ssid/international/email](http://www.sheffield.ac.uk/ssid/international/email)

[www.sheffield.ac.uk/ssid/international/immigration](http://www.sheffield.ac.uk/ssid/international/immigration)

## Health and safety.

Health and safety issues are very important. Please read the following section carefully and remember we all have a responsibility for our own and other peoples' safety.

### RESPONSIBILITIES

#### **Professor James Hitchmough (Head of Department)**

- Responsible for health and safety within the Department

#### **Departmental Safety Officer: Mr Jeff Sorrill**

- Manages the accident incident procedures
- Delivers Out of Hours training and induction to UG students at the start of the academic year in order to facilitate UG out of hours working
- Carries out safety checks bi-annually
- Oversees risk assessment procedures
- Chairs the quarterly Department Health and Safety Committee

#### **Health and Safety Committee**

- Oversees health and safety policies and procedures in the Department

#### **All members of Staff and All Students**

- Have responsibility for health and safety
- Should follow guidelines included in University Health and Safety Code of Practice found here: [www.sheffield.ac.uk/safety](http://www.sheffield.ac.uk/safety)



# Useful Websites for Students.

**Student Services Information Desk  
(SSiD) home page**

[www.sheffield.ac.uk/ssid](http://www.sheffield.ac.uk/ssid)

**SSiD A-Z guide for students**

[www.sheffield.ac.uk/ssid/atoz](http://www.sheffield.ac.uk/ssid/atoz)

**Things not going right (intended to assist  
students in identifying sources of help  
and support within the University)**

[www.sheffield.ac.uk/ssid/sos](http://www.sheffield.ac.uk/ssid/sos)

**SSiD page relating to examinations**

[www.sheffield.ac.uk/ssid/exams](http://www.sheffield.ac.uk/ssid/exams)

**“Check Your University Record” (enables  
students to access to their own central  
University record)**

[www.sheffield.ac.uk/ssid/record/pers\\_inf](http://www.sheffield.ac.uk/ssid/record/pers_inf)

**Information for disabled students**

[www.sheffield.ac.uk/disability](http://www.sheffield.ac.uk/disability)

**Online forms available via  
the SSiD website**

[www.sheffield.ac.uk/ssid/forms](http://www.sheffield.ac.uk/ssid/forms)

**Financial information for students**

[www.sheffield.ac.uk/ssid/finance](http://www.sheffield.ac.uk/ssid/finance)

**University Regulations  
(via the Calendar website)**

[www.sheffield.ac.uk/calendar](http://www.sheffield.ac.uk/calendar)

**Extenuating Circumstances Form**

[www.sheffield.ac.uk/ssid/forms/circs](http://www.sheffield.ac.uk/ssid/forms/circs)

**Religious Observance Form**

[www.sheffield.ac.uk/ssid/exams/observance](http://www.sheffield.ac.uk/ssid/exams/observance)

## The Sheffield Graduate.

You can gain an impressive range of knowledge and skills through your studies and through the additional activities you undertake. We have identified this range of skills and knowledge for you so that you know what you should be aiming to achieve.

The Sheffield Graduate is:

- Knowledgeable in their subject area
- Competent in applying their knowledge and skills
- Information literate
- A skilled and ethical researcher
- A critical, analytical and creative thinker
- An entrepreneurial problem solver
- Someone who sees the big picture and understands the importance of context
- Experienced in working with clients, communicates and partners outside the University
- An active citizen who respects diversity and has the cultural agility to work in multinational settings
- A flexible team worker
- An independent learner
- An efficient planner and time manager
- An accomplished communicator
- Skilled in the use of IT
- Professional and adaptable
- A well rounded individual, reflective, self aware and self-motivated

### The Sheffield Graduate Development Programme

The Sheffield Graduate Development Programme aims to support you in acquiring these skills and attributes. It is a process which helps you to reflect upon your learning, performance and/or achievement both within your academic studies and through extra curricula activities, and to identify what else you need to do to achieve your goals.

Opportunities to develop your skills are provided through course work in, for example, completing assignments, presentations, field trips or group working and in activities such as volunteering, work experience, being a student representative or taking part in clubs or societies.

We strongly advise you to make time to reflect on your progress and identify what else you need to do to achieve your goals. It will make you better equipped to achieve your full potential in your studies whilst also enhancing your employability as you will be better prepared to demonstrate your achievements and skills to potential employers.

Further information is available on

[www.sheffield.ac.uk/sheffieldgraduate/](http://www.sheffield.ac.uk/sheffieldgraduate/), including links to resources and further guidance on developing the Sheffield Graduate skills.

Guidance is available to support the process in your department through tutors, peers and support services such as the Careers Service, but the ultimate responsibility for deriving benefit from the process rests with you as a learner in the University.

## The Sheffield Graduate Award

The Sheffield Graduate Award is open to all students and has been developed with the purpose of recognising and rewarding your extra curricula activities that help you to gain the Sheffield Skills. The Award is endorsed by a number of employers who recognise that students who have achieved the Award will stand out from the crowd.

By taking part in the Award, you can bring together all your different experiences, for example, volunteering, mentoring, organising clubs and societies, part time work, sporting activities and course representation, which will help employers take note of all your achievements that go beyond the academic. After successful completion of your Award portfolio in your final year, you will receive a certificate upon graduation, and a reference to the Award will be added to your transcript.

Further information and on line registration for the Award can be found on:

[www.sheffield.ac.uk/thesheffieldgraduateaward](http://www.sheffield.ac.uk/thesheffieldgraduateaward)

*The content of our courses is reviewed annually to make sure it's up-to-date and relevant. This is in response to discoveries through our world-leading research; funding changes; professional accreditation requirements; student or employer feedback; outcomes of reviews; and variations in staff or student numbers.*

*While every effort has been made to ensure the accuracy of the information in this publication, for the reasons detailed above, changes may need to be made to modules, courses, entry requirements and fees between the date of this publication and the start of your course.*

*This publication is correct as at the time of print, but please see [www.sheffield.ac.uk/landscape](http://www.sheffield.ac.uk/landscape) for the most up-to-date information about this course. If there is any inconsistency between this publication and [www.sheffield.ac.uk/landscape](http://www.sheffield.ac.uk/landscape), the information on [www.sheffield.ac.uk/landscape](http://www.sheffield.ac.uk/landscape) should be taken as correct.*







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