

WHAT YOU NEED TO KNOW:  
FULL-TIME UNDERGRADUATE UK AND EU APPLICANTS FOR 2016/17 ENTRY

**What You Need To Know: an overview of key information about Sheffield Hallam University, our courses and fees for full-time UK and EU undergraduate applicants starting at the University in 2016/17**

This information applies to all full-time undergraduate courses for UK and EU applicants who would start at the University in the academic year 2016/17, and it sets out what you can expect from the University throughout the duration of your course. This document forms part of your contract with the University. Whilst this information is provided in a PDF format online so that you can refer back to it, the University encourages you to print out a copy of this document to keep with the other documentation that forms part of your contract with the University. Your contract is set out in:

- your University entry requirements
- the terms within your offer letter and/or UCAS offer
- the details of your statutory right to cancel and the form to do so
- the details of your course on the University's online prospectus
- the details of your tuition fee
- any special requirements which apply to you, as set out in your UCAS offer and/or in letters and emails from the University
- the University's Terms and Conditions (which include broader rights to withdraw from the University)
- the University's Regulations, and
- this document.

The University has produced a Key Terms Summary setting out how the key terms in the University's Terms and Conditions will affect you, and this includes important terms of which you should be aware. The University also publishes other policies, codes and guidance which provide information on how the Regulations are implemented. These do not form part of your contract with the University, but you would be expected to abide by them, as would the University.

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**1. Expected workload**

The University normally expects students to undertake 10 notional study hours for each academic credit studied. This means that a full-time year of study of 120 credits would involve 1200 notional study hours. There are exceptions to this general position, for example, teacher education courses where you may undertake more than 1200 notional study hours due to the placement elements.

The minimum expected workload is the number of notional study hours for guided independent study. This can be calculated by deducting any contact hours and placements from the 1200 notional study hours referred to above. There are exceptions to this general position, for example, teacher education courses and courses approved by Professional, Statutory or Regulatory Bodies, which may involve more than 1200 notional study hours.

**2. Number and type of contact hours**

Contact time, where the date, time and location of the learning activity is known in advance, will vary by subject discipline. Within the notional study hours is included your contact hours, which may include lectures, seminars, tutorials, project supervision, demonstration, practical classes and workshops, workshop or studio time, field trips, and external visits. Some learning takes place online via the Virtual Learning Environment (Blackboard) provided by the University.

On top of your contact hours, you may be expected or required to undertake placements. In addition, as University students are expected to take responsibility for their own learning, many of your study hours will be used for guided independent study.

**3. Teaching staff**

You may be taught by Professors, Principal Lecturers, Senior Lecturers, Lecturers, Associate Lecturers, Visiting Lecturers, and postgraduate research students. Staff profiles are available on the University's website.

**4. Methods of assessment**

Most courses involve a mixture of coursework, practical examinations and written examinations. Some also include dissertations, report writing, presentations, project work, case studies, group/self/peer assessment, phase tests, practical assessments and assessed placements. Please refer to the University's online prospectus for the details for your chosen course.

**5. Awarding body**

The awarding body for all courses is Sheffield Hallam University, unless the online prospectus states otherwise.

**6. Accredited and approved courses**

The University provides programmes of education and training for a number of professions that are subject to statutory regulation. Other professions are regulated by a specialist college, society or institute with its own individually prescribed examinations and other requirements for membership. The most up to date details of courses which

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are currently accredited, regulated, monitored or approved by other bodies, are on the University's [online prospectus](#).

The accreditation status, or the regulation, monitoring or approval of courses is subject to change, and new and existing courses can gain or lose such a status from time to time.

#### 7. University regulator

The University is regulated by the Higher Education Funding Council for England. See <http://www.hefce.ac.uk/> for further details.

#### 8. Location of study

The location of study is Sheffield, South Yorkshire, in the United Kingdom, unless your offer letter states otherwise or you are a distance learner.

#### 9. Location of placements

Many courses at the University include placement opportunities. For some courses, these are a mandatory element of the course. The University is unable to guarantee or confirm in advance what placements will be available, or where these will be located. This is because some placements take into account an element of student choice, others are arranged by students themselves, and the range of placement partners we work with is growing and changing every year.

#### 10. Fees

The [Student Fees Regulations](#) include the full details of the terms relating to your payment of fees and related expenses and you should refer to these for the definitive position. Set out below is a summary of the criteria for how fees may change during your studies, along with details of any extra costs you may have to pay.

**Designated Courses:** Where you are assessed as a UK/EU student for fees assessment purposes and choose to study a designated course (as defined by Regulations made under the Teaching and Higher Education Act 1998 and explained in the paragraph below), the maximum amount of tuition fee that the University may charge you is specified by the UK government.

This currently means that the government has set a maximum fee of £9,000 per academic year that the University can charge you in 2016/17 where you are studying full-time at undergraduate level, including on a Bachelor's or Integrated Master's degree, Foundation Degree, or for a Higher National Certificate (HNC) or Higher National Diploma (HND) award, or for a Certificate in Higher Education (CertHE) award, or for a Diploma in Higher Education (DipHE) award.

The University reserves the right to make changes to its tuition fees if the government's maximum amount of tuition fees that institutions may charge changes. Such changes, whether they reduce or increase the maximum amount of tuition fee, will take effect for relevant students in accordance with the terms of government policy. The University will publish details of any changes on its website and in the information about tuition fees applicable to a student's year of entry.

**Placements:** If you choose to take a full year placement as part of a designated sandwich course, you will receive a full waiver of the tuition fee payable for that year.

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Where the placement is not for a full year, the full tuition fee will still be payable for that year.

**Study Abroad:** If you are studying on a designated course and you choose to study abroad for a full year as part of that course, you will be charged a tuition fee for that year, but it will be capped at 15% of the full undergraduate level fee (currently £1,350 for study abroad undertaken during 2016/17).

**Tuition Fee Increases:** The University reviews tuition fee levels annually and reserves the right to increase fees for academic years subsequent to a student's first year of entry to the University, subject to any maximum specified for designated courses by the UK government. Such increases will normally reflect changes in the University's costs for delivering courses and programmes of study. Information about the amounts by which tuition fees will increase will be made available to prospective students, including through the University's website.

### 11. Extra costs

Currently the University's full-time undergraduate tuition fee includes:

- membership fees for professional bodies (where membership is relevant to the course and future employment) during your time at the University
- any UK field trips that are a required part of the course.

All other costs and charges associated with study on all courses and programmes will be payable by you

Examples of additional costs associated with study include:

- UK field trips and visits that are not a required part of your course
- overseas field trips and visits
- equipment and materials, other than consumables that are an integral part of taught study
- printing, books, publications and other personal study resources and consumables.

An indication of the additional costs associated with the main activities on specific courses is made available on the University's website.

Please refer to the guidance issued on [shuspace](#) which provides further information on how the [Student Fees Regulations](#) are implemented, including details of how/when fees are payable and the impact of your withdrawal from the University on your liability to pay fees.

### 12. Complaint handling:

Applicants may use the Appeals and Complaints Procedures for Applicants.

Once enrolled, students may use the Student Complaints Policy and Procedure or, for appeals against a decision made by one of the University's Departmental Assessment Boards, Extenuating Circumstances Panels or Academic Conduct Panels, the Academic Appeals Policy and Procedure for Taught Students for the year to which the appeal relates.

These documents are all available at [www.shu.ac.uk/students/terms](http://www.shu.ac.uk/students/terms).

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In certain circumstances, students may also ask the Office of the Independent Adjudicator to review their complaint: <http://www.oiahe.org.uk/>

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