

WHAT YOU NEED TO KNOW:
FULL-TIME UNDERGRADUATE UK, EU AND INTERNATIONAL APPLICANTS

An overview of key information about Sheffield Hallam University, our courses and fees for full-time UK, EU and International undergraduate applicants

This information applies to all full-time undergraduate courses for UK, EU and international applicants who start at the University from the academic year 2017/18 onwards, 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:

- the University's Terms and Conditions (which include broader rights to withdraw from the University)
- the University's Regulations
- the details of your statutory right to cancel and the form to do so
- your University entry requirements and the other the terms within your offer letter and/or UCAS offer, including the details of your first year tuition fee
- any special requirements which apply to you, as set out in your offer letter, UCAS offer and/or other letters and emails from the University
- the Contractual Statements for Full-Time Students (this document)
- the Key Terms Summary (which sets out the most important contractual terms of which you should be aware)
- the details of your course on the University's online prospectus

In the case of a conflict between any of the contractual documents which form part of the student contract, the order of precedence of the contractual documents follows the above list with the University's Terms and Conditions taking precedence.

The University also publishes other policies, forms 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.

<u>Contents</u>	<u>Page No.</u>
1. Expected workload	2
2. Number and type of contact hours	2
3. Teaching staff	2
4. Methods of assessment	2
5. Awarding body	2
6. Accredited and approved courses	2
7. University regulator	3
8. Location of study	3
9. Location of placements	3
10. Fees	3
11. Extra costs	4
12. Complaint handling	5

WHAT YOU NEED TO KNOW:
FULL-TIME UNDERGRADUATE UK, EU AND INTERNATIONAL APPLICANTS

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 University expects students to undertake a minimum amount of 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 are 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

WHAT YOU NEED TO KNOW: FULL-TIME UNDERGRADUATE UK, EU AND INTERNATIONAL APPLICANTS

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 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

Your initial tuition fee will be set out in your offer. The [Student Fees Regulations](#) for your year of entry include the full details of the terms relating to your payment of fees 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.

Tuition Fee Increases for Designated Courses for UK/EU Students: 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 means that the government has set a maximum fee of £9,250 per academic year that the University can charge UK and EU students in 2017/18 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 changes the maximum amount of tuition fees that institutions may charge, including as a result of the implementation of the Teaching Excellence Framework. 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.

WHAT YOU NEED TO KNOW: FULL-TIME UNDERGRADUATE UK, EU AND INTERNATIONAL APPLICANTS

Under current Student Support Regulations, so long as you claim a tuition fee loan from the relevant authority as a UK or EU student, you will not have to pay any tuition fees upfront.

Tuition Fee Increases for International Students: Where you are assessed as an international student for fees assessment purposes, the University reviews all 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. Such increases will normally reflect changes in the University's costs for delivering courses and programmes of study.

All Students: Information about the amounts by which tuition fees may increase, and how fee increases will be calculated, will be made available to prospective students through the University's website and to applicants via email once the University has published its position and subject to government policy.

Deferrals: If you have deferred your 2016/17 place, you will pay the tuition fees applicable to students starting in 2017/18.

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. 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 £1,387.50) for study abroad undertaken during 2017/18).

Guidance: Please refer to the guidance issued on [the student portal](#) 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.

11. Extra costs

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

- membership fees for professional bodies during your time at the University (where membership is relevant to the course and future employment); and
- 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 each specific course, when these will be payable and whether the costs are mandatory or optional is made available on each course page of the University's [online prospectus](#).

WHAT YOU NEED TO KNOW:
FULL-TIME UNDERGRADUATE UK, EU AND INTERNATIONAL APPLICANTS

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.

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

Version Control	Authority	Approval Date
Contractual Statements adopted (v.1.0)	Secretary and Registrar	23 October 2015
Minor amendments to Contractual Statements (v1.1)	Secretary and Registrar (via delegated authority)	29 July 2016
Minor amendments to Contractual Statements (v. 1.2)	Secretary and Registrar	24 October 2016