



The  
University  
Of  
Sheffield.

Global  
Opportunities &  
Exchanges.

## Fall Semester (with Christmas break finish)

### December Finish Option

The University of Sheffield does not have a universal policy on students finishing at the Christmas break in December. This process is done on an individual academic department basis and departments are not always in a position to agree to December finish. It is, therefore, not an automatic option for students. Please see Appendix 1 for a list of 'approved' December finish partner universities.

### Semester dates

**Compulsory Intro Week:** 17 - 22 September 2018

**Christmas Vacation:** 15 December – 13 January 2019

**Teaching:** 24 September – 14 December 2018

**Exam Period:** 14 January - 02 February 2019

### Choosing December Finish

Students should only request December finish if it is on academic grounds (i.e. the semester at the home University starts before our semester ends). Students wishing to return home for personal reasons should not request December finish.

All students should consider applying for either a full academic year or our Spring Semester (February – June) instead of December Finish.

If students have to return to their home institutions for academic reasons, they must follow the following process **BEFORE submitting a formal application** to Sheffield. See below.

### Departments at Sheffield

Below is a list of Departments who have given a decision on whether they can offer December finish. Please do not select Departments with "no" as they will not be able to offer it. Be aware that each case needs to be individually investigated. **This list is a guide and can change.**

Department	Support Dec finish?	Department	Support Dec finish?
Aerospace Engineering**	No**	Journalism	Yes
Animal & Plant Science (Biology)	Yes	Landscape	Yes
Archaeology	Yes	Management School	No
Architecture	Yes	Materials Science and Engineering	Yes
Automatic Control & Systems Engineering	Yes	Maths	Yes
Biomedical Science	Yes	Mechanical Engineering	Yes
Chemical and Biological Engineering	Yes	Modern Languages Teaching Centre	Yes
Chemistry	No	Molecular Biology & Biotechnology	No
Civil & Structural Engineering	Yes	Music	Yes
Computer Science	See Appendix 2	Philosophy	Yes
East Asian Studies (non-language courses only)	Yes	Physics	Yes
Economics	Yes	Politics	Yes
Electronic & Electrical Engineering	Yes	Psychology	No
Geography	Yes	School of English	Yes
History	Yes	Sociological Studies	Yes
Human Communication Sciences	Yes	Urban Studies & Planning	Yes

\*\*Many of the modules studied within Aerospace come under other engineering subjects. Please check the individual departments e.g. Mechanical Engineering - Yes

The process
<ol style="list-style-type: none"> <li>1. Students must liaise with their home academic departments and put together a very clear study plan of the modules they <b>must</b> study at Sheffield. Please refer to our website for clear instructions on how to do this: <a href="http://www.shef.ac.uk/studyabroad/overseas/prospective/choosing">www.shef.ac.uk/studyabroad/overseas/prospective/choosing</a></li> <li>2. You must still review the closed and restricted module information as it is still important and relevant. <a href="http://www.sheffield.ac.uk/studyabroad/overseas/prospective/choosing">http://www.sheffield.ac.uk/studyabroad/overseas/prospective/choosing</a></li> <li>3. Students should pay particular attention to the information provided on the Directory of Modules regarding the type of assessment for each module. If a module is essay based, then this is easier to get approved. If it is exam based, then this is more difficult to be approved. <i>Remember to only choose modules which are listed as "Autumn Semester" in the Calendar type column.</i></li> <li>4. The students' home university should then nominate the student via the specific <a href="#">on line nomination form</a> (which includes the study plan).</li> <li>5. GOE will review this information and will assess whether the student is qualified to take the particular module(s) and then decide if options are available in terms of alternative assessment for December finish. If a December finish option is agreed, the student will be invited to complete the formal online application.</li> <li>6. Please note that the nomination and application <b>deadline</b> is earlier for December finish: <b>1 April</b></li> </ol>
Assessment Methods for December finish students
<p>The decisions about assessment options are made by the academic departments at Sheffield. The following options are not guaranteed or approved, they are just meant as a guide.</p> <p><b>Essay based assessment</b></p> <p>If the course is essay based, then the department may agree for students to take one of the following options:</p> <ul style="list-style-type: none"> <li>• Hand in work prior to departure. This could be an earlier deadline than other students are working towards. The deadline must be adhered to.</li> <li>• The student is allowed to email or post work back to Sheffield after departure (deadline will be given)</li> </ul> <p><b>Exam assessment</b></p> <ul style="list-style-type: none"> <li>• The Sheffield academic department may approve that the exam can be taken at the student's home University. The home University will then need to liaise with the Sheffield academic department to come up with a suitable plan/process for proctoring the exams in their University. It is the responsibility of the student to ensure that this plan is in place as soon as they arrive in September and double checked before departure.</li> </ul> <p>The Global Opportunities &amp; Exchanges team or central exams office do not play a part in organising for exam papers to be mailed between Sheffield and the home institution. It is the responsibility of the student's home University and the Sheffield academic department to agree and organise this.</p>
Housing Contracts
<p>There are only two types of contracts for Study Abroad Programme students. Either a semester or a full year contract.</p> <p>Accommodation and Commercial Services do not automatically offer short term contracts (i.e. less than a semester) and if they do, it will need to be pre-negotiated by GOE.</p> <p>If they do offer a shorter contract, normally "December Finish" students are housed together within University accommodation and full details of property and rent will be advised following application. The accommodation, if available, will be self-catered and probably be located at Endcliffe.</p> <p>If Accommodation and Commercial Services cannot offer a short term contract, students need to apply for and accept a semester contract and pay for the extra weeks. This cannot be waived. Alternatively, students can try and find accommodation in the private sector but you must let us know if you will do this.</p>

<b>What happens if students do not declare December Finish until they arrive or very late in the process?</b>
<p>Declaring December finish <b>prior to application</b> is essential and mandatory. Otherwise the following could happen:</p> <ul style="list-style-type: none"> <li>• Departments do not allow exams to be taken back home – students either have to stay and miss home university work, fail to receive credits or leave Sheffield shortly after arrival causing further complications.</li> <li>• Accommodation and Commercial Services reject a request for a short term contract – students have to pay for extra weeks they had not budgeted for.</li> <li>• The student does not have a good case to present to departments by not pre-organising this and therefore, the department may not accommodate this late request. It also causes unnecessary, additional work for the department and does not make for good relationship building between the universities.</li> </ul>
<b>Arrival at Sheffield</b>
<p>Once you arrive at Sheffield you should make your Study Abroad Adviser in each department aware that you are a December finish student.</p> <p>You should liaise directly with the Study Abroad Adviser(s) to make arrangements for alternative assessment and put them in contact with your home university adviser who will proctor any exams or handle assessments back home.</p> <p>You should not contact the central exams office, or any other staff member about December finish processes.</p> <p>If you or your Study Abroad Adviser is unsure of any part of the process, please contact GOE.</p>
<b>What if students choose different courses upon arrival, which have not been pre-approved for December Finish?</b>
<p>Once you have received your offer with the confirmed December finish-approved modules, these should not be changed. If you do change modules, or wish to take extra modules, then it is up to you to negotiate December Finish on arrival with appropriate Study Abroad Advisers. You then run the risk of not gaining approval as departments are not required to approve this option.</p>
<b>Overview</b>
<p>The Global Opportunities &amp; Exchanges team works hard with both students and Universities to ensure that a Study Abroad period at Sheffield is well organised and meets all the required criteria. If planned in advance, we will try our very best to accommodate December Finish.</p> <p>Questions? please email: <a href="mailto:globalopps@sheffield.ac.uk">globalopps@sheffield.ac.uk</a></p>

**Date: 12 February 2018**

**Appendix 1 – List of Approved December finish Partner Universities**

These universities are approved for December finish.

**\*\*Any student that has the possibility to negotiate term dates at their home university (to enable them to stay for the full Sheffield semester) should try to do this before requesting December finish\*\***

<b>Canada</b>	<b>USA</b>
McGill University	Case Western Reserve University
McMaster University	Drexel University
Queen's University	Georgia Institute of Technology
University of Alberta	Montana State University
University of Waterloo**	Oregon State University (IE3)**
Western University	University at Buffalo (SUNY)
	University of Illinois at Urbana-Champaign
<b>Hong Kong</b>	University of Maryland at College Park
City University of Hong Kong**	University of New Mexico
Hong Kong University of Science and Technology**	University of North Carolina at Chapel Hill
The Chinese University of Hong Kong	University of Oklahoma
The University of Hong Kong	University of Pittsburgh
	University of Texas at Austin
<b>Singapore</b>	University of Texas at Dallas
Nanyang Technological University**	University of Wisconsin-Milwaukee
National University of Singapore**	

**Appendix 2 – Computer Science for December Finish students**

If you wish to study Computer Science and plan to finish your studies in December, your case will be assessed depending on the modules you wish to study and you may be able to take certain modules on a December finish basis.