

Partner Students Induction Handbook



Welcome to Sheffield Hallam University!



As a partner student, you are part of the SHU student community and have access to a wide range of academic support, resources and opportunities alongside your studies.

This resource will help you understand what it means to be a partner student and how to make the most of everything you have access to at Hallam.

What does it mean to be a partner student?



You are studying a course delivered by your partner institution that is validated or accredited by Sheffield Hallam University.

This means:

- Your course meets SHU academic standards
- Upon completion of your studies, you will receive an award from Sheffield Hallam University
- You can access SHU systems, resources and support

Your day-to-day teaching will take place at your partner institution, but Sheffield Hallam University works closely with your tutors and course team. If you have academic concerns, you should speak to the course team at your partner institution first.

Student Voice



Our Students' Union

Your feedback matters. In partnership with [Hallam Students' Union](#), we make sure that partner-college students studying SHU courses are represented and heard.

A dedicated Partner Student Lead Rep supports this work, and [their contact details are available on our website](#).





Need Advice?

As a partner student, the Hallam Students' Union Advice Centre is here to support you. You can access free, confidential advice on a wide range of issues, including:

- **Academic matters** such as academic misconduct, complaints, appeals, fitness to practise, disciplinary issues and withdrawals
- **Finance queries**, including Student Finance England, financial hardship and healthcare funding
- **Housing advice** covering tenancy agreements, disrepair issues, landlord problems and deposits
- **Benefits support**, including Universal Credit and Personal Independence Payment (PIP)

You can contact the [Students' Union Advice Centre](#) using the Ask Us online portal, or by dropping in to speak to an advisor.



Accessing SHU Systems

A photograph of two students in a library or study area. On the left, a male student with a beard, wearing a plaid shirt and grey trousers, is sitting on a red cushioned bench reading a green book. On the right, a female student with long brown hair, wearing a light blue shirt and dark blue trousers, is sitting on the same bench using a laptop. A black backpack is on the floor next to her. The background features red walls and a wooden pillar.

As a partner student, you will receive SHU login details once you have completed the enrolment process.

Enrolment

All students are required to complete the enrolment process before starting their course. You will receive an email invitation to enrol, usually one to two weeks before your course begins. This will be sent to the email address you used when applying through your partner institution.

Enrolment will guide you through activating your Sheffield Hallam IT account, checking and updating your personal details, and applying for your SHUcard. You will receive your SHUcard via your college during the first term of your course.



Library & Learning Resources



Once you have received your SHUcard it is essential that you activate your login details, you will then be able to:

- Enter the library
- Borrow up to 5 books at a time & place a request on 1 book at a time
- Access a range of resources:
 - **Library Online** - search for print resources available in the Library before visiting
 - **ProQuest Central** - access a wide range of academic journal articles
 - **APA Referencing Guide & RefWorks** - support with accurate referencing
 - Online academic study skills guides

To find bespoke library guidance, go to our [partner students page](#) & select your partner institution.

Remember to bring your SHU Card with you when visiting the Library and your own laptop or mobile device.

Opportunities beyond your course



Careers Support

The [Careers and Employability Service](#) is here to support you throughout your time with Sheffield Hallam University and beyond with lifelong career advice, in-person and online.

You can access:

- CV support
- Application tips
- Interview practice
- Careers guidance & advice

You'll also have access to The [Hallam Award](#) which is here to recognise all the extra things you do outside of your studies. This might include a part-time job, voluntary work, being a student/course rep, caring responsibilities, playing sports, or any other interests you may have.

Graduation

As a Sheffield Hallam student, you'll be invited to attend your SHU graduation ceremony – a fantastic celebration of your hard work and success!

Each year we welcome our students along with their families and friends to celebrations in Sheffield City Centre. We'll share lots more details with you when you're nearing the end of your studies.



Stay Connected



Check your emails

Check your SHU email regularly - consider setting up auto-forwarding so you don't miss important updates



Partner Institution Support

Follow guidance shared by your partner institution, including key dates, processes and local support



Educational Partnerships Hub

[Visit our website](#) for essential information, guidance and resources to support your studies



Get in touch

Missing some information you need? Email us for support at ukpartnerships@shu.ac.uk

