

THE UNIVERSITY *of York*

**Environment  
Department**

**Rules, regulations and helpful  
information for MSc students 2011/2012**

- ◆ **MSc/Diploma in Environmental Economics and Environmental Management**
- ◆ **MSc/Diploma in Environmental Economics**
- ◆ **MSc/Diploma in Environmental Science and Management**
- ◆ **MSc/Diploma in Marine Environmental Management**

## INTRODUCTION

This document is designed for all MSc and Diploma students entering the Environment Department in the 2011/2012 academic year. It is intended to inform you about important rules and regulations which you need to be aware of during your time in the Department. It also provides a considerable amount of important material which had to be omitted from the Graduate Handbook because of space constraints. For detailed information about taught courses please refer to the Graduate Handbook. However please view this document as something to be used in conjunction with that for the purposes of obtaining further information. This document does not cover the detailed ordinances and regulations governing the programmes of study within the University. These can be obtained from

<http://www.york.ac.uk/about/organisation/governance/corporate-publications/ordinances-and-regulations/>

You can find supplementary information about the Department and its activities on the departmental web page:

<http://www.york.ac.uk/environment>

and in particular information about assessment is available under the assessment tab at:

<http://www.york.ac.uk/environment/current-students/board-of-studies/>

This booklet contains general information which is relevant to everyone taking taught postgraduate degrees in Environment. More specific information about each specific course can be obtained from the course organisers for 2011/12 who are:

Environmental Economics – Dr Murray Rudd

Environmental Economics and Environmental Management – Dr Murray Rudd

Environmental Science and Management – Prof Mike Ashmore

Marine Environmental Management – Dr Julie Hawkins

## TAUGHT MODULES

Taught modules form the major component of your Masters degree. **For all modules, your attendance at lectures, tutorials, seminars, practicals and field trips (as appropriate) is compulsory.**

If you have missed or intend to miss any component of a module because of illness or some other valid reason, it is important that you tell the appropriate member of staff the reason for your absence. It is your responsibility to find out about any work that was set in your absence.

Lectures - these are arranged in one, two or three hour blocks and are generally supported by printed handouts or notes. Where appropriate, students may have access to electronic versions of the teaching materials on the Departmental VLE site. One hour lectures should normally last for 50 minutes, from 20 minutes past the hour till 10 minutes past the hour. This is to allow for sufficient changeover time between successive classes. Lectures can be held in any suitable classroom on campus.

Tutorials - some modules include small group, one-hour tutorial sessions.

Seminars - some modules include longer seminars, which may last two or three hours. These are distinguished from tutorials by the fact that they involve some individual or group exercises with the session, usually with results being discussed by the whole class at the end of session.

Practicals - some modules include practical exercises, which typically last 2-3 hours. These may be laboratory classes involving measurements and/or experiments. For these classes there are a number of specific guidelines which can be found in the Department's Safety Handbook. You should note that the Department does not supply lab coats and that you must have a lab coat to be allowed to attend laboratory classes. Other practicals may be computer based, in dedicated computer teaching rooms.

Field Trips - Field trips that are associated with taught modules will be organised by us and you will be given specific details about what is required for them in lectures prior to the trip. Transport to field sites will be provided by the university, although if it is more convenient for you to make your own way to them, then you can do so, but please inform the module co-ordinator about this. For project and dissertation work, you may need to make individual field trips; these will need to be organised in consultation with your supervisor.

## INDEPENDENT STUDY MODULES

### Dissertations

All MSc/Diploma students must undertake an independent research dissertation. Details of the different dissertation modules are given out as module outlines. A dissertation supervisor is available to provide regular guidance, but otherwise you are expected to largely work on your own. Your supervisor will provide comments on a first draft of your dissertation.

Summer placement for MEM - Students will undertake 8 -10 weeks of work within an organisation that is normally outside the University of York. The intention of the placement is to give students experience of marine research and/or management practice, working in a professional environment.

## **ASSESSMENT (BOTH COURSEWORK AND EXAMINATION)**

Students should familiarise themselves with the Department's Statement of Assessment Policies and Practices:

<http://www.york.ac.uk/environment/current-students/board-of-studies/>

under Assessment.

This document contains details of the rules surrounding different assessment types used in the department, as well as details of the criteria staff use to mark assessments. It details how much of your work is marked anonymously – **you should only use your correct University examination number to identify yourself on work that you submit, except for dissertations and work associated with presentations etc where anonymity cannot be realistically maintained.**

Details on feedback on assessment can be found in the department's Statement of Policy on Providing Feedback to Students, also found at

<http://www.york.ac.uk/environment/current-students/board-of-studies/>

The University's Guide to Assessment, Standards, Marking and Feedback can be found at:

<http://www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/>

**Students are required to keep any marked copies of works until after degrees are awarded. These may be required by the Board of Examiners.**

## SOME KEY EXAMINATION AND ASSESSMENT REGULATIONS

Fuller information is available in “Notes for students on University examinations procedures”:

<https://www.york.ac.uk/students/studying/assessment-and-examination/taking-an-exam/>

In an exam you can only use calculators provided by the University Examination Office. **Students cannot take their own calculator into centrally timetabled examinations.** The Departmental Manager, Dave Hay, has a number of calculators which are similar to those used by the Examination Office, details of which are given at the above web-link. Please familiarise yourself with these before your exams.

It is **not permitted to bring individual dictionaries** into Environment examinations. Copies of the Concise Oxford English dictionary are made available at all exam venues by the Examinations Office and may be consulted by any candidate on request to an invigilator.

**Mobile phones must NOT be taken into exams.**

**You must ensure that your examination script is legible.** If the two designated internal examiners of the scripts for an examination cannot read an examination script, University regulations state that it will be transcribed at the student’s expense. Transcription will be carried out by postgraduates who teach approved by the Standing Committee on Assessment. The student will be charged at the published rate paid for assistant invigilators. The transcribed script will not be marked until the payment has been received. Any disputes between the transcriber and the student must be recorded by the transcriber and include the student’s signature. Disputes will be referred to the Chair of the Board of Examiners (or Board of Studies if there is a conflict of interest) for resolution. All cases will be reported to the SCA for monitoring and all students referred to Disability Services for disability testing. Should a relevant disability then be confirmed, the fee will be refunded and an amanuensis will be provided for future examinations.

Confirmation of identity during examinations - The only acceptable form of photographic identification in an examination was the student’s University Card. Students who do not provide a legible University Card in a closed University examination will be required to provide 2 forms of Photo ID, one of which must be their University Card to the Exams Office, within one working day of the examination or they will receive zero for the examination.

Medical and compassionate evidence of disability during assessments

If you suffer from a physical or emotional disability during assessments that count towards your degree, you might either miss an assessment altogether or produce a performance which does not adequately reflect your competence. If you can produce medical evidence of physical disability, or compassionate reasons for emotional disability, then it may be possible to mitigate against the potential effects on your

performance. The University's "Mitigating Circumstances Policy Guidance for Students" gives details of how to submit a claim for mitigating circumstances to the department's Mitigating Circumstances Committee (MCC). Full details of the University's policy and relevant forms for applying for mitigating circumstances are given at:

<http://www.york.ac.uk/students/support/academic/>

**Submissions to the MCC should be passed to Claire Hughes in the office.** You should also approach your supervisor for advice and help on such matters.

Wherever possible mitigating circumstances claims should be made at least 24 hours before examinations/assessment deadlines.

Course work - **Unless otherwise specified by the module organiser**, coursework must be handed into the Departmental Office at 12 noon on the day of deadline. Hand-ins received later than 12 noon will be treated as late. Please note that:

- You are required to **put your examination number** on coursework **NOT** your name. This allows for blind marking, which increases the objectivity of marks.

Late submission of coursework - All work submitted late, without valid mitigating circumstances, will have **10% of the total available marks deducted for each day (or part of each day) that the work is late, up to a total of five days, including weekends and bank holidays**, e.g. if work is awarded a mark of 57, and the work is up to one day late, the final mark is 47. **Work that is more than five days late will be marked at zero.**

Students requiring individual arrangements in Examinations – If you are unable to sit formal University examinations under normal examination conditions as a result of a disability or other condition, then individual arrangements can be made. These are designed to ensure that equitable examination conditions are provided for all students to demonstrate their knowledge and competence.

There are two main groups of students who may need alternative examination arrangements:

1. Students with a medically diagnosed disability (as defined by the Disability Discrimination Act), or other condition for which they have a recognised professional assessment (e.g. dyslexia).
2. Students with a temporary condition or illness. This condition may be of short duration, e.g. a sprained wrist on the writing hand, or it may last for much or all of the student's degree, e.g. chronic fatigue syndrome or upper limb disorder.

If you feel that you will need to have individual arrangements for examinations then please inform your supervisor and also read the Examination Office web page

<http://www.york.ac.uk/students/studying/assessment-and-examination/taking-an-exam/>

on the provision of individual arrangements. You will need to make a formal request for such arrangements, supported by medical documentation, well before the examinations.

## MARKING PROCEDURES

Unless you are otherwise informed staff will endeavour to mark coursework within 4 weeks of the date that this is handed in (excluding periods of annual leave for staff). You can expect to receive written comments on your coursework while for oral presentations this can sometimes take the form of verbal feedback. For closed exams students will be told of their results as soon as these become available but will not have exam scripts returned to them. See the department's Statement of Policy on Providing Feedback to Students, found at

<http://www.york.ac.uk/environment/current-students/board-of-studies/>

## ACADEMIC MISCONDUCT

Students are responsible for ensuring that their work does not contravene the University's rules on academic misconduct that are set out in Regulation 5 of *The University of York: Ordinances and Regulations*.

<http://www.york.ac.uk/about/organisation/governance/corporate-publications/ordinances-and-regulations/regulation-5/#5.7>

The University takes a very serious view of any student who attempts to mislead examiners about their work. Forms of academic misconduct include:

- **cheating**: deliberate failure to comply with the rules governing examinations, e.g. by making arrangements to have unauthorised access to information
- **collusion**: assisting another individual to gain advantage by unfair means, or receiving such assistance
- **fabrication**: misleading the examiners by presenting work for assessment in a way which intentionally or recklessly suggests that students have collected factual information which has not in fact been collected, or falsifies factual information
- **personation**: producing work to be submitted as that not of themselves but of another, or assuming the identity of another individual in order to deceive the examiners, or soliciting another individual to act or appear as themselves, or to produce work on their behalf
- **plagiarism**: incorporating within students' work, without appropriate acknowledgment, any material derived from the work (published or unpublished) of another.

**Detailed guidance on how to cite references properly and thus avoid "accidental plagiarism" will be given as part of student induction.**

**Students on all Environment Department MSc programmes must also complete the Plagiarism Awareness tutorial on the university's Virtual Learning Environment (VLE) as a pre-requisite for satisfactory completion of their programme. A certificate of completion for the Plagiarism Awareness tutorial must be attached to a designated hand-in for one of the coursework assessments in the Autumn term. Course convenors for the individual MSc courses will identify the relevant hand-in during induction.**

The penalties for any of the above mentioned forms of academic misconduct will vary depending on the seriousness of the offence. Students found guilty of academic misconduct more than once may be asked to leave the University. Detailed guidelines on the formal procedure used to investigate suspected academic misconduct, and to decide penalties are available at

<http://www.york.ac.uk/admin/eto/exams/Misconduct/AcadMisBooklet2009.pdf>

Plagiarism is becoming an increasingly frequent problem in course work. In many cases, it may be accidental or careless as opposed to malicious. For instance, a student might include some text that they have captured from a web site but forgotten to rewrite into their own words. In reality this cannot be allowed because markers are unable to assess whether the mechanism behind plagiarism was accidental or deliberate. Hence the student would have to receive a mark of zero, for that part of the work. In addition because there has been an attempt to deceive the examiners (even if unintentional) a penalty mark will be imposed and deducted from the overall mark for the degree. Hence you should not take any risks over this matter and need to be aware that plagiarism is surprisingly easy for staff to identify. If you are at all unsure as to what constitutes plagiarism please speak to an academic member of staff immediately for guidance.

During your degree, working in co-operation with others and sharing and discussing ideas and insights will constitute an essential part of your studies. Learning from, and with your fellow MSc students is something that we encourage and want to facilitate. However where your performance is to be assessed, it is essential that we are able to judge you on the basis of your own efforts, and can distinguish your work from that of others. For example, you will be required to take part in joint seminar presentations, where everyone is expected to speak independently. Each person in the group will receive an individual mark for the presentation, in which good teamwork will have been recognised within the marking scheme. During a presentation the group must clearly distinguish between where individual efforts have been made and where work has taken place jointly. Likewise in providing any write-up or essay that is associated with such a seminar, you must make it clear what has been your own work. Other people's words must be clearly identified in quotation marks, and all references to other peoples work must be cited in a reference list. Any help that you have received from other members of your seminar group (or from anyone else) must be very clearly acknowledged.

## **QUALITY AND STANDARDS**

## **Individual supervision**

If you are studying EE or EEEM the course Co-ordinator for these subjects will act as your pastoral supervisor for the Autumn Term. Following the submission of your Dissertation Topic Choice Form (Monday, Week 5, Autumn Term), you will then be allocated a permanent pastoral supervisor. Students studying MEM and ESM will be allocated their pastoral supervisor on arrival.

**It is compulsory for students to see their supervisor at the beginning and end of each term.** However, you may of course consult with your supervisor at any other time, especially if there are problems that you wish to discuss.

The following provide guidelines for the sort of interaction you can expect with your dissertation and pastoral supervisors:

- i. Over the course of your dissertation you should be in regular contact with your dissertation supervisor. They should provide you with comments and detailed advice about your dissertation at all stages.
- ii. It is your supervisor's job, particularly that of your pastoral supervisor, to take an active interest in your general welfare and progress. In effect this is actually a two-way process, so please remember that for them to be able to do a good job for you, you will also need to be interactive with them. In return you can expect to receive advice, encouragement and support from your supervisors. If your supervisor is unable to provide you with direct help themselves on a particular matter, then she/he should be able to steer you towards someone who will be able to help.
- iii. Your supervisor will keep an eye on your academic performance, will talk to you about marks and tutorial reports and will provide an honest appraisal of how you are getting on, for better or worse.

If for some reason you wish to change your supervisor, you should raise this point with the MSc Co-ordinator for your subject. If this is not appropriate, you should instead go to some other member of staff. If you are having problems with your supervisor, it may be because your supervisor is quite unaware of how you are feeling. Alternatively they could have a different view from yourself on how much assistance it is appropriate to provide you with. Whatever your problem, we will try to resolve any complaints or queries that arise with tact and discretion. Experience suggests that the sooner small problems are tackled, the easier they are to deal with, so please don't keep worries to yourself.

## **Environment Department Board of Studies**

The Board of Studies comprises all academic and teaching staff, the elected representatives from each year of BSc, MSc/Diploma and MPhil/PhD degree programmes, plus a nominated representative from the Department of Biology and the Department of Economics and Related Studies. A senior academic member of the Environment Department chairs the Board. The Board of Studies meets once each term. It is responsible for reviewing all areas relevant to teaching quality and standards relating to Environment programmes. Specifically, with respect to MSc/Diploma students it deals with:

- programme development, in particular the approval of new proposed elements and structures
- implications for the MSc/Diploma degree of programme developments in the Department of Economics and Related Studies and other Departments
- new guidelines and procedures originating from the University Teaching Committee
- recommendations from the Environment Teaching Committee (see below)
- student feedback from MSc/Diploma representatives.

In order to ensure confidentiality, all business concerning the academic progress and conduct of named individual students, is conducted after the student representatives have left the meeting. Any items that have not been covered in Board of Studies meetings are brought to the next Board of Studies.

### **Environment Department Teaching Committee**

This smaller group of Environment teaching staff has the specific responsibility to meet in advance of the Board of Studies in order to consider aspects of teaching quality and standards, including course development and student feedback, and to make specific recommendations to the Board of Studies on these matters. This arrangement permits a more considered response to all relevant items, including student feedback, at the Board of Studies. There is no student representation on the Teaching Committee, but proposals from this are passed to the Board of Studies for discussion.

### **Postgraduate Staff-Student Liaison Committee**

This committee provides a forum for discussion of issues related to postgraduate courses. It is comprised of the course leaders and student representatives of all the MSc courses, together with PhD representatives, together with the Chair of Graduate Studies. It meets once each term prior to the Teaching Committee and Board of Studies. Any issues that cannot be resolved within this committee are passed to the Teaching Committee and Board of Studies for further consideration.

### **Student Representatives**

One person from each MSc course will be elected as a Student Representative to represent all the MSc students taking that course. Elections for this will be held in the first week of the Autumn Term.

Student representatives raise general issues related to their courses at the Postgraduate Student Liaison Committee, and also attend the non-confidential part of Board of Studies meetings. Representatives or indeed any student are also encouraged to approach the appropriate MSc/Diploma Co-ordinator, the Board of Studies Chair, the Head of Department, or any member of staff at any time to discuss items of concern.

### **Environment Department Board of Examiners**

The Board of Examiners comprises the Board of Studies plus the External Examiners, minus the student representatives. It is chaired by a senior member of staff. It meets towards the end of the autumn term to award MSc/Diploma degrees. The Environment

Department has four External Examiners, with expertise in environmental science, ecology, marine biology and environmental economics.

### **External Examiners**

Four external examiners from other UK universities are nominated by the Department to represent expertise in the four major teaching areas of ecology, marine biology, environmental science and environmental economics. Their responsibilities are to:

- comment on and make recommendations about course structures and programme developments
- review and comment on draft examination papers
- read and moderate as appropriate, samples of assessments spanning the mark range for particular modules
- comment on and make recommendations for our assessment procedures and methods
- attend the Board of Examiners meeting to ensure that the assessment procedures are fair, above-board and that degree class standards are comparable with those awarded elsewhere and consistent with the Department's and the University's stated criteria
- convey the above to the University Teaching Committee, via their annual report to the Vice-Chancellor.

### **Cohort Meetings**

For each MSc/Diploma subject, the course co-ordinator will hold informal meetings for discussion with their students.

### **Evaluation Questionnaires**

At the end of each module, all students are required to complete a questionnaire covering teaching standards. These are usually completed within a scheduled session, collected by a nominated member of the class then taken to the departmental secretary for processing. At the end of the taught part of the course, you are invited to complete the "*MSc/Diploma Course Evaluation Form*". Please submit this to the MSc/Diploma Co-ordinator for your subject who will produce a written response that will be presented to the Departmental Teaching Committee. These evaluation questionnaires allow us to continue to improve the quality of our modules and courses.

## **Annual Programme Review**

Departments carry out an annual documented review of all taught programmes, including consideration of student feedback and the reports of external examiners. A panel reports back to the University Teaching Committee.

## **OTHER REQUIREMENTS AND INFORMATION**

### **Term dates 2011-2012**

#### **Autumn:**

10 October 2011 – 16 December 2011

#### **Spring:**

9 January 2012 – 16 March 2012

#### **Summer:**

23 April 2012 – 29 June 2012

### **Students are required to attend the University throughout term time**

### **Leave of absence**

Occasionally, a student may need to take leave of absence for up to a year in order to resolve some medical or personal problem. Generally, the University takes a very sympathetic view of such needs. If this situation should arise for you, then please raise the question with us as soon as you possibly can. The best course of action is to discuss the matter with your Supervisor or your MSc/Diploma Co-ordinator who will pass your case on to the Board of Studies and from that to the University Special Cases Committee.

### **Research away from Campus**

All students undertaking individual fieldwork away from the university campus must first consult with Dave Hay who is the department's Health and Safety Officer. He will provide you with our guidelines for field trips, risk assessment forms and any other documentation that you require. Risk assessments must be completed to the satisfaction of your supervisor and Dave Hay prior to you commencing any fieldwork. Dr Callum Roberts must also be consulted on, and then approve, any fieldwork that involves SCUBA diving or snorkelling.

If you are going to be away from the university doing fieldwork for your dissertation, and this will constitute a significant amount of time you must be affiliated to a local institution, within which someone has been identified as a contact between you and your supervisor.

## **FACILITIES**

## **Management and technical support**

David Hay ([dave.hay@york.ac.uk](mailto:dave.hay@york.ac.uk)), Rebecca Sutton ([rebecca.sutton@york.ac.uk](mailto:rebecca.sutton@york.ac.uk)) provide management and technical support to all areas of the Environment Department. This includes use of laboratories, computing facilities, teaching rooms, all equipment, welfare facilities and security.

## **Computing facilities at the Environment Department**

The Environment Department computing facilities are provided as a part of the University's central IT provision, but are managed in-house. X/D012 on the lower floor has 15 networked Windows pcs in an air-conditioned room for postgraduate use. All pcs have CD burning drives and USB ports to allow students to use memory sticks and/or CD-Rs to augment a central filestore. Postgraduate students also have access to free black and white high quality laser printing in the Department. Colour printing facilities are provided centrally by the Computing Service and must be paid for.

The Department also provides secure wireless networking to central servers and the Internet beyond. This is free for students who have wireless-enabled equipment of their own which they wish to use in the department. Wired connections are also available for students' own computing equipment where space permits.

Assistance is available within the Department from Dave Hay ([dave.hay@york.ac.uk](mailto:dave.hay@york.ac.uk)) who will be able to help on all areas of IT provision, from networking to purchasing and on software and hardware troubleshooting. Any problems beyond his remit can be taken up with Computing Service.

Beyond the Department, IT Services provides the Campus Network, classrooms of networked PCs, general purpose and research-oriented UNIX systems, administrative systems, a database server running Interbase, printing facilities and a self-service scanning facility. The Campus Network is based on a gigabit Ethernet backbone and fast Ethernet switches connecting together PCs, workstations, host computers and other devices. The network extends to study bedrooms.

A comprehensive range of software packages is available covering word-processing, databases, spreadsheets, graphics and many other areas. An extensive programme of courses relating to the software and facilities available is provided for staff and graduates

<http://www.york.ac.uk/it-services/>

Classrooms and study areas are located across the main campus and at King's Manor. Many are open 24 hours a day, 7 days a week. In order that everyone can make best use of computing facilities we ask that all users adhere to a series of regulations and guidelines which are part of the University's Ordinances and Regulations.

## Laboratory facilities

The Departmental laboratories are situated on the ground floor of the building. The teaching laboratory is particularly geared towards environmental work with a focus on the environmental chemistry of water, soil, and air. It also services ecological practicals and classes doing paper exercises. A preparation laboratory is designed for the storage, preparation and extraction of samples for analysis. An instrumental analytical chemistry laboratory is geared towards environmental analysis of soils, water, and air samples. Final year undergraduate students, postgraduate and postdoctoral researchers use this laboratory. Undergraduate students performing final year projects and Masters students involved in practical laboratory work for their dissertation also have access to two more dedicated student research laboratories. All five laboratories contain modern field and laboratory equipment. For dissertations involving specialised analytical facilities, these may be found in other Departments on campus and in the laboratories of the Central Science Laboratory.

The Department's Eco-chemistry group is based at FERA, on the outskirts of York, which has state-of-the-art analytical facilities for trace organic compounds, and controlled environmental facilities for work on eco-toxicity and environmental pathways. It is expected that some dissertation projects for the MSc Environmental Science and Management will be based at FERA. Access to specialist laboratory facilities in the Departments of Chemistry and Biology is also possible for individual dissertation projects.

## BOOKS AND THE LIBRARY

The Library is currently undergoing a major refurbishment which is due to be completed in 2012. Further information can be found on the Library's refurbishment website:

<http://www.york.ac.uk/library/libraryrefurbishment/>

### Books

Each term a list of books is prepared which lecturers may recommend for purchase, and we arrange with the University bookshop that they will carry stocks of these books. However, all major textbooks are available in the University Library, and many college libraries also keep copies of the more common textbooks, so do not rush into buying books when you first arrive.

### The library

Our courses are broadly-based degrees and involve a great deal of reading, so the Library will be very important to you. Orientation tours are available in the first weeks of the academic year to give you an introduction to Library services and facilities.

The J.B. Morrell Library has a large stock of books and journals, and provides access to electronic information, mostly via the Web. Initially you will probably make more use of printed materials, i.e. books and articles, but during your first year you will be introduced to further resources that will support your studies throughout your time at York. We do our best to provide sufficient copies for any given class. Important references are put in the Key Texts Collection. Please contact your tutor, Martin Wilkinson (the Environment Department librarian, martin.wilkinson@york.ac.uk), or

our Departmental Library Representative (Bryce Beukers-Stewart, [bryce.beukers-stewart@york.ac.uk](mailto:bryce.beukers-stewart@york.ac.uk)) if you have difficulty getting hold of any material.

### Finding books and journals in the library

All the books and journals in the Library are listed in the online Library Catalogue. You can search the catalogue without needing to go to the Library, as it is accessible on the campus network or via the Internet. You do not need to know all the details of a book to be able to find it, though the information on your reading lists is usually complete. You can search for the author, the title or for key words in the title, or even on particular subjects.

The Catalogue shows you how many copies of a book are in the Library, or if there are extra copies in the College or Hospital libraries. The location on the shelves is displayed, as well as additional information telling you if any copies have been borrowed, are in Key Texts, are being bound, or have been ordered and not yet received etc. The Library now provides access to over 10,000 journals in an electronic format, via the web.

### My library record

The Library Catalogue allows you to view your own library record. You will need to log in using your library number and pin, which will be explained to you on your library tour. There are a number of self-service features that this allows you access to, including being able to renew your own books on line.

### Damage or theft of library books

It is an offence to write in, mark, or otherwise deface Library books or journals. Doing so will be treated as a serious disciplinary offence.

### Where do i get help?

The Library Enquiry Desk is staffed during office hours, and there is always a senior member of Library staff available on Saturdays and in the evenings.

The Environment Librarian is Martin Wilkinson. He is on hand to help you to find the materials you need or you can email [martin.wilkinson@york.ac.uk](mailto:martin.wilkinson@york.ac.uk)

You can also e-mail ([lib-enquiry@york.ac.uk](mailto:lib-enquiry@york.ac.uk)) any general questions relating to the library, though often you will get a quicker response by contacting Martin directly.

Guides have been produced on all subjects covered by the Library and on all the services offered. Help yourselves to these when you are in the Library, or visit the Library's web pages.

## **CAREERS**

A Message from the Careers Service:

The Careers Service is about more than just getting a graduate job. We're here to help you to make the most of your time at York – developing skills, knowledge and experience which will be useful whatever you choose to do after graduation.

Some of the services we offer:

- Skills development courses
- Volunteering in local schools and the community
- Student business support and enterprise activities
- Access to part-time work, internship and graduate job opportunities
- Help with choosing and researching career ideas
- Access to careers information on your department, industry sectors, types of work and study opportunities
- Recognition of your achievements through the York Award
- Online Employability Tutorial to help you get the most out of your time at York and plan for your future
- Interactive Careers Service with online database of jobs and opportunities, events and appointment booking

We are located between Campus Central car park and the Berrick Saul Building, near the Market Square shops. Open Monday-Friday 10am-5pm during term time. Our website contains details of the above, as well as online resources:

<http://www.york.ac.uk/careers>

## **HEALTH, SAFETY AND WELFARE**

### **Health and safety**

Health and safety in field and laboratory exercises is an important issue. No procedures should be carried out in the field or laboratory without a risk assessment having been carried out and approved. For class exercises, the risk assessment is carried out by the members of staff involved and is explained to students before the exercise begins. For individual project or dissertation work, it is the responsibility of the supervisor to ensure that an appropriate risk assessment has been carried out and approved. Since these may involve specific risks, it is also important that students are involved in carrying out the risk assessment and identifying appropriate measures to minimise any risks to themselves.

Any complaints or queries about safety matters should be made to the Health and Safety Officer, Dave Hay ([dave.hay@york.ac.uk](mailto:dave.hay@york.ac.uk)).

Further information is available at:

<http://www.york.ac.uk/environment/safety/>

### **Harassment**

Please raise any complaints about harassment with Julie Hawkins or your pastoral supervisor.

### **Welfare Support Service**

The University's Student Support Network is designed to provide students with quick and easy access to a variety of sources of help and advice on all aspects of university

life. Within your academic department your pastoral supervisor can be called upon to help in matters of your general welfare in addition to providing you with academic advice. Within your College the Provost and College Dean have special responsibility for student welfare. Every full-time student is a member of a college, regardless of where they live. Central support services available to all students include the Accommodation Office, the Open Door Team, Counselling Service for students, Disability Services, the Student Support Office, the Equal Opportunities Office, the International Office, the Student Financial Support Unit and the Harassment Advisors (who offer support in cases of harassment). In addition administrative offices such as the Graduate School Office and the Timetabling and Examinations Offices provide information and advice. Welfare support is also available through the Students Union and Graduate Student Association, which is run by students.

The Student Support Services Handbook is issued to all incoming students and describes the Student Welfare Network in detail. It is also available at <http://www.york.ac.uk/admin/sso/handbook/>. This publication describes the main contributors to the Student Support Network, and includes information about the Campus Nursery, the Health Centre, and the Chaplaincy. Contacts for religions and faiths can be found from the Chaplaincy web-site <http://www.york.ac.uk/univ/chap/> or the Student Support Office web-site.

Further information about support services can be found on the Student Support Office web-site: <http://www.york.ac.uk/admin/sso/>

## **Data Protection**

The University collects information about students for administrative, academic, statutory and health and safety reasons. It conforms to the Data Protection Act 1998 in its collection, processing and disclosure of personal data. Your signature on your student registration form gives your agreement to your personal data being used for any purposes connected with your registration with the University, your health and safety or for any other legitimate use of this information. Further information on Data Protection issues can be found at:

<http://www.york.ac.uk/recordsmanagement/dpa/>

or via [dataprotection@york.ac.uk](mailto:dataprotection@york.ac.uk).

## **COMMUNICATION**

### **E-mail and notice boards**

Much important information will be circulated by e-mail and posted on the Departmental VLE internet site, and you should check your e-mail and the Departmental VLE site on a daily basis. A guide on how to use the VLE will be provided to you.

The notice boards for the MSc/Diploma courses are in the downstairs corridor. Lecturers and secretaries will place many important notices on them, containing information about lectures, coursework, exams, etc. which you may not hear about in any other way. Hence it is very important that you get into the habit of regularly checking the

Departmental notice boards (and for EE and EEEM students also those in the Department of Economics and Related Studies).

### **Virtual Learning Environment (VLE)**

The department is making increasing use of the Virtual Learning Environment (VLE). While individual staff vary in the extent to which they use the VLE in their modules, the VLE will be used as a means of internal communication, and as a repository of course information (eg. will contain copies of lecture slides and handouts). You will also need to use the VLE to complete a plagiarism tutorial at the start of your course. You will be introduced to the VLE in the first week of the course and should familiarise yourself with its use.

### **Environment Department Seminars**

A series of research seminars by guest and resident speakers takes place during term times. These are co-ordinated by Dr Kathryn Arnold and cover a wide range of subjects in environmental economics, environmental science, ecology, marine biology and environmental management. Seminars usually last for about an hour (including questions), and normally take place at 13.15 on Tuesday. While the seminars are not a formal part of your course, you are strongly encouraged to attend them.