

THE UNIVERSITY *of York*

HISTORY OF ART

*Guide for MPhil and PhD
Students and Supervisors
2012-2013*

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A. HISTORY OF ART AT YORK: INTRODUCTION

Welcome to graduate studies in the History of Art Department at York. This guide is intended to offer you information and advice so that you can become familiar with our procedures and make the best use of your time here.

1. Who's who: Staff and Research

History of Art is a free-standing department with eighteen members of staff who cover a range of subjects in the western tradition from late Antiquity to the present (see details below). Their offices are either in Vanbrugh College on campus or at the King's Manor in town. The department particularly emphasises, though is not limited to, five Research Schools in which we have a high concentration of expertise: Architectural History and Theory, British Art, Medieval Art and Medievalisms, Sculpture Studies and Stained Glass. In addition, the department has particularly significant concentrations of expertise in the Renaissance and Early Modern period and nineteenth and twentieth centuries. Further details about the research schools and staff research activities can be found on the departmental web site, <http://www.york.ac.uk/history-of-art/>.

History of Art also participates in the University's interdisciplinary Centres for Eighteenth-Century Studies (CECS), Medieval Studies (CMS), Renaissance and Early Modern Studies (CREMS) and Modern Studies (CModS) together with colleagues in the Departments of Archaeology, English, History, Music, Philosophy, Politics and Theatre, Film and Television. Details of these departments and centres can be found through the university's web site. York has great strengths in interdisciplinary studies, and you should feel free to approach staff members who may be able to give advice on your research.

Supervisor(s)

Your supervisor, or in some cases supervisors, will be responsible for guiding your research progress. University regulations state that students must meet their supervisor(s) at least twice per term, although in cases of supervisor or student absence (e.g. during periods of overseas research) communications may be through email or post. You should be meeting your supervisor(s) regularly throughout your career, though the frequency may vary according to the stage you have reached, and at different stages you will receive different kinds of assistance. If you request a meeting with your supervisor(s), it should take place within one week, as far as is practicable.

The supervisor(s), in consultation with the student, should fill out a brief report at the end of each formal supervisory meeting, recording matters discussed and actions agreed. This should be submitted promptly to the Postgraduate Administrator to be placed in the student's file. Alternatively, the form can be filled out online and submitted electronically at <http://www.skillsforge.york.ac.uk>.

If at any time you feel dissatisfied with any aspect of your supervision or other departmental provisions, it is important to raise your concerns as soon as possible. You may be able to resolve any issues by discussing them directly with your supervisor. You will also have an opportunity to comment on your supervision in confidence during your Thesis Advisory Panel meetings. If you prefer, you may approach the Graduate Chair or PhD Director at any time.

History of Art staff expertise and contact information

All phone and fax numbers are in the 01904 code.

Jo Applin BA (London), MA (Essex), PhD (London)

Modern and Contemporary Art

Office: Vanbrugh V/C/219 Tel. 322943; Fax: 323427; Email: jo.applin@york.ac.uk

Tim Ayers BA (Oxon), MA, PhD (Courtauld Institute, London), FSA

British medieval art of the high and later middle ages

Office: King's Manor, KG/83 Tel. 323919; Fax: 323427; Email: tim.ayers@york.ac.uk

James Boaden BA, MA, PhD (Courtauld Institute, London)

Modern and Contemporary Art, especially American art 1930 to the present and experimental film and video

Office: Vanbrugh V/132 Tel: 322960; Fax: 323427; Email: james.boaden@york.ac.uk

Sarah Brown MA (York), FSA, FRHistS

Stained glass, its conservation and its contribution to the decor of the ecclesiastical interior. Post-medieval stained glass installations and collections.

Office: King's Manor K/275D Tel: 324987; Fax: 323427; Email: sarah.brown@york.ac.uk

Jason Edwards BA, MA, PhD (Cantab)

The Global Material Culture of British Sculpture, 1757-1914; Eve Kosofsky Sedgwick

Office: Vanbrugh V/232 Tel. 324250; Fax: 323427; Email: jason.edwards@york.ac.uk

Chad Elias BA (University of Queensland), MA, PhD (Northwestern University)

Contemporary Art, with a particular interest in docu-fictional photography, video, and performance practices in the Middle East.

Office: Vanbrugh V/C/221 Tel: 323371; Fax: 323427; Email: chad.elias@york.ac.uk

Anthony Geraghty BA (Birmingham), MA (Courtauld Institute, London), PhD (Cantab)

English Baroque Architecture (1660-1750); university architecture; architectural drawing and design practice

Office: Vanbrugh V/C/220 Tel. 323429; Fax: 323427; Email: anthony.geraghty@york.ac.uk

Jane Hawkes BA, PhD (Newcastle upon Tyne), FSA

Late antique and early medieval art and iconography; historiography of early medieval sculpture; aspects of medieval revival studies

Office: Vanbrugh V/C/218 Tel. 324620; Fax: 323427; Email: jane.hawkes@york.ac.uk

Helen Hills BA (Oxon), MA, PhD (Courtauld Institute, London)

Italian baroque art, architecture and urbanism; baroque theory; gender, sexuality and architecture; religious devotion and the production of place

Office: Vanbrugh V/238 Tel. 323428; Fax: 323427; Email: helen.hills@york.ac.uk

Amanda Lillie BA (Auckland), MA, PhD (Courtauld Institute, London)

15th and 16th-century Italian art and architecture, especially palaces and villas; patronage

Office: Vanbrugh V/233 Tel. 322965; Fax: 323427; Email: amanda.lillie@york.ac.uk

Emanuele Lugli BA (Bologna), MA (The Warburg Institute, London), PhD (Institute of Fine Arts, New York University)

Mediterranean art, architecture and visual culture from 1000 to 1500

Office: Vanbrugh V/134 Tel. 324621; Fax: 323427; Email: emanuele.lugli@york.ac.uk

Christopher Norton MA, PhD (Cantab), FSA

Medieval art and architecture, especially of the monastic orders; medieval tile pavements; stained glass, sculpture and panel paintings; York Minster

Office: King's Manor K/112 Tel 323911; Fax: 323918; Email: christopher.norton@york.ac.uk

Jeanne Nuechterlein BA (Rice University), MA, PhD (University of California, Berkeley)

15th and 16th-century northern European art, especially the Low Countries and Germany

Office: Vanbrugh V/240A Tel. 323265; Fax: 323427; Email: jeanne.nuechterlein@york.ac.uk

Liz Prettejohn BA (Harvard), MA, PhD (Courtauld Institute of Art)

Victorian painting, sculpture, art criticism; classical reception; aesthetics 1750-present

Office: Vanbrugh V/234 Tel. 323267; Fax: 323427; Email: liz.prettejohn@york.ac.uk

Sarah Turner BA (Cantab), MA (Leeds), PhD (Courtauld Institute)

Late Victorian and Edwardian art, especially sculpture and visual culture in the British Empire

Office: Vanbrugh V/133 Tel: 322947; Fax: 323427; Email: sarah.turner@york.ac.uk

Cordula van Wyhe MA (University College, London), PhD (Courtauld Institute, London)

17th-century Baroque Art with particular reference to the Habsburg Netherlands and France

Office: Vanbrugh V/235 Tel. 322942; Fax: 323427; Email: cordula.vanwyhe@york.ac.uk

Michele Vescovi MA, PhD (Parma)

Art and architecture of the eleventh to thirteenth century

Office/Tel – please refer to website; Fax: 323427; Email: micheleluigi.vescovi@york.ac.uk

Michael White BA (London), MA, PhD (Essex)

20th Century European art and architecture, especially Constructivism and Dada.

Office: Vanbrugh V/239 Tel. 323344; Fax: 323427; Email: michael.white@york.ac.uk

2. Who's who: Administration

History of Art Office

The History of Art Office is in Vanbrugh College and is headed by the Departmental Administrator, Andrew Wilkinson. Research students will most often interact with the Postgraduate Administrator, Susanna Broom (susanna.broom@york.ac.uk), who provides assistance to the Graduate Chair and PhD Director, maintains all graduate files, and distributes all departmental information to graduates. It is very important that she should be notified at once of any change of address or mobile/home phone number.

Departmental communications

All graduate students have access to pigeonholes inside the Departmental office. Please check these daily if possible, as well as your email, the graduate noticeboard, and our website.

Graduate Chair and PhD Director in History of Art

The Chair of the Board of Graduate Schools, or Graduate Chair, and PhD Director roles are held in rotation by members of the History of Art teaching staff. Dr Tim Ayers (KG/83, ext 3919, tim.ayers@york.ac.uk) is currently Graduate Chair. Dr Anthony Geraghty (V/C/218, ext 3429, anthony.geraghty@york.ac.uk) is currently the PhD Director. The Director of the PhD Programme is responsible for the running of MPhil/PhD matters under the overall direction of the Graduate Chair, and for liaising with the University Registry Services Office. Among other matters, the PhD Director monitors the progress and training requirements of graduate students, and administers the completion process. The PhD Director may be approached in the first instance by any student with difficulties or grievances. If s/he is unavailable, students are welcome to take up any issues with the Graduate Chair or the Head of Department, currently Prof. Liz Prettejohn.

The Board of Studies, Graduate Committee, and Student representation on them

The Board of Studies is the governing academic committee for History of Art. Working under the auspices of the University Senate, it determines and co-ordinates all matters of academic policy and practice and comprises all full-time members of the academic staff, and the MA, MPhil/PhD, and undergraduate student representatives. It normally meets once a term, on the Wednesday afternoon of week 9. There is also a departmental Graduate Committee, which reports directly to the Board of Studies, and is particularly concerned with graduate issues. This meets once a term, normally on the Wednesday afternoon of week 6. The Graduate Committee normally comprises the Graduate Chair, PhD Director, and Head of Department, in addition to the MA and MPhil/PhD student representatives.

When a student representative steps down, students are encouraged to stand for the post of MPhil/PhD student representative or to hand in nominations to the Postgraduate Administrator.

The Graduate Students' Association (GSA) - www.yorkgsa.org

The GSA is the primary representative body for all registered postgraduate students at the University of York and works hard to support postgraduates to achieve their aim: gaining a postgraduate degree. This is achieved by:

- Raising postgraduate views within departments through Postgraduate Academic Representatives, who act as a channel of communication between the University and fellow postgraduate students.
- Providing support services that enhance student wellbeing, including: free sport sessions, trips, events and peer to peer groups. For further details on these services contact info@yorkgsa.org.
- In addition, for postgraduates who may find themselves with mitigating circumstances, problems with progression, or suspected of academic misconduct, the GSA can provide support and representation. If you require these services, please contact advice@yorkgsa.org.

University Registry Services Office

The Registry Services Office is located in the Student Services Building between Vanbrugh College and the J.B. Morrell Library and deals with grants, fees, records, registration, welfare co-ordination and higher degree regulations. Registry Services is also home to the Examinations Office, to which research students submit their theses or dissertations for examination. Students may visit or call the Office on weekdays between 9 am and 5 pm.

University Teaching Committee (UTC)

This Committee is the major university body dealing with graduate affairs. It is chaired by Professor John Robinson, Pro Vice Chancellor for Learning Teaching and Information, and includes student representation for discussion of general graduate matters. It has responsibility for final approval at a number of important points in postgraduate research students' careers, including confirmation of PhD enrolment, changes to students' registration, and appointment of examiners. The university's Special Cases Committee, which is subordinate to UTC, considers and hears postgraduate student appeals.

Researcher Development Team (RDT)

The Researcher Development Team (RDT) is a sub-unit of Professional and Organisational Development. It comprises a director, training officers and an administrator. RDT provides training and professional development opportunities for postgraduate research students and research staff at the University. RDT activities range from half-day courses to experiential group-based projects. The aim is to provide researchers with the best possible opportunities to enhance and develop skills and improve career prospects.

For University policy on graduate matters, please refer to the University's *Ordinances and Regulations* and *Policy on Research Degree Programmes*, which should be consulted whenever doubt arises. The University pamphlets *The Degrees of MPhil and PhD: Notes of Guidance for Students, Supervisors and Examiners* and *Regulations Relating to Theses* will be sent to you by the University Registry Services Office. Also relevant is the Quality Assurance Agency's *Code of Practice on Postgraduate Research Programmes*. All of these documents can be accessed through the Registry Services Office website, <https://www.york.ac.uk/students/studying/manage/research-students/>.

By university policy, the TAP is only expected to meet during the student's normal registration period. If writing continues beyond the end of this period, it will be at the TAP members' discretion whether and when meetings will continue, but the supervisor will continue to read and comment on drafts.

The Degree of PhD

The degree of PhD is obtained by research. A PhD thesis must contain a substantial original contribution to knowledge or understanding, and it is a piece of work which a capable, well-qualified and diligent student, who is properly supported and supervised, can complete within three years. The degree is awarded to students who have demonstrated:

- i. the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
- ii. a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
- iii. the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
- iv. a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- a. make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions effectively to specialist and non-specialist audiences;
- b. continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches; and will have:
- c. the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

The thesis should be no more than 90,000 words in length, including the text of the thesis, footnotes and appendices. Illustration captions and bibliography are excluded. Quotations are included except in the case of foreign language translations. In these cases the translated text is included in the word count, but the original language text is excluded. The limit may be varied only in exceptional circumstances and with the approval of the History of Art Board of Studies, to which an application must be made in writing and in good time. Remember that this meets in week 9 of each term, so you may need to apply a significant time ahead of your submission.

The timetable for the PhD is **three years full-time, or six years part-time**. Candidates may be allowed a period of up to one year beyond the end of the normal registration period, if required, to complete their thesis. Extensions beyond the end of this additional year must be approved by the University Special Cases Committee and are granted only in exceptional circumstances. It is worth noting that should students require extensions beyond the normal time-frame, the department may be penalised seriously at both university and national funding levels.

PhD TAP timetable

The Thesis Advisory Panel (TAP) should meet twice per year for full-time students, once per year for part-time students during the period of registration. Either the student or a member of the TAP may also request a meeting at any other time. In most cases, the student will be expected to submit evidence of his/her latest research progress in advance of the meeting. It is anticipated that each year one TAP meeting at least will consider a significant piece of writing, such as the draft of a chapter of the thesis (major), while the other may focus more broadly on progress and preparations for the next extended piece of writing (minor). The report on the meeting agreed by the student and panel members will include a summary of progress to date and future actions. The precise timing of these meetings may vary slightly according to the circumstances of the student and staff, but approximately the following schedule should be observed for those who commence in October, and adapted accordingly for those who commence at a different point in the academic year:

PhD full-time

<u>First year</u>	February (minor) June (major)
<u>Second year</u>	November (minor) June (<i>confirmation meeting</i>)
<u>Third year</u>	November (minor) June (major)

PhD part-time

<u>First year</u>	June (minor)
<u>Second year</u>	February (major)
<u>Third year</u>	November (<i>confirmation meeting</i>)
<u>Fourth and Fifth years</u>	November (minor/major)
<u>Sixth year</u>	November (major)

By university policy, the TAP is only expected to meet during the student's normal registration period. If writing continues beyond the end of regular registration, it will be at the TAP members' discretion whether and when meetings will continue, but the supervisor will continue to read and comment on drafts.

Confirmation of PhD enrolment

The initiative for setting the confirmation process in motion rests with the supervisor. Confirmation of PhD enrolment should be considered within eighteen months (for full-time students) or within three years (for part-time students), to allow the students to complete for an MPhil instead, if recommended by the TAP. A final decision whether or not to recommend confirmation must take place by the end of the second year (for full-time students) or fourth year (for part-time students) of registration. Where students are funded by the Arts and Humanities Research Council (AHRC) other deadlines may apply. The confirmation procedure is *not automatic*, since it is in neither the student's nor the Department's interest for an inappropriate thesis or topic to be examined for the PhD. All candidates' applications are judged on the basis of written work.

An application should be supported by the supervisor and the other member(s) of the TAP who

must have received from the student:

- a) a working title for the thesis
- b) a chapter-by-chapter outline of the thesis with a synopsis of the material to be included in each chapter
- c) a substantial draft of one chapter, or of the introduction, normally of around 10,000 words, accompanied by appropriate illustrations
- d) a complete bibliography of primary and secondary sources relevant to the thesis topic
- e) a realistic timetable for completion of the thesis within the three year registration period

The written work will be read by the supervisor and the other member(s) of the TAP, who will then hold a Confirmation Meeting with the student to discuss the definition of the thesis topic, the scope of the field of study, the structure of the thesis and the timetable for completion. Written feedback on the Confirmation Meeting will be given to the student and the Panel will make its recommendation to the University Registry Services Office through the PhD Director. If the application to confirm PhD registration is approved, the recommendation will then be forwarded to the University Teaching Committee.

If the TAP does not recommend confirmation at the first attempt, another confirmation viva may take place, at the discretion of the TAP, as long as the student is still within his/her 2nd year of registration. Should confirmation not be recommended, students may appeal against the decision on the following grounds: that the confirmation meeting was conducted unfairly or improperly, or that a procedural irregularity occurred; that one or more of the TAP members demonstrated prejudice against the student; or that the academic supervision received by the student was seriously inadequate. Appeals cannot be made on the basis of the TAP members' academic judgment. Candidates wishing to exercise their right of appeal must do so in writing to the Student Progress Officer, based in Registry Services, within four weeks of being notified of the decision against which they wish to appeal. Details of the university's appeals procedures can be found at <https://www.york.ac.uk/students/help/appeals/>.

2. Registration

Students should, from their arrival at York, work towards completing within the period of full-time or part-time registration indicated above, during which full fees are payable at the appropriate rate. Full-time students should remember that the *only* time available to work full-time on the thesis will be their period of full-time registration. Thereafter many students will find themselves in demanding new jobs, allowing no time for further writing. Students should regard the allowance of a further year's registration on reduced fees as a provision for emergencies only. You should aim to have your thesis completed by the end of your registration, i.e. *in three years*.

International Students and the UK Points-Based Immigration System

The UK Borders Agency (UKBA) administers the Student Tier of the points-based immigration system. This places certain legal requirements on the University with regard to the non-EEA students to whom they offer a place, both before and after they arrive at York.

Information about the procedures for obtaining study visas for the UK is given at <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/>.

The University offers comprehensive advice and guidance at <https://www.york.ac.uk/students/support/international/immigration/> or you can contact an advisor using the following details:

Immigration Advice Service
Sally Baldwin Buildings Block B
Tel: +44 (0)1904 324140
immigration@york.ac.uk

Office hours
10am - 4pm
Monday to Friday

The University must report on non-arrival of expected students, any suspensions of, withdrawals from and completions of courses of study, any significant changes, and non-attendance relating to the students holding visas issued under Tier 4 who are studying at York. If you are an international student, it is therefore particularly important for you to keep records of your supervision meetings as well as training events etc. At the start of your first term of study in the History of Art Department, you will attend a meeting at which the Department's policy on monitoring your attendance and engagement with your studies will be fully explained.

You must follow carefully both Department and University guidelines, otherwise the University may need to advise the UKBA and your visa may be cancelled.

Procedures for changes to registration

MPhil/PhD supervisors are responsible, in the first instance, for consulting the PhD Director where approval needs to be sought for any of the actions listed below. On their behalf, the PhD Director will then approach the University Registry Services Office or University Teaching Committee:

- a) a leave of absence;
- b) transfer from full-time to part-time study (or vice versa) within the period of full registration;
- c) any transfer of registration. In the case of an upgrading from MA to MPhil and MPhil to PhD, the appropriate form, available from the Postgraduate Administrator, should be completed and forwarded to the PhD Director by the supervisor. In the case of a downgrading of registration, the supervisor should submit the case for this, with the written consent of the student concerned;
- d) an extension to a submission deadline. The student should obtain the appropriate form from the Postgraduate Administrator, complete the first section, and then pass the form to his or her supervisor who should complete the second part. Note that extensions are granted only in the most exceptional circumstances, usually where there is documented medical evidence.

In most of these cases, a written recommendation from the TAP supported by the supervisor is appropriate. The recommendation should include a detailed account of the circumstances, together with an account of the student's progress so far, and a realistic estimate of a completion date. The PhD Director will then submit the application on the student's behalf together with any further observations.

Please note that all enquiries about grants and fees should go to the Registry Services Office in the first instance.

Extensions

The submission deadline for MPhil and PhD theses is normally set one year beyond the end of the

normal registration period. Extensions will only be granted prospectively by the Special Cases Committee and on grounds of medical, personal, employment or unexpected academic circumstances, for which supporting documentary evidence must be made available. The maximum period of extension that will be approved at one time will normally be six months, unless a compelling case is made for a longer period of up to a maximum of one year. The total period of extension that may normally be approved for a candidate is a maximum of two years. Students will be advised at the end of one year beyond the period of normal registration, or a period of extension, that they must request an extension (or further extension) through the History of Art department, otherwise they will be deemed to have withdrawn. Further details about the university's policy on extensions can be viewed here: <https://www.york.ac.uk/students/studying/manage/plan/research/extension/>.

Leave of absence

Students who run into serious medical or personal difficulties during their period of registration, and who are thereby prevented from continuing research work for a defined period, are strongly advised to seek a 'leave of absence'. This effectively 'stops the clock', though it can be used only if there is reasonable evidence that the period of leave is finite and that registration will be resumed within a given and reasonable timescale. It is vital that any period of illness is documented by a medical certificate or letter in your departmental file. Applications for leave of absence should be made in writing to the PhD Director using the appropriate form (available from the Postgraduate Administrator).

Continuation fees for MPhil/PhD students

If a student continues beyond their normal period of registration, they must pay a continuation fee for use of library and computing facilities. There is an additional fee if inter-library loans are required as well. Further information about these fees can be obtained at <https://www.york.ac.uk/students/studying/manage/research-students/continuation/>.

3. Responsibilities: the Student, the Supervisor and the Thesis Advisory Panel

In the last resort, each student is responsible for his or her final thesis, but your relationship with your supervisor will be the major influence on the progress of your work. The two most important aspects to the supervisor's role are: firstly, to stimulate intellectually, to challenge, and to keep new ideas and approaches always at the forefront and, secondly, to help with the planning and the direction of the student's time. You will also be able to draw particularly on the expertise of the other member(s) of your TAP.

What the student should do

You should see your supervisor formally at least twice a term, usually at the beginning and end of term, in addition to other meetings set up to discuss your work. It is for the student to think ahead and to take advantage of what is offered during your time here, and particularly during your first year: will you need to attend classes in French, Italian, Latin, Palaeography, and are your computer skills adequate for your needs? It is your responsibility to read the University regulations with regard to theses and to follow them. You are responsible for the final thesis and for its presentation on time. And if you do not submit by the end of the period of full-time registration, it is your responsibility to keep in regular contact with your supervisor. You should also be prepared and willing to travel to wherever your research materials are located. Do not assume that an MPhil or PhD can be researched and written in York alone.

The student's responsibilities in general:

- accept ultimate responsibility for his/her own research activity and candidacy for a degree
- be familiar with the University and departmental regulations governing the degree course in which they are enrolled
- accept a commitment to complete and submit their thesis in good time, preferably by the end of regular registration
- discuss with their supervisor(s) the type of guidance and comment which is most helpful
- accept shared responsibility for setting the agenda of supervisory meetings and ensuring that accurate records of these meetings are kept
- develop and maintain, in consultation with the supervisor and PhD Director, an appropriate programme for research and transferable skills training where required or recommended
- participate regularly in the scholarly activities of the department (e.g. through attendance at seminars, giving seminar papers or attendance at additional meetings)

The student's responsibilities at the beginning of the project:

- establish, in consultation with the supervisor(s), a plan for the conduct of the research
- take the initiative in raising problems or difficulties with supervisor(s), however elementary they may seem, and share responsibility to seek solutions

The student's responsibilities in managing the project:

- keep to an agreed schedule of meetings which will ensure regular contact
- ensure that simple written records are maintained which record progress and forward plans and a programme for the next supervisory meeting
- maintain progress against the plan, and keep it under regular review
- take full account of the scholarly guidance offered by the supervisor(s) on the conduct of the project
- provide - when required by the department, institution, or funding body - brief formal reports on your progress

The student's responsibilities for completing the project:

- accept responsibility for meeting deadlines as set by the supervisor(s)
- consult in good time the university's regulations for presentation and submission of the thesis
- if the student has not completed by the end of the full registration period, it is his/her responsibility to keep in regular contact with his/her supervisor(s)

What the supervisor should do

Supervisors should be available to see students regularly and comment within about a fortnight on submitted work. During vacations, if the supervisor is away from York, he or she should give a contact address or arrange for the other TAP member(s) to be available to deal with important queries that arise. It is the supervisor's responsibility to help students make contact with other colleagues or students working in similar fields.

Every effort will be made to provide alternative supervision if a member of staff is unable to continue supervision, e.g. due to illness, leave from the department, or resignation. In the event of a breakdown of relations between supervisor and student, it may be helpful for the student to contact a member of the TAP. Both the student and supervisor have the right to consult the PhD Director,

and students may also consult the MPhil/PhD Student Representative.

Supervisors' responsibilities in general:

- contribute to the discipline by actively engaging in current research and scholarship, and integrate their knowledge and understanding into their supervision practices
- be accessible to students at appropriate times when they may need advice, including two formal meetings per term
- arrange a meeting within one week of a request by the student, as far as is practicable
- keep records of supervisory meetings, using the departmental forms
- say when he/she will be unavailable
- help to advise the student on appropriate transferable skills training and supervise progress
- facilitate contacts with specialists in other institutions and access to necessary materials and facilities in other institutions
- help arrange, as appropriate, for students to present and discuss their work in staff or graduate seminars
- advise on matters relating to the presentation of work for publication, including the avoidance of plagiarism and the process of due acknowledgement

Supervisors' responsibilities at the beginning of the project:

- provide guidance about the nature of research and the standards expected
- explain the importance of planning in order to achieve submission within a defined period
- provide an early assessment of research training needs and ensure these are met

Supervisors' responsibilities in managing the project:

- clarify the student's responsibilities for his/her progress
- identify situations in which a student needs to be referred to colleagues for assistance
- return work with constructive criticism and in good time
- maintain contact through regular supervisory meetings, and each time plan with the student the goals for the following meeting
- provide - when required by the department, institution, or funding body - brief formal reports assessing the student's progress
- advise on preparation for confirmation of PhD enrolment

Supervisors' responsibilities for completing the project:

- give advice on target dates for completing successive stages of the work
- ensure the conventions relating to the presentation and examination of the thesis are understood by the student
- assist with career development before and after graduation

Thesis Advisory Panel (TAP)

Your TAP will be appointed within the first six months of your registration period, and will consist of your supervisor and one or two assessors (normally in History of Art, though occasionally from other related departments). If the supervisor is relatively inexperienced, the TAP should include at least one senior member of staff. For full-time students it will meet at least twice a year, for part-time students at least once per year; it will make a report which you will be asked to sign and of

which you may keep a copy. You will be given the opportunity at each TAP meeting to discuss supervision in confidence with the other member(s) of the panel.

What the TAP should do

The TAP reviews and advises on the student's progress, monitors his/her research and transferable skills training, recommends confirmation of PhD enrolment, and supports applications for any changes of registration status (such as extensions, temporary suspensions of registration, or change from part-time to full-time or vice versa). During TAP meetings, students will be given an opportunity to comment confidentially, orally or in writing, on the quality of their supervision. If the student raises problems with supervision these comments do not constitute formal complaints and will be treated in strict confidence, unless the student wishes otherwise. Students should also feel free to approach these members of staff for help at any time when their expertise is relevant, and it may be that one of them may replace the supervisor temporarily, for instance if the regular supervisor is away from York during a research term.

A member of the TAP may be appointed as the student's internal examiner, but only if s/he has not been involved in the final preparation of the student's thesis.

4. The Development of your Research

Identification of your topic

You will have submitted a research proposal with your application to the University. In the first term, you should be clarifying and clearly defining a practicable topic, with reference to existing work in the field, the availability and practicability of particular sources, and what you find most intellectually exciting. The supervisor should be concerned to help you in this process, checking that your topic is viable, sufficiently specific and not over-ambitious.

Surveying the existing secondary literature

Here your supervisor should be able to give you clear guidance, especially in the first half of your first year. It may be that your meetings will take the form of tutorials on particular topics, or that you will be asked for written work on the background of your thesis. The supervisor will be on the look-out for any problems that may arise in writing, and should provide prompt comments on a student's work.

Planning your timetable of research

Depending on the availability and quantity of source materials, students should plan in good time, in consultation with their supervisors, a timetable of research that is clearly oriented towards the completion of the finished thesis within the time limits stated above.

By the end of the first year, you will be expected to have clearly defined the subject of research, to have mastered the secondary literature surrounding the subject, to have completed the greater part of the bibliographical work, and to be well embarked upon the study of primary source materials, both visual and written. In addition, you will be expected to have completed a substantial piece of writing for your TAP.

The principal research phase

In the period when the student is most actively engaged in research, meetings may be less frequent

than at an earlier stage. However, you must still stay in regular contact with your supervisor, just as your supervisor will need to remember the importance of continued contact and discussion with you at a time when, if things go wrong, research may seem both isolated and dispiriting. During this phase, it is important to keep thinking and writing as well as accumulating the raw material out of which the thesis will eventually be fashioned.

The writing stage

This will probably overlap with the research phase. At this stage, the supervisor's advice is critical. Regular drafts of chapters should be submitted to your supervisor, who will be looking at the quality of writing, general strength of argument, and scholarly presentation. The supervisor, especially in the early stages of this, may seem critical and even pedantic. S/he will probably suggest that you get rid of material that you might cherish, but that is of questionable relevance to the subject of the thesis. However, remember that in the end it will be your own research and you will be responsible both for the argument and for seeing that your thesis is well presented according to the guidelines, and is written in good English with acceptable spellings and punctuation.

Throughout the drafting of your thesis, you will be asked to defend and justify the relevance of your chapters to the overall direction of your thesis; this is where your supervisor can be of most use. Before finally submitting the thesis, the supervisor should see your *complete final draft*.

Helpful literature

You may want to sample some of the literature that exists to guide you through the enterprise of undertaking a research degree. These include:

Paul Oliver, *Writing your thesis*, 2nd ed. (Los Angeles & London, 2008)

Patrick Dunleavy, *Authoring a PhD: How to Plan, Draft, Write and Finish a Doctoral Thesis or Dissertation* (Basingstoke, 2003)

Estelle M. Phillips and Derek S. Pugh, *How to get a PhD: A Handbook for Students and their Supervisors*, 4th ed. (Maidenhead, 2005)

It is also useful to consult recently completed PhDs in the library to get an idea of the scope, scale and presentation of them in related areas.

5. Research and Writing: Some Advice

You should refer to the Department Essay Writing Guidelines as well as the University guidelines (<https://www.york.ac.uk/students/studying/manage/research-students/presentation-binding/>).

The need for system

You will help yourself greatly if you organize from the beginning a sensible and orderly system for your notes and references. There are many ways of doing this. You can computerize your bibliography on a database, such as Endnote, or you can use index cards. You may need detailed indexes. Discuss your system with your supervisor and decide what fits your needs. But do it at the beginning of your research, not halfway through. Think through what you will need. And when you have a system, stick to it. Record all necessary details - bibliographical references, page numbers, archival references - as you take your notes. If you do this carefully, you should not need too many last minute visits to different libraries as you write up the final draft. That is the moment at which

earlier failings become very clear. If you transcribe written material, always check carefully against the original before you leave a library or archive.

The argument from *sources*

As an art historian your preparation - in reading secondary works and bibliographies, in defining your topic, in organising your working methods - should be directed towards the major focus of your thesis: the evidence of your primary documents, the works of art themselves. It is essential that you maintain a constant and critical view throughout your research. Your thesis will rest not on your survey of the existing state of secondary work - though that may raise important questions for you to consider - but on your own careful and scholarly evaluation of your primary material in accordance with the methodological approaches you have chosen to adopt.

Citing your sources

When writing your dissertation, you should be extremely sensitive to the need to properly *cite* your sources, and to the moments *when* this should best be done.

- a) Citing a source is most obviously needed when you feel obliged to quote from a text in order to develop or bolster your argument.
- b) Citing sources is also essential when the ideas, arguments or facts that you are presenting at any given moment have been substantially influenced or informed by a text or texts you have read.
- c) Citing sources also offers your examiners a good guide to the amount of research you have done for your dissertation, and the breadth of your reading on any given subject. Citing sources in this manner - in order to demonstrate the extent of your scholarship - is often best done at the beginning of the dissertation, and at the moments when you move on to a fresh argument or subject-area within the text. It is worth noting that it is difficult to over-footnote a thesis.

Plagiarism

All new postgraduate students must successfully complete the online Academic Integrity Tutorial (accessible via the VLE: <https://vle.york.ac.uk/>), before the end of the first year of their programme of study. Students will not be considered for confirmation of PhD enrolment or thesis examination until confirmation of successful completion of the tutorial has been received. Failure to comply with this regulation may result in termination of registration with the University.

Copying or paraphrasing from secondary authorities without acknowledgment is unforgivable in a candidate for a research degree. It may occasionally occur where students have taken notes carelessly, transcribing whole sections of books into their own notes and then writing from those notes. This is both bad note-taking and an offence for which the penalty is usually **termination of candidature**.

An excellent guide is available at <http://www.york.ac.uk/teaching/history/pjpg/plagiarism.htm> (courtesy of the Department of History and P.J.P. Goldberg).

The University Ordinances regarding plagiarism applies to graduates as well as undergraduates. The History of Art Board of Studies is responsible for taking disciplinary action.

The University has a procedure for dealing with cases of academic misconduct (<https://www.york.ac.uk/students/studying/manage/research-students/research-misconduct/>).

The civil offence of breach of copyright

Students should take care not to infringe the laws of copyright in their theses and in photocopying their materials. If in any doubt, consult the university's "Copyright licenses" webpage, <http://www.york.ac.uk/library/servicesandfacilities/copyrightadvisoryservice/copyrightlicences/>.

a) General points

Please note the following general points:

- (i) short extracts from a printed book or article in copyright can safely be reproduced in a thesis provided that due acknowledgement is made;
- (ii) long extracts can only be reproduced with the permission of the copyright owner;
- (iii) it is for the copyright owner to decide whether, in the case of (ii) above, a fee should be charged. The chances are that permission will be freely given or, at worst, a nominal fee may be asked for;
- (iv) where a student wishes to reproduce illustrative material from books or articles, copyright regulations should be observed;
- (v) museums and galleries normally require permission to be sought for the use of photographs of works of art in their possession, and may give permission freely or charge a fee.

Students in any doubt about copyright requirements in relation to their theses should consult a competent authority in Library Services.

b) Wording for permission letter

Dear

In partial fulfilment of the requirements for the degree of Doctor/Master of Philosophy/Master of Arts at the University of York I am writing a thesis on...

I would very much like your permission to include in it the following material:

Proper acknowledgement will, of course, be given. Please advise me of the reproduction fee you require, if any, and the wording of the credit.

Yours faithfully,

6. The Examination

MPhil/PhD Theses

Full guidance on the presentation and submission of theses and dissertations for research degree programmes available online: <https://www.york.ac.uk/students/studying/manage/research-students/theses-dissertations/>. Please note that the following is a summary, only.

Intention to submit

MPhil and PhD students are required to notify the Registrar of their intention to submit a thesis, together with the title of the thesis, not less than eight weeks before the date of presentation. The appropriate form can be completed via e:Vision.

Candidates should make a realistic estimate of the expected date of submission, bearing in mind the possibility of last minute difficulties, and should make every effort to observe it.

Please note that candidates are expected to submit their theses or dissertations to the Examinations Office on or before their submission deadline. Where the submission deadline falls on a Saturday, Sunday, or Bank Holiday, or during the Examinations Office's closed period over the Christmas vacation, submission will be accepted on the next working day after the deadline. Theses or dissertations presented after a candidate's submission deadline **will not be accepted**.

Appointing examiners

Once students have notified the Registrar of their intention to submit, the University Examinations Office asks the Graduate Chair or the PhD Director to nominate external and internal examiners. This is the responsibility of the department's Graduate Committee, though the supervisor will be consulted on appropriate names. The PhD Director will then submit these names to the Standing Committee on Assessment for approval. A formal letter of invitation will then be sent to the external examiner by the Examinations Office. The internal examiner will normally be the most obviously qualified staff member other than the supervisor; in rare cases this may be a staff member of another department. A member of the TAP may be appointed as the student's internal examiner, but only if s/he has not been involved in the final preparation of the student's thesis.

Submitting a thesis for examination

All students beginning research degree programmes in October 2009 or later will be required to submit for examination (i) softbound printed copies of the thesis or dissertation equal in number to the number of examiners appointed; and (ii) the same number of copies of a CD (or other portable data storage unit acceptable to the University) containing an electronic copy (normally in .pdf format) of the thesis or dissertation.

Theses and dissertations submitted for examination must be softbound, either between card covers (the front cover to be a copy of the title page) or between clear plastic covers. The spine must be taped.

Theses or dissertations submitted by post are expected to be received in the Examinations Office on or before the submission deadline, in the same way as submissions in person. Should a candidate choose to submit by post it is his/her responsibility to ensure the work is posted in good time to meet the submission deadline.

The oral examination

When both examiners have accepted their appointments and the thesis has been submitted, the internal examiner will be responsible for all arrangements relating to the oral examination. Normally an examination should be conducted within three months of receipt of the thesis. The supervisor is not usually present but is available for consultation at the discretion of the examiners. The oral examination will be recorded. Following the oral examination, the recording is held securely by the University for a period of one year. A University Report Form is completed and signed by both examiners and ratified by the PhD Director, who submits it to the Standing Committee on Assessment for approval. If the examiners' recommendation that the thesis be passed is accepted, the degree will be conferred next Degree Day.

Possible outcomes

The options open to the examiners are described in the *Ordinances and Regulations of the University*, supplemented by *The Degrees of MPhil and DPhil: Notes of Guidance for Research Students, Supervisors and Examiners*. Briefly, examiners may recommend:

- i) that the degree be awarded;
- ii) that the degree be awarded on condition that minor technical corrections are made in the thesis, and certified by one of the examiners;
- iii) that the candidate should be allowed a period not exceeding one year in which to revise and re-submit the thesis (examiners will provide advice in writing concerning the points which should be borne in mind by the candidate in revising the thesis, such advice to be forwarded to the candidate by the supervisor or another appropriate member of staff);
- iv) that a lower degree be awarded;
- v) that no degree be awarded.

In the event of a recommendation that a thesis be failed outright, the Graduate Chair or PhD Director will convene a meeting of the Board of Graduate Schools as soon as possible to consider whether the recommendation should be ratified.

Appeals

Students may appeal against the examiners' recommendation on the following grounds: that the examination was conducted unfairly or improperly, or that a procedural irregularity occurred; that one or more of the examiners demonstrated prejudice against the student; or that the academic supervision received by the student was seriously inadequate. Appeals cannot be made on the basis of the examiners' academic judgment. Candidates wishing to exercise their right of appeal must do so in writing to the Student Progress Officer, based in Registry Services, within four weeks of being notified of the decision against which they wish to appeal. Details of the university's appeals procedures can be found at <https://www.york.ac.uk/students/help/appeals/>.

What happens to your thesis

Following successful examination, and after satisfactory completion of any minor corrections, all students beginning research degree programmes in October 2009 or later will be required to deposit one printed copy of the thesis or dissertation (hardbound or softbound, as the student chooses) with the Examinations Office, for forwarding to the Library. In addition, the candidate must upload an electronic copy of the thesis or dissertation, normally in .pdf format, to an electronic repository (White Rose Etheses Online). Instructions on how to do this can be found here: <https://www.york.ac.uk/media/studenthome/studying/examsandassessments/student/depositingelectronically.PDF>.

All theses and dissertations deposited by research students after examination, in printed or electronic form, shall normally be available for consultation and for reproduction (subject to normal conditions of acknowledgement). However, a student may request that access should be withheld, or reproduction not permitted, for up to two years. (Students will not have to seek University approval for this.) You might consider what assistance you could give to others in your field. Although costs of typing and binding are not cheap, you should remember it is both an act of courtesy and a help to other scholars (not to mention promotion of your own reputation) if you offer a copy of your thesis to the library or institution which has given you most help and in which your major sources are kept. You might also give a copy to your supervisor.

Intellectual property rights

Except by formal agreement between the research student and an external organisation, copyright in the research thesis is the intellectual property of the student. However, under regulation 2.7.9 (<http://www.york.ac.uk/about/organisation/governance/corporate-publications/ordinances-and-regulations/regulation-2/>) all theses and dissertations deposited shall normally be available for consultation and for reproduction (subject to normal conditions for acknowledgement). The author may request that the University Library withhold access and that none of the material contained in it should be reproduced, for a period not exceeding two years from the date on which it was deposited with the University.

C. GRADUATE TRAINING AND TEACHING OPPORTUNITIES

1. Training and Professional Development

The university and the department offer a wide range of opportunities to PhD students for training in research and transferable skills. All students are strongly encouraged to take advantage of these opportunities. The PhD Director will discuss with each student which resources they may find most useful and, where required, help them to devise a specific programme of training.

The supervisor, both in regular supervisory meetings and in the context of the TAP, should monitor the student's training needs continuously, and advise on such matters as research resources and the planning of research and writing. Students should maintain a detailed record of their training and professional development, which the supervisor and/or PhD Director may request to see.

Departmental training provision

The graduate training provided or supported by the department addresses discipline-specific research skills, the research environment, and professional development. PhD students will be notified of the department's training opportunities during each academic year. Such opportunities are likely to include: a regular series of workshops with academic staff and advanced doctoral candidates on research, dissertation writing, and teaching in history of art; question and answer sessions with professionals in careers related to history of art; and opportunities to attend, organise, and/or present papers at research seminars and conferences.

University training provision

A large proportion of PhDs go on to work in fields other than academia. In recognition of that fact, the Researcher Development Team (RDT) provides training to develop general and transferable skills that are useful not only for aspiring academics but also for those who pursue a different career. The RDT focuses on the following core areas:

Engagement, influence and impact (including support for Postgraduates Who Teach)
Knowledge and intellectual abilities
Personal effectiveness
Research governance and organisation

It offers numerous workshops ranging from hour-long sessions to half-day and full-day courses on a wide range of topics within these categories and on general postgraduate teaching skills, including: Starting Your PhD, Assertiveness, Creativity and Problem Solving, Making the Most of Your Voice, Writing a Thesis, Building an Academic Career, and Researching Career Options. Full details can be found via the RDT's website (<http://www.york.ac.uk/admin/hr/researcher-development/>) and The Skills Forge (<http://www.skillsforge.york.ac.uk/>).

2. Research Seminars

Students should make a point of attending research seminars and mini-conferences organised by the department, by other departments in the university, and by the Centres for Medieval Studies, Renaissance and Early Modern Studies, Eighteenth-Century Studies, Modern Studies and Women's Studies. Whilst many of these seminars will not cover your own particular areas of knowledge, they may unexpectedly plant some idea or approach which later becomes useful; and they will certainly give you an opportunity to hear some eminent scholars, and some younger scholars whose work is as yet unpublished, both from York and from other universities talking on a wide variety of issues.

There is usually time for a drink and some less formal discussion afterwards. It is worth remembering that, to a large extent, the department's research reputation is your research reputation, and that forming an active part of a research community, particularly where visiting scholars are concerned, is consequently in everyone's best interests.

The History of Art research seminars take place on Monday afternoons in the Autumn and Spring terms (although not necessarily weekly). We actively welcome students' suggestions for speakers. It is to the Research Seminar that you will in time present your own findings, perhaps in your second year of research. Listening to how other people present their work, and then doing it yourself in a friendly atmosphere, is an important part of being a research student. The History of Art Research School mini-conferences generally take place on Wednesday afternoons or Saturday mornings. Research students are actively encouraged to develop their own research groups and to participate in externally organised conferences.

3. Teaching Opportunities

History of Art policy

It is departmental policy to try to provide full-time graduate research students on PhD programmes with the opportunity to undertake some first-year undergraduate teaching, usually after the PhD student's first year is complete and after their registration has been confirmed. The department will make all eligible postgraduates aware of teaching opportunities and will ensure that they are allocated fairly after a process of application, evaluation and selection. Holders of University or Departmental Studentships may be required to undertake such teaching as is laid down in the terms of their studentships.

The History of Art Department will ensure that the quality of teaching received by undergraduates is not diminished by this policy. The department is actively committed to the peer and student feedback process.

Selection policy

All postgraduates hoping to teach should talk first to their supervisors and TAP, and then to the PhD Director, who will liaise with the Chair of the Board of Studies in relation to opportunities for teaching. Under University regulations, teaching (and the associated preparation and marking) undertaken by a full-time postgraduate student should not exceed sixteen hours per week, subject to any restriction imposed by the postgraduate student's sponsor or funding body.

Teaching arrangements will be summarised in a written notification comprising a brief role description and a statement of terms and conditions.

Candidates will only be invited to undertake further teaching subject to:

- its availability;
- satisfactory reports on the quality of teaching so far offered;
- good academic progress in the student's research (including satisfactory reports on the progress of the thesis towards completion on time);
- a good standard of English communication skills (minimum IELTS 7).

Training

Postgraduates who teach (PGWTs) are required to attend and participate in all training and briefings

that the university and department provide for them. This training includes a half-day course *Introduction to Teaching and Learning* run by the RDT and half a day of training in the History of Art Department. Supervision and mentoring will be provided by a member of the academic staff, usually the student's supervisor and/or the convenor of the course.

Training will cover:

- Induction and orientation to teaching within the department.
- A full briefing on the course to be taught (including the role and professional responsibilities of the teacher, an overview of the course, the syllabus and reading list, course requirements, teaching methods, the administration of the course, and guidance on the late submission of coursework and on extensions).
- Training in specific skills needed to teach the course.
- Information regarding University procedures, policies and key members of staff with responsibilities for student welfare and equal opportunities.
- Marking, including grading, assessment and feedback and the use of forms and assessment criteria.

Postgraduates who teach will have the opportunity to provide feedback on the effectiveness of training as and when they have had a chance to implement that training.

With this in mind, you should think carefully and early about whether you would like teaching experience and to which of the first year modules you would be best suited. Once you have discussed this with your supervisor, you should aim to start shadowing as many members of the full-time academic staff as you can, for single sessions, to give you the broadest sense of the department's pedagogical values; and a number of sessions of different kinds on the course that you are most interested in, so lectures, seminars, site visits, field trips, tutorials, and film screenings, where relevant.

Resources

Postgraduates who teach will have sufficient resources to fulfil their teaching responsibilities. This includes reliable access to course materials at no cost to themselves. Appropriate methods will exist for communication with students (including termly feedback from students) and for the collection of student work. You will also be supplied with a copy of the *History of Art PGWT Handbook*, which contains the relevant key information, and should answer most of your queries.

Feedback

Postgraduates who teach are given the opportunity to give feedback on the course (including course development), teaching methods and the support available for teaching work, and will receive feedback on their own teaching through student evaluation and peer observation.

Personal progress

The Department will show due regard to the postgraduate student's personal research workload and will therefore monitor teaching workload to ensure that it does not present an obstacle to fulfilling academic course requirements within the recommended timeframe. The teaching load will be negotiated with the student's academic supervisor.

D. RESOURCES FOR GRADUATE STUDY AT YORK

1. Language Courses

Courses are available to you in French, Italian, German, Spanish and other modern languages from the University's Languages for All (LFA) Programme. Details about the LFA programme (including course outlines and other learning resources) can be found at www.york.ac.uk/lfa. Be aware, however, that registration for these courses often occurs very early in the year (often before the start of the academic year) and that they fill up quickly. Medieval Latin and Palaeography classes are held mainly at the King's Manor. Please contact cms-office@york.ac.uk at the earliest opportunity to find out about course availability and entry levels.

2. Access to research resources

You will probably use a variety of libraries in your research. Your first task should be to become familiar with what is easily available to you in York.

University Library & Archives

J.B. Morrell Library (JBM), Harry Fairhurst Building and Raymond Burton Library (RBL)

The JBM is the main university library which supports all subjects taught and researched in the University. The art history collection is located on the second floor, with the shelfmark L-LL. The Harry Fairhurst building, next to the JB Morrell Library, provides IT facilities and group spaces in which to study. The IT Support Office is located on the first floor if you need any help with IT queries. The Raymond Burton Library is a reference library for humanities research. All three are located on campus and the holdings include books, journals, audio-visual resources and microforms. There is an interlibrary loan service available for material not held in York.

The University Library is currently working with York Art Gallery to relocate some of the Gallery Library's collection of books. The Gallery has particular strengths in British art and has kindly offered to donate the books to the University to make them more easily accessible for students and researchers. The books will gradually be added to the University Library catalogue over the next two years.

King's Manor Library

The King's Manor is located in the centre of York in Exhibition Square next to the Art Gallery. The KM Library holds the University's principle collections on architecture, conservation of historic architecture, gardening and landscape design, and stained glass, as well as some of the major resources for medieval art history.

The Borthwick Institute for Archives

Housed in the same building as the J.B.Morrell and Raymond Burton Libraries, this is one of the major archive repositories in Britain. It holds the records of the Archbishopric of York from the early thirteenth century onwards, and specialises in the study of ecclesiastic institutions. It also holds the records of local firms, including architects.

Library Catalogue

The library catalogue lists all of the University Library's collections, both printed and electronic,

and is available online at <http://yorsearch.york.ac.uk>. The University Library's website is the primary place to look for information about the Library, its resources and services: <http://www.york.ac.uk/library>.

Other Libraries in York

The Minster Library

York Minster Library is located in the Old Palace, in Dean's Park, to the north of the Minster. In addition to a good collection of books on iconography and ecclesiastical art and architecture, this library has specialist collections on York, York Minster and some Yorkshire-born artists. The library belongs to the Dean and Chapter of York, but there are special arrangements whereby University members may use and borrow books. The collections are included on the University Library catalogue. The Minster Archives, housed in the same building, possess a number of Anglo-Saxon and medieval manuscripts and hold the archives of the Dean and Chapter. Charges may apply for consulting archive material.

Explore York

Explore York is the central public library in Museum Street. It has useful general holdings, and extensive material on buildings and works of art in the City of York and Yorkshire. It includes a combined City Archives and Local Studies Library containing a valuable reference collection of local history materials.

The Fountains Learning Centre at York St John University

The Fountains Learning Centre is an open access library and holds some materials relevant to art and design.

Electronic resources

Electronic resources including e-books, e-journals, online indexes, and online image collections are available either via the Library catalogue, or via the E-resources Guide and the Art section in the Subject Guides (<http://subjectguides.york.ac.uk>). Many of these resources can be accessed off-campus using your IT Services username and password. Many of the indexes contain "Find It" links to take you to the full text of journal articles or to the Library Catalogue to check whether the Library holds a print copy if there is no electronic access. Further information on accessing and using electronic resources will be provided by the Liaison Librarian during the autumn term.

Image collections

The Department has its own slide collection located in Vanbrugh. This collection covers the main teaching areas at the University except for medieval art and architecture. Some of the slides have now been digitised and added to the York Digital Library (<http://dlib.york.ac.uk/>). YODL provides access to collections of scanned digital images relating to specific taught modules - you must login (using your IT Services username and password) to view these images. Other relevant image collections are also housed in YODL, including images created by academics from the Department. Further information about YODL, including guides on how to use it, is available on the Library web pages: <http://www.york.ac.uk/library/electroniclibrary/yorkdigitalibraryyodl/>

The King's Manor slide collection is housed on the ground floor of the KM Library. It consists of slides of medieval art and architecture, particularly stained glass. The King's Manor Library also

houses a large collection of York photographs taken by the Royal Commission on Historical Monuments (England) and the late Dr Peter Newton.

For those students who are undertaking research on an aspect of British art it is essential to know your way around the principal photographic repositories. Most major galleries also display large portions of their collections online. For further information consult the Department's web pages on resources for researchers (<https://www.york.ac.uk/history-of-art/research/resources/>) and the Art section in the Subject Guides (<http://subjectguides.york.ac.uk>).

Where to find help

Academic Liaison Librarian

The Academic Liaison Librarian for History of Art is Clare White (clare.white@york.ac.uk). Clare will give a talk during the first week of the Autumn Term giving further information about the resources available to you, where to find them and how to use them. Throughout the year she will be able to advise you on resources for your own research. Please contact Clare if you need help, or see the Art section on LibGuides for information about Clare's student hours.

3. IT Facilities

The University's IT Services offer a variety of resources to support teaching and learning. As part of the enrolment process, you will be provided with an IT Services account which gives you access to a range of facilities including an email account, central filestore and printing. Remember to keep the password for your IT account private – IT Services staff will never ask you to reveal your password by email, in person, or on the phone.

IT Services maintains a number of IT rooms across Heslington West, Heslington East and at King's Manor. Most of the rooms are open 24/7 and may be used by all students, regardless of their college. For more information, visit www.york.ac.uk/it-services/it/rooms/. You can print, copy, and scan in most IT rooms – colour and A3 printing and copying are available.

If you're using your own laptop or other mobile device, you can access the University network using wireless hotspots around campus. Access to the network (including the internet and email) is available in all on-campus college accommodation, and some off-campus accommodation, via the Network Access Service (NAS). When you're away from the University, you can connect to York facilities including email and filestore. Visit www.york.ac.uk/it-services/connect/ for more details.

The IT Support Office is your first point of contact with IT Services, providing information and advice on IT issues and basic software support. It's located in the Harry Fairhurst building and is open Monday – Friday, 09:00 - 17:00. You can visit in person, email itsupport@york.ac.uk, or phone (01904 32) 3838.

A series of online IT training modules, delivered via the VLE, are available to all students, covering essential IT skills for study and for employment. For further information, visit: www.york.ac.uk/it-services/training/students/. One-to-one mentoring is available where appropriate.

To find out more about IT Services visit www.york.ac.uk/it-services/ or refer to the IT Services User Guide given to all new students on arrival. You can keep up to date with news and developments at twitter.com/uoyitservices and facebook.com/uoyitservices.

4. Rooms for Postgraduate Use

The Humanities Research Centre is housed on three floors of the purpose-built Berrick Saul Building at the heart of the University campus. It provides high-quality workspace, including computer facilities and Wi-Fi internet, for Arts and Humanities postgraduates and postdoctoral researchers, as well as accommodation for visiting scholars, research projects, interdisciplinary centres, and emerging research groups. The Centre is a hub for Arts & Humanities activities on campus, hosting international colloquia, seminars and conferences. Out of hours access to the Berrick Saul Building may be added to your student card at any porters' lodge, on request.

PhD students may also use the *Graduate Common Room* in Vanbrugh College (<http://www.york.ac.uk/colleges/vanbrugh/social/gcr/>). Access is by key card. Please e-mail david.thompson@york.ac.uk with your name, student number, department and request to have access added to your student card. Any questions regarding the Vanbrugh GCR should be directed to the Vanbrugh College Administrator, Georgina Heath (georgina.heath@york.ac.uk).

5. The Wider University Community

Although research is necessarily a solitary activity, it does not have to be a lonely or frustrating one. All students are encouraged to take an active part in university life both professionally and socially. You automatically have memberships in the university Graduate Students' Association (GSA) and Wentworth College, which includes use of social and dining facilities. There is a student welfare and careers advisory service, a chaplaincy, and a wide variety of societies you might like to join, including the Overseas Students' Association, the Mature Students' Association, the Medieval Society, Women's Studies Society, and YorkPride, which caters for lesbian, bisexual, gay and transgender students.

Student Support and Welfare Services

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 life as a student. Personal supervisors in academic departments are responsible for overseeing both academic progress and general welfare. In addition, each college has a welfare team which includes the Provost and a College Dean who has special responsibility for student welfare. Every full-time student is a member of a college and part-time students can request membership of a college. Students may approach their college welfare team for help and advice, whether or not they are resident in the college, at the time.

Central support services available to all students include the Accommodation Office, the Open Door Team, Disability Services, the Student Support Hub, the Equality and Diversity Office, the International Office, the Student Financial Support Unit and the Harassment Advisers (who offer support in cases of harassment). The department also has an Equal Opportunities Officer and a Harassment Officer: please contact the PhD Director for the names of the current holders of these posts. In addition, administrative offices such as Registry Services and the Timetabling and Examinations Offices provide information and advice. Welfare support is also available through student-run organisations, particularly the Students' Union and the Graduate Students' Association.

Information about the Student Support Network and its co-ordination is widely disseminated so that students seeking assistance in any quarter can, if necessary, be referred quickly to those with the specialist knowledge and skills to help them. The Student Support Services Handbook, issued to incoming students and available at <http://www.york.ac.uk/student-support-services/handbook/> 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 website <http://www.york.ac.uk/univ/chap/> or the Student Support Hub website.

Further information about support services can be found on the Student Support Hub website: <http://www.york.ac.uk/student-support-hub/>.

Health and Safety

In respect of Health, Safety and Welfare, Students:

- Shall at all times, whilst they are on University premises or taking part in University activities, follow the Health, Safety and Welfare Policy and comply with any health and safety instructions given to them by the University, its Departments, the Students' Union, Athletic Union, Graduate Students Association or Overseas Students' Association.
- Shall not, without the consent of the member of staff in charge of the area or activity, introduce any equipment for use on University premises, alter any fixed installations, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or employees of the University.
- Shall not, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety or welfare.

Equality and Diversity

The University is a diverse environment and welcomes different perspectives. We have a strong commitment to equality and diversity and to an environment free from bullying and harassment. Policies are in place to ensure that people are treated fairly on grounds of age, race, colour, nationality, ethnic origin, creed, disability, HIV status, sexual orientation, gender, marital or parental status, political belief or social or economic class. The Equality and Diversity web page at www.york.ac.uk/admin/eo gives details of policies, codes of practice and training. If you have any questions or concerns, please contact the department's Equal Opportunities Officer (please see the PhD Director for the name of the current holder of this post).