

Welcome to York

Department of Sociology

Undergraduate Handbook

2023/24



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1. Introduction

Introduction to the department

I am delighted to welcome you to the Department of Sociology at the University of York. You are joining one of the most vibrant and internationally recognised departments of Sociology in the world. While you are with us at York, you will learn how to think sociologically, engage in sociological analysis of your own, and have the opportunity to discuss the most pressing sociological issues of our time with academic staff and fellow students in an intellectually and personally supportive learning environment.

This handbook has been prepared to provide you with the information that you will need during the three or four years of your degree. To make the best use of the information available I suggest that you:

- Read the Handbook carefully and refer to it for guidance throughout your degree
- Check your York email account daily in order to keep up-to-date with announcements, module content and information about coursework assessment
- Read carefully all notices posted via the Virtual Learning Environment (VLE)
- Check the the VLE for all information relevant to your degree programme
- Take advantage of all opportunities to meet with your academic supervisor for personal advice and support

I hope that you will find your degree programme exciting, intellectually stimulating and a strong foundation for your future career.



Professor Nik Brown
Head of Department

Together York

The University [Together York](#) community statement articulates our values, priorities and expectations, and invites all members of our community to join together in upholding and developing them.

- **We are a community of scholarship**, where independent critical thinkers explore their area of study with passion and diligence.
- **We are a community of respect**, fairness and compassion. We hold each other to these expectations and call out inappropriate behaviour.
- **We are a community of purpose** that cultivates personal growth and supports each student in developing a vision for their future.

The purpose of this handbook

This handbook provides a **comprehensive introduction to your department and information on all aspects of your degree programme**. It outlines what you should expect of your department and what we expect from you, and clarifies the policies and procedures relevant to your area of study.

Make sure to visit the university's [welcome pages](#) for essential information on preparation, arrival, and everything you need to know about studying and staying at University of York. General information can also be found on the [student pages](#) of the website.

You should log in to the Student Homepage for your personalised timetable, information and news. For general information, you can search the student pages from this site via the left-hand side navigation.

You should also check the [Sociology VLE site](#) for announcements, your programme site, details of modules, reading lists, and information about your study at York.

For departmental news updates; follow us on [Twitter](#) and on [Instagram](#)

If things go wrong

We hope your time at University will be amongst the best experiences of your life. However, it is important that you know where to turn to, should you experience any difficulties. You can find information on our wellbeing support and services in the Problems with your Programme section of this handbook.

We have a set of [web pages dedicated to providing support for you if things go wrong](#).

Disclaimer

We have tried to ensure that the information contained in this document is accurate as of September 2023. Please check our website for any changes to this information.

2. Your department

Welcome to your department

You are now a member of an academic department. The department is made up of staff who teach, supervise and undertake research, student support staff and other students like you.

- **Academic Teaching staff** - Leaders in their field willing to share their expertise and experience to help you learn, grow, and push the boundaries of your capabilities and knowledge.
- Your **Supervisor** is there to help guide your studies and to monitor your progress over your degree programme.
- **Professional and Support Staff** - They work behind the scenes to make sure the department runs smoothly. They will communicate important information, provide technical assistance and help signpost you to other services and support you might need within the University.
- The **Careers and Employability Coordinator/Placement Coordinator** works with Careers and Placements to provide you with a range of opportunities, events and support to explore your personal development and career options.
- The **Wellbeing Officer** is here to assist and guide you through any challenges you might be facing. They offer personalised 1:1 support, information, and guidance, helping you access the available support both on and off campus. Whether it's an in-person meeting, a Zoom call, or a phone appointment, they are ready to help you in the most convenient way for you. Your well-being matters to us, and we are dedicated to ensuring you have the support you need.
- **The student Champions/course reps:** You are now also part of a **student community** belonging to your department. **Course reps** are there to help represent your views to the department and to the University – so there is always a way to get your views heard.

Departmental office

The Department's administrative offices are located in room 103 in the LMB building on Heslington East. **The main office is open from 10:00am – 4:00pm Monday to Friday, and** You can call in during opening hours without an appointment.

We are closed on bank holidays and over the Christmas vacation period.

Please find more information on our [Professional Services staff](#) on our departmental webpages.

Staff contacts

The majority of academic staff have offices in the Law and Sociology Building (LMB) on Campus East. To arrange an appointment please contact them by email. A list of [contact details](#) can be found on the academic staff page.

Key Departmental Roles

Please note that these people in these roles will change from time to time. The latest information can be found on the Department's web pages.

Head of Department	Prof Nik Brown
Deputy Head of Department for Teaching, Learning and Assessment	Prof Ruth Penfold-Mounce
Deputy Head of Department - Staffing Strategy and Workloading	Dr Haley McAvay
Chair of the Board of Studies	Dr Sian Beynon-Jones
Chair of the Board of Examiners - UG	Dr Baptiste Brossard
Deputy Head of Faculty Operations	Nicola Lowe
Student Services Manager	Debs Stephens
Administration Manager	Sarah Couttie-Cunningham
Research Facilitator	Sheila Davitt
Placements Coordinator	Shauni Hyde
Director of Student Experience	Dr Jennifer Chubb
Employability Officer	Dr Benjamin Jacobsen
Director of UG Teaching & Learning	Dr Emma Casey
Director of PG Teaching and Learning	Dr Raphael Nowak
Recruitment and Admissions Officer	Prof Robin Wooffitt

Communicating with you

The Department uses several channels of communication to convey information to you. **It is your responsibility to check all these sources of information frequently.**

Email

Staff expect to be able to contact you by email, often at short notice. Our main point of contact with you is through your University of York email address, so you must check this account regularly and preferably daily. When sending emails please sign off with your **full name, student number and course title**. For undergraduate enquiries, email sociology-ug@york.ac.uk

Mobile Phone Numbers

Please make sure you keep your mobile phone number up to date on e:vision, as we may need to contact you via text if something urgent arises.

Departmental correspondence

Official communications from the Department will be sent by email and/or by letter. Letters will be sent to your university-time address and, when necessary, to your home address. **If you change your term-time or home address you must update this information on [e:vision](#).**

VLE ([Virtual Learning Environment](#))

Notifications of assessment questions and deadlines will be posted here, along with module information, learning resources and lecture capture records (if available).

Notice boards

There are dedicated notice boards for information relevant to your studies in the Department. These include specialist notice boards for such things as careers, and events and conferences.

Staff-student email response time

Members of staff are happy to receive emails from, and to respond by email, to students. The volume of emails that staff receive means that sometimes they cannot always respond immediately. You can normally expect to receive a reply to an email **within three working days** from the time you send it. If a member of staff is away from the University and unable to respond they will normally have an 'out of office' set on their email to inform you of their limited availability. If you do not receive a reply or get an out of office message within three working days, then resend the email.

If you still do not receive a reply within a reasonable period of time, contact the office via sociology-ug@york.ac.uk or you can contact the Chair of the Board of Studies.

Sociology Programme Leaders

If you have any questions concerning your degree, work or other matters, you should get in touch with your supervisor. There is also a Programme Leader for each Sociology degree, with whom you can discuss any problems specific to that degree.

Sociology:	Dr Eliran Bar-El
Sociology with Criminology:	Dr Carol Robinson
Sociology with Social Psychology:	Dr Darren Reed
Criminology:	Dr Carol Robinson Deputy PL Dr Susan Watson (SBS)
Law and Criminology:	Dr Carol Robinson (Sociology) Deputy PL Dr Susan Watson (SBS)
Sociology with Education:	Dr Cynthia Meersohn

Seminar rooms and offices

Most of your seminars will take place in the Law and Sociology building (LMB) on Campus East but they will also take place in other buildings, so please check your timetable daily.

Staff offices are all based in LMB. You can find the location of the building on the [online campus map](#).

Departmental facilities

We have the Sociology Lounge available to all Sociology students, which is based in LMB on the 1st floor. This is open Monday - Friday from 9am - 4pm for small group or individual quiet study. We also use it for some staff and student events..

Health, safety and security

See more information about the [University's Health, Safety and Security policy](#).

Your Academic supervisor

You will be allocated an academic supervisor and will receive notification of this by the Department of Sociology when you commence your studies. Your academic supervisor is there to offer you support and advice throughout your degree programme. This is an important point of academic contact for all students. Your supervisor will encourage you to develop your academic and personal skills and can also act as a referee for any applications you might make while at the University and in the future. They can advise what to do if things go wrong and refer you to the right people in the University for help with more personal matters.

Students are required to see their supervisor at least twice per semester in Year 1 and once per Semester in Years 2 & 3. (If you are a Year 2 or 3 LLB Law & Criminology Student you will be supervised by a member of staff in Law or in the School of Business and Society.) You will be contacted by the Department and asked to select an appointment slot (at a time when you are free of timetabled teaching). Please contact your supervisor if you are unable to make this appointment.

You are welcome and encouraged to see supervisors at any time during the semester should you need help or advice. Simply email your supervisor for an appointment. During these meetings they will discuss your academic progress and check that all is well with you and your studies.

If you are an overseas student with a Student Visa, you will need to have two supervision meetings per semester. Attendance is monitored by the department and failure to engage with your course will breach your visa sponsorship which will result in withdrawal from University. For more information on Student Visa Compliance [visit this page](#).

Student Visa Holders and Engagement:

The Department of Sociology is responsible for monitoring and recording Visa Student engagement, during your supervision meetings, via [e:vision](#).

As a sponsor of [Student Visa holders](#), the University is obliged by UK Visas and Immigration (UKVI) to monitor its Student Visa holders and be able to demonstrate that those students are attending and engaging appropriately with their studies.

As a student you are also responsible, in complying with the conditions of your visa and understand the impact of what failing to comply means.

Student visa holders must go to the following engagement points:

- Two Supervision meetings per teaching term for all taught students, delivered as one to one or in groups (or equivalent if one seminar is recorded in lieu of one supervision meeting each term)
- Three engagement points during the summer non-teaching term for Taught Masters students
- Eight Formal Supervision meetings per 12-month period for all Research students, with an expectation of one meeting at least every six to seven weeks
- Thesis Advisory Panel for Research students at least one in every six-month period for full time students
- All summative, open and closed assessments for Taught students
- Completion of the Academic Integrity Tutorial (all students)
- Record of engagement for placement and study abroad students

In Sociology we use supervision meetings, academic and dissertation, as points of engagement. Supervisors update e:vision if they have any visa students with the details of the engagement

Changing your Supervisor

Supervisors are here to help you and to ensure that students' progress through University as smoothly and successfully as possible. However, if the relationship does not function effectively it is the Department's policy to re-allocate the student to another supervisor. If you want to change your supervisor, get in touch with the Sociology Department Office, who can make necessary arrangements if possible.

For further areas of student support, please visit the [student web pages](#).

Departmental committees

Board of Studies in Sociology

The Board of Studies (BoS) is responsible for effectively implementing the teaching and learning objectives of the Department and the University. The Board is ultimately responsible for the content,

structure, delivery, quality assurance and recommendation of final results for programmes of study within the Department.

This includes the responsibility for the monitoring and evaluation of the Department's teaching programmes, via external and internal methods, including student feedback and the performance and progress of individual students within the programmes of study offered by the Department. The UG and PGT Directors of Teaching and Learning Committee report to each Board of Studies.

The Chair of the Board of Studies is a channel of communication between the Board and students, working together with student representatives. The Chair's responsibilities include appeals, transfers, leave of absence as well as developing a wider vision of learning and teaching in the Department.

Sub-Committees

There are various sub-committees of the Board of Studies, some permanent and some temporarily convened for a specific purpose. The membership of some of these committees includes student representatives.

Departmental Teaching & Learning Committee (DLTC)

The Departmental Teaching & Learning Committee comprises the Director of Teaching and learning, Chair of the Board of Studies, the Programme Leaders for each of the Degree Pathways, student representatives and other members of staff.

The Committee monitors all aspects of the degree programme, modular programme, assessment, teaching practice, students' learning experience, etc. It suggests changes as and when necessary, and prepares regular reports and proposals for the Board of Studies, feeding into the department's annual review of its degree programmes.

Students with any concerns or suggestions about the degree, modules, teaching methods, or the provision of resources which affect their ability to study effectively, should discuss them with a student representative on this committee or with its Chair.

Management of joint programmes

Combined Degree students will find that matters concerning their course will be dealt with by joint programme management. This comprises members of all departments involved in the programme, as set out below. These decisions may need to be approved at the Sociology Board of Studies.

Criminology:

Dr Carol Robinson

Deputy PL Dr Susan Watson (SBS)

Law and Criminology:

Dr Carol Robinson (Sociology)

Deputy PL Dr Susan Watson (SBS)

Sociology with Education:

Dr Cynthia Meersohn

Exceptional Circumstances Committee

The University of York has an Exceptional Circumstances Policy which provides guidance on what qualifies as exceptional circumstances affecting assessments. If your performance in or ability to complete an assessment is impaired by medical or other unforeseen exceptional adverse circumstances, you should apply via the [University website](#). Your request will be considered by the department, overseen by the Exceptional Circumstances Committee, which currently consists of 5 members of the academic staff. Decisions are made in accordance with the University of York's policy on Exceptional Circumstances Affecting Assessment policy. See also the Exceptional Circumstances Affecting Assessment section below. You can find information about the process of claiming on the module sites on the VLE.

Academic Representation

Academic representation is a partnership between the Student Unions and University departments. Together, we aim to ensure that students contribute directly to the processes of reviewing, maintaining and enhancing the quality of the academic experience here. You can go to academic reps with any feedback about best practice, concerns or suggestions about how the department or aspects of your programme are run.

Your Reps are recruited to represent the views of all students in their departments. Reps collect feedback from students about course-based issues, but also about the lived experience of what it's like to be a student in the department more generally. They consult with students across the department to identify which groups of students are affected by certain issues and work together, alongside staff, to put solutions in place.

You are welcome to bring any matter of concern, suggestions etc. to the notice of this Group.

Students are also notified directly about particularly important decisions by the Board of Studies, for instance those which involve significant changes affecting their studies. Students concerned about any aspect of the curriculum, administrative arrangements, departmental teaching resources, etc., should discuss the matter with the Reps. Issues raised by students at the Board of Studies, together with responses to them, are reported on the VLE.

Faculty Reps work behind the scenes ensuring that the student voice is heard at all levels. By sitting on high-level committees, they influence University-wide decisions as well as pushing forward their own manifesto projects.

Staff-Student Forum

This committee will take place twice a semester and is Chaired by the Director of Student Experience. The committee will be attended by the Student Reps, Chair of Board of Studies, Deputy Head of Department (TLA), Director of UG Teaching and Learning, Director of PGT Teaching and Learning and a Professional Services representative.

All staff and students are welcome to attend and the purpose of this committee is to receive student

feedback, promote student well-being, and assist students in raising issues to the Departmental Teaching and Learning Committee and the Board of Studies.

Student evaluation of modules/Student perceptions of teaching

All students are actively encouraged to evaluate all of the modules that they enrol on in the Department of Sociology. For each module, an online evaluation form is circulated to students via email at the end of each semester. Students are asked to evaluate the module according to a range of criteria (e.g. course organisation, interest, quality of teaching, resources, etc.) and to provide feedback to help us to improve on what we are offering.

The results of the module evaluation are seen and reviewed by all staff who teach on the module. Where issues emerge that require attention, module conveners and programme leaders will implement appropriate changes.

All module conveners will post a response on the VLE to students' feedback and outline what changes, if any, they will make to the module in the following year.

Equality, diversity and inclusion

We are committed to the creation of The University of York values the diversity of its students and staff and is committed to the creation of a fair, welcoming and inclusive environment for all, where everyone is treated with dignity and respect.

See more information about [equality, diversity and inclusion at the University](#).

Athena SWAN

The Athena SWAN Charter is a framework which is used across the globe to support and transform gender equality within Higher Education and research. This framework applies to both staff and students and the overall aim is to remove barriers that exist in respect of gender equality and to make Higher Education a truly inclusive environment.

The department of Sociology recruits 3 officers from both PGT and UG who provide expert opinion on key challenges faced by students in relation to gender equality and to encourage students' engagement with the Athena SWAN Project. They support and transform equality, diversity and inclusion in the department. The officers hold regular meetings with students to where they can raise any questions or concerns students might have.

Applications to become an Athena SWAN Equality Officer will open in Autumn. For more information please contact Silvia Falcetta (silvia.falcetta@york.ac.uk) or visit [Athena SWAN](#).

Health, safety and security

There is further information available about the [University's Health, Safety and Security policy on the university website](#).

3. Your Programme of Study

Department programmes

The programmes of study available in the department are:

- **BA Sociology**
- **BA Sociology with Criminology**
- **BA Sociology with Social Psychology**
- **BA Sociology with Education**
- **BA Criminology**
- **LLB Law and Criminology**

Studying Sociology at York

Sociology at York provides you with the lenses to consider key issues in society. You will look at inequalities, social interaction, and rule-breaking, and understand how these affect the world around us. Sociologists think about how actions are shaped by our social environment, how people develop values, ideas, and beliefs, and how they interact in a social world. We take a fresh look at social injustice and inequality. Criminology looks specifically at the social, economic, and cultural aspects of crime and criminals. At York, you can study sociology or criminology as a single subject, or you can combine it with other interests, such as social psychology, education, philosophy, or law. Our modules are research-informed, reflecting the expertise of our staff, many of whom are leaders in their fields of research. You will also be trained in research methods and ethics, which are valuable in a variety of careers.

Our teaching is a mix of lectures and small seminar discussion groups. In your first year, you will be introduced to core fields of study. As you move through your degree, you will be able to choose modules that interest you. Your final year dissertation will make full use of the research skills you have acquired. We are based in a modern building on the university's east campus. The open atrium is a perfect place for staff and students to socialize and interact, as well as study. As part of our broad, inclusive sociological and criminological community, you will become part of a welcoming, friendly, and inquisitive community. Student concerns, triumphs, and issues are shared at staff-student liaison meetings, which are open to all students, not just student representatives. Your voice and the voices of all students are valued, and there is always a space to be heard.

By the time you graduate from York, you will be trained to work ethically with sensitive issues. You will have gained valuable skills, such as critical thinking, practical research, teamwork, and leadership. You will also be able to present ideas verbally and in a variety of written formats. These are all skills that are highly regarded by employers. Our students have moved into a variety of careers, such as social research, health and cultural services, criminal justice, policing, and law. If you are prepared to have your imagination inspired, then studying sociology at York is the right choice for you. You can explore your own curiosity and learn to see the world differently.

Programme aims and learning outcomes

Each programme has specific aims and learning outcomes which you can check by looking at the programme webpages on the University of York website. All modules which comprise your programme also have aims and learning outcomes which are stated on the module virtual learning environment.

Programme structure and progression

Stages

An undergraduate programme of study is divided into a specified number of stages. Each stage is equivalent to a year of full-time study. You must satisfy the requirements for one stage of your programme before being able to progress to the next stage.

The first 'stage' of your programme (which is your first year, if you are full time) doesn't count towards your degree classification, but you do have to pass it to continue with your programme, and it will appear on your transcript.

When we calculate your degree classification, different stages will be weighted differently. More information on this can be found under 'Your final degree classification' in the [Assessment, Progression and Award](#) section.

Year 1 taught modules: The assessment work for these modules does **not** count towards your degree. Although the marks do not go towards your degree, it is crucial that you engage fully with the teaching and assessments and that you pass all modules in order to progress onto your second year. You should bear in mind that the content of the second year is premised on the assumption that you have learnt the first year material so you will find it more difficult to get good marks in the second year if you are not familiar with first year materials.

(Note: all your first year grades will appear on your degree transcript which lists your performance and results for each module taken during your degree. Your transcript may be requested by your future employers).

Year 2 and Year 3 taught modules and the Dissertation: All the assessment work for these modules (including the dissertation) contributes to your final degree classification.

Your results from Year 2 make up 40% of your final degree result; the other 60% comes from your Year 3 results including the dissertation.

Modules

Each stage is made up of modules. You study and are assessed on three modules each semester and each module you take is worth 20 credits. Each year of study is made of modules which together will add up to 120 credits. You will achieve the credit for a module by passing the module assessments. Modules are assessed by a range of methods which will result in a numerical module mark out of 100.

If you fail a module there are two possible ways in which you might still be able to pass your year and progress to the next level. These are compensation and reassessment, and are explained in more detail in the [Assessment, progression and award section](#) below.

Module information is available on the VLE. You can find the modules being taken by current students under the information for each year group. **Please note that these modules are subject to change in future years.**

You will be issued with details of the modules offered for the following year in the preceding January/February. You will be given instructions for making your choices. If you decide at a later date that you want to change to a different module, this will be possible as you have until week 4 of the semester to change into a different module provided that there are spaces available. It is therefore important that you consider your choices carefully. In addition, some modules are compulsory and others are optional. This is because some modules are essential to the core curriculum of the course you are enrolled on, while others are optional and can be chosen based on your interests. You will be advised of which modules are compulsory and which are optional.

All departments have modules that are open to be taken as elective but these choices cannot be guaranteed.

A student's elective choice(s) (where available) must be approved by their home Board of Studies and by the Board of Studies that is responsible for the module that they wish to take as an elective. Boards may approve elective choices, provided that:

- a) the module is of an appropriate credit volume, shape and level;
- b) the timetable can accommodate the module with no clashes;
- c) the student has appropriate pre-requisites (if required);
- d) the module does not inappropriately replicate content/ assessment from other modules that the student has undertaken/will undertake. This is particularly important if a student wishes to take as an elective a module that is delivered by their home department;
- e) the receiving department is willing and able to accept the student onto the module.

Further details of [elective modules](#) can be found on our webpages.

Programme structure

The structures and requirements for all degrees are outlined on the following pages. Detailed information about modules is given in the [Module Catalogue](#) which can be found via the Student homepage. **Sociology** degrees are taught within the Department; **Joint/Combined Degrees** are taught in combination with another Department.

BA Sociology

Statement of Purpose

Sociology helps to make sense of the changing worlds we live in and how we can think creatively and positively about local, national and global level challenges.

As a Sociology student, you will develop the ability to analyse social problems and cultural practices in critical and cutting-edge ways. You will be intellectually curious about, and challenge, commonly held assumptions about the ways in which societies work. This is a programme for individuals who want to better understand and tackle social injustice and inequality, and work towards a more just world.

As a graduate of the programme, you will be prepared for a range of careers in a variety of sectors – including media, research, public services, charities, education, and health. Whatever you choose as a career path, you will be in a position to contribute rigorous empirical techniques, creative ways of thinking, and culturally sensitive approaches to social issues in your working lives and beyond.

Programme Learning Outcomes:

On successful completion of the programme, graduates will be able to:

1	Define, interpret and explain multi-faceted contemporary issues, and their implications for individual lives, social groups, and institutions, by combining knowledge of key sociological concepts and theories with a critical and reflexive understanding of the complexities of present-day societies.
2	Access, evaluate, and critically analyse evidence-based claims concerning social issues and cultural trends.
3	Address and evaluate social problems and interactions effectively by systematically challenging commonly held assumptions.
4	Design and undertake ethical, responsible research projects which draw upon appropriate qualitative and/or quantitative skills to produce empirically rigorous analysis of social issues.
5	Critically synthesise and communicate complex information and arguments about emerging social issues in appropriate formats and via a range of media and digital technologies.
6	Work creatively in teams by cooperating with others in a manner which recognises diverse views, values, and the cultural position of others.
7	Identify and plan future learning requirements by recording, reflecting on and evaluating personal learning and development, towards a range of future careers.

BA SOCIOLOGY	
<i>Programme Leader:</i> Dr Eliran Bar-El	
(shaded areas denote compulsory modules in Sociology)	
All modules are 20 credits	
FIRST YEAR	
Semester 1	Semester 2
Cultivating a Sociological Imagination	Investigating Social Problems
Explaining Crime and Deviance	Theorising Social Worlds

Becoming a Social Researcher	Understanding Self in Society
SECOND YEAR	
Semester 1	Semester 2
Inequality, Intersectionality and Resistance	Doing Research
Optional module (20 credits)	Societies and the Climate Crisis
Optional module (20 credits)	Optional module (20 credits)
THIRD YEAR	
Semester 1	Semester 2
Optional module (20 credits)	Optional module (20 credits)
Optional module (20 credits)	Optional Module (20 credits)
UG Dissertation (40 credits)	

BA Sociology with Criminology

Statement of Purpose

Sociology with Criminology combines the study of human societies with a focus upon the social issues of crime and deviance.

The Sociology with Criminology degree programme is designed to explore, in a sociologically informed way, social processes and issues, and differing theoretical approaches and practical applications to the study of crime and deviance.

As a Sociology with Criminology student, you will have the chance to learn about the causes of crime, victimisation and how rule breaking behaviour is explained and understood, alongside the challenges and relevance of social inequalities and cultural change in a global society.

As a graduate of the programme, you will be prepared for a range of careers in and beyond the boundaries of the criminal justice system and will be in a position to contribute a creative and considered way of thinking through the pursuit of a combined study of society, crime and deviance.

Programme Learning Outcomes:

On successful completion of the programme, graduates will be able to:

1	Interpret, explain and analyse offending behaviour through a critical understanding of sociologically informed theories of crime and deviance, to confront the complexity of victimisation and norm breaking in different national and cultural contexts.
2	Critically evaluate current sociological debates about crime, culture and social change and analyse the interconnected nature of sociological understandings of real world social problems, transgressions and crime-related problems in different cultural contexts.

3	Work creatively in teams by cooperating with others in a manner which is respectful of diverse views, values and the cultural position of others to engage with social and criminological issues.
4	Design and undertake ethical criminological research projects which draw upon appropriate qualitative and/or quantitative skills to produce empirically rigorous analysis of social issues, patterns of social inequality, crime and transgression.
5	Synthesise complex arguments and evidence about contemporary society and crime to challenge assumptions and misperceptions about offending behaviours in culturally attuned ways and in different cultural contexts.
6	Critically communicate information and well-reasoned arguments in appropriate formats concerning sociological understanding and analysis of crime and deviance using a range of media and global digital technologies.

BA SOCIOLOGY WITH CRIMINOLOGY	
<i>Programme Leader:</i> Dr Carol Robinson	
(shaded areas denote compulsory modules in Sociology)	
All modules are 20 credits	
FIRST YEAR	
Semester 1	Semester 2
Cultivating a Sociological Imagination	Investigating Social Problems
Becoming a Social Researcher	Theorising Social Worlds
Explaining Crime and Deviance	Understanding Self in Society
SECOND YEAR	
Semester 1	Semester 2
Understanding Contemporary Crime	Doing Research
Optional module (20 credits)	Crime, Control and Globalisation
Optional module (20 credits)	Optional module (20 credits)
THIRD YEAR	
Semester 1	Semester 2
Influencers and Ideas in Criminology	Optional module (20 credits)
Optional module (20 credits)	Optional module (20 credits)
UG Dissertation (40 credits)	

BA Sociology with Social Psychology

Statement of Purpose

Sociology with Social Psychology offers students with an interest in psychology a unique opportunity to examine and reflect on the ways that psychological selves and identities are framed in social, political and cultural contexts. Developing a complex and challenging understanding of selfhood requires intellectual curiosity and willingness to embrace multifaceted, evidence-based explanations of individuals in society.

You will study sociology, with its emphasis on social and cultural processes and patterning of inequalities, alongside a sociological approach to Social Psychology, in which persons are recognised as sense-making beings who are located differently in changing social interactions and contexts.

Graduates of the programme will be prepared for a range of careers in sectors that require creative and innovative thinkers who can challenge the taken-for-granted and pursue and contribute to debates that respect the complexity of real-world issues.

Programme Learning Outcomes:

On successful completion of the programme, graduates will be able to:

1	Define, interpret and explain everyday social issues and their complex implications for individual lives, social groups and institutions through sociological and social psychological theories and evidence
2	Access, evaluate and critically review evidence for sociological and social psychological claims concerning social issues in order to present reasoned arguments
3	Systematically interrogate and challenge taken-for-granted assumptions in order to contribute to critical analyses of social life
4	Design and implement ethically responsible research that draws on appropriate qualitative and/or quantitative skills to produce empirically rigorous analysis of sociological and social psychological issues
5	Critically synthesise and confidently communicate multi-faceted sociological and social psychological arguments in appropriate formats and via a range of media and digital technologies
6	Work creatively in teams by cooperating with others in a manner which recognises diverse views, values and the cultural position of others

BA SOCIOLOGY WITH SOCIAL PSYCHOLOGY

Programme Leader: Dr Darren Reed

(shaded areas denote compulsory modules in Sociology) All modules are 20 credits	
FIRST YEAR	
Semester 1	Semester 2
Cultivating a Sociological Imagination	Investigating Social Problems
Becoming a Social Researcher	Theorising Social Worlds
Explaining Crime and Deviance	Understanding Self in Society
SECOND YEAR	
Semester 1	Semester 2
Critical Transformation of Social Psychology	Doing Research
Optional module (20 credits)	Creative Alternatives in Social Psychology
Optional module (20 credits)	Optional module (20 credits)
THIRD YEAR	
Semester 1	Semester 2
Contemporary Investigations in Social Psychology	Optional module (20 credits)
Optional module (20 credits)	Optional module (20 credits)
UG Dissertation (40 credits)	

BA Criminology

Statement of Purpose

Criminology is the study of crime and deviance within society. York's Criminology programme provides students with a critical understanding of the social construction of crime and deviance, and the differing theoretical approaches and practical applications to key criminological issues, such as victimisation, the representations of crime and offenders, boundary breaking and criminal justice responses. The programme at York uniquely reflects the multidisciplinary nature and vitality of criminology, as it combines the strengths of the Department of Sociology and the School for Business and Society (SBS).

As a Criminology student, you will learn about the role played by inequalities in crime and deviance; how criminal justice institutions function; and the complexity of tackling criminal activity. As a graduate of the programme, you will be prepared for a range of careers in and beyond the boundaries of the criminal justice system as a consequence of the embedding of specific skills such as critical thinking, evaluating and analysing the merits of criminological theory and research; developing a critical understanding of the principles of ethical research in criminology; and the use of quantitative and qualitative research methods skills; evaluating and analysing complex criminological problems. You will have the opportunity to develop important skills of team work, written and oral communications, computing and digital skills.

Criminology graduates will be in a position to contribute in creative, ethical and robust ways to thinking about the study of crime and deviance, criminological theory, social and cultural transgressions as well as social justice and social policy outcomes and they will be equipped for a range of employment and career possibilities.

Programme Learning Outcomes:

On successful completion of the programme, graduates will be able to:

1	Interpret, explain and analyse offending behaviour through a critical understanding of criminological theory and criminal justice institutions, policies and practices.
2	Confront and analyse real-world social and crime-related problems via criminological debates and criminal justice institutions, agencies and policies to critically assess the complexity of societal transgressions.
3	Work creatively in teams by cooperating with others in a manner which is respectful of diverse views, values and the cultural position of others.
4	Design and undertake ethical criminological research projects which draw upon appropriate qualitative and/or quantitative skills to produce empirically rigorous analysis of social issues upon which future actions can be based.
5	Synthesise complex arguments about crime and deviance in order to challenge assumptions and misperceptions about offending behaviours and the criminal justice system.
6	Critically communicate information and well-reasoned arguments in appropriate formats concerning matters of crime and deviance, using a range of media and digital technologies.

BA CRIMINOLOGY	
<i>Programme Leader: Dr Carol Robinson / Dr Susan Watson</i>	
(shaded areas denote compulsory modules in Sociology and SBS)	
All modules are 20 credits	
FIRST YEAR	
Semester 1	Semester 2
Becoming a Social Researcher	Criminal Justice and Inequality
Explaining Crime and Deviance	Investigating Social Problems
The Criminal Justice System	Social Harm and Injustice
SECOND YEAR	
Semester 1	Semester 2
Understanding Contemporary Crime	Doing Research
Contemporary Issues in Criminal Justice	Crime, Control and Globalisation
Crime and the Life Course	Optional SBS module (20 credits)
THIRD YEAR	

Semester 1	Semester 2
Influencers and Ideas in Criminology	Optional SBS module (20 credits)
Optional SBS module (20 credits)	Optional SBS or Sociology module (20 credits)
UG Dissertation (40 credits)	

BA Sociology with Education

Statement of Purpose

The Sociology with Education programme (BASE) explores the social processes and educational contexts that shape and characterise learning and development in contemporary societies. As such, the Sociology with Education programme explores educational issues and cultural trends from multiple perspectives that range from the individual to the institutional, and from the local to the global.

As a Sociology with Education student, you will develop the ability to analyse educational topics and social practices in critical and complex ways, drawing on the richness of multiple disciplines to do so. You will build the skills needed to follow your curiosity about, and challenge, commonly held assumptions about the ways societies work and the learning cultures that shape them. You will be enabled to make links between theory, policy and practice implications across the disciplines studied in the programme.

As a graduate of the programme, you will be prepared for a range of careers in a variety of sectors – our previous graduates have entered the fields of educational research, consultancy, and adult education, as well as a wider range of professional areas, including publishing, the media, charities, law, primary school teaching and journalism.

Whatever you choose as a career path, you will be in a position to apply rigorous empirical techniques, creative ways of thinking and culturally sensitive approaches to social and educational issues in your professional life and beyond

Programme Learning Outcomes:

On successful completion of the programme, graduates will be able to:

1	Define, interpret and explain multi-faceted contemporary issues, and their implications for individuals, groups and institutions, by combining knowledge of key educational policies and/or sociological ideas and debates.
2	Access, evaluate and critically review evidence-based claims and/or data concerning educational issues and/or social trends.
3	Address emerging social problems effectively by challenging common assumptions systematically and with reference to their educational contexts.
4	Design and undertake ethical, responsible research projects which can work with data and draw upon appropriate qualitative and/or quantitative skills to produce empirically rigorous analysis of

	social issues and/or learning cultures.
5	Synthesise and communicate complex information and arguments within educational and/or sociological research in appropriate formats and via a range of media and digital technologies.
6	Work creatively in teams by cooperating with others in a manner which recognises diverse views, values and the cultural position of others.

BA SOCIOLOGY WITH EDUCATION	
<i>Programme Leader:</i> Dr Cynthia Meersohn Schmidt/ Dr Peter Sutoris (Education)	
(shaded areas denote compulsory modules)	
All modules are 20 credits	
FIRST YEAR	
Semester 1	Semester 2
Cultivating a Sociological Imagination	Theorising the Social World
Becoming a Social Researcher	Meanings and Contexts of Education
Investigating Social Problems	Social Perspectives on Education
SECOND YEAR	
Semester 1	Semester 2
Inequality, Intersectionality and Resistance	Societies and the Climate Crisis
Education, Power and Society	Doing Research
Optional module (20 credits)	Optional module (20 credits)
THIRD YEAR	
Semester 1	Semester 2
Optional Education module (20 credits)	Optional Sociology module (20 credits)
	Optional Education module (20 credits)
UG Dissertation (40 credits)	

LLB (Hons) Law and Criminology

Statement of Purpose:

In a rapidly changing globalised world inequality, injustice and discrimination are rife. The LLB Law and Criminology Programme enables you to engage with issues of social justice through a distinctive interdisciplinary approach combining law, policy and understandings of the social construction of

crime. You will become a problem solver via problem-based learning (PBL) - working collaboratively to analyse real-world problems and identify client interests before individually researching relevant law to assess its impact on clients - and a creative, critical thinker drawing on the expertise of criminologists.

Throughout the degree, you will learn about inequalities and discrimination in society and the criminal justice system, and discuss and evaluate how injustices can be challenged. You will also have the opportunity to gain valuable practical experience of the impact of law and criminology on particular sectors of society by working under supervision in our legal advice clinic. In the final year you will be able to apply your skills to a major group project. In this you will collaborate with a small group of students on a chosen cutting-edge legal and criminological issue. Together, you will develop a means of effectively communicating the critical aspects of that issue to a wider and more diverse audience. In addition, you will have the ability to select from a range of optional modules to develop areas of interest to further your personal ambitions.

As a graduate of the LLB Law and Criminology Programme, you will be empowered as a skilled written and oral communicator, a coordinator and team-player, and you will gain a range of computing and digital skills. You will be able to contribute to society as a creative, ethical and robust thinker and problem-solver within a range of roles in the social and criminal justice systems, in the wider legal profession, and beyond. The LLB Law and Criminology Programme meets the requirements of the academic component of training for prospective barristers, and also provides an academic foundation if you are considering progressing to qualify as a solicitor. This is a programme for individuals who want to be better able to understand and tackle social injustice and inequality, and to bring about positive societal change.

Programme Learning Outcomes	
1	Research, interpret, explain and analyse fundamental principles and theories of English and EU law, and sociologically informed theories of crime and deviance, and the roles, policies and practices of relevant institutions and agencies within the legal and criminal justice systems.
2	Address confidently, creatively and in a structured manner, new and unfamiliar real-world legal, social and crime-related problems by applying problem-solving skills - analysing facts, stakeholder interests and objectives, and identifying relevant legal, social and criminological issues.
3	Develop, evaluate and refine complex and critical arguments on issues of law, crime, social injustice and inequality, drawing upon legal and criminological theories and approaches.
4	Effectively communicate information and well-reasoned arguments on issues of law, crime, social injustice and inequality to a range of audiences, using appropriate oral and written formats, and media and digital technologies.
5	Apply legal, criminological and interpersonal knowledge and skills in engaging with peers, clients, stakeholders, and professionals within the legal and criminal justice system.
6	Analyse and evaluate legal and criminological problems and arguments by drawing upon an awareness of diverse social and cultural perspectives and stakeholder interests.
7	Work efficiently, effectively and creatively, both independently and as part of a team, in a manner which is respectful of diverse views, values and the cultural position of others.

8	Identify and plan future learning requirements by recording, reflecting on and evaluating personal learning and development, towards a range of roles in the social and criminal justice system, and wider legal profession.
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LLB (Hons) Law and Criminology	
<i>Programme Leader:</i> Carol Robinson	
(shaded areas denote compulsory modules in Sociology and Law)	
All modules are 20 credits	
FIRST YEAR	
Semester 1	Semester 2
Explaining Crime & Deviance	Criminal Justice and Inequality
The Criminal Justice System	Foundations in Law 2
Foundations in Law 1	Foundations in Law 3
SECOND YEAR	
Semester 1	Semester 2
Understanding Contemporary Crime	Crime, Control and Globalisation
Contemporary Issues in Criminal Justice	Foundations in Law 5
Foundations in Law 4	Foundations in Law 6
THIRD YEAR	
Semester 1	Semester 2
Crimino-Legal Student Think Tank (40 credits)	
Optional module (20 credits)	Optional module (20 credits)
Optional module (20 credits)	Optional module (20 credits)

Dissertation/Project

The dissertation (40 Credits) is a major piece of independent work researched and written up in the final year. Students choose their own topic to investigate and construct the questions they want to answer, under the supervision of a member of staff.

Those taking Sociology with Criminology or Criminology do a **criminologically themed** dissertation and those taking Sociology with Social Psychology do research that is social psychologically themed.

Students taking a combined degree (EQ) choose one of their two subjects in which to write their dissertation.

Reading lists

Reading lists are available on the VLE under each individual module. Some of the readings are available online, including book chapters and electronic journals; others are available to borrow from the library. Further information on Reading Lists can be found [here](#).

Credit-weighting

Credit-weighting means that, in calculating your average stage mark, each module mark will be given more or less weighting in proportion to the volume of credit (i.e. workload) that is associated with it.

For further information on credit-weighting, including how you can use it to calculate your marks, consult the [Student Guide to Progression and Award](#).

Further information on calculating your final degree mark is available under 'Your final degree classification' in the [Assessment, Progression and Award section](#).

Elective modules

[Elective modules](#) (see modules section) are those offered by departments to students from outside that department. You can replace non-compulsory modules within your programme with elective modules. The number of modules that may be replaced in this way cannot normally amount to more than 40 credits.

Please note that it may not always be possible to grant your request to undertake an elective module because of timetabling or other constraints.

Global Programmes

Adding international experience and skills to your studies can enhance your employability and develop your cultural skills. We offer opportunities through placements organised by your department or the [Global Programmes team](#).

You can study abroad from two weeks to an academic year's duration and we can advise on bursaries available to eligible students. Some application deadlines are during your first year and places are limited, so start thinking about this early and attend [events run by the Global Programmes team](#).

You will be supported in making the most of any global opportunities with free language and cultural courses through [Languages For International Mobility](#) (LfIM).

For further information, including the full range of opportunities and how to apply, visit the [Global Opportunities by Subject](#) web page.

If you're interested in spending part of your studies abroad, or would like to make the most of your Summer vacation, the university and the department currently offers exciting opportunities to study, work or volunteer in countries across the world such as:

2023-24 European Study Opportunities at Universities in Konstanz, Trento, Bergen,

Maastricht, Lund, Prague or Stockholm.

This scheme enables Sociology students who are UK or EU citizens to spend one or two terms in Sweden, Czech Republic, Netherlands, Norway, Germany or Italy. More information about partnerships of the Sociology department can be found [here](#).

This is a great opportunity to study in a foreign country but in a department with an ethos, teaching style and assessment system much like York's, with similar academic interests as well as an eclectic mix of other subjects. All these universities offer a range of modules taught in English. So just to emphasise – you need to only take courses (modules) that are taught in English; although you may take a foreign language course if you wish, this is neither obligatory nor necessary with the exception of exchanges to Germany and Italy where some language competence is a prerequisite. The ability to travel to some destinations may be impacted by restrictions relating to COVID-19, so it is important to discuss this with the International Coordinator Dr Christina Buse - christina.buse@york.ac.uk

2023-24 Worldwide Study Opportunities at Universities in the USA, Canada, Australia, South Africa, Japan, South Korea

The University has [a number of links worldwide](#), providing opportunities to spend time at one of York's partner universities. When planning your trip you will need to consider accommodation and living costs, and you would need to cover any travel costs (i.e. getting to the country in question). These schemes are available to all students taking their degree at York. There are opportunities to study in Rochester (USA), Toronto (Canada), Perth (Australia), Melbourne (Australia), Tokyo (Japan), and Seoul (South Korea) among other destinations. The ability to travel to some destinations may be impacted by restrictions relating to COVID-19, so it is important to discuss this with the International coordinator.

Further information can be found at <https://www.york.ac.uk/students/study-abroad> and will be distributed in the Autumn term. The closing date for applications will be at the beginning of Spring term. If you are interested, please talk to your academic advisor as soon as possible and contact the International Coordinator Dr Christina Buse - christina.buse@york.ac.uk.

Further information is available about all of the [Study Abroad schemes](#) on our website.

Dr Christina Buse - christina.buse@york.ac.uk

Problems with your programme

If you are having problems with your programme you should seek help and advice as soon as possible. Within the Department, you should start by speaking with one of the following people.

Student Support (Wellbeing)

It's important to look after your physical and mental health, so that you can get the most out of your university experience. You can either email sociology@york.ac.uk or phone (01904 323234 reception number) and one of our administrative staff will be available to assist you. Alternatively, you can find help and support on the [student health and wellbeing pages](#).

Student Wellbeing Officer, Lauren Bramley.

Lauren provides 1:1 support, information, guidance and support on any issues affecting your wellbeing. Appoints can be in person, via Zoom or over the phone. You can make an appointment by emailing lauren.bramley@york.ac.uk or via the following [Google Appointments link](#) .

Your supervisor

In the first instance you may wish to talk to your supervisor, who will be especially helpful if you require guidance on the academic aspects of your programme.

Exceptional Circumstances/Self-Certification

Sometimes an unexpected and exceptional circumstance in your life may affect your ability to complete an assessment. If you are having any problems while studying at York which might affect your ability to complete assigned work, you may be eligible to make a claim of [Exceptional Circumstances Affecting Assessment](#). If successful, this would allow an adjustment to be made, such as an extension to the deadline or the opportunity to sit the affected assessment anew. Information about both processes can also be found on the [VLE](#) in the **Assignment Submissions** section.

Self-certification

[Self-certification](#) for short-term, acute illnesses or short-term unforeseen circumstances prior to submission of an open assessment or commencement of an examination - no evidence needed. Students may use self-certification for a maximum of 3 assessments per academic year. Self-certification will still result in either a deferral or a 4 calendar day extension for assessments where self-certification is permitted. This can be done via the **Self-certification Task** in [e:Vision](#).

You can find advice on our website for [if things go wrong which includes information about Exceptional Circumstance](#).

Making a complaint

You can [make a complaint](#) about your experience of a service you have received as a student within the University, whether academic or non-academic.

Change your plan – leave of absence, transferring or withdrawal

There are many occasions when personal circumstances may make it necessary for you to change aspects of your course. However, the decision to [make changes to your course](#) should not be taken lightly and it is essential that you understand the implications that any changes may have. You should discuss any proposed changes with your supervisor.

Transferring to another programme of study

If you are unhappy with your programme of study, you should talk to your supervisor and discuss the options available to you. One option is to [transfer to a different programme of study](#) within the University. Transfers cannot be guaranteed, and are dependent on you meeting the academic requirements of the new programme and there being space on your preferred programme. If you are considering transferring, you should speak to your supervisor as soon as possible.

We can also advise you if you wish to transfer from York to a programme of study at another university.

Leave of absence

A [leave of absence](#) allows you to take an authorised break in your studies for a maximum of one calendar year in the first instance. This can be on a variety of grounds including medical or compassionate grounds.

Withdrawal

[Withdrawal](#) is the term used when a student decides to leave the University permanently prior to completion of the award for which they are registered, whether for personal or academic reasons. Students who withdraw any time after the end of their first year are often eligible for recognition of their earlier achievements through the award of a Certificate or Diploma of Higher Education.

Details about these options are available on our website about [changing your plan](#).

To discuss these options within the department, please contact the Movement of Students administrator at sociology-ug@york.ac.uk

For further support, visit Student Support in Market Square or visit the [Student Hub's Support and Advice webpages](#).

4. Teaching and Learning

Studying at university

You are now part of a dynamic academic community that will encourage, challenge and support you to reach your full potential. At university we expect you to take more responsibility for your own learning than before. This means being self-motivated and independent when it comes to your studies and your personal development. You will get out of your time at university what you put in.

You will graduate into a world in which you will continually refresh and increase your knowledge. Our aim is to equip you as a life-long learner who can excel in this environment.

We offer the support and the facilities you need to become **an independent learner who is equipped to succeed in a fulfilling career**. In return we expect you to attend your lectures and seminars, research and study your subject areas, work with fellow students as required and complete your assignments on time. We also expect you to approach your studies with enthusiasm and put in the effort to excel at your studies and master your subject.

Independent learning means that you are expected to do the work involved to prepare for lectures, seminars and tutorials and to produce assignments and undertake exams based on your studies. You will have world-class facilities and resources at your disposal, and fellow students with opinions and experience with whom you can share your thoughts and study experience. So make the most of your time and the opportunities available to you.

Sociology Study and Collaboration Space

There are various communal seating areas in our new building that students can use for group study or collaboration. One of these spaces is the Sociology Lounge on the first floor. This is a space for quiet individual or group study, remembering there are offices and meeting rooms in the same area. There are private workspaces in the Ron Cooke Hub and the Piazza, both only a 2 minute walk away, overlooking our lovely Campus East lake

You are welcome to take cold food and hot and cold drinks into rooms/study spaces, but please dispose of any rubbish and report spillages to a member of staff so that we can look after the space for other users.

Departmental Events

Throughout the year, the department will host a number of events to help enhance your university experience. These events will include information on careers and work experience, opportunities to meet staff and fellow students, as well as workshops on wellbeing and transferable skills. Further information on our events programme will be distributed through your University email, the Monday Memo (Sociology newsletter sent weekly during term time), Sociology Instagram (@uoy sociology), the VLE and your timetable.

Teaching methods

The main teaching methods you will encounter in the department are:

Lectures

These are an effective way of delivering information to a large group of people. You will have many lectures and they will vary in the size of the class, and the style of delivery. Often there is not enough time to make lectures interactive, but this does not mean that you should not ask questions. If you are not clear on a point, chances are that most of your classmates are unclear too, so put your hand up and ask the lecturer to clarify it. Lectures are held face to face and their location will be on your timetable. Should you miss a lecture for any reason or you are unable to attend in person, lecture recordings are available on the [VLE](#) to watch online.

Seminars

Seminars involve smaller group teaching, you might also hear them referred to as 'workshops', 'tutorials' or 'classes'; they mean the same thing. Each module will have associated lectures and seminars. The seminars offer an opportunity for more in-depth discussion and presentation of the material which will require both reading and written preparation. These are held face to face but are not recorded.

Independent Activities

Much of the learning you will undertake for your degree will take place outside of the classroom. Lecturers will provide suggested readings, and in some cases, guided activities. In most cases, no-one will be checking to see whether you have completed these independent activities. It is up to you! However, the work you do outside the classroom will be highly beneficial to your learning and is likely to result in higher marks and a better degree.

Code of conduct – teaching sessions

All teaching staff aim to make your seminars an enjoyable activity. Taking an active part will advance your learning and help towards getting good marks. Our expectations are:

- All classes must be attended.
- Please be punctual.
- Mobile phones **MUST NOT** be used, except for the Check-In process, during lectures and seminars unless you have explicit permission.
- PREPARE for seminars by doing the reading and tasks as specified on the VLE.
- Bring notes you have made on the readings to every seminar.
- Respect the other members of your group and their right to contribute: come prepared to speak and to listen.
- Be aware of the sensitivity of some of the issues covered in the course and respectful of those who may be affected by them.
- When contributing to seminar discussion, try to defend an intellectual position rather than simply a personal opinion.

Attendance

You should attend all scheduled teaching sessions that we set for you, either in person or online, and use the student Check-In system. Regular attendance is vital to your progression through your degree programme, and will help you to become a well-rounded learner capable of achieving your full academic potential.

[University Regulations](#) state that you should be present at any time at which teaching or other academic engagements have been arranged for your programme (including Saturdays).

Absence

If you are ill during teaching weeks, please notify the University via your [e:Vision](#) account (in the "Your Support" section) and/or contact sociology-ug@york.ac.uk as soon as you are able to. If your absence is longer than this, you must also contact your academic supervisor, who can approve an absence of up to three days.. You can self-certify for a maximum of ten days in any one academic year, with a maximum of seven days for any one period of illness. There may be occasions when you need to be absent. If you need to miss a seminar, for illness or another reason,

An absence of more than seven days, but no longer than four weeks, can be approved by your Chair of the Board of Studies. Any longer absence during a semester which will be counted towards completion of your degree programme requires the approval of Special Cases. See the information on taking a [Leave of Absence](#).

If you stop attending scheduled teaching sessions without saying you are withdrawing and do not respond to our efforts to make contact with you within a specified time-scale, the Board of Studies will assume that you have [withdrawn from your studies](#).

Attendance will be monitored. If you miss three seminars on any module, we will contact you to find out why and your supervisor will be informed. If you miss further seminars, you will receive an official warning letter, which will be placed on file. We want to make sure that we are supporting you in your studies and, if you are having personal problems, to help find a way to assist you. The department expects you to attend University throughout the semester; there may be assessment hand-ins, supervisor meetings, and careers sessions scheduled before and/or after timetabled teaching.

What if I am ill and cannot attend scheduled teaching sessions?

If you are unwell for up to seven consecutive days during the semester you should register your illness, either through your e:vision account or by completing an 'illness self-certificate' form and forwarding it to Student Support Services.

For further information please see the webpages on [Health and Wellbeing](#) which includes self-certification form. If your illness interferes with your ability to complete assessments, see the section on [Exceptional Circumstances Affecting Assessment](#) in this Handbook.

Seminar Groups

In your first year, you will be placed with a group of students who will attend all Sociology seminars with you. These are allocated in terms of degree programme (e.g. BA Sociology, BA Sociology with Criminology and so on). Please note that there may be practical reasons that we are not able to allocate you in these ways, but we will always do our best to keep you in consistent groups.

You are expected to attend the seminar groups allocated to you and will not usually be allowed to change groups.

If you are unable to attend your seminar group on one occasion only, for example due to an unavoidable clash, you may be able to attend a different group as a 'one off'. This arrangement would be at the discretion of the seminar tutor, and you **MUST** contact the Sociology office to see if this is possible.

If you are experiencing difficulties with a given tutor or a particular group you should discuss this with your supervisor or the module lead.

Feedback on Learning and Assessment

Feedback at a University level can be understood as any part of the learning process which is designed to guide your progress through your degree programme by providing commentary on your work to date. We aim to help you to reflect on your own learning and help you feel clearer about your progress through clarifying what is expected of you in both formative and summative assessments.

The University guidelines for feedback are available in the [Guide to Assessment Standards, Marking and Feedback](#).

You will receive feedback in a number of forms:

- On any *formative* work (work that is non-assessed), you will receive written or verbal feedback about how to improve your work (though you will not receive a mark).
- On *summative* work (work that is assessed) you will receive written feedback from the marker and a grade. This is intended to show areas in which you have done well, and areas in which you need to improve.
- Your supervisor can also give you feedback on your work. They will be able to look across a range of your work and discuss ways in which you can build on your strengths and improve in any area.

Feedback on your summative written work is made available to you online. You will receive an email telling you when it is ready to look at. You are then advised to take this work (printed out or on your laptop) to your regular meeting with your personal supervisor. Your supervisor will be able to look at your work with you and address any queries you have, as well as advise you on ways to improve your work.

What do I need to do to get a degree?

The [Student Guide to Rules for Progression and Award](#) explains what you need to do to progress through your degree programme and how you can calculate your current classification marks along the way.

A successful student demonstrates continuous engagement with the various resources provided across the workshops, seminars and VLE sites. Moreover, students are expected to conduct their own critical reading and evaluations of academic texts. The Department of Sociology enables students to engage with a wide variety of learning formats and formative and summative assessments. Students are encouraged to engage fully with these in order to gain the feedback and support they need to thrive in their academic studies.

Academic integrity

[Academic integrity](#) represents a set of values and behaviours which members of the academic community abide by. To be a trusted member of this academic community you must understand and demonstrate academic integrity in your studies and the work you produce. Such values include honesty, trust, fairness, respect and responsibility.

Online Academic Integrity Tutorial

You are required to successfully complete the University Online Academic Integrity Tutorial within your first year, preferably within the first few weeks.

The tutorial is on the VLE and will take you through key principles around integrity and how to avoid things like plagiarism and collusion. If you do not uphold the values and conventions of academic integrity, you may be subject to the University's academic misconduct procedures. If you have any questions about this, you can contact integrity@york.ac.uk or ask your supervisor.

Referencing

Referencing is a key aspect of academic writing and is used to clearly identify information and ideas that come from source materials. It is essential to acknowledge other people's ideas in this way so that you can avoid committing plagiarism. Incorrect or non-existent referencing can constitute misconduct.

The Sociology Department uses the Harvard referencing style. You must ensure that you reference all your work correctly. You can download a guide to [Harvard referencing](#).

If you do not uphold the values and conventions of academic integrity, you may be subject to the University's academic misconduct procedures.

Self-plagiarism

Self-plagiarism refers to a situation in which a student submits work for summative assessment that has, in whole or in part, been previously summatively assessed. Plagiarism software has access to previously submitted work, and will flag where a significant portion of text has been re-produced.

Where evidence of direct self-plagiarism is found, this will be noted as inappropriate academic practice in the feedback. Markers will ignore the portion of self-plagiarised text, and assess the value of the submitted work on the basis of the non-self-plagiarised text.

We expect your knowledge base, understanding, and ideas to grow throughout your degree programme. It can sometimes be appropriate to incorporate concepts, scholarship, and cases covered in one module into your work for another. However, you should not self-plagiarise, i.e. you should not submit work for assessment that has previously, in whole or in part, already been summatively assessed. You should also not submit work for assessment that is simultaneously, in whole or in part, being assessed on another module. If you are unsure about what this means you should discuss this with your academic supervisor.

Turnitin

Turnitin is a text-matching software designed to help students integrate material into assignments correctly. All students can use Turnitin once you complete the online Turnitin tutorial on the VLE.

Academic misconduct

Academic misconduct means breaking the rules of academic integrity and this is why we regard any form of academic misconduct as a very serious offence. See the University policy for what we consider to be [academic misconduct](#).

Our advice on [Artificial Intelligence \(AI\) use in assessment](#) is that we expect you not to use AI to generate assessment answers unless you have been explicitly told that you may or must do so.

Students facing academic misconduct issues can contact [YUSU's Advice and Support Centre](#) for help.

Ethics

Any research conducted that involves people as participants must have formal approval from the Departmental Ethics Committee.

In the third year, when you come to prepare for your dissertation, you must complete a dissertation ethics form. This can be found on the VLE on the Undergraduate Dissertation Module site. The form needs to be completed and returned to your supervisor. If you intend to use people in your research you must include an informed consent form in addition to the ethics form. You will be given clear guidelines as to what you need to do.

Study skills and support

Managing your workload through independent study

Teaching at York is done by academic experts who will introduce you to academic subject areas, key concepts and outline your learning objectives. You are responsible for researching, studying and managing your own learning. You will need to plan your time carefully and be aware of timescales and deadlines for assessments, projects and exams.

We know that adjusting to new ways of working and having to produce work at this level in accordance with the many academic rules and regulations can be daunting. However, your tutors and supervisor can advise and we have further support in place through the [Academic Skills Community](#) to help you gain any additional skills you might need with maths, academic writing, referencing, IT skills and languages. See the section below on the Student Skills Hub.

Online resources – IT facilities, VLE and others

The teaching and learning on each of your modules is supported by the Virtual Learning Environment vle.york.ac.uk where you will find details of the courses, reading lists, assessments and seminars. You will be registered for modules and various other resources automatically (plagiarism awareness software, online essay writing training resources, etc.).

Staff will aim to have teaching materials available on the VLE the day before a seminar/lecture.

See information on the [facilities and services IT Services provides](#), and consult your University handbook.

See information on the [facilities and services IT Services provides](#).

Library

The University Library provides a vast array of high quality online resources, books, and spaces to work. Staff are here to help, whether that's in person at the Help Desk or via email, phone, chat or social media. Find out more about where to start with the [Library Essentials guide](#). This includes information on using the library catalogue, your library account, online induction resources and opening hours. For general help, contact the [Library Help Desk](#). The University Library is open 24 hours a day, 362 days a year. For general help, contact the Library Help Desk in the JB Morrell Library.

Email: lib-enquiry@york.ac.uk Tel: +44 (0)1904 323838

Your reading list

Your online [reading lists](#) are designed to help you get started with reading for your module. Your lecturer might have structured your lists by topic or by week to help you navigate them more easily,

and you'll find that items are tagged as essential, recommended or background so that you know which to read first.

The online system provides information about where items are in the Library and it also tells you if books are out on loan. If we have electronic resources they will link directly to the reading so it is really easy for you to access it.

Your Academic Liaison Librarian

Your Academic Liaison Librarian **Tony Wilson**, who can help you to search effectively for resources, understand how to use and evaluate these and how to reference your work correctly. They can be contacted at lib-sociology@york.ac.uk. Further details on your Academic Liaison Librarian and your subject guide can be found at [subject guides website](#).

Study spaces

There are over 1000 places to work across the three sections of the Library: the Morrell, the Fairhurst and the Burton. These include a variety of quiet and silent areas, IT rooms, and bookable group and individual study rooms. There is also library space on the 1st floor of Piazza Building on Campus East, and a 24/7 Library Study Area in Vanburgh (V/N/058).

We have the Sociology Lounge available to all Sociology students, which is based in LMB on the 1st floor. This is open Monday - Friday from 9am - 4pm for small group or individual quiet study. We also use it for some staff and student events..

Study skills

Our [Academic Skills Community](#), based in the Fairhurst Library, helps students develop their academic and communication skills to a high standard. Through online resources, workshops and one-to-one consultations, academic skills staff work with students to develop skills in:

- transitioning to a different learning culture
- planning academic assignments, dissertations and theses
- maths and statistics
- languages
- integrating sources and data effectively into their writing
- developing a more critical stance and developing academic argument.

Skills guides

Learn how to follow good academic practice and develop your digital skills for effective reading, note-making, essay writing and problem solving. Consult our online [skills guides](#) to find tips and interactive resources.

Digital skills training

We offer [workshops to help you enhance your academic and digital skills](#). Training includes reference management, critical skills, presentations and digital creativity.

Writing Centre

The [Writing Centre](#) offers academic writing guidance and online resources for all students. They offer face-to-face and online appointments throughout the year.

Maths Skills Centre

The [Maths Skills Centre](#) offers mathematics and statistics guidance and resources for all students. They offer drop-in sessions during term time or you can book an appointment for more in-depth guidance.

Languages for All (LFA)

The University's [Languages for All](#) courses are a perfect opportunity to broaden your horizons and learn about a new culture. Courses are available in 14 different languages and at different levels so you can take part whether you are a beginner or nearly fluent. There may be a charge for these courses.

Prizes

The Department currently awards [two prizes](#) annually to final year undergraduate students:

- **Lynn Kilgallon Dissertation Prize**
- **Best Overall Performance**

For further information on financial support and the bursaries and scholarships offered by the University, see the University Handbook or the [Funding](#) section of the website.

Support from Colleges

College teams provide [support and advice for both resident and non-resident students](#). Colleges also deliver a range of wellbeing workshops. Each college has College Life Coordinators and Advisers to provide confidential pastoral care. They are a team of trained students who live in college and help resolve issues or point you to specialists. Whether you are an on-campus resident or not, your college is ready to listen. [Fill out this form](#) to request support from your College Team.

5. Assessment, progression and award

Guide to assessment

The University's [Guide to Assessment Standards, Marking and Feedback](#) contains the University's formal procedures relating to the conduct of assessment. It provides clear and detailed information on each aspect of student assessment and is a useful resource if you want to know more about how your work is assessed.

Assessment methods

You will encounter two types of assessment during your time at University: formative and summative.

Formative assessment is there to help you develop. While it does not contribute to your final degree mark, it will help you to learn more effectively – you will be provided with feedback which will help you to review and improve your performance.

Summative assessment indicates the extent of your success in meeting the assessment criteria and how well you have fulfilled the learning outcomes of a particular module or programme. The marks from this type of assessment will contribute to your final degree result or towards progression decisions.

The Department of Sociology uses both formative and summative assessment, with a mixture of essays, blogs, portfolios and book reviews.

Formal examination requirements

See the [Students Guide to Examinations](#). Individual examination arrangements may be approved for students who are unable to sit formal University examination conditions as a result of a disability or other condition. It is important to note that such arrangements must be in place at least eight weeks prior to the exam in question, so it is essential that students requiring individual arrangements contact [Disability Services](#) as soon as possible to ensure that adjustments can be made.

Assessment format and submission of work

All your assessments and advice as to submission can be found on module sites on the VLE.

Log on to the Sociology VLE. Go to the relevant module site where you want to submit your work and choose the **Summative Assessment** folder and make sure to read through the **Assessment Overview and Resources** page before you access your submission point.

You may **submit as many times as you like up to the deadline** but **only your most recent submission (before the deadline) will be marked**.

Please double-check that you are submitting the **correct** document to the **correct** submission point as the department will **not** be able to chase up any incorrect submissions.

If you have submitted an incorrect file before the deadline and consequently submitted the correct file after the deadline, please let us know as soon as possible at sociology-assessments@york.ac.uk.

Students should be aware that **submission is only complete when a time-stamped receipt has been issued to them**. Submissions with images will take longer than plain text files. We advise that a submission should be attempted no later than 30 minutes before the official deadline (normally 10.00am) and **should be done using recommended technology, in order to ensure that the work is received in time and does not incur a late penalty**.

Where students do not use the recommended technology as suggested, they should allow more time for potential troubleshooting and pay extra attention when double-checking the functionality and readability of the file they have submitted. **We strongly advise against trying to submit assignments on a mobile device, smart TV or gaming console.**

Deadlines

Deadlines for all assessments and details of when feedback will be available can be found on the VLE.

It is your responsibility to check the precise deadline (which may vary year on year) for submission/closed examination. This information will be found on the VLE or via email notification from the Department.

Format and Presentation

All work must be typed. The margins must be at least 2.5cms/1 inch. The font size must be equivalent to Arial 11 or Times New Roman 12. The main text must have 1.5 spacing between the lines, but single-spacing is acceptable for long indented quotations). Pages must be numbered. The text need not be right justified. The work must be very carefully spell-checked and proofread.

Undergraduate Dissertations

For specific requirements in respect of Undergraduate Dissertations see the *Dissertation Handbook* or consult the Dissertation VLE module site.

Assessment Essay Declaration

By submitting your work electronically, you are confirming that the work is entirely your own, and that you have read and understood the rules about Academic Misconduct.

Penalties

Knowing how to manage your time, write succinctly and provide a complete and comprehensive piece of work to a strict deadline are skills you will develop at university.

In the interests of fairness, transparency and to be equitable we have strict rules around deadlines and the quality or quantity of work submitted, and have clear penalties where these rules are not followed.

All work submitted late, without an approved extension of [Exceptional Circumstances affecting Assessment](#), will have a percentage of the 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 60 (out of 100), and the work is up to one day late, the final mark is 50.

After five days, the work is marked at zero. The penalty cannot result in a mark less than zero.

Submitted Late* by	Penalty (% is of the total mark available)
Up to 1 hour	5% deducted
1 day	10% deducted
2 days	20% deducted
3 days	30% deducted
4 days	40% deducted
5 days	50% deducted
Over 5 days	100% deducted

*including weekends and bank holidays

Please note: The deadline for work is on the hour, i.e. if the deadline is 10:00:00, work submitted at 10:00:01 is considered late.

Word Count Limit

You must not exceed word limit requirements for assignments. Take careful note of what is included or excluded from the limits in respect of the work required for all your different modules.

Please ensure you have added your word count to your essay when required to do so.

When a form of assessment specifies a maximum word limit you must not exceed it. Exceeding a specified maximum word limit will result in penalties being applied as follows:

Please see the below examples:

Penalty (% is of the total mark available)	Up to 10% over limit 5% deducted	> 10% up to 20% over limit 10% deducted	> 20% up to 30% over limit 15% deducted	> 30% up to 40% over limit 20% deducted	over 40% over limit 100% deducted
Word Limit					
1000	1001-1100	1101-1200	1201-1300	1301-1400	1401+
1500	1501-1650	1651-1800	1801-1950	1951-2100	2101+
3000	3001-3300	3301-3600	3601-3900	3901-4200	4201+
4000	4001-4400	4401-4800	4801-5200	5201-5600	5601+
10,000	10,000-11,000	11,001-12,000	12,001-13,000	13,001-14,000	1401+

The current word limit penalties will remain in place for the 2023-24 academic year.

Where penalties result in a student failing the piece of work, normal regulations on resubmission/resit will apply.

The word count for all written work completed for programme modules (e.g. essays, assignments etc.) does **not** include the following: appendices, bibliography/reference list, contents page, cover sheet or title page. For all other modules, data extracts are included in the word count. The Dissertation Handbook gives separate information on what is included in the word count for the Sociology Dissertation. **Remember that word counters presume that anything with a space before and after is one word, so do not leave spaces inside brackets or before commas, etc.**

Failure to submit

If you, with no approved claim of Exceptional Circumstances affecting Assessment, fail to submit an assessment by the deadline after five days or fail to attend an examination, a mark of zero will be awarded. You may be given the opportunity for reassessment – see ‘Feedback on Learning and Assessment’ in the [Teaching and Learning](#) section above. However, the zero will be used to calculate your degree classification, and if the examination or assessment missed is already a resit or re-assessment to redeem an initial failure, no further re-assessment opportunities will be available without proof of exceptional circumstances.

If you are struggling to meet deadlines, submit a piece of work or will miss an exam due to personal circumstances you will need to inform the University as soon as possible and apply for [Exceptional Circumstances affecting Assessment](#).

How is my work marked?

The standard indicated by the numerical marks you are given for your work is shown on the following pages. When we mark we use our academic judgement when assessing the overall merits of a piece of work, using the criteria listed below as a guide. Please note, these criteria are not necessarily all equally weighted. Kindly, have a look through the [sociology assessment level descriptors](#) for further information and details.

What happens if I fail a module?

There are two possible ways in which you may still be able to pass your year and progress to the next level.

Compensation

For modules at an undergraduate level, in levels 4, 5 and 6, the pass mark for module assessments is 40. However, in any year other than your final year if your mark for a module is in the 30 – 39 range, you may still be able to get the credits for the module if your performance in other modules is good enough to compensate. In other words, 'marginal' failure in some modules may be compensated by achievement in others. In your final year, the same principle can apply as long as your mark in a module is at least 10.

Reassessment

If you get a module mark below the level at which it can be compensated, or if you have too many modules with failing marks to be allowed to compensate them all, you will have to be reassessed. However, there is a limit to the number of credits in which you can be reassessed. If you get a mark between 30 and 39 (or 40 and 49 for Masters-level modules) and you are not eligible for compensation, you may also need to be reassessed in those modules.

If you need to be reassessed to pass a module, it is important to note that it will be your mark on your original attempt that will be used to calculate your degree classification. We will not use your resit mark.

For further information on compensation and reassessment, see the [Student Guide to the University's Rules for Progression and Award](#).

Resits, repeats and readmission

If you make a successful claim that an assessment is affected by medical or compassionate circumstances, you may be permitted to sit the assessment again 'as if for the first time'. This means that the original attempt will not be considered for progression decisions or your degree classification.

Students who fail the first year may be allowed to repeat the year. Students in other years are not normally allowed to repeat any part of the teaching on their programme. Repeat study will only be considered in cases where a student can show that they had truly exceptional circumstances which did not allow them to benefit from the teaching on their first attempt, and that there was good reason why the student could not have informed the University of the circumstances at the time

You will need to submit evidence of mitigating circumstances to qualify for resits and repeats. See further information on [resits, repeats and readmission](#).

Programme extensions and termination

A programme extension can be recommended where a student cannot complete the programme within a normal timescale because of exceptional circumstances. If you find yourself in this situation, talk to your supervisor.

In some circumstances, the Board of Studies can recommend that your programme is ended before its normal end date. This may be due to reasons such as poor attendance (without good reason) or through having failed so much of the programme that it is no longer possible to graduate.

See further information on [programme termination, extensions and transfers](#).

Exceptional Circumstances affecting Assessment

Sometimes things happen beyond your control that either have an impact on your performance during an assessment or prevent you from undertaking the assessment at the scheduled time. If these events are truly exceptional, i.e. serious, unusual and unpredictable, they may be classed as exceptional circumstances and you may be able to defer or re-sit an assessment.

There are three possible ways to claim an extension due to exceptional circumstances:

1. For students with a disability, your Student Support Plans may include the option to request an extension on a piece of work or to defer an examination attempt as part of the Plan's adjustments.
2. Self-certification can be used for short-term, acute illnesses or short-term unforeseen circumstances prior to submission of an open assessment or commencement of an examination. Students may use self-certification for a maximum of 3 assessments per academic year. (This is not to be confused with [self-certification of illness](#) if you are ill during term time and miss teaching).

3. You can apply to the Exceptional Circumstances Committee when exceptional or unexpected issues mean you need longer to complete an assessment. If such exceptional circumstances do occur, you must seek support from your supervisor and provide evidence as soon as possible at the time they occur. You can find the [Exceptional Circumstances affecting Assessment](#) claim form online, along with further information on submitting a claim.

Submitting an appeal

You can [submit an appeal](#) if you can establish there was a procedural error in arriving at an academic decision, or on the basis that you can provide evidence that you had exceptional circumstances which you could not have raised at the time. You cannot appeal against academic judgement of your work. Seek support from your supervisor and/or the [YUSU Advice and Support Centre](#) before deciding whether to submit an academic appeal.

For information on making a complaint, see the [Rules and responsibilities](#) section below.

External examiners

External examiners are experienced academics from other Universities who provide an independent judgement on academic standards and academic procedures. Part of their task is to ensure fairness and consistency in assessment. They consider a sample of student work and they attend the Exam Board meetings. They deliver an annual report to the Department.

External Examiners' reports are considered at the Departmental Teaching Committee and student representatives have the opportunity to comment and respond.

It is inappropriate to make direct contact with external examiners. If you have any issues or concerns you can register these through [appeal](#) or [complaint](#). If you have any issues or concerns you can register these through appeal (see below) or complaint (see above under Your Department).

The Sociology Department's external examiners are:

- Dr Charlotte Albury (Oxford)
- Dr Sophie Hanspal (Portsmouth)
- Dr Pierre Monforte (Leicester)

Your final degree classification

The University applies the following mark scale to undergraduate work:

- **First-class Honours: 70-100**
- **Upper second-class Honours: 60-69**
- **Lower second-class Honours: 50-59**
- **Third-class Honours: 40-49**

- **Fail: 0-39**

A different mark scale is used for masters-level modules, including any taken as part of an undergraduate programme. The pass mark for masters-level modules is 50.

For information on calculating your degree classification, see the Student Guide to the [University's Rules for Progression and Award in Undergraduate Programmes](#).

Eligibility for the award of First-class honours degrees with distinction

The Board of Examiners will give special consideration to the award of First class honours degrees ('starred firsts'). The award requires that the following conditions are met:

- Minimal final award mark of 75%
- A module mark of at least 70 in 160 credits (of 240 in total)
- No more than 30 credits with a module mark below 65. For an integrated masters degree, no more than 40 credits with a module mark below 65.
- The dissertation (40 credits) falls within the First-class category

A different mark scale is used for masters-level modules taken as part of an undergraduate programme. The pass mark for masters-level modules is 50. If you are on an Integrated Masters programme, you will have to undertake some masters-level modules in the later stages of your programme. Some modules at this level may also be available as options in some Bachelors programmes. You should be aware of the higher level and pass mark for such modules when deciding whether to take them as options.

For information on calculating your degree classification, see the [Student Guide to the University's Rules for Progression and Award](#).

6. Rules and responsibilities

Regulations and student discipline

When you enrol, you agree to accept and abide by the [University Regulations](#). You should make sure you are familiar with [Regulation 7: Student Discipline](#), and the associated procedures, which details the sorts of behaviour which are unacceptable in our community and explain our procedure for taking disciplinary action. We aim to maintain a community of respect in which students and staff can study, work and live safely together. We hope that your time at the University will not be affected by problems of [student misconduct](#).

Complaints

If you are dissatisfied with your experience of a service you have received as a student you should let us know. In the first instance you should speak to someone within the department or service where

the issue occurred. If you wish to make an informal complaint then please contact the Deputy Head of Department or Chair of Board of Studies.

If you are dissatisfied with their response, you can find more information on [how to make a complaint](#) on our website.

Dignity, respect and privacy in the use of social media

Sharing through social media can be an enriching way of staying connected to each other. However, it's important to also be mindful of the rights of our staff and students to dignity, respect, confidentiality and privacy in the social media environment. We are a [community of respect](#) committed to values of dignity, fairness and compassion. Please be aware of the University's [guidance](#) in the use of social media and our [policy](#) on the misuse of IT. The University's policy on [Dignity at Work and Study](#) provides further guidance for staff and students in [reporting](#) incidents where they believe our values and principles have been breached. Avoid capturing and sharing images or videos without permission. Think before you post. Respect yourself and others online.

Data protection

The University collects, uses, stores and shares certain types of personal data, in various formats, about its current and past students in order to fulfil its functions as an education provider and to maintain its lifelong relationship with its alumni community. In doing so, it complies with the UK General Data Protection Regulation and Data Protection Act 2018. See further information on [how the University uses your data and the various rights you have](#) on our website.

7. Support and wellbeing

We offer a range of [help and support](#) so all students can get the most out of their university experience.

Your department

In addition to your supervisor, your department has a Department Community Coordinator (DCC) to work with department staff, student societies and student reps in order to help build departmental learning communities.

In the second semester of your first year, we will be offering Peer Assisted learning support from 2nd and 3rd year students.

Your college

York is one of a handful of UK universities with a college system. Your [college](#) provides you with a support network and a calendar of events and activities to help you settle in, develop your skills and explore your interests.

Each college has College Life Coordinators and Advisers to provide confidential pastoral care. They are a team of trained students who live in college and help resolve issues or point you to specialists. Whether you are an on-campus resident or not, your college is ready to listen.

Student Unions

There are many opportunities at York to get involved with societies and extra-curricular activities both related and unrelated to your course.

There are many opportunities at York to get involved with societies and extra-curricular activities both related and unrelated to your programme. Those of interest to sociology students might include:

- Sociology Society – society run by Sociology students
- CrimSoc – society run by Criminology students
- International Development Society
- New Generation Society
- STAR (Student Action for Refugees)
- University of York Amnesty International

YUSU provides a full [list of societies and activities](#).

Student Hub

The [Student Hub](#) is the first point of contact for support and advice. Chat with our Student Support and Advice Team about issues regarding finance and money, private accommodation, health concerns, immigration advice, academic progress issues and more.

Student communities

We offer a bespoke programme of support to help different [student communities](#) get the most out of their university experience.

Financial support

If you face financial difficulty, you may be eligible for [assistance funding](#) in the form of an emergency loan and/or a non-repayable award.

Accessibility and disability support

[Disability Services](#) can provide support, advice and guidance for those with a diagnosed disability, including specific learning difficulties such as dyslexia, dyspraxia and ADHD, autism, visual and hearing impairment, physical disabilities, medical conditions and mental health difficulties, amongst others. All students with disabilities are encouraged to contact the service to discuss their individual needs and to recommend academic adjustments in a Student Support Plan (SSP).

Please let the department know as soon as possible if you have a disability and may require support. You can discuss this with your supervisor.

Disability Officer for the Department of Sociology:

Debs Stephens, Student Services Manager: debs.stephens@york.ac.uk

You may also require individual arrangements for formal examinations. See the information provided on formal examinations in the Assessment section for further information.

Student Support Plans

If you have a disability or specific learning difficulty, you may be eligible for additional support via the Disability Team. The support available is flexible and tailored to suit individual needs and requirements.

To access support please email the Disability Team directly via email disabilityservices@york.ac.uk or call +44 (0)1904 324785 to request an appointment. A meeting with a Disability Advisor will be arranged to discuss any support you require from the University e.g. exam support, including extra time in exams, library assistance and/or academic support. Your individual requirements will be recorded in a Student Support Plan, which will be shared with your Academic Department so they can provide the adjustments you require.

You may wish to speak to your academic supervisor or the Student Wellbeing Administrator to discuss your needs in more detail, but it is advisable to contact the Disability Team to begin the process as soon as possible.

Please Note - any support provided by your school will not be shared with your Academic Department so new measures will need to be put in place when you start your University degree. This will need to be done well in advance of any assessments that may be affected by the Student Support Plan created for you. **So it is important to start the process as early as possible on your arrival at university.**

To create a Student Support Plan the Disability Team will require evidence of your condition - this is usually a letter from your GP or Consultant. The evidence should include:

- Information about your disability and/or medical condition, including a diagnosis and symptoms
- What treatment/support you are receiving
- The effect of the disability and/or medical condition on daily life

In the case of a Specific Learning Difficulty they will require a Psychological Assessment Report that has been carried out by someone with a practising certificate.

Once you have an SSP in place then this will provide you, your Department(s) and Disability Services with information as to what teaching support and assessment adjustments you have in place. It is your plan, so you must be clear on what support is available and how you ask for certain adjustments.

It is your responsibility to inform your tutors you have an SSP and to refer to it when requesting adjustments. - If you would like your SSP reviewed at any time please contact Disability Services.

Please read the further details available on our website about [accessing support](#) which answers frequently asked questions. This also provides information about how to apply for Disabled Students Allowance (DSA).

You may also require individual arrangements for formal examinations. See the information provided on formal examinations in the [Assessment, progression and award](#) section for further information.

Support for international students

Our [International Student Support](#) team provides immigration advice as well as support for issues many international students can face when living and studying in the UK.

Open Door

[Open Door](#) provides a range of self-help materials to aid your personal development and wellbeing as well as a professional confidential one-to-one service for students experiencing mental health issues.

24/7 support

Download the [TalkCampus](#) app to talk with other students from around the world about the ups and downs of student life or if you're struggling and worried about your mental health.

Campus Safety

[Campus Safety](#) staff are on duty 24 hours a day, 365 days a year and they are a first response for everyone on campus. All officers are first aid trained and part of the Mental Health First Contact network. They provide security advice, facilities management and aid the emergency services on campus.

Faith contacts

Our chaplains will speak in confidence with any student, regardless of faith or belief. They have a [network of contacts](#) with other faiths and provide spaces for prayer and reflection on campus.

Sexual Violence Liaison Officers

Our [Sexual Violence Liaison Officers \(SVLO\)](#) can work with you one-to-one to talk you through support options and reporting options, both within the University and externally. They will support you through whatever choices are right for you.

Report + Support

[Report+Support](#) is the University's tool to report student misconduct and to find support both within and outside the University on issues such as bullying and harassment, discrimination, domestic abuse, hate crime, sexual harassment and sexual violence. You can choose to report anonymously.

8. Personal development and employability

Placement Year

Any student within our programmes can opt to do a [Placement Year](#) in between their second and final years of study. Placements are a fantastic way of gaining a substantial amount of work experience that is recognised within your degree title. This would be an additional year, which you would take between your second and third year of study, and you would be supervised by the Careers and Placements team for the duration of this year. You will need to find and secure your own placement and Careers and Placements can help you through the selection and approval process. Some of the benefits include:

- Chance to fast-track to a graduate job
- Apply your knowledge and skills in a workplace environment
- Get an insight into the industry you're interested in
- Develop key skills and competencies sought by recruiters
- Build up a professional network with contacts in the industry

If you are interested in finding out more about a placement year, please contact Shauni Hyde, Placements Coordinator. shauni.hyde@york.ac.uk

You can get more information at

york.ac.uk/students/work-volunteering-careers/skills/placement-year/

Careers

Our [Careers and Placements](#) team can help you with career planning, getting experience, developing your skills and strengths, job hunting and making applications, preparing for interviews and aptitude tests, as well as providing information about further study and funding.

We'll support you to identify your personal qualities, understand your options, and make plans for moving towards a career in which you'll thrive. We also organise activities from careers fairs to leadership-building exercises to ensure you progress with a competitive edge.

[York Futures](#), our personal and professional development journey, helps you build a portfolio of skills and experience by outlining a timeline of activities we offer. Our unique [York Strengths](#) programme helps you understand both what you are good at and what you enjoy doing, so that you can focus on preparing for a career that suits you. You can apply for the [York Award](#), the University's certificate of personal and professional development, to demonstrate that you have taken a proactive approach to your time at university.

We also organise careers fairs and events, [volunteering](#) opportunities, [internships](#) and support for [enterprise](#) to ensure you progress with a competitive edge.

We have a Placements Coordinator within our department to support you with:

- CV reviews
- Exploring ideas
- Finding work experience - volunteering, paid internships, placement year
- Events with employers

We also have a Careers Consultant in our department to support you with:

- One-to-one advice and guidance
- Mock interviews

You can find out more about the department's employability offer by looking at our careers mini site - <https://sites.google.com/york.ac.uk/soc-crim-careers>

Employability

It's never too early to start thinking about your employability. Increasingly, employers are building relationships with students from the first year of their degrees. Employers are also looking for more than just a good degree; a good degree PLUS work experience will strengthen your application and help you stand out from other applicants.

Developing your employability is about extending your skills, making contacts, broadening your ideas, and understanding how to use your experiences to enhance your future prospects. The Department of Sociology is committed to helping you to maximise your employability by:

- giving you opportunities to develop your transferable skills during your academic studies,
- providing you with advice on careers after a sociology degree and work experience opportunities during your studies,
- organising non-academic events and activities to highlight the career options available to you.

Transferable skills are the skills you develop while you are studying, which can be transferred to the employment sector. As a student in the Department of Sociology you will develop skills in conducting research; analysing complex concepts; formulating well-founded, critical arguments; and communicating your ideas clearly and succinctly, as well as the practical skills of time management, team working and intellectual independence. These skills are vital in a competitive job market and provide a firm foundation on which to base your career development.

The Department's Careers and Employability Coordinator is Dr Ben Jacobsen. In association with Careers, we have organised a range of Sociology Careers Events including the workshops, '*How to impress employers with CVs and job applications*', '*How to prepare for interviews and assessment centres*', '*How to plan your career*', and '*Options after your degree*'. In the Spring, we invite speakers from various sectors to talk about their careers at our Social Sciences Careers Conference. Past speakers have included police officers, human resource managers, probation officers, and civil servants. We also offer 'career-themed' workshops throughout the year. These events, which have been tailored to your degree subject and timetabled outside your formal academic curriculum, will give you a distinctive insight into careers of interest to sociology graduates.

We can offer you advice on the most relevant work experience for your chosen career path. There are many exciting volunteering projects at York which can help you to improve your CV. In previous years, sociology students have found volunteering particularly rewarding. Placements have included Missing People, Barnardo's, Adult and Community Education, Riding Lights Youth Theatre, and York Youth Support. York Students in Schools is also popular with those considering careers in teaching and education. The University of York Student Internship Bureau organises paid work placements during term time and university vacations.

Even if you don't know exactly what you want to do when you graduate, your academic studies and the resources available to you at York will enable you to maximise your employability. For further information on Careers, visit www.york.ac.uk/careers or take a look at the University handbook. For the latest news and events, follow Careers, the Student Internship Bureau, York Students in Schools, and York Students in Communities on Facebook and Twitter.

Please refer to the further information on our webpages on [Careers and Employability](#).

Working during your studies

Our [Careers and Placements](#) team can help you to find a part-time job and can provide information on your legal rights and obligations. We advise that you work no more than 20 hours a week during the semester as anything over this may interfere with your studies and affect your health and wellbeing. If you are a [Student visa holder](#) you will need to be aware of any working restrictions placed on you by your visa.

9. Graduation and beyond

After you submit all your final year assessments, your overall degree classification will be agreed and ratified by your departmental Examinations Board and then approved by University Senate. You will receive an email from the University's Progression and Awards Team confirming that your results can be viewed on [e:Vision](#).

When the time comes, we will contact you with full information about [graduation](#), including ceremony dates and important deadlines. It is important to keep your information up to date on [e:Vision](#), including your personal email address.

Access to University services

Your borrowing rights at the University Library end on the last day of your studies.

Access to most IT Services facilities (including email) are automatically withdrawn approximately 90 days after you finish your studies. The data in your University Google account and your files in your personal filestore are saved for one year after expiry. IT Services recommend you save or transfer account data before they close - see [IT information for student leavers](#).

References and transcripts

If you require a reference, you should contact your Academic Supervisor or an academic member of staff who is familiar with you.

You can [purchase transcripts and other documents](#) from the Transcripts Office.

Keep in touch

Join the [York Global Alumni Association](#) to connect with other graduates, stay in touch with York, access careers support and other services.