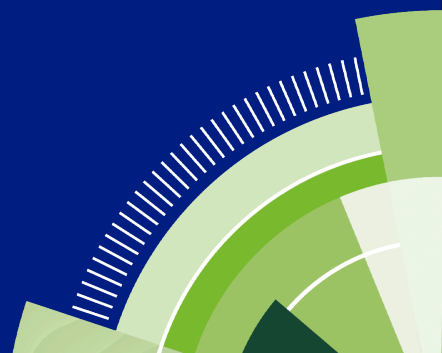




UNIVERSITY
of York

School for Business & Society
POSTGRADUATE TAUGHT
HANDBOOK

2025/26



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1. Introduction

Introduction to the department

Our School for Business and Society is uniquely placed to lead business and public policy action to tackle complex social and environmental issues and deliver sustainable solutions.

We're combining and amplifying strengths in responsible business management, social and public policy, social work and public management, to create an environment that will help develop the leaders of tomorrow.

At the forefront of the University's mission to be a University for public good, our pioneering and impactful interdisciplinary research and teaching is designed to help public, private and third sector organisations deliver sustainable solutions in order to improve the economic, social and ecological wellbeing of people across the world.

Together York

The University [Together York](#) community declaration 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.

General information can also be found on the [student pages](#) of our website.

Study

We offer a variety of courses at all levels, covering a broad range of disciplines.

Our research informs your teaching. This means your lecturers bring real-world insights into the classroom, such as how to balance finance, social and environmental performance while tackling big societal issues.

Our People

You can explore who does what and find contact details on the [Staff Webpage](#).

Research

The City of York has a long tradition as a leading voice for responsible business and social reform. Our School continues this historical legacy, ensuring York remains recognised internationally as a beacon for social progress. We place a strong emphasis on interdisciplinary research to address the most important challenges in policy, business and society.

[Research in the School for Business and Society](#)

External Engagement

Our work is interdisciplinary and applied, addressing real-world challenges for public good. We place a high value on working collaboratively with external partners in this mission. We welcome meaningful and impactful collaborations with partners from across industry, public services, government, think tanks, the voluntary sector and with citizens.

[Impactful. Interdisciplinary. For public good](#)

Disclaimer

We have tried to ensure that the information contained in this document is accurate as of July 2025. Please check york.ac.uk for any changes to this information.

2. Your School

Welcome to your School

Your department is made up of staff who teach, supervise and undertake research, student services staff and other students like you.

- **Academic teaching staff** are leaders in their field. They share their expertise and experience to help you learn, grow and push the boundaries of your capabilities and knowledge.
- **Your personal supervisor** is there to help guide your studies and to monitor your progress over your degree programme.
- **Support staff** make the school run smoothly. They will communicate important information, provide technical assistance and help signpost you to other services and support you might need within the University.

School office

Our School reception area and student services offices are the main focus and source of information for all students. Further details can be [found here](#).

You can come and see us in person at the Student Services Reception, to the right of the Main Reception in the Church Lane Building. We are available Monday - Friday 09:30am until 4:30pm, excluding Bank Holidays and University closure over the holidays. Please ring the bell on the desk and someone will come out to meet you. Alternatively, email us on one of the addresses below;

SBS Engagement: sbs-engagement@york.ac.uk for attendance, graduation, absence requests, optional modules, and other non-assessment related queries.

SBS Postgraduate: sbs-pg@york.ac.uk for all Postgraduate assessment and course related queries

SBS Undergraduate: sbs-ug@york.ac.uk for all Undergraduate assessment and course related queries

Careers & Placements: sbs-careers@york.ac.uk / sbs-placements@york.ac.uk for Careers & Placements queries

Wellbeing: sbs-wellbeing@york.ac.uk for Wellbeing support

Staff contacts

Contact details for all staff in the School are available at:

www.york.ac.uk/business-society/people/

During the semester: Teaching and support staff will reply to your email **within 3 working days**. If you have not received a reply from academic staff within that time, please contact sbs-engagement@york.ac.uk.

During vacations/at the end of a module: to support you with assessments, staff will provide advice for one week after the end of formal module teaching. This is usually during the vacation period and is in addition to any support and advice you will receive during the module itself. Please be aware that during the vacation, teaching staff are also undertaking their own research and writing projects, so they might not be in the office as frequently as during each semester.

Supervision and support hours: teaching staff based in Alcuin C block and Church Lane building will advertise 'drop-in hours' when they are available during each semester. To discuss academic and non-academic issues please make an appointment.

Research leave: Teaching staff are entitled to take periods of leave when they undertake their own research. During these periods staff will not be available for teaching or supervision duties and you may need to contact other members of staff. You will be made aware of any changes to teaching or supervision arrangements in advance. If you have any queries about this, please contact sbs-engagement@york.ac.uk.

Graduate Teaching Assistants (GTAs): we have a number of PhD candidates who undertake teaching duties as part of their postgraduate training. The GTAs have shared office space elsewhere on campus and do not have office hours. Where GTAs are available to support academic work in specific modules during their teaching hours this will be communicated via the module VLE pages.

Communicating with you

Our main point of contact with you is through your University of York email address (for example, ab1234@york.ac.uk) **so you must check this account regularly**. We also use [VLE announcements](#) to share information with our students.

[Download the MyUoY app](#) to help you manage day-to-day university life, featuring your timetable, campus map, Library card and loans, study space availability and booking, events and workshops, Eat & Drink loyalty card, news and more.

If you are contacting staff via email it is important to remember that the University is a professional working environment and therefore courteous communication is expected. Please be reminded that you should include your Student ID number (e.g. 301000001) in the email subject line to help with electronic record management.

Seminar rooms and offices

Taught classes are timetabled in rooms around the campus and most staff offices are located in Church Lane or Alcuin C Block. If you are unsure of the location of a particular building or office then you can check the [online interactive map](#).

School facilities

The modern, light filled Church Lane building features bespoke teaching and learning spaces including:

- a lecture theatre
- multiple classrooms
- numerous break out and social spaces for more informal work
- shared and individual offices
- dedicated space for PhD students.
- podcast booth bookable via email to sbs-support@york.ac.uk

Church Lane building is also home to [The Link Café](#).

With permit parking spaces on site, there are also a number of Electric Vehicle charging points and bike storage spaces too. Please register your vehicle with parking-permits@york.ac.uk to use the car chargers.

Health and safety

It's important to look after your physical and mental health, so that you can get the most out of your studies and time here at York. We strongly encourage you to seek out appropriate support if your health is impacting your ability to study. Here at the School of Business and Society we have a wellbeing team who are here to provide support for students who are struggling while at York. You can find information on how to arrange an appointment with them on our [wellbeing pages](#) on our website. For information on campus safety including the Safe Zone app please see [here](#).

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

Your supervisor

Your department will allocate you a personal supervisor who offers support and advice throughout your degree programme.

You will meet your supervisor two times per semester, plus three times in the summer period, to discuss your academic progress and to check that all is well with you and your studies. 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 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.

If you hold a Student visa, you **must** attend at least two individual in person meetings in semester 1 and 2 with your supervisor to ensure you are keeping to visa requirements. During summer semester you will need to attend 3 in person meetings with your supervisor and 2 of these need to occur by August.

For further areas of student support, see the student [web pages and University handbook](#)

If you wish to change your personal supervisor then you are able to do this without having to provide a reason although we encourage you to provide one so that we can understand the issue. A request to change supervisor should be emailed to sbs-engagement@york.ac.uk in order for a new supervisor to be allocated.

If your supervisor is away from the University for an extended period of time then you will be allocated a temporary supervisor and details of temporary arrangements will be emailed to you in advance. You should meet with your temporary supervisor in the same way as your usual supervisor.

School committees

The work of the School is overseen by the following committees:

The Board of Studies (BoS) is responsible for all matters concerned with the curriculum, organisation and assessment of academic courses and associated policies. This includes the approval of new programmes and modules as well as revisions to existing programmes. The BoS also considers student feedback and monitors student admissions and achievement. The BoS consists of all full-time members of teaching staff, representatives from other academic staff categories and Course Representatives. The BoS normally meets once a semester.

The Board of Examiners (BoE) deals with matters relating to the examination of students' work and the awarding of degrees. The BoE consists of all members of

teaching staff and its work is overseen by external examiners from other institutions. There is no student representation on the BoE.

The Student Staff Forum (SSF) aims to promote open discussion between students and staff on School matters of mutual interest relating to the student experience, leading either to agreed resolutions or to the formulation of proposals to the BoS or other decision making groups. The SSF is chaired by a School Rep (supported by the Director for UG). Student membership comprises all existing School Reps. The staff membership includes the UG Director/s, Chairs of Board of Studies, Student Services Manager and/ or Student Engagement and Experience Manager, and other staff members upon request.

The Programme Forum provides opportunity for the consideration of student feedback relating to programme or module matters. This is a collaborative meeting between Course Reps and the Programme Leader. The Programme Leader will chair this meeting. The Programme Committee Meeting will take place before the SSF, in case any matters need consideration at wider School level. This meeting provides the opportunity for course reps to develop a strong working relationship with programme leaders.

Course reps / Student Action Groups

Academic representation is a partnership between the University of York Students' Union 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 school or aspects of your programme are run.

There are three types of academic reps:

- **Course Reps** act as the voice of their cohort and work with staff to make improvements to their course. By gathering student opinion, Course Reps become specialists in course-based issues, helping to identify and tackle problems that arise.
- **School Reps** take on a leadership role and support Course Reps to make positive change to the department as a whole. Department Reps are also invaluable contacts at the University of York Students' Union and take part in University-wide projects that improve the student experience.
- **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.

You can [apply to be a course rep](#) if you'd like to represent the views of your fellow students and have a say in how your programme is run.

Student evaluation of modules / Student perceptions of teaching

We take your views on your experience within the school and University very seriously. Your feedback is an important part of the University's programme of quality assurance and enhancement. By providing relevant and constructive feedback, you will help us to deliver the best possible student experience at York.

The School constantly evaluates its programmes and modules to enable us to improve learning and teaching for students. Modules are evaluated two ways in SBS and all evaluations are anonymous.

1. Pulse Survey - This goes live in week 5 or 6 and asks you to comment on what is going well in a module and what could be improved. The comments are passed onto the module leader and other teaching staff so that they can try and address concerns straight away. Staff will advise you of any actions to be taken within lectures or seminars following.
2. Programme Evaluation Questionnaires (PEQs) - This is a larger questionnaire that asks you to rank different aspects of your experiences within modules and for your programme as a whole. This is sent out to you at the end of the teaching weeks of the semester so improvements can be made for future students. The results of the PEQs are not shared back with students but are for the school to improve.

You will be able to access each type of evaluation through the VLE when they become live and you will be given time in some lectures to fill them in. It is really important to receive constructive feedback so that we can continue to improve and provide the best possible experience for our students.

Equality, diversity and inclusion

We are committed to the creation of a fair, welcoming and inclusive environment for all, where everyone is treated with dignity and respect.

The work on equality, diversity and inclusivity (EDI) is to ensure that the School for Business and Society is a supportive, inclusive place to work and study with equal opportunity for all to succeed.

The School for Business and Society received the Athena Swan Bronze award in September 2023 in recognition of the work and commitment to promoting gender equality. The School is committed to the Athena Swan Charter, and are working towards achieving the Athena Swan Silver Award.

The School for Business and Society has an EDI Committee which promotes engagement with EDI matters and aims to implement the Athena Swan Charter

principles in the School's life. See more information here about [Equality, Diversity and Inclusion in the School](#).

The SBS EDI Committee is made up of the following members;

1. Melanie Kreye (Chair)
2. Fabien Baugard
3. Ali Naqvi
4. Juliet Kele
5. Nadina Luca
6. Naomi Finch
7. Anna Ainley
8. Rachel Naylor
9. David Rowe
10. Chidozie Umeh

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

3. Your Programme of Study

Studying at York

At the forefront of the University's mission to be a University for public good, our pioneering and impactful interdisciplinary research and teaching is designed to help public, private and third sector organisations deliver sustainable and inclusive growth in order to improve the economic, social and ecological wellbeing of people across the world.

Our work is applied and problem-focused, using cross-disciplinary knowledge to address real-world problems and working with non-academic partners to co-produce meaningful responses to societal challenges.

Our activity deliberately transcends conventional boundaries, reflecting our view that the most pressing issues facing the world today require responses that consider the roles of public, private and third sector organisations alongside each other.

We're drawing together activities that other universities normally locate in separate Schools of Business and Schools of Public Policy. Reflecting York's long-standing strengths in both of these areas we are the largest organisational unit at the University.

With scale comes a breadth of expertise and a diverse learning community. We offer degree programmes across a broad range of subjects. You can find your programme specification [here](#), and details of all our modules can be found on the [module catalogue](#).

You can find all the information about your programme of study on the School for Business and Society [web pages](#).

Programme aims and learning outcomes

The York Approach is a distinctive teaching framework, informed by research evidence on the best approaches to promote effective learning. It focuses clearly and consistently on students' experience of their programme as a whole rather than as a collection of modules. It defines the University's learning culture and is innovative because it constructs programmes around the notion of student work – all student activity, in and outside contact time with staff – with a focus on developing student capability within their subject.

Programme structure and progression

Progression

Each Masters degree has a progression point at the end of the taught section of the programme. In order to progress, students must have been awarded all required credits for the taught section. Any programmes for more than one year also have a progression point at the end of the first year.

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.

Modules

Each stage is made up of [modules](#). You will attend and are assessed on three modules each semester and each taught module you take is worth 20 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.

Unless a module is non-compensatable, if you fail a module there are two possible ways in which you might still be able to progress. These are compensation and reassessment, and are explained in more detail in the [Assessment, progression and award section](#) below.

[You can find details of our modules in your programme specification.](#)

To find more information on modules please look at [the Module Catalogue](#) and [the VLE pages](#) but please note these are subject to change. Please also use the VLE to find out more information on your module including announcements, reading lists, teaching and course documents.

More information on selecting optional modules will be relayed to students at the appropriate time.

Capstone project module

In the final stages of your study you will complete a capstone project module (CPM), which will be in the form of a dissertation, project or scoping review, depending on your programme. The CPM is designed to both enable students to integrate knowledge and skills acquired across the degree programme, and to assess their ability to analyse a complex issue or problem within a management/social policy/social work context.

On some degree programmes you will choose between an 'academic' or an 'applied' dissertation. If you choose an 'academic dissertation', you will be allocated a specific supervisor for this piece of work and there may be compulsory taught modules you are required to take.

Reading lists

There are no programme-wide reading lists, but all modules have a specific reading list which is available through the module site on the Yorkshire VLE. Reading forms a significant part of studying for a degree in the social sciences and most modules have a set of readings which are connected to each week's teaching as well as more general lists which can be consulted in order to deepen and broaden your knowledge and understanding. Many modules also have a small number of recommended texts which can either be purchased or accessed through the library.

Reading lists will typically include books, individual chapters from books, articles from academic journals as well as reports and a range of other written resources available in print and online. While it is not expected that students will read every item on a module reading list, teaching sessions are conducted in the expectation that students have read all materials that have been listed as preparation for that session (e.g. lecture, seminar or workshop).

You can find further information on your reading lists in the [Teaching and Learning](#) section below.

Credit-weighting

Credit-weighting means that, in calculating your average 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 rules for progression and award in [University assessment policies and procedures](#).

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

Professional, Statutory and Regulatory Body (PSRB) Accreditation

Accreditation is a mark of a course's quality and relevance to employers. It also gives you a head start on professional qualifications which can enhance your career.

MSc Global Marketing	Chartered Institute of Marketing (CIM)
MSc Human Resource Management	Chartered Institute of Personnel and Development (CIPD)
MSc Accounting and Finance	Chartered Institute of Management Accountants (CIMA)
MSc Accounting and Management	Chartered Institute of Management Accountants (CIMA)
MA Social Work and MSocW Social Work	Social Work England

Many of our courses are accredited by professional bodies. You can find more details about our courses' accreditations on the [accreditation webpages](#).

Global Programmes

It may be possible to work, study or volunteer abroad as part of your Masters from two weeks to a few months in the summer. Contact your personal supervisor about departmental opportunities to go global. Immerse yourself in an academic and cultural experience through a [summer abroad opportunity](#).

We offer [postgraduate global opportunities](#) through the [Global Opportunities team](#).

Problems with your programme

If you are having problems with your programme you should seek help and advice as soon as possible. In the first instance you may wish to talk to your [personal supervisor](#). Depending on your circumstances, you could also speak to your [Student Wellbeing Officer](#) or make an appointment with our [study coaches](#).

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.

You can contact your personal supervisor to discuss a potential leave of absence, or contact sbs-pg@york.ac.uk

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.

You can discuss a potential withdrawal with your personal supervisor or contact the engagement team via sbs-engagement@york.ac.uk.

4. Teaching and Learning

Studying at university

At university we expect you to take responsibility for your own learning. This means being self-motivated and independent when it comes to your studies and your personal development.

Teaching methods

We focus on teaching the skills and expertise that employers want. Modules are taught by leading academics and industry experts with vast experience in their fields. Our passionate tutors' research-led teaching puts you at the forefront of current issues.

We use a wide range of teaching methods to suit different learning styles, including:

- Lectures
- Seminars
- Activity-based workshops
- Group projects
- Individual projects

At SBS, the research we do informs your teaching. This means that your lecturers can bring real-world insights into the classroom, such as how to balance finance, social and environmental performance while tackling big societal issues. We have explained some common terminology below;

- SBS - School for Business & Society
- PSS - Professional Services Staff
- SWO - Student Wellbeing Officer
- ML - Module Leader
- PL - Programme Leader
- ECA - Exceptional Circumstances

Code of conduct – teaching sessions

We aim to provide a safe and respectful environment for all staff and students. Our teaching methods are built on a participatory model of learning that relies on students meeting their obligations to participate in the learning process. To achieve these aims we expect you to:

- Respect the views and ideas of others, even where these differ from your own.
- Arrive promptly at teaching sessions to avoid disrupting the class.

- Undertake preparatory work and be prepared to participate in discussions.
- Avoid disruptive behaviour such as talking over other people, using mobile phones in classes and so on.

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, if required. Regular attendance is vital to your progression through your degree programme. If it looks like you're not engaging with your studies, we will reach out with guidance and support.

[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).

Our [Student Academic Engagement and Wellbeing Policy](#), sets out how we support you during your time at university to achieve your full academic potential. Our [Student Academic Engagement and Wellbeing Procedure](#) outlines what we do if we are concerned that you may need extra support.

Absence

If you are ill during teaching weeks, please notify the University via your [e:Vision](#) account (in the 'Your Support' section). You can self-report your illness for a maximum of ten days in any one academic year, with a maximum of seven days for any one period of illness.

If you have a Student Visa, you can also request an Authorised Absence via e:Vision. This will cover periods of more than seven days, but no longer than four weeks, and can be approved by your personal supervisor (this must be done in advance of taking the absence as this cannot be done in retrospect). Any longer absence requires the approval of [Special Cases](#). See information on taking a [Leave of Absence](#).

Should home students require an absence they must email sbs-engagement@york.ac.uk for further advice.

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](#). This is especially important if you are a visa student. If your attendance falls below an expected level, you will be at risk of having your visa curtailed.

In the first instance, if we notice your attendance is low, we will reach out to make sure that everything is ok and offer our support. If low attendance continues throughout the year, one of our wellbeing officers will get in touch to check you're ok. For visa

students, consistently low attendance will result in you being withdrawn from your programme.

Getting feedback on your progress

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.

University policy on assessment, examiners, marking and feedback can be found in [University Assessment policies and procedures](#).

It is important that you read the feedback comments that are attached to and embedded in your assessment, as well as reviewing the mark itself. The comments will enable you to identify strengths and weaknesses in your work. You can also make an appointment to speak to your Personal Supervisor to discuss the feedback to help you to interpret your feedback if you are not sure about any issues. You cannot make an appeal against an academic mark, but you should always talk to a member of staff if you do not understand why you received the mark that you did. This will help you to identify areas you might need to work on, or check your understanding.

What do I need to do to succeed in my programme?

University [rules for progression and award](#) explain what you need to do to progress through your degree programme and how you can calculate your current classification marks along the way.

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](#), preferably within the first few weeks of your programme. The tutorial relates to your individual programme so you must complete it even if you have studied at York before.

The tutorial is on the Learn VLE (Blackboard) and will take you through key principles around integrity and how to avoid things like plagiarism and collusion. It also covers guidance on using artificial intelligence (AI). If you do not uphold the values and conventions of academic integrity, you may be subject to the University's academic misconduct procedures.

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.

In SBS you are required to follow the Harvard referencing method. Training in using the Harvard referencing system will be provided throughout your degree, and especially in your first year. An [online guide to using the Harvard referencing](#) system can be found on the university web pages.

Turnitin

Turnitin is a text-matching software used primarily by staff to check academic work for appropriate acknowledgement of sources. This is integrated into the VLE as part of your [assessment submission process](#).

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 guidance on [Artificial Intelligence \(AI\) use in assessment](#) states 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 [York SU Advice and Support](#) for help.

Ethics

All activities undertaken by staff and students as members of the University must comply with appropriate ethical standards.

Any research that involves human subjects as participants (for example in interviews, surveys and so on) must comply with these ethical requirements which cover issues such as consent and the use and storage of the data collected by researchers.

The full policy and guidance about how to go about receiving ethical approval for research projects can be found in the [School's Support Information](#).

Study skills and support

Teaching at York is done by academic experts who will introduce you to their academic subject areas, key discipline skills and concepts. However, you are responsible for managing your time and your own general skills development. We will support you to develop your independent study skills.

Departmental study support

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.

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.

Online resources – IT facilities, VLE and others

The Department uses a [Virtual Learning Environment \(VLE\)](#) to communicate information to students, provide access to learning resources and facilitate learning activities.

For more information about using the VLE please refer to the Introduction to the VLE section of the Welcome to the School for Business and Society dropdown Preparing to Study site at: vle.york.ac.uk.

See information on the [facilities and services IT Services provides](#). If you have any problems, you can [contact IT Services](#) for help.

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 quickstart 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](#).

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 Faculty Librarians

Your Faculty Librarian is Martin Philip. They 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-sbs@york.ac.uk. Further details on your Faculty Librarian and your subject guide can be found at subjectguides.york.ac.uk

Study spaces

There are [over 1000 places to work](#) across the three sections of the Library: the Morrell, the Fairhurst and the Burton, plus more [study spaces across campus](#). These include a variety of quiet and silent areas, IT rooms, and bookable group and individual study rooms. There are study areas designed especially for postgraduate students in the Morrell and the Fairhurst; ask at the Library Help Desk to get access to these spaces.

There is also library space on the 1st floor of Piazza Building on Campus East, and a 24/7 Library Study Area in Vanbrugh College (V/N/058), and the Ron Cooke Hub. Within the Church Lane building you can use the agile working area on the 1st floor if you want a quiet place to study or do your work.

The Borthwick Institute for Archives

Few universities have archives with the range and quality of those at the [Borthwick Institute for Archives](#). It supports teaching across a wide range of departments and provides work experience and skills teaching across archive and archive conservation work, ranging through digital archives, parchment codices, photographic prints and negatives and reel-to-reel tapes. Anyone can use the collections, so if you are looking for inspiration for a dissertation, or just interested in viewing items from collections, staff at the Borthwick institute will be able to help.

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:

- academic reading and writing including critical thinking
- communication and self development - time management and study skills
- planning academic assignments, capstone projects and theses
- maths and statistics
- academic language
- 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, and presentations. Enhance your digital creativity with the Creativity Lab and YorCreate 3D printing space.

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](#) provides online resources, one to one appointments and workshops to develop skills and competencies in mathematics and statistics.

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. These non-credit language classes are available in a range of different languages and at different levels so you can take part whether you are a beginner or nearly fluent. Two types of courses are available: year-long courses running from October to May and short courses in Semester 2. There may be a charge for these courses.

Prizes

All SBS scholarships are advertised on the University's [Postgraduate Research Funding webpage](#).

5. Assessment, progression and award

Assessment, marking, feedback and standards

The University's formal [policies and procedures relating to the conduct of assessment](#) can be found on our website. There is 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 main 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.

Information about how each module is assessed can be found in the relevant module outline on the VLE.

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 11 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. You need to contact Disability Services even if you have had a Student Support Plan in place in the past, either at York or another university.

Assessment format and submission of work

A variety of assessment tasks are used in our modules, including essays, exams, reports, portfolios, projects and presentations.

Details of the task you need to complete will be available at least 5 weeks before the deadline for submission, unless there is an exception specified in the module outline (e.g. because the nature of the task prevents this from being possible).

You may be asked to take an online examination. This means the paper will be uploaded to the VLE and emailed to you at a certain time and you upload your answers before a specified deadline. See our [guidance for online exams](#).

Format

All your work should be prepared using Word, with 1.5 line spacing and in font size 12. Handwritten work will not be accepted unless specifically stated.

You must not exceed the word limit for any assignment. The word length does NOT include the bibliography/list of references unless specified. The School has a policy of accepting variations to the recommended word count of plus or minus 5%.

Markers will mark your work up to the word count maximum plus 5% and then will stop marking; therefore all words which are in excess of the word count plus 5% will not be marked.

Where your word count is more than 5% below that specified, it is likely that this will result in a lack of analytical depth or relevant content, which will be reflected in the mark assigned.

Printed copies of work will not be accepted unless the assignment is exempt from the online submission process (see below for exceptions).

Submission

Please watch [this short video](#) with instructions for submitting your work.

Fully anonymised work from previous years may be used on occasion in order to provide examples for future cohorts and external examiners - these will not be shared beyond individual modules.

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.

Assessments that are submitted late, without an approved extension for [exceptional circumstances affecting assessment](#), will have a percentage of the available marks

deducted in accordance with the policy on penalties available on the [University assessment policies and procedures](#) web page.

This penalty is different 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 30 out of 50, and the work is up to one day late, the final mark is 20.

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

Submitted	Penalty
Up to one hour late	5% deducted from mark
1 day	10% deducted from mark
2 days	20% deducted from mark
3 days	30% deducted from mark
4 days	40% deducted from mark
5 days	50% deducted from mark
Over 5 days	Work marked at zero

All work submitted late, without valid exceptional circumstances, will have marks deducted. The deadline for work is on the hour, i.e. if the deadline is 11:00:00, work submitted at 11:00:01 is late.

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. In the calculation of stage averages used for degree classification, where the reassessment is taken the module mark following reassessment will be used, but it will be capped at 50.

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?

Summative assessments are marked anonymously, unless they are presentations or group work, by a member of the teaching staff. A sample of assessment submissions is moderated by a second member of staff to ensure consistency and fairness. All dissertations are marked independently by two members of staff before a final mark is agreed. A sample of marking is also shared with external academic colleagues who review and share feedback before marks are finalised at the Board of Examiners meeting.

Step-marking is being implemented in all departments in Social Sciences. It will be used as the standard form of marking for qualitative assessments. [Here is information](#) on step-marking, in the form of a series of frequently asked questions.

What happens if I fail a module?

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

Compensation

For Masters level modules, the pass mark for module assessments is 50. However, if your mark for a module is in the 40 – 49 range, you may still be able to get the credits for the module if your performance in other modules is good enough to compensate. If a student fails one or more modules in the taught stage, they may still be awarded the credit for taught-stage modules, as long as there are no more than 40 failed credits, there are no outright fails, and the rounded credit-weighted mean over all taught modules taken in the stage (including failed modules) is at least 50. In other words, 'marginal' failure in one module may be compensated by achievement in others.

Reassessment

If you get a module mark below 40, or if you have too many modules with failing marks to be allowed to compensate them all, you will have to be reassessed. However, you will only be offered a reassessment opportunity for failed module(s) if the total number of failed credits in the taught modules does not exceed 60 credits.

Your resit mark, capped at the pass mark, is used in deciding if the credit will be awarded and for any decisions to classify the award as merit/distinction.

Please note that pass / fail modules cannot be compensated.

See [University assessment policies and procedures](#) for further information on compensation and reassessment.

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.

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 a good reason why the student could not have informed the University of the circumstances at the time.

You will need to submit evidence of exceptional 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 resit an assessment.

There are three possible ways to claim exceptional circumstances:

1. Student Support Plans (for students with a disability) sometimes have the option to request an extension on a piece of work as part of their Plan's adjustments or to defer an examination attempt.
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 for assessments where the start time (exams) or deadline (open assessments) has passed or where the self-certification may not be possible due to the severity of the circumstances/impact on 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.

Please note that during busy periods, such as assessment weeks, it can take up to 5 working days for students to receive an outcome.

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 [York SU Advice and Support](#) 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 members of staff from other universities who monitor the standards of modules and the consistency of marking across individual modules and institutions. They review a range of student work for this purpose and submit a report about the programmes for which they are responsible every year. These reports are discussed at the Annual Programme Review meeting (APR), and student reps are invited to contribute to the departmental responses to any issues the external examiners identify.

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](#).

Your final degree classification

The University applies the following mark scale to postgraduate work:

- Distinction: 70-100
- Merit: 60-69
- Pass: 50-59
- Marginal fail (potential to compensate): 40-49
- Fail: 0-39

For information on calculating your degree classification, see the rules for progression and award in [University assessment policies and procedures](#).

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](#).

Paying your fees

It's important that you pay your tuition fees by the due date in line with the University's terms and conditions. You can make payments via [e:Vision](#) using a range of payment methods, including Flywire, our international payment partner for overseas bank transfers, card and e-wallet payments.

The University takes a proactive role in debt recovery. Regrettably this may impact your student visa status as an international student or your ability to obtain credit in the future.

Student Visa holders

If you are a Student Visa holder you are required to comply with the [Terms and Conditions for Student Visa holders](#) throughout the duration of your sponsorship. Further information about your [responsibilities](#) can be found on our website.

Campus rules

Our [Rules for the Use of Campus Grounds](#) set out the standards we expect to ensure that the grounds of the University remain inclusive, sustainable and an inspirational environment to be enjoyed by all.

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

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

Our [health and wellbeing web pages](#) detail the wide range of [help and support](#) available for all students to help you get the most out of your university experience. Our [Student Academic Engagement and Wellbeing Policy](#) sets out how we support you during your time at university to achieve your full academic potential.

Your School

You have two Student Wellbeing Officers for your School, Heather Buckby and Leonie Raymond, who will be able to offer advice, guidance and support with personal or academic issues that may affect your ability to fully engage with student life. They offer a non-judgemental, confidential space for you to talk through the challenges you might be facing and where appropriate, help you to navigate University services as well as signposting to other, external sources of support.

To make an appointment you can either email sbs-wellbeing@york.ac.uk or book directly with [Heather Buckby using this link](#) or book directly with [Leonie Raymond using this link](#). Appointments can either be in person or online via Zoom.

There are also two Open Door practitioners, Abby Brown and Sarah Clayden based in the department. They provide support to students who are experiencing psychological or mental health difficulties. You can request a confidential appointment either by emailing sbs-wellbeing@york.ac.uk or completing the Open Door online self-referral form [Open Door - Student home, University of York](#).

In addition to one to one appointments, the team also offers workshops on a variety of topics including: How to Counter Procrastination, Group Work and Presentation Anxiety, Winter Wellbeing and Managing Assessment Stress.

We also have a Wellbeing Events calendar and regularly provide opportunities for you to explore different activities that are known to support wellbeing and positive mental health as well as participating in celebrations important to our student community.

More detailed information can be found [on our Wellbeing in SBS website](#).

There is also the Wellbeing room (CL/A/056), where you can go to take some time out and relax if you are feeling overwhelmed, or just need a quiet space. Upon entering the room, you are encouraged to slide the notice to 'occupied' so that you won't be disturbed, and to return it to 'vacant' when you leave. There are books (which can be borrowed and returned), puzzles, fidget toys, noise cancelling headphones and a blanket (these resources should stay in the room and be returned to the basket after use) in this room for you to enjoy.

Your college

York is one of a handful of UK universities with a collegiate 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.

With a team of staff and student volunteers, colleges are a first point of support and guidance and they can point you in the right direction when further expertise is needed.

Whether you are an on-campus resident or not, your college is ready to listen.

University of York Students' Union

There are many opportunities to get involved with groups and projects outside of your course with York Students' Union. Join clubs and societies, campaign to make change, volunteer - and so much more. With over 250 societies and over 65 sports clubs, there's something for everyone.

Head to the [University of York Students' Union website](#) to see all of the clubs and societies on offer.

Student Hub

The [Student Hub](#) is a first point of contact for support and advice. Chat to our Student Support and Advice Team about issues regarding financial support and money management, housing advice, academic progress issues and more.

Student communities

We offer a bespoke programme of support to help postgraduate students from different [student communities](#) get the most out of their university experience. The Student Communities programme includes subsidised social events during term time and a weekly newsletter highlighting different ways to get involved in university life.

Support with finances

If you are facing issues with your student finance or difficulties managing your money, our [Student Support Team](#) can help. They offer budgeting support, liaison with student finance bodies, and can also advise on options for [financial assistance](#) and other support that may be available.

Support for international students

Our [International Student Support](#) team provides advice and guidance for international students on issues such as immigration and visas, accessing healthcare, opening a bank account, scams and signposting for emotional support.

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 via the online registration form to discuss your individual needs and to recommend academic adjustments in a Student Support Plan (SSP).

Please note that even if you studied a previous degree at York you will need to [contact Disability Services](#) after you enrol for a postgraduate programme as your Student Support Plan may require updating.

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

The disability representative for the School is [Emily Greener](#).

If you are studying at York for the first time, you will need to contact [Disability Services](#) to set up a student support plan. You must complete the Disability Services registration form and provide supporting documentation to be considered for adjustments in your exams. See the information provided on formal examinations in the [Assessment, progression and award](#) section for further information.

Mental health support

We have a team of [Mental Health Practitioners based on campus](#) in our Open Door and Student Wellbeing team. Get in touch for free, confidential support if you experience psychological or mental health difficulties.

24/7 support

Download the free [TalkCampus](#) app to connect anonymously 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. You can also access a 24/7 helpline - staffed by clinicians - if you need someone to talk to.

Campus Safety

The [Campus Safety](#) team is a first point of contact for security, medical, social and wellbeing related issues, providing advice and guidance on safety and security related issues. They provide a friendly and high visibility presence to help keep everyone safe. You can find them at the Campus Safety Hub at Market Square or you can contact them easily via the [SafeZone app](#).

Faith contacts

Whilst the University is a secular institution, we have information about [faith communities](#) to signpost students to faith and spiritual support in the local area. We also provide spaces for prayer and reflection on campus.

Support for harassment and sexual violence

We understand that incidents of harassment and sexual misconduct occur across society, including within university settings. Our dedicated [harassment and sexual misconduct web page](#) summarises the University's approach, policies and procedures related to harassment and sexual misconduct.

Sexual Violence Liaison Officers

Our [Sexual Violence Liaison Officers \(SVLOs\)](#) can work one-to-one with those who have experienced sexual violence at any time in their lives. They can 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 serious misconduct such as harassment, sexual violence or physical violence. You can also find lots of information on all of the support available, both within the University and in the local community. You can also choose to report anonymously to help the University to understand the issues affecting our students.

8. Personal development and employability

Careers and Employability

Our [Careers and Placements](#) team is based on Campus West next to the Spring Lane Building and there is always someone to talk to during [opening hours](#).

The team covers:

- **Information, advice and support** - from our professional team of accredited careers consultants and the wider support team
- **Experience** - including Placement Years, volunteering, community engaged learning and short term internships with our network of local employers
- **Skills and development** - including our award-winning York Strengths programme, York Leaders and York Award
- **Events and networking** - linking you up with future employers and showcasing the diverse graduate opportunities available

Working during your studies

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

School careers team

Within the School, you have a team to support you with your career goals. Our team works alongside the central University Careers and Placements service to help you throughout your studies.

Our staff includes three Placement Coordinators, a Careers Consultant, and a Placement Manager. Our office is in CL/A/064, located right next to the student reception. You can find resources on the [SBS Employability Hub](#), and events and opportunities are advertised on [Handshake](#).

Your Careers Consultant, Fabien Baugard, offers a specialist service for students in the School. You'll meet them during career sessions, employer and alumni events, and in core modules where employability is built into the curriculum.

To talk about career planning, get advice, and receive guidance to help you achieve your career goals, you can book one-to-one appointments by emailing sbs-careers@york.ac.uk.

9. Graduation and beyond

After you submit all your final 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 personal reference, you should contact your personal Supervisor or an academic member of staff who is familiar with you.

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

Keep in touch

Once you graduate, you will officially become a York alum and will be able to access our careers support - for life. Whether you want to further your professional life with courses that will enhance your skills, prepare yourself for a promotion with career support and advice, or stay connected with York and the friends you made whilst being here, we can help with [York for Life](#).