

Welcome to York

**School for Business and
Society**

**UNDERGRADUATE SCHOOL
HANDBOOK**

2023/24

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1. Introduction

Introduction to the department

The School for Business and Society is uniquely placed to lead business and public policy action in order to tackle complex social and environmental issues, and deliver sustainable inclusive growth.

We're combining and amplifying our strengths in responsible business management, social and public policy, social work, criminal justice, and public management, to create an environment that will help develop the ethical 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 and inclusive growth in order to improve the economic, social and ecological wellbeing of people across the world. We aim to inspire and encourage our students, our communities and ourselves to think critically about the world that we live in so that we can make it better!

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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.

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

Study

We offer a variety of courses at all levels, covering a broad range of disciplines across management, finance, accounting, human resource management, marketing, international business, social and public policy, criminal justice, public management and social work.

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

Over 250 people work at the School for Business and Society. You can use to 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 2023. Please check our website 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 there as 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 **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.

You are now also part of the **student community** belonging to your school. **Course reps** are there to help represent your views to the school and to the University – so there is always a way to get your views heard.

School office

Provide details of your department office including its location and its opening hours. Link to online information if this is liable to change.

Our School reception area and support services offices are on the ground floor of Church Lane and are the main focus and source of information for all students. The address is as follows:

School for Business and Society
University of York,
Heslington
York
YO10 5DD
United Kingdom

The Reception contact number is 01904 32 1231 and it is usually open 9am to 5pm, Monday to Friday. The Reception email address is sbs@york.ac.uk

Opening hours: <https://www.york.ac.uk/business-society/contact/>

Staff contacts

Contact details for all staff in the School are available at: www.york.ac.uk/business-society/people/

If you need to contact a particular member of staff it is best to make an appointment via email. If you need an appointment urgently and you are having difficulty contacting, for example, your personal supervisor, then call the School office to see if it is possible for the support staff to contact them.

During the semester: staff will reply to your email within **3 working days**. If you have not received a reply within that time, please contact sbs-engagement@york.ac.uk. Please note that other than in cases of emergency, email and other communication takes place within working hours 08.00-18.00 Monday to Friday.

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, 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. You can make appointments to speak with staff during these hours. We strongly advise you to make use of these hours for academic support.

Research leave: academic 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, so you must check this account regularly.

We will do our best to keep you informed of what you need to know at all times. You need to be aware of, and check regularly, the different lines of communication between you, the School and the University.

There are two ways in which the School contacts you:

- Your York Gmail account

- Announcements on the VLE

Email and the VLE are the most important methods of communication. You are strongly advised to check your University email account **on a daily basis** during each semester.

Further information about how to access the VLE and your University email account can be found in the University handbook.

If you need to contact the School, the following are the most effective ways:

- Via email (see contact information above)
- Visiting the School office/reception during open hours (see above)

If you are contacting staff via email it is important to remember that University is a professional working environment and therefore courteous communication is expected. If you are requesting information then it is also helpful if you provide details such as your full name, your programme and your student ID number. Please be reminded that you should include your Student ID number 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](#).

Departmental facilities

Features of the Church Lane Building

The modern, light filled building features bespoke teaching and learning spaces include:

- a lecture theatre
- multiple classrooms
- numerous break out and social spaces for more informal work
- shared and individual offices
- dedicated space for PhD students.

Church Lane building is also home to [The Link Café](#) providing a mix of indoor and outdoor seating - for students and staff to enjoy some well-deserved down time.

With additional permit parking spaces on site, there are also a number of Electric Vehicle charging points and bike storage too.

Health, safety and security

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.

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 academic supervisor

Your department will allocate you an academic supervisor who is there to offer you support and advice throughout your degree programme.

You will meet your supervisor at least twice per semester to discuss your academic progress and 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 will need to attend at least **two** individual meetings per semester with your supervisor.

For further areas of student support, see the student web pages and University handbook:

york.ac.uk/students/new/undergraduate

If you wish to change your personal supervisor then you are able to do this without having to provide a reason. A request to change supervisor should be emailed to sbs-ug@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.

Agendas and minutes for the BoS are available through the Committees link on the SBS tab on the VLE.

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 **Exceptional Circumstances Committee** (ECC) considers student requests for extensions and re-assessment (see Assessment section below). The ECC consists of several members of teaching staff from across different programmes. There is no student representation on the ECC.

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 Experience and Outreach 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.

Student Academic Representation

[Academic representation](#) is a partnership between the Student Unions and University Schools and Department. 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.

There are three types of academic reps:

- **Course Reps** act as the voice of their cohort and programme, and work with staff to make improvements to their course. By gathering student views, 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 in their roles, and to make positive change to the School as a whole. School Reps are also invaluable contacts at YUSU 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. An updated log of all completed actions from the SSF and Programme Meetings is on the VLE.

Student evaluation/feedback

Your feedback is vital in helping us to prepare inclusive and thoughtful programmes of study – it is the only way we can ensure that we are producing teaching of the highest standard. For this reason, you will be asked to complete surveys/evaluations at various point during the course of the year. All the evaluation information is collected anonymously. Summaries of the evaluations will be produced and will outline any actions to be taken to best address your feedback.

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. This is about more than policies (though of course we have them - see below), inclusion to us is about looking inwards to continue to improve our own engagement with inclusion and the lived experiences of our students. Our work in this area is ongoing and continually evolving, and we have a number of projects that actively engage staff and students in improving practice.

For more information about ED&I at the University see:

- [ED&I guidance and resources](#)
- [Digital Accessibility](#)
- Information about [inclusive facilities](#) on campus
- [Dignity at Work and Study Policy](#)
- Subscribe to our [Diversity events Google calendar](#)
- See our [Let's talk about race and racism webpage](#)
- See our [Gender Equality guidance and resources](#)
- [Athena Swan Charter, Principles and Awards](#)

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

3. Your Programme of Study

Studying Management, Social Policy or Social Work 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](#).

Business, Management and Finance Degrees

[BA \(Hons\) Business and Management/BA \(Hons\) Business and Management \(with a year in industry\)](#)

In a populous world, management is more than a problem for corporate organisations, but the organisation of people, resources and institutions is an everyday issue. This degree aims to provide you with knowledge focused on evaluating information for credibility, collaborating for innovation and entrepreneurship, and advocating for change. The degree is interdisciplinary, with key insights from history, philosophy, sociology and ethics applied to the context of organisation. Content will often focus on cutting edge developments, so be aware that option modules will change as they are updated based on topical research.

Your core modules include content aligned with benchmark statements across the field of business and management, including ethics, responsibility and sustainability, economics, marketing, accounting, organisational behaviour, strategy, and planning sustainable enterprises.

As a student on this programme, you will have to make key decisions about your specialist options, and about whether you wish to pursue a dissertation research project in your final year. Specialist options may be in topics such as; technology, risk and information systems, consultancy, wellbeing and human resource management, sustainability or law. If you choose a dissertation project you should only select two option modules in final year, we recommend you take one option module in each semester.

For full details of current modules please follow the link to the university website. Option modules will be advertised at specific times of the year along with video information about the module from the module leaders to help you make your decision.

[BSc \(Hons\) Business and Management/BSc \(Hons\) Business and Management \(with a year in industry\)](#)

The BSc in Business and Management programme aims to equip you to become a reflective, internationally, socially and ethically aware specialist in operations management, able to identify business and management problems, gather together the relevant information affecting the issue, analyse it, and then decide, present, and act on a course of action, in a team if necessary.

You will be able to competently engage with project and supply chain management situations, use a range of techniques to aid decision-making, and act as a business and management consultant.

Throughout the programme you will be encouraged to broaden and deepen your digital literacy by engaging with technology-enhanced learning techniques and through making use of a variety of software packages to aid with parts of your course, such as making videos, forecasting and decision-making.

If you choose to do a placement year with us, you will have an early taste of practice, not only equipping you for the job market but enhancing your final year by providing you with experience for analysis and reflection.

[BSc Accounting \(Hons\) Accounting, Business Finance and Management/BSc Accounting \(Hons\) Accounting, Business Finance and Management \(with a year in industry\)](#)

Accounting is the language of business. It gives managers, investors and governments the information they need to make financially-sound decisions.

In the increasingly complex modern business environment, there is a high demand for skilled professionals who can work flexibly in teams across business boundaries. You'll need strategic focus and the ability to influence decision making and apply judgement responsibly.

This course places accounting and finance skills in a broader business context. You'll gain the technical skills and problem solving abilities you might expect from an accounting and finance programme, but will also have the opportunity to develop strong communication skills, a broad commercial awareness and a critical approach to business problems.

Accredited by a number of professional bodies, this academically challenging and vocationally relevant degree is an ideal stepping stone into careers in accountancy and management

[Accreditation details](#)

[BSc \(Hons\) Marketing/BSc \(Hons\) Marketing \(with a year in industry\)](#)

In order to succeed, marketers have to respond to the ever-evolving needs of their customers and stakeholders, as well as dynamics of the marketplace.

The BSc in Marketing has been developed by expert academic staff to provide you with a thorough understanding of marketing theories, interdisciplinary techniques and business strategies relevant for a successful career in marketing in the UK and worldwide. Whilst acquiring up-to-date knowledge about key marketing areas, you will develop core skills such as critical thinking, digital literacy and data analysis, communications and ethics.

Our strong links with companies give you access to guest speakers and opportunities to take part in real-world consulting projects and/or case studies. Students can also enjoy a placement year in industry or a year abroad. The BSc in Marketing is accredited by the Chartered Institute of Marketing (CIM); successfully completing the programme takes you partway towards a professional CIM qualification.

[Accreditation details](#)

[BSc \(Hons\) Actuarial Science/BSc \(Hons\) Actuarial Science \(with a year in industry\)](#)

Successful actuaries use mathematical skill and business acumen to solve financial problems related to risk and uncertainty.

This degree combines the expertise of the School of Business & Society and the Department of Mathematics, giving you access to world-class academics at the cutting edge of research in their fields.

You'll sharpen your mathematical skills and statistical reasoning, developing expertise in advanced calculus, algebra, probability and statistics. In parallel you'll study economics, finance and accounting, developing your understanding of the wider context of actuarial work.

On successfully completing this course, you will be a multi-faceted and highly employable graduate with the financial and business skills required to qualify as a professional actuary.

[Accreditation Details](#)

Social and Public Policy and Criminal Justice Degrees

[BA \(Hons\) Social and Political Sciences](#)

An array of grand social challenges currently prevails in society, ranging from poverty, political dissatisfaction, homelessness, left behind places, crises in the cost-of-living, crime and climate breakdown. Some of these problems are long-running and deeply entrenched. Studying a BA in Social and Political Sciences allows you to study these issues, among many others, from an interdisciplinary perspective and particularly through the enhanced flexibility of choosing modules from a huge range offered by three highly respected academic departments in Sociology, Politics and Social Policy.

You will be taught by world-leading academics and study the most up-to-date theories in social and political sciences. As your studies progress you will have the flexibility to tailor your degree to allow you to focus on your own interests, especially through the themes of globalisation, human rights, social inequalities, the future of the welfare state, migration, equality and social justice. Alongside exploring core societal challenges within a broader social, political, cultural and economic context, you will also develop your analytical skills in a more applied way by thinking about social policies that could help to address these problems. Between your second and third years, you will be encouraged to take up a work placement in which you will get first-hand experience of the work you are interested in. In your final year, you will undertake a dissertation on an issue within the social and political sciences. For further details on the current modules please follow the link above to the degree programme's webpage.

[BA \(Hons\) Social and Public Policy](#)

Studying a BA in Social and Public Policy allows you to study some of the key problems in social and public policy within a broader social, economic, cultural and political context. You will study core modules that give you a grounding in social sciences and research methods, and as you progress in your degree you will tailor your studies with optional modules on issues that are of interest to you.

You will consider the diversity of human needs and sources of inequality at local, national and global levels, and analyse the contexts in which they emerge. You will also engage with the complexity of the policy-making process in the UK and beyond, learning to critically assess the role of policy actors, citizens, governments and markets in shaping policy and evaluate the evidence on which policy is based. In your final year, you will undertake a dissertation that entails in-depth research of an issue of your choice. For further details on the current modules please follow the link above to the degree programme's webpage.

[BA \(Hons\) Social and Public Policy \(Ethics and Justice\)](#)

Studying a BA in Social and Public Policy (Ethics and Justice) allows you to study some of the key problems in social and public policy, accompanied by core and optional modules from Philosophy. You will study modules that give you a thorough grounding in social sciences, ethics and research methods, and enable you to engage with broader philosophical questions surrounding ethics and justice. As you progress in your studies, you will tailor your degree through optional modules that allow you to focus on issues and policies that interest you.

You will consider the diversity of human needs and sources of inequality at local, national and global levels, and analyse the contexts in which they emerge. You will also engage with the complexity of the policy-making process in the UK and beyond, learning to critically assess the role of policy actors, citizens, governments and markets in shaping policy and evaluate the evidence on which policy is based. In your final year, you will undertake a dissertation that entails in-depth research of an issue of your choice. For further details on the current modules please follow the link above to the degree programme's webpage.

[BA \(Hons\) Criminal Justice and Social Policy](#)

A BA in Criminal Justice and Social Policy will give you a broad introduction to a range of social sciences as well as an understanding of the development of the criminal justice system and the welfare state.

A fundamental part of the degree is the work placement, offering you a chance to learn from professionals in a crime or criminal justice field.

This degree is ideal if you're interested in how crime is defined and how governments can deal with it, as well as how policies on crime and criminal justice relate to other areas of social policy. Graduates are well equipped for careers in the police service, probation, the voluntary sector and agencies dealing with youth offending and other forms of crime.

Social Work Degrees

[MSocW \(Hons\) Social Work](#)

The Master in Social Work (Hons) is a professional qualification which entitles you to apply to register as a social worker: a challenging and rewarding career.

This four-year course, which includes two years of postgraduate study, provides an advanced alternative to standard three-year BA Social Work degrees. You'll gain a Masters-level qualification which is highly valued by employers. You'll have the opportunity to gain practice experience in a voluntary sector placement in your second year, followed by placements within diverse social work settings in Year 3 and 4.

Through a carefully tailored programme of coursework and practical learning, you'll gain the knowledge and skills required as a professional social worker. You will develop abilities that enable you to join a rapidly changing and fast-paced profession. The integration of practice, theory and research means you will be a competent and critically reflective social worker, able to make informed judgements based on sound analysis, often in unpredictable circumstances.

You will develop professional skills and knowledge to improve the lives of vulnerable people. Service users and carers contribute directly to our teaching, giving you an unparalleled insight into the complexities of social work. You'll gain the ability to face complex and difficult human situations with confidence, creativity, compassion and integrity. You'll learn to work alongside people and to incorporate principles of social justice into your everyday practice.

Join a thriving School, internationally recognised for its teaching and research excellence and gain a solid foundation from which to begin your professional journey.

Accreditation

After completing this degree you can apply to register as a social worker with Social Work England. As a social work student you will be expected to adhere to the standards set out in the Social Work England professional standards.

Programme aims and learning outcomes (Local)

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

[You can find details of your programme structures in the programme specifications webpages](#)

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) is not included in your degree classification, but it is essential that you pass it to continue with your programme, and it will appear on your final transcript so it is likely that potential employers will see it. It is also worth

saying that the first year is a great testing ground for the rest of your studies. The progress and learning you achieve in the first year in terms of study skills and essay and report writing etc, will be of great benefit to your performance in subsequent years.

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.

If you are on a Placement or Study Abroad Year this will accrue to 120 credits but will not contribute to the calculation of your final overall grade

For Management and Social Policy degrees, the final degree calculation ratio is 2:3 (second year: third year). For Social Work Master's students the final degree calculation ratio is 2:3:3 (second year: third year: fourth year).

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. 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.

Modules and stages are also subject to credit-weighting. More information on this can be found in the 'Credit-weighting' 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. e.g for third year options, students will receive option information and how to choose in Spring Term Year 2.

If you are on a Placement or Study Abroad Year this will accrue to 120 credit but will not contribute to the calculation of your final overall grade.

Students are only permitted to take modules from their programme of study, as shown above. For students in second year you will make your option choices for year 3 in Semester 2. The Student Services team will inform you when you need to choose your option modules. You will be provided with more information about these choices at that time. (Including students with a Year Abroad and

with a Year in Industry.) You may be able to change your module at the beginning of the term, but this is subject to availability, please email sbs-ug@york.ac.uk.

Dissertation/Project

The dissertation 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 context. The dissertation will be based upon primary research undertaken by the student. It may either take the form of an analysis of a current issue in management, and/or it may be in the form of an answer to an organisational problem. In both cases the dissertation will require the collection and analysis of primary empirical data.

For Social Policy students, in year 3 you will undertake an independent study project or dissertation of up to 10,000 words that is worth 40 credits. You will work with one member of staff who acts as your dissertation supervisor. Preparatory learning resources are provided at the end of the summer term in year 2 and throughout year 3. More detailed guidance about the dissertation will be provided at the end of year 2, and there is a specific VLE module site dedicated to the dissertation.

For Management the same applies apart from choosing to do a Dissertation is optional. The number of modules you will have to complete depends on the programme you are on and what options you select for your final year.

For Social Work students, the dissertation is 60 credits, and is undertaken in year 4. More detailed guidance about the dissertation will be provided in year 3.

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).

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](#).

Integrated Masters Programmes

Like all Integrated Masters Programmes at York, the MSocW (Social Work) programme contains progression thresholds that you must meet to progress at the end of years 2 and 3.

At the end of year 2, you must have attained an average mark of 55 across modules in stage 2 at first attempt (see reassessment).

At the end of year 3, you must have attained a stage average of 40 and additionally a credit-weighted mean over all stage 2 and 3 modules of at least 50, with the calculated mean in both cases taken from first attempt marks.

If you do not meet the progression threshold at the end of year 2, it may be possible for you to transfer to an undergraduate programme – specifically the BA in Social and Public Policy (Hons)-subject to you meeting the progression requirements for that programme.

If you do not meet the progression threshold at the end of year 3, you may be entitled to the exit award of a BA in Applied Social Welfare (Hons). The BA in Applied Social Welfare (Hons) is not approved by Social Work England and will not allow you to apply for registration as a social worker.

It should be noted that you may voluntarily choose to transfer onto these alternative programmes should you decide that you do not wish to complete the social work qualifying programme (see transferring to another programme of study). If, in year 4 of the programme, you decide not to complete your dissertation module and you have passed all other modules on the programme you can choose to exit the integrated masters degree with a BA in Social Work Practice (Hons). This is an accredited exit route and with this qualification you are eligible to apply to register as a Social Worker with Social Work England.

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.

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

Elective modules

[Elective modules](#) 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.

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 academic supervisor.

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 at york.ac.uk/students/studying/manage/plan

If you have any queries please contact sbs-engagement@york.ac.uk

For further support, visit the Student Hub: york.ac.uk/students/support/

Also see the section on Assessment and Exceptional Circumstances affecting Assessment.

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

Teaching is normally delivered through a combination of:

Lectures: larger group sessions, usually lasting for one hour, that are led by an academic staff member. Lectures often provide the overview of, or introduction to topics or issues that are developed in more detail in small group teaching.

Seminars and tutorials: smaller group sessions that are participatory. They are normally convened by an academic staff member. You will usually be asked to undertake preparatory work for these sessions (for example compulsory reading) and should come prepared to discuss your ideas with the rest of the group. These sessions provide an opportunity for you to discuss your understanding of module content and will usually provide the main platform for advice about assessment.

Workshops and practical sessions: these can be organised on a small or large group basis and usually involve practical work, sometimes using the computer labs.

Details of preparatory work and reading materials for each module are available on the VLE and you should familiarise yourself with the content of each module and the teaching methods used at the start of every semester.

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. Regular attendance is vital to your progression through your degree programme.

[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). 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.

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 the Special Cases Committee. 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](#).

If you are unable to attend due to illness please see the section below on self-certification. If you are having problems with completing your studies please see the section on Assessment - Exceptional Circumstances affecting Assessment.

We are committed to enabling our students to engage with their studies and to following up any issues of non-attendance at scheduled teaching sessions. We monitor engagement through taking registers and check these during the semesters. Where we identify that students do not seem to be engaged with their studies then we will follow a further follow-up process involving Academic Supervisors, Student Wellbeing Officers, the Programme Leader and ultimately the Chair of the Board of Studies.

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](#).

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 Academic 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 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.

In order to learn well, students studying on SBS programmes need to engage with both the reading that is set for their classes and modules and the activities that are designed to add value to that reading. The more reading that students do, the better they are able to make intellectual connections, to deepen understanding of ideas and concepts and to see how they are used in discussion in different contexts. A more developed understanding gained from wider reading also enables students to optimise their work in class through informed discussion with peers and in applying knowledge to problem-solving activities undertaken in groups and individually.

In SBS, important reading is not just confined to books and journal articles though: students on these programmes learn well when they are able to gain knowledge from policy documents, reports and research findings from a variety of sources and use these to evidence and reflect on real-world outcomes.

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.

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 at:

<http://www.york.ac.uk/integrity/harvard.html>

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

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

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.

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 Using the VLE section of your Preparing to Study site at: <http://vle/york.ac.uk>.

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](#).

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 Librarians are Martin Philiip and David Brown. 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 Academic Liaison Librarians and your subject guide can be found at:

SBS - Management - <https://subjectguides.york.ac.uk/management>

SBS - Social Policy, Social & Political Sciences and Social Work - <https://subjectguides.york.ac.uk/sbs>

You can also search #UoYTips across social media for more advice and tips on using the Library and IT.

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).

Church Lane Building includes -

- numerous break out and social spaces for more informal work
- shared and individual offices
- dedicated space for PhD students
- Agile Working space

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 semester 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 School offers a number of finalists' prizes for each programme which are awarded to students following the Summer Examination Board. For further information on financial support, bursaries and scholarships offered by the University, see the website: york.ac.uk/students/finance/

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.

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

Each module VLE site includes information on assessments that usually contain the following information:

- Details of the assessment task, including the length of the assessment
- What you can expect in terms of support for completing the assessment (such as specific teaching sessions and when these will be held)
- How to contact your tutor for individual advice
- A general discussion area where you can share your questions with the rest of the class

If any of these elements is unclear, or not available, you should inform the module convenor.

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

Types of Assessment

A variety of assessment tasks are used in our modules, including essays, exams, reports, portfolios, projects and presentations. For Social Policy, Social & Political Science and Social Work Work students, in years 1 and 2, modules will be assessed through more than one piece of submitted work, and using different assessment formats that are designed to test different skills or knowledge across the module. In year 3 (and 4, where appropriate) the assessment formats are more varied and may include one or more components.

Details of the task you need to complete will be available at least 6 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).

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.

You must not exceed the word limit for any assignment. Any text that exceeds the word limit may be disregarded by the marker. The word length does NOT include the bibliography/list of references unless specified.

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

Submission

Information regarding submitting your assessments can be found in the sidebar for your individual modules on the VLE.

Some key reminders have been included below for your information:

1) Get your work ready

- Anonymise your work - see the video below and information in the FAQ area of this site.
- Check your programme handbook and the relevant module site for guidance on presentation, referencing, word limit, etc.
- Make sure you save your work and close the application (especially Word) before submitting the file.
- Make sure your file is less than 30MB.#
- Ensure you are submitting the correct type of file. Assignments must be submitted as Word files (.docx or .doc).
- DO NOT USE mobile apps for submission or any other assessment activity including checking assignment details or deadlines.

2) Submit on time

- The file must be completely submitted before the deadline; do not leave it until the last minute to submit - it may take longer to upload your file than you think, particularly if you are off-campus. There is no flexibility for late submissions.
- You may submit as many times as you like in the run-up to your deadline, but we will only mark your most recent submission.

3) Check your file after submission

- You will receive a timestamped email receipt if your submission has been successful. You should keep this receipt safe.
- You should check the file(s) you have submitted by returning to the submission point in the VLE.

If you have any questions regarding the submission of your assignment, please contact sbs-ug@york.ac.uk.

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](#).

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 30 out of 50, and the work is up to one day late, the final mark is 25.

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
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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?

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.

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 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 semester 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.

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

BA Social and Public Policy BA Social and Public Policy (Ethics and Justice) BA Criminal Justice and Social Policy BA Social and Political Sciences	Dr Liam Foster
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MSocW Social Work	Dr Kim Heanue
BA Business and Management BSc Business and Management BSc Accounting, Business Finance and Management BSc Marketing BSc Actuarial Science BSc FMaths and Management	Amanze Ejogu Anna Watson Folashade Adeyemo George Streftaris Melanie Simms Peter Bloom Peter Savill Peter Watt Roger Adkins Veronica Martinez

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](#).

External examiners are experienced members of staff from other universities. External examiners monitor the standards of modules and the consistency of marking across individual modules and institutions. External examiners 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.

york.ac.uk/about/departments/support-and-admin/registry-services/guide/

Your final degree classification (Hybrid)

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 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](#).

A first-class with distinction

For students taking a Management programme, you would need to obtain an award mark 75 or above 70% weighted proportion of marks over 70% and a maximum 12.5% of the weighted contribution to the award below 65%.

For students taking a Social Policy, Social & Political Sciences or Social Work degree, you would need to obtain a mean of 75 or above (at the first attempt).

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. For informal complaints, please contact the School's Student Services Manager, Diane Atkinson - diane.atkinson@york.ac.uk.

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

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

Your School

In addition to your supervisor, your department has a Student Experience Coordinator to work with department staff, student societies and student reps in order to help build departmental learning communities.

For wellbeing the School has a dedicated team of Practitioners and Student Wellbeing Officers. Information on the support they provide can be found on the [webpage](#). You can find links to help and advice [here](#), including [Disability Support](#), information and contacts for [Faith and Religion](#) at the University, advice for [International Students](#), starting University as a [Mature Student](#) or [Carer](#), and [Students with Children](#). A full list of helpful links can also be found on the VLE.

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. Those of interest to **our** students might include:

[Social Policy Society](#)

[Social Work Society](#)

[Business, Accounting and Management Society](#)

[Investment & Finance Society](#)

See a full list of [societies and activities provided by YUSU](#).

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 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 (*Hybrid*)

[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 your 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.

The Disability Representative for the School is Heather Maslen, you can contact Heather at either, heather.maslen@york.ac.uk or sbs-engagement@york.ac.uk

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

Students on undergraduate Business, Finance and Management courses can take part in an additional year, the 'Year in Industry', which takes place between their second and third year. Nearly a quarter of all Business, Finance and Management courses complete the Year in Industry, employers over the last three years have included Deloitte, Goldman Sachs, Disney, PwC, JP Morgan, RSM, Porsche and Jaguar. [You can find a complete list here.](#)

[Further details of the programme can be found here](#), including information about assessment and the application and approvals process. Alternatively, email our friendly Placements Team: sbs-placements@york.ac.uk.

Undergraduate students on other SBS courses can apply to undertake a [Placement Year](#). This offers you the chance to gain valuable work experience at a challenging level that will help prepare you for graduate jobs. 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.

Please note that although the SBS Placements Team does not supervise the Placement programme for all SBS students, we are able to offer CVs, applications and mock interview support to all.

Students on Social Work degrees are not eligible for the 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.

[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.

Our SBS Careers Consultant and SBS Placements Team are based in our Careers and Employability Office in Church Lane, CL/A/064. We offer virtual and face to-face appointments as well as workshops and employer visits throughout the year. Please contact sbs-careers@york.ac.uk to book an appointment, or to ask for help by email.

Additionally, we have a weekly Drop-In Service. Any student can drop in without an appointment to get practical help and support with CVs, job search and interview practice:

Drop-in Service
Wednesdays
11am - 1pm
Church Lane CL/A/064

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.