STUDENT HANDBOOK

MA in Renaissance and Early Modern Studies
Information and Advice for Students and Supervisors
CONTENTS

CREMS PEOPLE AND STUDENT REPRESENTATIVES 4

CABINET OF CURIOSITIES 5

HISTORY DEPARTMENT 5

CREMS RESEARCH SEMINARS 5

UNIVERSITY COMPUTING DEPARTMENT 5

MA: RENAISSANCE & EARLY MODERN STUDIES 6

COURSE OBJECTIVES 6

COURSE STRUCTURE 6

CREDIT STRUCTURE 6

FULL-TIME STUDENTS 6

PART-TIME STUDENTS 7

COURSE REQUIREMENTS - ALL STUDENTS 7

CORE MODULE 7

OPTION MODULES 7

GRADUATE TRAINING AND DISSERTATION WORKSHOPS 8

FURTHER SKILLS TRAINING 8

SUPERVISION 8

DISSERTATION SUPERVISION 8

ASSESSMENT 9

SUBMITTING COURSEWORK 9

RESEARCH DISSERTATION - STYLE & PRESENTATION 10

DISSERTATION COVER - SAMPLE PAGE 13
INTRODUCTION

This Handbook describes the course requirements and assessment procedures for the MA in Renaissance and Early Modern Studies, administered by the Centre for Renaissance & Early Modern Studies (CREMS), and the Graduate Board of the Department of History. Please read it as soon as possible, and keep it to refer to throughout the year.

You may also receive similar guides from the Departments of History and English & Related Literature and other participating departments - if there is any conflict between these sources, please follow the guidance below. If you are in any doubt please contact the Course Director, Mark Jenner or the Centre Administrator.

This Handbook does not supersede or replace the University Ordinances and Regulations, which can be viewed at http://www.york.ac.uk/admin/aso/ordreq/.

CREMS PEOPLE

The MA is interdisciplinary and draws on the academic resources of the Humanities Departments in the University. English and Related Literature, History, History of Art and Archaeology are CREMS’s parent departments whilst Music, Philosophy, Politics, and Theatre, Film and TV make significant contributions to the course and to the intellectual life of the Centre. A full listing of the Faculty showing each member of staff’s research interests can be found on the CREMS website: www.york.ac.uk/crems/staff/

Dr Mark Jenner is the MA Convenor and Director of CREMS. Helen teaches in the Department of History and has an office in King’s Manor KG72. The Director’s role is to coordinate the overall structure of the MA, and to guide you through the course, giving academic advice and feedback throughout the year. Contact Mark Jenner by email: mark.jenner@york.ac.uk

CREMS has an Administrator (email crems-enquiries@york.ac.uk) They administer this MA and are able to advise on practicalities of the course and University-wide procedures, and will be happy to act as first port of call if you are not sure who to speak to. The administrator works part-time, in the CREMS Office, Berrick Saul Building, 1st floor, room BS/121.

STUDENT REPRESENTATIVES

Each year, CREMS appoints at least one representative from among the MA community and at least one representative from among the PhD community. Representatives are encouraged to meet regularly with the CREMS Director to discuss issues or problems, as well as opportunities for support, training, and events. Details of the election process will be circulated early in the autumn term.
CABINET OF CURIOSITIES

Our postgraduate-led Cabinet of Curiosities organises a lively programme of events throughout the year. Information on getting involved will be circulated at the start of term.

HISTORY DEPARTMENT

This MA falls under the Graduate Examinations Board for the Department of History.

Professor Miles Taylor is Chair of the History Department Graduate Board (email miles.taylor@york.ac.uk).

Dr Natasha Glaisyer convenes the Early Modern History MA, and directs the early modern training pathway (email natasha.glaisyer@york.ac.uk).

A list of administrative staff in the Department of History is available at http://www.york.ac.uk/history/staff/administration/. The History Postgraduate Administrator handles applications for mitigating circumstances, but you should discuss this first with the CREMS MA Convenor and/or Administrator.

CREMS RESEARCH SEMINARS

The Centre for Renaissance & Early Modern Studies runs its own programme of research seminars. MA students are warmly invited to participate. Seminars are followed by informal drinks, and graduate students are very welcome to join staff and speakers for dinner. Details of the programme will be circulated to all students as well as being posted on the CREMS website (http://www.york.ac.uk/crems/events/). CREMS is also on twitter: @CREMSYork

UNIVERSITY IT SERVICES

In order to have access to computing facilities and online information you are strongly urged to register immediately with the University Computing Service and to take advantage of the introductory courses they offer to help you use the computing facilities available: http://www.york.ac.uk/it-services/. Classes are available for a wide range of applications, and provide an excellent opportunity to gain new skills.

Through the University Library you will have access to a wide range of resources, e-catalogues and online databases: http://www.york.ac.uk/library/.

KEEP YOUR ADDRESS AND CONTACT DETAILS UP TO DATE

Please ensure your contact details are up to date, during the course and up to at least 4 months after the completion of your course, when it is crucial to provide an email address that is different to your York University email. You can do this on e-vision: https://evision.york.ac.uk/.
RENAISSANCE & EARLY MODERN STUDIES MA

COURSE OBJECTIVES

- To provide a thorough foundation for graduate level research and writing in the fields of Renaissance and early modern studies.
- To give students a confident sense of the range of resources available in and around York, as well as nationally, for studying the cultures of sixteenth- and seventeenth-century Britain, Europe and the wider world.
- To provide students with the archival skills and methodological training they will need to make sense of these materials and pursue their research questions across departmental and disciplinary boundaries.
- To provide stimulating models (through course modules, research seminars, conferences and public lectures) that will introduce students to the kinds of work being carried out in this area and help them cultivate their interests in their chosen field.
- To provide a supportive and challenging research environment enabling students to work independently within a clearly defined structure of regular discussion and supervision.
- To develop the academic, personal and professional skills required to undertake PhD research or make immediate impact upon employment in a relevant field such as teaching, curating or broadcasting.

COURSE STRUCTURE

The MA in Renaissance and Early Modern Studies can be studied either full-time over 12 months, or part-time over 24 months.

CREDIT STRUCTURE

The MA is fully modularised, each element of the course carrying a given number of credits, counting towards the required total of 180 credits. A student must have accumulated 180 credits in order to be deemed to have completed the course and for the MA degree to be conferred, though the accumulation of 180 credits is not in itself sufficient for a student to be deemed academically eligible to receive the MA degree.

FULL-TIME STUDENTS

In the Autumn Term students take the Core module and one option module. In the Spring Term students take two option modules. Each of these modules carries 20 credits, adding up to 80 credits towards the award. In addition, all students follow a Graduate Research Training programme which runs throughout the Autumn and Spring Terms. In the Summer
Term students work towards the production of a dissertation. The Graduate Training and dissertation together equal 100 credits.

PART-TIME STUDENTS

Students registered on a part-time basis take the same number of modules as full-time students but spread across two years. They follow the programme agreed to be most appropriate with the course Convenor, ensuring that the correct number of credits is acquired in each year of study. In most cases, in Year One students take the Core module and commence a Graduate Research Skills programme in the Autumn Term, plus one option module in the Spring Term. and in Year Two take two option modules, one in the Autumn Term and one in the Spring Term. They will consult with staff over their dissertation in the Summer Terms of both years.

COURSE REQUIREMENTS - ALL STUDENTS

- Regular attendance and participation in core and option module seminars including the delivery of seminar papers and presentations of satisfactory quality.
- Regular attendance at Graduate Research Skills training sessions.
- Satisfactory individual consultation with tutors during the third term on the subject material and design of the dissertation.
- Regular attendance at the Research Seminars arranged by the Centre.
- Submission of the required pieces of written work by the set dates.
- Submission of the dissertation of 15-20,000 words by the set date.

CORE MODULE

All students take the Core module in their first term. This is also offered to students on related MA programmes as an option (20 credits).

OPTION MODULES

Because of the interdisciplinary nature of the MA a broad range of option modules is offered by participating departments. A list of available modules is available at [http://www.york.ac.uk/crems/postgraduate/masters/#tab-4](http://www.york.ac.uk/crems/postgraduate/masters/#tab-4). You are encouraged to discuss your choice of modules with the course Convenor, in order to establish a suitable programme of study. Note that option modules will only run if a sufficient number of students choose to take them and that the list of options varies from year to year (this is of particular relevance to part-time students as there is no guarantee that options on offer in the first year of your course will still be available in the second year.)
GRADUATE TRAINING & DISSERTATION WORKSHOPS

A Graduate Research Skills programme is a procedural requirement of the MA. CREMS students usually follow the programme offered by the Department of History, which is convened in consultation with the CREMS convenor. Full details of the programme will be circulated at the beginning of term.

FURTHER SKILLS TRAINING

Throughout the course you will be kept informed of other more specialised, optional possibilities, such as the opportunity to study palaeography at the Borthwick Institute for Archives, or Medieval Latin in the Centre for Medieval Studies, or other languages through the Languages for All (LFA) programme (https://www.york.ac.uk/lfa/). If you wish to follow any of these courses your supervisor will be able to advise you about contacts and procedures.

SUPERVISION

At the start of the academic year you will be assigned an academic supervisor. Your supervisor will keep in regular contact with you to give general academic guidance, and will be available to help or advise you should other matters arise. You should see your supervisor at least at the beginning and end of each term, and at these meetings your academic progress will be discussed.

As you start preparations for your dissertation you will be matched to a dissertation supervisor. This will be the person well qualified to advise you on your particular area of research.

If you have problems of any kind which you feel might adversely affect your work, we encourage you to discuss them with the course Convenor. You must inform the Convenor of any problems which affect your ability to meet the deadlines for submission of work.

DISSERTATION SUPERVISION

By the start of the Summer Term, each student will have been assigned a dissertation supervisor, whose task will be to discuss and guide the direction of the research. During the Summer Term students attend Dissertation Workshops, when there will be the opportunity to discuss your work with fellow students, in the presence of members of staff with relevant expertise.

Students and supervisors should agree as early as possible their own timetable for meetings, and for the submission of written work. During the Summer Term the meetings will be timed to fit in with the progress of your research; you should have three such meetings, normally of one hour’s duration. At a minimum, students and supervisors should meet to discuss reading for the topic before the end of Week 3 of the Summer Term. All students should submit a draft outline of their dissertation to their supervisor by the end of Week 5, and then meet with their supervisor to discuss it. A further meeting to discuss progress and some writing should take place before the end of the Summer Term. You are advised to make a written report of these meetings, which you can then ask your supervisor to countersign.
It is important to keep in touch with your supervisor/s during the writing up period and students and supervisors should normally plan in advance for contacts during the summer vacation.

In the interests of fairness, supervisors will not comment on more than one occasion on a given portion of written work.

**ASSESSMENT**

Assessment will be on:

- One 4000-word summative essay for the core course.
- One essay for each of the three option modules in accordance with the module description.
- MA dissertation of 15-20,000 words.

The Graduate Research training programme is not examined but you will be required to submit your dissertation proposal by the end of the Spring Term in order to proceed.

**SUBMITTING COURSEWORK**

The core module essay should be submitted via email to crems-enquiries@york.ac.uk by the specified deadline. The dissertation proposal should be submitted via email to the MA Convenor, copied in to crems-enquiries@york.ac.uk and two copies of the dissertation should be handed in to the CREMS office on the specified deadline. Students taking the CREMS MA Core course as an option should submit their 4000-word essay to CREMS via email to crems-enquiries@york.ac.uk. Deadlines for these assessments are listed at https://www.york.ac.uk/history/student-intranet/postgraduates/taught/ma-assessment/#tab-116286-5

Option module essays should be handed in to the department owning the module, meeting that department's word length requirements and deadline. Please consult with the module tutor to be sure you are aware of the relevant deadline and regulations.

Present your work in a scholarly style. Concern for professional standards in presentation of work is an integral part of our postgraduate training and you could be asked to correct and resubmit essays containing careless errors. Spelling and syntax should be accurate, pages should be numbered, and essays should include references and bibliography in a correct and consistent style. The History Department's *Guide for Research Students* and English Department's *Graduate Handbook* provide style advice.

**OBSERVE THE DEADLINES**

It is crucial to observe the deadline for submission; extensions will only be permitted on medical or compelling compassionate grounds and must be agreed before the deadline. You will lose marks for work submitted late without an agreed extension (see Penalties section). If you anticipate needing an extension you should contact the Convenor as soon as possible.
NOTE THE FOLLOWING POINTS:

- You should hand in each assessment in line with the practice followed by the department owning the module, and making sure that you meet that department’s requirements in terms of length, style, format etc.

- Work must be anonymous, identified only by your Examination Number (Note: this is not the same as your York student number).

- You must adhere to the word limit set by the department providing the module (examiners may deduct marks from work that is overlength).

- The main text, bibliography and appendices of all essays and dissertations should be double spaced and all pages numbered.

- There must be no substantial overlap between the subject matter or texts, of different pieces of work submitted by you for summative assessment. Please consult the MA Convenor if you are in any doubt about this.

RESEARCH DISSERTATION

A research dissertation of 15-20,000 words is a major element of the MA.

You will need to start to thinking about the topic of your dissertation from the beginning of the Spring Term supported by the research workshops organised as part of the Graduate Research Training Programmes. You may want to make preliminary enquiries about the availability of materials during the Christmas vacation. Students will be advised which member/s of staff in the Centre are best qualified to advise them, and will then have the opportunity to discuss the proposed topic of their dissertation with potential dissertation supervisors and with the course Convenor, during the Spring Term.

By the end of the Spring Term you should have submitted your dissertation proposal (c500 words) and preliminary bibliography (c20 items), signed by your proposed supervisor, to the course Convenor and CREMS Administrator.
PRESENTATION OF THE DISSERTATION

One electronic copy of the dissertation should be presented for examination.

Experience shows that students frequently underestimate the time it takes to complete the text and apparatus in conformity with scholarly standards. Allow enough time to check footnotes, and finalise bibliographies and other related matters. Information on the conventions governing scholarly apparatus, footnotes, appendices etc, can be found in the Department of History's *Guide for Research* and the Department of English and Related Literature's *Graduate Handbook*.

The dissertation must be handed in by the given deadline.

Penalties will be applied for late submission, unless an extension has been agreed.

NOTE THE FOLLOWING POINTS:

- Length of Dissertation should be no more than 20,000 words (examiners will mark down over-length work – see section on Penalties).
- Candidates must use their Examination Number only - your name should not appear.
- Your dissertation must be accompanied by one completed form, signed by you, verifying that it is your own original work (this form is available via the CREMS office).
- The title-page of your dissertation should be laid out according to the instructions given on the following page.
- Please use standard margins (not less than 2.54cm).
- The main text, bibliography and appendices should be double spaced and all pages numbered.
- Font should be 12 point.
- Notes should be single-spaced, and given as footnotes at the bottom of each page rather than as endnotes at the end of each chapter or of the dissertation as a whole. Notes are not part of your word count so long as you confine yourself to using them for citations. If you start to argue or qualify your arguments in footnotes, then they count.
- Illustrations should be numbered, captioned and properly reproduced; images sourced from the web should have the appropriate web address cited.
- It is acceptable for illustrations to be gathered together in a separate section rather than dispersed throughout the text, but care should be taken to ensure that they are referred to in the text in ways which make it easy to locate them.
- Submitted copies of dissertations are not returned to students.

The length of the dissertation should be between 15,000 and 20,000 words, **excluding footnotes when footnotes are providing references.** The title page for the Dissertation requires a note of the word length and students must report the word count accurately and keep within the stipulated word limits. Students may apply (with the support of the course Convenor) to the Chair of the Graduate Studies Board to have material in appendices excluded from the word count.
CONTENT AND LAYOUT OF DISSERTATION

- Title page (see below)
- Table of contents
- List of illustrations (if any are included)
- Candidates may include a short section of acknowledgments and an abstract if they wish. This does not need to be counted towards the overall word count.
- Main text of dissertation (with footnotes, appendices and a separate section of illustrations if appropriate)
- Bibliography

TITLE PAGE OF DISSERTATION SHOULD SHOW:

- Candidate’s examination number (your name must not appear anywhere).
- Title of the dissertation
- Name of degree for which it is being presented i.e. ‘MA in Renaissance and Early Modern Studies’
- Name of the University: ‘University of York’
- Name of the Centre: ‘Centre for Renaissance and Early Modern Studies’
- Month and year of submission
- Word count

(see example on following page)

LIBRARY DEPOSIT

Dissertations with high marks will be deposited in the York Digital Library in accordance with the York Digital Library Depositors declaration.
This Dissertation/Essay is submitted in partial fulfilment of the course requirements of the MA in Renaissance & Early Modern Studies

University of York

Word count:

Date:
**COURSEWORK DEADLINES**

The University has very severe penalties for the late submission of coursework, so you must observe deadlines.

CREMS submission dates conform to History Department deadlines as set down in their Statement on Assessment Policies and Procedures:

http://www.york.ac.uk/history/student-intranet/postgraduates/taught-ma/ma-assessment/#tab-3

See also the Calendar at the end of this handbook.

- Core module assessed by a 2000-word formative essay to be submitted by 2pm on Thursday of week 6 of the Autumn Term, and a 4000-word essay to be submitted electronically via the VLE by 2pm on Thursday, Week 10, Spring Term.

- The option module in the Autumn Term to be submitted to the postgraduate administrator of the department owning the module, in accordance with the word length and deadline set by that department.

- A 500-word dissertation proposal including a short bibliography (not included in the word count) to be submitted to the CREMS Convenor and Administrator by 2pm on Tuesday, Week 10, Spring Term.

- The option modules taken in the Spring term to be submitted to the postgraduate administrator of the department owning the module in accordance with the word length and deadline set by that department.

- The dissertation (15 -20,000 words) to be submitted to the CREMS office by 2pm on the date set by the History Department.

**APPLYING FOR AN EXTENSION TO A DEADLINE**

Extensions for any work will be granted only in exceptional circumstances, following a written request to the course Convenor and Mitigating Circumstances Committee. This request must be made before the submission date (extensions cannot be granted retrospectively). For procedure, see History’s Statement on Assessment Policies and Procedures, found on the History website: http://www.york.ac.uk/history/student-intranet/postgraduates/taught-ma/ma-assessment/#tab-4.

If your work is hindered by illness at any time during the course, you should obtain a medical certificate from your doctor and submit this to the CREMS Administrator to be placed on your file.
MARKING PROCEDURES

Marks are recorded in the University’s database system and in the student’s file.
Anonymity: All assessed work remains anonymous during the marking process. Individuals are identified only by their University examination number. All assessed work is double marked, and the two internal markers are expected to agree on the final mark.

Adjudication of marks: Where there is a disagreement that cannot be resolved by the two internal markers, the Graduate Chair will appoint an internal third marker to resolve the mark. All three marks with their reports will be reviewed by the External Examiner.

The External Examiner: The University appoints one external examiner to the Graduate Board of Examiners in History for each taught MA administered by the Department. The external examiner’s role is primarily to monitor the assessment process (i.e. s/he reviews and comments upon the internal marking and procedures, rather than acting as a third marker).

RELEASE OF MARKS

Assessed Essays: Agreed marks and the internal examiners’ reports are normally released on e-vision in Week 6 or 7 of the Spring and Summer Terms, after the internal marking has been completed. The marks are subsequently reviewed by the External Examiner. These marks remain provisional until they have been confirmed by the History Department Graduate Examinations Board meeting held in November.

Dissertations: Dissertation marks and examiners’ reports, together with the final results of the degree, are available shortly after the Final Examinations Board meeting in November.

THE BOARD OF EXAMINERS

The Board of Examiners is made up of the Chair of the Graduate Schools Board, the Graduate Examinations Secretary, the convenors of the MA programmes, members of the Board of Studies who have taught on the MA programmes and/or have been involved in the marking, and the external examiners. The Board is responsible for the classification of degrees awarded to MA candidates. The Board is also responsible for the review of changes to policy in examination matters. The principal officer of the Board is the Chair of the Graduate Schools Board, who has overall responsibility for the administration of the examination procedures (in conjunction with the Graduate Examinations Secretary and in consultation with the Head of Department when appropriate), liaising with the external examiners and instigating new policy in this area of the Department’s work.
PROGRESSION

The progression of all students will be reviewed by a Progression Board, which meets in Week 5 of the Summer Term, and consists of the Chair of the Graduate Schools Board and the Graduate Examinations Officer and at least one other member of the Board of Examiners.

If a student’s essays all receive marks below 50, s/he will be deemed to have failed the degree. If at least one essay has received a mark of 50 or more but the weighted essay average falls below 50, s/he will normally be expected to revise one or two failed essays in order to achieve the 50 average before proceeding to the dissertation. If two essays must be revised, s/he will be warned of the necessity to subsequently achieve a pass mark on the dissertation in order to pass the MA, as there will be no possibility of further referral.

If at any point a student’s overall average falls below 40, s/he may be advised not to continue.

CLASSIFICATION OF DEGREES

The assessed essays for the core course and the options are each weighted at 11% of the final mark, and the dissertation is weighted at 56%. To pass the MA, the student needs an overall weighted average of 50 or more on the assessed essays, and a mark of 50 or more in the dissertation. To be recommended for a merit award, the student needs an overall weighted average of 60 or more and a minimum of 60% on the independent study module (dissertation). To be recommended for a distinction in the MA, the student needs a mark of 70 or more for both the average of the assessed essays and for the dissertation.

In determining merits and distinctions, the Board of Examiners considers the run of marks for each candidate anonymously until a decision has been made.

BORDERLINE CASES

Once essay marking has been completed in the summer term, candidates whose weighted average mark falls below 50 will normally be required to revise and pass the failed essay(s) before they can proceed to the dissertation. Therefore, all candidates under consideration at the final MA examination board in November should have passed the essay component of the degree.

MARK SCALE

Taught MA essays and dissertations are marked on the university’s postgraduate mark scale.

0-49 Unsatisfactory at MA level
50-59 Satisfactory at MA level
60-69 Merit at MA level
70-100 Distinguished at MA level
KEY BENCHMARKS

50 Aggregate mark for the three option essays required for a pass. Minimum mark required in dissertation to pass. Maximum mark allowable for any referred work.

60 Aggregate mark required for a Merit. Minimum mark required in dissertation to receive a merit.

70 Aggregate mark required for a distinction. Minimum mark required in dissertation to receive a distinction.

Grade descriptors for the core module and dissertation are published at http://www.york.ac.uk/crems/student-intranet/current-ma/.

PENALTIES

Work that is not submitted on time, or that is inadequate in certain ways may be subject to penalties as follows:

LATE SUBMISSION

A university-wide policy on late submission of assessed work applies to all taught programmes at York. All work submitted late, without valid mitigating circumstances, will have 10 marks deducted for each day (or part of a day) that the work is late, up to a total of five days, including weekends and bank holidays, e.g. if work is awarded a mark of 57, and the work is up to one day late, the final mark is 47. After five days, the work is marked at zero.

Any such penalty will be determined by the Graduate Chair in consultation with the Graduate Committee and will be communicated soon after the submission date to the candidate, who will be given a fortnight to register dissent. For students with low pass marks, such a penalty could well result in failure of the degree. Penalties will be reviewed (bearing in mind any representations from the candidate) and either ratified or amended at the Final Examinations Board.

FAILURE TO MEET WORD COUNT

The title pages for assessed essays and the Dissertation require a note of word length. Students must report the word count accurately and keep within the stipulated word limits.

Dissertations that fail to meet the word count may be marked down or referred at the discretion of the examiners. Examiners should state clearly in commenting on the scripts that this is what they have done and provide their rationale for the degree of penalty imposed.

NB Different word counts and submission procedures may apply for modules taken in other departments.
ACADEMIC MISCONDUCT

Students are warned about plagiarism and other forms of academic misconduct during the course and through the university’s Plagiarism Awareness online tutorial. Cases of suspected plagiarism or other academic misconduct will be dealt with according to the procedures stipulated by the University (Regulation 5.4 and the Academic Misconduct Procedures at http://www.york.ac.uk/admin/eto/exams/AcademicMis.htm

APPEALS

Students are referred to Regulation 2.9, which sets out the University’s appeals procedure for graduate students. See Procedures for Graduate Student Appeals and Hearings at https://www.york.ac.uk/students/studying/help/appeals/

DISABILITY SUPPORT

Students with disabilities, including long-term medical conditions and unseen disabilities, are strongly encouraged to contact the university’s Disability Support team, who will work with you to produce an individually-tailored report and series of recommendations. Available support may include help with note-taking and organization, changes to examination arrangements, library support, including extended loans periods, advice on the process of applying for on-campus accommodation, tailoring of learning materials to your requirements, and guidance in seeking out further appropriate support. We encourage you to discuss your requirements and any concerns with the MA Convenor as early as possible.

https://www.york.ac.uk/students/support/disability/help/

DATA PROTECTION ACT

The University collects information about students for administrative, academic, statutory and health and safety reasons. It conforms to the Data Protection Act 1998 in its collection, processing and disclosure of personal data. It cannot operate effectively without processing information about you and requires your consent to do so. Your signature on your student registration form gives your agreement to the processing of your personal data for any purposes connected with your registration with the University, your health and safety or for any other legitimate reason. Further information on Data Protection issues can be found at: www.york.ac.uk/recordsmanagement/dpa/index.htm
APPENDIX I: LIBRARIES & ARCHIVES

UNIVERSITY OF YORK LIBRARY AND ARCHIVES

The J.B. Morrell Library, The Raymond Burton Library for Humanities Research and the Borthwick Institute for Archives are clustered together on the north side of University Road, Heslington Campus. King’s Manor Library is in the centre of town (see below).

SUBJECT LIBRARIANS

For specialist subject-related enquiries contact the most relevant of the Academic Liaison Librarians, whose contact details are available through the Library Subject Guide web pages. The holdings of all the University’s libraries can be searched by using the library’s online catalogue. This catalogue includes the holdings of the York Minster Library and provides links to the British Library catalogue, COPAC, York Public Libraries and the American Library of Congress.

A number of library guides are available in print from the library and in electronic format via the Library’s web site at: http://www.york.ac.uk/library/. These include:

- Guide to the J. B. Morrell Library
- Guide to the Raymond Burton Library for Humanities Research
- Services for Staff and Research Students
- Facilities and services for students and staff with disabilities
- Photocopying, microform printing and photographic services
- Special Collections in the Library

JB MORRELL LIBRARY

The JB Morrell Library (known as the JBM) houses the majority of the library stock. The Enquiry Desk, Lending Services, Key Texts (short loan collection) and the Photocopying Unit are located on the ground floor.

RAYMOND BURTON LIBRARY FOR HUMANITIES RESEARCH

The Raymond Burton Humanities Library (known as the RBL) provides an attractive and conducive working environment for humanities researchers. The provision of this quiet research environment has been funded by a generous benefaction from the Raymond Burton Charitable Trust. This library houses the Humanities Research Reference Collection, part of the Elton Library, the Special Collections and some of the microforms. It is housed within the JBM and has the same opening hours.
BORTHWICK INSTITUTE FOR ARCHIVES

The Borthwick Institute is one of the major archive repositories of Britain, and specialises in the study of ecclesiastical institutions. Previously located in the fifteenth-century Guildhall of St Anthony, it is now housed in a spectacular purpose-designed building, accessed from the J B Morrell Library. It is perhaps best known for holding the records of the Archbishopric of York from the early thirteenth-century onwards, whilst the Gurney Library, housed in the Institute, is a further important resource for regional and ecclesiastical history, and the Elton Library (a recent acquisition) is a Special Collection which includes printed sources notably for the sixteenth-century. The Institute also possesses other important York City archives and political papers such as the archives of York’s health services from the eighteenth-century onwards.

KING’S MANOR LIBRARY

The King’s Manor site of the University is in the centre of York in Exhibition Square, next to the Art Gallery and opposite the Theatre Royal. Its library holds the University’s principal collections of publications and related material on the following topics: architecture, conservation of historic architecture, gardening & landscape design, history of architecture & building, stained glass. Of particular note are the Wormald and Newton Collections which are strong in the areas of art history, stained glass studies, palaeography, bibliography and liturgy.

OTHER LIBRARIES IN AND AROUND YORK

YORK MINSTER LIBRARY

The York Minster Library, in addition to its large collection of early printed books and manuscripts, has particular strengths in medieval history, patristic and liturgical writings, literature, iconography and art history.

YORK CITY ARCHIVES AND LOCAL HISTORY

York’s City Archives are housed in the York Explore Library. They include the civic records for York dating from the medieval period, and numerous other private and institutional deposits relating to the history of York and its people.

YORK EXPLORE LIBRARY

The York Explore Library (Library Square, Museum Street, Tel: 01904 655631) may have some relevant academic works for reference or loan. It has a valuable reference collection of local history materials, including files of local newspapers since the eighteenth-century (with subject index), and a collection of some 9,000 photographs of York over the past hundred years.
YORKSHIRE COUNTRY HOUSE LIBRARIES

The University Library collaborated with Brodsworth Hall, Burton Constable, Castle Howard, Harewood House, Lotherton Hall, and Temple Newsam in a project to review and create a catalogue of their library collections. Information about the partnership and catalogue is available at: https://www.york.ac.uk/library/other-libraries/ychp/

BRITISH LIBRARY DOCUMENT CENTRE (BLDSC)

The University provides a weekly mini-bus service to the British Library Document Supply Centre (BLDSC) at Boston Spa, the central repository for the national Inter-Library Loan service. A good strategy is to work on your literature search to identify material held at BLDSC that is not available in York. During a visit to the BLDSC you are allowed a maximum of 4 requests per day of visit in the Reading Room. It is strongly recommended that you book items in advance; at least 6 working days’ notice is required. Advance Notice Request forms are available from Lending Services and must be posted to the Reading Room. Alternatively books and journal articles can be supplied to the library via the national Inter-Library Loan service. More information about these services is available on University of York Library Website.

For information about other libraries and archives, consult the University of York Libraries webpage: https://www.york.ac.uk/library/other-libraries/

SCONUL ACCESS

SCONUL Access is a scheme which allows many university users to borrow or use books and journals at other (university) libraries which belong to the scheme. This includes most university libraries in the UK and Ireland. See details on the SCONUL website: http://www.sconul.ac.uk/sconul-access
APPENDIX II: RESEARCH AFTER THE MA

Some of you will want to continue research for a further degree. It is advisable to start thinking about this as soon as possible and to familiarise yourself with the relevant application procedures. The Arts and Humanities Research Council has devolved the awarding of grants to consortia, so CREMS graduates wishing to remain at York apply through the White Rose College of the Arts and Humanities (http://wrocah.ac.uk/). Further details will be available at the University’s Postgraduate Open day during the Autumn Term, and you are welcome to discuss possibilities with your tutors and the course Convenor. You have to have been accepted by a university before you apply for funding, so will need to think carefully about possible supervisors and where you would like to study. If you wish to continue working with a member of staff at York then you should discuss your plans fully with her/him and start to think about putting together a detailed proposal early in the Spring Term. In these competitive days it is vital that your proposal is of high quality and you should work closely with your supervisor on this. The application form is lengthy and has to pass through a number of hands SO ACT IN GOOD TIME. A likely timetable is as follows:

AUTUMN AND EARLY SPRING TERM

Discuss research plans with members of staff here and try to identify possible supervisors. Check out these supervisors and their departments on the web and, by the end of term, be ready to make an application. This will involve notifying your referees of your intentions.

Discuss proposal in detail with supervisor, including sharing drafts, and agree a form of words by the relevant deadline. Remember that working on your proposal will give you a good sense of the kind of relationship you are likely to develop with your chosen supervisor, and can be a very helpful part of the application process, and the process of deciding where to apply. Apply to chosen department(s) as soon as possible with a fully worked out proposal. Apply for funding according to the timetable and guidelines of your chosen university/ies.
APPENDIX III: STUDENT WELFARE & SUPPORT

STUDENT SUPPORT AND WELFARE SERVICES

Your personal supervisor (assigned when you arrive at York) is responsible for overseeing both academic progress and general welfare. In addition each college has a welfare team which includes the Principal and a College Officer who has special responsibility for student welfare. Students may approach their college welfare team for help and advice whether or not they are resident in the college at the time.

Student Support Hub

This is your first point of contact for the central Student Support Services: [www.york.ac.uk/students/support/student-support-hub/](http://www.york.ac.uk/students/support/student-support-hub/).

Central support services available to all students include the Student Counselling Service, Disability Services, the Student Support Office, the Equal Opportunities Office, the International Office, the Student Financial Support Unit and the First Contact Network (which offers support in cases of harassment).

Welfare support is also available through student-run organisations, particularly the Students’ Union and the Graduate Students’ Association. Students are free to contact the welfare network directly, but your course convenor or supervisor will also be able to assist in gaining information and advice.

As an incoming student, you will also be provided with important information about the Health Centre and the Campus Nursery.

Administrative offices such as the Undergraduate Office, the Graduate Schools Office and the Accommodation Office all provide information and advice.

University Chaplains are appointed by the Anglican, Methodist and Roman Catholic churches, whilst other churches and faiths may have part-time chaplains on campus. Details are available through the Chaplaincy Office in Goodricke College, ext 3131.

To contact a qualified student counsellor, e-mail counselling@york.ac.uk, or phone 01904 432140, Student Counselling Service [https://www.york.ac.uk/students/health/help/](https://www.york.ac.uk/students/health/help/)

The Graduate Students’ Association (GSA)

[www.yorkgsa.org](http://www.yorkgsa.org)

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

Raising postgraduate views within departments through Postgraduate Academic Representatives, who act as a channel of communication between the University...
and fellow postgraduate students.

Providing support services that enhance student wellbeing, including: free sport sessions, trips, events and peer to peer groups.

The GSA can provide support and representation for postgraduates who may find themselves with mitigating circumstances, problems with progression, or suspected of academic misconduct. If you require these services please contact advice@yorkgsa.org

DISABILITY AND SPECIAL NEEDS

Students with disabilities, including long-term medical conditions and unseen disabilities, are strongly encouraged to contact the university’s Disability Support team, who will work with you to produce an individually-tailored report and series of recommendations. Available support may include help with note-taking and organization, changes to examination arrangements, library support, including extended loans periods, advice on the process of applying for on-campus accommodation, tailoring of learning materials to your requirements, and guidance in seeking out further appropriate support. We encourage you to discuss your requirements and any concerns with the MA Convenor as early as possible.

https://www.york.ac.uk/students/support/disability/help/

LANGUAGE SUPPORT

Courses are offered by the Centre for English Language Teaching (CELT) to students for whom English is not their first language, during their studies at York. The centre specialises in providing intermediate and advanced level English courses and academic preparation programmes to support students from undergraduate to doctoral levels.

The centre offers courses, workshops and consultations in the following areas:

- English for academic and research purposes
- General English and examination preparation
- Contract courses in English language and British culture
- English language teacher education

For further information see the Centre for English Language Teaching’s website: http://www.york.ac.uk/celt/, telephone: 01904 432480 or email: celt@york.ac.uk.
CALENDAR FOR STUDENTS AND SUPERVISORS

For this year’s deadlines for submitting coursework see the Student Intranet pages of the relevant Departmental Websites

AUTUMN TERM

Week 1 Induction, course briefings, social events
   c Meet MA Convenor informally to discuss course options, supervision, etc
   c Core module briefing and briefings for some option modules
   c Graduate research training programme briefing

Weeks 2-9
   c Core and option modules, and graduate training - see personal timetables
   c Optional classes in Palaeography and Latin may be offered

Weeks 8-9
   c Students prepare for a preliminary discussion of research plans at the end of term

Week 10
   c Deadline for core course essay (4000 words)
   c Deadline for Completion of Academic Integrity online tutorial (VLE), send copy of Certificate of Completion to CREMS Administrator
   c End of term meeting with MA Convenor to discuss progress and preliminary discussion of research plans
   c Module tutors prepare reports on student progress (copy to CREMS Administrator)

SPRING TERM

Week 1
   c Option module briefings

Week 1 or 2
   c Deadline for Autumn Term option essay - in accordance with individual department guidelines
Week 2-9

- Option modules and Research training programme run

Week 6-7

- Meet MA Convenor to discuss feedback on Autumn Term assessed work

Week 10

- Deadline for dissertation proposal (500 words + bibliography), signed by proposed dissertation supervisor.
- End of term meeting with MA Convenor
- Module tutors prepare reports on students (copy to CREMS Administrator)

SUMMER TERM

Week 1

- Topic for dissertation approved by MA convenor
- Meet with dissertation supervisor; you should have two subsequent meetings with your supervisor during the term

Week 1 or 2

- Deadline for Spring term option module essays - in accordance with individual department guidelines

Week 6-7

- Meet MA Convenor to discuss feedback on Spring Term assessments

Week 10

- Meetings with dissertation supervisor and MA Convenor to check on progress and discuss programme of work for summer vacation

SUMMER VACATION

- Keep in contact with dissertation supervisor
- Submit drafts of dissertation work to dissertation supervisor in July and August according to agreed timetable
- September - Dissertation to be submitted to the CREMS office by the deadline