



UNIVERSITY
of York

**FOR DISTANCE LEARNING
STUDENTS 2016/17**

UNIVERSITY HANDBOOK

“ *Your course will be demanding, and at times you may have to make sacrifices to get the results that you want. But do remember that we are all here to help you succeed – do use the support of your supervisors, tutors and peers. Welcome to the University of York and enjoy your studies!”*

Ellen Roberts, Director of Online Studies and Chair, University Distance Learning Forum.

University social media

If you have queries and you don't know who to ask, try using social media. The social media team can answer your questions and signpost you to other help. You can also follow us to keep updated with news from the University and to hear about events that are happening around campus and the city.

 [@UniOfYork](https://twitter.com/UniOfYork)  [/universityofyork](https://www.facebook.com/universityofyork)

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Distance Learning at York

Welcome to the University of York distance learning community. You have joined a growing number of students from around the world seeking to advance their knowledge, understanding and experience by studying online at the University of York.

You are joining an excellent University. There are more than 30,000 universities in the world and York regularly features in the world top 100. We are ranked 25th in the world for our Arts and Humanities and 52nd in the world for our Biological Sciences. We are committed to excellence in all that we do. We expect our students to work hard and strive for success.

Whether you are studying for a PhD or a single module, I am delighted that you have chosen York. I hope you are successful in your academic studies and achieve your goals.

Koen Lamberts, Vice-Chancellor,
University of York

About this handbook

This handbook is designed to sit alongside and complement the student handbook that you will receive from your department. It brings together key information relating to University wide services that you are likely to access during your studies with York. We have provided links in some sections to take you to more detailed information should you require it.

The handbook is divided into sections that cover:

- Getting started as a distance learner
- A brief introduction to your department
- Studying at York
- Your Support Network
- The Careers Service
- Visiting the campus
- Additional Information

Your department's student handbook will detail your programme and academic requirements, assessments, grading structures and processes etc. Used together, both handbooks will familiarise you with the services and resources you are likely to access during your time with the University and will enable you to transition smoothly into your studies.

Whilst the majority of distance learners do not visit the University campus – apart from perhaps for their Graduation – there are programmes that do have campus based elements to them. As such there will be references in this handbook to certain campus activities. If you feel that you need further information about the campus facilities and activities please ask your department to send you the University handbook for undergraduate and postgraduate students.

GETTING STARTED

At the start of your time with the University of York, there are many things that you will have to remember to do and more things that you will need to get to know. This section should be read in conjunction with your department handbook which will cover programme specific 'getting started' information.

Things to do

MAKE SURE YOU ARE ENROLLED

All new and returning students are required to enrol at the start of each academic year. Your academic year may start at the beginning of Autumn, Spring or Summer Term, depending on your course's start date. Please ensure you enrol by your specified enrolment deadline.

york.ac.uk/students/studying/enrolment/distance-students

CHECK YOUR STUDENT RECORD ON E:VISION

e:Vision hosts your view of the personal information held on your student record. You can login to e:Vision using your IT username and password. You can also use e:Vision to request official documentation such as confirmation of study and confirmation of award letters. Throughout your time at York it is vital that you keep your student record up-to-date. You can do this at

evision.york.ac.uk

Although not strictly a thing to do, it is worth noting here, whilst discussing e:Vision, that there is another web interface you will use: the VLE - Virtual Learning Environment. There is often confusion about the functions of these two interfaces.

Students use e:Vision to update their personal details such as their address and contact details and to view assignment marks and feedback. It may also hold details of supervision meetings.

The VLE on the other hand is where you will access the materials and resources from your department specifically for your academic programme; it also houses materials and services from other areas, such as the library and careers.

You will receive comprehensive information about the VLE from your department, but if you are ever

PEOPLE WHO CAN HELP

Registry

Registry deals with administrative processes relating to current students. They will help you if you are having trouble with enrolling.

+44 (0)1904 324643

enrol@york.ac.uk

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

confused about where to find information just ask the relevant staff member in your department, they are there to help.

vle-support@york.ac.uk

GET YOUR UNIVERSITY CARD

If you are a Distance Learner with elements of your course on campus, then your University card will not only allow you entry to the University's Libraries for borrowing books or printing and copying, it will also give you access to required venues and facilities, and other printing stations around the campus. Apply for your University card through e-vision and collect it on campus.

For students who do not visit the campus there are still benefits to be had from having a University Card, such as having another form of photo ID and proof of your student status, discounts at certain attractions, travel and shopping discounts etc. Distance learners have their University Card posted to their home address.

york.ac.uk/about/unicard

Your study as a distance learner

We understand that studying online as a distance learner is likely to be very different from your previous studies. As you will no doubt have guessed, one of the biggest challenges facing distance learning students is time management. It is likely that you will have work and/or family commitments to attend to alongside your studies. This is understood and taken into account by departments and staff who design, develop and run distance learning programmes.

Advice frequently offered by current distance learners to new students includes planning your time, which sounds pretty obvious but they suggest noting down all of your deadlines and activities – work, family and academic – and then diarise your time. If you don't make time available in advance it becomes very difficult to squeeze in as any deadlines approach. Students also suggest making sure that your friends, work colleagues and family know your deadlines and understand why you are studying and what your goals are. In this way they can support you in your learning rather than resenting it.

How your degree works

Each department organises their programmes of study in different ways. The handbook provided to you by your department will go through how your programme is structured in terms of design, credits, assessments, timetables, activities and so on.

LEARNING ACTIVITIES

Distance learners will follow a structured learning programme with access to a virtual learning environment (VLE). The VLE is an online classroom and comprehensive resource centre that is available day and night from a computer or mobile device.

Depending on your programme, weekly activities could include accessing pre-recorded lectures or recorded resources, reading articles or recommended book chapters, completing online quizzes or tasks, and contributing to online discussions and forums.

You will not be studying on your own, expert academic support is provided by course tutors and you will also interact with, and learn from, your fellow students. Some courses are wholly 'asynchronous' (so you don't have to be online at the same time as your tutors and fellow students), while others include some real-time contact, either online or face-to-face.

Most, but not all, distance learning programmes use 'Yorkshare' as their virtual learning environment (VLE). You will receive further information from your department regarding how to access and use it. There are also a range of helpful resources available for Yorkshare at vle.york.ac.uk – simply hit the Help button top right.

A guide to assessments

Completing assessments at University brings new challenges that you might not have had to face before; they include understanding the terms that the University uses to refer to different assessments and getting to grips with the idea of Academic Integrity and what that means to you. Your department handbook will provide further information regarding assessment for your specific programme. The University also has a general guide:

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

FORMATIVE AND SUMMATIVE

Throughout your course, you are likely to be given formative work. This is work that you submit for assessment, but it does not count towards your degree mark. For example, you could be asked to do a short piece of writing or a set of exercises on the VLE. The feedback you will get is for your benefit, to help you improve. Summative work is submitted and will count towards your grade. You should know about the summative assessments you have to do for each module from the start of the course. These pieces of work will have a deadline. Not meeting that deadline will result in a penalty to your final grade.

YOUR GRADES

Your department handbook will explain your assessment procedures, grading scales etc.

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.

DON'T FORGET

University of York grading may be different from what you are used to. Here at York a mark of 60 is regarded as very good and 70 is excellent.

TOP TIP!

It's easy to think that formative assessments don't matter, but the feedback you get on them can be invaluable when it comes to completing work that counts towards your final grades. They are also a chance to ensure you understand how to reference and what is allowed and what is not in terms of academic integrity.

Do the online Academic Integrity tutorial

This is a *compulsory* part of your course. You are required to complete it during your first year, although your department may ask that you do it before you submit any summative assessments. It can be found on the Yorkshire VLE and it will not take you very long to complete. It will make you think about referencing and help you to avoid assessment offences such as plagiarism and collusion.

KEEP IT TO YOURSELF

Joining the academic community involves discussing ideas and concepts with other people. However, working too closely on a particular assessment with someone else might lead to collusion. To find out what's acceptable check the academic integrity website.

york.ac.uk/integrity/collusion.html

REFERENCING

Referencing enables your tutors to know whose work you are talking about and ensures that they know you are not trying to claim someone else's ideas as your own. Different departments use different referencing styles, so you will need to find out which one your department prefers. There is a comprehensive guide to each of the styles and how to use them:

york.ac.uk/integrity

If things go wrong

PROBLEMS WITH YOUR COURSE

Anything that stops you from continuing your studies in the usual way is called an 'academic progress issue'. If you are having problems with your course you should seek help and advice as soon as possible. Speak to your academic supervisor in the first instance.

EXCEPTIONAL CIRCUMSTANCES

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 unforeseeable and exceptional, they may be classed as exceptional circumstances and you may be able to defer or re-sit an assessment.

If unforeseeable and exceptional circumstances do occur, you must seek support and provide evidence as soon as possible at the time of the occurrence.

The Exceptional Circumstance Claim Form along with further information on submitting a claim can be found on the Exceptional Circumstances website.

york.ac.uk/students/studying/progress/exceptional-circumstances

PEOPLE WHO CAN HELP

YOUR SUPERVISOR

If you have a problem, your supervisor will be able to help you. They will be able to guide you through the procedures involved and tell you who to contact.

YUSU AND THE GSA

If you want to make an appeal or a complaint, there are student representatives who can help you.

+44 (0)1904 323724
enquiries@yusu.org
yusu.org

+44 (0)1904 322718
info@yorkgsa.org
yorkgsa.org

APPEALS AND COMPLAINTS

You can appeal against a procedural error in arriving at an academic decision or on the basis of exceptional circumstances that the examiners didn't know about, or a procedural irregularity in the assessment. However, you cannot appeal against an academic judgement of your work (this is the marker's opinion under the academic appeals procedure).

You can complain about a service you have received as a student within the University, whether academic or non-academic. For more information on appeals visit:

york.ac.uk/students/help/appeals

YOUR DEPARTMENT

Your department will have a specific member of staff or team of staff available to assist you with any enquiries that relate directly to your department or programme. The contact details for these personnel will be available on your department's website, in your department's handbook and in your programme handbook. In addition, your department's student handbook will detail your programme and academic requirements, assessments, grading structures, processes and so on.

Your supervisor

Every student is allocated a supervisor who usually remains as your supervisor for the duration of your programme. Supervisors are able to answer questions relating to both academic and welfare related issues. Your supervisor will be allocated early in your first term and you should ensure that a 'catch-up' (online or on the phone) is organised so that planning for the time ahead can begin. You will usually have a scheduled catch-up with your supervisor at least once per term, but you can contact them anytime to ask questions or get help. They can signpost you to different University support networks. It is important to make the most of your supervisor meetings, follow these top tips to make sure you are well prepared:

1. ATTEND

You should have contact with your supervisor at least once each term. Make contact early in the term and arrange more appointments as needed. Your supervisor is there to help, so do not think you are bothering them. If your supervisor doesn't make contact with you, you should make contact with them.

2. PREPARE

Know what you want to talk about when you arrange a session with your supervisor. Make notes on what is happening in your studies, your university life and any issues or worries you might have.

3. ASK FOR ADVICE

Your supervisor is your first point of contact for any problems, whether academic or personal. They are there to offer support and advice for opportunities you may want to explore.

4. HELP YOURSELF

Your supervisor's job is to help you to help yourself. They can only help you if you tell them what's happening and what you need. It is up to you to act on the advice given.

5. REFLECT ON PROGRESS

Tell your supervisor about your general academic progress, how you think you are doing and if you have any issues with the teaching on your course. Ask your course tutors to explain specific feedback on your marks.

6. TELL THEM THE POSITIVE STUFF TOO!

Keep your supervisor updated with all aspects of your university life, including the good things you are doing or trying to achieve and your career aspirations. One day you may ask them to write you a reference, so make sure they know all about you.

Representing your views

Acting on student feedback is one of the best ways to improve courses for current and future students. At York we want to ensure that your voice is heard. University of York Students' Union (YUSU) run year-round campaigns and programmes to make sure your views are represented. The Graduate Students' Association (GSA) also represents postgraduate students across the University.

COURSE REPRESENTATIVES

Course representatives are elected by students in their departmental year group to represent the views and interests of students on department committees and within YUSU/GSA.

Students can go to them with any concerns or suggestions about how the department or aspects of courses are run. Course representation is a partnership between the GSA, YUSU and the departments of the University. Together, they

aim to ensure that students play an essential role in guaranteeing and driving the quality of the academic experience here.

To represent the views of fellow students and have a say in how a course is run, students stand for election annually. Contact your department to find out how students are represented within your distance learning programme.

yusu.org/representation/academic-reps

yorkgsa.org/site/academic/course-representatives

Supporting your studies

The University provides services and resources to make your time of study as straightforward and stress-free as possible. Services referred to within this section are separate to your department and are managed centrally at the University.

The Library

The University's Library collections include over 400,000 e-books, 19,000 e-journals and 200 bibliographic/statistical databases. You can access these from anywhere with an internet connection by logging on with your University username and password. To find the items you need, search the Library catalogue using *YorSearch*. If your programme/course uses Yorkshare as its virtual learning environment (VLE), you can access *YorSearch* and other resources from the links in the Yorkshare Library tab.

A postal loans service is provided to give students on distance learning programmes access to material which is not available online. Book chapters and journal articles can be photocopied or scanned for delivery by post or email to your home or work address, within the limits set by UK copyright law. Students based in the UK may also request postal loans of books. Some departments cover the cost of postal loans for their distance learning courses. Check the Library website for more information

york.ac.uk/library/borrowing/postal

Students based in the UK can join the SCONUL Access scheme, a co-operative venture between UK



I'm David, one of the Library's Academic Liaison Librarians. We help distance learning students to use our range of online resources and to access help remotely. To get in touch with your department's Liaison Librarian or to book an appointment to discuss your research, go to [Subject Guides](#) for contact details."

David Brown (Academic Liaison Librarian)

PEOPLE WHO CAN HELP

UNIVERSITY LIBRARY HELP DESK

The Library is open 24/7 and the Help Desk is staffed from 9am until 6pm on weekdays (UK time). Staff are happy to help with any queries you may have about the Library.

+44 (0)1904 323873

lib-enquiry@york.ac.uk

subjectguides.york.ac.uk

york.ac.uk/library/info-for/distance-learners

ACADEMIC LIAISON

Each department has an Academic Liaison Librarian. They can help you save time finding information and give you advice about what resources to use based on your needs. They can also help you evaluate the information you find, and help you reference your work.

higher education libraries. It enables distance learning students to borrow material from other libraries closer to where they live or work. For full details, see:

york.ac.uk/library/other-libraries/sconul

Each academic department has an Academic Liaison Librarian, who is your contact at the Library. They can point you to the full range of resources available and tell you how to use them.

For more details about all the Library services available to you, please see the Library's Information for distance learners web page.

+44 (0)1904 323873

<http://subjectguides.york.ac.uk>

york.ac.uk/library/info-for/distance-learners

IT Services

As a distance learner, your ability to access the University's IT systems is vital. IT Services provide online and printable IT training materials, and guidance on logging onto the computer network remotely, using Google Apps for Education (including Google Mail and Google Drive), and obtaining software for home use. Your department will inform you of any specific requirements they have with regards to IT but, for most University systems, IT Support will be your first port of call.

SET UP YOUR ACCOUNT

You should set up your IT account as soon as you receive your email with your username and password. If you haven't set up your IT account, do so now via My IT Account on the IT Services website:

york.ac.uk/myitaccount

Check your University email

The University's email service for all students is provided by Google Apps. You'll automatically get an email account when you register your IT account. You will receive all of your correspondence from the University, your department and your tutors through your University email at mail.york.ac.uk. Make sure you know how to access it and remember to check it often. Students are given an email address with the format username@york.ac.uk.

Access York facilities off campus

- Access your filestore and a range of software packages using the Virtual Desktop Service (VDS).
- Access your files and other restricted resources using the Virtual Private Network (VPN).
- Connect to wifi when you're out and about using eduroam, which is available at participating institutions worldwide. Log in with your York username and password.

Find out more about working off campus, including access to software and Google Apps, at:

york.ac.uk/it-services/work-off-campus

Get connected

If you visit campus and are using your own laptop or other mobile device, you can access the University network using the wireless network (eduroam), with wifi hotspots available across the University. You can

PEOPLE WHO CAN HELP

IT SUPPORT

IT support is available in the University Library. You can contact the IT Support team in person, by email, or by phone.

+44 (0)1904 323838
itsupport@york.ac.uk

For more detailed information on what facilities are on offer and how to use them, visit york.ac.uk/it-services

also use the wired sockets in the Library and various open access areas.

Stay secure

Make sure that your personal devices are protected against threats such as viruses, and learn how to spot and avoid email scams and phishing attacks. Find information about IT security on the IT Services web pages.

york.ac.uk/it-services/security

YORK PRINT PLUS

For those who visit the campus, York Print Plus is the University's printing, photocopying, and scanning service. Multifunction devices (MFDs) are available in open access areas on campus. Students are able to use the MFDs to print, photocopy and scan.

For further information visit york.ac.uk/yorkprintplus.

 **Hi, my name is Jo, and I work in the IT Support Team. We can offer assistance with IT queries by phone and email. There are also lots of tools and guides on the IT Services website to help you access our services from anywhere in the world."**

Jo Reid (IT Support Team)

Academic skills

There are certain things that you will have to do in order to really excel in your chosen programme. To help you to build, develop and perfect these skills, the University provides support in key areas.

york.ac.uk/students/studying/develop-your-skills

INTERACTIVE TUTORIALS

You can learn how to follow good academic practice in your reading, note-making, essay-writing, and referencing of sources, and avoid plagiarism by completing a series of interactive online tutorials available through your module list in the Virtual Learning Environment (VLE).

york.ac.uk/students/studying/develop-your-skills/study-skills/study

THE WRITING CENTRE

The Writing Centre is open to all undergraduate and taught Masters students interested in discussing and developing their academic writing. Staff are able to help with planning and structuring assignments, developing arguments, expressing yourself and integrating sources into your writing. After submitting your work to the Writing Centre you can receive feedback via email, recorded video or live through Google Hangout.

york.ac.uk/writing-centre

THE MATHS SKILLS CENTRE

Being remote from the University campus doesn't restrict your use of the Maths Skills Centre either. The Centre is available via Skype or Google Hangout for help with mathematics and statistics topics generally, or for more specific advice before you start a major project or tricky numerical problems.

york.ac.uk/maths-skills-centre

CENTRE FOR ENGLISH LANGUAGE TEACHING (CELT)



The Centre for English Language Teaching provides English Language and study skills support for all students during their programme of studies. Distance learners are able to receive writing advice online. To find out more visit:

york.ac.uk/celt



The Writing Centre at the University of York is available to all students, irrespective of their location. If distance learning students need guidance regarding academic writing, we offer several different ways for them to access the service – they just need to visit our website for further information. We'd love to hear from them"

Maddy Mossman (Writing Centre Manager)

YOUR SUPPORT NETWORK

Being a successful distance learner will require more than just managing your academic endeavours. During your time with York you will no doubt face stresses and challenges unrelated to your studies, the University has services and people to support you, should you need them.

IF YOU DON'T KNOW WHO TO TALK TO...

Your **supervisor** is your first point of contact for any kind of issue that you feel you need to talk to someone about. They can point you to additional services if needed.

Student Support

Student Support offer professional advice for a range of issues, including financial, health and mental health, immigration and housing. You can access these services and further information through the contact details below.

+44 (0)1904 324140
student-support@york.ac.uk
york.ac.uk/sshub

Students with a disability

Studying at university can be a very daunting experience for many students – more so if you have a disability. We provide the help and support you need to aid your academic progress and make your time with the University of York as enjoyable as possible. Please tell us as soon as possible about any additional needs you have.

+44 (0)1904 324785
disabilityservices@york.ac.uk
york.ac.uk/students/support/disability

YOUR COLLEGE AND ONLINE COMMUNITY

Wentworth College hosts distance learners within Wentworth College Online Community – *Wentworth Online* for short. All new distance learners will automatically become members.

Wentworth Online aims to emulate the community feel and the support that the University's colleges offer to campus-based students, and has a dedicated officer for you to contact. *Wentworth Online* website aims to provide access to useful materials and develop a sense of community by providing resources, news, contacts, activities and a social space. Should you wish, for whatever reason, to be a member of one of the other colleges this is possible and will simply require a 'change of college' request to be made.

We recognise that many students won't have time for developing wider networks of support within the University but if you do, colleges are a very useful place to start.

Wentworth Online College Officer: Tracy Dancer
+44 (0)1904 323003
wentworth-online@york.ac.uk
<http://www.york.ac.uk/design-and-print/>



Hi, I'm Tracy and I'm the College Officer for distance learners. You can contact me with any queries you like, although your department/supervisor is usually best placed to answer academic ones! If I can't personally answer your question then I aim to be your time-saver by finding out who can and directing you there. I look forward to helping you!"

Tracy Dancer (College Officer)

REGISTRY

Registry is the central point of contact within the University for administrative processes relating to current students. They deal with matters relating to:

- enrolment
- academic progress
- completion
- student records
- official correspondence

+44 (0)1904 324643
registry@york.ac.uk

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

FAITH SERVICES

The University has a team of chaplains who are available to students of all faiths.

york.ac.uk/students/support/faith/contacts

YUSU AND THE GSA

Both of the main student organisations, University of York Students' Union and the Graduate Students Association, can be contacted via email, phone, their websites or social media.

YUSU

+44 (0)1904 323724
enquiries@yusu.org
Yusu.org
🐦 @yorkunisu

GSA

+44 (0)1904 322718
info@yorkgsa.org
yorkgsa.org
🐦 @GSAYork



I'm Emmeline, one of the Team Coordinators in the Student Records and Visa Compliance Team within Registry. We support distance learning students through their student journey from enrolment to Award and everything in-between. We can also offer help and guidance when things don't go to plan. We work closely with the other teams within Registry to ensure that even though you're not on campus things run as smoothly as possible."

Emmeline Pennington (Team Coordinator)



The Student Support Hub, (along with your College Officer and Academic Supervisor), are available to help you. Many students contact us by email or phone and also follow our advice on social media. Don't wait for a problem to become too big, we're here to help you succeed in your studies.'

Peter Quinn (Director Student Support Services)

THE CAREERS SERVICE

As a distance learner it is very likely that you are already on a career path and in employment. You may be studying your programme to advance your career, as a requirement for your position or as a stepping stone to a career change.

Whatever your employment situation the Careers Service is available to support and guide you, both now whilst you are studying and also after you have graduated. There are many useful resources and services available:

Through Yorkshare the Virtual Learning Environment:

- Interview Guides
- Curriculum Vitae Guides

Through your *Personal Careers Gateway*:

- Careers Consultants can review your job applications and your personal statements
- Discussion of any career related matter via telephone or skype if you prefer



I'm Irena, one of the Careers team, who can help distance learning students access our services. Initial information can be found on the Careers website, but you can also get in touch via Careers Gateway."

Irena Zientiec (Careers)

Not sure whether they'll be able to help?
Just contact them to find out.

+44 (0)1904 322685

careers@york.ac.uk

york.ac.uk/careers/gateway

york.ac.uk/students/work-volunteering-careers

VISITING THE CAMPUS

All distance learners are very welcome to visit the University at any time – to see the campus, visit your department or college, or just to see our famous ducks and geese!

Students considering visiting the campus – outside of any programmed residential element of their programme – may wish to consider staying on campus by booking through York Conferences. Bed and breakfast facilities are available all year round in Franklin House based in Alcuin College, and during selected weeks within vacation periods hostel accommodation is available at Halifax College.

If you are an international student requiring a visa to visit or attend your graduation and require advice then the University's Immigration Advice Service may be able to assist you.

+44 (0)1904 324140
immigration@york.ac.uk

For further location and travel information see our maps and directions webpage.

york.ac.uk/maps



You're not advertising this programme as you should. You're giving a wrong impression ... because it's called 'distance' learning programme – I didn't feel any distance.

Šemsa (MA, Public Policy and Management)

If you do intend visiting the campus why not contact your College Officer who may be able to arrange a tour of the campus or recommend activities that are running during your visit. Wentworth College, which hosts Wentworth Online – your community – would love to have you visit and would make you most welcome.

Wentworth Online College Officer: Tracy Dancer
+44 (0)1904 323003
wentworth-online@york.ac.uk

ADDITIONAL INFORMATION

Regulations and discipline

When you enrol, you agree to accept and abide by the University Regulations.

Some elements of the Regulations are mentioned in this handbook. In particular, you should make sure you are familiar with Regulation 7 which is about student discipline and applies to online behaviour as well as actions within University facilities. It details the sorts of behaviour which are unacceptable in our community and explains our procedure for taking disciplinary action.

DATA PROTECTION

The University needs to process certain information about its current, past and potential students as part of the necessary functioning of the institution. In doing so, it must comply with the Data Protection Act 1998. The Act governs the University's use of personal data and is also concerned with the rights of individuals to gain access to personal information held about them by the University. The terms of the Act relate to data held in any format, including written notes and records as well as electronic data. Further details can be found at

york.ac.uk/records-management/dp/your-info

HEALTH, SAFETY AND SECURITY

We aim to ensure that all students and staff can work in a safe and healthy environment.

york.ac.uk/admin/hsas

PROGRESSING THROUGH YOUR COURSE

As you work through your programme, you will need to complete certain steps in order to make sure you can progress to the next stage. The requirements of your programme will be detailed in your departmental handbook.

Requirements

- Undertake an approved programme of study.
- Obtain a specified number of credits at specified levels.
- Meet any other requirements of the award as specified in the Award and programme specifications and other University regulations.

For further details visit:

york.ac.uk/registryservices/student-progression-guide

Graduation

You will be sent details of your graduation ceremony a few months before the ceremony, in the expectation that you will achieve your degree. Once you have received your invitation you can complete your application online through e:Vision using your IT services username and password.

University Merchandise

Not being on campus doesn't mean you can't express your affiliation with the University of York. There are a variety of University of York branded items available for purchase; from games to stationery, and from bags to clothing. Take a look at the product catalogue to see what's available.

store.york.ac.uk

Feedback

This is the first edition of a handbook developed specifically for Distance Learners. Please let us know if you feel that there are refinements or additions that could be made to make it more useful for future users.

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