

THE UNIVERSITY *of York*

The Department of Health Sciences

of York

www.york.ac.uk/healthsciences

STUDENT HANDBOOK

MPhil and PhD Health Sciences

2011/2 entry

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Section 1 – Welcome

Welcome to the Department of Health Sciences.

I am delighted you have decided to study with us. I do hope you will take full advantage of the academic, cultural and social opportunities offered by the University.

We are a large, vibrant, multidisciplinary department with an international reputation for world-class research but are small and friendly enough to get to know you individually and guide you in developing your career.

Rated equal first in the UK for the quality of our Health Services Research we were also named 'Top Department in the country for Nursing' by The Times in its 2011 Good University Guide. We are especially proud of our reputation for high quality teaching which is underpinned by our excellent research.



We have over 200 staff members engaged in providing high quality research and a broad range of professional education programmes, from undergraduate to postgraduate degrees, and a wide variety of Continuing Professional Development (CPD) courses.

This handbook has been prepared to cover the information you will need for your programme or course and to assist you as a student in the Department. Please read it through and use it as your first point of reference. If you have any concerns, our Student Information Service team, located on the ground floor of the Seebom Rowntree Building, provides a friendly and helpful service.

We wish you an enjoyable and successful programme of study.

Hilary Graham
Head of Department

1.1 – Aim of this handbook

This handbook provides an introduction to the Department of Health Sciences, and also to your chosen programme of study. It will be an extremely useful source of information throughout your time here and includes specific details about your programme structure and requirements, module synopses, as well as other important information relating to assessments and feedback. Please read it through now and then keep it safe so that you can refer to it later for guidance.

It may be occasionally necessary to make minor amendments to your handbook if there are changes to University or departmental regulations that are applicable to you. Any changes to this handbook will be circulated to you via your University email address. The latest version of your handbook can be accessed electronically on the Student Intranet at: <http://www.york.ac.uk/healthsciences/student-intranet/>. Updated sections will be dated to indicate when the change was circulated to students.

1.2 – Contact through your University email account

It is **essential** that you use your University email account. This is the sole means of electronic communication and no other email addresses will be used.

Amongst other information your University email will be used to send **vital information** such as:

- any revisions to your teaching rooms or assessment dates
- your exam timing and location
- your assessment feedback
- information regarding reassessment arrangements
- mitigation claim outcomes
- your progression and result information
- enrolment information

If you do not receive key information, such as reassessment arrangements, failure to check your University email cannot be used as grounds for mitigation.

Further information on the initial access to IT services at the University is given in [Section 3.5](#) of this handbook. Once you have registered to use the IT services you can access your University email account on and off campus from the Webmail Service:

<https://webmail.york.ac.uk/>

If you experience any problems accessing your University email account you must resolve this quickly with IT Services. Their contact details can be found on:

<http://www.york.ac.uk/it-services/>

1.3 – Data protection

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. When you enrolled with the University you were asked to consent to the use of your personal data by the Higher Education Statistics Agency (HESA).

Further information on data protection can be found at:

www.york.ac.uk/healthsciences/student-intranet/rules/data-protection/

Section 2 – The Department and our staff

2.1 - Overview of the Department

The Department of Health Sciences is large and multidisciplinary, offering a broad range of taught and research programmes in the health and social care field. The Department also works in partnership with York College to deliver programmes providing opportunities for students without traditional entry qualifications. The Department aims to develop the role of scientific evidence in health and healthcare through high quality research, teaching and other forms of dissemination. The Department is located within three buildings on campus, Seebohm Rowntree, Alcuin C and ARRC all of which are situated within Alcuin College. The Department of Health Sciences is one of the largest departments on campus and supports hundreds of students each year on a broad range of taught programmes

2.2 - Student Information Service

The departmental Student Information Service function (formerly known as Student Services, Student Records & Bursaries and Admissions) supports all Health Sciences students and acts as a first point of contact if students need information or assistance. The Student Information Service team are all experienced in dealing with a diverse range of enquires and student contact is undertaken in a sensitive and confidential manner. For more information visit:

www.york.ac.uk/healthsciences/student-intranet/student-support/student-services/.

The Student Information Service team can be contacted at:

- 01904 321321
- dohs-student-services@lists.york.ac.uk

2.3 - Academic staff – Your personal supervisor

Every student is allocated a personal supervisor at the start of their programme and they are usually the first person that you will approach with a problem. Whilst for some programmes students will keep the same supervisor throughout their studies, for others, they will change supervisor during the academic year – more detailed programme specific information about this can be found in [Section 5.1](#) of this handbook.

Supervisors have to combine a number of roles as they provide confidential advice and guidance on academic issues, offer pastoral support on personal issues, discuss academic progress and performance, and assist with career and personal development plans. In summary they are there to guide you through your programme, and it is therefore important that you maintain contact with them, and keep them informed of any circumstances which may impact on your academic performance.

It is primarily your responsibility to book and attend appointments with your personal supervisor, and it is better to arrange these in advance either by telephone or email. If you fail to attend a supervisory meeting your personal supervisor will make reasonable attempts to contact you and to re-arrange the meeting. However, please do not automatically expect to find your personal supervisor in their room and available to see you if you just call along unannounced. Records of your meeting will be kept by your supervisor – these may be accessed by other staff if necessary, which may be for continuity purpose, if for example you change supervisor.

2.4 - Procedure for changing your personal supervisor

If the supervisory procedures are followed and each session results in a clear work plan set out in the form, disputes should be kept to a minimum. Problems with the planned research which cannot be resolved between the student and supervisor should be raised with Dr Yvonne Birks, programme leader (or the Head of Postgraduate Education Prof Carl Thompson if the programme leader is the supervisor).

Students will have a right to change supervisors if they have not received the minimum supervisory sessions, subject to evidence that they have been willing to attend meetings at reasonable times and venues. Other fundamental problems with the supervisory relationship should be discussed with the programme leader and, in exceptional circumstances, a new supervisor may be appointed.

We will do our best to arrange matters to everyone's satisfaction. You would be informed in writing of the member of staff who would take over responsibility for acting as personal supervisor – please note that you cannot request a change to a specific new personal supervisor.

Section 3 – Teaching and learning

3.1 – Research training programme: Lectures

Lectures are used to deliver knowledge, to interpret and explain difficult concepts and to illustrate their use. In most lecture courses you will find that you need to consolidate your understanding of the content by undertaking extra reading between lectures. An important skill to develop is the ability to write a coherent set of notes covering the essential points of each lecture.

For some of you the lecture will be an unfamiliar form of teaching. A good lecture should not be a listing of facts, or dictation of notes, but should give a stimulating and challenging perspective on a subject which encourages you to study further.

You will find that lecturers use a variety of styles to convey information. Electronic information sources will also be provided for you to access through Yorkshare – the 'Virtual Learning Environment' (VLE) which is a web-based portal for the exchange of academic materials (<http://vle.york.ac.uk>). You will need your University username and password to access the VLE.

Please always try to arrive for lectures in good time. Late arrival prevents a prompt start and disturbs other students as well as the lecturer. You must not make or receive telephone calls or text messages during lectures and you should ensure mobile phones are switched off/silent before entering a classroom or lecture theatre.

3.2 - Attendance

Attendance at lectures is compulsory for most programmes; refer to [Section 4.8](#) of this handbook for more detailed information regarding the requirements for your specific programme. You will be less well prepared for assessment if you do not attend. Apart from specific lecture material a lot of general pointers around the topic being covered and additional module information are disseminated in lectures.

Assessments are generally considered compulsory unless prior agreement not to take the assessment has been agreed with your supervisor and the module leader as part of your training plan. You must complete all assessments by the published assessment date unless there are exceptional reasons why you cannot. Please see the University policy on Mitigating Circumstances, in [Section 14](#) of this handbook, where the details on acceptable reasons for missing an assessment are made clear.

Regulation 2.5 covers the University residence and attendance requirements. This can be located at:

<https://www.york.ac.uk/about/organisation/governance/corporate-publications/ordinances-and-regulations/regulation-2/#2.5>

3.3 - Planning your private study

Your own private thought and study time is where you can gain deeper insights into the subject you are studying. Most lecturers would agree that the main steps in learning occur during further reading and through private study. Lecturers are willing to assist you with your understanding of module material, either individually or by email.

Your responsibilities for learning go much further than the simple attendance requirements. In planning your work you should bear in mind that each **10-credit** module involves **100** hours of work, and each **20-credit** module involves **200** hours of work, and so on. This is made up of contact time in lectures but also includes a large amount of private study. Many students find that they get more out of their subject by putting in more than the minimum amount of effort, those who do not often struggle with the assessments.

You should plan a pattern of work which best suits you. We would recommend that it includes a number of hours to be spent preparing tutorial work, going through lecture notes, reading a text book to enhance understanding, etc. It is important for such a weekly plan to be realistic, and that you do not leave all your work until the last minute. Remember that a 'normal working week' is not restricted to the hours 09.00 till 17.00 on five days: you may need to commit some evenings and weekends to study.

Whatever you decide is best for you, try to stick to your programme, both during term time and vacations. If you are struggling with your studies you should discuss this with your personal supervisor.

Occasionally it may be necessary for students to complete reassessments or deferred assessments during vacation periods. You should check the assessment schedule in advance so you are aware of when the scheduled reassessment dates are. You should be take these dates into consideration when booking holidays to avoid clashing with reassessment dates. Holidays are not valid grounds for missing a reassessment.

3.4 - Books and library resources

University of York Library and Archives

JB Morrell Library

The JB Morrell Library, part of the University Library and Archives complex located on the University campus, contains the main print collections to support the Department, including books and journals. The main Medicine and Nursing collection is located in section Y on the first floor. Use the YorSearch Catalogue to find what you need.

Your University Card is your membership card for the JB Morrell Library; you will always need your card to borrow books. Library opening hours and details of all services are listed on the Library's website (<http://www.york.ac.uk/library/>).

Electronic resources

The University Library also provides access to electronic resources via its web pages. These resources include over 10,000 electronic journals (via Find e-Journal). Access is also provided to bibliographic databases such as Medline, CINAHL, The Cochrane Library, British Nursing Index, Embase, and PsycINFO (all via the MetaLib gateway) which help you search the literature. All of these resources are available from University or Health Sciences PCs; the majority can also be used from home computers.

You will need your IT Services username and password to access electronic resources.

Space to study

The JB Morrell Library provides a mix of study spaces, including quiet zones, single study studies, group studies, collaborative working spaces and IT studies. The Harry Fairhurst building (<http://www.york.ac.uk/library/libraryrefurbishment/harry-fairhurst/>) next to the JB Morrell Library contains a further 500 study spaces, including flexible learning space, group studies, and a 55-seater IT classroom. A further 50 computers are available on the top floor of the Harry Fairhurst building, together with a research lounge for research students.

Library refurbishment

The current £20 million Library refurbishment project (<http://www.york.ac.uk/library/libraryrefurbishment/>) moves into its final phase in 2011-12: refurbishment of the ground floor of the JB Morrell Library to include a brand new entrance, staffed service areas and a larger cafe. All Library services will be maintained while the ground floor refurbishment is underway, but some relocation will be necessary. Follow the refurbishment blog for the latest information <http://uoylibrary.blogspot.com>

Sources of help

Help and support is available to all students using the University Library's resources via its Help and Information service and specialist staff (see contact details below). Many Health Sciences programmes also include lectures and workshops on accessing information resources. Self-study Library tutorials are available on the Yorkshire VLE and self-paced guides for Health Sciences are available at:

<http://www.york.ac.uk/library/subjectresources/healthsciences/>

Contact details

JB Morrell Library, University of York, Heslington, York, YO10 5DD

Tel: 01904 323873

Website: <http://www.york.ac.uk/library/>

Email: lib-enquiry@york.ac.uk

Academic Liaison Librarians for Health Sciences

Janette Colclough (janette.colclough@york.ac.uk)

Karen Smith (karen.smith@york.ac.uk)

Academic Liaison Assistant for Health Sciences: Kirsty Allen (kirsty.allen@york.ac.uk)

3.5 - Information technology

Accessing IT

All new students are centrally enrolled by the University administration. As part of this enrolment procedure you are automatically registered for all IT Services facilities and your username and initial password will be posted out to you.

You will need to register your University IT account on the web before you can use any computing facilities. To do this you must log on to the IT Services registration system at <https://idm.york.ac.uk/> using your username and initial password; note that your username and password are case sensitive. You will then be asked to change your password, to provide security data and to agree to abide by the University IT Services regulations.

If you are using an IT Services PC classroom to register your account, you should first logon to the PC for this purpose using the special account below:

Username: newuser
Password: newuser
Log on to: CSRVADYORK

Once you have registered, your username and password will allow you to access the University PCs on campus and many of the University's web pages.

Changing your University password

To change your computing password, visit the 'My IT Account' page via <http://www.york.ac.uk/it-services/facilities/account/>

IT Facilities for students

University of York campus

IT Services maintains a number of PC classroom and study areas across the University's campuses, and they are open to all Health Sciences students. Full details of the rooms, including opening times, can be found at: <http://www.york.ac.uk/it-services/it/rooms/>

All research students have access to a desk and PC within the area on the 3rd floor of ARRC. Full-time students will be allocated a desk space. Students who may not require a permanent space can use the hot desk areas in the same area.

Printing

Printing within the ARRC research student area is free to registered research students.

For other printers on campus you will receive a free quota of printing each term equivalent to 30 black and white sides of A4 (if you do not use up your quota in one term, it is **not** carried over to the next term).

You can add money to your printing account online using a debit or credit card. Go to 'My IT Account' via <http://www.york.ac.uk/it-services/facilities/account/> and click on '**Printing Accounts**'. If you need to make a cash payment, visit the IT Support Office directly. Credit may only be added in multiples of £5. Central printing charges can be found at: <http://www.york.ac.uk/it-services/it/printing/pay/>

There are black and white printers in or near to most IT Services PC rooms. Once you have sent the job to the classroom print queue, you will need to release it for printing at any of the classroom printers by logging in to the computer next to the printer. Information on classroom printer locations can be found at: <http://www.york.ac.uk/it-services/it/printing/>

Wireless Access Network

The wireless network allows anyone with a University of York username and password to get Internet access from any of the wifi hotspots across Campus. To find more information visit: <http://www.york.ac.uk/it-services/connect/wireless/>

Network Access Service

The Network Access Service (NAS) provides network ports which allow anyone with a University of York username and password to access to the network from your study

bedroom. Students can use these two services to access the Internet, central Filestore, printing, email etc at: <http://www.york.ac.uk/it-services/connect/nas/>

Sources of help

If you need help with your account or the classroom PCs and printers, contact the University IT Services: <http://www.york.ac.uk/it-services/>.

Department of Health Sciences IT Support can be contacted on 01904 321322

3.6 - Yorkshare (Virtual Learning Environment – VLE)

The VLE enables you to access electronic learning materials such as lecture notes, presentations and reading lists (including links to e-journal articles and websites).

Yorkshare is available using your University of York username and password (via a PC with web access) from home, campus and your workplace in the UK or overseas.

The VLE also has a discussion board facility which allows you to openly communicate with your fellow students. Not all modules use this facility and your module leader will give you more information if this function is being used. For VLE information visit: <http://vle.york.ac.uk/webapps/portal/frameset.jsp>.

3.7 – e:Vision

The e:Vision web portal system provides you with electronic access to data held about you in the University's student record system, and also allows you to maintain your own address and contact details. If you change address or telephone number you can use your e:Vision account to update your contact details on the University's records system. You have an obligation to ensure that your personal data is up-to-date and accurate and you should notify the appropriate person within the University where data held on the system is not correct.

In addition, assessment and module results are released to you through your e:Vision account.

To access your e:Vision account visit: <https://shib.york.ac.uk/idp/Authn/UserPassword>. You will require your University username and password to access your records.

3.8 - Student Intranet

We have developed our departmental Student Intranet to enable you to access electronic learning material such as this programme handbook, your assessment schedule, your module descriptors and information that is pertinent to your programme of study. The Student Intranet also includes general information relevant to Health Sciences students such as departmental policies, Board of Studies briefings, guidelines on referencing, together with links to relevant pages on the main University website.

You can access the Student Intranet by visiting www.york.ac.uk/healthsciences/student-intranet/. You will need to enter your University username and password when prompted.

Section 4 – Programme specific information and programme structure

General University academic regulations and procedures for students on taught programmes can be found on the following website:

<https://www.york.ac.uk/about/organisation/governance/corporate-publications/ordinances-and-regulations/regulation-6/>

And on research programmes at the following website

<https://www.york.ac.uk/students/studying/manage/research-students/code-of-practice/>

4.1 - Programme aims and philosophy

The aim of the MPhil/PhD in Health Sciences is to train students in the theory and practice of health services research to a standard that establishes them as potential leading researchers, capable of making an original contribution to the evidence base for health and healthcare and of supervising and delivering all aspects of projects that enhance the evidence base.

The Department recognises the broad range of health services research through quantitative, evaluative, experimental and qualitative approaches. The common aim of the programme is to promote high quality and rigorous research. We expect graduates to display critical understanding of a range of methodological and disciplinary perspectives within their final thesis.

Programme Leader: Dr Yvonne Birks (yvonne.birks@york.ac.uk)

Deputy Programme Leader: Dr Catherine Hewitt (catherine.hewitt@york.ac.uk)

Programme Secretary: Mrs Diane Stockdale (diane.stockdale@york.ac.uk)

4.2 - Programme structure – overview

All students are initially **registered for their intended award aim** (ie either MPhil or PhD). However PhD students are initially only **provisionally registered** for their PhD. There is a confirmation of registration procedure which is a progression requirement that must be successfully completed if the student is to progress on the PhD.

Full details are given later in [Section 10](#).

Periods of study

Postgraduate study, unlike undergraduate study, is timed across the whole year.

PhD	For a PhD the time requirement for your study is three years full-time or six years part-time
MPhil	For the MPhil course the time requirement is two years full-time or four years part-time

It is assumed that you will be working on your study five days a week, eight hours per working day and for 45 working weeks as a full-time student, or half this time for part-time students.

Research training programme

As part of your research degree, you will plan a subject-specific 'research training programme' with your supervisor to meet your individual needs and the core training requirements of the Department. This plan then needs to be given final approval by the research programme committee (RPC). Formal training plans should generally be completed as early in the programme as possible and the required form should be completed and submitted for consideration at the first RPC meeting of the academic year. Training is likely to take place over the course of research study and may develop from the original plan. All changes should be evidenced in the supervision records and approved by your TAP group.

Typically, the research training programme requirement consists of **outright passes** (ie marks above 50%) in four modules (Research Methods; Applied Biostatistics; Epidemiology; Systematic Reviews). Students generally take these modules, or demonstrate their expertise in these areas, or demonstrate a case for a different training requirement.

Students should treat the research training programme as part of their progression to confirmation of PhD registration. When this initial stage has been completed there will be more evidence available to check your progress. We may recommend that you start the process of confirming your PhD registration if you have performed well. However, if you have not performed to a satisfactory level we may recommend that you downgrade to MPhil.

Credits

As part of your research training programme you will complete taught postgraduate modules. However you are **not registered to take these modules for credit** as the University of York's award of a research degree is not a credit bearing award, and these modules form part of your research training programme progression and not your final award.

Although the successful completion of your research training programme is essential you will **not** receive an official academic transcript of marks for these modules as the University does not issue transcript for research degrees.

Therefore all reference to credit values within this handbook or the student records system (e:Vision) are indicative of the workload associated with the module, but the credit will not be directly awarded to you.

Prior to starting the research programme, you may have applied (via your individualised student research training programme) to be exempt from the core modules. Evidence of previous modules undertaken at Masters level and in some instances course content and/or evidence of professional experience at an equivalent level in these areas will generally be required to substantiate this. Your supervisor and the Research Programme Committee will have to be satisfied that any course or research experience is equivalent to the standard expected, and the Department's decision on whether or not you must sit these modules is final.

The taught modules taken as part of the research training programme run in line with University term dates <http://www.york.ac.uk/about/term-dates/> with modules taught in autumn, spring and summer terms.

Recommended core modules			
Module code	Module Title	Indicative credit value	Term Taught
HEA00001M	Applied Biostatistics	10	Spr
HEA00013M	Epidemiology	10	Aut
HEA00043M	Research Methods	10	Aut
HEA00036M	Systematic Reviews	10	Spr

Generally, a further four modules are undertaken for your research training programme. You can choose, in consultation with your supervisor, modules from across the range of taught postgraduate modules in the Department or take modules elsewhere in the University with the permission of the module leader. Occasionally training outside of the University may be appropriate dependent on availability of funding and timing.

Your choice may be limited by the timing of the modules and you should make sure that you check the timetable summary (shown below) carefully.

The research training programme should be designed to give you a range of skills required by health services researchers, not just the skills needed for completion of your particular research project. The assignments for the modules can often be based around your research project and are designed to enhance the quality of your proposed research, but it is important that you recognise the value of a broad-based training.

Performance on taught modules is generally used as one of the criteria to determine whether or not your confirmation of PhD registration is recommended, and all students must pass the required modules they undertake in order from this to be recommended. The assessment procedures for the research training programme modules are described in more detail in Sections [6](#), [7](#) and [8](#). Generally it is the expectation of the department that research students undertaking modules will complete the required assessment component for the course. If you plan not to take the assessment on a particular module then this should be agreed no later than week 3 of the module as part of your training plan and with the module leader for a particular course. Module leaders are able to ask that students undertake the course assessment. The impact of performance in the modules on the confirmation of PhD registration decision is described in [Section 6.3](#).

A table of option modules is given on the following page:

Optional Modules			
Module code	Module Title	Indicative credit value	Term Taught
HEA00002M	Biostatistics in Research Practice	10	Sum
HEA00003M	Cancer Epidemiology & Biology	10	Sum
HEA00005M	Clinical Biostatistics	10	Sum
HEA00035M	Decision Making & Judgement in Healthcare	10	Sum
HEA00016M	Global Public Health	10	Aut
HEA00018M	Health & Human Rights	10	Spr
HEA00019M	Health Economics	10	Spr
HEA00020M	Health Inequalities: Theory, Policy & Practice	10	Sum
HEA00021M	Health Policy: Principles, Practice & the Evidence Base	10	Aut
HEA00022M	Health Psychology	10	Aut
HEA00024M	International Health	10	Aut
HEA00023M	International Health & Health Policy	10	Sum
HEA00028M	Measurement in Health & Disease	10	Sum
HEA00029M	Medical Sociology	10	Sum
HEA00031M	Public Health & Ethics	10	Spr
HEA00032M	Public Health Information in Practice	10	Sum
HEA00033M	Qualitative Methods Applied to Health Research	10	Spr
HEA00034M	Randomised Control Trials	10	Aut

Teaching Timetable Summary

Term		Tuesday	Wednesday
Autumn	am	Research Methods HEA00043M	Global Public Health HEA00016M
			Randomised Control Trials HEA00034M
	pm	Epidemiology HEA00013M	International Health HEA00024M
			Health Policy HEA00021M
		Health Psychology HEA00022M	
Spring	am	Public Health & Ethics HEA00031M	Systematic Reviews HEA00036M
		Qualitative Methods HEA00033M	
	pm	Applied Biostatistics HEA00001M	Health & Human Rights HEA00018M
			Health Economics HEA00019M
Summer	am	International Health & Health Policy HEA00023M	Health Inequalities HEA00020M
		Biostatistics in Research Practice HEA00002M	Measurement in Health & Disease* HEA00028M
	pm	Decision Making & Judgement in Healthcare HEA00035M	Medical Sociology HEA00029M
		Public Health Information in Practice HEA00032M	Cancer Epidemiology & Biology HEA00003M
		Clinical Biostatistics* HEA00005M	

Recommended core modules = green shaded areas
Optional modules = yellow shaded areas

* *These modules run as a distance-learning module with optional tutorials*

4.3 – Research training programme: Module information

Recommended	HEA00001M	Applied Biostatistics	Spr
The aims of this module are: to provide a basic understanding and skills in using basic descriptive and inferential statistics; to be able to define commonly used terms in descriptive and inferential statistics and to evaluate the use of statistical analysis in published research.			
Method of Assessment	[1] Weekly quizzes (10% weighting) (this assessment is non-re-assessable) [2] Report (2,000 words) (90% weighting)		

Recommended	HEA00013M	Epidemiology	Aut
Students will gain an understanding of epidemiology; learn about data sources, study design and their associated strengths and weaknesses; be able to calculate and interpret basic epidemiological and demographic measures; and to critically appraise the relevant literature.			
Method of Assessment	Exam (2 hours)		

Recommended	HEA00043M	Research Methods	Aut
The aims of this module are: to provide an introduction to the philosophy and common methods of research used in health and healthcare; and to enable students to design and critically appraise research studies addressing a variety of different types of question. The module is an introduction to a number of research methods such as trials, systematic reviews, epidemiological, and qualitative methods, which will be developed further in later modules.			
Method of Assessment	Exam (1.5 hours)		

Recommended	HEA00036M	Systematic Reviews	Spr
The aims of the module are: to introduce the basic principles of systematic reviewing; to enable students to critically appraise systematic reviews; and to provide students with the knowledge and skills to design, conduct, analyse and report on their own systematic reviews.			
Method of Assessment	Exam (2 hours)		

The following modules are optional and generally students take a further four modules. You must discuss your choices with your supervisor and check the timetable carefully.

Optional	HEA00002M	Biostatistics in Research Practice	Sum
<p>The aim of this module is to equip students with the necessary skills and knowledge to allow analysis of data with an awareness of effect modification and confounding. By means of lectures and hands-on analysis of data from real health-related studies, using statistical software package STATA the student is guided through the full range of standard statistical parametric and non-parametric techniques, ranging from frequency tables to Cox's regression. Special attention is paid to the conditions under which the technique may or not may be applied.</p>			
Method of Assessment		Open Book Exam (2.5 hours)	

Optional	HEA00003M	Cancer Epidemiology & Biology	Sum
<p>The aim of this module is to provide students with a fundamental understanding of the principles, methods and techniques used in cancer epidemiology to enable them to interpret epidemiological observations in light of the processes involved in cancer initiation and progression.</p>			
Method of Assessment		Assignment (3,500 words)	

Optional	HEA00005M	Clinical Biostatistics	Sum
<p>The aim of this module is to equip students with the necessary skills and knowledge to allow interpretation and critical understanding of analysis of data with an awareness of effect modification and confounding. The module will focus on the interpretation and correctness of statistics in published healthcare research.</p>			
<p><i>* This module runs as a distance-learning module with optional tutorials</i></p>			
Method of Assessment		Open Book Exam (2 hours)	

Optional	HEA00035M	Decision Making and Judgement in Health Care	Sum
<p>The aim of this module is to provide students with a comprehensive understanding of issues surrounding decision making and judgement in healthcare. Including understanding theories of decision making and error, how to revise beliefs appropriately in judgements, and undertake decision analyses.</p>			
Method of Assessment		Assignment (2,500 words)	

Optional	HEA00016M	Global Public Health	Aut
<p>The aim of this module is to: introduce students to some of the major challenges for public health worldwide; enable students to understand the links between socio-political factors and public health problems; and raise awareness in students of some of the implications of global public health problems for the population of the UK.</p>			
Method of Assessment		Assignment (3,000 words)	

Optional	HEA00018M	Health & Human Rights	Spr
<p>The aim of this module is to introduce students to the application of a human-rights framework in the field of public health; and for them to gain insight into the structures and processes by which human rights can influence public health objectives. Throughout the module students will examine a range of public health issues using a rights-based approach, and analyse to what extent a rights-based approach is complementary, detrimental or relevant to policy and practice. Teaching will be shared with students on a related module in the Centre for Applied Human Rights, enabling multidisciplinary debate and discussion.</p>			
Method of Assessment		Assignment (2,500 words)	

Optional	HEA00019M	Health Economics	Spr
<p>The aim of this module is to provide students with a structured approach to applying economic techniques to the study of health and health care and the skills to understand and apply economic evaluation techniques alongside other evaluative methodologies and to interpret the results.</p>			
Method of Assessment		Assignment (3,500 words)	

Optional	HEA00020M	Health Inequalities: Theory, Policy & Practice	Sum
<p>The aim of this module is to: provide a framework through which students will explore patterns of health inequality across various socio-demographic characteristics (including socio-economic, ethnicity, gender); provide an introduction to a range of contemporary social scientific perspectives on patterns of health inequality; and examine the policy implications of these inequalities and identify ways in which policies can be implemented to improve health.</p>			
Method of Assessment		Assignment (3,000 words)	

Optional	HEA00021M	Health Policy: Principles, Practice & the Evidence Base	Aut
<p>The aim of this module is to: provide an appreciation of the principles and objectives guiding health policy and health reform and their application; appraise published evidence of the effectiveness and efficiency of health policy interventions and their impact on equity and expenditure control; and identify and apply methods of evaluating health policy interventions using the principles of health services research.</p>			
Method of Assessment		Assignment (2,500 words)	

Optional	HEA00022M	Health Psychology	Aut
<p>The aim of this module is to: introduce some of the key conceptual approaches and methods of measurement in health psychology in different health-related contexts; equip students with insights into the applications of health psychology; and enable students to critique research from a health psychology perspective and to apply such perspectives in their own research.</p>			
Method of Assessment		Assignment (1,500-2,500 words)	

Optional	HEA00023M	International Health & Health Policy	Sum
<p>This module will concentrate on the global burden of diseases including cancer, cardiovascular disease, and malaria and other parasitic diseases, and will also cover the impact of infections, tobacco and nutrition on health outcomes.</p>			
Method of Assessment		Exam (2 hours)	

Optional	HEA00024M	International Health	Aut
<p>This module will concentrate on HIV and tuberculosis, as well as the role of vaccinology in developing countries. In addition, maternal and child health will also be considered as well as an overview of global public health.</p>			
Method of Assessment		Assignment (5,000 words)	

Optional	HEA00028M	Measurement in Health & Human Disease	Sum
<p>This module will concentrate on selecting health measurement instruments in scientific research, the methodology and techniques of designing and evaluating health measurement-instruments and the critical appraisal of reports on the properties of health measurement-instruments.</p> <p><i>* This module runs as a distance-learning module with optional tutorials</i></p>			
Method of Assessment		Open Book Exam (2 hours)	

Optional	HEA00029M	Medical Sociology	Sum
<p>The overall purpose of this module is to develop students' ability and confidence when applying the ideas associated with medical sociology to policy and practice. The module is very much concerned with applied knowledge and understanding. We are particularly concerned with encouraging students to assume a critical and reflexive approach to health and illness and the delivery of healthcare. At the end of the module, students will be able to question a little more, why healthcare is delivered in the way it is and have more insight in to why people respond to illness the way they do. There are plenty of practical examples and exercises used throughout the module, in addition to a more theoretical engagement.</p>			
Method of Assessment		Assignment (3,000 words)	

Optional	HEA00031M	Public Health & Ethics	Spr
<p>The aims of this module are to understand and apply moral theory relevant to ethical evaluation of public health initiatives and political theory relevant to ethical evaluation of public health initiatives.</p>			
Method of Assessment		Open Exam (3.5 hours)	

Optional	HEA00032M	Public Health Information in Practice	Sum
<p>The aims of this module are to enable students to identify the sources and uses of data about a population's health status and health and social care needs, and to use these data appropriately to define public health priorities and inform decision making.</p>			
Method of Assessment		Assignment (2,000 words)	

Optional	HEA00033M	Qualitative Methods Applied to Health Research	Sum
The aims of this module are to: familiarise students with current theoretical debates about the philosophical origins of qualitative research; enable students to understand the value and purpose of qualitative approaches and assess its appropriateness for answering different types of research questions; provide students with the practical skills to conduct qualitative research by outlining the different techniques for collecting and analysing material; introduce students to a broad range of qualitative methods, including different and emerging approaches in the use of qualitative methodologies; and teach students the importance of adopting robust, transparent and rigorous methodological strategies in a way that encourages reflexive reconciliation.			
Method of Assessment		Assignment (3,000 words)	

Optional	HEA00034M	Randomised Controlled Trials	Aut
The aim of this module is to understand, critically review and be able to design a randomised controlled trial.			
Method of Assessment		Assignment (2-3,000 words)	

4.4 – Research training programme: Module choices and changing module

Throughout the time you are taking modules, you should ensure that you make progress with the development of your research and thesis plan. You should plan your module choices as far as practicable at the beginning of your registration. These should be discussed with your supervisor as soon as possible. Your supervisor has to have your planned research training programme approved by the Research Programme Committee Lead Yvonne Birks and must notify the research programme secretary Diane Stockdale (Student Information Services) of your final choices **by the end of Week 1, Autumn term** as teaching begins in Week 2.

All completed training plan forms should be handed in to Student Information Services.

If you wish to change module you will need to complete a change of module form which is available from the Student Information Services. You must discuss any module changes with your supervisor prior to completing any paperwork, in order to ensure that the modules are compatible with your programme of study.

Please note that you will **not be allowed** to change modules in any given term after the **end of Week 3** of that term.

There may be occasions when modules do not run; you will be informed of this as soon as possible and asked to choose another module.

It is important to remember that any timetable changes and other information from administrative offices and academic staff are emailed to students officially enrolled for a module. If you change modules without informing anyone you will not be on the email list for that module and you will not be enrolled for the module's assessments.

4.5 - Reading and journals

Reading lists and resources are provided in each module VLE site and are regularly updated by the module leader. To access the VLE go to: <https://vle.york.ac.uk/>

Other reading will depend on the nature of your PhD/MPhil plan but you should consider reading around your subject widely in both methodological and topic specific areas.

The University has an extensive library collection in hardcopy and most relevant journals are available in hard copy or more frequently as on-line access. Refer to [Section 3.4](#) for more information on the Library resources.

4.6 – Graduate Professional Development (GPD)

Graduate Professional Development, or GPD, is the process whereby research students plan, monitor and reflect on their skills development. As part of their GPD, research students will be expected to undertake appropriate transferable skills training and to reflect on the development of their skills. Students will be introduced to the University's provision and expectations for transferable skills training and monitoring. Research students are eligible to attend a number of University training programmes, including IT skills, study skills, research management and personal effectiveness.

The University of York believes that it is important to give students the opportunity to reflect on, monitor and develop their transferable skills. In addition, the QAA (Quality Assurance Agency) require all students in Higher Education to have access to some form of personal development planning. To meet this requirement, the University of York has developed a process called GPD (Graduate Professional Development) using a tool called 'The Skills Forge' for research students. The Skills Forge is an interactive web-based system and it is the tool you should use to help you through the GPD process. The Skills Forge will help you develop your professional skills and approach to research.

Further details of Skills Forge and opportunities for postgraduate research students can be found on the Researcher Development Team web pages: <http://www.york.ac.uk/admin/hr/researcher-development/>.

As the Department is a member of the Alcuin Collaboration, research students are also invited to attend skills training and development sessions more specific to health and social sciences, which are provided by the Alcuin Research Resource Centre (ARRC). This programme includes informal networks of staff and students sharing research interests, facilitated groups on writing skills and presentation skills, various training sessions and an annual conference to showcase the work of research students and early career researchers.

Students are encouraged to take part in the life of the Department wherever possible. Each research group will work in a slightly different way and working with the research group will be discussed on an individual level with your supervisor. There are other events which occur throughout the year and students are encouraged to both attend and present their own work. Every Wednesday in term time at 12.15-1.15pm there is a departmental seminar. Many of these speakers will be external to the Department but internal research colleagues will also contribute to these seminars. Students are encouraged to think about presenting aspects of their work in this forum especially towards the end of their period of study.

4.7 – Student representation

The purpose of student representation is to encourage student input into the continued improvement and development of our research programmes. As the 'end-users' you are in an ideal position to comment on problems that you may have encountered and to put forward ideas for change. Student views are valued by us and over the years many changes have been incorporated into our teaching programmes as a direct result of student feedback.

Each programme has its own student representative and one of the major roles is to act as the channel of communication between the programme cohort and members of departmental staff as well as being part of the Graduate Students Association

<http://www.yorkgsa.org/site/representation>. In addition, one student representative will be elected by their fellow students to serve on the Departmental Graduate Programmes Board. Student representatives may be required to speak to issues occasionally at Research Programmes Committee but attendance will not normally be required.

Student representatives are also involved in programme monitoring and, as such, have input into curriculum development as well as dealing with the day to day issues that affect students. As a Department we are very keen to maximize the use of student representatives as a way of ensuring the smooth running of your programme.

4.8 – Attendance and absence from your programme

Information about your attendance and residence during your programme of study can be found in Regulation 2.5 in the University Ordinances and Regulations (<http://www.york.ac.uk/about/organisation/governance/corporate-publications/ordinances-and-regulations/regulation-2/#2.5>).

With respect to attendance, it is strongly advised that you attend all of your lectures for the taught modules you enrol for as you will be less well prepared for your assessments if you do not. Furthermore, in addition to specific lecture materials other general module information (eg that relating to examinations) may also be disseminated during lectures.

However, if you find that you are unable to attend your lectures you need to notify Student Information Services as detailed below. Lecture notes are available on the VLE, but if you need any further assistance you should discuss the missed session(s) with the module leader. Please note that you are responsible for meeting learning outcomes for missed sessions.

All absences must be reported to:

Student Information Service

Area 1, Seebohm Rowntree Building
University of York
Heslington
York
YO10 5DD

01904 321321

dohs-student-services@lists.york.ac.uk

Record of attendance and persistent absence

All taught sessions have registers of attendance. These records are held in the Student Information Service in the Department of Health Sciences. If you are absent for three or more consecutive weeks then your personal supervisor will be notified, and they will contact you accordingly.

Any planned absences must be negotiated in advance with your personal supervisor wherever possible.

Leave of Absence from the programme

Periods of sickness lasting more than four weeks usually require a formal Leave of Absence (suspension of studies). If approved this would usually necessitate taking a full year's absence and joining the next intake the following year. If you experience such difficulties and wish to discuss this option you should see your personal supervisor in the first instance. A Leave of Absence would be subject to the approval of the Departments Graduate Programmes Board and the University's Special Cases Committee. Refer to [Section 4.9](#) below for further more detailed information.

4.9– Leave of Absence policy

Introduction

Students who are considered satisfactory in their attendance, submission of work and application to their studies are normally granted a leave of absence (LOA), provided that Board of Studies supports the application. Grounds for leave of absence include: medical, compassionate, financial and maternity leave. In addition, for part-time students a change in employment circumstances is also considered as grounds for leave of absence.

Students who have not been satisfactory in terms of attendance, submission of work and application to their studies are normally granted leave of absence if they can provide compelling evidence of medical and/or compassionate circumstances affecting their performance, and if the Graduate Programmes Board/Board of Studies supports the application.

A request for leave of absence may be proposed by the Board of Studies as a last resort to salvage the academic career of a student who appears to have lost motivation due to underlying compassionate or medical circumstances.

Unless the application for LOA is contested or includes repeat study of more than two terms students are not usually required to attend a Special Cases hearing. Generally it is not normally allowed to repeat periods of study of longer than two whole terms except in exceptional circumstances, since this may give an unfair advantage over other students.

Duration

Leave of absence will normally be granted for a maximum of a period of one year at a time.

Criteria and Conditions

A leave of absence can only be processed if a student is able to meet the entry requirements of the proposed programme they will be returning to (ie if the programme is no longer running or no longer running in the same format in the future). There must be an appropriate entry point on an appropriate programme for them to return to, and the student must meet the entry requirements for the programme they intend to return to.

Leave of absence requires full approval of the Chair of Board of Studies/Chair of the Graduate Programmes Board on behalf of the University Special Cases Committee and is normally granted on the following grounds:

- Medical reasons – where there are strong medical reasons for a period of leave of absence. In such cases the student is required to submit the appropriate medical evidence.
- Personal reasons – where there are strong personal, domestic or financial reasons for a period of leave of absence. In such cases the student should briefly outline the circumstances pertaining to the request.
- Additional work commitments/change in employment conditions (for part-time students only)

During a period of leave of absence, the following conditions will apply unless specific permission for a variation has been given by the Special Cases Committee:

- Students are expected to spend their time away from the University, except to access academic support
- Students are expected to leave University accommodation and should complete a 'Request to Vacate' form available from the Accommodation Office – <http://www.york.ac.uk/admin/accom/pdf/files/vacateform.doc>
- Students are not normally permitted borrowing rights from the University Library
- Students are not normally permitted to attend classes either formally or informally
- Students are normally permitted to access Computing Services facilities pending the development of a University policy in relation to this

Outstanding Academic Assessments

Students who go on LOA with outstanding academic assessments will have their assessment profile reviewed. Assessment dates will be set by the Student Assessment Office and the student will be notified in writing.

Refer to the Student Intranet for full details on the application procedure and information about LOA return arrangements:

<http://www.york.ac.uk/staff/supporting-students/issues/academic/research/leave-postgraduates/>
and

<https://www.york.ac.uk/students/studying/manage/plan/research/loa-research/>.

4.10 – Transferring programme of study

If you decide you want to make any changes to your programme you need to discuss this with your personal supervisor prior to putting in an application to do so.

There are a number of changes that you may want to make, for example if you are a full-time student you may wish to change to part-time status, if you are studying for a PhD you may wish to change to an MPhil or vice versa.

It is important to note that there is no automatic right to transfer between programmes.

Full details of the University process on how to change programme can be found at: <https://www.york.ac.uk/students/studying/manage/plan/research/transfer-research/>

Full details of the University process on how to change mode of study (ie full-time or part-time) can be found at: <https://www.york.ac.uk/students/studying/manage/plan/research/mode-research/>

4.11 – Withdrawing from the programme

In the event that you wish to withdraw from the programme, an appointment must be made to discuss this with your personal supervisor. You will be required to complete an exit interview and relevant documentation.

Further information is available at:

<https://www.york.ac.uk/students/studying/manage/plan/research/withdraw-research/>

4.12 - Personal issues

Keeping us informed of changes to personal information and contact information

You must notify the programme leader and the Department's Student Information Service team of any changes of personal and contact details – for example keeping 'Home' and 'Term-time' contact addresses, telephone numbers and details of next of kin up-to-date via e:Vision: <https://shib.york.ac.uk/idp/Authn/UserPassword>

Students with English as a second language

If your English is not your first language you may require specific support. If you do have any difficulty with language you should bring it to the attention of your personal supervisor early in your programme.

In the spring term we will be running a series of additional sessions on academic writing in conjunction with the Centre for English Language Teaching (www.york.ac.uk/celt/index.htm) who also provide extra support to international and EU students.

With respect to examinations please note that translation dictionaries are not permitted in the exam room.

Life does not always run as planned...

We hope all runs smoothly for you during your studies. Unfortunately life occasionally is unpredictable and therefore if you find yourself in the position where significant life events occur, or you are struggling with any difficulties, it is really important that you disclose this information to your personal supervisor so he/she can offer support and guidance. Occasionally your personal supervisor may be required to make a statement to support you in regard to leave of absence or to support a mitigation claim. Therefore it is important that your personal supervisor is made aware of problems as early as possible. Sometimes it is difficult to ask for help but we would like to reassure you that staff are supportive and will do their best to assist you. However, if you feel unable to talk through an issue with your personal supervisor you can contact one of the Student Information Service Managers or the Open Door Team. Student support and welfare information can also be found in [Section 18](#) of this handbook.

4.13 - Working whilst studying

The Department recognises that you may choose to supplement your finances by gaining employment in a variety of work settings. You are reminded that your primary commitment during your study is to the academic requirements of the programme and you must not undertake paid employment at times when you are expected to be attending lectures. We recommend that you notify your personal supervisor of any additional employment undertaken during your programme.

The University guideline for full-time students is that paid employment should be not more than 16 hours per week.

4.14 – Equity and diversity

The Department of Health Sciences has a Single Equality working group, which advises the management board on ways of tackling potential disadvantage and discrimination within the Department. For further information visit:

<http://www.york.ac.uk/healthsciences/student-intranet/rules/equality-diversity/>

Equal opportunities

The Department is committed to the active pursuit of an equal opportunities policy which addresses the need and right of everyone to be treated with respect and dignity, in an environment in which a diversity of backgrounds and experiences is valued. It aims to ensure that no student should receive less favourable treatment on any grounds that are not relevant to academic ability and attainment.

For further University policy information visit:

<http://www.york.ac.uk/admin/eo/policies/EqualityDiversityPolicyStudents.htm>

Religious observance

The University has developed a policy for students on Religion, Belief and Non-Belief which covers facilities and services, dress code, food requirements, prayer facilities, teaching, learning and assessment. The policy can be found at:

<http://www.york.ac.uk/admin/eo/policies/ReligionBeliefNonBeliefStudents.htm>

4.15 – Disciplinary procedure

Disciplinary offences are dealt with under University of York Ordinances and Regulations (Regulation 7 – University Discipline

<http://www.york.ac.uk/about/organisation/governance/corporate-publications/ordinances-and-regulations/regulation-7/>).

4.16 - Glossary of terms for your programme

- **ARRC - Alcuin Research Resource Centre**
- **Board of Studies (BOS)** – the departmental committee that has overall responsibility for the quality of the teaching programmes offered by the Department, at both undergraduate and postgraduate levels. The Board is therefore responsible for the monitoring and evaluation of the Department's teaching programmes, via external and internal methods including student feedback, and the performance and progress of individual students within the programmes of study offered by the Department.

- **Board of Examiners (BOE)** – The departmental committee that is responsible for ensuring assessment processes are operated within the University Ordinances, Regulations and guidelines. They ensure that the principles of equity, clarity consistency and openness are applied to all assessment practices; recommend progression, awards and failures; investigate academic misconduct.
- **Confirmation of registration** – The confirmation of registration is a progression requirement for students provisionally registered for a PhD; and this progression requirement must be successfully completed if a student is to progress on the PhD (refer to [Section 10](#) for full details)
- **DoHS** – Department of Health Sciences
- **FT** – full-time student
- **Graduate Programmes Board** – this departmental board has delegated authority with respect to those powers and functions of the Board of Studies relevant to graduate programmes. The board has the responsibility for the approval of new provision, quality assurance of existing and new provision and enhancing the student experiences.
- **GPD – Graduate Professional Development** (refer to [Section 4.6](#))
- **LOA – Leave of Absence** – usually a period of absence, requested by the student, lasting more than four weeks which requires approval by the Department’s Board of Studies and the University’s Special Cases Committee. See [Section 4.9](#).
- **PT** – part-time student
- **Research Postgraduate Programmes Committee** – this departmental committee reports to the Graduate Programmes Board and oversees all issues relating to research programmes. Specifically it considers student progress and supervision.
- **SCC – Special Cases Committee** – the University committee that deals with appeals, programme extensions, leave of absence recommendations, academic misconduct, and cases referred by departments to it under Regulations 5 and 6 and Ordinance 8
- **Skills Forge** – an interactive web-based system used use to help research students through the GPD process refer to [Section 4.6](#)
- **Student Assessment Office (SAO)** – the team providing student assessment activity support including processing your assessment marking, managing your student assessment records, issuing your assessment feedback, and maintaining the assessment quality assurance processes for the Department of Health Sciences.
- **Student Information Service** – the team providing student recruitment activities, financial and funding support, student welfare related guidance and managing your student record (non assessment records) within the Department of Health Sciences. This office receipts your summative work, by the dates identified in the assessment schedule, during the period you are at the University of York. This service was formerly known as Student Services, Student Records & Bursaries and Admissions.
- **Taught Postgraduate Programmes Committee** – this departmental committee reports to the Graduate Programmes Board and oversees all issues relating to taught masters programmes. Specifically it reviews modular marks and assessments
- **TAP – Thesis Advisory Panel** – A group of academic staff set up to help research students complete their thesis. Refer [Section 5.3](#)
- **UoY** – University of York
- **VLE** – Department of Health Sciences, Virtual Learning Environment

Section 5 – Supervision and support for your research degree

5.1 – Your personal supervisor

As outlined in [Section 2.3](#) every student is allocated a personal supervisor at the start of their programme and they are usually the first person that you will approach with a problem.

Your personal supervisor is there to provide confidential advice and guidance on academic issues, offer pastoral support on personal issues, discuss academic progress and performance, and assist with career and personal development plans. In summary he/she is there to guide you through your programme, and it is therefore important that you maintain contact with your supervisor, and keep him/her informed of any circumstances which may impact on your academic performance.

Also refer to the University Code of Practice for research students:
<https://www.york.ac.uk/students/studying/manage/research-students/code-of-practice/#supervision>

Your supervisor – academic support

The main role of your research degree supervisor is to provide academic support. However, your supervisor should also be your first point of contact for welfare and personal matters.

You are allocated a supervisor whose main role is to give guidance on your research. Supervisors are matched as appropriately as possible to the research interests of each student. You will also be linked to one of the research teams in the Department.

Supervisors can provide you with general advice about your career. However there is a dedicated Careers Service on campus that will provide information and help you develop and present your CVs (Refer to [Section 20](#) for more careers information).

5.2 – Procedures for your supervisory meetings

Also refer to the University Regulation 2.4:
<https://www.york.ac.uk/about/organisation/governance/corporate-publications/ordinances-and-regulations/regulation-2/#2.4>

Supervisors will be expected to ensure that you attend the minimum number of meetings each term.

Full-time	Each full-time student should meet with their supervisor at least twice each term , monthly meetings are typical.
Part-time	Each part-time student should meet with their supervisor at least twice each term .

You are responsible for arranging these meetings

Failure to arrange or attend sufficient supervisory meetings may be used as evidence of a failure to meet University Regulations. Supervisors are expected to make themselves available for meetings throughout the year, apart from annual leave and notified absences of longer than a week from the Department, but they may elect to set 'office hours' when they will be available, and they cannot guarantee to be available for more than the minimum number of meetings, or at less than the minimum notification.

Supervision will, as far as is practicable, be made available within one week if requested by you. Please use email to set appointment times with your supervisor unless he/she requests otherwise. Email is also useful for getting quick answers to specific questions at times when supervisors are busy or may not be able to arrange a face to face meeting immediately. Please allow at least one week for supervisors to read materials you plan to discuss in meetings, longer for more extensive reading.

Supervision forms

A 'Record of Supervision' form **must** be filled out by you for all supervisory meetings, and signed by both you and your supervisor. You and your supervisor should consider the use of Skills Forge to record the process of supervision. However hard copy forms are available for this purpose. This form should include an action plan for you.

A copy **must also be given to Diane Stockdale** to be kept as part of your record; this will be used by the Department to monitor progress. The supervision form is available on the student Intranet:

<http://www.york.ac.uk/healthsciences/student-intranet/exam-assess/supervision/supervision-pg/>

Termly audits will be made of all student files to ensure supervision is taking place. Any concern about your progress will be reported to the departmental Research Programme Committee and if there are serious concerns about your progress, a recommendation may be made to the University to end your registration.

Supervisors are expected to provide comprehensive written comments on your draft thesis, especially on structure and substantial content. A copy of these comments should be kept on your file. You must allow adequate time for your supervisor to provide such comments on a full draft of their thesis before submitting.

5.3 – Thesis Advisory Panel (TAP)

Thesis Advisory Panel (TAP)

To help provide multi-disciplinary support, a Thesis Advisory Panel (TAP) will also be set up for you. The TAP will be assembled to ensure the project gains the widest support both within the Department and the organisation where the research is undertaken.

Also refer to the University Code of Practice for research students:
<https://www.york.ac.uk/students/studying/manage/research-students/code-of-practice/#thesis-advisory-panels>

What does a TAP do?

These groups are set up to help research students complete their thesis. They may provide specialist methodological advice or general guidance, as well as feedback on the quality of the research and written work. They are also responsible for reporting on your progress to the departmental Research Programme Committee. In addition the TAP has a specific role in recommending the confirmation of PhD registration. This decision is forwarded to the

department Research Programme Committee who then forward their recommendation to the University. If the University approves the change in registration, a student will receive formal notification from the Registry Services. The TAP (without the supervisor) also has an on-going role to monitor the supervisor-student relationship.

Who becomes a member of a TAP?

The TAP should consist of at least one other member of the University's academic staff. Most TAP groups will contain two members of Departmental staff in addition to the supervisor. You should discuss with your supervisor, within the first six months of your registration, the research skills that will form a major part of the conduct of your research and the completion of your thesis. The supervisor should then consider which members of staff or external appointees may be able to best serve your needs. The supervisor may wish to hold informal discussion with the members of staff identified in this process.

You should NOT approach members of staff with requests to be members of your TAP.

Where the supervisor cannot find a member of staff to agree with the request, or where there is some skill required that the supervisor cannot identify an appropriate member of staff to fill, the supervisor should consult with the programme leader Dr Yvonne Birks. Where students are conducting research away from the University, for example in a healthcare setting, it is usual to include someone from the outside organisation. Also there may be some circumstances where another type of external expert is required.

In general TAP group members serve for the whole registration period. In exceptional circumstances, however, membership may change. These circumstances include research which has a number of separate but linked components which may require different specialist support at different times.

How often should the TAP group meet?

It is not possible to form a TAP group before a clear research area has been defined and you should work with your supervisor to achieve this within the first six months of your registration. The TAP group should try to hold their first meeting within the first six months of your registration.

Full-time	For full-time students, TAP groups should meet twice each year
Part-time	For part-time students the meetings should convene at least once per year

TAP groups may meet more frequently at different times of the research process but you and your supervisor do have to take account of the pressure on time for all academic staff. You should always consult with your supervisor before arranging a TAP meeting. In exceptional circumstances a meeting may be called by a member of the TAP group.

What do you need to do for a TAP meeting?

- You are expected to undertake the administrative work in arranging your TAP meeting.
- You should check members' diaries and find a suitable date or alternative dates and book a room if necessary.
- You must circulate an agenda and appropriate paperwork at least one week prior to the meeting.
- Most staff will not have enough clear time to read chapters of a thesis at short notice.

The first meeting of the TAP group should normally consider your proposed research topic, draft protocol and proposed research timetable. Their task would be to comment on the feasibility of the plans and the relationship of the research to the degree registration. For further meetings you should normally circulate:

- an up-to-date thesis plan and timetable of work
- report on the progress since the last TAP meeting
- some completed written work which will form a chapter of the final thesis

Some meetings may be focussed on a specific topic, but it is still good practice for you to update the TAP group on your overall progress.

What is required from a member of a TAP group?

- Members of a TAP are expected to attend meetings where possible and provide constructive comments to you.
- They are expected to have read material before a meeting, providing this has been circulated in good time.
- Members of the University staff should also be willing to give advice to you if there are any problems with your relationship with the supervisor.
- On average, a TAP group member would not expect to devote more than 12 hours a year (meeting times, preparatory reading and occasional meetings with you) to their TAP group tasks.

For some types of research more active involvement may be involved. For example, TAP members may be part of the team undertaking data extraction for a systematic review or providing intensive statistical/economic or other analytic support for research arising out of a student's work. However, this level of involvement should be discussed by the supervisor with the member of staff and clear agreement made on issues such as authorship of any publications arising out of the research as well as ensuring that the contribution of that member of staff is clearly explained in the final thesis. You should not expect members of staff to routinely undertake analysis or research work for you.

Record keeping

Notes must be written up from this meeting. You complete a first draft of the action points arising from the meeting and ensure that your supervisor agrees with the conclusion drawn; your supervisor countersigns the form. One other member of the TAP group (not the supervisor), should provide a report on the quality of the supervision, agreed with you.

Members of the TAP group should also provide brief comments on your progress. The completed form should be placed on your departmental file. The form is available on the Student Intranet.

Section 6 – Research training programme: Assessment and reassessment

The Department's Student Assessment Office can be contacted regarding taught module assessment queries on 01904 321380 or 321721 or by email to dohs-exams@lists.york.ac.uk

6.1 - Progressing through your programme: Academic Integrity Tutorial

You are required to successfully complete the University Online Academic Integrity Tutorial **within the first term** of your programme of study. You should check your programme Assessment Schedule on the Student Intranet for the precise deadline for your programme of study. This usually precedes the submission of your first summative assessment for the programme.

The Tutorial is accessed through your Yorkshire VLE account, which can be accessed at: <http://vle.york.ac.uk/webapps/portal/frameset.jsp>.

Note there are three sections that must be successfully completed in order to pass the tutorial:

- Academic Misconduct
- Acknowledgement
- Referencing

Successful completion is required in order for you to be able to be awarded. Registry Services will not process your award recommendation if this has not been successfully completed.

6.2 - Research training programme: What do module marks mean?

The University applies the following mark scale to **modules taken as part of the research training programme**:

Distinguished performance at postgraduate level	70-100%
Good performance at postgraduate level	60-69%
Satisfactory performance at postgraduate level	50-59%
Fail (outright fail)	0-49%

MODULE PASS MARK

The module pass mark for your programme is **50%**

Students must obtain at least 50% in each core module they undertake to continue with MPhil/PhD registration. Generally we would expect research students to achieve an average of above 65%, an student averaging between **60% and 65%** would be considered to be capable of completing an **MPhil** but this level of performance suggests that the student might have some difficulty in completing a PhD to a sufficient standard. The results of any core modules undertaken before the process of confirmation of registration will be part of the assessment for recommendation of full registration for a PhD.

6.3 - Research training programme: What happens if I fail one or more modules?

If you fail a module, don't panic! In many cases there will still be an opportunity to achieve a pass at reassessment (see [Section 6.4](#) below).

However following reassessment if you subsequently fail the module again with a mark below 50% this will normally result in your supervisor and your TAP to recommending that you discontinue the programme.

6.4 – Research training programme: Reassessment

Non Re-assessable Modules/Assessments

The in-class quiz assessment element for Applied Biostatistics module can not be reassessed.

Reassessment

If you get a module mark below 50% this cannot be compensated and you will have to be reassessed.

You can only be reassessed in a module once, without valid mitigation being upheld.

Common reassessment period

All reassessment take place in the 'common reassessment period' which is in August. Exact dates can be found on your programme Assessment Schedule. Booking holidays during the common reassessment period is NOT valid grounds for mitigation.

Section 7 – Research training programme: Assessment methods and submissions

7.1 – Research training programme: Module assessment

Your research training programme can consist of a wide range of assessments. The form of assessment varies depending on the module. Examples of assessments within the Department include: essays, case studies, projects, evaluative studies, critiques, closed examinations, open examinations, and projects.

During the research training programme's modules you will be informed of the type of assessment to expect. Where more than one type of assessment is involved, the marks from the different assessment components will be combined (weighted appropriately) to provide an overall mark for the module.

Each module has its own Assessment Guideline that provides information regarding the nature of the module's assessment. Assessment Guidelines can be found on the Student Intranet at:

<http://www.york.ac.uk/healthsciences/student-intranet/timetables/assess-guide/>

7.2 - Formative and summative assessment definitions

You may often hear assessments referred to as either 'summative' or 'formative'. These are defined by the University as follows:

Summative assessments:

- These are designed to measure your performance against the learning outcomes of the programme
- These assessments determine your module result

Formative assessments:

- These are used to provide an opportunity for feedback on your progress
- These assessments do not *normally* contribute to overall module marks/results
- The feedback is designed to help you learn more effectively by giving you guidance on your performance and on how it can be improved and/or maintained
- Formative (developmental) feedback is also provided for each summative assessment with the exception of closed examinations

7.3 – Research training programme: Types of assessment

Definitions of some assessment types frequently used by the Department of Health Sciences are given below. Some or all of these may be used in your research training programme's modules.

Closed exam

A closed exam is a timed, invigilated examination conducted under traditional examination conditions.

Open exam

An assessment task that is completed in a limited time (eg 3.5 hours) that is not completed under exam conditions in an exam room. You will be told when and where to attend to collect the exam paper, and when and where to return your completed script to.

Open book exam

An open book exam is a closed exam in which students are allowed to bring certain specified papers or books into the exam to refer to during the exam. The aim is to reduce the reliance on memorising information that is often very accessible eg formulae. This allows more time in the exam for higher level tasks. If you are taking an open book exam your module leader will confirm prior to your exam what can and cannot be brought into the exam.

Open assessment

An assessment that is assessed by means other than a closed examination, eg through the writing of essays, reports etc.

7.4 – Research training programme: Exam candidate number

Note – you use your exam candidate number for all your assessments for your research training programme modules. However you use your name for your research thesis examination.

You are allocated a random exam candidate number when you enrol with the University. The number is shown next to the word 'Exam' on the back of your University card. You can also access your exam candidate number through your e:Vision student record.

You should use your exam candidate number instead of your name on all summative assessments that are marked anonymously. Your exam candidate number is used for both exams and other forms of assessment.

However, there are a small number of occasions when it is appropriate to use your name to identify your assessment rather than your exam candidate number eg video tapes or commentaries on presentation/interviews etc. You will be advised if this applies to your assessment. The 'Assessment Guideline' for the module will also state when it necessary to use your name rather than your exam candidate number. Assume that unless you are notified to the contrary that you should always identify your assessment or examination script with your exam candidate number and not your name.

It is your responsibility to correctly submit your assessment scripts anonymously using your exam candidate number. If you fail to identify your assessment correctly you will jeopardise your anonymity during the marking process and throughout your programme of study.

Please note that if you have previously studied with the University your examination candidate number may have changed since your last studies. It is very important that you use your current examination candidate number when submitting your assessments.

Exam candidate numbers are not given out over the phone or by email. You are advised not to divulge your examination number to anyone else.

There is a significant difference between your University '**student number**' (nine digit number) and your University '**exam candidate number**' (seven digit number preceded with a Y). Your 'student number' can identify you as this is available to all staff; however your 'exam candidate number' is confidential and is only available to staff in the Student Assessment Office.

7.5 - Disabilities and assessment

The University provides a range of services to students who have special needs in relation to assessments. If you will require alternative individual examination arrangements you should contact the Student Assessment Office at the earliest opportunity:

dohs-disability-enquiry@lists.york.ac.uk.

You will need to supply supporting documentary evidence eg psychologist's report, medical evidence etc. Depending on your needs it may be possible to organise the following for your closed exams:

- extra time
- and/or the use of a PC
- and/or enlarged question papers
- and/or exam papers printed on a particular colour
- and/or permission to bring food/non-standard drinks into the exam room etc
- and/or other individual arrangements may also be made depending on your needs

If you have any queries relating to alternative examination or assessment arrangements please do not hesitate to contact the Student Assessment Office (dohs-disability-enquiry@lists.york.ac.uk) who will be happy to discuss these with you.

Please note that in order for the approval process to be completed in time for your exam all requests for alternative exam arrangements must be made at least **six weeks** before your first exam.

If you have a certified disability that recommends that you should not be penalised for errors of spelling and grammar in examinations or assessments the Student Assessment Office can arrange for your scripts to have a stamp/sticker alerting the marker to ignore errors of spelling and grammar. Evidence and approval is required in the usual manner, and you are required to give the Student Assessment Office your written permission for a sticker/stamp to be placed on your scripts.

7.6 – Research training programme: Closed examinations

How do I find out the timing and location of my exams?

You are notified, via your University email account, of the date, venue and timing of all examinations by the Department's Student Assessment Office. This information is also posted on the Student Intranet at:

<http://www.york.ac.uk/healthsciences/student-intranet/timetables/assessment-schedules/>

Misreading of the examination timing is **never** accepted as a mitigating circumstance and will count as a fail if you do not attend.

What happens if I am late for, or miss my exam?

In the event of running late for an exam you must contact the departmental Student Information Service team by telephone immediately who log your call and the information you give (01904 321321). Where possible you should attempt to attend the exam although the senior invigilator may not allow you to enter after 30-minutes of the exam. If the circumstances were beyond your control you should apply for this to be taken into account through the mitigating circumstances procedure, for which you would be required to provide evidence. Refer to the [Section 14](#) of this handbook for further information on the mitigation procedure.

If you fail to attend or miss a 'first attempt' for your exam and, and do not submit valid mitigating circumstances, you will be offered a re-sit opportunity. Refer to [Section 6.4](#) regarding how reassessment marks are treated for your programme. You will not be given a further attempt if you miss a resit exam and do not have valid mitigating circumstances.

What should I do if I am ill on the day of an exam?

For further information on the mitigation procedure refer to the [Section 14](#) of this handbook.

What should I bring with me to my exam?

You are permitted to take the following into the exam room:

- your University card (*mandatory*)
- a clear pencil case/plastic bag which may contain pens and pencils
- an eraser
- a pencil sharpener
- a ruler
- a small bottle of still water with the wrapper removed

Why do I have to bring my University card to exams?

You are required by the University to display your **legible** University Card on your desk throughout an examination, no other form of identification is acceptable.

If you are unable to produce your University card or the information on your University card is not legible (eg if the invigilators cannot read your card or see your photograph clearly), you will have this noted on your exam answer booklet and you will be asked to provide a specimen signature in the exam room. The photograph of you held in the University records system will be checked by the Examinations Office staff during the exam. You would then be required to bring two forms of identification, **one of which must be your legible University card**, to the Registry's Student Administration Building before the end of the next working day after the exam. This applies even if you do not live on campus. If you do not provide the identification specified by this timeframe you will be deemed not to have attended the exam and your script will not be marked.

Replacement University cards can be obtained from the Information Centre. Further information can be found in the Replacement Cards section on the following web page: <http://www.york.ac.uk/campusservices/infocentre/staffstudents/unicard/>

Can I wear my coat in, or bring my bag/wallet into, an exam?

No, you must adhere to policy related to University dress/conduct during examinations. As you are not permitted to wear a coat in an exam you are advised to dress appropriately if the weather is cold we suggest you wear jumpers and layers. You are not allowed to wear hats, scarves or gloves in exams.

If your exam is in Central Hall you will be required to leave your coat and bag in the foyer. If your exam is in another room you would normally be asked to leave your bag and coat at the back of the room. Always remember to switch your phone off before leaving it in your bag as if it goes off during the exam it will disrupt everyone in the room.

What should I not bring with me to my exam?

You are not permitted to take the following into exams:

- mobile phones
- electronic pagers
- electronic diaries
- databank watches or other data storage units
- food or fizzy drinks (unless you have a medical need, for which you would need to apply for an exam arrangement see section below)
- your own calculator

If you are found to have a mobile phone or other electronic device on your person after the exam has started this is considered academic misconduct for which the penalty is a mark of zero. Therefore it is extremely important that you do not bring your phone with you to your desk.

Can I bring a translation dictionary into my exam if my first language is not English?

No, you are not permitted to use your a dictionary within a closed exam.

Can I bring food, drink, medication, an inhaler or epi-pen or other non-standard items into my exams?

Only a small bottle of water in a clear bottle with the label removed is permitted. If you have a medical need to bring food or other non-standard drinks into the exam room please contact the Student Assessment Office on dohs-disability-enquiry@lists.york.ac.uk at the earliest opportunity. Evidence must be submitted and University level approval granted before this can be arranged, therefore you must apply at least six weeks before your first exam. Refer to [Section 7.5](#) above more details.

7.7 – Research training programme: Preparation and presentation of module assessments (excluding thesis)

See [Section 12](#) below for specific guidance on the presentation of your research thesis.

How should my assignments be presented?

- You must submit two copies of each assessment.
- An accurately completed Academic Face Sheet must be firmly stapled to each assignment copy and the actual word count of the assignment entered into the appropriate box.
- The title page of the assignment should contain your student 'exam candidate number' (use your name instead of your number if this is not marked anonymously and you have been advised to do so), module title, title of assessment and date.
- Your exam examination number (or name as detailed above) should appear on every page.
- Portfolios should be presented in a ring binder with your name clearly visible on the front.
- Work should not be presented in individual clear plastic pockets, unless a specific format is required which would appear in the Assessment Guidelines. Work should always be presented firmly stapled with an appropriate Academic Face Sheet attached to each copy.

Are there any document formatting principles I should follow?

- All assessments submitted should be word processed.
- A readable font size, eg Times New Roman 12 or Arial 11.
- In addition to a readable font size, pages should have a minimum left-hand margin of 2.5 cm, be numbered consecutively and be inclusive of appendices.
- Single or one-and-a-half line spacing is generally preferred.
- Single sided printing is generally preferred. However if printing double sided may be used as long as the paper thickness prevents text from showing through from one side of the paper to another.

How do I know how many words to write, and what happens if I exceed the word limit?

- The module Assessment Guideline will state what the word limit is for a particular assessment.
- Assignments will be marked up to the word limit (plus 10%) and marking will cease once the word limit is exceeded. (See [Section 8.5](#))
- Everything in the main body of the text (ie Introduction, Method, Results, Discussion and Conclusion) apart from tables and figures is included in the word limit.
- Everything before (ie Abstract, Acknowledgements, Contents etc) and after the main text (ie References, Appendices etc) is not included

Is a bibliography required?

Unless specifically required by an individual assessment, a separate bibliography is not needed.

7.8 - Breach of confidentiality policy

The 'Breach of Confidentiality Policy' below applies to all students at all levels.

Purpose

The purpose of this policy is to provide a mechanism through which any breach of confidentiality in any form may be investigated and if proven penalised. As such this policy shall apply whether the qualification is professional, academic or any combination of the two.

Introduction

Students of nursing, health and social care learn in classroom and clinical settings as well as other appropriate locations. It is inevitable that the assignments that students write will sometimes require them to draw on the experiences they have gained on placements or within work settings.

In drawing on these experiences however, all professionals and students of nursing, social work and applied health and social care have a duty to maintain confidentiality. It is important that details are not disclosed that could lead to the identification of particular individuals, families/significant others or places as this would constitute a breach of confidentiality.

Why is it important to maintain confidentiality?

As a student working towards achieving either an initial professional qualification, a post-registration qualification or a postgraduate award you will come into contact with or be holding information about patients, service users, colleagues, staff and others which is private and sensitive in nature. This information must not be disclosed or given to others without prior express consent having been obtained.

In the UK, the protection of confidential information and privacy is protected by the Data Protection Act and the Human Rights Act, together with common law. Data protection rules cover manual as well as computerised information and give every citizen personal rights to privacy.

What is a breach of confidentiality?

It is a breach of confidentiality to disclose any information about a patient, service user, colleague, staff or any other person or place that could in principle enable them to be identified.

It is also a breach of confidentiality to disclose information that has been given in confidence without prior express permission having been obtained.

How can I refer to patients and service users in my assignments?

It is never justified to disclose the names and addresses of patients and service users. It is also unacceptable to give indirect information such as the name of a ward, department or service that they are receiving care from that could lead to them being identified. Where it is necessary to refer to others a pseudonym or fictitious name should be used. Terms such as 'large hospital trust', 'care home' or 'GPs surgery' could be used to denote the appropriate place or context of care.

It is advisable to acknowledge at the start of assignments that names and details have been changed in order to maintain confidentiality, referring to the NMC Code (2008) and/or the NMC (2010) Guidance for Nursing and Midwifery Students or other appropriate professional code.

How can I refer to colleagues or members of staff in my assignments?

Members of staff and colleagues should not be referred to by name or grade. Details of their role should also be withheld if disclosure might make it possible to identify the individual. For example, it is possible that only a very small number of people undertake a highly specialised role such as the head of a profession or the director of a centre. To mention the role would count as a breach of confidentiality because it could lead to the identification of the person who holds it. If a role were much more widely held (such as a staff grade etc) then to mention it would not constitute a breach of confidentiality.

What about information already in the public domain?

It is not normally a breach of confidentiality for a student to refer to information about health or social services that is already in the public domain. Thus, students are at liberty to discuss local service provision in their assignments, if it is relevant, or to discuss local policy. However, it is expected that students will provide references to show that the information they are disclosing is publicly available by citing reports, documents and newspaper articles or similar according to the appropriate citation method indicated in the programme/module handbook.

How do I obtain prior express consent?

Express consent is not required if the information does not directly identify an individual and could not therefore reasonably be used to determine identity. It is good practice, however, to obtain express consent where the assignment takes the form of a case study or a care study, which is substantially based on the experience of an individual or discrete client group.

On asking to use personal information about an individual or client group, the student should explain the nature and scope of the assignment to the appropriate person. They should also assure them that all references to names, dates, times and places will be changed to ensure confidentiality is maintained. The individual or client group should be given the opportunity to read the finished article if they wish to.

Students should indicate at the start of the assignment that if prior express consent was required that it was obtained from the appropriate person to use personal information contained within.

Recommended sources of information on record keeping and confidentiality.

It is advisable to remain updated with the advice and regulations published by professional bodies. The following publications are useful sources of information:

Department of Health (1997) *The Caldicott Committee. Report on the Review of Patient Identifiable Information*. London: Department of Health.

Department of Health (2000) *Data Protection Act 1998. Guidance to Social Service*. London: Department of Health.

Department of Health (2003) *Confidentiality: NHS Code of Practice*. London: Department of Health.

Department of Health (2010) *Confidentiality: NHS Code of Practice: Supplementary Guidance*. London: Department of Health.

General Social Care Council (2002) *Code of Practice for Social Care Workers and Codes of Practice for Employers of Social Care Workers*. London: General Social Care Council.

Nursing and Midwifery Council (2008) *The Code: Standards of Conduct, Performance and Ethics for Nurses and Midwives*, London, Nursing and Midwifery Council.

Nursing and Midwifery Council (2010) *Guidance on Professional Conduct for nursing and midwifery students*, London, Nursing and Midwifery Council.

Nursing and Midwifery Council (2009) *Record Keeping for Nurses and Midwives*. London: Nursing and Midwifery Council.

www.nmc-uk.org

www.nmc-uk.org/Nurses-and-midwives/Advice-by-topic/A/Advice/Confidentiality/

www.gsc.org.uk

www.gmc-uk.org/guidance/news_consultation/confidentiality_guidance.asp

www.dh.gov.uk

Breach of confidentiality within assessment

The inclusion of material/literature/letters/reports etc that would lead to the identification of the following constitutes a breach of confidentiality:

- a patient/client/service user
- the family or carers
- a member of staff who could be linked/traced back to an individual or a specific situation
- clinical area

Procedure for investigation and determination of allegations of breach of confidentiality

All allegations of conduct covered in this policy shall be investigated in accordance with the principles of natural justice and in accordance with the following specific procedures:

- All allegations shall be made in writing by the internal marker to the appropriate level's Chair, Board of Examiners (BoE) (ie undergraduate or taught postgraduate) and shall be supported by as much evidence as can be provided by those with firsthand knowledge of the alleged breach of confidentiality.
- On receipt of the allegation and any supporting evidence the Chair, BoE may make or recommend further enquiries as they deem appropriate, and thereafter shall determine whether there is evidence of a breach of confidentiality.

Penalty for breach of confidentiality - First offence

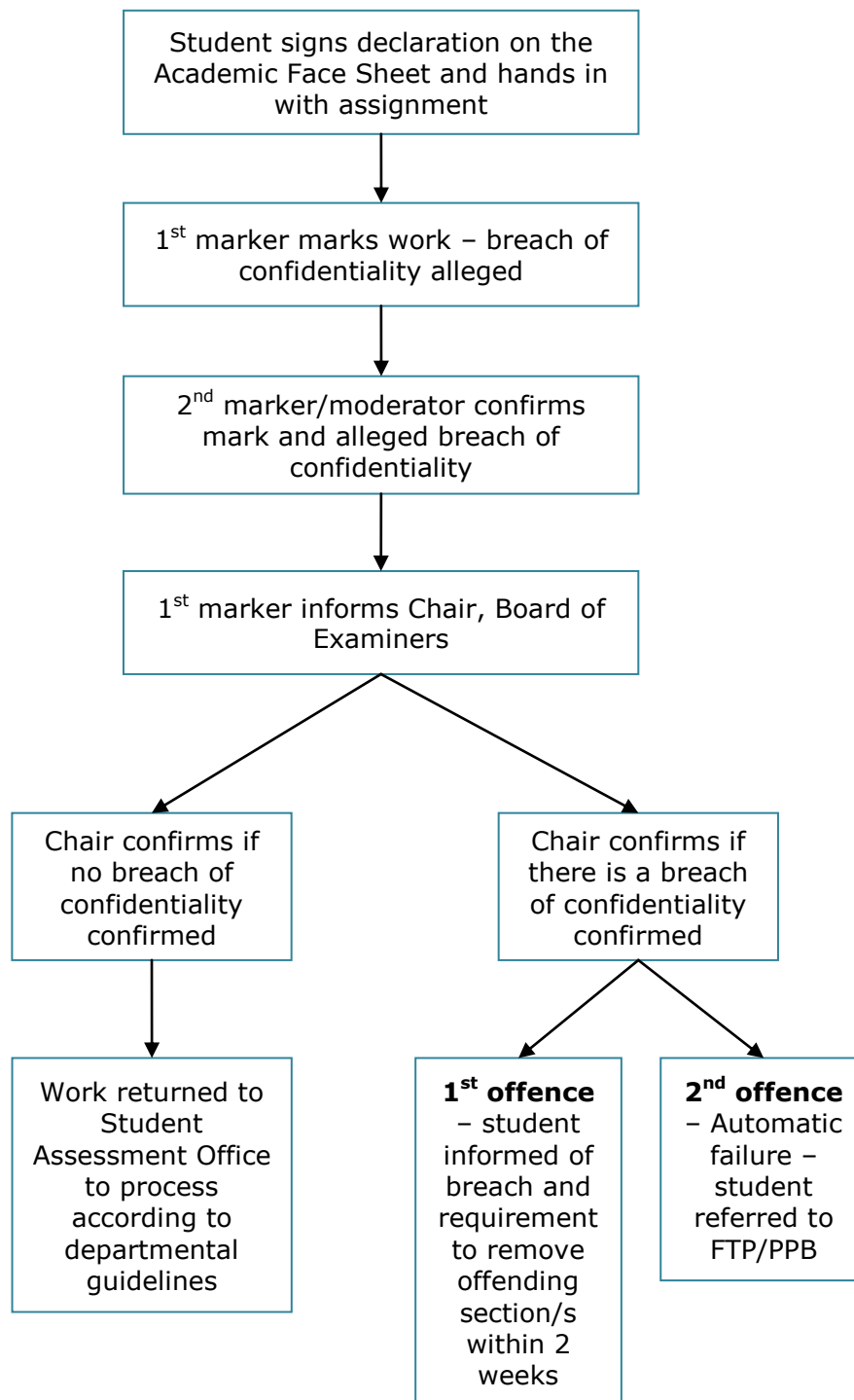
The assignment is marked and the result released to the student in the usual manner; except that the student is additionally informed in writing that the mark awarded is conditional upon the removal of identifying references to people and/or places, and that he/she must meet with his/her personal supervisor to discuss his/her understanding of this policy.

The student re-presents the assignment, within **two weeks** of the date on the letter informing him/her of the breach of confidentiality. The internal marker reviews the re-presented script and confirms if the identifying references have been removed. If they have been correctly removed the original mark is awarded. If the student has not taken out all identifying references a mark of zero is awarded.

Penalty for breach of confidentiality - Second offence

In the event of a second case or further cases of breach of confidentiality by a student, the assessment tainted by the breach of confidentiality will be awarded a mark of zero. This will also result in referral to Fitness to Practise Committee/Postgraduate Programme Board.

Flowchart of decision making process to determine breach of confidentiality



7.9 - Referencing

References are the sources of information that you have referred to in your academic work that are useful and beneficial to presenting your argument.

Whilst the marker is interested in your opinion academic writing requires that you provide some evidence for the points you make. Referencing is the way in which you acknowledge the source of that evidence.

The departmental guidelines on the use of references in academic work can be found on the Student Intranet at: <http://www.york.ac.uk/integrity/harvard.html> (updated 01.10.12).

If you do not reference your work correctly you could inadvertently commit plagiarism. For detailed information regarding academic misconduct refer [Section 15](#) of this handbook.

7.10 – Research training programme: Submission of assessments

The submission dates for all assessments are published at the commencement of academic year for each module and are available on the Student Intranet at:

<http://www.york.ac.uk/healthsciences/student-intranet/timetables/assessment-schedules/>

Assessment Submission Essential Information	
When by?	<ul style="list-style-type: none">• By 4.30pm on the due date• This deadline is <u>strictly</u> enforced and the office locks its doors at 4.30pm.
How many?	<ul style="list-style-type: none">• Students are required to submit two copies of all assessed work• Both copies must have a completed <u>Academic Face Sheet</u> attached
Where to?	<ul style="list-style-type: none">• The departmental Student Information Service office• This is on the ground floor of the Alcuin Seebohm Rowntree Building

What happens if I do not submit two copies of my assignment?

Failure to submit two copies will *normally* result in an automatic failure due to non-submission

What happens if I do not attach an Academic Face Sheet to my assignment?

Assignments that have no Academic Face Sheets will not be accepted.

Academic Face Sheets are available outside the departmental Student Information Service office, on the ground floor of the Alcuin Seebohm Rowntree Building.

It is a very good idea to collect the in advance of your submission date as you can fill the forms in at home before you arrive, making submission easier and faster.

Can I post my assignments?

Yes you can submit by post. However you must obtain a '**Certificate of Proof of Posting**' and keep this safe until work has been marked. If your work does not arrive you will need to provide the Certificate of Proof of Posting as evidence to support a mitigation claim.

If mailing address to:	Student Information Service Area 1, Seebohm Rowntree Building Department of Health Sciences University of York York YO10 5DD
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Can I get a friend to submit my assignments?

You are strongly advised to submit your own work. Nevertheless, you can ask another student to submit your work. However should he/she be late submitting your work you cannot then use the action of devolving submission responsibility to another person as grounds for mitigation for the late submission.

Can I get my supervisor or a secretary to submit my assignment?

No, programme secretaries and academic staff (eg supervisors and module leaders) cannot be asked to submit assignments on behalf of students.

Can I submit my assignment electronically?

Students cannot submit assignments electronically, unless they are registered for a programme specifically defined as an online programme, or where an assessment is specifically designed to be assessed online. The Assessment Guideline will confirm when this is applicable.

Can I submit an assignment if I am on leave of absence?

Occasionally you may be required to submit and pass assessments during your leave of absence in order pass progression requirements to return from the leave of absence into your next stage. You would be advised of the arrangements when you go on leave of absence. For further details please refer to the Leave of Absence Policy:

<http://www.york.ac.uk/healthsciences/student-intranet/rules/leave-of-absence/>

Can I submit an assignment if I am certified as ill on the day of submission?

If you are ill on the day of submission you can submit an assessment. However, if you choose to do this you must also submit a mitigation circumstances claim at the same time if you want your illness to be considered, in case you should you not do as well as you thought or fail the module. Retrospective mitigation claims are not normally accepted. Refer to [Section 14](#) of this handbook on Mitigating Circumstances.

If you do not submit a mitigating circumstances claim your illness will not be considered once your mark is available.

What happens if my computer or printer fails and I cannot submit my assignment?

Computer failure and printing problems are not accepted by the University as valid reasons for late submission. You are strongly advised to make backup copies of all work and to not leave printing until the day of submission.

What happens if I do not submit an assignment?

If you do not submit a 'first attempt' assessment within five days of the submission date, and do not submit a valid claim for mitigating circumstances in relation to the non-submission:

- this would be recorded as a first attempt failure due to non-submission
- you will be given a mark of zero for this attempt
- you will be given a re-assessment opportunity
- you should also refer to [Section 6.3](#) regarding the implications of this for your programme of study

If you do not submit a 're-assessment attempt' (eg where you have already failed the first attempt) within five days of the submission date, and do not submit a valid claim for mitigating circumstances in relation to the non-submission:

- this would be recorded as a reassessment attempt failure due to non-submission
- you will be given a mark of zero for the re-assessment attempt, which will result in module failure
- you will not be permitted a further re-assessment opportunity
- and in some cases may result in failure of your programme of study; you should refer to [Section 6.3](#) regarding the implications of this for your programme of study

7.11 – Research training programme: Late submission of assessments

All work submitted after the published deadline will incur a late submission penalty in accordance with the University's Late Submission Policy, unless you have submitted mitigating circumstances and have received an official extension by the Mitigating Circumstances Committee.

What are the penalties for late submission of assignments?

- 10% is deducted for each day (or part of each day) that the work is late
- This will be applied up to a maximum number of five days after and including the submission deadline
- Weekends and bank holidays will be included within the five days
- After five days the work will be marked at zero
- The penalty for submitting late for a pass/fail module is a fail

What should I do if there has been an unforeseen event on the day of submission? For example I am stuck in traffic.

- In the event of an emergency arising when an assignment is due for submission (eg held up in traffic) students should contact the departmental Student Information Service team by telephone immediately who will advise of the most appropriate action to be taken (01904 321321).
- You can apply through the Mitigating Circumstances Policy for the late penalty to be waived but you would need to provide supporting evidence for this to be considered. Refer to [Section 14](#) of this handbook for more detailed information on mitigating circumstances.

7.12 – Research training programme: Extensions for submission dates

For further information on applying for an extension to a submission date please read [Section 14](#) of this handbook covering mitigating circumstances.

Section 8 – Research training programme: Marking procedures

8.1 - Research training programme: Script handling

Assessments are submitted to and received by Students Services in the Seebohm Rowntree Building.

The Student Assessment Office is responsible for the secure collation and distribution of assessment and examination scripts to the markers. Once the scripts are marked they are returned to the Student Assessment Office.

Currently, a copy of each written assessment is retained in the Department's archives for a minimum of five years. Assessments are then confidentially disposed of.

8.2 – Research training programme: Marking criteria

All work is marked against published criteria and a whole integer percentage mark awarded, except where a module or assessment has approval to be marked on a pass/fail basis (no academic mark given). The bandings reflect the University Mark Scale (see [Section 6.2](#) of this handbook).

General marking criteria relating to each banding are published on the Student Intranet (<http://www.york.ac.uk/healthsciences/student-intranet/exam-assess/markgrid/>) and are provided to markers to inform the marking process. The marking criteria for your programme/cohort are found in [Appendix 1](#) at the end of this handbook).

Detailed Assessment Guidelines are produced for students and markers for each module's assessment. These are available on the Student Intranet at:

<http://www.york.ac.uk/healthsciences/student-intranet/timetables/assess-guide/>

A detailed instruction rubric of the structure of a closed exam is given on the front page of every examination paper.

8.3 - Research training programme: Anonymous marking

Anonymous marking is the practice of marking a piece of work without knowledge of the identity of the student concerned.

You are provided with a confidential **exam candidate number** on the back of your University card (refer to [Section 7.4](#) of this handbook for more information). This number is used to identify you for all anonymously marked summative assessment of theoretical work that contributes to final award. Only the staff in the Student Assessment Office can identify you from your exam candidate number.

Confidentiality is maintained throughout the examination process, including external moderation. Candidate number and student name never appear together on student work or in any documentation such as results lists or exam board minutes.

8.4 - Research training programme: Arrangement for double blind and moderated marking

Double blind marking is where two markers both mark the assessment without access to each other's marks or comments. Markers meet to discuss and agree on a final mark through reference to the criteria and reasoned argument based on evidence. Double blind marking is used for:

- Level 7 (masters) work
- all new assessments

The first and second markers independently mark and then meet to reconcile any differences and to ensure that unambiguous feedback is provided for students. If first and second markers are unable to agree on a mark to be awarded, a third internal marker (appointed by the Chair of the Board of Examiners) will moderate. The third marker's mark decision will be final.

If there is a marker discrepancy of 10% or more the markers will provide a written explanation to the External Examiner as to how the final mark was agreed.

8.5 – Research training programme: Assessment word limits

Word limits are prescribed for each specific assessment and are published on the module's Assignment Guideline.

Assignments will be marked up to the word limit (plus 10%) and marking will cease once the word limit is exceeded.

- Everything in the main body of the text (ie Introduction, Method, Results, Discussion and Conclusion) apart from tables and figures is included in the word limit.
- Everything before (ie Abstract, Acknowledgements, Contents etc) and after the main text (ie References, Appendices etc) is not included in the word limit.

8.6 – Examination scripts that deviate from the rubric

In the event that you attempt more than the requested number of questions in an open or closed exam paper, all questions attempted will be marked and the set of questions with the highest marks that conform to the instructions on the front of the exam paper will be used to calculate your examination mark.

8.7 - Research training programme: Departmental policy on disclosure of marks

All marks formally communicated to you, and used for your academic transcripts (with the exception of assessments marked on a pass/fail basis), are provided as a whole integer on the University mark scale.

Marks are released to you within six weeks of the date of submission or examination. Full details of dates are found on your programme Assessment Schedule on the Student Intranet at:

<http://www.york.ac.uk/healthsciences/student-intranet/timetables/assessment-schedules/>

The Department's Student Assessment Office collates results, enters them onto the student records system and prepares results lists for ratification by the Board of Examiners. The Student Assessment Office and your personal supervisor will not divulge results over the telephone.

You can access your assessment and module marks via your e:Vision account. You are not normally notified that your marks are available. However, if there was an unavoidable delay in releasing your marks by the date indicated on the Assessment Schedule you will be notified, by email to your University email account, regarding the delay and when the marks will be available.

All marks are provisional until after ratification by the Board of Examiners. This may either be at a meeting or may be approved on Chair's Action.

The University regulation 6.7(c) does not allow students to appeal against the academic judgement of the examiners. For further information on appeals refer to [Section 16.2](#) within this handbook.

The Department does not consider requests from individual students or groups of students for the early marking and/or early release of marks.

8.8 – Research training programme: Arrangements for reassessment

Full details of reassessment dates are found on your programme Assessment Schedule on the Student Intranet at:

<http://www.york.ac.uk/healthsciences/student-intranet/timetables/assessment-schedules/>

The common reassessment period is the time during which all students are required to re-sit exams or resubmit assessments for non-compensatable modules. Non-compensatable modules may be reassessed earlier than the common reassessment period. Students would be normally given a minimum of three-five weeks notification of a reassessment depending on their programme of study.

The Student Assessment Office will notify you by email to your **University email account** to confirm if you are required to be reassessed in a module.

8.9 – Research training programme: The role of the External Examiners

The Department has a team on External Examiners to cover the taught programme provision. External Examiners comment and give advice to the Department on programme content, balance and structure. External Examiners provide specific and general advice to the departmental Board of Studies via the Board of Examiners meetings and their Annual External Examiner Report.

External Examiners are nominated through the Department's Board of Studies in accordance with University guidance. Appointments are formally approved by the University's Standing Committee on Assessment. External Examiners are usually appointed for three years.

Responsibilities include review, evaluation and moderation of assessments within each programme and assistance in the calibration of academic standards. External Examiners would normally receive a sample of the assessment marking comprising of:

- all second attempt fails
- all first attempt 'outright fail' referrals
- a sample of scripts with 'compensatable marks' (*only applicable for programmes where compensation applies*)
- a sample of scripts with borderlines marks (ie marks that are within the 2% below the next class boundary)
- a sample of scripts with marks of 70% or above
- all closed examination scripts for those students for whom individual circumstances exist (eg extra time)
- a 10% sample of the remaining scripts
- External Examiners review a sample of a minimum of six assessment per assessment

8.10 – Research training programme: Examiners' meetings

There are two examiners' meetings towards the end of each academic year, the **Internal Board** and the **External Board**.

Internal Board of Examiners is the first meeting and takes place first towards the end of each stage. External Examiners are not present at this meeting. At this meeting the stage or year's results are provisionally reviewed for the cohort, and the compensation and reassessment rules for your programme are applied to your mark profile. Following this meeting information regarding your progression status and reassessment requirements will be released to you via your e:Vision account or University email account.

External Board of Examiners takes place after the common reassessment period and the reassessment marking has been completed. The External Examiners are present at this meeting. At this meeting all the results including the reassessment results are considered and reviewed by the External Examiners. Programme specific compensation and reassessment rules are applied to all students. Following this meeting information regarding final or outstanding progression statuses will be released to appropriate students via their e:Vision accounts or University email account. In the final year of the programme award results and degree classifications are confirmed. Students who fail to meet the progression requirements will be discontinued from the programme following this meeting.

Reassessment result ratification

Following reassessment the results for the individual students are reviewed by the Chair of Board of Examiners, and by the External Examiner if the case of outright module failure. The Chair of Board of Examiners will ratify progression and award decisions by Chair's Action obtaining approval from the External Examiner for all progression or award failure, and for all awards to be recommended to the University.

The Board of Examiners reports directly to the Board of Studies in Health Sciences.

8.11 – Research training programme: The aims and objectives of the Board of Examiners

The aims and objectives of the Board of Examiners are to ensure that the Department's assessment processes are operated within the University Ordinances, Regulations and guidelines; and to ensure that the principles of equity, clarity consistency and openness are applied to all assessment practices. This will be achieved by:

- Receiving and ratifying examination and assessment results for each programme of study
- Receiving and taking appropriate action on reports from External Examiners
- Overseeing the quality and consistency of the assessment process
- Receiving minutes from Programme Committees
- Receiving minutes from APL Committee
- Investigating and reporting to the Board of Studies on cases of suspected academic misconduct.

Section 9 – Feedback on your progress

The Department adheres to the principles laid out in University's Guide to Assessment Standards, Marking and Feedback. See **Section 14 of the University Guide** at: <http://www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/>

9.1 - Statement on feedback - principles

The purpose of providing feedback to you on your progress in relation to formative and summative assessments is **to facilitate improvement through reflection** and **promote learning**. Feedback can also be a means of helping you to understand why you have been awarded a particular grade, especially in relation to summative assessment.

Feedback could be the provision of *either* constructive comments *or* a model solution. Feedback, where possible and appropriate, should link explicitly with the Assessment Guideline and the Marking Criteria.

Feedback should demonstrate the following characteristics:

- be clear and unambiguous
- strike a balance between being constructive, encouraging and motivating, and providing explicit comment on where there are failings and how improvements can be made
- be specific and focussed to the content and context in which it is given
- be actionable – give feedback that you can act upon
- be tailored to the needs of the individual student
- reflect/support the mark/grade awarded

9.2 - Feedback on draft assessments

Your personal supervisor will not look at full drafts of your assessments, but will if necessary offer feedback to you on a specific section of the work, eg referencing, structure, construction of argument.

No work, with the exception of thesis, will be seen in the seven working days prior to the submission date. Scripts will not be seen unless you have previously negotiated this with personal supervisors.

9.3 - Research training programme: Communication of marks and feedback

Assessment marks are released to you through your e:Vision account. In addition to the marks, individual written assessment feedback will be provided to you for every piece of summatively assessed work, with the exception of closed examinations. Written feedback will be provided within six weeks of the submission/resubmission date. Written feedback sheets will normally be emailed to your **University email account**.

In addition your feedback may be provided verbally. Verbal feedback can be on a one-to-one basis with academic member of staff or delivered to you on a group basis.

To provide a consistent approach, the Department has a standard feedback form, signed by the markers, which details whether the assessment was subject to double blind marking.

9.4 - Research training programme: Return of marked material to students

The department does not currently have a policy to return assessed scripts to students. However the Department is running a pilot scheme involving a small number of modules which may or may not affect you.

For some modules portfolios of material may be returned to students. If this is applicable you would be contacted by your University email giving instructions of how to collect your portfolio. If your portfolio remains uncollected after the deadline it would be confidentially destroyed.

9.5 - Student access to marked examination scripts

You may request to view your marked examination script. You would initiate this request through your personal supervisor who would negotiate a time for you both to review this together. The Student Assessment Office needs at least five working days notice to make arrangements to release your script.

The script may not be copied or taken away with you, and can only be viewed with your personal supervisor present.

If the script is with an External Examiner the Student Assessment Office will advise you and your personal supervisor when it will be available from so a revised review date can be set.

The application form and a flowchart of the request process can be found on the Student Intranet at <http://www.york.ac.uk/healthsciences/student-intranet/exam-assess/exams/>.

Section 10 – Confirmation of PhD registration (progression requirement – PhD students only)

Students must meet progression requirements as specified in the Code of Practice on Research Degrees and in programme documentation. Students who fail to meet progression requirements will not be permitted to continue and their enrolment with the University may be terminated or, where permitted, transferred to another programme.

Further University policy can be found in Regulation 2.6:
<https://www.york.ac.uk/about/organisation/governance/corporate-publications/ordinances-and-regulations/regulation-2/#2.6>

and in the Code of Practice for research students:
<https://www.york.ac.uk/students/studying/manage/research-students/code-of-practice/#confirmation-phd-engd-enrolment>

10.1 – Criteria for approving your confirmation of PhD registration

Research students embarking on a PhD programme are initially **provisionally** registered for the PhD. It is the responsibility of the student's Thesis Advisory Panel (TAP) to recommend whether or not the student's registration for the PhD should be **confirmed**.

The confirmation of registration is a progression requirement which must be successfully completed if a student is to progress on the PhD.

This was previously known as the 'upgrading' procedure. This confirmation recommendation depends on the performance of the PhD student. A special meeting of the TAP will meet as a confirmation of registration panel. Students have to submit evidence for this group to examine. The evidence required by each TAP will vary slightly but at minimum this evidence will include:

- Modular performance
- Any completed research protocols for the thesis
- Evidence of ethical approval for the research where required
- Some example of written work related to the research, usually consisting of at least one draft chapter of the thesis
- A full expanded plan of the thesis
- A timetable to complete the research and submission of the thesis

The TAP will review the work submitted by the student and allow the student to make a case for confirming their PhD registration. The TAP has to consider whether the student is capable of:

- completing the research in the time period
- whether this research is potentially of the standard which will reach the requirements of a PhD in Health Sciences

This group will make a confirmation of PhD registration recommendation to the Research Programme Committee. If a recommendation for the confirmation of registration is approved by the Research Programme Committee, the recommendation (on the University form) will be sent to the University Student Progress Office (Registry Services) for consideration by a member of the Standing Committee on Assessment (SCA). If the TAP decides not to recommend your confirmation of PhD registration, a normal TAP form should be completed.

10.2 – Timeframe for your confirmation of PhD registration

Full-time	Confirmation of PhD registration can take place any time from the 7 th month up to 24 th month of registration <i>Normally</i> all confirmations should take place by the 18 th month of registration
Part-time	Confirmation of PhD registration can take place any time from the 19 th month up to 48 th month of registration <i>Normally</i> all confirmations should take place by the 36 th month of registration

Further information is available at:

<https://www.york.ac.uk/students/studying/manage/research-students/confirm/>

Students who fail to have their PhD confirmed before the end of the two years will be downgraded to submit for the MPhil thesis.

Students who are receiving University, Departmental and some other sponsorship should also note that funding for their study would also normally be ended after 24 months if they fail to be recommended for confirmation of PhD registration.

PhD registration confirmation decisions after 18-months of registration (36-months if part-time)

The Chair of the Research Postgraduate Programmes Committee will also write to students and their supervisors at the end of 18-months registration asking about the student's progress. If, in exceptional cases, late confirmation of PhD registration meetings are held, the student must have detailed plans that will assure both the TAP group and the RPPC that they will be able to complete their research within the registration period. Students will be advised to submit a plan to complete for an MPhil qualification as well as the PhD if attempting to confirm their PhD registration during this period.

Students failing to confirm their PhD registration will be advised to end their registration at the 2-year point and plan to submit their research for an MPhil.

10.3 – Modular performance and confirmation of PhD registration decisions

The modular part of the programme provides you, your supervisor and your TAP with useful information and is used as one of the criteria to assess your progress. The performance in the modules may also highlight areas where further training may be desirable.

Students who have achieved an overall mark of **65% or over** will be expected to be on a fast track course to achieve their confirmation of PhD registration within the first 12 months of their registration (19-24 months if part-time). To achieve their confirmation of PhD registration such students will need to complete some written work, have a thesis plan and timetable. However, the work completed should reflect the time available for research and, therefore, some of the drafts submitted may have gaps where work is still on-going.

Students who achieve an average of **between 60% and 65%** in their modules will be considered to be performing at an MPhil rather than PhD level. The committees in these circumstances will be likely to want to evaluate the standard of more completed research

and draft chapters for the thesis. This is likely to take a longer time and, therefore, such students are likely to be first considered for confirmation of PhD registration in the time period between 13-16 months after initial registration (25-28 if part-time).

Students who **fail to satisfy their TAP** should be given a clear indication of why their work failed, whether there is a possibility for another confirmation of PhD registration meeting and, if so, what extra work is required in what time period to resubmit. Students who have failed at an initial meeting but were given clear guidance on the work required and have met these requirements should aim to confirm their PhD registration before the 18-month deadline.

All students should have completed the confirmation of PhD registration procedures within 18 months (36 months if part-time) of their initial registration.

10.4 – Confirmation of PhD registration: Appeals procedure

You can appeal to the Research Programme Committee against negative recommendations from the TAP. The TAP acts as an examination committee for confirmation of PhD registration and passes academic judgement on the quality of the material presented. Students have a right to appeal the results of the confirmation of PhD registration only on the grounds that:

- the TAP meeting was conducted unfairly or improperly, or that a procedural irregularity has occurred
- one or more of the TAP members demonstrated prejudice against the candidate
- the academic supervision received by the candidate was seriously inadequate

Students may not appeal against the academic judgement of the TAP members. If you feel there are grounds to appeal you should first set these out to the Research Programme Committee. If you have exhausted the Department's procedure and are not satisfied you may appeal through Special Cases Committee (Refer to [Section 16.2](#)).

Section 11 – Your research thesis preparation

The objectives of the degrees of MPhil and PhD in Health Sciences are to train healthcare professionals and non-clinical graduates in the theory and practice of health sciences to a standard that establishes them as researchers able to take responsibility for all aspects of projects that enhance the evidence base of health and healthcare. It would be expected that successful PhD students would become leading researchers capable of making an original contribution to that research area.

Students are expected to exhibit a critical understanding of the contribution of a range of disciplinary perspectives to health services research. The research should exhibit valid contributions from as many other disciplines, clinical and non-clinical as are appropriate to the research questions being addressed. A successful PhD thesis should be generally acknowledged as making a substantial advance in that field.

11.1 – Planning your thesis

Initial plan

You will have been required to provide an outline of your area of research in your application. You should be working with your supervisor to refine this research project during the first six months of your programme. You are expected to work on your thesis for at least one day per week during the first six months of your registration if full-time, and be in the position to have begun a general literature review and have completed some initial written work by the end of this six month period.

Project plan

Your project plan should be approved and monitored by your supervisor and further discussed and refined with your Thesis Advisory Panel, preferably within this initial six month period. Research projects for the MPhil/PhD in Health Sciences are likely to vary considerably. However, we expect these projects to have the common characteristics of scientific rigour, interdisciplinary collaboration and practical relevance.

PhD	For a PhD thesis you must demonstrate a depth of knowledge and understanding of your chosen topic and have made an original and significant contribution to the field.
MPhil	For an MPhil degree you are expected to produce a thesis that makes a substantial contribution and displays a good knowledge of a general field of study, as well as an in-depth knowledge of a specific aspect of that field.

Planning time for your research

In planning your research it is important to take account of the resources available to you, especially time.

PhD	PhD students have 36 months for both taught modules and to complete the research thesis (72 months part-time).
MPhil	For an MPhil degree you have a total of 24 months for both taught modules and to complete the research thesis (48 months if registered part-time).

Completing your thesis

Please note that all MPhil and PhD students are expected to complete their research during their period of registration and submit their thesis at the end of this period or shortly afterwards.

Although the University allows an additional year for writing, you should note that:

- you will be required to pay additional fees during this period
- as you will no longer be in registration, the Department cannot continue to offer resources or facilities during this period, beyond those specified in University regulations

11.2 – Style and length of your thesis

Full details regarding thesis presentation can be found in [Section 12](#) and a brief summary is provided below.

PhD	There are different styles of thesis but we would expect PhD theses based on quantitative research to have a word length of around 60,000 words, excluding tables and appendices, whereas qualitative theses would have a word length of approximately 80,000, excluding tables and appendices.
MPhil	MPhil theses would be expected to be in the range of 40,000 to 60,000 words.

11.3 – Thesis writing skills

Students should acquaint themselves with University regulations for theses and are advised to attend courses offered by the University on thesis writing.

<https://www.york.ac.uk/about/organisation/governance/corporate-publications/ordinances-and-regulations/regulation-2/>

<https://www.york.ac.uk/students/studying/manage/research-students/presentation-binding/>

11.4 – Sponsored projects

Many projects will be sponsored by or undertaken in collaboration with, health or social care agencies and involve other researchers or practitioners. It is important for students to establish, with the help of their supervisors, a social contract with these parties – specifying resources committed, responsibilities accepted and the reward expected by each party.

11.5 – Collaborative research

For many candidates the MPhil or PhD will be based on some collaborative research. It is essential that candidates can state clearly their own unique contribution to any collaborative research, whilst appropriately acknowledging the contribution of any collaborators.

11.6 – Intellectual property rights

Except by prior agreement between the research student and an external organisation, the research thesis is the intellectual property right of the student. However, all theses shall be available for consultation, and every student is invited to sign a declaration giving permission for reproduction of the thesis in whole or in part for study purposes, subject to normal conditions of acknowledgement.

All theses and dissertations deposited by candidates for research degrees after examination, in printed or electronic form, shall normally be available for consultation and for reproduction (subject to normal conditions of acknowledgement). However, a candidate may request that access to the thesis or dissertation should be withheld, and that none of the material contained in it should be reproduced, for a period not exceeding two years from the date on which the printed copy (or copies) of the thesis or dissertation is deposited with the Examinations Office after the examination.

Refer to the Code of Practice for research students:

<https://www.york.ac.uk/students/studying/manage/research-students/code-of-practice/#intellectual-property-rights>

11.7 – Ethics

All students will be required to abide by the ethical guidance laid down by the University, the Department and the NHS as appropriate.

If the study **does require external approval** from outside the University (e.g., it has to go through the NHS IRAS system) the submission must be considered by the HSRGC before being sent out but can be submitted on the NHS IRAS form.

If the study **does not require external approval** from outside the University, you must apply for approval by the HSRGC using the Submission Form available on the HSRGC web pages on the student intranet.

All information pertaining to Departmental governance procedures is available on the HSRGC web pages on the staff and student intranets at:

<http://www.york.ac.uk/healthsciences/RGC/index.htm>

Refer to the following webpage for more information regarding ethics:

<https://www.york.ac.uk/about/organisation/governance/sub-committees/ethics/>

11.8 – Publishing your research in journals

Another guide to the scope of a thesis is what we expect you to publish from your research.

Note that you are encouraged to publish your research in peer-reviewed journals while completing your MPhil/PhD, and after submission. Successful PhDs/MPhils from the Department are available in the JB Morrell Library, or the University's electronic repository the 'White Rose eTheses Online', and within the Department from Diane Stockdale.

PhD	We expect PhD students to publish three articles in high-impact peer-reviewed journals from their research thesis
MPhil	We expect MPhil students to be able to publish two articles in peer-reviewed journals from their research thesis

Section 12 – Research thesis presentation and submission

Research degrees are subject to a number of University Regulations. Theses must be submitted according to the regulations and the Registry Services plays a major role in this process. These regulations include details of how theses should be presented. A fuller note of guidance for students and examiners is available at:

<https://www.york.ac.uk/students/studying/manage/research-students/presentation-binding/>

If you have published papers from your thesis you may wish to make these available to your examiners. These works can be included verbatim in your thesis but note that they will have to be re-typed to fulfil the University of York regulations as described by Registry Services.

12.1 – Timing of the submission of your research thesis

Your thesis should be submitted at the end of your registration period, that is **three** years after your initial registration for a PhD (6 years if part-time) or two year (4 years if part-time) for a MPhil.

The Department **strongly advises** you to plan to submit your thesis as near as possible to the end of your last year of registration. However, you are allowed up to another 12 months (for either full or part-time students) to complete the submission process. In very exceptional circumstances students may be able to submit after this time but you will have to provide to the University supporting documentary evidence of the medical, personal or unexpected academic circumstances, which hampered your work.

Extensions after the 3 year (or 6 year part-time) registration period also involve some extra expense. See Registry Services:

<https://www.york.ac.uk/students/studying/manage/research-students/code-of-practice/#students-who-exceed-the-normal-period-of-enrolment>

Early submission of thesis

Students who wish to submit a thesis more than three months before the end of the specified enrolment period for the award must seek approval from the Board of Studies concerned. Refer to University Regulation 2.7.2 (c).

12.2 – Notification of intention to submit

Notification of intention to submit

The official submission process starts with an intention to submit form, which notifies Registry Services that you will submit your thesis in about eight weeks.

About two months before you expect to submit your thesis for MPhil or PhD you should complete the **Notification of Intention to Submit** in e:Vision. If the date changes, you do not need to re-complete this process.

This notification period is important as it gives the Department the time to identify and obtain approval for your External Examiner and can speed the examination process.

For further information refer to:

<https://www.york.ac.uk/students/studying/manage/research-students/theses-dissertations/#Before submitting>

12.3 – Guidance on responsibilities in relation to submission

Role	Responsibility
Student	<ul style="list-style-type: none"> You must keep in contact with your supervisor, especially during any post-registration writing up period. You should consult both the University regulations and this handbook to ensure that your thesis meets the stated requirements. You should build into your timetable sufficient time for your supervisor to be able to give detailed comments on your final draft.
Supervisor	<ul style="list-style-type: none"> Your supervisor must advise you throughout the research process and provide detailed written comments on the final draft of the thesis. Your supervisor should ensure that you submit your thesis within the permitted time period, that is, as soon as possible after the end of the registration period, and no later than 12 months (full or part-time) after the end of this registration period. Note there are strict criteria for any extensions. Your supervisor should continue to provide support and comment promptly on work during any writing up period. Supervisors, with the TAP, should recommend External and Internal examiners to the Chair of the Research Programme Committee before the thesis is submitted. Ideally this should occur about the time the student submits their 'Notification of Intention to Submit' form to Registry Services. Supervisors may informally approach a potential External Examiner. Note formal appointment is made by the Standing Committee on Assessment via Registry Services after the submission of the appropriate forms signed by the Chair of the Research Programme Committee. Students who are also members of staff will require two External Examiners. Supervisors must draw attention to the detailed University regulations on the presentation of thesis. Details can be found on the Registry Services web page at: https://www.york.ac.uk/students/studying/manage/research-students/presentation-binding/
Research programme leader	<ul style="list-style-type: none"> In discussion with the Head of Department the research programme leader will allocate an Internal Examiner for the thesis if the TAP fails to recommend a suitable candidate. The research programme leader will formally approach suggested External Examiners when the submission date is secured. The research programme leader ensures the 'Examiner Nomination' form is submitted to the Standing Committee on Assessment via Registry Services.
Internal Examiner	<ul style="list-style-type: none"> The Internal Examiner should not be involved in any part of the final preparation of a student's thesis.

12.4 – Presentation of your thesis

Full University guidance on the presentation of MPhil and PhD research theses can be found on the Registry web page:

<https://www.york.ac.uk/students/studying/manage/research-students/presentation-binding/>

The web page includes University guidance on:

- Quality of reproduction
- Format
- Production of text
- Margins
- Photographic prints; large illustrations
- Material that cannot be bound
- Typographic design
- Tables
- Headings
- Illustrations
- Numbering
- Bibliographical references
- Sequence of material

12.5 – Soft binding your thesis for examination

Full University guidance on the soft binding of MPhil and PhD research theses can be found on the Registry web page:

<https://www.york.ac.uk/students/studying/manage/research-students/presentation-binding/>

You should arrange for your thesis to be securely bound either between card covers (the front cover to be a copy of the title page) or between clear plastic covers. The spine shall be taped. This is often referred to as 'soft-binding'.

You can arrange for soft-binding through the University's Campus Copy and Print shop in Market Square for a small charge. Their contact details are found at:

<http://www.york.ac.uk/admin/pru/contact/index.html>.

12.6 – Research thesis: General tips

The following guidance is provided to help you in your thesis preparation.

Referencing

It is important that you reference your work correctly to avoid plagiarism, the major form of academic misconduct. Please consult [Section 15](#) of this handbook for full details and the academic integrity tutorial for further details, available at the Yorkshire VLE:

<http://vle.york.ac.uk/webapps/portal/frameset.jsp>

Word limits

PhD	There are different styles of thesis but we would expect PhD theses based on quantitative research to have a word length of around 60,000 words, excluding tables and appendices, whereas qualitative theses would have a word length of approximately 80,000, excluding tables and appendices.
MPhil	MPhil theses would be expected to be in the range of 40,000 to 60,000 words.

These limits are advisory. It is unlikely - but possible - that your thesis would not be accepted for examination simply because you exceed or fail to meet the department's suggested limits. On the other hand you should not disregard them entirely: they are guides to give you an indication of the scale on which you should be working.

Research theses from previous years

It may help to look at some of the theses from previous years. This will allow you to quickly answer many of the questions about formatting and structure that you may have when you come to write your theses.

Proofreading

It is important to pay attention to spelling and grammar. If you require help with this, your supervisor may be able to provide you with details of proofreading services. (You will need to meet the cost of the services.)

Further excellent guidance is provided in the University document in the link below:

<https://www.york.ac.uk/students/studying/manage/research-students/social-science-theses/#3.1>

12.7 – What, where and how to submit your research thesis

What to submit

- You need to submit two soft bound copies of your thesis for examination (three copies if you are a member of staff)
- You also need to submit two electronic copies (or three if a staff member) of your thesis on a CD (or other portable data storage unit acceptable to the University) – see below for full details
- You need to complete the thesis submission form – see below for more details

Where and how to submit to

Your theses should be submitted for examination to Registry Services in the Student Administration Building. Submission must take place within one year (MPhil/PhD) of the

end of your full-time or part-time registration period, unless an extension of submission deadline has been approved by the University.

Theses may be submitted by hand (by you or by someone else), by post, or by courier service. It is **your responsibility** to ensure that the thesis reaches Registry Services by the deadline, as set out below.

Opening times	The Student Administration Building is open on Monday to Friday from 9am to 5pm. If your submission deadline falls on a Saturday or Sunday or Bank Holiday, or during the University's closed period at Christmas, submission will be accepted on the next working day after the deadline.
Late submissions	Other than in the circumstances above, theses presented after a student's submission deadline will not be accepted by Registry Services. Instead, you will be required to retain your thesis until you have been granted an extension. Students who submit after their submission deadline will be invoiced for a further annual continuation fee, where one falls due.
The electronic cop of your thesis	You must also submit with your soft bound theses two (or three for staff) copies of a CD (or other portable data storage unit acceptable to the University) containing an electronic copy of your thesis. This must be in pdf format (or other format acceptable to the University and appropriate to the medium) and shall be identical in every way to the printed copy. Each CD (or other portable data storage unit) must bear a label giving the title of the thesis (in abbreviated form, if necessary), the volume number (where applicable), your name, the name of the qualification for which the thesis is submitted (eg PhD or MPhil), and the year of submission.
Mailing your theses + CD	Theses submitted by post are expected to be received in Registry Services on or before the submission deadline, in the same way as submissions in person. Should a student choose to submit by post it is his/her responsibility to ensure the theses are posted in good time to meet the deadline. Mailing address: Examinations Office, Student Administration Building, University of York, Heslington, York YO10 5DD.
Thesis submission form	When you submit your thesis for examination, you will be asked to complete the Submission of Thesis form . The form can be downloaded in advance from: https://www.york.ac.uk/media/abouttheuniversity/supportservices/academicregistry/registryservices/researchstudents/Receipt-SBTheses.doc On submission of your thesis you will be issued with a receipt.
Other useful web pages	Further useful web pages relating to submission of theses can be found at: https://www.york.ac.uk/students/studying/manage/research-students/theses-dissertations/ https://www.york.ac.uk/students/studying/manage/research-students/theses-dissertations/#Submission of theses and dissertations for examination

Section 13 – Research thesis examination and award

13.1 - Eligibility for a research award

SUMMARY

In order to qualify for a research degree, students must:

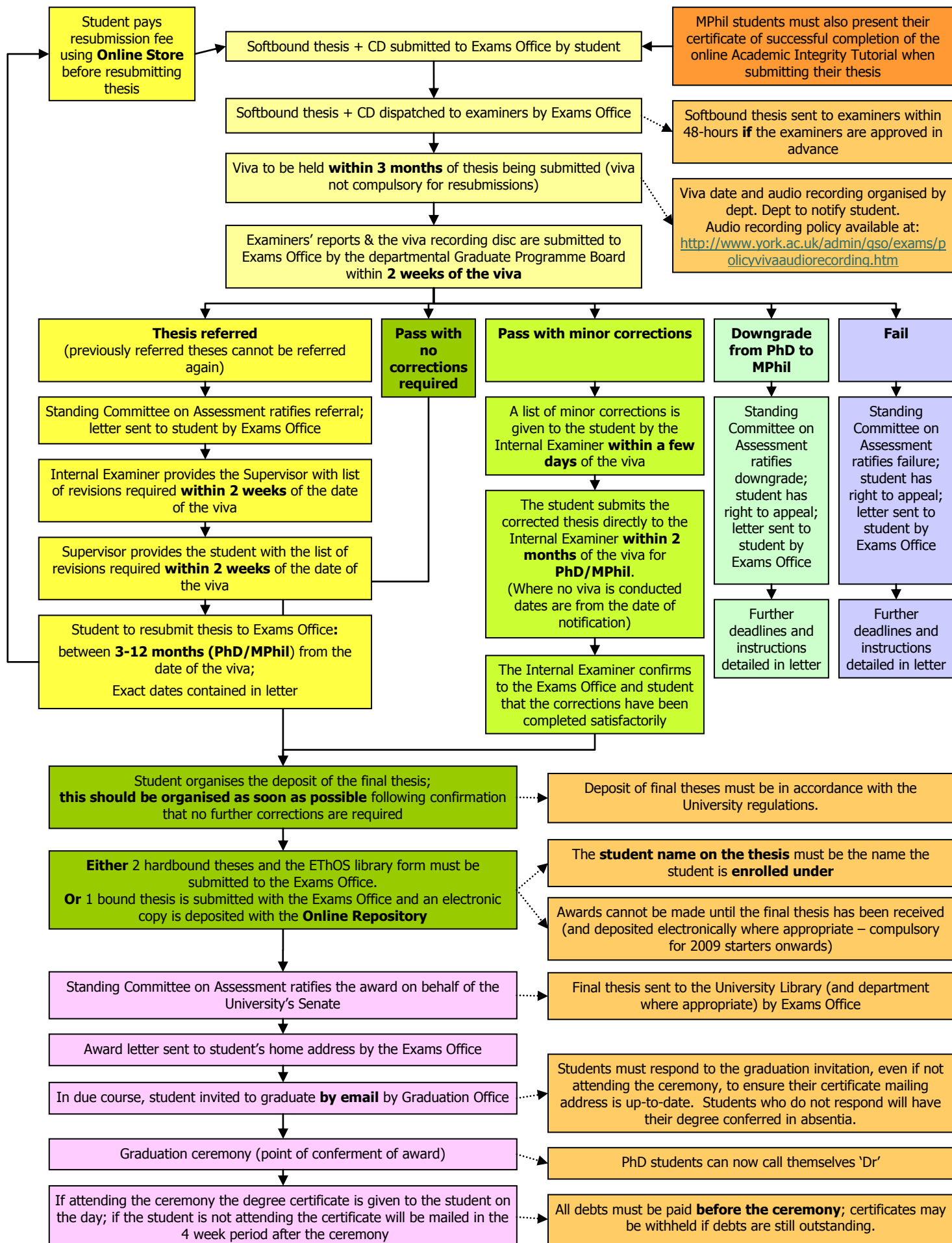
- Meet the specified entry requirements
- Pursue the programme of study prescribed for the specified period of enrolment
- Comply with supervision, residence and attendance requirements (see University Regulations 2.4 and 2.5)
- Fulfil all other progression and programme requirements specified, including successful completion of the University's online Academic Integrity Tutorial and the Department's research training programme module requirements
- Pay such fees or other sums as may be prescribed
- Meet the specified assessment and examination requirements, including the final thesis and oral examination

Failure to meet the requirements set out above may result in a student not being permitted to progress to confirmation of PhD enrolment, or to be recommended for the award of MPhil or PhD.

Refer to Regulation 2.7 for full details on the research assessment process:

<https://www.york.ac.uk/about/organisation/governance/corporate-publications/ordinances-and-regulations/regulation-2/#2.7>

Section 13.2 MPhil and PhD Examination Process Flowchart for Students



13.3 – Award criteria and requirements

The University research award criteria can be found at:

<https://www.york.ac.uk/students/studying/manage/research-students/criteria/>

and further information can be found in the Research Degree Code of Practice:

<https://www.york.ac.uk/students/studying/manage/research-students/code-of-practice/#assessment>

Criteria for MPhil in Health Sciences

- An MPhil candidate must submit a thesis which displays both good knowledge of a general field of study and comprehensive knowledge of a specific aspect of that field and satisfy the examiners through an oral examination on their research and research matters.
- For Health Sciences degrees this examination should ensure that candidates have understanding across a range of disciplines within Health Sciences and an in-depth knowledge around the specific topic of the thesis.
- The research thesis for an MPhil should be **between 40,000 and 60,000 words** in length.
- Research content can take a number of different forms including advances in methodology, application of known methods to new topics or derivation of new evidence through systematic review.
- It is expected that the research conducted for an MPhil thesis would yield at least **two** peer-reviewed articles in a general journal such as the British Medical Journal or a better specialist journal in the field of research.

Criteria for a PhD in Health Sciences

- A PhD candidate must submit a thesis which contains a substantial original contribution to knowledge or understanding, and satisfy the examiners through an oral examination that they have a thorough knowledge of the general field of study and research methods within that field, and profound knowledge of a specific aspect of that field.
- For Health Sciences degrees this involves general knowledge across the Health Science disciplines and a thorough knowledge of planning, executing and interpreting research projects that enhance the evidence base of health and health care.
- The thesis should generally be **between 60,000 and 80,000 words** in length.
- It is expected that research conducted for a PhD thesis should yield at least **three** high quality peer reviewed journal articles.

13.4 – Failure:: what if I do not meet the progression or award requirements?

If a Graduate Programme Board decides not to recommend confirmation of PhD enrolment, it may recommend instead that the student should be allowed to submit a thesis for the award of an MPhil degree.

PhD or MPhil students **cannot** be recommended to submit for, or transfer to, an **MSc** award as the Department does not have an MSc (by research) programme; and research students are not permitted to transfer registration to a taught masters degree.

13.5 – Role responsibilities for examination

Role	Responsibility
Student	<ul style="list-style-type: none"> You must keep in contact with your supervisor You should consult both the University regulations the examination and viva process You should not contact either your internal or external examiner prior to the oral examination Following successful examination and once the text of the PhD/MPhil is approved by the examiners, you must arrange to EITHER have your thesis permanently bound as specified in the University regulations and submit two copies to the Examinations Office (Registry Services) before the degree is officially awarded OR upload your final thesis to the University's electronic repository the 'White Rose eTheses Online'
Supervisor	<ul style="list-style-type: none"> Supervisors should advise you on preparation for your oral examination and will normally offer to arrange a practice viva
Registry Services	<ul style="list-style-type: none"> Following the approval of examiners by the Standing Committee on Assessment, Registry Services will send the theses to both the External and Internal Examiners for examination
Internal Examiner	<ul style="list-style-type: none"> The Internal Examiner should arrange a convenient time for the viva with the External Examiner and candidate. The Internal Examiner may wish to send out a proposed agenda for the viva process ensuring sufficient time for a pre-meeting and post-viva meeting to ensure there is a clear action plan to complete the documentation The University Examination Report form is available on the web for examiners; the form requires a joint report on both the thesis and the viva from both the Internal and External Examiners The Internal Examiner is responsible for confirming that minor corrections have been completed satisfactorily by signing the Minor Correction Completion form
Chair of Graduate Programme Board	<ul style="list-style-type: none"> The Chair of the Graduate Programme Board must sign your award result recommendation form before it is forwarded to the Registry for consideration by the Standing Committee on Assessment

13.6 – The oral examination (viva)

Both MPhil and PhD degrees also require an oral examination (viva) in which you must defend your research and thesis. Examiners are likely to question you generally about research methodologies and your research subject area, as well as on the specific content of your thesis. Part of this process is to ensure your contribution to research.

The oral examination is part of the examination for the award of the degree. The purpose of the oral examination is to allow the examiners the opportunity to explore and satisfy themselves that the candidate has fulfilled the criteria of the degree, and to allow the candidate an opportunity to respond to any shortcomings identified by the examiners.

Audio recording of the viva

The audio recording provides an objective record of the oral examination that can be used in the event of an appeal, or in the event that the examiners fail to agree between themselves whether or not the student has satisfied the requirements for the award and the departmental Graduate School Board has been unable to resolve the disagreement.

Full guidance on audio recording of the viva can be found at:

<https://www.york.ac.uk/students/studying/manage/research-students/oral-exams-recording/>

13.7 – Research degree examination outcomes

There are a number of permitted options in the University process. These can be seen as a number of stages in the decision making process. In cases of exceptionally poor presentation, the examiners may jointly recommend that a thesis should be returned to the candidate for revision and resubmission prior to the oral examination. In such cases the examiners' advice to the candidate shall be limited to advice, in general terms, about the deficiencies in presentation (not the content of the thesis), and the candidate will be required to resubmit the thesis normally within one month. This should, however, be a very rare occurrence and supervisors, by providing comments and overseeing the submission process, will aim to ensure that it does not occur.

Most students will proceed to the oral examination.

Following the oral examination of a PhD candidate, the examiners may make one of the following recommendations

- i. that the candidate should be awarded the degree of PhD with no corrections to the thesis being required;
- ii. that the candidate should be awarded the degree of PhD subject to minor corrections being made to the thesis to the satisfaction of the internal or another of the examiners;
- iii. that the thesis should be referred for resubmission, after a further period of not more than twelve nor less than three months, for the degree of PhD. A thesis may normally be referred on one occasion only. The thesis shall be re-examined, normally by the original examiners. The examiners may require a further oral examination.
- iv. that the candidate should be awarded the degree of MPhil with no corrections to the thesis being required;

- v. that the candidate should be awarded the degree of MPhil subject to minor corrections being made to the thesis to the satisfaction of the internal or another of the examiners;
- vi. that the thesis should be referred for resubmission, after a further period of not more than twelve nor less than three months, for the degree of MPhil. A thesis may normally be referred on one occasion only. The thesis shall be re-examined, normally by the original examiners. The examiners may require a further oral examination;
- vii. that no degree should be awarded.

Following the oral examination of an MPhil candidate, the examiners may make one of the following recommendations:

- i. that the candidate should be awarded the degree of MPhil with no corrections to the thesis being required;
- ii. that the candidate should be awarded the degree of MPhil subject to minor corrections being made to the thesis to the satisfaction of the internal or another of the examiners;
- iii. that the thesis should be referred for resubmission, after a further period of not more than twelve nor less than three months, for the degree of MPhil. A thesis may normally be referred on one occasion only. The thesis shall be re-examined, normally by the original examiners. The examiners may require a further oral examination.
- iv. that no degree should be awarded.

13.8 – Completing the research examination reporting process

Examiners have to agree the contents of the single form. The form includes a report on the thesis and covers:

- An indication of the subject matter of the thesis
- A statement whether the examiners are satisfied that the thesis is the student's own work or if it was done in collaboration (as will be the case for the majority of Health Sciences students' research) that the candidate's share was adequate
- Whether the mode of presentation is satisfactory
- A statement whether the thesis is a distinct addition to knowledge and worthy of publication either in full or abridged form

The examiners should also agree on a report of the oral examination.

The Internal Examiner should ensure the completed form is given to the Chair of the Research Programme Committee who should in turn complete the appropriate sections and forward to the University Registry Services. In exceptional cases where examiners disagree, separate forms should be submitted to the Chair of the Research Programme Committee. Students are not normally given copies of these forms.

13.9 – Completing minor corrections

You will receive a letter from the Internal Examiner summarising the corrections that need to be made. Your supervisor will also receive a copy of this letter. You must ensure the corrections are made and a clean copy of the thesis is submitted to the Internal Examiner within two months of receiving the letter.

The Internal Examiner will check the minor corrections have been made satisfactorily. The Internal Examiner then confirms the corrections have been made on the appropriate form and returns this to Registry Services.

The Internal Examiner should notify the student to make arrangements to submit the final version of the thesis (either electronically or hardbound).

There is no fee for completing minor corrections.

13.10 – Thesis referral process

If the result of the viva is a referral the student will have between 3-12 months to resubmit. You will receive a letter from the Internal Examiner detailing the examiners' concerns with your original thesis. Note these comments will not be a mechanical list of revisions to be made.

The examiners are signalling with a referral that there needs to be major improvement in the depth, intellectual quality, analysis, argument or structure of the thesis. You should immediately contact your supervisor for a face-to-face meeting once you have received a copy of the letter from the Internal Examiner. In this meeting you should consider the comments made and prepare a timetable for your resubmission. Students should note that it is important to give their supervisor adequate time to provide written comments on any revised draft of their research thesis.

For further details on the referral process refer to:

<https://www.york.ac.uk/students/studying/manage/research-students/theses-dissertations/#Referral>

If your thesis is referred you will have to pay an additional examination fee to the (Registry Services to cover the additional costs of the External Examiner's examination fee.

13.11 – Depositing your final thesis

Full University guidance on the depositing of final MPhil and PhD research theses can be found on the Registry web page:

[https://www.york.ac.uk/students/studying/manage/research-students/theses-dissertations/#Deposit of theses and dissertations after examination](https://www.york.ac.uk/students/studying/manage/research-students/theses-dissertations/#Deposit%20of%20theses%20and%20dissertations%20after%20examination)

After examination, if a degree is awarded, and after you have made, to the satisfaction of the examiners, any minor corrections required by the examiners, you must deposit your thesis with the University.

If you registered for your research degree programme before October 2009, you have two options:

- **either (1)** you may deposit with the Examinations Office two printed copies of your thesis, which must be hardbound for MPhil or PhD
- **or (2)** you may follow the procedure set out below for candidates who registered in October 2009 or later. If you registered for your research degree in October 2009 or later, you must deposit one printed copy of the thesis with Registry Services. This will be forwarded to the University Library. The thesis may be either hardbound or softbound, as you choose; in either case, the binding shall conform to the University's requirements for the binding of theses. In addition, you must upload an electronic copy of the thesis to an online repository the *White Rose eTheses Online*. The electronic copy shall be in pdf format and shall be identical in every way to the printed copy. (Refer to the following webpage for instructions for electronic deposit: <https://www.york.ac.uk/media/studenthome/studying/examsandassessments/student/depositingelectronically.PDF>)

After you have met the requirements set out above for depositing your thesis you will receive formal notification of the award of your degree from Registry Services. Your degree cannot be awarded until you have met these requirements.

Section 14 – Mitigating circumstances and policy guidance for students

Note Section 14 refers to the modules taken for your research training programme modules.

Mitigation for your research assessment

Students are expected to attend scheduled examinations and submit theses at the required time and date. If a student is unable to meet these requirements for good cause and would like this to be taken into account, s/he will need to submit a mitigating circumstances claim with supporting evidence, in advance where possible, to the relevant Board of Studies for consideration by Special Cases Committee, which can approve an alternative assessment date.

14.1 – What counts as a mitigating circumstance?

The University defines a mitigating circumstance as a problem that you have encountered which goes beyond the normal difficulties experienced in life and that has affected your academic performance adversely during the assessment period for which you are claiming.

The following guidance outlines the policy, the procedure you need to follow and the evidence you need to submit if you want to make a claim for mitigating circumstances.

14.2 – Is the process the same for claiming for an extension as it is for claiming mitigation in relation to performance?

Research thesis

The process for requesting an extension to your thesis submission date is not dealt with through the departmental Mitigating Circumstances Committee. For further information on extending your thesis submission date refer to:

<http://www.york.ac.uk/staff/supporting-students/issues/academic/research/extension-submission/>

Research training programme modules

All claims are made on the same form, and following the same procedure below, regardless of whether they are claims for extensions, mitigation in relation to performance, or mitigation in relation to late submission.

The only exception to this is if an assessment extension request would take you beyond the end of your registration period (ie beyond your official expected end date). In such circumstances this cannot be dealt with through the Department's Mitigating Circumstances Committee. Students need to apply for a 'programme extension' via their Department to the University Special Cases Committee.

If you think you will need a programme extension to complete, for example, your thesis you should contact your personal supervisor as soon as possible to discuss if you have grounds for a request. Your personal supervisor will assist you with the process.

14.3 – How and when do I make a claim?

You must notify the department of mitigating circumstances by submitting the **Mitigating Circumstances Claim Form** available on the Student Intranet at:

<http://www.york.ac.uk/healthsciences/student-intranet/exam-assess/assessments/mitcircs/>

Claim forms and evidence can be submitted confidentially by email to dohs-mitigation@lists.york.ac.uk. However claims sent by email must be sent from your University email account, they will not be accepted from personal non-University email addresses. This departmental email address is confidential and is only accessible to staff within the Department's Student Assessment Office that are responsible for processing your claim.

Or you can submit your claim and evidence to the departmental Student Information Service office in an envelope clearly marked 'Mitigating Circumstances'.

Or you can post your claim directly to: Student Assessment Office, Area 2 Seebohm Rowntree Building, Department of Health Sciences, University of York, York, YO10 5DD.

- The deadline for submitting your **mitigation claim** in relation to an assessment is **one week from the submission or examination date**.
- If you are requesting an **extension** you must submit your claim **no later than the submission deadline**.

In the unlikely event that your mitigating circumstances prevent you from submitting your claim at the appropriate time you should submit your claim as soon as you are able to do so. If submitting a late claim you must clearly state (and evidence) what prevented you from submitting the claim before the deadline. The Committee will first consider if you have established valid grounds for submitting a claim after the deadline. The Committee will only consider your claim's grounds for mitigation if it is agreed that you have demonstrated valid reasons that prevented you making a claim at the appropriate time. If you cannot establish satisfactory grounds for submitting a late mitigation claim, your claim will be rejected.

If you require guidance regarding mitigating circumstances please email the Student Assessment Office on dohs-mitigation@lists.york.ac.uk.

14.4 – Completing the claim form

You should use the Mitigating Circumstances Form to inform us about circumstances that have arisen and/or problems you have encountered that you believe may or have affected your academic performance in assessments, or to request an extension to an assessment date.

Information to assist you to complete the Mitigating Circumstances Form:

PART A:

Name, Student Number, Programme Title and Department - You must complete all these sections.

Brief details of your mitigating circumstances

You must describe briefly and clearly the relevant circumstances involved, and how you feel that these affected you in relation to any assessment, for example having taken an exam whilst ill or completed coursework whilst experiencing exceptional personal difficulties (see below for more details).

If you are submitting a claim after the deadline you must also state the circumstances that prevented you from submitting your claim on time.

List supporting evidence submitted

Enter details here of the documentary evidence you are submitting. These details should show the mitigating circumstances involved, relevant dates and evidence source, for example your doctor.

Securely attach your evidence to the form if you submit a hard copy. If submitting electronically you can scan your evidence and submit it by attaching this to your email with your claim form. Note you may also be requested to submit the original copy so please store this securely until your claim is resolved. **Without relevant supporting evidence it is likely that your claim will be rejected** (see below for details).

Details of assessments affected

You must list each assessment that you believe will be or has been affected by the mitigating circumstances you are claiming and complete all sections.

Student Declaration

You must read and sign the declaration and insert the date you signed the declaration. Follow the instructions on the form if you are submitting electronically.

PART B: This is for official use and must NOT be completed by you

14.5 – How is my claim considered?

Your circumstances will be considered by a Mitigating Circumstances Committee (MCC). As a guide extension requests are *usually* considered within 2-3 working days. Mitigation claims are usually considered within 7 working days from the date of submission of the claim and evidence. Students cannot attend these meetings.

The MCC can consider your claim only if you have both completed the Mitigating Circumstances Claim form and submitted relevant evidence supporting your claim. Your claim will remain confidential and will be disclosed only to the MCC and those administering the Committee. For this reason your claim cannot be anonymous. If, however, you appeal against the decision of the MCC, members of the University's Special Cases Committee and its administrator will see your claim and the associated evidence.

The outcome of the claim (ie approved or rejected) will be disclosed to your personal supervisor, but the grounds for the claim will not be disclosed. If an extension is granted or a decision to take the assessment 'as if for the first time' is made, the module leader will be notified that 'a student' will be assessed at a later date, but your name would not be disclosed. This is to ensure the markers are available to mark your script in a timely manner.

However in exceptional circumstances it may be necessary to consult your personal supervisor with the details of your claim if a fitness to practice issue is disclosed. Where there are concerns about fitness to practice you may be referred to the Fitness to Practice Committee. Please be reassured that this would only apply in very exceptional circumstances.

14.6 – What are the possible outcomes of my claim?

If your claim is ACCEPTED, it is usual that either you will be permitted to attempt the assessment again, or you will be granted an extension to the submission deadline.

If you are permitted a new attempt and you accept this option, and you received a mark for your original attempt, the original mark becomes void and is replaced with the mark for the new attempt.

If your claim is NOT ACCEPTED, the original mark for the assessment will stand. This mark could be a mark of zero if you have not taken the original assessment.

14.7 – How will I be notified of the MCC's decision?

You will receive notification of the MCC's decision to your **University email account**. You will NOT receive a hard copy letter confirming the decision.

You will be informed of the reason if your claim is rejected.

Remember as a student of the University you are responsible for checking your University email account on a regular basis. As such failure to check your University email account for the decision is not grounds for further mitigation.

14.8 – What evidence do I need to provide if I am ill?

If you fall ill and can go to the University's Health Centre, you can be seen by a Medical Advisor there. They will complete the '**Confirmation of Illness Affecting Assessment**' form which you can use as evidence for your mitigating circumstances claim. **This service is available for all students even if they are registered with another doctor.**

If you cannot go to the University's Health Centre you can obtain evidence from another doctor. Take a copy of the '**Confirmation of Illness Affecting Assessment**' form with you (available as a downloadable form on:

<http://www.york.ac.uk/healthsciences/student-intranet/exam-assess/assessments/mitcircs/>).

Other third party medical evidence can also be considered, such as evidence of emergency treatment (eg from a dentist, Accident and Emergency doctor). This evidence should state the nature of your illness/injury and the length of time you will not be able to engage with academic work effectively.

If you have suffered from long-term illness you should provide a medical certificate or letter from your usual doctor or hospital consultant. Letters from the Open Door Team regarding medical conditions should **specifically state** that 'the Open Door team is in possession of documentary medical evidence to support this request' and state who has provided the evidence. (Letters from the Open Door Team regarding non-medical conditions are discussed below.)

14.9 – What other circumstances are normally accepted and what evidence do I need to provide?

FOR ALL STUDENTS	
Circumstances normally accepted	Examples of evidence that would support a claim based on this circumstance
Compassionate grounds	A letter from the Open Door Team, a counsellor or a relevant independent third-party explaining that, in their professional opinion, the circumstances have had a serious impact on your ability to engage with academic work effectively during the assessment period in question
Exceptional personal circumstances ¹	A letter from the Open Door Team, a counsellor or a relevant independent third-party explaining that, in their professional opinion, the circumstances have had a serious impact on your ability to engage with academic work effectively during the assessment period in question
A close bereavement ²	A death certificate
Victim of a serious crime	A crime report and number
Disabilities for which reasonable adjustments are not yet in place and where the delay is not due to the student	A letter from the University's Disability Services
Serious and unforeseeable transport difficulties	A letter from the relevant transport company or evidence of a major road incident
Interviews for placements or for employment	Evidence showing that the interview date cannot be rearranged
Legal proceedings requiring attendance	A letter from a solicitor or a court

¹ For example, the illness of a dependent or the repossession of your accommodation.

² The following relatives are accepted as 'close' without further evidence: spouse, child, parent, sibling, grandparent, and grandchild. For other bereavements, evidence of closeness in the form of a statement from a third party should also be provided. Additional evidence should be provided where mitigation is claimed for an extended period, for example, for more than a fortnight following the death of the relevant person.

**Only for part-time students
and research students in their writing-up period**

Paid work commitments or constraints arising from paid employment

Evidence of employment explaining that the circumstances have had a serious impact on your ability to engage with academic work effectively **during the assessment period** in question.

Note for part-time taught undergraduate/graduate modules in the Department of Health Sciences the assessment date has been set to take account of the normal work/family commitments of part-time students. Students are ordinarily expected to plan their studies and workloads in order to submit on time. Therefore, in the context of work/family commitments, only exceptional changes to these commitments may be considered by the MCC as grounds for extension requests.

Note: The timing and nature of the above circumstances should have adversely affected your performance for the assessment(s) for which you are claiming mitigating circumstances.

14.10 – What does not count as mitigating circumstances?

1. Paid work commitments or constraints arising from paid employment for full-time students
2. Minor illnesses, for example, those for which only self-certification under the University scheme is available
3. Disabilities for which reasonable adjustments have been made or where you have experience or time to manage the situation
4. Long-standing minor medical conditions such as hay fever
5. Over-sleeping
6. Holidays
7. Minor everyday surmountable obstacles, for example, disruption to normal domestic routine
8. English being a second language
9. Moving house
10. Deadlines for work being set close together
11. Planned health appointments
12. Financial difficulties
13. Breakdown of personal relationships unless leading to compassionate circumstances as described above
14. Weddings
15. Unavailability of course books/resources
16. Attending or taking part in sporting or social events
17. Voluntary work
18. Unreasonable refusal to return to York for assessments scheduled in the vacation reassessment period
19. Mitigating circumstances that affect an individual in relation to group assessed work cannot be claimed by other members of the group

14.11 - What circumstances are never accepted?

1. Loss of work not backed-up on disk or printing problems
2. Misreading of the examination timetable

14.12 - Why might my claim be rejected?

1. The form is incomplete
2. No independent documentary evidence has been supplied to support the request (letters from family, fellow students or personal supervisors are not normally sufficient on their own)
3. The timing of the circumstances cited would not have adversely affected the assessment(s)
4. The evidence submitted does not support the claim that the nature of the circumstances was over and above the normal difficulties
5. The form was not submitted by the departmental deadline and the mitigating circumstances would not have prevented you making a claim by the deadline
6. Sufficient mitigation has already been made for the same circumstances
7. The mitigation is a disability for which reasonable adjustments have been made
8. The circumstances are not, or not normally, accepted under Mitigating Circumstances Policy

14.13 - How do you appeal against the decision of the MCC?

If the Board of Studies had not yet received the recommendation of the MCC you can ask the Board to consider your appeal. You should write to the Chair of the Board of Studies stating why you think the MCC has reached the wrong decision in your case. To lodge an appeal with the Board of Studies, email to Karen Ramsden, Secretary to the Board of Studies (karen.ramsden@york.ac.uk). You should do this within one week of receiving notice of the MCC's decision.

If the Board of Studies has already received and approved the MCC's recommendation you will need to appeal to the University's Special Cases Committee.

Further information on how to appeal to the Special Cases Committee is found on the following Registry Services web page:

<http://www.york.ac.uk/students/studying/help/appeals/>.

You should complete the appeal application form on this page stating why you think the MCC has reached the wrong decision in your case. You should do this within four weeks of receiving notice of the MCC's decision.

Information and advice on appeals is available from:

- the administrator to Special Cases Committee: appeals@york.ac.uk
- YUSU/GSA – academic@yusu.org or advice@yorkgsa.org

The University's Academic Appeals Regulations can be found at:

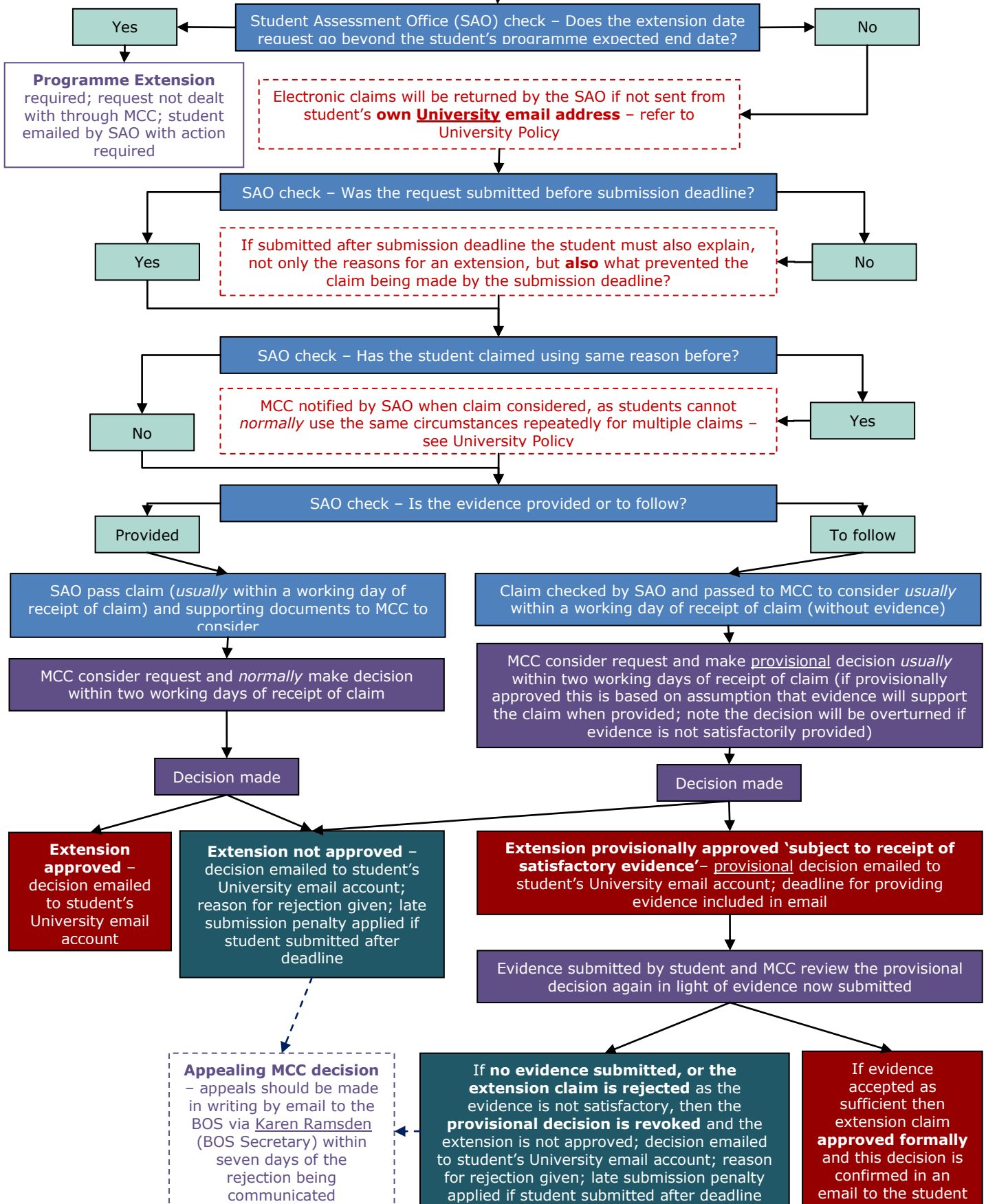
<http://www.york.ac.uk/about/organisation/governance/corporate-publications/ordinances-and-regulations/regulation-6/#appeals>

14.14

Extension claim process flowchart

(for mitigation in relation to performance see flowchart on page below)

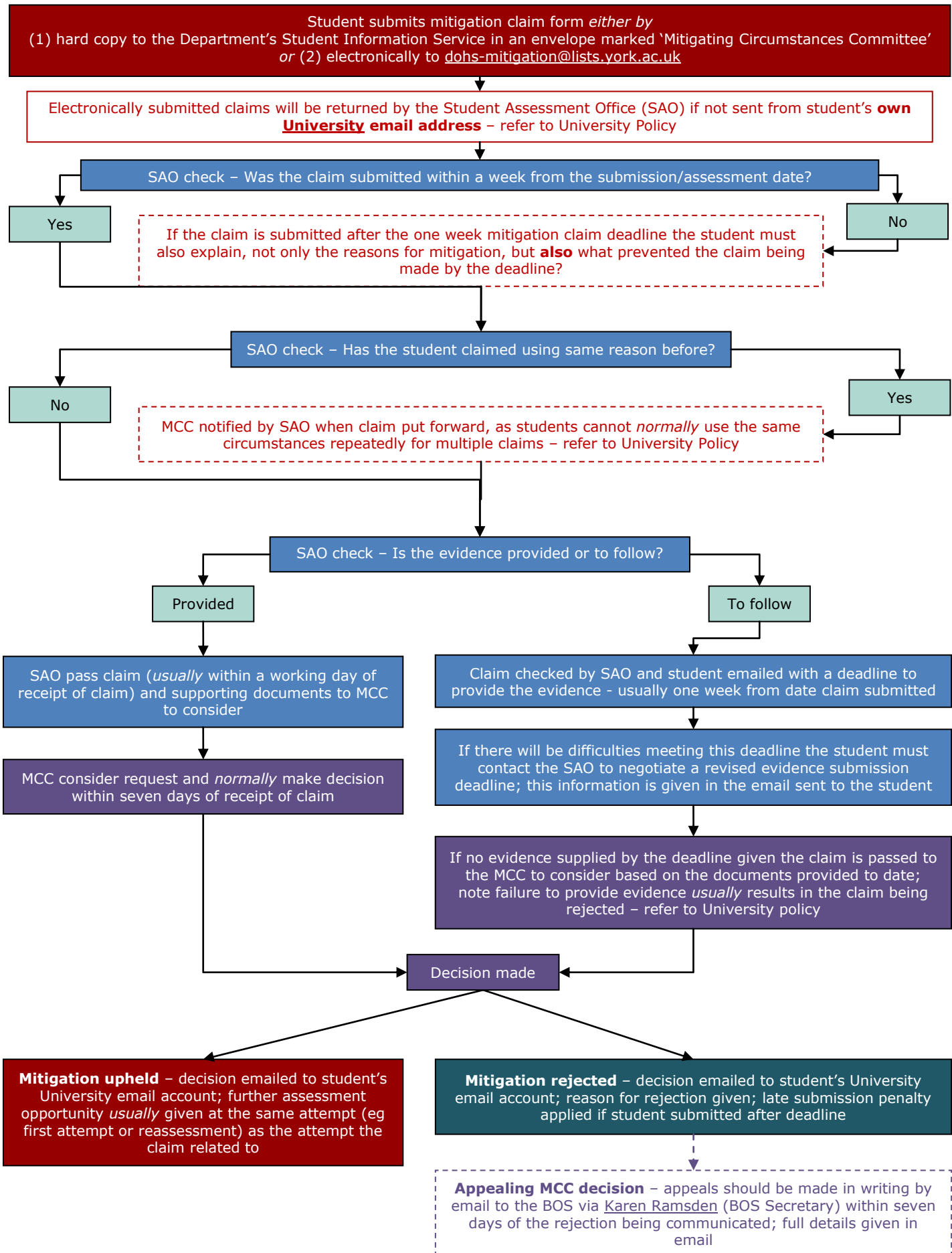
Student submits mitigation extension claim *either by*
 (1) hard copy to the Department's Student Information Service in an envelope marked 'Mitigating Circumstances Committee'
 or (2) electronically to dohs-mitigation@lists.york.ac.uk



14.15

Mitigating circumstances claim process flowchart

(For extensions see Mitigating Circumstances Extension Request Flowchart on page above)



Section 15 – Academic misconduct

The University of York is committed to developing high standards of academic practice among its students and as such has a very clear policy of academic misconduct. Below is a brief summary of what outlines academic misconduct.

15.1 – What is academic misconduct?

There are a number of forms of academic misconduct which are described briefly below:

- **Cheating** deliberate failure to comply with the rules governing examinations, e.g. by making arrangements to have unauthorised access to information
- **Collusion** assisting another individual to gain advantages by unfair means, or receiving such assistance yourself
- **Fabrication** misleading examiners by presenting work for assessment in a way which intentionally or recklessly suggests that you have collected factual information which has not in fact been collected or falsifies factual information
- **Personation** producing work to be submitted as that not of yourself but of another or assuming the identity of another individual in order to deceive the examiners, or soliciting another individual to act or appear as yourself or to produce work on your behalf
- **Plagiarism** incorporating within your work, without appropriate acknowledgement, material derived from the work (published or unpublished) of another

Collusion and plagiarism are the two forms of academic misconduct that can cause most confusion and further details about these are given below.

Collusion – is particularly important in a context where group work may be encouraged at times to develop teamwork skills. While you are encouraged to collaborate with peers to discuss and debate issues, and on occasion to collect primary data, it is important to avoid collusion in assessed work. Where a piece of work contributes towards formal, individual assessment, collaboration at this stage constitutes academic misconduct (collusion). The only exception is when the assessment is based on a single piece of work produced by the group as a whole.

Plagiarism – is the most common form of academic misconduct and involves passing the ideas and words of another off as your own without proper acknowledgement of the original source – this can either be intentionally or un-intentionally. To avoid plagiarism any words from any source copied word for word *must* be put in quotation marks (“.....”) and the source (name and date) acknowledged immediately after the quote. You can also paraphrase texts putting their ideas or arguments within your sentence structure providing you give a reference. For published sources, a full reference must be supplied in a footnote or reference list in your assignments. If the source used is the internet, then the acknowledgement details provided should allow another person to go straight to the site or web-page. You should try and use quotes sparingly – it is not good practice to build an essay by linking a series of quotations without synthesis or interpretation. Note also that the use of people’s data and illustrations should also be acknowledged and the source provided.

15.2 – Academic misconduct regulations

It is your responsibility to ensure that your work does not contravene the University's rules on academic misconduct which are set out in Regulation 5.7 of the Ordinances and Regulations <http://www.york.ac.uk/about/organisation/governance/corporate-publications/ordinances-and-regulations/regulation-5/#5.7>.

Any form of academic misconduct is viewed as an extremely serious matter by the University and penalties will be applied to students who are found to have attempted to misled examiners. The penalties awarded vary depending on the serious of the offence, but can result in students having their degree class reduced, failing their degree or being asked to leave the University.

All scripts will be examined to ensure they have not been copied from published work or Internet sources and in the case of suspected academic misconduct students will be asked to provide an electronic copy of their work so that the work may be checked through plagiarism detection software.

15.3 – Resources

The Department provides guidance on the correct acknowledgement of sources on the Student Intranet. This includes referencing from the internet. We have included the web link to the Referencing Guidelines for Health Sciences' students. The Guidelines have been produced to help you with your academic writing and we strongly recommend that you download a copy for your use when developing your essays:
<http://www.york.ac.uk/integrity/harvard.html> (updated 01.10.12).

Finally, if you have any queries about what constitutes academic misconduct and in particular about the proper attribution of material derived from another's work, you should seek advice from your personal supervisor.

15.4 – University Online Academic Integrity Tutorial

All students are required to successfully complete the University Online Academic Integrity Tutorial. Refer to [Section 6.1](#) of this handbook for more detailed programme specific information.

Section 16 – Complaints and appeals

16.1 - Complaints

The Department of Health Sciences welcomes comments and suggestions from students about the services it provides. Students wishing to make a suggestion or comment about University services, either academic or non-academic, can do so informally at the point of service delivery, or by contacting the relevant person.

Should you wish to raise a complaint about the conduct of any member of staff or any significant departure from the procedures agreed by the Board of Studies please consult the University complaints procedure. This applies to all students and provides a mechanism whereby students can raise concerns relating to any aspect of their programme or contact with the Department. The aim of the procedure is to achieve as rapid a resolution as possible of any complaint, as near as possible to the point of origin. Whilst it is hoped that any complaint can be resolved informally, the procedure outlines the stages which should be followed for formal complaints. For more information visit: www.york.ac.uk/healthsciences/student-intranet/have-your-say/complaints/

16.2 - Appeals

If you wish to appeal against a recommendation or decision of a Board of Studies, Board of Examiners or Senate Committee or sub-committee, you should refer to the following Registry's web page: <http://www.york.ac.uk/students/studying/help/appeals/>.

To lodge an appeal you should complete the form on the web page above and forward it to the Special Cases Administrator (appeals@york.ac.uk) within 28 days of receiving official notice of the recommendation or decision.

Please note that if you wish to submit evidence in support of your appeal but it is not yet available you should still submit your appeal within 28 days and then forward your evidence as soon as you can.

Appealing against the viva decision

Students have a right to appeal the results of the viva only on the grounds that:

- the examination or any assessment forming part of the requirements for the qualifications concerned, was conducted unfairly or improperly, or a procedural irregularity has occurred
- one or more of the examiners demonstrated prejudice against the candidate
- the academic supervision received by the candidate was seriously inadequate

Students may not appeal against the academic judgement of examiners.

The procedures for appeals are set out in the Ordinances and Regulations of the University

<https://www.york.ac.uk/about/organisation/governance/corporate-publications/ordinances-and-regulations/regulation-2/#2.8>

Section 17 – Your judgement of our teaching and assessment

We take your views on our teaching and the quality of your learning very seriously. This is an important part of the University's programme of Quality Assurance and in the appraisal of members of staff. As such, you will find that you are often asked to give detailed feedback on your experiences of teaching and learning.

17.1 - Module evaluation

After each module, you will be asked for your views on the module, the learning environment, your perceptions regarding the quality of the teaching, as well as the assessment. We may ask you to comment in a variety of ways such as via electronic computer based feedback or written and verbal feedback.

17.2 - What happens to the information you provide?

We would like to stress the importance of this feedback, as it helps teaching teams to change and develop their approaches to learning based on your views. Your assistance in supporting this process is critical to our success and we would ask you to consider giving detailed feedback whenever requested to do so.

17.3 - Have your say

At the end of each year, NUS elected student representatives co-ordinate a structured feedback session where you can express your views and suggestions on all aspects of your course. Your representatives then discuss these views with the Chair of Graduate Programme Board, Chair of Taught Programmes Committee and Chair of the Research Programmes Committee, and key issues are then fed back to programme teams. Student representatives also raise any issues for discussion at course monitoring meetings. External Examiners, who monitor assessment and examination procedures, also ask for student views on the course, and discuss these in their annual reports. And, of course, we do not just receive your feedback; we aim to continuously develop our approaches to teaching and learning by acting on it.

Section 18 – What to do if you are having problems with your programme

18.1 – Student support and welfare

There are lots of different services to support you at York. The University's Student Support Network gives you quick and easy access to a variety of sources of help and advice on all aspects of life as a student.

The Student Support Services Handbook, which is available at <http://www.york.ac.uk/student-support-services/handbook/>, outlines the main contributors to the Student Support Network, and includes information about the Campus Nursery, the Health Centre, and the Chaplaincy. Contacts for religions and faiths can be found from the Chaplaincy web-site <http://www.york.ac.uk/univ/chap/> or the Student Support Office web-site.

In addition each college has a welfare team which includes the Provost and a college Dean who has special responsibility for student welfare. Every full-time student is a member of a college and part-time students can request membership of a college. Remember, you can, of course, approach your college welfare team for help and advice whether or not you are resident in the college at the time. For more information on how your college can support you visit: <http://www.york.ac.uk/colleges/>

There are a number of support services available from the University to contact if you feel you are experiencing emotional, psychological or mental health difficulties. The Counselling Service for students has merged with the Open Door Team. You can contact the Open Door Team on 01904 432140, by email to opendoor@york.ac.uk, or visit them in the Careers Building between 10am and 4pm, Monday to Friday.

For a full explanation of the Open Door Team service please follow this link: <http://www.york.ac.uk/students/support/health/opendoor/>

18.2 – Student health, safety and welfare

The Health and Safety rules imposed by the University are based upon common sense, reflecting the fact that living and studying in a shared community requires that members of that community show respect for the feelings and preferences of others.

The following statement is from the University's Health and Safety Policy (Section 4.9) in respect of students:

- The University shall at all times, whilst they are on University premises or taking part in University activities, follow the Health and Safety and Welfare Policy and comply with any health and safety instructions given to them by the University, its Departments, the Students' Union, Athletics Union, Graduate Student Association or Overseas Student Association.
- Shall not, without the consent of the member of staff in charge of the area or activity, introduce any equipment for use on University premises, alter any fixed installations, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or employees of the University.
- Shall not, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety and welfare.

For more information you should visit the Health and Safety and Welfare website on: <http://www.york.ac.uk/admin/hsas/>

Section 19 – End of programme information

In this section you will find information on notification of results, graduation ceremonies and academic transcripts.

19.1 - Notification of results and certificates

All final official University decision is released after the viva examination (or after resubmission if necessary), after completion of any minor corrections, and deposit of your final thesis. You will be sent a letter confirming your award result to the **home** address held on your student record. For this reason, it is very important that you keep your contact details up to date on your e:Vision account.

MPhil, and PhD award certificates are prepared by the Registry's Graduation Office and are either presented to the graduand at the ceremony, or sent by post if the graduand is unable to attend the ceremony.

19.2 - Academic transcripts

Although as part of your research training programme you will complete taught postgraduate modules, you are **not registered to take these modules for credit** as the University of York's award of a research degree is not a credit bearing award, and these modules form part of your research training programme progression and not your final award.

Although the successful completion of your research training programme is essential you will **not** receive an official academic transcript of marks for these modules as the University does not issue transcript for research degrees.

Therefore all reference to credit values within this handbook or the student records system (e:Vision) are indicative of the workload associated with the module, but the credit will not be directly awarded to you.

19.3 - Graduation ceremony

If you are eligible to graduate you will receive an online invitation to graduate from the University Graduation Office. It is important that you ensure that you have recorded a current non-university email address on your e:Vision account, prior to completing the programme for this purpose.

The following link provides detailed information about the full graduation process, including how to register for graduation or how to graduate in absentia:

www.york.ac.uk/students/studying/graduation/

You should respond to the graduation invitation even if you do not wish to attend to ensure that the Graduation Office sends your certificate to the correct address.

Section 20 – Careers and extra curricular activities

In this section you will find information on career planning, skills development and volunteering as well as clubs and societies

20.1 - Careers Service

Careers and employability for postgraduates

The Careers Service is about more than just getting a graduate job. They are there to help you to make the most of your time at York – developing skills, knowledge and experience which will be useful whatever you choose to do after award.

Some of the services they offer include:

- Skills development courses
- Volunteering in local schools and the community
- Student business support and enterprise activities
- Access to part-time work, internship and graduate job opportunities
- Help with choosing and researching career ideas
- Access to careers information on our department, industry sectors, types of work and study opportunities
- Recognition of your achievements through the York Award
- Online Employability Tutorial to help you get the most out of your time at York and plan for your future
- Interactive Careers Service with online database of jobs and opportunities, events and appointment booking

They are located between Campus Central car park and the Berrick Saul Building, near the Market Square shops. They are open Monday-Friday 10am-5pm during term time. Their website contains details of the above, as well as online resources: www.york.ac.uk/careers.

The timeline below contains a few suggestions for things you might want to do while at York. However, there is a wide range of opportunities available throughout the year, including events, courses, volunteering, internships, student enterprise and skills development.

Autumn	Spring	Summer/vacation
<ul style="list-style-type: none">• Complete the Employability Tutorial and discuss with your supervisor: vle.york.ac.uk• Most graduate job/further study recruitment takes place from September: goo.gl/VgDb5• Come to Careers Fairs: goo.gl/M0Gcm	<ul style="list-style-type: none">• Brush up on your application/interview skills: goo.gl/32x9I• Use the Careers Service for support, and keep attending events: york.ac.uk/careers	<ul style="list-style-type: none">• Still need help? Get in touch with the Careers Service: york.ac.uk/careers• Receive your award and celebrate!

The Employability Tutorial (**vle.york.ac.uk**) and Careers Service (**york.ac.uk/careers**) can help you to make the most of your experiences whilst you are here at York.

20.2 - The York Award

The York Award is a university skills development programme that offers students an opportunity to gain formal recognition for a wide range of activities not included within their individual courses. The York Award allows students to make the most of all of their experiences at University. The award recognises the skills developed within wider university life such as participation in a part-time job, in committees, as a sportsperson or member of a particular committee or society as well as skills developed whilst working part-time or participating in a research project.

The York Award can help you to make the most of these experiences and provide recognition for them in the form of the York Award Certificate. Central to the York Award are the ideas of planning and learning by doing. Assessment is by portfolio and presentation. Further information can be found on the University Careers Website: www.york.ac.uk/students/work-volunteering-careers/skills/york-award/

20.3 - Clubs and societies

In order to take full advantage of university life you may wish to consider joining one of the many clubs or societies. Look out for the first year Societies Fair which advertises all options open to you. Also see: www.york.ac.uk/study/student-life/campus-life/societies/

20.4 - Languages for All

The University provides tuition in several languages that is open to all students. Full information is available from the Language Training Centre: www.york.ac.uk/inst/ltc/lfa/

Appendix 1 – Marking criteria for research training programme modules

Marks	Marking Criteria for modules at Level 7
70 – 100%	A distinguished performance at postgraduate level which demonstrates a generally innovative and creative approach. The meaningful use of a depth of knowledge and a wide range of source material. Critical analysis of relevant concepts from a range of perspectives. Has the ability to interpret and synthesise ideas and recognise and deal with complexity. Skilled use and critical analysis of appropriate analytical and research methods. Exceptional ability to link and critically analyse theory and practice.
60 – 69%	A good performance at postgraduate level has recognition and understanding of the key issues in the area of study. There is use of a wide range of source material. Clear and well organised argument. An awareness and ability to analyse and present different theoretical perspectives. Good use of appropriate analytical and research methods. Effective linking of theory and practice.
50 – 59%	A satisfactory performance at postgraduate level shows some understanding and grasp of the concepts. Evidence of some relevant reading. An argument that includes some theoretical discussion and is more than a descriptive account. Demonstrates an ability to set personal opinions into a wider setting. Some attempt to use and evaluate appropriate processes of enquiry. Recognition of the link between theory and practice.
49% and below	A failed submission shows little evidence of any understanding of the concepts. Limited use of source material. A largely descriptive and unreflective account. Uncritical presentation of a personal viewpoint. Little or no evidence of research and enquiry. Failure to link theory and practice.