

*of York*

# **STUDENT HANDBOOK**

**MPhil and PhD  
Health Sciences**

**2014/15 entry**

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## Section 1 Introduction

### 1.1 Welcome

Welcome to the Department of Health Sciences.

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

We are a large, vibrant, multidisciplinary department with an international reputation for the quality of our research and education - 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 England for Nursing' by The Guardian in its 2014 league table. We are especially proud of our reputation for high quality teaching which is underpinned by our excellent research. Last year 100% of our nursing and midwifery graduates were in a professional role within six months of finishing.



We have nearly 300 members of staff engaged in providing high quality research and a broad range of educational 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 do 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 Seebohm Rowntree Building, stands ready to help.

On behalf of everyone in Health Sciences, I wish you an enjoyable and successful programme of study.

Hilary Graham  
Head of Department

## 1.2 Aim of handbook

This handbook is a reference guide to help you and should be kept for reference alongside the University Handbook.

It provides a comprehensive introduction to your **department and information on all aspects of your degree programme**.

It outlines what you should expect of your department and what they can expect from you, and clarifies the policies and procedures relevant to your area of study.

## 1.3 Disclaimer

Whilst the University tries to ensure that information contained in this document is accurate when published, the University does not accept liability for any inaccuracies contained within it. Where circumstances occur or change outside the reasonable control of the University, the University reserves the right to change or cancel parts of, or entire, programmes of study or services at any time without liability, before or after students have registered at the University. Circumstances outside the University's reasonable control include: industrial action, over or under-demand from students, staff illness, lack of funding, severe weather, fire, civil disorder, political unrest, government restrictions and concern regarding risk of transmission of serious illness. The University's contract with its students does not confer third party benefits under the Contract (Rights of Third Parties) Act 1999.

## 1.4 Contact through your University email account

### Email

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 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.

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

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



## Email etiquette

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You should use your University email account when communicating with the Department. To assist email communication we request that you adhere to the following guidance:

- use a concise and specific email subject line; where relevant please include your programme cohort reference eg MPH, AHR etc
- sign off your email with your **full name** and student ID number (nine digit student number – not your seven digit exam number that starts with a Y)
- please note this is regarded as formal communication which will be filed on your student record, you are requested to avoid using unprofessional language such as text abbreviations

## Noticeboards

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In addition we communicate to student groups through noticeboards located in the reception area near the Student Information Service in the Seebohm Rowntree building. Noticeboards are organised by programme.

General information including flyers for study days and conferences will be disseminated on the relevant noticeboards.

## 1.5 Studying at York

The University student home web page provides information for students on many aspects of student life (<https://www.york.ac.uk/students/>). How the University is governed is outlined here. It includes the University's Ordinances and Regulations which govern programmes of study. You should read and familiarise yourself with these regulations.

You will also find details on the student home page about the campus, including maps, transport links, services such as shops, bars and restaurants and other leisure activities.

## 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 two buildings on campus, Seebohm Rowntree and ARRC, both 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 and research programmes.

### 2.2 Departmental committees

The work of the Department is overseen by a number of committees. Further information and contacts for each of the Board/Committee chairs is available on: <https://www.york.ac.uk/healthsciences/student-intranet/bos/>. A brief summary of each academic committee is provided below:

#### **Board of Studies**

The Board of Studies has overall responsibility for the quality of the teaching and 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. The Board of Studies is also responsible for research degree provision.

The Board of Studies has devolved responsibility for particular functions and programmes to relevant sub-committees.

#### **Graduate School Board**

The Graduate School Board has devolved responsibility for the quality of teaching and delivery of particular postgraduate programmes. They approve changes to existing modules and programmes whilst also developing new modules and programmes.

#### **Board of Examiners**

The Department has a specific Board of Examiners for taught postgraduate programmes. It 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.

#### **Mitigating Circumstances Committee**

This departmental committee considers students' claims for mitigating circumstances in relation to assessment including requests for extensions to submission deadlines. It is bound by the University's Mitigating Circumstances Policy.

#### **Departmental Forum for Enhancement of Learning and Teaching (DFELT)**

DFELT provides a forum for discussion of learning and teaching issues across all taught provision within the Department. It also offers the opportunity to support, identify and disseminate innovation and good practice in learning and teaching. Where relevant, DFELT

will initiate and coordinate Peer Support for Teaching projects that address key learning and teaching priorities and objectives.

### Library Committee

This departmental committee's aim is to influence and determine departmental policy and priorities relating to libraries and library budgets.

### Dissertation Development Committee

This departmental committee is responsible for allocating dissertation supervisors and markers to students enrolled on taught postgraduate programmes. In addition, it reviews guidelines for dissertation supervision and marking, as well as the processes involved for students choosing a dissertation topic.

## 2.3 Departmental office

The departmental Student Information Service 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 enquiries and student contact is undertaken in a sensitive and confidential manner. The common aim for the Student Information Service is to work towards making the student experience as fulfilling and enjoyable as possible. For more information visit: [www.york.ac.uk/healthsciences/student-intranet/student-support/student-services/](http://www.york.ac.uk/healthsciences/student-intranet/student-support/student-services/)

The Student Information Service is open Monday-Thursday from 8.00am to 4.30pm and from 8.30am to 4.30pm on Friday.

All enquiries <b>not specifically listed below:</b>	<b>Student Information Service</b>	01904 321321 <a href="mailto:dohs-student-services-group@york.ac.uk">dohs-student-services-group@york.ac.uk</a>
All enquiries relating to <b>assessments:</b>	<b>Student Assessment Office</b>	01904 321309 or 321721 <a href="mailto:dohs-assessments@york.ac.uk">dohs-assessments@york.ac.uk</a>
All enquiries relating to <b>mitigation claims:</b>		01904 321380 <a href="mailto:dohs-mitigation@york.ac.uk">dohs-mitigation@york.ac.uk</a>
All enquiries relating to <b>studying with a disability:</b>		01904 321380 <a href="mailto:dohs-disability@york.ac.uk">dohs-disability@york.ac.uk</a>

## 2.4 Academic staff – Your personal supervisor

As a research student you will already have been allocated a personal supervisor at the start of your programme and they are usually the first person that you will approach with a problem – more detailed information about this can be found in the programme specific section 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.

## **2.5 Procedure for changing your personal supervisor**

If the relationship between you and your personal supervisor breaks down, you are first of all encouraged to raise this with your existing personal supervisor. However if you feel that this is not possible, then you should ideally discuss this with your programme leader, or another member of departmental staff. The request to change supervisor will be considered and we will do our best to resolve matters to everyone's satisfaction. You will be informed in writing of the member of staff who will 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 the programme specific section 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 compulsory. 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 where the details on acceptable reasons for deferring an assessment are made clear.

### 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 at the earliest possible opportunity.

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 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 Developing your academic/study skills

The University provides opportunities for you to develop your skills:  
<https://www.york.ac.uk/students/studying/develop-your-skills/study-skills/>

These include centres that focus on academic writing <https://www.york.ac.uk/students/studying/develop-your-skills/study-skills/writing/> and mathematics and statistics <https://www.york.ac.uk/students/studying/develop-your-skills/study-skills/maths-skills-centre/>.

The writing centre also offers additional support for international students <https://www.york.ac.uk/students/studying/develop-your-skills/study-skills/writing/internationalstudents/>.

Other support available relates to referencing and citation. All students are required to complete the academic integrity tutorial in order to develop this skill: <https://www.york.ac.uk/integrity/>. The University also provides access to Turnitin, a text matching system to help with integration of source material into your assignments.

Further advice and opportunities to develop your employability skills including work experiences and volunteering is detailed on the Careers webpages alongside details about the York Award, the University's employability certificate.

### 3.5 Library resources

Visit: [www.york.ac.uk/library](http://www.york.ac.uk/library)

For an introduction to using the University Library and its resources, visit: [www.york.ac.uk/library/informationfor/newusers](http://www.york.ac.uk/library/informationfor/newusers)

This includes, amongst others, information on using the library catalogue, your library account, online induction resources and opening hours.

The University Library is open 24 hours a day, 362 days a year. For general help, contact the Library Help Desk in the JB Morrell Library.

Email: [lib-enquiry@york.ac.uk](mailto:lib-enquiry@york.ac.uk)  
Tel: 01904 323873

Your Academic Liaison Librarian is **David Brown**. He can help you search effectively for resources, understand how to use and evaluate these and how to reference your work correctly. He can be contacted at [lib-healthsci@york.ac.uk](mailto:lib-healthsci@york.ac.uk). Further details on your Academic Liaison Librarian and your subject guide can be found at: <http://subjectguides.york.ac.uk/healthsciences>

## Electronic resources

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The University Library also provides access to a wide range of e-resources via its web pages. These resources include over 10,000 electronic journals. Access is also provided to bibliographic databases such as Medline, CINAHL, The Cochrane Library, British Nursing Index, Embase, and PsycINFO which help you search the literature. You can access these e-resources both on and off-campus.

## NHS Library Services

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As well as the University Library students who are NHS staff can access hospital library facilities.

The local hospital libraries provide collections of relevant printed books and journals. Students living and working outside the local area should investigate the NHS facilities available to them.

The NHS also provides access to electronic resources for its staff and health students via NHS Evidence Health Information Resources (<http://www.evidence.nhs.uk/>). Some resources require an NHS ATHENS username and password. Contact your local hospital librarian for more information on NHS resources.

More information on NHS libraries and services for students in the NHS is available at: <http://subjectguides.york.ac.uk/healthsciences>

## 3.6 Online resources – IT services, VLE and others

For information on the facilities and services IT Services provides, consult your University handbook or visit: [www.york.ac.uk/it-services/](http://www.york.ac.uk/it-services/)

Department of Health Sciences IT Support can be contacted on 01904 321300

### VLE

The VLE, also known as Yorkshire, enables you to access electronic learning materials such as lecture notes, presentations and reading lists (including links to e-journal articles and websites). The Department also uses the VLE for electronic submission for most written assessments. Specific assessment submission guidance will be provided in the Assessment Guideline and on the student Intranet and which is also accessible through the VLE.

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>

### **E:Vision**

The e:Vision web portal provides you with electronic access to data held about you in the University's systems, and also allows you to maintain your own address and contact details.

If you change address or telephone number you need to use e:Vision to update your contact details on the University's systems. 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 e:Vision.

To access e:Vision visit: <https://evision.york.ac.uk/>. You will require your University username and password.

### **IT facilities for health sciences students**

<b>York Hospital Library</b>	LARC Building (HYMS) Room KA1 179 Equipment: 4 PCs; 1 laser printer
<b>Scarborough Hospital</b>	HYMS Postgraduate Building Equipment: 4 Thin Clients; 1 laser printer
<b>Harrogate District Hospital</b>	Student Media Room, located inside the Strayside Hospital Library Equipment: 2 Thin Clients; 1 laser printer
<b>Friarage Hospital, Northallerton</b>	Student IT Room, location inside the Friarage Library Equipment: 2 Thin Clients; 1 laser printer
<b>University of York library</b>	Study spaces in the library are open to all Health Sciences students and some have IT facilities. Full details can be found at: <a href="http://www.york.ac.uk/library/study/">http://www.york.ac.uk/library/study/</a>
<b>University of York campus</b>	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: <a href="http://www.york.ac.uk/it-services/it/rooms/">http://www.york.ac.uk/it-services/it/rooms/</a>
<b>Wireless access to the University of York network</b>	The Eduroam service offers free wireless internet across the University's campuses and the campuses of partner universities. Full details can be found at: <a href="http://www.york.ac.uk/it-services/connect/wireless/jrs/">http://www.york.ac.uk/it-services/connect/wireless/jrs/</a>

All research students usually have access to a desk and PC within either a departmental area or in the ReCSS building (Research Centre for the Social Sciences: <http://www.york.ac.uk/social-science/about/>). Full-time students may be nominated for a permanent desk. Students who do not require a permanent space may use hot desk areas. ReCSS is hosted in a dedicated building (6 Innovation Close, University of York, Heslington, York, YO10 5ZF, UK) which houses Health Sciences students and those of many other Departments (see <http://www.york.ac.uk/social-science/research/>).



### 3.7 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/](http://www.york.ac.uk/healthsciences/student-intranet/).

### 3.8 Timetabling

Your timetable is available via your personal homepage at [www.york.ac.uk/students](http://www.york.ac.uk/students). On this page you are able to view your regular timetable which will include all taught sessions which you must attend. Exam dates and assessment deadlines are not included on your timetable and you must refer to your assessment schedule for these.

It is important that you check your personal timetable on a regular basis.

Should you wish to do so, create a live feed for Google Calendar, smartphone or tablet. Please note that it is your responsibility to configure your smartphone or tablet correctly and that you must have regular internet access.

For any queries about your timetable you should contact the Student Information Service in the first instance.

## **Section 4 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.

### **4.1 Research Training Programme: 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.

### **4.2 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, constructive feedback whenever requested to do so.

### **4.3 Have your say**

Course Reps are elected by their peers to represent the views and interests of students on departmental committees and within the Graduate Students' Association (GSA). There should be at least one Course Rep for each year of your programme that you can go to with any concerns or suggestions about how the Department, or aspects of your programme are run. As a Course Rep he/she is also a member of the Board of Studies, which is the main decision-making body within the department. The Reps are invited to attend the Board of Studies meeting each term. Course Reps are also responsible for ensuring that students are properly represented in regular monitoring of quality within the department, including the 'Annual Programme Review' and 'Periodic Reviews' every 5-6 years. For further information refer to: <http://www.yusu.org/campaigns-and-representation/course-reps/faqs>

At the end of each year, GSA elected Course Reps co-ordinate a structured feedback session where you can express your views and suggestions on all aspects of your programme. Your representatives then discuss these views with the Chair of Graduate School Board and key issues are then fed back to module teams. External Examiners, who monitor assessment and examination procedures, also ask for student views on the programme, 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 5 Careers and extracurricular activities

### 5.1 Career service

#### Careers and employability for Postgraduates

Your time at University offers you much more than your degree. There are many opportunities to get involved in activities and training which can help to prepare you for life and work. Take time to think about how you can enhance your personal development through doing things that interest you, whether that is getting involved in clubs and societies, joining your College JCRC, volunteering, or even starting your own business. More information can be found at

<https://www.york.ac.uk/students/new/postgraduate/career/>

Skills to think about include:

- working with others - are you a good team member and an effective leader?
- communication - can you get your message across to others, both in written and spoken form?
- planning and organising - can you plan your time to make sure you meet deadlines and make things happen?

#### Careers

You can develop your skills and employability by engaging with the support and opportunities available through Careers:

#### Employability Tutorial (<https://vle.york.ac.uk>)

The tutorial, available through Yorkshire (the University's VLE), can help you to generate career ideas, access work experience, find ways to achieve your goals and boost your career prospects. The tutorial's *Employability Journal* offers you somewhere to record your activities, skills and experiences and the *Employability Plan* helps you set out your career ideas for discussion with your supervisor.

#### Careers information and expert advice

Access a wide range of information through Careers' web pages, one-to-one appointments with advisers, and an extensive programme of skills and networking events, involving employers and graduates on campus, throughout each term.

#### Paid work, internships and volunteering

Explore paid work vacancies, short-term internships with local employers and a wide range of volunteering projects through Careers. Good quality work experience that enables you to develop a breadth of skills and experience is crucial to your employability.

Careers supports you to **make the most of your time at University** so that you are best placed to do whatever you want to do next. Visit Careers located between Campus Central car park and the Berrick Saul Building, or find out more at [www.york.ac.uk/careers](http://www.york.ac.uk/careers)

### 5.2 University of York Graduate Students' Association

Further information about the Graduate Students' Association (GSA) can be found at: [www.yorkgsa.org](http://www.yorkgsa.org)

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

- Raising postgraduate views within departments through Postgraduate Academic Representatives, who act as a channel of communication between the University and fellow postgraduate students. If you would like to become a Postgraduate Academic Representative for your department contact [advice@yorkgsa.org](mailto:advice@yorkgsa.org)
- Providing support services that enhance student wellbeing, including: free sport sessions, trips, events and peer to peer groups. For further details on these services contact [info@yorkgsa.org](mailto:info@yorkgsa.org)
- In addition, for postgraduates who may find themselves with mitigating circumstances, problems with progression, or suspected of academic misconduct, the GSA can provide support and representation. If you require these services please contact [advice@yorkgsa.org](mailto:advice@yorkgsa.org)

### 5.3 Clubs and societies

There are many opportunities at York to get involved with societies and extra-curricular activities both related and unrelated to your course.

For a full list of societies and activities provided by YUSU, visit: [www.yusu.org/activities](http://www.yusu.org/activities)

### 5.4 Languages for All

If you want to brush up your language skills or take up a new language, Languages for All runs classes every term to help you do just that.

During your time as an undergraduate at York, you'll have the exciting opportunity to learn a foreign language free of charge. For further details including how to register, visit: [www.york.ac.uk/lfa](http://www.york.ac.uk/lfa)

It is not possible in this programme to take LFA modules as credit towards your award, but they can be taken as free-standing modules alongside your programme of study.

### 5.5 Departmental prize

Every year the Department of Health Sciences awards prizes to outstanding students in recognition of excellence in both theory and practice.

For full details of the prize criteria and nomination processes visit: <https://www.york.ac.uk/healthsciences/student-intranet/bos/prizes/>

In addition, PhD students are also eligible for the KM Stott Memorial Prize which is awarded for excellence in scientific or medical research and the best PhD each year.

## Section 6 Section 6 Support and welfare

### 6.1 Support and welfare services

There are lots of different services to support you at York. The University's student webpages <https://www.york.ac.uk/students/support/> include emergency contacts and covers support provided by Colleges and the Student Groups. They also detail support and services provided by Student Support Services, such as emotional and psychological support, healthcare and support for disabled and international students. Faith contacts are found here too. Advice on welfare issues is also available and covers accommodation, student finance, and childcare.

### 6.2 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:

- University students shall at all times, whilst they are on University premises or taking part in University activities, follow the Health, 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 Students' Association or Overseas Students' Association.
- University students 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 or welfare.

For more information you should visit the Health, Safety and Security Department's website: <http://www.york.ac.uk/admin/hsas>

## Section 7 Programme specific information, programme structure and modules

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

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

### 7.1 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 and capable of making an original contribution to the evidence base for health and healthcare.

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.

### 7.2 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.

#### Periods of study

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

<b>PhD</b>	For a PhD the time requirement for your study is three years full-time or six years part-time
<b>MPhil</b>	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. Most students find they need to work more than this in some particularly intensive periods of their programme.

#### Research training programme

Your research training programme is designed to equip you with the relevant and appropriate skills to enable you to fulfil your full potential during your research degree and to enhance future employability.

As part of your research degree, you will design a specific 'research training programme' with your supervisor to meet your individual needs which is then reviewed to ensure it aligns with the Departmental training requirements. Training is likely to take place over the course of your PhD and may evolve from the original plan. All changes should be evidenced in the supervision records and approved by your Thesis Advisory Panel (TAP).

Health Sciences and Population-based Research (particularly that involving Health Services Research or Health Technology Assessment) can appear a complex discipline and the Department is aware that training programmes will need to vary between students. However, all students will be expected to undertake some research training and since they will vary from student to student it is unwise to compare your training programme to other students who may be working in a very different area.

For many students the research training programme requirement consists of **outright passes** (ie marks above 50%) in a minimum of four modules (typically, Research Methods; Health & Social Statistics I; Epidemiology; Systematic Reviews). Students generally take these modules or demonstrate a case for a different training requirement. Any modules attended by students should be subject to the usual assessment unless **prior agreement** has been obtained from both the supervisor and the module leader.

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 switch to continue your studies on the MPhil programme.

### Credits

As part of your research training programme you may complete taught postgraduate modules. However you are **not registered to take these modules for credit** and these modules form part of your research training programme progression and not your final award.

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 for the purposes of your PhD or MPhil.

Prior to starting the research programme, you may have requested (via your individualised student research training programme) to be exempt from the modules suggested above, either because you have already completed comparable modules, or because you have different training needs. You may be asked to provide evidence of previous modules undertaken at Masters level and in some instances information about course content and/or evidence of professional experience at an equivalent level.

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 modules			
Module code	Module Title	Indicative credit value	Term Taught
HEA00001M	Health and Social Statistics I	10	Spr
HEA00013M	Epidemiology	10	Aut
HEA00064M	Research Methods	20	Aut-Spr
HEA00036M	Systematic Reviews	10	Spr

Students may choose to undertake additional modules for their research training programme, which may include modules from across the range of taught postgraduate modules in the Department or modules elsewhere in the University (with the permission of the module leader). Training outside of the University may be also appropriate but may be 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 carefully <https://www.york.ac.uk/healthsciences/student-intranet/timetables/timetables/>

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.

Performance on modules is generally used as one of the criteria to determine whether or not your confirmation of PhD registration is recommended. The assessment procedures for the research training programme modules are described in more detail in **Sections 9 and 10**. Generally research students undertaking modules will complete the required assessment component for the course. However if you plan not to take the assessment on a particular module then this should be agreed no later than Week 3 as part of your training plan and with the module leader. The impact of performance in the modules on the confirmation of PhD registration decision is described in **Section 14**.

A table of optional modules is given below:

<b>Optional Modules</b>			
<b>Module code</b>	<b>Module Title</b>	<b>Indicative credit value</b>	<b>Term Taught</b>
HEA00001M	Health and Social Statistics I	10	Spr
HEA00002M	Health and Social Statistics II	10	Sum
HEA00005M	Understanding Clinical Statistics	10	Spr
HEA00016M	Global Public Health	10	Aut
HEA00019M	Health Economics	10	Spr
HEA00063M	Health & Illness in Society	20	Sum
HEA00021M	Health Policy: Principles, Practice & the Evidence Base	10	Sum
HEA00028M	Measurement in Health & Disease	10	Sum
HEA00031M	Public Health & Ethics	10	Spr
HEA00033M	Qualitative Methods Applied to Health Research	10	Aut
HEA00034M	Randomised Controlled Trials	10	Aut
HEA00066M	Infection & Disease	20	Aut-Spr
HEA00065M <sup>#</sup>	Public Health Foundations & Practice	20	Aut-Spr



## Teaching Timetable Summary 2013-4

Term		Tuesday		Wednesday		Thursday	
Autumn	am	<u>Research Methods</u> (20 credits) HEA00064M		<u>Global Public Health</u> HEA00016M	<u>Randomised Controlled Trials</u> HEA00034M	<u>Public Health Foundations &amp; Practice</u> (20 credits) HEA00065M	
	pm	<u>Epidemiology</u> HEA00013M		<u>Qualitative Methods</u> HEA00033M		<u>Infection &amp; Disease</u> (20 credits) HEA00066M	
Spring	am	<u>Research Methods (cont)</u> HEA00064M		<u>Systematic Reviews</u> HEA00036M		<u>Public Health Foundations &amp; Practice (cont)</u> HEA00065M	
	pm	<u>Health &amp; Social Statistics I</u> HEA00001M	<u>Public Health &amp; Ethics</u> HEA00031M	<u>Health Economics</u> HEA00019M		<u>Infection &amp; Disease (cont)</u> HEA00066M)	<u>Understanding Clinical Statistics*</u> HEA00005M
Summer	am	<u>Health and Illness in Society</u> (20 credits) HEA00063M		<u>Health Policy</u> HEA00021M			
	pm			<u>Health &amp; Social Statistics II</u> HEA00002M		Measurement in Health & Disease * HEA00028M	

All modules are 10 credits unless otherwise stated

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

### 7.3 Research training programme: Module information

Recommended	HEA00001M	Health & Social Statistics I	Spr
<p>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.</p>			

Recommended	HEA00013M	Epidemiology	Aut
<p>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.</p>			

Recommended	HEA00064M	Research Methods	Aut/Spr
<p>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.</p>			

Recommended	HEA00036M	Systematic Reviews	Spr
<p>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.</p>			

The following modules are optional and you should discuss your choices with your supervisor and check the timetable carefully.

Optional	HEA00002M	Health & Social Statistics II	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>			

Optional	HEA00005M	Understanding Clinical Statistics	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>			

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>			

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>			

Optional	HEA00063M	Health & Illness in Society	20 credits	Sum
<p>The module explores how people interpret and respond to health, illness and disability, within the context of their social relationships and across the life course; alongside offering an understanding of the process and delivery of healthcare policy and practice. Using various sociological and psychological approaches, applied to specific and practically orientated case studies, the module will help you understand the psychosocial influences on health and illness.</p>				

Optional	HEA00021M	Health Policy: Principles, Practice & the Evidence Base	Sum
<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>			

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>			
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>			
Optional	HEA00033M	Qualitative Methods Applied to Health Research	Aut
<p>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.</p>			
Optional	HEA00034M	Randomised Controlled Trials	Aut
<p>The aim of this module is to understand, critically review and be able to design a randomised controlled trial.</p>			
Optional	HEA00066M	Infection & Disease	20 credits Aut/Spr
<p>The aim of this module is to explore core knowledge and skills required to understand the determinants of, and propose strategies to prevent and control, communicable and non-communicable diseases in a variety of settings and populations.</p>			
Optional	HEA00065M	Public Health Foundations & Practice	20 credits Aut/Spr
<p>This module aims to: introduce students to the scientific, ethical and historical foundations of public health and the current models of public health practice, encourage students to develop skills in the critical evaluation of the evidence required for effective public health intervention and to think both locally and globally around the key challenges to public health.</p>			

## 7.4 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 possible at the beginning of your registration. These should be discussed with your supervisor and you should notify the Postgraduate Administrator (Student Information Service) 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 Service.

If you wish to change module you will need to complete a change of module form which is available from the Student Information Service. 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.

## 7.5 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.

## 7.6 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/>

<http://www.york.ac.uk/admin/hr/researcher-development/skills-forge.pdf>.

As the Department is a member of the Research Centre for the Social Sciences Collaboration, research students are also invited to attend events and skills training and development sessions more specific to social sciences, which are provided by the ReCSS.

<http://www.york.ac.uk/social-science/events/>

<http://www.york.ac.uk/social-science/events/training/>.

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 strongly encouraged to both attend and present their own work. Every week in term time there is a departmental seminar, details of which will be communicated to you via email. 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 and there are dedicated slots for PhD students to contribute to Departmental seminars

## **7.7 Course reps**

Course Reps are elected by students in their departmental year group to represent the views and interests of students on department committees and within the student union. You can go to them with any concerns or suggestions about how the department or aspects of your course are run.

Course representation is a partnership between GSA and the departments of the University of York. Together, we aim to ensure that students play an essential role in guaranteeing and driving the quality of the academic experience here.

All Course Reps are members of the Board of Studies, the Student-Staff Forum, and individual programme committees. If elected as a Course Rep there is an expectation that you represent your cohort at the applicable meetings. If you attend departmental meetings as the Course Rep, you will be entitled to claim for your travel expenses. If the meeting clashes with a timetabled session, you will not be counted as 'absent'; however you will be required to inform your lecturer of your whereabouts during this time.

For departmental Course Rep information and information regarding the Student-Staff Forum visit: [www.york.ac.uk/healthsciences/student-intranet/](http://www.york.ac.uk/healthsciences/student-intranet/)

A Course Rep noticeboard is also located Student Information Service resource area.

If you would like to represent the views of your fellow students and have a say in how your course is run, why not apply to be a course rep? You can stand for this position at the beginning of Autumn Term.

Visit: <http://www.yorkgsa.org/site/representation>

For a more detailed description of the role, visit:

[www.york.ac.uk/about/organisation/governance/members-secretaries/guidelinesforstudentreps/](http://www.york.ac.uk/about/organisation/governance/members-secretaries/guidelinesforstudentreps/)

## 7.8 Attendance and absence from your programme

You should attend all scheduled teaching sessions that we set for you. Regular attendance is vital to your progression through your degree programme and will help you become a well-rounded learner capable of achieving your full academic potential.

University Regulations state that you should be present at any time at which teaching or other academic engagements have been arranged for your programme (including Saturdays). This includes teaching that is not compulsory.

### Absence

If you must be absent at such a time you must consult your Supervisor who can permit an absence of no more than three days.

An absence of over three days, but no longer than four weeks, can be approved by the Chair of Graduate School Board/Board of Studies. Any longer absence during a term which will be counted towards completion of your degree programme requires the approval of the Special Cases Committee: see the information on taking a Leave of Absence below.

If you stop turning up to scheduled teaching and supervisory sessions without saying you are withdrawing, and do not respond to our efforts to make contact with you within a specified time-scale, the Graduate School Board will assume that you have withdrawn from your studies. For further information on the decision process, visit:  
[www.york.ac.uk/staff/supporting-students/issues/academic/taught/withdrawing/](http://www.york.ac.uk/staff/supporting-students/issues/academic/taught/withdrawing/)

If you are unable to attend due to illness please see section below on reporting sickness. If you are having problems with completing your studies please see the section on Assessment - Mitigating Circumstances.

## 7.9 What if I am ill and cannot attend scheduled teaching sessions?

It is your responsibility to always notify the Department if you are unable to attend the University for any reason. You are responsible for meeting learning outcomes for missed sessions. Lesson lecture notes are usually available on the VLE. Alternatively you should discuss the missed session(s) with the module leader.

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-group@york.ac.uk](mailto:dohs-student-services-group@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 of more than 3 days need approval by Graduate School Board.



## **Overseas students**

We have an obligation to monitor attendance of all overseas students who have been issued with a Confirmation of Acceptance for Studies (CAS) for which the University acts a sponsor under the Tier 4 of the Points-Based Immigration System (PBIS) (<https://www.york.ac.uk/students/studying/tier4/>). As such throughout the course of your study there are a number of engagement points which will be recorded in the University's Student Record System, details of which can be found on the following University website: <https://www.york.ac.uk/students/studying/tier4/attendance/>. Failure to keep to the expected points of contact can jeopardise your academic progress and your visa status.

## **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 Department's Graduate School Board and the University's Special Cases Committee. Refer to the Leave of Absence Section below for further more detailed information.

## **7.10 Change your plan**

### **Change your plan – absence, transferring or withdrawal**

Most students progress routinely through their course with no changes. However, if you do wish to or need to make changes you should discuss any problems or doubts you are experiencing with your supervisor in the first instance. We try to accommodate students who encounter changes or challenges and who may need to change their plan.

### **Transferring to another programme or mode of study**

You may wish to transfer to another programme of study due to changing academic interests. Alternatively if you are a full-time student you may wish to change to part-time status or if you are studying for a Masters you may wish to change to a postgraduate diploma (or vice-versa).

It is important to note that there is no automatic right to transfer between programmes. Furthermore, different programmes have different compulsory or core modules meaning that it may not be possible for you to start your new programme until the next available opportunity as you may have missed key aspects of the programme.

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

### **Leave of absence**

A leave of absence allows a student to take an authorised break in their studies for a maximum of one calendar year in the first instance. 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.

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

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.



Full details on the application procedure and information about LOA return arrangements can be found at:

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

### **Withdrawal**

Withdrawal is the term used when a student decides to permanently leave the University prior to completion of the award for which they are registered, whether for personal or academic reasons. In the event that you wish to withdraw from the programme, an appointment must be made to discuss this with your personal supervisor and the programme leader. You will be required to complete an exit interview and relevant documentation.

If you have successfully completed 60 credits but do not want to progress any further you may be eligible for the lower exit award of a Postgraduate Certificate in Applied Health Research; or if you have successfully completed 120 credits but do not want to progress any further you may be eligible for a Postgraduate Diploma in Applied Health Research.

Details about these options are available at:

[www.york.ac.uk/students/studying/manage/plan/](http://www.york.ac.uk/students/studying/manage/plan/)

For further support, visit the Student Support Hub in Market Square or visit:

[www.york.ac.uk/sshub](http://www.york.ac.uk/sshub)

Also see section on Assessment and Mitigating Circumstances.

## **7.11 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://www.york.ac.uk/students/studying/manage/student-record/>

### **Students with English as a second language**

If 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.

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.

## 7.12 Working whilst studying

If you are a full-time student 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 students is that paid employment should be not more than 16 hours per week for full-time students.

If you are a part-time student the Department recognises that it is possible that you may be working whilst studying. However, if you suddenly experience a change in workload we recommend that you notify your personal supervisor of this as a matter of urgency.

## 7.13 Equity and diversity

The University of York values the diversity of its members and is committed to the creation of a positive environment which is fair, welcoming and inclusive and where everyone is treated with dignity and respect.

For further information about the University's equality and diversity policies, visit: <http://www.york.ac.uk/admin/eo/>

## 7.14 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/>).

## 7.15 Glossary of terms for your programme

- **ARRC - Alcuin Research Resource Centre** is one of the two Health Sciences buildings.
- **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 enrolment** – The confirmation of enrolment 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

- **DoHS** – Department of Health Sciences
- **FT** – full-time student
- **Graduate School Board (GSB)** – 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**
- **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.
- **PT** – part-time student
- **ReCSS** – The Research Centre for the Social Sciences (also known as RCSS).
- **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 to help research students through the GPD process refer to
- **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 (SIS)** – 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.
- **TAP – Thesis Advisory Panel** – A group of academic staff set up to help research students complete their thesis.
- **UoY** – University of York
- **VLE** – Department of Health Sciences, Virtual Learning Environment

## Section 8 Supervision and support for your research degree

### 8.1 Your personal supervisor

As outlined earlier in the handbook 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 Policy on Research Degrees:

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

#### 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 through your supervisor.

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.

### 8.2 Procedures for your supervisory meetings

Also refer to the University Regulation 2.4:

<http://www.york.ac.uk/about/organisation/governance/governance-documents/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 <b>twice each term</b> , monthly meetings are typical.
Part-time	Each part-time student should meet with their supervisor at least <b>twice each term</b> .

### **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.

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, and 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. The Department strongly suggests you and your supervisor should use e-Vision to record the process of supervision. However, hard copy forms are available for this purpose should you require them. This form should include an action plan.

Hard copy supervision forms **must also be given to the postgraduate administrator in Student Information Service** to be kept as part of your record; this will be used by the Department to monitor progress.

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 Graduate School Board 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 your thesis before submitting.

## 8.3 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/policy-research-degrees/>

### What does a TAP do?

These groups are set up to support research students and to review the progress of the student's research programme and Professional Development Plan and (where relevant) to recommend to the Graduate School Board whether or not the student should have their PhD enrolment confirmed, and to supplement, where appropriate, the advice and guidance given to the student by the supervisor(s).

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 (usually two) other member of the University's academic, research or teaching staff. 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 students are conducting research away from the University, for example in a healthcare setting, it is usual to include someone from the outside organisation.

In general TAP 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 meet?

The TAP should try to hold their first meeting within the first six months of your registration.

Full-time	For full-time students, TAPs should meet at least twice each year
Part-time	For part-time students, TAPs should meet at least once each year

TAPs 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.

### **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 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.

The first meeting of the TAP 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 on your overall progress.

### **What is required from a member of a TAP?**

- 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 a TAP should also be willing to give advice to you if there are any problems with your relationship with the supervisor.

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 of the other members of the TAP (not the supervisor), should provide a report on the quality of the supervision, agreed with you.

Members of the TAP 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 9 Research training programme: Assessment and reassessment

This section sets out the University rules relating to assessment, progression and award for students starting taught postgraduate programmes from 2011/12 onwards. The guide highlights the key rules and requirements concerning progression through your programme and your award at the end of your programme. Full details of the University assessment rules can be found at:

<http://www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/>.

The Department's Student Assessment Office can be contacted regarding assessment queries on 01904 321380 or 321721 or by email to [dohs-assessments@york.ac.uk](mailto:dohs-assessments@york.ac.uk)

### 9.1 Progressing through your programme: Academic Integrity Tutorial

Academic integrity represents a set of values and behaviours which members of the academic community abide by. To be a trusted member of this academic community you must understand and demonstrate academic integrity in your studies and the work you produce. Such values include honesty, trust, fairness, respect and responsibility.

**Please note:** Online Academic Integrity Tutorial: This module will take you through key principles around integrity and how to avoid things like plagiarism and collusion.

You are required to successfully complete the University Online Academic Integrity Tutorial within your first year, preferably within your **first term to progress smoothly onto your next term** (ie receive 100% on the three tests included in the tutorial). The tutorial can be found on the VLE; more information is available on [www.york.ac.uk/integrity](http://www.york.ac.uk/integrity).

If you do not uphold the values and conventions of academic integrity, you may be subject to the University's academic misconduct procedures.

### 9.2 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%

The marking criteria for your assessment can be found on the Student Intranet at: <https://www.york.ac.uk/healthsciences/student-intranet/exam-assess/markgrid/>

#### MODULE PASS MARK

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

Students must obtain at least 50% in each module they undertake. Generally we would expect research students to achieve an average above 65%. The results of any modules undertaken before the process of confirmation of registration will be part of the assessment for recommendation of full registration for a PhD.



### 9.3 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 Sections below).

However following reassessment if you subsequently fail the module again with a mark below 50% your supervisor and your TAP may recommend that you discontinue the programme.

### 9.4 Research training programme: Reassessment

#### **Non Re-assessable Modules/Assessments**

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

#### **Reassessment**

If you get a module mark below 50% you will have to be reassessed.

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

#### **Common reassessment period**

All reassessments 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 10 Research training programme: Assessment methods and submissions

### 10.1 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, protocols, evaluative studies, critiques, closed examinations, open examinations, and projects.

During the 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/#tab-5>

The marking criteria used to assess your work can be found on the Student Intranet at: <https://www.york.ac.uk/healthsciences/student-intranet/exam-assess/markgrid/>.

### 10.2 Formative and summative assessment definitions

You will encounter two types of assessment during your time at University: formative and summative.

**Formative assessment** is there to help you develop. While it may not contribute to your final degree mark, it will help you learn more effectively – you will be provided with feedback on this type of assessment which will help you improve your performance.

**Summative assessment** takes into account the extent of your success in meeting the assessment criteria and how well you have fulfilled the learning outcomes of a particular module or programme. This type of assessment will contribute to your final degree mark or towards progression decisions.

### 10.3 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 programme of study.

#### **Closed exam**

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

#### **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 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 assessment**

An assessment that is assessed by means other than a closed examination, eg through the writing of an essay, report, dissertation etc.

## **10.4 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 recordings 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 is 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.

On **no occasion** should you include your exam candidate number on a **draft script** sent to your supervisor. Only add your exam candidate number as a header on the document prior to submitting the final script for assessment.

Please note that if you have previously studied with the University your examination candidate number may have changed since you last studied. 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.

## 10.5 Research training programme: Disabilities and assessment

Disability Services can provide support, advice and guidance for those with a diagnosed disability, including: dyslexia and specific learning difficulties; Asperger's syndrome; visual and hearing impairment and physical/medical impairments amongst others. All students with disabilities are encouraged to contact them to discuss meeting your individual needs.

Please let the department know as soon as possible if you have a disability and may require support. You can discuss this with your supervisor or alternatively contact the Department Disability Officer via the email below.

For further information, visit: [www.york.ac.uk/students/support/disability/](http://www.york.ac.uk/students/support/disability/)

You may also require individual arrangements for formal examinations. See the information provided on formal examinations in the Assessment section for further information.

The departmental Disability Officer can be contacted by email on [dohs-disability@york.ac.uk](mailto:dohs-disability@york.ac.uk)

## 10.6 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.

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 Mitigation Section 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 the Assessment section of this handbook 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 Mitigation section 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 invigilators 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/campuservices/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 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 ([dohs-disability@york.ac.uk](mailto:dohs-disability@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.

## **10.7 Research training programme: Preparation and presentation of module assessments (excluding thesis)**

See **Section 16** for specific guidance on the presentation of your research thesis.

### **How should my assignments be presented?**

- The title page of the assignment should contain your student exam candidate number (use your name instead of your number if the assignment is not marked anonymously and you have been advised to do so), module title, title of assessment and date.
- Your exam candidate number (or name as detailed above) should appear on every page.
- Dissertations should be soft-bound between a sheet of card and a sheet of clear plastic. 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/cp\\_centre/contact/](http://www.york.ac.uk/admin/pru/cp_centre/contact/).
- If the assessment is requested (ie dissertations) to be submitted as a hard copy you must submit two copies.
- 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.
- Portfolios should be presented in a ring binder with your name clearly visible on the front.

### **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 should be used.
- 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.

### **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.
- 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.

## **10.8 Breach of confidentiality policy**

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

Students of nursing, midwifery, 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, midwifery, 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.

Visit: <https://www.york.ac.uk/healthsciences/student-intranet/teaching/breach-conf/>

## **10.9 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 **Harvard referencing style** is used by this department and the departmental guidelines on the use of references in academic work can be found on at:

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

If you do not reference your work correctly you could inadvertently commit plagiarism.

## **10.10 Research training programme: Submission of assessments**

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

<https://www.york.ac.uk/healthsciences/student-intranet/timetables/assessment-schedules/#tab-6>.

Most summative work is now submitted electronically via the VLE. This is a simple process of uploading your assignment and full details are available on each VLE module site.

If your assignment needs to be submitted in hard copy and you submit this by post you must obtain a Certificate of Proof of Posting; you need to keep this safe until the marking has been completed and your mark is available. If you have received a penalty for late submission you may be able to use the Certificate of Posting to support a mitigation claim to waive the penalty. A claim to waive the penalty would need to be submitted within one week of your mark being released.



The deadline for submission is usually 4.30pm on the published date; a small number of exceptions to this are published on the Assessment Schedule. This deadline is strictly enforced and submission after this point will incur a late penalty in line with University policy.

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

Generally students cannot submit assignments whilst on leave of absence. However, occasionally you may be required to submit and pass assessments during your leave of absence in order to 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:

<https://www.york.ac.uk/students/studying/manage/plan/research/loa-research/#tab-4>

### **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 mitigating circumstances claim at the same time if you want your illness to be considered, in case you should not do as well as you thought or fail the module. Retrospective late mitigation claims are not normally accepted. Refer to the Mitigation section of this handbook.

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 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 not to leave submission until the final hour of 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 *normally* be given a re-assessment opportunity
- you should also refer to Assessment section of this handbook 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 usually result in module failure
- you will not be permitted a further re-assessment opportunity
- this may in some cases result in failure of your programme of study; you should refer to the Assessment section of this handbook regarding the implications of this for your programme of study

## **10.11 Research training programme: Late submission of assessments**



Knowing how to manage your time, write succinctly and provide a complete and comprehensive piece of work to a strict deadline are skills you will develop at university.

In the interests of fairness, transparency and to be equitable we have strict rules around deadlines and the quality or quantity of work submitted and have clear penalties for any student these rules are not followed.

All work submitted late, without valid mitigating circumstances, will have ten per cent of the available marks deducted for each day (or part of each day) that the work is late, up to a total of five days, including weekends and bank holidays, eg if work is awarded a mark of 30 out of 50, and the work is up to one day late, the final mark is 25.

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

Submitted	Penalty
1 day	10% deducted from mark
2 days	20% deducted from mark
3 days	30% deducted from mark
4 days	40% deducted from mark
5 days	Work marked at zero

The penalty for submitting late for a module marked on a pass/fail basis 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 that **needs** to be submitted in hard copy is due for submission (eg delayed 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.

## **10.12 Research training programme: Extensions for submission dates**

For further information regarding applying for an extension to a submission date please read the section of this handbook that covers mitigating circumstances.

If you need to apply for an extension to your dissertation hand in date more details can be found on the following website

<https://www.york.ac.uk/students/studying/manage/plan/research/extension/>. You should discuss this with your supervisor prior to applying.

## Section 11 Academic misconduct

Academic misconduct means breaking the rules of academic integrity and this is why we regard any form of academic misconduct is viewed as a very serious offence.

For a list of what the University considers as academic misconduct, visit:

[www.york.ac.uk/about/departments/support-and-admin/registry-services/academic-misconduct/](http://www.york.ac.uk/about/departments/support-and-admin/registry-services/academic-misconduct/)

### 11.1 What is academic misconduct?

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

- **Plagiarism** – the presentation of ideas, material, or scholarship sourced from the work of another individual, group or entity - or from the student's own work previously submitted for assessment – without sufficient acknowledgement.
- **Collusion between students taking the same assessment** – is the process whereby two or more students work together – without official approval – and share ideas, solutions or material in work submitted for assessment
- **Cheating** – failure to comply with the rules of closed assessments e.g. unauthorised access to materials in a closed assessment.
- **Commission and incorporation** – to seek to gain advantage by incorporating material in work submitted for assessment that has been improved by, or commissioned, purchased or obtained from, a third party e.g. family members, essay mills or other students not taking the same assessment.
- **Fabrication** – to seek to gain advantage by incorporating falsified or fabricated material or data in work submitted for assessment or publication.

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 unintentionally. 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 webpage. You should try to 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.

## 11.2 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 mislead examiners. The penalties awarded vary depending on the seriousness 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.

## 11.3 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>.

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.

## Section 12 Research Training Programme: Marking procedures

### 12.1 Research Training Programme: Script handling

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.

### 12.2 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 (ie no academic mark given).

General Marking Criteria relating to each mark-banding are published on the Student Intranet (<https://www.york.ac.uk/healthsciences/student-intranet/teaching/markgrid/>) and are provided to markers to inform the marking process.

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

<https://www.york.ac.uk/healthsciences/student-intranet/timetables/assess-guide/#tab-5>

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

### 12.3 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. 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 (normally your exam number starts with a Y).

Confidentiality is maintained throughout the assessment 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.

Summative assessments in practice placement, audio/video recordings and presentations that are carried out by practice-based assessors cannot be conducted anonymously. Therefore all related documentation contains the student's name rather than his/her exam candidate number.

### 12.4 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 all of your taught modules.

The two 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 explaining how the final mark was agreed.

### **12.5 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.

### **12.6 Research Training Programme: 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 final examination mark.

### **12.7 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 will be 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/#tab-5>

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 they 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 the Appeal section 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.

## 12.8 Research Training Programme: Arrangements for reassessment

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

<https://www.york.ac.uk/healthsciences/student-intranet/timetables/assessment-schedules/#tab-6>

The common reassessment period is the time during which all students are required to re-sit exams or resubmit assessments for compensatable modules. Non-compensatable modules may be reassessed earlier than the common reassessment period. Students would be normally given a minimum of four 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.

## 12.9 Research Training Programme: The role of the External Examiners

The Department has a team of 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:

- 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 borderline 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 assignments per assessment

## Section 13 Feedback on your progress

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

### 13.1 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 – feedback that you can act upon
- be tailored to the needs of the individual student
- reflect/support the mark/grade awarded

### 13.2 Research Training Programme: Feedback on draft assessments

Your personal supervisor will not look at full drafts of your assessments, with the exception of your dissertation, but will if necessary offer feedback to you on a specific section of the work, for example referencing, structure, construction of argument etc. When requesting feedback, you should be specific about which aspects of your draft work you would like feedback on, for example level of critical analysis or appropriate use of source material.

No work, with the exception of dissertations, 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 your personal supervisor.

### 13.3 Research Training Programme: Communication of marks and feedback

Marks will be 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:

<https://www.york.ac.uk/healthsciences/student-intranet/timetables/assess-guide/#tab-5>

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 uploaded to your e:Vision account. To provide a consistent approach, the Department has a standard feedback form.

For closed examinations you will be provided with general cohort feedback, giving details of how the cohort performed as a whole in the exam.

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 they may be approved on Chair's Action.

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

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

#### **13.4 Research Training Programme: Return of marked material to students**

The Department does not currently have a policy of returning assessed scripts to students.

You are reminded to keep backup copies of all work as the Student Assessment Office is unable to provide copies of your work should you lose access to your assessments eg through computer failure or theft.

#### **13.5 Research Training Programme: Student access to marked examination scripts**

You may request to view your marked examination script. You would initiate this request through your personal supervisor or module leader 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 or module leader present.

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

The application form and a flowchart of the request process can be found on the Student Intranet at <https://www.york.ac.uk/healthsciences/student-intranet/teaching/exams/#tab-3>.

## Section 14 Confirmation of PhD registration (progression requirement – PhD students only)

Students must meet progression requirements as specified in the Policy 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 information can be found in the Policy on Research Degrees:

<https://www.york.ac.uk/students/studying/manage/research-students/policy-research-degrees/#enrolment>

### 14.1 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 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 Graduate School Board. If a recommendation for the confirmation of registration is approved by the Graduate School Board, 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.

## 14.2 Timeframe for your confirmation of PhD registration

Full-time	Confirmation of PhD registration should normally take place within the first 18 <sup>th</sup> months of registration
Part-time	Confirmation of PhD registration should normally take place within the first three years 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 transferred 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.

If, in exceptional cases, late confirmation of PhD registration meetings are held, the student must have detailed plans that will assure both the TAP and the Graduate School Board 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.

## 14.3 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 **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.

## 14.4 Confirmation of PhD registration: Appeals procedure

You can appeal to the Graduate School Board 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 Graduate School Board. If you have exhausted the Department's procedure and are not satisfied you may appeal through Special Cases Committee (Refer to the complaints and appeal section of this handbook).

## Section 15 Your research thesis preparation

The objectives of the degrees of MPhil and PhD in Health Sciences are to train students 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 anticipated 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 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.

### 15.1 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 have begun a general literature review and have completed some initial written work by the end of the first six-months of registration.

#### Project plan

Your project plan should be approved and monitored by your supervisor and further discussed and refined with your TAP, 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.

<b>PhD</b>	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.
<b>MPhil</b>	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.

<b>PhD</b>	PhD students have 36 months for both taught modules and to complete the research thesis (72 months part-time).
<b>MPhil</b>	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

## 15.2 Style and length of your thesis

Full details regarding thesis presentation can be found in **Section 16** and a brief summary is provided below.

<b>PhD</b>	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.
<b>MPhil</b>	MPhil theses would be expected to be in the range of 40,000 to 60,000 words.

## 15.3 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/>

## 15.4 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.

## 15.5 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.

## 15.6 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 Health Sciences Research Governance Committee (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/research-information/rsg/>

Refer to the following webpage for more information regarding ethics:

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

## 15.7 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'.

<b>PhD</b>	We anticipate that PhD students will be able to publish <b>three</b> articles in high-impact peer-reviewed journals from their research thesis
<b>MPhil</b>	We anticipate MPhil students will be able to publish <b>two</b> articles in peer-reviewed journals from their research thesis

## Section 16 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.

### 16.1 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.

#### 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).

### 16.2 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 the "Before submitting" section here:

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



### 16.3 Guidance on responsibilities in relation to submission

Role	Responsibility
Student	<ul style="list-style-type: none"> <li>You must keep in contact with your supervisor, especially during any post-registration writing up period.</li> <li>You should consult both the University regulations and this handbook to ensure that your thesis meets the stated requirements.</li> <li>You should build into your timetable sufficient time for your supervisor to be able to give detailed comments on your final draft.</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>Your supervisor must advise you throughout the research process and provide detailed written comments on the final thesis draft.</li> <li>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.</li> <li>Supervisors, with the TAP, should recommend External and Internal examiners to the Chair of the Graduate School Board 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.</li> <li>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 Graduate School Board.</li> <li>Students who are also members of staff will require <b>two</b> External Examiners.</li> <li>Supervisors must draw attention to the detailed University regulations on the presentation of theses. Details can be found on the Registry Services web page at: <a href="https://www.york.ac.uk/students/studying/manage/research-students/presentation-binding/">https://www.york.ac.uk/students/studying/manage/research-students/presentation-binding/</a></li> </ul>
Research programme leader	<ul style="list-style-type: none"> <li>In discussion with the Chair of Graduate School Board, the research programme leader will allocate an Internal Examiner if the TAP fails to recommend a suitable candidate.</li> <li>The research programme leader may be required to formally approach External Examiners when the submission date is known.</li> <li>The research programme leader ensures the 'Examiner Nomination' form is submitted to the Standing Committee on Assessment via Registry Services.</li> </ul>
Internal Examiner	<ul style="list-style-type: none"> <li>The Internal Examiner should not be involved in any part of the final preparation of a student's thesis.</li> </ul>

### 16.4 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

## 16.5 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>.

## 16.6 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.

### Word limits

<b>PhD</b>	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.
<b>MPhil</b>	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 guidance is provided in the University document in the link below:

<http://www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/>

## 16.7 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

	<p>required to retain your thesis until you have been granted an extension.</p> <p>Students who submit after their submission deadline will be invoiced for a further annual continuation fee, where one falls due.</p>
The electronic copy of your thesis	<p>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.</p> <p>This must be in <b>pdf format</b> (or other format acceptable to the University and appropriate to the medium) and shall be identical in every way to the printed copy.</p> <p>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.</p>
Mailing your theses + CD	<p>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 <b>his/her responsibility</b> to ensure the theses are posted in good time to meet the deadline.</p> <p><b>Mailing address:</b> Examinations Office, Registry Services, Student Administration Building, University of York, Heslington, York YO10 5DD.</p>
Thesis submission form	<p>When you submit your thesis for examination, you will be asked to complete the <b>Submission of Thesis form</b>. The form can be downloaded in advance from: <a href="https://www.york.ac.uk/media/abouttheuniversity/supportservices/academicregistry/registryservices/researchstudents/Receipt-SBTheses.doc">https://www.york.ac.uk/media/abouttheuniversity/supportservices/academicregistry/registryservices/researchstudents/Receipt-SBTheses.doc</a></p> <p>On submission of your thesis you will be issued with a receipt.</p>
Other useful web pages	<p>Further useful web pages relating to submission of theses can be found at: <a href="https://www.york.ac.uk/students/studying/manage/research-students/theses-dissertations/">https://www.york.ac.uk/students/studying/manage/research-students/theses-dissertations/</a></p>

## Section 17 Research thesis examination and award

### 17.1 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 not to be recommended for the award of MPhil or PhD.

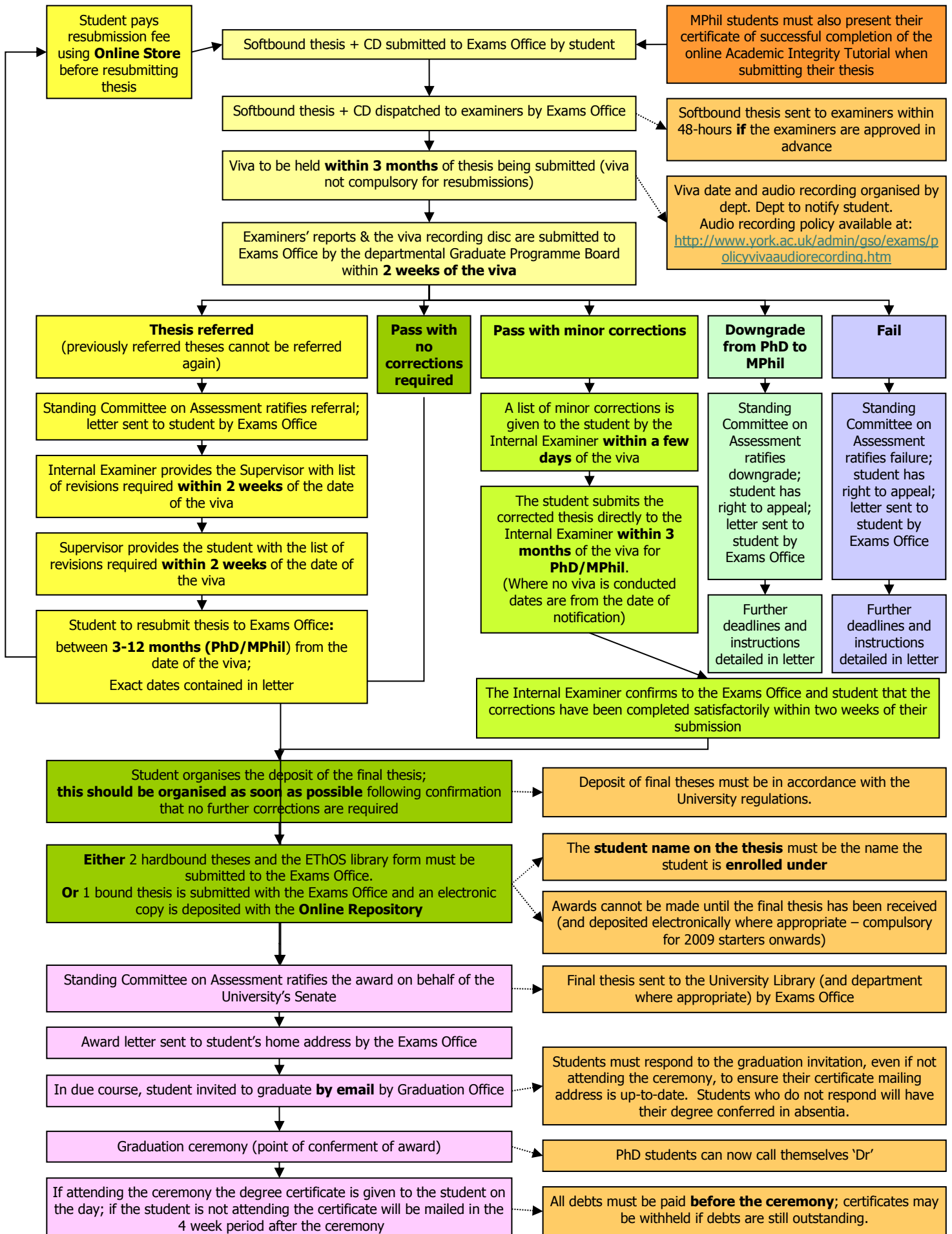
Details on the research assessment process can be found here:

<https://www.york.ac.uk/students/studying/manage/research-students/policy-research-degrees/#assessment>

### 17.2 MPhil and PhD Examination Process Flowchart for Students

A flowchart illustrating the research examination process can be found on the following page:

## MPhil and PhD Examination Process Flowchart for Students



## 17.3 Award criteria and requirements

The University research award criteria can be found at:  
<http://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/regulation-2/#2.7>

### 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.
- 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 anticipated that the research conducted for an MPhil thesis would yield at least **two** high quality peer-reviewed journal articles.

### 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.
- It is anticipated that research conducted for a PhD thesis should yield at least **three** high quality peer reviewed journal articles.

## 17.4 Failure: what if I do not meet the progression or award requirements?

If a Graduate School 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.

## 17.5 Role responsibilities for examination

Role	Responsibility
Student	<ul style="list-style-type: none"> <li>• You must keep in contact with your supervisor</li> <li>• You should consult the University regulations for both the examination and viva process</li> <li>• You should not contact either your internal or external examiner prior to the oral examination</li> <li>• Following successful examination and once the text of the PhD/MPhil is approved by the examiners, you must arrange to <b>EITHER</b> have your thesis permanently bound as specified in the University regulations and submit <b>two</b> copies to the Examinations Office (Registry Services) before the degree is officially awarded <b>OR</b> upload your final thesis to the University's electronic repository the 'White Rose eTheses Online'</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>• Supervisors should advise you on preparation for your oral examination and will normally offer to arrange a practice viva</li> </ul>
Registry Services	<ul style="list-style-type: none"> <li>• 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</li> </ul>
Internal Examiner	<ul style="list-style-type: none"> <li>• The Internal Examiner should arrange a convenient time for the viva with the External Examiner and candidate.</li> <li>• 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</li> <li>• 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</li> <li>• The Internal Examiner is responsible for confirming that minor corrections have been completed satisfactorily by signing the 'Declaration of Satisfactory Completion of Corrections' form</li> </ul>
Chair of Graduate School Board	<ul style="list-style-type: none"> <li>• The Chair of the Graduate School Board must sign your award result recommendation form before it is forwarded to the Registry for consideration by the Standing Committee on Assessment</li> </ul>



## 17.6 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 viva will be audio recorded - full guidance on audio recording of the viva can be found at: <https://www.york.ac.uk/students/studying/manage/research-students/policy-research-degrees/#assessment/> (section 12.29)

## 17.7 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

<https://www.york.ac.uk/students/studying/manage/research-students/policy-research-degrees/#assessment/> (section 12.31)

- i. that the degree should be awarded with no corrections;
- ii. that the degree should be awarded subject to corrections to the thesis, to be completed within three months of the candidate receiving the list of corrections, to the satisfaction of the internal or another of the examiners;
- iii. that the candidate should be allowed a period not less than three months and not exceeding one year, from the date on which s/he received notification of the revisions to be made, in which to revise and resubmit the thesis for examination (referral);
- iv. that the degree of MPhil should be awarded with no corrections to thesis;
- v. that the degree of MPhil should be awarded subject to corrections to the thesis, to be completed within three months of the candidate receiving the list of corrections, to the satisfaction of the internal or another of the examiners;
- vi. that the candidate should be allowed a period not less than three months and not exceeding one year, from the date on which s/he received notification of the

revisions to be made, in which to revise and resubmit the thesis for examination for the degree of MPhil;

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 degree of MPhil should be awarded with no corrections to the thesis being required;
- ii. that the degree should be awarded subject to corrections to the thesis, to be completed within three months of the candidate receiving the list of corrections, to the satisfaction of the internal or another of the examiners;
- iii. that the candidate should be allowed a period not less than three months and not exceeding one year, from the date on which s/he received notification of the revisions to be made, in which to revise and resubmit the thesis for examination (referral);
- iv. that no degree should be awarded.

## **17.8 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 Graduate School Board 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 Graduate School Board. Students are not normally given copies of these forms.

## 17.9 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 the time specified in 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).

## 17.10 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.

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.

## 17.11 Depositing your final thesis

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.

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

<https://www.york.ac.uk/students/studying/manage/research-students/#tab-4>

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

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 18 Mitigating circumstances and policy guidance for students

If circumstances in your life significantly affect you undertaking any assessments (including examinations) then you can submit what we call 'mitigating circumstances' to the department. The mitigating circumstances policy is available at <https://www.york.ac.uk/healthsciences/student-intranet/teaching/mitcircs/>

For a list of the circumstances that are normally accepted and not accepted, visit: <https://www.york.ac.uk/healthsciences/student-intranet/teaching/mitcircs/>

If your claim is successful, and the committee accept that your assessment was significantly affected by your circumstances you will usually be given an opportunity to take the assessment again as if for the first time. If it is an open assessment then you may be given an extension. Grades will never be altered without a further attempt at the assessment, and work will not be 're-marked', though you may be allowed to re-submit it following revisions.

Please note: it is very important that submit your case for Mitigating Circumstances as soon as possible, preferably BEFORE the assessment which you believe may have been affected.

<b>Deadlines</b>	
Requesting an extension to the submission date	No later than the day of submission
Requesting mitigation in relation to performance, or to defer a closed exam/OSCE, or to request the waiving of a late submission penalty	No later than one week from the assessment date

## Section 19 Complaints and appeals

### 19.1 Making a complaint

You can complain about your experience of a service you have received as a student within the University, whether academic or non-academic. For further information, visit: [www.york.ac.uk/students/help/appeals/](http://www.york.ac.uk/students/help/appeals/)

### 19.2 Appeals

You can appeal against a procedural error in arriving at an academic decision or on the basis of mitigating circumstances that the examiners didn't know about (see above) or a procedural irregularity in the assessment.

However, you cannot appeal against an academic judgement of your work (this is the marker's opinion under the Academic Appeals procedure).

For further details on both terms and how to appeal, visit: [www.york.ac.uk/students/help/appeals/](http://www.york.ac.uk/students/help/appeals/)

Assistance with appeals and representation at hearings is also available through the Students' Union Advice and Support Centre. All communication is confidential and free. For further information, visit: <http://www.yorkgsa.org/site/academic/academic-appeals>

## Section 20 End of programme information

### 20.1 Notification of results and certificates

All final official University decisions are 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.

### 20.2 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.

### 20.3 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/](http://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.