

28th August 2014

Dear Art Historian,

I am writing to welcome you to the Department and to introduce myself. My name is Dr Jane Hawkes and I am the PhD Director in the History of Art Department; I will have corresponded with many of you already. As PhD Director I will be overseeing the administration and training for research students over the coming year, so I will be in regular contact with you. I am delighted that you are joining us this Autumn.

Term will formally commence on **Monday 29th September, 2014**, and we look forward to welcoming you to the Department then. Please report to Susanna Broom, our Postgraduate Administrator, outside the History of Art departmental office, V/227 (Vanbrugh College) at **[the time specified in your individual welcome letter]**, bringing with you one passport-sized photograph, with your name printed on the reverse, and your completed Departmental Record Sheet (enclosed). If you need to have a Railcard application form authorised, this is a good opportunity to have your application signed off (all full-time students, regardless of age, are eligible for the 16-25 Railcard; see www.railcard.co.uk).

On your first day you will be given the Department's *Guide for MPhil and PhD Students and Supervisors* which explains in more detail my role in relation to your supervisor(s) and other members of the Department and University. I will go through some of the *Guide's* key points during your departmental induction on Tuesday 30th September. The schedule for the rest of Week 1 is enclosed. Please contact your supervisor(s) to arrange a meeting during the first week of term, and use the enclosed form to record your meeting (one of these forms must be completed and submitted to Susanna each time you have a supervision meeting).

At 10.00 on Friday 10th October there is a mandatory course for all new research postgraduates run by staff from the Researcher Development Team (RDT). During this session you will receive information about the RDT, and the research and general skills training they offer. It is very important that you attend this, since training will be an essential element of your time here; the RDT offers a wide menu of options which you will decide on in consultation with your supervisor. The new programme for research students is available on the RDT's website: <https://www.york.ac.uk/admin/hr/researcher-development/students/> - please take a look before the start of term.

In addition to the department's induction schedule, the university's Graduate Students' Association will also be holding a number of welcome events in the run up to the start of term which will introduce you to the University's services as well as the social and cultural life of York: see <http://www.yorkgsa.org/site/new-students/postgraduate-welcome-2014> for details. The departmental Welcome Party takes place on Friday 3rd October from 17.00 in the Tree House in the Berrick Saul Building. This is an excellent opportunity to meet informally with fellow postgraduate students, as well as staff. Our departmental research seminars normally take place on Mondays at 16.30, and research school events on Wednesday afternoons; you are encouraged to attend as many as possible. I also have office hours for post-graduate students on Mondays before the research seminars, 15.00-16.00, in case you ever want to pop in for a chat.

If you have any questions, please do not hesitate to get in touch with Susanna (on 01904 323 483 or via susanna.broom@york.ac.uk). However, please note that she is on leave on 30th August – 7th September, inclusive. If you haven't done so already, you can make contact with other incoming students via Facebook, if you wish, by following <https://www.facebook.com/groups/1508340606060581/> and asking to join the group.

I hope that you are having a good summer, and look forward to our working together in a few weeks.

Yours,



Dr. Jane Hawkes