Welcome to York

History of Art
PhD by DISTANCE LEARNING
DEPARTMENT HANDBOOK
2018/19
# Contents

**Introduction** ........................................................................................................................................... 5  
- The purpose of this handbook ............................................................................................................. 5  
- The York Graduate Research School (YGRS) .................................................................................. 5  
- University Policy on Research Degrees .......................................................................................... 5  
- Where to go for more information .................................................................................................. 6  

**Your department** .................................................................................................................................... 6  
- Welcome to your department ............................................................................................................. 6  
- Department office ................................................................................................................................ 7  
- History of Art Staff expertise and contact information ...................................................................... 7  
  - Administration .................................................................................................................................... 7  
  - Research Programmes Director ....................................................................................................... 7  
- Prerequisites .......................................................................................................................................... 8  
- Attendance Requirements .................................................................................................................... 8  
- Communicating with the Department .................................................................................................. 8  
- Facilities ................................................................................................................................................ 9  
- Library, VLE and IT Facilities .............................................................................................................. 9  
- Health, safety and security ................................................................................................................... 9  
- Governance and committees .............................................................................................................. 10  
- Student representation ....................................................................................................................... 10  
- YUSU Advice and Support (ASC) ...................................................................................................... 11  
- Student evaluation and feedback ........................................................................................................ 11  
- Accessibility and disability support .................................................................................................... 11  
- Equality and diversity .......................................................................................................................... 12  

**Your research degree** ............................................................................................................................... 12  
- Department programmes .................................................................................................................... 12  
- Programme aims ................................................................................................................................... 12  
  - PhD in History of Art .......................................................................................................................... 12  
- Research integrity ............................................................................................................................... 13  
- Research Integrity Tutorial .................................................................................................................. 14  
- Ethics .................................................................................................................................................... 15  
- Academic misconduct ........................................................................................................................... 15  

**Academic progression** ............................................................................................................................. 16
Your supervisor ........................................................................................................................................... 16
Thesis Advisory Panel ................................................................................................................................. 16
Formal reviews of progress for PhD students ............................................................................................. 17
Overview ..................................................................................................................................................... 17
Procedure for formal reviews of progress ................................................................................................... 17
Progression criteria & evidence for the first formal review of progress (end of Year 1) ......................... 18
Progression criteria & evidence for the second formal review of progress (end of Year 2) ............... 19
Progress review meeting ............................................................................................................................. 20
Progression panel decision and recommendation ...................................................................................... 20
Second attempt at progression .................................................................................................................... 20
Exceptional circumstances ........................................................................................................................... 21

Key milestones for your research degree .................................................................................................. 22
Programme structure .................................................................................................................................. 22
Full-time ...................................................................................................................................................... 22
Part-time ...................................................................................................................................................... 23

Researcher training and development .................................................................................................... 28
Becoming an Effective Researcher Tutorial ............................................................................................... 28
Research training in the Department .......................................................................................................... 28
Humanities Research Centre training provision .......................................................................................... 28
Research Excellence Training Team (RETT) .............................................................................................. 29
Library Research Support Team ................................................................................................................ 29
Research Computing ................................................................................................................................ 29
Departmental conferences/seminars .......................................................................................................... 30
Research Seminars ...................................................................................................................................... 30
Annual History of Art PhD Conference ...................................................................................................... 30
Financial support for research ................................................................................................................... 30

Your thesis .................................................................................................................................................. 31
Thesis content and style ............................................................................................................................... 31
Thesis submission ........................................................................................................................................ 31
Before submitting ...................................................................................................................................... 31
When to submit ......................................................................................................................................... 31
How to submit ......................................................................................................................................... 31
Continuation period ................................................................................................................................... 32
Appointment of examiners ......................................................................................................................... 32
Oral examination ....................................................................................................................................... 32
Examination outcomes ............................................................................................................................... 33
More information ...................................................................................................................................... 33

Change of plan? ......................................................................................................................................... 33
Leave of absence ....................................................................................................................................... 33
Introduction

The purpose of this handbook

Welcome to graduate studies in the History of Art Department at York. This guide is intended to offer you information and advice so that you can become familiar with our procedures and make the best use of your time here. It should be consulted alongside the University of York Graduate Research School handbook and the Distance Learner handbook.

An e-version of this handbook can be downloaded at: york.ac.uk/history-of-art/current/postgraduate/handbook/

The University of York Graduate Research School handbook can be downloaded at: york.ac.uk/research/graduate-school/support/.

The Distance Learner handbook can be found at: york.ac.uk/students/support/distance-learners/.

The York Graduate Research School (YGRS)

The York Graduate Research School (YGRS) exists to ensure research students receive the highest quality supervision and training, and are treated consistently and fairly. The YGRS coordinates resources from across the University to help research students achieve successful outcomes. The YGRS Board has oversight of all matters relating to research students and leads the strategic development of this vitally important section of the University community. The YGRS webpages (york.ac.uk/research/graduate-school/) are the main source of information for research students. The YGRS newsletter provides additional updates. All registered research students should automatically receive this.

University Policy on Research Degrees

The Policy on Research Degrees sets out University policy on research degree programmes for research students, supervisors of research students, members of Thesis Advisory Panels and Progression Panels, examiners of research degrees, and other University staff with responsibility for research students. This document provides vital information for all those concerned with research and it is recommended that all are familiar with it. To read the University Policy on Research Degrees in full, visit: york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/.
Where to go for more information

The York Graduate Research School handbook provides information on central services and support, including accommodation, finance, visiting York and further information on Careers, the Library, and other University services: york.ac.uk/research/graduate-school/support/.

The History of Art Department website provides information on current events as well as student activities, careers advice, supervision and training. york.ac.uk/history-of-art/current/postgraduate/.

We want you to get the most out of your experience and feel a sense of belonging to York, no matter where you are based. We aim to support you by making sure you know where to go if you need help and by providing resources, contacts and opportunities to connect with fellow online and distance learners. Visit york.ac.uk/students/support/distance-learners/.

Your department

Welcome to your department

You are now a member of the History of Art Department. Ours is one of the largest and most dynamic History of Art departments in the world. Particular strengths lie in:

- Architectural history & theory
- British art
- Contemporary art, film & new media
- Medieval art
- Sculpture
- Stained glass

What makes us special are the critical ideas and innovative approaches we bring to our teaching and research – all within a famously friendly atmosphere and spectacular historic location. Our staff cover a range of subjects from late Antiquity to the present. We also participate in the University’s interdisciplinary Centres for Medieval Studies (CMS), Renaissance and Early Modern Studies (CREMS), Eighteenth-Century Studies (CECS) and Modern Studies (CModS) together with colleagues in the Departments of Archaeology, English, History, Music, Philosophy, Politics and Theatre, Film and Television. Details of these departments and centres can be found through the University’s web site. York has great strengths in interdisciplinary studies, and you should feel free to approach staff members in other departments who may be able to advise on your research.

The History of Art Department is made up of academic staff involved in teaching and research, support staff and students.

Academic staff may have the title Professor, Reader, Senior Lecturer or Lecturer. They are leaders in their fields and engaged in teaching and research. Most will supervise research students and some also hold certain key administrative roles within the Department.
Research staff are employed to conduct research projects within their field of expertise. They may not be involved in teaching or supervision, instead concentrating on specific research projects.

Support staff or administrators make the department run smoothly. They communicate important information, provide technical assistance and help direct you to other services and support you might need within the University.

Students study on one of our six undergraduate, seven taught postgraduate or four postgraduate research programmes. As a research student, we warmly encourage you to join us at our regular events and research seminars and to join our Postgraduate Committee, which organises student-led seminars, social events and trips.

Department office

The History of Art Department Office is open from 9.30am to 4.30pm, Monday to Friday (UK time). You can contact us by telephone or email:
- call +44 (1904) 322978
- e-mail history-of-art@york.ac.uk

When you visit us in person you can find us in Vanbrugh College (V/N/227) on the second floor. Staff offices are either in Vanbrugh or at the King’s Manor in York City Centre. Visit york.ac.uk/about/maps/ for directions.

History of Art Staff expertise and contact information

For full profiles of our staff including their expertise please visit: york.ac.uk/history-of-art/staff/.

Administration

For contact details for our administrators please visit: york.ac.uk/history-of-art/staff/#tab-4. Your primary contacts are Stephanie King and Fiona Watson, but all staff will do their best to help and advise you.

Research Programmes Director

The Research Programmes Director role is held in rotation by members of the History of Art teaching staff. In 2018/19 the role will be held by Dr Cordula van Wyhe (cordula.vanwyhe@york.ac.uk)
The Research Programmes Director is responsible for running the Department’s research programmes and for liaising with the York Graduate Research School. Among other matters, the Research Programmes Director monitors the progress and training requirements of graduate research students, and administers the completion process. The Research Programmes Director may be contacted in the first instance by any student with difficulties or grievances. Students are also welcome to take up any issues with the Head of Department, currently Professor Michael White.

Prerequisites

As a distance learner you must have access to:

- a stable internet connection, sufficient for video-conferencing with your Supervisor(s) and interaction with York systems;
- appropriate study space which includes a PC and all relevant hardware and software to facilitate your research;
- a telephone, as an alternative to video-conferencing if/when needed;
- relevant library and/or archives for your research topic;
- sufficient time to engage in formal and informal supervision, at mutually convenient times for you and your supervisory team;
- sufficient personal resources to cover cost of visas, travel and accommodation for York visits.

Attendance Requirements

As a distance learner you are required to periodically visit the University in person. Visits are important opportunities for you to meet your supervisor, interact directly with the Department’s research community and prepare for key progression points. Of course you are welcome to visit York as often as you wish, but the minimum attendance requirements are:

- a one week visit at the start of your programme to support induction;
- a one week visit for the Annual PhD Conference (usually in March);
- a one week visit for a TAP meeting (precise timing dependant on entry point).

If you are unable to meet your visit requirements you must let us know immediately so that we can help you to apply for an exemption from the University’s Special Cases Committee. If you miss visit requirements without such approval, you will be placed on a formal warning that your enrolment is at risk (after the first missed visit), and ultimately your enrolment would be terminated (after the second missed visit).

Communicating with the Department

As far as possible, please check your York e-mail account daily and the Department website on a regular basis. It is very important that you notify the office at once of any change of address or telephone number.
Facilities

The Humanities Research Centre provides a vibrant multidisciplinary research environment for postgraduate students in the arts and humanities. It offers dedicated postgraduate study space and social space (which you are welcome to use when you visit York) and also offers fellowships, project grants, public engagement opportunities, professionalising training and social events. Visit york.ac.uk/hrc/ for more information.

As a distance learner at the University of York you have access to many of the resources and services available to our on campus students. Visit york.ac.uk/distance-learning/ for details.

Library, VLE and IT Facilities

For full guidance on our Library facilities for distance learners, please visit york.ac.uk/library/info-for/distance-learners/.

You should also consult the Department’s resources for researchers: york.ac.uk/history-of-art/research/resources/.

IT Services provides online IT training materials, guidance on logging onto the computer network remotely, using Google Apps for Education (including Google Mail and Google Drive), and obtaining software for home use. Please visit york.ac.uk/it-services/info/off-campus/.

The Department offers a dedicated site on the Yorkshare Virtual Learning Environment (VLE) for Distance Learning PhD students. The site includes guidance on your PhD programme and how to access University services as a distance learner. There is also a Collaborate facility - a real-time conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact with staff and fellow students. Please visit http://vle.york.ac.uk/.

Health, safety and security

All postgraduate research students who undertake travel for research work are required to complete the Travel Log to ensure that they obtain business travel insurance, as well as providing the University with information for emergency purposes. The log must be submitted at least 48 hours before the start of the trip. If the trip is High Risk, please discuss this with the Health, Safety and Security Department at least 14 days before your trip.

For full details and to access the Travel Log please see: york.ac.uk/admin/hsas/safetynet/Insurance/travel_log.htm

For information about the University’s health, safety and security information and policies, visit: york.ac.uk/admin/hsas.
Governance and committees

The Board of Studies, Graduate Committee, and Student representation on them

The Board of Studies is the governing academic committee for History of Art. Working under the auspices of the University Senate, it determines and co-ordinates all matters of academic policy and practice and comprises all full-time academic staff, and Student Representatives from all levels of study. It normally meets once a term, on Wednesday afternoon of Week 9. There is also a History of Art Department Graduate Committee, which reports directly to the Board of Studies and meets once a term, normally on Wednesday afternoon of Week 6. The Graduate Committee normally comprises the Graduate Chair, Research Programmes Director, Stained Glass and Conservation Management Programme Director and Head of Department, in addition to the Department Representatives.

Student representation

It is so important that the student voice is listened to at every level so that everyone can have the best experience while at the University and Academic Reps are one of the ways this happens. All Academic Reps play a major role in developing a better university for students, and work together to ensure that all students are equally represented.

Being an Academic Rep is an amazing opportunity to make a positive difference and develop some invaluable skills and experience! At YUSU there are three types of Academic Reps:

- **Course Reps** act as the voice of their cohort and work with staff to make improvements to their course. By gathering student opinion, Course Reps become specialists in course-based issues, helping to identify and tackle problems that arise.

- **Department Reps** take on a leadership role and support Course Reps to make positive change to the department as a whole. Department Reps are also invaluable contact at YUSU and take part in University-wide projects that improve the student experience.

- **Faculty Reps** are undergraduate students that work behind the scenes ensuring that the student voice is heard at all levels. By sitting on high-level committees they influence University-wide decisions as well as pushing forward their own manifesto projects.

Postgraduate Course Reps are elected by their peers in their department to act as a two-way mechanism of communication between the University and the student body they represent. They convey the views and interests of students to the department and within the Graduate Students’ Association (GSA).

Academic representation is a partnership between students, the University of York Students’ Union (YUSU), the GSA, and the department. Together, we aim to ensure that students play an essential role in monitoring, driving and developing the quality of the academic experience here.
Postgraduate Course Reps are supported by the GSA, with dedicated support and training throughout the year following elections and initial training, which is coordinated jointly with between the GSA and YUSU.

Elections for Course Rep are usually held in the Autumn Term. While we don’t oblige Distance Learners to stand for election, you are very welcome to do so if you feel able to commit to the role and its requirements.

For more information visit: yorkgsa.org/students/academic/postgraduate-departmental-course-reps/.

YUSU Advice and Support (ASC)

There is lots of support available if you find you are struggling at any point during your time at the University. Developed by students, YUSU has two short guides that can help you find someone to talk to or to develop some strategies to manage your concerns yourself.

- **Self-help guides and worksheets**
- **Support services available for students**

ASC provides independent advice and guidance on any academic, welfare-related or personal issues. They are contactable over the phone, email or you can arrange a face-to-face appointment.

**Opening hours:** 10:00-16:00, Monday to Friday excluding national holidays.

**Email:** asc@yusu.org

**Telephone:** 01904 32 3724

**Website:** yusu.org/asc

Student evaluation and feedback

We take your views on your experience within the Department and University very seriously. This is an important part of the University’s programme of quality assurance and enhancement, and in the appraisal of members of staff. As such, there are points during your degree where you will be asked to give detailed feedback on your experiences as a student and researcher; for example, a Review of Supervision form is completed as part of each meeting of your Thesis Advisory Panel and you may be asked to complete the sector-wide Postgraduate Research Student Experience Survey (PRES). Your support of this process, by providing relevant and constructive feedback, is critical in delivering the best possible research student journey, as well as in facilitating the continued success of postgraduate research at York.

Accessibility and disability support

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

Please let the Department know as soon as possible if you have a disability and may require any support. You can discuss this with your supervisor. Please note that even if you studied a previous degree at York you will need to notify the Department’s disabilities representative again of any disability when you enrol for a research programme, as your support needs for the research degree are likely to be different from those for your taught degree. For details of the Department’s Disability Officer, visit: york.ac.uk/history-of-art/staff/#tab-2.

For further information, visit: york.ac.uk/students/support/disability.

**Equality and diversity**

The University of York values the diversity of its students and staff 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: york.ac.uk/admin/eo

**Your research degree**

**Department programmes**

The Department offers the following research study programmes:

- MA in History of Art (by research)
- MPhil in History of Art
- PhD in History of Art (York-based, or by Distance Learning)

Our MA and MPhil programmes are York-based and are not offered by Distance Learning. The remainder of this booklet with focus on your Distance Learning programme.

**Programme aims**

**PhD in History of Art**

A PhD thesis must contain a substantial original contribution to knowledge or understanding, and it is a piece of work which a capable, well-qualified and diligent student, who is properly supported and supervised, can complete within their normal period of enrolment. The degree is awarded to students who have demonstrated:
i. the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;

ii. a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;

iii. the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;

iv. a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

a. make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions effectively to specialist and non-specialist audiences;

b. continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches; and will have:

c. the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

The thesis should be no more than 90,000 words in length, including the text of the thesis, footnotes and appendices. Please note that this is an upper limit and that theses are often significantly shorter than this. Illustration captions and bibliography are excluded. Quotations are included except in the case of foreign language translations. In these cases the translated text is included in the word count, but the original language text is excluded. The limit may be varied only in exceptional circumstances and with the approval of the History of Art Board of Studies, to which an application must be made in writing and in good time. Remember that this meets in Week 9 of each term, so you may need to apply a significant time ahead of your submission.

The normal period of enrolment for the PhD is three years full-time, or six years part-time. Candidates may be allowed a period of up to one year beyond the end of this normal enrolment period, if required, to complete their thesis. However, students who exceed the normal period of enrolment should not expect to conduct further research and may make use of departmental facilities only with the written agreement of the Research Programmes Director. Extensions beyond the end of this additional year must be approved by the University Special Cases Committee and are granted only in exceptional circumstances.

The full descriptors for the award of the PhD can be found in section 2.1 of the University’s Policy on Research Degrees: [york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/](york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/).

**Research integrity**

Researchers have an obligation to the research community, to the funders of research and to society as a whole to conduct their research to the highest standards across the full research process, from planning and conducting research through to recording, reporting and applying
the findings. This is known as 'research integrity'. The University’s expectations are set out online, at york.ac.uk/staff/research/governance/research-integrity-and-ethics/. These are:

- Code of Practice on Research Integrity.
- Code of Practice and Principles for Good Ethical Governance. (Research ethics form a subset of research integrity, focusing on the avoidance of harm within the conduct of research. This Code sets out the University’s framework of ethical principles and University requirements for formally reviewing and approving research which raises ethical considerations. It includes a ‘Checklist of areas where ethical considerations are likely to arise’.)

It is important that you read these documents and ensure that you have a clear understanding of the standards and practices expected of you. You are advised to talk through the implications with your supervisor. Key elements include:

- Ensuring that your research data and supporting records are accurate, complete and retrievable, and stored securely, taking particular care in relation to any sensitive information.
- Taking responsibility, supported by your supervisor, for identifying any areas of your research project which fall within the University’s ethical framework, and referring them for University review and approval prior to commencing the activity.

**Research Integrity Tutorial**

The Research Integrity Tutorial (RIT) is a compulsory requirement for all postgraduate research students and must be completed prior to your first TAP meeting. The RIT is tailored to the specific needs of postgraduate research students and has been designed to familiarise you with the principles, policies and procedures of research integrity and ethics at the University of York. The tutorial is divided into three main sections each of which takes approx. 45 mins to complete and is followed by a short section test. After completing all 3 section tests you will receive a Research Integrity Certificate and your completion will be recorded in e:Vision. The RIT will provide you with practical information for your research here at York and will be highly valuable in the development of your academic career.

The RIT is located in your Yorkshare VLE module list. If you have trouble accessing the tutorial, email integrity@york.ac.uk. For more information and details of further support for research integrity to build on the core training provided by the tutorial, visit: york.ac.uk/staff/research/governance/research-integrity-and-ethics/training-and-support-for-research-integrity.

Please note that completion of the tutorial is mandatory for all research students and completion is a requirement for progression. You will also find the Information Security Awareness Tutorial in your VLE module list, which you are also expected to complete.
Ethics

The University of York’s Code of practice and principles for good ethical governance establishes an ethical framework for all academic activity carried out at this institution. Where research falls within the framework, this must be signed off before research commences. Reviewing ethics as part of the research process can enhance the quality of a proposal and can ensure the integrity of the data and robustness of the findings. Most funders (RCUK and EU, as well as international) expect researchers to be compliant with ethics regulations.

This checklist provides some, but not all, of the areas where ethical considerations may arise:

- Research or research-related activity involving:
  - humans: including interviews, questionnaires, observation, and/or making photographic other visual reproductions of living human beings
  - controversial or sensitive subjects

- Involvement of sponsors/participants/associates:
  - whose connections or interests might impede or be perceived as impeding the impartiality of the research process from design through to publication/exploitation
  - with a controversial ethical record

The first step in the Ethics Approval process is to discuss the ethical implications of your research with your supervisor. If it is judged that your research falls within the Code of Practice, you must complete ethical approval documents and submit these to your supervisor. All ethical approval documents must be fully reviewed by your supervisor and you may be asked to revise the forms. Once your supervisor is satisfied with the documents, you will submit them to the Arts and Humanities Ethics Committee (AHEC). The review process by AHEC may take up to four weeks.

The History of Art Ethics contact is Hanna Vorholt (hanna.vorholt@york.ac.uk).

For the University’s full code of practice and principles for good ethical governance, visit: york.ac.uk/staff/research/governance/research-integrity-and-ethics/.

Academic misconduct

The University is committed to maintaining the highest standards of integrity and any academic misconduct is regarded as an extremely serious matter. It is your responsibility to be aware of the University’s guidelines, policies and procedures on misconduct and act with integrity. Further information is available at york.ac.uk/staff/supporting-students/academic/research/misconduct/.
Academic progression

Your supervisor

Supervisors play a fundamental role in supporting research students throughout their programme. Your supervisor or supervisory team is responsible for helping you to manage your research, as well as being your primary link to your department and the University. Your main supervisor is your first point of contact for any issues that arise throughout your programme.

Formal Supervision meetings with your supervisor or supervisory team should take place at least eight times per year, with an expectation of one meeting at least every 6-7 weeks for all full-time and part-time students. At these meetings your supervisor(s) should give feedback on the work you present and help you make plans for your next steps. A record of your formal supervisory meetings and actions agreed will be kept through SkillsForge (skillsforge.york.ac.uk/), and must be signed by both you and your supervisor(s).

Within three months of the start of your registration you and your supervisory team are expected to sign that you have read the 'Principles of Supervision' document, which you will find in your SkillsForge account. This summarises aspects of the Policy on Research Degrees, extracting the points which are most essential to a successful supervisory relationship. You can therefore expect your supervisor to discuss these with you in your early supervision meetings.

As a distance learner, the majority of communication between you and your supervisor or supervisory team will take place via email, post, video-conferencing or telephone. Your meetings must still take place at the required frequency and should be fully documented on SkillsForge.

If at any time you feel dissatisfied with your supervision or other Department provisions, it is important to raise your concerns as soon as possible. You may be able to resolve any issues by discussing them directly with your supervisor. You will also have an opportunity to comment on your supervision in confidence during your Thesis Advisory Panel meetings. If you prefer, you may approach the Research Programmes Director at any time.

For more information visit: york.ac.uk/research/graduate-school/support/academic/supervision.

Thesis Advisory Panel

Your Thesis Advisory Panel (TAP) consists of your supervisor(s) and at least one other member of academic staff from your department. **Full-time students meet with their TAP at least once every six months; part-time students meet with their TAP at least once every twelve months.** The purpose of the TAP meetings is to discuss your progress and training needs and to give advice on the direction of your research and your professional development. You and your TAP will document your meeting on the TAP meeting form, highlighting your progress and any goals that you should be working towards for the next meeting. The record of
your TAP meeting will be kept on Skills Forge and must be signed by you and your TAP members.

The TAP is only expected to meet during your normal enrolment period. If writing continues beyond the end of this period, it will be at the TAP members’ discretion whether and when meetings will continue, but your supervisor will continue to read and comment on drafts.

For further information, and both TAP and supervision meeting forms, visit york.ac.uk/research/graduate-school/support/academic/supervision.

Formal reviews of progress for PhD students

Overview

All PhD students are subject to formal reviews of progress. The purpose of formal reviews of progress is to ensure that you are making satisfactory progress with your research project and other elements of your PhD programme. A formal review of progress should give you a clear sense of the progress you are making on your degree, but the decision of a progression panel does not serve as a prediction for the outcome of the final examination.

Formal reviews of progress take place on an annual basis, towards the end of each year of enrolment, for full-time PhD students and on a biennial basis for part-time PhD students. Formal reviews of progress are not required for entry into a continuation period (writing up year), where this is permitted.

You have a maximum of two opportunities to meet the relevant University progression criteria at each formal review of progress. If you have not met the relevant University progression criteria after two attempts you will have failed the progression point and will be transferred to an alternative programme or your enrolment will be terminated.

Procedure for formal reviews of progress

In a formal review of progress, you will be assessed against University progression criteria (see below) which set out the threshold requirements for progression to the next year (or equivalent period for part-time students).

The assessment is undertaken by a progression panel, which is independent of your supervisor(s) to gain an external perspective on the progress that you are making, and to ensure that your relationship with your supervisor remains focused on your development as a researcher.

The progression panel will be chaired by the Research Programmes Director, with the Graduate Chair and the Head of Department as members of the panel.

The Department determines what evidence (oral, written and/or visual) our PhD and MPhil students should provide to demonstrate that they have met the relevant University progression criteria (see below for details). The evidence you provide is considered alongside a supervisor’s report on your progress and agreed TAP reports.
Progression criteria & evidence for the first formal review of progress (end of Year 1)

For progression into year 2 of a full-time PhD or MPhil programme (or equivalent stage of a part-time PhD or MPhil programme), a student must demonstrate that they:

(a) can articulate the direction their research is taking and the research questions it addresses;
(b) have planned in a realistic fashion the second year (or equivalent) of their research, indicating any risks and how these will be mitigated;
(c) have sufficient acquaintance with the relevant field of knowledge to place their research into context;
(d) have sufficient proficiency in the relevant research methods, techniques and theoretical approaches to move their research to the next stage;
(e) have undertaken all required training;
(f) have considered ethical issues (including data management and authorship) where applicable.

Evidence considered at the Progression Panel Meeting will include:

- a plan of the thesis, including a chapter-by-chapter outline with a description of the expected contents of each chapter and a statement explaining the direction their research is taking and the research questions it addresses.
- a timetable to show that they have planned in a realistic fashion the second year (or equivalent) of their research, indicating any risks and how these will be mitigated.
- a bibliography showing sufficient acquaintance with the relevant field of knowledge to place their research into context.
- a TAP report confirming that they have sufficient proficiency in the relevant research methods, techniques and theoretical approaches to move their research to the next stage, have undertaken appropriate training and have considered ethical issues where applicable.
- a Supervisor(s) report summarising the student's progress so far.
Progression criteria & evidence for the second formal review of progress (end of Year 2)

For progression into year 3 of a full-time PhD programme (or equivalent stage of a part-time PhD programme), a student must demonstrate that they:

(a) can articulate the direction their research is taking and the research questions it addresses and how this will lead to a substantial original contribution to knowledge or understanding;
(b) have planned in a realistic fashion the third year (or equivalent) of their research, based on the expectation that the project will be completed and the thesis submitted on time, indicating any risks and how these will be mitigated;
(c) have the ability to write up their research in an appropriate academic format for it to be critically assessed by peer reviewers and examiners;
(d) have begun to acquire the wider background knowledge of their research field required for the degree of PhD;
(e) can apply the relevant research methods, techniques and theoretical approaches required to make an original contribution to knowledge or understanding;
(f) have undertaken all required training;
(g) have considered ethical issues (including data management and authorship) where applicable.

Evidence considered at the Progression Panel Meeting will include:

- a plan of the thesis, including a chapter-by-chapter outline with a description of the contents of each chapter, and a statement describing in detail the research questions their project will answer and how this will lead to a substantial original contribution to knowledge or understanding.
- a detailed timetable to show that they have planned in a realistic fashion the third year (or part-time equivalent) of their research, based on the expectation that the project will be completed and the thesis submitted within the period of registration. Students should indicate any risks and how these will be mitigated, including indicating if there is a risk they will need a continuation year.
- A substantial sample of writing, preferably the draft of one chapter which demonstrates the student's ability to write up their research in an appropriate academic format for it to be critically assessed by peer reviewers and examiners.
- a bibliography showing that the student has begun to acquire the wider background knowledge of their research field required for the degree of PhD.
- a TAP report confirming that the student can apply the relevant research methods, techniques and theoretical approaches required to make an original contribution to knowledge or understanding, have undertaken all required training and have considered ethical issues where applicable.
- a supervisor(s) report summarising the student's progress so far.
Progress review meeting

You will be prompted to submit your progression materials via SkillsForge. The deadline will fall 10 days prior to the progression review meeting (see programme tables on pages 24-27 for details). Electronic files should follow the naming convention:

- "surname plan of thesis"
- "surname timetable"
- "surname bibliography"
- "surname writing" (Year 2 progression only)

Students do not attend the progress review meeting. The progression panel will consider your evidence, agreed TAP reports and the supervisor's report and will make a decision as to whether you have met, or not met the relevant University progression criteria as well as making a recommendation regarding your progress.

If, however, a progression panel does not feel able, on the basis of the evidence provided by a student and/or the supervisor's report and/or the agreed TAP reports, to recommend that an individual student be progressed, then a progress review meeting at which the student is present, along with at least two members of the progression panel, must be scheduled as soon as possible (normally within two weeks). This meeting can, with permission of the Head of Research Student Administration (RSA), be held by video-conferencing. The purpose of this face-to-face meeting is to give the student every opportunity to demonstrate that they have met the relevant University progression criteria. The Panel will then review its decision.

Progression panel decision and recommendation

If a progression panel decides that you have met the relevant University progression criteria at the first attempt, they will recommend to the Standing Committee on Assessment (SCA), which is responsible for approving progression decisions on behalf of Senate, that you progress into the next year of your programme.

Although the University Graduate School includes an 'exceeded' category in their Progression criteria, the History of Art Department does not use this category for our PhD students’ progression as to do so would have required the Progression Panel to rank all PhD students and might lead to a more competitive and less collaborative cohort. We believe that, given the pass/fail nature of a PhD, and the fact that we cannot award PhDs with distinction, it is not consistent to have an 'exceeded' category. Progression itself is a binary pass-fail milestone: students either progress or they do not progress.

Second attempt at progression

If the progression panel decides that you have not met the relevant University progression criteria at the first attempt, you will be permitted a second attempt at progression within three months but the panel may recommend that it would be in your best interests to withdraw from the University. You will need to let your department know as soon as possible if you wish to accept a recommendation for withdrawal.
If you make a second attempt at progression but do **not** meet the relevant University progression criteria at the second attempt, the progression panel will recommend that your enrolment with the University is terminated.

If you make a second attempt at progression and **do** meet the relevant University progression criteria at the second attempt, the progression panel will recommend that you are progressed but this does not alter the timing of the next formal review of progression (if applicable) or the deadline for submission of the thesis.

See [york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/](http://york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/) (Appendix 4) for full details of the procedure to be followed for making a second attempt at progression.

**Exceptional circumstances**

If you have any exceptional circumstances that may impact on a formal review of progress then you should contact your supervisor as soon as possible to discuss your options.
Key milestones for your research degree

The following section lays out the key milestones that you must achieve as a research student.

Programme structure

The following milestones relate to students in the October cohort; please see the tables in the next section for dates relating to the January cohort. If you have any queries don’t hesitate to get in touch with the Research Programmes Director.

Full-time

<table>
<thead>
<tr>
<th>First year</th>
<th>In addition to Supervision every 6-7 weeks, recorded on Skills Forge.</th>
<th>In September: Attendance required for registration, meeting supervisor/s and integrating into our PhD community;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In March: Attendance required for annual History of Art PhD Conference. You may also attend your first TAP in person during a one week stay in York.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>by early June: Attendance required for your second TAP in person during a one week stay in York.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>June: submit evidence for progression review 10 days prior to progression panel meeting (by end of Week 8).</td>
<td></td>
</tr>
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<td></td>
</tr>
<tr>
<td></td>
<td>Second Attempt progression panel will meet in September (Week 0); students will be required to submit evidence 10 day prior to this.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second year</th>
<th>In addition to Supervision every 6-7 weeks, recorded on Skills Forge.</th>
<th>In March: Attendance required for annual History of Art PhD Conference. You may also attend your third TAP in person during a one week stay in York.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>by early June: Attendance required for your fourth TAP in person during a one week stay in York.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>June: submit evidence for progression review 10 days prior to progression panel meeting (by end of Week 8).</td>
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</tr>
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</tbody>
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<thead>
<tr>
<th>Third year</th>
<th>In addition to Supervision every 6-7 weeks, recorded on Skills Forge.</th>
<th>In March: Attendance required for annual History of Art PhD Conference. You may also attend your fifth TAP in person during a one week stay in York.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>by early June: Attendance required for your sixth TAP in person during a one week stay in York.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>By end of September: electronic submission of thesis (unless using a continuation year).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attendance required for viva within 3 months of submission, but in exceptional circumstances (with agreement of both examiners) this could be held by video-conferencing.</td>
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</table>
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<thead>
<tr>
<th><strong>First year</strong></th>
<th>In addition to Supervision every 6-7 weeks, recorded on Skills Forge.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In September:</strong> <strong>Attendance required</strong> for registration, meeting supervisor/s and integrating into our PhD community;</td>
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<td><strong>In March:</strong> <strong>Attendance required</strong> for annual History of Art PhD Conference during a one week stay in York.</td>
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</tr>
<tr>
<td>by early June: <strong>Attendance required</strong> for your first TAP in person during a one week stay in York.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Second year</strong></th>
<th>In addition to Supervision every 6-7 weeks, recorded on Skills Forge.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In March:</strong> <strong>Attendance required</strong> for annual History of Art PhD Conference during a one week stay in York.</td>
<td></td>
</tr>
<tr>
<td>by early June: <strong>Attendance required</strong> for your second TAP in person during a one week stay in York.</td>
<td></td>
</tr>
<tr>
<td>June: submit evidence for progression review 10 days prior to progression panel meeting (by end of Week 8).</td>
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<tr>
<td>Progression Panel (week 10).</td>
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<tr>
<td><strong>In March:</strong> <strong>Attendance required</strong> for annual History of Art PhD Conference during a one week stay in York.</td>
<td></td>
</tr>
<tr>
<td>by early June: <strong>Attendance required</strong> for your third TAP in person during a one week stay in York.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Fourth year</strong></th>
<th>In addition to Supervision every 6-7 weeks, recorded on Skills Forge.</th>
</tr>
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<tbody>
<tr>
<td><strong>In March:</strong> <strong>Attendance required</strong> for annual History of Art PhD Conference during a one week stay in York.</td>
<td></td>
</tr>
<tr>
<td>by early June: <strong>Attendance required</strong> for your fourth TAP in person during a one week stay in York.</td>
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</tr>
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<td>June: submit evidence for progression review 10 days prior to progression panel meeting (by end of Week 8).</td>
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<tr>
<td>Progression Panel (week 10).</td>
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<tr>
<th><strong>Fifth year</strong></th>
<th>In addition to Supervision every 6-7 weeks, recorded on Skills Forge.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In March:</strong> <strong>Attendance required</strong> for annual History of Art PhD Conference during a one week stay in York.</td>
<td></td>
</tr>
<tr>
<td>by early June: <strong>Attendance required</strong> for your fifth TAP in person during a one week stay in York.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sixth year</strong></th>
<th>In addition to Supervision every 6-7 weeks, recorded on Skills Forge.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Second Attempt progression panel will meet in September (Week 0); students will be required to submit evidence 10 day prior to this.</strong></td>
<td></td>
</tr>
<tr>
<td>by early June: <strong>Attendance required</strong> for your sixth TAP in person during a one week stay in York.</td>
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</tr>
<tr>
<td>By end of September: electronic submission of thesis (unless using a continuation year).</td>
<td></td>
</tr>
<tr>
<td><strong>Attendance required</strong> for viva within 3 months of submission, but in exceptional circumstances, with agreement of both examiners, might be held by video-conferencing.</td>
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</table>
First year PhD milestones for Full Time Students

<table>
<thead>
<tr>
<th>Event</th>
<th>TAP 1</th>
<th>TAP 2</th>
<th>First formal review of progress</th>
<th>Second attempt at first formal review of progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month from enrolment (full-time)</td>
<td>3-6</td>
<td>8-9</td>
<td>Submission of written evidence</td>
<td>Resubmission of written evidence</td>
</tr>
<tr>
<td>Date(s) for October starters</td>
<td>December – March (may coincide with PhD Conference)</td>
<td>May-June</td>
<td>By end of Week 8 of the Summer Term (10 days prior to progression panel meeting)</td>
<td>Week 10 of the Summer Term</td>
</tr>
<tr>
<td>(full-time)</td>
<td></td>
<td></td>
<td>Progress review meeting</td>
<td>Week 10 of the Summer Term</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Consideration by GSB</td>
<td>By early September (exact date to be advised, but must be 10 days prior to progression panel meeting)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Week 0 of the Autumn Term</td>
</tr>
<tr>
<td>Date(s) for January starters</td>
<td>March-June (may coincide with PhD Conference)</td>
<td>August-September</td>
<td>By early September (exact date to be advised, but must be 10 days prior to progression panel meeting)</td>
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<td>(full-time)</td>
<td></td>
<td></td>
<td>Week 0 of the Autumn Term</td>
<td>Week 10 of the Autumn Term</td>
</tr>
<tr>
<td>Requirement</td>
<td>Initial plan, bibliography and research questions</td>
<td>Updated plan, bibliography and research questions</td>
<td>See Formal reviews of progress section</td>
<td>See Formal reviews of progress section</td>
</tr>
<tr>
<td>Meeting</td>
<td>TAP meeting</td>
<td>TAP meeting</td>
<td>-</td>
<td>Progress review meeting</td>
</tr>
<tr>
<td>Outcome</td>
<td>Agreed TAP form</td>
<td>Agreed TAP form</td>
<td>-</td>
<td>Decision and recommendation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Decision and recommendation</td>
<td></td>
</tr>
</tbody>
</table>

If your journey goes out of sync with the rest of your cohort (e.g. due to a leave of absence) the dates specified above may not apply to you, but will be calculated in terms of how long you have been enrolled on the programme.
First year PhD milestones for Part Time Students

<table>
<thead>
<tr>
<th>Event</th>
<th>TAP 1</th>
<th>TAP 2</th>
<th>First formal review of progress</th>
<th>Second attempt at first formal review of progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Month from enrolment (full-time)</strong></td>
<td>8-9</td>
<td>20-21</td>
<td>Submission of written evidence</td>
<td>Resubmission of written evidence</td>
</tr>
<tr>
<td><strong>Submission of written evidence</strong></td>
<td>21</td>
<td>21</td>
<td>Progress review meeting</td>
<td>Consideration by GSB</td>
</tr>
<tr>
<td><strong>Progress review meeting</strong></td>
<td>21</td>
<td>21</td>
<td>Consideration by GSB</td>
<td>Resubmission of written evidence</td>
</tr>
<tr>
<td><strong>Further progress review meeting</strong></td>
<td>23</td>
<td>24</td>
<td><strong>Consideration by GSB</strong></td>
<td><strong>Consideration by GSB</strong></td>
</tr>
<tr>
<td><strong>Date(s) for October starters (full-time)</strong></td>
<td>May-June</td>
<td>May-June</td>
<td>By end of Week 8 of the Summer Term; (10 days prior to progression panel meeting)</td>
<td>By early September (exact date to be advised, but must be 10 days prior to progression panel meeting)</td>
</tr>
<tr>
<td><strong>Progress review meeting</strong></td>
<td>Week 10 of the Summer Term</td>
<td>Week 10 of the Summer Term</td>
<td>Week 0 of the Autumn Term</td>
<td>Week 0 of the Autumn Term</td>
</tr>
<tr>
<td><strong>Outcome</strong></td>
<td>Agreed TAP form</td>
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<td>TAP meeting</td>
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<td>Progress review meeting</td>
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## Second year PhD milestones for Full Time Students

<table>
<thead>
<tr>
<th>Event</th>
<th>TAP 3</th>
<th>TAP 4</th>
<th>Second formal review of progress</th>
<th>Second attempt at Second formal review of progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Month from enrolment (full-time)</strong></td>
<td>15-18</td>
<td>20-21</td>
<td>Submission of written evidence</td>
<td>Resubmission of written evidence</td>
</tr>
<tr>
<td><strong>Date(s) for October starters (full-time)</strong></td>
<td>December – March (may coincide with PhD Conference)</td>
<td>May-June</td>
<td>Progress review meeting</td>
<td>Further progress review meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Consideration by GSB</td>
<td>Consideration by GSB</td>
</tr>
<tr>
<td></td>
<td></td>
<td>21</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td><strong>Date(s) for January starters (full-time)</strong></td>
<td>March-June (may coincide with PhD Conference)</td>
<td>August - September</td>
<td>By end of Week 8 of the Summer Term (10 days prior to progression panel meeting)</td>
<td>By early September (exact date to be advised, but must be 10 days prior to progression panel meeting)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Week 10 of the Summer Term</td>
<td>Week 10 of the Summer Term</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Week 0 of the Autumn Term</td>
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Second year PhD milestones for Part Time Students

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<thead>
<tr>
<th>Event</th>
<th>TAP 1</th>
<th>TAP 2</th>
<th>Second formal review of progress</th>
<th>Second attempt at Second formal review of progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month from enrolment (full-time)</td>
<td>32-33</td>
<td>44-45</td>
<td>Submission of written evidence</td>
<td>Resubmission of written evidence</td>
</tr>
<tr>
<td>Date(s) for October starters (full-time)</td>
<td>May-June</td>
<td>May-June</td>
<td>By end of Week 8 of the Summer Term; (10 days prior to progression panel meeting)</td>
<td>Week 10 of the Summer Term</td>
</tr>
<tr>
<td>Date(s) for January starters (full-time)</td>
<td>August - September</td>
<td>August - September</td>
<td>By early September (exact date to be advised, but must be 10 days prior to progression panel meeting)</td>
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<td>Requirement</td>
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If journey goes out of sync with the rest of your cohort (e.g. due to a leave of absence) the dates specified above may not apply to you, but will be calculated in terms of how long you have been enrolled on the programme.
Researcher training and development

Being a research student isn't just about producing a piece of academic work. It’s about developing skills that will help you succeed in your chosen career. Your department and supervisor will help you with skills specific to your subject, and training and support is also provided centrally.

Becoming an Effective Researcher Tutorial

The ‘Becoming an Effective Researcher Tutorial’ is an online induction available through the VLE to all postgraduate research students and supervisors. The tutorial is organised in easy to navigate sections so that, following completion of the tutorial, you are able to come back to the information as you need it throughout your PhD. You are expected to complete this tutorial as part of your induction at the University and are encouraged to discuss it with your supervisor and TAP. On completion of BERT (as it is affectionately known) you will be issued with a certificate which you can use to demonstrate to your supervisor that you have completed the tutorial. Please send a copy of this certificate to the History of Art Office (history-of-art@york.ac.uk).

You can access BERT directly from the VLE or by clicking the link: york.ac.uk/research/graduate-school/new-students/.

Research training in the Department

The graduate training provided by the department addresses discipline-specific research skills, the research environment, and professional development. You will be notified of the department’s training opportunities during each academic year and recordings of the sessions (where available) will be posted on the Distance Learning PhD VLE site so that you can access them at your convenience. Opportunities are likely to include: workshops on research, dissertation writing, and teaching in history of art; question and answer sessions with our alumni and other professionals in careers related to history of art; and opportunities to attend, organise, and/or present papers at research seminars and conferences. Training sessions are usually held in weeks 2 and 8 of each of the three teaching terms.

Humanities Research Centre training provision

For arts and humanities postgraduates, the Humanities Research Centre (HRC) supplements the graduate training events run by the Researcher Excellence Training Team (RETT) and by departments by running events on subjects such as getting published, public engagement and impact, organising conferences and research project funding and organisation. The training programme for the year is published on the HRC website (york.ac.uk/hrc) at the start of the academic year and details of individual events are emailed to all current postgraduate students.
Research Excellence Training Team (RETT)

The University’s Research Excellence Training Team (RETT) provides a range of training and support to help you develop the skills you need to progress your research and your career. This includes communication, careers, collaboration, project management and public engagement. Book on workshops via Skills Forge and visit the RETT pages (york.ac.uk/staff/research/training-forums/research-excellence-training-team/), Facebook (facebook.com/rett.york) and Twitter (@rett_york) for up to date information.

Library Research Support Team

The Library’s Research Support Team (RST) provides support and guidance on research data management, open access publishing and repositories, copyright and bibliometrics. The team delivers workshops on these themes within the Research Excellence Training programme. To view information on workshops and to make a booking, visit york.ac.uk/admin/hr/researcher-development/students/. For further information on the team, visit york.ac.uk/library/info-for/researchers/support/.

The Library also provides a wide range of services for researchers in addition to the RST, for more information, visit york.ac.uk/library/info-for/researchers/.

Academic Liaison Librarians

Your Academic Liaison Librarian is your main contact in the Library. Talk to your Academic Liaison Librarian about your research; they can point you in the direction of the best resources, and order new resources for you. Find your librarian, lists of useful resources and further guidance by clicking on ‘History of Art’ on this website: subjectguides.york.ac.uk.

Research Computing

All researchers use computers at some point in the research process and IT Services provide a wide range of services and support, from email to Tier 3 High Performance Computing. The Research Computing team provide training and one-to-one support so that you can make the most of the systems and resources provided at York. Whatever your level of experience, help is on hand to get you started and choose the right tools for your research or project.

Designed with the aim of making research easier, faster and more productive, our systems and resources could be of use to all researchers, regardless of discipline or research project. To discuss what help we can provide, email: itsupport@york.ac.uk.

Additional information can also be found at: york.ac.uk/it-services/research-computing/.
Departmental conferences/seminars

Research Seminars

History of Art Research Seminars take place on Monday afternoons. We actively welcome students’ suggestions for speakers. While we aim to record as many research seminars as possible, you should make a point of attending research seminars and as many conferences as possible during your visits to York. You are also encouraged to attend seminars and events in other departments and in the Centres for Medieval Studies, Renaissance and Early Modern Studies, Eighteenth-Century Studies, Modern Studies and Women’s Studies at those times. Whilst many of these seminars will not cover your own particular areas of knowledge, they may unexpectedly plant an idea or approach which later becomes useful; and they will certainly give you an opportunity to hear some eminent scholars, and some early career scholars talking on a wide variety of issues.

Annual History of Art PhD Conference

As a means of presenting your own research and engaging with our research community, you will attend and contribute to the annual History of Art PhD Conference, held in the last week of the Spring Term. For further details contact the Research Programmes Director.

Financial support for research

The Department offers limited funds to support self-funded research students with research-related travel and conference costs. Applications will be invited via a short application form so that you can apply for these funds.
Your thesis

Thesis content and style

For detailed information about the style, formatting and sequence of material standards for your thesis, go to york.ac.uk/research/graduate-school/academic/thesis/format/.

In addition to online guidance on preparing and formatting your thesis, the University also offers courses to help you through Information Services and through RETT. You might find these useful to attend during a visit to York. For more information visit: http://subjectguides.york.ac.uk/skills/training and york.ac.uk/staff/research/training-forums/research-excellence-training-team/research-students/.

Thesis submission

Before submitting
You should discuss your submission plans with your supervisor, though ultimately it is your decision when to submit your thesis for examination. **About two months before you expect to submit your thesis, you should complete the notification of intention to submit in your e-Vision account** (located under ‘Research Progress’ within the ‘My Supervision Meetings and Research Details’ section). This allows the department to make the necessary arrangements for your examination. You do not need to be over-exacting in calculating your submission date, provided that you adhere to your final deadline for submission.

When to submit
You must submit your thesis by the final deadline, though it is a good idea to plan to submit long before that, in order to give yourself time to deal with unexpected events in both your research and your personal life. You can see your submission deadline in your Skills Forge account. Late submissions will only be accepted once an extension has been applied for and approved. A pending extension request is not sufficient.

How to submit
Theses may be submitted to the Research Student Admin (RSA) team via the Student Hub (york.ac.uk/students/support/student-hub/), by post or by courier service. It is your responsibility to ensure that the thesis reaches RSA by the deadline.
Continuation period

You should plan to submit your thesis within the normal registration period for your programme. However, to allow for contingencies, you are permitted a continuation/writing up period after your registration ends. See the table below. Note that this period is only for writing up; all research must be completed within your normal registration.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Normal registration period</th>
<th>Maximum continuation period</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Full-time</td>
<td>Part-time</td>
</tr>
<tr>
<td>PhD</td>
<td>3 years</td>
<td>6 years</td>
</tr>
<tr>
<td>MPhil</td>
<td>2 years</td>
<td>4 years</td>
</tr>
<tr>
<td>MA by research</td>
<td>1 year</td>
<td>2 years</td>
</tr>
</tbody>
</table>

Your continuation period begins at the end of your normal period of enrolment. During this time you will retain access to the Library and IT facilities. You may only access department facilities with the written permission of the Research Programmes Director. Students entering a continuation period will be liable to pay a continuation fee.

For more information visit: york.ac.uk/research/graduate-school/academic/thesis/continuation/.

Appointment of examiners

Once a notification of your intention to submit has been presented, the Research Programmes Director nominates examiners and submits the recommendation to the Standing Committee for Assessment (SCA) for approval. Your supervisor(s) will have been consulted on who will be suitable examiners and you should be asked to confirm that there are no known conflicts of interest with the selected examiners. There will be at least two, and not more than three, examiners, including at least one external examiner from another university. The internal examiner will normally be the most obviously qualified staff member other than your supervisor; in rare cases this may be a staff member of another department. A member of your TAP may be appointed as the internal examiner, but only if he/she has not been involved in the final preparation of the thesis.

Oral examination

Following the submission of your thesis for examination, you will be required to sit an oral examination known as a viva. The department will contact you to arrange your viva. The purpose of this oral examination is to allow your examiners to explore your work and satisfy themselves that:

- the work is of appropriate quality;
- you are well acquainted with your subject matter;
• you have applied appropriate research methods;
• the work is your own, or if a collaborative piece, that your contribution is adequate.

The oral examination also allows you to respond to any shortcomings identified by the examiners. Your oral examination will take place within three months of submitting your thesis.

Oral examinations will be recorded. These recordings are used only in event of an appeal based on the conduct of the examination, or when an additional examiner has been subsequently appointed to resolve a dispute. Recordings will be destroyed one year after the result of the examination has been confirmed, or one year after appeal proceedings have been concluded.

**Examination outcomes**

Following the submission and examination of your thesis, your examiners will recommend one of the following outcomes:

• pass with no corrections. The degree should be awarded;
• pass subject to minor corrections. 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;
• thesis referred for revision and resubmission within 12 months of receiving the list of revisions, previously referred theses cannot normally be referred again;
• that the student should be awarded a lower degree either with or without changes being made;
• fail. No degree should be awarded.

For full details of how these outcomes are applied see the Policy on Research Degrees: [york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/](york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/).

The outcome will then be ratified by the SCA and you will be informed of the decision and advised on how to proceed. You have the right to appeal against the examiners' recommendations on the grounds of unfair or improper conduct of the examination, prejudice on the part of the examiners, or procedural irregularity.

**More information**

Full details on thesis submission and examination can be found on the University website, at: [york.ac.uk/research/graduate-school/support/academic/thesis](york.ac.uk/research/graduate-school/support/academic/thesis).

**Change of plan?**

**Leave of absence**

A leave of absence allows you to take an authorised break of a month or more in your studies. You may apply for a leave of absence for a documented medical or personal reason. Breaks of
less than 1 month can be approved at departmental level, but will not then result in an extension
to your progression or final submission deadlines.

Any student can apply for a leave of absence. It can be a good solution for a research student
who genuinely finds that medical or personal difficulties are preventing their study for a period of
time. However, approval remains at the discretion of the Special Cases Committee.

As far as possible, you should apply for a leave of absence in advance. Departments should not
submit requests to the Special Cases Committee later than one month after the proposed start
date of the leave period. Leave of absence that is entirely retrospective will not be considered or
approved.

For more information on when and how to apply for a Leave of Absence, visit
york.ac.uk/research/graduate-school/academic/change/loa/.

**Full-time/part-time**

You may be able to switch between part-time and full-time attendance at University. Not all
programmes have a part-time option, so you should check with your department first.

Speak with your supervisor and discuss the options available to you. This decision should not
be taken lightly. It is essential that you understand the implications that changing your mode of
attendance may have.

Changing your mode of attendance will affect the end of your period of registration, your
submission deadline and the tuition fees payable for the remainder of your programme. It will
alter how you fulfil the University's requirement of a minimum period of registration.

Changing your mode of attendance may also affect your entitlement to:

- Financial support
- Funding
- Student visas
- Accommodation
- Council Tax exemptions
- Tuition fees and accommodation

Your funding body may place restrictions on whether and how often you can change status.
RSA can give you further guidance.

For more information, visit [york.ac.uk/research/graduate-school/academic/change/full-time-part-time/](york.ac.uk/research/graduate-school/academic/change/full-time-part-time/).
Change programmes

While we do not encourage research students to change programme, situations may arise which make a change worthwhile.

Reasons may include:
- you’re progressing well at a lower level and wish to upgrade to a degree at a higher level
- you have not met the requirements for the degree for which you are registered and are transferring to a lower degree
- a change in personal circumstances means you need to end your programme early, but still want to receive a qualification
- your supervisor is moving to a different department.

This is by no means an exhaustive list. Reasons for a change of programme are often unique to your situation. If you think a change of programme may be right for you, you should speak to your supervisor. Please note that Distance Learning may not be available as a mode of study on other programmes.

For more information, visit york.ac.uk/research/graduate-school/academic/change/transfer/.

Extensions

If exceptional circumstances are affecting your ability to work in the final 3 months before your submission deadline, you may be permitted to extend your submission deadline, but only in proportion to the documented impact on your work. You should be planning to submit considerably before the deadline to allow for less exceptional but still unpredictable events that might affect your work.

There is no guarantee that you will be able to extend your programme in this way, especially if the circumstances could have been remedied with a leave of absence at an earlier stage. Extensions are normally limited to a maximum of six months. In exceptionally compelling circumstances, a longer extension of up to one year may be granted. Multiple extensions exceeding a total period of two years will not normally be granted.

Applications for extensions should be made before your current submission deadline. If you need to apply for an extension to your submission deadline, you should speak to your supervisor. This date should be justified by the circumstances and supported by the department Graduate Chair or the Director of Graduate Studies.

For more information, visit york.ac.uk/research/graduate-school/academic/change/extension/.
Withdrawal

Withdrawal is the term used when a student decides to permanently leave the University before completing their programme of study. Before deciding to withdraw you should contact your supervisor to discuss any issues you may have and explore your options. It may be more appropriate for you to take a leave of absence, switch to part-time study, or change programmes.

If you need more advice, or want to speak to someone other than your supervisor, support is available from:

- Research Student Administration (RSA);
- the Student Hub;
- Graduate Students Association (GSA).

For more information, visit york.ac.uk/research/graduate-school/academic/change/withdraw/.
Professional development and employability

Teaching/demonstrating opportunities

As a research student, you work at the cutting edge of your field. You live, breathe and care passionately about your subject. While we don’t currently offer distance learning teaching opportunities, if you are able to relocate to York for at least a full term (and the pre-requisite training) we would be very happy to discuss possible opportunities with you. In the History of Art department, the Research Programmes Director is the point of contact and support for our Graduate Teaching Assistants (GTAs).

Why teach? It can:

- improve your confidence;
- enhance your ability to explain and engage people with your research;
- allow you to reflect on the impact of your research and why it is important;
- develop skills of creativity and innovation in you and your students;
- increase your resilience and resourcefulness;
- assimilate you into the faculty as a recognised expert in your field.

History of Art policy

We try to provide full-time graduate research students on PhD programmes with the opportunity to undertake some undergraduate teaching, usually commencing after your first year is complete and after your progression to Year 2 has been confirmed.

Opportunities will be advertised annually, normally in the Autumn Term for teaching in the following academic year. Holders of University or Departmental Studentships may be required to undertake such teaching as is laid down in the terms of their studentships.

The History of Art Department will ensure that the quality of teaching received by undergraduates is not diminished by this policy. The department is actively committed to the peer and student feedback process.

Selection policy

All postgraduates hoping to teach should talk first to their supervisors and TAP, and then to the Research Programmes Director, who can discuss the opportunities for teaching in detail. Under University regulations, teaching (and the associated preparation and marking) undertaken by a full-time postgraduate student should not exceed twenty hours per week, subject to any restriction imposed by the postgraduate student’s sponsor or funding body.

Teaching arrangements will be summarised in a written notification comprising a brief role description and a statement of terms and conditions.
Candidates will only be invited to undertake further teaching subject to:

- its availability;
- satisfactory reports on the quality of teaching already undertaken;
- good academic progress in the student’s research (including satisfactory reports on the progress of the thesis towards completion on time);
- a good standard of English communication skills.

With this in mind, you should think carefully and early about whether you would like teaching experience and to which of the first year undergraduate modules you would be best suited.

**Resources**

GTAs will have sufficient resources to fulfil their teaching responsibilities. This includes reliable access to course materials at no cost to themselves. Appropriate methods will exist for communication with students (including termly feedback from students) and for the collection of student work. You will also be supplied with a copy of the History of Art GTA Handbook, which contains the relevant key information, and should answer most of your queries. The handbook can also be accessed via: [york.ac.uk/history-of-art/current/postgraduate/training/](http://york.ac.uk/history-of-art/current/postgraduate/training/).

**Feedback**

GTAs are given the opportunity to give feedback on the course (including course development), teaching methods and the support available for teaching work, and will receive feedback on their own teaching through student evaluation and peer observation.

**Personal progress**

The Department will show due regard to the postgraduate student’s personal research workload and will therefore monitor teaching workload to ensure that it does not present an obstacle to fulfilling academic course requirements within the recommended timeframe. The teaching load will be negotiated with the student’s academic supervisor.

The GTA co-ordinator contacts can be found at: [york.ac.uk/research/graduate-school/teaching/](http://york.ac.uk/research/graduate-school/teaching/).

If you wish to teach at the University you must attend the University’s ‘Introduction to Learning and Teaching’ workshop before you commence teaching. University training for GTAs is designed to help you develop the skills and confidence you need to support your students; for more information visit: [york.ac.uk/staff/teaching/develop/](http://york.ac.uk/staff/teaching/develop/).

Some teaching opportunities for GTAs are advertised centrally on behalf of academic and support departments (e.g. Maths Skills Centre and Writing Centre Tutors); see the YGRS webpages for more details: [york.ac.uk/research/graduate-school/teaching/](http://york.ac.uk/research/graduate-school/teaching/).
Public engagement

Another way to share your expertise and enthusiasm for your research is through public engagement. The University runs a range of one-off and ongoing public events and initiatives that are fantastic opportunities for you to share your research and its findings with a broad audience during your visits to York. This includes events such as York Talks and the Festival of Ideas. For more information, visit york.ac.uk/news-and-events/events.

Like teaching, public engagement activities can:
- improve your confidence.
- enhance your ability to explain and engage people with your research.
- allow you to reflect on the impact of your research and why it is important.
- assimilate you into the faculty as a recognised expert in your field.

Careers/employability

The university and the department offer a wide range of training opportunities, both in research methods and transferable skills. As laid out in the University's Policy on Research Degrees (york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/), you are strongly encouraged to take advantage of the training made available to you to support your research, to enhance your employability and to assist your career progress after completion of your degree. The Research Programmes Director will discuss with you which resources you may find most useful and, where required, help you to devise a specific programme of training.

Your supervisor, both in regular supervisory meetings and in the context of the TAP, will monitor your training needs continuously, and advise on such matters as research resources and the planning of research and writing. You should maintain a detailed record of your training and professional development, which your supervisor and/or Research Programmes Director may request to see.

Careers and Placements at the University of York offers information and advice to support postgraduate researchers with skills development and career planning in conjunction with RETT. You can expect:

- impartial and confidential careers guidance from our team of careers consultants to help you consider your future career options;
- access to events and dedicated workshops on campus, offering you the opportunity to meet employers and build on your skills;
- online resources, and reference materials available in Careers and Placements building.

For more information, visit york.ac.uk/research/graduate-school/careers/.
Appeals and complaints

A complaint is about any service received. An appeal is about an academic decision reached.

**Appeals**
You can appeal against a procedural error in arriving at the academic decision or on the basis of mitigating circumstances if you have a good reason for not declaring these at the appropriate time. You cannot appeal against an academic judgement of the quality of your work.

**Complaints**
You may complain about your experience of any academic or non-academic service you have received as a student. If you are not happy with the outcome of an initial investigation of your complaint you can pursue your complaint further under the formal Complaints Procedure.

The GSA has a dedicated advice service to guide students through these procedures. If you are considering making an appeal or a complaint, email advice@yorkgsa.org, or visit yorkgsa.org/students/welfare/book-an-advice-service-appointment/.

For more information on complaints and appeals, and how to complain or appeal visit: york.ac.uk/students/help/appeals.

**Disclaimer**

We have tried to ensure that the information contained in this document is accurate as of July 2018. Please check our website for any changes to this information.
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>BoS</td>
<td>Board of Studies</td>
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<tr>
<td>CDT</td>
<td>Centre for Doctoral Training</td>
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<tr>
<td>CELT</td>
<td>Centre for English Language Teaching</td>
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<tr>
<td>CECS</td>
<td>Centre for Eighteenth Century Studies</td>
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<td>CMoDS</td>
<td>Centre for Modern Studies</td>
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<tr>
<td>CMS</td>
<td>Centre for Medieval Studies</td>
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<tr>
<td>CREMS</td>
<td>Centre for Renaissance and Early Modern Studies</td>
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<tr>
<td>DRC</td>
<td>Departmental Research Committee</td>
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<tr>
<td>DTC</td>
<td>Departmental Teaching Committee</td>
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<tr>
<td>DTP</td>
<td>Doctoral Training Partnership</td>
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<tr>
<td>YGRS</td>
<td>(York) Graduate Research School</td>
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<tr>
<td>GSA</td>
<td>Graduate Students’ Association</td>
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<tr>
<td>GTA</td>
<td>Graduate Teaching Assistant</td>
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<td>RETT</td>
<td>Research Excellence Training Team</td>
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<td>RSA</td>
<td>Research Student Administration</td>
</tr>
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<td>RST</td>
<td>Research Support Team (Library)</td>
</tr>
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<td>SCA</td>
<td>Standing Committee on Assessment</td>
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<tr>
<td>SCC</td>
<td>Special Cases Committee</td>
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<td>Thesis Advisory Panel</td>
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<td>York Art History Collaborations</td>
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<td>York Graduate Research School</td>
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<tr>
<td>YUSU</td>
<td>University of York Students’ Union</td>
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