

2022/23



YORK GRADUATE RESEARCH SCHOOL HANDBOOK

Welcome to York



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WELCOME

Welcome to new and returning postgraduate researchers (PGRs)!

York Graduate Research School is here to support you as you develop your research plans and complete your degree. By choosing the University of York, you have joined a community of researchers who welcome and celebrate a diversity of perspectives, experiences and cultures. This handbook is a quick guide to some of the opportunities and support offered to our PGRs. These will enable you to get the most out of your time at York and prepare you for an exciting career.

Kate Arnold

Dean of York Graduate Research School



Welcome to the University of York and congratulations on becoming a postgraduate researcher!

The Graduate Students' Association represents all postgraduate students at York. We focus not only on amplifying students' voices, supporting mental health and providing free sporting activities, but in providing a better student life experience and supporting your academic and employability activities. Our work is to entertain you with incredible events, represent your voice on campus and support you and your wellbeing. We look forward to hearing more diverse voices from our postgraduate community, no matter whether you are a taught or research student, or wherever in the world you are from. Let's enjoy the time ahead and embrace a brand new academic year together.

Myself and the other officers look forward to meeting you soon!

Viviane Cao

GSA President

Your Handbook

This handbook is your general introduction to the University of York. Use it as a reference throughout your time at York, alongside the Policy on Research Degrees and your department's PGR handbook.

We have tried to ensure that the information contained in this document is accurate as of August 2022. Please check our website for any changes to this information.

STARTING YOUR PROGRAMME



There are tasks to complete in preparation for the start of each academic year.

Enrol

You must enrol 15 days before the start of your programme. Check and make a note of your enrolment deadline. You can enrol online.

york.ac.uk/students/studying/enrolment

Before arriving at the University, all PGRs need to upload evidence of their right to study in the UK on e:Vision. You may also have to present this evidence in person at a student registration event for verification so it is important to bring it with you.

Check your student record on e:Vision

The system that contains your confidential student record and personal details is called e:Vision. This is also where you can request official documents, including confirmation of study and a council tax exemption certificate.

It's really important that you keep your student record up to date. This is the contact information the University will use to get in touch with you. You can check and update your student record by logging into e:Vision using your IT username and password (after you have set up two-factor authentication).

evision.york.ac.uk

Distance Learning PhD Students

We welcome our small but growing community of students who are undertaking PhDs by distance learning. As you may only be on campus for short periods of time, some of the information in this handbook will not be relevant to you but please do read it carefully, particularly the sections on rules and responsibilities and the research environment.

Information on how to access University services (including the Library, IT Services, Student Support, and Careers and Placements) when you are studying away from campus is available online.

york.ac.uk/students/new/distance

Attend a student registration event

We hold student registration events at the beginning of Autumn Term to verify students' right to study in the UK. Some UK students are selected at random to attend, **whereas all Student visa holders must attend**. Please bring all documentation with you – for UK students it may be your passport, whereas international students should bring their visa, Biometric Residence Permit (BRP) and passport. For international students, we also need to check the qualification certificate or transcript (with certified English translations as applicable) that you submitted as evidence when applying for your Confirmation of Acceptance for Studies (CAS).

york.ac.uk/students/studying/student-visa/registration-events

STARTING YOUR PROGRAMME

Induction

Postgraduate researchers are invited to an induction event, taking place in either September or January. If you start at another time of the year, you can watch the induction videos online.

york.ac.uk/research/graduate-school/new/induction

Annual leave

You are entitled and encouraged to take annual leave; you must discuss the timing of this with your supervisor.

Check term dates

The University of York has three teaching terms: Autumn, Spring and Summer. Although your work is not restricted to teaching terms, it is good to know the term dates because some services and academic activities are reduced outside these dates. The availability of your supervisor may also depend on term dates.

Term dates 2022/23

Postgraduate welcome week: 19 to 25 September 2022

Autumn Term: 26 September 2022 to 2 December 2022

Spring Term: 9 January 2023 to 17 March 2023

Summer Term: 17 April 2023 to 23 June 2023

From September 2023, the University academic year will be split into two semesters, replacing our current three term model.

york.ac.uk/about/term-dates

PEOPLE WHO CAN HELP

PGR Administration

pgr-administration@york.ac.uk

+44 (0)1904 325962

york.ac.uk/research/graduate-school/progression/pgr-administration

International student support

international-support@york.ac.uk

+44 (0)1904 324140

york.ac.uk/internationalsupport



ACADEMIC LIFE: WHAT MAKES A RESEARCH DEGREE?



Research degrees are normally assessed by a substantial thesis describing your research and its results. You may also be expected to complete certain courses as part of your training.

Many research degrees will also have an oral examination called a *viva voce*, commonly known as a *viva*. There are at least two examiners – one is a member of the University other than your supervisor and one is a senior academic from another university who has specialist knowledge about your field of research. They will read your thesis and during the *viva* they'll ask you detailed questions about your thesis and your research before deciding whether you have met the criteria for the award of your degree.

The University's Policy on Research Degrees outlines what you have to do during your programme in order to be awarded a research degree by the University.

york.ac.uk/research/graduate-school/policies-documents/research-degree-policy

Your supervisor

Your research is guided by your supervisor(s); this is a form of collaboration in the pursuit of knowledge, with each of you making different but important contributions. Your working relationship with your supervisor is the foundation of your time here and you need to be clear about your roles and expectations of each other from the start. Your supervisor will give you advice about the quality of your work, as well as support and encouragement. Decisions about your academic progress and the award of the degree are not made by your supervisor, so you can work together to achieve these goals.

Distance learning PhD students

If you are studying a PhD programme via distance learning there are specific rules that apply to you; in particular you must come to York for an induction visit and any additional attendance points specified by your department. For full details of what is required, please see your departmental handbook and the Policy Framework on Distance Learning PhDs which forms part of the University's Policy on Research Degrees.

york.ac.uk/research/graduate-school/policies-documents/research-degree-policy

Your research milestones

Your supervisor and Thesis Advisory Panel (TAP) will monitor your progress throughout your course. They will ensure you have access to the support you need to complete your research and meet any requirements along the way.

You will have Formal Reviews of Progress – annually for full-time PGRs and biennially for part-time PGRs. You, your supervisor and your TAP will document and assess your progress against the University's progression criteria. Formal Reviews of Progress are designed to be a supportive process to maximise your chances of successful on-time completion.

york.ac.uk/research/graduate-school/progression/formal

ACADEMIC LIFE: WHAT MAKES A RESEARCH DEGREE?

Descriptor of award for PhD and EngD

The degrees of PhD or EngD are awarded to students who have demonstrated all of the following:

- the creation and interpretation of new knowledge through original research or other advanced scholarship of a quality to satisfy peer review, extend to the forefront of the discipline, and merit publication
- systematic acquisition and understanding of a substantial body of knowledge, which is at the forefront of an academic discipline area or area of professional practice
- 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
- a detailed understanding of applicable techniques for research and advanced academic enquiry.

Descriptor of award for MPhil and MA/MSc by research

The degrees of MPhil and MA/MSc by research are awarded to students who have demonstrated:

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice
- a comprehensive understanding of techniques available to their own research or advanced scholarship
- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline
- conceptual understanding that enables the student: to evaluate critically current research and advanced scholarship in the discipline; and to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses
- the general ability to conceptualise, design and implement a project for the generation of knowledge, applications or understanding of the discipline.



YOUR RESEARCH

Researchers have an obligation to the research community, to the funders of their 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'. **All postgraduate researchers are expected to successfully complete the University's Research Integrity Tutorial (RIT).**

Your responsibilities

Conduct research ethically

It is your responsibility to ensure your research does not harm or impact negatively on participants, the wider community, animals, cultural heritage, the natural environment or the reputation of the University.

york.ac.uk/staff/research/governance

Present your own work

Proper referencing and citing of information is important at all levels of academic work. Don't forget to recognise co-authors' efforts if the work you are presenting has developed from a collaboration. The University's codes of practice on Research Integrity and Principles for Good Ethical Governance outline your responsibilities as a researcher.

york.ac.uk/staff/research/governance/research-integrity-and-ethics

Manage your data

In order to undertake research, you will inevitably have to collect or create data. The University has a policy on research data management (RDM) to ensure that its researchers manage and secure their data effectively. It is important that you understand what the requirements of this policy are and what steps to take to manage your data in line with this policy. You will also need to consider any requirements that your funder might have.

york.ac.uk/rdm

Be honest

Sometimes your data will not give you the results you expected. In these situations, remember the importance of honesty and transparency, and interpret your data properly.



Research ethics

For advice on and approval of research ethics you should contact the relevant department, faculty or university committee.

york.ac.uk/staff/research/governance/research-integrity-and-ethics/academic-ethics-compliance-committee

Submission

You must submit your thesis to PGR Administration (PGRA) before or on your submission deadline. Before you do this, there are a few things you have to remember.

Notification of intention to submit

About two months before you intend to submit your thesis, you will need to complete a notification of intention to submit. This allows your department to make the necessary arrangements for your examination.

Requirements for submission

You need to comply with the University's requirements for the submission of theses. These are available online. You should also check your department's requirements.

york.ac.uk/research/graduate-school/progression/thesis

PEOPLE WHO CAN HELP

PGR Administration

pgr-administration@york.ac.uk

+44 (0)1904 325962

york.ac.uk/research/graduate-school/progression/pgr-administration

Open Research Team

The Open Research Team, based in the Library, can support you in copyright, open access and data management matters.

lib-open-research@york.ac.uk

york.ac.uk/library-research

CHANGE OF PLAN

If you are having problems with your studies you should seek help and advice as soon as possible. Your first step is to contact your supervisor.

Leave of absence

A leave of absence allows you to take an authorised break in your studies. You may apply for a leave of absence for a documented medical or personal reason. It can be a good solution for a postgraduate researcher who finds that medical or personal difficulties are preventing their study for a period of time.

Under certain circumstances, Student visa holders are allowed to take a break from study of up to 60 days without affecting their visa status. An authorised absence does not extend your registration period or submission deadline.

Talk to an Adviser in the Student Hub to find out how a change of plan will impact your studies, financial situation and visa (if applicable).

Extension

If you think you might not be able to meet your submission deadline due to exceptional circumstances (normally medical or personal) that have affected your ability to undertake your research, you may be able to apply for a submission extension. You can only apply within three months of your submission deadline and an extension of submission is normally limited to six months.

york.ac.uk/research/graduate-school/progression

PEOPLE WHO CAN HELP

Your supervisor

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

PGR Administration

pgr-administration@york.ac.uk

+44 (0)1904 325962

york.ac.uk/research/graduate-school/progression/pgr-administration

Graduate Students' Association

The GSA Advice Service provides independent and confidential advice and guidance.

advice@yorkgsa.org

+44 (0)1904 322718

yorkgsa.org/welfare



WORKING WITH YOUR SUPERVISOR

The relationship that you have with your supervisor is a key part of your PGR experience. Most of the time, supervisory relationships work well but sometimes things go wrong. If you feel that your relationship with your supervisor is not working as well as you expected or, more seriously, it is breaking down, you need to take action.

Talk to your supervisor

If possible, talk to your supervisor directly about the issue that is concerning you. This may seem like a difficult option but you may find that the issue has arisen as a result of misunderstanding or that it has been worrying your supervisor too and that it can be easily fixed. Remember that it is in the best interests of you both to resolve issues as swiftly and as amicably as possible.

Departmental support

If you feel unable to talk directly with your supervisor, or an issue remains unresolved or a discussion would be inappropriate, there are a number of options available to you. In all cases, the GSA can provide independent advice and support.

You can talk confidentially with the non-supervisory member of your Thesis Advisory Panel (TAP), your Graduate Chair or other departmental officer (as set out in your department's PGR handbook). You can also complete a Review of

Supervision form independently of the TAP process, which is seen by your department's Graduate Administrator and, where appropriate, forwarded to your Graduate Chair (or their alternate if the Graduate Chair is your supervisor).

If you still have concerns, or you feel unable to talk to an academic in your own department, you should contact one of your Faculty PGR contacts.

Change of supervisor

You can make a request to your department's Graduate Chair to change supervisor, giving a reason or on a 'no blame' basis. It should normally be possible to change supervisor regardless of the source of your funding.

york.ac.uk/research/graduate-school/progression/supervision

Make a complaint

If you have concerns about a supervisory relationship and have already taken the actions outlined here – or believe they are unsuitable – please see the University's complaints procedure.

york.ac.uk/students/help/appeals/complaints-procedure

Harassment and bullying

If you are being harassed or bullied by a supervisor or other member of staff it is vital that you receive support. See the University's complaints of misconduct procedure for what to do.

york.ac.uk/students/help/appeals/misconduct-procedure



RESEARCHING AT YORK

We provide a range of services and facilities to help you make the most of your studies.

The Library

The University Library provides a vast array of high quality online resources, books, and spaces to work. Our staff are here to help, whether that's in person at the Help Desk or via email, phone, chat, Twitter or Instagram. You can find out more about where to start on our pages for new students.

york.ac.uk/library/info-for/new-students

Study spaces

The main Library building is located on Campus West where you'll find over 1000 places to work across the three sections of the Library: the Morrell, the Fairhurst and the Burton. These include a variety of quiet and silent areas, IT rooms, and bookable group and individual study rooms. You'll be able to use our print collections, our audiovisual collections, and access our e-resources via PCs, iMacs and our collection of laptop loans.

Study spaces in the Library are both bookable and non-bookable and are split into zones with signs telling you what kind of atmosphere is expected in each one. Whether you like to work alone in silence or you prefer being with friends and chatting, there will be somewhere to suit you. Many of the spaces have power sockets and network access service sockets.

A specialist study area for all postgraduates is located on the second floor of the Fairhurst Building, which includes lockers and a lounge area with comfortable seating where you can work or relax. There's another specialist postgraduate area on the 1st floor of the Morrell, offering desks and comfortable chairs. You will need to have your University card updated in order to use either of the postgraduate spaces; the staff at the Library Help Desk will be happy to do this for you.

In addition to the main buildings on Campus West, there is also library space on the 1st floor of Piazza Building on Campus East, and you also have access to two other facilities based in the city. King's Manor Library is in the city centre, with collections relating to the Departments of History, History of Art and Archaeology. York Minster Library is particularly useful to students whose courses cover medieval literature, history, and art history.

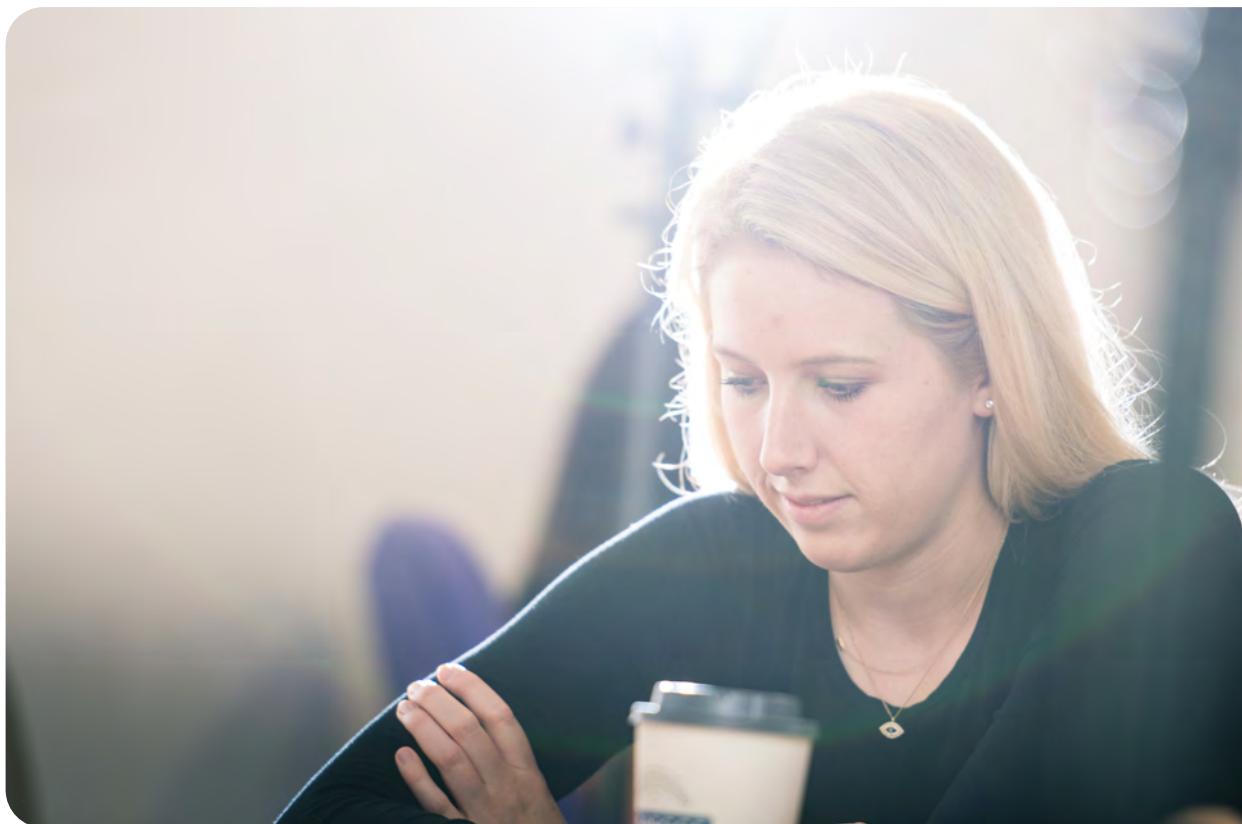
york.ac.uk/library/study

In addition to the Library, there are various study spaces across campus in colleges and departments. These vary in atmosphere and facilities and can range from quiet study spaces with individual desks to cafés and dining halls.

york.ac.uk/students/studying/manage/university-study-spaces

Learning resources

The Library stocks the books you need in either print or e-book format, or both. We're not just about books though: we provide access to high quality academic information which Google can't find via our extensive collection of e-journals and databases.



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Search our collections via YorSearch, the library catalogue. If all copies are already out on loan, place a reservation in YorSearch so that you get access at the earliest possible opportunity.

yorsearch.york.ac.uk

You can find specialist resources for your subject via the Subject Guides. These are arranged by department and contain useful links to resources you need to help you study, as well as information on how to evaluate and manage your sources.

Each department has an Academic Liaison Librarian, who is the main point of contact with the Library and can give you advice on resources, as well as the tools and techniques for working effectively. You can find and contact yours via your Subject Guide.

These are complemented by our online Skills Guides where you will find videos, slides and interactive tutorials to help you develop your information skills, learn to code, work with data and get creative with digital technologies.

subjectguides.york.ac.uk/skills

The Borthwick Institute for Archives

Few universities have archives with the range and quality of those at the Borthwick – from the medieval to modern periods, from York to Cape Town, and from Shanghai to Washington DC. We have some of the earliest archbishops' registers in the world, the archives of path-breaking psychiatric hospitals, playwrights' archives and much more.

We support teaching across a wide range of departments and provide work experience and skills teaching across archive and archive conservation work, ranging through digital archives, parchment codices, photographic prints and negatives and reel-to-reel tapes. Our blogs and Twitter feed are good ways to discover how you can be involved with one of the country's leading archives.

york.ac.uk/borthwick

Humanities Research Centre

The Humanities Research Centre (HRC) has a Postgraduate Study Area (PSA) extending over two floors of the Berrick Saul Building with beautiful views across the lake and garden. Exclusively for arts and humanities postgraduates, the study area is quiet, spacious and light and is open 24 hours a day. PhD students can apply for an allocated desk, but hot desking for PhD and Masters students is also available. On the ground floor is a social area which is a great place to relax with fellow postgraduates. The Bowland Auditorium, seminar rooms and Treehouse can be booked by arts and humanities postgraduates for meetings, reading groups, seminars and conferences. The HRC organises a programme of training, events and funded opportunities for students.

york.ac.uk/hrc

Research centre for Social Sciences (ReCSS)

This is the hub for postgraduate life and interdisciplinary research in the Social Sciences at York. ReCSS provides study space for Social Sciences PhD students and the building is open to students 24 hours a day. Printing, photocopying and scanning facilities are all available. PhD students in ReCSS have their own desks, drawers and shared bookcases, and lockers are also available so you can securely store possessions such as laptops. Each floor has its own social space. As well as providing study space for PhD students, ReCSS hosts post-doctoral researchers, visiting scholars and research groups. The Centre fosters interdisciplinary research collaborations, provides training and skills development for our community of researchers, and promotes knowledge exchange and impact with our regional, national and international partners outside the academy.

york.ac.uk/social-science

PEOPLE WHO CAN HELP

University Library Help Desk

The Library is open seven days a week with extensive opening hours. The Help Desk on the Ground Floor is open from 9am until 5pm, and you can send us an email or use the Chat Service, which is also available out of hours. Please contact us if you need specific help such as resources in different formats.

lib-enquiry@york.ac.uk

+44 (0)1904 323838

york.ac.uk/library

Academic Liaison Librarians

Your Academic Liaison Librarian is your main contact in the Library. They can help you identify specific resources for your subject and talk to you about tools and techniques for working effectively. Find your Academic Liaison Librarian by choosing your department from the list.

subjectguides.york.ac.uk



IT services

No matter what you are studying, you will need to use the University's IT facilities to access your emails and the network on campus.

Setting up

You should have already set up your IT account and have access to your University email by the time you arrive at the University. If you haven't set up your IT account, do so via My IT Account on the IT Services website.

york.ac.uk/it-services/introduction

Check your University email

You will receive all correspondence from the University, your department and your supervisor(s) through your York Gmail account. Log in using your email address and IT password.

york.ac.uk/it-services/services/email

Get connected

If you are using your own device, you can access the University's network using the wireless network (eduroam), with wifi hotspots available across the University, or the wired network sockets in study bedrooms, the Library and various open access areas. You can also check what devices will connect to our network.

Research IT

The University has a number of facilities to support your computational research needs, from larger desktop environments to our High Performance Computing (HPC) facility, Viking. If you need access to HPC, please contact your supervisor and IT Support.

york.ac.uk/it-services/research-computing

Staying secure

Make sure your personal devices, laptops, phones and tablets are updated with patches and are protected against threats such as viruses or malware. Be vigilant for email scams and phishing attacks; if the offer looks too good to be true, it usually is! The University will not ask you for passwords by email or text message, and will not send you urgent messages out of the blue. If in doubt, contact IT Services.

Two-factor authentication (2FA)

Two-factor authentication (2FA) provides an additional layer of security when you log on to IT systems from any device (e.g. laptop, desktop, phone, tablet). It's commonly used for online services like banking and helps to protect your personal information. You'll need to set up 2FA to access some University systems including e:Vision and remote access (VPN and VDS).

york.ac.uk/it-services/security

Keeping research data secure

If you are working with sensitive data such as medical records, it is particularly important to keep your data secure. **All postgraduate researchers are expected to successfully complete the University's Information Security Awareness Training on the VLE.** See IT Services information on keeping files secure.

york.ac.uk/it-services/security/files

IT rooms

IT Services provide IT classrooms and study areas across campus. Some are always open to students; others may only be available to students outside teaching hours. Most are open 24 hours a day. Printers are available in or near most IT rooms.

york.ac.uk/it-services/rooms

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IT resources

IT Services provide more than just your IT account.

Google apps

The University uses Gmail (Google mail) together with a host of other Google apps for education such as Calendar, Google Drive and Google Meet. You have access to these services by logging in with your email address and IT password.

york.ac.uk/it-services/google

York Print Plus (YPP)

YPP is the printing, photocopying and scanning service. A range of multifunctional devices (MFDs) are available in open spaces and offices around campus. You are able to use the YPP devices using your University card.

york.ac.uk/it-services/printing

Using York facilities off campus

You can access University facilities when off campus using the virtual private network (VPN) or the virtual desktop service (VDS).

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

Microsoft Office free to students

As a student at York you can download a free copy of the Microsoft Office suite, which you can use on up to five different devices. Your subscription will remain valid as long as you are a member of the University of York (and connect online every seven to ten days).

york.ac.uk/it-services/software

PEOPLE WHO CAN HELP

IT Support

itsupport@york.ac.uk

+44 (0)1904 323838

york.ac.uk/it-services

Library & IT Help Desk

lib-enquiry@york.ac.uk

+44 (0)1904 323838

york.ac.uk/library



ACADEMIC SKILLS SUPPORT

We will help you to build, develop and perfect your academic skills.

RESEARCH INTEGRITY TUTORIAL AND REFERENCE GUIDES

You must complete the Research Integrity Tutorial – available on the VLE – before your first Thesis Advisory Panel.

If you do not successfully complete the tutorial you will not be able to progress (MPhil and PhD students) or submit (MA/MSc by research students).

In addition to the compulsory Research Integrity Tutorial, our Academic Integrity web pages include comprehensive reference guides and for advice on tricky referencing dilemmas you can email integrity@york.ac.uk

york.ac.uk/integrity

ACADEMIC SKILLS COMMUNITY

Our Academic Skills Community, based in the Fairhurst Library, helps students develop their academic and communication skills to a high standard. Through online resources, workshops and one-to-one consultations, academic skills staff work with undergraduate, Masters and PhD students who are interested in:

- transitioning to a different learning culture
- planning academic assignments, dissertations and theses
- developing their maths and statistics skills
- advancing their language skills to higher levels
- integrating sources and data effectively into their writing
- developing a more critical stance and developing academic argument.

Maths Skills Centre

The Maths Skills Centre offers mathematics and statistics guidance and resources for all students. They offer drop-in sessions during term time or you can book an appointment for more in-depth guidance. Workshops on statistical analysis using SPSS and R are run regularly throughout the year.

Writing Centre

The Writing Centre offers academic writing guidance and online resources for all students. They offer face-to-face and online appointments throughout the year.

Skills Guides

Brush-up on good academic practice and develop your digital skills related to researching, working with data, managing sources and the academic writing process. Consult our skills guides to find tips and interactive resources.

Digital skills training

We offer workshops throughout term time to help you enhance your academic and digital skills. Training includes creating academic posters, reference management, presentations and digital creativity.

york.ac.uk/academic-skills



OPPORTUNITIES



Our ambition is to continually enhance your experience at York. Listening and acting on feedback from our students is one of the best ways to identify improvements that make a real difference. There are many ways in which we capture your thoughts and opinions on your study experience. One key way is through student reps.

There are three faculties within the University: Arts and Humanities, Social Sciences and Sciences. There is one postgraduate rep per faculty.

The GSA has three full-time sabbatical GSA officers. There are also a number of part-time officers covering a wide range of positions and roles. They represent your views in University committees and meetings. You can get involved with these roles and help to represent students' views by standing for these posts in the GSA elections.

yorkgsa.org/representation

PGR Forum

The PGR Forum brings the York Graduate Research School (YGRS), the Graduate Students' Association (GSA) and PGR academic representatives from your department together with the aim of enabling a wider range of PGR views to be heard within the University.

Contact your PGR academic rep if there are any areas that you'd like to see discussed at the Forum. Contact your Postgraduate Administrator or the GSA if you're not sure who your PGR academic rep is.

york.ac.uk/research/graduate-school/pgr-forum

Global programmes

Get in touch with the Global Programmes team about opportunities and potential funding to support your independent international activities.

york.ac.uk/globalyou

Languages For All (LFA)

The University's Languages for All courses are a perfect opportunity to broaden your horizons and learn about a new culture. Courses are available in 14 different languages and at different levels so you can take part whether you are a beginner or nearly fluent. There may be a charge for these courses.

york.ac.uk/lfa

SUPPORTING YOUR PROFESSIONAL DEVELOPMENT AND CAREER AMBITIONS

We are committed to providing a supportive, stimulating and structured framework in which to conduct your research and develop your professional skills and career profile.

The Building Research and Innovation Capacity Team (BRIC) coordinates a Professional Development and Skills programme of training and activities. This includes everything from project and time management to communication, writing and publication, getting your research known on social media, careers support and how to prepare for your viva.

Professional Development Plan

We've developed a range of tools to help you develop a Professional Development Plan (PDP). **All first year postgraduate researchers must complete a Professional Development Plan.** You should discuss your PDP with your supervisor on a regular basis.

Our Training Needs Analysis (TNA) tool has been designed to help you identify current skill levels and areas for development. You should complete a TNA and use this to support the creation of your Professional Development Plan which can then be reviewed as part of your supervisory meetings.

You will find the TNA in Skillsforge, our system for booking training courses, recording meetings with your supervisor and Thesis Advisory Panel, and charting your personal development progress throughout your research degree.

york.ac.uk/research/graduate-school/development

Being and effective researcher tutorial (BERT)

Postgraduate researchers are expected to complete the BERT on the VLE as part of your induction at the University. There is information about career planning and advice on steps to take. There are also links to, and suggestions for, other sources of information that you may find useful.

Online resources

We strongly encourage you to make use of the online resources available to you. This includes dedicated PGR careers web pages that include information on career options, developing skills and experience and applying for jobs.

york.ac.uk/research/graduate-school/careers

Researchers can also access online support through Vitae – a national body that supports researchers. You will need a York email to access this.

vitae.ac.uk/researcher-careers

Enterprise

Whether you have a business idea of your own or want to develop enterprise as a mind-set, we can help you develop the skills you need and provide practical support to start your own business.

york.ac.uk/careers/enterprise



SUPPORTING YOUR DEVELOPMENT AND CAREER AMBITIONS

Teaching

Postgraduate researchers are often employed to help with aspects of teaching and supporting student learning. Usually this involves applying to your department to work as a Graduate Teaching Assistant (GTA). Becoming a GTA enables you to gain paid teaching experience, which will help you in the pursuit of an academic career while also developing professional skills.

GTAs are supported through a suite of training and professional development opportunities. The GTA Community site on the VLE provides you with all the information, support and resources you need to teach while you study. You should also receive additional support within your department.

Introduction to Teaching and Learning

Our Introduction to Teaching and Learning course provides a foundation in teaching in higher education and is required for all new GTAs. It is offered in three versions tailored to specific types of teaching: discussion-based, problem-solving, and laboratory/demonstration. You should complete the version recommended by your department. Training consists of a self-study component plus a workshop (about seven hours).

Further professional development

If you are interested in professional recognition as a teacher in higher education, you can consider applying either for the York Learning and Teaching Award (YLTA) or the York Professional and Academic Development (YPAD) scheme. Both routes are accredited by Advance HE to award transferable recognition as an Associate Fellow of the HEA (AHEA).

York Learning and Teaching Award (YLTA) is a nine-month, part-time taught course that introduces you to good practice, principles, and theories of teaching. It is recommended for GTAs who would like structured support to develop your teaching.

York Professional and Academic Development (YPAD) is a six month part-time mentored scheme suitable for more experienced GTAs seeking professional recognition as an AFHEA only.

Both routes will involve being supported by an experienced academic and provide a good opportunity for peer engagement with the wider GTA community at York. GTAs are also encouraged to participate in any of our wider staff networks on teaching and learning.

york.ac.uk/research/graduate-school/teaching

Public engagement opportunities

Three Minute Thesis (3MT)

Three Minute Thesis challenges participants to explain their research effectively and concisely to a non-specialist audience in just three minutes, developing presentation and research communication skills. It's a fantastic way to build up your confidence and better understand your research.

YorkTalks: PhD Spotlight competition

The PhD Spotlight competition is an opportunity for postgraduate researchers from all disciplines to communicate the value of their research to non-specialist audiences via the medium of a poster. The competition is part of YorkTalks, a key University event designed to encourage interdisciplinary research.

york.ac.uk/research/graduate-school/public-engagement

PEOPLE WHO CAN HELP

Building Research and Innovation Capacity (BRIC) Team

BRIC offers workshops designed to equip you with the skills, attributes and knowledge to thrive as an independent researcher.

bric@york.ac.uk

+44 (0)1904 325399

Academic Practice Team

The Academic Practice team oversees support for the training and professional development of Graduate Teaching Assistants (GTAs).

academic-practice@york.ac.uk

york.ac.uk/staff/teaching/develop

Careers and Placements

The Careers and Placements team has a dedicated careers consultant for postgraduate researchers to help you explore your career options, and can also provide information on volunteering and enterprise.

careers@york.ac.uk

+44 (0)1904 322685

york.ac.uk/research/graduate-school/careers

STUDENT LIFE: UoY STUDENT COMMUNITY

Get involved in activities outside your academic studies. At York, you will have the chance to have fun, meet new people, try new things, enjoy new experiences and develop skills that will improve your employability prospects.

Your department

Look out for communications from your department featuring activities and events to get involved in.

PGR buddyng and mentoring schemes

The PGR Buddy Scheme connects you to an existing postgraduate researcher. They will help you settle into the York research experience, provide a friendly welcome and help you to get to know the University and the city of York. The application process for buddies opens twice per year. Later in your programme, our mentoring scheme matches 2nd, 3rd and final year postgraduate researchers with a postdoctoral researcher.

york.ac.uk/research/graduate-school/support

How to thrive and survive in your PhD

Our peer-led 'How to Thrive and Survive in your PhD' scheme allows you to share experiences in an open, safe discussion between PhD students and postdoctoral researchers. A programme of workshops (online and face to face) explores the diverse aspects of PhD life and gives you the opportunity to connect and build friendships with other researchers, postdocs and alumni.

york.ac.uk/research/graduate-school/support/thrive-survive-phd

College community

Your college will host plenty of activities, events and sporting opportunities for you to get involved in. This is a great way to meet people from different backgrounds, cultures and fields of study. Look out for news from your college.

york.ac.uk/colleges

Societies and networks

As a postgraduate at York, you are a member of both the Graduate Students' Association (GSA) and the University of York Students' Union (YUSU). They offer a wide range of societies and networks covering almost every hobby, interest or activity you could think of. If there isn't already one to cater to your interests, consider forming a society yourself.

The GSA runs a number of network groups to help you meet like minded students, which include a PhD Network, LGBTQ Network, Families Network and College Tutors network, all of which run regular events.

yorkgsa.org/community

Sport at York

There are lots of opportunities to enjoy sport at York. The sports facilities provided by York Sport Village on Campus East include a swimming pool, velodrome, dance studios and football pitches. The facilities on Campus West include tennis and squash courts, an athletics track and field stadium, sports halls and pitches and a fitness suite, so you can take part in most sporting activities at whatever level you enjoy. There are student discounts on membership at the Sports Village on Campus East and for the facilities on Campus West.

york-sport.com

The GSA fully funds sports sessions (GSA Free Sport) in a number of different sports to allow all of York's postgraduate community the opportunity to unwind and relax as well as getting some exercise. The emphasis of GSA Free Sport is one of 'sport for all' so the sessions are casual. Take a look through all the sports currently funded and turn up to any sports session you'd like to try. If your sport is not mentioned and you would like the GSA to look into the possibilities of starting sessions, please contact: vpwellbeing@yorkgsa.org

yorkgsa.org/wellbeing-community/sports

For those who want to play competitive sports, all postgraduates are eligible to represent Wentworth College in the college sports leagues. All students can also represent the University at sporting activities run through York Sport.

yusu.org/student-life/clubs-and-socs

Volunteering

Opportunities to volunteer can be found through Careers and Placements, YGRS, GSA, YUSU or your college.

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

Postgraduate community fund

This £1000 bid-based fund aims to stimulate a vibrant and engaging postgraduate community.

yorkgsa.org/wellbeing-community/community-social/postgraduate-community-fund



**Graduate
Students'
Association**
UNIVERSITY OF YORK

Specialist independent support and representation for all postgraduate students

Three full-time officers working for the unique needs of postgraduates



Regular events and trips run by and for postgraduate students



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**MAKING
POSTGRADS
MATTER**



GSA Advice Service with specialist postgraduate knowledge



Tailored academic support and opportunities for masters and PhD students



Dedicated network groups, volunteering opportunities and funding for community projects



**Visit our website:
www.yorkgsa.org**

COLLEGES

York is one of a handful of UK universities with a college system. Your college provides you with a support network and a calendar of events and activities to help you settle in, develop your skills and explore your interests.

Whether you live on or off campus, colleges offer facilities such as lockers, common rooms, tea and coffee facilities, recreational equipment and study spaces that are available for all members to use.

Postgraduates living off campus may choose college membership by contacting the College Administrator.

Activities and events

Most college events are organised for students by students, and include open mic nights and quizzes, barbecues and picnics. These are usually free to attend and offer good opportunities to socialise and meet new people. Many events are child-friendly and families are encouraged to join in. There are also specifically designed workshops and seminars to support academic and career endeavours. Some colleges host large-scale events such as balls and festivals. Wentworth Graduate College hosts postgraduate-only events that all postgraduates are welcome to attend.

Leadership and volunteering

All colleges have student committees and most have dedicated postgraduate committees. If you run for a position on your college committee, you'll represent your college peers, and you could deliver campaigns, design and sell college clothing, co-ordinate the sports teams or arrange socials. There are a variety of volunteering opportunities and most colleges have a specific charity they support with fundraising and project work. Alternatively, you could organise volunteering and charity fundraising for projects you're passionate about.

Sports and clubs

Every week, colleges compete in over 20 college sport leagues. There are regular training and coaching sessions for all team members, who range from beginners to seasoned pros, meaning that you can take part whatever your sporting ability.

Music

The College Music Scheme gives access to music facilities and opportunities in your college. Sign-up to get priority invitations to events and activities, such as choirs, workshops and equipment hire. For a small add-on fee, members can access whichever of the college-hosted music facilities suits their needs, from an instrument lending library, to band practice facilities.

Support and guidance

Our colleges have a dedicated team of staff and recent or current students who are on hand to talk, offer support and guidance and point you in the right direction when further expertise is needed. If you are experiencing any difficulties, you can talk to a friendly face.

College Life Coordinators and Advisors provide peer support, particularly on the common issues that students can face. Look out for sessions on topics such as adapting to change, coping with uncertainty, managing presentation anxiety, perfectionism, procrastination, recognising your self worth, and the secrets to successful sleep.

york.ac.uk/colleges



STUDYING AND LIVING IN YORK

As well as starting a new programme, you may also be settling into a new home. Get to know your new surroundings so that you can feel comfortable as soon as possible.

Campus map

Use our interactive campus map to find rooms and navigate your way around campus.

york.ac.uk/map

Post and parcels

You'll find red Royal Mail post boxes on or near campus and a Post Office in Heslington village. You can also send post at discounted prices from the University post room at Dalham Farm, the Piazza mailroom or the Print shop on the upper tier in Market Square.

york.ac.uk/mailroom

Help and advice

The Student Hub offers help and advice on contracts and negotiations if you are arranging off campus accommodation with a private landlord. We also offer help and advice on your rights and responsibilities as tenants.

york.ac.uk/students/accommodation/private-sector/moving-in

Rent guarantor

Many private landlords and estate agents require tenants to provide a rent guarantor who will be required to pay rent should the tenant fail to do so. To help students without a UK guarantor, the University has partnered with YourGuarantor who act as a rent guarantor for students living in the private sector.

york.ac.uk/students/accommodation/private-sector/rent-guarantor-scheme

Find a housemate

The GSA can help you find fellow students to live with.

yorkgsa.org/welfare/accommodation

Students with children

There is information on moving to York, childcare and schooling on our student web pages. The GSA also has a family network.

york.ac.uk/students/support/children

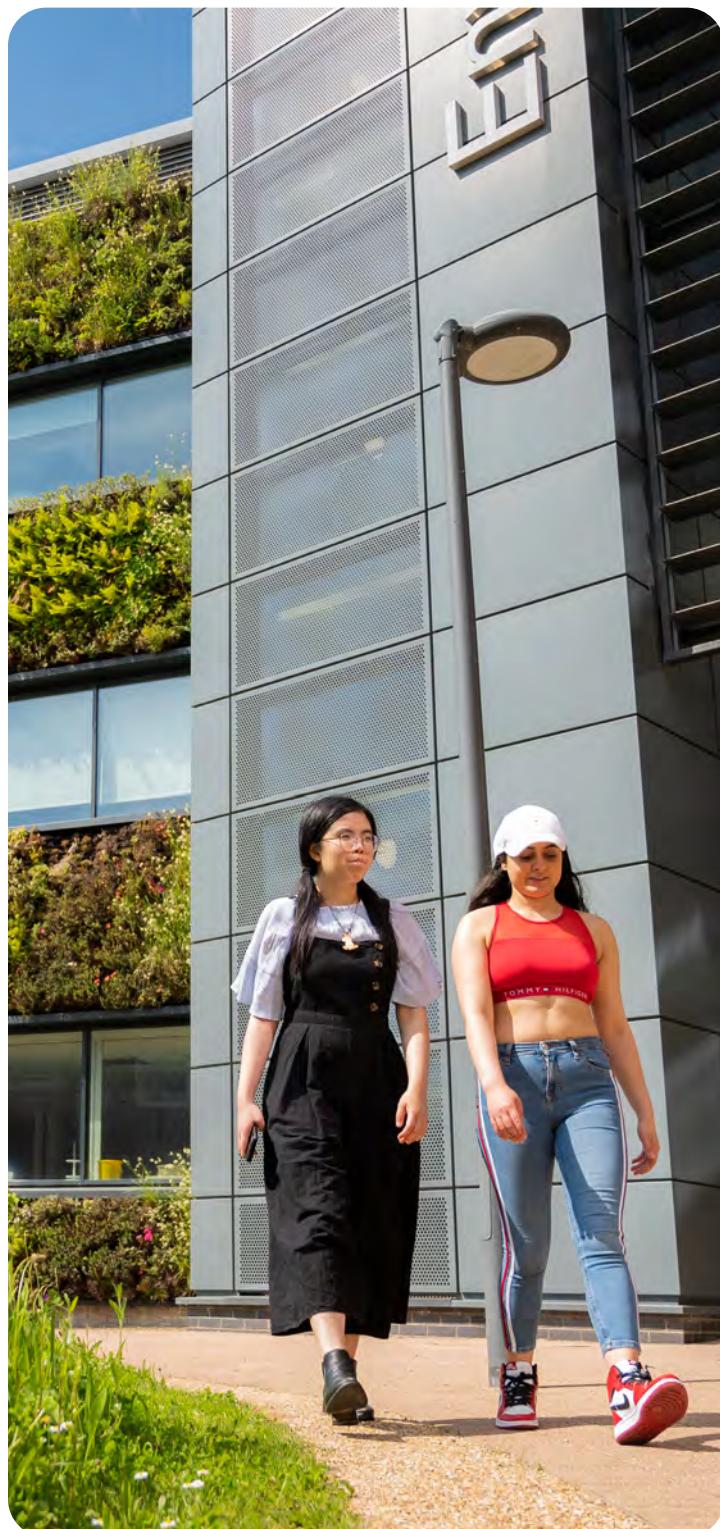
Get involved in sustainability

Sustainability is a key element of our responsibilities and values. We provide opportunities and facilities around campus to help you live more sustainably, from purchasing a YORCUP on campus to help reduce the number of single use coffee

cups sent to landfill to checking out our A-Z waste guide for the best ways to reuse, recycle and dispose of unwanted items. We have British Heart Foundation clothes banks so you can donate any unwanted shoes and clothes.

See our sustainability web pages to find out what you can do, from giving a little extra consideration to how you dispose of your waste, do your shopping or get around campus, to joining societies or initiatives across campus and the local area.

york.ac.uk/about/sustainability/what-you-can-do



TRAVEL AND TRANSPORT

Exploring campus, the city and the surrounding area is made easy by the frequent bus services, the excellent road and rail networks and by the fact that York is a cycle-friendly city.

On your bike

It takes around 15 minutes to cycle to the city from campus so why not get on your bike? Get free cycle training and free safety products including high-visibility vests or 'slap and wrap' arm reflectors from our Travel and Transport team. The Bike Doctor comes onto campus regularly, offering free bike checks.

There are fixed bike pumps at locations across campus and there are numerous secure cycle storage points around campus for your use. If you want to leave your bike on campus over the summer period you must register your bike with the Travel and Transport team.

Don't have a bike? Get free bike hire by joining our Cycle Pool Scheme. E-scooters and e-bikes are also available to hire.

Please be aware that it is illegal to cycle after dark without lights. It is also illegal to cycle on a pavement unless it is marked as a cycle route. You can be given a £50 on the spot fine for either offence.

Cars and parking

While we think our campus is a great place to walk, cycle or get the bus to, we recognise that some students may need to drive. There are pay-and-display car parks around campus with disabled bays available. Under certain circumstances students may be eligible to apply for a parking permit.

Buses

You can travel between Campus East and West for free on several routes. Regular services take you into the city from campus in about 20 minutes. Download the First Bus app – you can check timetables and even track your bus. The University works with approved bus service providers to negotiate student discounts on tickets and annual passes.

Taxi

The University's preferred taxi service is Streamline. They offer student discounts and have dedicated parking bays around campus, so you can call a taxi quickly. If you don't have your fare, you can leave your University card with them and pay the next day when you collect it.

+44 (0)1904 656565

york.ac.uk/about/transport-maps-parking



CAMPUS AND THE CITY

Events

There are a wide range of student events on campus, organised by YUSU and GSA, your college, the Student Hub, your department, and more! Many are featured on the student events page or Students' Unions events pages - or download the My UoY app from your app store to get personalised event suggestions. Your department may organise events, often with visiting speakers or partner institutions.

york.ac.uk/students/events

Wentworth College runs postgraduate-only trips, regular events, and provides an induction and orientation programme for all postgraduates.

The GSA runs trips to local and national attractions to help you discover Yorkshire and popular places around the UK. They also run a full programme of events throughout the year including a dedicated postgraduate welcome week, evening parties, laid-back pub nights and coffee afternoons.

yorkgsa.org/event

The University runs a calendar of open events that cover a wide range of subjects and attract well-respected speakers. A highlight of the year is the York Festival of Ideas, a joint project with partners in the city, which hosts hundreds of themed events over the course of a fortnight.

york.ac.uk/news-and-events/events

Food and drink

The University and YUSU operate a range of cafés, dining halls and bars across campus, offering you a selection of different dining experiences. The campus bars and Library Café open late into the evening so you can unwind with friends.

york.ac.uk/study/student-life/food

There are two branches of the Nisa grocery store on campus: Market Square and Kimberlow Hill. Both offer a range of food and drink items, including most of the essentials.

Exploring the city of York

York is a beautiful, vibrant and historic city and attracts millions of tourists each year. While in the daytime you can enjoy shopping, marvelling at the Minster, walking the city walls, and exploring the city's many art galleries, museums and historic landmarks, York also has a lively, cosmopolitan nightlife with bars, clubs and pubs to suit every taste. A variety of festivals throughout the year bring colour and vibrancy to the city. There's always something going on whether it is literature, vikings, food and drink, illuminations, comedy or music.

visityork.org



SUPPORT AND WELLBEING: STUDENT SUPPORT

We have a wide range of people and services that can help if you run into difficulties.

Supervisor

Your supervisor will provide guidance and advice on your research programme, support your personal development and wellbeing, and refer you to specialist advisers or self-help resources where appropriate.

Practical Matters

Student Hub

Advisers in the Student Hub can help with many practical matters such as official University letters, immigration, housing, finances and childcare. They also provide targeted support for students from specific groups.

york.ac.uk/student-hub

Disability support

Disability can arrange support and adjustments if you have a physical or mental health disability, Specific Learning Difficulty, or long term health condition that has an impact on your ability to study.

york.ac.uk/students/support/disability

Student financial support

Sometimes you might need extra support if you are having particular difficulty with your finances. You may be able to apply for assistance funding or loans to support you through your studies. The Student Financial Support team is the Direct Loans contact for US students.

york.ac.uk/students/finance

International student support

Our International Student Support team provides immigration advice as well as support for issues many international students can face when living and studying in the UK.

york.ac.uk/students/support/international



HEALTH AND WELLBEING

Health services

All students are advised to register with a doctor as soon as possible after arriving in York. The health centre closest to campus is Unity Health or you can search the NHS website for GP surgeries in the area. Unity Health is open to students as well as local residents, so you can register as a patient here alongside your partner and children.

york.ac.uk/students/health/healthcare

Wellbeing advice A-Z

Our wellbeing advice A-Z helps to break down the myths of university life, lets you find self-help and guidance, and lets you know that you are not alone.

york.ac.uk/students/health/advice

Wellbeing support

If you find things difficult, it is important to know that you do not have to struggle alone. There are lots of people ready to listen and help you.

Security

Campus Security staff are on duty 24 hours a day, 365 days a year. They are the first response for everyone on campus. All officers are first aid trained and part of the Mental Health First Contact network. They provide security advice, facilities management and aid the emergency services on campus. Contact them through the SafeZone app or telephone +(0)1904 323333 (emergencies) or +44 (0)1904 324444 (non-emergencies).

Report and support

Report+Support is the University's tool to report student misconduct and to find support both within and outside the University on issues such as bullying and harassment, discrimination, domestic abuse, hate crime, sexual harassment and sexual violence. You can choose to report anonymously.

Colleges

Each college has College Life Coordinators and Advisers to provide confidential pastoral care. They are a team of trained students who live in college and help resolve issues or point you to specialists. Whether you are an on-campus resident or not, your college is ready to listen.

GSA

The GSA offers advice on all aspects of postgraduate life at York. Their representatives, networks and student communities are there to help.





Networks

There are a number of networks to support specific groups of students including mature students, international students, students with children, students with caring responsibilities, and students with Asperger's Syndrome or autism spectrum disorder.

Faith contacts

Our chaplains will speak in confidence with any student, regardless of faith or belief. They have a network of contacts with other faiths and provide spaces for prayer and reflection on campus.

Togetherall

You can access free online support with Togetherall, an anonymous 24/7 online global community with support from trained professionals.

York Nightline

Nightline is a confidential listening and information service run independently by students for students. It is open from 8pm to 8am every night during term time.

Open Door

Open Door provides a range of self-help materials to aid your personal development and wellbeing as well as a professional confidential one-to-one service for students experiencing mental health issues.

Sexual Violence Liaison Officers

Our Sexual Violence Liaison Officers (SVLO) can work with you one-to-one to talk you through support options and reporting options, both within the University and externally. They will support you through whatever choices are right for you.

york.ac.uk/students/health/help

RULES AND RESPONSIBILITIES

Regulations and discipline

When you enrol, you agree to accept and abide by the University Regulations. You should make sure you are familiar with Regulation 7: Student Discipline, and the associated procedures, which details the sorts of behaviour which are unacceptable in our community and explain our procedure for taking disciplinary action. We aim to maintain a community of respect in which students and staff can study, work and live safely together. We hope that your time at the University will not be affected by problems of misconduct, but you can find all the information you might need on our website.

york.ac.uk/student-misconduct

Complaints

You can complain about a service you have received as a student within the University.

york.ac.uk/students/help/appeals/student-complaints

Health and safety services

We aim to ensure that all students and staff can work in a safe and healthy environment. If you are carrying out research in a lab or off campus, see your department's health and safety information.

york.ac.uk/admin/hsas

Data protection

The University collects, uses, stores and shares certain types of personal data, in various formats, about its current and past students in order to fulfil its functions as an education provider and to maintain its lifelong relationship with its alumni community. In doing so, it complies with the UK General Data Protection Regulation and Data Protection Act 2018. See further information on how the University uses your data and the various rights you have on our website.

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



QUICK REFERENCE

Academic life

Department postgraduate contacts

york.ac.uk/research/graduate-school/contact/departments

PGR Administration

pgr-administration@york.ac.uk

+44 (0)1904 325962

york.ac.uk/research/graduate-school/progression/pgr-administration

GSA advice and support

advice@yorkgsa.org

+44 (0)1904 322718

yorkgsa.org/welfare

Library

lib-enquiry@york.ac.uk

+44 (0)1904 323838

york.ac.uk/library

Open Research Team

lib-open-research@york.ac.uk

york.ac.uk/library-research

IT Services

itsupport@york.ac.uk

+44 (0)1904 323838

york.ac.uk/it-services

Academic Skills Community

academic-skills-community@york.ac.uk

york.ac.uk/students/studying/skills/community/

Opportunities

Building Research and Innovation Capacity (BRIC) Team

bric@york.ac.uk

+44 (0)1904 325399

york.ac.uk/research/graduate-school/development

Academic Practice Team

academic-practice@york.ac.uk

york.ac.uk/staff/teaching/develop

Careers and Placements

careers@york.ac.uk

+44 (0)1904 322685

york.ac.uk/research/graduate-school/careers

Student life

Graduate Students' Association

+44 (0)1904 322718

yorkgsa.org

College contacts

york.ac.uk/colleges

Travel, transport and parking

york.ac.uk/students/travel

Campus map

york.ac.uk/map

Mailroom

york.ac.uk/mailroom

Sustainability

york.ac.uk/sustainability

Support and wellbeing

Student Hub

student-hub@york.ac.uk

+44 (0)1904 324140

york.ac.uk/student-hub

Disability

disabilityservices@york.ac.uk

+44 (0)1904 324785

york.ac.uk/disability

International Student Support team

+44 (0)1904 324140

york.ac.uk/internationalsupport

Student finance

york.ac.uk/students/finance

Health and wellbeing help and support contacts

york.ac.uk/students/health/help

EMERGENCIES

Security +44 (0)1904 323333

Off-campus 999

QUICK REFERENCE

Useful links

York Graduate Research School homepage

york.ac.uk/research/graduate-school

Skillsforge

skillsforge.york.ac.uk

e:Vision

Your student record and requests for official documents.

evision.york.ac.uk

Yorkshare VLE

Most departments use Yorkshare VLE for teaching materials.

vle.york.ac.uk

Library catalogue

yorsearch.york.ac.uk

Social media

To find out the latest University news and events, or to ask a question when you don't know who to ask, try our social media channels.

✉ /uniofyork

✉ /universityofyork

✉ @uniofyork

Official University of York postgraduate students 2022/23 facebook group

facebook.com/groups/uoypostgrads22

GSA

✉ /YorkGSA

✉ @GSAYork

Find more University of York social media contacts at:

york.ac.uk/social

Apps

SafeZone app

Download the Safezone App to get quick access to key services: emergency calls, first aid, campus maps and general help desk.

MyUoY app

MyUoY is our app designed by students, for students. Add campus events you're interested in to personalise your schedule.



york.ac.uk/research/graduate-school

Photo credits: Alex Holland, John Houlihan, Mark Woodward

54634- york.ac.uk/design-print-solutions