



UNIVERSITY
of York

PHILOSOPHY

UNDERGRADUATE HANDBOOK

2025/26

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1. Introduction

Introduction to the Philosophy Department



Keith Allen
Head of Department

Philosophy asks fundamental questions about the nature of reality and what it is to be human. It involves thinking hard, identifying problems, and finding solutions. All our lecturers are passionate about philosophy and will seek to share their enthusiasm with you. We teach a wide range of modules covering all areas of the discipline, from ethics and political philosophy to metaphysics and logic. Our modules also explore a diverse range of approaches to answering philosophical questions.

You will have the opportunity to learn about parts of philosophy you are already interested in, and hopefully you'll also become interested in questions and topics that you don't already know about.

Our lecturers are also researchers, who advance philosophical understanding through their publications. Many are international experts in their fields. They bring this research expertise into their teaching, drawing on their own understanding of issues that they care about to structure the curriculum and inform your teaching and learning.

We are very proud of how our Department combines excellent teaching, world-leading research, and engagement with socially relevant issues. Most recently we have been placed 7th in the UK in the Times and Sunday Times Good University Guide 2025 for the subject of Philosophy. The ranking recognises the quality of our courses, and the experiences and opportunities they provide to our students. Additionally, in the most recent assessment of research within UK universities (REF2021), we were ranked 2nd in the UK for Philosophy, and equal 1st amongst philosophy departments for Research Impact, a measure of the social benefit of the research we do. We also pride ourselves on a working culture that supports Equality, Diversity and Inclusion, and our Bronze Athena Swan award is in recognition of our commitment to advancing gender equality.

The Department of Philosophy is a friendly, inclusive, and intellectually vibrant environment. Our students are important and valued members of our community, and a fundamental part of what makes it such an exciting and rewarding place to be. Whether you meet us in classrooms or corridors, we are always happy to talk philosophy! We hope you enjoy your time with us.

Together York

The University's [Together York](#) community declaration articulates our values, priorities and expectations, and invites all members of our community to join together in upholding and developing them.

- **We are a community of scholarship**, where independent critical thinkers explore their area of study with passion and diligence.
- **We are a community of respect**, fairness and compassion. We hold each other to these expectations and call out inappropriate behaviour.
- **We are a community of purpose** that cultivates personal growth and supports each student in developing a vision for their future.

The purpose of this handbook

This handbook provides a comprehensive introduction to your department and information on all aspects of your degree programme. It outlines what you should expect of your department and what we expect from you, and clarifies the policies and procedures relevant to your area of study.

General information can also be found on the [student pages](#) of our website.

You will find more information for current Philosophy students on the [Department of Philosophy webpage](#), including Module and programme information, Assessment information as well as links to Supervision & Feedback. You will find the departmental pages [About Us](#), and [For Current Students](#) most useful.

You can also find information specific to your stage (or year) on the [VLE \(Virtual Learning Environment\) Sites](#), 'Preparing to study Philosophy', 'Philosophy Year 1', 'Philosophy Year 2', and 'Philosophy Years 3 and 4'.

Disclaimer

We have tried to ensure that the information contained in this document is accurate as of July 2025. Please check york.ac.uk for any changes to this information.

2. Your department

Welcome to the Philosophy Department!

Your department is made up of staff who teach, supervise and undertake research, student services staff and other students like you.

- **Academic teaching staff** - they are there as leaders in their field willing to share their expertise and experience to help you learn, grow and push the boundaries of your capabilities and knowledge.
- Your **Academic Supervisor** is there to help guide your studies and to monitor your progress over your degree programme. They will be your first point of contact if you need advice or to discuss your course options.
- **Student Support Service Administrators** - provide the administrative mechanics which enable the department to run smoothly. They will communicate important information, provide technical assistance and help signpost you to other services and support you might need within the University.

You are also part of a **student community** belonging to your department. **Course reps** are there to help represent your views to the department and to the University – so there is always a way to get your views heard.

Philosophy Departmental office

The Philosophy Department office is in Sally Baldwin Block A, Room A/021. Semester-time opening hours for enquiries are: Monday to Friday 10:00-12:30 and 13:30-16:00, although the building itself is accessible from 08:45-17:15.

You can contact the departmental office anytime during the working day on 01904 323251, or by emailing philosophy@york.ac.uk

Staff contacts

You can find all our [Departmental staff & their contact information](#) together with their Research interests (for academic staff) on our webpages.

Office Hours: All academic staff (when they are not on research leave) hold **weekly feedback and advice sessions** during Semester time, which you are encouraged to attend. Feedback and advice sessions are also known as '**office hours**'. Office hours are offered weekly to see students on a drop-in basis, so you usually don't need to make an appointment. They provide you with the opportunity to ask questions, ask

advice, to discuss problems or just talk philosophy. You'll find details of staff Office Hours in the Philosophy department foyer and [on our website](#). If you want to speak to a tutor or your Supervisor at a time other than their drop-in Office Hour they would also be happy to speak to you, and it's best [to email them](#) in the first instance for an appointment.

Crucially, Office Hours should be used to supplement your private study. We cannot stress enough just how important Office Hours are, **and you should use them throughout the entirety of the module in each semester**. These are some of the most useful contact times you will have, because you get to set the agenda and talk about what *you* find most interesting or difficult in the module. These are also great opportunities to try out ideas and talk philosophy - they're not just a resource for when you are stuck or when the time comes to write an essay!

Communicating with you

Our main point of contact with you is through your University of York email address (for example, [ab1234@york.ac.uk](#)) so you must check this account regularly. It's essential that you check this daily for important information from the Philosophy Department, especially once your course starts. You should check regularly outside of teaching periods too. We can't stress this enough, otherwise you might miss vital course information.

[Download the MyUoY app](#) to help you manage day-to-day university life, featuring your timetable, campus map, Library card and loans, study space availability and booking, events and workshops, Eat & Drink loyalty card, news and more.

Your first point of contact with the department is the Philosophy Student Services team (or administrative staff) in the departmental office (A/021 or by email at **philosophy@york.ac.uk**) or your supervisor (by email or during their office hours). When emailing staff please use your University of York email address and remember to sign off using your full name so that we know who you are.

Philosophy students will receive regular newsletters by email, keeping you informed of any departmental or course activities, social events or projects. In addition to announcements sent to your University email address, you should also be enrolled in the appropriate [Blackboard VLE page](#) for your year group. Year-specific announcements (including communications from your course reps) may be posted there.

Module information is also communicated via the relevant module pages on the VLE.

Seminar rooms and offices

Academic, administrative and wellbeing Philosophy staff offices are in Sally Baldwin A Building, and we also have a seminar room located there (I/A/009).

You can find all campus teaching rooms by using the [online interactive Campus Map](#).

Departmental facilities

The Philosophy Department is on the Heslington West campus, in the [Sally Baldwin Building, Block A](#). We're conveniently close to many of the central campus services, including the shops, library, and the Student Hub. The department has two floors, and a welcoming reception space with seating and work areas, and there is Wi-fi access. The seminar room, where some of your classes will be held, can be opened for presentations and social events. The Philosophy Department building is usually accessible weekdays from 08:45 until 17:15 hours.

For **local** IT facilities, refer students to the Teaching and Learning section below.

Health and safety

See more information about the [University's Health and Safety policy](#).

Your supervisor

You will get to know lots of people in your academic department(s), but one of the most important will be your [personal supervisor](#) who is there to offer you support and advice throughout your degree programme.

Your supervisor will be a member of academic staff who will be a consistent available point of contact within the Department during your time at York. Note that combined degree students are allocated a supervisor in one of their departments. The relationship with your supervisor is very important: they are your first point of contact if you have any problems, need advice or want to discuss course options.

You will meet your supervisor two times per semester to discuss your academic progress and check that all is well with you and your studies. This is an important point of academic contact for all students. Your supervisor will encourage you to develop your academic and personal skills and can also act as a referee for any applications you might make in the future. They can advise what to do if things go wrong and refer you to the right people in the University for help with more personal matters.

Students who feel the need to change their supervisor, please get in touch with the Student Services Manager (philosophy-student-services-manager@york.ac.uk), to discuss this. Please note, it will not always be possible to change supervisors.

Departmental committees

The work of the department is overseen by several committees, including the Departmental Education Committee (DEC); the Board of Examiners and the Student-Staff Forum.

The Department Education Committee (DEC) [previously Board of Studies] has primary responsibility for the teaching carried out in the department. Its principal concerns are:

- General arrangements for teaching and examining
- The content of modules
- Supervision of the academic progress of students

It also deals with further issues as referred to by the University.

The DEC comprises members of academic staff, professional services staff, and student representatives who act as the student voice for the Philosophy Department. The DEC typically meets three times each semester. The Chair of the DEC for 2025/26 is Jamie Buckland (jamie.buckland@york.ac.uk).

The Board of Examiners for undergraduate degree programmes in Philosophy deals with matters relating to the examining of student work and the awarding of degrees for UG and Postgraduate taught programmes. Its membership includes teaching and further members of academic and academic-related staff who have been involved in assessment of examined work under consideration. We appoint External Examiners who are members of staff from Philosophy departments at other UK universities to ensure our processes and procedures are followed correctly and fairly. The BoEx is supported by staff from the Student and Academic Services team. The Chair of Board of Examiners for 2025/26 is Daniel Morgan (d.morgan@york.ac.uk).

Student-Staff Forum (SSF). All students studying Philosophy as part of their degree are members of this forum which meets once a semester to bring students together with staff to discuss issues relating to the student experience of our teaching programmes. Any student can attend these meetings. Aside from its student members, the Student-Staff Forum includes the Chair of the DEC as members. Members of the SSF may invite further members of academic staff in the Department to attend meetings as they deem appropriate.

Course reps/ Student Action Groups

Academic representation is a partnership between the University of York Students' Union and University departments. Together, we aim to ensure that students contribute directly to the processes of reviewing, maintaining and enhancing the quality of the academic experience here. You can go to academic reps with any feedback about best practice, concerns or suggestions about how the department or aspects of your programme are run.

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 contacts at the University of York Students' Union and take part in University-wide projects that improve the student experience.
- **Faculty Reps** 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.

You can [apply to be a course rep](#) if you'd like to represent the views of your fellow students and have a say in how your programme is run.

Student evaluation of modules/ Student perceptions of teaching

We take your views on your experience within the Philosophy department and University very seriously. Your feedback is an important part of the University's programme of quality assurance and enhancement. By providing relevant and constructive feedback, you will help us to deliver the best possible student experience at York.

At the end of every Philosophy module, students are asked to complete a module questionnaire which invites them to rate and provide comments on the lectures, seminars and content of the module. We really value your honest feedback but please remember to be respectful to academic colleagues. Survey results are considered by members of the Department Education Committee, and module conveners communicate to students any actions to be taken in response to surveys.

Equality, diversity and inclusion

We are committed to the creation of a fair, welcoming and inclusive environment for all, where everyone is treated with dignity and respect.

Diversity of perspectives is important in allowing philosophy to thrive. We value and encourage diversity and strive to make the Department an open and welcoming place for people of all backgrounds and perspectives.

We have a longstanding commitment to upholding the British Philosophical Association Good Practice Scheme recommendations. We also hold an Athena Swan Bronze award, recognising our dedication to equality and diversity. The [Athena Swan Charter](#) recognises the advancement of gender equality: representation, progression and success for all. See more information about [equality, diversity and inclusion at the University](#).

3. Your Programme of Study

Studying Philosophy at York

Philosophy is a demanding and exciting intellectual activity. Philosophers ask fundamental questions aimed at gaining a clearer understanding of our own nature, and of the world we live in. In studying Philosophy, you will engage constructively with the ideas of others, while carefully developing your own ideas and learning to defend them in the light of objections. You will grow and develop intellectually, while also developing valuable and transferable skills in analysis, imagination, problem solving and communication.

In studying Philosophy at the University of York you will be taught by a team of academic staff who are world leaders in their fields. Our seminar groups are smaller than in many other comparable university departments, and from day one you will find yourself in the active and lively world of Philosophy as it is actually practised, with experienced members of staff as your mentors and guides. The department has a wide range of strengths, and we teach a very wide range of areas of Philosophy. Our degree courses (including Single Honours and Combined Degrees) are designed to give you increasing freedom to choose your modules as you move through your programme.

As well as its Single Honours Philosophy degree, the Department offers a number of combined degree programmes (including those offered via the Schools of PPE, and Business and Society).

This handbook covers the Philosophy content of the following undergraduate and integrated master's degree programmes (3 years BA unless stated otherwise):

Single Honours:

- Philosophy

Combined Honours in the School of PPE:

- Economics and Philosophy
- Philosophy and Politics
- Philosophy, Politics, and Economics

Other Combined Honours:

- Philosophy with Sociology
- English and Philosophy
- History and Philosophy
- Philosophy with French/German/Italian/Spanish (4 years with a Year Abroad)

- Linguistics and Philosophy
- Language, Logic and Communication BSc
- Maths and Philosophy BSc
- Physics and Philosophy BSc and MPhys (BSc with an optional Year in Europe)
- Social and Public Policy (Ethics and Justice)

You can find detailed information about the structure and modules for each degree programme on our web pages under [Module and Programme information](#).

Programme aims and learning outcomes

Philosophers investigate fundamental questions about reality, experience, thought, and value. Studying philosophy involves getting to grips with deep and difficult problems and trying to find answers, engaging constructively with the ideas of others and developing your own. It combines imagination and creativity (in coming up with potential solutions) with sharp critical reasoning (in evaluating the options through systematic logical argument). Philosophy is a distinctive discipline which subjects fundamental ideas and principles to critical scrutiny and carefully maps out the possible views on particular issues with care and precision. Over the course of the programme you'll grow intellectually and develop skills in reasoning, creative problem solving, and communication that have wide applicability outside the discipline.

The department offers a wide selection of modules covering topics from Ethics to Metaphysics, Kant to Spinoza, Aesthetics to Logic, Philosophy of Christianity to Philosophy of Physics. (Specific modules will vary from year to year.) Our academic staff are committed to teaching: friendly and open, enthusiastic about discussing philosophy with students, and constantly exploring new ways to enrich the learning experience. Staff are active in research—developing new ideas and presenting them in journal articles and books—and their engagement with cutting-edge philosophical debates brings richness and excitement to lectures and seminars.

The programme is designed to introduce you to a wide range of debates and approaches and develop your skills and abilities step by step, supporting you as you face increasingly difficult intellectual challenges.

In your first year, you will have sampled the main areas of philosophy and worked on key skills: reading and reflecting on texts that address fascinating questions and mind-stretching puzzles; discussing ideas and laying out arguments; and sharpening your writing.

In your second year, you'll develop a breadth of knowledge and understanding in a number of key areas of philosophy, building up a stock of ideas and approaches you can apply to new problems, and you'll do more advanced work on writing, learning how to structure extended, in- depth discussions of difficult problems.

In your third year, you'll take research-led modules, working alongside staff as they work on new ideas and try to tackle cutting-edge questions, and do your own independent work, investigating an issue or issues that fascinate you. You can do independent work either in Advanced Modules in summer term, or by choosing to write a dissertation. We have both short and long dissertation options.

Completing the programme successfully will equip you with a powerful range of skills and abilities, putting you in a position to think in a creative and systematic way about new problems, and communicate your ideas clearly and forcefully; it will also enrich your thinking and develop your sense of curiosity and wonder at the world and our place in it.

Work on your degree is designed to help you towards a range of 'Programme Learning Outcomes' (PLOs) specific to your degree programme. What does that mean? Simply that by the end of your degree, if you have participated fully, you should have certain skills and be able to do certain things. The Programme Learning Outcomes for single subject Philosophy are listed below; joint ('combined honours') degrees involving philosophy each have their own set of Programme Learning Outcomes, but since they involve substantial philosophy components these will contain at least some PLOs closely related to those for single subject Philosophy, especially the 'core' Philosophy PLOs 1 to 4.

By the end of the degree, single subject Philosophy students should be able to:

1. **Understand and explain key problems, issues, and debates** across a wide range of areas of philosophy and its history—including some at the forefront of contemporary work—and communicate complex and difficult ideas in clear, precise, and accessible terms in a variety of formats.
2. **Develop and articulate ranges of alternative solutions to problems** and issues in an open-minded and imaginative way, and establish ways of making progress in answering questions even where it is unclear in the first instance how to proceed or what the standards for a good answer to the question might be.
3. **Develop and articulate systematic, logical arguments** for and against the alternative solutions considered in relation to a particular problem, subjecting key concepts and principles to critical scrutiny and presenting the best case that can be made for each proposal.
4. **Make a measured judgement about what is the best view on a particular problem** and present a sustained line of argument in defence of this judgement based on careful consideration of what can be said for and against the proposed solutions.
5. **Work effectively and productively as a thinker and learner**, individually and in collaboration with others—planning and scheduling, seeking help where appropriate, initiating and pursuing projects, and working collaboratively with others in the pursuit of knowledge and understanding.

6. **Amend and develop their practice as thinkers and learners** in the light of critical reflection, advice, and feedback—identifying their strengths and weaknesses, and developing strategies for making improvements in performance.
7. **Demonstrate informed sensitivity to cultural and historical context** in interpreting and responding to the work and ideas of others.
8. **Critically engage with social, political, cultural, ethical, and value issues** to contribute to the solution of key contemporary problems by applying philosophical methods and insights.

Joint degree students will develop similar abilities through the philosophy component of their degree programme.

Programme structure and progression

The following diagram shows the structure of the [Single Honours Philosophy degree](#) for students who joined the Department in 2024 or later.

Stage 1

Semester 1 (S1)	Semester 2 (S2)
PHI00018C Power & Consent (CORE)	PHI00016C Beginning Philosophical Research (CORE)
PHI00015C Philosophical Analysis (CORE)	PHI00005C Logic (CORE)
PHI00008C Knowledge & Perception (CORE)	Choose one of: PHI00007C Ethics or PHI00017C Free Will or Elective or YLE module

Stage 2

Semester 1 (S1)	Semester 2 (S2)
Option module	PHI00124I Philosophy & Society Podcast (CORE)
Option module	Option module
Option module	Option module

Stage 3

Semester 1 (S1)	Semester 2 (S2)
Year 3 (with 40-credit Dissertation):	
PHI00101H Long Dissertation (40 credits) spanning S1 and S2	
Philosophy Option	Philosophy Option
Philosophy Option	Philosophy Option
OR Year 3 (without 40-credit Dissertation):	
Philosophy Option	Philosophy Option
Philosophy Option	Philosophy Option
Philosophy Option	Philosophy Option

Stages

An undergraduate programme of study is divided into a specified number of stages. Each stage is equivalent to a year of full-time study. You must satisfy the requirements for one stage of your programme before being able to progress to the next stage.

The first 'stage' of your programme (which is your first year, if you are full-time) doesn't count towards your degree classification, but you do have to pass it to continue with your programme, and it will appear on your transcript.

When we calculate your degree classification, different stages will be weighted differently. More information on this can be found under 'Your final degree classification' in the [Assessment, progression and award](#) section.

Modules

Each stage is made up of [modules](#). You study and are assessed on three modules each semester and each taught module you take is worth 20 credits. You will achieve the credit for a module by passing the module assessments. Modules are assessed by a range of methods which will result in a numerical module mark out of 100.

If you fail a module there are two possible ways in which you might still be able to pass your year and progress to the next level. These are compensation and reassessment, and are explained in more detail in the [Assessment, progression and award section](#) below.

Current module information is on our website under [Programme and module information](#).

Capstone project module

Dissertation or Capstone project options in Philosophy are available for students who wish to undertake guided independent study in an area outside of the range of the normal taught third-year modules. They are an excellent opportunity for students to pursue their own philosophical interests, under the academic guidance of a suitable member of staff.

- We offer two Philosophy Dissertation options:
The 20-credit Short Dissertation lasts one semester and is assessed by a 4000 word essay.
- The 40-credit Long Dissertation runs over two semesters, and has two assessment points consisting of a dissertation outline and bibliography submitted earlier in the year, and concludes with the 8000 word dissertation.

Students wishing to take either form of Philosophy Dissertation should initially approach an appropriate academic member of staff to discuss their ideas for a subject area. Full details of the process for nominating a dissertation supervisor, submitting a proposal, and the granting of approval is provided to students well in advance of when the Dissertation module will be run.

Reading lists

A reading list for each Philosophy module is available on the relevant [VLE](#) site for that course under the Course Content page. Here you will also find the specific module and assessment information as well as Module materials such as lecture slides and seminar prompts.

Credit-weighting

Credit-weighting means that, in calculating your average stage mark, each module mark will be given more or less weighting in proportion to the volume of credit (i.e. workload) that is associated with it.

For further information on credit-weighting, including how you can use it to calculate your marks, consult the rules for progression and award in [University assessment policies and procedures](#).

Further information on calculating your final degree mark is available under 'Your final degree classification' in the [Assessment, progression and award section](#).

Elective modules

[Elective modules](#) are modules offered by departments to students from outside that department. You can replace non-compulsory modules within your programme with elective modules. It is an opportunity for you to study outside your programme, broaden your knowledge, make new academic connections and boost your employability.

We offer York Interdisciplinary Modules (YIMs) exploring sustainability, York language electives so you can learn a language alongside your degree, plus other elective modules on various topics across a wide range of departments.

Check your individual programme regarding the maximum number of credits that are permissible from elective modules.

Please note that it may not always be possible to grant your request to undertake an elective module because of timetabling, your degree programme structure or other constraints.

Global Opportunities

Adding international experience and skills to your studies can enhance your employability and develop your cultural skills. We offer opportunities through placements organised by your department or the [Global Opportunities team](#).

You can apply to study abroad from two weeks to an academic year's duration and we can advise on bursaries available to eligible students. Some application deadlines are during your first year and places are limited, so start thinking about this early and attend [events run by the Global Opportunities team](#).

You will be supported in making the most of any global opportunities with free language and cultural courses through Languages for International Mobility (LfIM).

For further information, including the full range of opportunities and how to apply, visit the [Global opportunities by subject](#) web page.

Our departmental academic Visiting Students/Exchange officer is Fiora Salis. Please contact the Philosophy office (philosophy@york.ac.uk) for help if you wish to alter your degree programme to include some of the Global Opportunities.

Problems with your programme

If you are having problems with your programme you should seek help and advice as soon as possible. In the first instance you may wish to talk to your [personal supervisor](#). Depending on your circumstances, you could also speak to your [Student Wellbeing Officer](#) or make an appointment with our [study coaches](#).

Change your plan – leave of absence, transferring or withdrawal

There are many occasions when personal circumstances may make it necessary for you to change aspects of your course. However, the decision to [make changes to your course](#) should not be taken lightly and it is essential that you understand the implications that any changes may have. You should discuss any proposed changes with your supervisor.

Transferring to another programme of study

If you are unhappy with your programme of study, you should talk to your supervisor and discuss the options available to you. One option is to [transfer to a different programme of study](#) within the University. Transfers cannot be guaranteed, and are dependent on you meeting the academic requirements of the new programme and there being space on your preferred programme. If you are considering transferring, you should speak to your supervisor as soon as possible.

We can also advise you if you wish to transfer from York to a programme of study at another university.

Leave of absence

A [leave of absence](#) allows you to take an authorised break in your studies for a maximum of one calendar year in the first instance. This can be on a variety of grounds including medical or compassionate grounds.

Withdrawal

[Withdrawal](#) is the term used when a student decides to leave the University permanently prior to completion of the award for which they are registered, whether for personal or academic reasons. Students who withdraw any time after the end of

their first year are often eligible for recognition of their earlier achievements through the award of a Certificate or Diploma of Higher Education.

If you wish to discuss any of these options, please contact your Academic Supervisor in the first instance. For further support, visit Student Support in Market Square [or the Student Hub webpages](#).

4. Teaching and Learning

Studying at university

At university we expect you to take responsibility for your own learning. This means being self-motivated and independent when it comes to your studies and your personal development.

Teaching methods

Studying Philosophy is primarily about *doing* Philosophy, not just passively absorbing information. The teaching process involves active participation from you. So, our teaching aims to get you reading, thinking, questioning, discussing, and writing Philosophy yourself.

Before you can do Philosophy, you need to have some basic intellectual tools. Philosophy modules use various teaching methods to give you these tools: for example, lectures, reading lists and online content.

Once you have the tools, we aim to facilitate your doing Philosophy. Again, we have various ways of doing this. Chief among them are seminar discussions and written assignments. You will also engage in discussions in lectures and, on occasion, online discussion fora. All our taught modules have a VLE site, and members of staff post lecture slides, handouts, and recordings there, as well as providing links to library materials and resources for further study. Some modules make more significant use of the VLE. In particular, the first year 'Beginning Philosophical Research' module is partially taught through an online VLE module, with online tests at various stages to test comprehension. All along the way we will help you develop your philosophical skills by giving you feedback, both in writing and orally.

Teaching staff are also available for further discussion during their feedback and advice hours.

Code of conduct – teaching sessions

You should remain respectful of your fellow students and teaching staff, and engage in discussions in the spirit of constructive debate.

To ensure that you arrive at teaching sessions ready to participate constructively, please make sure that you have allowed sufficient time to do all your required reading and any other required preparation, and bring copies of your readings (and notes) with you.

Seminar tutors reserve the right to send students away if they arrive to teaching sessions late or underprepared (without good reason).

Attendance

You should attend all scheduled teaching sessions that we set for you, either in person or online, and use the student [Check-In](#) system, if required. Regular attendance is vital to your progression through your degree programme. If it looks like you're not engaging with your studies, we will reach out with guidance and support.

[University Regulations](#) state that you should be present at any time at which teaching or other academic engagements have been arranged for your programme (including Saturdays).

Our [Student Academic Engagement and Wellbeing Policy](#), sets out how we support you during your time at university to achieve your full academic potential. Our [Student Academic Engagement and Wellbeing Procedure](#) outlines what we do if we are concerned that you may need extra support.

Absence

If you are ill during teaching weeks, please notify the University via your [e:Vision](#) account (in the 'Your Support' section). You can self-report your illness for a maximum of ten days in any one academic year, with a maximum of seven days for any one period of illness.

An absence of more than seven days, but no longer than four weeks, can be approved by your Chair of the Board of Studies. Any longer absence during a semester which will be counted towards completion of your degree programme requires the approval of [Special Cases](#). See information on taking a [Leave of Absence](#).

If you stop attending scheduled teaching sessions without saying you are withdrawing and do not respond to our efforts to make contact with you within a specified time-scale, the Board of Studies will assume that you have [withdrawn from your studies](#).

Getting feedback on your progress

Feedback at a University level can be understood as any part of the learning process which is designed to guide your progress through your degree programme by providing commentary on your work to date. We aim to help you to reflect on your own learning and help you feel clearer about your progress through clarifying what is expected of you in both formative and summative assessments.

University policy on assessment, examiners, marking and feedback can be found in [University Assessment policies and procedures](#).

Feedback on summative work

For essays and essay style exams, written feedback is provided on a standardised form, usually within four weeks of submission. For short answer exams, written feedback is provided to the whole class, in addition to an opportunity for students to view their exam scripts and ask questions. Students are encouraged to discuss their feedback with the member of staff who provided it either during office hours or during dedicated meeting slots.

Feedback on formative work

Written feedback is provided on formative work within two weeks of submission, usually on a standardised form. Students are encouraged to discuss their feedback with the member of staff who provided it either during office hours or during dedicated meeting slots. Sometimes, feedback on formative work may be provided verbally. Whichever format is used to provide feedback, always take these opportunities to learn.

Engaging in discussions in seminars is also an excellent way to receive feedback from your tutors and fellow students.

What do I need to do to succeed in my programme?

University [rules for progression and award](#) explain what you need to do to progress through your degree programme and how you can calculate your current classification marks along the way.

Academic integrity

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

Online Academic Integrity Tutorial

You are required to successfully complete the [University Online Academic Integrity Tutorial](#) within your first year, preferably within the first few weeks.

The tutorial is on the Learn VLE (Blackboard) and will take you through key principles around integrity and how to avoid things like plagiarism and collusion. It also covers guidance on using artificial intelligence (AI). If you do not uphold the values and conventions of academic integrity, you may be subject to the University's academic misconduct procedures.

Referencing

Referencing is a key aspect of academic writing and is used to clearly identify information and ideas that come from source materials. It is essential to acknowledge other people's ideas in this way so that you can avoid committing plagiarism. Incorrect or non-existent referencing can constitute misconduct.

In the Philosophy Department, we ask you to use the '[Harvard](#)' or '[MLA](#)' referencing systems, which are explained in the Beginning Philosophical Research VLE module and at the [University's Academic Integrity](#) site.

Please be aware that if you do not uphold the values and conventions of academic integrity, you may be subject to the [University's academic misconduct procedures](#).

Turnitin

Turnitin is a text-matching software used primarily by staff to check academic work for appropriate acknowledgement of sources. Students have access to Turnitin (via a tutorial on the [VLE](#)) to learn how to integrate material into assignments appropriately.

Academic misconduct

Academic misconduct means breaking the rules of academic integrity and this is why we regard any form of academic misconduct as a very serious offence. See the University policy for what we consider to be [academic misconduct](#).

Our advice on [artificial intelligence \(AI\) use in assessment](#) is that we expect you not to use AI to generate assessment answers unless you have been explicitly told that you may or must do so.

Students facing academic misconduct issues can contact [York SU Advice and Support](#) for help.

Study skills and support

Teaching at York is done by academic experts who will introduce you to their academic subject areas, key discipline skills and concepts. However, you are responsible for managing your time and your own general skills development. We will support you to develop your independent study skills.

Departmental study support (if available)

Two of your Philosophy modules, [PHI00015C Philosophical Analysis](#) and [PHI00016C Beginning Philosophical Research](#) include large collections of resources to help you develop the requisite skills for studying philosophy, and will be available for consultation on the [VLE](#) throughout your degree programme at York.

Any additional study-skills sessions such as essay-writing refresher sessions will be advertised during the academic year.

Please speak to your supervisor or module leader in office hours if you are struggling with any aspect of studying philosophy.

Online resources – IT facilities, VLE and others

There are [computer rooms across the campus](#) available for student use, as well as IT study spaces in the JB Morrell Library.

We usually communicate with you via e-mail to your university account, so would strongly advise you to check your UoY email daily for communications. During teaching weeks we will send you a weekly newsletter to ensure you're kept up to date with events, assessments, policy change and anything else study-related. We also expect students to make full use of the online teaching materials on the VLE. Some courses are delivered in part online, and all are supported by [online materials on the VLE](#).

We expect student essays to be word-processed, and summative essays for all modules are submitted online via the VLE (instructions will be provided at the time of assessment submissions). Some modules also use e-submission (via the VLE or, occasionally, email) for formative work – your module convenor will let you know how they would prefer you to submit your formative work.

See information on the [facilities and services IT Services provides](#). If you have any problems, you can [contact IT Services](#) for help.

Library

The University Library provides a vast array of high quality online resources, books, and spaces to work. Staff are here to help, whether that's in person at the Help Desk or via email, phone, chat or social media. Find out more about where to start with the [Library Essentials guide](#). This includes information on using the library catalogue, your library account, online induction resources and opening hours. For general help, contact the [Library Help Desk](#).

The University Librarians have amazing expertise in subject-specific areas. They can help you to search effectively for resources, understand how to use and evaluate these and how to reference your work correctly. The web pages on [Find and Use Resources](#) will help you locate the information you need.

Your reading list

Your online [reading lists](#) are designed to help you get started with reading for your module. Your lecturer might have structured your lists by topic or by week to help you

navigate them more easily, and you'll find that items are tagged as essential, recommended or background so that you know which to read first.

The online system provides information about where items are in the Library and it also tells you if books are out on loan. If we have electronic resources they will link directly to the reading so it is really easy for you to access it.

Study spaces

There are [over 1000 places to work](#) across the three sections of the Library: the Morrell, the Fairhurst and the Burton, plus more [study spaces across campus](#). These include a variety of quiet and silent areas, IT rooms, and bookable group and individual study rooms. There is also library space on the 1st floor of Piazza Building on Campus East and 24/7 Library study areas in Vanbrugh College (V/N/058), and the Ron Cooke Hub.

In the Philosophy Department (Sally Baldwin Building, Block A), the welcoming reception space has seating and a benched working area for laptop working. There is a charging point for devices, and the building has Wi-Fi access if you would like to bring your own laptop to work there. We really enjoy that students use the departmental space in Philosophy for studying and working collaboratively.

Study skills

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 students to develop skills in:

- academic reading and writing, including critical thinking
- communication and self development - time management and study skills
- planning academic assignments, capstone projects and theses
- maths and statistics
- academic language
- integrating sources and data effectively into their writing
- developing a more critical stance and developing academic argument.

Skills guides

Learn how to follow good academic practice and develop your digital skills for effective reading, note-making, essay writing and problem solving. Consult our online [skills guides](#) to find tips and interactive resources.

Digital skills training

We offer [workshops to help you enhance your academic and digital skills](#). Training includes reference management, critical skills and presentations. Enhance your digital creativity with the Creativity Lab and YorCreate 3D printing space.

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.

Maths Skills Centre

The [Maths Skills Centre](#) provides online resources, one to one appointments and workshops to develop skills and competencies in mathematics and statistics.

Languages for All

[Languages for All](#) courses are a perfect opportunity to broaden your horizons and learn about a new culture. These non-credit language classes are available in a range of languages and at different levels so you can take part whether you are a beginner or nearly fluent. Two types of courses are available: year-long courses running from October to May and short courses in Semester 2. There may be a charge for these courses.

Prizes

In the Philosophy Department we award the following prizes based on performance:

J L Mackie First Year Prize - £100 awarded to the Single Honours student with the best performance overall in Philosophy modules.

Marie McGinn Second Year Prize - £100 awarded to the student with the best performance in a minimum of 60 credits of Philosophy modules.

Thomas Baldwin Final Year Prize - £100 awarded to the student with the best performance in a minimum of 60 credits of Philosophy modules.

There is further information on financial support including bursaries and scholarships offered by the University of York on the [Undergraduate Funding for UK Students](#) web pages.

5. Assessment, progression and award

Assessment, marking, feedback and standards

The University's formal [policies and procedures relating to the conduct of assessment](#) can be found on our website. There is clear and detailed information on each aspect of student assessment and is a useful resource if you want to know more about how your work is assessed.

Assessment methods

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

Formative assessment is there to help you develop. While it does not contribute to your final degree mark, it will help you to learn more effectively – you will be provided with feedback which will help you to review and improve your performance.

Summative assessment indicates the extent of your success in meeting the assessment criteria and how well you have fulfilled the learning outcomes of a particular module or programme. The marks from this type of assessment will contribute to your final degree result or towards progression decisions.

Formal examination requirements

See the [Students Guide to Examinations](#) for formal examination requirements for closed (in-person) exams. Individual examination arrangements may be approved for students who are unable to sit formal University examination conditions as a result of a disability or other condition. It is important to note that such **arrangements must be in place at least 11 weeks prior to the exam** in question, so it is essential that students requiring individual arrangements contact [Disability Services](#) as soon as possible to ensure that adjustments can be made.

Assessment format and submission of work

The Department of Philosophy has clear guidelines regarding summative assessments and submission of work.

Please refer our [Philosophy Assessment web pages](#), and in particular how to [submit essays/coursework using Turnitin](#).

You may be asked to take an online examination. This means the paper will be uploaded to the VLE and emailed to you at a certain time and you upload your answers before a specified deadline. See the [guidance for online exams](#).

Skills guide

Make use of the online [Practical Guides](#) for specialised, in-depth Skills guides, particularly the section; Advice for Students which offers useful tips in a number of areas including Academic Writing and Academic language. These resources will help support you in understanding and producing academic writing.

Penalties

Knowing how to manage your time, write succinctly and provide a complete and comprehensive piece of work to a strict deadline are skills you will develop at university. In the interests of fairness, transparency and to be equitable we have strict rules around deadlines and the quality or quantity of work submitted, and have clear penalties where these rules are not followed.

Assessments that are submitted late, without an approved extension for [exceptional circumstances affecting assessment](#), will have a percentage of the available marks deducted in accordance with the policy on penalties available on the [University assessment policies and procedures](#) web page.

Philosophy students should refer to the [Assessment Guide: 6.5 Penalties](#).

Failure to submit or sit the exam

If you, with no approved claim of [exceptional circumstances affecting assessment](#), fail to submit an assessment (essay or coursework) by the deadline after five days, or fail to attend an examination, a mark of zero will be awarded. You may be given the opportunity to Resit (final attempt) the module – see 'Feedback on Learning and Assessment' in the [Teaching and Learning](#) section above (although there are limits on how many Resits you may take). However, the Resit mark will be capped at 40 and is used to calculate your degree classification. Additionally, and if the missed examination or assessment missed is already a Resit (ie to redeem an initial failure), no further re-assessment opportunities will be available without proof of exceptional circumstances.

If you are struggling to meet deadlines, submit a piece of work or will miss an exam due to personal circumstances you will need to inform the University as soon as possible and apply for [exceptional circumstances affecting assessment](#).

How is my work marked?

A full description of our Philosophy [marking procedures including our marking criteria](#) is available to download as a PDF from our Assessment web pages.

What happens if I fail a module?

There are two possible ways in which you may still be able to pass your year and progress to the next level.

Compensation

For modules at a bachelors undergraduate level, in levels C (1st year), I (2nd year) and H (final year), the pass mark for module assessments is 40. However, if your mark for a module is in the 30 – 39 range, you may still be able to get the credits for the module if you have failed no more than 40 credits in the stage, there are no outright fails (marks below 30), and the rounded credit-weighted mean over all modules taken in the stage (including failed modules) is at least 40. In other words, 'marginal' failure in some modules may be compensated by achievement overall.

Reassessment

If you get a module mark below the level at which it can be compensated, or you are not eligible for compensation (for instance, you have too many failed credits) you will need to be reassessed (a Resit). You will only be offered a reassessment opportunity for failed modules if the total number of failed credits in the stage does not exceed 80 credits for Stage 1, or 60 credits for Stages 2 or 3.

If you need to be reassessed, it is important to note that the mark following reassessment is capped at the pass mark.

See [University assessment policies and procedures](#) for further information on compensation and reassessment.

Reassessment, repeat study and readmission

If you make a successful claim that an assessment is affected by medical or compassionate circumstances, you may be permitted to sit the assessment again 'as if for the first time'. This means that the original attempt will not be considered for progression decisions or your degree classification.

Students who fail the first year may be allowed to repeat the year. Students in other years are not normally allowed to repeat any part of the teaching on their programme. Repeat study will only be considered in cases where a student can show that they had truly exceptional circumstances which did not allow them to benefit from the teaching

on their first attempt, and that there was good reason why the student could not have informed the University of the circumstances at the time

You will need to submit evidence of mitigating circumstances to qualify for sits as if for the first time and repeats. See further information on [resits, repeats and readmission](#).

Programme extensions and termination

A programme extension can be recommended where a student cannot complete the programme within a normal timescale because of exceptional circumstances. If you find yourself in this situation, talk to your supervisor.

In some circumstances, the Departmental Education Committee can recommend that your programme is ended before its normal end date. This may be due to reasons such as poor attendance (without good reason) or through having failed so much of the programme that it is no longer possible to graduate.

See further information on [programme termination, extensions and transfers](#).

Exceptional circumstances affecting assessment

Sometimes things happen beyond your control that either have an impact on your performance during an assessment or prevent you from undertaking the assessment at the scheduled time. If these events are truly exceptional, i.e. serious, unusual and unpredictable, they may be classed as exceptional circumstances and you may be able to defer or re-sit an assessment.

There are three possible ways to claim exceptional circumstances:

1. Student Support Plans (for students with a disability) sometimes have the option to request an extension on a piece of work as part of their Plan's adjustments or to defer an examination attempt.
2. Self-certification can be used for short-term, acute illnesses or short-term unforeseen circumstances prior to submission of an open assessment or commencement of an examination. Students may use self-certification for a maximum of 3 assessments per academic year. (This is not to be confused with [self-certification of illness](#) if you are ill during term time and miss teaching).
3. You can apply to the Exceptional Circumstances Committee for assessments where the start time (exams) or deadline (open assessments) has passed or where the self-certification may not be possible due to the severity of the circumstances/impact on assessment.

If such exceptional circumstances do occur, you must seek support from your supervisor and provide evidence as soon as possible at the time they occur. You can find the [exceptional circumstances affecting assessment](#) claim form online, along with further information on submitting a claim.

Submitting an appeal

You can [submit an appeal](#) if you can establish there was a procedural error in arriving at an academic decision, or on the basis that you can provide evidence that you had exceptional circumstances which you could not have raised at the time. **You cannot appeal against academic judgement of your work.** Seek support from your supervisor and/or [York SU Advice and Support](#) before deciding whether to submit an academic appeal.

For information on making a complaint, see the [Rules and responsibilities](#) section below.

External examiners

The external examiner for Philosophy undergraduate degrees is Dr Luca Barlassina (University of Sheffield).

It is inappropriate to make direct contact with external examiners. If you have any issues or concerns you can register these through [appeal](#) or [complaint](#).

The purpose of the external examiner is to review our programme content and assessment practices, to ensure fairness and assure the quality of our degree awards. The examiner reviews samples of student work and attends meetings of the Board of Examiners to confirm fairness and consistency in decision-making processes. The external examiner produces a written report annually reviewing the year's assessment arrangements, commenting on the integrity of the assessment process and the standard of student attainment. The Departmental Education Committee is asked to respond to any issues raised by the external examiner as part of its Annual Programme Review (attended by course reps) in the following Semester.

Your final degree classification

The University applies the following mark scale to undergraduate work:

- First-class Honours: 70-100
- Upper second-class Honours: 60-69
- Lower second-class Honours: 50-59
- Third-class Honours: 40-49
- Fail: 0-39

The Criteria for first with distinction in Philosophy single honours for 2025/26 will be determined in due course by the Board of Examiners in Philosophy.

A different mark scale is used for masters-level modules taken as part of an undergraduate programme. The pass mark for masters-level modules is 50. If you are on an Integrated Masters programme, you will have to undertake some masters-level modules in the later stages of your programme. Some modules at this level may also be available as options in some Bachelors programmes. You should be aware of the higher level and pass mark for such modules when deciding whether to take them as options.

For information on calculating your degree classification, see the rules for progression and award in [University assessment policies and procedures](#).

6. Rules and responsibilities

Regulations and student 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 [student misconduct](#).

Paying your fees

It's important that you pay your tuition fees by the due date in line with the University's terms and conditions. You can make payments via [e:Vision](#) using a range of payment methods, including Flywire, our international payment partner for overseas bank transfers, card and e-wallet payments.

The University takes a proactive role in debt recovery. Regrettably this may impact your student visa status as an international student or your ability to obtain credit in the future.

Student Visa holders

If you are a Student Visa holder you are required to comply with the [Terms and Conditions for Student Visa holders](#) throughout the duration of your sponsorship. Further information about your [responsibilities](#) can be found on our website.

Campus rules

Our [rules for the use of campus grounds](#) set out the standards we expect to ensure that the grounds of the University remain inclusive, sustainable and an inspirational environment to be enjoyed by all.

Complaints

If you are dissatisfied with your experience of a service you have received as a student you should let us know. In the first instance you should speak to someone within the department or service where the issue occurred. If you want to complain about a module, but do not wish to speak with the module leader, please contact the

Chair of the Departmental Education Committee, Jamie Buckland
(jamie.buckland@york.ac.uk) If you are dissatisfied with their response, you can find more information on [how to make a complaint](#) on our website.

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.

7. Support and wellbeing

Our [health and wellbeing web pages](#) detail the wide range of [help and support](#) available for all students to help you get the most out of your university experience. Our [Student Academic Engagement and Wellbeing Policy](#) sets out how we support you during your time at university to achieve your full academic potential.

Your departmental community

You have a Student Wellbeing Officer for your department who will be able to offer advice, guidance and support with personal or academic issues that may affect your ability to fully engage with student life. They offer a non-judgemental space for you to talk through the challenges you might be facing and where appropriate, help you to navigate University services as well as signposting to other, external sources of support.

The Student Wellbeing Officer for Philosophy is [Lauren Bramley](#) (lauren.bramley@york.ac.uk)

Philosophy also has two Department Community Coordinators (DCCs) to work with students, department staff, student societies and student reps in order to help build departmental learning communities.

The Philosophy Department, along with the Philosophy Society, frequently run events that are designed to support student well-being and help to build communities. Look out for emails and posters about upcoming events!

Your college

York is one of a handful of UK universities with a collegiate 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.

With a team of staff and student volunteers, colleges are a first point of support and guidance and they can point you in the right direction when further expertise is needed. Whether you are an on-campus resident or not, your college is ready to listen.

University of York Students' Union

There are many opportunities to get involved with groups and projects outside of your course with York Students' Union (YorkSU). Join clubs and societies, campaign to make change, volunteer - and so much more. With over 250 societies and over 65 sports clubs, there's something for everyone. Those of particular interest might be:

Philosophy Students might be especially interested in joining the [Philosophy Society](#).

Head to the [University of York Students' Union website](#) to see all of the clubs and societies on offer.

Student Hub

The [Student Hub](#) is a first point of contact for support and advice. Chat to our Student Support and Advice Team about issues regarding financial support and money management, housing advice, academic progress issues and more.

Student Communities

We offer a bespoke programme of support to help undergraduate students from different backgrounds get the most out of their university experience. The [Student Communities](#) programme includes subsidised social events during term time and a weekly newsletter highlighting different ways to get involved in university life.

Support with finances

If you are facing issues with your student finance or difficulties managing your money, our [Student Support Team](#) can help. They offer budgeting support, liaison with student finance bodies, and can also advise on options for [financial assistance](#) and other support that may be available.

Support for international students

Our [International Student Support](#) team provides advice and guidance for international students on issues such as immigration and visas, accessing healthcare, opening a bank account, scams and signposting for emotional support.

Disability support

[Disability Services](#) provide support, advice and guidance for those with a diagnosed disability, including specific learning difficulties such as dyslexia, dyspraxia and ADHD, autism, visual and hearing impairment, physical disabilities, medical conditions and mental health difficulties, amongst others. All students with disabilities are encouraged to contact the service via the online registration form to discuss your individual needs and to recommend academic adjustments in a Student Support Plan (SSP).

Please let the department know as soon as possible if you have a disability and may require support. You can discuss this with the Philosophy Student Services Manager (philosophy-student-services-manager@york.ac.uk).

The Department's Disability Officer is Daniel Morgan (d.morgan@york.ac.uk).

If you had individual exam arrangements at school, college or a previous university, you will need to contact [Disability Services](#) to set up a student support plan. You must complete the Disability Services registration form and provide supporting documentation to be considered for adjustments in your exams. See the information provided on formal examinations in the [Assessment, progression and award](#) section for further information.

Mental health support

We have a team of [Mental Health Practitioners based on campus](#) in our Open Door and Student Wellbeing team. Get in touch for free, confidential support if you experience psychological or mental health difficulties.

24/7 support

Download the free [TalkCampus](#) app to connect anonymously with other students from around the world about the ups and downs of student life or if you're struggling and worried about your mental health. You can also access a 24/7 helpline - staffed by clinicians - if you need someone to talk to.

Campus Safety

The [Campus Safety](#) team is a first point of contact for security, medical, social and wellbeing related issues, providing advice and guidance on safety and security related issues. They provide a friendly and high visibility presence to help keep everyone safe. You can find them at the Campus Safety Hub at Market Square or you can contact them easily via the [SafeZone app](#).

Faith contacts

Whilst the University is a secular institution, we have information about [faith communities](#) to signpost students to faith and spiritual support in the local area. We also provide spaces for prayer and reflection on campus.

Support for harassment and sexual violence

We understand that incidents of harassment and sexual misconduct occur across society, including within university settings. Our dedicated [harassment and sexual misconduct web page](#) summarises the University's approach, policies and procedures related to harassment and sexual misconduct.

Sexual Violence Liaison Officers

Our [Sexual Violence Liaison Officers \(SVLOs\)](#) can work one-to-one with those who have experienced sexual violence at any time in their lives. They can 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.

Report + Support

[Report+Support](#) is the University's tool to report serious misconduct such as harassment, sexual violence or physical violence. You can also find lots of information on all of the support available, both within the University and in the local community. You can also choose to report anonymously to help the University to understand the issues affecting our students.

8. Personal development and employability

Placement Year

Almost any student can apply to undertake a [Placement Year](#). This offers you the chance to gain valuable work experience at a challenging level that will help prepare you for graduate jobs. This would be an additional year, which you would take between your second and third year of study, and you would be supervised by the [Careers and Placements](#) team for the duration of this year. You will need to find and secure your own placement and Careers and Placements can help you through the selection and approval process.

Careers

Our [Careers and Placements](#) team is based on Campus West next to the Spring Lane Building and there is always someone to talk to during [opening hours](#).

The team covers:

- **Information, advice and support** - from our professional team of accredited careers consultants and the wider support team
- **Experience** - including Placement Years, volunteering, community engaged learning and short term internships with our network of local employers
- **Skills and development** - including our award-winning York Strengths programme, York Leaders and York Award
- **Events and networking** - linking you up with future employers and showcasing the diverse graduate opportunities available

The Philosophy Department has a dedicated VLE course site dedicated to [Careers](#).

If you have any questions or would like departmental guidance regarding careers and placements then please contact our academic lead Fiora Salis (fiora.salis@york.ac.uk).

Working during your studies

Our [Careers and Placements](#) team can help you to find a part-time job and can provide information on your legal rights and obligations. We advise that you work no more than 20 hours a week during the semester. If you are a [student visa holder](#) you will need to be aware of any working restrictions placed on you by your visa.

9. Graduation and beyond

After you submit all your final year assessments, your overall degree classification will be agreed and ratified by your departmental Examinations Board and then approved by University Senate. You will receive an email from the University's Progression and Awards Team confirming that your results can be viewed on [e:Vision](#).

When the time comes, we will contact you with full information about [graduation](#), including ceremony dates and important deadlines. It is important to keep your information up to date on [e:Vision](#), including your personal email address.

Access to University services

Your borrowing rights at the University Library end on the last day of your studies.

Access to most IT Services facilities (including email) are automatically withdrawn approximately 90 days after you finish your studies. The data in your University Google account and your files in your personal filestore are saved for one year after expiry. IT Services recommend you save or transfer account data before they close - see [IT information for student leavers](#).

References and transcripts

If you require a personal reference, you should contact your personal supervisor or an academic member of staff who is familiar with you.

You can [purchase transcripts and other official documents](#) from the Transcripts Office.

Keep in touch

Once you graduate, you will officially become a York alumnus and will be able to access our careers support - for life. Whether you want to further your professional life with courses that will enhance your skills, prepare yourself for a promotion with career support and advice, or stay connected with York and the friends you made whilst being here, we can help with [York for Life](#).