Welcome to the Department of Philosophy!

Greg Currie, Head of Department

The Department of Philosophy welcomes all those who have come to York to undertake work leading to an MPhil/PhD or MA by Research degree. This guide offers information and advice so that you can become familiar with our procedures and make the best use of your time here. We hope that you, as members of the Department, will take full advantage of what we have to offer. I look forward to your contributions to our communal endeavour of producing international-quality research.

Janet Eldred, Research Student Administrator

From time to time, you will have questions and concerns about how things work in the Department. Everyone on staff will happily point you in the right direction, so don’t be shy about approaching anyone. I’m here to help with your various department-related admin tasks. I look forward to getting to know you and helping you settle into your time with us. Do come say hello whenever you are in the Department!

Departmental Postgraduate Research Aims

In its postgraduate research programmes, the Department of Philosophy is committed to:

- producing students of high academic quality who have shown the ability to undertake research; and
- supporting students’ skills development so as to flourish in the next stages of their careers, whether in academia or other sectors.
Please take note

The advice given in this guide is no substitute for knowledge of University policy on graduate matters. The Ordinances and Regulations are the authoritative work, and should be consulted whenever doubt arises: http://www.york.ac.uk/about/organisation/governance/corporate-publications/ordinances-and-regulations/.

The purpose of this handbook is to explain how University policy is implemented in the Department of Philosophy. The handbook should be considered a supplement to the York Graduate Research School’s handbook for all postgraduate research students.

Key websites

Department of Philosophy sites:

- Department webpages: http://www.york.ac.uk/philosophy/
- Department Facebook: https://www.facebook.com/PhilosophyYorkUK
- Social Facebook (Postgraduate Philosophy at the University of York): https://www.facebook.com/groups/880503888690222/
- Twitter: @UoYPhilosophy

University of York sites:

- Skills Forge: https://www.skillsforge.york.ac.uk/
- York Graduate Research School: https://www.york.ac.uk/research/graduate-school/
- Research student page: https://www.york.ac.uk/research/graduate-school/support/
- Policy, forms and documents: http://www.york.ac.uk/research/graduate-school/support/policies-documents/
- Humanities Research Centre: http://www.york.ac.uk/hrc/
- Graduate Students Association: http://www.yorkgsa.org/
- University research activities: http://www.york.ac.uk/research/
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Who We Are</td>
<td>5</td>
</tr>
<tr>
<td>2. Your Supervisor and Thesis Advisory Panel (TAP)</td>
<td>9</td>
</tr>
<tr>
<td>2.1 Your Responsibilities</td>
<td>9</td>
</tr>
<tr>
<td>2.2 Supervisory Arrangements</td>
<td>9</td>
</tr>
<tr>
<td>2.3 Your Thesis Advisory Panel (TAP)</td>
<td>10</td>
</tr>
<tr>
<td>2.4 Schedule of TAP meetings</td>
<td>11</td>
</tr>
<tr>
<td>3. Departmental and University Support and Training for Your Research</td>
<td>13</td>
</tr>
<tr>
<td>3.1 Philosophy Department Support</td>
<td>13</td>
</tr>
<tr>
<td>3.2 HRC Support</td>
<td>13</td>
</tr>
<tr>
<td>3.3 York Graduate Research School</td>
<td>14</td>
</tr>
<tr>
<td>3.4 Presenting Your Research</td>
<td>14</td>
</tr>
<tr>
<td>4. Timetable for the Development of Your Research</td>
<td>15</td>
</tr>
<tr>
<td>5. Research Degrees: University and Departmental Regulations</td>
<td>16</td>
</tr>
<tr>
<td>5.1 The MA by Research Degree</td>
<td>16</td>
</tr>
<tr>
<td>5.2 The MPhil Degree</td>
<td>16</td>
</tr>
<tr>
<td>5.3 The PhD Degree</td>
<td>17</td>
</tr>
<tr>
<td>5.4 Confirmation of PhD Registration</td>
<td>17</td>
</tr>
<tr>
<td>5.5 Submission Dates and Extensions</td>
<td>17</td>
</tr>
<tr>
<td>5.6 Word Limits</td>
<td>18</td>
</tr>
<tr>
<td>5.7 Academic Misconduct</td>
<td>18</td>
</tr>
<tr>
<td>6. Presentation of Your Thesis</td>
<td>20</td>
</tr>
<tr>
<td>7. Examination of Your Thesis</td>
<td>20</td>
</tr>
<tr>
<td>7.1 Intention to Submit</td>
<td>20</td>
</tr>
<tr>
<td>7.2 Examination</td>
<td>20</td>
</tr>
<tr>
<td>7.3 Appeals</td>
<td>21</td>
</tr>
<tr>
<td>7.4 Awarding of the degree</td>
<td>21</td>
</tr>
<tr>
<td>8. The Role of Research Students in Teaching</td>
<td>22</td>
</tr>
<tr>
<td>9. University and Departmental Committees</td>
<td>22</td>
</tr>
<tr>
<td>10. Libraries</td>
<td>23</td>
</tr>
<tr>
<td>11. International Students</td>
<td>24</td>
</tr>
<tr>
<td>12. Careers Issues for Postgraduate Students</td>
<td>24</td>
</tr>
<tr>
<td>13. Complaints Procedure</td>
<td>25</td>
</tr>
<tr>
<td>14. And Finally...</td>
<td>26</td>
</tr>
</tbody>
</table>
The Department of Philosophy has more than 20 members of academic staff, offering a wide range of areas of research interest, including the history of philosophy (ancient, early modern, late modern and early twentieth century), metaphysics, epistemology, philosophy of mind, philosophy of language, philosophy of logic, philosophy of religion, ethics, applied ethics, aesthetics, and continental philosophy. The library provision is strong in all these areas. The Department has links with a number of other Departments in the university, in particular with the Politics Department, the English Department, and the Department of Health Sciences. It is one of the constituent Departments of the Humanities Research Centre.

The Department is based in the Sally Baldwin Buildings, Block A. The offices of the academic and departmental administrative staff are here. The staff seminars and Philosophy Colloquia are typically held in the departmental seminar room A/009.

Members of Academic Staff and their Research Interests

Keith Allen (BA (Cambridge), MPhil, PhD (University College London)) Senior Lecturer, Chair of the Board of Studies
Room A/103, tel 323255, email keith.allen@york.ac.uk
His interests include colour, perception, and Early Modern Philosophy.

Michael Beaney (MA, BPhil, DPhil (Oxon)) Professor (until 31 December 2015); Research Students Convener (Autumn term only)
Room A/124, tel 323260, email michael.beaney@york.ac.uk
His interests include history of analytic philosophy; Chinese philosophy; the philosophy of language, logic, mathematics and mind; the history of philosophy, especially analytic philosophy; methodology and the foundations of reasoning, and conceptions of analysis. He is the author of Frege: Making Sense and Imagination and Creativity, and editor of a number of books on Frege and the history of analytic philosophy.

Amber Carpenter (BA (Yale), PhD (King’s College London)) Senior Lecturer (currently based primarily in Singapore)
Room A/121, tel 323297, email amber.carpenter@york.ac.uk
Her interests are in ethics and moral psychology, particularly in Plato, and in the issues that arise from Ancient Greek philosophy. Her interest in Plato’s ethical rationalism has recently led to inquiry into the intersection of ethics, epistemology and metaphysics in Buddhist philosophy.

Richard Chappell (PhD (Princeton)) Lecturer (on leave Summer term)
Room A/005, tel 324169, email richard.yetterchappell@york.ac.uk
His primary research interests are in Consequentialism and non-naturalist normative realism. He’s also interested in applied ethics and epistemology.

James Clarke (BA (Leeds Metropolitan), MA (Sussex), PhD (Durham)) Lecturer
Room A/003, tel 323254, email james.clarke@york.ac.uk
His interests include post-Kantian idealism, especially Fichte and Hegel, contemporary critical theory, phenomenology, aesthetics, ethics and political philosophy. He is currently working on a book on Fichte.

Greg Currie (BSc, PhD (London School of Economics), Professor, Head of Department
Room A/011, tel 324167, email gregory.currie@york.ac.uk
His interests include the arts and cognition, and the imagination as an area of special focus.
Dorothea Debus (MA (Munich), BPhil (Oxford), DPhil (Oxford)) Lecturer (on leave Autumn, Spring, Summer terms)
Room A/122, tel 323263, email dorothea.debus@york.ac.uk
Her interests include memory, emotion, and the will. From August 2015-July 2016, Dorothea will hold a John Templeton Foundation funded research grant on the topic, “Shaping Our Mental Lives: On the Possibility and Value of Mental Self-Control and Mental Self-Regulation”.

David Efird (BA (Duke), MDiv (Princeton Theological Seminary), MSc (Edinburgh), DPhil (Oxford)) Senior Lecturer, Deputy Head of Department
Room A/116, tel 323250, email david.efird@york.ac.uk
His interests include metaphysics (especially modal metaphysics) and the philosophy of religion.

Stephen Everson (BA, MA (Oxford), PhD (London)) Lecturer
Room A/016, tel 323262, email stephen.everson@york.ac.uk
His interests are in ancient philosophy and philosophy of mind. He is the author of Aristotle on Perception, and he is editor of Aristotle: The Politics and of a number of books on ancient philosophy.

Suki Finn (BA, MA (Nottingham), PhD (York)) Associate Lecturer
Room A/119, tel 324122, email suki.finn@york.ac.uk
Her interests are in metaphysics, specifically metametaphysics and metaontology. She is also interested in the epistemology of logic and the philosophy of logic more generally.

Johan Gustafsson (BA, MA (Stockholm), PhD (Royal Institute of Technology, Stockholm)) Lecturer
Room A/016A, tel 324172, email johan.gustafsson@york.ac.uk
His interests include decision theory, value theory, normative ethics, personal identity and Locke.

Stephen Holland (MA, DPhil (Oxford), MA (London), PhD (York)) Reader (on leave Autumn term)
Room A/105, tel 323253, email stephen.holland@york.ac.uk
His interests are in ethics, especially bioethics and normative theory.
He has published Bioethics: A Philosophical Introduction and also Public Health Ethics.

Owen Hulatt (BA, MA, PhD (York)) Associate Lecturer, Convenor of MA in Philosophy
Room A/117, tel 324312, email owen.hulatt@york.ac.uk
His interests include Frankfurt School critical theory (particularly Adorno), aesthetics, anti-humanist political philosophy, Spinoza and post-Kantian idealism. He is currently working on a book on Louis Althusser.

Christopher Jay (BA Philosophy (London), MPhil. Stud., PhD (UCL)) Associate Lecturer, Director of First Year Students
Room A/012, tel 324301, email christopher.jay@york.ac.uk
Most of his current research is in metaethics and related areas of philosophy (especially other areas of philosophy where the sorts of commitments a person can or ought to have are at issue). Other areas of interest are fictionalism and realism, Kant’s moral philosophy and philosophy of religion. He is also working on what sorts of reasons a person can have.

Nick Jones (BA (York), MA, PhD (Nottingham)) Lecturer
Room A/108, tel 323262, email nick.jones@york.ac.uk
His interests include philosophy of mind, epistemology, aesthetics, and the philosophy of Darwinism.

Peter Lamarque (MA (UEA), BPhil (Oxford)) Professor
Room A/109, tel 323259, email p.v.lamarque@york.ac.uk
His interests centre on aesthetics and the philosophy of literature. He is the author of Truth, Fiction, and
Literature (with S. H. Olsen), Fictional Points of View, and The Philosophy of Literature. He was editor of the British Journal of Aesthetics from 1995-2008. His recent work has been on interpretation, aesthetic properties, and ontology.

Barry Lee (BA (Newcastle-upon-Tyne), MA (York), PhD (London, Birkbeck) Lecturer
Room A/107, tel 323257, email barry.lee@york.ac.uk
His interests include contemporary metaphysics (especially material objects, identity, persistence, supervenience, events, causation and modality), philosophy of language (especially metaphor and fiction), philosophy of mind and Wittgenstein.

Mary Leng (BA (Oxon), PhD (Toronto)) Senior Lecturer, Director of Research (on leave Spring term)
Room A/113, tel 323256, email mary.leng@york.ac.uk
Her interests are in Philosophy of Mathematics; Philosophy of Science; Philosophical Logic; Metaphysics; History of Analytic Philosophy. She is the author of Mathematics and Reality (OUP 2010).

Daniel Molto (BA (Toronto), MA, PhD (York)) Associate Lecturer
Room A/116, tel 323250, email daniel.molto@york.ac.uk
His primary interests are in philosophical logic and metaphysics, in particular the logic and metaphysics of identity. He is also interested in the philosophy of language and the philosophy of religion.

Paul Noordhof (BA (Oxford), PhD (London)) Professor (on leave Autumn and Summer terms)
Room A/101A, tel 323266, email paul.noordhof@york.ac.uk
His main research interests are in philosophy of mind, action theory and metaphysics. He is currently writing a monograph on causation as counterfactual chance-raising entitled ‘A Variety of Causes’ (under contract with OUP) and a monograph on mental causation entitled ‘The Cement of the Mind’ (under contract with OUP).

Christian Piller (Mag Phil (Graz), MA, PhD (Princeton)) Senior Lecturer, Director of PEP
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His interests include ethics, decision theory, and Austrian philosophy.

Louise Richardson (MA (Durham), PhD (Warwick)) Lecturer
Room A/005, tel 324302, email louise.richardson@york.ac.uk
Her interests include Philosophy of Mind, and Perception
Her research is focussed on questions about the five familiar perceptual senses - seeing, hearing, touching, tasting and smelling. She is currently concerned, particularly, with what differentiates the senses from other faculties that help us to find out about the world, and with what distinguishes the senses from one another.

Tom Stoneham (MA (Oxon), MPhil, PhD (London)) Professor, Dean of the York Graduate Research School
Room A/101B, tel 323258, email tom.stoneham@york.ac.uk
His interests include self-knowledge, philosophy of mind, the epistemology of reasoning, consciousness, and early modern philosophy. He is the author of Berkeley’s World.

Catherine Wilson (B.Phil (Oxon), PhD (Princeton), Anniversary Professor (on leave Autumn, Summer terms)
Research Students Convener (Spring term only)
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Her research is focused on the relationship between historical and contemporary developments in the empirical sciences, including physics and the behavioural and life sciences, and some traditional problems of philosophy. She is also interested in metaethics from a naturalistic perspective.

Helen Yetter-Chappell (PhD (Princeton)) Lecturer (on leave Summer term)
Room A/121, tel 323297, email helen.yetter-chappell@york.ac.uk
Her primary research interests focus on consciousness, mental imagery, and introspection. She is also interested in philosophy of mind and areas that touch on it, including intentionality, personal identity and the unity of consciousness, Berkeleyan idealism, metaethical non-naturalism, and character/virtue.

**Members of Support and Administrative Staff**

**Barbara Cockburn**  
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Feedback Administrator, Reading Packs, Supervision and Feedback and Advice Time, Attendance administrative contact.

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Administrator for Taught Postgraduate Programmes, Second and Third Year Modules, Timetabling, and Taught Postgraduate Admissions, Mitigating Circumstances for taught postgraduates.

**Janet Eldred**  
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Research Student Administrator, Research Administrator, Postgraduate Research administration and Postgraduate research admissions.

**Julie Kay**  
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Department Manager, Administrator for First Year Programme, Contact for Head of Department's diary.

**Karen Norris**  
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Undergraduate Assessments Administrator, Mitigating Circumstances.
2 YOUR SUPERVISOR AND THESIS ADVISORY PANEL (TAP)

Responsibility for your work ultimately lies with you, but your Supervisor will be a major influence on its progress. Your Supervisor has two important functions. He or she offers critical, constructive feedback on your work, and oversees the progress of your research timetable (see section 4, page 14). Your TAP also performs these functions (see 2.3, below).

Should your Supervisor be unable to perform these functions, the Department will make every effort to provide you with alternative supervision. A replacement Supervisor should be appointed within two months of your Supervisor becoming unavailable. In the meantime, a member of your TAP should assume a general supervisory role. You will be informed if your Supervisor resigns from the University.

2.1 Your Responsibilities

As a research student, your responsibilities include:

- taking responsibility for their own personal and professional development;
- maintaining regular contact with their Supervisor and TAP members, including submitting work at least one week before any meetings;
- preparing adequately for meetings with their Supervisor;
- setting and keeping to timetables and deadlines, including planning and submitting required work and generally maintaining satisfactory progress with their programme of research;
- making their Supervisor aware of any specific needs or circumstances likely to affect their work;
- attending any development opportunities (research-related and other) that have been identified when agreeing their development needs with their Supervisor;
- adhering to the University’s regulations and policies regarding research degree programmes, including policies and guidelines on health and safety, intellectual property, ethical research conduct and academic misconduct; and
- maintaining records of Graduate Professional Development on Skills Forge.

2.2 Supervisory Arrangements

Each full-time research student (MA by Research, MPhil and PhD) should expect a minimum of 10 meetings with their supervisor per year. A typical pattern might be three meetings per term and one in the summer vacation. Students in the writing-up year should expect two meetings during the course of that year.

The University requires that supervision meetings are recorded in e:vision. After each meeting, it is your responsibility to email the Supervisor within 10 days, copying in the Research Student Administrator (janet.eldred@york.ac.uk), to confirm:

- the date of the meeting,
- a summary of the content of the meeting,
- a summary of future actions to be performed, including agreed training, and
• an arrangement for the next meeting.  
The administrator will upload this information into e:vision.

Your Supervisor, or a designated replacement, must be available for a meeting at a week’s notice (which if necessary may be by Skype), and must comment within a fortnight on any work that you submit. But these are minimum requirements. You should be meeting your Supervisor regularly throughout your career, though the frequency may vary according to the stage you have reached: at different stages in your career you should receive different kinds of assistance. During vacations or while on research leave, if your Supervisor is away from York, you should be given a contact address or be assigned another member of staff to be available to deal with any emergencies that arise. It is your Supervisor’s responsibility to help you make contact with other members of staff who might offer you advice on the relevance of taught courses available in the Department, and on the availability of relevant courses in other departments within the University.

Your Supervisor is the person to approach in the first instance on matters such as the temporary suspension of registration; the waiving of University residence requirements; any transfer of registration, from full-time to part-time; confirmation of PhD registration (see section 5.4, page 17); and/or an extension of registration after the expiry of the normal period for completion (see section 5.5, page 17).

2.3 Your Thesis Advisory Panel (TAP)

A Thesis Advisory Panel (TAP) will monitor your progress. This Panel will consist of your Supervisor(s) and another member of staff whose expertise and advice is likely to be helpful to you. The Panel will be appointed within the first three months of your registration period, and you will be informed of its membership.

The Panel meets with every full-time student at least twice a year, and every part-time student at least once a year. MA by Research students will have one TAP meeting (see 2.4, below). These meetings are in addition to formal supervisory meetings. You or any member of the Panel may request a Panel meeting at any time during your registration period. When PhD students apply to confirm their PhD registration, they will have a meeting with their TAP specifically for this purpose (see section 5.4, page 17).

In preparation for TAP meetings, you will complete two pro forma: the Meeting of Thesis Advisory Panel (TAP) report and the Review of Supervision report (available at Skills Forge: https://www.skillsforge.york.ac.uk/york/#common/main/welcome). The first allows you to summarise progress on your work during the review period and to outline your future objectives. The second gives you an opportunity to comment confidentially on the quality of your supervision. You will bring these reports to your TAP meeting.

At the meeting, you and your TAP will document the meeting on the TAP report, with the Panel members commenting on your progress and any goals that you should be working towards for the next meeting. Then, in the absence of your Supervisor, you and your Panel will discuss the Review of Supervision report. Both reports should be signed at the meeting. (Note: Your Supervisor does not see the Supervision report unless you authorise this.) After the meeting and within 10 days, you must submit both forms with all signatures on them to the Research Student Administrator. She
will upload the TAP meeting report into e:vision and place the hard copy of the Supervision report in your confidential file in the Department.

You should feel free to approach members of your Panel for help at any time when their expertise is relevant. It may be that one of them will provide temporary supervision, for instance if your regular Supervisor is on research leave.

IMPORTANT: You must successfully complete the online Research Integrity Tutorial, available on the University’s virtual learning environment (VLE) prior to your first TAP meeting; go to vle.york.ac.uk.

2.4 Schedule of TAP meetings

MA (research) students: One TAP meeting is required over the course of this programme. It should be held towards the end of the Autumn term or the start of the Spring term.

MPhil/PhD students: The TAP meets twice a year for full-time students. (Part-time students: one TAP per year, towards the end of the year, August or September. All timings below are for full time students.) During a typical PhD programme, there will be six meetings. These should follow a set pattern:

Meeting 1
Held: within six months of registration, ideally December or January.
Purpose: to enable the panel to become familiar with your work.
Submission: writing sample of up to 5,000 words.

Meeting 2
Held: at end of first year.
Purpose: to confirm thesis topic and provisional title.
Submission: thesis plan, comprising a two-page proposal for thesis topic with main authors to be studied and indicative chapter titles.

Meeting 3
Held: in Spring term (or mid-way) of the second year.
Purpose: confirmation of PhD.
Submission: one substantive chapter of thesis (i.e. not literature survey); chapter-by-chapter thesis outline; research plan with milestones.

Meeting 4
Held: at end of second year.
Purpose: review progress on research plan.
Submission: revised research plan and, if necessary, revised thesis outline, plus timetable for completion.

Meeting 5
Held: Spring term of third year.
Purpose: to evaluate standard of ongoing thesis and consider external examiners.
Submission: one substantive chapter (not same as for meeting 3); revised thesis outline; dissemination plans.

Meeting 6
Held: at end of third year.
Purpose: to agree completion dates and external examiners.
Submission: table of contents with breakdown of work already complete; timetable for completion.
3 DEPARTMENTAL AND UNIVERSITY SUPPORT AND TRAINING FOR YOUR RESEARCH

3.1 Philosophy Department Support

Your Supervisor is responsible for overseeing both your academic progress and your general welfare. Section 2.2, above, has specifics about academic supervisory matters. If you have other concerns of a general nature, do let your supervisor know. He or she may be able to resolve your concerns; if not, they can direct you to appropriate support within the University.

The Department has a dedicated fund with which to subsidise PGRs attending conferences. You will be allocated a certain amount of funding for conferences, and you should contact the Research Student Administrator for details on how much funding is available to you and for reimbursement of your expenses. The Department also has a library budget. You should make requests for library acquisitions to the library representative, Dr Christopher Jay. All PGRs, upon registration, are added to the Department’s York Print Plus (YPP) account. This allows you to print, scan, and copy at any YPP device on campus, with the cost charged to the Department. We also have a limited number of Kindle readers available for loan.

There is a common room in the department for the shared use of staff and postgraduates. Here, in addition to kitchen facilities and seating, are pigeonholes for PGRs and all staff members. In the nearby Grimston House, there is a room just for Philosophy PGRs. Here you can relax, catch up with each other, and use a PC and printer. There is also an adjacent room for the PGWTs, and a small kitchen on the same floor.

In light of your longer term career goals, it is important that you give consideration to broader questions of your training and development during the three years of your PhD. The Department expects that you will make full use of the development opportunities available, many of which are provided by the Researcher Development Team (RDT) (see Section 3.3, below). PGR students’ personal development is monitored within the department in line with the University’s Policy on Research Degrees (http://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/). The policy outlines the mandatory training required of research students and the programme of Professional Development that you are required to follow. The Department will review these goals with you throughout your degree programme.

3.2 Humanities Research Centre (HRC) Support

The University of York has invested more in the arts and humanities in the past decade than any other English university, and the Humanities Research Centre (HRC) sits at the heart of that investment, providing a spectacular place of interdisciplinary belonging for arts and humanities academics and postgraduates. But the Humanities Research Centre is much more than a building: it’s a dynamic and inclusive community of those committed to the pursuit of research excellence.

The HRC is housed in the Berrick Saul Building, where space is available for you to work and to meet other postgraduates in the humanities. The Postgraduate Study Area is spread over two floors and has beautiful views across the lake and into Spring Wood. Facilities are spacious and state of the art; the Study is wireless and is open 24 hours a day. Printing, photocopying, and scanning facilities are all available on the machine located in the study area. PhD students using the Postgraduate
Study Area regularly may opt to have their own desk where they can leave books and papers. All students have access to a spacious cabinet locker where you can store securely possessions such as laptops. For more information, see http://www.york.ac.uk/hrc/postgraduate/studying-hrc/.

3.3 York Graduate Research School

The York Graduate Research School (YGRS) supports a community of over 2,000 research students from the UK and around the world as they pursue innovative research alongside world-leading academics. The School co-ordinates resources from across the University to ensure students receive the highest quality supervision and training. Here, you will find links to Skills Forge, the Graduate Students’ Association, and Careers Service. There is also a link to the Researcher Development Team (RDT), which provides training and development designed to equip you with the skills, attributes and knowledge to thrive as an independent researcher; see http://www.york.ac.uk/research/graduate-school/support/skills/.

You are expected to complete the “Becoming an Effective Researcher” online tutorial within six months following the start of your programme. You can access this on the VLE (vle.york.ac.uk).

The current Dean of YGRS is Prof Tom Stoneham, who is also on staff in our department. For more information, see http://www.york.ac.uk/research/graduate-school/.

3.4 Presenting Your Research

You are encouraged to make presentations on the results of your research both within the Department, the University, at the White Rose Postgraduate Philosophy Forum (https://www.york.ac.uk/philosophy/research/wrppf/) and at external meetings, and where appropriate to different audiences (such as academic peers, undergraduate students, school pupils). In particular, all research students are expected to give a presentation on their current research to their peers in the Department at least once a year at the weekly Departmental postgraduate work in progress seminars (WIPs). The weekly work in progress seminar is an important opportunity to present research ideas to, and participate in research discussions with, a friendly audience primarily of fellow students. The seminar is convened by a member of academic staff, and you will be asked to sign up for a date to present. It is a good idea to let the members of your thesis advisory panel know when you plan to present, so that they can attend and give feedback. All research students are expected to attend the weekly seminars, or send apologies to the speaker and convener if on some occasion they are unable to attend.

You should join philosophy mailing lists such as PHILOS-L and Phil-Events to get notice of upcoming conferences and calls for papers. Graduate conferences in particular can provide an excellent opportunity to present and get feedback on your work. Some funding is available from the Department to support conference participation, and conferences often have subsidized rates for graduate students. You may wish to discuss with your supervisor how best to prioritize your resources to attend relevant conferences and workshops.

Talks and conference papers are an important first step to publication, and the feedback that you get from presenting papers can be invaluable in developing your arguments and strengthening your work. You are also encouraged to submit work for publication during the course of your studies,
where appropriate. Do try to present papers somewhere first, and incorporate feedback before submitting a paper to a journal. You should discuss publication plans with your supervisor, who should be able to advise on appropriate places to publish and comment on drafts before you submit to a journal.

4 TIMETABLE FOR THE DEVELOPMENT OF YOUR RESEARCH

Identification of your Topic

You will have submitted a research proposal of some kind on your application to the University. During the first term, you should be clarifying and clearly defining a practicable topic, with reference to existing work in the field and to what you find most intellectually exciting. Your Supervisor will help you in this process, checking that your topic is viable, sufficiently specific and not over-ambitious.

Surveying the Existing Secondary Literature

Here your Supervisor should be able to give you clear guidance, especially in the first half of your first year. It may be that your meetings will take the form of tutorials on particular topics, or that you will be asked for written work on the background of your thesis. Your Supervisor will be on the lookout for any problems that may arise, and should provide prompt marking of written work which you submit.

Planning your Timetable of Research

You should plan in good time, in consultation with your Supervisor, a timetable of research which is clearly orientated towards the completion of your thesis within the relevant time limits.

By the end of their first year, MPhil and PhD students will be expected to have clearly defined the subject of their research, to have a grasp of the secondary literature surrounding the subject, to have completed the greater part of the bibliographical work, and to be well embarked on their study of primary sources. In addition, they will be expected to have completed a substantial piece of writing for their Thesis Advisory Panel.

The Principal Research Stage

In the period when you are most actively engaged in research, meetings may be less frequent than at an earlier stage. However, you must still stay in regular contact with your Supervisor, just as your Supervisor will need to remember the importance of continued contact and discussion with you at a time when, if things go wrong, research may seem both isolated and dispiriting. During this stage, it is important to keep thinking and writing, and to keep contact with other scholars through the graduate and staff seminars.

The Writing Stage

This will probably overlap with the research stage. At this stage, your Supervisor’s advice is critical.
Regular drafts of chapters should be submitted to your Supervisor, who will be looking at the quality of writing and general strength of argument, and at scholarly presentation. The Supervisor, especially in the early stages of this process, should seem critical and even pedantic, perhaps even suggesting that you get rid of some of your cherished material that is of questionable relevance to your thesis. Throughout the drafting of your thesis, you will be asked to defend and justify the relevance of your chapters to the overall direction of your thesis. It is in these critical tasks that your Supervisor can be of most use. However, remember that in the end this is your thesis, and you have responsibility for both its argument and its presentation. Before you finally submit, your Supervisor should read through and comment on your complete draft.

Helpful Literature

Here are some examples of the literature that exists to guide you through the enterprise of undertaking a research degree:


5 RESEARCH DEGREES: UNIVERSITY AND DEPARTMENTAL REGULATIONS

5.1 The MA by Research Degree

The MA in Philosophy (by research) offers students the opportunity to take a research degree in Philosophy full-time over one year or part-time over two years. Students are supervised by an expert in their research area and will meet with their supervisor at least twice a term. Students also have a Thesis Advisory Panel which gives them strategic advice on their thesis. Assessment is by thesis, which should be between 20,000 and 30,000 words. A viva (oral examination) may also be requested by the examiners.

5.2 The MPhil Degree

Except for MA(Res) students, all applicants for a research degree in Philosophy will register in the first instance for an MPhil. This is a degree of considerable distinction in its own right, and is awarded for work such as a well-qualified and diligent student, who is properly supported and supervised, can complete within the prescribed minimum time and maximum word limits. It is obtained wholly by research, and the thesis (of 40,000 to 60,000 words) is expected to display:

- a good general knowledge of the field of study;
- a comprehensive particular knowledge of some part or aspect of the field of study; and
- some original or new contribution to knowledge and understanding.

The thesis must be up to the standards of scholarship and bibliography that apply in its field. A viva (oral examination) is required.
The timetable for the MPhil is:
- Full time: 2 years registration.
- Part time: 4 years registration.

5.3 The PhD Degree

Confirmation of PhD registration is by application (see Section 5.4, below). The PhD is awarded for work such as a well-qualified and diligent student, who is properly supported and supervised, can complete within the prescribed minimum time and maximum word limits. It is obtained wholly by research, and the thesis (of 60,000 to 80,000 words) is expected:
- to demonstrate a good general knowledge of its field of learning; and
- to make a substantial original contribution to knowledge or understanding in its chosen field.

The thesis must be up to the standards of scholarship and bibliography that apply in its field. A viva (oral examination) is required.

The timetable for the PhD is:
- Full time: 3 years registration.
- Part time: 6 years registration.

5.4 Confirmation of PhD Registration

The initiative for setting the confirmation procedure in motion rests with the Supervisor. The most appropriate time for this to be done is usually at a TAP meeting in Term 2 of the student’s second year, although in some cases where students are funded by the AHRC, it may be necessary to have completed the confirmation of PhD registration by the end of the first year of research. This procedure is by no means a formality: it is in neither the student’s nor the Department’s interest for an inappropriate thesis or topic to be examined for the PhD. All candidates are judged on the basis of written work.

An application to the University’s Standing Committee on Assessment (SCA) will be made by the Thesis Advisory Panel, signed by the Chair of the Department’s Board of Studies. The TAP panel must have:
- received from the student a detailed plan, outline or synopsis of the proposed thesis, defining the field of study and its particular scope, and including a timetable for completion;
- read a substantial draft of work in progress, for example one chapter, or the draft of an introduction, normally of around 5,000 to 6,000 words; and
- conducted a formal TAP meeting with the student to discuss his or her work.

The SCA will determine whether there is sufficient evidence to support confirmation and will notify the department and the student of its decision.

5.5 Submission Dates and Extensions

The MPhil or PhD thesis must normally be submitted by the end of the registration period. In exceptional circumstances, the University has discretion to allow further extensions of up to 1 year.
for a full-time student, and 2 years for a part-time student.

You should, from your arrival at York, work towards completing within the minimum period of full-time or part-time registration indicated above, during which full fees are payable at the appropriate rate. Full-time students should remember that the only time available to work full time on their thesis will be their period of full-time registration. Thereafter, many students will find themselves in demanding jobs, allowing no time for further writing. You should regard the allowance of a further year’s registration on reduced fees as a provision for emergencies only. You should aim to have your thesis completed by the end of full-time registration. You must either submit or apply for an extension before the end of the registration period.

Extensions to the timetables suggested above will be given only in compelling and exceptional circumstances, for which the support of documentary evidence must be made available. You should obtain the appropriate form from the York Graduate Research School website.

This may seem harsh, but the prevailing financial climate makes this the only way forward for the future of graduate studies. Departments must maintain an acceptable proportion of students completing within three years to continue to receive funding by the AHRC. The Council is under considerable pressure to apply sanctions on departments, and all submission dates (including those of self-financing and part-time students) are being closely watched.

Because of this tight timetable, it is important to bear in mind that if you experience difficulties during the course of your registration that prevent you from working on your research for a period time, you should discuss with your supervisor the possibility of taking a short Leave of Absence from your degree. A Leave of Absence puts your studies on hold for a defined period, and extends your enrolment for the same amount. Details on the procedure for applying for a Leave of Absence are available at: https://www.york.ac.uk/staff/supporting-students/issues/academic/research/leave-postgraduates/

MPhil/PhD students who exceed the normal period of registration pay annual fees to retain their names on the University’s long-term register, and to retain access to computing and library facilities if required.

5.6 Word Limits

The word limits given are intended to include the text of the thesis, including all quoted material and any appendices. Footnotes which simply give basic textual references are excluded from the word count, but footnotes used to expand the text should be included. These limits may be varied, but only in exceptional circumstances; an application must be made to the Chair of the Department’s Board of Studies.

5.7 Academic misconduct

The University regards any form of academic misconduct as an extremely serious matter. Candidates must not, in relation to assessed work at any stage of their course,

- collude, i.e. assist another candidate to gain an advantage by unfair means, or receive such
assistance;

- **fabricate**, i.e. mislead the examiners by presenting work for assessment in a way which intentionally or recklessly suggests that factual information has been collected which has not in fact been collected, or falsifies factual information;

- **personate**, i.e. act, appear, or produce work on behalf of another candidate in order to deceive the examiners, or solicit another individual to act, appear, or produce work on their own behalf;

- **plagiarise**, i.e. incorporate within their work without appropriate acknowledgement material derived from the work (published or unpublished) of another.

For details on the procedures for dealing with academic misconduct, you should consult this webpage:
http://www.york.ac.uk/about/departments/support-and-admin/registry-services/academic-misconduct/
6 PRESENTATION OF YOUR THESIS

The following applies to all research theses (MA by Research, MPhil and PhD). You should consult the information on the YGRS website, http://www.york.ac.uk/research/graduate-school/support/academic/thesis/format/, which clearly sets out the regulations relating to the physical appearance of theses; these are full and detailed, and should be carefully followed. You should check that the quality of the printer you use meets University requirements. And remember: it is your responsibility to check your thesis for errors before submitting it.

The binding of theses can be done quickly, and fairly cheaply, in Design and Print Solutions at Market Square (http://www.york.ac.uk/design-and-print/print/), though you may use a bindery of your choice. Because of the cost of making and unmaking permanent bindings, you are strongly recommended to take advantage of the option to submit your thesis for examination in a temporary but secure binding. Three types (glued spines; binding pillars; stitching with flexible covers) are acceptable, but the first is preferable. You should also make a copy for yourself, to prepare for your viva.

7 EXAMINATION OF YOUR THESIS

7.1 Intention to Submit

You are responsible for presenting your thesis on time; therefore, you should make a realistic estimate of the expected date of submission, bearing in mind the possibility of last-minute difficulties.

You are required to notify Registry Services of your intention to submit your thesis not less than eight weeks before the date of presentation. You will need to complete the Notification of intention to submit (http://www.york.ac.uk/research/graduate-school/support/academic/thesis/submit/) on e-vision. This weblink gives all of the details you need about submitting your thesis. (NB: MA by Research students do not need to register an Intention to submit.)

7.2 Examination

Once your notification of intention to submit has been presented, Registry Services asks your Department to nominate external and internal examiners. These names are then submitted to the University Board for Graduate Schools for approval. The internal examiner (who will be responsible for all arrangements relating to the oral examination) will be the most obviously qualified member of staff of the Philosophy Department other than your Supervisor. The internal examiner may be a member of your Thesis Advisory Panel, in which case the member of the Panel concerned will not be involved in the final preparation of your thesis.

An oral examination (viva) will normally be conducted within three (3) months of receipt of your thesis. It will be audio-recorded in order to provide an objective record. Your Supervisor is not usually present, but is available for consultation at the discretion of the examiners. The viva usually lasts between one and two hours.
The options open to your examiners are described in the University’s Ordinances and Regulations, supplemented by the University’s notes and guidance for students, supervisors and examiners. Briefly, examiners may recommend:

- that the degree be awarded;
- that the degree be awarded on condition that minor technical corrections are made in the thesis, and certified by one of the examiners;
- that the thesis be referred back to the candidate for revision and resubmission after a further period of not less than 6 and not more than 12 months. In this event, examiners are asked to provide a separate note of the revisions required, in a form suitable for passing on to the candidate through the Supervisor. The candidate should not expect to receive a mechanical list of revisions to be made, particularly when the revisions required involve major improvements in the depth, intellectual quality, analysis, argument and/or structure of the thesis. The candidate should be offered the opportunity of an initial meeting with the Supervisor to discuss the examiners’ requirements for revision;
- that a lower degree be awarded; or
- that no degree be awarded (failure).

7.3 Appeals

In the event of a recommendation that a thesis be failed outright, the Chair of the Department’s Board of Studies will convene a meeting as soon as possible to consider whether the recommendation should be ratified.

You are advised that there can be no appeal against the academic judgement of the examiners, but only against the decision of the Department’s Board of Studies on whether or not and on what conditions a candidate who has failed to satisfy examiners should be permitted to revise and resubmit a thesis. Candidates wishing to exercise their right of appeal must do so in writing to appeals@york.ac.uk within 28 days of being notified of the decision against which they wish to appeal. Appeals may not be considered by the Special Cases Committee if, in the judgement of the Chair, a prima facie ground of appeal has not been established by the appellant.

Further information and the University policy is at this weblink: https://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/regulation-2/ and in the “Academic Appeals Guidance Document” at https://www.york.ac.uk/students/help/appeals/.

7.4 Awarding of the degree

If the examiners’ recommendation to the University’s Standing Committee on Assessment is accepted, the degree will be conferred on the next Degree Day.

Final ratification of the degree (after your viva and any corrections) will not be given until copies of your thesis (electronic and printed) are deposited with the Examinations Office. See this weblink for up-to-date requirements: http://www.york.ac.uk/research/graduate-school/support/academic/thesis/submit/.
Design and Print Solutions in Market Square will print and deposit your printed copy for you, for a small fee.

8 THE ROLE OF RESEARCH STUDENTS IN TEACHING

The Department appoints Postgraduates Who Teach (PGWTs) primarily to teach first year modules, although occasionally students, especially those approaching the final stages of their PhD, may be invited to assist in teaching, or to lead, more advanced undergraduate modules.

Teaching experience is a useful addition to any research student’s CV, but it should not interfere with completing a good thesis. We try to ensure that teaching duties do not impinge on the student’s own research, and the opportunity to teach will be offered only in consultation with the student’s academic supervisor.

The Department recruits PGWTs in two ways:

- As vacancies arise, we advertise Graduate Teaching Scholarships (GTS), which typically offer remission of fees and/or a bursary in return for a certain amount of undergraduate teaching.
- Alternatively, any research student registered at York may apply to join the department’s PGWT register. You can do this at any time, although as a general rule you will not be offered teaching work during suspension of study or during your first term, and only very exceptionally during the first year of registration. This opportunity will be periodically advertised, typically each Summer. Appointment to the register follows a successful interview and completion of the required training, but does not guarantee that teaching work will be offered.

The Department’s PGWT Co-ordinator is Dr Chris Jay (christopher.jay@york.ac.uk). Details of the University’s policy on Postgraduates Who Teach is available from Human Resources at https://www.york.ac.uk/admin/hr/researcher-development/pgwt/ and from the YGRS at http://www.york.ac.uk/research/graduate-school/pgwt/. Copies of our own Guidance Notes for Post-Graduates Who Teach, are available on the department’s website, at http://www.york.ac.uk/philosophy/current/research-postgraduate/pgwts/.

9 UNIVERSITY AND DEPARTMENTAL COMMITTEES

The University Teaching Committee and the Standing Committee on Assessment are the major University bodies dealing with graduate affairs. Standing Committee on Assessment has responsibility for making the final decisions at a number of important points in an individual student’s career. It has student representation for discussion of general graduate matters.

The Board of Studies in Philosophy is the Department’s governing academic committee. It determines and co-ordinates all matters of academic policy and practice, and comprises members of the academic staff, plus one taught postgraduate, one research postgraduate, and three undergraduate representatives. It normally meets twice a term, in Weeks 2 and 6.
Registry Services is located in the Student Administration Building. It deals with admissions, grants, fee records, registration, welfare co-ordination and higher degree regulations. Current information about fees and funding, including how to make online payments, is available from the YGRS at: http://www.york.ac.uk/research/graduate-school/fees-funding/.

10 LIBRARIES

The University (J.B. Morrell) Library

You should begin here: http://subjectguides.york.ac.uk/philosophy

The Library keeps a number of bibliographic guides that will be helpful in your work. There are the following electronic guides:
- The Philosopher’s Index – accessible via the network;
- The British Humanities Index (BHI) – accessible via the network; and
- The British Humanities Index (BHI) – available on the network.

The following bibliographical journal is also available:
- Philosophical books

Dr Christopher Jay is responsible for the Department’s liaison with the Library, and suggestions for book buying should be made to him. Further information about Library opening times etc. can be obtained from the Library website: http://www.york.ac.uk/library/.

Other sources of books

Although the University Library has a very good collection of books on philosophy, it is very possible that you will find that a book or journal that you need is not stocked. There are a number of other sources available to you:

The Inter-Library Loan Scheme

This enables you to borrow books from any library in the country. You are allowed to request 30 loans per academic year without charge, but please remember that the actual charge to the University is around £10 per loan, so use this service only when you have to. If you exceed your quota you will have to pay the cost yourself. A leaflet entitled ‘Inter-Library Loans’ is available from the Library.

The British Library Document Supply Centre (BLDSC) at Boston Spa

The central national repository for the Inter-Library Loans service is situated just a few miles away. Details of reference facilities are available in the University Library. A good strategy is for you to make your literature searches in York to identify what you need to consult, and then pay a personal visit to consult these works in the Reading Room at the BLDSC. If you order at least two weeks in
advance (forms are available at the J.B. Morrell enquiries desk), you will be able to get almost immediate access to all you can manage in a day. This will enable you to identify those works which you would like to be able subsequently to borrow, and so make the most efficient use of the Inter-Library Loans service. A minibus service to the BLDSC is available. Contact the Library for details.

The SCONUL Vacation Reading Facility

Arrangements exist between university libraries, during their vacations, to admit students of other universities for reading purposes upon production of their current student identity card. (These arrangements do not include borrowing facilities.) Contact the Library, or visit http://www.york.ac.uk/library/libraries/ukuniversitylibraries/, for more information.

11 INTERNATIONAL STUDENTS

International students are a most welcome and invigorating part of our department. We have a long history of intellectual, cultural and social interaction among UK, EU and Overseas students.

If you are an international student, please refer to the YGRS Handbook or this website for information relevant to you: http://www.york.ac.uk/study/international/.

12 CAREERS ISSUES FOR POSTGRADUATE STUDENTS

Developing your employability

Developing your employability is about extending skills, making contacts, broadening ideas, and understanding how to use your experiences to enhance your future. Throughout your time at York, you will have many opportunities to do all of this and Careers can help you make the right choices and use them to your advantage.

The Careers website is packed with all you need to start your career planning and is constantly updated with the latest information, on:

- Fairs and event dates
- Skills workshops
- Community and volunteering programmes
- Enterprise activities
- Information for career planning and job hunting
- Part-time jobs and internships
- Links to employers
- Recent graduate profiles
and much more.
Postgraduate specific pages, for both taught and research postgraduate students, can be found at www.york.ac.uk/careers/postgraduates. The “Careers Timeline” can help you manage your time at York with suggestions of what to do when in your career planning. Check out the online employability tutorial, designed to help you understand yourself, your options and the way forward at vle.york.ac.uk.

Also log onto www.york.ac.uk/careers/gateway for your personalised Careers account where you can:

- Sign up for updates in sectors that interest you
- Search hundreds of graduate vacancies
- Explore part-time work, internships and volunteering opportunities
- Access a wide range of Careers events
- Book appointments with Careers staff.

To keep up-to-date with the latest events and activities in Careers find us on Facebook at www.facebook.com/yorkcareers and follow us on Twitter @UoYCareers.

Find the Careers Centre between Campus Central car park and the Berrick Saul building, near the Market Square shops. During term we’re open Monday – Friday 10.00am – 5.00pm. Vacation opening times vary and can be found on our website.

01904 322685
careers@york.ac.uk
www.york.ac.uk/careers

13 COMPLAINTS PROCEDURE

Should you have any complaints about the supervision you have received, or any other matter relating to your studies at the University, there are a variety of people you can contact. Principally, you should contact the Chair of our Board of Studies. If your complaint is regarding that person, you should contact our Head of Department. Alternatively, you can contact any other academic member of the Graduate School Board or a member of the Department Management Team. If you would like to speak with a student, you can contact the PGR representative on the Board of Studies or the Academic and Welfare Officer of the Graduate Students’ Association. Such contact need not necessarily constitute a formal complaint, and will be treated in strict confidence unless you wish otherwise.

Information about the University’s formal complaints procedure is available at: https://www.york.ac.uk/students/help/appeals/
Being a research student is not just about completing your dissertation and obtaining a research degree. Research students are part of a research community, which is itself part of the wider University community. We hope that you will flourish as part of this community, and make the most of your time at York.

As part of the research community in the Department of Philosophy, you are invited, and encouraged, to attend research events including the PGR Work in Progress seminar (see section 3.4 above), the Staff Work in Progress seminar, and the weekly Philosophy Colloquium. There are also a number of formal and informal reading groups and other discussion groups that you are encouraged to attend where appropriate for your own research interests.

There is a Facebook group called ‘Postgraduate Philosophy at the University of York’. On here, you'll find documents detailing all the research activities (reading groups, WiPs, etc.) that are going on, as well as resources designed to give you information about who in the department does what and is interested in what. These details are updated frequently. If you're on Facebook, do join the group! If you aren’t on Facebook, let the coordinator (details below) know in order to get emails to avoid being left out. A link to the group: https://www.facebook.com/groups/880503888690222/

PG Student Life Coordinator

If you have any questions, comments or suggestions about life as a postgraduate, do get in touch with the PG Student Life Coordinator, who this year is Jamie Cawthra. Here's the email address to use: philosophy-pg-social@york.ac.uk.

May your time with us be rewarding and fun!