

DEPARTMENT OF PHILOSOPHY POSTGRADUATE RESEARCH HANDBOOK

2026/27

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1. Welcome to the University of York

Together York

Our 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 challenge inappropriate behaviour.
- **We are a community of purpose** that cultivates personal growth and supports each student in developing a vision for their future..

York Graduate Research School

The York Graduate Research School (YGRS) coordinates resources from across the University to help postgraduate researchers (PGRs) achieve successful outcomes. YGRS ensures PGRs receive the highest quality supervision and training, and are treated consistently and fairly. The YGRS Board has oversight of all matters relating to postgraduate researchers and leads the strategic development of this important section of the University community.

University Policy on Research Degrees

The University Policy on Research Degrees sets out University policy on research degree programmes for postgraduate researchers, supervisors of postgraduate researchers, members of Thesis Advisory Panels and Progression Panels, examiners of research degrees, and other University staff with responsibility for postgraduate researchers. This document provides vital information for all those concerned with research and it is recommended that all are familiar with it.

The purpose of this handbook

This handbook provides a comprehensive introduction to your department and information on all aspects of your 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 York Graduate Research School (YGRS) web pages and the student pages of our website.

Disclaimer

We have tried to ensure that the information contained in this document is accurate as of July 2026. Please check york.ac.uk for any changes to this information. The Policy on Research Degrees is the definitive source of information for PGRs.

2.Your department

Welcome to your department

Keith Allen, Head of Department



Welcome to the Department of Philosophy! We are a friendly, inclusive, and intellectually vibrant research environment. Our research covers a broad range of areas and approaches within the discipline, with notable strengths in philosophy of mind and psychology and political philosophy, health and medicine, metaphysics, and the history of philosophy.

As a Department we combine world-leading research with engagement with socially relevant issues. 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. In 2020 received a Bronze Athena Swan award in recognition of our commitment to advancing gender equality.

I hope that you will take advantage of the events and opportunities that we offer. Many of our research events are hybrid, so you can still participate even if you aren't able to make it onto campus. As a postgraduate researcher, you are an important and valued member of our research community, and we really hope you enjoy your time with us.

Louise Richardson, Director of Postgraduate Research



My role is to oversee your journey as a postgraduate researcher in philosophy, from admission to graduation. I am also the next port of call after your supervisor(s) for any questions or problems you may have during your time at York. Please don't hesitate to contact me! I want to ensure that you have everything you need to thrive as a postgraduate researcher in philosophy, whilst enjoying what we have to offer. You are encouraged to play a full role in the life of the department, including regular philosophical and social events, and you will also be part of a broader community of postgraduate researchers in the Faculty of Arts and Humanities, and in the University. I look forward to meeting you soon.

Departmental office

Location

The Philosophy Department is based in the Sally Baldwin Buildings, Block A . The offices of the academic and departmental Professional Services Staff are here. The Philosophy colloquia sessions and staff work-in-progress (WiP) seminars are typically held in the departmental seminar room I/A/009 and are usually held in hybrid form (i.e., online and in-person). Watch for email announcements.

Opening hours

Our building is generally open from 8.30am to 5.00pm during semester time, with shorter hours outside of semesters. There is usually at least one member of the Professional Services Staff team available each weekday in the Reception Office (opening hours 10.00am-12.30pm and 1.30pm-4.00pm). If you expect to need access to the building outside of these hours, please contact a member of our Professional Services Staff to arrange this. Academic staff members' office hours are posted in the lobby.

Meetings with your supervisor should be arranged directly between you and your supervisor, and either of you may request a meeting. It's helpful if you arrange your next meeting at the end of each meeting you have. If your supervisor is on research leave, they are still required to provide supervision for you, although this may take place via an online platform such as Zoom, rather than in person. You may wish to discuss your work with other members of staff, who will usually be willing to do so. You should contact them directly in their office hours or by email, but remember that

they are unlikely to have time to comment on substantial pieces of writing. As members of staff change from time to time, please first look at the most up-to-date list.

Staff contacts

You are now a member of the Department of Philosophy. The department is made up of academic staff involved in teaching and research, Professional Services Staff and students.

Academic staff may have the title Professor, Reader or Lecturer. They are leaders in their fields and engaged in teaching and research. Most will supervise research students and some also hold certain key administrative roles within the Department.

Research staff are members of staff employed to conduct research projects within their field of expertise. They may not be involved in teaching or supervision, instead concentrating on their research projects.

Professional Services Staff make the department run smoothly. They communicate important information, provide technical assistance and help signpost you to other services and support you might need within the University

Full list of Philosophy staff.

Members of Academic staff with key roles relevant to you:

Keith Allen, Professor, Head of Department

Jamie Buckland, Senior Lecturer, Chair Departmental Education Committee

Mary Leng, Professor, Deputy Head of Department (Semester 1)

Rob Trueman, Professor, Deputy Head of Department (Semester 2)

Matthew Ratcliffe, Professor, Chair of the Research Committee

Martin O'Neill , Professor, Impact Lead (Semester 1)

Paul Noordhof, Professor, Impact Lead (Semester 2)

Christian Piller, Professor, Chair Board of the Examiners (semester 1)

Daniel Morgan, Lecturer, Chair Board of Examiners (semester 2), Disability Officer, Chair of EDI Committee

Louise Richardson, Senior Lecturer, Research Students Admissions and Director of Postgraduate Research Programmes (semester 1)

Stephen Everson, Lecturer, PGR Pro-seminar Convenor

Christopher Jay, Lecturer, PGR WiP Convenor, Director of Undergraduate First Programme

Hannah Carnegy-Arbuthnott, Senior Lecturer, Social Media

Fiora Salis, Lecturer, Careers and Industrial Placements, Speakers

David Ingram, Senior Lecturer, UCU Representative, Research Students Admissions and Director of Postgraduate Research Programmes (semester 2)

Professional Services Staff

General enquiries: philosophy-postgrad@york.ac.uk; 01904 323251

Anna Richardson, Student Services Administrator (Postgraduate)

Andzelika Skarupa-McShane, Deputy Student Services Manager

Fiona Meadows, Student Services Manager (Philosophy, English, and LLS)

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.

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

Departmental facilities

There are kitchen facilities in the department for the shared use of staff and postgraduates. Here, too, are pigeonholes for all staff members.

All postgraduate researchers, once registered, 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, but must only be used for legitimate academic purposes and in accordance with copyright law.

Print paper is stored in the departmental office.

Humanities Research Centre

The Humanities Research Centre (HRC), housed in Heslington Hall, provides a spectacular place of interdisciplinary belonging for arts and humanities academics and postgraduates. The HRC is much more than a building: it is a dynamic, friendly and

forward-thinking community of research staff, postgraduate researchers, postdoctoral scholars and academic visitors.

Space is available for you to work and to meet other postgraduates in the arts and humanities. Printing, photocopying, and scanning facilities are all available on the YPP device located in the study area. PhD researchers using the Postgraduate Study Area regularly may apply to have their own desk, providing a base for their research which is free of distractions but amongst the postgraduate community. Hotdesking space is also available. You can contact the administrator at hrc-admin@york.ac.uk.

Health and safety (Hybrid)

University Health and Safety Guidance

University Health, Safety and Security Information and Policies

University Guidance on Travel Insurance Arrangements

University Health and Safety Services - Contacts

Safezone: SafeZone is a personal security application that gives you 24/7 access to the University's Campus Safety team.

Department Health and Safety Guidelines

Our departmental officers: Fire and Health & Safety: Liz Greensted (email liz.greensted@york.ac.uk)

If you travel abroad for academic purposes, such as a conference, then you are required to complete the University Travel Log.

Your health and wellbeing

Find out how you can look after your health and wellbeing and how the university can support you, too.

Philosophy has a Student Wellbeing Officer who can also be contacted via a form or by informal drop-in times in the department. If you're feeling unwell, you can let us know by self-certifying your illness . Be sure to let your supervisor(s) know by email if possible, too.

GTAs who are ill when they are due to teach should contact the GTA Coordinator in the first instance, who will then advise on arranging cover and whether they are eligible for sick pay. See more information about the University's Health and Safety policy .

Governance and committees

York Graduate Research School Board and Standing Committee on Assessment

The York Graduate Research School Board and the Standing Committee on Assessment are the major University bodies dealing with graduate affairs. The 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.

Arts and Humanities (A&H) Faculty Board

The Arts and Humanities Ethics Committee (AHEC) is responsible for ensuring research is conducted in compliance with the University's ethical standards. There is PG researcher representation on AHEC.

Department Education Committee (DEC) in Philosophy

The Department Education Committee (DEC) 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 postgraduate researcher, and three undergraduate representatives. It meets three times each semester. The chair is Jamie Buckland.

Research Forum in Philosophy

The Research Forum in Philosophy, of which all academic staff and PG researchers are members, meets at the end of each semester to hear from the Departmental Research Committee (DRC) concerning progress towards departmental research goals and to advise DRC . It is a non-decision-making, consultative body. PG researchers have a representative to the Forum.

Departmental Research Committee (DRC)

The Departmental Research Committee (DRC) is responsible for maintaining an overview of the research taking place across the Department, including work carried out by staff, research students, visiting and emeritus staff, and associates. It also supports the development, implementation and monitoring of the Departmental Research Strategy.

With support from the relevant Faculty Research Group, the Committee is responsible for putting University research policies into practice at Department level and making sure staff are kept informed about them.

The DRC Chair (Matthew Ratcliffe) also represents the Committee in discussions with the relevant Faculty Research Group and, where appropriate, contributes to the work of the Research Forum. The PGR representative also attends the DRC meetings.

Student representation

Postgraduate Research rep is elected by their peers in their department to act as a two-way mechanism of communication between the University and the student body they represent. They convey the views and interests of postgraduate researchers to the department and within the University of York Students' Union.

Academic representation is a partnership between postgraduate researchers, through the University of York Students' Union and the department. Together, we aim to ensure that postgraduate researchers play an essential role in monitoring, driving and developing the quality of the academic experience here.

Current postgraduate researcher rep

The current Postgraduate Research Rep is Mia Gane (mia.gane@york.ac.uk)

Applying to be a PGR Rep

Postgraduate Researcher reps (PGR, DL, and GTA) are supported by the Students' Union with initial training in Semester 1 and dedicated support and training throughout the year following the elections.

If you'd like to represent the views of your fellow postgraduate researchers and have a say in how your course is run, why not apply to be a course rep? Visit the Students' Union website.

Finally, in our department there is a Staff/Student Forum that meets each semester. These meetings are open to all.

PGR Forum

The PGR Forum brings the York Graduate Research School (YGRS), the Students' Union and PGR academic representatives together with the aim of enabling a wider range of PGR views to be heard within the University. Contact your PGR academic rep if there are any areas that you'd like to see discussed at the Forum.

Student evaluation and feedback

We take your views on your experience within the department and University very seriously. This is an important part of the University's programme of quality assurance and enhancement, and in the appraisal of members of staff. As such, there are points during your degree where you will be asked to give detailed feedback on your experiences as a postgraduate researcher; for example, a Review of Supervision form is completed as part of each meeting of your Thesis Advisory Panel and you may be asked to complete the sector-wide Postgraduate Research Experience Survey (PRES) which the University participates in every two years.

Your support of this process, by providing relevant and constructive feedback, is critical in delivering the best possible postgraduate researcher journey, as well as in facilitating the continued success of postgraduate research at York.

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.

In semester 1 our department Equality Champion is Louise Richardson who sits on the University-wide Athena SWAN Forum. Daniel Morgan will become the departmental Equality Champion in semester 2.

See more information about equality, diversity and inclusion at the University.

3.Your research degree

Departmental programmes

The Department of Philosophy offers the following degree programmes:

- PhD Philosophy

- PhD Philosophy by Distance Learning

- PhD PPE

- MPhil

- MA by Research

Your responsibilities: As a PG researcher on any of our programmes, your responsibilities include:

- taking responsibility for your own personal and professional development;

- maintaining regular contact with your supervisor and TAP members;

- preparing adequately for meetings with your supervisor;

- setting and keeping to timetables and deadlines, including planning and submitting required work at least one week before any meetings and generally maintaining satisfactory progress with your programme of research;

- making your supervisor aware of any specific needs or circumstances likely to affect your work;

- attending any development opportunities (research-related and other) that have been identified when agreeing your development needs with your 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;

- adhering to the University's regulations and policies regarding annual leave, authorised absences and part-time working (see below);

- maintaining records of supervision meetings and courses attended on Skills Forge;

- registering for a unique ORCID identifier code before your first TAP. Go to ORCID's home page to create your ID.

Doctor of Philosophy (PhD) and Doctor of Philosophy, Politics and Economics (PhD)

A full-time PhD programme should be completed by the end of your normal period of enrolment, typically three years (some programmes have a four-year normal period of enrolment). Research projects should, at the outset, be designed to be capable of completion (including submission of the thesis) within that time, and the timetable for the conduct of research should reflect this. (Full-time three-year PhD programmes have an additional year for the submission of the thesis referred to as the continuation period but postgraduate researchers should not embark on a PhD programme expecting to avail themselves of this).

The PhD thesis should make an original contribution to knowledge, and demonstrate a clear understanding of the relationship of the chosen topic to its general field of learning. As part of your final assessment, you will undergo an oral examination which will give you the opportunity to explain and justify your research to experts in your field.

Please refer to the programme learning outcomes and descriptor of award for PhD and EngD for a full overview of the award expectations.

Master of Philosophy (MPhil)

The MPhil is a degree of considerable distinction in its own right, which may appeal to candidates who may regard the requirements of the PhD as impractical. Typically, a full-time MPhil will be conducted across two years (although a continuation period is available if required).

Master of Arts by Research (MA by Research)

A Masters by Research is an independent project that allows a postgraduate researcher to carry out supervised research on a topic of their choice. A full-time Masters by Research is typically conducted over one year (a continuation period is available if required).

Please refer to the programme learning outcomes and descriptor for award for MPhil and MA/MSc by Research for a full overview of the award expectations.

Distance learning

The PhD by Distance Learning is ideal for PG researchers with commitments which prevent them from being resident within reasonable travelling distance of York. The programme allows PGRs to research overseas and elsewhere in the UK while still receiving support and training online and by video-conferencing. Access to an internet connection and relevant library and/or archives is essential for this programme.

In addition to the Induction period in your first year, over the course of your programme a minimum attendance in York for full-time DL PGRs is five (5) working days per calendar year (biennially for part-time DL PGRs). This should include, in the first year, presenting your research at the annual PGR Progression Day.

As a distance learner at the University of York, you have access to many of the resources and services available to our on-campus PG researchers. Visit the University's Distance Learning webpages for details.

For full guidance on our Library facilities for distance learners, please visit:

- Library Essentials - a guide to how an academic library works, tailored with examples of our library at York.

- Delivery, post and scan options for details of how to access print resources away from York.

- Information about using other libraries for finding a study space close to home. IT Services provides online IT training materials, guidance on logging onto the computer network remotely, using Google Apps for Education (including Google Mail and Google Drive), and obtaining software for home use.

Further information is available on the university pages for Distance Learners.

Responsible research

Postgraduate researchers have an obligation to the research community, to the funders of research and to society as a whole to conduct their research to the highest standards across the full research process, from planning and conducting research through to recording, reporting and applying the findings. This is known as 'research integrity'.

There are two key documents on research integrity and ethics that you should read and have a clear understanding of.

These are:

- Code of Practice on Research Integrity
- Code of Practice and Principles for Good Ethical Governance

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

It is important that you read these documents and ensure that you have a clear understanding of the standards and practices expected of you, and that you discuss the implications with your supervisor. Key elements include:

- Ensuring that your research data and supporting records are accurate, complete and retrievable, and stored securely, taking particular care in relation to any sensitive information.
- Taking responsibility, supported by your supervisor, for identifying any areas of your research project which fall within the University's ethical framework, and referring them for University review and approval prior to commencing the activity.
- If you or your supervisor feel that your research might fall within the University's ethical framework, e.g., because you are using online surveys, performing interviews, or drawing on social media posts, consult the AHEC (Arts and Humanities Ethics Committee) website and check to see if you need to complete an ethics review. You should also check with our Department's AHEC representative for any clarifications on research ethics.

Depending on the subject and content of your research, you may be subject to legal and regulatory requirements such as the Nagoya Protocol and those set out under Export Control legislation. It is your responsibility as a researcher to identify any compliance requirements and address them as relevant. Advice should be sought in the first instance from the Policy, Integrity and Performance Team: policy-integrity-performance@york.ac.uk.

Generative AI and your programme

Generative Artificial Intelligence (AI) presents huge opportunities for you as a postgraduate researcher but you must make sure that you use it appropriately. See our Guidance on the use of generative Artificial Intelligence in PGR programmes for principles, limitations, risks and referencing in the use of AI in your research.

You must abide by the Policy on Transparency in Authorship in PGR Programmes which covers the use of generative AI, proof-reading and translation in submitted work.

Research Integrity Tutorial (RIT)

The **Research Integrity Tutorial (RIT) is a compulsory requirement for all postgraduate researchers** and must be completed within the first three months of registration.

The RIT is tailored to the specific needs of postgraduate researchers and has been designed to familiarise you with the principles, policies and procedures of research integrity and ethics at the University of York. The tutorial is divided into three main

sections, each followed by a short test. After completing all three section tests you will receive a Research Integrity Certificate and your completion will be recorded in e:Vision. The RIT will provide you with practical information for your research here at York and will be highly valuable in the development of your academic career.

The RIT is located in your Yorkshare VLE module list. If you have trouble accessing the tutorial, email policy-integrity-performance@york.ac.uk.

For more information and details of further support for research integrity to build on the core training provided by the tutorial, see the University guidance on training and support for Research Integrity.

Turnitin

Turnitin is a text-matching software used to check academic work for appropriate acknowledgement of sources. You have access to Turnitin (via a tutorial on the VLE) to learn how to integrate material into assignments appropriately. You may be required to submit your work (e.g. for TAP and progression reports, your thesis) via Turnitin as part of the assessment process.

Academic and research misconduct

The University is committed to maintaining the highest standards of integrity and any academic or research misconduct is regarded as an extremely serious matter. It is your responsibility to be aware of the University's policies on responsible research and research misconduct and act with integrity.

PGRs facing misconduct issues can contact York SU Advice and Support for independent and confidential help. You may also be signposted to other support services.

4. Academic progression

Your supervisor

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

Supervision meetings

The Policy on Research Degrees and our Student Academic Engagement and Wellbeing Policy sets out how we support you to achieve your full academic potential. Our Personal Relationships Policy also makes clear expectations and obligations that exist in relation to personal relationships.

If you are full-time, formal supervision meetings with your supervisor/supervisory team must be held at least every six to seven weeks, which equates to eight meetings per enrolment year. If you are part-time, supervisory meetings are on a pro-rata basis. At these meetings your supervisor(s) should give detailed feedback on the work you present and help you make plans for your next steps. A detailed record of your formal supervisory meetings and actions agreed will be kept through SkillsForge, and must be signed by both you and your supervisor(s).

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

Important information for Student Visa holders

Ensuring all relevant meetings are formally recorded in SkillsForge is the **sole method** of recording a PGR visa-holder's 'engagement point', therefore it must be actioned as promptly as possible, to indicate continued engagement and to satisfy the UKVI's sponsorship policy. Visa-holding PGRs are expected to record these engagement points throughout their normal period of enrolment **and** during the continuation/examination period whilst under sponsorship. All student visa holders should familiarise themselves with the terms and conditions for visa holders.

For any queries regarding visas and immigration, please note the appropriate contact on the University's Student visa holders web pages.

Thesis Advisory Panel (TAP)

Your Thesis Advisory Panel (TAP) consists of your supervisor(s) and an independent panel member who is a member of the academic staff from your department other than your supervisor(s) (you may also have additional TAP members). Full-time PGRs meet with their TAP at least once a year (pro-rata for part-time PGRs). The purpose of TAP meetings is to discuss your progress and training needs and to give advice on the direction of your research and your professional development.

You and your TAP will document your meetings on SkillsForge.

Required TAP meetings

A full-time PGR in their period of normal enrolment must have two holistic review points in a year of study. Taking into account the timing of progression meetings (see below and the Policy on PGR Progression) this means that the following TAP meetings must take place:

- Masters by research: two TAP meetings in year one (part-time: one/year)
- MPhil: one TAP meeting in year one, two TAP meetings in year two (part-time: one TAP meeting in years one, three and four)
- PhD (3-year): one TAP meeting in years one and two, two TAP meetings in year 3 (part-time: one TAP meeting in years one, three, five and six)

For full-time PGRs, in years when there is a single required TAP meeting (and a progression meeting), the TAP meeting must take place by week 26 from first enrolment (or its anniversary, and subject to any adjustments). For full-time PGRs in years with two required TAP meetings (and no progression meeting), the first TAP meeting must take place by week 26 from first enrolment (or its anniversary, and subject to any adjustments), and the second TAP meeting must take place by week 51 from first enrolment (or its anniversary, and subject to any adjustments). For part-time PGRs, required TAP meetings must be completed by week 51 from first enrolment (or its anniversary, and subject to any adjustments)

The timing of required TAP meetings is calculated for each PGR within the student record system. Adjustments are made for non-standard start times, leave of absence, and change of mode (between full-time and part-time).

Organisation of required TAP meetings

In discussion with your supervisors, PGRs are requested to contact their TAP member and agree on a date of their TAP meeting within the scheduled deadline.

Prior to a required TAP meeting, a PGR and their supervisor(s) should complete their sections of the TAP record form and the PGR should provide any supporting documentation requested by their department.

During or immediately following a required TAP meeting, a brief summary of the discussion and future actions must be produced on the TAP record form for reference by all parties.

Requirements for TAP meetings: MA Research

Two TAP meetings are required over the course of this programme (part-time: one/year). While there is some flexibility, there are hard deadlines, as indicated on SkillsForge (at 6 and 12 months).

All timings below are for full-time PG researchers and are based on an Autumn start to the programme.

Meeting 1

Held: towards the end of Semester 1 or early in Semester 2.

Purpose: To review progress of research and confirm project plan.

Submission: 3,000-5,000 word writing sample and plan for dissertation.

Meeting 2

Held: Month 10 or 11.

Purpose: to assess readiness to submit, *not* to give detailed comments on the whole draft.

Submission: draft of the dissertation and timetable for submission.

Requirements for TAP meetings: PhD/PhD by Distance Learning PG researchers

Actions for Postgraduate Research students:

- Complete the Research Integrity Tutorial (RIT) before your first TAP meeting.
- Complete the Being an Effective Researcher Tutorial (BERT) before your first TAP meeting. The tutorial is available from the VLE.
- Complete the Review of Supervision form with the non-supervisory member of your TAP at the end of every TAP meeting. This is to be done in absence of your supervisor and will not be shared without your consent.

Please visit the York Graduate Research School's website on Supervision and Thesis Advisory Panels for further details.

All timings below are for full time PG researchers and are based on an Autumn start to the programme.

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: midway through the second year.

Purpose: to evaluate what needs to be done before the Year 2 Progression Panel.

Submission: one substantive chapter of thesis (i.e. not literature survey); chapter by chapter thesis outline; research plan with milestones.

Meeting 3

Held: midway through the 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 4

Held: towards the 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.

Formal reviews of progress

All PhD and MPhil postgraduate researchers (but not MA/MSc by research postgraduate researchers) are subject to formal reviews of progress. You, your supervisor(s) and your Progression Panel document your progress review in SkillsForge.

The purpose of formal reviews of progress is to ensure that you are making satisfactory progress with your research project and other elements of your PhD or MPhil programme. A formal review of progress should give you a clear sense of the

progress you are making on your degree but the decision of a progression panel does not serve as a prediction for the outcome of the final examination.

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

Procedure

In a formal review of progress, you will be assessed against University progression criteria which set out the threshold requirements for progression to the next year (or equivalent period for part-time postgraduate researchers). The assessment is undertaken by a progression panel, which is independent of your supervisor(s) to gain an external perspective on the progress that you are making, and to ensure that your relationship with your supervisor remains focused on your development as a researcher.

The progression panel will consider your evidence, the supervisor's report and agreed TAP reports at a progress review meeting. Based on these elements, the progression panel will make a decision as to whether you have met, exceeded or not met the relevant University progression criteria as well as a recommendation regarding your progression.

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

Your progression meeting

In Philosophy, progression panels are individually appointed for each PG researcher and include the non-supervisory TAP member(s) and a chair. The Director of PG researchers serves as chair, unless that individual is your supervisor or your TAP member, in which case another senior member of the department will be appointed as the chair. (NB: It may be that the constitution of the second-year progression panel changes from that of the first-year panel, due to staffing changes and research leave, etc.) The exact constitution of your progression panel will be determined early in your first academic year, normally within three months of registration, and you will be notified by email.

Prior to the Y1 progression panel meetings, the department will host an annual PGR Progression Day, which will also be a celebration of all of our department's PG researchers. In 2026-27, this will be on Monday, 21 June, 2027 . Year 1 PGRs will make

a presentation and their supervisors, TAP members and progression panel members will attend, with other PGRs and staff welcome to attend.

The details below in the Progress Review Meeting section, indicate what evidence the Philosophy department's PhD and PhD by Distance Learning PG researchers should provide to demonstrate that they have met the relevant University progression criteria. The evidence you provide is considered alongside a supervisor's report on your progress, submitted prior to the meeting, and agreed TAP reports.

University progression criteria and evidence

Please see the Policy on Research Degrees for the University progression criteria.

Departmental evidence requirements

First formal review of progress

For progression into year 2 of a full-time PhD, MPhil or PhD by Distance Learning programme (or equivalent stage of a part-time PhD, MPhil or PhD by Distance Learning programme), each Philosophy Year 1 PGR will be required:

1. to make a 15-minute oral presentation at an annual PGR Progression Day. In the presentation, the PG researcher will describe the direction their research is taking and the research questions it addresses. They should be prepared to take questions on any aspect of their presentation;

2. to provide a realistic written plan for the second year of their research, indicating any risks and how these will be mitigated;

3. to provide an annotated bibliography of sources already read/consulted which places their research into context;

4. to demonstrate in the presentation and subsequent progression panel meeting sufficient proficiency in philosophical research skills to move their research project to the next stage;

5. to have undertaken all required training (e.g. Research Integrity Tutorial); and

6. to demonstrate that they have considered ethical issues, where applicable.

In addition to making a presentation, students also have to prepare various documents for their progression panel meetings, which will take place soon after 21st June.

The documentation students need to provide in advance of their progression panel meeting includes:

- annotated bibliography;
- a written plan for Year 2; and
- training record.

All of the above must be uploaded to SkillsForge Progression preparation form 14 calendar days prior to progression panel meetings. The Progression preparation form will include a written progress report from the supervisor.

In addition, students must email a copy of your presentation to your Progression Panel members right after their Progression Presentation Day.

Please ensure that the Progression preparation form and Progression meeting form are completed in SkillsForge.

The department will contact you about your Progression Day preparations a couple of months before the deadline.

Second formal review of progress

For progression into year 3 of a full-time PhD or PhD by Distance Learning programme (or equivalent stage of a part-time PhD or PhD by Distance Learning programme), a postgraduate researcher will be required:

1. to submit a well-drafted chapter of their thesis, which makes substantive progress towards answering their research questions;

2. to describe in detail in the progression panel meeting the research questions their project will answer and the significance of addressing these questions;

3. to provide a realistic written plan for the third and final year of their research, based on the expectation that the project will be completed and the thesis submitted on time, indicating any risks and how these will be mitigated;

4. to provide a draft bibliography for the thesis which demonstrates that they have knowledge of the full range of research relevant to their project;

5. to have undertaken all required training; and

6. to demonstrate that they have considered ethical issues where applicable.

The documentation students need to provide in advance of their progression panel meeting includes:

- chapter of their thesis

- chapter of their thesis
- written plan for Year 3 with research questions
- draft bibliography for thesis
- training record

All of the above must be uploaded to SkillsForge Progression preparation form 14 calendar days prior to progression panel meetings. The Progression preparation form will include a written progress report from the supervisor.

Please ensure that the Progression preparation form and Progression meeting form are completed in SkillsForge.

Progression panel decision and recommendation

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

If the progression panel decides that a student has not yet met the relevant University progression criteria, they will be permitted a second attempt at progression within three months but the panel may recommend that it would be in the student's best interests to transfer to an alternative programme or to withdraw from the University. Students will need to let their department know as soon as possible if they wish to accept a recommendation for transfer or withdrawal.

Second attempt at progression

If a PGR makes a second attempt at progression but does not meet the relevant University progression criteria at this attempt, the progression panel will recommend that they are transferred to an alternative programme or that their enrolment with the University is terminated.

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

Appeals

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 independent advice from York SU Advice and Support before deciding whether to submit an academic appeal.

Continuation period (if applicable)

Your continuation period (if applicable) begins at the end of your normal period of enrolment. During this time you will retain access to the Library and IT facilities. You may only access specialist facilities with the written permission of the Graduate Chair. If you enter a continuation period you may be liable to pay a continuation fee, though you will not be required to pay this if you submit your thesis within the first three months of your continuation period.

Programme structure

The following list lays out the key milestones that you must achieve as a PG researcher (PhD programme). The academic year for researchers is 12 months long and divided into quarters. If you start your programme in September, the first three quarters will align with University teaching terms and the fourth with the summer vacation period. The list assumes this pattern for ease of representation.

Year 1

Semester 1/1st quarter: Two formal supervision meetings; Appointment of TAP; Appointment of Progression Chair; PGR WiP; 1st TAP

Semester 2/2nd quarter: Two formal supervision meetings; PGR WiP

Summer semester/3rd quarter: Two formal supervision meetings; PGR Progression Presentation; Progress Review; PGR WiP

Summer semester/4th quarter: Year 2 Two formal supervision meetings

Year 2

Semester 1/1st quarter: Two formal supervision meetings; PGR WiP; 2nd TAP

Semester 2/2nd quarter: Two formal supervision meetings; PGR WiP

Summer semester/3rd quarter: Two formal supervision meetings; PGR WiP

Summer semester/4th quarter: Two formal supervision meetings; Progress Review

Year 3

Semester 1/1st quarter: Two formal supervision meetings; PGR WiP; 3rd TAP

Semester 2/2nd quarter: Two formal supervision meetings; PGR WiP

Summer semester/3rd quarter: Two formal supervision meetings; PGR WiP

Summer semester/4th quarter: Two formal supervision meetings; PGR WiP; 4th TAP

Year 1 (and part-time equivalent) milestones

Event	**TAP**	**Progression Day**	**Progression meeting**	**Further progression (if necessary)**
Month from enrolment (full-time PGRs)	4 to 6 TAP 1	21st June 2027	Month 9 to 10, typically within 2 weeks of Progression Day	Month 12
Month from enrolment (part-time PGRs)	16 to 18 TAP 1	19th June 2028 (provisional date)	Month 21 to 22, typically within 2 weeks of Progression Day	Month 24
Requirement (evidence from PGR and due date)	Writing sample of up to 5,000 words; TAP preparation form; all due seven (7) days prior to the meeting	15 minute presentation; followed by a 10 minute long Q&A session	Annotated bibliography; written plan for Year 2; training record; copy of presentation; Progression preparation form; all due 14 calendar days prior to Progression meeting. Copy of presentation, due ASAP after Progression Day	Resubmission of written evidence, 14 calendar days prior to second meeting
Requirement (evidence from supervisor(s) and due date)	Comments on TAP prep form; seven (7) days prior to the meeting	N/A	Written progress report on progression prep form seven (7) days prior to the meeting and after the Progression Day presentation	Further written progress report on progression prep form if required

Who attends	PGR, supervisor(s), nonsupervisory TAP member(s)	PGR, supervisor(s), TAP member(s), Progression chair; other PGRs and staff invited.	PGR, nonsupervisory TAP member(s), Progression chair	
Meeting	TAP meeting		Progression meeting	Further meeting if required
Outcome	Agreed TAP meeting form; Review of Supervision form	Feedback on presentation	Agreed Progression meeting form; review of supervision form; decision and recommendation	Decision and recommendation

Year 2 (and part-time equivalent) milestones

Event	**TAP**	**Progression meeting 2**	**Further progression (if necessary)**
Month from enrolment (full-time PGRs)	16 to 18 TAP 2	Month 24	Month 25
Month from enrolment (part-time PGRs)	36 to 37	Month 48	Month 50
Requirement (evidence from PGR and due date)	One substantive chapter of thesis (i.e. not literature survey); chapter-by chapter thesis outline; research plan with milestones; TAP prep form; all due	Chapter of thesis; written plan for Year 3 with research questions; draft bibliography for thesis; training record; Progression prep form; all due fourteen (14) calendar days before meeting.	Resubmission of written evidence, 14 calendar days prior to second meeting

	seven (7) calendar days before meeting.		
Requirement (evidence from supervisor(s) and due date)	Comments on TAP prep form; due seven (7) days prior to the meeting	Written progress report on Progression prep form; due seven (7) days prior to the meeting	Further written progress report on progression prep form if required
Who attends	PGR, supervisor(s), TAP member(s)	PGR, nonsupervisory TAP member(s), Progression chair	
Meeting	TAP meeting	Progression meeting	Further meeting if required
Outcome	Agreed TAP 2 meeting form; Review of Supervision form	Agreed Progression meeting form; Review of Supervision form; decision and recommendation	

Year 3 (and part-time equivalent) milestones

Event	**TAP 3**	**TAP 4**	**Continuation year**
Month from enrolment (full-time PGRs)	24 - 30	30 - 36	Past 36th month
Month from enrolment (part-time PGRs)	48 - 60	60 - 72	Past 72nd month
Requirement (evidence from PGR and due date)	One substantive chapter (not same as for previous meeting); revised thesis outline; dissemination plans; TAP prep form; all due seven (7) calendar days before meeting.	Thesis table of contents with breakdown of work already complete; timetable for completion; progression prep fom; all due fourteen (14)	

		calendar days before meeting.	
Requirement (evidence from supervisor(s) and due date)	Comments on TAP prep form; seven (7) days prior to the meeting	Written progress report on TAP prep form; seven (7) days prior to the meeting	
Who attends	PGR, supervisor(s), TAP member(s)	PGR, nonsupervisory TAP member(s)	
Outcome	Agreed TAP meeting form; Review of Supervision form	Agreed TAP meeting form; Review of Supervision form	Completion of Intention to submit form and thesis submission

Please note: If you commence a PhD outside a cohort entry point, or if your journey goes out of sync with the rest of your cohort (e.g. due to a leave of absence), the dates specified may not apply to you but will be calculated in terms of how long you have been enrolled on the programme.

Study skills

A full range of study skills resources and guidance is available online and in the Fairhurst Building in the Library.

Study Coaching

PGRs can make an appointment to have a one-to-one chat with a friendly advisor about their approach to academic study in general, worries about adapting to postgraduate research and ideas for effective study strategies.

Study skills and digital skills workshops

Our programme of study and digital skills workshops are designed to help students develop their academic and communication skills to a high standard. Academic skills staff work with students to develop skills in:

- identifying credible sources, note-taking and managing reading
- critical thinking, critical academic reading and developing academic, evidence-based argument
- integrating sources and data effectively into writing
- academic writing
- communication and self development - time management
- planning assignments, capstone projects and theses

- maths and statistics
- academic language

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.

Speaking support

Students can book a 30 minute one-to-one appointment - for an individual or small group - to build their speaking confidence or practice a speaking task or presentation.

Writing Centre

The Writing Centre offers writing guidance via 30 minute 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.

5. Researcher training and development

Being an Effective Researcher Tutorial

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

The Being an Effective Researcher Tutorial (BERT) is an online induction available through the VLE to all postgraduate researchers and supervisors. The tutorial is organised in easy to navigate sections so that, following completion of the tutorial, you are able to come back to the information as you need it throughout your programme. You are expected to complete this tutorial as part of your induction at the University and are encouraged to discuss it with your supervisor and TAP.

Research training modules/courses

PGR Work in Progress seminars

The purpose of PGR WiP is to develop your skills at presentation, answering questions about your research, and asking questions of your peers; therefore, it is considered a mandatory training activity. This benefits not only PGRs who plan to pursue an academic career, but all PGRs, as these are transferable skills.

In-person attendance at all PGR WiP seminars is the norm for all campus-based Philosophy PGRs. Attendance will be taken and reported to your supervisor(s), and any difficulties will be discussed at TAP meetings. Distance Learning PGRs may attend any time they are on campus.

NB: The seminars are now hybrid, allowing DL PGRs and those who are unavoidably away from campus (or otherwise formally excused) to participate. Choosing to attend online is a decision that must be discussed with the convenor - please make sure to do that several days ahead of the session.

Rules for how PGR WiP is run are as follows:

1. PGRs are REQUIRED to attend this seminar during their normal period of enrolment (years 1-3 for full-time PGRs). PGRs should not attend if they are on Leave of Absence and it is optional during the continuation year.

If a PGR cannot attend a particular seminar they should send apologies to the convenor, with an explanation. If a PGR cannot attend systematically, they should seek

permission from the Department Education Committee to have this requirement waived.

2. PGRs are REQUIRED to present at least once per year during their normal period of enrolment (years 1-3 for full-time PGRs). A PGR should not present if they are on Leave of Absence and it is optional during the continuation year. There are enough slots, so do sign up on the Google sheet (see below).

3. Sessions last for 90 minutes, broken into three 30-minute segments. The first segment is the PGR's presentation, which should be 30 minutes long. PGRs are not required to use PowerPoint or make handouts, but it is their responsibility to communicate with the audience effectively so that there can be a substantive discussion. PGRs should regard stimulating the discussion as one of their primary objectives, so a clear statement of thesis and arguments is essential.

4. The next 30-minute segment is a Q&A with fellow PGRs. Once the discussion has begun, PGRs in the audience should attract the Chair's attention if they wish to speak. We use the hand/finger convention: raising your hand means you have a new question, raising a finger means you have a point to add to the current discussion. Staff will be expected not to ask questions during this time.

5. The final 30-minute segment is a private discussion of the PGR's presentation with their supervisor/s and the convenor.

6. If you are presenting, you should notify your supervisor, TAP members and any other staff who you would like to attend well in advance.

At the start of the academic year, a PGR WiP sign-up sheet will be available on Google Drive, with details of dates, times, and locations of the seminars for the entire year. This is where you can sign up to make a presentation – be sure to discuss this with your supervisor first.

Proseminars

The Proseminar meets five times during the semester. In each session, we will discuss a paper or chapter from a book. Some of these will be chosen by the convenors, but there is scope for other members to recommend material as well. We will look to select readings that would be worth any postgraduate researcher spending time reading and thinking about, no matter what their area of research. We will aim to cycle through broad philosophical areas such as epistemology, metaphysics, philosophy of mind, and moral and political philosophy.

Active participation in the seminar will, we hope, not only provide an opportunity for philosophical discussion but, crucially, help to foster a sense of intellectual community among research students. It is perhaps this last goal which is the most valuable and, if we are to achieve it, it is important that you treat the seminar as an integral part of your studies and not an optional extra. The expectation is that you will attend the sessions,

that is, you should attend throughout your time enrolled on the PhD, except for the period of writing up. Expectations around the attendance of part-time PGRs are adjusted pro rata.

The seminars are hybrid, allowing all PGRs (on-campus and DL) to participate. The sessions will not be on your timetable, but the convenors will send Google calendar invitations (including a Zoom link) in advance along with information about the assigned readings.

This year's co-convenors are Stephen Everson and Dave Ingram.

Research Culture and Researcher Development

The Research Culture and Researcher Development team provides a range of skills training and support for researcher development to help you develop the skills you need to progress your research and your career. This includes:

- research management and leadership
- community and wellbeing
- partnerships
- collaborations and civic engagement
- professional development and employability
- public engagement and communication

You can book a place at these workshops via SkillsForge.

Open Research Team

The Library's Open Research Team provides guidance on research data management, open research, including open access publishing and repositories, copyright and bibliometrics. The team delivers workshops on these themes within the Research Culture and Researcher Development programme. For more information, visit the Open Research Team web page for contact details or to book an appointment.

Faculty Librarians

Your Faculty Librarians are your main contact in the Library. Talk to your Librarian about your research; they can point you in the direction of the best resources available (at York and in other UK/international libraries) and can order new resources for you.

To book a one-to-one appointment with your Librarian, and to access subject-specific resources and guidance, click on your department's name on the Subject Guides website.

Research computing

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

Our 'Viking' high performance cluster has been designed to meet a wide mix of research requirements, no matter what subject you study. Viking is free for all researchers to use, including postgraduate researchers.

Designed with the aim of making research easier, faster and more productive, our systems and resources could be of use to all researchers. To discuss what help we can provide, contact IT Support.

Departmental conferences/seminars/fora/publications

As part of the research community in the Department of Philosophy, you are invited, and encouraged, to attend research events including the Staff Work in Progress (WiP) seminar and the Philosophy Colloquium series. 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.

All of these events are opportunities to engage with fellow researchers at all levels and stages of their careers, which can stimulate your own thinking and help you make contacts to enhance your PG researcher career.

Email announcements will be sent about these activities.

Research sections and clusters

Research activities in the Department are organised under three research sections covering broad areas of philosophy (History of Philosophy, Practical Philosophy, and Theoretical Philosophy) under which more specific research groupings fall. Each research section has a section leader.

The Department has a number of formal research clusters, and one research centre (CHiPhi, joint with Leeds and Sheffield), each of which falls under one of these sections and reports to the section leader.

Less formal and occasional research activities (such as reading groups) are also recognised in the Departmental Research Committee structure.

Research Clusters are regularly meeting research groups, convened by a cluster leader, which encourage researchers with common or overlapping interests to work together. They provide opportunities for colleagues to share and receive detailed comments on work in progress, including grant and impact ideas in progress, to hear from invited speakers, and to develop research collaborations. Clusters include PGRs supervised by members of the group where there is relevance of the PG researcher's work to the focus of the group.

Conferences

From time to time our department organises conferences around special themes or speakers. These events are announced in advance on the department website, social media, and posters in the department and on email.

There may be opportunities for you to get involved with organisational details, thus gaining valuable practical experience for future employment in either academia or other sectors.

Publication of research

We encourage our PG researchers to publish aspects of their research as opportunities and suitable outlets arise during their studies with us. A good number of our current and previous PGRs have successfully published in peer-reviewed publications. In certain cases, it may be appropriate for you and your supervisor(s) to co-author an article. Your supervisor(s) and TAP members are best placed to advise you.

Financial support for research

The Philosophy Department has a dedicated fund for subsidising PGRs attending conferences. Be sure to discuss with your supervisor any conferences you wish to attend. The PG Researcher Administrator will then tell you how much funding is available to you and about the procedure for booking travel and paying fees.

Please do not pay for anything until you have spoken with the administrator.

Please note the following:

- PG researchers in the UK on Student Visas who wish to attend a conference outside of the UK for more than two (2) days must complete a Change of Study Location request on e:Vision.

- The PGR Conference Fund is only available to registered PGRs up to the point of viva. Any conference or event after the viva date is not eligible, even if the PGR has had a revise-and-resubmit outcome.

- The PGR Conference Fund excludes travel to attend a viva or other meeting if a PGR has chosen to be away from York. Staff and PG researchers travelling on authorised University business outside of the UK are required to log their trip on the Travel Log and to adhere to travel risk assessment requirements. Once the trip has been logged, the University's Business Travel Cover insurance will apply, subject to the terms and conditions. The business travel insurance is free of charge for its staff and PG researchers for any number of journeys (each to be logged) and any duration of trip up to twelve months.

NB: This website can only be accessed via a University PC located on campus, or from the Virtual Private Network (VPN) from your laptop or off-campus computer.

6. Your thesis

Thesis content and style

The University has detailed guidance about the style, formatting and sequence of material standards for your thesis.

The University of York requires its PhD postgraduate researchers to submit an e-thesis, rather than a printed thesis. This means that you should take particular care to ensure that your thesis is accessible and easy for anyone to read. See guidance on making your thesis accessible.

In Philosophy, these are the word counts for each degree:

- MA by Research: 20,000 to 30,000 words

- MPhil: 40,000 to 60,000 words

- PhD: 60,000 to 80,000 words

- PhD by Distance Learning: 60,000 to 80,000 words See guidance on making your thesis accessible.

NB: The word count does not include the bibliography, but does include footnotes, appendices, and anything else that is not a bibliography.

Referencing

In preparing the final manuscript of your thesis you will need to follow a recognised style guide. The usual ones for philosophy are Harvard or MLA. If your work (as is slightly more common in philosophy now) presents or reviews scientific data the American Psychological Association style (APA) may be suitable. If you are in doubt, or think that some other style is better suited to your work, discuss the issue with your supervisor.

Thesis submission

You should discuss your submission plans with your supervisor, though ultimately it is your decision when to submit your thesis for examination. About two months before you expect to submit your thesis, you should complete the Intention to Submit Form. Completing this allows the department to make the necessary arrangements for your examination. You do not need to be overly exact in calculating your submission date, provided that you adhere to your deadline for submission.

Should you have a request for an extension to submission pending at the time of your deadline, you are strongly advised to submit a digital contingency copy of your thesis in order to avoid automatic failure for non-submission should your extension not be approved. PGR Special Cases can provide details on how to submit a contingency copy. You can get in touch via pgr-special-cases@york.ac.uk.

Theses are required to be prepared and submitted for examination as specified in the University's requirements.

The department permits the submission of a journal-style thesis. You should make the decision about whether to submit a journal-style thesis in consultation with your supervisor(s) and Thesis Advisory Panel (TAP). You can change your mind about the nature of your thesis up to the point of submission.

You **must** submit your thesis by the final deadline, though it is a good idea to plan to submit long before that, in order to give yourself time to deal with unexpected events in both your research and your personal life.

Thesis examination

Once a notification of your intention to submit has been received, your Department nominates examiners and submits the recommendation to the Standing Committee on Assessment (SCA) for approval. Your supervisor(s) will have been consulted on who will be suitable examiners and you should be asked to confirm that there are no known conflicts of interest with the selected examiners. There will be at least two, and not more than three, examiners, including at least one external examiner from another university.

Following the submission of your thesis for examination, PhD, EngD and MPhil candidates (and Masters by Research candidates depending on the programme and/or at the discretion of the examiners) will be required to take part in an oral examination known as a viva. The purpose of this oral examination is to allow your examiners to explore your work and satisfy themselves that:

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

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

Oral examinations for all research degrees will be recorded. These recordings are used only in the event of an appeal based on the conduct of the examination, or when an

additional examiner has been subsequently appointed to resolve a dispute. Recordings will be destroyed one year after the result of the examination has been confirmed, or one year after appeal proceedings have been concluded.

Your department will contact you to arrange a suitable date and time for your viva.

If you are a disabled PGR, you may need to request reasonable adjustments to the examination process. Please see information on disability support in the support and wellbeing section.

Examination outcomes

There are several possible outcomes for research degree examinations:

1. Pass
2. Pass subject to corrections
3. Revise and resubmit for re-examination
4. Opportunity to be awarded lower degree (if available) either with or without corrections being made
5. Fail

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

7. Change of plan?

Leave from your studies

All leave from your studies requires approval. Annual leave should be requested using FlexiLeave.

Authorised absence/short-term leave

Authorised absence (for Student visa holders) or short-term leave (for non-visa holding PGRs) enables you to take authorised time away from your studies for a valid reason - typically less than 30 days, but up to 60 days in some circumstances.

You should use authorised absence/short-term leave for minor or short-term ill-health ('sick leave') but short-term leave can also be requested for other reasons including parental leave or childcare, emergency leave, or compassionate leave.

Authorised absence/short-term leave does not pause your enrolment. You can request an authorised absence/short-term leave through e:vision. For further details, please see the Policy on PGR Leave.

Leave of absence

A leave of absence allows you to take an authorised break from your studies - normally for at least one month - for a documented medical or personal reason, including for maternity/paternity and serious ill-health. A leave of absence pauses your enrolment, which means that your minimum and normal enrolment period, and your maximum study will be extended by the duration of the leave of absence: the dates for any formal progress reviews (if applicable) and your final thesis submission deadline will also be amended.

For more information on leave of absence - including how to apply - please see PGR leave of absence and the Policy on PGR Leave.

Postgraduate researchers who are Student Visas holders should be aware that a leave of absence will impact on their eligibility to remain in the UK, and should therefore consult with the Immigration Advice Service before making any decision.

Full-time/part-time study

You may be able to switch between full-time and part-time attendance but not all programmes have a part-time option - check with your department.

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

changing your mode of attendance may have. If you are funded, your funder may also place restrictions on whether and how often you can change status.

Change programmes

While we do not encourage postgraduate researchers to change programmes, situations may arise which make a change worthwhile. Reasons may include:

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

This is by no means an exhaustive list. Reasons for a change of programme are often unique to your situation. If you think a change of programme may be right for you, you should speak to your supervisor.

Students with an ATAS certificate

If you have been issued with a Student Visa with an ATAS certificate you can only study within the field that you applied for. You must apply for a new ATAS certificate if any of the following changes:

- the content of your course changes;
- your primary supervisor changes;
- your financial sponsor or conditions for financial sponsorship change at any time during your study or research.

Postgraduate researchers on a Student Visa should contact the Immigration Advice Service for further information.

Extension

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

There is no guarantee that you will be able to extend your programme in this way, especially if the circumstances could have been remedied with a leave of absence at

an earlier stage. Multiple extensions exceeding a total period of two years will not normally be granted.

Applications for extensions should be made **before** your current submission deadline. If you need to apply for an extension to your submission deadline, you should speak to your supervisor in the first instance. The length of extension should be justified by the circumstances and supported by your Graduate Chair.

Withdrawal

Withdrawal is the term used when a postgraduate researcher decides to permanently leave the University before completing their programme of study. If you wish to withdraw from your course and leave the University, you should complete the Intention to Withdraw form, available via e-vision.

Leaving the University is an important decision, so we want to make sure that you are aware of all the options available and that you have access to the right advice and support. Therefore, once you submit the form, a Student Adviser will contact you within a few working days. If after your conversation with a Student Adviser you still wish to withdraw, you will be asked to complete a Confirmation of Withdrawal form.

You are encouraged to speak to your supervisor if you are considering withdrawing.

8. Professional development and employability

Teaching/demonstrating opportunities

As a postgraduate researcher, you work at the cutting edge of your field. You live, breathe and care passionately about your subject. We encourage you to take advantage of any opportunities available to teach and share some of your expertise with other students. Each department has a designated Graduate Teaching Assistant (GTA) co-ordinator who organises the teaching opportunities and provides support.

Why teach? It can:

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

There are a range of opportunities available within the University to support your professional development teaching and supporting student learning. As a starting point, all those who wish to teach must complete one of the "Introduction to Teaching and Learning" workshops. This training is designed to support you develop the skills and confidence you need to support your students. Four thematic versions of the workshop are available that are tailored to support specific GTA roles across the disciplines. All PGRs will be enrolled on a GTA Community site on the VLE, which outlines additional development and training opportunities for GTAs.

Some teaching opportunities for GTAs are advertised centrally on behalf of academic and support departments (e.g. academic skills tutors). Current vacancies are advertised on Handshake.

Public engagement

Another way to share your expertise and enthusiasm for your research is through public engagement. The University runs a range of one-off and ongoing public events and initiatives that are fantastic opportunities for you to share your research and its findings with a broad audience. This includes events such as YorkTalks and the York Festival of Ideas.

Like teaching, public engagement activities can:

- improve your confidence;
- enhance your ability to explain and engage people with your research;

- allow you to reflect on the impact of your research and why it is important;
- assimilate you into the faculty as a recognised expert in your field.

Careers and employability

Careers and Placements offers information and advice to support postgraduate researchers with professional skills development and career planning, in conjunction with the Research Culture and Researcher Development team.

You can expect:

- impartial and confidential careers guidance from our team of careers consultants to help you explore your career options, identify steps to work towards them, and job search support

- access to events and dedicated workshops on campus, offering you the opportunity to meet employers, explore a range of employment sectors, and build on your skills. Careers workshops specifically for PGRs are available in the Researcher Development programme

- opportunities to develop your skills and experience through part-time internships with employment and volunteering

- Online careers resources can be found on the Careers and Placements web pages, with specialist PGR resources available on the York Graduate Research School web pages.

Mentoring

Through the York for Life platform, students can access support and mentoring from our vast alumni community from day 1 of being at York. Sign up to be connected with individuals in your dream role or industry and get one-to-one support from someone who has been where you are. Search our directory to find like-minded people who have completed a postgraduate degree at York and grow your community starting right now.

9. 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

If you are self-funded, it's important that you pay your 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 payment partner for overseas and UK 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 Fiona Meadows, the Manager of Student Services team or Keith Allen,. The Head of Department. If you are dissatisfied with their response, you can find more information on how to make a

complaint on our website. You can contact York SU Advice and Support for independent, confidential advice.

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.

10. 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.

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.

Your college

York is one of a handful of UK universities with a collegiate system. Whether you live on or off campus, your college can be central to your student experience, helping you feel welcomed and smoothing your transition into life at York. College Communities Teams and student volunteers provide regular opportunities to meet people, try new things and get involved in campus life through events, activities, sports, music, volunteering and student leadership roles. All postgraduate researchers are members of Wentworth College, and are supported by the College Wellbeing Officer, who can provide help with all aspects of life at York. You can use the Wentworth Graduate Common Room as a space to meet, study or socialise. Wentworth College hosts a range of events for postgraduates, regardless of whether you're a resident student or not.

Postgraduate communities

From opportunities to share your research findings to building a stronger network, the Postgraduate and International Communities team host events for you to meet new people, learn new skills and make the most of your time at York. See student events for opportunities to get involved.

University of York Students' Union

York Students' Union supports over 250 societies and volunteering groups, and 65 sports clubs, run entirely by students, for students.

Head to the University of York Students' Union website to see everything on offer.

Student Hub

The Student Hub is a first point of contact for support and advice. The Student Information Team can direct you to the best source of support for any query.

You can chat to our Student Advice and Communities Team about issues regarding financial support and money management, housing advice, academic progress issues and more.

Support with finances

If you are facing issues with your finances or difficulties managing your money, our Student Advice and Communities 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, long-term health conditions and mental health difficulties, amongst others.

If you have a disability, please contact Disability Services as soon as possible so that you can discuss your support needs with a Disability Adviser and they can work with you to draw up a comprehensive Student Support Plan (SSP) for your PGR programme.

You need to contact Disability Services even if you have had an SSP at York as an undergraduate or taught postgraduate, or you had an SSP (or equivalent) at another University. We would also strongly recommend that you talk to your supervisor about your support needs.

As part of an SSP, Disability Services can help you obtain reasonable adjustments for formal examinations (progression, the final examination, and any taught modules that you are required to take). Reasonable adjustments can be made in some limited circumstances without the need for an SSP - please see the Policy on Research Degrees.

Christian Piller (christian.piller@york.ac.uk) is the departmental Disability Officer in semester 1 and Daniel Morgan (d.morgan@york.ac.uk) will be the departmental Disability Officer in semester 2.

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 on 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 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.

11. Graduation and beyond

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.

Keep in touch

Once you graduate, you will officially become a York alum and join a community of 189,000 like-minded individuals in 195 countries. We'll be with you every step of the way through York for Life, where you can advance your career with courses that enhance your skills or prepare you for a promotion, with dedicated support and advice. Find a mentor, support a current student or just stay connected with York and the friends you made whilst being here and connect with alumni across the world.