Welcome to the Department of Sociology.

Handbook For Research Students And Supervisors

The aim of this handbook is to provide information and advice for postgraduate research students about the Department, its regulations and practices. It is no substitute for a wider knowledge of University policy regarding graduate students. The authoritative text for this is the University’s Ordinances and Regulations, a copy of which will be given to you upon registration and which should be consulted whenever questions arise relating to University regulations for higher degrees.

Please also consult the web pages of the Registry Services on http://www.york.ac.uk/about/departments/support-and-admin/registry-services/ as these contain a wealth of information on study, examination, thesis presentation and format, as well as general guidelines.

The University policy on research degree programmes can be found at https://www.york.ac.uk/students/studying/manage/research-students/

DISCLAIMER
The information in this Handbook relating is correct at the time of publishing. It is issued for general guidance and does not form part of any contract. The Department intends to provide the courses and facilities described, but reserves the right to withdraw or to make alterations if necessary.
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SECTION 1 - THE DEPARTMENT OF SOCIOLOGY

We currently offer four Masters programmes: the MA in Social Research, (ESRC recognised), the MA in Sociology (by Research), the MSc in Social Media and Management [in partnership with the York Management School] and the MSc in Social Media and Interactive Technologies [in partnership with the Department of Computer Science]. PhD students are able to audit any MA modules but must register with the Graduate Administrator in order to be able to access online teaching materials.

The Department has internationally recognised research expertise in the areas of:

- Gender, sexualities and equalities
- Science, health and technology
- Language and social interaction
- Cultural Practice

In addition to these broad departmental themes, the work of the Science and Technology Studies Unit (SATSU) focuses more specifically on: science and technology governance; sociology of biosciences; and mobilities. The Anomalous Experience Research Unit (AERU) was established in the summer of 2006 to research into the contexts, characteristics and consequences of experiences which suggest anomalous psychological processes and agencies, and exceptional states of consciousness. Another recent research group which has been established is the Centre for Urban Studies (CUrb). The Department also has strong links with the Centre for Women’s Studies.

We offer research training and supervision for higher research degrees in any of these areas, as well as in some of the more specialised fields of research being pursued by individual members of the department.

We currently have approximately 50 registered graduate students (including students on the Department’s MA and MSc degrees).

Further information about the Department’s research can be found on our departmental web pages: http://www.york.ac.uk/sociology

Location

The Department of Sociology is situated on the first and second floors of Wentworth College, on the main campus. The Departmental Administrative Office (W/252) is open daily, Monday to Friday, when the Department and Graduate Administrators are in attendance. Opening Hours: 9.00am to 5.00pm (4.00pm on Friday)

Wentworth College is also home to the Graduate Students’ Association (GSA)
**Administrative staff**

The **Departmental Administrator** is Ms Lynn Kilgallon (W/250). Lynn has overall responsibility for the department and especially its finance.

The **Graduate Administrator** is Miss Alison Taylor (W/252, tel. no. 3044, email: sociology-pg@york.ac.uk). Alison is responsible for all graduate matters. She provides assistance to the Director of Graduate Studies, Prof Robin Wooffitt, maintains all graduate files, and distributes all departmental information to graduates. It is very important that address and contact details are kept up to date in E:Vision so that she is able to contact you via other means than the University email address.

The **Undergraduate Administrator** is Mrs Amanda Waggett (W/252). She is responsible for all undergraduate activities and assessment administration.

The **SPS Administrator** is Mrs Carole Nicolson (W/252).

**Mail & Noticeboards**

Students may use ‘The Department of Sociology, Wentworth College, University of York, Heslington, York YO10 5DD’ as a mailing address. Each student has a pigeonhole (or shared) in the departmental printer room (W/250a) and you should regularly check if there is any post.

The departmental notice-boards are in the quad adjacent to the main administrative offices. They are used to display departmental and University information, as well as information about local and national activities and events relevant to research students.

There is a PG notice board on the wall next door to the PG Common Room in the Graduate Village.

Notices about conferences are on the corridor board opposite W/245 and W/244.

**Data protection**

The University collects information about students for administrative, academic, statutory, and health and safety reasons. It conforms to the Data Protection Act 1988 in its collection, processing and disclosure of personal data. It cannot operate effectively without processing information about you and requires your consent to do so. Your submission of the online student registration form gives your agreement to the processing of your personal data for any purposes connected with your registration with the University, your health and safety or for any other legitimate reason. Further information can be found at [http://www.york.ac.uk/recordsmanagement/dpa/](http://www.york.ac.uk/recordsmanagement/dpa/) or from the Data Protection Co-ordinator, Registrar’s Department.

**Health and safety in the Department of Sociology**

Everyone working in or visiting the Department of Sociology should make themselves familiar with University Notices concerning Health and Safety. Take particular care to read and understand the notices about ‘What to do in case of fire’ and ‘What to do in medical emergencies’.
Please ensure that you observe the no-smoking policy in those areas designated as no-smoking. Make sure you know the location of the nearest fire extinguishers. Make sure you know the fire drill and **ALWAYS** observe the fire alarm.

**Accidents**

If you have an accident at the Department, no matter how apparently minor, it is your responsibility to report it. Official forms are available at Wentworth Porter’s Lodge. We require people to complete forms merely to help the Department or University learn from what has happened.

**Security**

Please ensure that your office door is locked when the office is empty. The 24 hour Security number is (32)4444. The Emergency Security number is (32)3333.

**Electrical Equipment**

All electrical equipment must be switched off when not being used. Staff and students with access to the Department outside normal office hours should make sure that all lights are switched off and electrical equipment disconnected before they leave. This includes terminals, computers, printers, monitors and heaters.

**Using Computers**

Users of computer screens should make themselves aware of the University’s recommendations regarding their use, in particular, the University’s Code of Practice for Display Screen Equipment.

Full details of the University’s Health and Safety Policy can be found on YorkWeb at [http://www.york.ac.uk/admin/hsas](http://www.york.ac.uk/admin/hsas). The University’s team of advisers responsible for Health and Safety is currently located at:

Health, Safety & Environment Advisory Service
Grimston House
Ext: 2020
E-mail: gf9@york.ac.uk
Fax: 2027

For further information about the Department and its activities, you are invited to visit its website at [http://www.york.ac.uk/sociology](http://www.york.ac.uk/sociology)

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2 FACILITIES FOR RESEARCH STUDENTS

The Department of Sociology endeavours to provide (usually shared) office facilities for all full-time MPhil/PhD students who need them. A dedicated PG study and common room area has
been opened on the mezzanine floor of Wentworth which has office space for all PhD students and a common room/kitchen for everyone (including MA/MSc students). Office accommodation comprises desks, shelving, filing cabinets, computing facilities and a telephone for incoming and internal calls. A limited number of places are also available to research students in single or shared carrels in the library and RCSS. There is always a waiting list so early application is advised.

If you are unable to use computing facilities we strongly urge you to learn. Courses are regularly run by the University’s Computing Service which are available to staff and research students. Competent word processing skills can help save a vast amount of time when preparing papers for supervisors, draft chapters and the final thesis.

**Photocopying and Printing**

Photocopying/printing facilities are available for PhD students via YPP printer cloud. The department usually pays for Sociology student printing.

**Headed paper**

Students are allowed to use Departmental headed notepaper and mailing facilities when they are clearly needed for research purposes. A supervisor’s permission should be obtained and conveyed to the Departmental Administrator. There is a word template available on the University web site. You should contact Alison Taylor if you require access to it.

**Catering**

Full catering facilities are provided by Wentworth College’s restaurant/bar “Edge”.

**Induction Programme**

We run an induction programme in conjunction with Graduate Students Association, International Students Association and Professional and Organisational Development team to help new graduate students settle in to the Department. In addition to discussion about research practices and the career of the research student, you will be provided with a pack of relevant Departmental and University regulations relevant to postgraduate research. You will also be made aware of the various subject specific and generic skills training offered by the University and the Department. *It is important that you attend all the induction sessions offered to you.*

**Departmental support for attendance at national or overseas conferences**

The department is keen to support graduates attendance and presentation at academic conferences. If there is a conference that you would like to attend as a PhD student you should discuss it with your supervisor first. Once it has been agreed that you should attend this event please submit a Conference Attendance Form from VLE to the Chair of Research Committee, Prof Sarah Nettleton (sarah.nettleton@york.ac.uk; tel. 3062). Expenses can be claimed back via Lynn Kilgallon after the conference. Receipts are essential.
Notices and Calls for Papers are posted on the conference notice board opposite W/244 and W/245 and University Calls are available online at http://www.york.ac.uk/depts/soci/research/currpapers.htm.

**Social Science Research Centre (RCSS)**

The Social Science Research Centre (RCSS) is a multidisciplinary collaborative support infrastructure for researchers involved in social sciences research within the University. The PhD provision accommodates about 85 students, using a mixed economy of desks for more permanent occupants and more temporary hot desks. In addition, there are lockers provided for students, a dedicated social space, catering facilities (there are three floors with one facility on each floor), and rooms that can be used for smaller meeting purposes. A dedicated RCSS reception has been established. There is also parking and bicycle shed provision.

**Berrick Saul Building**

The Berrick Saul building (http://www.york.ac.uk/hrc/about/berrick_saul_building/) houses the IEE, the Wolfson Suite, and the Humanities Research Centre (HRC). The HRC provides high-quality workspace for Arts and Humanities research postgraduates and postdoctoral researchers, as well as accommodation for research projects, interdisciplinary centres, and emerging research groups. The Centre has become a hub for Arts and Humanities activities on campus, hosting a large number of international colloquia, seminars and conferences. The interdisciplinary research centres and groups based in the HRC include the Centre for Modern Studies, the Centre for Renaissance and Early Modern Studies, the Centre for Advanced Studies in Language and Communication, Christianity and Culture and the Institute for the Public Understanding of the Past.

**Departmental research seminars**

There is a programme of seminars (Wednesday afternoon) organised each term by members of the Department. Included are speakers both from York and from elsewhere for the staff and students of the Department of Sociology, which research students are expected to attend. You are welcome to suggest people whom you would like to be invited to give talks at these seminars: if you would like to make a suggestion, please contact the seminar series organiser. Alison Taylor will have this information. You may be invited to present your research in one of these seminars.

SATSU hold regular *Brown Bag Seminars* which are open to all PG students.

Information on all seminars and events is available on the departmental home page: www.york.ac.uk/sociology

Some seminars arranged by other departments of the University may also be of interest to research students in the Departments, and relevant information is posted on the notice boards adjacent to the Department’s main administrative offices.
3 GRADUATE ADMINISTRATION AT DEPARTMENTAL AND UNIVERSITY LEVEL

The Board of Studies and the Graduate Committee
A research student representative sits on the Graduate Board, which is responsible for the organisation and provision of the research training. There is also research student representation on the Department’s Board of Studies, which deals with general departmental matters, and to which the Graduate Board reports. Research students thus have clear line of contact with the decision-making structures in the department. Both Boards meet each term. This means that research student concerns can be dealt with speedily.

Research student representatives are encouraged to contact the Graduate Student Association which can provide training and guidance about their role. A notice board in the Department, access to ‘unreserved’ minutes of the meetings, and an email directory of the representative’s cohort of students will be provided by the Department. On request, we will provide time and space for students to meet with the people they represent.

We value the input of our Board reps very highly: please consider undertaking this important role as part of your time at the Department.

Graduate Issues at University Level
In practical terms, interactions currently involving Research students and the University are conducted within a few administrative departments:

a) Research degree programmes are the responsibility of the Teaching Committee. Proposals for new research degree programmes (or modifications to existing research degree programmes) should be sent to the Academic Support Office for consideration by the Teaching Committee;

b) Recommendations for suspensions of enrolment or extensions of submission deadline should to be sent to Kay Mitchell (Registry Services), for consideration by a member of the Special Cases Committee;

c) Where a hearing is required of an appeal or an academic misconduct case involving a postgraduate student, the hearing is conducted by the Special Cases Committee;

d) Recommendations for confirmation of PhD/EngD enrolment, or for programme transfer or transfer between full-time and part-time enrolment, should continue to be sent to Kay Mitchell (Registry Services), for consideration by a member of the Standing Committee on Assessment;

e) University postgraduate studentships are the responsibility of the University Research Committee.
Department of Sociology Administrative Responsibilities (Staff)

Head of the Department
Prof. Ellen Allendale
Overall responsibility for the department, and manages the staff and resources. Contact him about matters concerning the day-to-day running of the department or the conduct of any member of staff.

Deputy Head of Department
Dr David Beer
Deputy Head of Department
Dr David Beer
Departmental Administrator:
Ms Lynn Kilgallon
Chair, Board of Studies
Prof Sharon MacDonald
Chair, Teaching Committee and Deputy Chair
Dr Paul Johnson / Dr Darren Reed
Senior Exams Officer
Dr Rowland Atkinson
Director of Research and Chair of Research Committee
Prof Sarah Nettleton
Director Graduate School and Chair of Graduate Committee
Prof Robin Wooffitt
Research Administrator
Mr Ed Kirby

PGT Course Coordinators
Masters in Social Research
Dr Laurie Hanquinet
Masters in Social Media and Management
Dr Darren Reed
Masters in Social Media and Interactive Technologies
Dr Darren Reed
Postgraduate Administrator
Miss Alison Taylor

Research Centres
Director AERU
Prof Robin Wooffitt
Director CURB
Dr Rowland Atkinson/Dr Simon Parker
Director of CWS [now an IDC]
Prof Stevi Jackson
Director ECCE
Prof Andrew Webster
Director of SATSU
Mrs Sarah Shrive-Morrison
SATSU/ICS/Administrator
Mrs Amanda Waggett
Undergraduate Administrator
Mrs Carole Nicholson
SPS Administrator

4 RESEARCH SPECIALISMS IN THE DEPARTMENT OF SOCIOLOGY

There are broadly four thematic clusters in which the department has special research expertise.

- Gender, sexuality and inequalities
- Science, health and technology
- Language and social interaction
- Cultural practice

Up to date Information on all our research activities and clusters is online at:
http://www.york.ac.uk/sociology/research/
5  MEMBERS OF THE DEPARTMENT

Academic Staff

Prof Ellen Annandale (from Feb 2013) BSc (Leicester), MA, PhD (Brown), Professor, Head of Department
Email: ellen.annandale@york.ac.uk  web: //sociology/our-staff/academic/ellen-annandale/
gender and health, the social organisation of medical and nursing work, particularly as this concerns gender mainstreaming, health care management, consumerism, risk and trust.

Rowland Atkinson, BSc (Kingston), PhD (Greenwich), Reader
Email: rowland.atkinson@york.ac.uk  web: /sociology/our-staff/academic/rowland-atkinson/
Disorder, anti-social behaviour, social control and community life in neighbourhoods. Gentrification, elite residential development and its social consequences. Privatisation of public and residential spaces, particularly with reference to gated communities and civic space

Dave Beer, BSc (Bradford) MA, PhD (York). Senior Lecturer.
Email: david.beer@york.ac.uk  web: /sociology/our-staff/academic/david-beer/
Popular culture, particularly popular music culture; Digital technologies, new media and web cultures; Noise and sound, particularly in the urban context; Social and cultural theory

Kelly Benneworth-Gray, BSc (Loughborough), MSc (Liverpool), PhD (Loughborough). Lecturer.
Email: kelly.benneworth-gray@york.ac.uk  Web: /sociology/our-staff/academic/kelly-benneworth-gray/
Critical social psychology, discursive psychology; conversation analysis, crime and criminal investigations; interaction in forensic settings.

Nik Brown, BA (Liverpool), MA PhD (Lancaster), Professor and Co-Director SATSU
Email: nik.brown@york.ac.uk  Web: /sociology/our-staff/academic/nik-brown/
Sociology of health; regulation of bioscience; Classical/contemporary social theory

Laurie Hanquinet, Master, PhD (Université Libre de Bruxelles) Advanced Masters (Kubrussel/ Kuleuven), Lecturer
Email: laurie.hanquinet@york.ac.uk  Web: /sociology/our-staff/academic/laurie-hanquinet/
Cultural sociology, Attitudes towards art, Sociology of immigration, Methodology, quantitative analysis and mixed methods

Clare Jackson, BA MA(Open), PhD (York), Lecturer
Email: clare.jackson@york.ac.uk  Web: sociology/our-staff/academic/clare-jackson/
How gender and sexuality are produced and resisted in talk-in-interaction
Stevi Jackson, BA(Kent) B Phil (York). Professor, Director Centre for Women’s Studies.  
Email: stevi.jackson@york.ac.uk  
Web: /sociology/our-staff/academic/stevi-jackson/  
Feminist theory, theories of gender and sexuality, women’s and family relationships, sociology of childhood

Paul Johnson, BA, MA (Durham), PhD (Newcastle), Anniversary Reader  
E-mail: paul.johnson@york.ac.uk  
Web: /sociology/our-staff/academic/paul-johnson/  
Gender and sexuality, Human rights, Deviance and social control

Dr Nisha Kapoor, PhD (Manchester), Lecturer  
Email: nisha.kapoor@york.ac.uk  
Web: sociology/our-staff/academic/nisha-kapoor/  
The War on Terror in Britain, The racial state and postcoloniality, Racial Segregation in Britain and the US, Racism in education, Critical race theory

Celia Kitzinger, MA (Oxon), PhD (Reading), FBPS, C. Psychol. Professor.  
E-mail: celia.kitzinger@york.ac.uk  
Web: /sociology/our-staff/academic/celia-kitzinger/  
Genders; sexualities; conversation analysis: childbirth; the social construction of emotions

Brian Loader, BA (Southampton) MSc (Bristol). Senior Lecturer  
Email: brian.loader@york.ac.uk  
Social/ community informatics; information age politics; political sociology

Sharon Macdonald BA, DPhil (Oxon). Professor  
Email: sharon.macdonald@york.ac.uk  
Web: /sociology/our-staff/academic/sharon-macdonald/  
Museums, museology, material culture, design, Tourism, cities, architectureScience as culture, Anthropological theory and comparative institutional practice

Daryl Martin, BA (Lancaster), MA, PhD (York). Lecturer  
Email: daryl.martin@york.ac.uk  
Web: /sociology/our-staff/academic/daryl-martin  
Architectural theory, Cultural Geography, Social and cultural theory, Urban Studies

Gareth Millington BSc, PGCE, PhD (Essex). Lecturer  
Email: gareth.millington@york.ac.uk  
Web: /sociology/our-staff/academic/gareth-millington  
Global cities, comparing the gentrifying city core with emerging spaces of diversity, informality and ethnic/ racial conflict on the fringes of the city, the political, cultural and symbolic significance of historical urban centres, the peripheral, fragmented, obscure locations in the city where many new migrants settle.
Sarah Nettleton, BA (Newcastle), MSc (London), PhD (London). Professor.
E-mail: sarah.nettleton@york.ac.uk Web: /sociology/our-staff/academic/sarah-nettleton/
The sociology of health, illness and medicine; the sociology of the medical profession; experiences of illness, food, allergies and running; sociology of the body and embodiment

Ruth Penfold-Mounce, PhD, MA (Leeds) BA (Lancaster), Lecturer
E-mail: ruth.penfold-mounce@york.ac.uk Web: /sociology/our-staff/academic/ruth-penfold-mounce/
Sociology of Celebrity; Sociology of Crime and Deviance; Seduction, fascination and spectacle

Darren Reed, BA, PhD (Loughborough), Lecturer
E-Mail: darren.reed@york.ac.uk Web: /sociology/our-staff/academic/darren-reed/
Human-computer interaction; health, urban transport and intelligent communication systems; social informatics.

Amanda Rees, BA, PhD (Cantab). Senior Lecturer. On research leave 2013/4
E-mail: amanda.rees@york.ac.uk Web: /sociology/our-staff/academic/amanda-rees/
Social theory; sociology of science; popular understanding of science; history of primatology

Merran Toerien, BA Hons (KwaZulu-Natal), PhD (York), RCUK Fellow.
E-mail: merran.toerien@york.ac.uk Web: /sociology/our-staff/academic/merran-toerien/
Conversation analysis; institutional discourse; health professional-patient interaction; feminism; genders; qualitative methodology

Andrew Webster, BA (Polytechnic of the South Bank), DPhil (York). Professor and Director of SATSU
E-mail: andrew.webster@york.ac.uk Web: /sociology/our-staff/academic/andrew-webster/
Sociology of science and technology; science policy studies; sociology of health innovations; social dynamics of intellectual property

Robin Wooffitt, BSc (Bristol), DPhil (York). Professor.
E-mail: robin.wooffitt@york.ac.uk Web: /sociology/our-staff/academic/robin-wooffitt/
Conversation analysis; discourse; anomalous/exceptional experiences; parapsychology

There are also teaching fellows who are involved mostly in Undergraduate and some PGT course teaching. They are not normally involved in PhD supervisions but they may give advice on their areas of expertise e.g. quantitative methods.
SECTION 2 - YOUR DEGREE

6 THE DEPARTMENT'S CODE OF CONDUCT FOR RESEARCH SUPERVISION

This code of practice applies to students enrolled on programmes leading to the degrees of MPhil. University guidelines are at: http://www.york.ac.uk/admin/gso/exams/researchcode.htm

This section outlines the Department’s code of conduct for research student supervision, and offers general guidelines as to the role and responsibilities of the student. Our code of practice conforms to the University of York’s general guidelines for the supervision of graduate students, and the QAA’s Code of Practice for Postgraduate Research Programmes (September 2004). This document should be read in conjunction with the University’s Ordinances and Regulations, and the University of York’s Code of Practice on Research Degree Programmes.

General Supervision Principles

All students will be allocated to a supervisor or supervisors at the beginning of the first academic year; normally student and supervisor(s) will already have met or corresponded before admission. Where relevant to the student’s research interest, a second supervisor from the Department may be appointed.

As well as the main supervisor(s), a Thesis Advisory Panel (TAP) will be appointed, to monitor students’ progress towards completion and offer advice where necessary. For further information about the Thesis Advisory Panel, see the information below. Full time students are required to have two TAP panel meetings a year.

Students are themselves responsible for their final thesis, but the supervisor/supervisee relationships will have a major influence on the progress of the research. The learning process should be two-way, from which you should both benefit. However, a supervisor should help to maintain and develop a student’s intellectual interests, offering new perspectives on the research topic, drawing attention to new work in the area, providing appropriate academic contacts, giving notice of useful conferences and seminars, and advice on publication. He or she should direct students to relevant short courses offered in other departments, and by university service departments. The supervisor should also help the student in the planning and organising of his or her time. The formal role of the supervisor is set out in more detail below.

Supervisory meetings are the most important formal part of a higher degree. Part-time students, who will face many calls on their time, must give these meetings priority. Meetings should take place without interruptions. Students have a right to expect their supervisor(s) to set aside time to discuss their work.

It is important that supervisor(s) and supervisee should meet frequently and regularly, though the frequency may vary according to the nature of the project and the stage reached in the research. The Department considers it good practice for full time students to have no fewer than three
supervision meetings with their supervisors per term, and part time students to have at least two meetings per term. *It is compulsory for students to have two formal supervision meetings (1 for P/T students) every term and to generate a report form onto E:Vision at the end of each meeting.*

When students are conducting fieldwork away from the University arrangements must be made to ensure regular supervisory contact by telephone and email. This is particularly important for long absences, such as those necessary in undertaking fieldwork overseas. Students should be required to check in regularly, generally each week, and to provide longer reports on their progress on a fortnightly basis. This contact is essential in ensuring that the supervisor does not lose track of the student’s work and is consulted about any problems arising during fieldwork.

Where a student submits written work, it is essential that the supervisor’s comments, criticisms and suggestions for improvement are clear and unambiguous. Sometimes it may be sufficient to convey these orally or by comments on the student’s text. But for important pieces of work supervisors should provide written comments, which specifically aim to give his or her overall view of the text and identify all necessary revisions. Students should not be left in doubt of their supervisor’s judgement of the quality of work, particularly if improvements are required.

Supervision involves identifying a candidate’s research training needs and ensuring they are met. Those who have not previously followed the training programme provided by the Department’s ESRC recognised MA should do so, unless exemptions have been agreed by the Board of Studies. Research training should continue throughout the period of registration. This training should include any advanced or specialised methodological skills required for the student’s project as well as general transferable skills. Research training should be decided upon prior to the start of each academic year in order to ensure that students are enrolled on appropriate courses and should be regularly reviewed and monitored. (See Section 16).

Students should keep in touch with their supervisor(s), and discuss any change of direction in their work as such changes arise. Notice should be given if appointments cannot be kept. Students should go to supervision meetings well prepared and with an idea about what they want to get out of the meeting. They should ensure than any written work to be used as a basis for supervision should reach the supervisor(s) well in advance of the meeting. Students are urged to let their supervisors know if they are feeling stuck, depressed or isolated. All academics lose enthusiasm and momentum at some point; this can often be talked through and resolved.

The Department of Sociology will make every effort to provide alternative supervision if a member of staff is away on leave, is ill or resigns.

**Termly Reports**

All supervision meetings must be recorded on E:Vision and the minimum requirement for Full time students is that at least two supervisions each term are to submitted onto E:Vision. (One per term for part time students). These reports are generated by the student, signed off by the supervisor and will detail progress, future work/plans and the student’s transferable skills training requirements discussed during the supervision.

*It is the student’s responsibility to ensure that the forms are completed and submitted onto E:Vision before the end of each term. Failure of PhD students to do so will result in the loss of free printing access for the following term.*
Supervision in the first year

As well as undertaking required elements of research training, in the first term students should, with the help of their supervisor(s) and Thesis Advisory Panel, be clarifying a practicable research topic, with reference to existing work in the field, the availability of sources, and what they find most intellectually exciting. The supervisors will check that the topic is viable, sufficiently specific, and not over ambitious.

Student, supervisor(s) and Thesis Advisory Panel members will jointly need to plan, in some detail, a timetable of research which is clearly oriented towards the completion of the thesis within the timetable stated above. This may involve the learning of specific techniques, the conducting of interviews, and the study of source materials in different parts of the country or abroad, depending on the subject. The time spent in these activities should be balanced with the time required for writing.

By the end of the first year, the student will be expected to have completed core elements of their research training; to have clearly defined the subject of the research; to have a grasp of the relevant literature; to have completed the greater part of the bibliographical work, and to be well embarked on primary research. In addition he or she should have completed a substantial piece of writing, which may be an introductory discussion, a survey of the literature, or a draft chapter.

Supervision in the 2nd and 3rd Year

Even when students are most actively engaged in research, meetings with their supervisor(s) will still remain important, and should be given a very high priority. Regular discussion of research findings is always helpful, and can mitigate feelings of isolation and confusion.

As writing-up gets underway, a supervisor’s advice will be crucial. Regular drafts of chapters should be submitted; he or she will be looking at the quality of writing, at general strength of argument, and at scholarly presentation.

Throughout the drafting process, a student will be asked to defend and justify the relevance of the chapters to the overall direction of the thesis; this is where a supervisor can be of most use. Before the thesis is finally submitted the supervisor(s) should see the complete final draft.

The role of the supervisor

The relationship between supervisor(s) and research student is of critical importance to the success of the latter’s studies. It is the responsibility of the supervisor to scrutinize the balance and direction of the student’s work at every stage of the research. In addition to supervising the research itself (see below), the supervisor or supervisors must ensure:

- That back-up supervision is available and in place when they are absent (e.g. on research leave or ill).
- That the Thesis Advisory Panels meets early in the candidate’s registration, so that he or she is aware that she can rely on a broad support network, and thenceforth at least twice per year (annually for part-time students).
• That, where there is co-supervision, there exist clearly defined roles and arrangements for the conduct of supervision.
• That the research training needs of the candidate are clearly identified at the commencement of supervision and are fulfilled over the course of the registration.
• That any problems impeding the student’s progress are identified, brought to the attention of the Graduate Committee, and that appropriate action is taken. He or she can be expected to provide advice in all these, as appropriate.

Direction of the research
Your supervisor is in general responsible for advising you about the direction and practical aspects of your research, and more specifically about:

• The relevant research literature in your area
• The design of your project, including samples, methodology, conducting fieldwork, etc.
• Gaining access: this includes assistance in making contact with those who may give you access to data, permission to make audio or video recordings, etc.
• Ethical aspects of your research, including constructing subject consent information/forms, and applying to ethics committees (e.g., NHS Ethics Committees) for permission
• Data collection (including the availability of secondary data sources)
• Data analysis
• The scope of your study, and what areas will need to be covered or included in your project and dissertation
• Constructing work timetables, and a schedule towards the timely completion of your dissertation.

Mechanisms for dealing with problems in the supervisor-supervisee relationship
Occasionally problems arise in the supervisory relationship. It is vital that the supervisor make the candidate aware, at the start of his or her registration, of the mechanisms available if things go wrong. Research students should feel free to express comments on their supervision at any time, directly to the supervisor, to another member of the Thesis Advisory Panel, to the Chair of the Board of Studies, the Director of Graduate Studies, or the Head of Department. At the end of each meeting of the TAP the supervisor(s) are required to leave the room enabling the student to have a free and frank discussion on the quality of supervision with other TAP members. Supervisors should explain to candidates that raising problems in any of these ways does not necessarily constitute a formal complaint, and will be treated in strict confidence. Supervisors should draw supervisees’ attention to the University’s mechanisms for formal complaints. Candidates should also be made aware that they can approach the Board of Studies through their Board of Studies representative. Students have a right, under University regulations, to request a change of supervisor when the supervisory relationship breaks down irrevocably. Changes of supervisor must be formally approved by the Board of Studies and Registry Services must be informed.
immediately. Where the student is supported by funding from research councils, changes of supervisor also require the approval of the funding body.

**Mechanisms for monitoring progress**

The following procedures are in place and should be followed for monitoring the progress of higher degree research:

- Regular supervision, accompanied wherever possible by written comments on the candidate’s work which are recorded on E:Vision.
- Formal twice termly report forms, to be filled by the student, and submitted onto E:Vision.
- Regular Thesis Advisory Panel meetings, to discuss and monitor the development of the research project.
- Written reports of the Thesis Advisory Panel meetings to be recorded on the appropriate form, submitted to the Chair of the Board of Studies, logged on E:Vision and kept on the student’s file.
- Regular meetings of the Board of Studies to discuss and resolve any problems arising from the conduct of supervision and research. Student problems are raised and reviewed under a regular item of reserved or ‘starred’ business (from which student representatives are excluded) on the agenda.
- The PhD Confirmation procedure (based on submitted written work and an oral examination), followed by a written recommendation on the appropriate form to be approved by the Chair of the Board of Studies (or the Chair of the Board of Examiners) and submitted for approval to the University’s Graduate and Undergraduate Studies Committee.
- Final submission and examination according to the University’s Regulations. If a student has not completed the thesis by the end of the full registration period (full-time and part-time), he or she is responsible for keeping in regular contact with her supervisor(s) during any approved period of extension.

## 7 ETHICS

**University Ethics Guidance:** [http://www.york.ac.uk/about/organisation/governance/sub-committees/ethics/](http://www.york.ac.uk/about/organisation/governance/sub-committees/ethics/)

**ELMPS Applications:** [http://www.york.ac.uk/about/organisation/governance/sub-committees/ethics/elmps/apply-for-approval/](http://www.york.ac.uk/about/organisation/governance/sub-committees/ethics/elmps/apply-for-approval/)

**Departmental Information** is available on Yorkshare in the Sociology Virtual Office/Departmental Ethics Policy

If you are an MA by research student or if your research does **NOT** involve the use of human subjects at any point then you should complete the departmental ethics form available from the
Sociology Virtual Office on Yorkshare. This will be considered by the Department of Sociology Ethics Committee

All PhD and Staff Research Ethical approval involving human subjects must now be submitted through the ELMPS Ethics Committee which convenes only four times per year. There is a new procedure now in place as all the social science ethics forms are being assessed by a specific social science committee. You must complete either the ELMPS Lite or ELMPS Full depending on your research profile. (See below).

This committee meets only 4 times a year so it is essential that you plan ahead in order to submit your proposals in time for the meeting. You should aim to have your ethics approved as soon as possible in order not to lose research time waiting for approval.

Ethics forms which are submitted late will have to wait for the next meeting before they can be considered and approved. Forms are normally expected to be submitted one month before the meeting is scheduled. See Sian Beynon-Jones if you have questions on this process.

The ELMPS Lite form is to be used for:
- Small scale evaluation & audit work
- Non-invasive research
- Not involving vulnerable groups e.g.
  - Children
  - Those with learning disabilities
  - People with mental impairment due to health or lifestyle
  - Those who are terminally ill
  - Recently bereaved
  - Those unable to consent to or understand the research
  - Where research concerns sensitive topics / illegal activities
  - Where deception is involved
  - Any research requiring a CRB check

If your research involves any people in the above vulnerable groups you will be required to submit a Full application to ELMPS where ethical issues need more detailed consideration. It is up to the researcher to determine which form to complete at the outset.

NB If you are collecting data from NHS patients or staff, or Social Service users or staff, you will need to apply for approval through the Integrated Research Application System (IRAS) at https://www.myresearchproject.org.uk/Signin.aspx

Student applications for approval through IRAS should normally be pre-reviewed by department ethics committees or ELMPS.
8 GENERAL RESEARCH STUDENT INFORMATION

Funding whilst a PhD student

Many students begin their studies with only partial funding, or funding themselves. In such circumstances, it is often possible to secure further (or top-up) funding from a variety of sources, including the EU, Overseas Research Students awards, university bursaries, and specialist agencies such as medical bodies, the Wellcome Trust etc. Your supervisor will be able to give you guidance about where to look for such funding opportunities, and assistance in completing applications.

In addition, you may incur exceptional costs during your research, for instance in attending conferences or doing field work away from York. Your supervisor may be able to give advice about seeking funding to cover such costs, and any Departmental allocation to support graduate attendance at conferences or related academic meetings.

Conferences and other professional activities

There are frequently conferences, workshops, one day meetings and so forth on most areas of sociological research. You may like to attend such meetings, either to learn about current research in the area, or to give a presentation or paper. Your supervisor should keep you informed about such meetings, and if necessary help you in preparing presentations. Information on conferences is posted on the notice board opposite W/254.

Technical facilities and resources

You may need, at various stages of your research, access to certain technical facilities, such as recording and playback equipment, computer software, and so on. Your supervisor will know what facilities the department has (or needs to provide), and will be able to arrange your use of such facilities.

Writing and publishing

The successful completion of your degree ultimately rests on the completion of your dissertation or thesis, and its quality. Your supervisor is responsible for advising you about all aspects of writing draft reports and chapters, commenting in detail on those, and the shape and content of the final dissertation.

Equally important, however, is that you disseminate the results or findings of your research, as early as is practicable, and bearing in mind the standards of academic rigour. Publication is a vital part of the dissemination of your research findings, and of your career development. You should expect to have published (or have accepted for publication) at least one journal article by the time you finish your studies here. Again, your supervisor should provide advice about all aspects of publication - including a decision about what findings to publish, in what journals, how to prepare and submit a paper for publication, and how to handle reviewers’ recommendations and suggestions.
The inclusion of a supervisor as co-author of a paper or chapter which relates to a student’s project or research findings is subject to the strictest departmental control. In view of the potential for the abuse of opportunities for a supervisor claiming co-authorship of work which is substantially that of a student, co-authorship should only be considered if the supervisor has made a substantial and original contribution to the work in question.

**Future careers**
Almost every student graduating in the past decade with a PhD in Sociology from this university has gone straight into full-time employment, either in higher education, or in other sectors. Many are in university teaching or research positions; whilst others have gone into the probation service and secondary school teaching etc. Although your supervisor is unlikely to have knowledge of the whole range of employment sectors, he/she will be able to advise you about academic teaching and research positions for which you might apply.

**Welfare**
Supervisors should also be available, when necessary, to offer support and guidance on personal problems where they affect the progress of the student’s work. While supervisors are not expected to be expert counsellors, their role is pastoral as well as academic. In particular, he or she should identify any personal or health issues that might affect a student’s progress, advise on formal steps that might be taken (such as temporary suspension of studies) and refer a student to Student Services if more specialist help is required.

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**9 UNIVERSITY REGULATIONS ON RESEARCH STUDY AND SUPERVISION**

The University regulations concerning all aspects of Research degrees are on line at: [https://www.york.ac.uk/students/studying/manage/research-students/](https://www.york.ac.uk/students/studying/manage/research-students/)

**The degree of MA by Research – Length of Study**

- The duration of a full time MA programme is one-year and it is expected that dissertations should **normally** be completed and submitted for examination within this period.
- MA by Research projects should **at the outset** be designed to **be capable of** completion (including submission of the dissertation) within one years, and the timetable for the conduct of research leading to the dissertation should reflect this.

Although the Regulations make provision for an additional year for the submission of the thesis, students should not embark on the MA programme expecting to avail themselves of this provision. For this reason, the term ‘writing up year’ (or ‘writing up period’) is no longer to be used, since the expectation is that students will complete both the research and the writing of the thesis within one years. However, students may have an additional period of up to three months, if required, to complete and submit their dissertation.
**The degree of PhD – Length of Study**

- The duration of a full time PhD programme is three-years and it is expected that theses should **normally** be completed and submitted for examination within this period.
- PhD research projects should at the outset be designed to be **capable of** completion (including submission of the thesis) within three years, and the timetable for the conduct of research leading to the PhD should reflect this.

Although the Regulations make provision for an additional year for the submission of the thesis, students should not embark on the PhD programme expecting to avail themselves of this provision. For this reason, the term ‘writing up year’ (or ‘writing up period’) is no longer to be used, since the expectation is that students will complete both the research and the writing of the thesis within three years. However, students may have an additional period of up to one year, if required, to complete and submit their theses.

**The Thesis Advisory Panel (TAP)**

University Regulations are available at [http://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/regulation-2/](http://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/regulation-2/)

Department TAP forms are available from the VLE at [Sociology Department Virtual Office/ Postgraduates/ Research Students/ PhD Progression Forms/Department Forms](http://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/regulation-2/)

In addition to being allocated a supervisor(s), all students are assigned to a Thesis Advisory Panel, as a matter of University policy within 3 months of the start of PhD/MA study. The main task of this panel is to monitor a student’s progress, and to supplement and support the supervisory relationship. The Thesis Advisory Panel consists of the student’s supervisor(s) and at least one named members of the academic staff from the Department of Sociology. In accordance with University policy, this panel is required to meet with the student at least twice a year during the normal full-time registration period to review progress.

> **It is now a requirement that one meeting is to be scheduled during Autumn/Spring Term with the 2nd meeting during the Summer Term/Vacation.**

For part-time students, meetings should be held at least yearly. Other meetings of the Panel may be arranged where particular problems arise which cannot be resolved by a normal supervision session.

At each meeting the supervisor(s) will be expected to leave the room so that the student can discuss in confidence any problems with supervisory arrangements with the remaining Panel member(s). If any problems emerge from this discussion, the panel chair will be able to advise about appropriate action, and to assist if necessary (for instance by speaking with the supervisor concerned, or raising the matter with the Director of Graduate Studies or the Head of Department).

- Meetings of the Thesis Advisory Panel will be additional to formal supervisory meetings. The thesis advisory panel is expected to meet only during the student’s normal registration period.
• Full time students will have a full TAP and one light TAP meeting per year with part-time students reduced accordingly.

• In preparation for TAP meetings, **Students must complete the first section of the University TAP form and submit it to the supervisor(s) at the same time as the other chapters/documents that are required for the TAP meeting.** This will also assist the supervisor in commenting on the student's progress.

• Students will be given an opportunity to comment confidentially on the quality of their supervision orally at the meeting in the absence of the supervisor.

• Following each thesis advisory panel meeting a brief report on progress and future action, agreed by all the panel members, will be produced, possibly on the pro forma referred to above. Copies of the reports of panel meetings will be submitted to the chair of the departmental Graduate School Board, and placed on the student’s E:Vision record.

A member of the TAP, other than the supervisor(s), may be appointed as the student's internal examiner. In this case, the member of the panel concerned will not be involved in the final preparation of the student's thesis.

**Extended registration**

Students should maintain contact with their supervisors during this period [i.e., the period following the end of the enrolment period], and can expect to receive continuing support from their supervisor, including reading the final draft of the thesis before submission. The Department will provide students with guidance on the level of support they can expect during this period. When recommending extensions, it should make clear to the student the level of support that can be expected.

Students should **normally be expected** to complete the writing of the thesis **before** the end of the three-year enrolment period, **though circumstances may arise which delay completion into the fourth year.** Only in exceptional circumstances should students need to conduct further research at that stage. **Supervisors and students should be aware that the University receives funding (grant and tuition fees) only for three years, and that it is in students’ interests to complete within their funding period.** Students who exceed the three-year period **should** therefore expect support to be **more** limited **during the fourth year.**

It is the responsibility of students to maintain contact with their supervisors during this period. Students can expect to receive more limited support from their supervisor during this period than is the expectation during the normal period of enrolment. **It is a University requirement that at least one contact per term must be recorded on E:Vision.** **Nevertheless,** all students can expect their supervisor to provide some support and in particular to read and comment on the final draft of the thesis before submission. Students will be allowed to conduct further research or to use departmental facilities after the three-year enrolment period only with the written agreement of the chair of the departmental graduate school board. Students will, however, retain access to computing and library facilities, providing payment of the required continuation fee is made. Departments should make clear to students the level of support that can be expected if the three-year enrolment period is exceeded.
For 2013/4, the continuation fee is £265. You will be asked to pay this fee within two weeks of the invoice.

This fee will also cover access to computing and library facilities (borrowing only); access to interlibrary loan facilities will be by separate payment to the Library. Where an extension of submission deadline is approved, access to computing and library facilities will be provided for the period of the extension. Access to computing and library facilities will end after the thesis has been submitted for examination.

For further information see https://www.york.ac.uk/students/studying/manage/research-students/continuation/

10 CONFIRMATION OF PHD REGISTRATION

University Regulations are online at:
https://www.york.ac.uk/staff/supporting-students/issues/academic/research/phd/

(a) Research students embarking on a PhD programme will normally be enrolled provisionally for that degree.

(b) Confirmation of PhD enrolment should be considered within eighteen months (for full-time students) or within three years (for part-time students); a final decision whether or not to recommend confirmation must be taken by the end of the second year of study (for full-time students) or of the fourth year of study (for part-time students).

(c) Decisions on whether or not to recommend confirmation of PhD enrolment will be made by the departmental Graduate School Board or Board of Studies on the basis of a recommendation by the thesis advisory panel. To inform its judgement, the panel should have available to it (i) evidence that the research is under way and that appropriate research training has been completed; (ii) a substantial piece of written work by the student; and (iii) a coherent and realistic plan for the completion and submission of the thesis within the required period. Confirmation of PhD enrolment should be recommended, and will be approved by the Standing Committee on Assessment, only where the student has demonstrated an appropriate level of achievement and is considered to be capable of completing a successful PhD thesis within the required period.

(d) If a Graduate School Board or Board of Studies decides not to recommend confirmation of PhD enrolment, it may recommend instead that the student should be allowed to submit a thesis for the award of an MPhil degree or a dissertation for the award of an MA or MSc degree by research (where those degrees are available), subject to the normal regulations and requirements for those degrees.

Membership and roles of the confirmation TAP

The makeup of the panel should be:

1. The student’s supervisor(s)
2. A non-aligned academic (who will act as Chair of the meeting). This person will not normally be a member of the TAP panel.
3. An academic member of staff (if possible, with expertise in areas related to the substantive or methodological concerns of the student’s research).

The confirmation documents

Documents should total approximately 20,000 words. They must include

1. Two chapters. These may be the Introduction, a Literature Review, a Methodology chapter or a substantive (empirical or theoretical) chapter. The decision as to what kind of chapters are to be submitted is to be made in consultation with the supervisor(s).
   The submitted chapters must demonstrate that the student is able to produce work of PhD standard.
3. A coherent and realistic timetable for the completion and submission of the thesis within the three year registration period. (Six years for part time students).
4. A copy of the Academic Misconduct Module Certificate
5. Ethical approval (if relevant).

It is not permitted to submit notes in lieu of a chapter, nor as part of an incomplete chapter.

No co-authored work may be submitted as part of the upgrade documents.

There must be coherence in the documents submitted, i.e., the documents submitted must reflect the thesis title.

Confirmation Procedure

Students must submit their intended confirmation documents to their supervisor(s) and the other members of the Thesis Advisory Panel. These documents will be provisionally assessed normally within two weeks. This provisional assessment allows the Panel to identify problems and suggest additional work/revisions, if necessary.

If it is decided that there is sufficient strength to suggest a case for Confirmation, a formal Confirmation Thesis Advisory Panel will be convened. This Confirmation will be convened no later than six weeks after the submission of the intended confirmation documents.

If it is decided that the materials are not strong enough to merit confirmation, a Confirmation Thesis Advisory Panel will not be convened. The student will be given clear guidance to assist the resubmission.

There is no restriction on the number of times students may resubmit documents as long as their length of registration has not exceeded the time limits set by the University by which confirmation is to have taken place. That is, full time students may not resubmit beyond two years, and part time students may not resubmit beyond four years (except where there are mitigating circumstances).
If confirmation has not been completed by the end of the second year/ fourth year, and there are no mitigating circumstances, the student will not have their PhD status confirmed, and will be considered to have entered the writing up period of their MPhil.

**Confirmation TAP outcomes**

The written work will normally be read by members of the student’s thesis advisory panel. They will then discuss its contents at a meeting with the student, lasting between one to one and a half hours, and make a recommendation to the Board of Studies.

The recommendation normally will be:

1. confirmation of PhD registration or
2. to revise the work and resubmit. However: resubmission is normally permitted only during two years (for full time registration) or four years (for part time registration)
3. or to complete the thesis at MPhil level.

Confirmation of PhD registration should be recommended, and will be approved by the Board for Graduate Schools, only where the student has demonstrated an appropriate level of achievement and is considered to be capable of completing a successful PhD thesis within the required period.

Reports of the meeting and the student’s progress will be prepared by the panel and a copy given to the student. The report will set down any advice and recommendations offered and any directions or conditions for the future progress of the thesis. If the transfer application is approved, a recommendation to this effect will then be forwarded by the Board of Studies to the Board for Graduate Schools.

Should the thesis advisory panel take the view that the student should not be permitted to continue onto PhD, the student has the right of appeal to the Director of Graduate Studies, who will convene a committee (based on the faculty members of the Graduate Committee) to consider the appeal. Students have a final right of appeal to the University’s Board for Graduate Schools.

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**11 PHD THESIS SUBMISSION**

Theses and dissertations for research degree programmes at:

[https://www.york.ac.uk/students/studying/manage/research-students/presentation-binding/](https://www.york.ac.uk/students/studying/manage/research-students/presentation-binding/)

The process for the supervisor and the examination is at:

[https://www.york.ac.uk/students/studying/manage/research-students/degrees/](https://www.york.ac.uk/students/studying/manage/research-students/degrees/)

**Word limits**

The departmental word length for a PhD is a minimum of 80,000 words with a maximum of 100,000. The limits given include all footnotes and the bibliography but do NOT include any appendices. The word limit for MPhil is 60,000 words and MA by Research is 25,000 words.

These limits may be varied only in exceptional circumstances, if an application is made to the Board of Studies. You must meet the requirements about word length and take careful note of what is included or excluded from the limits in respect of the work required for different modules.
The word limits for written work (essays, assignments and Sociology dissertations) include all quoted passages in the main text.

Data-sets which are shown in the main text, notes, the references, and data-set appendices such as statistical tables, speech transcripts, etc. are excluded. Examiners will regard excessive length to be a defect of the work, and will mark accordingly. (Remember that word counters presume that anything with a space before and after is one word so do not leave spaces inside brackets or before commas, etc.)

**Requirements for the presentation and binding of theses and dissertations**

Please read the detailed guidance at: [http://www.york.ac.uk/admin/gso/exams/thesis/requirements.htm](http://www.york.ac.uk/admin/gso/exams/thesis/requirements.htm)

Printed copies of theses and dissertations submitted for examination shall be soft bound, as specified in the University’s requirements for the binding of theses and dissertations. The number of printed copies submitted shall equal the number of examiners appointed.

Candidates shall also submit the same number of copies of a CD (or other portable data storage unit acceptable to the University) containing an electronic copy of the thesis or dissertation. The electronic copy shall be in pdf format (or other format acceptable to the University and appropriate to the medium) and shall be identical in every way to the printed copy.

Each CD (or other portable data storage unit) shall bear a label giving the title of the thesis or dissertation (in abbreviated form, if necessary), the volume number (where applicable), the author’s name, the name of the qualification for which the thesis or dissertation is submitted (e.g., PhD or MA), and the year of submission.

**Intention to Submit**

Examination of both MPhil and PhD theses is by means of a viva with internal and external examiners. Students are required to notify the Registrar of their intention to submit a thesis, together with the title of the thesis, not less than eight weeks before the date of presentation. This process is now handled in E-vision as a fully automated process linked directly to the student record. In order to trigger the appointment of examiners, the student must now simply log onto E-vision and complete an online ‘intent to submit’ form, which will fulfil exactly the same purpose as the original paper form. The graduate administrator and the supervisor will then automatically be informed of the student’s intention to submit by email, and a request will be made for the names of appropriate internal and external examiners will be requested (if they haven’t already been appointed).

The supervisor will then receive a request for a completed Appointment of Examiners form for research students. This is downloadable at: [http://www.york.ac.uk/admin/gso/staffonly/Exams/ExtExamAppointResearch.doc](http://www.york.ac.uk/admin/gso/staffonly/Exams/ExtExamAppointResearch.doc). This also goes to the Examination Office with a copy to Alison Taylor.

Students submitting an MA dissertation or MPhil/PhD Thesis must complete the form at: [https://www.york.ac.uk/media/studenthome/gso/exams/forms/Receipt-SBTheses.doc](https://www.york.ac.uk/media/studenthome/gso/exams/forms/Receipt-SBTheses.doc) along with the soft bound thesis.
Viva Procedure

The examination should take place within three months of the submission of the thesis. The oral examination usually takes between one and two hours. If the Examiners’ recommendation is accepted by the Graduate and Undergraduate Studies Executive Committee, the degree will be conferred on the next Degree Day. For the various options open to examiners students should consult the Ordinances and Regulations of the University.

All PhD Thesis vivas are tape recorded. Equipment should be ordered through the University AV Unit or via Alison Taylor in the Sociology Office. For data protection reasons the recorder must be switched on as soon as the viva begins and stopped immediately when it ends. The tape(s) must be sent to Examinations Office where they will be kept for 12 months.

PhD Thesis and Viva Forms

(These are also available from the Department Virtual Office on Yorkshare)

This is a list of the necessary forms for the submission and examination of PhD theses:

- Intention to Submit: This is now done online through your E:Vision account
- Appointment of Examiners: http://www.york.ac.uk/media/staffhome/learningandteaching/documents/assessments-feedback-marking/examinations/ExtExamAppointResearch.docx
- Examiners’ preliminary Report Form: http://www.york.ac.uk/media/abouttheuniversity/supportservices/academicregistry/registryservices/exams/VivaPrelimReport.doc
- Examiners’ Report Form: http://www.york.ac.uk/media/abouttheuniversity/supportservices/academicregistry/registryservices/exams/ReportPhd.doc
- Declaration of satisfactory completion of minor corrections: http://www.york.ac.uk/media/abouttheuniversity/supportservices/academicregistry/registryservices/exams/MinorCorrPhd.pdf

PhD Viva Outcomes

There are 7 possible outcomes to a Research degree final exam viva:

1. That the degree of PhD should be awarded with no corrections to the thesis being required;
2. That the degree of PhD should be awarded subject to minor corrections being made to the thesis to the satisfaction of the internal or another of the examiners (normally within three months of the candidate’s receiving written notification of the corrections to be made)
3. That the thesis should be revised and resubmitted, after a further period of not less than three and not more than twelve months, for the degree of PhD. (A thesis may normally be referred on one occasion only. The thesis shall be re-examined, normally by the original examiners. The examiners may at their discretion require a further oral examination)
4. That the degree of MPhil should be awarded with no corrections to the thesis being required;
5. That the degree of MPhil should be awarded subject to minor corrections being made to the thesis to the satisfaction of the internal or another of the examiners (normally within two months of the candidate’s receiving written notification of the corrections to be made)
6. That the thesis should be revised and resubmitted, after a further period of not less than three and not more than twelve months, for the degree of MPhil. (A thesis may normally be referred on one occasion only. The thesis shall be re-examined, normally by the original examiners. The examiners may at their discretion require a further oral examination)

7. That no degree should be awarded.

**MA Sociology by Research**

The MA Sociology by Research is examined by both internal and external examiners who read the dissertation and agree on an outcome. Students are required to notify the Registrar of their intention to submit a thesis, together with the title of the thesis, not less than eight weeks before the date of presentation.

This process is now handled in E-vision as a fully automated process linked directly to the student record. In order to trigger the appointment of examiners, the student must now simply log onto E-vision and complete an online ‘intent to submit’ form, which will fulfil exactly the same purpose as the original paper form. The graduate administrator and the supervisor will then automatically be informed of the student’s intention to submit by email, and a request will be made for the names of appropriate internal and external examiners will be requested (if they haven’t already been appointed).

**MA Sociology by Research examination forms**

(These are also available from the Department Virtual Office on Yorkshare)

This is a list of the necessary forms for the submission and examination of PhD theses:

- **Intention to Submit:** [This is now done online through your E:Vision account](http://www.york.ac.uk/media/staffhome/learningandteaching/documents/assessments-feedback-marking/examinations/ExtExamAppointResearch.docx)
- **Appointment of Examiners:**
  - [http://www.york.ac.uk/media/staffhome/learningandteaching/documents/assessments-feedback-marking/examinations/ExtExamAppointResearch.docx](http://www.york.ac.uk/media/staffhome/learningandteaching/documents/assessments-feedback-marking/examinations/ExtExamAppointResearch.docx)
- **Examiners’ Report Form:**
  - [http://www.york.ac.uk/media/abouttheuniversity/supportservices/academicregistry/registryservices/exams/ReportPhd.doc](http://www.york.ac.uk/media/abouttheuniversity/supportservices/academicregistry/registryservices/exams/ReportPhd.doc)
- **Declaration of satisfactory completion of corrections:**
  - [http://www.york.ac.uk/media/abouttheuniversity/supportservices/academicregistry/registryservices/exams/MinorCorrPhd.pdf](http://www.york.ac.uk/media/abouttheuniversity/supportservices/academicregistry/registryservices/exams/MinorCorrPhd.pdf)

12 **SUSPENSIONS OF REGISTRATION**

[https://www.york.ac.uk/students/studying/manage/plan/research/loa-research/](https://www.york.ac.uk/students/studying/manage/plan/research/loa-research/)

A leave of absence allows a student to take an authorised break in their studies for a maximum of one calendar year. If you wish to take a leave of absence you must apply in advance for permission to do so. A student can apply for a leave of absence from their studies for a documented medical or personal reason. Any student can apply for a leave of absence, however, approval for a period of absence is not guaranteed.
Before making the decision to interrupt your studies, you should discuss your options with your supervisor.

As far as possible, you should apply for a leave of absence before the proposed start date. In all cases leave of absence requests should submit recommendations no more than one month later than the proposed start date. Leave of absence that is entirely retrospective will not be considered or approved.

Please note:
Students may not take a leave of absence:

1. Within the first month of the programme. In these circumstances, you should withdraw from the last date of attendance and apply to recommence the programme at a later date;
2. Three month or less before the end date of the candidate’s normal period of enrolment;
3. If the leave of absence would extend the period of study beyond any period of registration.

Further years of interrupted study are normally only granted on the basis of significant extenuating circumstances and require special permission from the Special Cases Committee.

13 EXTENSIONS OF SUBMISSION DATE

https://www.york.ac.uk/students/studying/manage/plan/research/extension/

An extension of submission is required for a student who will not submit their theses or dissertation within the normal period of full time enrolment (including writing up periods. **Recommendations for extensions must be made before the current submission deadline.**

Students are expected to submit their thesis or dissertation to the Examinations Office on or before their submission deadline. If a submission deadline is missed, the Examinations Office WILL NOT accept submission until an extension has been recommended and approved.

Students DO NOT require an extension where the submission deadline falls on a Saturday, Sunday, Bank Holiday or during the Examinations Office’s closed period over the Christmas vacation, submission will be accepted on the next working day after the deadline. For example if the submission deadline is 31 December 2017, the student would be expected to submit the next working day for submission, which is 02 January 2018.

If you are considering requesting an extension of submission deadline, you must discuss your options with your supervisor.

Extensions beyond the writing up period allowed to research students are granted only in exceptional circumstances. This is where the student’s work has been hampered by documented
medical, personal, or unexpected academic circumstances or exceptional circumstances arising from employment. The magnitude of the research task, or failure on the part of the candidate to perceive or act upon the magnitude of the research task, is NOT a sufficient reason for an extension. If a student wishes to apply for an extension of submission, they must apply in advance for permission to do so.

If your thesis was referred for revision and resubmission, you can also apply for extension of resubmission using the same guidelines.

As far as possible, you should apply for extension of submission form (with evidence) before the submission deadline, as the extension may not always be approved. Any student can apply for an extension of submission, however, approval for an extension period is not guaranteed.

14 GUIDANCE ON PLAGIARISM AND HOW TO AVOID COMMITTING IT

Academic misconduct

The University regards any form of academic misconduct as an extremely serious matter. Academic misconduct may include cheating, collusion, fabrication, personation or plagiarism, as defined in Regulation 5.4 at http://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/regulation-5/#5.7. The University has a procedure for dealing with academic misconduct by research students, which includes guidance on the penalties that may be imposed.

Academic misconduct – Plagiarism Awareness

Module available at: http://vle.york.ac.uk/

Students at the University of York are part of an academic community in which we all share and discuss ideas and in this way develop and improve our own ideas. This is done freely but on the basis that we acknowledge the source of the ideas we are working with. The online tutorial on the VLE explains what is meant by plagiarism and provides information on the key issues affecting every student. At the end of the tutorial there is a two-part test.

All new students have to successfully complete the online plagiarism tutorial. In the Sociology Department this takes place in your first term. Once you have successfully completed the tutorial, you will have the opportunity to print off a certificate. You will need to hand this into the Department Office to Alison Taylor, Graduate Administrator, before the end of Week 6 in the first term. Your supervisor will discuss these arrangements with you at your first meeting and be able to answer any queries you may have.
SECTION 3 – YOUR TRAINING AND EMPLOYMENT

15 RESEARCH TRAINING PROGRAMME

You should consult your supervisor about your particular requirements with respect to all aspects of research and generic skills training. You should also discuss particularly whether there are undergraduate modules which you would like to take.

If you wish to take any taught modules please register with either Alison Taylor (Masters) or Lynn Kilgallon (Undergraduate) so that you can be put on the circulation list for notices and course information on Yorkshare VLE.

16 GENERIC AND SUBJECT SPECIFIC TRANSFERABLE SKILLS TRAINING

Researcher Development Team
Website: http://www.york.ac.uk/admin/hr/researcher-development/
Skills forge website: http://www.skillsforge.york.ac.uk/york/

The Researcher Development Team (RDT) is part of the recently formed Professional and Organisational Development (POD to its friends). The RDT is dedicated to the co-ordination and delivery of transferable skills training for postgraduate students and research staff throughout the University of York.

The training facilitated by the RDT for postgraduates is grounded in the Joint Skills’ Statement and is designed to help you reach your potential during and after your PhD. The training is delivered in different shapes and sizes, from the mainstream half-day or full-day courses, through short, single-issue courses, to more experiential-based training.

Up to date information on the courses and events run by the RDT is available online at: http://www.york.ac.uk/admin/hr/researcher-development/students/index.htm. Students must keep a record of the courses they have attended and present them at TAP and the Supervision Meetings. Future training needs will also be discussed in these meetings.

Becoming An Effective Researcher
This session is an opportunity to find out more about the University’s PhD structure, criteria, expectations and training as well a chance to discuss your concerns and ideas about workload, supervision and motivation with others who are starting out. The session serves part 1 of PhD
induction to the University. Part 2 is held in the Spring Term. **Attendance at both sessions is mandatory for all PhD students.**

**Personal Development Planning**
Before each TAP meeting students should update their Personal Development Plan (Appendix 1) and present it at the TAP for discussion. Any decisions and comments must be noted so that an overall view of your training and development can be seen.

**PhD Seminar Group**
A programme of skills training sessions for PhD students is run by Dr Kimberly Jamie (Research Fellow, SATSU). This programme consists of 6 two-hour training sessions each term. Half of these sessions, what we call ‘research sessions’ are based around PhD students presenting their work to the group for comment and feedback. The purpose of these research sessions is for students to improve their presentation skills and try out ideas in a supportive environment. The other half of the sessions, the ‘skills sessions’, are based around developing skills and competencies which are useful for PhD study and beyond. These skills sessions have previously covered topics like publishing in peer reviewed journals, constructing academic CVs, effective research presentations and understanding the REF. The academic year always starts with a session on ‘starting your PhD’ where experienced PhD students share their tips for making the most of a PhD and where the schedule for the terms sessions is decided collectively.

**PhD Conference**
Every year, usually in the Easter vacation, the PhD students organise a day conference which is open to all students affiliated to the White Rose DTC or British Sociological Association. It is expected that you will get involved in the organisation of this event at least once during your registration period and also use the conference as an opportunity to present your research to your peers. Many of our students also attend conferences in the UK and present their research in the form of talks or posters.

**Departmental Seminars**
Later on in your PhD you will be invited to speak about your research at one of the Department Seminars on Wednesday afternoons.

**Endnote Training**
[http://www.york.ac.uk/it-services/training/staff/endnote/](http://www.york.ac.uk/it-services/training/staff/endnote/)
Learn how to create a bibliographic database, insert citations and a bibliography into Word, import references, search online databases, retrieve references from journals, databases and the Library catalogue, and use EndNote with Word for thesis writing.
17. EMPLOYMENT

Post Graduates Who Teach
The Department recognises the importance of the contribution made by Post Graduates Who Teach to the quality of teaching in the Department. Research students are encouraged to become involved in the seminar teaching of 1st Year undergraduates which takes place in the Autumn and Spring terms.

Other Employment
There are opportunities at the University for PhD students to become involved in teaching (PGWT) and other employment. This can include acting as a research assistant for one of the research groups within the Department or University or acting as a course tutor in the Centre for Life Long Learning.

If you are considering taking on ANY form of paid employment you must discuss this with your supervisor and get their prior agreement.

Careers
The Careers Service is about more than just getting a job. They’re there to help you to make the most of your time at York – developing skills, knowledge and experience which will be useful whatever you choose to do after graduation.

Some of the services they offer:

- Skills development courses
- Volunteering in local schools and the community
- Student business support and enterprise activities
- Access to part-time work, internship and graduate job opportunities
- Help with choosing and researching career ideas
- Access to careers information on your department, industry sectors, types of work and study opportunities
- Recognition of your achievements through the York Award
- Online Employability Tutorial to help you get the most out of your time at York and plan for your future
- Interactive Careers Service with online database of jobs and opportunities, events and appointment booking

They are located between Campus Central car park and the Berrick Saul Building, near the Market Square shops. Open Monday-Friday 10am-5pm during term time. The website contains details of the above, as well as online resources: http://www.york.ac.uk/careers.
SECTION 4 – YOUR UNIVERSITY

18 UNIVERSITY OF YORK LIBRARIES

Learning how to use the resources of the University Library efficiently is essential if you are going to make the most of your course and conform to academic conventions for the production of work.

Guides to all aspects of Library services can be found on the Library’s website: http://www.york.ac.uk/library/

The JB Morrell Library is the main undergraduate and graduate library. The Raymond Burton Humanities Research Library (the RBL) has reference materials for advanced study in the humanities, and the Borthwick Archive (alongside the RBL) provides a secure store for the University’s rare and valuable Special Collections.

The main Library buildings house over 600,000 books and over 3,000 print journal titles. Many journals and some books are now also available in electronic form (e-journals and e-books) which allows round the clock access (for off-campus access to these and other electronic resources, see Information Technology, below). The Library currently subscribes to over 19,000 electronic journal titles and over 100,000 e-books.

Some copies of the books and articles recommended in reading lists and Module Guides are essential reading for seminars and/or in very heavy demand; these will be placed in the Key Texts Collection on the ground floor of the JB Morrell Library and are available for up to four-hour loan only. These items can be booked in advance, which helps you plan your reading for essays.

Yorkshare VLE and the University Library

All modules in Yorkshare VLE have links to Library resources including the Library Catalogue, Subject information, and electronic resources such as e-journals and bibliographic databases. If an electronic reading list is available for a module you can check the location and availability of readings in the Library and, where available, view the full text of electronic journal articles and e-books.

Library Training

You will be given a printed guide to Library services when you have your introductory tour of the Library in Week one or two of your first term. You will also be given training on information search skills later in the term, plus a drop-in surgery for help with literature searching in term Three. Self-paced workbooks on search skills for Sociology are also on the Library’s website: http://www.york.ac.uk/library/publications/workbooksyrk/

Help

If you have trouble finding anything in the Library, seek help! The staff on the Help and Information and Lending Services Desks are there to give assistance with immediate problems.
The **Academic Liaison Librarian for Sociology**, Lyndsey Myers (email lyndsey.myers@york.ac.uk), has special responsibility for Sociology students, and provides the training sessions outlined above.

### 19 COMPUTING SERVICE FACILITIES

As a student you will need to use the University’s computing network. All students have access to this through networked PCs running Microsoft Windows 7. Around 500 PCs are provided centrally in 19 locations across the main campus and at King’s Manor; 23 are in the same building as the department, in room W/036. This classroom is open round the clock (as are most other Computing Service classrooms), but may be booked for teaching during the day.

Printing facilities can be found in or near all Computing Service classrooms/study areas and these are accessible via the York Print Plus network. As a PhD student within the Department of Sociology you will have free work printing as long as you upload at least 2 supervision meetings onto E:Vision every term. (Failure to do this will result in the loss of printing access and you will have to pay for your own printing credits for one full term).

There are also Wired and Wireless Network access points at various locations, and the Network Access Service ([http://www.york.ac.uk/it-services/connect/nas/](http://www.york.ac.uk/it-services/connect/nas/)) provides students living in all on-campus, and some off-campus, accommodation with access to University services including internet, email and ftp.

You can also configure your own computer to enable you to access electronic journals, e-books and other electronic resources normally only available on-campus from your off-campus accommodation (see [http://www.york.ac.uk/it-services/connect/vpn/](http://www.york.ac.uk/it-services/connect/vpn/)).

The network hosts a wide range of software. The most important for your purposes are likely to be for word processing and presentations (Microsoft Word and PowerPoint); but the network also provides database software (Microsoft Access), spreadsheets (Microsoft Excel), other graphics and presentation programs, as well as a wide range of utilities, programming languages, and bits and pieces. For those of you who have occasion to manipulate quantitative data, the network provides MINITAB and SPSS for which the department has data sets.

**Google**

Log in to Google Apps with your York account and you can access apps including Mail, Calendar, Docs, Sites, and Groups, benefit from increased mail and file storage and use collaborative tools, enhancing the way you work with people at the University and elsewhere. You can access your email and documents from anywhere in the world via gmail using your university email address and password([http://www.google.com/](http://www.google.com/)). Information on the full range of Google services is at([http://www.york.ac.uk/it-services/it/google/](http://www.york.ac.uk/it-services/it/google/))
Some reminders

- Don’t tell anyone your password, and be careful of revealing other sensitive data. Computing Service staff will never ask you for your password in person, on the phone, or via email – neither should any other reputable organisation.

- Check how much space you have left on your disk and mail quotas (do this using the My IT Account page (http://www.york.ac.uk/myitaccount/).

- Check your email frequently for messages from the department. If you do not want to log onto Google then you can set up an account on Outlook/Thunderbird and have your University emails diverted directly to your computer. Instructions on the setting for this are online at https://www.york.ac.uk/it-services/it/google/mail/otherclients/

- Always ensure that you fully logout of a networked computer.

- Learn how to manage your files efficiently

Data Storage and Assessment Work

There are several hazards (e.g. computer crashes, damaged files, printer problems and printing queue delays) associated with the increasing use of word processors for the storage of data and the production of assessment work. NB: Please note that such disasters cannot be accepted as mitigating grounds for the late submission of assessed work. In order to minimise the effects of such problems you are strongly advised to take the following precautions:

- Save your work at very frequent intervals.

- Keep at least two backup copies of documents in a separate physical location from the machine containing your hard disk copy:
  - memory sticks or CD-ROMs
  - University network on the H: drive, especially if you normally work on your personal computer.
  - On the cloud using Google Drive or Dropbox

- Don’t forget to update your back-up copies.

- Use the spellchecker to find mistakes and mis-spellings (but proof-read your work as well).

- Use the word count facility to check the length of your essays or sections.

- If you want to make a lot of alterations to your work make a new copy of the file and number it v2 etc. – so that if you should delete something which later you would like to include you can retrieve it from the earlier version.

- Print out your work as you go along, and especially once you have something like a complete text; and keep a copy of all print-outs of draft versions. These can be used to reconstruct another final version if there is a major problem.

- Allow plenty of time to print out your work - and don’t wait until the day of the final deadline to start printing it all. Print each piece when it is finished (you can always make another copy if later on you should think of some improvements).

- Keep printouts of your work and don’t delete your files until you have graduated.
Training and Help

You will receive a copy of the Computing Service user guide during the first week of term, and this will give you more information about the facilities and support provided, and detailed instructions on how to activate your Computing Service account. This guide is also available at: http://www.york.ac.uk/it-services/facilities/.

The Computing Service provides a Student Information and IT Training programme. The programme has been developed at York and offers training for University and for the workplace. For more details visit http://www.york.ac.uk/it-services/training/. This programme is available for both staff and research students.

There is training available on how to use the University’s Virtual Learning Environment – Yorkshare VLE – early in Term 1.

20 OVERSEAS STUDENTS

It is normal for students to take time to adjust to the higher education system in the UK. We sincerely hope that you will not encounter undue difficulty in adjusting to the university and to the course. But if you do have any questions or concerns, or encounter difficulties about which you would like advice, please do ask either your supervisor or the Director of Graduate Studies.

You will also find invaluable help and support through the International Student Support Office (which is based in the Sally Baldwin Building), which looks after the welfare and interests of overseas students, and organises a range of social activities. You can get further information through the web: https://www.york.ac.uk/students/support/international/

International Student Association: http://www.yusu.org/campaigns-and-representation/isa

Tier 4 Visa Holders

All students who have been granted a visa to enter the UK for study must maintain regular contact with the department throughout their degree. The University will need to inform UKBA if a student misses expected contacts which include:

1. Registry - Enrolment
2. Department – Enrolment – Register
3. Registry - Passport and visa verification – recorded by University Registry Services
4. Registry - Collection of University Card - recorded by University Registry Services
5. Departmental Induction – Year 1 – register in the department which is logged on E:Vision
6. Formal TAP/Upgrade meeting – submitted form to office for file and Registry Services record
7. Light TAP - submitted form to office for file and Registry Services record
8. Submission of ALL Supervision Forms onto E:Vision - submitted form electronically stored on University Records system
9. Submission of ethics forms to supervisor (may be more than once depending on progress of data collection) submitted form to EARPS & Department office for file
10. Submission of Academic Integrity Certificate – Year 1 – logged on E:Vision after completion

International Students Support
You will also find invaluable help and support through the International Student Support Office (which is based in the Sally Baldwin Building), which looks after the welfare and interests of international students, and organises a range of social activities. You can get further information through the web: https://www.york.ac.uk/students/support/international/

Chinese Students & Scholars Association
There is a York Chinese Students and Scholars Association web site at: http://www.yorkcssa.co.uk/

21 PART-TIME STUDENTS

In most respects the position of part-time students is formally identical to that of full-time graduates (although there may be some slight differences, such as the expected number of meetings with a supervisor, noted above; also some facilities, such as the provision of an office, are likely to be more restricted). However we recognize that part-time students often face certain difficulties. For instance, because they may play a less full role in the day-to-day life of the Department, it is easy to feel isolated. Moreover it is often difficult for part-time students to maintain the continuity of their research, given work and domestic commitments.

We make every effort to involve part-time students as fully as possible in the Department’s graduate activities, including seminars, social activities and any special meetings which may be relevant to an individual’s field of research. We aim to keep you fully informed about all such events and activities and to provide you with facilities which will enable you to work effectively when you are in the department. Please don't hesitate to contact your supervisor, or the Director of Graduate Studies, if you think there is something in particular which we could do to help you.
STUDENT SUPPORT AND WELFARE SERVICES

The University's Student Support Network is designed to provide students with quick and easy access to a variety of sources of help and advice on all aspects of life as a student. Personal supervisors in academic departments are responsible for overseeing both academic progress and general welfare. In addition each college has a welfare team which includes the Provost and a College Dean who has special responsibility for student welfare. Every full-time student is a member of a college and part-time students can request membership of a college. Students may approach their college welfare team for help and advice whether or not they are resident in the college at the time.

Central support services available to all students include the Accommodation Office, the Open Door Team Counselling Service for Students, Disability Services, the Student Support Office, the Equal Opportunities Office, the International Office, the Student Financial Support Unit and the Harassment Advisers (who offer support in cases of harassment). In addition administrative offices such as the Undergraduate and Graduate Offices and the Timetabling and Examinations Offices, provide information and advice. Welfare support is also available through the student-run organisations, particularly the Students' Union and the Graduate Students Association.

Information about the student support network and its co-ordination is widely disseminated, so that students seeking assistance in any quarter can, if necessary, be referred quickly to those with the specialist knowledge and skills to help them. The Student Support Services Handbook, issued to incoming students and available at http://www.york.ac.uk/admin/sso/handbook/, describes the main contributors to the Student Support Network, and includes information about the Campus Nursery, the Health Centre, and the Chaplaincy. Contacts for religions and faiths can be found from the Chaplaincy web-site http://www.york.ac.uk/student-support-services/handbook/faith-andreligion/ or the Student Support Office web-site.

Further information about support services can be found on the Student Support Office web-site: http://www.york.ac.uk/student-support-services/

The Graduate Students’ Association (GSA)

www.yorkgsa.org

The GSA is the primary representative body for all registered postgraduate students at the University of York and works hard to support postgraduates achieve their aim: gaining a postgraduate degree. This is achieved by:

1. Raising postgraduate views within departments through Postgraduate Academic Representatives, who act as a channel of communication between the University and fellow postgraduate students. If you would like to become a Postgraduate Academic Representative for your department contact advice@yorkgsa.org

2. Providing support services that enhance student wellbeing, including: free sport sessions, trips, events and peer to peer groups. For further details on these services contact info@yorkgsa.org
3. In addition, for postgraduates who may find themselves with mitigating circumstances, problems with progression, or suspected of academic misconduct, the GSA can provide support and representation. If you require these services please contact advice@yorkgsa.org.

23 TERM DATES

2013/14

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<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Autumn Term</td>
<td>Mon 30 Sept 2013</td>
<td>Fri 6 Dec 2013</td>
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<tr>
<td>Spring Term</td>
<td>Mon 6 Jan 2014</td>
<td>Fri 14 Mar 2014</td>
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<tr>
<td>Summer Term</td>
<td>Tues 22 April 2014</td>
<td>Fri 27 June 2014</td>
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Easter Sunday: 20 March 2014

2014/5

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<td>19 June 2015</td>
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Easter: Sunday, 5 April 2015

2015/6

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<td>4 December 2015</td>
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<tr>
<td>Spring Term</td>
<td>4 January 2016</td>
<td>11 March 2016</td>
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<tr>
<td>Summer Term</td>
<td>11 April 2016</td>
<td>17 June 2016</td>
</tr>
</tbody>
</table>

Easter: Sunday, 27 March 2016

Dates for following years are available online at [http://www.york.ac.uk/about/term-dates/]