Welcome to York 2018/19
YORK GRADUATE RESEARCH SCHOOL HANDBOOK
FOR POSTGRADUATE RESEARCH STUDENTS
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This handbook will help you understand how the University works, and provide guidance about what you need to know and how to get help from the right people and places. It will serve as a handy source of advice for reference throughout your first year and beyond.

Please note that we will highlight specific guidance for international students using this symbol:

We will also highlight specific guidance for distance learning students using this symbol:

Disclaimer
We have tried to ensure that the information contained in this document is accurate as of July 2018. Please check our website for any changes to this information.
Welcome to the York Graduate Research School. While studying for a research degree, you are both a student and a member of the University’s community of researchers. We will help you get the best out of both of these roles, so that you leave York prepared for an exciting career.

This handbook is a quick guide to the services and support the University provides for all its research students; read it alongside your Departmental Handbook.”

**Professor Tom Stoneham**
Dean of York Graduate Research School

Hello, welcome to York and the Graduate Students’ Association (GSA). We’re a lively, inclusive and unique postgraduate students union with a range of activities, sports, leadership opportunities and networks.

During welcome week we provide tailored activities to help you get to know campus, the city and most importantly your fellow students. We are also here to help you should something go wrong. Postgraduate study is rewarding but make sure to take some time to experience everything that university life has to offer and enjoy your time at York.”

**Sehrish Shafi**
GSA President 2018/19
Starting your Programme

In preparation for the start of your programme of study, you need to:

**ENROL**

Postgraduate research students may start at the beginning of any calendar month and are not ruled by the teaching term dates. However, you must enrol 15 days before the start of your programme. Check and make a note of your enrolment deadline. You can enrol online.

[link]

In advance of arriving at the University, all students need to upload photographic proof of identification (such as a passport) on e:Vision. You may also have to present this proof of identification in person (for verification) so it is important to bring it with you.

**CHECK YOUR STUDENT RECORD ON E:VISION**

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

It’s really important that you keep your student record up to date and the information on your record accurate. This is the contact information the University will use to get in touch with you. You can check and update your student record by logging into e:Vision using your IT username and password.

[link]

**REGISTER TO VOTE**

If you are a British, Irish or Commonwealth student living in the UK, you are eligible to vote in UK elections.

[link]

**DISTANCE LEARNING PhD STUDENTS**

We welcome our small but growing community of students who are undertaking PhDs by distance learning.

As you may only be on campus for short periods of time, some of the information in this handbook will not be relevant to you but please do read it carefully, particularly the sections on rules and responsibilities and the research environment.

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

[link] [link]

**DATA PROTECTION**

The University needs to process certain information about its current, past and potential students as part of the necessary functioning of the institution as an education provider. In doing so, it must comply with the General Data Protection Regulation and Data Protection Act, 2018. Both pieces of legislation govern how personal data and special category data is processed and set out the rights of individuals in relation to their data. Both pieces of legislation relate to data held in any format, including written notes and records as well as electronic data. For further information on how the University uses your data, please see:

[link]
ORGANISE YOUR VISAA
The rules and regulations surrounding visas may change over the course of your research programme. It is essential that you keep up to date with regulations and deadlines that apply to the issuing or renewal of your visa.

york.ac.uk/immigration

TIER 4 REGISTRATION
Please bring all documentation with you including visas, Biometric Residence Permit and passport to the Tier 4 registration events held during the first few weeks of the new academic year. We also need to check all the qualification certificates and transcripts (with certified English translations as applicable) that you submitted as evidence to meet your offer.

If you arrive at another point in the year, please present these at the Student Hub in Market Square.

york.ac.uk/immigration

REGISTERING WITH THE POLICE
Students from certain countries will need to register with the police. If you need to do this it will say so on your BRP visa card. You must register initially online. The Student Hub in Market Square can help you with this process or visit york.ac.uk/police-registration

PEOPLE WHO CAN HELP
Research Student Administration (RSA)
york.ac.uk/research/graduate-school/support rsa
+44 (0)1904 324519

International student information
york.ac.uk/internationalsupport
+44 (0)1904 324140

Immigration
york.ac.uk/immigration
+44 (0)1904 324140

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

If you wish to take some holiday time, you must discuss it with your supervisor.

2018/19

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>17 September – 23 September 2018</td>
</tr>
<tr>
<td>Autumn</td>
<td>24 September – 30 November 2018</td>
</tr>
<tr>
<td>Spring</td>
<td>7 January – 15 March 2019</td>
</tr>
<tr>
<td>Summer</td>
<td>15 April – 21 June 2019</td>
</tr>
</tbody>
</table>

2019/20

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>30 September – 6 December 2019</td>
</tr>
<tr>
<td>Spring</td>
<td>6 January – 13 March 2020</td>
</tr>
<tr>
<td>Summer</td>
<td>14 April – 19 June 2020</td>
</tr>
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</table>
# Useful contacts

<table>
<thead>
<tr>
<th><strong>General contacts</strong></th>
<th><strong>Support contacts</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Enrolment queries</strong></td>
<td><strong>Student Hub</strong></td>
</tr>
<tr>
<td><a href="mailto:enrol@york.ac.uk">enrol@york.ac.uk</a></td>
<td>york.ac.uk/student-hub</td>
</tr>
<tr>
<td>+44 (0) 1904 322136</td>
<td><a href="mailto:student-hub@york.ac.uk">student-hub@york.ac.uk</a></td>
</tr>
<tr>
<td><strong>Research Student Administration (RSA)</strong></td>
<td>+44 (0) 1904 324140</td>
</tr>
<tr>
<td>york.ac.uk/research/graduate-school/support/rsa</td>
<td><strong>Health and wellbeing advice</strong></td>
</tr>
<tr>
<td>+44(0)1904 324519</td>
<td>york.ac.uk/students/health</td>
</tr>
<tr>
<td><strong>Your IT account</strong> or IT queries</td>
<td><strong>Disability</strong></td>
</tr>
<tr>
<td><a href="mailto:itsupport@york.ac.uk">itsupport@york.ac.uk</a></td>
<td><a href="mailto:disabilityservices@york.ac.uk">disabilityservices@york.ac.uk</a></td>
</tr>
<tr>
<td>+44 (0)1904 323838</td>
<td>+44 (0)1904 324785</td>
</tr>
<tr>
<td><strong>Accommodation queries</strong></td>
<td><strong>International and Tier 4 students</strong></td>
</tr>
<tr>
<td><a href="mailto:accommodation@york.ac.uk">accommodation@york.ac.uk</a></td>
<td>york.ac.uk/internationalsupport</td>
</tr>
<tr>
<td>+44 (0)1904 322165</td>
<td><a href="mailto:advicetier4@york.ac.uk">advicetier4@york.ac.uk</a></td>
</tr>
<tr>
<td><strong>Reporting room faults</strong></td>
<td>+44 (0)1904 324140</td>
</tr>
<tr>
<td>york.ac.uk/fix-my-room</td>
<td><strong>Student Financial Support</strong></td>
</tr>
<tr>
<td><strong>Reporting a maintenance fault in other rooms/areas</strong></td>
<td><a href="mailto:sfsu@york.ac.uk">sfsu@york.ac.uk</a></td>
</tr>
<tr>
<td>york.ac.uk/fmhelpdesk/contact</td>
<td>+44 (0)1904 324043</td>
</tr>
<tr>
<td><strong>College contacts</strong></td>
<td><strong>Health Centre on campus</strong></td>
</tr>
<tr>
<td>york.ac.uk/colleges</td>
<td>unityhealth.info</td>
</tr>
<tr>
<td><strong>Departmental contacts</strong></td>
<td>+44 (0)1904 721820</td>
</tr>
<tr>
<td>york.ac.uk/about/departments/academic</td>
<td><strong>Nightline – YUSU confidential helpline for students</strong></td>
</tr>
<tr>
<td><strong>Travel and transport and parking</strong></td>
<td>yorknightline.org.uk</td>
</tr>
<tr>
<td>york.ac.uk/students/travel</td>
<td>+44 (0)1904 323735</td>
</tr>
<tr>
<td><strong>Careers and Placements</strong></td>
<td><strong>Graduate Students’ Association (GSA) advice &amp; support</strong></td>
</tr>
<tr>
<td>york.ac.uk/careers</td>
<td><a href="mailto:advice@yorkgsa.org">advice@yorkgsa.org</a></td>
</tr>
<tr>
<td><strong>Graduate Students’ Association (GSA)</strong></td>
<td>+44 (0)1904 322718</td>
</tr>
<tr>
<td>yorkgsa.org</td>
<td><strong>University of York Students’ Union (YUSU) Advice and Support Centre</strong></td>
</tr>
<tr>
<td>+44 (0)1904 323724</td>
<td><a href="mailto:asc@yusu.org">asc@yusu.org</a></td>
</tr>
<tr>
<td><strong>University of York Students’ Union (YUSU)</strong></td>
<td>+44 (0)1904 323724</td>
</tr>
<tr>
<td>yusu.org</td>
<td><strong>NHS non-emergency</strong></td>
</tr>
<tr>
<td>+44 (0)1904 323724</td>
<td>111</td>
</tr>
<tr>
<td><strong>Campus map and room finder</strong></td>
<td><strong>Police non-emergency</strong></td>
</tr>
<tr>
<td>york.ac.uk/maps</td>
<td>101</td>
</tr>
</tbody>
</table>

**Emergency contacts**

- **Emergency number at the University**: +44 (0)1904 423333
- **Emergency services** – police, ambulance and fire services 999
SOCIAL MEDIA
To find out the latest University news and events, or to ask a question when you don’t know who to ask, try using our social media.

@uniofyork
/universityofyork

Official University of York Postgraduate students 2018/19 Facebook group
bit.ly/uoy-postgrad1819

GSA
@GSAYork
/YorkGSA

For your daily dose of campus wildlife, follow Duck of the Day.

@duckoftheday
/duckoftheday

Find more University of York social media contacts at york.ac.uk/social

SAFEZONE APP
Download the Safezone app. It gives you quick access to key services: emergency calls, first aid, campus maps/navigation and general help desk.

york.ac.uk/safezone

SKILLSFORGE
Your system for booking training courses, recording meetings with your supervisor and Thesis Advisory Panel, and charting your personal development progress throughout your research degree.

skillsforge.york.ac.uk

USEFUL LINKS
Graduate Research School homepage – the home for all postgraduate research students.
york.ac.uk/research/graduate-school

Student homepage – your homepage featuring news, events and links to all the applications and information you will need for your studies and life at York.
york.ac.uk/students

YGRS newsletter – Digest of news and opportunities for research students.
york.ac.uk/research/graduate-school/newsletter

YGRS Google & Community site – an internal communications channel for all PGR students.
ygrs-internal-comms-group@york.ac.uk

International students information – a section on the student site dedicated to information for international students.
york.ac.uk/internationalsupport

Information for new IT users – to help you set up and understand what facilities are available to you.
york.ac.uk/it-services/info/newusers

Timetable
york.ac.uk/viewtimetable

e:Vision – your student record and requests for official documents.
evision.york.ac.uk

Yorkshare VLE – you will need this to complete online tutorials required for your studies.
vle.york.ac.uk
Rules and responsibilities

As a researcher, it is your responsibility to understand what you have to do to succeed in your studies and respect University guidelines on issues such as research integrity.

What makes a research degree?

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

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

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

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

Your supervisor

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

DISTANCE LEARNING PhD students

If you are on a distance learning PhD programme there are specific rules that apply to you, in particular you must come to York for an induction visit and for a set number of weeks in each year that you are enrolled. For full details of what is required, please see your departmental handbook and the Policy Framework on Distance Learning PhDs which forms part of the University’s Policy on Research Degrees.

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

Descriptor of Award for MPhil and MA/MSc by Research

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

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

the general ability to conceptualise, design and implement a project for the generation of knowledge, applications or understanding of the discipline.

Typically, holders of the qualification will be able to:

- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences
- demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level
- continue to advance their knowledge and understanding, and to develop new skills to a high level;

and will have:

- the qualities and transferable skills necessary for employment requiring:
  - the exercise of initiative and personal responsibility
  - decision-making in complex and unpredictable situations, and
  - the independent learning ability required for continuing professional development.

DESCRIPTOR OF AWARD FOR PhD AND EngD

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

- the creation and interpretation of new knowledge through original research or other advanced scholarship of a quality to satisfy peer review, extend to the forefront of the discipline, and merit publication
- systematic acquisition and understanding of a substantial body of knowledge, which is at the forefront of an academic discipline area or area of professional practice
- the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems
- a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions effectively to specialist and non-specialist audiences
- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches

and will have:

- the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.
Your thesis

**SUBMISSION**

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

**Notification of intention to submit**

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

**Submission of thesis form**

This is a form you must submit with your thesis and includes your student details, your preferred address for your award letter and a declaration that you have read and understood the University’s regulations concerning academic misconduct. This form is also used as a receipt for your submission.

**Requirements for submission**

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

*york.ac.uk/research/graduate-school/academic/thesis*

**A GUIDE TO RESEARCH INTEGRITY**

Researchers have an obligation to the research community, to the funders of their research and to society as a whole to conduct their research to the highest standards across the full research process, from planning and conducting research through to recording, reporting and applying the findings. This is known as ‘research integrity’. All research students are expected to successfully complete the University’s Research Integrity Tutorial (RIT).

**PEOPLE WHO CAN HELP**

**Library Research Support Team**

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

*lib-research-support@york.ac.uk*

*york.ac.uk/library-research*

**YOUR RESPONSIBILITIES**

**Conduct research ethically**

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

*york.ac.uk/staff/research/governance*

**Present your own work**

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

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

**Manage your data**

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

*york.ac.uk/rdm*
### Problems with your studies

If you are having problems with your course you should seek help and advice as soon as possible. Your first step should be to contact your supervisor. Information on other sources of help and advice are available from the following web page.

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

### LEAVE OF ABSENCE

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

york.ac.uk/research/graduate-school/academic/change/loa

### Authorised absence

Under certain circumstances, Tier 4 visa holders are allowed to take a break from study of up to 60 days without affecting their visa status. An authorised absence does not extend your registration registration period or submission deadline.

york.ac.uk/research/graduate-school/support/policies-documents/tier-4-absences

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

### EXTENSION

If exceptional circumstances are affecting your ability to work in the final three months before your submission deadline, you may be permitted to extend your submission deadline. Extensions are usually limited to a maximum of six months.

Full details of permissible circumstances can be found in the Policy on Research Degrees (7.15) available on the following web page.

york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy
There is more information available on changes to your course under the support section of the York Graduate Research School web pages.
york.ac.uk/research/graduate-school/academic/change

Regulations and discipline

When you enrol, you agree to accept and abide by the University Regulations.

Some elements of the Regulations are mentioned in detail in this Handbook. In particular, you should make sure you are familiar with Regulation 7 which is about student discipline. It details the sorts of behaviour which are unacceptable in our community and explains our procedure for taking disciplinary action. We aim to manage a community in which students and staff can study, work and live constructively together and we hope that your life will not be affected by problems of ill-discipline.

Learn more about Regulation 7, reporting student misconduct and discipline procedures on the website.
york.ac.uk/student-misconduct

Supervision problems

If you are unhappy with your supervision and do not feel able to discuss this directly with your supervisor, then you should speak to another member of your Thesis Advisory Panel, the Chair of the Graduate School Board, the Head of Department or other relevant departmental officer. If the problem remains unresolved, or if you feel unable to approach the aforementioned members of your department, you should arrange to speak in confidence to the Dean of York Graduate Research School (YGRS), who will advise you on the options available.

Email ygrs@york.ac.uk

The Graduate Students’ Association (GSA) can also provide independent advice. See the box to the right for details.

STEP 1
Try to resolve the matter informally with your supervisor(s).

STEP 2
If you feel unable to discuss things directly with your supervisor(s), or the problem remains unresolved having done so, then you should feel free to talk confidentially with:
- other members of your TAP;
- your Graduate Chair;
- your Head of Department; or
- another relevant departmental officer.

STEP 3
If the problem remains unresolved, you should arrange to speak in confidence to the Dean of the Graduate Research School, who will advise you on the options available to you, which might include mediation with your department.

Email ygrs@york.ac.uk

GSA ADVICE SERVICE

If you want to make an appeal or complaint, your student representatives can help you.

Graduate Students’ Association (GSA)
advice@yorkgsa.org
+44 (0)1904 322718
yorkgsa.org
The Research Environment

As a member of the Russell Group of research-intensive universities, we are committed to strengthening our position as one of the world’s premier institutions for inspirational and life-changing research.

As a research postgraduate, you’ll work with top academics who are carrying out pioneering research. Our research staff collaborate across departments around seven interdisciplinary themes. These align our academic strengths to best meet the grand scientific, social and environmental challenges of our time.

york.ac.uk/research

RESEARCH THEMES

Creativity
Our research considers the nature of creativity and the creative process across linguistic, cultural, aesthetic and cognitive dimensions. Working at the convergence of technology, digital games and interactive media, with leading partners in the creative economy, we can deliver new experiences to provoke, inform and entertain for the wider benefit of society.

Culture and communication
From prehistory to the present, our researchers explore every kind of cultural activity, product and practice, alongside every aspect of communication. They are developing new intellectual tools to make sense of human thought and behaviour and are advancing and challenging how we understand the world.

Environmental sustainability and resilience
We work on food scarcity, energy security, climate change, pollution and new generation biofuels. Our interdisciplinary research is providing the evidence base for policymakers to address the key global challenges facing ourselves and our planet, and shape a more sustainable future for us all.

Justice and equality
Fairness, inclusivity, equality and welfare are policy fields where our research sets the political agenda. These areas also define our values and approach to meeting the social challenges of our time at national and international levels.

Risk, evidence and decision making
In an increasingly complex world, our research is impacting on how decisions on risk are made and how they are shaped by technological, social and cultural factors. By drawing on our understanding of these factors, we can provide government and industry with better risk models and help influence policy.

Health and wellbeing
Our global reputation in biomedicine, health science, economics and the medical humanities is built on research excellence that begins with the fundamental understanding of health and disease in the past and the present, and progresses to evidence-based decision-making about future healthcare policies and therapies.

Technologies for the future
Our researchers are developing novel technologies, processes and materials with the potential to transform the economic, environmental and social landscape. From precision plasma manufacturing to plants that can devour toxins, fundamental research is being rapidly translated into real-world solutions.
RESEARCH CHAMPIONS

We strongly encourage you to explore the seven research themes that underpin the research being conducted at York. Each theme has a Research Champion who is keen to understand how your work complements their area.

For more information and to get in touch with the research champions, email: research-champions@york.ac.uk

Damian Murphy – Creativity
Damian Murphy leads research in virtual acoustics and spatial audio in the University’s AudioLab. He is a Reader in Audio and Music Technology and an active sound artist whose creative work has featured in galleries, festivals and venues internationally.

Mark Jenner – Culture and communication
Mark Jenner is a Reader in the Department of History. He works on the social and cultural history of early modern England and on the social history of medicine c1500–c1800. His primary research interests focus on ideas of dirt and pollution.

Sue Hartley – Environmental, sustainability and resilience
Sue Hartley is Professor of Ecology in the Department of Biology and founding Director of the York Environmental Sustainability Institute (YESI), a leading centre for interdisciplinary environmental research. Her work focuses on the interactions between plants and other organisms.

Kate Pickett – Justice and Equality
Kate Pickett is Professor of Epidemiology in the University’s Department of Health Sciences. Co-founder and trustee of The Equality Trust, she is also co-author of The Spirit Level, a best-selling book which highlights the problems caused by unequal distribution of incomes.

John McDermid – Risk, evidence and decision making
John McDermid is Professor of Software Engineering and a member of the High Integrity Systems Engineering Group (HISE) in the Department of Computer Science. His primary research interests are in high integrity computer systems, especially in safety and security.

Karen Bloor – Health and wellbeing
Karen Bloor is Professor of Health Economics and Policy in the Department of Health Sciences where she works on research relating to the financing and delivery of healthcare. Recently she contributed to a major study on variations in healthcare across Europe.

Thomas Krauss – Technologies for the future
Thomas Krauss is Professor of Photonics in the Department of Physics. His research focuses on understanding and controlling the light-matter interaction in photonic nanostructures, with a particular interest in photonic crystals.
The University Library provides a vast array of high quality online resources, books, and spaces to work. Our staff are here to help, whether that’s in person at the Help Desk or via email, phone, chat, Twitter or Facebook. You can find out more about where to start on our pages for new students.

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

**LIBRARY SPACES**

The main Library building is located on Campus West, and is open 24 hours a day. You’ll find over 1200 places to work across the three sections of the Library: the Morrell, the Fairhurst and the Burton. These include a variety of quiet and silent areas, IT rooms, and bookable group and individual study rooms. You’ll be able to use our print collections, our audiovisual collections, and access our e-resources via PCs, iMacs and our collection of laptop loans.

Alongside the main building on campus, you also have access to two other facilities based in the city. The King’s Manor Library is in the city centre, with collections relating to the Departments of History, History of Art and Archaeology. York Minster Library is also open to all members of the University, and will be particularly useful to students whose courses cover medieval literature, history, and art history.

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

You can search our collections via YorSearch, the library catalogue. Type in your keywords, find an item and YorSearch will tell you if it’s available.

If it is, locate it on the shelves and use one of the machines in the library to issue it onto your account. If all copies are already out on loan, make sure you place a reservation in YorSearch so that you get access at the earliest possible opportunity.

yorsearch.york.ac.uk

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

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

These are complemented by our online Skills Guides where you will find videos, interactive tutorials and workbooks to help develop your digital and information search skills.

subjectguides.york.ac.uk
UOYTIPS

You’ll find loads more tips, from the Library and from your peers, via the hashtag #UoYTips. There’s lots of tips in one place on our special UoYTips Subject Guide.

bit.ly/uoytips

THE BORTHWICK INSTITUTE FOR ARCHIVES

Few universities anywhere have archives with the range and quality of those at the Borthwick – from the medieval to modern periods, from York to Cape Town, and from Shanghai to Washington DC. We have the earliest archbishops’ registers in the world, the archives of path-breaking psychiatric hospitals, playwright’s archives and much more. Borthcat is the gateway to the archives, which students can use for any purpose – dissertations, presentations, group projects, essays.

borthcat.york.ac.uk

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

york.ac.uk/borthwick

PEOPLE WHO CAN HELP

University Library Help Desk

The Library is open 24/7, and the Help Desk in the Morrell is open from 9am until 7pm on week days and 10am until 6pm at weekends.

lib-enquiry@york.ac.uk
+44 (0)1904 323838
york.ac.uk/library

For a list of locations and opening times

york.ac.uk/library/locations

You can send us an enquiry if you wish using our LibAnswers service and when the Help Desk is closed use our out-of-hours chat service.

libanswers.york.ac.uk
york.ac.uk/library/contact/chat

Library Research Support Team

Help with research-related issues is available from the Library’s Research Support Team. Contact the team if you have a query about open access, copyright, research data management or citation analysis.

lib-research-support@york.ac.uk
york.ac.uk/library-research

Academic Liaison Librarians

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

subjectguides.york.ac.uk
IT Services

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

SETTING UP

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

york.ac.uk/it-services

Check your University email

You will receive all of your correspondence from the University, your department and your tutors through your University email. Make sure you know how to access it. Remember to check it often.

Get connected

If you are using your own laptop or other mobile device, you can access the University network using the wireless network (eduroam), with wifi hotspots available across the University, or the wired network sockets in study bedrooms, the Library and various open access areas.

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

Stay secure

Make sure that your personal devices are protected against threats such as viruses and spyware. Learn how to spot and avoid email scams and phishing attacks. Find information about IT security on the IT Services web pages.

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

Google apps

The University uses Gmail (Google mail) together with a host of other Google apps for education such as calendar, Google drive and hangouts. All students have access to these services by logging in with your email address and IT password.

york.ac.uk/it-services/google

USEFUL INFORMATION

IT Services provide more than just your IT account to ensure that you can carry out your studies at York.

York Print Plus

York Print Plus is the University’s printing, photocopying, scanning and faxing service. A range of multifunction devices (MFDs) are available in open access areas and offices on campus. Students are able to use the MFDs to print, photocopy and scan. You can print in black and white or colour, on A4 or A3, and double or single-sided, using your University card.

york.ac.uk/yorkprintplus

Using York facilities off campus

You can also access University IT facilities when off campus. Information about our virtual private network (VPN) and virtual desktop service (VDS) can be found on the IT Services web pages. You can also find information about accessing free or discounted software for your own devices.

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

IT Support

itsupport@york.ac.uk
+44 (0)1904 323838
york.ac.uk/it-services

Information for new users

york.ac.uk/it-services/info/newusers

IT training for postgraduate researchers

york.ac.uk/it-services/training/staff
Campus study areas

HUMANITIES RESEARCH CENTRE (HRC)

The University has invested more in the arts and humanities in the past decade than any other English university. The Humanities Research Centre sits at the heart of that investment, providing a spectacular place of interdisciplinary belonging for arts and humanities academics, visiting fellows and postgraduates. The HRC’s facilities in the Berrick Saul Building provide a perfect environment for postgraduates to study and network.

The Postgraduate Study Area (PSA) extends over two floors of the Berrick Saul Building with beautiful views across the lake and garden. Exclusively for arts and humanities postgraduates, the study area is quiet, spacious and light and is open 24 hours a day. PhD students can apply for an allocated desk, but hot desking for PhD and Masters students is also available. On the ground floor is a social area which is a great place to relax with fellow postgraduates.

The Bowland Auditorium, seminar rooms and Treehouse can be booked by arts and humanities postgraduates for meetings, reading groups, seminars and conferences. The HRC organises a programme of training, events and funded opportunities for students.

york.ac.uk/hrc

RESEARCH CENTRE FOR SOCIAL SCIENCES (RECSS)

This is the hub for postgraduate life and interdisciplinary research in the Social Sciences at York. ReCSS provides study space for Social Sciences PhD students and the building is open to students 24 hours a day. The building is wireless and printing, photocopying and scanning facilities are all available. PhD students in ReCSS have their own desks, drawers and shared bookcases, and lockers are also available so they can securely store possessions such as laptops. Each floor has its own social space.

As well as providing study space for PhD students, ReCSS hosts post-doctoral researchers, visiting scholars and research groups. The Centre fosters interdisciplinary research collaborations, provides training and skills development for our community of researchers, and promotes knowledge exchange and impact with our regional, national and international partners outside the academy.

york.ac.uk/social-science

RESOURCES FOR DISTANCE LEARNING STUDENTS

See the University Handbook for distance learning students for more information on how to access the Library and IT services when off campus.

york.ac.uk/library/info-for/distance-learners/
IN THE LIBRARY

All three buildings in the campus Library have a mixture of group and single study spaces. The spaces are split into zones with signs telling you what kind of atmosphere is expected in each one: silent, quiet, studious buzz. Most study spaces have power sockets and all have access to wifi.

Research Study and Lounge

This is a specialist study area for all postgraduates located on the second floor of the Fairhurst Building with access to wifi and power points. There is also a lounge area with comfortable seating where you can work or relax.

PGR Study Room

On the ground floor of the Raymond Burton Building there is a dedicated space for postgraduate research students, offering desks and comfortable chairs.

You will need to have your University card updated in order to use any of the postgraduate study spaces. The staff at the Library Help Desk can do this for you.

Availability in the Library

At peak times the Library can get very busy: to avoid arriving and not being able to find a space to work, visit the Library website to see where study spaces are currently available across the Morrell and Fairhurst buildings.

AROUND CAMPUS

There are various study spaces on campus that are open to everyone. These vary greatly in atmosphere and facilities and can range from quiet study spaces with individual desks to cafés and dining halls.

IT ROOMS

IT Services provide IT classrooms and study areas across campus: some are non-bookable and always open to students, others may be booked during teaching hours but are available to students at other times. Most are open 24/7. Printers are available in or near most IT rooms.

york.ac.uk/library/study
Colleges and Community

At the University, you have the opportunity to become involved in activities outside your research activities, allowing you to have fun, meet new people, try new things, enjoy new experiences and develop your personal skills.

Colleges

York is one of a handful of UK universities with a college system. When you joined us you became a member of one of these small, distinct communities. All colleges welcome both undergraduate and postgraduate students, apart from Wentworth which only has postgraduate members.

MORE THAN A PLACE TO LIVE

Your college provides you with a support network and a calendar of events and activities to help you settle in, develop skills and explore new interests. Your home from home whether you live on or off campus, colleges offer facilities such as lockers, common rooms, tea and coffee facilities, recreational equipment and study spaces that are available for all members to use.

ACTIVITIES AND EVENTS

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

COLLEGE SPORTS AND CLUBS

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

LEADERSHIP AND VOLUNTEERING

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

SUPPORT AND GUIDANCE

Your college team offer support throughout your time at university. College tutors live on campus and provide confidential pastoral care, so if you are experiencing any difficulties you can talk to a friendly face.

BECOME A COLLEGE TUTOR

You may apply to become a college tutor. In return for supporting other members of your college and helping to organise and run events throughout the year, the college will subsidise your University accommodation.

bit.ly/college-tutors

DIFFERENT PERSONALITIES, COMMON GOALS

Each college has its own personality depending on its history, accommodation, layout, location, facilities and the people who live and work there. However, every college aims to cultivate your academic curiosity, develop your skills and employability and support your health and wellbeing.

york.ac.uk/colleges
### COLLEGE CONTACTS

**Alcuin College**  
Assistant Head: Martin Crosby  
Administrator: Judith Pink  
[alcuin@york.ac.uk](mailto:alcuin@york.ac.uk)

**Constantine College**  
Assistant Head: Jonny Lovell  
Administrator: Jacqui Fountain  
[constantine@york.ac.uk](mailto:constantine@york.ac.uk)

**Derwent College**  
Assistant Head: Keith Kinsella  
Administrator: Chris Unwin  
[derwent@york.ac.uk](mailto:derwent@york.ac.uk)

**Goodricke College**  
Assistant Head: Sarah Hay  
Administrator: Paula Mountain-Agar  
[goodricke@york.ac.uk](mailto:goodricke@york.ac.uk)

**Halifax College**  
Assistant Head: Cath Dickinson  
Administrators: Larry Healey/Ruth Townsend  
[halifax@york.ac.uk](mailto:halifax@york.ac.uk)

**James College**  
Assistant Head: Mike Britland  
Administrator: Sarah Doughty  
[james@york.ac.uk](mailto:james@york.ac.uk)

**Langwith College**  
Assistant Head: Jonny Exon  
Administrator: Suzanne Dekker  
[langwith@york.ac.uk](mailto:langwith@york.ac.uk)

**Vanbrugh College**  
Assistant Head: Georgina Heath  
Administrator: Lenore Klassen  
[vanbrugh@york.ac.uk](mailto:vanbrugh@york.ac.uk)

**Wentworth Graduate College**  
Assistant Head: Claire Anderson  
Administrator: Rachel McCormack  
[wentworth@york.ac.uk](mailto:wentworth@york.ac.uk)
Get involved

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

yusu.org/opportunities/societies
yorkgsa.org/students/communitysocial

VOLUNTEERING
You can make a difference to the community and gain valuable skills by volunteering. Opportunities to volunteer can be found through Careers and Placements, GSA, YUSU or your college.

york.ac.uk/careers
yorkgsa.org/students/communitysocial
yusu.org/opportunities/volunteering

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

york-sport.com

SPORTING OPPORTUNITIES OFFERED BY GSA
The GSA fully funds sports sessions in a number of different sports to allow all of York’s postgraduate community the opportunity to unwind and relax as well as getting some exercise.

The emphasis of the fully funded sessions is one of ‘sport for all’ so the sessions are non-competitive.

Take a look through all the sports currently funded and turn up to any sports session you’d like to try.

yorkgsa.org/students/sports

If your sport is not mentioned and you would like the GSA to look into the possibilities of starting sessions, please contact them by email:

sport@yorkgsa.org

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

yusu.org/sport

POSTGRADUATE REPRESENTATION
The GSA has faculty reps and three full-time sabbatical GSA officers. They represent your views in University committees and meetings. You can get involved with these roles and help to represent students’ views by standing for these posts in the GSA elections.

yorkgsa.org/elections
Things to do

Our campus is full of green open space for you to enjoy. There are lots of things to do around campus, including places to eat, drink and socialise.

EVENTS ON CAMPUS

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

GSA networks
The GSA runs a number of network groups to help you meet like minded students, which include a PhD Network, LGBTQ Network, Families Network and College Tutors network, all of which run regular events. For more information about the GSA Networks visit:
yorkgsa.org/community

University events
The University runs a calendar of public events throughout each academic term. These cover a wide range of subjects and attract a number of well-respected speakers to talk on campus. A highlight of the year is the Festival of Ideas, a joint project with partners in the city which hosts hundreds of themed events over the course of a fortnight. All university-run events are free to students.
york.ac.uk/news-and-events/events
yorkfestivalofideas.com

Department events
Many departments organise events relating to their research and area of expertise, often with visiting speakers or partner institutions. Look out for events advertised around campus or on departmental web pages.

FOOD AND DRINK ON CAMPUS
The University and YUSU operate a range of cafés, dining halls and bars across campus, offering you a selection of different dining experiences. Check our web pages to find your closest venue and look up the opening times and offers.
york.ac.uk/food-and-bars

SHOPPING ON CAMPUS

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

EXPLORING THE CITY OF YORK
York is a beautiful, vibrant and historic city. It attracts millions of tourists each year and in March 2018 it was named the best place to live in Britain by the Sunday Times. Regular bus services run between the railway station, the city and the campus.

While in the daytime you can enjoy shopping, marvelling at the Minster, walking the city walls and exploring the city’s many art galleries, museums and historic landmarks, York also has a lively, cosmopolitan nightlife with bars, clubs and pubs to suit every taste.

There’s always something going on in York - from the themed markets on Parliament Street to Illuminate York, an event where historic buildings are transformed by moving light displays. Don’t leave it until your final year to discover the wonders of the city.

visityork.org/7daysinyork
Three full-time officers working for the unique needs of postgraduates
Tailored academic support and opportunities for masters and PhD students
Seven free weekly sports sessions for all abilities
GSA Advice Service with specialist postgraduate knowledge
Dedicated network groups and funding for community projects
Regular events and trips run by and for postgraduate students

Charlotte Chamberlain
Vice President: Academic

Amy Bullard
Vice President: Wellbeing and Community

Sehrish Shafi
GSA President

Visit our website:
www.yorkgsa.org

Follow us:
/YorkGSA
@GSAYork
gsayorkuni
Health and wellbeing

It is important to look after both your physical and your mental health while you are at university. If you become ill it can impact on your studies as well as affecting you personally. Should you need them, you have access to an extensive network of support services.

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

**HEALTH SERVICES**
The campus-based health centre, run by Unity Health, is open to students as well as local residents, so you can register as a patient here alongside your partner and children.

**unityhealth.info**

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

**COLLEGES**
College teams provide support and advice for both resident and non-resident students. You can discuss personal difficulties in confidence with your college tutor, administrator or assistant head.

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

**yorknightline.org**

**STUDENT HUB**
Advisers at the Student Hub can offer assistance with many practical matters such as official letters, housing, etc. They can put you in touch with the right people and services around the University to get you the help you need.

**york.ac.uk/student-hub**

**STUDENT FINANCIAL SUPPORT (SFS)**
SFS assist students who run into financial difficulties due to unexpected and unforeseeable circumstances. Also contact for Direct Loans for US students.

**Contact sfsu@york.ac.uk**

**GSA**
The GSA offers advice on all aspects of postgraduate life at York. You are automatically a member of the GSA, giving you access to their representatives, networks and student communities who are there to offer help and support to York’s large and diverse postgraduate population.

**yorkgsa.org**

**DISABILITY SUPPORT**
Disability can arrange academic support and adjustments for students with a physical or mental health disability, Specific Learning Difficulty, or long term health condition that has a significant impact on their ability to study.

**york.ac.uk/disability**

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

**york.ac.uk/opendoor**

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

**NETWORKS**
There are a number of networks to support specific groups of students including:

- mature students
- international students
- students with children
- students with caring responsibilities
- students with Asperger syndrome or autism spectrum disorder.
Supporting your career ambitions

We are committed to providing a supportive, stimulating and structured framework in which to conduct your research and develop your professional skills and career profile. 95% of York research students surveyed enter work or further study within six months of completing their course*. This is because our students are proactive in considering their career options early.

**PROFESSIONAL DEVELOPMENT PLAN**

The University Policy on Research Degrees states that all first-year students are expected to create a Personal Development Plan (PDP). The PDP details the areas of postgraduate development you wish to focus on and provides a basis for discussion with your Thesis Advisory Panel. The Being an Effective Researcher Tutorial (BERT) and the Research Excellence Training Team web pages provide resources for the creation of the PDP to help you set realistic and achievable goals which you can share and discuss with your supervisor.

*york.ac.uk/staff/research/training-forums/research-excellence-training-team/research-students/professional-development-plan*

**BEING AN EFFECTIVE RESEARCHER TUTORIAL (BERT)**

Research students are expected to complete this tutorial as part of your induction at the University. Make sure you read closely the information about career planning and the advice on steps to take. There are also links to and suggestions of other sources of information that you may find useful. It is available on Yorkshare, the University’s virtual learning environment (VLE).

**ONLINE RESOURCES**

We strongly encourage you to make use of the online resources available to you. This includes careers training, booking one-to-one appointments with careers advisers and considerable online support available through Vitae – a national body that supports researchers. The resources include case studies, CVs (academic and non-academic) and hints and tips from researchers. To access the resources, you need to register using a York email.

*vitae.ac.uk/researcher-careers*

**THE YORK LEARNING AND TEACHING AWARD**

If you are considering an academic career, the University’s dedicated and comprehensive training programme for future academics is for you. This accredited programme aims to combine theoretical learning, through attendance at workshops on topics such as effective lecturing and pedagogy, with the opportunity to be mentored by an experienced academic. In order to successfully complete the programme, you need to be teaching at the University and to complete a number of workshops, written and oral assessments. On successful completion of the programme you will be eligible to apply for Associate Fellowship status of the Higher Education Academy.

*Destination of Leavers from Higher Education survey 2015/16 (HESA), UK/EU graduates*
GRADUATE TEACHING ASSISTANTS (GTA)

Many departments in the University employ postgraduate students to help with certain aspects of their undergraduate teaching. Postgraduates can take part in a range of teaching activities: depending on the needs of your department, these may include leading seminars and conducting workshops and lab demonstrations. There are also opportunities to get involved with the Learning Enhancement team, which offers services at the Writing Centre and the Maths Skills Centre.

Becoming a GTA enables you to gain paid experience in the teaching of undergraduates, which will help you in the pursuit of an academic career while also developing transferable skills that will be invaluable in whatever career path you take. In order to undertake employment as a GTA, you need to complete the Introduction to Learning & Teaching one-day workshop provided by Academic Practice.

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

EVENTS AND OPPORTUNITIES

Three Minute Thesis (3MT)

Communicating your research to a non-specialist audience in just three minutes isn’t easy. Using just one slide, students taking part in this competition have to convey the meaning and importance of their research to a wide-ranging audience, most of whom do not have knowledge or experience in their subject. Without exception, all the participants say that taking part improves their research and communication skills. Will you take the challenge?

York Talks

York Talks is a University event designed to encourage interdisciplinary interactions by bringing together academic speakers from different disciplines to deliver 15-minute talks on their research.

york.ac.uk/yorktalks

PEOPLE WHO CAN HELP

Research Excellence Training Team (RETT)

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

rett@york.ac.uk
+44 (0)1904 567974

Academic Practice Team

The Academic Practice team provide opportunities for you to develop your teaching.

academic-practice@york.ac.uk
york.ac.uk/staff/teaching/develop

Careers and Placements

The Careers and Placements team can provide advice and guidance if you would like to explore options outside academia.

careers@york.ac.uk
+44 (0)1904 322685
york.ac.uk/careers

CELEBRATING ACHIEVEMENT

Jet Sanders, Psychology PhD student, won both 3MT and Falling Walls Lab York with her talk, ‘Breaking the wall of risky behaviours’ in June 2017. She went on to the 3MT national semi-final and the international Falling Walls final in Berlin.
Accommodation

In addition to starting a new programme of study as you arrive in York, you may also be settling in to a new home. It is important to get to know your new surroundings so that you can feel comfortable as soon as possible.

LIVING IN CAMPUS ACCOMMODATION

If you are living in University campus accommodation you will receive a Residents' Handbook as part of your welcome. This will contain all the information and advice you need to enjoy your new home on campus. All other relevant information can be found on the accommodation section on the student web pages.

[link]

FINDING SOMEWHERE TO LIVE – NEXT YEAR

Although you may be reading this in the first days or weeks of moving to York, there will be lots of information coming your way about where to live next year.

With plenty of accommodation available on campus and in the private sector, there’s no need to rush into signing a contract. We recommend waiting until the Spring Term to give yourself time to decide who you want to live with and where you want to live.

ON CAMPUS

As well as the real benefits of being close to your department, the Library and other campus facilities, there are lots of other great reasons to live on campus beyond your first year:

- You can apply to live with your friends, from one or two people to larger groups.
- You don’t need a guarantor.
- Gas, electric, water and internet are all included in your rent.
- Our 24/7 security presence and personal possessions insurance are included in the price.

Full details and prices will be available from October each year.

[link]

OFF CAMPUS

If you would prefer to live off campus, there are plenty of student flats and houses within easy walking distance of the University.

We recommend the City of York Council’s YorProperty scheme. YorProperty landlords have to attend yearly training and the Council checks ten per cent of properties each year. Look for YorPropertyPlus homes, which are an even higher standard.

[link]

FIND A HOUSEMATE

The GSA can help you find fellow students to live with. For more information visit

[link]

NEED A GUARANTOR?

Student Financial Support run a ‘Rent Guarantee Scheme’ for student moving into private accommodation. Email sfsu@york.ac.uk

DEALING WITH LANDLORDS

If you are arranging off campus accommodation with a private landlord, the Student Hub offers help and advice on contracts and negotiations with your landlord.

We also offer help and advice on moving into privately rented accommodation and your rights and responsibilities as tenants.

[link]

STUDENTS WITH CHILDREN

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

[link]
General information

POST AND PARCELS

Receiving
If you live on campus, letters are delivered to your flat/house mailbox or, if you do not have a mailbox, to your college mailroom. Parcels and registered items are delivered to your college reception or to the Piazza mailroom for colleges on Campus East. Residents on Campus East will receive an email when a parcel has arrived for them.

Sending
You’ll find red Royal Mail post boxes on or near campus and a Post Office in Heslington village.
You can also send post, at greatly discounted prices, from the University post room at Dalham Farm, the Piazza mailroom or the Print shop on the upper tier in Market Square. We can post letters and parcels to any destination in the world much more cheaply than Royal Mail.

york.ac.uk/mailroom

PEOPLE WHO CAN HELP

Accommodation Services
accommodation@york.ac.uk
+44 (0)1904 322165
york.ac.uk/accommodation

Energy Management team
greenimpact@york.ac.uk
+44 (0)1904 322180
york.ac.uk/about/sustainability/get-involved

RECYCLING ON CAMPUS
The University has facilities around campus to help you recycle your food and general waste. We also have British Heart Foundation clothes banks around campus so you can donate any unwanted shoes and clothes. It’s especially important when you are moving in or out of your accommodation to remember to dispose of your rubbish and unwanted items in the correct way. We have a handy A-Z guide to recycling to help you.

york.ac.uk/about/sustainability/recycling/wasterecycling

GREEN CHAMPIONS
The University offers lots of opportunities for students to get involved in sustainability and ‘green’ projects and events. For example, colleges run Student Switch Off competitions to see which college can save the most energy and our Energy Management team hires students to be Green Impact Champions each year.

york.ac.uk/about/sustainability/get-involved
If things go wrong

We hope that your University life goes smoothly and that you never encounter any significant difficulties.

But we recognise that there are lots of challenges that can arise and there is support in place to help if they do. You are not alone – there are plenty of people willing to listen and to help. You should never suffer in silence: you can always reach out and talk to someone.

york.ac.uk/students/help

Below is a summary of the some of the potential areas of concern and your first point of contact.

YOUR HEALTH AND WELLBEING
It’s important that you stay happy, healthy and safe during your studies. We encourage you to look after yourself. For links to further information on healthcare and illness, common problems suffered by students, disability support, bullying and harassment, sexual assault and mental health, visit:

york.ac.uk/students/health

YOUR STUDIES
Sometimes personal circumstances mean that you have to make changes to your research programmes. You should talk to your supervisor about any potential changes and you can also turn to your college team or the GSA advisers.

york.ac.uk/research/graduate-school/academic/change

YOUR ACCOMMODATION
If there is an issue with your University accommodation, contact the Accommodation team.

york.ac.uk/fix-my-room

For links to information regarding problems with private sector accommodation, requesting a room transfer, finding somewhere to live or ending a tenancy agreement, visit the following web pages.

york.ac.uk/students/accommodation/accom-help

YOUR MONEY
If you are having problems or concerns about your finances, or find yourself in financial difficulty there are support systems in place. For further information on fees, payments to the University, bursaries, budgeting and help with financial hardship visit the following web pages.

york.ac.uk/students/finance

INTERNATIONAL STUDENTS
We have information for international students on living and studying in the UK. It covers everything from immigration advice, setting up a UK bank account to healthcare entitlements and work opportunities. Visit the following web pages.

york.ac.uk/internationalsupport

PEOPLE WHO CAN HELP
Whatever problem you may be having, there is sure to be someone who can help.

See support contacts on page 6 of this Handbook.

york.ac.uk/students/help
york.ac.uk/research/graduate-school/support
york.ac.uk/student-hub

THE GSA
The GSA offers support and advice for both personal and academic issues. It runs a number of support networks as well as social and sporting activities.

yorkgsa.org
Travel and transport

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

ON YOUR BIKE

It takes around 15 minutes to cycle to the city from the campus so why not get on your bike?

Offers and discounts

There are offers and discounts for you and your bike. You can get free cycle training and free safety products including high-visibility vests or 'slap and wrap' arm reflectors from our Travel and Transport team. We even have the ‘Bike Doctor’ who comes onto campus regularly to offer you a free bike check.

If you don't own a bike, you can purchase pre-owned discounted bikes or get access to free bike hire.

Storing your bike

There are numerous secure cycle storage points around campus for you to use. Please note that if you want to leave your bike on campus for long periods you must register your bike with the Travel and Transport team who can give you the correct label for it and the storage location where you should leave it.

PUBLIC TRANSPORT – BUSES

There is regular free transport on buses between Campus West and Campus East, so if you don't want to walk or cycle, hop on a bus.

There are regular services to take you into and back from the City, many of which stop at York railway station en route.

The University works with approved bus service providers to negotiate student discounts on tickets and annual passes that last 12 months from date of purchase.

CARS AND PARKING

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

TAXI

The University's preferred service is Streamline. They offer student discounts and have dedicated parking bays around campus, so you can call a taxi quickly.

+44 (0)1904 656565

PEOPLE WHO CAN HELP

Travel and transport information
york.ac.uk/students/travel
transport-team@york.ac.uk

FREE TRAVEL ON CAMPUS

You can travel between Campus East and Campus West for free on Your bus (First) 66 and the ub1 campus shuttle. You can travel free to Fairfax House on Your bus (First) 66 too. Just advise the driver where you're going.
york.ac.uk/students

Join the Facebook group for new postgraduates

f /universityofyork
@c UniOfYork

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