

WELCOME TO YORK  
YORK GRADUATE  
RESEARCH SCHOOL  
HANDBOOK  
2020/21



for postgraduate research students

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## THIS HANDBOOK

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 highlight specific guidance for international students using this globe symbol:



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



## Disclaimer

We have tried to ensure that the information contained in this document is accurate as of July 2020. **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 Student's 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."

### **Pürnur Altay**

GSA President 2020/21



# 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.

[york.ac.uk/students/studying/enrolment](http://york.ac.uk/students/studying/enrolment)

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. 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.

[evision.york.ac.uk](http://evision.york.ac.uk)

## REGISTER TO VOTE

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

[gov.uk/register-to-vote](http://gov.uk/register-to-vote)

## 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.

[york.ac.uk/students/new/distance](http://york.ac.uk/students/new/distance)

[york.ac.uk/students/support/distance-learners](http://york.ac.uk/students/support/distance-learners)

## DATA PROTECTION

The University collects, uses, stores and shares certain types of personal data, in various formats, about its current and past students in order to fulfil its functions as an education provider and to maintain its lifelong relationship with its alumni community. In doing so, it complies with the General Data Protection Regulation and Data Protection Act 2018. For further information on how the University uses your data and the various rights you have, please see:

[york.ac.uk/records-management/dp/your-info](http://york.ac.uk/records-management/dp/your-info)

## ORGANISE YOUR VISA

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](http://york.ac.uk/immigration)



## TIER 4 REGISTRATION

We hold Tier 4 Registration events at the beginning of each academic year. Please bring all documentation with you including visas, Biometric Residence Permit (BRP) and passport. We also need to check the qualification certificate or transcript (with certified English translations as applicable) that you submitted as evidence when applying for your Confirmation of Acceptance for Studies (CAS).

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

[york.ac.uk/students/studying/tier4](http://york.ac.uk/students/studying/tier4)



## 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 official UKVI letter which was emailed to you to confirm your successful receipt of the Tier 4 visa. You must register initially online. The Student Hub in Market Square can help you with this process or visit [york.ac.uk/police-registration](http://york.ac.uk/police-registration)

## INDUCTION VIDEOS

Postgraduates starting in September will be invited to an induction event. If you start at another time of the year, you can watch the induction videos online at [york.ac.uk/research/graduate-school/new-students/induction/](http://york.ac.uk/research/graduate-school/new-students/induction/)



## PEOPLE WHO CAN HELP

### Research Student Administration (RSA)

[york.ac.uk/research/graduate-school/support/rsa](http://york.ac.uk/research/graduate-school/support/rsa)

+44 (0)1904 325962

### International student support

[international-support@york.ac.uk](mailto:international-support@york.ac.uk)

[york.ac.uk/internationalsupport](http://york.ac.uk/internationalsupport)

+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.

### 2020/21

Term	Dates
<b>Welcome Week – PG</b>	21 – 27 September 2020
<b>Autumn</b>	28 September – 4 December 2020
<b>Spring</b>	11 January – 19 March 2021
<b>Summer</b>	19 April – 25 June 2021

### 2021/22

Term	Dates
<b>Autumn</b>	27 September – 3 December 2021
<b>Spring</b>	10 January – 18 March 2022
<b>Summer</b>	19 April – 24 June 2022

# Useful contacts

## General contacts

### Accommodation queries

[accommodation@york.ac.uk](mailto:accommodation@york.ac.uk)  
+44 (0)1904 322165

### Campus map and room finder

[york.ac.uk/maps](http://york.ac.uk/maps)

### Careers and Placements

[york.ac.uk/careers](http://york.ac.uk/careers)

### College contacts

[york.ac.uk/colleges](http://york.ac.uk/colleges)

### Departmental contacts

[york.ac.uk/about/departments/academic](http://york.ac.uk/about/departments/academic)

### Enrolment queries

[enrol@york.ac.uk](mailto:enrol@york.ac.uk)  
+44 (0) 1904 322136

### Graduate Students' Association (GSA)

[yorkgsa.org](http://yorkgsa.org)  
+44 (0)1904 322718

### Reporting a maintenance fault in other rooms/areas

[york.ac.uk/about/departments/support-and-admin/estates-and-campus-services/facilitieshelpdesk](http://york.ac.uk/about/departments/support-and-admin/estates-and-campus-services/facilitieshelpdesk)  
+44 (0)1904 325555

### Reporting room faults

[york.ac.uk/fix-my-room](http://york.ac.uk/fix-my-room)

### Research Excellence Training Team

[rett@york.ac.uk](mailto:rett@york.ac.uk)  
🐦 [rett\\_york](https://twitter.com/rett_york)

### Research Student Administration (RSA)

[york.ac.uk/research/graduate-school/support/rsa](http://york.ac.uk/research/graduate-school/support/rsa)  
+44(0)1904 325962

### Travel and transport and parking

[york.ac.uk/students/travel](http://york.ac.uk/students/travel)

### University of York Students' Union (YUSU)

[yusu.org](http://yusu.org)  
+44 (0)1904 323724

### Your IT account or IT queries

[itsupport@york.ac.uk](mailto:itsupport@york.ac.uk)  
+44 (0)1904 323838  
🐦 [@uoyitservices](https://twitter.com/uoyitservices)

## Support contacts

### Disability

[disabilityservices@york.ac.uk](mailto:disabilityservices@york.ac.uk)  
+44 (0)1904 324785

### Graduate Students' Association (GSA) advice & support

[info@yorkgsa.org](mailto:info@yorkgsa.org)  
+44 (0)1904 322718

### Health and wellbeing advice

[york.ac.uk/wellbeing](http://york.ac.uk/wellbeing)

### Health Centre on campus

[unityhealth.info](mailto:unityhealth.info)  
+44 (0)1904 754900

### International and Immigration

[york.ac.uk/internationalsupport](http://york.ac.uk/internationalsupport)  
[international-support@york.ac.uk](mailto:international-support@york.ac.uk)  
+44 (0)1904 324140

### NHS non-emergency 111

### Police non-emergency 101

### Nightline – YUSU confidential helpline for students

[yorknightline.org.uk](http://yorknightline.org.uk)  
+44 (0)1904 323735

### Student Financial Support

[sfsu@york.ac.uk](mailto:sfsu@york.ac.uk)  
+44 (0)1904 324043

### Student Hub

[york.ac.uk/student-hub](http://york.ac.uk/student-hub)  
[student-hub@york.ac.uk](mailto:student-hub@york.ac.uk)  
+44 (0)1904 324140

### University of York Students' Union (YUSU) Advice and Support Centre

[asc@yusu.org](mailto:asc@yusu.org)  
+44 (0)1904 323724

## 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 2020/21 Facebook group**

 facebook.com/groups

 UniOfYorkPostgrads20

### RETT

 rett\_york

 #ygrscommunity

### 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](http://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](http://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](http://skillsforge.york.ac.uk)

## USEFUL LINKS

**Graduate Research School homepage** - the home for all postgraduate research students. [york.ac.uk/research/graduate-school](http://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](http://york.ac.uk/students)

**YGRS newsletter** - Digest of news and opportunities for research students. [york.ac.uk/research/graduate-school/newsletter](http://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](mailto: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](http://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](http://york.ac.uk/it-services/info/newusers)

### Timetable

[york.ac.uk/viewtimetable](http://york.ac.uk/viewtimetable)

**e:Vision** - your student record and requests for official documents. [evision.york.ac.uk](http://evision.york.ac.uk)

**Yorkshare VLE** - you will need this to complete online tutorials required for your studies. [vle.york.ac.uk](http://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](http://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](http://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 a notification of intention to submit. This allows your department to make the necessary arrangements for your examination.

#### 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](http://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).

### 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 reputation of the University. For more information visit

[york.ac.uk/staff/research/governance](http://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](http://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](http://york.ac.uk/rdm)

#### Be honest

Sometimes your data will not give you the results you expected. In these situations, remember the importance of honesty and transparency, and interpret your data properly.

### 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](mailto:lib-research-support@york.ac.uk)  
[york.ac.uk/library-research](http://york.ac.uk/library-research)

## Department/subject ethics committees

Department	Ethics committee Chair
<b>Animal Welfare and Ethical Review body</b>	Dr Marika Kullberg
<b>Arts and Humanities</b> (comprising Archaeology, History of Art, English, History, Music and Philosophy)	Dr Keith Allen
<b>Biology</b>	Dr Dawn Coverley
<b>Economics, Law, Management, Politics and Sociology</b>	Professor Tony Royle
<b>Education</b>	Dr Nadia Mifka-Profozic
<b>Environment</b>	Dr Matthew Cotton
<b>Health Sciences</b>	Dr Stephen Holland
<b>Hull York Medical School</b>	Professor Thozhuzat Sathyapalan
<b>Language and Linguistics</b>	Dr Eytan Zweig
<b>Physical Sciences</b> (comprising Chemistry, Computer Science, Electronics, Mathematics and Physics)	Dr Kanapathippillai Cumanan
<b>Psychology</b>	Dr Philip Quinlan
<b>Social Policy and Social Work</b>	Mark Wilberforce
<b>Theatre, Film and Television</b>	Dr Katherine Graham
<b>York Neuro-imaging Centre (YNiC) Research</b>	Professor Gareth Gaskell

## Problems with your studies

If you are having problems with your studies 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](http://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](http://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 period or submission deadline.

[york.ac.uk/research/graduate-school/support/policies-documents/tier-4-absences](http://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](http://york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy)

There is more information available on changing your plans under the support section of the York Graduate Research School web pages.

[york.ac.uk/research/graduate-school/academic/change](http://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.

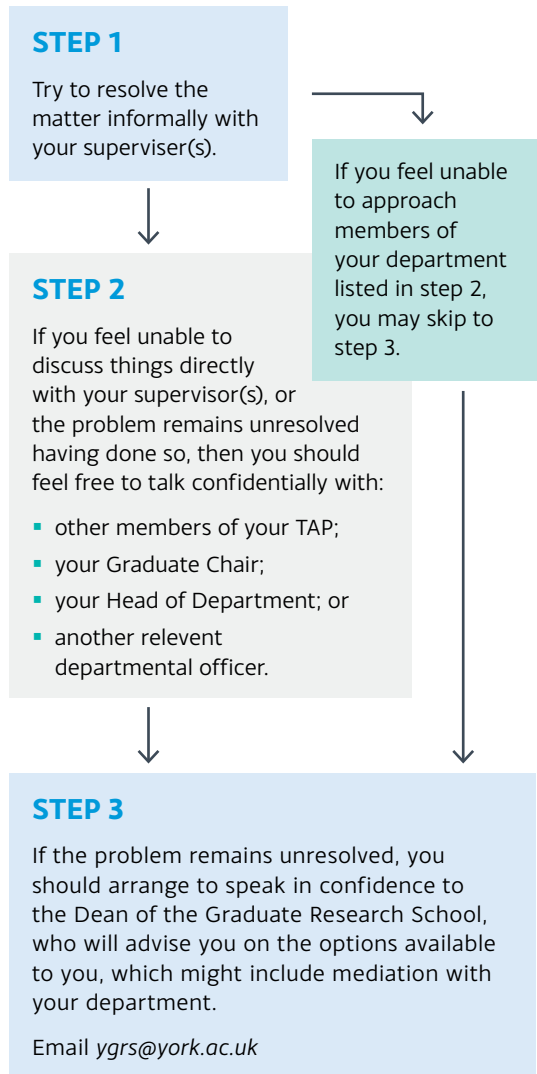
[york.ac.uk/student-misconduct](http://york.ac.uk/student-misconduct)

## Supervision problems

As illustrated in the diagram to the right, 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](mailto:ygrs@york.ac.uk)

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



### GSA ADVICE SERVICE

If you want to make an appeal or complaint, the GSA Advice Service can help you.

Graduate Students' Association (GSA)

[info@yorkgsa.org](mailto:info@yorkgsa.org)

+44 (0)1904 322718

[yorkgsa.org](http://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 postgraduate researcher, 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](http://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](mailto: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.



### **Keith Allen and Mark Jenner – Culture and communication**

Keith Allen is senior lecturer in the Department of Philosophy. His research focuses primarily on colour and perception, and he is interested in related issues in early modern philosophy and the phenomenological tradition.



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.



### **Ioan Fazey – Environmental, sustainability and resilience**

Ioan Fazey is Professor of Social Dimensions of Environment and Change in the Department of Environment and Geography. His trans-disciplinary work focuses on how society can achieve big and deep change fast, such as in response to global challenges like climate change. He works across academic and practical domains to help stimulate new thinking about how such change can be brought about.



### **Nicholas Pleace – Justice and Equality**

Nicholas Pleace is Director of the Centre for Housing Policy and a Professor of Social Policy at York. His research interests centre on interdisciplinary, mixed method and comparative work, with a particular interest in homelessness nested within a wider concern with housing inequalities and social justice.



### **T.T. Arvind – Risk, evidence and decision making**

T.T. Arvind is Professor of Law in York Law School. His research focuses on using history and the social sciences to analyse the relationship between law, individuals and governing institutions.



### **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.



### **Dan Watts – Technologies for the future**

Dan Watts is Chair in Hadron and Nuclear Physics in the Department of Physics. His pure physics research uses the world's most intense electromagnetic beams to probe the structure of hadronic matter and to carry out precision measurements on atomic nuclei. Alongside his pure research Professor Watts leads a number of interdisciplinary initiatives.

# Studying at York

## The Library

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](http://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.

In addition to the main buildings on Campus West, there is also library space on the 1st floor of the Piazza Building on Campus East, and 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.

## LEARNING RESOURCES

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](http://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, slides and interactive tutorials to help you develop your information skills, learn to code, work with data and get creative with digital technologies.

[subjectguides.york.ac.uk/skills](http://subjectguides.york.ac.uk/skills)

## 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](http://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 some of the earliest archbishops' registers in the world, the archives of path-breaking psychiatric hospitals, playwrights' 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](http://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](http://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](mailto:lib-enquiry@york.ac.uk)

+44 (0)1904 323838

[york.ac.uk/library](http://york.ac.uk/library)

### For a list of locations and opening times

[york.ac.uk/library/locations](http://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](http://libanswers.york.ac.uk)

[york.ac.uk/library/contact/chat](http://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](mailto:lib-research-support@york.ac.uk)

[york.ac.uk/library-research](http://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](http://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](http://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](http://york.ac.uk/it-services/services/wifi)

#### High Performance Computing (HPC)

The University has a High Performance Computing facility, Viking. If your research needs access to HPC, please contact your supervisor and IT Support.

#### 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/security](http://york.ac.uk/it-services/security)

#### Google Apps

The University uses Gmail (Google mail) together with a host of other Google apps for education

## PEOPLE WHO CAN HELP

### IT Support

[itsupport@york.ac.uk](mailto:itsupport@york.ac.uk)  
+44 (0)1904 323838  
[york.ac.uk/it-services](http://york.ac.uk/it-services)

### Information for new users

[york.ac.uk/it-services/info/newusers](http://york.ac.uk/it-services/info/newusers)

### IT training for postgraduate researchers

[york.ac.uk/it-services/training/](http://york.ac.uk/it-services/training/)

such as Calendar, Google Drive and Google Meet. All students have access to these services by logging in with your email address and IT password.

[york.ac.uk/it-services/google](http://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 (YPP)

YPP is the printing, photocopying and scanning service. A range of multifunctional devices (MFDs) are available in open spaces and offices around campus. You are able to use the YPP devices using your University card.

[york.ac.uk/printing](http://york.ac.uk/printing)

### 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/work-off-campus](http://york.ac.uk/it-services/work-off-campus)

## Academic Skills Support

The University provides a range of academic skills services to all students.

### THE RESEARCH INTEGRITY TUTORIAL AND REFERENCE GUIDES

You must complete the Research Integrity Tutorial - available in your VLE module list - before your first Thesis Advisory Panel. If you have not completed the Research Integrity Tutorial by that point, you will not be able to confirm your enrolment on your course.

In addition to the compulsory Research Integrity Tutorial, check out the Academic Integrity web pages - where you'll find comprehensive reference guides.

[york.ac.uk/integrity](http://york.ac.uk/integrity)

For advice on tricky referencing dilemmas you can email.

[integrity@york.ac.uk](mailto:integrity@york.ac.uk)

### SKILLS GUIDES

Brush-up on good academic practice and develop your digital skills related to researching, working with data, managing sources and the academic writing process. Consult our skills guides to find tips and interactive resources.

[subjectguides.york.ac.uk/skills](http://subjectguides.york.ac.uk/skills)

### DIGITAL SKILLS TRAINING

We offer workshops throughout term time to help you enhance your research and digital skills. Training includes, creating academic posters, reference management, presentations and digital creativity.

[subjectguides.york.ac.uk/skills/training](http://subjectguides.york.ac.uk/skills/training)

## THE WRITING AND LANGUAGE SKILLS CENTRE

Open to all students interested in developing their academic writing and language to a high standard. The Centre offers a workshop programme, group support sessions and one-to-one consultations. For more information see:

[york.ac.uk/wlsc](http://york.ac.uk/wlsc)

## THE MATHS SKILLS CENTRE

Workshops on statistical analysis using SPSS and R are run regularly throughout the year. For details and how to book go to the website

[york.ac.uk/maths-skills-centre](http://york.ac.uk/maths-skills-centre)

 [@UoYMathsSkills](https://twitter.com/UoYMathsSkills)

## 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](http://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](http://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/](http://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.

[york.ac.uk/library/study/availability](http://york.ac.uk/library/study/availability)

## 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.

[york.ac.uk/students/studying/manage/university-study-spaces](http://york.ac.uk/students/studying/manage/university-study-spaces)

## 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/it-services/rooms](http://york.ac.uk/it-services/rooms)

# Colleges and community

You have the opportunity to become involved in activities outside your research, allowing you to have fun, meet new people, try new things, enjoy new experiences and develop your personal skills. Postgraduates living off campus may choose college membership by contacting the College Administrator.

## 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. Wentworth Graduate College hosts PG only events that all postgraduates are welcome to attend.

### 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.

## BECOME A COLLEGE TUTOR

You may apply to become a college tutor to support other members of your college and help organise and deliver events throughout the year.

*[bit.ly/college-tutors](http://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](http://york.ac.uk/colleges)*

## COLLEGE CONTACTS

**Alcuin College**

Manager: Jenny Underhill  
 Administrator: Judith Pink  
[alcuin@york.ac.uk](mailto:alcuin@york.ac.uk)

**James College**

Manager: Mike Britland  
 Administrator: Sarah Doughty  
[james@york.ac.uk](mailto:james@york.ac.uk)

**Constantine College**

Manager: Jonny Lovell  
 Administrator: Naomi Robinson  
[constantine@york.ac.uk](mailto:constantine@york.ac.uk)

**Langwith College**

Manager: Jonny Exon  
 Administrator: Suzanne Dekker  
[langwith@york.ac.uk](mailto:langwith@york.ac.uk)

**Derwent College**

Manager: Andrew Kerrigan  
 Administrator: Chris Unwin  
[derwent@york.ac.uk](mailto:derwent@york.ac.uk)

**Vanbrugh College**

Manager: Georgina Heath  
 Administrator: Lenore Klassen  
[vanbrugh@york.ac.uk](mailto:vanbrugh@york.ac.uk)

**Goodricke College**

Manager: Sarah Hay  
 Administrator: Paula Mountain-Agar  
[goodricke@york.ac.uk](mailto:goodricke@york.ac.uk)

**Wentworth Graduate College**

Manager: Claire Anderson  
 Administrator: Barry Crump  
[wentworth@york.ac.uk](mailto:wentworth@york.ac.uk)

**Halifax College**

Manager: Cath Dickinson  
 and Auriel Hamilton  
 Administrators: Larry Healey/  
 Jacqui Fountain  
[halifax@york.ac.uk](mailto:halifax@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.

[yusu.org/student-life/clubs-socs](https://yusu.org/student-life/clubs-socs)

[yorkgsa.org/communitysocial](https://yorkgsa.org/communitysocial)

### VOLUNTEERING

Opportunities to volunteer can be found through Careers and Placements, YGRS, GSA, YUSU or your college.

[york.ac.uk/careers](https://york.ac.uk/careers)

[yorkgsa.org/communitysocial](https://yorkgsa.org/communitysocial)

[yusu.org/student-life/volunteering](https://yusu.org/student-life/volunteering)

[york.ac.uk/research/graduate-school/support/mentor-buddy](https://york.ac.uk/research/graduate-school/support/mentor-buddy)

### SPORT AT YORK

York Sport Village on Campus East boasts a swimming pool, velodrome, dance studios and football pitches. The facilities on Campus West include tennis and squash courts, an athletics track and a Fitness Suite. There are student discounts on membership fees at both facilities.

[york-sport.com](https://york-sport.com)

### THRIVE AND SURVIVE COMMUNITY

The peer-led 'How to Thrive and Survive in your PhD' community project allows PGRs to share experiences in an open, safe discussion between PhD students and postdoctoral researchers. Workshops and cafes (online and face to face) explore the diverse aspects of PhD life and give you the opportunity to connect and build friendships with other researchers, postdocs and alumni.

[york.ac.uk/research/graduate-school/support/survive-your-phd](https://york.ac.uk/research/graduate-school/support/survive-your-phd)

[pgr-liaison-officer@york.ac.uk](mailto:pgr-liaison-officer@york.ac.uk)

### SPORTING OPPORTUNITIES OFFERED BY GSA

The GSA fully funds sports sessions (GSA Free Sport) in a number of different sports to allow all of York's postgraduate community the opportunity to unwind and relax as well as get some exercise.

The emphasis of GSA Free Sport is one of 'sport for all' so the sessions are casual.

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

[yorkgsa.org/activities/sports](https://yorkgsa.org/activities/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:

[vpwellbeing@yorkgsa.org](mailto:vpwellbeing@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/student-life/clubs-socs/sport](https://yusu.org/student-life/clubs-socs/sport)

### POSTGRADUATE REPRESENTATION

The GSA has faculty reps and three full-time sabbatical GSA officers. There are also a number of part-time officers covering a wide range of positions and roles. 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](https://yorkgsa.org/elections)

### POSTGRADUATE COMMUNITY FUND

The purpose of this £1000 bid-based fund is to stimulate a vibrant and engaging community. It opens at the end of Autumn Term.

[yorkgsa.org/wellbeing-community/communitysocial/postgraduate-community-fund](https://yorkgsa.org/wellbeing-community/communitysocial/postgraduate-community-fund)

## 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

#### Wentworth Graduate College

The college runs PG only trips, regular events, and provides an induction and orientation programme for all postgraduates.

#### 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](http://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](http://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](http://york.ac.uk/news-and-events/events)

[yorkfestivalofideas.com](http://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](http://york.ac.uk/food-and-bars)

[yusu.org/food-drink](http://yusu.org/food-drink)

### 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 is often cited as one of the best places to live in Britain. 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.

A variety of festivals throughout the year bring colour and vibrancy to the city. There's always something going on whether it is literature, vikings, food and drink, illuminations, comedy or music. Don't leave it until your final year to discover the wonders of the city.

[visityork.org/7daysinyork](http://visityork.org/7daysinyork)



**Graduate Students' Association**  
UNIVERSITY OF YORK

Specialist independent support and representation for all postgraduate students



Three full-time officers working for the unique needs of postgraduates



GSA Advice Service with specialist postgraduate knowledge

Regular events and trips run by and for postgraduate students



**MAKING POSTGRADS MATTER**



Tailored academic support and opportunities for masters and PhD students



Seven free weekly sports sessions for all abilities



Dedicated network groups, volunteering opportunities and funding for community projects



Visit our website:  
[www.yorkgsa.org](http://www.yorkgsa.org)

 /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](http://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](http://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.

## RESEARCH EXCELLENCE TRAINING TEAM

The RET Team co-ordinates the PGR Mentoring Scheme, PGR Buddy Scheme and the 'How to Thrive and Survive in you PhD' project. All three initiatives put you in touch with people who understand what it's like to do research and with whom you can discuss and develop your thinking and skills.

## COLLEGES

Colleges provide support and advice for both resident and non-resident students. You can discuss personal difficulties in confidence with your college team.

## 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.uk](http://yorknightline.org.uk)

## STUDENT HUB

Advisers at the Student Hub can offer assistance with many practical matters such as official letters, housing, etc.

[york.ac.uk/student-hub](http://york.ac.uk/student-hub)

## STUDENT FINANCIAL SUPPORT (SFS)

SFS assists students who run into unexpected financial difficulties. They are also the Direct Loans contact for US students.

## GSA

The GSA offers advice on all aspects of postgraduate life at York. Their representatives, networks and student communities are there to help.

[yorkgsa.org](http://yorkgsa.org)

## DISABILITY SUPPORT

Our Disability team 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](http://york.ac.uk/disability)

## OPEN DOOR

Open Door provides a range of self-help materials 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](http://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.

[yorkchaplancy.org/](http://yorkchaplancy.org/)

## 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, and student with Asperger syndrome or autism spectrum disorder.

[york.ac.uk/students/support](http://york.ac.uk/students/support)

# 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

All first year postgraduate research students must complete a Professional Development Plan (PDP). The Training Needs Analysis (TNA) tool in SkillsForge has been designed to help you identify current skill levels and areas for development.

You should aim to complete a TNA and use this to support the creation of your Professional Development Plan which can then be reviewed as part of your supervisory meetings.

[york.ac.uk/research/graduate-school/skills](http://york.ac.uk/research/graduate-school/skills)

## 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 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](http://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 Fellow status of Advance HE (formerly the Higher Education Academy).

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\*Destination of Leavers from Higher Education survey 2016/17 (HESA), UK/EU graduates

## GRADUATE TEACHING ASSISTANTS (GTA)

Many departments in the University employ postgraduate students to help with certain aspects of teaching. Postgraduates can take part in a range of teaching activities. Depending on the need 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, 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/staff/teaching/develop/graduate-teaching-assistants](http://york.ac.uk/staff/teaching/develop/graduate-teaching-assistants)

## EVENTS AND OPPORTUNITIES

### Three Minute Thesis (3MT)

York has been running 3MT for 8 years and several winners have gone on to the National finals. In 2020 the event ran online with an audience of over 400 people from all over the world. It's a fantastic way to build up your confidence, presentation skills and better understand your research. Watch all the previous contestants using the link below.

[york.ac.uk/research/events/three-minute-thesis](http://york.ac.uk/research/events/three-minute-thesis)

### 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](http://york.ac.uk/yorktalks)

### York Postgraduate Interdisciplinary Forum

Share your research with other students from different disciplines in a relaxed and inclusive environment.

[yorkgsa.org/wellbeing-community/york-postgraduate-interdisciplinary-forum](http://yorkgsa.org/wellbeing-community/york-postgraduate-interdisciplinary-forum)

## 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](mailto:rett@york.ac.uk)  
+44 (0)1904 325399

### Academic Practice Team

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

[academic-practice@york.ac.uk](mailto:academic-practice@york.ac.uk)  
[york.ac.uk/staff/teaching/develop](http://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](mailto:careers@york.ac.uk)  
+44 (0)1904 322685  
[york.ac.uk/careers](http://york.ac.uk/careers)



## CELEBRATING ACHIEVEMENT

Zainab Kidwai, Health Sciences PhD student, won the York 3MT with her talk, 'Can we catch it before it is Cancer?' in June 2020.

With a background in dentistry, Zainab is on a mission to reduce the prevalence of oral cancer in the world by developing a low-cost method of detecting early signs of oral cancer in a non-clinical setting.

# 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.

[york.ac.uk/students/accommodation](http://york.ac.uk/students/accommodation)

## 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.

There is plenty of accommodation available on campus and in the private sector so there is no need to rush.

## 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 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.

[york.ac.uk/accommodation](http://york.ac.uk/accommodation)

## 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.

## FIND A HOUSEMATE

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

[yorkgsa.org/accommodation](http://yorkgsa.org/accommodation)

## NEED A GUARANTOR?

Student Financial Support run a 'Rent Guarantee Scheme' for student moving into private accommodation. Email [sfsu@york.ac.uk](mailto:sfsu@york.ac.uk)

[york.ac.uk/students/accommodation/private-sector/moving-in](http://york.ac.uk/students/accommodation/private-sector/moving-in)

## 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.

[york.ac.uk/students/accommodation/accom-help](http://york.ac.uk/students/accommodation/accom-help)

## STUDENTS WITH CHILDREN

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

[york.ac.uk/students/support/children](http://york.ac.uk/students/support/children)  
[familynetwork@yorkgsa.org](mailto:familynetwork@yorkgsa.org)

## 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](http://york.ac.uk/mailroom)

## PEOPLE WHO CAN HELP

### Accommodation Services

[accommodation@york.ac.uk](mailto:accommodation@york.ac.uk)  
+44 (0)1904 322165  
[york.ac.uk/students/accommodation](http://york.ac.uk/students/accommodation)

### Sustainability Engagement

[sustainability@york.ac.uk](mailto:sustainability@york.ac.uk)  
[york.ac.uk/about/sustainability/what-you-can-do](http://york.ac.uk/about/sustainability/what-you-can-do)  
🐦 @UoYSustain

## RECYCLING ON CAMPUS

The University has great facilities around campus to help you recycle your food and a wide range of general waste types. We have a handy A-Z to show you what you can put in the recycling bins. 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.

[york.ac.uk/about/sustainability/recycling/](http://york.ac.uk/about/sustainability/recycling/)

## GET INVOLVED IN SUSTAINABILITY

The University is committed to being sustainable and would like students to be involved either through adopting more sustainable habits such as buying a reusable Yorcup or by taking part in One Planet Week and our Sustainability programmes. For example, colleges run a Student Switch Off competition to see which college can save the most energy and we train student volunteers to support our Green Impact Programme.

[york.ac.uk/about/sustainability/get-involved](http://york.ac.uk/about/sustainability/get-involved)

📘 UoYSustainability

🐦 UoYSustain

# 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](http://york.ac.uk/students/help)

## 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 challenges, bullying and harassment, sexual assault and mental health, visit:

[york.ac.uk/wellbeing](http://york.ac.uk/wellbeing)

## YOUR STUDIES

Sometimes personal circumstances mean that you have to make changes to your research programme. 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](http://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](http://york.ac.uk/fix-my-room)

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

[york.ac.uk/students/accommodation/private-sector](http://york.ac.uk/students/accommodation/private-sector)

## YOUR MONEY

There are support systems in place if you have concerns about your finances or find yourself in financial difficulty.

For further information on fees, payments to the University, bursaries, budgeting and help with financial hardship, visit the student finance web pages.

[york.ac.uk/students/finance](http://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](http://york.ac.uk/internationalsupport)

## PEOPLE WHO CAN HELP

Whatever problem you may be having, there is someone who can help.

See support contacts on page 6 of this handbook.

[york.ac.uk/students/help](http://york.ac.uk/students/help)

[york.ac.uk/research/graduate-school/support](http://york.ac.uk/research/graduate-school/support)

[york.ac.uk/student-hub](http://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](http://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.

Please be aware that it is illegal to cycle after dark without lights. It is also illegal to cycle on a pavement unless it is marked as a cycle route. You can be given a £50 on the spot fine for either offence.

### 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.

## PEOPLE WHO CAN HELP

### Travel and transport information

[york.ac.uk/students/travel](http://york.ac.uk/students/travel)

[transport-team@york.ac.uk](mailto:transport-team@york.ac.uk)

## 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

## FREE TRAVEL ON CAMPUS

You can travel between Campus East and Campus West for free on the frequent bus service. Just advise the driver where you're going.



**[york.ac.uk/students](http://york.ac.uk/students)**

Join the Facebook group  
for new postgraduates

**f** [facebook.com/groups/UniOfYorkPostgrads20](https://facebook.com/groups/UniOfYorkPostgrads20)

**f** [/universityofyork](https://facebook.com/universityofyork)

**t** [@UniOfYork](https://twitter.com/UniOfYork)

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