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:

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Welcome to the Graduate Research School of the University of York. While studying for a research degree, you are both a student and a member of the University’s community of researchers. The York Graduate Research School 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
In preparation for the start of each academic year you need to do the following:

**ENROL**
All new and returning students need to enrol at the start of each academic year. Your academic year may start at the beginning of the Autumn, Spring or Summer Term, depending on the start date of your research programme. You can enrol online before arriving on campus. Check and make a note of your enrolment deadline. For research students, this is 15 days before the start of your programme.

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

**CHECK YOUR STUDENT RECORD ON E:VISION**
The system that contains your confidential student record and personal details, including your University accommodation contract if you have one, is called e:Vision. This is also the place where you can request official documents, including confirmation of study and council tax exemption forms.

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.

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

**REGISTER TO VOTE**
If you are a British, Irish or Commonwealth student, you are eligible to vote in UK elections. Visit the City of York Council website and enter ‘register to vote’ in the search field.

* [york.gov.uk](http://york.gov.uk)*

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

**REGISTERING WITH THE POLICE**
Students from certain countries will need to register with the police on arrival in the UK. If you need to do this, it will say so in your visa. You can do this at Fulford Police Station which is a short walk from campus. (Fulford Police Station is about to release an online facility for registration.) The International Student Support office in Market Square can also help you with this process.

* [york.ac.uk/police-registration](http://york.ac.uk/police-registration)*
TERM DATES

The University of York has three teaching terms: Autumn, Spring and Summer. As a research student, your work is not restricted to teaching terms but goes on all year. However, 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.

2016/17

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>26 September 2016 to 2 December 2016</td>
</tr>
<tr>
<td>Spring</td>
<td>9 January 2017 to 17 March 2017</td>
</tr>
<tr>
<td>Summer</td>
<td>Tuesday 18 April 2017 to 23 June 2017 (term begins on a Tuesday as Easter Monday falls on 17 April)</td>
</tr>
</tbody>
</table>

2017/18

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>25 September 2017 to 1 December 2017</td>
</tr>
<tr>
<td>Spring</td>
<td>8 January 2018 to 16 March 2018</td>
</tr>
<tr>
<td>Summer</td>
<td>16 April 2018 to 22 June 2018</td>
</tr>
</tbody>
</table>

PEOPLE WHO CAN HELP

Research Student Administration Team (RSAT)

york.ac.uk/research/graduate-school/support/rsat
+44 (0)1904 324519

International student information

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

Immigration

york.ac.uk/immigration
+44 (0)1904 324140
### General contacts

**Interactive campus map** and room code finder  
york.ac.uk/maps  
This click-on interactive map also includes where to find bus stops and cash machines

**Research Student Administration Team (RSAT)**  
york.ac.uk/research/graduate-school/support/rsat/  
+44(0)1904 324519

**Your IT account or IT queries**  
itsupport@york.ac.uk  
+44 (0)1904 323838

**Reporting a room fault**  
york.ac.uk/fix-my-room  
Goodricke, Langwith and Constantine study rooms:  
+44 (0)1904 325101  
All other colleges: +44 (0)1904 325555

**Reporting a maintenance fault in other rooms/areas**  
york.ac.uk/fmhelpdesk/contact  
+44 (0)1904 325555

**Accommodation queries**  
accommodation@york.ac.uk  
+44 (0)1904 322165

**College contacts**  
york.ac.uk/colleges

**Departmental contacts**  
york.ac.uk/about/departments/academic

**Travel and transport**  
including buses and car parking  
york.ac.uk/students/getting-around

**Library helpdesk**  
lib-enquiry@york.ac.uk  
+44 (0)1904 323873  
york.ac.uk/library

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

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

### Support contacts

**Graduate Students’ Association (GSA)**  
info@yorkgsa.org  
+44 (0)1904 322718  
yorkgsa.org/students

**Research Excellence Training Team (RETT)**  
rett@york.ac.uk  
+44 (0)1904 567974

**Student support and advice**  
student-support@york.ac.uk  
+44 (0)1904 324140  
york.ac.uk/students/support

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

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

**Health Centre on campus**  
unityhealth.info  
+44 (0)1904 721820

**Nightline**  
Student-run confidential listening service  
+44 (0)1904 323735  
yorknightline.org.uk

**Faith contacts and chaplains**  
york.ac.uk/students/support/faith/contacts

### Enrolment queries

**Enrolment queries**  
registry@york.ac.uk  
+44 (0)1904 324643

**Notice of works happening on campus**  
bridge, path or road closures etc  
@UoYCampusWorks
### USEFUL CONTACTS

**Emergency contacts**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency number at the University</strong></td>
<td>+44 (0)1904 423333</td>
</tr>
<tr>
<td><strong>Emergency services</strong> – police, ambulance and fire services</td>
<td>999</td>
</tr>
<tr>
<td><strong>Non-emergency NHS</strong></td>
<td>111</td>
</tr>
<tr>
<td><strong>Non-emergency police</strong></td>
<td>101</td>
</tr>
</tbody>
</table>

Download the [SafeZone app](https://york.ac.uk/safezone) for quick access to three key services: emergency calls, first aid and a general help desk.

### USEFUL LINKS

**Graduate Research School homepage** – the home for all postgraduate research students.

[york.ac.uk/research/graduate-school](https://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](https://york.ac.uk/students)

**International students information** – a section on the student site dedicated to information for international students.

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

**Timetable**

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

**e:Vision** – your student record and requests for official documents.

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

**Yorkshare VLE** – you will need this to complete online tutorials required for your studies.

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

### 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.

- @uniroyork
- /universityofyork

**Graduate Students’ Association**

- @GSAYork
- /YorkGSA

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

- @duckoftheday
- /duckoftheday

This link will give you the list of social media contacts at York.

[york.ac.uk/social](https://york.ac.uk/social)
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 and an oral examination called a viva voce, commonly known as a viva. You may also be expected to complete certain courses as part of your training. There are two examiners – one a member of the University other than your supervisor and one a senior academic from another university, who has specialist knowledge about your field of research. They will read your thesis and ask you detailed questions about it and your research during the viva, 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.

[link to 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.

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.
RULES AND RESPONSIBILITIES

Your thesis

SUBMISSION
You must submit your thesis to the Research Student Administration Team (RSAT) 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. Please note, the intention to submit task in e:Vision is only available for those registered on an MPhil or PhD programme. Those on a Masters by Research programme should notify their department of their intention to submit by email.

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.

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 Research Integrity Tutorial (RIT). By completing the RIT, you will have received an introduction to this concept.

YOUR RESPONSIBILITIES

Conduct research ethically
Occasionally, research has the potential to have negative impacts on aspects of its surroundings, including the welfare and interests of its participants, those carrying it out and the wider community; animals; cultural heritage; the natural environment and the reputation of the University. It is your responsibility to avoid such negative effects and make sure your research will not harm any of these things.
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.

RULES AND RESPONSIBILITIES

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

Present your own work

Proper referencing and citing of information is important at all levels of academic work. Making sure that you only claim work you have actually done as your own continues to be critical at this level of qualification. 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

Department/Subject Ethics Committees

<table>
<thead>
<tr>
<th>Department/Subject</th>
<th>Ethics Committee Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Welfare and Ethical Review body</td>
<td>Dr Marika Kullberg</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>Dr Kate Giles</td>
</tr>
<tr>
<td>(comprising Archaeology, History</td>
<td></td>
</tr>
<tr>
<td>of Art, English, History,</td>
<td></td>
</tr>
<tr>
<td>Music and Philosophy)</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>Dr Dawn Coverley</td>
</tr>
<tr>
<td>Economics, Law, Management, Politics</td>
<td>Professor Tony Royle</td>
</tr>
<tr>
<td>and Sociology</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>Dr Paul Wakeling</td>
</tr>
<tr>
<td>Environment</td>
<td>Dr Peter Howley</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Dr Stephen Holland</td>
</tr>
<tr>
<td>HYMS</td>
<td>Dr Rhian Gabe</td>
</tr>
<tr>
<td>Language and Linguistics</td>
<td>Dr Martin Soskuthy</td>
</tr>
<tr>
<td>Physical Sciences</td>
<td>Professor Mat Evans</td>
</tr>
<tr>
<td>(comprising Chemistry, Computer</td>
<td></td>
</tr>
<tr>
<td>Science, Electronics, Mathematics and</td>
<td></td>
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<tr>
<td>Physics)</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>Dr Philip Quinlan</td>
</tr>
<tr>
<td>Social Policy and Social Work</td>
<td>Dr Julia Rugg</td>
</tr>
<tr>
<td>Theatre, Film and Television</td>
<td>Dr Jenna Ng</td>
</tr>
<tr>
<td>York Neuro-imaging Centre (YNiC)</td>
<td>Professor Tony Morland</td>
</tr>
<tr>
<td>Research</td>
<td></td>
</tr>
</tbody>
</table>
RULES AND RESPONSIBILITIES

If things go wrong with your research studies

Anything that stops you from continuing your studies in the usual way is called an 'academic progress issue'. 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/support/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 genuinely finds that medical or personal difficulties are preventing their study for a period of time.

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

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

EXTENSION

If exceptional circumstances are affecting your ability to work in the final three months of your maximum period of enrolment, 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 (7.14) 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 Graduate Research School web pages.

york.ac.uk/research/graduate-school/support/change
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.
As a research student at York, you will have access to a wide range of services to support you through your studies.

The Library

The University Library has an extensive collection of books, journals and audio visual resources that you can make use of, along with a range of study areas to ensure that you find somewhere that works for you.

Your University Card is also your Library card. You will need your card to enter and exit the University Library and to borrow items. Please carry your card with you at all times.

york.ac.uk/library

FIVE TIPS FOR GETTING THE INFORMATION YOU NEED

1. Check out Your guide to e-resources for research, for help with accessing our resources and don’t forget our subject guides for access to materials relevant to your department. We have unique collections in the Borthwick Institute for Archives and at York Minster Library which could be invaluable to your research. These collections, along with the main collections, can be found using the Library Catalogue YorSearch. YorSearch gives access to your library account where you can also check due dates, renew items and pay any fines.

york.ac.uk/library/info-for/researchers/search
yorsearch.york.ac.uk
subjectguides.york.ac.uk

2. Talk to your Academic Liaison Librarian about your research; they can point you in the direction of the best resources. Find your librarian by clicking on your department’s name on this website.

subjectguides.york.ac.uk

3. If you need material that is not at York, you can access most academic libraries in the UK using the SCONUL Access Scheme. This may allow you to borrow or access books from other libraries.

york.ac.uk/library/other-libraries/sconul

4. Don’t forget our interlending service which can deliver journal articles we don’t have in stock directly to your desktop, and our free minibus service to the British Library at Boston Spa which is less than 20 miles away.

york.ac.uk/library/borrowing/interlending
york.ac.uk/library/other-libraries/british-library

5. Item out on loan? We buy additional copies of books in high demand, so please put in a request so we know lots of people are chasing the same title.

york.ac.uk/library/borrowing

THE LIBRARY ON CAMPUS

The Morrell Library

Here you will find where most of our books are stocked, along with silent and quiet study spaces, self-issue machines and PCs.

The Fairhurst Building

Next to the Morrell Library is the Fairhurst Building. Here you will find individual and group study spaces, music and AV collections, postgraduate study and lounge and PCs.

Raymond Burton Library

To the right of the Morrell Library reception is the Raymond Burton Library. Here you will find the postgraduate study room on the ground floor, the Humanities Reading Room (for silent study), and the Borthwick Institute for Archives.
OTHER FACILITIES

In the centre of York, The King’s Manor Library which has collections relating to History, History of Art and Archaeology.

York Minster Library is open to all members of the University and has collections useful to students of Medieval Literature, History and History of Art.

Borthwick Institute for Archives (located in the University Library) is one of the largest archive repositories in the North of England. The Archives contain a wealth of resources of interest to a wide range of subject areas.

york.ac.uk/borthwick

York is part of the White Rose Library Consortium so you also have access to collections at the University of Leeds and the University of Sheffield, including borrowing and some access to electronic resources.

RESEARCH SUPPORT INFORMATION

The Library has a lot of useful information to help you during your time as a research student, including tips on how to search effectively, getting yourself known and using the University’s high performance computing technologies.

york.ac.uk/library/info-for/researchers

PG WEDNESDAYS

Look out for PG Wednesdays in the Library – every Wednesday from 2pm, special sessions run in the Library in LFA/144 aimed at postgraduates. No need to book, just pop in to find out about topics such as Research Computing, Research Integrity and Ethics, Qualitative Analysis and NVivo, and join other students in our Shut up and Write sessions.

york.ac.uk/research/graduate-school/support/pg-wednesdays

PEOPLE WHO CAN HELP

University Library Help Desk

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

lib-enquiry@york.ac.uk
+44 (0)1904 323873
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

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

Library Research Support Team

Contact the team if you need help with research data management, open access or copyright.

lib-research-support@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 now 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.

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

PEOPLE WHO CAN HELP

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
STUDYING AT YORk

Campus study areas

HUMANITIES RESEARCH CENTRE (HRC)

The University of York 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. Whether you are a Masters student or a PhD researcher, the HRC’s facilities within the Berrick Saul Building provide a perfect environment for study and networking.

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
STUDYING AT YORK

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

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
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.

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

<table>
<thead>
<tr>
<th>College</th>
<th>Assistant Head</th>
<th>Administrator</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcuin College</td>
<td>Martin Crosby</td>
<td>Judith Pink</td>
<td><a href="mailto:alcuin@york.ac.uk">alcuin@york.ac.uk</a></td>
</tr>
<tr>
<td>Constantine College</td>
<td>Kate Harper</td>
<td>Jacqui Fountain</td>
<td><a href="mailto:constantine@york.ac.uk">constantine@york.ac.uk</a></td>
</tr>
<tr>
<td>Derwent College</td>
<td>Keith Kinsella</td>
<td>Chris Unwin</td>
<td><a href="mailto:derwent@york.ac.uk">derwent@york.ac.uk</a></td>
</tr>
<tr>
<td>Goodricke College</td>
<td>Sarah Napoli</td>
<td>Sarah Hay</td>
<td><a href="mailto:goodricke@york.ac.uk">goodricke@york.ac.uk</a></td>
</tr>
<tr>
<td>Halifax College</td>
<td>Shai Danmole-Ellis</td>
<td>Cath Dickinson and Larry Healey</td>
<td><a href="mailto:halifax@york.ac.uk">halifax@york.ac.uk</a></td>
</tr>
<tr>
<td>James College</td>
<td>Mike Britland</td>
<td>Sarah Doughty</td>
<td><a href="mailto:james@york.ac.uk">james@york.ac.uk</a></td>
</tr>
<tr>
<td>Langwith College</td>
<td>Jonny Exon</td>
<td>Suzanne Dekker</td>
<td><a href="mailto:langwith@york.ac.uk">langwith@york.ac.uk</a></td>
</tr>
<tr>
<td>Vanbrugh College</td>
<td>Georgina Heath</td>
<td>Lenore Klassen</td>
<td><a href="mailto:vanbrugh@york.ac.uk">vanbrugh@york.ac.uk</a></td>
</tr>
<tr>
<td>Wentworth Graduate College</td>
<td>Claire Anderson</td>
<td>Rachel McCormack</td>
<td><a href="mailto:wentworth@york.ac.uk">wentworth@york.ac.uk</a></td>
</tr>
</tbody>
</table>
COLLEGES AND COMMUNITY

Get involved

SOCIETIES
As a postgraduate at York, you are a member of York University Students’ Union (YUSU) as well as a member of the Graduate Students’ Association (GSA). YUSU has a wide range of societies 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

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

york.ac.uk/students/work-volunteering-careers/skills/volunteer
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 fund 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. 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
yorkgsa.org/students/sports

POSTGRADUATE REPRESENTATION
The Graduate Student Association (GSA) has faculty reps and two full-time sabbatical GSA officers. These people 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 and relax in. There are lots of things to do around campus, including places to eat, drink and socialise.

EVENTS ON CAMPUS

Graduate Students’ Association (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 evening parties, laid-back pub nights and coffee afternoons. yorkgsa.org/event

GSA Family Network
The GSA hosts a family network for students with dependents, arranging events and opportunities to meet other students who have families at York. familynetwork@yorkgsa.org yorkgsa.org/students/community/social/our-networks

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. Download our app or 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 two branches of the Nisa grocery store on campus, one in Market Square and the other based at Halifax College. Both offer a range of food and drink items, including most of the essentials. The larger Market Square store also stocks University branded items including clothing and stationery.

YUSU shop
The YUSU shop is a Students’ Union-run store in Market Square. It offers great value meal deals and discounted newspapers.

EXPLORING THE CITY OF YORK
York is a beautiful, vibrant and historic city. It attracts millions of tourists each year and was recently voted ‘the best and most beautiful place to live in the UK’. Regular bus services run between the railway station, the city and the campus.

While in the daytime you can enjoy shopping, marveling 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
Community
The GSA offers tailored social events and groups for research students. Check out the GSA PhD Network on Facebook for all the latest events - www.facebook.com/groups/YorkPhDNetwork

Representation
York is one of only three universities with a dedicated union for postgraduates. We have two full-time officers focused on working with the University to meet the unique needs of postgraduates.

Academic Support
The GSA provides a dedicated support service for postgraduates. We have the expertise and time to provide research students with the right advice to tackle any issue, no matter how complex.

Rasha Ibrahim
GSA President
president@yorkgsa.org

Kate Stephenson
Vice President
(Wellbeing and Community)
vp@yorkgsa.org

www.yorkgsa.org
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. Remember to register with a doctor when you arrive. Should you need them, you also have access to an extensive network of support services.

Health and Wellbeing

Graduate Students’ Association
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 our large and diverse postgraduate population.

Disability Support
The Disability Services team supports students with dyslexia and other specific learning difficulties, autism spectrum disorder, visual and hearing impairments and various medical conditions. Contact them to discuss your individual needs.

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.

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.

The GSA also runs a number of postgraduate student networks.

Health Services
The campus-based health centre, run by Unity Health, offers GP- and nurse-led appointments, a repeat prescription service and walk-in clinics. The health centre is open to students as well as local residents, so you can register as a patient here alongside your partner and children.

Your Supervisor
Your supervisor will provide guidance and advice on your research programme. They can also support your personal development and wellbeing, referring 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.

Student Support
Student Support Advisers can offer assistance with many practical matters such as housing, finances and childcare. They can put you in touch with the right people and services around the University to get you the help you need.
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. DHLE Destination Data 2014/15 indicates that 94% of our students secure employment six months after completing their PhD. This is because our students are proactive in considering their career options early.

PROFESSIONAL DEVELOPMENT PLAN

The University Policy on Research Degrees requires that all first-year students 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 Becoming 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

BECOMING 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 given there 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 very 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.
**POSTGRADUATES WHO TEACH (PGWT)**

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 PGWT 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 PGWT, you need to complete one of the training courses offered by the Research Excellence Training Team.

**EVENTS AND OPPORTUNITIES**

**Three minute thesis (3MT)**

Communicating your research to a non-specialist audience in just three minutes isn’t easy but that’s exactly what our research students do. Using just one slide, the students 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.

**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. They also oversee the York Teaching and Learning Award, as well as offering you the chance to develop your teaching skills during your studies.

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

**Careers**

Careers works in close collaboration with RETT. For those of you interested in exploring your options outside academia, we can provide relevant advice, information and guidance to help you with your decision-making, and opportunities to experience different environments and sectors through internships or volunteering.

careers@york.ac.uk
+44 (0)1904 322685
york.ac.uk/careers
You will probably not only be starting a new programme as you arrive in York but also 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](york.ac.uk/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.

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](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.

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](york.ac.uk/study/accommodation/private-sector)
[link](yorproperty.co.uk/accommodation)

**DEALING WITH LANDLORDS**

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

[link](york.ac.uk/students/accommodation/accom-help/contract)

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

[link](york.ac.uk/students/accommodation/accom-help/moving-in)
[link](york.ac.uk/about/departments/support-and-admin/accommodation/privatesector)

**STUDENTS WITH CHILDREN**

For researchers who have children they are bringing with them to York, there is information on moving to York, childcare and schooling on the student homepage.

[link](york.ac.uk/students/support/children)
General information

LAUNDRY

There are a number of card-operated launderettes on campus. You can buy a card from the laundry rooms. You can top up your card online.

There is a dry cleaning service available on campus at YUSU shop in Market Square. Clothes are collected and delivered back on set days of the week.

york.ac.uk/commercialservices/retail/launderettes

POST AND PARCELS

Receiving

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 Ron Cooke Hub for colleges on Campus East. Residents on Campus East will receive an email when a parcel has arrived for them.

Sending

You can find red Royal Mail post boxes in or near campus, and there is a Post Office in Heslington Village. You can buy postage stamps from the YUSU shop in Market Square.

You can send post at discounted prices from the University post room, including letters, parcels and special and recorded delivery items.

york.ac.uk/campusservices/postroom

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
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. We have created a web page that covers most of the information and contacts you might find useful should the need arise. 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.

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

**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, the GSA and student advisers.

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

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 website.

**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 website.

**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.

**YOUR HEALTH AND WELLBEING**
It’s important that you stay happy, healthy and safe during your time at university. There are lots of opportunities for you to play sports and eat healthily on campus. However, should you should fall ill or not feel yourself, there are people and places you can go to for help. Your first point of contact should be Student Support or a member of your college team.

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 the following website.

**INTERNATIONAL STUDENTS**
We have set up information for international students around living and studying in the UK. The information covers everything from immigration advice and setting up a UK bank account to life in the UK and cultural differences. Visit the following website.

**THE GSA**
The Graduate Students’ Association is there to represent the postgraduate students of York and can offer a range of support and advice for both personal and academic issues. It runs a number of support networks as well as social and sporting activities.

york.ac.uk/internationalsupport

yorkgsa.org
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, and discounted bike products from YUSU shop in Market Square. 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.

*york.ac.uk/students/getting-around/cycling-walking*

**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.

*york.ac.uk/students/getting-around/cars-parking*

**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.

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