Welcome to York

UNIVERSITY HANDBOOK

FOR UNDERGRADUATE AND TAUGHT
POSTGRADUATE STUDENTS 2017/18
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>3</td>
</tr>
<tr>
<td>At the start of each year</td>
<td>4</td>
</tr>
<tr>
<td>Useful contacts</td>
<td>5</td>
</tr>
<tr>
<td>Academic rules and responsibilities</td>
<td>7</td>
</tr>
<tr>
<td>If things go wrong with your studies</td>
<td>8</td>
</tr>
<tr>
<td>Study</td>
<td>9</td>
</tr>
<tr>
<td>Your supervisor</td>
<td>9</td>
</tr>
<tr>
<td>Academic Skills support</td>
<td>10</td>
</tr>
<tr>
<td>Go global with your studies</td>
<td>11</td>
</tr>
<tr>
<td>The Library</td>
<td>12</td>
</tr>
<tr>
<td>IT Services</td>
<td>13</td>
</tr>
<tr>
<td>Studying on campus</td>
<td>14</td>
</tr>
<tr>
<td>Representing your views</td>
<td>15</td>
</tr>
<tr>
<td>Colleges and Community</td>
<td>16</td>
</tr>
<tr>
<td>Things to do</td>
<td>17</td>
</tr>
<tr>
<td>Colleges</td>
<td>18</td>
</tr>
<tr>
<td>University of York Students’ Union YUSU</td>
<td>20</td>
</tr>
<tr>
<td>Graduate Student Association GSA</td>
<td>21</td>
</tr>
<tr>
<td>Health and wellbeing</td>
<td>22</td>
</tr>
<tr>
<td>Supporting your career ambitions</td>
<td>23</td>
</tr>
<tr>
<td>Accommodation</td>
<td>26</td>
</tr>
<tr>
<td>Living on and off campus</td>
<td>26</td>
</tr>
<tr>
<td>General information</td>
<td>27</td>
</tr>
<tr>
<td>Looking after your finances</td>
<td>28</td>
</tr>
<tr>
<td>If things go wrong</td>
<td>29</td>
</tr>
<tr>
<td>Travel and transport</td>
<td>30</td>
</tr>
<tr>
<td>The small print</td>
<td>31</td>
</tr>
</tbody>
</table>
Welcome to the University of York and the start of an exciting journey where you will be challenged, inspired, and rewarded for hard work and determination. Your programme of study will reflect York’s unique approach to teaching and learning.

You will be taught by world leaders in their field of expertise with access to groundbreaking knowledge and discoveries delivered through our research and enterprise activities.

Your experiences at York will go beyond your academic studies as you choose from the many student activities on offer. Our sports clubs, societies, colleges and Students’ Union activities encourage you to get involved at any level and develop your skills and capabilities, while complementing your studies and helping you succeed in whatever future you decide on.”

Professor John Robinson
Pro-Vice Chancellor for Teaching, Learning and Students
In preparation for the start of each academic year you need to:

**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 programme of study. You can enrol online before arriving on campus. Check and make a note of your enrolment deadline.

On arrival at the University all students will need to provide photographic proof of identification.

york.ac.uk/students/studying/enrolment

**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 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.

https://evision.york.ac.uk

**REGISTER TO VOTE**
If you are a British, Irish or Commonwealth student, you are eligible to vote in UK elections.

gov.uk/register-to-vote

**CHECK TERM DATES**
The undergraduate academic year is made of three terms. Your contact hours and many of your assessments will happen during these terms. Also, many of the University’s facilities have different opening hours outside of term time. You can check term dates at york.ac.uk/about/term-dates

**PEOPLE WHO CAN HELP**

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

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

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

**TIER 4 REGISTRATION**
Please bring all documentation with you including visas, British Residence Permit and passport. We also need to check all the qualification certificates and transcripts (with certified English translations as applicable) that you submitted as evidence to meet your offer.

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

york.ac.uk/immigration

**REGISTERING WITH THE POLICE**
Students from certain countries will need to register with the police 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. The Student Hub in Market Square can help you with this process.

york.ac.uk/police-registration
USEFUL CONTACTS

GENERAL CONTACTS

- Enrolment queries
  enrol@york.ac.uk

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

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

- College contacts
  york.ac.uk/students/colleges

- Department contacts
  york.ac.uk/about/departments/academic

- Travel, transport and parking
  york.ac.uk/students/getting-around

- Reporting room faults
  york.ac.uk/fix-my-room

- Careers and Placements
  york.ac.uk/careers

- YUSU
  yusu.org
  +44 (0)1904 323724

- GSA
  yorkgsa.org
  +44 (0)1904 322718

- Health centre
  unityhealth.info
  +44 (0)1904 721820

- Campus map and room finder
  york.ac.uk/maps

SAFEZONE APP

Download the Safezone app. It gives you quick access to emergency calls, first aid, campus maps and a general help desk.

york.ac.uk/safezone

SUPPORT

- Student Hub
  york.ac.uk/student-hub
  student-hub@york.ac.uk
  +44 (0)1904 324140

- Health and wellbeing advice
  york.ac.uk/students/health

- Disability
  disabilityservices@york.ac.uk
  +44 (0)1904 324785

- International student information
  york.ac.uk/internationalsupport

- Student Financial Support
  sfsu@york.ac.uk
  +44 (0)1904 324043

- Nightline – YUSU confidential helpline for students
  yorknightline.org.uk
  +44 (0)1904 323735

- YUSU Advice and Support Centre
  asc@yusu.org
  +44 (0)1904 323724

- GSA advice & support
  advice@yorkgsa.org
  +44 (0)1904 322718

- NHS non-emergency 111

- Police non-emergency 101

EMERGENCIES

- On-campus
  +44 (0)1904 32333

- Off-campus 999
USEFUL LINKS

**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*

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

*york.ac.uk/internationalsupport*

**Information for new IT users** - to help you set up and understand what facilities are available to you.

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

**Timetable**

*york.ac.uk/viewtimetable*

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

*evision.york.ac.uk*

**Yorkshare VLE** – some departments have a different VLE, eg Maths has Moodle.

*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.

**Official University of York students 2017/18**

Facebook group


**GSA**

Facebook /GSA

Twitter @GSA

**YUSU**

Facebook /yorkunisu

Twitter @yorkunisu

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

Twitter @duckoftheday

Facebook /duckoftheday

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

*york.ac.uk/social*
Starting a programme of study at university may present new challenges including how you are expected to prepare and submit work.

You might not be familiar with the terms used for assessment and progression or the rules and regulations governing your academic work, conduct and how to present research and contribute to team assessments. If you are an international student you may also find our approach to academic integrity, referencing and plagiarism very different from those in your home country.

It is important that you understand how your programme of study works, the standard of work expected and the ways in which you need to prepare, present or submit assessments. There is plenty of information and sources of help to guide you.

DEPARTMENTAL HANDBOOKS AND ONLINE INFORMATION

Your department will supply all the information you need to understand your programme of study and how it will be delivered and assessed. They will tell you about your progression through the academic year and provide a timetable of any assessments, examinations, supervised experiments, performance requirements or project completion deadlines.

This information will be covered in a Departmental Handbook provided online or in hard copy.

ACADEMIC INTEGRITY

You must understand and demonstrate academic integrity in your studies and the work you produce. Academic integrity includes such values as honesty, trust, fairness, respect and responsibility.

Complete the online Academic Integrity tutorial. This is a compulsory part of your programme. You are required to complete it during your first year, and your department may ask that you do it before you submit any significant work or assessments. It can be found on the Yorkshare virtual learning environment (VLE) and doesn’t take very long to complete. It will cover correct use of referencing and help you to understand and avoid assessment offences such as plagiarism and collusion.

york.ac.uk/integrity

TURNITIN

Turnitin is a text-matching software designed to help students integrate material into assignments correctly. All students can access and use Turnitin themselves if they have completed the required Turnitin training workshop. Some departments will organise workshops for you or you can sign up to attend one of the weekly open workshops to learn what the system is and how you can use it.
If things go wrong with your studies

PROBLEMS WITH YOUR PROGRAMME OF STUDY

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 programme of study you should talk to your academic supervisor as soon as possible.

EXCEPTIONAL CIRCUMSTANCES AFFECTING ASSESSMENT

Sometimes things happen beyond your control that either have an impact on your performance during an assessment or prevent you from undertaking the assessment at the scheduled time. If these events are truly exceptional, ie serious, unusual and unpredictable, they may be classed as exceptional circumstances and you may be able to defer or re-sit an assessment. If such exceptional circumstances do occur, you must seek support from your Supervisor and provide evidence as soon as possible at the time they occur. The Exceptional Circumstances Affecting Assessment claim form along with further information on submitting a claim can be found on the Exceptional Circumstances website.

eyork.ac.uk/students/studying/progress/exceptional-circumstances

APPEALS AND COMPLAINTS

You can appeal against a procedural error in arriving at an academic decision or on the basis of exceptional circumstances that the examiners didn’t know about. However, you cannot appeal against an academic judgement of your work (this is the marker’s opinion under the academic appeals procedure).

You can also complain about a service you have received as a student within the University.

eyork.ac.uk/students/help/appeals

PEOPLE WHO CAN HELP

Your supervisor

If you have a problem, talk to your supervisor. They will be able to help and guide you through the procedures involved and tell you who to contact.

YUSU and the GSA

If you want to make an appeal or a complaint, there are student representatives who can help you.

York University’s Students’ Union

enquiries@yusu.org
+44 (0)1904 323724
yusu.org

Graduate Students’ Association

advice@yorkgsa.org
+44 (0)1904 322718
yorkgsa.org
STUDY

Your studies at York will reward you with more than a qualification. You’re about to be immersed in knowledge and opportunities that will encourage you to grow and succeed. You’ll grapple with big ideas and be encouraged to think differently by academics whose research is changing the world.

There is plenty of support to help you make the most of your academic studies, resources to improve your personal skills and opportunities for you to add a global perspective to your studies.

HELP YOURSELF
Your supervisor’s job is to help you to help yourself. They can only help you if you tell them what’s happening and what you need. Then it is up to you to act on their advice.

REFLECT ON PROGRESS
Talk to your supervisor about your general academic progress, how you think you are doing and if you have any issues with the teaching on your programme of study. Ask your tutors to explain specific feedback on your marks or assessment criteria.

TELL THEM YOUR POSITIVE NEWS TOO
Keep your supervisor updated with all aspects of your life at the University, including the good things you are doing or trying to achieve, and your career aspirations. One day you may ask them for a reference, so make sure they know all about you.

york.ac.uk/students/support/academic/supervisors

Your supervisor

Your department will allocate you an academic supervisor who is there to offer support and advice throughout your programme of studies. It is important to make the most of your supervisor meetings, so follow these tips and be prepared.

ATTEND
You should meet with your supervisor at least once and Tier 4 students should meet with their supervisor twice each term. Meet early in the term and make more appointments as you need to. Your supervisor is there to help, so don’t feel you are bothering them.

PREPARE
Know what you want to talk about when you meet with your supervisor. Make notes on what is happening in your studies, your university life and any issues or worries you might have.

ASK FOR ADVICE
Your supervisor is your first point of contact for any problems, whether academic or personal. They are there to offer support and advice for opportunities you want to explore. They can also point you to the right person or service to get you the best help and advice.
Academic skills support

The University provides a range of services to help you build, develop and perfect the skills you need to be exceptional.

ONLINE INTERACTIVE TUTORIALS

Learn how to follow good academic practice in your reading, note-making, essay writing and referencing of sources. Complete the series of interactive online tutorials available through your module list on the VLE.

THE WRITING CENTRE

The Writing Centre in the Fairhurst Building is open to all undergraduate and taught Masters students interested in discussing and developing their academic writing. Staff are able to help with planning and structuring assignments, developing arguments, expressing your ideas and integrating sources into your writing.

york.ac.uk/writing-centre

THE MATHS SKILLS CENTRE

Based in the Fairhurst Building, the Maths Skills Centre offers mathematics and statistics help to all students. They offer 30-minute drop-in sessions during term time. Alternatively, you can book a 60-minute session for more in-depth guidance.

york.ac.uk/maths-skills-centre

REFERENCING AND ACADEMIC INTEGRITY RESOURCES

In addition to the compulsory Academic Integrity Tutorial (on your VLE), check out the Academic Integrity website york.ac.uk/integrity and email advice service integrity@york.ac.uk where there are resources available to support you in developing your department-specific referencing skills.

CENTRE FOR ENGLISH LANGUAGE TEACHING

The Centre for English Language Teaching provides English language and study skills support for all international and EU students during their programme of study. They deliver courses within departments, academic skills courses and more general English language and culture courses. They also run workshops in dissertation and thesis writing and provide one-to-one consultations.
Go global with your studies

York has always had a global perspective and we encourage you to think about adding international experience and skills to your studies to help you prosper in a global workplace. Overseas opportunities are offered through our Centre for Global Programmes or through placements organised by your department. You also have the chance to learn another language through Languages for All.

CENTRE FOR GLOBAL PROGRAMMES (CGP)

If you are interested in spending part of your studies abroad, or would like to make the most of your vacations, the University offers exciting opportunities to study, work or volunteer in countries across the world. Programmes vary from three weeks to 12 months in length and funding is available for eligible students.

What’s more you will be supported in making the most of any CGP opportunities by signing up to free language and cultural courses through Languages for International Mobility (LfIM).

The CGP will run a series of events in the Autumn term to showcase the opportunities open to our new undergraduates. Deadlines for applications often happen in the first year and places are limited in number so please think about this early and attend one of the events.

To find out more and express an interest in one of the many programmes on offer, visit york.ac.uk/studyabroad

PEOPLE WHO CAN HELP

Writing Centre
writing-centre@york.ac.uk
+44 (0)1904 324935
york.ac.uk/writing-centre

Maths Skills Centre
+44 (0)1904 324936
york.ac.uk/maths-skills-centre

Centre for Global Programmes
global-programmes@york.ac.uk
+44 (0)1904 322846
york.ac.uk/studyabroad

Languages for International Mobility (LfIM)
york.ac.uk/lfim

Languages for All
lfa@york.ac.uk
+44 (0)1904 322493
york.ac.uk/lfa

LANGUAGES FOR ALL (LFA)
The University’s Languages for All courses are a perfect opportunity to broaden your horizons and learn about a new culture. Courses are available in 14 different languages and at different levels so you can take part whether you are a beginner or nearly fluent. Students may be charged for these courses.

york.ac.uk/lfa
The University Library provides a vast array of high quality online resources, books, and spaces to work. Our staff are here to help, whether that’s in person at the Help Desk or via email, phone, chat, Twitter or Facebook.

You can find out more about where to start on our pages for new students.

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

LIBRARY SPACES

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

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

LEARNING RESOURCES

The Library stocks the books you need for your courses, 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.
FINDING HELP
The Help Desk in the Morrell is open from 9am until 7pm on week days and 10am until 6pm at weekends. You can also send us an enquiry using our LibAnswers service, and use our online chat service both during the day and out of hours.

If you need any specific help with our services, for example, accessing resources in different formats, do get in touch and we’ll be happy to help.

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

UOYTIPS
You’ll find loads more tips, from the Library and from your peers, via the hashtag #UoYTips. Search it across Twitter or Instagram, or on the website, or just Google it. There’s lots of tips in one place on our special UoYTips Subject Guide.

bit.ly/uoytips

THE BORTHWICK INSTITUTE FOR ARCHIVES
Archives give undergraduates the opportunity to do something different: few universities anywhere have archives with the range and quality of those at the Borthwick - from the medieval to modern periods, from York to Cape Town, and from Shanghai to Washington DC. We have the earliest archbishops’ registers in the world, the archives of path-breaking psychiatric hospitals, playwright’s archives and much more. Borthcat is the gateway to the archives, which undergraduates can use for any purpose - dissertations, presentations, group projects, essays.

https://borthcat.york.ac.uk

We support teaching across a wide range of departments including History, Archaeology, English and Sociology 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, whether you are interested in research for your dissertation, helping to conserve 19th century architect’s plans, or gaining work experience for your career after you graduate.

https://www.york.ac.uk/borthwick

IT Services
No matter what you are studying, you will need to use the University’s IT facilities to complete assessments, access your emails and access the virtual learning environment (VLE).

SETTING UP
You should have already set up your IT account and have access to your email and the systems you need to use. If you need help or would like to know more about what’s available to you, see our information for new users.

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

Check your University email
You will receive all correspondence from the University, your department and your tutors through your York Gmail account. Log in using your email address and IT password.

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

Get connected
If you are using your own device you can access the University’s network using the wireless network (eduroam) or the wired network sockets in study bedrooms, the Library and other open access areas.

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

Stay secure
Make sure your personal devices are protected against threats such as viruses. Be aware of email scams and phishing attacks.
york.ac.uk/it-services/security

USEFUL INFORMATION
IT services provide more than just your IT account.

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

York Print Plus (YPP)
YPP is the printing, photocopying, scanning and faxing service. A range of multifunctional devices (MFDs) are available in open spaces and offices around campus.
You are able to use the YPP devices by swiping your University card. You are given print credits every year and you can top up your account online with a debit or credit card, or with cash at a York Print Plus kiosk.
york.ac.uk/yorkprintplus

Using York facilities off campus
You can access University facilities when off campus using the virtual private network (VPN) or the virtual desktop service (VDS).
york.ac.uk/it-services/services/vpn

Microsoft Office free to students
As a student at York you can download a free copy of the Microsoft Office suite, which you can use on up to five different devices. Your subscription will remain valid as long as you are a member of the University of York (and connect online every seven to ten days).
york.ac.uk/it-services/software

PEOPLE WHO CAN HELP

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

Studying on campus
During your studies, you will probably need to spend some time working on campus. At York, you have access to a range of study spaces. Whether you like to work alone in silence or you prefer being with friends and chatting, there will be somewhere to suit you.

INDIVIDUAL WORK
Much of the work you do will be your own work and will require independent study. There are facilities across campus that enable you to do this.

In the Library
The Library study spaces are split into zones with signs telling you what kind of atmosphere is expected in each one. Many of the spaces have power sockets and network access service sockets.

Around campus
There are various study spaces in the colleges 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. To find these locations and check live seating availability in the library visit york.ac.uk/library/study

Postgraduate only
Some study spaces are reserved for postgraduate use. Usually these are accessible by card and they may only be available at certain times of the day.
**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 otherwise available to students. Most are open 24/7. Printers are available in or near most IT rooms.

[link](york.ac.uk/it-services/rooms/locations)

**GROUP WORK**

There are a number of spaces in the Morrell Library dedicated to group work; you can book them in advance on the University website. In other parts of the Library, group work is permitted in studious buzz zones.

For more information on what is available, visit [link](york.ac.uk/library/study)

**Representing your views**

York is an excellent environment in which to live and learn and our ambition is to continually enhance the student experience. We find listening and acting on feedback from our students is one of the best ways to identify improvements that make a real difference. There are many ways in which we capture your thoughts and opinions on your study experience. One key way is through student academic representatives (reps).

**ACADEMIC REPS**

Academic reps are students who are the voice of their cohort within the University. They represent you within your department, faculty and the University as a whole.

Academic reps are organised into departmental teams. Each team is made up of all the course reps within the department and is led by a department rep. Teams work together to ensure your department makes the changes that you want to see. It’s important that you raise any issues, ideas or suggestions with your representatives so they can act upon it.

**COURSE REPS**

There are over 300 course reps who represent students across the University. They attend meetings with the University and work as a team to improve the experience you have on your programme of study and within your department.

**DEPARTMENT REPS**

Department reps lead the team of course reps within your department. There are currently 29 department reps who lead student representation across the University.

**FACULTY REPS**

There are three faculties within the University: Arts and Humanities, Social Sciences and Sciences. There is one undergraduate and one postgraduate rep per faculty.

[link](yusu.org/representation/academic-reps)

**POSTGRADUATE REPRESENTATION**

The Graduate Students’ Association (GSA) has course reps for every department, faculty reps and two full-time sabbatical officers.

Course reps represent students in departments and attend the board of studies meetings, student-staff forums and other departmental committees. Faculty reps represent students to their faculty, and attend the faculty board meetings. The GSA officers are full-time sabbatical officers, who represent students to the University and attend most University committees and meetings.

YUSU and the GSA run elections for course reps and recruit to departmental and faculty rep positions. If you are interested in becoming a course, department or faculty rep look out for news on the YUSU and GSA websites.

[link](yorkgsa.org/students/academic/postgraduate-departmental-course-reps)
Studying at university gives you a unique opportunity to become involved in activities outside your academic studies.

You will have the chance to have fun, meet new people, try new things, enjoy new experiences and even develop skills that will improve your employability prospects. What’s important is that you don’t sit back and let these opportunities pass you by – get involved!

**GET INVOLVED**

**Societies**

Many students at York say that joining societies has been one of the best parts of their university experience. YUSU has a wide range of societies covering almost every hobby, interest or activity you could think of. If there isn’t already one that interests you, 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 Careers, YUSU or your college.

yusu.org/opportunities/volunteering
york.ac.uk/students/work-volunteering-careers

**College community**

Your college will host plenty of activities, events and sporting opportunities for you to get involved in. This is a great way to meet people from different backgrounds, cultures and fields of study. Look out for news from your college or your Junior Common Room Committee (JCRC). To gain extra experience you could think about running your own college events or putting yourself up for election to the JCRC.

**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 at the Sports Village on Campus East and for the facilities on Campus West.

**If you like to play for fun**

YUSU Get Into Sport sessions are great if you just want to have a go at a sport you have never played before without any commitment. Playing for your college is also a great way to have fun and compete at all levels.

**If you want to compete for the University**

YUSU hosts over 60 different sports clubs, many of which compete in BUCS (British Universities and Colleges Sport) leagues. Clubs welcome members from beginner level so you can play even if you’re new to the sport.

yusu.org/opportunities/sport
yusu.org/opportunities/collegesport
york-sport.com

**GSA FREE SPORTS SESSIONS FOR PGTs**

The GSA offer free sports sessions for postgraduate students. See what sports are on offer

yorkgsa.org/students/sports
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

YUSU events

YUSU organises events from Fresher’s week to the Graduation Ball. Look out for RAG and also Roses - the annual sporting competition between York and Lancaster.

yusu.org/whats-on

Graduate Students’ Association (GSA)

The GSA runs a dedicated Postgraduate Welcome Week as well as a range of popular events and trips throughout the year to suit all tastes. They coordinate a number of network groups to help you find like-minded students including a Masters network, LGBTQ network and a families network which all host regular events.

yorkgsa.org/event

University events

The University runs a calendar of public events that are free to students. These cover a wide range of subjects and attract well-respected speakers. 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.

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. The campus bars and Library Café open late into the evening so you can unwind with friends or grab a coffee to keep you writing into the night. Check our web pages to find your closest venue.

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.

YUSU shop

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

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

There’s always something going on in York – from the themed markets on Parliament Street to Illuminate York, an event where historic buildings are transformed by moving light displays.

visityork.org/7daysinyork
COLLEGES AND COMMUNITY

Colleges

York is one of a handful of UK universities with a college system. When you join us you become a member of one of these small, distinct communities – your home from home whether you live on or off campus.

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 your skills and explore your interests.

ACTIVITIES AND EVENTS

Most college events are organised for students, by students – from big summer parties to club meet-ups, live music events to guest lectures, and Christmas fairs to bake-off competitions. If nothing on offer interests you, put in your own proposals for events.

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

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. College committees also provide platforms for volunteering and fundraising for charity 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.

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.

WORKSHOPS

Colleges host workshops throughout the year on various topics to support your studies including:

- Developing confident communication
- Developing helpful exam strategies
- Managing presentation anxiety
- Mindfulness
- Practical productivity skills
- Pushing through perfectionism
- Pushing through procrastination
- Using anxiety as a positive.
COLLEGE CONTACTS

Alcuin College
Assistant Head: Martin Crosby
Administrator: Judith Pink
alcuin@york.ac.uk

Constantine College
Assistant Head: Kate Harper
Administrator: Jacqui Fountain
constantine@york.ac.uk

Derwent College
Assistant Head: Keith Kinsella
Administrator: Chris Unwin
derwent@york.ac.uk

Goodricke College
Assistant Head: Sarah Hay
Administrator: Paula Mountain-Agar
goodricke@york.ac.uk

Halifax College
Assistant Head: Cath Dickinson
Administrators: Larry Healey
halifax@york.ac.uk

James College
Assistant Head: Mike Britland
Administrator: Sarah Doughty
james@york.ac.uk

Langwith College
Assistant Head: Auriel Hamilton
Administrator: Suzanne Dekker
langwith@york.ac.uk

Vanbrugh College
Assistant Head: Georgina Heath
Administrator: Lenore Klassen
vanbrugh@york.ac.uk

Wentworth Graduate College
Assistant Head: Claire Anderson
Administrator: Barry Crump
wentworth@york.ac.uk
LOVE YORK

UNIVERSITY OF YORK STUDENTS' UNION

Follow us on Social Media
@yorkunisu
Or visit yusu.org
Graduate Students’ Association
UNIVERSITY OF YORK

Specialist independant support and representation for all postgraduate students

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

Tailored academic opportunities and support for masters and PhD students

Seven free weekly sports sessions for all abilities

GSA Advice Service with specialist postgraduate knowledge

Dedicated network groups and funding for community projects

Regular events and trips

Charlotte Chamberlain
President
president@yorkgsa.org

Fatma Layas
Vice President
(Wellbeing and Community)
vp@yorkgsa.org

Visit our website:
www.yorkgsa.org

Follow us:
/YorkGSA
@GSAYork
It is important to look after both your physical and mental health while you are at university. If you become ill it can impact on your studies as well as affecting you personally.

There is an extensive range of support services available should you need them.

**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. unityhealth.info

**ACADEMIC SUPERVISOR**
Your academic supervisor will provide guidance and advice on your academic work and progress. 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. Colleges also deliver a range of wellbeing workshops. york.ac.uk/colleges

**STUDENT HUB**
Advisers in the Student Hub can help with many practical matters such as official University letters, housing, finances and childcare. york.ac.uk/student-hub

**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. york.ac.uk/students/support/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

**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

**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. york.ac.uk/students/support/faith/chaplaincy

**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 autistic spectrum disorder. york.ac.uk/students/support
York’s ambition is to help you succeed in a global workplace. Competition for graduate jobs and further study at top institutions has never been tougher.

Your studies at York will reward you with an exceptional qualification recognised around the world. But to help you stand out from other graduates, you’ll have lots of opportunities enhance your skills and build your list of achievements.

BUILDING YOUR PERSONAL SKILLS
Being at York offers you a valuable chance to get involved in a wide variety of activities that, as well as being fun, will enhance your skills and build your list of achievements in preparation for the world of work or further study. You can gain such experiences in a variety of ways.

Student societies, YUSU and GSA
Join one or more societies and get involved. Taking on a leadership or organisational role will give you great experience and skills that you can talk about. You can run for election to be part of the YUSU or GSA team of student representatives.

Colleges
You are a member of a college. You can organise college events, take part in college sports, run for election to the Junior Common Room Committee or take part in college-led volunteering. All these activities will help build your personal profile.

Volunteering
YUSU, Careers and Placements, your college, the Centre for Global programmes and charities in the community all offer opportunities for volunteering, from supporting reading in schools through to volunteering abroad. You’ll be giving back to the community and gaining valuable experience in the process.

BUILDING YOUR WORK EXPERIENCE
Research shows that those with work experience have more chance of gaining a place on a graduate scheme. Volunteering, part-time work, internships and support for developing your own business idea are all on offer.

Work experience
Volunteering, part-time work, internships and support for developing your own business idea are all on offer at York.

The Student Internship Bureau advertises an exclusive programme of paid project-based internships through local employers including the University.

The Careers Gateway is the best starting point to search for part-time and temporary jobs (Opportunity Search). We advertise all vacancies sent to us by employers and proactively seek out relevant local opportunities for you. Careers can also advise on the legal limits of working while you are a student in higher education.

Employment opportunities with the University
There are opportunities to apply for paid employment with the University. One route is through internships and placements. Others include positions with the Student Ambassadors scheme run by the Recruitment and Admissions team, the Alumni (DARO) YuCall fundraising team and various opportunities with the catering and portering services.

Log on to the Careers Gateway for hundreds of types of part-time work, internships, and volunteering and placement opportunities.

york.ac.uk/careers/gateway
SUPPORTING YOUR CAREER AMBITIONS

ENGAGE WITH TOP EMPLOYERS ON CAMPUS

Start the conversation with employers early - a third of graduate roles go to students who have already worked for that organisation.

Attend Careers Fairs throughout your time at York to find out about a huge range of exciting internships and industry insight days for first and second years, as well as early preparation for graduate positions.

There is an extensive programme of visiting employers throughout the year.

york.ac.uk/careers/events

ENTERPRISE, NETWORKING AND MENTORING THROUGH ALUMNI

Careers offers funding and support to budding entrepreneurs alongside events, competitions and workshops.

York alumni also offers opportunities to get entrepreneurial ideas off the ground through initiatives like YuStart crowd sourcing and YuFund funding opportunities.

The York Alumni Association also offers a rich database of York alumni located around the globe who can offer mentoring and networking opportunities.

yorkspace.net/students

STUDY, VOLUNTEER OR WORK ABROAD

Gaining international experience in the form of study, working or volunteering abroad will significantly add to your CV and help to set you apart when it comes to succeeding in a global workplace. A range of overseas opportunities are offered through our Centre for Global Programmes.

york.ac.uk/studyabroad

RULES AROUND WORKING DURING YOUR STUDIES

If you are interested in working during your studies to earn money in term time, Careers and Placements can offer you help to find a part-time job and can offer advice on your legal rights and obligations.

york.ac.uk/careers/work

If you are an international student from outside the EEA you will need to be aware of any working restrictions placed on you by your visa. If you are from Croatia, you must apply for a Yellow Registration Certificate to work in the UK.

york.ac.uk/international-students/work
SUPPORTING YOUR CAREER AMBITIONS

YORK AWARD – MAKE YOUR FIRST YEAR COUNT!

York Award is a great way to help capture the personal development and employability skills you gather through your studies and other activities you’ve become involved in. There are three levels of the award:

<table>
<thead>
<tr>
<th>York Award</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage one</td>
<td>Aimed at first year students</td>
</tr>
<tr>
<td>Gold</td>
<td>Aimed at second year students and above</td>
</tr>
<tr>
<td>Leaders</td>
<td>Aimed at final year and postgraduate students</td>
</tr>
</tbody>
</table>

The first two levels encourage you to get involved with work experience and volunteering, giving you the chance to think about your key strengths and skills and how you might use them in the future. The final award, York Award Leaders, is a more intensive programme of training and events with contributions from leading graduate employers and high profile York alumni.

 york.ac.uk/careers/yorkaward

YORK FUTURES

This industry-leading professional development programme, designed specifically for York Students, aims to help you gain further clarity on your personal strengths and where you can apply those strengths in future career areas. York Futures will help you take charge of your own career journey. It will give you:

- insight into where you are now
- help in building your confidence
- a vision of where you might want to go
- ideas of how best to use your time as a student to help you get there.

If you don’t really know where you want to go York Futures will be an excellent foundation for developing the curiosity and skills to investigate your future. It will also help you take positive steps toward a graduate career that is right for you.

If you do know where you want to go, or have some idea, York Futures will help you to understand more about yourself, your strengths, how to demonstrate them and how to develop your professional offering further.

To take part in York Futures you must be a first year undergraduate and will need to have applied for the York Award.

PEOPLE WHO CAN HELP

Work with our careers experts

Our Careers team is here to help you. Access help and support through our online learning facilities, workshops, careers events and careers experts who can help guide you toward your chosen career.

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 on and off campus**

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 webpages.

*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.

If you are a Masters student, the GSA runs a “Find a housemate” scheme online via Facebook which can help you find a house and/or fellow students to live with. For more information go to

*yorkgsa.org/new-students*

**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.

**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.

*york.ac.uk/study/accommodation/private-sector*

*yorproperty.co.uk/accommodation*

**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.

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*

**LIVING WITH OTHERS**

Living with or near others can sometimes be challenging. For help and advice on coping with flatmates or neighbours see our accommodation webpages.

*york.ac.uk/students/accommodation/accom-helpgetting-along*
HOW WE HELP
You’ll be invited to our Housing Talks towards the end of the Autumn Term which will give you all the information you need to start deciding whether college or private sector accommodation is right for you.

We also invite YorProperty-approved landlords onto campus for our Housing Fair in the Spring Term (run in association with YUSU).

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 the YUSU shop in Market Square. Clothes are collected and delivered back on set days of the week.

york.ac.uk/about/departments/support-and-admin/commercial-services/departments/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’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 or the YUSU shop in Market Square. We can post letters and parcels to any destination in the world much more cheaply than Royal Mail.

york.ac.uk/mailroom

PEOPLE WHO CAN HELP

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

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

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

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

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

york.ac.uk/about/sustainability/get-involved
Keeping control of a student budget is often a difficult task. The University wants to make sure that you don’t have to worry about your finances, and has a range of resources to help you.

**LOOKING AFTER YOUR FINANCES**

**PLAN YOUR BUDGET**
Budgeting is the best way to make sure you don’t lose control of where your money is going.

**WORK OUT YOUR INCOME**
This could be funding you are receiving for your studies, support from your family or a salary from a part-time job.

**DECIDE HOW LONG TO BUDGET FOR**
Different people receive money at different times; you could be on a monthly wage or receive an annual lump sum. Decide how to split your budget plan according to when your money is coming through.

**PLAN YOUR SPENDING**
Think about your regular expenses: rents and utilities for example. Then give yourself an idea of how much extra you can spend in the time you have decided to plan for.

**KEEP AN EYE ON THINGS**
Making sure you review your finances regularly is a good way of making sure that you are sticking to your budget; it also allows you to check that direct debit payments are going through properly and the right amount of money is leaving your account at the right times.

**ADVICE FOR AMERICAN STUDENTS RECEIVING DIRECT LOANS**
US students funding their studies through Direct Loans should not sign a direct debit form issued by the University. Fees are paid directly to the University automatically.

If you have queries about Canadian Loans or VA funding please contact sfsu@york.ac.uk

---

**BURSARY PAYMENTS**
If you receive a York Bursary and live in University accommodation, it will be paid towards those fees. Setting up a direct debit ensures that only the exact amount owed will be taken. If in doubt contact sfsu@york.ac.uk

**FINANCIAL SUPPORT**
Sometimes you might need extra support if you are having particular difficulty with your finances.

**Hardship funds**
The University may be able to give students who find themselves in financial difficulty a hardship award. Contact Student Financial Support sfsu@york.ac.uk to find out whether you might be eligible.

**PEOPLE WHO CAN HELP**

**Information on student finance**  
These web pages cover fees, finance, bursaries, budgeting and help with hardship.  
york.ac.uk/students/finance

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

**Student Financial Support**  
sfsu@york.ac.uk
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. 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
Anything that stops you from undertaking your studies in the usual way is officially called an ‘academic progress issue’. We advise you to see your academic supervisor in the first instance, but you can talk to members of your college staff, YUSU or GSA advice services or visit the Student Hub in Market Square. For links to information, forms and instructions regarding confirmation of illness, academic progress, exceptional circumstances affecting assessment, academic appeals or a change in plan (eg you wish to switch courses or take a break in your studies) visit the following website.
york.ac.uk/students/help

YOUR ACCOMMODATION
If there is an issue with your University accommodation contact the Accommodation team.
york.ac.uk/fix-my-room
For links to information regarding problems with private sector accommodation, getting along with housemates or neighbours, requesting a room transfer, finding somewhere to live or ending a tenancy agreement, visit the following website.
york.ac.uk/students/accommodation/accom-help

YOUR MONEY
If you are having problems or concerns about your finances you can talk to a Student Adviser at the Student Hub in Market Square.
For all the finance information you need visit
york.ac.uk/students/finance

YOUR HEALTH AND WELLBEING
It’s important that you stay happy, healthy and safe during your time at university. Should you fall ill or not feel yourself, there are people and places you can go to for help. Your first point of contact should be the Support Hub 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.
york.ac.uk/students/health

INTERNATIONAL STUDENTS
We have set up information for international students around living and studying in the UK. The information covers everything from immigration advice, setting up a UK bank account to life in the UK and cultural differences. Visit the following website.
york.ac.uk/internationalsupport
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 by 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 over the summer period 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.

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.

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 will 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.

The night service

If you’re working late at the Library during the exam period or partying late at a club night, our Clubbers’ Bus and Study Shuttle will help you to get back home.

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
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/about/departments/support-and-admin/sas/student-misconduct

DATA PROTECTION

The University needs to process certain information about its current, past and potential students as part of the necessary functioning of the institution as an education provider. In doing so, it must comply with the Data Protection Act 1998. The Act governs the University’s use of personal data and is also concerned with the rights of individuals to gain access to personal information held about them by the University. The terms of the Act relate to data held in any format, including written notes and records as well as electronic data. For further information on how the University uses your data, please see:

york.ac.uk/records-management/dp/your-info

As of 25 May 2018, the University will be subject to the General Data Protection Regulation which will replace the Data Protection Act, 1998, strengthen the rules around the use of personal data and enhance the rights of individuals. The aforementioned web page will be updated accordingly before that date to take account of these changes.

HEALTH, SAFETY AND SECURITY

We aim to ensure that all students and staff can work in a safe and healthy environment.

york.ac.uk/admin/hsas

PROGRESSING THROUGH YOUR COURSE

As you work through your programme, you will need to complete certain steps in order to make sure you can progress to the next stage. The requirements of your programme will be detailed in your departmental handbook.

Graduation

You will be sent details of your graduation ceremony a few months before the ceremony, in the expectation that you will achieve your degree. Once you have received your invitation you can complete your application online through e:Vision using your IT services username and password.

Disclaimer

We have tried to ensure that the information contained in this document is accurate as of July 2017. Please check our website for any changes to this information.
Follow the hashtag #UoYFreshers and tell us why you #LoveYork

Photo credits: Lee Brown, John Houlihan, Esther Tendler