Welcome to York 2018/19

UNIVERSITY HANDBOOK
FOR TAUGHT POSTGRADUATE STUDENTS
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THIS HANDBOOK
This handbook will help you understand how the University works, and provide guidance about what you need to know and how to get help from the right people and places. It will serve as a handy source of advice for reference throughout your first year and beyond.

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

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

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

**Sehrish Shafi**
GSA President 2018/19
Together York

A community built on values

As a student, you join this community to pursue your academic interests and develop as an individual. At York, you will be challenged intellectually, encouraged to consider your place in society, and supported to achieve and to thrive. We want to empower you to think deeply, to explore ideas and experiences adventurously, and to use your time to become the best person you can be.

Together York has been developed collaboratively by students and staff to be a living document that describes the foundations and aspirations of our community. It articulate our values, priorities and expectations, and invites all members of the community to join together in upholding and developing them.

Each community statement explains what we (students, staff and the University) do together, what you can expect from the University, and what the University expects of its students.

For the full statements visit york.ac.uk/togetheryork

A COMMUNITY OF SCHOLARSHIP

We are a community of scholarship, where independent critical thinkers explore their area of study with passion and diligence.

Together:
- we engage in the pursuit of knowledge
- we are inquisitive and open-minded, respecting evidence and argument.

A COMMUNITY OF RESPECT

The University of York is a community built on respect, fairness and compassion. We hold each other to these expectations and call out inappropriate behaviour. Speak out, step up. Be part of the solution, not the problem.

Together:
- we act according to our shared values of respect, fairness and compassion, and hold each other to these expectations
- we debate our differences, relying on reason to examine values and tackle hard questions with respect and sensitivity
- we challenge injustice, unfairness, disrespect and abuse, both within and beyond the University.

A COMMUNITY OF PURPOSE

We are a community that cultivates personal growth and supports each student in developing a vision for their future.

For more information about Together York, visit york.ac.uk/togetheryork

Together:
- we maintain a welcoming environment, where people of all backgrounds and identities can feel at home and can explore and develop their values, motivations and aspirations
- we maintain activities and opportunities that prepare students for fulfilling lives and ready to make a positive contribution to society
- we make a positive contribution to York, the region and beyond.
At the start of each year

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 certificate.

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

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. You can register with both your home address and your York address.

gov.uk/register-to-vote

**CHECK TERM DATES**
Postgraduate Welcome Week runs from 17 to 21 September. The 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

**TIER 4 REGISTRATION**
We hold Tier 4 Registration events at the beginning of each academic year. Please bring all documentation with you including visas, Biometric Residence Permit (BRP) and passport. We also need to check the qualification certificate and transcript (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/students/studying/tier4

**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 on your BRP visa card. You must register online. The Student Hub in Market Square can help you with this process.

york.ac.uk/police-registration
Useful contacts

GENERAL

- Enrolment queries
  enrol@york.ac.uk
  +44 (0)1904 322136

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

- Accommodation queries
  accommodation@york.ac.uk
  york.ac.uk/students/accommodation
  +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/travel

- Careers and Placements
  york.ac.uk/careers

- Graduate Students’ Association (GSA)
  yorkgsa.org
  +44 (0)1904 322718

- University of York Students’ Union (YUSU)
  yusu.org
  +44 (0)1904 323724

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

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

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
  york.ac.uk/disability
  +44 (0)1904 324785

- International and Tier 4
  york.ac.uk/internationalsupport
  advicetier4@york.ac.uk
  +4 (0)1904 324140

- Student finance
  york.ac.uk/students/finance

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

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

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

- 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

Reporting room faults

york.ac.uk/fix-my-room

SAFEZONE APP

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

york.ac.uk/safezone

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.

 fermentation

Official University of York Postgraduate students 2018/19 Facebook group

f bit.ly/uoypostgrad1819

Graduate Students’ Association (GSA)

f GSA facebook /YorkGSA

@GSAYork

University of York Students’ Union (YUSU)

f YUSU facebook /yorkunisu

@yorkunisu

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

@duckofthedday

f /duckofthedday

Find more University of York social media contacts.

york.ac.uk/social
Academic rules and responsibilities

Starting a programme of study at York 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 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.

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. 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.

There is more information about developing your study skills including academic integrity, Turnitin and referencing online.

york.ac.uk/study-skills
**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 web page.

york.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.

york.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.

**GSA**

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

**Graduate Students’ Association (GSA)**

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

You are about to expand and develop the knowledge gained during your undergraduate degree in an environment of world leading researchers. You may have studied in a different university and so it is important to understand how your academic studies might differ as you take them forward at the University of York.

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.

Your supervisor

Your department will allocate you an academic supervisor. They are 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.

Your relationship with your supervisor is key at postgraduate level as half the credits of your course come from your dissertation.

They can also help you create and develop a professional network of contacts to improve your studies and shape your entire year.

ATTEND

You should meet with your supervisor at least once per term.

Tier 4 students must meet with their supervisor at least twice a 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.

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
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.

**FIND OUT MORE**

As a postgraduate, you are represented by both Students’ Unions – YUSU and GSA

Find out more about what reps are, who they are, what they have achieved and how to become one.

yusu.org/student-voice/academic-reps

yorkgsa.org/students/academic
STUDY

Academic skills support

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

SKILLS GUIDES

Learn how to follow good academic practice in your reading, note-making, essay writing and referencing of sources. Consult this series of web pages to find guidance, tips and interactive resources on a range of skills.

subjectguides.york.ac.uk/skills

THE WRITING CENTRE

The Writing Centre in the Harry Fairhurst Building is open to all students interested in developing their academic skills and language to a high standard. Through one-to-one consultations and workshops, staff in the Writing Centre work with undergraduate, Masters and PhD students who are interested in:

- transitioning to a different learning culture
- planning how to work on academic assignments, dissertations and theses
- advancing their language skills to higher levels
- developing skills in integrating sources and data effectively into their writing
- developing a more critical stance and developing academic argument
- working on drafts of academic writing to achieve focus, coherence and clarity.

The Writing Centre offers one-to-one drop-ins of 20 to 30 minutes or appointments of 30 to 50 minutes.

For more information visit the web page.

york.ac.uk/writing-centre

THE MATHS SKILLS CENTRE

Based in the Harry 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 the VLE, check out the Academic Integrity web pages where you’ll find resources to support you in developing your department-specific referencing skills.

york.ac.uk/integrity
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)

CGP can advise you on study and work abroad opportunities and funding, including summer schools and independent projects.

The Erasmus+ scheme promotes study, research and work placements in Europe. Depending on your area of study or research, you may be able to apply for a study or work placement at one of our partner universities or host organisations.

Our International Study Centres provide an opportunity to reap the career and development benefits of a short period of learning abroad. You’ll travel with a group of York students and follow a course developed in conjunction with a high quality partner university.

We can help you explore a wide range of independent volunteering programmes, language and cultural immersion courses and career-related summer schools abroad.

To find out more visit york.ac.uk/globalyou

RESEARCH COLLABORATION

We are a member of the Worldwide Universities Network (WUN), a partnership of world-class research-led universities across five continents. Funding is available to support activities with WUN partners. You can also apply for grants through the Santander International Connections Awards scheme to support international visits or projects in a variety of countries.

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/mathsskills-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/lfin

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

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

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

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

LIBRARY SPACES

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

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

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.

PEOPLE WHO CAN HELP

University Library Help Desk

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

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

For a list of locations and opening times

york.ac.uk/library/locations

You can send us an enquiry 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

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
LEARNING RESOURCES

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

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

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

yorsearch.york.ac.uk

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

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

subjectguides.york.ac.uk/skills

UOYTIPS

You’ll find loads more tips, from the Library and from your peers, via the hashtag #UoYTips.

bit.ly/uoytips

THE BORTHWICK INSTITUTE FOR ARCHIVES

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

borthcat.york.ac.uk

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 architects’ plans, or gaining work experience for your career after you graduate.

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 log on to 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

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

PEOPLE WHO CAN HELP
IT Support
itsupport@york.ac.uk
+44 (0)1904 323838
york.ac.uk/it-service

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
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.

**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

**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.

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

york.ac.uk/library/study

**HUMANITIES RESEARCH CENTRE (HRC)**
The University has invested more in the arts and humanities in the past decade than any other English university. The Humanities Research Centre sits at the heart of that investment, providing a spectacular place of interdisciplinary belonging for arts and humanities academics, visiting fellows and postgraduates. The HRC’s facilities in the Berrick Saul Building provide a perfect environment for postgraduates to study and network. The Postgraduate Study Area (PSA) extends over two floors of the Berrick Saul Building with beautiful views across the lake and garden. Exclusively for arts and humanities postgraduates, the study area is quiet, spacious and light and is open 24 hours a day. PhD students can apply for an allocated desk, but hot desking for PhD and Masters students is also available. On the ground floor is a social area which is a great place to relax with fellow postgraduates. The Bowland Auditorium, seminar rooms and Treehouse can be booked by arts and humanities postgraduates for meetings, reading groups, seminars and conferences. The HRC organises a programme of training, events and funded opportunities for students.

york.ac.uk/hrc
Get involved

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

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

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

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

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

york-sport.com

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

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

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

yorkgsa.org/students/sports
yusu.org/sport

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

yorkgsa.org/elections
**Things to do**

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

**EVENTS ON CAMPUS**

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

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

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

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

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

**SHOPPING ON CAMPUS**

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

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

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

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

visityork.org/7daysinyork
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.

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.

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 offers 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.
COLLEGE CONTACTS

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

**Constantine College**
Assistant Head: Jonny Lovell
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/ Ruth Townsend
halifax@york.ac.uk

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

**Langwith College**
Assistant Head: Jonny Exon
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: Rachel McCormack
wentworth@york.ac.uk
Three full-time officers working for the unique needs of postgraduates

Tailored academic support and opportunities for masters and PhD students

Seven free weekly sports sessions for all abilities

GSA Advice Service with specialist postgraduate knowledge

Dedicated network groups and funding for community projects

Regular events and trips run by and for postgraduate students

Charlotte Chamberlain
Vice President: Academic

Sehrish Shafi
GSA President

Amy Bullard
Vice President: Wellbeing and Community

Visit our website: www.yorkgsa.org

Follow us: /YorkGSA @GSAYork gsayorkuni
Health and wellbeing

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.

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 supervisor will provide guidance and advice on your academic work, support your personal development and wellbeing, and refer you to specialist advisers or self-help resources where appropriate.

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

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

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

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

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
Supporting your career ambitions

At York we encourage you to engage early with your professional development and get involved with activities to build the strengths, skills, leadership qualities and experience desired by employers.

Our employability initiative, York Futures, will help you understand the options that are available to you, and the breadth and range of opportunities make it easy for you to get started.

You’ll build a portfolio of skills and experience by engaging in the activities we offer. We’ll guide you in your journey towards a career that lets you thrive.

YORK STRENGTHS

York Strengths is an innovative feature of our careers support, helping you make sense of what you could offer to employers.

It will help you to understand both what you are good at and enjoy doing, so that you can focus on preparing for a career that will let you shine.

Working with graduate employers, York has identified nine qualities that can make the difference between a good and a great graduate employee - these are known as the York Strengths.

You will already have been invited to complete the York Strengths Discovery online, prior to starting your course. During our Autumn Careers Week, ‘Life After a Masters’, you will be supported to use this exercise to identify areas to focus your personal development and career planning.

york.ac.uk/york-strengths

SHAPE YOUR FUTURE

During your time at York you will have many opportunities to gain experience and explore your strengths and skills. Getting involved early can help you get ahead in the recruitment process. It’s also a fun way to get to know yourself, others and a wider community.

Volunteering

Our extensive volunteering programmes offer a wide range of experiences – from working in schools to running a community project. Interacting with a cause you care about can provide great experiences whilst building new skills and insights into different career sectors.

We offer a wide range of opportunities every term to volunteer in schools, museums, charities or the environment through placements or bespoke projects targeted to where you can make the most difference.

There are roles and levels of commitment to suit almost every student and timetable.

york.ac.uk/careers/volunteering

Enterprise

Whether you have a business idea of your own or want to develop enterprise as a mind-set, we can help you develop the skills you need and provide practical support to start your own business.

york.ac.uk/careers/enterprise
Supporting Your Career Ambitions

York Award Gold

As you come towards the end of your postgraduate year at York, you are encouraged to apply for York Award Gold, the University’s certificate of personal development.

Gaining York Award Gold demonstrates that you have taken a lead in your professional and personal development, you are able to reflect on your achievements and values in relation to career decisions and that you are better prepared for job applications and interviews.

You will be invited to apply to York Award Gold in the summer.

york.ac.uk/careers/yorkaward

Careers and Placements

The Careers and Placements team offers an impressive variety of activities and services that will help you make the most of your time at York and support you with taking your next steps after university.

With information and advice from our team of experts, you can begin to shape your future.

Websites and Information Resources

Our web pages provide information to help you with:

- career planning
- getting experience
- developing your skills and strengths
- job hunting
- making applications
- preparing for interviews
- aptitude tests
- global experiences
- further study and funding.

york.ac.uk/careers

Careers Gateway

Our online careers platform allows you to book an appointment with a member of our team, see details of careers events, and view job vacancies and volunteering opportunities. Set your email preference in your personal profile to keep up-to-date with the careers information you want.

york.ac.uk/careers/gateway

Advice and Information

If you want to discuss your career ideas, get advice about job hunting or need help finding specific careers information, come and talk to us.

Careers drop-in sessions run every weekday in term-time. These are ideal for getting started with planning your future, researching job sectors and finding work experience opportunities. No need to book – just call in during the drop-in session.

To discuss career options in more depth, and get help with decision making, you can book a careers advice appointment. Our team of Careers Consultants offer impartial advice that takes your individual needs into account.

CV/application reviews offer feedback and help you improve your job and further study applications.

When the time comes for job or further study interviews, you can book a mock interview to give you some important practice.

york.ac.uk/careers/advice
Events
You will be invited to various workshops as part of our ‘Life After a Masters’ series.

Each term we also host a variety of events including:

- recruitment fairs
- employer presentations
- “careers in...” events, giving you the opportunity to meet professionals from different job sectors (many of them York alumni)
- skills sessions to help you develop essential skills for the world of work.

Many of our main events will appear in your timetable. For all events, see Careers Gateway.

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

York Profiles and Mentors
We have a rich portfolio of profiles from York graduates, giving an insight into their work and career journey. Many York alumni are also available as mentors to help support and advise you.

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

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](http://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.

[york.ac.uk/international-students/work](http://york.ac.uk/international-students/work)
Accommodation

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

Living on and off campus

If you are living on 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]

Student Financial Support run a ‘Rent Guarantee Scheme’ for students moving into private accommodation after the first year who need a guarantor [sfsu@york.ac.uk]

OFF CAMPUS

If you 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]

[link]

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.

[link]

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 web pages.

[link]

FIND A HOUSEMATE

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

[link]

STUDENTS WITH CHILDREN

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

[link]

[link]
General information

POST AND PARCELS

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

Sending
You’ll find red Royal Mail post boxes on or near campus and a Post Office in Heslington village.

You can also send post, at greatly discounted prices, from the University post room at Dalham Farm Farm, The Piazza mailroom or the Print shop on the upper tier in Market Square. We can post letters and parcels to any destination in the world much more cheaply than Royal Mail.

york.ac.uk/mailroom

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

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
If things go wrong

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

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

york.ac.uk/students/help

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

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

york.ac.uk/students/health

YOUR STUDIES
Sometimes personal circumstances interfere with your programme study plans. You should talk to your supervisor about any potential changes and you can also turn to your college team or GSA advisers.

york.ac.uk/students/studying/progress/taught

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

york.ac.uk/fix-my-room

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

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

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

york.ac.uk/students/finance

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

york.ac.uk/internationalsupport

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

See support contacts on page 6 of this Handbook.

york.ac.uk/students/help

york.ac.uk/student-hub

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

yorkgsa.org
Travel and transport

Exploring campus, the city and the surrounding area is made easy by the frequent bus services, the excellent road and rail networks and 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? Please be aware that, in the UK, it is illegal to cycle after dark without lights and reflectors.

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

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

Storing your bike
There are numerous secure cycle storage points around campus for you to use. Please note that if you want to leave your bike on campus over the summer 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.

PEOPLE WHO CAN HELP
Travel and transport information
york.ac.uk/students/travel
transport-team@york.ac.uk

PUBLIC TRANSPORT – BUSES
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

FREE TRAVEL ON CAMPUS
You can travel between Campus East and Campus West for free on Your bus (First) 66 and the ub1 campus shuttle. You can travel free to Fairfax House on Your bus (First) 66 too. Just advise the driver where you’re going.
The small print

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 General Data Protection Regulation and Data Protection Act, 2018. Both pieces of legislation govern how personal data and special category data is processed and set out the rights of individuals in relation to their data. Both pieces of legislation relate to data held in any format, including written notes and records as well as electronic data. For further information on how the University uses your data, please see:

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

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.

Disclaimer

We have tried to ensure that the information contained in this document is accurate as of July 2018. Please check our website for any changes to this information.
york.ac.uk/students

Official University of York Postgraduate students 2018/19 Facebook group

bit.ly/uoy-postgrad1819

@UniOfYork
@GSAYork

Photo credits: Lee Brown, John Houlihan, Esther Tendler