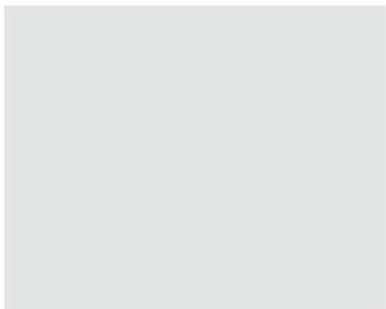


# Welcome to York

## Theatre, Film, Television and Interactive Media

### PGR DEPARTMENT HANDBOOK

2019/20



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## Introduction

### The Purpose of this Handbook

This handbook provides a comprehensive introduction to the Department of Theatre, Film, Television and Interactive Media and information on all aspects of your studies and research. It is a reference guide to help you and should be kept alongside the York Graduate Research School handbook. The York Graduate Research School handbook can be downloaded from: <https://www.york.ac.uk/research/graduate-school/support/>.

### The York Graduate Research School (YGRS)

The York Graduate Research School (YGRS) exists to ensure research students receive the highest quality supervision and training, and are treated consistently and fairly. The YGRS coordinates resources from across the University to help research students achieve successful outcomes. The YGRS Board has oversight of all matters relating to research students and leads the strategic development of this vitally important section of the University community. The YGRS webpages (<https://www.york.ac.uk/research/graduate-school/>) are the main source of information for research students. The YGRS newsletter provides additional updates. All registered research students should automatically receive this.

### University Policy on Research Degrees

The Policy on Research Degrees sets out University policy on research degree programmes for research students, supervisors of research students, members of Thesis Advisory Panels and Progression Panels, examiners of research degrees, and other University staff with responsibility for research students. This document provides vital information for all those concerned with research and it is recommended that all are familiar with it. To read the University Policy on Research Degrees in full, visit: <https://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/>.

### Where to go for more information

The York Graduate Research School handbook provides information on central services and support, including accommodation, finance, living in York and further information on Careers, the Library, and other University services: <https://www.york.ac.uk/research/graduate-school/support/>.



Further information is also available on the department website:  
<https://www.york.ac.uk/tftv/intranet/researchpostgraduates/>

# Welcome to the Department of Theatre, Film, Television and Interactive Media

## A WELCOME FROM THE DIRECTOR OF GRADUATE STUDIES

I have great pleasure in welcoming you as a new or returning Postgraduate student to the Department of Theatre, Film, Television and Interactive Media. Our building on Campus East, designed to be an industry standard production, performance, teaching and learning centre, has greatly enhanced the experience of everyone involved with the department. Over the coming academic year, we look forward to your developing and enjoying the great benefits this environment has to offer.

The Department of Theatre, Film, Television and Interactive Media was founded with a strong commitment to the integration of traditional academic study and creative practice. We also believe in the value of a strong vocational element for students aspiring towards careers in the creative and media industries. We are particularly interested in the idea of a convergence between the discrete areas of theatre, film, television and interactive media as they become more and more inter-linked by new technologies and the emergence of new platforms. These considerations have guided the development of our programmes and are strongly reflected in all aspects of teaching and learning as well as in the research and creative work carried out by staff and students alike.

Becoming a postgraduate student can be both an exhilarating and a daunting prospect. For new doctoral students, it is the opportunity to pursue a programme of academic research or creative practice in great detail that is a primary motivation; engaging with exciting ideas, debates and work in the field to make a new and valuable contribution to knowledge and/or aesthetic forms and creative practices. While doctoral research can sometimes be a rather solitary experience, it also entails becoming part of a community of researchers and practitioners. In the department we continually strive to nurture that sense of shared experience through regular seminars, symposia, screenings, performances and other events. We look forward to your becoming part of this community and making your own contribution.

This handbook includes a combination of important information, guidance, rules and regulations that will assist your studies and help you get the most out of your time as a postgraduate student with us. It should be read in conjunction with the University Handbook for Postgraduate Research Students. If you have any questions or queries do not hesitate to ask an appropriate person – your supervisor, programme leader, PG administrator, or myself.

We are all here to help.

With all best wishes

Dr Lisa Peschel

Director of Post-Graduate Research (PGR)

## Introduction to the department

You are now a member of the Department of Theatre, Film, Television and Interactive Media. The department is made up of academic staff involved in teaching and research, support staff and students.

Academic staff - may have the title Professor, Reader or Lecturer. They are leaders in their fields and engaged in teaching and research. Most will supervise research students and some also hold certain key administrative roles within the Department.

Research staff - members of staff employed to conduct research projects within their field of expertise. They may not be involved in teaching or supervision, instead concentrating on their research projects.

Support staff – making the department run smoothly. They communicate important information, provide technical assistance and help signpost you to other services and support you might need within the University.

Students – we have a mixture of undergraduate, postgraduate taught and postgraduate research students, across the disciplines of Theatre, Film and Television, and Interactive Media. Each student group is represented by student representatives.

## Departmental Office

The front door to the TFTV building is open weekdays from **09.00 – 17.00**. At other times access is only available with a Student Card. The back door to the building, closest to the bus stop is card access to enter the building; press the button to the right of the doors to exit.

Access to many of the spaces inside the building is also restricted. You will be able to access some rooms with your Student Card. Other rooms and storage cupboards can only be opened with keys which will need to be signed out from the TFTV reception during office hours, or from the Ron Cooke Hub reception after 17.00. Keys to the postproduction rooms can only be collected from the Ron Cooke Hub. You will find a list of the spaces you have access to on the following pages (this access will increase as you progress through the course).

## Staff Contacts

A full list of all department staff can be accessed at: <https://www.york.ac.uk/tfti/staff/>.

## PGR Supervisors and TAP Members

**Prof David Barnett** Office: TFTV/222  
Professor of Theatre  
Chair of Departmental Research Committee  
[david.barnett@york.ac.uk](mailto:david.barnett@york.ac.uk)

**Mr Simon van der Borgh** Office: TFTV/221  
Senior Lecturer in Screenwriting  
Chair of Board of Studies  
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**Dr Ed Braman** Office: TFTV/204  
Senior Lecturer in Television Production  
Chair of Departmental Admissions Committee  
Programme Director for BSc in Film & Television  
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**Mr Matt Brannan** Office: TFTV/207  
Programme Leader for MA Digital Film and Television  
Associate Lecturer in Film and TV Production  
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**Dr Tom Cantrell** Office: TFTV/223  
Senior Lecturer in Theatre  
Director of Teaching and Learning  
Chair of Board of Examiners  
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**Prof Michael Cordner** Office: TFTV/229  
Ken Dixon Professor of Drama  
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**Dr Sebastian Deterding** Office: RCH/222  
Reader/Senior Research Fellow, Digital Creativity Labs  
[sebastian.deterding@york.ac.uk](mailto:sebastian.deterding@york.ac.uk)

**Dr Kristyn Gorton** Office: TFTV/208  
Reader in Film and Television  
Chair of Equality & Diversity Committee  
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**Dr David Hickman** Office: TFTV/213  
Senior Lecturer in Film and Television Production  
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**Professor Andrew Higson** Office: TFTV/211  
Greg Dyke Chair in Film and Television  
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**Dr Jon Hook** Office: TFTV/226

Lecturer in Interactive Media

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**Dr Nick Jones** Office: TFTV/122

Lecturer in Film, TV & Digital Culture

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**Dr Ollie Jones** Office: TFTV/227

Lecturer in Theatre

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**Dr Ben Kirman** Office: TFTV/225

Lecturer in Interactive Media

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**Dr Louise LePage** Office: TFTV/206

Lecturer in Theatre

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**Dr Mariana Lopez** Office: TFTV/103

Lecturer in Sound Production and Post Production

Programme Leader for MA/MSc Postproduction with Sound Design

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**Prof John Mateer** Office: TFTV/212

Deputy Head of the Department

Professor in Film and Television Production

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**Dr Debbie Maxwell** Office: TFTV/224

Lecturer in Interactive Media

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**Dr Jenna Ng** Office: TFTV/231

Anniversary Research Lecturer in Film and Interactive Media

Head of Interactive Media

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**Dr Lisa Peschel** Office: TFTV/206

Lecturer in Theatre

Student Welfare and Exceptional Circumstances Officer (Spring term)

[lisa.peschel@york.ac.uk](mailto:lisa.peschel@york.ac.uk)

**Professor Duncan Petrie** Office: TFTV/215

Professor of Film and Television Studies

Head of Department

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**Dr Benjamin Poore** Office: TFTV/205

Senior Lecturer in Theatre

Chair of Graduate Studies (Autumn term)

Programme Leader for MA in Theatre: Writing, Directing and Performance

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**Dr Karen Quigley** Office: TFTV/210

Lecturer in Theatre

Programme Leader for BA in Theatre: Writing, Directing and Performance

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**Dr Guy Schofield** Office: TFTV/228

Lecturer in Image Processing

Programme Leader for MA/MSc Postproduction with Visual Effects

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**Professor Marian Ursu** Office: TFTV/211

Professor in Interactive Media

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**Mr Andrew Vickers** Office: TFTV/203

Lecturer in Writing for Screen and Stage

Careers, Employability and Placements Coordinator

[andrew.vickers@york.ac.uk](mailto:andrew.vickers@york.ac.uk)

## Administrative Staff

### **Cathryn Evans**

Postgraduate Administrator (Weds AM-Fri)  
(Maternity Leave to July 2020)  
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### **Jayne Fitzgerald**

Postgraduate Administrator (Mon-Weds AM)  
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### **Emma Hague**

Finance Officer  
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### **Cerys Harvey**

Postgraduate Administrator  
(Maternity cover to July 2020 Weds AM-Fri)  
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### **Anna Jones**

Student Services Team Leader  
(Tues-Fri)  
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### **Andrea Linfoot-Potts**

Department Manager  
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### **Ian Smith**

Administrative Assistant (Weds-Fri)

### **Rosie Wallace**

Administrative Assistant (Mon-Thurs)

### **Christine Weeks**

Receptionist (Mon-Fri)  
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## Production Support Staff

### **Andy Fravigar**

Theatre Production Officer,  
Health & Safety Officer  
[andrew.fravigar@york.ac.uk](mailto:andrew.fravigar@york.ac.uk)

### **Erik Olafsen**

Technical Facilities Manager  
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### **Pieter Smit**

Production Officer  
Departmental Computing Officer  
[pieter.smit@york.ac.uk](mailto:pieter.smit@york.ac.uk)

## Key Roles in the Department

**Chair, Board of Studies** - Simon van der Borgh

**Director of PGR** – Lisa Peschel

**Director of Teaching and Learning** – Tom Cantrell

**Student Welfare and Exceptional Circumstances Officer** – Fiona Keenan

**GTA Coordinator** – Emma Pett

**Programme Leader, MA Theatre, Writing, Directing, Performance** – Ben Poore

**Programme Leader, MA Digital Film and Television Production** – Matt Brannan

**Programme Leader, MA/MSc Postproduction with Sound Design** – Mariana Lopez

**Programme Leader, MA/MSc Postproduction with Visual Effects** – Guy Schofield

**Summer Term Weeks 8-10 Coordinator** – Simon van der Borgh

**Department Computing Officer (DCO)** – Pieter Smit

**E-Learning Liaison Officer** – Paul Ryan

**Library Representative** - Mike Cordner

**Health & Safety Officer** - Andy Fravigar

**International Links Coordinator/ERASMUS/Visiting Student Coordinator** –

Louise LePage (AuT), Michael Cordner (SpT/SuT)

**Careers, Employability and Placements Coordinator** – Andrew Vickers

**Director of Equality, Diversity and Staff Development** – Kristyn Gorton

**Ethics Officer** – Anna Bramwell-Dicks

## Communicating with the Department

### Student Email Account

It is essential that you check your University email account on a regular basis, in order to be as up to date as possible with any communication from the department. Note that you should only communicate with the department from your University email – we will not respond to emails from personal accounts. When communicating with the department, please always quote your full name and student ID number in the subject heading.

We may contact you via the VLE or a different university system, and this will arrive as an email to a group of students rather than a personal message addressed specifically to you.

Once per week, we will send you a Round-Up via the VLE of various messages, including employment opportunities. If you want to include something in the Round-Up to be sent out to other students, you should send the details through to [tfti-enquiries@york.ac.uk](mailto:tfti-enquiries@york.ac.uk) by 12 noon on Tuesday to be sent out on Wednesday.

You will also see posters around the department on noticeboards on a range of subjects. **Please do not put up any posters or notices without speaking to the receptionist first.**

The department has Facebook and Twitter accounts, which we may ask you to feature on if you're doing something interesting! If you'd like us to share something, please let us know.

**Facebook:** 'Department of Theatre, Film and Television at the University of York'

**Twitter:** @TFTI\_YORK

You can contact us by email, telephone or in person. If you arrive at reception hoping to see someone and that person is not available, we will ask you to make an appointment. If you need to leave something for a member of staff, you can leave it at reception.

Key group email addresses monitored by multiple staff include:

Postgraduate Administration: [tfti-pg-admin@york.ac.uk](mailto:tfti-pg-admin@york.ac.uk)

General Reception enquiries: [tfti-enquiries@york.ac.uk](mailto:tfti-enquiries@york.ac.uk)

### Student Identification

Once students have enrolled with the University, they each receive the following:

- An IT username like dr657 (which is also your email address: username@york.ac.uk)
- An **Exam Number**, e.g: Y6003599 – this will be used for summative assessment submissions
- A Student **Number/Student Code**, e.g: 108022193

Exam numbers are used to ensure objectivity in marking. Academic staff must not see the Examination Number and student name or number together to ensure marking is always anonymous.

## Departmental Facilities

### List of Rooms and Facilities

#### Ground Floor

##### TFTV/003

Reception & Administrative Office - **Staff Only - NON-BOOKABLE ROOM**

##### TFTV/011

Large Rehearsal Room - max capacity 100 (including cast/crew)  
Black curtains / Large Plasma TV with laptop inputs / sound desk and stereo sound system/ lighting grid / large green screen and radio mic system available on request

##### TFTV/015

Undergraduate Lab 2 –**NON-BOOKABLE ROOM – use permitted for authorised users outside of timetabled activities**

25 Dell high end workstations / Projector and Screen / Lectern with built in PC & Blu-Ray with VGA input for laptops / Surround sound speaker setup

**\*\*\*CCTV is in operation in this room. The UG lab is a learning/working space and any personal, non-academic work is prohibited. Please be considerate of other people and keep noise to a minimum. There must be NO FOOD OR DRINK at any time\*\*\***

##### TFTV/016

Undergraduate Lab 1 - **UG Students Only - use permitted for authorised users outside of timetabled activities**

iMac workstations / Projector and Screen / Lectern with built in PC & Blu-Ray with VGA input for laptops / Surround sound speaker setup

**\*\*\*CCTV is in operation in this room. The UG lab is a learning/working space and any personal, non-academic work is prohibited. Please be considerate of other people and keep noise to a minimum. There must be NO FOOD OR DRINK at all times\*\*\***

### **TFTV/017**

Television Studio 2 - **\*\*\*Consult Production Officers for access\*\*\*** outside of practice session times

Fully equipped 3 camera HD TV Studio with 270 degree green screen and flooring / Desisti lighting (various fixtures) and Pantographs / black curtains.

**Students must be supervised by a member of staff in the studio at all times. TV studios can generally only be booked out during office hours (Monday to Friday 9:00am until 5:00pm). \*\*\*CCTV is in operation in this room. There must be NO FOOD OR DRINK at any time\*\*\***

### **TFTV/018**

Control Room, Television Studio 2 - **NON-BOOKABLE ROOM**  
**\*\*\*Consult Production Officers for access\*\*\***

Fully equipped studio gallery with For A Vision Mixer / Yamaha Sound Desk / Pixel Power Graphic System / ETC Congo Jr. digital lighting desk / DVS Venice media server / Quantum Autocue.

### **TFTV/019**

Control Room, Television Studio 1 - **\*\*\*Consult Production Officers for access\*\*\***

Fully equipped studio gallery with Grass Valley Kayak Vision Mixer / Yamaha Sound Desk / Pixel Power Graphic System / ETC Congo Jr. digital lighting desk / DVS Venice media server / Quantum Autocue.

**Students must be supervised by a member of staff in the studios at all times. TV studios can generally only be booked out during office hours (Monday to Friday 09.00 until 17.00).**

### **TFTV/020**

Television Studio 1 - **NON-BOOKABLE ROOM** **\*\*\*Consult Production Officers for access\*\*\***

Fully equipped 5 camera HD TV Studio with large green screen (available on request/ full white and black curtains/Desisti lighting fixtures and pantographs.

**\*\*\*CCTV is in operation in this room. There must be NO FOOD OR DRINK at any time\*\*\***

### **TFTV/025**

Black Box Dressing Room/Shower. **Not to be used to store equipment.**

### **TFTV/026**

Black Box Dressing Room/Shower. **Not to be used to store equipment.**

### **TFTV/027**

Equipment Store - **NON-BOOKABLE ROOM**

Location of all TV/Film location equipment.

### **TFTV/041**

Theatre (main entrance off mezzanine floor)

Fully equipped 208 seat theatre with thrust stage - induction loop and IR hearing loop system available on request.

Access to Theatre Control Room (see TFTV/142) with ETC digital lighting desk / various lighting fixtures (generic and intelligent) / fly system / Yamaha digital sound desk and full sound system operating Qlab /lectern with networked PC / motorised projection screen and projector with integrated stereo sound system/ radio mic system available on request.

**\*\*\*CCTV is in operation in this room. There must be NO FOOD OR DRINK at any time\*\*\***

### **TFTV/046**

Black Box

120 tiered seats – can be folded away to open floor space / Yamaha digital sound desk and full sound system operating Qlab / ETC Ion digital lighting desk / screen and HDMI connection for laptops to connect to a Laser projector and integrated sound system / various lighting fixtures/ radio mic system available on request.

**\*\*\*CCTV is in operation in this room. There must be NO FOOD OR DRINK at any time\*\*\***

## **First Floor off main staircase**

### **TFTV/120**

Staff and Postgraduate Common Room - **NON-BOOKABLE ROOM**

### **TFTV/104**

MeCETES Project Office – **Staff Only**

### **TFTV/105**

Staff Office - **NON-BOOKABLE ROOM**

### **TFTV/106**

PG Research Room - **PhD and MA/MSc by research Students Only**

### **TFTV/107**

Interactive Media Design Lab - not centrally bookable. IM students can book at certain times of the year, which will be communicated by teaching staff.

### **TFTV/108/108a/108b/108c**

Staff Offices - **NON-BOOKABLE ROOMS**

### **TFTV/109**

Seminar Room

Projector and screen / 7.1 surround sound system / Lectern with PC / Bluray Player / VGA connection for laptops / tables and chairs.

### **TFTV/110**

Technical Staff Office – **NON-BOOKABLE ROOM**

### **TFTV/111**

Staff Meeting Room - **Staff Only - NON-BOOKABLE ROOM**

Projector and screen / 7.1 surround sound system / Lectern with PC / Blu-Ray Player / VGA connection for laptops / tables and chairs.

### **TFTV/116**

Holbeck Cinema

143 tiered seats / 4K digital projector / DTS and Dolby Digital surround sound system / lectern with PC / Blu-Ray player / VGA connection for laptop / microphone and PA / IR Hearing Loop System.

**\*\*\*CCTV is in operation in this room. There must be NO FOOD OR DRINK at all times\*\*\***

### **TFTV/142**

Theatre Control Room - **NON-BOOKABLE ROOM**

Yamaha digital sound desk / ETC Ion digital lighting desk

**Permission from Production Officers required for student use of space.**

**First Floor behind Theatre**

### **TFTV/129**

Small Rehearsal Room

Full black curtains / sprung floor / Large Plasma TV with laptop inputs / sound desk with stereo sound system / various generic light fixtures in grid available on request.

### **TFTV/130**

Theatre Dressing Room/Shower. Can be booked to store equipment.

### **TFTV/131**

Theatre Dressing Room/Shower. Can be booked to store equipment.

### **TFTV/132**

Costume Store/Student Production Office **\*\*\*Consult Production Officers for access\*\*\***

### **TFTV/133**

Laundry - **NON-BOOKABLE ROOM** **\*\*\*Consult Reception for access\*\*\***

Washing Machine / Tumble Dryer / Iron / Ironing Board

## **Second Floor Postproduction Wing –**

- **These rooms are only available to those students who have completed the necessary training**
- **Please note 3 hour slot booking limit applies to all postproduction wing rooms**
- **A separate kit booking request must be made for recording equipment, if required**  
**CCTV is in operation in this room. There must be NO FOOD OR DRINK at all times**

### **TFTV/250D**

Picture Finishing Suite 4 – Autodesk Flame Premium

### **TFTV/251B**

Audio Mix Room 1 – Euphonix System 5 Fusion  
Sofa / 7.1 Surround Sound / projector and screen

### **TFTV/251C**

Audio Mix Room 2 – D-Command  
Sofa / 7.1 Surround Sound / projector and screen

### **TFTV/252C**

Audio Suite Control Room 1 – C24  
5.1-7.1 Surround Sound / large plasma screen

### **TFTV/252D**

Audio Suite Live Room  
Large plasma screen / XLR cables / headphones / mic stands / acoustic baffles /

### **TFTV/252E**

Audio Suite Control Room 2 – C24  
5.1-7.1 Surround Sound / large plasma screen

### **TFTV/253**

Audio Foley Suite & Mix Room  
Mackie sound desk / 2 x large plasma screens / various Foley floor surfaces / XLR cables / mic stands / headphones

## **TFTV/254**

Postgraduate Postproduction Lab - **PG Students Only (no room booking required)**  
18 Mac Pro workstations / projector and screen / lectern with Blu-Ray / PC / VGA input for laptop

**\*\*\*CCTV is in operation in this room. There must be NO FOOD OR DRINK at any time\*\*\***

## **Second Floor Academic Staff Offices**

**TFTV/203** to **TFTV/231** - see [staff list \(https://www.york.ac.uk/tfti/staff/academic/\)](https://www.york.ac.uk/tfti/staff/academic/) for room numbers

## **Other Teaching Rooms on University of York Campus East**

Rooms with the prefix **LMB** are in the Law and Management Building.

Rooms with the prefix **RCH** are in the Ron Cooke Hub.

Rooms with the prefix **PZA** are in the Piazza.

The **Dixon Studio Theatre** is in Wentworth College on University of York Campus West.

The **Derwent Performance Studio** on University of York Campus West.

## Facility Rules

1. If tables and chairs are required in any TFTI space for any purposes additional to those supplied, place a request for such items through the Goods/Furniture Moves option on [Planon \(https://www.york.ac.uk/about/departments/support-and-admin/estates-and-campus-services/\)](https://www.york.ac.uk/about/departments/support-and-admin/estates-and-campus-services/).
2. If any furniture or room equipment is moved or removed from where it was at the start of your session, always return items to their original place and rooms to their original state. This includes making sure chairs are stacked away and tables and additional items are returned at the end of any session/workshop.
3. If you require any AV equipment in support of your session please place a request for such items through the University Porters / AV booking systems.
4. The Production Officers have a limited supply of laptops, speakers and projectors that can be used in the TFTI building ONLY.

If you require any such items please place a kit booking request just like any other **at least two working days** prior to requested collection time. Any personal emails to Production Officers direct will not be accepted and will only delay your kit request.

**These items MUST NOT be removed from the TFTI building unless agreed by a TFTI production officer.**

5. **NO FOOD OR DRINK** (other than water in a sealable bottle) in any **TFTI** rooms and workspaces, apart from designated spaces (e.g. Common Rooms and rooms with cooking/cleaning facilities)

## Other Facilities in the Building

There are tables and chairs in the foyer of the building and vending machines on the main corridor off the foyer, where you will also find toilets, showers, a baby changing room and drinking water fountain.

There are wheelchair accessible toilets off the main corridor, at the end of the TV studio corridor and near the Small Rehearsal room. Accessible showers are also available behind the Black Box and near the Small Rehearsal room.

The TFTI receptionist is not able to provide refunds for any money lost in the vending machines. To claim this back, you should visit the on duty porter at the Ron Cooke Hub reception.

Please note that if you remove chairs/tables or any equipment from their usual spot, it is your responsibility to return them to their original position.

If you are doing a practical workshop for which you need to change, there are lockers and a shower in the main toilets on the ground floor, in the dressing rooms behind the black box, and in the dressing rooms on the first floor behind the theatre.

Please leave dressing rooms, showers, laundry room and the Postgraduate Student Common Room and Kitchen clean and tidy when you have finished.

If you have a meeting with a member of staff, you should go to their office.

### Facilities for Postgraduate Students in the TFTI Building

There are facilities for postgraduate students on the first floor of the building. This includes:

- PG Research Room (TFTV/106) available to PhD and MA/MSc by research students for quiet study
- Lockers on the first floor corridor for the storage of valuables, books and teaching materials. At the moment the department allows overnight usage of these lockers, but should demand increase it may be necessary to restrict the use of these lockers to the daytime.
- One large room (TFTV/109) fitted with projector, screen, surround sound, DVD/Blu-ray for research purposes. This room is not exclusively for Postgraduate use and will require booking.
- One Postgraduate Student common room (TFTV/120) with kitchen facilities.
- A photocopier and printer is available on the first floor of the building.

### Facility Booking & Loan Procedure

The Department of Theatre, Film, Television and Interactive Media has a range of equipment and facilities for students to use. The full list of rules, procedures and the department's user agreement can be found on our website:

<https://www.york.ac.uk/tftv/intranet/intranet-taught-students/intranet-facilities-&-equipment/>.

In brief, the User Agreement says:

- You will take care of any equipment you use and spaces you occupy.
- You will only use the equipment or facilities for projects approved by the department.
- And you will obey all rules that apply, including health and safety requirements.

Please read the user agreement carefully. You will be asked to agree to this before using these facilities.

## The Humanities Research Centre

Based in the [Berrick Saul Building \(https://www.york.ac.uk/hrc/about/bsb/\)](https://www.york.ac.uk/hrc/about/bsb/) the Humanities Research Centre is an interdisciplinary hub for research in the Arts and Humanities at York.

The HRC provides a vibrant multidisciplinary research environment for postgraduate students in the arts and humanities. It has dedicated postgraduate study space and social space and offers fellowships, project grants, public engagement opportunities, professionalising training and social events.

For further information, please visit the HRC website:  
<https://www.york.ac.uk/hrc/postgraduate/>

## Health, safety and security

For information about the University's Health, Safety and Security policy, visit:  
[www.york.ac.uk/admin/hsas/](http://www.york.ac.uk/admin/hsas/)

Students should also see the 'User Agreement & Production/Performance Forms' section for information on risk assessments etc.

## Access To and Within the Building

The front door to the TFTI building is open from **08.30 – 17.00 weekdays**. At other times you can gain access with your Student Card. The back door to the building, closest to the bus stop, is card access to enter the building (press the button to the right of the doors to exit).

There are three types of access within TFTI:

- (1) Open access - public areas.
- (2) Restricted access - by KABA/Student card updated at TFTI reception.
- (3) Key access - either student access signed out via reception during office hours or Hub porters (after 17:00 and at weekends) or "restricted areas" Estates and staff permitted only.

Keys to the postproduction rooms can only be collected from the Ron Cooke Hub.

## Student Cards

Every York student is issued with a University card upon enrolment. As a TFTI student, your card will enable you to access the spaces you need to use within the building. If you believe you should have access to a particular room that you can't enter, please inform reception. You will be able to access some areas only after you have attended an induction session.

### **Please do not punch a hole in the card**

The electronic circuitry sandwiched within it would be damaged and the card would cease to work

## Validating & Using your Card

Access cards need to be **re-validated every 24 hours** to keep them active otherwise they effectively "go to sleep" until they are woken up again. This can be done at any of the validation points in the building. The main ones to use are on the posts at the front and rear entrances and on the wall next to reception.

To unlock doors the card should be held in front of the small, square grey panel (if it's an online lock) or in front of the small, oval black disk above the door handle (if it's an offline lock). The lock should then flash green and beep when it opens. If the lock flashes red or doesn't beep the lock's battery may be running low or you may not have access to that part of the building.

## Additional Access

We are able to add temporary additional access to your card to rooms and areas which may not be on your student profile, where necessary. The administrative team can do this for you, but you must first request permission from a member of Academic or Technical staff and have an email confirming approval sent to the receptionist. You should then bring your card to reception so it can be updated.

## Bringing Guests into the Department

Any non-TFTI students and/or visitors external to the department must report to reception and sign the visitors book. If you do bring a guest/guests into the department, you will be responsible for:

- Meeting them at reception.
- Ensuring they sign in **and out** of the building.
- Arranging any parking in advance of their arrival.

Both students and their guests are expected to act responsibly while using TFTI spaces.

## Tailgating

Occasionally, students who lose their cards do not follow up the loss with a replacement and continue to follow other students into teaching sessions/restricted spaces. Note that any student observed tailgating, or using their card to give other students access, will be challenged by a member of staff and *may* subsequently have their own access restricted.

## Keys

Some TFTI room keys are kept in the key cabinet in the administrative office and can be signed out at reception. Keys for the postproduction suites (TFTV/250 – TFTV/253) are not issued from the reception for student bookings. Students should sign these keys out from the Ron Cooke Hub porters.

All **keys must be signed in and out** on the key/card log on reception and returned by **17.00hrs**. Any keys that are returned after 17:00hrs should be left in the 'Out of Hours' post box on the wall next to the reception. Keys cannot be kept out overnight, **unless specific arrangements have been made beforehand with TFTI reception.**

## Governance and Committees

The work of the Department is overseen by a number of committees: the Board of Studies, the Graduate Studies Committee, the Exceptional Circumstances Committee and the Board of Examiners. In addition to these is the Staff Student Forum which meets twice per term. The two forums where students can communicate their views, either in person or through their course rep, are the Staff-Student Forum and the Board of Studies.

### Departmental Meetings:

#### **Board of Studies (BoS) (Chair, Simon van der Borgh)**

#### ***Attended by Student Course Reps***

The Board of Studies is the main forum for discussion of teaching and learning issues. It has various official powers, including approving new modules and assessments; approving changes to existing modules and assessments; and approving exceptional circumstances for individual students. It is also the place where we discuss potential improvements to the programmes; the various outside audits of the programmes such as the Annual Programme Review and the External Examiners' reports; and issues that affect the whole University.

One of BoS's other powers is to make recommendations to the University, so the Course Reps can bring suggestions for things outside the Departmental remit – for example, last year we asked for more computers and printers to be available on the Heslington East campus.

The members of BoS are: all the academic staff; representatives of the administrative and Production Support staff; and a Course Rep (or deputy) for each programme. Students may only request agenda items for discussion at BoS via Course Reps.

The Board of Studies meets twice a term. Dates for 2019/20 can be found on the student intranet at <http://www.york.ac.uk/tftv/intranet/intranet-taught-students/intranet-get-involved/intranet-ssf-&-bos/>

### **Staff Student Forum (Chair, Thomas Schubert )**

#### ***Attended by all students***

The Staff-Student Forum is the main forum for students to raise teaching and learning issues with staff and find solutions, outside of the Board of Studies. Matters raised by students at the SSF will be taken forward to the Graduate Studies Committee and/or the Board of Studies as appropriate.

The members of SSF are: all the postgraduate and undergraduate students, including Course Reps; the Chair of BoS; the heads of programmes (Postgraduate and Undergraduate) or their nominated substitutes; and all the academic staff.

### **Submitting Items for Discussion at the SSF**

Issues with individual modules must **first be raised with Module Convenors**. Issues with multiple modules must first be raised with the Programme Director. If they cannot be resolved by this approach, then they can be requested as an agenda item for SSF.

Course Reps should endeavour to find out the scale and strength of feeling on the issue and the number of students affected prior to discussion. Students should request items via their Course Reps; when Course Reps wish to add an item to the agenda, they should alert the relevant staff member so they can attend the Forum with a response.

### **Student Chair of the SSF**

The Chair of the SSF is always a student. All UG and PG students are welcome to apply by completing the form on the student intranet at <http://www.york.ac.uk/tftv/intranet/intranet-taught-students/intranet-get-involved/intranet-ssf-&-bos/>

The SSF meets twice a term. Again, dates for 2019/20 can be found on the student intranet.

## Student Representation

Course reps are elected by their peers in their department to act as a two-way mechanism of communication between the University and the student body they represent. They convey the views and interests of students to the department and within the Graduate Students' Association (GSA).

Academic representation is a partnership between students, through the University of York Students' Union (YUSU) and the GSA, and the department. Together, we aim to ensure that students play an essential role in monitoring, driving and developing the quality of the academic experience here.

As a Course Representative, you will be expected to attend Departmental meetings, such as the Board of Studies and the Staff/Student Forum at which you will be asked to report any issues raised by your cohort and then to report back to your cohort about the discussion which took place.

Postgraduate course reps are supported by the GSA, with dedicated support and training throughout the year following the elections and initial training in the autumn term, which is coordinated jointly between the GSA and YUSU.

If you'd like to represent the views of your fellow students and have a say in how your course is run, why not apply to be a course rep? Visit:

<http://www.yorkgsa.org/students/academic/>.

The Department Rep for TFTI is Thomas Schubert. If you wish to contact Thomas, please email [tftvrep@yusu.org](mailto:tftvrep@yusu.org).

## Becoming a Student Ambassador

In addition to becoming a Course Representative, the Department offers all TFTI students the opportunity to become part of a team of Student Ambassadors. This team provides front of house staff and stewards for performances, cinema screenings, Masterclasses, Open Days and other events throughout the year.

You are paid for the hours that you work (see details at:

<https://www.york.ac.uk/students/work-volunteering-careers/look-for-work/temp/student-ambassador-scheme/>) and the role does not only provide you the opportunity to earn a bit of cash, but also to gain some great events experience to add to your CV.

Students can apply online from Week 1 of term by visiting

<http://www.york.ac.uk/tftv/intranet/intranet-taught-students/intranet-get-involved/intranet-ambassadors/>.

## Student Evaluation and Feedback

We take your views on your experience within the department and University very seriously. This is an important part of the University's programme of quality assurance and enhancement, and in the appraisal of members of staff. As such, there are points during your degree where you will be asked to give detailed feedback on your experiences as a student and researcher; for example, a Review of Supervision form is completed as part of each meeting of your Thesis Advisory Panel and you may be asked to complete the sector-wide Postgraduate Research Student Experience Survey (PRES). Your support of this process, by providing relevant and constructive feedback, is critical in delivering the best possible research student journey, as well as in facilitating the continued success of postgraduate research at York.

Find out what we have done in response to your feedback.

<https://www.york.ac.uk/students/feedback/>

## Accessibility and Disability Support

Open Door and Disability can provide support, advice and guidance for those with a diagnosed disability, including: dyslexia and other specific learning difficulties; Asperger's syndrome; visual and hearing impairments and physical/medical impairments, amongst others. All students with disabilities, including research students, are encouraged to contact Open Door and Disability to discuss meeting your individual needs.

Please let the department know as soon as possible if you have a disability and may require any support. You can discuss this with your supervisor. Please note that even if you studied a previous degree at York you will need to notify the department's disabilities representative again of any disability when you enrol for a research programme, as your support needs for the research degree are likely to be different than those for your taught degree.

The disability representative in the TFTI department is

Ben Kirman

Email: [tfti-disability@york.ac.uk](mailto:tfti-disability@york.ac.uk)

Tel: +44 (0)1904 325221

Room: TFTV/225

For further information, visit: <https://www.york.ac.uk/students/support/disability/>.

## Equality, Diversity and Inclusion

The University of York has an Equality, Diversity and Inclusion Strategy. Our vision is to create a working, learning, social and living environment which is inclusive and welcoming for everyone and enables all our students to achieve their potential. We also have a commitment to work together to create a university community where diversity is recognised, valued and celebrated.

**For further information about the University's Equality, Diversity and Inclusion Strategy and policies, visit: [york.ac.uk/admin/eo](http://york.ac.uk/admin/eo)**

# Your Research Degree

## Departmental Programmes

### The Degrees of Masters by Research (MA/MSc by Research)

The department offers MA by Research programmes in Screenwriting, in Theatre and in Filmmaking. We also offer MA and MSc by Research in Interactive Media.

The structure of all four research degrees is solely independent learning and supervision. The degrees will culminate in a final project:

**The Masters by Research in Screenwriting** will work from initial story idea to second draft feature film screenplay OR fully developed pilot episode (45-60 pages) and series bible for a television project. The feature film screenplay or Television pilot will be required to be written in appropriate screenwriting software (e.g. Final Draft, CeltX) and formatted in the standard Hollywood script format. Examples will be provided.

In the case of the **Masters by Research in Theatre**, you will be completing either an academic dissertation of approximately 20,000 words OR and academic dissertation of approximately 12,000 words and a piece of creative work.

**The Masters by Research in Filmmaking** will encompass all phases of development, preproduction, production and postproduction of a short film or television pilot. The project will adhere to technical specifications consistent with industry standards with regard to delivery format and structure. Examples will be provided as well as technical support. The length of the programme itself should be between 20 and 30 minutes (subject to the approval of the academic supervisor).

For the **MA by Research in Interactive Media**, you will investigate, through critical theory, close reading or other appropriate approaches, an area of interactive media and/or digital culture (such as games studies, digital cinema, digital identity, digital design and digital storytelling), submitting for your degree a thesis of approx. 20,000 words.

For the **MSc by Research in Interactive Media**, you will design, implement, analyse and evaluate an interactive media system of your choice (such as virtual reality, mobile apps, interactive cinema, interactive websites), submitting for your degree a thesis of approx. 20,000 words.

## The Degrees of MPhil and PhD

The department offers a PhD in Theatre, Film, Television and Interactive Media by the traditional thesis route and by creative practice, which comprises a portfolio of work.

### The Degree of MPhil

For detailed information on the requirement for MPhil and MA/MSc by Research qualifications consult the University Policy on Research Degrees at <https://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/> and the Regulations for Research Degree Awards <http://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/regulation-2/>

### The Degree of PhD

The University's Policy on Research Degrees specifies that in order to be awarded a PhD, a student must have demonstrated all of the following:

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

For detailed information on the requirement for the PhD qualifications consult the University Policy on Research Degrees at [www.york.ac.uk/students/studying/pord](http://www.york.ac.uk/students/studying/pord) and the Regulations for Research Degree Awards <http://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/regulation-2/>

## The Degree of PhD by Creative Practice

The programme is specifically aimed at:

- a. candidates already working professionally or semi-professionally in theatre, film, television or interactive media who wish to take time to reflect critically on their own and others' work
- b. candidates already working professionally or semi-professionally in theatre, film, television or interactive media who wish to make a career move into teaching and research in Higher Education
- c. candidates working in theatre, film, television or interactive media who wish to develop their careers with the production of substantial and appropriate original work.
- d. candidates who wish to reach a professional standard of practice and research and to pursue a career in either Higher Education or professional theatre, film, television or interactive media.

The programme currently includes specialisations in Playwriting, Acting for Theatre, Directing for Theatre, Film and Television, and Sound Design. In each case the programme is founded on three main components:

- a. a dissertation;
- b. a professional portfolio or reflective journal
- c. a portfolio of creative work.

The submission requirements for the various specialisations are as follows:

### Playwriting

- Three full-length plays (FT: 1 a year; PT 1 every 2 years)
- One professional portfolio
- A 20,000-50,000 word dissertation

A full-length play equals a manuscript of normally between 60-130 pages of double-spaced script. Each play should demonstrate an endeavour to take on a different writing challenge – this might be done through exploring different forms, varied target audiences, different target venues, or different styles of theatrical performance. A submission of three monologues, for example, is not permitted – candidates are required to demonstrate that they can write for varied numbers of people onstage.

The portfolio should cover all the years of registration and it provides a record of the candidate's professional development and intellectual/creative progress over the period of the research. The portfolio is specifically designed to assess the candidate's ability to critically reflect and comment on the development of their creative practice and relevant processes and to demonstrate a process of professional development and engagement

with the industry. These learning outcomes are intended to augment the written dissertation and creative practice in a manner similar to that of detailed appendices on questions of context and methodology that are sometimes included in orthodox academic doctoral theses in the humanities and social sciences. In addition to providing supervision, the department will give candidates the opportunity to meet established practitioners to enable further access into professional theatre. The candidate will be encouraged to identify and develop a relationship with a professional mentor – this person might be a playwright, actor, director, producer or other theatre professional who can offer advice and support.

The dissertation is a reflective and critical piece of writing, demonstrating an advanced ability to research. The dissertation should relate in theme or theoretical framework to one or more of the submitted plays so that the candidate can explore ways of developing creative/critical dialogues. The dissertation should demonstrate advanced levels of analysis, an advanced knowledge of contemporary theatre.

### **Acting for Theatre**

- Three full-length performances (FT: 1 a year; PT 1 every 2 years)
- One professional portfolio
- A 20,000-50,000 word dissertation

A full-length performance equals a performance time of normally between 60 minutes and 120 minutes and the candidate must be playing a lead part. Each performance should demonstrate an endeavour to take on a different acting challenge – this might be done through exploring different forms, through using different acting theories, varied target audiences, or different styles of theatrical performance. A submission of three one-man or one-woman shows, for example, is not permitted – candidates are required to demonstrate that they can perform as part of an ensemble.

The portfolio for this specialisation contains similar material to that specified for Playwriting above.

The dissertation is a reflective and critical piece of writing, demonstrating an advanced ability to research, investigate and dissect your own performance in relation to others'. The dissertation should relate in theme or theoretical framework to one or more of the submitted performances so that the candidate can explore ways of developing creative/critical dialogues. Candidates might, for example, analyse how other actors have interpreted and portrayed a particular or explore different theoretical approaches to interpreting a role. The dissertation must demonstrate an advanced knowledge of acting theory and contemporary acting practices.

## **Directing for Theatre**

- Three full-length productions (FT: 1 a year; PT 1 every 2 years)
- One professional portfolio
- A 20,000-50,000 word dissertation

A full-length production equals a performance time of normally between 60 minutes and 120 minutes. Each production should demonstrate an endeavour to take on a different directing challenge – this might be done through exploring different forms, different styles of text, through using mixed media, varied target audiences, or different styles of theatrical performance. A submission of three monologues, for example, is not permitted – candidates are required to demonstrate that they can direct more than one actor onstage.

The portfolio for this specialisation contains similar material to that specified for Playwriting above.

The dissertation is a reflective and critical piece of writing, demonstrating an advanced ability to research, investigate and dissect others' productions. The dissertation should relate in theme or theoretical framework to one or more of the examined productions so that the candidate can explore ways of developing creative/critical dialogues. Candidates should demonstrate an advanced knowledge of directing approaches and of contemporary practices.

## **Film and Television (available for students starting before 1 October 2015)**

- One of the following creative products:
  - Three screenplays: one for a 15-25 minute drama, one for a 60 minute drama and one full length feature
  - A portfolio of films (fiction, non-fiction or experimental)
- A portfolio documenting the research/creative process
- A 20,000-50,000 word dissertation

A full-length screenplay will normally comprise a manuscript of between 90-120 pages of double-spaced script set out following professional standards and conventions. A full length film will normally comprise a drama, documentary or experimental work of between 60 and 120 minutes in length. A portfolio of short films will normally comprise a number of works with a total running time of between 90 and 120 minutes

The portfolio should cover all the years of registration and it provides a record of the candidate's professional development and intellectual/creative progress over the period of the research. The portfolio can comprise written and visual materials and is specifically designed to assess the candidate's ability to critically reflect and comment on the development of their creative practice and relevant processes and to demonstrate a process of professional development and engagement with the industry. These learning outcomes are intended to augment the written dissertation and creative practice in a manner similar to

that of detailed appendices on questions of context and methodology that are sometimes included in orthodox academic doctoral theses in the humanities and social sciences.

The dissertation is a critical piece of writing, demonstrating an advanced ability to research, investigate and analyse ideas, theoretical paradigms and creative works that are relevant to the candidate's own creative practice and the creative work produced for the degree. The dissertation should demonstrate advanced levels of analysis, an advanced knowledge of contemporary film and/or television and an advanced level of production analysis.

## **Film and Television**

One of the following:

- A portfolio of screenplays (total combined length 150 pages minimum, 200 pages maximum)
- A portfolio of films (fiction, non-fiction or experimental with a combined running time of 60 minutes minimum, 120 minutes maximum)
- A portfolio of screenwriting and film work (e.g. a full length screen play and a short film)

Plus

- An academic dissertation (minimum 20,000 words, maximum 50,000 words)
- A reflective essay (minimum 10,000 words, maximum 15,000 words)

A full-length screenplay will normally comprise a manuscript of between 90-120 pages of double-spaced script set out following professional standards and conventions. A full length film will normally comprise a drama, documentary or experimental work of between 60 and 120 minutes in length.

The dissertation is a critical piece of writing, demonstrating an advanced ability to research, investigate and analyse ideas, theoretical paradigms and creative works that are relevant to the candidate's own creative practice and the creative work produced for the degree. The dissertation should demonstrate advanced levels of analysis, an advanced knowledge of contemporary film and/or television and an advanced level of production analysis.

The reflective essay should engage with the candidate's intellectual and creative progress over the period of the research. It should document the creative process and how this relates to the research questions and research context explored in the dissertation. The reflective essay may also augment the written dissertation and creative practice in a manner similar to that of detailed appendices on questions of context and methodology that are sometimes included in orthodox academic doctoral theses in the humanities and social sciences.

## Sound Design

- A portfolio of sound design projects. Examples could be sound designs for film, TV programmes, adverts, theatre plays or games. The portfolio should include at least three different forms of project: a long project (e.g. a 60 minutes film), a short project (e.g. an advert) and a “live” project (e.g. theatre play or game).
- A portfolio documenting the research/creative process
- A 20,000-50,000 word dissertation

A portfolio of sound design works can comprise a number of projects aimed at different media and domains and will normally have a total running time of between 90 and 120 minutes. The candidate should demonstrate the ability to take on a variety of sound design challenges. This will be done through exploring at least three different forms of project: a long form, a short form and a “live” project. This range will ensure that all the components of sound design (voice, sound effects, atmospheres and music) will need to be explored using several recording, processing and reproduction techniques and development platforms. The source material for the sound design projects can include projects generated in the Department or be derived from elsewhere but these will be subject to the supervisor’s approval.

The portfolio for this specialisation is similar to that specified for Film and Television above.

The dissertation is a critical piece of writing, demonstrating an advanced ability to research, investigate and analyse ideas, theoretical paradigms and creative works that are relevant to the candidate’s own creative practice and the creative work produced for the degree. The dissertation should demonstrate advanced levels of analysis, advanced understanding of theoretical paradigms, an advanced knowledge of contemporary sound design practices and techniques for the type of projects produced in the degree and an advanced level of production analysis.

## Programme Aims

### PhD Programme

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

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

Typically, holders of the qualification will be able to:

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

and will have:

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

A PhD or EngD thesis (or equivalent) must contain a substantial original contribution to knowledge or understanding.

### MPhil and MA/MSc by Research Programmes

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

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice;
- a comprehensive understanding of techniques available to their own research or advanced scholarship;

- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;
- conceptual understanding that enables the student:
- to evaluate critically current research and advanced scholarship in the discipline; and
- to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses;
- the general ability to conceptualise, design and implement a project for the generation of knowledge, applications or understanding of the discipline.

Typically, holders of the qualification will be able to:

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

and will have:

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

## Research Integrity

Researchers have an obligation to the research community, to the funders of research and to society as a whole to conduct their research to the highest standards across the full research process, from planning and conducting research through to recording, reporting and applying the findings. This is known as 'research integrity'. The University's expectations are set out online,

at <https://www.york.ac.uk/staff/research/governance/research-integrity-and-ethics/>. These are:

- Code of Practice on Research Integrity.
- Code of Practice and Principles for Good Ethical Governance. (Research ethics form a subset of research integrity, focusing on the avoidance of harm within the conduct of research. This Code sets out the University's framework of ethical principles and University requirements for formally reviewing and approving research which raises ethical considerations. It includes a 'Checklist of areas where ethical considerations are likely to arise'.)

It is important that you read these documents and ensure that you have a clear understanding of the standards and practices expected of you. You are advised to talk through the implications with your supervisor. Key elements include:

- Ensuring that your research data and supporting records are accurate, complete and retrievable, and stored securely, taking particular care in relation to any sensitive information.
- Taking responsibility, supported by your supervisor, for identifying any areas of your research project which fall within the University's ethical framework, and referring them for University review and approval prior to commencing the activity.

## Research Integrity Tutorial

The Research Integrity Tutorial (RIT) is a compulsory requirement for all postgraduate research students and must be completed prior to your first TAP meeting. The RIT is tailored to the specific needs of postgraduate research students and has been designed to familiarise you with the principles, policies and procedures of research integrity and ethics at the University of York. The tutorial is divided into three main sections each of which takes approx. 45 mins to complete and is followed by a short section test. After completing all 3 section tests you will receive a Research Integrity Certificate and your completion will be recorded in e:Vision. The RIT will provide you with practical information for your research here at York and will be highly valuable in the development of your academic career.

The RIT is located in your Yorkshire VLE module list. If you have trouble accessing the tutorial, email [integrity@york.ac.uk](mailto:integrity@york.ac.uk). For more information and details of further support for

research integrity to build on the core training provided by the tutorial, visit <https://www.york.ac.uk/staff/research/training-forums/research-excellence-training-team/research-students/>

Please note that completion of the RIT is mandatory for all research students and completion is a requirement for progression. You will also find the Information Security Awareness Tutorial in your VLE module list, which you are also expected to complete.

# Ethics

## Departmental Ethics Policy and Procedure

### Policy on Research Ethics

#### Context

The University clearly states in its Code of Practice and Principles for Good Ethical Governance: <https://www.york.ac.uk/staff/research/governance/research-policies/ethics-code/>

that 'all academic activities which have an ethical dimension should undergo formal ethical review and signoff'.

This means that before starting any piece of research you must consider what the ethical implications might be and check whether you need Ethics approval **before** you start.

This policy applies to all research activity undertaken in the department by staff and students.

#### Procedure

The first step for students is to have their ethics application signed off by their project supervisor in the first instance. Some applications may require further consideration by the TFTI Ethics committee. Where a project cannot be approved by TFTI Ethics Committee, it may be referred to the University Ethics Committee.

Chair of the Ethics Committee is Dr Katherine Graham  
[katherine.graham@york.ac.uk](mailto:katherine.graham@york.ac.uk)

For full details of the procedure, please visit the TFTI Ethics VLE site:  
<https://vle.york.ac.uk/>

### Academic Misconduct

The University is committed to maintaining the highest standards of integrity and any academic misconduct is regarded as an extremely serious matter. It is your responsibility to be aware of the University's guidelines, policies and procedures on misconduct and act with integrity. Further information is available at <https://www.york.ac.uk/staff/supporting-students/academic/research/misconduct/>.

## Academic Progression

### Your Supervisor

Supervisors play a fundamental role in supporting research students throughout their programme. Your supervisor or supervisory team is responsible for helping you to manage your research, as well as being your primary link to your department and the University. Your main supervisor is your first point of contact for any issues that arise throughout your programme.

Formal Supervision meetings with your supervisor or supervisory team should take place at least eight times per year, with an expectation of one meeting at least every 6-7 weeks for all full-time and part-time students. At these meetings your supervisor(s) should give detailed feedback on the work you present and help you make plans for your next steps. A detailed record of your formal supervisory meetings and actions agreed will be kept through SkillsForge, and must be signed by both you and your supervisor(s).

Within three months of the start of your registration you and your supervisory team are expected to sign that you have read the 'Principles of Supervision' document, which you will find in your SkillsForge account. This summarises aspects of the Policy on Research Degrees, extracting the points which are most essential to a successful supervisory relationship. You can therefore expect your supervisor to discuss these with you in your early supervision meetings.

### MA/MSc by Research Supervisor and Supervisee

For MA/MSc by Research degrees, the importance of regular contact between supervisor and student cannot be over-emphasised. The responsibility for maintaining such contact is shared equally between them. The nature and frequency of these meetings over the period of study will vary according to the stage of the student's research but the University expects a minimum of two supervision meetings per term for full-time students.

The supervisor should encourage the student to consult other members of staff, or specialists in other universities. The Department may arrange shared supervision, when it is of advantage to the student.

It is the responsibility of students who have not completed by the end of the full registration period to keep in regular contact with their supervisors.

For more information on supervision, see <https://www.york.ac.uk/research/graduate-school/academic/supervision/>

## MPhil/PhD Supervisor and Supervisee

For both MPhil and PhD degrees, the importance of regular contact between supervisor and student cannot be over-emphasised. The responsibility for maintaining such contact is shared equally between them. The nature and frequency of these meetings over the period of study will vary according to the stage of the student's research but the University expects a minimum of two supervision meetings per term for full-time students.

The supervisor should encourage the student to consult other members of staff, or specialists in other universities. The Department may arrange shared supervision, when it is of advantage to the student.

It is the responsibility of students who have not completed by the end of the full registration period to keep in regular contact with their supervisors.

Supervision meetings should continue throughout the student's continuation year.

For more information on supervision, see <https://www.york.ac.uk/research/graduate-school/academic/supervision/>

## Thesis Advisory Panel

Your Thesis Advisory Panel (TAP) consists of your supervisor(s) and at least one other member of academic staff from your department. Full-time students meet with their TAP at least once every six months, and part time students will meet every 12 months. Any member of the panel, or the student, may request a panel meeting at other times. The purpose of TAP meetings is to discuss your progress and training needs and to give advice on the direction of your research and your professional development.

You and your TAP will document your meeting on the TAP meeting form, highlighting your progress and any goals that you should be working towards for the next meeting. This record of your TAP meeting will be kept on SkillsForge and must be signed by you and your TAP members.

Meetings of the TAP are additional to formal supervisory meetings. The TAP is expected to meet only during the student's normal enrolment period. The purpose and target dates of the TAP meetings to be held during the research degree programme should be made clear by the supervisor at the outset of the programme.

For further information visit <https://www.york.ac.uk/research/graduate-school/academic/supervision/>.

## Formal Reviews of Progress for PhD and MPhil Students

**(Masters by research students do not have formal reviews of progress)**

### Formal Reviews of Progress: Overview

All PhD and MPhil students (but not MA/MSc by research students) are subject to formal reviews of progress. The purpose of formal reviews of progress is to ensure that you are making satisfactory progress with your research project and other elements of your PhD or MPhil programme. A formal review of progress should give you a clear sense of the progress you are making on your degree but the decision of a progression panel does not serve as a prediction for the outcome of the final examination.

Formal reviews of progress take place on an annual basis, towards the end of each year of enrolment, for full-time PhD and MPhil students, and on a biennial basis for part-time PhD and MPhil students. Formal reviews of progress are not required for entry into a continuation period, where this is permitted.

You have a maximum of two opportunities to meet the relevant University progression criteria at each formal review of progress. If you have not met the relevant University progression criteria after two attempts you will have failed the progression point and will be transferred to an alternative programme or your enrolment will be terminated.

### Procedure for Formal Reviews of Progress

In a formal review of progress, you will be assessed against University progression criteria (see below) which set out the *threshold* requirements for progression to the next year (or equivalent period for part-time students).

The assessment is undertaken by a progression panel, which is independent of your supervisor(s) to gain an external perspective on the progress that you are making, and to ensure that your relationship with your supervisor remains focused on your development as a researcher.

During your initial meeting with your supervisor, you will be told who your Annual Progression Panel members are. The Progression Panel will comprise of at least two individuals, independent of your student supervisor(s) and will be chaired by a senior academic with appropriate experience.

Your department determines what evidence (oral and/or written) its PhD and MPhil students should provide to demonstrate that they have met the relevant University progression criteria (see below for details). The evidence you provide is considered alongside a supervisor's report on your progress.

## Progression Criteria and Student Evidence for a First Formal Review of Progress

For progression into year 2 of a full-time PhD or MPhil programme (or equivalent stage of a part-time PhD or MPhil programme), a student must demonstrate that they:

- (a) can articulate the direction their research is taking and the research questions it addresses;
- (b) have planned in a realistic fashion the second year (or equivalent) of their research, indicating any risks and how these will be mitigated;
- (c) have sufficient acquaintance with the relevant field of knowledge to place their research into context;
- (d) have sufficient proficiency in the relevant research methods, techniques and theoretical approaches to move their research to the next stage;
- (e) have undertaken all required training;
- (f) have considered ethical issues (including data management and authorship) where applicable.

## Progression Criteria for a Second Formal Review of Progress

For progression into year 3 of a full-time PhD programme (or equivalent stage of a part-time PhD programme), a student must demonstrate that they:

- (a) can articulate the direction their research is taking and the research questions it addresses and how this will lead to a substantial original contribution to knowledge or understanding;
- (b) have planned in a realistic fashion the third year (or equivalent) of their research, based on the expectation that the project will be completed and the thesis submitted on time, indicating any risks and how these will be mitigated;
- (c) have the ability to write up their research in an appropriate academic format for it to be critically assessed by peer reviewers and examiners;
- (d) have begun to acquire the wider background knowledge of their research field required for the degree of PhD;
- (e) can apply the relevant research methods, techniques and theoretical approaches required to make an original contribution to knowledge or understanding;
- (f) have undertaken all required training;
- (g) have considered ethical issues (including data management and authorship) where applicable.

Please note that an oral presentation will not be required for the second formal review of progress.

## Progress Review Meeting

The progression panel will consider your evidence and the supervisor's report at a progress review meeting. Based on these elements, the progression panel will make a decision as to whether you have met, exceeded or not met the relevant University progression criteria as well as a recommendation regarding your progression. Students are required to be present at the progress review meeting.

If a progression panel does not feel able, on the basis of the evidence provided by a student and/or the supervisor's report, to recommend that an individual student be progressed, then a progress review meeting at which the student in question is present, along with at least two members of the progression panel, must be scheduled as soon as possible (and within department's specified window for progress review meetings). The purpose of requiring the progression panel (or part thereof) to meet with the student in this instance is to give the student (who is at risk of not progressing at the first attempt) every opportunity to demonstrate that they have met the relevant University progression criteria.

## Progression Panel Decision and Recommendation

If a progression panel decides that you have met or exceeded the relevant University progression criteria at the first attempt, they will recommend to the Standing Committee on Assessment (SCA), which is responsible for approving progression decisions on behalf of Senate, that you progress into the next year of your programme.

If the progression panel decides that you have *not* yet met the relevant University progression criteria, you will be permitted a second attempt at progression within three months but the panel may recommend that it would be in your best interests to transfer to an alternative programme or to withdraw from the University. You will need to let your department know as soon as possible if you wish to accept a recommendation for transfer or withdrawal.

## Second Attempt at Progression

If you make a second attempt at progression but *do not* meet the relevant University progression criteria at this attempt, the progression panel will recommend that you are transferred to an alternative programme or that your enrolment with the University is terminated.

If you make a second attempt at progression and *do* meet or exceed the relevant University progression criteria at this attempt, the progression panel will recommend that you are progressed but this *does not* alter the timing of the next formal review of progression (if applicable) or the deadline for submission of the thesis.

See <https://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy/> (Appendix 4) for full details of the procedure to be followed for making a second attempt at progression.

## Exceptional Circumstances

If you have any exceptional circumstances that may impact on a formal review of progress then you should contact your supervisor as soon as possible to discuss your options.

For full details of the exceptional circumstances affecting assessment policy, see the website at: <https://www.york.ac.uk/students/studying/progress/exceptional-circumstances/>.

To claim for exceptional circumstances, students must complete the online form from the website at <https://facultyapp.york.ac.uk/app/excircs/>. Supporting evidence must be uploaded to the same website.

## Key Milestones for your Research Degree

The following section lays out the key milestones that you must achieve as a research student.

### First year (and Part-Time Equivalent) Milestones for PhD and MPhil Students:

Event	TAP 1	TAP 2	First Year Symposium	Submission of written evidence	Progress Review Meeting
Month from enrolment (full time students)	6	12	Thursday 20 June 2020 (between month 9-12 enrolment)	Thursday 6 June 2020	Should take place within two weeks of Symposium
Month from enrolment (part time students)	12	24	June 2021 (between month 18-24 of enrolment)	Two weeks before symposium	Should take place within two weeks of Symposium
Requirement			To give a 15-minute presentation where you will describe the direction your research is taking and the research question it addresses.	A formal report which demonstrates an engagement with the literature, methods and outline of project (approx. 5,000 words); a written plan for Year 2; training record. Complete Pre-Progression form on SkillsForge.	
Outcome					Decision and recommendation after Symposium presentation and review meeting has taken place.

## Second Year (and Part-Time Equivalent) Milestones for PhD and MPhil Students:

Event	TAP 3	TAP 4	Second Year Symposium	Submission of written evidence	Progress Review Meeting
Month from enrolment (full time students)	18	24	Symposium will not be taking place	Two weeks before Review Meeting	Should take place between month 21-24 of enrolment
Month from enrolment (part time students)	36	48	Symposium will not be taking place	Two weeks before Review Meeting	Should take place within month 42 – 48 of enrolment
Requirement			No presentation required.	Chapter of thesis or part of your theoretical chapter for CP students or component of their CP; describe in detail the research questions your project will answer; written plan for Year 3; draft bibliography for thesis; training record. Complete Pre-Progression form on SkillsForge.	
Outcome					Decision and recommendation after Symposium presentation and review meeting has taken place.

All supporting evidence will need to be uploaded to a completed Pre-Progression form on SkillsForge. The students' supervisor should also complete a progress report at least 72 hours before the Progress Review Meeting.

If you commence a PhD or MPhil programme outside a cohort entry point, or if your journey goes out of sync with the rest of your cohort (e.g. due to a leave of absence) the dates specified above may not apply to you but will be calculated in terms of how long you have been enrolled on the programme. You will be informed of your Progression Meeting date at the beginning of your enrolment.

<b>Type of exception</b>	<b>Management</b>	<b>Timeframe</b>
Part-time PGRs		Presentation and progression panel at end of Summer Term of year 1B; second progression panel in final month of year 2B
A student has an identified disability	Request additional written evidence	
Leave of Absence meaning the student cannot present at the PGR Progression Day	Ideally, presentation occurs at PGR WiP at appropriate time, but otherwise just to progression panel ad hoc.	After 9 months registration fte
MPhil students	Same as year 1 PhD students except must also submit timetable for on time completion like year 2 PhD students	
MA/MSc (By Research) students	No progression requirements but invited to present at a suitable research event.	
Other exceptional circumstances (e.g. Tier 4 visa issues)	PGR Convenor to sign off variations so long as sufficient evidence is produced that student meets criteria.	

## Researcher Training and Development

Being a research student isn't just about producing a piece of academic work. It's about developing skills that will help you succeed in your chosen career. Your department and supervisor will help you with skills specific to your subject, and training and support is also provided centrally.

### Becoming an Effective Researcher Tutorial

The 'Becoming an Effective Researcher Tutorial' is an online induction available through the VLE to all postgraduate research students and supervisors. The tutorial is organised in easy to navigate sections so that, following completion of the tutorial, you are able to come back to the information as you need it throughout your programme. You are expected to complete this tutorial as part of your induction at the University and are encouraged to discuss it with your supervisor and TAP. You can access BERT directly from the VLE or by clicking the link:

The 'Becoming an Effective Researcher Tutorial' is an online induction available through the VLE to all postgraduate research students and supervisors. The tutorial is organised in six easy to navigate sections so that, following completion of the tutorial, you are able to come back to the information as you need it throughout your programme. You are expected to complete this tutorial as part of your induction at the University and are encouraged to discuss it with your supervisor and TAP. On completion of all six sections of BERT (as it is affectionately known) you will be issued with a certificate which you can use to demonstrate to your supervisor that you have completed the tutorial. You can access BERT directly from the VLE or by clicking the link:

<https://www.york.ac.uk/research/graduate-school/new-students/>.

### Research Excellence Training Team (RETT)

The University's Research Excellence Training Team (RETT) provides a range of skills training and support to help you develop the skills you need to progress your research and your career. This includes communication, careers, collaboration, project management and public engagement. Book on workshops via SkillsForge and visit the RETT pages (<https://www.york.ac.uk/staff/research/training-forums/research-excellence-training-team/>), Facebook (<https://www.facebook.com/rett.york>) and Twitter ([@rett\\_york](https://twitter.com/rett_york)) for up to date information.

## Library Research Support Team

The Library's Research Support Team (RST) provides advice and guidance on research data management, open access publishing and repositories, copyright and bibliometrics.

The team delivers workshops on these themes within the Research Excellence Training programme. To view information on workshops and to make a booking, visit <http://www.york.ac.uk/admin/hr/researcher-development/students/>. For further information on the team, visit <https://www.york.ac.uk/library/info-for/researchers/support/>.

The Library also provides a wide range of services for researchers in addition to the RST, for more information, visit <http://www.york.ac.uk/library/info-for/researchers/>.

## Academic Liaison Librarians

Your Academic Liaison Librarian is your main contact in the Library. Talk to your Academic Liaison Librarian about your research; they can point you in the direction of the best resources and order new resources for you. Find your librarian, lists of useful resources and further guidance by clicking on your department's name on this website: [subjectguides.york.ac.uk](http://subjectguides.york.ac.uk).

## Research Computing

All researchers use computers at some point in the research process and IT Services provide a wide range of services and support, from email to Tier 3 High Performance Computing. The Research Computing team provides training and one-to-one support so that you can make the most of the systems and resources provided at York. Whatever your level of experience, help is on hand to get you started and choose the right tools for your research or project.

Designed with the aim of making research easier, faster and more productive, our systems and resources could be of use to all researchers, regardless of discipline or research project. To discuss what help we can provide, email: [itsupport@york.ac.uk](mailto:itsupport@york.ac.uk).

Additional information can also be found at: <https://www.york.ac.uk/it-services/research-computing/>.

## Departmental Conferences/Seminars/Fora/Publications

In addition to various conferences and workshops, the Department also hosts a number of research seminars each term, typically on Wednesday evenings from 17:00 in TFTV/109 (check the timetable for confirmed dates, venues and times). These are formal papers given by both departmental staff and invited guests on topics of related interest with discussion and questions afterwards. Postgraduate students are very welcome - indeed, encouraged - to attend these seminars. PhD students who are nearing the completion of their thesis may also be invited to present a paper at the relevant seminar.

## Financial Support for Research (PhD Students only)

Full and Part Time PhD students receive £750.00 over the course of their registration period to help meet travel and other expenses incurred in conducting and presenting research. To claim for expenses, students should complete the departmental PhD Research Expenses form and submit it to the postgraduate administrator at [tfti-pg-admin@york.ac.uk](mailto:tfti-pg-admin@york.ac.uk). It will then be considered by the Director of Graduate Studies. After approval, all rail, air, accommodation and conference registration needs to be booked via the department. Please email trip details to [tfti-enquiries@york.ac.uk](mailto:tfti-enquiries@york.ac.uk). For reimbursement of other expenses while travelling, such as taxis and food, you will need to complete an expenses form for this purpose and provide receipts. Before expenses can be reimbursed, you will need to log your bank details on line via this link <https://www.york.ac.uk/students/finance/>. For further information, go to the Current Students webpage - <https://www.york.ac.uk/tftv/intranet/researchpostgraduates/fundingandresources/>

In addition, PhD by Creative Practice students receive £390 per year of their registration, to spend on their project.

PhD by Research students may also apply for this funding as for PhD by Creative Practice students, if they have an appropriate expense. Please consult with your supervisor or with the Director of PGR for details

# Your Thesis

## Thesis Content and Style

For detailed guidance about the style, formatting and sequence of material standards for your thesis, go to <https://www.york.ac.uk/research/graduate-school/academic/thesis/format/>.

In addition to online guidance on preparing and formatting your thesis, the University also offers courses to help you through Information Services and through RETT. For more information visit: <http://subjectguides.york.ac.uk/skills/training> and <https://www.york.ac.uk/staff/research/training-forums/research-excellence-training-team/research-students/>.

## Thesis Submission

Research degree candidates are required to prepare and to submit for examination copies of their thesis as specified in the University's requirements (<https://www.york.ac.uk/research/graduate-school/academic/thesis/submit/>). The copies of the thesis submitted for examination (or, following referral, for re-examination) remain the property of the University.

The PhD thesis is not less than 80,000 and no longer than 100,000 words. This includes any quotations, footnotes, endnotes or appendices, but excludes the abstract, the bibliography, the title and contents pages, the list of illustrations, and any figure captions.

Further information on submitting your thesis can be found here <https://www.york.ac.uk/research/graduate-school/academic/thesis/submit/>

## Before Submitting

You should discuss your submission plans with your supervisor, though ultimately it is your decision when to submit your thesis for examination. About two months before you expect to submit your thesis, you should complete the 'notification of intention to submit' in your e:Vision account (located under 'Research Progress' within the 'My Supervision Meetings and Research Details' section). This allows the department to make the necessary arrangements for your examination. You do not need to be over-exacting in calculating your submission date, provided that you adhere to your deadline for submission.

You can find the intention to submit form in your eVision account.

If you are an MA/MSc by Research student, you also need to register your intention to submit.

### When to Submit

You **must** submit your thesis by the final deadline, though it is a good idea to plan to submit long before that, in order to give yourself time to deal with unexpected events in both your research and your personal life. You can see your submission deadline in your SkillsForge account. Late submissions will only be accepted once an extension has been applied for and approved. A pending extension request is not sufficient.

### How to Submit

Theses may be submitted to the Research Student Admin (RSA) team by hand via the Student Hub (<https://www.york.ac.uk/students/support/student-hub/>), by post, or by courier service. It is your responsibility to ensure that the thesis reaches RSA by the deadline.

### Continuation Period

Your continuation period: <https://www.york.ac.uk/research/graduate-school/academic/thesis/continuation/> begins at the end of your normal period of enrolment. If you have not submitted your thesis by the end of your normal registration period, you will automatically enter into your continuation period. For PhD Students, the continuation period is a maximum of 12 months. For MA/MSc by Research students, the continuation period is a maximum of 3 months. During this time you will retain access to the Library and IT facilities. You may only access departmental facilities with the written permission of the Chair of the departmental Graduate School Board. Students entering a continuation period will be liable to pay a continuation fee.

# Thesis Examination

## Appointment of Examiners

Once a notification of your intention to submit has been presented, the Director of Graduate Studies nominates examiners and submits the recommendation to the SCA for approval. Your supervisor(s) will have been consulted on who will be suitable examiners and you should be asked to confirm that there are no known conflicts of interest with the selected examiners. There will be at least two, and not more than three, examiners, including at least one external examiner from another university.

## Oral Examination

Following the submission of your thesis for examination, MPhil, PhD and EngD candidates (and Masters by Research candidates at the discretion of the examiners) will be required to sit an oral examination known as a viva. The purpose of this oral examination is to allow your examiners to explore your work and satisfy themselves that:

- the work is of appropriate quality;
- you are well acquainted with your subject matter;
- you have applied appropriate research methods;
- the work is your own, or if a collaborative piece, that your contribution is adequate.

The oral examination also allows you to respond to any shortcomings identified by the examiners. Your oral examination will take place within three months of submitting your thesis.

Oral examinations for all research degrees will be recorded. These recordings are used only in the event of an appeal based on the conduct of the examination, or when an additional examiner has been subsequently appointed to resolve a dispute. Recordings will be destroyed one year after the result of the examination has been confirmed, or one year after appeal proceedings have been concluded.

PhD and MPhil students: the department will contact you to arrange your viva.

MA/MSc by Research students may be required to attend in person an oral examination on the subject of the thesis. If an oral examination is not required, the examiners will write individual reports on the thesis.

## Examination Outcomes

There are several possible outcomes for research degree examinations:

1. Pass
2. Pass subject to corrections
3. Revise and resubmit for re-examination
4. Opportunity to be awarded lower degree (if available) either with or without changes being made
5. Fail

For details of these outcomes as applied to a Masters by Research, MPhil, PhD and EngD, see the Policy on Research Degrees: <https://www.york.ac.uk/research/graduate-school/support/policies-documents/research-degree-policy>.

The outcome will be ratified by the SCA and you will be informed of the decision and advised on how to proceed. You have the right to appeal against the examiners' recommendations on the grounds of unfair or improper conduct of the examination, prejudice on the part of the examiners, or procedural irregularity.

## More Information

Full details on thesis submission and examination can be found on the University website, at:

<https://www.york.ac.uk/research/graduate-school/academic/thesis/>.

## Change of Plan?

### Leave of Absence

A leave of absence allows you to take an authorised break of a month or more from your studies. You may apply for a leave of absence for a documented medical or personal reason. Breaks of less than 1 month can be approved at departmental level, but will not then result in an extension to your progression or final submission deadlines.

Any student can apply for a leave of absence. It can be a good solution for a research student who genuinely finds that medical or personal difficulties are preventing their study for a period of time. However, approval remains at the discretion of the Special Cases Committee.

As far as possible, you should apply for a leave of absence in advance. Departments should not submit requests to the Special Cases Committee later than one month after the proposed start date of the leave period. Leave of absence that is entirely retrospective will not be considered or approved.

For more information on when and how to apply for a Leave of Absence, visit <https://www.york.ac.uk/research/graduate-school/academic/change/loa/>.

Students on Tier 4 visas should be aware that a Leave of Absence will impact on their eligibility to remain in the UK, and should therefore consult with the Immigration Advice Service (<https://www.york.ac.uk/students/support/international/immigration/>) before making any decision.

### Annual Leave Entitlement

#### All Postgraduate Research Students

It is expected that postgraduate research ('PGR') students will study throughout the whole year, working on a full-time basis. Subject to the agreement of the supervisor(s) and any conditions placed by the research council (or other sponsor/funding body), research students may take reasonable holidays (annual leave) not exceeding 30 days (plus public holidays) in any year. The student is responsible for recording their annual leave and should seek permission from their supervisor for any break of more than 5 consecutive working days.

For postgraduate research students, there is only one term. The dates of the term coincide with the academic year. Leave for Christmas or Easter (other than public

holidays) should be taken from the 30 day annual leave allocation.

No changes will be made to a student's submission date as a result of their taking annual leave.

### **Sponsored International Postgraduate Research Students**

For sponsored international PGR students studying on a Tier 4 (General) visa, the 30 day annual leave entitlement will not affect their visa status. The 30 day annual leave entitlement can be used at any point in the year with approval from their supervisor, however it is expected that any planned leave such as leave around Christmas, Easter or other vacations is taken from this entitlement. Public holidays, such as Christmas Day and Easter Monday, will not need to be taken from the entitlement.

Sponsored international students do have the additional option of taking an authorised absence, however the expectation is that authorised absences are only used for unplanned, emergency leave. Annual Leave should be used as the preferred option for leave during the year. Authorised absences should only be used if annual leave is not available and in urgent scenarios.

No changes will be made to your submission dates if you choose to take annual leave or an authorised absence. Extension to submission will not be approved on the basis of having taken authorised leave.

If Tier 4 students do not return on the planned date, or fail to arrange additional approved leave, sponsorship may be at risk.

All annual leave for Tier 4 PGR students should be agreed in advance by the supervisor(s) and is subject to any conditions placed by the research council (or other sponsor/funding body). All annual leave must be agreed in advance and requested via [eVision](#) or via a paper form if the request is for less than 7 days. Please contact [Tier4@york.ac.uk](mailto:Tier4@york.ac.uk) if you require a paper annual leave request form. The completed copy of the paper form should be returned to [tier4@york.ac.uk](mailto:tier4@york.ac.uk) so that annual leave can be recorded for visa compliance purposes. Students should 'cc' their supervisor(s) when submitting the form. Please note this form is required for Tier 4 students only.

## Full-Time/Part-Time

You may be able to switch between full-time and part-time attendance at University. Not all programmes have a part-time option, so you should check with your department first.

Speak with your supervisor and discuss the options available to you. This decision should not be taken lightly. It is essential that you understand the implications that changing your mode of attendance may have.

Changing your mode of attendance will affect the end of your period of registration, your submission deadline and the tuition fees payable for the remainder of your programme. It will alter how you fulfil the University's requirement of a minimum period of registration.

Changing your mode of attendance may also affect your entitlement to:

- Financial support
- Funding
- Student visas
- Accommodation
- Council Tax exemptions
- Tuition fees and accommodation

Your funding body may place restrictions on whether and how often you can change status. RSA can give you further guidance.

For more information, visit <https://www.york.ac.uk/research/graduate-school/academic/change/full-time-part-time/>.

## Change Programmes

While we do not encourage research students to change programme, situations may arise which make a change worthwhile.

Reasons may include:

- you're progressing well at a lower level and wish to upgrade to a degree at a higher level;
- you have not met the requirements for the degree for which you are registered and are transferring to a lower degree;

- a change in personal circumstances means you need to end your programme early, but still want to receive a qualification;
- your supervisor is moving to a different department.

This is by no means an exhaustive list. Reasons for a change of programme are often unique to your situation. If you think a change of programme may be right for you, you should speak to your supervisor.

For more information, visit <https://www.york.ac.uk/research/graduate-school/academic/change/transfer/>.

## Extension

If exceptional circumstances are affecting your ability to work in the final 3 months before your submission deadline, you may be permitted to extend your submission deadline, but only in proportion to the documented impact on your work. You should be planning to submit considerably before the deadline to allow for less exceptional but still unpredictable events that might affect your work.

There is no guarantee that you will be able to extend your programme in this way, especially if the circumstances could have been remedied with a leave of absence at an earlier stage.

Extensions are normally limited to a maximum of six months. In exceptionally compelling circumstances, a longer extension of up to one year may be granted. Multiple extensions exceeding a total period of two years will not normally be granted.

Applications for extensions should be made before your current submission deadline. If you need to apply for an extension to your submission deadline, you should speak to your supervisor. This date should be justified by the circumstances and supported by the departmental Graduate Chair or the Director of Graduate Studies.

For more information, visit <https://www.york.ac.uk/research/graduate-school/academic/change/extension/>.

## Withdrawal

Withdrawal is the term used when a student decides to permanently leave the University before completing their programme of study. Before deciding to withdraw you should meet your supervisor to discuss any issues you may have and explore your options. It may be more appropriate for you to take a leave of absence, switch to part-time study, or change programmes.

If you need more advice, or want to speak to someone other than your supervisor, support is available from:

- RSA;
- the Student Hub;
- GSA.

For more information, visit <https://www.york.ac.uk/research/graduate-school/academic/change/withdraw/>.

# Professional Development and Employability

## Teaching/Demonstrating Opportunities

As a research student, you work at the cutting edge of your field. You live, breathe and care passionately about your subject. We encourage you to take advantage of the opportunities available to teach and share some of your expertise with other students. Each department has a designated Graduate Teaching Assistant (GTA) co-ordinator who organises the teaching opportunities and provides support.

You might help facilitate a seminar or problem-solving session in your discipline. You might help students in another faculty better understand their work. This cross-fertilisation of ideas is consistent with the University's commitment to research-led teaching and interdisciplinarity.

Why teach? It can:

- improve your confidence;
- enhance your ability to explain and engage people with your research;
- allow you to reflect on the impact of your research and why it is important;
- develop skills of creativity and innovation in you and your students;
- increase your resilience and resourcefulness;
- assimilate you into the faculty as a recognised expert in your field.

To express an interest in becoming a GTA in TFTI, please contact Dr Emma Pett, GTA co-ordinator, at [emma.pett@york.ac.uk](mailto:emma.pett@york.ac.uk). Each module teaching vacancy will be circulated by email to the TFTI PGR community, and advertised on the TFTI website. This usually takes place at the end of Spring and into the Summer term, with teaching to begin the following academic year. You will be asked to submit your CV and a statement that indicates why you have the suitable skills, experience and knowledge to teach on the specific module. You are strongly advised to get further guidance on this from your PhD supervisor. The process of deciding who teaches is selective and competitive, and is based on a variety of factors, of which the most important is the UG experience.

The GTA co-ordinator contacts can be found at:

<https://www.york.ac.uk/research/graduate-school/teaching/>.

If you wish to teach at the University you must attend the University's 'Introduction to Learning and Teaching' workshop before you commence teaching. University training for GTAs is designed to help you develop the skills and confidence you need to support your students; for more information visit: <https://www.york.ac.uk/staff/teaching/develop/>.

Some teaching opportunities for GTAs are advertised centrally on behalf of academic and support departments (e.g. Maths Skills Centre and Writing Centre Tutors); see the YGRS webpages for more details: <https://www.york.ac.uk/research/graduate-school/teaching/>.

## Public Engagement

Another way to share your expertise and enthusiasm for your research is through public engagement. The University runs a range of one-off and ongoing public events and initiatives that are fantastic opportunities for you to share your research and its findings with a broad audience. This includes events such as York Talks and the Festival of Ideas. For more information, visit <https://www.york.ac.uk/news-and-events/events/>.

Like teaching, public engagement activities can:

- improve your confidence;
- enhance your ability to explain and engage people with your research;
- allow you to reflect on the impact of your research and why it is important;
- assimilate you into the faculty as a recognised expert in your field.

## Careers/Employability

Careers and Placements at the University of York offers information and advice to support postgraduate researchers with skills development and career planning in conjunction with RETT. You can expect:

- impartial and confidential careers guidance from our team of careers consultants to help you consider your future career options;
- access to events and dedicated workshops on campus, offering you the opportunity to meet employers and build on your skills;
- online resources, and reference materials available in Careers and Placements building.

Careers and employability is at the heart of all of our degree programmes. Throughout your degree you will gain industry insights and training to equip you for the world of work. Developing your employability is about extending skills, making contacts, broadening ideas, and understanding how to gain and use your experiences to enhance your future prospects. It is a good idea to start exploring career options early in your course.

The University's Employability tutorial enables you to assess your skills, research career options and access guidance on how to gain experience and develop new skills to prepare for your future. It can be accessed via the VLE: <http://vle.york.ac.uk>

For more information, visit <https://www.york.ac.uk/research/graduate-school/careers/>.

## Appeals and Complaints

A complaint is about any service received. An appeal is about an academic decision reached.

### Appeals

You can appeal against a procedural error in arriving at the academic decision or on the basis of exceptional circumstances if you have a good reason for not declaring these at the appropriate time. You cannot appeal against an academic judgement of the quality of your work.

### Complaints

You may complain about your experience of any academic or non-academic service you have received as a student. If you are not happy with the outcome of an initial investigation of your complaint you can pursue your complaint further under the formal Complaints Procedure.

The GSA has a dedicated advice service to guide students through these procedures. If you are considering making an appeal or a complaint, email [advice@yorkgsa.org](mailto:advice@yorkgsa.org), or visit <http://www.yorkgsa.org/students/welfare/book-an-advice-service-appointment/>.

For more information on complaints and appeals, and how to complain or appeal visit: <https://www.york.ac.uk/students/help/appeals>.

## **Disclaimer**

We have tried to ensure that the information contained in this document is accurate as of September 2019. Please check our website for any changes to this information.

## Glossary

Term	Meaning
BoS	Board of Studies
CDT	Centre for Doctoral Training
CELT	Centre for English Language Teaching
DRC	Departmental Research Committee
DTC	Departmental Teaching Committee
DTP	Doctoral Training Partnership
GSA	Graduate Students' Association
GTA	Graduate Teaching Assistant
RETT	Research Excellence Training Team
RSA	Research Student Administration
RST	Research Support Team (Library)
SCA	Standing Committee on Assessment
SCC	Special Cases Committee
TAP	Thesis Advisory Panel
YGRS	York Graduate Research School
YUSU	University of York Students' Union