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YORK ST JOHN UNIVERSITY

PGR Handbook

2023-24

Contents

Welcome to York St John University!

York St John University (YSJ) provides a supportive and enriching postgraduate experience.

We offer excellent support across the university and within our Research Office. We want you to be aware of the support we offer and ensure your success at every point of your research programme. This handbook includes essential information for your research journey. The content of the handbook is updated every year to provide you with the latest information and guidance. Inside you will find the people, departments, and initiatives dedicated to getting you started, being an active member of our PGR community, and successfully completing your research with us.

Professor Andrew Hill, Head of Postgraduate Research

The Research Office

The Research Office assists with and supports all aspects of research activity at YSJ, including research and research degrees, funding, REF2028 and offers support to the full PGR community. The Research Office co-ordinates training and support for all PGRs by collaborating with academic staff and professional services teams.

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Meet the full team here:
Meet the Research Office Team

Get in touch with the team:
researchoffice@yorksj.ac.uk

School Postgraduate Research Leads (SPGRLs)

Each School has a School Postgraduate Research Lead (SPGRL) who has oversight of PGR student recruitment, experience, and progression. They take a lead role on the development and implementation of School and University postgraduate research plans, and provide leadership and support for supervisory and examination teams. You can find the list of SPGRLs for each school below:

School	Postgraduate Research Lead	Email
School of the Arts	Claire Hind	C.Hind@yorksj.ac.uk
School of Education, Language and Psychology	Emma Clarke	e.clarke@yorksj.ac.uk
School of Humanities	Robert Edgar	r.edgar@yorksj.ac.uk
School of Science, Technology and Health	Adam Odell	a.odell@yorksj.ac.uk
York Business School	Rosie Binfield-Smith	r.binfield-smith@yorksj.ac.uk

What you need to know
Important Information and Resources

Registry

Registry is responsible for administering research degree candidature and maintaining all student records. The department works closely with the Programme Administration and Support Service (PASS), the Research Office, the Schools and other departments. Registry assist with application and interview processes, enrolment, recording information for formal review stages and final submissions for all PGRs.

Registry can be contacted at:
Research@yorksj.ac.uk

Contact Registry if you have any questions or issues related to:

- E:Vision
- Enrolment
- Submitting your Progress Report for your Review on E:Vision
- Application for Assessment
- The Viva
- Examinations
- Suspensions or Extensions
- Authorised Absences

Student Records

The student records system (SITS) acts as a central database for all PGR information. You must register at the University using your legal name as this will be used on your award certificate at the end of your programme.

If you wish to change your name, you can submit a Change of Name form to the Student Records team.

For other changes, such as, address, personal details or to request or submit a Council Tax exemption letter, you can do this via e:Vision.

Information stored on SITS is confidential but maybe used for anonymised statistical monitoring by the University. Additionally, once per year, select data is provided to the UK Higher Education Statistics Agency (HESA).

Student Records can be contacted at
studentrecords@yorksj.ac.uk

Policies and documents

All York St John policies can be found on the website: Policies and documents

Support Teams

Disability Support

If you have a disability, long term health condition, mental health condition or a specific learning difficulty (SpLD), then additional support is available to you.

Find more information on the website:
Disability Support

Wellbeing and Welfare Support

YSJ has specialist support services ready to provide you with mental health or emotional support, as well as support with some of the more serious welfare challenges you might be facing.

Find more information on the website:
Wellbeing Support

Funding Advice

The Student Funding Advice team provides you with a wide range of independent and confidential advice and guidance.

They can advise on issues including:

• Government funding
• York St John funding
• Budgeting and money advice
• Blackbullion
• YSJ Student Support Fund

Find more information on the website:
Student Funding Advice

York Campus

A full map of the Lord Mayor's Walk Campus can be found on page 38, or alternatively, you can find an interactive campus map on the website: Campus Map

More information on Campus Facilities can be found on page 27.

Find more information on travelling to campus on the website: Commuting

John Brindley Graduate Centre

The Graduate Centre is a unique shared office space dedicated to all PGRs at YSJ. It is located on the first floor of Holgate building at the York campus in H.G.123.

The Graduate Centre is open every day between 8am and 8pm and is for PGR use only. If you are working in the Graduate Centre at weekends, please be aware of the following:

• If there is anything that might put you at risk during lone working (e.g. medical or wellbeing concerns), the Research Office would need to be aware of this and would recommend using the Library in Fountains instead.

• If you need to work after 7pm on the weekend (the Graduate Centre is open until 8pm), you will need to let Security know. Their contact details are located below under 'Important Contacts'.

To enter you will need to input the access code **C2780X**. Do not share this with anyone who is not a registered PGR at York St John.

The Graduate Centre operates a hot-desking procedure to encourage a positive and collaborative research environment. In the interest of equity and fairness, this ensures that all PGRs are able to work within the centre at any available desk.

Please book a seat via LibCal **before** sitting at a desk: Book a seat via LibCal

Important contacts

Main Reception
☎ 01904 624 624
✉ reception@yorksj.ac.uk

Security team
For emergencies:
☎ 01904 876 444
☎ or ✉ 07885 201 182
For non-emergencies:
✉ security@yorksj.ac.uk.

IT
✉ support@yorksj.ac.uk

School Admin Unit
Find the contact details for your School's admin team on the website: School Admin Unit

Finance Team
☎ 01904 876 452
✉ finance@yorksj.ac.uk.

International PGRs

As an International PGR it is important for your wellbeing that you feel comfortable and at home during your time at YSJ.

Services for International PGRs

YSJ offers specialist support to all international PGRs via the International Student Support Team and the Visa and Immigration Team.

English Language Qualifications

The University requires applicants whose first language is not English to meet or exceed the minimum English language entry requirements detailed in the 'Research Degree Student Admission Policy and Interview Guidance Notes' or equivalent deemed suitable by the University.

If you're on a Student Visa:

As an international PGR you will hold a Student Visa and it is your responsibility to ensure that you have valid immigration permission at all times throughout your programme of study. The Student Visa requires you and the University to comply with certain responsibilities.

This section will provide you with an awareness of what is required from you as an international PGR at YSJ.

UK Visas & Immigration (UKVI) expects all those on a Student Visa to meet several conditions:

- Remain registered as a full-time student and attend all supervisor meetings, seminars, research training and other research events.

- If you suspend or withdraw from your studies, you must inform the Visa and Compliance Team as the University is required to make a report to the Home Office. In this event, you are required to leave the UK. If you suspend, you should refer to the Visa and Compliance Team for advice.

- Register with the police if your visa states this as a requirement. You must ensure that your police certificate is kept up-to-date with your current address and immigration permission.

- You should not breach the working conditions of your visa.

- You are required to inform the University if your immigration status changes and you no longer hold a Student Visa. You can do this by bringing a new visa to the Visa and Compliance Team.

- Ensure that you provide up-to-date contact details with the University. This includes your UK address, telephone number and personal email address. On occasion the University may need to contact you with urgent immigration-related information.

- In the instance of a refused visa application, you should seek advice from the Visa and Compliance Team.

As a sponsor for Student Visas, UKVI requires the University to comply with the following points:

- Ensure we have up-to-date contact details for PGRs on a Student Visa.

- Ensure we have a copy of all PGRs who currently hold a Student Visa

- Inform UKVI of any PGR who fails to register on their programme of study.

- Inform UKVI of any PGR who suspends or withdraws from their programme of study and confirm the date they intend to leave the UK.

- Monitor the attendance of all PGRs on a Student Visa and report to UKVI any failure to meet requirements.

- Inform UKVI of any significant changes to a PGRs circumstances which could affect their Student Visa (i.e. if a PGR completes a programme of study early).

Additional information is available for visa and immigration via YSJ's website and UK Council for International Student Affairs (UKCISA).

Insessional support and language development

The Insessional support and language development team offer free language and skills events and workshops to help improve your knowledge and skills.

Find more information on the website here: Language Support

Professional Doctorates

Professional doctorates are delivered part-time over a period of 4-6 years in two stages.

Stage 1 (years 1 and 2) is taught, and will require PGRs to pass four 45-credit modules (two in each year).

During year 2 of the programme, PGRs will produce a research proposal, which will be reviewed by a transfer panel at the end of the year. On successful completion of all four modules and the transfer panel, PGRs will transfer from the taught stage to the research stage of the doctorate.

At this stage supervision and reviews will proceed according to the same rules and guidelines as for PhDs, which can be found on pages 12 and 14.

There will be annual reviews held until the PGR submits the thesis, and opportunities for them to attend relevant University training sessions. Reviews will consider training requirements.

These reviews will be arranged by the Research Office.

For the taught stage of the Professional Doctorate, you can either contact profd@yorksj.ac.uk or admin.humanities@yorksj.ac.uk.

You can find more information on the structure of the Professional Doctorate programme in Section 16 of the Code of Practice for Research Degrees.

Your Postgraduate Researcher Journey at York St John

Our Commitment to Postgraduate Research 2026

We are committed to helping our postgraduate researchers to become future research leaders, producing impactful research that benefits society.

To find out more about our plan to grow and support postgraduate researchers, download Our Commitment to Postgraduate Research.

The PGR Lifecycle

Throughout your research degree you will have set milestones and key points to keep you heading in the right direction.

Once you have received your acceptance letter your path will look a little like this:
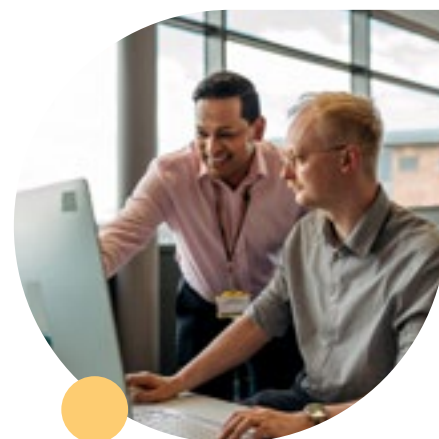
Enrolment

↓

Induction

↓

Review Stages for each research degree				
	Full time PhD	Part time PhD	Full time Masters	Part time Masters
First formal review	6 months	9 months	6 months	9 months
Transfer assessment	12 months	24 months		
Annual Review	24 and 36 months	36, 48, 60 and 72 months		21 months

↓

Thesis submission and examination

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Graduation

Enrolment

The University will contact you by email prior to your start date to invite you to enrol online.

The email will contain a link to a registration task on e:Vision.

e:Vision is your student profile portal. This is where you can update your personal details, enrol each year, pay your fees and complete formal paperwork for your progression. Once you have enrolled, you will:

- be able to collect your Student ID card from our York campus or request that this is sent to you by post
- receive your York St John IT account

For more information on accessing our IT systems, or if you need any help to get you started, you can visit the advice on our IT pages or book an appointment with the Digital Training Team.

If you have any questions about your enrolment, you can email the Research Team in Registry: research@yorksj.ac.uk.

Getting started with IT

A quick start guide to key IT systems at York St John University can be found on the website: IT Systems

Research Degree Policies

Our research degree policies provide information about our processes for admissions, progress monitoring, thesis submission, and more. You can find them on the website: Research Degree Policies

The Code of Practice for Research Degrees outlines the principles, processes, general rules and conventions relating to research degrees. You can find it here: Code of Practice for Research Degrees

Induction

On, or soon after, the first day of attendance, each PGR receives a full and comprehensive induction to York St John University. Induction arrangements are co-ordinated by the Research Office (researchoffice@yorksj.ac.uk).

The PGR Induction takes place on our Lord Mayor's Walk campus in York on the first Monday and Tuesday of October, February and June in line with the 1 October, 1 February and 1 June start dates.

All October, February and June intakes will be sent the Induction Programme prior to starting their course with all the relevant details on timings and where the Induction will take place.

At the Induction, you will find out what it is like to be a PGR at York St John, and discover the support available to you from our professional services teams. This includes the Library, Digital Training, Wellbeing, Careers and International Student Support teams.

Hours of Work/Research per Week

Full-time PGRs are expected to work on their research project (and related professional activity e.g. conference attendance, research skills training) for periods of time that are comparable to a full-time academic post (the equivalent of an average of 40 hours a week).

Part time PGRs are expected to work on their research project for the equivalent of an average of 20 hours per week.

PGRs are encouraged to maintain a good work/life balance and may take up to 25 days holiday a year (in addition to days when the University is officially closed) in consultation with their supervisory team.

Supervision

During the admissions process you will have been assigned a supervisory team. Your supervisory team's aim is to support you through to the successful completion of your programme.

Your supervisory team comprises a main supervisor and one or more co-supervisors who meet YSJ's eligibility criteria. Your supervisors will normally be members of academic staff at the University.

If you are aligned with more than one School, then one of your Schools will act as your parent School and notify Registry.

If one of your supervisory team leaves during your candidature, your SPGRL is required to appoint another supervisor for you.

Supervisors

Your supervisor will be your main contact point during your candidature and is responsible for:

- Offering support and discussions for your training and development
- Advising on all aspects of your research and thesis preparation
- Commenting on your written work within a reasonable time, including your final draft
- Arrange regular review meetings
- Ensuring you have written records of all formal supervisor meetings
- Acting quickly on any concerns from you and bring any concerns to the attention of the SPGRL
- Reporting any patterns of absences or lack of contact to Registry

Postgraduate Research Tutor (PGRT)

When you begin your degree, you will be appointed a Postgraduate Research Tutor (PGRT). Your PGRT will be a member of academic staff outside of your supervisory team, usually your School PGR Lead, who you can have a one-to-one pastoral meeting with to enable you to comment upon the nature of the supervision received and to draw attention to any matters of concern. PGRs will need to arrange any meetings with their PGRTs by contacting them directly. If you're unsure who your PGRT is, please contact Registry.

Change of Supervisory Team

Your Supervisory Team should remain the same throughout your degree, however, in some cases this may need to be changed for various reasons.

Any changes in a supervisory team will be co-ordinated via the SPGRL, who will complete a change request form.

Following an approval from the Research Degrees Sub-Committee (RDSC), you will be notified via email communication from Registry of your new supervisory team.

Supervision Hours

Throughout each year you should have a minimum of 10 contact points if you are full-time PGR or 6 contact points if you are a part-time PGR.

These supervisory meetings can be conducted face-to-face or via Microsoft Teams if you are not able to attend in person.

Your regular supervision meetings should be held no less than 8 weeks apart for full-time PGRs and 12 weeks apart for part-time PGRs.

Progression Monitoring

Throughout your research degree you will have formal review points to monitor your academic progress.

These are separate to your supervisory meetings, and the Research Office will send an Outlook calendar invite to your University email, detailing what will be required for the review to take place.

For full-time PhDs:
- First formal review at 6 months
- Transfer assessment at 12 months
- Annual reviews at 24 months and 36 months.

For part-time PhDs:
- First formal review at 9 months
- Transfer assessment at 24 months
- Annual reviews at 36 months, 48 months, 60 months and 72 months.

For full-time Masters by Research:
- First formal review at 6 months

For part-time Masters by Research:
- First formal review at 9 months
- Annual review at 21 months

For Professional Doctorates:
- Once you have transferred onto the research stage of the Professional Doctorate, you will have annual reviews until you submit your thesis. These will follow the same process as on . You can find more information on Professional Doctorates on .

PGR Reviews

Regular reviews of PGR academic progress are carried out throughout the candidature.

Review meetings are chaired by an independent assessor who will be an academic member of staff, from a cognate discipline but outside the supervisory team.

The PGR, main supervisor (and co-supervisors if available) will be present at the meeting.

Review Documentation:

In consultation with their supervisory team PGRs will need to prepare the following documentation for each review:

Submitted online via e:Vision:

- Progress Report that briefly reflects on progress to date and the development of the project's research trajectory, listing completed chapters / laboratory work / exhibition / performance and conference attendance;

Submitted to the supervisors via email or secure shared folder such as OneDrive:

- A piece of sole-authored written work or, in the case of practice-based PGRs, written and practice components to assess academic progress. This work should emerge from the development of the thesis submission, not stand alone as a separate task. The word limit and content of the written work, and weighting of practice and written work is to be agreed between the supervisor and the PGR in accordance with any School requirements and appropriate to the point the PGR has reached in their candidature; and

- First Formal Review: Completed 'Training and Development Needs Analysis' (or approved equivalent, i.e. Vitae Researcher Development Framework planner or professional body portfolio) and 'Training Plan'; OR

- Annual Review: Completed/Updated 'Training Report' (or approved equivalent, i.e. Vitae Researcher Development Framework planner or professional body portfolio); and

- From year 2 FT and year 3 PT, a plan for completion of the research and the thesis within the remaining period of study (eg Gantt chart or Table).

The e:Vision process:

The PGR should complete the progress report by following the below chain:

Postgraduate Research Tab → Research Student Actions → Manage Events → Progress Review

Once the PGR has completed the form, it will auto-generate and send to your supervisor.

University documents needed for the review

Training and Development Needs Analysis Training Plan

Training Plan

PGR Transfers (Doctoral PGRs)

All doctoral PGRs are initially registered as provisional doctoral PGRs and are subject to a formal transfer assessment within a specified timescale.

The transfer assessment is intended to identify whether the individual PGR and the research project have the potential for research at doctoral level and also whether completion of a thesis within the standard period of study is a reasonable expectation.

The Transfer Assessment Panel will comprise at least 2 academics from the same or a cognate subject or discipline who are independent of the supervisory team.

If successful in this assessment PGRs are transferred to full doctoral registration.

Transfer Documentation

In consultation with their supervisory team PGRs will need to prepare the following documentation for the transfer assessment:

Submitted online via e:Vision:

- Progress Report, covering work carried out to date, a description of the key research question and how this has been refined, and a proposal of how the research and thesis will be completed;

Sent to supervisory team and chair via email:

- Standard Thesis: a sample of sole-authored written work relating to the topic of at least 10,000 words. This may be a draft chapter from the thesis, a critical review of the literature/ evidence base, a critical discussion of methodology or another piece of work agreed by the supervisor and SPGRL (work that has been co-authored is not permissible for transfer assessment purposes);

- Practice-Led Submissions: evidence of creative practice (creative writing component, exhibition of artwork, live performance, or documentation of creative practice/performance in a retainable form). The practice element of a transfer submission may relate to collaborative practice.

This should be accompanied by a sole-authored written piece of at least 5,000 words that critically reviews, analyses and contextualises the practice and its methodology (written work that has been co-authored is not permissible for transfer assessment purposes).

- A planned schedule for completion of the thesis (eg. a table or Gantt chart) within the standard period of study (three years full-time or six years part-time) cross referenced to a draft of the thesis chapter headings and, if practice-led, the development and dissemination of creative work.

- Training Plan and record of training undertaken;

Full-time PhD PGRs are required to complete the whole transfer process, including the transfer review and any potential revisions to the transfer progress report, within 12 months of their start date (24 months for part time PGRs).

If a transfer decision is deferred, a final decision must be made within 18 months of the start date (30 months for part time PGRs).

A PGR can make a request to postpone the date for transfer.

You can apply for a postponement of transfer here: Request to postpone the date for PhD transfer

More information on the Transfer Process can be found under Section 9 of the Code of Practice for Research Degrees.

University documents needed for the Transfer assessment:

Training and Development Needs Analysis Training Plan

Training Plan

Examination

The 'Guide to the examination process for research degrees' includes full details of the requirements for the format and presentation of a YSJ thesis, and the steps and timescales for submission and assessment of the thesis from examination entry through to award and graduation from a PGR perspective. PGRs should ensure they are familiar with these requirements before submitting their thesis.

> **Application for Assessment**
>
> The online Application for Assessment should be completed at least three months before submission of the thesis.
>
> This process will finalise the title of the thesis, provide details of proposed examiners and will ensure appropriate governance in respect of the research being submitted as part of the research degree.
>
> You need to initiate this via e:Vision.

The viva voce

A viva voce is an oral examination that gives you the opportunity to defend your thesis.

The purpose of the viva is to ensure that the work submitted for examination reaches the University standards for the degree and that you have written and understand the work submitted.

You can find more details related to the viva in Section 6 of Guide to the examination process for research degrees.

Preparing for Your Viva

In preparation for your viva you may find it useful to arrange a mock viva with your supervisory team and attend any relevant training courses co-ordinated by the Research Office. It is advisable that you familiarise yourself with the requirements and learning outcomes for your research degree.

If you are an international PGR, you may be required to return to your home country if your viva has been scheduled outside of three months from the date you have submitted your thesis.

During Your Viva

There is no formal structure or set questions for a viva, but you can expect your examiners will be looking for you to defend your methodology, present your findings, highlight your results and ensure that your research has remained focussed throughout.

After Your Viva

Following your viva, the examiners will provide a recommendation, which will be given to you verbally and informally, within one full working day of completing your viva.

Viva Recommendations

Recommendations from your viva could be:

- Award of degree (without amendments)
- Award of degree subject to amendments
- Lower degree awarded (with or without amendments to your thesis)
- Degree not awarded but a re-submission for the original or lower award
- No research degree awarded

Corrections

Following a successful examination, you will work on preparing your thesis for your final submission. You are normally required to undertake any corrections and submit this to the internal examiner within six months from the date of your viva. All your amendments must be clearly indicated via tracked changes within the thesis or via a separate list of amendments. Throughout your correction period you are encouraged to consult with your supervisory team.

If you are an international PGR, you will not need to remain in the UK during your correction period, however, you are expected to continue with your supervisory meetings. These meetings can be conducted via Microsoft Teams.

Additional Information

Suspensions, extensions, absences, withdrawals

There may be times when you encounter circumstances which disrupt your academic process, (e.g. ill health, personal difficulties etc).

During such circumstances, you may wish to consider a period of suspension from or extension to your studies.

PGRs should promptly draw to the attention of their supervisor(s), PGRT or SPGRL any situation in which it may be necessary to request a suspension or extension of study.

You will not normally be granted a period of suspension or extension equivalent to more than 24 months in total beyond the normal period of registration.

Suspensions

A 'suspension of study' is when a PGR temporarily leaves the programme of study and loses their registration status.

During this period, you will not:
• Receive supervision.
• Have borrowing rights for the library.
• Be liable for academic fees.
• Be expected to progress your research.

You will:
• Have access to IT facilities– this includes email.

A suspension can be applied for via e:Vision.

Find more information in the Code of Practice found on page 10.

Extensions

An 'extension of study' is a lengthening of the time needed to complete your degree.

You will not leave the programme of study and will continue to progress your research normally.

An Extension can be applied for via e:Vision.

Reasons for granting an extension and more information can be found in the Code of Practice on page 10.

Authorised Absence

In some cases, a period of suspension of study may not be necessary and a period of authorised absence is more appropriate subject to the following requirements:

• If the period of absence will be for a short period (up to four weeks) in addition to any period of annual leave (five weeks) in any one calendar year.
• The time away from studies will have no impact on the PGR's ability to meet deadlines (e.g. transfer, maximum time limit for submission of the thesis).

The supervisor and the PGR must agree that the short period of absence will not affect your studies.

A record of the agreement should be kept in writing (e.g. email) and a copy forwarded to Registry.

Withdrawal

If you are considering withdrawing, please first discuss the matter with your supervisor, PGRT or SPGRL.

If you are struggling, support is available. You may find that once the right support is in place, you feel in a better position to carry on with your studies.

If you decide to withdraw

Please log into your e:Vision account and go to Change of Circumstances to submit your withdrawal form online. For detailed guidance on how to complete the form, download the step-by-step user guide: User guide - Notification of Withdrawal

Communication

It is **your** responsibility to **regularly check your YSJ student email account**.

This email account will be used for all University communications, including updates, newsletters, events, and invitations and information related to your progress monitoring reviews and supervisory meetings.

Regular Updates

The Research Office send out regular updates twice a week, once via the YSJ PGR Microsoft Teams Channel on a Tuesday and once via email to student accounts on a Thursday.

We also send out 'PGR Monthly Matters', a monthly newsletter that has all relevant updates from the previous month. This includes success stories from PGRs, whether they've taken part in an event or conference, or successfully passed their Viva. If you have a success story you would like to share during your time as a PGR, please email the Research Office.

Virtual Graduate Centre

The Virtual Graduate Centre is a virtual resource on SharePoint for PGRs to find information and resources for online research skills sessions, external opportunities and links to the central support available to you as a PGR.

Online sessions that have been recorded as part of the Research Skills Programme will be shared here.

The Virtual Graduate Centre can be found here: Virtual Graduate Centre

PGR Blog

The PGR Blog gives PGRs a chance to write blog posts related to their experience as a PGR and for the Research Office Team to share a range of resources for PGRs. Find the blog here.

If you would like to contribute to the blog, please email the Research Office: ResearchOffice@yorksj.ac.uk

PGR Microsoft Teams Channel

The YSJ PGR Microsoft Teams Channel is a space for discussion with others, viewing documentation and a place to support our PGR community online.

Twitter

The PGR Twitter is dedicated to YSJ PGRs, sharing opportunities, events, and what our PGRs are doing.

🐦 @YSJ_PGRs

Postgraduate Research Experience Survey (PRES)

The PRES is a national survey of postgraduate research students which invites you to comment on your programme and experience.

PRES is the only national survey on the PGR experience and helps us to make changes that will improve the PGR experience in the future.

You will be sent a personal URL link to complete the survey when PRES opens. This usually falls around April every year.

Research Ethics and Integrity

This section covers YSJ's policies, procedures and regulations around protecting you and your research. This section should be read in conjunction with The Concordat to Support Research Integrity, UK Research Integrity Office (UKRIO), YSJ's Research Ethics Policy and YSJ's Research Misconduct Policy and Procedures.

Each of the five Schools have their own School Ethics Committees.

Research Ethics

All research projects carried out at YSJ must comply with YSJ's Research Ethics Policy and it is your responsibility to seek the correct level of ethical approval prior to conducting your research.

The process for research ethics approval can be found on the website: Process for research ethics approval.

When conducting your research, you will need to consider any risks and benefits of your research project; the physical and psychological health and safety of the participants and you as the researcher, informed consent of any participants, safeguarding, General Data Protection Regulation (GDPR), conflicts of interest and intellectual property rights.

If you are unsure if you need approval for your research, you should contact the Chair of the relevant School Ethics Committee or Kat Eldred in the Research Office.

Turnitin

YSJ utilises Turnitin software for all submissions which detects plagiarism by comparing your work against electronic sources.

Find more information on the website here: Turnitin

For any assistance, information or advice regarding Turnitin, please contact the TEL Team.

Safeguarding Data & GDPR

When conducting your research, you are likely to accumulate a considerable amount of data which may be of a personal, confidential or sensitive nature. As such, you have a responsibility to correctly safeguard any information you have collected in accordance with the University's data protection legislation. Compliance with safeguarding and data protection should be regularly checked by the University's supervisors. If you have any questions around data and GDPR you may contact Liam Wilkinson, Information Governance Assistant.

Copyright

It is your responsibility to ensure that any content within your thesis does not contravene copyright law. Copyright protection applies to works under the following categories: Literary (including computer programs), Dramatic, Musical, Artistic, Films, Sound Recordings and Broadcasts. Currently within the UK, the standard period of copyright protection is 70 years from the date of death of the author or creator. For advice or information regarding copyright, please contact Megan Kilvington, Copyright Licensing and Research Librarian at YSJ.

You can find more information on Copyright and Copyright for Researchers on the website:

Copyright

Copyright for Researchers

Intellectual Property

In addition to copyright, you are encouraged to be aware of intellectual property rights, as intellectual property can attract legal protection depending on what it is and when it was created. Intellectual property comes under four main classes of; copyright, patents, designs and trademarks.

Publishing

As a PGR at YSJ, you are strongly encouraged to publish your research. When signing a publishing agreement, you need to be fully aware of the terms and conditions from the publisher. If in doubt, please contact Megan Kilvington, Copyright Licensing and Research Librarian.

RaY (Research at York St John)

RaY is York St John's institutional repository service which exists to store, showcase and share the University's research output. This includes:

- Peer-reviewed journal articles
- Published conference papers
- Books and book chapters
- Non-published outputs (e.g. art, performance video, programs, music, etc.)

RaY will also accept PhDs, MPhils and Masters by research awarded by York St John University.

You can find a link to RaY here: RaY

Research data should be deposited in the University's data repository RaYDaR

If you need help or guidance, please email RaY@yorksj.ac.uk.

Health & Safety

YSJ fully complies with the Health & Safety Work Act 1974 and the University's Health, Safety & Wellbeing Policy, to promote a positive health, safety and wellbeing culture across the institution. As a PGR, you have responsibility to: take care of your health, safety and wellbeing, give due consideration to the health and safety of others, not interfere or misuse any facilities across the University, comply with health and safety procedures and standards, and report any issues to your supervisory team or the Facilities Team.

Risk Assessments

If you are conducting any fieldwork as part of your research, you must complete a risk assessment with your supervisory team. Risk assessments are a legal requirement in which any hazards are identified, and control measures can be indicated to help prevent significant impact or minimise any risk.

Training and development

Research Skills Programme

The PGR Research Skills Programme is a suite of training and development workshops aligned with the Vitae Researcher Development Framework.

The programme comprises a selection of essential sessions and activities to complete in each year of your research degree, as well as a wide range of additional sessions structured around the following themes:

- Communicating your research
- Research ethics and integrity
- Methods, tools and techniques
- Wellbeing for researchers
- Career development

Most of the training sessions, seminars and workshops that make up the Research Skills Programme are grouped into a series of Study Days, which are delivered alternately online and in person. Sessions delivered online are recorded for you to access via our Virtual Graduate Centre (see Page 18) if you are unavailable on the day the session takes place.

The full programme can be found here: PGR Research Skills Programme

Vitae Researcher Development Framework (RDF)

The Vitae RDF Planner is a tool used by many PGRs and Early Career Researchers (ECRs). It has been designed to cover various aspects of professional development, allowing you to identify skill gaps and engage with an action plan to help you on your research path. YSJ currently holds a subscription to the RDF Planner should you wish to utilise this as part of your research degree. The planner comprises 4 main domains (Engagement, Influence and Impact; Knowledge and Intellectual Abilities; Research Governance and Organisation; Personal Effectiveness) which branch into sub-categories of development needs.

Vitae Researcher Development Framework

University of East Anglia online training programme

YSJU subscribes to an online training series provided by the University of East Anglia (UEA) that offers research and professional skills training to all PGRs via a virtual classroom. The training is delivered by Dr Simon Watts, PGR Training Coordinator, and will be held on Tuesday and Wednesday evenings between 7pm – 9pm. The programme comprises five modules, each focused on a specific theme or topic. You are free to sign up for individual sessions (rather than entire modules) if you prefer. Below is a full list of the modules and individual sessions for 2023-24.

Module 1: Academic Writing
1. What Should a Literature Review Do?
2. Writing Effectively
3. Academic Publishing
4. Writing and Structuring an Effective Thesis

Module 2: Qualitative Research Skills
1. A Comparison of Qualitative Methods
2. Qualitative Interviewing
3. Analysing Qualitative Data
4. Using NVivo for Qualitative Research

Module 3: Finishing your PhD
1. Preparing for your Viva
2. Securing a First Academic Post
3. Preparing Impactful Research Proposals & Grant Applications

Module 4: Teaching Skills
1. Preparing and Delivering Seminars
2. Preparing and Delivering Lectures
3. Assessment, Feedback, and Module Design

If you find that you can no longer attend a training session, please cancel your place as soon as possible, to allow someone else a chance to attend.

Module 5: Quantitative Research Skills
1. A Beginner's Guide to Quantitative Research
2. An Introduction to Scale Development
3. An Introduction to Structural Equation Modelling

Sessions can be booked via the UEA Online Training Series webpage three weeks before they are due to run. If you have any queries or would like further information, please contact Simon at simon.d.watts@uea.ac.uk

Northern Advanced Research Training Initiative (NARTI)

We also subscribe to NARTI.

NARTI are a network of research-led universities in the north of England, providing specialist advanced training through the facilitation of events, retreats and conferences to establish networks to share cross-regional expertise. As a self-funded initiative, NARTI operates with care and probity, with funds held and administered by the University of Leeds.

Find their events here: Northern Advanced Research Training Initiative (NARTI) Upcoming Training Events

PGR Funding

Postgraduate Researcher Project Fund

As a PGR you can apply for funding of up to £500 (full time) or £250 (part time) for the current financial year from the PGR Project Fund for the following criteria:

- Fieldwork
- Specialist equipment
- Technical training
- Materials for Practice-Led PhD
- Participant incentives
- Exceptional requests

All applications will be assessed on a case-by-case basis by the Research Office.

This is not a personal allocation of funding, and funding is based on actual spends.

For the 2023-24 Project Fund, all applications need to be submitted by Friday 31st May 2024 and if approved the evidence for reimbursement must be with the Research Office on Friday 28th June 2024. Anything received after this date cannot be processed, and you will need to reapply for funding in the next financial year.

To apply you need to complete and submit a Project Fund application form: PGR Project Fund Application Form

Before you apply, please familiarise yourself with the following document: RO07 PGR Project Fund 2023-24

Any purchases made without approval cannot be reimbursed.

Associated documents:

RO08 - Payments to Participants

PGR GTA Expense Claim Form

PGR International Travel Authorisation

Postgraduate Researcher Absence Request Form (Student Visa holders)

PGR Conference, Exhibition and Performance Fund

In addition to the PGR Project Fund, the Research Office is also happy to support you by offering the opportunity to apply once per academic year for up to £1000 towards presenting at an in-person conference, exhibition or performance (international or domestic) or up to £250 for an online conference.

To apply you need to complete and submit the following document to ResearchOffice@yorksj.ac.uk

PGR Conference, Exhibition and Performance fund application form

Before you apply, please familiarise yourself with the following document:

RO35 PGR Conference, Exhibition and Performance Fund guidance

Any purchases made without approval cannot be reimbursed.

Support Services

Library

The Library and Learning Services team provide support, advice and access to resources for all researchers at York St John University. The team are equipped to help you at each stage of the research process, including ensuring any work you publish is archived and disseminated in accordance with University policy.

Find more information on the website here: Library Research Support

Academic Liaison Librarians

To assist you in accessing the resources necessary for your research, our Academic Liaison Librarians offer one-to-one appointments.

The team can advise you on referencing (including reference management systems and software); help you to locate and access specialist resources; and provide specialist support with accessibility software.

You can use the webpage to find out who the librarian is for your subject area; if you're still not sure of the right member of the team to contact, please email academicliaisionteam@yorksj.ac.uk.

Find more information on the website here: Academic Liaison Librarians

Study Development

The Study Development team are available to support you with your academic development through one-to-one tutorials or small group bookings.

The team can support you with your thesis and help you to improve your study skills, develop your academic writing, and reflect on your progress.

You can contact them at: studydevelopment@yorksj.ac.uk

Digital training and resources

The Digital Training team offer tutorial sessions to help you get to grips with a wide range of IT systems and software.

As well as the group sessions Digital Training provide as part of the Research Skills Programme (more information on page 22), the team can provide one-to-one support either in person or via video chat.

If you can't find a suitable session or any sessions at a suitable time, you can email the team at digitaltraining@yorksj.ac.uk and they will do their best to accommodate you.

Find more information on the website here: Digital Training Team

PGR Events

YSJ's Annual Research Conference: Eat. Sleep. Research. Repeat.

Eat. Sleep. Research. Repeat. is the free annual conference organised by the Research Office.

It aims to provide a collaborative and stimulating environment for the York St John researcher community to learn from one another and share experiences, and present their research.

It attracts postgraduates and undergraduates, both new and current, early career researchers and experienced academic staff.

The conference includes:

• Keynote speaker
• Research case studies and presentations
• Research posters
• Networking opportunities
• Information and exhibits

Eat. Sleep. Research. Repeat 2023 is taking place on Tuesday 14th November.

Find more information on the conference here: Eat. Sleep. Research. Repeat.

Three Minute Thesis (3MT)

The Three Minute Thesis competition celebrates the exciting research conducted by Doctor of Philosophy (PhD) students. Developed by The University of Queensland, 3MT cultivates students' academic, presentation, and research communication skills.

The competition supports their capacity to effectively explain their research in three minutes, in a language appropriate to a non-specialist audience.

Making Waves

Making Waves is a postgraduate symposium which provides an opportunity for early career researchers working on social justice research to come together. Making Waves is organised by the Institute of Social Justice.

View all research events.

View all York St John events.

Additional Support

PGR Reps

PGR Representatives ensure that the full PGR community has a platform to raise and discuss any concerns or comments to contribute to future YSJ policy for Research Degrees. PGR Representatives are encouraged to attend and actively participate at various meetings, including the Research Degrees Committee and University Research Committee.

You can contact your PGR Representatives via email: pgrrep@yorksj.ac.uk

PGR Forums

The PGR Forums are your chance to discuss issues affecting the PGR community with your PGR Reps and peers.

There are three PGR Forums throughout the academic year, both in person and online.

Once the dates of the Forums are decided, you will be informed of them via email.

Chaplaincy

The York St John chaplaincy provides spaces and opportunities for reflection, listening, confidential support, prayer, worship, meditation, socialising and spiritual exploration.

Find more information on the website: Religion and spirituality

Parents

Our website has information for Student Parents here: Student parents

Please also make sure you are aware of the Children on Campus Policy: Children on Campus

You can also view on Campus facilities for parents and their children in section 6, under Facilities on page 28.

Campus Facilities

Baby changing and feeding facilities

The Parent and Baby room is located in Holgate 037, in the Holgate Student Centre.

It has baby changing facilities, a kettle, microwave, fridge for storing milk and food, a sink and an easy chair. Please clearly label any items left in the fridge and do not leave anything over the weekend.

You can ask for the key from the Information Services Desk. Please make sure you return the key after use.

We also have baby changing facilities in accessible toilets located in the Chapel and on the ground floor in the Fountains Learning Centre.

Toy box

The University has toys suitable for babies, toddlers and older children.

These are located in the Chapel Kitchen and are free to use. Please note that these are only available to use inside the Chapel and children must be supervised by their parent/carer at all times.

Health Centre

York St John has a health centre on campus which is part of York Medical Group. Doctors' surgeries are held regularly and a practice nurse holds a daily clinic on a range of services.

You can find more information regarding the Centre on the website: Student Health Centre

Things to get involved with

YSJ Students Union (YSJSU)

The SU is a charity that is run by students, for students. YSJSU is led by 3 presidents who are elected by fellow students each year to represent the student body in all aspects of university life.

The Students' Union also supports a wide range of student-run societies and sports clubs, all of which are open to PGRs. You can find them all on their webpage: Activities at YSJSU

Research Groups

Our community of researchers work across multiple disciplines to deliver impactful research.

Find out about the work of research centres and groups at York St John University on the website: Research Centres and Groups

PGRs are welcome to join Research Groups. To get involved, please email.

For information about our social justice research visit the Institute for Social Justice pages. For health and care improvement research visit the Institute for Health and Care Improvement pages.

Teaching development and HEA Fellowship

For PGRs looking to gain teaching experience and recognition, the Teaching Enhancement Team at YSJ offers a range of training and support, including access to the Higher Education Academy (HEA) Fellowship scheme. YSJ's training programme for prospective HEA applicants gives PGRs a structured route to obtaining this nationally-recognised accreditation. For more information about working towards HEA Fellowship at YSJ please click here.

To learn more about how the Teaching Enhancement Team can support you, please click here.

Commuting Students

We're aware that many of our PGRs commute to campus. The University website has lots of information about being a commuting student: Commuting Students

Accommodation

Overnight accommodation for commuting students can now be booked for £20 a night. The accommodation is available at 49 Clarence Street, and during your stay you will be provided with bedding, access to shared kitchen and ensuite bathroom facilities.

Please note: this accommodation can be booked for 3 nights a week maximum and is allocated on a first come first served basis. You must submit your request with a minimum of 2 working days' notice to allow the request to be processed. As this accommodation is limited, the Accommodation team will not process block/multiple bookings at once, you may only book 1 period at a time.

To make a booking, send an email to the Accommodation Team's mailbox at accommodation@yorksj.ac.uk, putting the words "Commuting room" as the subject

General Information

Student Identification Card

Your student ID card will last for the duration of your study at the University.

Your student ID card:

- Identifies you as a student of York St John University.
- Acts as your University Library card which you'll need in order to access Library resources.
- Is required for attendance monitoring, examinations, collecting payments or other official documents.

This webpage provides some guidance on what to do if you need a replacement card: Replacement ID cards

Council Tax Exemption

If you are undertaking a full-time programme of study you are exempt from Council Tax. This includes vacation periods.

Find more information on the Website: Council Tax Exemption

After your research degree

Graduation

York St John graduation ceremonies take place in York Minster and Registry will send you information about your ceremony.

Graduation ceremonies take place in November each year so you will need to have received your award prior to the ceremony dates to attend graduation in the same year. Details about which Schools graduate on each day will be published on the website as soon as arrangements are agreed.

If you are unable to attend your graduation ceremony you can pick up your award in absentia.

Find more information on the website: Graduation

Alumni

The York St John University experience continues long after you graduate.

The Alumni Office will help you enjoy a lifelong relationship with York St John University and other alumni.

Explore our exclusive alumni benefits and services and stay up to date with news and events. Find out how you can use your skills and experience to support current York St John University students.

Find more information here: Alumni

Careers

Specialist career advisers provide guidance and support for current students, graduates and employers.

The careers service, LaunchPad, is based in the York St John University Holgate building. Find out more about what they offer using the links below.

✉ careers@yorksj.ac.uk

📞 01904 876 124

🌐 Careers and Placements

Resources:

LaunchPad Online (jobs, events, appointments)

Manager My Future (careers resources, assessments, feedback)

Shortlister (video interview practice)

Graduates First (psychometric tests practice)

YSJ LaunchPad YouTube

Ask LaunchPad Podcast

Prospects

Useful links

General Links
Information for current students

YSJ App

The Library
YSJ Library

YSJ Library research support

Study Development
Study Development Tutorials

Study Skills

Insessional Support and Language Development

Digital Training
Digital Resources

Online Digital Training 1 to 1 Booking

Digital Training On Campus Tutorial Booking

Widening Participation
Supporting our diverse community

Careers and Placements
Careers and Placements

LaunchPad Online

Wellbeing and Welfare
Wellbeing Support

Self refer for wellbeing support

Wellbeing adviser appointments

Disability Support
YSJ Disability Support

Religion and spirituality
YSJ Religion and spirituality

Research Office
Research

Research centres, groups and units

Ethics and integrity

Research Policies and documents

Research events

Further Resources

Mental Health and Wellbeing Resources

The Wellbeing Thesis

A free, open access information site from Student Minds, the University of Derby and King's College London.

The Wellbeing Thesis challenges the myths around postgraduate research degrees and helps you to feel in control of your PGR journey. It is easy to use and underpinned by current research, and includes with top tips, videos, and downloadable resources to support each stage of your programme.

Vitae

Vitae is the global leader in supporting the professional development of researchers, experienced in working with institutions as they strive for research excellence, innovation and impact.

Vitae has developed a page for resources available to help improve postgraduate researcher wellbeing. Find it here.

Mental Health Foundation

The Mental Health Foundation has been the UK's leading charity for everyone's mental health. They are the home of Mental Health Awareness Week. This means that they have a range of tips and guides for mental health.

Our Best Mental Health Tips

How to support mental health at work

How to manage and reduce stress

Explore their full website for more information.

How to thrive and survive in your PhD by the University of York

The University of York have a helpful page for 'Thriving and Surviving' during your PhD.

🐦 @PhDSurvival

Student Minds

Student Minds is the UK's student mental health charity. They work with and alongside students to help improve mental health.

See their Find Support Page for more information.

Jonathan's Voice

Jonathan's Voice is a charity set up in 2017 in memory of Jonathan McCartney.

They aim to reduce the stigma associated with mental health issues and to empower people to speak up and reach out for help when they need it.

Their guide on 'Protecting your mental health: A practical guide for postgraduate research students in STEM' is useful for not only students in STEM, but all postgraduate researchers who need help protecting their mental wellbeing while they are navigating their journey as a research student.

Protecting your mental health – A practical guide for post graduate research students in STEM

You can find their full website and even more resources here.

Charlie Waller

Charlie Waller provides mental health training, resources and consultancy with a focus on children and young people.

Find their 'Asking for help' guide here.

British Red Cross

Wellbeing support

Recognising Burnout

Burnout: recognising the signs and protecting yourself

More resources can be found on the PGR Blog.

Distance Learning and Part-Time PGRs

For distance learners, being unable to easily travel to York and experience the campus or attend in-person events can feel alienating. For those who are part-time, it can be hard when there are other commitments alongside your research degree.

Below are just a few resources dedicated to those studying at a distance or part-time.

For those registered on a PhD by Distance Learning Programme, please see Section 17 of the Code of Practice for Research Degrees for full information.

Working Remotely

Vitae has a blog post for mental health and wellbeing: Staying sane when working remotely

The Doctoral Research by Distance Blog

The Doctoral Research by Distance Blog has been designed to provide support and resources to doctoral students who are distance learners.

You can find the blog here:
Doctoral Research by Distance

They also have a Facebook group that currently has over 840 members from around the world, where students can post questions and suggestions, tips and opportunities.

You can find the group here:
Facebook - Doctoral Research by Distance

Thriving Part-Time

The Thriving Part-Time blog has been designed to be a resource for everything you need to know on thriving even when you're part-time. The Blog even includes resources to separate blogs and webpages dedicated to those studying part-time.

Find it here: Thriving Part-Time

Campus Map

Key
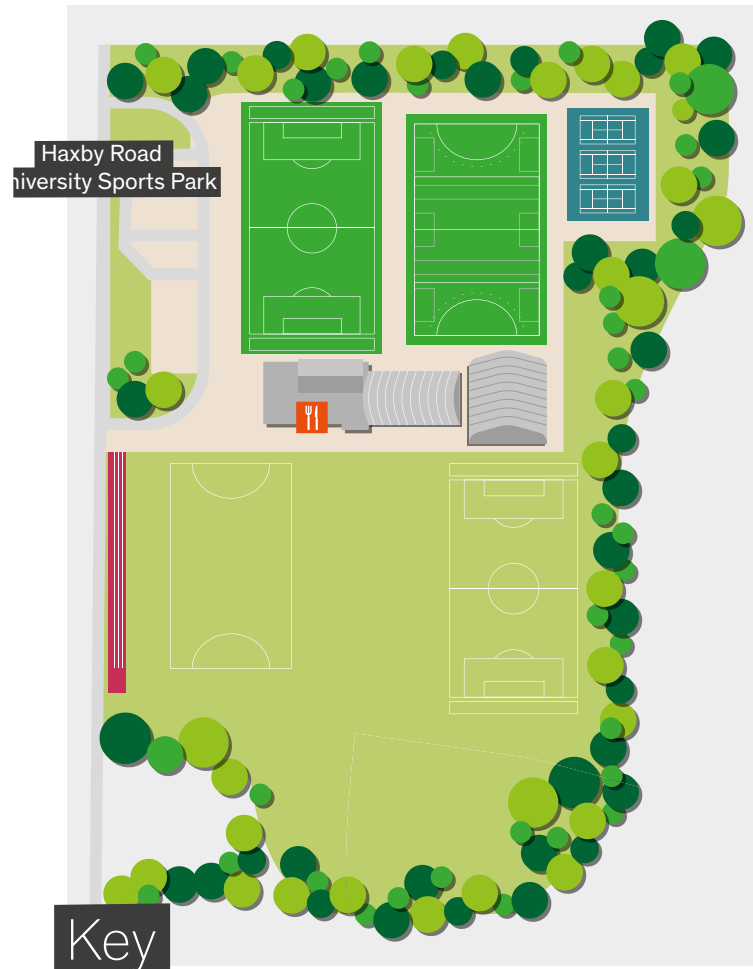
i	Reception
(fire)	Fire assembly point
S	24hr security
T	Taxi pick-up and drop off po...
(wheelchair)	Blue badge parking
(catering)	Catering outlet
→	Vehicle entrance
→	Pedestrian entrance
▶	Entrance to buildings
(no smoking)	We operate a smoke free campus
WC	Toilets are located in all main buildings

1	Accommodation Office
2	Careers, Placements and Student opportunities
3	Finance
4	Graduate Centre
5	Information Services Desks
6	Porters' Lodge
7	Registry
8	YSJ Active
9	School Admin Team (De Grey)
10	School Admin Team (Quad South)
11	Yorkshire Film Archive

Room Key

D.G.103 - [D.G.] [1] [03]

[D.G.] - Building
[1] - Floor
[03] - Room No.

Notes

Notes

Notes

Notes

Research Office

Holgate Second Floor (HG215 – HG217),
York St John University,
Lord Mayor's Walk
York, YO31 7EX

www.yorksj.ac.uk/research

ResearchOffice@yorksj.ac.uk

🐦 @YSJRO

🐦 @YSJ_PGRs

Est.
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YORK
ST JOHN
UNIVERSITY