

PGR School Handbook 2024-25

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YORK
ST JOHN
UNIVERSITY

Postgraduate
Research
School

Contents

Welcome to York St John University	3	PGR Forums	37
Our Commitment to Postgraduate Research 2026	3	YSJ Students Union (YSJSU)	37
The Postgraduate Research School	4	Research Groups	37
Stages of a Research Degree	5	Teaching while you're a PGR	38
Getting started as a PGR	6	Health and Wellbeing Support	39
Enrolment and your finances	6	International PGRs	41
Induction and planning ahead	9	Support for parents and carers	43
Additional steps	12	Distance, Remote and Commuting PGRs	44
Key Contacts throughout your programme	14	Funding Advice	45
The PGR Lifecycle	12	Important contacts	46
Key online systems used at YSJ	17	Completing your degree	47
Campus	19	Examination	47
During your research degree	20	Application for Assessment	47
Progress Monitoring	21	The viva voce (Doctoral PGRs)	48
Review and Documentaion	22	Afterwards	49
Transfer assessments (Doctoral PGRs)	23	Graduation	49
Communication	25	Alumni	49
Training and development	26	Careers	49
PGR Funding	27	Important pages on the YSJ Website	50
Research Ethics and Integrity	30	General Links	50
Change of Circumstances	33	The Library	50
Support Services	35	Study Development	50
Additional Information: Opportunities and support available to PGRs	36	Digital Training	50
PGR Events	36	Widening Participation	50
PGR Reps	37	Wellbeing and Welfare	50
		Disability Support	50
		Religion and spirituality	50
		Research Office	50
		Important Acronyms	51
		Index	52

Welcome to York St John University!

York St John University (YSJU) aims to provide you with a supportive and enriching postgraduate community.



We offer excellent support across the university and within our Postgraduate Research School. 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

Our Commitment to Postgraduate Research 2026

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

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



The Postgraduate Research School

As part of our commitment to postgraduate research at YSJ, we have created the Postgraduate Research School. Alongside being a member of your academic school, on starting as a PGR at YSJ, you automatically become a valued member of the PGR School.

The Postgraduate Research School offers comprehensive support and direction to postgraduate researchers from the start to the completion of their research degree. This includes:

- A dedicated researcher development programme
- Admission support for domestic and international students
- Scholarships and funding support and advice for PGRs and PGR supervisors
- Events and opportunities to come together with others on their postgraduate research journey
- Training and guidance for postgraduate research supervisors
- Flexible work space in our Graduate Centre on campus

✉ pgr.school@yorksj.ac.uk

Stages of a Research Degree

The PGR Handbook follows the key stages of the research degree and the resources you might need in order to succeed.

These are:

- Getting Started as a PGR
 - Enrolment
 - Induction
- During your research degree
 - Review stages
- Completing your degree
 - Thesis submission
 - Examination
- After your degree
 - Graduation

You can find information on the full PGR Lifecycle on page 16



Getting started as a PGR

The question we hear most from PGRs at the beginning of their programme is ‘where do I start?’.

This section has been designed to make starting your degree a bit easier and applies to research degrees regardless of the specific programme.

The section will cover the following:

- Enrolment and your finances
- Induction and planning ahead
- Additional steps for international and disabled students
- Key contacts
- The PGR Lifecycle



Enrolment and your finances

Accept your offer

Our admissions officer will send you an email asking you to accept your formal offer to begin your degree. It's important that you respond to this, otherwise we won't be able to process your record accordingly and it may mean there is a delay in receiving all enrolment information.

Enrol

The University will contact you by email prior to your start date to invite you to enrol online. Your enrolment email will contain your Student ID number and enrolment key.

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

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

If you have any questions about your enrolment, you can email the Postgraduate Research School, or any questions about your student record can be directed to studentrecords@yorks.ac.uk

The final date for enrolment is 2 weeks after the start of your course. After that date, access to online enrolment will be denied and you will need to contact the Student Records team at studentrecords@yorks.ac.uk.

Collect or request your ID card

You will receive an email when your Student ID Card is ready to collect. You can also request for this to be sent to you if you're unable to come to campus.

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.
- Allows you to use University printers to print, photocopy and scan

This webpage provides some guidance on what to do if you need a replacement card: [Replacement ID cards](#)

If you're full time, register for 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](#)

Organise fees and funding

Your offer letter will detail the full amount of your course per year, and how this will be covered, whether it is self-funded, funded by a government loan or a scholarship/studentship. If you believe the details are incorrect, please contact the PGR School as soon as possible.

When you enrol, you will be presented with a list of payment options.

Home postgraduate students can choose to pay in full or pay £1, which can then be followed by three equal instalments.

International postgraduate students must pay 50% of the first year's fees to receive a CAS then either the remaining course fees to receive a 5% discount or the same three instalments for year 1. For any remaining years they can just pay the £1 then three instalments.

You should expect to pay fees for every year you are in attendance, and you will be able to pay your fees during the enrolment process at the start of each academic year.

Paying your fees:

There are different ways of paying your fees, depending on whether you're a UK or EU and International Student. For more information visit:

[Paying your fees \(UK/Home Students\)](#)

[Paying your fees \(EU and International Students\)](#)

If you're self-funding:

Please follow the steps detailed on the pages under 'Paying your fees' above.

If you're on a government loan:

If you are a home student, a Postgraduate Master's or Doctoral Loan can help with course fees and living costs while you study.

Whether you qualify depends on:

- your course
- your age
- your nationality or residency status

The government website has full information on reasons you may not qualify for a loan.

The amount you receive is dependent on what year you started your course. Please check the government website for the specific amount.

The loan is paid directly to you. You can use it for your course fees and living costs. You get the first payment after your course start date, once our student records team confirm that you've registered. The loan will be paid in 3 instalments of 33%, 33% and 34% each year.

After your application has been approved, you'll be sent a letter with your payment dates or you can check them in your online account. If you are using the loan for course fees, then please consult the website links for paying your fees above.

If you have not applied for student finance yet, it's important that you apply as soon as possible. It's not too late to apply, but doing so now will likely cause a delay in receiving your funds. If this is the case, please make sure you have some money to support you until your first instalment is paid.

For a Postgraduate Doctoral Loan, you can apply in any year of your course. But if you apply after your first year, you might not get the maximum amount.

Please make sure you have the correct university on your student finance application, or your funding may be delayed at the start of your course.

Visit the gov.uk website and create an online account to apply:

[Doctoral Loan](#)

[Master's Loan](#)

If you're on a studentship or scholarship:

You will likely have already been in contact with our PGR Admissions officer Lucy, and our PGR Officer for Scholarships and Funding, Victoria. If you haven't, it's recommended that you contact them as soon as possible to understand how your contract will work.

Set up your IT account

You will have a valid York St John IT account after you have completed registration. You can register before you arrive on our [welcome guide page](#).

Your email address will be in the form `firstname.lastname@yorks.ac.uk`.

The first time you log in when off campus you may have to set up multi-factor authentication to secure your account using your mobile phone. For more information visit our [Multi-factor authentication page](#).

Watch our video guide: [York St John IT logins \(YouTube, 1'30"\)](#)

Your email account

Online access to email lets you read York St John email and use other Microsoft 365 services. Your login for this is your email address.

Your email address and York St John password will also let you access other Microsoft 365 services. Use the menu in the top left to access these.

You can also use your email address to log in to services using a Microsoft login. This includes Moodle, Microsoft 365 and Eduroam WiFi.

Other logins not displaying a Microsoft login will require just your username in the form `firstname.lastname` and the same York St John password.



The next steps

We strongly recommend these steps for you to succeed in your degree.

Attend 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 Postgraduate Research School.

All PGR Inductions will take place in line with the 1 October, 1 February and 1 June start dates. All intakes will be sent the induction dates and programme prior to starting their course, which will detail the relevant timings and locations. The induction is likely to be on the first Monday and Tuesday of October, February and June, but this isn't always the case, so please consult your individual email.

For all intakes, we aim to have both an in-person induction for those who wish to come to campus/ are able to and an online induction for those who cannot come to campus. In-person induction will take place at our Lord Mayor's Walk Campus in York, and the online induction will be on Microsoft Teams. You do not need to attend both, as the information is the same.

For those who are unable to attend induction, the online induction will be recorded and made available via the Virtual Graduate Centre (see more information on page 25.)

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.

Meet your supervisor

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.

We strongly recommend contacting your supervisor (if they have not already contacted you) to arrange a meeting to have a chat about expectations, training, and discuss preliminary plans for your research.

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 more than 8 weeks apart for full-time PGRs and 12 weeks apart for part-time PGRs.

Understand the expectations for your research

Full-time PGRs are expected to work on their research project (and related professional activity e.g. conference attendance, research development) for periods of time that are comparable to a full-time academic post. This is 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.

Please note that every PGR and every research degree is different, and you may work more or less than this. It's important to discuss expectations in your first supervisory meeting to understand what will work best for you.

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.

Familiarise yourself with policies, specifically the Code of Practice for Research Degrees

Familiarising yourself with the policies early on can mean you're more familiar with processes later down the line.

The Code of Practice for Research Degrees is updated on an annual basis and outlines the principles, processes, general rules and conventions relating to research degrees.

The 'Code of Practice for Research Degrees' should be read alongside the University's 'Regulations for Research Degrees' and 'Guide to the Examination Process for Research Degrees'. YSJU ensures its arrangements for the provision of research degrees, as a minimum, meet the requirements of the [UK Quality Code, Advice and Guidance: Research Degrees](#).

We also recommend familiarise yourself with the [Learning Outcomes for the Award of Research Degrees](#) which can be found on the [Research Degree Documentation](#) Webpage. We recommend you bookmark this page so it is easy to find later.



Start thinking ahead about personal and professional development

The Postgraduate Research School offers a full programme of free development sessions held throughout the year. Additionally, we subscribe to a range of external training sites that might provide sessions that could help with your research. It's important to start thinking early on about any development goals and how you might achieve these. Your first supervisory meeting should be a chance for you to identify any opportunities for development in your research, including any training that your supervisor recommends or any training that might have an additional cost. You can find more information about the development programme offered through YSJ and our external subscriptions on page 26.

Start thinking ahead about any expected costs for your research

During the admissions process, your supervisor will have considered any extra costs associated with your project and whether we are able to fund these. It's important that if your project requires specific materials or has any fieldwork costs, you identify these as early as possible so you can put plans in place for funding these. Specifically, it's important to plan whether you intend to apply for the funding schemes offered by the PGR School, and whether the funding you apply for will cover all costings.

Please don't purchase anything before you have applied to the funds or had your application approved, as we cannot reimburse these.

Additionally, if your project requires you to present at a specific conference, please plan this in advance so you can apply for the Conference, Exhibition and Performance fund when you're ready. You can apply for the fund without having been accepted to present, but those who are presenting will be prioritised for funding. You can find the full information about the funding offered by the PGR School on page 27.



Additional steps

If you're an international student

If you're an international student, we recommend that you have considered these additional steps before starting your degree. Please note that these only apply if you're an international student who is moving to the UK to begin their studies. These do not apply if you are studying a research degree by distance and will continue living in your home country.

More in depth information relevant to international students while studying can be found on page 41.

Read the International Student Guidebook

Explore everything you need to know about life at York St John University in the International Student guidebook, created by the YSJ Global team. You can collect this, along with a free sim card from the Global Campus Hub in Holgate. For more information visit the [international student support](#) webpages or contact the YSJ Global team at: globalcampus@yorksja.ac.uk

Complete your international student orientation

Enrol in the 'International Orientation 2024-2025' to get all the information you need to settle in as an international student at YSJ. Once you have completed this module and received your online completion badge, come to the Global Campus Hub in Holgate to collect your welcome gift.



Get financially ready

If you have tuition fees to pay, you should pay these immediately. Details can be found on the [website](#).

You can also visit our Finance Office, on the first floor of the Ripon Wing, to speak to someone.

Take a little time to think about managing your finances in the UK with Blackbullion's financial education courses and resources. You can create a free account, using the access code "YSJ-Int".

Set up a Bank Account

York St John is a cashless campus, so it is advisable to arrange a pre-paid cash card to bring with you. You should load it with as much money as you think you will need to get you through the first few weeks, whilst you are waiting to get your UK bank account set up. Alternatively, you can use your phone to pay, if you have the appropriate method to do so in the UK.

If you are joining us on a degree programme, you will probably want to open a UK bank account for your time in England. Before you can open a bank account, you will need to have collected your BRP card (if applicable) and log into e:Vision to request a bank letter.

Register with the NHS

You will need to register with the NHS, in case you are ill in the UK.

Any resident in the UK is eligible for free NHS General Practice (GP) healthcare and Accident and Emergency (A&E) healthcare. Other NHS hospital care is only free for certain people. So make sure you know whether you are covered or if you need medical insurance. You will not need to pay hospital fees for treatment in NHS hospitals if you have paid the Immigration Health Surcharge as part of your Student Visa application.

Several other groups of people are also exempt from paying hospital fees. Visit this [webpage](#) for full details.

If you are not eligible for all free NHS treatment, you will still have free emergency hospital treatment, but only the treatment given in an NHS Accident and Emergency department is free of charge. Once you are admitted onto a ward or given an outpatient appointment, fees will apply. It is therefore very important that you take out medical insurance for the duration of your visit to the UK before you leave your home country. Please note that private medical treatment without insurance in the UK is very expensive.

If you're a disabled student

Register with the disability support team as soon as possible

To register with the Disability Support and Inclusion Team fill in their [form here](#).

The Team will then work with you to identify any reasonable adjustments that may be required to support your learning. If you require help completing this self-referral form, email disabilityadvice@yorks.ac.uk

Book an appointment

There are several types of appointment you can book in order to get support.

This includes Disability Practitioner appointments, Service Coordinator appointments or Therapy dog appointments. You can find out about the individual appointments on the [website](#).

If applicable, apply for Disabled Students' Allowances (DSAs)

DSA funding is based on need. It is in addition to your student finance and you do not have to pay it back.

Find out more on the [GOV.UK DSA page](#).

Our website has more information on the process for [applying for DSA Funding](#).

Key contacts throughout your programme

You will come into contact with a range of different members of staff during your time as a PGR. This section details those staff and teams that are key to the success of your degree.

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
- Approving timetables and ensuring that these are met or adjusted as necessary
- Advise on all aspects of your research and thesis preparation
- Comment on your written work within a reasonable time, including your final draft
- Arrange regular review meetings
- Ensure you have written records of all formal supervisor meetings
- Act quickly on any concerns from you and bring any concerns to the attention of the SPGRL
- Report any patterns of absences or lack of contact to the PGR School

Postgraduate Research Tutor (PGRT)

When you begin your degree, you will be appointed a PGRT who will offer annual one-to-one pastoral care meetings. Your PGRT will likely be your School Postgraduate Research Lead, but this isn't always the case. Your PGRT will be detailed in your offer letter.

These meetings are an opportunity for you to have someone outside of your supervisory team review your progress and enable you to reflect upon your experience.

Your supervisory team should remain the same throughout your degree, however, in some cases this may need to be changed for various reasons. More information on Change of Supervisory Team can be found on page 34.

School Postgraduate Research Leads (SPGRLs)

Each Academic 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 may hear SPGRLs referred to as PGR Leads or PGRs throughout your programme.

You can find the list of SPGRLs for each school below:

School of the Arts

Claire Hind | C.Hind@yorks.ac.uk

School of Education, Language and Psychology

Scott Cole | s.cole1@yorks.ac.uk

School of Humanities

Robert Edgar | r.edgar@yorks.ac.uk

School of Science, Technology and Health

Adam Odell | a.odell@yorks.ac.uk

York Business School

Rosie Binfield-Smith | r.binfield-smith@yorks.ac.uk

London Campus

Khaled Kessaba | k.kesseba@yorks.ac.uk

The Postgraduate Research School Team

The PGR School team offers support to our full PGR community. Each team member has a dedicated role, supporting all parts of the PGR Lifecycle. You can find our names, roles, email addresses and pictures below. If you have a specific query, you can email us directly, but all emails sent to PGR.School@yorksj.ac.uk will be passed on to us!



Emily Smith

Postgraduate Research School Manager

e.smith2@yorksj.ac.uk

Emily leads the PGR School team, and oversees the professional support services offered by the PGR School.



Jill Graham

PGR Officer – Monitoring and Assessment

j.graham@yorksj.ac.uk

Jill is responsible for all the research degree processes, including any programme changes, review and transfer records, and the examination process.

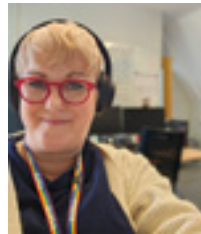


Richard Bracknellin

PGR Officer - Training and Development

r.bracknellin@yorksj.ac.uk

Richard is responsible for overseeing the PGR School Researcher Development programme, as well as training and development for PGR Supervisors.



Lucy Pitkin-Wools (they/she)

PGR Officer – Admissions and Recruitment

l.pitkinwools@yorksj.ac.uk

Lucy is responsible for the admissions process for research degrees, which involves reviewing all applications for research degrees, supporting the interview process, and enrolment.



Amy Langton

PGR Officer - Community and Engagement

a.langton@yorksj.ac.uk

Amy oversees everything related to building the PGR community at York St John. She looks after our PGR Induction programme, PGR events, and communications with PGRs.



Lauren Cowling (they/she)

Research Office Administrator

l.cowling@yorksj.ac.uk

Lauren monitors e-mails to the PGR School mailbox, and supports the PGR Team with a range of administrative processes, alongside wider support for the Research Office.



Victoria Lain

PGR Officer - Scholarships and Funding

v.lain@yorksj.ac.uk

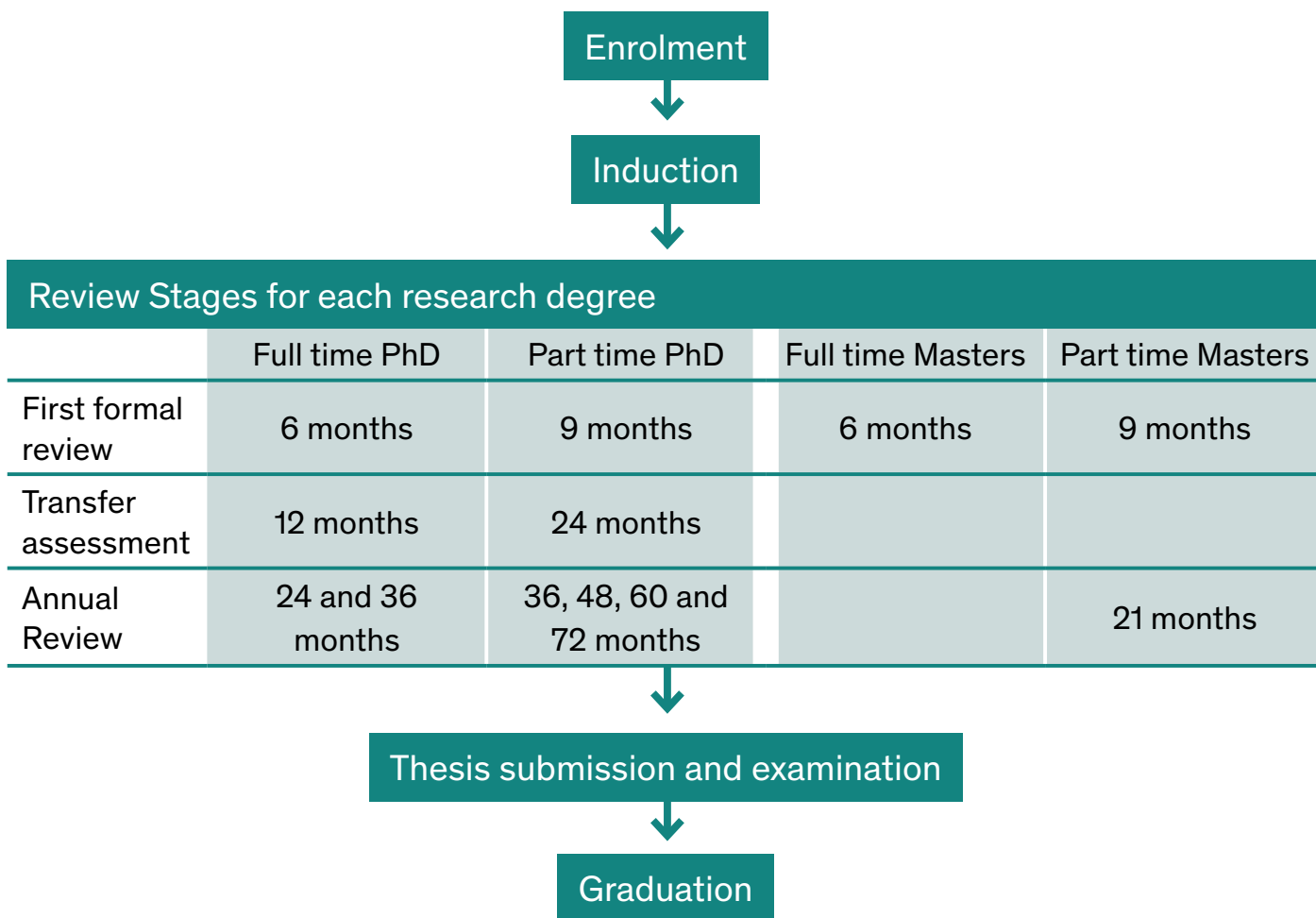
Victoria oversees all the internal funding for PGRs, including scholarships, studentships and the internal funding that PGRs can apply to, to support their research.

If you would like to talk to one of our team about a specific issue, we have weekly tutorials available via [Microsoft Bookings](#).

The PGR Lifecycle

Throughout your research degree you will have set milestones and key points to keep you heading in the right direction, which we refer to as ‘progress monitoring’. Depending on your programme and mode of study, you will have review points to check your progress throughout your degree. We call this cycle, from the point of enrolment to graduation, the PGR Lifecycle.

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



It's important to note that research degrees are independent study, and they don't follow the standard key academic dates for taught programmes. This means that they don't have modules and you won't need to refer to the timetabling system used by the university. However, you might want to keep track of the key academic dates at the university, as they may determine when certain campus services and facilities are available. These are available on the [academic dates](#) webpage.

Key online systems used at YSJ

As part of York St John University, you have access to a range of systems which you'll use to communicate, study and work. These systems will become available to you once you have a YSJ IT account. Below, we detail the main systems that you will use as a PGR and resources that can help to become familiar with them.

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](#)

If you need support from our IT team, you can find guidance on passwords, hardware, software and equipment loans on the website: [IT Support](#)

e:Vision

e:Vision is your student profile portal. This is where you can update your personal details, enrol each year, pay your fees, log your supervision meetings, view upcoming review deadlines, and complete formal paperwork for your reviews/transfer.

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 eVision.

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

[Access e:Vision here.](#)

Microsoft 365

Microsoft 365 is a brand name Microsoft uses for a group of software and service subscriptions. This is available to all students and substantive staff at York St John University. OneDrive for Business is included as a file-hosting service as well as online versions of Office products such as Word.

You will receive all communications from the University to your YSJ email address via Microsoft Outlook.

We recommend that you store all of your work in Microsoft 365 OneDrive and then it will be accessible anywhere and is also automatically backed up.

Sign in to Microsoft 365 using your email. Select the blue flag on a campus computer or go to [office.com](#). Files can also be opened directly from OneDrive from Office applications such as Word.

Watch our video introduction: [Office 365 \(YouTube, 2'01"\)](#).

For more help, visit our [Office 365 help page](#).

Most York St John online meetings are held in Microsoft 365 Teams.

Teams can be accessed through a browser but the best experience with this is to download the Microsoft Teams app and log into it.

Moodle

Moodle is the main York St John University academic system. It holds details of all modules and is where assignments are submitted. As a PGR, you may not need to access Moodle often as the PGR School don't use Moodle for any of our resources, however it is a popular platform used by teams around the university.

You will need to log onto Moodle with your YSJ email address and password.

You will likely need to use Moodle for the following:

- **Submitting your final thesis**

Once completed, you will need to submit your thesis electronically through the Research Degree Submission site on Moodle. The PGR School will give you access to the submission site and will provide the link to be used for submission.

- **Turnitin**

Turnitin is a tool which helps to support your academic development by detecting similarities in your uploaded work to a large collection of internet, academic and student papers online.

There is a dummy Turnitin submission point for students to get a private Turnitin report within the [Academic Integrity 2023/24](#) Moodle course.

- This is a private course, with no tutors attached to it, but it allows you to get the same report that your tutors will see when you submit for real.
- No submissions are stored so they will not affect any real submissions.
- You will have to self-enrol.
- Turnitin allows three resubmission attempts where the report will generate immediately. After that, you will have to wait 24 hours before a new report can be generated.

[Using the Turnitin self-checker](#)

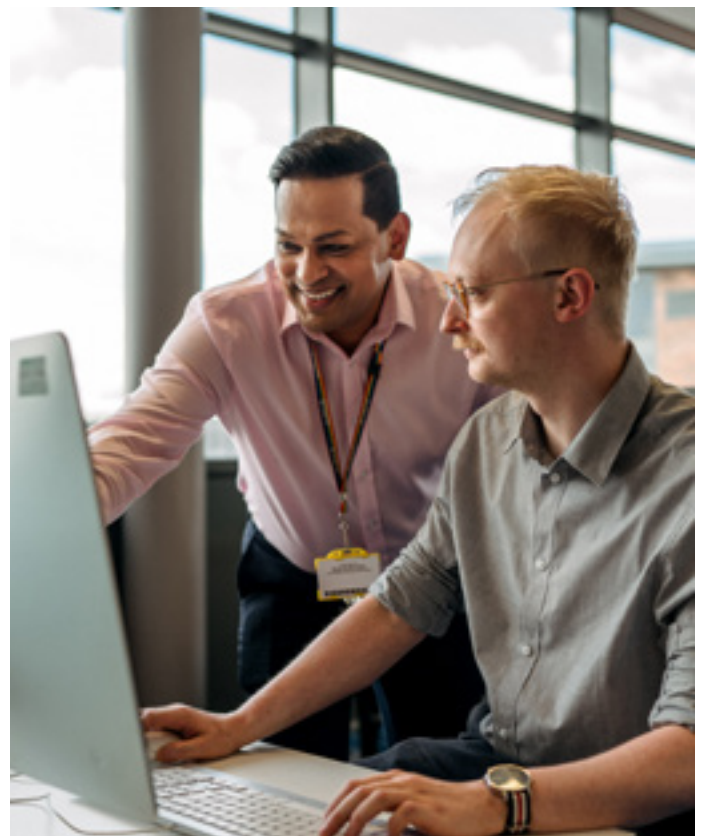
Digital training and resources

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 researcher development programme (see session catalogue), the team can provide one-to-one support either in person or via video chat.

If you don't feel you need a tutorial, or can't find one at a suitable time, you can email the team at digitaltraining@yorks.ac.uk and they will do their best to accommodate you. You can also access the team's self-help guidance and resources via their [webpage](#).

We recommend you explore their self-help and resources OneNote Notebook: [Help and Resources](#)



Campus

Depending on where you are located, you may wish to access either our York Campus or our London Campus.

The PGR School Team is located at our York Campus, in Holgate, in rooms HG216 and HG217.

If you have any questions, you're more than welcome to pop up and visit us, but we do also have dedicated bookable tutorials (see page 15) and would recommend you check these first to guarantee you can see us.

A full interactive map of our campuses can be found on the website here: [Campus Map](#)

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 the Holgate building at the York Campus in HG/123 and is open every day between 8am to 8pm.

The Graduate Centre is for PGR use only. To enter you will need to input the access code C2780X. Do not share this to anyone who is not a PGR.

The centre operates a desk-booking system 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.

Accessibility

Information about building accessibility and assistance dogs on campus can be found on the [website](#).

Campus WiFi

We have 2 WiFi networks available to use on our York campus.

The Eduroam network is for University students and staff. The YSJ Guest network is for visitors to campus.

Find more information on accessing them on the [website](#).

Food and drink

Choose from a variety of restaurants and cafes across our campus.

Find more information on the [website](#).

Sacred Spaces

The Chaplaincy Department has a number of spaces on campus for worship, meditation and reflection.

Find more information on the [website](#).

During your research degree

This section will cover the following information relevant to studying a research degree at York St John.

This section will cover the following:

- Progress Monitoring
- Communication from the PGR School
- Training and Development
- PGR Funding
- Research Ethics and Integrity
- Change of Circumstance
- Support services

You will be required to re-enrol on e:Vision each academic year you are on your programme. You will be sent an email in August to let you know when re-enrolment is open.

Re-enrolment is important in ensuring that your student record is as up-to-date as possible.

This will also be a chance to pay any fees necessary for the year ahead.

You will be able to keep using your existing student ID card.



Progress Monitoring

Throughout your degree, you will have formal reviews that will take place with your supervisory team and an independent chair. These are separate to your supervisory meetings, and the Postgraduate Research School will send an outlook calendar invite to your University email, detailing what will be required for the review to take place.

The reviews are to make sure that you're on the right track. If you're on either a doctoral programme or master's programme, your first review needs to have taken place by 6-months if you are full time, or 9 months if you're part time.

It is important to keep track of your review and transfer deadlines and prepare for them ahead of time with help from your supervision team.

The next section will go into full detail of when your reviews should be and everything you need to do to prepare for them.

Details on review and transfer requirements can be found both on page 22 and 23, and on the Virtual Graduate Centre.

Review timelines

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:

At the research stage, supervision and reviews will proceed according to the same rules and guidelines as for PhDs. There will be annual reviews held until the PGR submits the thesis, and opportunities to attend relevant University development sessions. Reviews will consider training requirements.

These reviews will be arranged by the Postgraduate Research School once you have transferred onto the Research stage of your programme.

For the taught-stage of the Professional Doctorate, please email profd@yorksj.ac.uk

Review Process and Documentation

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

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

For the review, you will need to provide the following documentation:

Submitted online via eVision:

- Progress Report (submitted online via eVision); this must also include a reflection on progress to date (which might include completed chapters / laboratory work and conference attendance).

Sent to supervisory team and chair via email:

- 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 (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 eVision Review process works in a chain:

The student goes to the Postgraduate Research Tab, clicks 'Manage events' under Research Student Actions, and elects 'Progress Review' from the drop down, and completes the form. Once it's completed it auto generates and goes to the supervisor.

Documents needed for the review:

[Training and Development Needs Analysis](#)

[Training Plan](#)

[Training Plan](#)

Transfer Assessment Process and Documentation (Doctoral PGRs)

All doctoral PGRs are initially registered as provisional doctoral PGRs and are subject to a formal transfer assessment within a specified timescale. If successful in this assessment PGRs are transferred to full doctoral registration.

PGRs will need to prepare the following documentation, with relevant input from the main supervisor, for the transfer assessment:

Submitted online via eVision:

- 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 with 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 via the 'PGR Request to postpone the date for PhD Transfer' form under the Progress Monitoring tab on the Research Degrees page: [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](#).



Communication

It is your responsibility to regularly check your YSJU 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.

Fortnightly Updates

The PGR School sends out regular updates via e-mail, once a fortnight, based on the academic school you are a part of.

PGR Newsletter

The PGR School also sends out 'PGR Monthly Matters', a monthly newsletter that has all relevant updates from the previous month. This includes notices 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 PGR School.

Virtual Graduate Centre

The Virtual Graduate Centre (VGC) is a virtual resource on SharePoint for PGRs to find information and resources for online research development 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 Researcher Development Programme will be shared here.

The Virtual Graduate Centre can be found here: [Virtual Graduate Centre](#)

Links to the VGC can also be found at the bottom of e-mails from the PGR School.



PGR Teams Channel

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

The Team can be accessed here: [YSJ Postgraduate Researchers \(PGR\) Team](#)

Social Media

The PGR X and Instagram pages are dedicated to YSJ PGRs, sharing opportunities, events, and what our PGRs are doing.

X @YSJ_PGRs

Instagram @ysj_pgrs

Training and development

PGR School Researcher Development Programme

The Postgraduate Researcher Development Programme for 2024 aims to deliver all PGRs a range of development opportunities which map to the [Vitae Researcher Development Framework](#).

The programme consists of three core stages that cover relevant topics for a particular stage of your lifecycle followed by optional sessions covering: academic skills; equality, diversity and inclusion; publication; career development; research ethics and integrity; and methodologies, tools and techniques.

The Postgraduate Research School organises several study days over the academic year, both in person and online.

Online sessions that have been recorded as part of the Researcher Development Programme will be shared on the Virtual Graduate Centre.

The full programme can be found on the Researcher Development Programme [page on the Virtual Graduate Centre](#).

Vitae Researcher Development Framework (RDF)

The [Vitae RDF Planner](#) is a tool used by many PGRs and early career researchers. 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. YSJU currently holds a subscription to the RDF Planner should you wish to utilise this as part of your research degree. The planner comprises of 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.

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 delivered via a virtual classroom. The training is delivered by Dr Simon Watts, PGR Training Coordinator at UEA, and will be held on Tuesday and Wednesday evenings between 7pm – 9pm.

For convenience, the training is organised into modules, each focused on a specific area/topic. You are nonetheless free to sign up for individual sessions (and not a whole module) if you prefer.

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

The PGR School offers the opportunity to apply to two different PGR Funds.

These are not personal allocations of funding. They are to ensure PGRs can purchase essential items to support the completion of their research.

All PGRs are eligible to apply for funding, but funding cannot be guaranteed.

Postgraduate Researcher (PGR) Project Fund

As a PGR you can apply for funding of up to £500 (full-time) or £250 (part-time) per financial year. Therefore, you should not exceed the maximum amount you have been approved to spend.

Please note that PGRs must have written approval of funding from the PGR School before any purchases are made. Any purchase prior to receiving written approval will not be eligible for reimbursement.

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

All applications are assessed on a case-by-case basis by the PGR School team.

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: [PGR08 PGR Project Fund Guidance 2024-25](#)

Any purchases made without approval cannot be reimbursed.

Associated documents:

[PGR GTA Expense Claim Form](#)

[PGR10 YSJ Travel International Booking Form](#)

[PGR11 YSJ Travel Domestic Booking Form](#)

[PGR12 Payment to Participants Form – Record of Payments](#)

[Postgraduate Researcher Absence Request Form \(Student Visa holders\)](#)

PGR Conference, Exhibition and Performance Fund

In addition to the PGR Project Fund, the Postgraduate Research School 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 pgr.school@yorks.ac.uk

[PGR18 PGR Conference, Exhibition and Performance Fund Application Form 2024-25](#)

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

[PGR09 PGR Conference, Exhibition and Performance Fund Guidance 24-25](#)

Any purchases made without approval cannot be reimbursed.

Before applying to any fund, we recommend you read the following:

- The Project Fund and Conference, Performance and Exhibition Fund are not personal allocations of funding.
- All PGRs are eligible to apply for funding, but funding cannot be guaranteed.
- All applications need to be submitted by the final deadline and if approved the evidence for reimbursement must be with the PGR School by the end of June.
- The funds do not roll over between financial years.
- The financial year runs from 1st August to 31st July.
- Any purchase(s) made without approval cannot be reimbursed.
- Expenses are based on actual spends.



Our top tips for applying for funding are:

- Plan ahead!
Apply as soon as you have an idea of the funding you'll need this year.
- Check the deadlines!
Your application will be reviewed at the next deadline. We won't be able to approve any funding before that date.
- Remember!
You can apply for Conference funding before you've been accepted to present.
- Traveling somewhere?
Our in-house travel team, YSJ Travel, will be able to book and pay for travel, accommodation, and conference fees.
For all other costs, you will need to pay for these upfront, and then claim reimbursement.
- Don't spend just yet!
Make sure you don't spend any of your own money before your application has been approved. If you do, we won't be able to reimburse those costs.
- Get your receipts in on time!
The financial year ends on 31 July. For reimbursement, you'll need to send your receipts to us by the end of June.

FAQs for applying to the Conference, Exhibition and Performance Fund

1. When should I apply to this fund?

You should apply as soon as you have submitted an abstract for a specific conference, exhibition, or performance. Your application to the fund will be reviewed and, if approved, funding would be conditional on confirmation from the event that you have been accepted to present. If you wait until you have been accepted to apply, there may not be enough time to process the application and make all the necessary arrangements for travel and accommodation.

2. Can I go to an international conference, exhibition or performance?

Yes, but bear in mind the maximum you can apply for is £1000. International travel and accommodation are often more expensive. You will need to make difficult decisions on where to present based on the maximum in the fund and what you can contribute yourself.

3. What if the costs start out as less than £1000 but turn out to be more?

The most we can provide from the fund is £1000. If the final costs exceed this value, you will need to cover the additional costs. So, budget realistically and factor in potential increases in costs when you apply (e.g., 25% increase in accommodation and travel). You'll find suggested estimates in the guidance to help you plan your budget.

4. The next deadline for considering my application is far away. Can I pay for things myself and claim back?

You cannot pay for things yourself and claim the money back without approval. This is a strict rule that is in the guidance. You will need to wait until your application has been approved before spending any of your own money.

5. Who books my travel and accommodation?

The PGR School administers the fund, but does not book travel and accommodation. The YSJ Travel Team book all travel at York St John, including domestic and international travel and accommodation. When you send your YSJ Travel Booking Form to the PGR School, it is passed on to YSJ Travel to manage the booking from there. If you need to make any changes to your plans, or your booking, you should contact them directly at travel@yorks.ac.uk.



Research Ethics and Integrity

This section covers YSJU'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 \(UKRIO\)](#), [YSJU's Research Ethics Policy](#) and [YSJU's Research Misconduct Policy and Procedures](#).

Each of the five Schools has their own School Ethics Committee.

Research Ethics

All research projects carried out at YSJU must comply with [YSJU's Research Ethics Policy](#).

The process for research ethics approval can be found on the website: [Process for research ethics approval](#). **All research projects must have written confirmation of ethical approval before the research commences.**

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, GDPR, research security, conflicts of interest and intellectual property rights. For the latest guidance and support for each of these areas please visit the YSJU website.

If you are unsure if you need approval for your research, you should contact the [Chair of the relevant School Ethics Committee](#) or Kathryn Eldred: Research Officer: Compliance, in the Research Office – k.eldred@yorksj.ac.uk

Library and learning support

YSJU utilises [TurnItIn software](#) for all submissions which detects suspected misconduct by comparing your work against electronic sources. Plagiarism is the offence of publishing another writer's findings, opinions or words as if they were one's own and original. Failure to acknowledge and correctly attribute another writer's work is tantamount to plagiarism and the plagiarist will be severely penalised. Severe cases may lead to failure of your degree. We recommend that you use TurnItIn to self check your work before submission.

For any assistance, information or advice regarding Turnitin, or borrowing or library support, please visit the [Library and learning support webpage](#).

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 policy](#). 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 – l.wilkinson2@yorksj.ac.uk. Information on safeguarding can be found on the [Safeguarding webpage](#).



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 YSJU – m.kilvington@yorks.ac.uk or visit the universities [Copyright essentials](#) webpage.

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 YSJU, you are strongly encouraged to publish your research. When signing a publishing agreement, you need to be fully aware of the terms and conditions of the publisher. If in doubt, please contact Megan Kilvington, Copyright Licensing and Research Librarian at YSJU – m.kilvington@yorks.ac.uk. Additional support can be found on the [Library's research support webpage](#).

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

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

RaY will also accept PhDs, MPhils and Masters by research awarded by York St John University. Research data should be deposited in the University's data repository [RaYDaR](#)

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

Health & Safety

YSJU 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 via the [See It, Sort It, Report It university webpage](#).

Additional guidance relating to your own safety can be found on the [Researcher vulnerability](#) webpage.

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. Please speak to your supervisor for guidance.

Research Security

Researchers engaged in collaboration, international or otherwise, should also consider the potential security risks and act to prevent or mitigate them. Guidance for researchers engaged in collaboration on considering potential security risks and how to prevent or mitigate them can be found on the website: [Research security](#)

Additionally, Universities UK has developed guidance for the sector on [Managing risks in internationalisation: security related issues \(PDF, 0.8 MB\)](#).

Artificial Intelligence

Guidance on the ethical use of Generative Artificial Intelligence can be found on the website: [Guidance for students on the use of Generative Artificial Intelligence](#). The University recognises the many benefits and opportunities afforded by genAI technology. York St John is committed to the ethical use of genAI technologies. It does not prohibit the use of genAI tools by staff or students, when and where these adhere to the agreed principles and guidelines.



Change of Circumstances

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 or extension from your studies.

PGRs should promptly draw to the attention of their supervisor(s), PGRT or School PGR Lead 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 their research.

You will:

- Have access to IT facilities– this includes email and VLE access.
- A suspension can be applied for via eVision.

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 eVision.

Reasons for granting an extension and more information can be found in [Code of Practice](#).

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; and
- 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 the PGR School.

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](#)

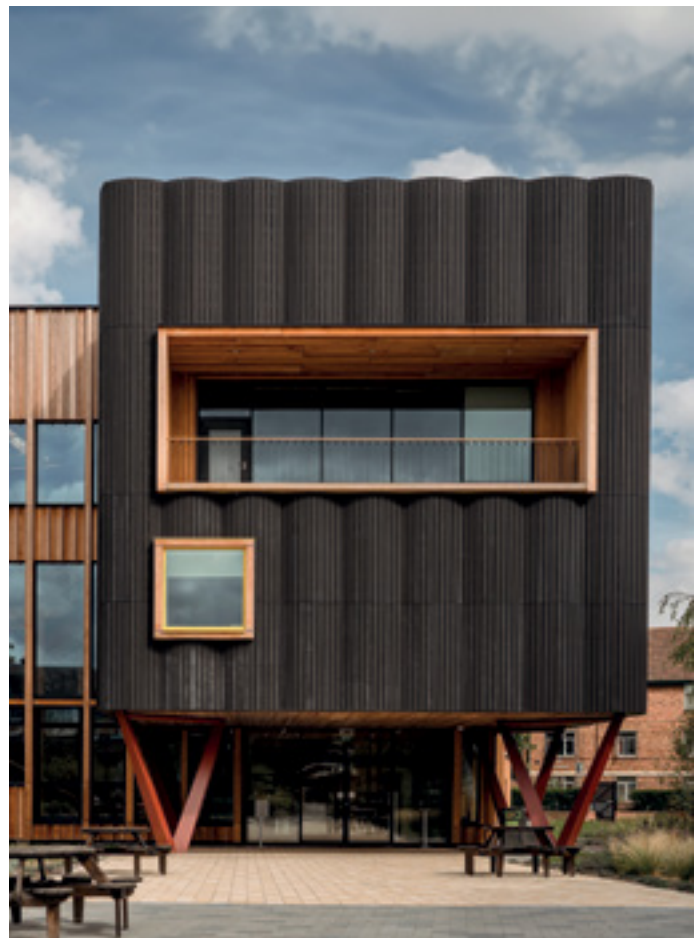
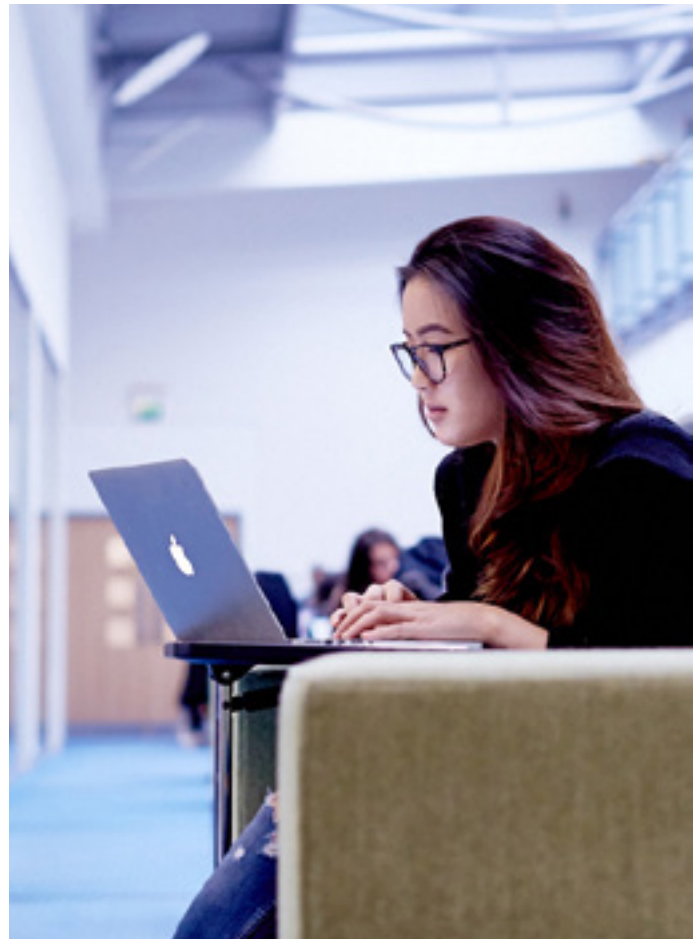
Change of Supervisory Team

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 coordinated via the School PGR Lead, 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 the Postgraduate Research School of your new supervisory team.

Find more information in the [Code of Practice](#).





Support Services

Library

The Library provide resources, advice and support for our research community. They also help you to share your research in line with the University policies.

Their support for researchers is based on the different stages of the research cycle.

Find more information on the website here: [Library Research Support](#)

Academic Liaison Librarians

The Academic Services team provides support, teaching and training to students in information and digital literacy, and in how to get the most from library resources.

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 academicliaisonteam@yorks.ac.uk.

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@yorks.ac.uk.

Additional Information: Opportunities and support available to PGRs

PGR Events

YSJ's Annual Postgraduate Research School Conference

The Annual Postgraduate Research School Conference (previously Eat. Sleep. Research. Repeat), is our main event of the year, which celebrates the range of interdisciplinary research happening at York St John University.

It aims to provide a collaborative and stimulating environment for the York St John researcher community to learn from others and present their own researcher journeys and experiences.

The conference includes:

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

Three Minute Thesis (3MT)

The Three Minute Thesis competition celebrates the exciting research conducted by Doctor of Philosophy 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 hosted by the Institute of Social Justice, which provides an opportunity for early career researchers working on social justice research to come together.

View all [research events](#).

View all York St John events: [Events](#)



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 YSJU policy for Research Degrees. PGR Representatives are encouraged to attend and actively participate at various meetings, including the RDSC and Research Committee.

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

You can find out who your current Reps are on the Virtual Graduate Centre: [Your PGR Representatives](#)

PGR Forums

The PGR Forums are your chance to discuss 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.

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.

As PGRs are students, you're more than welcome to join societies and sports clubs. 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, email the respective lead of the group you wish to join.

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 while you're a PGR

PGRs that Teach scheme

The PGR School runs a scheme for PGRs who would like to gain teaching experience, while building their eligibility to apply for [Associate Fellowship recognition](#). A limited number of PGRs from each school will have the opportunity to join the scheme, where they will gain up to 30 hours of paid teaching work, supported by an experienced mentor.

A typical semester on the scheme would entail observation of seminars, supported teaching, solo teaching and assessment, alongside regular mentor meetings, peer support meetings and an observation of the PGR's teaching.

The scheme is open to all post-transfer PhD students who are not already on an Academic Associate contract.

Teaching development and HEA Fellowship

For PGRs looking to gain teaching experience and recognition, the Teaching Enhancement Team at YSJU offers a range of training and support, including access to the Higher Education Academy (HEA) Fellowship scheme. YSJU's training programme for prospective HEA applicants gives PGRs a structured route to obtaining this nationally-recognised accreditation. Please see [the website](#) for more information about working towards HEA Fellowship or visit the [HEA Fellowship blog](#).



Health and Wellbeing Support

Health Centre

Any resident in the UK is eligible for free NHS General Practice (GP) healthcare and Accident and Emergency (A&E) healthcare.

If you are an international student and have paid the Health Surcharge as part of your visa application you will be covered for free NHS healthcare. If you have not paid this surcharge you will need to take out private health insurance. To find out more about being an international student and healthcare in the UK visit the [UK Council for International Student Affairs \(UKCISA\)](#).

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](#)



Chaplaincy

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

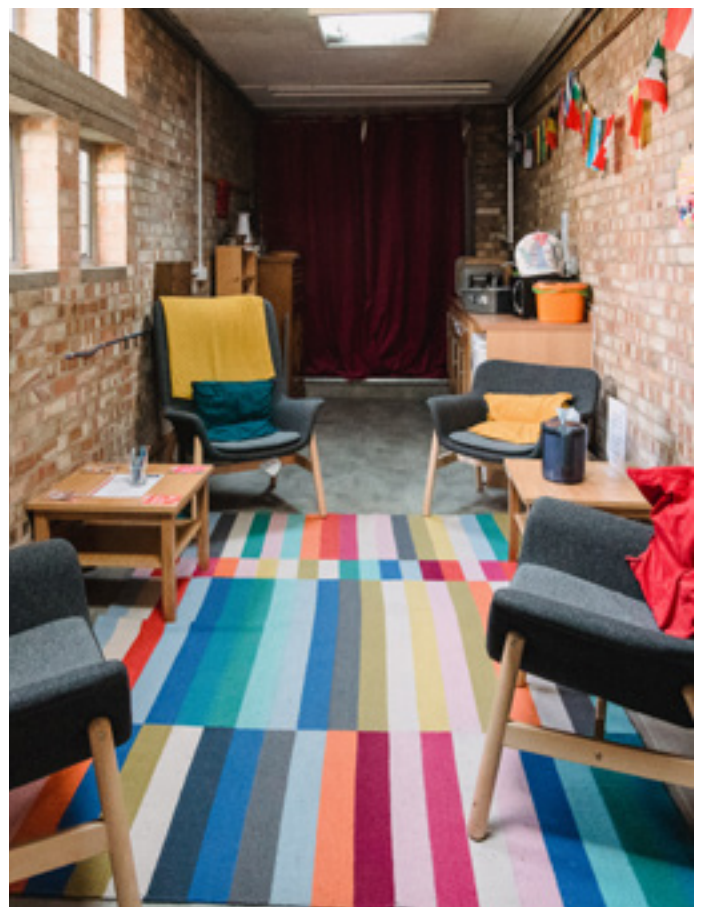
Find more information on the website: [Religion and spirituality](#)

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](#)





Mental Health and Wellbeing Resources

There are a range of mental health and wellbeing resources available, either via the university or externally, for PGRs or more generally.

Here are some of the ones that we recommend for PGRs:

- **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.

The Wellbeing Thesis 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.

Access it [here](#).

- **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](#).

- **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.

Their Twitter can be found [here](#).

- **Support in York**

For PGRs in York, HealthWatch York has designed a guide for Mental Health and Wellbeing Support in York: [Mental Health and Wellbeing in York](#)

We have gathered a range of wellbeing resources for PGRs and much more on the [Virtual Graduate Centre](#).

International PGRs

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

Services for International PGRs

YSJU offers specialist support to all international PGRs via the [International Student Support Team](#) and the [Visa and Immigration Team](#).

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 YSJU.

[UK Visas & Immigration \(UKVI\)](#) expects all students 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 wish to 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. The [Visa and Compliance Team](#) would also be able to provide you with further advice.
 - You should not breach any conditions of your visa, including your working conditions.
 - 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 informing 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. If you change any of your contact details at any time during the course of your studies, please also inform the University.
 - In the instance of a refused visa application, you should email the full visa refusal letter to visa@yorks.ac.uk and seek advice from the Visa and Compliance Team.
 - If you renew your passport and receive a new one, you need to have it scanned into the student records system. Email visa@yorks.ac.uk to arrange to do this. You also need to inform UKVI about your new passport by completing the [Migrant Change of Circumstances Form \(MCC\)](#) and submitting it to the UKVI.

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

- Ensure we have up-to-date contact details for all PGR students on a Student Visa .
- Inform the UKVI of any PGR students who fail to enrol on their programme of study.
- Inform the UKVI of any PGR students who suspend or withdraws from their programme of study.
- Monitor the attendance of all PGR students on a Student visa and report to the UKVI any failure to meet requirements.
- Inform the UKVI of any changes to a PGR student's circumstances which could affect their Student visa .(i e.g. if a PGR completes a programme of study early).
- Additional information is available for [visa and immigration via YSJU'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. The ISLD team can also provide advice and resources to support you in approaching your course tasks.

Find more information on the website here:

[Language Support](#)



Support for parents and carers

Many of our PGRs are parents or carers, or have childcare needs throughout their programme.

For PGRs who need to bring children to York, it is important to note that our campus is not designed to accommodate children. Students should not normally bring children onto campus unless for organised activities or exceptional circumstances (with permission). Children cannot be brought into teaching spaces.

Please read the [Children on Campus policy](#) before **bringing your child onto campus**.

When on campus, children remain the responsibility of their parent/carer and must be supervised at all times.

We recommend the [York Mumbler page](#) to find things to do with children in York.

Childcare in York, including Day Nurseries, can also be found on their [website](#).

The University recognizes the importance of breastfeeding in the first two years of an infant's life. The [Student Breastfeeding Policy \(PDF, 0.1MB\)](#) supports students who wish to breastfeed their infant on their return to study, and applies to all students at the University across all University sites.

Our website has more information for Student Parents here: [Student parents](#)

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.

Baby changing and feeding facilities on campus

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 in Holgate. 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.

Leave of Absence

PGRs are able to seek a period of leave for maternity, paternity, adoption or parental leave via a leave of absence, in line with the periods of time defined in the University's [Student Maternity, Paternity, Adoption and Parental Leave Policy](#).

A leave of absence on the grounds of maternity, paternity, adoption or parental leave will not count towards the maximum period of study as detailed in the University regulations.

PGRs on maternity, extended paternity, adoption or shared parental leave will retain access to online resources, including email, and to the University library.

PGRs may be able to attend external research conferences while on maternity, extended paternity, adoption or shared parental leave. This should be discussed and agreed with the research supervisor and any risk assessments required completed.

A request for a leave of absence may be submitted in line with the limits set out in the University's [Student Maternity, Paternity, Adoption and Parental Leave Policy](#). A leave of absence for maternity, paternity, adoption and parental leave will not count towards the maximum period of study.



Distance, Remote and Commuting PGRs

For distance learners, being unable to easily travel to York and experience the campus or attend in-person events can feel alienating. We aim to have as many opportunities for PGRs who are remote to campus to access online events or resources.

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](#)

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 £25 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 serve 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, we 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 Teams mailbox at accommodation@yorks.ac.uk, putting the words "Commuting room" as the subject.

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

To speak to a member of the Student Funding Advice team you can either attend an online or in-person drop-in session, call [01904 876 939](tel:01904876939), or email fundingadvice@yorksja.ac.uk.

Find more information on the website: [Student Funding Advice](#)

Cost of living support

The University website has dedicated advice on Cost-of-Living support, to help our students to manage the cost of living, including money-saving tips from our [Funding Advice team](#).

York St John Student Support Fund

The university can offer financial assistance through the Student Support Fund and short-term emergency food assistance. The aim of this support is to help you with unexpected financial difficulties.

The student support fund opens at the beginning of the academic year.

Find more information on the [website](#).

Blackbullion

York St John have subscribed to Blackbullion.

This is an award-winning online financial wellbeing tool. It can help you with student life, creating a budget with their online budget calculator and equips you with money skills for life.

Learn at your own pace. Create an account at blackbullion.com.



Important contacts

Main Reception

Call [01904 624 624](tel:01904624624)

Email reception@yorks.ac.uk

Security team

For emergencies: Call [01904 876 444](tel:01904876444) or
Call or text [07885 201 182](tel:07885201182)

For non-emergencies: email
security@yorks.ac.uk.

IT

Email support@yorks.ac.uk

Programme Administration and Support Service

Programme Administration and Support Service (PASS) is a cross-institutional service that provides professional support for the delivery of our [academic programmes](#).

Finance Team

Call [01904 876 452](tel:01904876452)

Email finance@yorks.ac.uk.



Completing your degree

As you come to the end of your degree, it is likely your supervisor will begin the conversation around submitting your thesis. This section details the process of submitting, and how to initiate the process when you're ready.

The end date on your original offer letter is the deadline for your thesis to be submitted, but this deadline could change depending on whether you've had an extension or suspension, or the outcome of your Viva.

Examination

The ['Guide to the examination process for research degrees'](#) includes full details of the requirements for the format and presentation of a YSJU 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. We highly recommend you are familiar with these requirements before submitting your thesis.

Application for Assessment

The online Application for Assessment should be completed at least three months before submission of the thesis. It is your responsibility to be aware of the date this needs to be submitted by, and you will need to initiate this via e:Vision.

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.



The viva voce (Doctoral PGRs)

The purpose of the oral examination 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 Postgraduate Research School. 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

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

After Your Viva

Following your viva, the examiners should provide a recommendation, which will be given to you verbally and informally, either a short while after your viva but 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

Amendments

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

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

Afterwards

Graduation

York St John graduation ceremonies take place in York Minster and the PGR School 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 the next ceremony. 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.

You have lifelong access to the careers service at York St John, including Handshake. On here you can see graduate opportunities and events and access 1 to 1 careers advice.

[Access Handshake](#)

The careers service, LaunchPad, is based in room 013 in the Holgate building on our York campus.

You can also email them on careers@yorks.ac.uk or call [01904 876 124](tel:01904876124).

Webpage: [Careers and Placements](#)

Resources:

[The LaunchPad Blog](#)

[Manager My Future](#) (careers resources, assessments, feedback)

[Shortlister](#) (video interview practice)

[Graduates First](#) (psychometric tests practice)

YSJ LaunchPad [YouTube](#)

[Ask LaunchPad Podcast](#)

[Prospects](#)



Important pages on the YSJ Website

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](#)

[Careers Portal](#)

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](#)

Important Acronyms

PGR – Postgraduate Research/Postgraduate Researcher

PGRS – Postgraduate Research Supervisor

PGRT – Postgraduate Research Tutor

SPGRL – School Postgraduate Research Lead

VGC – Virtual Graduate Centre

RDC – Research Degrees Committee

URC – University Research Committee

GDPR - General Data Protection Regulation



Index

- Absence, **14, 33, 34**
- Alumni, **49**
- Campus, **6 - 9, 12, 14, 16, 17, 19, 39, 43**
- Careers, **49, 50**
- Carers, **43**
- Chaplaincy, **19, 39**
- Commuting, **19, 44**
- Conference, **10, 11, 22, 25, 27 - 29, 31, 36, 43**
- Copyright, **31**
- Council Tax, **7, 17**
- Development, **11, 14, 5, 22, 23, 25, 26, 35, 38, 42, 50**
- Disability, **13, 50**
- Enrolment, **6, 7, 15, 16, 20**
- Ethics, **26, 30, 50**
- Events, **15, 22, 25, 26, 36, 41, 42, 44, 49, 50**
- Examination, **7, 10, 14 - 16, 47, 48**
- Extension, **33, 47**
- Facilities, **16, 19, 31, 33, 43, 44**
- Funding, **7, 8, 11, 13, 15, 27 - 29, 45**
- GDPR, **30, 51**
- Graduate Centre, **9, 19, 21, 25, 26, 40, 51**
- Graduation, **16, 47, 49**
- Health and Healthcare, **13, 33, 37, 39, 40, 44, 50**
- Health and Safety, **30, 31**
- Induction, **9, 15, 16**
- Integrity, **18, 26, 30, 50**
- Intellectual Property, **30, 31**
- International, **7, 12, 27, 29, 32, 39, 41, 42, 48, 50**
- IT, **8, 17, 18, 46**
- Key Contacts, **14, 15, 46**
- Librarians, **35**
- Library, **7, 9, 30, 31, 33, 35, 43, 50**
- Parents, **43**
- Publishing, **30, 31, 41**
- Representatives, **37**
- Reviews, **14, 16, 21 -23, 25**
- Safeguarding, **30**
- Security, **30, 32, 46**
- Skills, **26, 35, 36, 42, 45, 49, 50**
- Students Union, **37**
- Supervisors, **9 - 11, 14, 15, 21 - 23, 25, 30 - 34, 41, 43, 47, 48, 51**
- Teaching, **35, 38, 43,**
- Transfer, **15, 16, 21, 23, 33, 38**
- Visa, **13, 27, 39, 41**
- Welfare, **13, 19, 39, 50**
- Wellbeing, **13, 19, 31, 39 - 41, 44, 45, 50**
- Withdrawal, **34**

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