

Welcome to York

School for Business and Society

UNDERGRADUATE HANDBOOK

2024/25

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1. Introduction

Introduction to the department/school

Hi Everyone!

I'm Dr Michaela Edwards, the Director of Undergraduate Programme in the school for Business and Society. I am so thrilled to welcome back both new and returning students. Hopefully this handbook can help to guide you through your studies at York. It should offer a handy resource that lets you know where to go for support, how you can communicate with us, the role of course and school reps, teaching and assessment, your programme of study, and importantly our work on EDI, something I am personally very committed to. There's a lot of information here but you should be able to dip in and out of this handbook as and when you need to. If you have any questions or feel confused we're always here.

I am proud to work at the School for Business and Society. It is uniquely placed to lead business and public policy action in order to tackle complex social and environmental issues. We're combining and amplifying our strengths in responsible business management, social and public policy, social work, criminal justice, and public management, to create an environment that will help develop the ethical leaders of tomorrow.

At the forefront of the University's mission to be a University for public good, our pioneering and impactful interdisciplinary teaching and research is designed to inspire and encourage our students to lead the public, private and third sector organisations of the future. You will deliver sustainable and inclusive growth, improving the economic, social and ecological wellbeing of people across the world. It is our job to help you, and provide you with the resources to make an impact. We aim to inspire and encourage our students, our communities and ourselves to think critically about the world that we live in so that we can make it better!

With very best wishes

Michaela

Together York

The University [Together York](#) community statement articulates our values, priorities and expectations, and invites all members of our community to join together in upholding and developing them.

The purpose of this handbook

This handbook provides a comprehensive introduction to your department and information on all aspects of your degree programme. It outlines what you should expect of your department and what we expect from you, and clarifies the policies and procedures relevant to your area of study.

General information can also be found on the [student pages](#) of our website.

Study

We offer a variety of courses at all levels, covering a broad range of disciplines.

Our research informs your teaching. This means your lecturers bring real-world insights into the classroom, such as how to balance finance, social and environmental performance while tackling big societal issues.

Our People

You can explore who does what and find contact details on the [Staff Webpage](#).

Research

The City of York has a long tradition as a leading voice for responsible business and social reform. Our School continues this historical legacy, ensuring York remains recognised internationally as a beacon for social progress. We place a strong emphasis on interdisciplinary research to address the most important challenges in policy, business and society.

[Research in the School for Business and Society](#)

External Engagement

Our work is interdisciplinary and applied, addressing real-world challenges for public good. We place a high value on working collaboratively with external partners in this mission. We welcome meaningful and impactful collaborations with partners from across industry, public services, government, think tanks, the voluntary sector and with citizens.

[Impactful. Interdisciplinary. For public good](#)

Disclaimer

We have tried to ensure that the information contained in this document is accurate as of July 2024. Please check york.ac.uk for any changes to this information.

2. Your school

Welcome to your school

Your department is made up of staff who teach, supervise and undertake research, student services staff and other students like you.

- **Academic teaching staff** are there as leaders in their field. They share their expertise and experience to help you learn, grow and push the boundaries of your capabilities and knowledge.
- Your **supervisor** is there to help guide your studies and to monitor your progress over your degree programme.
- **Support staff** make the school run smoothly. They will communicate important information, provide technical assistance and help signpost you to other services and support you might need within the University.

You are now also part of the **student community** belonging to your school. **Course reps** are there to help represent your views to the school and to the University – so there is always a way to get your views heard.

Departmental office

Our School reception area and support services offices are on the ground floor of Church Lane and are the main focus and source of information for all students further details can be found [here](#).

Staff contacts

Contact details for all staff in the School are available at:

www.york.ac.uk/business-society/people/

During the semester: staff will reply to your email **within 3 working days**. If you have not received a reply within that time, please contact sbs-engagement@york.ac.uk.

During vacations/at the end of a module: to support you with assessments, staff will provide advice for one week after the end of formal module teaching. This is usually during the vacation period and is in addition to any support and advice you will receive during the module itself. Please be aware that during the vacation, teaching staff are also undertaking their own research and writing projects, so they might not be in the office as frequently as during each semester.

Supervision and support hours: teaching staff based in Alcuin C block and Church Lane building will advertise 'drop-in hours' when they are available during each semester. To discuss academic and non-academic issues please make an appointment.

Research leave: academic staff are entitled to take periods of leave when they undertake their own research. During these periods staff will not be available for teaching or supervision duties and you may need to contact other members of staff. You will be made aware of any changes to teaching or supervision arrangements in advance. If you have any queries about this, please contact sbs-engagement@york.ac.uk.

Graduate Teaching Assistants (GTAs): we have a number of PhD candidates who undertake teaching duties as part of their postgraduate training. The GTAs have shared office space elsewhere on campus and do not have office hours. Where GTAs are available to support academic work in specific modules during their teaching hours this will be communicated via the module VLE pages.

Communicating with you

Our main point of contact with you is through your University of York email address (for example, ab1234@york.ac.uk) so you must check this account regularly. We also use VLE announcements to share information with our students.

We have an [SBS Resource Portal](#) where you can find information about School events and forums.

[Download the MyUoY app](#) to help you manage day-to-day university life, featuring your timetable, campus map, Library card and loans, study space availability, events, news and more.

If you are contacting staff via email it is important to remember that University is a professional working environment and therefore courteous communication is expected. Please be reminded that you should include your Student ID number in the email subject line to help with electronic record management.

Seminar rooms and offices

Taught classes are timetabled in rooms around the campus and most staff offices are located in Church Lane or Alcuin C Block. If you are unsure of the location of a particular building or office then you can check the [online interactive map](#).

Departmental facilities

Features of the Church Lane Building The modern, light filled building features bespoke teaching and learning spaces including:

- a lecture theatre
- multiple classrooms
- numerous break out and social spaces for more informal work
- shared and individual offices
- dedicated space for PhD students
- Podcast booth bookable via [email](#)

Church Lane building is also home to [The Link Café](#).

With permit parking spaces on site, there are also a number of Electric Vehicle charging points and bike storage too.

Health and safety

It is important to look after your physical and mental health, so that you can get the most out of your studies and time here at York. We strongly encourage you to seek out appropriate support if your health is impacting your ability to study. Here at the School of Business and Society we have a wellbeing team who are here to provide support for students who are struggling while at York. You can find information on how to arrange an appointment with them on our [wellbeing pages](#) on our website.

For more information please see the [University's Health and Safety policy](#) and for information on campus safety including the Safe Zone app please see [here](#).

Your supervisor

Your department will allocate you an academic supervisor who is there to offer you support and advice throughout your degree programme.

You will meet your supervisor two times per semester to discuss your academic progress and check that all is well with you and your studies. This is an important point of academic contact for all students. Your supervisor will encourage you to develop your academic and personal skills and can also act as a referee for any applications you might make in the future. They can advise what to do if things go wrong and refer you to the right people in the University for help with more personal matters.

If you hold a Student visa, you **must** attend at least two individual meetings per semester with your supervisor to ensure you are keeping to visa requirements.

For further areas of student support, see the student [web pages and University handbook](#).

If you wish to change your personal supervisor then you are able to do this without having to provide a reason. A request to change supervisor should be emailed to sbs-engagement@york.ac.uk in order for a new supervisor to be allocated.

If your supervisor is away from the University for an extended period of time then you will be allocated a temporary supervisor and details of temporary arrangements will be emailed to you in advance. You should meet with your temporary supervisor in the same way as your usual supervisor.

School committees

The work of the School is overseen by the following committees:

The Board of Studies (BoS) is responsible for all matters concerned with the curriculum, organisation and assessment of academic courses and associated policies. This includes the approval of new programmes and modules as well as revisions to existing programmes. The BoS also considers student feedback and monitors student admissions and achievement. The BoS consists of all full-time members of teaching staff, representatives from other academic staff categories and Course Representatives. The BoS normally meets once a semester. Agendas and minutes for the BoS are available through the Committees link on the SBS tab on the VLE.

The Board of Examiners (BoE) deals with matters relating to the examination of students' work and the awarding of degrees. The BoE consists of all members of teaching staff and its work is overseen by external examiners from other institutions. There is no student representation on the BoE.

The Student Staff Forum (SSF) aims to promote open discussion between students and staff on School matters of mutual interest relating to the student experience, leading either to agreed resolutions or to the formulation of proposals to the BoS or other decision making groups. The SSF is chaired by a School Rep (supported by the Director for UG). Student membership comprises all existing School Reps. The staff membership includes the UG Director/s, Chairs of Board of Studies, Student Services Manager and/ or Student Experience and Outreach Manager, and other staff members upon request.

The Programme Forum provides opportunity for the consideration of student feedback relating to programme or module matters. This is a collaborative meeting between Course Reps and the Programme Leader. The Programme Leader will chair this meeting. The Programme Committee Meeting will take place before the SSF, in case any matters need consideration at wider School level. This meeting provides the

opportunity for course reps to develop a strong working relationship with programme leaders.

Course reps/ Student Action Groups

Academic representation is a partnership between the [University of York Students' Union](#) and University departments. Together, we aim to ensure that students contribute directly to the processes of reviewing, maintaining and enhancing the quality of the academic experience here. You can go to academic reps with any feedback about best practice, concerns or suggestions about how the department or aspects of your programme are run.

There are three types of academic reps:

- **Course Reps** act as the voice of their cohort and work with staff to make improvements to their course. By gathering student opinion, Course Reps become specialists in course-based issues, helping to identify and tackle problems that arise.
- **Department Reps** take on a leadership role and support Course Reps to make positive change to the department as a whole. Department Reps are also invaluable contacts at the University of York Students' Union and take part in University-wide projects that improve the student experience.
- **Faculty Reps** work behind the scenes ensuring that the student voice is heard at all levels. By sitting on high-level committees, they influence University-wide decisions as well as pushing forward their own manifesto projects.

You can [apply to be a course rep](#) if you'd like to represent the views of your fellow students and have a say in how your programme is run.

Student evaluation of modules/ Student perceptions of teaching

The School constantly evaluates its programmes and modules to enable us to improve learning and teaching for students. Modules are evaluated two ways in SBS and all evaluations are anonymous.

1. Pulse Survey - This goes live in week 5 or 6 and asks you to comment on what is going well in a module and what could be improved. The comments are passed onto the module leader and other teaching staff so that they can try and address concerns straight away. Staff will advise you of any actions to be taken within lectures or seminars following.
2. Programme Evaluation Questionnaires (PEQs) - This is a larger questionnaire that asks you to rank different aspects of your experiences within modules and for your programme as a whole. This is sent out to you at the end of the teaching weeks of the semester so improvements can be made for future students. The results of the PEQs are not shared back with students but are for the school to improve.

You will be able to access each type of evaluation through the VLE when they become live and you will be given time in some lectures to fill them in. It is really important to receive constructive feedback so that we can continue to improve and provide the best possible experience for our students.

Equality, diversity and inclusion

We are committed to the creation of a fair, welcoming and inclusive environment for all, where everyone is treated with dignity and respect.

See more information about [equality, diversity and inclusion at the University](#).

School for Business and Society EDI Committee

The work on equality, diversity and inclusivity (EDI) is to ensure that the School for Business and Society is a supportive, inclusive place to work and study with equal opportunity for all to succeed.

The School for Business and Society received the Athena Swan Bronze award in September 2023 in recognition of the work and commitment to promoting gender equality. The School is committed to the Athena Swan Charter, and are working towards achieving the Athena Swan Silver Award.

The School for Business and Society has an EDI Committee which promotes engagement with EDI matters and aims to implement the Athena Swan Charter principles in the School's life. See more information here about [Equality, Diversity and Inclusion in the School](#).

3. Your Programme of Study

Studying at The School for Business and Society

You can find all the information about your programme of study on the School for Business and Society [web pages](#).

Stages

An undergraduate programme of study is divided into a specified number of stages. Each stage is equivalent to a year of full-time study. You must satisfy the requirements for one stage of your programme before being able to progress to the next stage.

The first 'stage' of your programme (which is your first year, if you are full-time) doesn't count towards your degree classification, but you do have to pass it to continue with your programme, and it will appear on your transcript.

When we calculate your degree classification, different stages will be weighted differently. More information on this can be found under 'Your final degree classification' in the [Assessment, Progression and Award](#) section.

Modules

Each stage is made up of modules. You study and are assessed on three modules each semester and each taught module you take is worth 20 credits. You will achieve the credit for a module by passing the module assessments. Modules are assessed by a range of methods which will result in a numerical module mark out of 100.

If you fail a module there are two possible ways in which you might still be able to pass your year and progress to the next level. These are compensation and reassessment, and are explained in more detail in the [Assessment, progression and award section](#) below.

Credit-weighting

Credit-weighting means that, in calculating your average stage mark, each module mark will be given more or less weighting in proportion to the volume of credit (i.e. workload) that is associated with it.

For further information on credit-weighting, including how you can use it to calculate your marks, consult the [Student Guide to Progression and Award](#).

Further information on calculating your final degree mark is available under 'Your final degree classification' in the [Assessment, Progression and Award section](#).

Professional, Statutory and Regulatory Body (PSRB) Accreditation

Several programmes within SBS hold accreditation with professional bodies. The undergraduate programmes that are PRSB affiliated within the school are:

MSocW Social Work	Social Work England
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BSc Accounting, Business Finance and Management	<ol style="list-style-type: none"> 1. AIA (Association of International Accountants) 2. ICAEW (Institute of Chartered Accountants in England and Wales) 3. ACCA (Association of Chartered Certified Accountants) 4. CIMA (Chartered Institute of Management Accountants) 5. CIPFA (Chartered Institute of Public Finance and Accountancy)
BSc Actuarial Science	IFA (Institute and Faculty of Actuaries)
BSc Marketing	CIM (The Chartered Institute of Marketing)

For more information please visit our [accreditation page](#).

Global Programmes

Adding international experience and skills to your studies can enhance your employability and develop your cultural skills. We offer opportunities through placements organised by your department or the [Global Opportunities team](#).

You can study abroad from two weeks to an academic year's duration and we can advise on bursaries available to eligible students. Some application deadlines are during your first year and places are limited, so start thinking about this early and attend events run by the Global Programmes team.

You will be supported in making the most of any global opportunities with free language and cultural courses through Languages for International Mobility (LfIM).

For further information, including the full range of opportunities and how to apply, visit the [Global Opportunities by Subject](#) web page.

Problems with your programme

If you are having problems with your programme you should seek help and advice as soon as possible. In the first instance you may wish to talk to your supervisor.

Change your plan – leave of absence, transferring or withdrawal

There are many occasions when personal circumstances may make it necessary for you to change aspects of your course. However, the decision to [make changes to your course](#) should not be taken lightly and it is essential that you understand the implications that any changes may have. You should discuss any proposed changes with your supervisor.

Transferring to another programme of study

If you are unhappy with your programme of study, you should talk to your supervisor and discuss the options available to you. One option is to [transfer to a different programme of study](#) within the University. Transfers cannot be guaranteed, and are dependent on you meeting the academic requirements of the new programme and there being space on your preferred programme. If you are considering transferring, you should speak to your supervisor as soon as possible.

We can also advise you if you wish to transfer from York to a programme of study at another university.

Leave of absence

A [leave of absence](#) allows you to take an authorised break in your studies for a maximum of one calendar year in the first instance. This can be on a variety of grounds including medical or compassionate grounds.

Withdrawal

[Withdrawal](#) is the term used when a student decides to leave the University permanently prior to completion of the award for which they are registered, whether for personal or academic reasons. Students who withdraw any time after the end of their first year are often eligible for recognition of their earlier achievements through the award of a Certificate or Diploma of Higher Education.

4. Teaching and Learning

Studying at university

At university we expect you to take responsibility for your own learning. This means being self-motivated and independent when it comes to your studies and your personal development.

Teaching methods

We focus on teaching the skills and expertise that employers want. Modules are taught by leading academics and industry experts with vast experience in their fields. Our passionate tutors' research-led teaching puts you at the forefront of current issues.

We use a wide range of teaching methods to suit different learning styles, including:

- Lectures
- Seminars
- Activity-based workshops
- Group projects
- Individual projects

Code of conduct – teaching sessions

We aim to provide a safe and respectful environment for all staff and students. Our teaching methods are built on a participatory model of learning that relies on students meeting their obligations to participate in the learning process. To achieve these aims we expect you to:

- Respect the views and ideas of others, even where these differ from your own.
- Arrive promptly at teaching sessions to avoid disrupting the class.
- Undertake preparatory work and be prepared to participate in discussions.
- Avoid disruptive behaviour such as talking over other people, using mobile phones in classes and so on.

Attendance

You should attend all scheduled teaching sessions that we set for you, either in person or online, and use the student [Check-In](#) system, if required. Regular attendance is vital to your progression through your degree programme. If it looks like you're not engaging with your studies, we will reach out with guidance and support.

[University Regulations](#) state that you should be present at any time at which teaching or other academic engagements have been arranged for your programme (including Saturdays).

Absence

If you are ill during teaching weeks, please notify the University via your e:Vision account (in the "Your Support" section). You can self-certify for a maximum of ten

days in any one academic year, with a maximum of seven days for any one period of illness.

An absence of more than seven days, but no longer than four weeks, can be approved by your Chair of the Board of Studies. Any longer absence during a semester which will be counted towards completion of your degree programme requires the approval of the Special Cases Committee. See the information on taking a Leave of Absence.

If you stop attending scheduled teaching sessions without saying you are withdrawing and do not respond to our efforts to make contact with you within a specified time-scale, the Board of Studies will assume that you have withdrawn from your studies. If you are unable to attend due to illness please see the section below on self-certification.

If you are having problems with completing your studies please see the section on Assessment - Exceptional Circumstances affecting Assessment. We are committed to enabling our students to engage with their studies and to following up any issues of non-attendance at scheduled teaching sessions.

We monitor engagement through taking registers and check these during the semesters. Where we identify that students do not seem to be engaged with their studies then we will follow a further follow-up process involving Academic Supervisors, Student Wellbeing Officers, the Programme Leader and ultimately the Chair of the Board of Studies

Feedback on Learning and Assessment

Feedback at a University level can be understood as any part of the learning process which is designed to guide your progress through your degree programme by providing commentary on your work to date. We aim to help you to reflect on your own learning and help you feel clearer about your progress through clarifying what is expected of you in both formative and summative assessments.

The University guidelines for feedback are available in the [Guide to Assessment, Standards, Marking and Feedback](#).

It is important that you read the feedback comments that are attached to and embedded in your assessment, as well as reviewing the mark itself. The comments will enable you to identify strengths and weaknesses in your work. You can also make an appointment to speak to your Academic Supervisor to discuss the feedback to help you to interpret your feedback if you are not sure about any issues. You cannot make an appeal against an academic mark, but you should always talk to a member of staff if you do not understand why you received the mark that you did. This will help you to identify areas you might need to work on, or check your understanding.

What do I need to do to get a degree?

The [Student Guide to Rules for Progression and Award](#) explains what you need to do to progress through your degree programme and how you can calculate your current classification marks along the way.

Academic integrity

[Academic integrity](#) represents a set of values and behaviours which members of the academic community abide by. To be a trusted member of this academic community you must understand and demonstrate academic integrity in your studies and the work you produce. Such values include honesty, trust, fairness, respect and responsibility.

Online Academic Integrity Tutorial

You are required to successfully complete the [University Online Academic Integrity Tutorial](#) within your first year, preferably within the first few weeks.

The tutorial is on the VLE and will take you through key principles around integrity and how to avoid things like plagiarism and collusion. It also covers guidance on using artificial intelligence (AI). If you do not uphold the values and conventions of academic integrity, you may be subject to the University's academic misconduct procedures.

Referencing

Referencing is a key aspect of academic writing and is used to clearly identify information and ideas that come from source materials. It is essential to acknowledge other people's ideas in this way so that you can avoid committing plagiarism. Incorrect or non-existent referencing can constitute misconduct.

In SBS you are required to follow the Harvard referencing method. Training in using the Harvard referencing system will be provided throughout your degree, and especially in your first year. An [online guide to using the Harvard referencing](#) system can be found on the university web pages.

Turnitin

Turnitin is a text-matching software designed to help students integrate material into assignments correctly. All students can use Turnitin once you complete the online Turnitin tutorial on the [VLE](#).

Academic misconduct

Academic misconduct means breaking the rules of academic integrity and this is why we regard any form of academic misconduct as a very serious offence. See the University policy for what we consider to be [academic misconduct](#).

Our advice on [Artificial Intelligence \(AI\) use in assessment](#) is that we expect you not to use AI to generate assessment answers unless you have been explicitly told that you may or must do so.

Students facing academic misconduct issues can contact [York SU Advice and Support](#) for help.

Ethics

All activities undertaken by staff and students as members of the University must comply with appropriate ethical standards.

Any research that involves human subjects as participants (for example in interviews, surveys and so on) must comply with these ethical requirements which cover issues such as consent and the use and storage of the data collected by researchers.

The full policy and guidance about how to go about receiving ethical approval for research projects can be found in the [School's Support Information](#).

Study skills and support

Managing your workload through independent study

Teaching at York is done by academic experts who will introduce you to academic subject areas, key concepts and outline your learning objectives. You are responsible for researching, studying and managing your own learning. You will need to plan your time carefully and be aware of timescales and deadlines for assessments, projects and exams.

Your tutors and supervisor can advise and we have further support in place through the [Academic Skills Community](#) to help you gain any additional skills you might need with maths, academic writing, referencing, IT skills and languages.

Online resources – IT facilities, VLE and others

The Department uses a [Virtual Learning Environment \(VLE\)](#) to communicate information to students, provide access to learning resources and facilitate learning activities.

Library

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

Find out more about where to start with the [Library Essentials guide](#). This includes information on using the library catalogue, your library account, online induction resources and opening hours. For general help, contact the [Library Help Desk](#).

Your reading list

Your online [reading lists](#) are designed to help you get started with reading for your module. Your lecturer might have structured your lists by topic or by week to help you navigate them more easily, and you'll find that items are tagged as essential, recommended or background so that you know which to read first.

The online system provides information about where items are in the Library and it also tells you if books are out on loan. If we have electronic resources they will link directly to the reading so it is really easy for you to access it.

Your Faculty Librarian

Your Faculty Librarian is Martin Philip. They can help you to search effectively for resources, understand how to use and evaluate these and how to reference your work correctly. They can be contacted at lib-sbs@york.ac.uk. Further details on your Faculty Librarian and your subject guide can be found at subjectguides.york.ac.uk.

Departments can also provide any department-specific information, such as libraries with useful resources (e.g. NHS library, King's Manor for Archaeology books, Borthwick Institute for Archives).

Study spaces

There are [over 1000 places to work](#) across the three sections of the Library: the Morrell, the Fairhurst and the Burton, plus more [study spaces across campus](#). These include a variety of quiet and silent areas, IT rooms, and bookable group and individual study rooms. There is also library space on the 1st floor of Piazza Building on Campus East and a 24/7 Library Study Area in Vanbrugh College (V/N/058).

Skills guides

Learn how to follow good academic practice and develop your digital skills for effective reading, note-making, essay writing and problem solving. Consult our online [skills guides](#) to find tips and interactive resources.

Digital skills training

We offer [workshops to help you enhance your academic and digital skills](#). Training includes reference management, critical skills, presentations and digital creativity.

Writing Centre

The [Writing Centre](#) offers academic writing guidance and online resources for all students. They offer face-to-face and online appointments throughout the year.

Maths Skills Centre

The [Maths Skills Centre](#) provides online resources, one to one appointments and workshops to develop skills and competencies in mathematics and statistics.

Languages for All (LfA)

The University's [Languages for All](#) courses are a perfect opportunity to broaden your horizons and learn about a new culture. Courses are available in a range of languages and at different levels so you can take part whether you are a beginner or nearly fluent. Two types of courses are available: year-long courses running from October to May and short courses in Semester 2. There may be a charge for these courses.

5. Assessment, progression and award

Guide to assessment

The University's [Guide to Assessment Standards, Marking and Feedback](#) contains the University's formal procedures relating to the conduct of assessment. It provides clear and detailed information on each aspect of student assessment and is a useful resource if you want to know more about how your work is assessed.

Assessment methods

You will encounter two types of assessment during your time at University: formative and summative.

Formative assessment is there to help you develop. While it does not contribute to your final degree mark, it will help you to learn more effectively – you will be provided with feedback which will help you to review and improve your performance.

Summative assessment indicates the extent of your success in meeting the assessment criteria and how well you have fulfilled the learning outcomes of a particular module or programme. The marks from this type of assessment will contribute to your final degree result or towards progression decisions.

Information about how each module is assessed can be found in the relevant module outline on the VLE.

Formal examination requirements

See the [Students Guide to Examinations](#). Individual examination arrangements may be approved for students who are unable to sit formal University examination conditions as a result of a disability or other condition. It is important to note that such arrangements must be in place at least 11 weeks prior to the exam in question, so it is essential that students requiring individual arrangements contact [Disability Services](#) as soon as possible to ensure that adjustments can be made.

Assessment format and submission of work (Local)

A variety of assessment tasks are used in our modules, including essays, exams, reports, portfolios, projects and presentations.

Details of the task you need to complete will be available at least 6 weeks before the deadline for submission, unless there is an exception specified in the module outline (e.g. because the nature of the task prevents this from being possible).

You may be asked to take an online examination. This means the paper will be uploaded to the VLE and emailed to you at a certain time and you upload your answers before a specified deadline. See our [guidance for online exams](#).

Format

All your work should be prepared using Word, with 1.5 line spacing and in font size 12. Handwritten work will not be accepted unless specified otherwise.

Please check the instructions on your assessment briefs for the word limit for any assignment. The word length does NOT include the bibliography/list of references unless specified. Markers will mark your work up to the word count maximum plus 5% and then will stop marking; therefore all words which are in excess of the word count plus 5% will not be marked.

Where your word count is more than 5% below that specified, it is likely that this will result in a lack of analytical depth or relevant content, which will be reflected in the mark assigned.

Printed copies of work will not be accepted unless the assignment is exempt from the online submission process (see below for exceptions).

Submission

Please watch [this short video](#) with instructions for submitting your work.

Fully anonymised work from previous years may be used on occasion in order to provide examples for future cohorts and external examiners - these will not be shared beyond individual modules.

Penalties

Knowing how to manage your time, write succinctly and provide a complete and comprehensive piece of work to a strict deadline are skills you will develop at university. In the interests of fairness, transparency and to be equitable we have strict rules around deadlines and the quality or quantity of work submitted, and have clear penalties where these rules are not followed.

All work submitted late, without an approved extension of [Exceptional Circumstances affecting Assessment](#) or self certification via the e:vision task, will have a percentage of the available marks deducted for each day (or part of each day) that the work is late, up to a total of five days, including weekends and bank holidays, e.g. if work is awarded a mark of 30 out of 50, and the work is up to one day late, the final mark is 25.

After five days, the work is marked at zero. The penalty cannot result in a mark less than zero.

Submitted	Penalty
Up to one hour late	5% deducted from available mark
1 day	10% deducted from available mark

2 days	20% deducted from available mark
3 days	30% deducted from available mark
4 days	40% deducted from available mark
5 days	50% deducted from available mark
Over 5 days	Work marked at zero

All work submitted late, without valid exceptional circumstances, will have marks deducted. The deadline for work is on the hour, ie if the deadline is 11:00:00, work submitted at 11:00:01 is late.

Failure to submit

If you, with no approved claim of Exceptional Circumstances affecting Assessment, fail to submit an assessment by the deadline after five days or fail to attend an examination, a mark of zero will be awarded. You may be given the opportunity for reassessment – see 'Feedback on Learning and Assessment' in the [Teaching and Learning](#) section above. In the calculation of stage averages used for degree classification, where the reassessment is taken the module mark following reassessment will be used, but it will be capped at 40.

If the examination or assessment missed is already a resit or re-assessment to redeem an initial failure, no further re-assessment opportunities will be available without proof of exceptional circumstances.

If you are struggling to meet deadlines, submit a piece of work or will miss an exam due to personal circumstances you will need to inform the University as soon as possible and apply for [Exceptional Circumstances affecting Assessment](#).

How is my work marked?

Summative assessments are marked anonymously, unless they are presentations or group work, by a member of the teaching staff. A sample of assessment submissions is moderated by a second member of staff to ensure consistency and fairness. All

dissertations are marked independently by two members of staff before a final mark is agreed. A sample of marking is also shared with external academic colleagues who review and share feedback before marks are finalised at the Board of Examiners meeting.

Step-marking is being implemented from September 2024 in all departments in Social Sciences. It will be used as the standard form of marking for qualitative assessments. [Here is information](#) on step-marking, in the form of a series of frequently asked questions.

What happens if I fail a module?

There are two possible ways in which you may still be able to pass your year and progress to the next level.

Compensation

For modules at an undergraduate level the pass mark for module assessments is 40. However, if your mark for a module is in the 30 – 39 range, you may still be able to get the credits for the module if you have failed no more than 40 credits, and there are no outright fails (marks below 30). In other words, 'marginal' failure in some modules may be compensated by achievement overall.

Reassessment

If you get a module mark below the level at which it can be compensated, or you are not eligible for compensation (for instance, you have too many failed credits) you will need to be reassessed. You will only be offered a reassessment opportunity for failed modules if the total number of failed credits in the stage does not exceed 80 credits for Stage 1, or 60 credits for Stages 2 or 3.

If you need to be reassessed, it is important to note that the mark following reassessment is capped at the pass mark of 40.

Please note that pass / fail modules cannot be compensated.

For further information on compensation and reassessment, see the [Student Guide to the University's Rules for Progression and Award](#).

Resits, repeats and readmission

If you make a successful claim that an assessment is affected by medical or compassionate circumstances, you may be permitted to sit the assessment again 'as if for the first time'. This means that the original attempt will not be considered for progression decisions or your degree classification.

Students who fail the first year may be allowed to repeat the year. Students in other years are not normally allowed to repeat any part of the teaching on their programme. Repeat study will only be considered in cases where a student can show that they had truly exceptional circumstances which did not allow them to benefit from the teaching on their first attempt, and that there was good reason why the student could not have informed the University of the circumstances at the time

You will need to submit evidence of mitigating circumstances to qualify for resits and repeats. See further information on [resits, repeats and readmission](#).

Programme extensions and termination

A programme extension can be recommended where a student cannot complete the programme within a normal timescale because of exceptional circumstances. If you find yourself in this situation, talk to your supervisor.

In some circumstances, the Board of Studies can recommend that your programme is ended before its normal end date. This may be due to reasons such as poor attendance (without good reason) or through having failed so much of the programme that it is no longer possible to graduate.

See further information on [programme termination, extensions and transfers](#).

Exceptional Circumstances affecting Assessment

Sometimes things happen beyond your control that either have an impact on your performance during an assessment or prevent you from undertaking the assessment at the scheduled time. If these events are truly exceptional, i.e. serious, unusual and unpredictable, they may be classed as exceptional circumstances and you may be able to defer or re-sit an assessment upon providing suitable evidence.

There are three possible ways to claim exceptional circumstances:

1. Student Support Plans (for students with a disability) sometimes have the option to request an extension on a piece of work as part of their Plan's adjustments or to defer an examination attempt.
2. Self-certification can be used for short-term, acute illnesses or short-term unforeseen circumstances prior to submission of an open assessment or commencement of an examination. Students may use self-certification for a maximum of 3 assessments per academic year. (This is not to be confused with [self-certification of illness](#) if you are ill during term time and miss teaching).
3. You can apply to the Exceptional Circumstances Committee for assessments where the start time (exams) or deadline (open assessments) has passed or where the self-certification may not be possible due to the severity of the circumstances/impact on assessment.

If such exceptional circumstances do occur, you must seek support from your supervisor and provide evidence as soon as possible at the time they occur. You can find the [Exceptional Circumstances affecting Assessment](#) claim form online, along with further information on submitting a claim.

Submitting an appeal

You can [submit an appeal](#) if you can establish there was a procedural error in arriving at an academic decision, or on the basis that you can provide evidence that you had exceptional circumstances which you could not have raised at the time. You cannot appeal against academic judgement of your work. Seek support from your supervisor and/or [York SU Advice and Support](#) before deciding whether to submit an academic appeal.

For information on making a complaint, see the [Rules and responsibilities](#) section below.

External examiners

External examiners are experienced members of staff from other universities. External examiners monitor the standards of modules and the consistency of marking across individual modules and institutions. External examiners review a range of student work for this purpose and submit a report about the programmes for which they are responsible every year. These reports are discussed at the Annual Programme Review meeting (APR), and student reps are invited to contribute to the departmental responses to any issues the external examiners identify.

It is inappropriate to make direct contact with external examiners. If you have any issues or concerns you can register these through [appeal](#) or [complaint](#).

Your final degree classification

The University applies the following mark scale to undergraduate work:

- First-class Honours: 70-100
- Upper second-class Honours: 60-69
- Lower second-class Honours: 50-59
- Third-class Honours: 40-49
- Fail: 0-39

First class Degrees with Distinction

Compulsory criterion: A minimum final award mark specified by the Board of Studies. This minimum should be at least 75%.

Management degrees only: Award mark 75 or above, 70% weighted proportion of marks over 70% and a maximum 12.5% of the weighted contribution to the award below 65%

A different mark scale is used for masters-level modules taken as part of an undergraduate programme. The pass mark for masters-level modules is 50. If you are on an Integrated Masters programme, you will have to undertake some masters-level modules in the later stages of your programme. Some modules at this level may also be available as options in some Bachelors programmes. You should be aware of the higher level and pass mark for such modules when deciding whether to take them as options.

For information on calculating your degree classification, see the [Student Guide to the University's Rules for Progression and Award](#).

6. Rules and responsibilities

Regulations and student discipline

When you enrol, you agree to accept and abide by the [University Regulations](#). You should make sure you are familiar with [Regulation 7: Student Discipline](#), and the associated procedures, which details the sorts of behaviour which are unacceptable in our community and explain our procedure for taking disciplinary action. We aim to maintain a community of respect in which students and staff can study, work and live safely together. We hope that your time at the University will not be affected by problems of [student misconduct](#).

Campus rules

Our [Rules for the Use of Campus Grounds](#) set out the standards we expect to ensure that the grounds of the University remain inclusive, sustainable and an inspirational environment to be enjoyed by all.

Complaints

If you are dissatisfied with your experience of a service you have received as a student you should let us know. In the first instance you should speak to someone within the department or service where the issue occurred.

If you are dissatisfied with their response, you can find more information on [how to make a complaint](#) on our website.

Data protection

The University collects, uses, stores and shares certain types of personal data, in various formats, about its current and past students in order to fulfil its functions as an education provider and to maintain its lifelong relationship with its alumni community. In doing so, it complies with the UK General Data Protection Regulation and Data Protection Act 2018. See further information on [how the University uses your data and the various rights you have](#) on our website.

7. Support and wellbeing

Our [health and wellbeing web pages](#) detail the wide range of [help and support](#) available for all students to help you get the most out of your university experience.

Your department

You have two Student Wellbeing Officers for your department, Sam Ellis and Leonie Raymond, who will be able to offer advice, guidance and support with personal or academic issues that may affect your ability to fully engage with student life. They offer a non-judgemental space for you to talk through the challenges you might be facing and where appropriate, help you to navigate University services as well as signposting to other, external sources of support.

To make an appointment you can either email sbs-wellbeing@york.ac.uk or [book directly with Sam Ellis using this link](#) or book directly with [Leonie Raymond using this link](#). Appointments can either be in person or online via Zoom.

There are also two Open Door practitioners, Abby Brown and Sarah Clayden based in the department. They provide support to students who are experiencing psychological or mental health difficulties. You can request a confidential appointment either by emailing sbs-wellbeing@york.ac.uk or completing the Open Door online self-referral form [Open Door - Student home, University of York](#).

In addition to one to one appointments, the team also offers workshops on a variety of topics including: 5 Ways to Wellbeing, How to Counter Procrastination, Group Work and Presentation Anxiety, Winter Wellbeing and Managing Assessment Stress.

We also have a Wellbeing Events calendar and regularly provide opportunities for you to explore different activities that are known to support wellbeing and positive mental health as well as participating in celebrations important to our student community.

More detailed information can be found [on our website via this link](#).

There is also the Wellbeing room (CL/A/056), where you can go to take some time out and relax if you are feeling overwhelmed, or just need a quiet space. Upon entering the room, you are encouraged to slide the notice to 'occupied' so that you won't be disturbed, and to return it to 'vacant' when you leave. There are books (which can be borrowed and returned), puzzles and some refreshments in this room for you to enjoy.

Your college

York is one of a handful of UK universities with a college system. Your [college](#) provides you with a support network and a calendar of events and activities to help you settle in, develop your skills and explore your interests.

Each college community is supported by a dedicated staff team. The College Team provides pastoral and practical support, hosting a wide range of events to support student wellbeing and offering one-to-one coaching to guide students through the challenges of life at university.

Whether you are an on-campus resident or not, your college is ready to listen.

University of York Students' Union

There are many opportunities to get involved with groups and projects outside of your course with York Students' Union. Join clubs and societies, campaign to make change, volunteer - and so much more. With over 250 societies and over 65 sports clubs, there's something for everyone. Head to the [University of York Students' Union website](#) to see all of the clubs and societies on offer.

Student Hub

The [Student Hub](#) is a first point of contact for support and advice. Chat to our Student Support and Advice Team about issues regarding financial support and money management, housing advice, academic progress issues and more.

Student communities

We offer a bespoke programme of support to help undergraduate students from different [student communities](#) get the most out of their university experience. The Student Communities programme includes subsidised social events during term time and a weekly newsletter highlighting different ways to get involved in university life.

Financial support

If you face financial difficulty, you may be eligible for [assistance funding](#) in the form of an emergency loan and/or a non-repayable award.

Support for international students

Our [International Student Support](#) team provides advice and guidance for international students on issues such as immigration and visas, accessing healthcare entitlements, opening a bank account, scams and signposting for emotional support.

Disability support

[Disability Services](#) can provide support, advice and guidance for those with a diagnosed disability, including specific learning difficulties such as dyslexia, dyspraxia and ADHD, autism, visual and hearing impairment, physical disabilities, medical conditions and mental health difficulties, amongst others. All students with disabilities are encouraged to contact the service via the [online registration form](#) to discuss your individual needs and to recommend academic adjustments in a Student Support Plan (SSP).

Please let the department know as soon as possible if you have a disability and may require support. You can discuss this with your supervisor.

The disability representative for the School is [Ange Chapman](#).

You may also require individual arrangements for formal examinations. See the information provided on formal examinations in the [Assessment, progression and award](#) section for further information.

Mental health support

We have a team of [Mental Health Practitioners based on campus](#) in our Open Door and Student Wellbeing team. Get in touch for free, confidential support if you experience psychological or mental health difficulties.

24/7 support

Download the free [TalkCampus](#) app to connect anonymously with other students from around the world about the ups and downs of student life or if you're struggling and worried about your mental health. You can also access a 24/7 helpline - staffed by clinicians - if you need someone to talk to.

Campus Safety

The [Campus Safety](#) team is a first point of contact for security, medical, social and wellbeing related issues, providing advice and guidance on safety and security related issues. They provide a friendly and high visibility presence to help keep everyone safe. Contact them easily via the [SafeZone app](#).

Faith contacts

Whilst the University is a secular institution, we have information about [faith communities](#) to signpost students to faith and spiritual support in the local area. We also provide spaces for prayer and reflection on campus.

Sexual Violence Liaison Officers

Our [Sexual Violence Liaison Officers \(SVLOs\)](#) can work one-to-one with those who have experienced sexual violence at any time in their lives. They can talk you through support options and reporting options, both within the University and externally. They will support you through whatever choices are right for you.

Report + Support

[Report+Support](#) is the University's tool to report serious misconduct such as harassment, sexual violence or physical violence. You can also find lots of information on all of the support available, both within the University and in the local community. You can also choose to report anonymously to help the University to understand the issues affecting our students.

8. Personal development and employability

Careers and Employability

Within the School, you have a dedicated team, complementary to the [Careers and Placements service](#), to support you during your studies.

The team comprises a qualified Careers Consultant, a Placement Manager and three Placement Officers.

Dedicated resources can be found on the [SBS Employability Hub](#) and opportunities are advertised on [Handshake](#).

The Careers and Employability office is located in CL/A/064, next to the student reception.

Careers

The Careers Consultant in the School offers a complementary service to Careers Consultants in Careers and Placements.

You will meet them through career sessions, including employer and alumni events, and via core modules where employability is embedded in the curriculum, to help you develop your skills.

To talk about career planning, receive career advice and guidance and to help you achieve your career goals, you can arrange [1-1 appointments](#).

Contact: sbs-careers@york.ac.uk

Placement Year

Students on undergraduate Business, Finance and Management courses can take part in an additional year, the 'Year in Industry', which takes place between their second and third year. Nearly a quarter of all Business, Finance and Management courses complete the Year in Industry, employers over the last three years have included Deloitte, Goldman Sachs, Disney, PwC, JP Morgan, RSM, Porsche and Jaguar. [You can find a complete list here](#).

[Further details of the programme can be found here](#), including information about assessment and the application and approvals process. Alternatively, email our friendly Placements Team: sbs-placements@york.ac.uk.

Undergraduate students on other SBS courses can apply to undertake a [Placement Year](#). This offers you the chance to gain valuable work experience at a challenging level that will help prepare you for graduate jobs. This would be an additional year, which you would take between your second and third year of study, and you would be supervised by the Careers and Placements team for the duration of this year. You will need to find and secure your own placement and Careers and Placements can help you through the selection and approval process.

Please note that although the SBS Placements Team does not supervise the Placement programme for all SBS students, we are able to offer CVs, applications and mock interview support to all.

Students on Social Work degrees are not eligible for the placement year.

9. Graduation and beyond

After you submit all your final year assessments, your overall degree classification will be agreed and ratified by your departmental Examinations Board and then approved by University Senate. You will receive an email from the University's Progression and Awards Team confirming that your results can be viewed on [e:Vision](#).

When the time comes, we will contact you with full information about [graduation](#), including ceremony dates and important deadlines. It is important to keep your information up to date on [e:Vision](#), including your personal email address.

Access to University services

Your borrowing rights at the University Library end on the last day of your studies.

Access to most IT Services facilities (including email) are automatically withdrawn approximately 90 days after you finish your studies. The data in your University Google account and your files in your personal filestore are saved for one year after expiry. IT Services recommend you save or transfer account data before they close - see [IT information for student leavers](#).

References and transcripts

If you require a reference, you should contact your Academic Supervisor or an academic member of staff who is familiar with you.

You can [purchase transcripts and other documents](#) from the Transcripts Office.

Keep in touch

Once you graduate, you will officially become a York alum and will be able to access our careers support - for life. Whether you want to further your professional life with courses that will enhance your skills, prepare yourself for a promotion with career support and advice, or stay connected with York and the friends you made whilst being here, we can help with [York for Life](#).