

Welcome to York

PHILOSOPHY

UNDERGRADUATE HANDBOOK

2024/25

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1. Introduction

Introduction to the Philosophy Department



Keith Allen
Head of Department

Philosophy asks fundamental questions about the nature of reality and what it is to be human. It involves thinking hard, identifying problems, and finding solutions. All our lecturers are passionate about philosophy and will seek to share their enthusiasm with you. We teach a wide range of modules covering all areas of the discipline, from ethics and political philosophy to metaphysics and logic. Our modules also explore a diverse range of approaches to answering philosophical questions.

You will have the opportunity to learn about parts of philosophy you are already interested in, and hopefully you'll also become interested in questions and topics that you don't already know about.

Our lecturers are also researchers, who advance philosophical understanding through their publications. Many are international experts in their fields. They bring this research expertise into their teaching, drawing on their own understanding of issues that they care about to structure the curriculum and inform your teaching and learning.

We are very proud of how our Department combines excellent teaching, world-leading research, and engagement with socially relevant issues. In the most recent assessment of research within UK universities (REF2021), we were ranked 2nd in the UK for Philosophy, and equal 1st amongst philosophy departments for Research Impact, a measure of the social benefit of the research we do. We also pride ourselves on a working culture that supports Equality, Diversity and Inclusion, and in 2020 received a Bronze Athena Swan award in recognition of our commitment to advancing gender equality.

The Department of Philosophy is a friendly, inclusive, and intellectually vibrant environment. Our students are important and valued members of our community, and a fundamental part of what makes it such an exciting and rewarding place to be. Whether you meet us in classrooms or corridors, we are always happy to talk philosophy! We hope you enjoy your time with us.

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.

- **We are a community of scholarship**, where independent critical thinkers explore their area of study with passion and diligence.
- **We are a community of respect**, fairness and compassion. We hold each other to these expectations and call out inappropriate behaviour.
- **We are a community of purpose** that cultivates personal growth and supports each student in developing a vision for their future.

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.

The University Handbook provides information on central services and support for students, including accommodation, finance, living in York and further advice on careers and study skills. You will find a copy of this handbook on the [New Student Welcome pages](#).

You will find more information for current Philosophy students on the [Department of Philosophy webpage](#), including Module and programme information, Assessment information as well as links to Supervision & Feedback. You will find the departmental pages [About Us](#), and [For Current Students](#) most useful.

You can also find information specific to your stage (or year) on the [VLE \(Virtual Learning Environment\) Sites](#), 'Preparing to study Philosophy', 'Philosophy Year 1', 'Philosophy Year 2', and 'Philosophy Years 3 and 4'.

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 department

Welcome to the Philosophy Department!

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

- **Academic teaching staff** - they are there as leaders in their field willing to share their expertise and experience to help you learn, grow and push the boundaries of your capabilities and knowledge.
- Your **Academic Supervisor** is there to help guide your studies and to monitor your progress over your degree programme. They will be your first point of contact if you need advice or to discuss your course options.
- **Student Support Service Administrators** - provide the administrative mechanics which enable the department to 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 also part of a **student community** belonging to your department. **Course reps** are there to help represent your views to the department and to the University – so there is always a way to get your views heard.

Departmental office

The Philosophy Department office is in Sally Baldwin Block A, Room A/021.
Semester-time opening hours for enquiries are: Monday to Friday 10:00-12:30 and 13:30-16:00, although the building itself is accessible from 09:00-17:00.

Philosophy Student Services Team

Jo Hawksworth - Student Services Manager

Karen Norris - Student Services Coordinator

Anna Richardson, Andzelika Skarupa-McShane and **Suzy Thom** - Student Services Administrators.

You can also contact the departmental office anytime during the working day on 01904 323251, or by emailing philosophy@york.ac.uk.

Staff contacts

You can find all our [Departmental staff & their contact information](#) together with their Research interests (for academic staff) on our webpages.

All academic staff (when they are not on research leave) hold **weekly feedback and advice sessions** during Semester time, which you are encouraged to attend. Feedback and advice sessions are also known as '**office hours**'.

Office hours

Usually held **in-person**, but individual staff members may host some or all of their office hours online (even if a staff member regularly holds office hours in-person, they may be willing to meet with you online, on request.) Please check the [office hours on the website](#) for details of individual staff members regarding when and where they will hold their office hours.

You can use office hours for a variety of reasons. You may, for example, see your supervisor during their office hours to discuss your progress, or see a lecturer for one of the modules that you are taking to discuss aspects of the course material. But you are also very welcome to use office hours to discuss philosophy with other members of staff, even if you are not taking a module with them.

Research leave is a period of time—usually one semester—during which a member of academic staff is freed from other duties in order to focus on their research. If your supervisor is on research leave, you will be allocated another supervisor, temporarily.

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.

[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.

Your first point of contact with the department is the Philosophy Student Services team (or administrative staff) in the departmental office (A/021 or by email at philosophy@york.ac.uk) or your supervisor (by email or during their office hours).

Further to your initial 'Welcome letter', you will receive regular newsletters by email, keeping you informed of any departmental or course activities, social events or projects.

If you are studying on a Combined degree and do not have a supervisor in Philosophy, you can contact our **Programme Leader for Undergraduate Philosophy Programmes, Hannah Carnegie-Arbuthnott**, if you have questions relating to the philosophy component of your degree contacted at hannah.carnegy-arbuthnott@york.ac.uk

If you have a query and are not sure who to contact, the Philosophy Student Services team (or administrative staff) in the departmental office or your supervisor should be able to advise you.

In addition to announcements sent to your University email address, you should also be enrolled in the appropriate [Blackboard VLE page](#) for your year group. Year-specific announcements (including communications from your course reps) may be posted there.

Module information is also communicated via the relevant module pages on the VLE.

When contacting members of academic or Philosophy Student Services team with enquiries over email, please use your University of York email address, include your Student ID number in the email subject line (to help with electronic record management) and remember to sign off your email with your full name so that we know who you are.

We are a friendly department and academic staff are generally happy for you to address them by their first names. However, you should be polite and professional in your email correspondence with staff.

Finally, the Department has its own [Facebook page](#) and there is also a student-run Philosophy Society.

Seminar rooms and offices

Staff offices are in Sally Baldwin A Building, and we also have a seminar room there (A/009). When this room is not already in use, it is available to be booked by students. For more details about how to book the seminar room, please email philosophy@york.ac.uk.

You can find teaching rooms by using the [online interactive Campus Map](#).

Departmental facilities

Your student card will give you access to the Philosophy building during working hours and we want you to feel it is a space on campus where you are always welcome.

The foyer space has a printer, sofas, Wi-Fi access, and laptop bar for student use. This space can be used for presentations, informal teaching sessions as well as gatherings. Water and hot drinks are available and you are welcome to use it for studying or meeting members of the Department.

You can also book the Department seminar room for study groups or other meetings when it is not needed for teaching (please email philosophy@york.ac.uk for details).

For alternative local IT facilities, please refer to section 4. Teaching and Learning, below.

Health and safety

See more information about the [University's Health and Safety policy](#).

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.

Combined course students are allocated a supervisor in one of their departments. If you are a combined course student with a supervisor in your other department, you may find that you need to speak to someone in the Philosophy department about aspects of the Philosophy part of your degree. You can contact our Associate Programme Leader **Hannah Carnegie-Arbuthnott** by email: hannah.carnegy-arbuthnott@york.ac.uk

Students who feel the need to change their supervisor, please get in touch with the Student Services Manager, jo.hawksworth@york.ac.uk to discuss this. Please note, it will not always be possible to change supervisors.

Departmental committees

The work of the department is overseen by several committees, including the Board of Studies; the Departmental Teaching Committee; the Board of Examiners and the Student-Staff Forum.

You can find details of current chairs of these committees, as well as other key academic administrative roles under the section [Our people](#) on our website

The Board of Studies has primary responsibility for the teaching carried out in the department. Its principal concerns are:

- General arrangements for teaching and examining
- The content of modules
- Supervision of the academic progress of students

It also deals with further issues as referred to by the University. A member of the academic staff acts as Chair, the Student Services Manager acts as Secretary to the Board, and voting members include all staff who teach in the department, the Student Services Manager together with a total of five student representatives as follows; three undergraduate student reps (one Departmental and two Academic), and two postgraduate student representatives for students taking Masters (PGT) or Research (PGR) degrees. The Board typically meets three times each semester.

A copy of the minutes of these meetings are available on request.

The Chair of the Board of Studies is Jamie Buckland (jamie.buckland@york.ac.uk) and the Secretary of the Board is Jo Hawksworth (jo.hawksworth@york.ac.uk)

The Departmental Teaching Committee is a subcommittee of the Board of Studies, and deals with specific matters relating to the structure and content of taught programmes in the department, as well as our teaching practices. One of its jobs is to review comments from students (e.g. via module questionnaires) and external reviewers (such as external examiners). It typically meets twice per semester and puts together proposals for changes to our teaching programmes/practices, which are brought to the Board of Studies for discussion and vote. It has a member of academic staff as chair, and its members include the Deputy Head of Department, the Chair of the Board of Examiners, the Director of First Year Programme, the Student Services Manager, GTA Coordinator, a member of department's Philosophy Student Services team, one undergraduate and one postgraduate student rep, and two further members of academic staff.

The Chair of the Departmental Teaching Committee is Hannah Carnegy-Arbuthnott hannah.carnegy-arbuthnott@york.ac.uk

The Board of Examiners for undergraduate degree programmes in Philosophy deals with matters relating to the examining of student work and the awarding of degrees. Its membership includes all teaching members of the Board of Studies, any further members of academic and academic-related staff who have been involved in assessment of examined work under consideration, the Student Services Manager and our External Examiners who are members of staff from Philosophy departments at other UK universities and staff from the Student and Academic Services team. A member of the academic staff acts as chair.

The Chair of the Board of Examiners is Daniel Morgan (d.morgan@york.ac.uk).

Student-Staff Forum - all students studying Philosophy as part of their degree are members of this forum which meets once a semester to bring students together with staff to discuss issues relating to the student experience of our teaching programmes. Any student can attend these meetings. Aside from its student members, the Student-Staff Forum includes a member of the Philosophy Student Services team, the Chair of the Board of Studies, and the Chair of the Departmental Teaching Committee as members. Members of the SSF may invite further members of academic staff in the Department to attend meetings as they deem appropriate.

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.

For more information, take a look at the various [roles of Officers](#) and consider [applying 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

At the end of every module, students are asked to complete a module questionnaire which invites them to rate and provide comments on the lectures, seminars and content of the module. Survey results are considered by the Department Teaching Committee.

Module conveners communicate to students any actions to be taken in response to surveys.

Please remember that any feedback you provide should be honest but respectful.

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.

The [Athena Swan Charter](#) recognises the advancement of gender equality: representation, progression and success for all.

Please take a look at the University pages about [equality, diversity and inclusion at the University](#).

3. Your Programme of Study

Studying Philosophy at York

Philosophy is a demanding and exciting intellectual activity. Philosophers ask fundamental questions aimed at gaining a clearer understanding of our own nature, and of the world we live in. In studying Philosophy, you will engage constructively with the ideas of others, while carefully developing your own ideas and learning to defend them in the light of objections. You will grow and develop intellectually, while also developing valuable and transferable skills in analysis, imagination, problem solving and communication.

In studying Philosophy at the University of York you will be taught by a team of academic staff who are world leaders in their fields. Our seminar groups are smaller than in many other comparable university departments, and from day one you will find yourself in the active and lively world of Philosophy as it is actually practised, with experienced members of staff as your mentors and guides. The department has a wide range of strengths, and we teach a very wide range of areas of Philosophy. Our degree courses (including Single Honours and Combined Degrees) are designed to give you increasing freedom to choose your modules as you move through your programme.

As well as its Single Honours Philosophy degree, the Department offers several combined degree programmes (including those offered via the Schools of PEP, SPS, and Natural Sciences).

This handbook covers the Philosophy content of the following undergraduate and integrated master's degree programmes (3 years BA unless stated otherwise):

Single Honours:

- Philosophy

Combined Honours in the School of PPE:

- Economics and Philosophy
- Philosophy and Politics
- Philosophy, Politics and Economics

Combined Honours with other Departments:

- English and Philosophy
- Philosophy with Languages and Cultures (4 years with a year abroad)
- History and Philosophy
- Mathematics and Philosophy BSc

- Philosophy and Linguistics
- Language, Logic and Communication BSc
- Philosophy with Sociology
- Physics with Philosophy BSc (3 years, or 4 years with a year in Europe)
- Physics with Philosophy MPhys (4 years)
- Social and Political Sciences with Philosophy (School of Political Sciences)

Details on our combined degrees with the School of Natural Sciences (Mathematics, Physics and Philosophy, and Neuroscience) are available in the School of Natural Sciences undergraduate handbook.

You can find detailed information about the structure and modules for each degree programme in the [online Programme Specifications](#) listed under each department or school. Note that only Philosophy, Philosophy and Linguistics, and Philosophy and Sociology are listed under 'Philosophy'. For all other programmes, you will find your course's Specifications via the link to the other department.

Programme aims and learning outcomes

Philosophers investigate fundamental questions about reality, experience, thought, and value. Studying philosophy involves getting to grips with deep and difficult problems and trying to find answers, engaging constructively with the ideas of others and developing your own. It combines imagination and creativity (in coming up with potential solutions) with sharp critical reasoning (in evaluating the options through systematic logical argument). Philosophy is a distinctive discipline which subjects fundamental ideas and principles to critical scrutiny and carefully maps out the possible views on particular issues with care and precision. Over the course of the programme you'll grow intellectually and develop skills in reasoning, creative problem solving, and communication that have wide applicability outside the discipline.

The department offers a wide selection of modules covering topics from Ethics to Metaphysics, Aristotle to Nietzsche, Aesthetics to Logic, Philosophy of Christianity to Philosophy of Physics. (Specific modules will vary from year to year.) Our academic staff are committed to teaching: friendly and open, enthusiastic about discussing philosophy with students, and constantly exploring new ways to enrich the learning experience. Staff are active in research—developing new ideas and presenting them in journal articles and books—and their engagement with cutting-edge philosophical debates brings richness and excitement to lectures and seminars.

The programme is designed to introduce you to a wide range of debates and approaches and develop your skills and abilities step by step, supporting you as you face increasingly difficult intellectual challenges.

In your first year, you will have sampled the main areas of philosophy and worked on key skills: reading and reflecting on texts that address fascinating questions and mind-stretching puzzles; discussing ideas and laying out arguments; and sharpening your writing.

In your second year, you'll develop a breadth of knowledge and understanding in a number of key areas of philosophy, building up a stock of ideas and approaches you can apply to new problems, and you'll do more advanced work on writing, learning how to structure extended, in- depth discussions of difficult problems.

In your third year, you'll take research-led modules, working alongside staff as they work on new ideas and try to tackle cutting-edge questions, and do your own independent work, investigating an issue or issues that fascinate you. You can do independent work either in Advanced Modules in summer term, or by choosing to write a dissertation. We have both short and long dissertation options.

Completing the programme successfully will equip you with a powerful range of skills and abilities, putting you in a position to think in a creative and systematic way about new problems, and communicate your ideas clearly and forcefully; it will also enrich your thinking and develop your sense of curiosity and wonder at the world and our place in it.

Work on your degree is designed to help you towards a range of 'Programme Learning Outcomes' (PLOs) specific to your degree programme. What does that mean? Simply that by the end of your degree, if you have participated fully, you should have certain skills and be able to do certain things. The Programme Learning Outcomes for single subject Philosophy are listed below; joint ('combined honours') degrees involving philosophy each have their own set of Programme Learning Outcomes, but since they involve substantial philosophy components these will contain at least some PLOs closely related to those for single subject Philosophy, especially the 'core' Philosophy PLOs 1 to 4.

By the end of the degree, single subject Philosophy students should be able to:

1. **Understand and explain key problems, issues, and debates** across a wide range of areas of philosophy and its history—including some at the forefront of contemporary work—and communicate complex and difficult ideas in clear, precise, and accessible terms in a variety of formats.
2. **Develop and articulate ranges of alternative solutions to problems** and issues in an open- minded and imaginative way, and establish ways of making progress in answering questions even where it is unclear in the first instance how to proceed or what the standards for a good answer to the question might be.
3. **Develop and articulate systematic, logical arguments** for and against the alternative solutions considered in relation to a particular problem, subjecting

key concepts and principles to critical scrutiny and presenting the best case that can be made for each proposal.

4. **Make a measured judgement about what is the best view on a particular problem** and present a sustained line of argument in defence of this judgement based on careful consideration of what can be said for and against the proposed solutions.
5. **Work effectively and productively as a thinker and learner**, individually and in collaboration with others—planning and scheduling, seeking help where appropriate, initiating and pursuing projects, and working collaboratively with others in the pursuit of knowledge and understanding.
6. **Amend and develop their practice as thinkers and learners** in the light of critical reflection, advice, and feedback—identifying their strengths and weaknesses, and developing strategies for making improvements in performance.
7. **Demonstrate informed sensitivity to cultural and historical context** in interpreting and responding to the work and ideas of others.
8. **Critically engage with social, political, cultural, ethical, and value issues** to contribute to the solution of key contemporary problems by applying philosophical methods and insights.

Joint degree students will develop similar abilities through the philosophy component of their degree programme.

Programme structure and progression

The following diagram shows the structure of the Single Honours Philosophy degree for students who joined the Department in 2022 or later. For combined degrees, please consult the [online Programme Specifications](#).

Stage 1

Semester 1	Semester 2
Philosophical Analysis (Core)	Beginning Philosophical Research (Core)
Power and Consent (Core)	Reason and Argument (Core)
Knowledge and Perception (Core)	Choose one of the following options: Ethics OR Free Will OR Elective or LFA module

Stage 2

Semester 1	Semester 2
Philosophy Option Module	Philosophy and Society (Core)
Philosophy Option Module	Philosophy Option Module
Philosophy Option Module	Philosophy Option Module
You may replace one 20 x credit Philosophy Option module with an elective or an LFA	

Stage 3

Semester 1	Semester 2
Philosophy Option Module	Philosophy Option Module
Philosophy Option Module	Philosophy Option Module
Philosophy Option Module	Philosophy Option Module
You may take a 40 credit Long Dissertation, which will replace two Philosophy Options, one in each semester	
You may also replace one Philosophy Option with an elective or an LFA	

For full details of the course content, please refer to the [BA \(Hons\) Philosophy page](#)

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 of the three stages of study is made up of modules. You study and then are subsequently assessed on three modules each semester. Each taught module you take is worth 20 credits and the credit for a module is achieved 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.

Current module information is available [on our Departmental website](#) with information for module choices for the coming year made available in the year 2 and 3 module catalogues, which are published online early in the Second Semester.

Choosing module preferences - You will be asked to choose your second and third-year modules in the Second Semester of the previous year. Module preference lectures for current first- and second-year students will be scheduled in week 2 of the Second Semester to explain the module preference process. For some popular modules, we must put a cap on numbers, so you will be asked to nominate second and third preferences.

Module allocation - this is done using an algorithm to ensure that all students are allocated to at least some of their first choices. If you wish to take a Short or Long Dissertation in your third year, this is subject to approval by the Board of Studies in Philosophy. Your proposal would need to be submitted for approval in the term prior to the Dissertation taking place.

Changing modules - If you would like to change any of your modules after you have stated your initial preference, please discuss this with your supervisor in the first instance, before contacting philosophy@york.ac.uk. Please note that late changes to module preferences will be subject to timetabling constraints (the timetable is generated based on initial student choices). The absolute deadline for module changes is: 5pm Friday of the second week of teaching on a module - which is Friday 4th October for Semester 1.

Elective modules - Some of our degree programmes allow you to take [elective modules](#) offered by other Departments. Consult the programme specification for your degree programme to find out whether electives are allowed (the [1st year Programme Handbook](#) and 2nd and 3rd year Module Catalogues also summarise this information). [Details of elective modules offered by other departments can be found here](#), listed by department.

Year abroad or placement year - if you have elected for a year abroad or placement year as part of your programme of study, you will need to submit your module

preferences during your year away, so please keep an eye on your University email address for information about this.

Capstone project module

Dissertation or Capstone project options in Philosophy are available for students who wish to undertake guided independent study in an area outside of the range of the normal taught third-year modules. They are an excellent opportunity for students to pursue their own philosophical interests, under the academic guidance of a suitable member of staff.

We offer two Dissertation options;-

The Short Dissertation lasts one semester, is worth 20 credits and is assessed by a 4,000 word essay. The Long Dissertation runs over two semesters, is worth 40 credits and it has two assessment points: an outline and bibliography, and an 8,000 word essay.

Students wishing to take either of these options should approach their academic supervisor (or other suitable advisor) to discuss their ideas for a subject area. They should then identify an appropriate dissertation supervisor, whom they should approach for guidance in putting together a Dissertation proposal. Proposals will be considered by the Board of Studies in Philosophy on Wednesday of week 6 of the semester before that in which the Dissertation is to commence.

Reading lists (Local)

A reading list for each module is available on the relevant VLE site for that course under the Course Content page. Here you will also find the module & assessment information as well as Module materials such as lecture slides and seminar prompts

Credit-weighting (Central)

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](#).

Elective modules (Hybrid and optional)

[Elective modules](#) are modules offered by departments to students from outside that department. You can replace non-compulsory modules within your programme with elective modules. It is an opportunity for you to study outside your programme, broaden your knowledge, make new academic connections and boost your employability.

We offer York Interdisciplinary Modules (YIMs) exploring sustainability, York language electives so you can learn a language alongside your degree, plus other elective modules on various topics across a wide range of departments.

Check your individual programme regarding the maximum number of credits that are permissible from elective modules.

Please note that it may not always be possible to grant your request to undertake an elective module because of timetabling or other constraints.

Global Programmes (Hybrid)

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.

Our departmental Visiting Students/Exchange officers are Christian Pillar (S1) and James Clarke (S2). Please contact the Philosophy office for help in changing our degree programme to include some of the Global Opportunities.

Problems with your programme (Central)

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 (Hybrid)

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.

[Details about these options are available at the Change your plan webpage.](#)

If you wish to discuss this option, please contact your Academic Supervisor in the first instance. For further support, visit Student Support in Market Square [or the Student Hub webpages](#).

Please also see the section on Assessment and Exceptional Circumstances affecting Assessment.

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 (Local)

Studying Philosophy is primarily about *doing* Philosophy, not just passively absorbing information. The teaching process involves active participation from you. So, our teaching aims to get you reading, thinking, questioning, discussing, and writing Philosophy yourself.

Before you can do Philosophy, you need to have some basic intellectual tools. Philosophy modules use various teaching methods to give you these tools: for example, lectures, reading lists and online content.

Once you have the tools, we aim to facilitate your doing Philosophy. Again, we have various ways of doing this. Chief among them are seminar discussions and written assignments. You will also engage in discussions in lectures and, on occasion, online discussion fora. All our taught modules have a VLE site, and members of staff post lecture slides, handouts, and recordings there, as well as providing links to library materials and resources for further study. Some modules make more significant use of the VLE. In particular, the first year 'Beginning Philosophical Research' module is partially taught through an online VLE module, with online tests at various stages to test comprehension. All along the way we will help you develop your philosophical skills by giving you feedback, both in writing and orally.

Tutors are also available for further discussion during their feedback and advice hours.

Code of conduct – teaching sessions (Local)

You should remain respectful of your fellow students and teaching staff, and engage in discussions in the spirit of constructive debate.

To ensure that you arrive at teaching sessions ready to participate constructively, please make sure that you have allowed sufficient time to do all your required reading and any other required preparation, and bring copies of your readings (and notes) with you.

Seminar tutors reserve the right to send students away if they arrive to teaching sessions late or underprepared (without good reason).

Attendance (Hybrid)

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-report your illness 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 [Special Cases](#). See 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](#).

Feedback on Learning and Assessment (Hybrid)

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](#).

Feedback on summative work

For essays and essay style exams, written feedback is provided on a standardised form, usually within four weeks of submission. For short answer exams, written feedback is provided to the whole class, in addition to an opportunity for students to view their exam scripts and ask questions. Students are encouraged to discuss their feedback with the member of staff who provided it either during office hours or during dedicated meeting slots.

Feedback on formative work

Written feedback is provided on formative work within two weeks of submission, usually on a standardised form. Students are encouraged to discuss their feedback with the member of staff who provided it either during office hours or during dedicated meeting slots. Sometimes, feedback on formative work may be provided verbally.

Engaging in discussions in seminars is also an excellent way to receive feedback from your tutors and fellow students.

What do I need to do to get a degree? (Hybrid)

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.

We prefer you to use the '[Harvard](#)' or '[MLA](#)' referencing systems, which are explained in the Beginning Philosophical Research VLE module and at the [University's Academic Integrity](#) site.

If you do not uphold the values and conventions of academic integrity, you may be subject to the University's academic misconduct procedures.

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 (Central)

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.

Study skills and support

Departmental study support (if available) (*Local, optional*)

Two of your modules, *Philosophical Analysis* and *Beginning Philosophical Research* include large collections of resources to help you develop the requisite skills for studying philosophy, and will be available for consultation on the VLE throughout your degree programme at York.

Any additional study-skills sessions such as essay-writing refresher sessions will be advertised during the academic year.

Please see your supervisor or module leader in office hours if you are struggling with any aspect of studying philosophy.

Managing your workload through independent study (Hybrid)

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 (Hybrid)

There are computer rooms across the campus available for student use, and the Department Foyer in Sally Baldwin A has Wi-Fi access and a laptop bar if you would like to bring your own laptop to work there.

We usually communicate with you via e-mail to your university account, so request that you check that account regularly. We also expect students to make full use of the online teaching materials on the VLE. Some courses are delivered in part online, and all are supported by [online materials on the VLE](#).

We expect student essays to be word-processed, and summative essays for all modules are submitted online via the VLE (instructions will be provided at the time of assessment submissions). Some modules also use e-submission (via the VLE or, occasionally, email) for formative work – your module convenor will let you know how they would prefer you to submit your formative work.

See information on the [facilities and services IT Services provides](#). If you have any problems, you can [contact IT Services](#) for help.

Library (Hybrid)

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 Humanities Librarians are Kirsty Whitehead and Olivia Else. 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-philosophy@york.ac.uk. Further details about the service and your subject guide can be found at subjectguides.york.ac.uk/philosophy.

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).

Study skills

Our [Academic Skills Community](#), based in the Fairhurst Library, helps students develop their academic and communication skills to a high standard. Through online resources, workshops and one-to-one consultations, academic skills staff work with students to develop skills in:

- academic reading and writing including critical thinking
- communication and self development - time management and study skills
- planning academic assignments, capstone projects and theses
- maths and statistics
- academic language
- integrating sources and data effectively into their writing
- developing a more critical stance and developing academic argument.

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) (Central)

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.

Prizes (if available) (Local, optional)

We award the following prizes based on performance:

J L Mackie First Year Prize - £100 awarded to the Single Honours student with the best performance overall in Philosophy modules.

Marie McGinn Second Year Prize - £100 awarded to the student with the best performance in a minimum of 60 credits of Philosophy modules.

Thomas Baldwin Final Year Prize - £100 awarded to the student with the best performance in a minimum of 60 credits of Philosophy modules.

For further information on financial support: bursaries and scholarships offered by the University, see the website.

5. Assessment, progression and award

Guide to assessment (Central)

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 (Hybrid)

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.

The vast majority of all your assessments during Year 2 and Year 3 will be in the form of essays, with a few open as well as closed exams and some group wiki work and presentations.

Formal examination requirements (Hybrid)

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)

The Philosophy Department has rules about submitting written work which you must follow. These are to help us mark and give feedback on the work, to ensure fairness, and to prevent cheating. Full details are available in the Department's [Assessment Policies and Practices Guide](#).

If you have questions about how to submit your work, please contact philosophy-ug-assessment@york.ac.uk

Summative Essays are submitted online via the VLE (you will receive instructions as to how to do this). Your essays must be presented as follows:

- The word count should be stated on the top right of the first page (IMPORTANT: the word count must include ALL text, except for the bibliography. All Philosophy work which declares a word count over the maximum permitted number of words WILL be penalised)
- The assessment should be word-processed in a .doc, .docx or .pdf file (max size 34MB) in A4 format, double spaced with a 12pt font (preferably Arial or similar) with one inch margins and numbered pages
- You should use footnotes, not endnotes
- You should use Harvard or MLA style referencing in the body of the text (not in footnotes), with all quotations from, or uses of, other writers' work properly referenced, including page numbers. An online guide to both reference styles is available at: <http://www.york.ac.uk/integrity/>
- You should provide a full reference list at the end
- You should not include your name or any other identifying information anywhere on the essay
- Essays do not need to include an abstract; if you do include an abstract, you must include it in your word count

Assessment and Feedback deadlines

You can find the [deadlines for your written work](#) online, and you must meet them (make sure you know the *time* as well as the *date* of the deadline) In the Philosophy department, deadlines **are always 10am** on the deadline date; please note, *other departments may have different deadline times*).

With online submission, your essay is precisely date stamped at the time of submission, and any submission after the stated deadline time will be marked as late and receive a late penalty in accordance with the University's rules, unless exceptional circumstances have been granted. With this in mind, it is important to give yourself ample time to complete the online submission process before the deadline – if your essay is even a few seconds late this will be recorded in our systems as a late submission and automatically subjected to the University's lateness penalties.

If you have problems which might prevent you submitting on time, contact your supervisor and/or philosophy-ug-assessment@york.ac.uk before the deadline. Please read through the related information regarding circumstances for making an [Exceptional Circumstances affecting assessment](#) claim. In certain medical or compassionate circumstances, we are permitted to agree to a deadline extension, but you must let us know, and you must provide evidence of the circumstances that are preventing you from submitting (e.g. a doctor's note). We are not permitted to grant extensions for reasons such as computer breakdown (do make sure to back up your work regularly), late nights, sporting fixtures, forgetfulness, or holidays.

Late penalties are applied by reducing the mark for summative work that is submitted late without an agreed extension, in accordance with the University's requirements. For details see the 'Penalties' section below.

If you declare a word count which exceeds the word limit you will also be penalised (see 'Penalties' section below). If we think that the word count is inaccurate, we will check your essay; in addition, we may select some essays for random checking.

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](#).

Style guide (Local)

Make use of the online [Practical Guides](#) for specialised, in-depth Skills guides, particularly the section; Advice for Students which offers useful tips in a number of areas including Academic Writing and Academic language. These resources will help support you in understanding and producing academic writing.

Penalties (Hybrid)

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](#), 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 mark
1 day	10% deducted from mark
2 days	20% deducted from mark
3 days	30% deducted from mark
4 days	40% deducted from mark
5 days	50% deducted from mark
Over 5 days	Work marked at zero

Philosophy Students must keep within the upper word limit set for work. For instance, if you are asked to write 'two 1,500-2,000 word essays' the upper word limit for each essay is 2,000 words. If you over-run the word limit, you will be penalized, as follows:

Over-run grater than	Over-run less than or equal to	Penalty applied to agreed mark for essay
0% of upper word limit	15% of upper word limit	5 Marks
16% of upper word limit	50% of upper word limit	10 Marks
51% of upper word limit	100%of upper word limit	A final mark of 0 awarded

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. However, the zero will be used to calculate your degree classification, and 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? (Local)

A full description of our marking procedures including our marking criteria is available to [download as a pdf from our undergraduate assessment pages](#).

What happens if I fail a module? (Hybrid)

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, in levels C (1st year), I (2nd year) and H (final year), 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 in the stage, 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.

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

Resits, repeats and readmission (Central)

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 (Central)

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 (Central)

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.

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.

All Exceptional Circumstances Claims are reviewed by the department and the overall decision and outcome is processed by the Philosophy Student Services team. The Chair of Exceptional Circumstances for Semester 1 is Dave Ingram (dave.ingram@york.ac.uk) and for Semester 2 is Stephen Everson (stephen.everson@york.ac.uk)

Submitting an appeal (Central)

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 (Hybrid)

The external examiner for Philosophy undergraduate degrees is Dr Luca Barlassina (University of Sheffield).

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](#).

The purpose of the external examiner is to review our programme content and assessment practices, to ensure fairness and assure the quality of our degree awards. The examiner reviews samples of student work and attends meetings of the Board of Examiners to confirm fairness and consistency in decision-making processes. The external examiner produces a written report annually reviewing the year's assessment arrangements, commenting on the integrity of the assessment process and the standard of student attainment. The Board of Studies is asked to respond to any issues raised by the external examiner as part of its Annual Programme Review (attended by course reps) in the following Semester.

Your final degree classification (Hybrid)

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

The Criteria for first with distinction in Philosophy single honours is a rounded credit weighted mean of 77.5 or above.

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 (Hybrid)

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 want to complain about a module, but do not wish to speak with the module leader, please contact the Chair of the Board of Studies, Jamie Buckland (jamie.buckland@york.ac.uk)

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 (Local)

You have a Student Wellbeing Officer for your department 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.

The Student Well-Being Officer for Philosophy is Lucy Akturk (lucy.akturk@york.ac.uk).

In addition to your supervisor, your department has a Department Community Coordinator/s (DCC) to work with department staff, student societies and student reps in order to help build departmental learning communities.

The Philosophy Department, along with the Philosophy Society, frequently run events that are designed to support student well-being and help to build communities. Look out for emails and posters about upcoming events!

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. Those of particular interest might be:

Philosophy Students might be especially interested in joining the [Philosophy Society](#).

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 (*Hybrid*)

[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 or the Student Services Manager Jo Hawksworth (philosophy-student-services-manager@york.ac.uk).

The Department's Disability Officer is Daniel Morgan (d.morgan@york.ac.uk).

As there is, unfortunately, no lift in Sally Baldwin A, if you need to meet in person with a member of staff whose office is upstairs, please ask at the Philosophy Main Office, and a meeting space can be arranged downstairs in an accessible room.

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

Placement Year (Local, optional)

Almost any student 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.

Benefits of a placement year:

- increase your confidence
- opportunity to fast track to a graduate job
- try out the day to day of your future career
- put your skills into practice
- strengthen your academic performance
- build up your professional network
- strengthen your commercial awareness

You will need to find and secure your own placement and the Careers and Placements team can help you through the selection and approval process.

Careers (Hybrid)

Our [Careers and Placements](#) team is based on Campus West next to the Spring Lane Building and there is always someone to talk to during opening hours.

The team covers:

- Information, advice and support - from our professional team of accredited careers consultants and the wider support team
- Experience - including Placement Years, volunteering, community engaged learning and short term internships with our network of local employers

- Skills and development - including our award-winning York Strengths programme, York Leaders and York Award
- Events and networking - linking you up with future employers and showcasing the diverse graduate opportunities available

Should you have any questions or would like support from the department regarding careers and placements you can contact the careers and Placements lead Hannah Carnegy-Arbuthnott@york.ac.uk and Dave Ingram in Semester 2 (David.Ingram@york.ac.uk)

Working during your studies

Our [Careers and Placements](#) team can help you to find a part-time job and can provide information on your legal rights and obligations. We advise that you work no more than 20 hours a week during the semester as anything over this may interfere with your studies and affect your health and wellbeing. If you are a [student visa holder](#) you will need to be aware of any working restrictions placed on you by your visa.

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](#).