



UNIVERSITY
of York

Department of
Philosophy
Postgraduate Research
Handbook
2024/25

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Introduction

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 the website.

The York Graduate Research School (YGRS)

The York Graduate Research School (YGRS) exists to ensure postgraduate researchers receive the highest quality supervision and training, and are treated consistently and fairly. The YGRS coordinates resources from across the University to help postgraduate researchers achieve successful outcomes. The YGRS Board has oversight of all matters relating to postgraduate researchers and leads the strategic development of this vitally important section of the University community. The [YGRS webpages](#) are the main source of information for postgraduate researchers. The YGRS newsletter provides additional updates. All registered postgraduate researchers should automatically receive this.

University Policy on Research Degrees

The [University Policy on Research Degrees](#) sets out University policy on research degree programmes for postgraduate researchers, supervisors of postgraduate researchers, members of Thesis Advisory Panels and Progression Panels, examiners of research degrees, and other University staff with responsibility for postgraduate researchers. This document provides vital information for all those concerned with research and it is recommended that all are familiar with it.

Where to go for more information

Department information

Our department webpages have [information for current postgraduate researchers](#), as well as [information about the research undertaken by our academic staff and current and past](#)

[postgraduates](#). Philosophy postgraduate researchers are listed on the latter in the subheadings under the main heading “Research strengths”.

Additionally, you will find our department’s news and activities (including social events) on these social media sites:

- Facebook: <https://www.facebook.com/PhilosophyYorkUK>
- X: @UoYPhilosophy (<https://twitter.com/uoyphilosophy?lang=en>)

Support and wellbeing

Conducting a large research project is challenging work. We provide [a range of support services](#) to help you through your studies.

Holiday entitlement

Postgraduate researchers are entitled to the same annual leave as members of staff. Subject to any conditions imposed by a research council or other sponsor or funding body, the holiday allocation for full-time PGRs is normally 38 days in any year, including public holidays and University closure days (pro-rata for part-time PGRs). Your PG Researcher Administrator can advise how to request annual leave.

Full-time PG researchers are expected to devote the majority of their time to their research. The PhD programme is a 52-week programme, with 27 days annual leave (plus public holidays and University closure days) in any year. See [Regulation 2.5](#). Also see Sections 7.31, 7.32 and 7.33 of the [Policy on Research Degrees](#). You are responsible for requesting annual leave via the department's approved practice.

Finally, full-time PGRs may not work, in either a paid or voluntary capacity, more than 20 hours per week. See Sections 7.28, 7.29 and 7.30 of the [Policy on Research Degrees](#).

PGR buddying and mentoring schemes

The [PGR Buddy Scheme](#) connects you to an existing postgraduate researcher. They will help you settle into the York research experience, provide a friendly welcome and help you to get to know the University and the city of York. The application process for buddies opens twice per year. Later in

your programme, our [mentoring scheme](#) matches 2nd, 3rd and final year postgraduate researchers with a postdoctoral researcher.

How to thrive and survive in your PhD

Our peer-led [How to Thrive and Survive in your PhD](#) scheme allows you to share experiences in an open, safe discussion between PhD students and postdoctoral researchers. A programme of workshops (online and face to face) explores the diverse aspects of PhD life and gives you the opportunity to connect and build friendships with other researchers, postdocs and alumni.

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 finance and money, private sector accommodation, health concerns, immigration advice, academic progress issues and more.

Support for international students

Our [International Student Support](#) team provides immigration advice as well as support for issues many international students can face when living and studying in the UK.

Distance Learners

We welcome our small but growing community of PG researchers who are undertaking PhDs by distance learning. Information on how to access University services (including the Library, IT Services, Student Support, and Careers and Placements) when you are studying away from campus is available on the webpage for [new online and distance learners](#).

Specific information for Philosophy PGR distance learners is included throughout this department handbook, especially in the sections "Introduction to the department" and "Departmental facilities".

Harassment and bullying

If you are being harassed or bullied by a supervisor or other member of staff it is vital that you receive support. See the University's [complaints of misconduct procedure](#) for what to do.

Sexual Violence Liaison Officers

Our [Sexual Violence Liaison Officers \(SVLO\)](#) can work with you one-to-one to 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.

Students' Union

There are many opportunities at York to get involved with societies and extra-curricular activities. The [University of York Students' Union](#) runs various networks with regular events.

Campus Safety

[Campus Safety](#) staff are on duty 24 hours a day, 365 days a year and they are a first response for everyone on campus. All officers are first aid trained and part of the Mental Health First Contact network. They provide security advice, facilities management and aid the emergency services on campus.

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.

Your Department

Welcome to the Department of Philosophy

Keith Allen, Head of Department



Welcome to the Department of Philosophy! We are a friendly, inclusive, and intellectually vibrant research environment. Our research covers a broad range of areas and approaches within the discipline, with notable strengths in philosophy of mind and psychology, ethics and political philosophy, health and medicine, metaphysics, and the history of philosophy.

As a Department we combine world-leading research with 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. In 2020 received a Bronze Athena Swan award in recognition of our commitment to advancing gender equality.

I hope that you will take advantage of the events and opportunities that we offer. Many of our research events are hybrid, so you can still participate even if you aren't able to make it onto campus. We would also like you to feel welcome in the Department whenever you feel like it. Please drop in to meet with staff and other postgraduate researchers, make yourself a coffee, or use the PGR workroom. As a postgraduate researcher, you are an important and valued member of our research community, and we really hope you enjoy your time with us.

Louise Richardson, Director of PG Researchers



My role is to oversee your journey as a postgraduate researcher in philosophy, from admission to graduation. I am also the next port of call after your supervisor(s) for any questions or problems you may have during your time at York. Please don't hesitate to contact me! I want to ensure that you have everything you need to thrive as a postgraduate researcher in philosophy, whilst enjoying what we have to offer. You are encouraged to play a full role in the life of the department, including regular philosophical and social events, and you will also be part of a broader community of postgraduate researchers in the Faculty of Arts and Humanities, and in the University. I look forward to meeting you soon.

Introduction to the department

You are now a member of the Department of Philosophy. The department is made up of academic staff involved in teaching and research, Professional Services Staff and students.

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

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

Professional Services Staff make the department run smoothly. They communicate important information, provide technical assistance and help signpost you to other services and support you might need within the University.

Departmental office

Location

The Philosophy Department is based in the [Sally Baldwin Buildings, Block A](#). The offices of the academic and departmental Professional Services Staff are here. The Philosophy colloquia sessions and staff work-in-progress (WiP) seminars are typically held in the departmental seminar room I/A/009 and may be hybrid as well as online. Watch for email announcements.

Opening hours

Our building is generally open from 8.30am to 5.00pm during semester time, with shorter hours outside of semesters. There is usually at least one member of the Professional Services Staff team available each weekday in the Reception Office (opening hours 10.00am-12.30pm and 1.30pm-4.00pm). If you expect to need access to the building outside of these hours, please contact a member of our Professional Services Staff to arrange this.

Academic staff members' office hours are posted in the lobby.

Services

Meetings with your supervisor should be arranged directly between you and your supervisor, and either of you may request a meeting. It's helpful if you arrange your next meeting at the end of each meeting you have. If your supervisor is on research leave, they are still required to provide supervision for you, although this may take place via an online platform such as Zoom or Skype, rather than in person.

You may wish to discuss your work with other members of staff, who will usually be willing to do so. You should contact them directly in their office hours or by email, but remember that they are unlikely to have time to comment on substantial pieces of writing. As members of staff change from time to time, please first look at [the most up-to-date list](#).

Key staff contacts

Members of Academic Staff with key roles relevant to you

[Keith Allen](#), Professor, **Head of Department**

[Jamie Buckland](#), Lecturer, **Chair Board of Studies**

[Mary Leng](#), Professor, **Deputy Head of Department**

[Matthew Ratcliffe](#), Professor, **Chair Research Committee (Semester 2)**

[Paul Noordhof](#), Professor, **Chair Research Committee (Semester 1)**

[Martin O'Neill](#), Professor, **Impact Lead Semester**

[Daniel Morgan](#), Lecturer, **Chair Board of Examiners, Disability Officer, Speakers;**

[Louise Richardson](#), Senior Lecturer, **Research Students Admissions and Convener**

[Owen Hulatt](#), Senior Lecturer, **MA/ Diploma Convener and Programme Leader including Admissions; Exceptional Circumstances Chair PGT; PGR WiP Convener, Library Officer**

[Stephen Everson](#), Lecturer, **PGR Pro-seminar Convenor; VLE Co-ordinator and Digital Presence**

[Christopher Jay](#), Lecturer, **Director of First-Year Programme**

[Mike Stuart](#), Lecturer, **Social Media**

[Hannah Carnegie-Arbuthnott](#), Lecturer, **Careers and Industrial Placements**

[David Ingram](#), Senior Lecturer, **Careers and Industrial Placements**

Professional Services Staff

[Full list](#) of Professional Services Staff

General enquiries

Tel 01904 323251

Student Services Manager

Jo Hawksworth

Tel 01904 325046

Administration Manager

Marianne McNeill

Tel 01904 322651

Student Services Administrator (Postgraduate)

Anna Richardson

Tel 01904 322631

Administrator

Beverley Braithwaite

Tel 01904 322757

PA to Head of Department/Administrator

Liz Greensted

Tel 01904 321869

Full online staff [directory](#).

Communicating with the department

The Department Philosophy uses several channels of communication to convey information to you. It is your responsibility to check regularly with these sources of information.

Official Communications and Department Correspondence

Good communication is vital, and we recognise that it is a two-way street. We will communicate with you in a number of ways, most often via email, but also by face-to-face or online (e.g. Zoom, Slack) meetings and conversations. Any department correspondence by letter will be sent to the term time or home address listed on e:Vision.

The department has [Facebook](#) and [X \(formerly known as Twitter\)](#) accounts and you may choose to sign up to these for up-to-date announcements of social and academic events and news.

Examples of communication

Email

We will always use your University email account to contact you, and it is important that you always use your University email account for all academic and administrative business. This is the only way we can meet our legal requirement to protect your personal information.

- It is your responsibility to keep track of your email and to respond to requests in a timely fashion. We suggest you check your email at least once per day.
- When communicating with University administration (e.g. PGR Administration, Finance), always include your student ID number in the subject line.

Social Media

Mike Stuart, our Social Media officer, sends a weekly email prompt to academic staff and PG researchers, soliciting items for the Department's X and Facebook pages. Newsworthy items could be

a new publication, giving a talk, organising a conference, etc. If you have a suggestion but are unsure if it's appropriate, just ask Mike.

Our social media sites are:

- Facebook: <https://www.facebook.com/PhilosophyYorkUK>
- X: @UoYPhilosophy (https://x.com/i/flow/login?redirect_after_login=%2Fuoyphilosophy)

Departmental facilities

Philosophy Department

All postgraduate researchers, once registered, are added to the Department's York Print Plus (YPP) account. This allows you to print, scan, and copy at any YPP device on campus, with the cost charged to the Department, but must only be used for legitimate academic purposes and in accordance with copyright law.

There are kitchen facilities in the department for the shared use of staff and postgraduates. Here, too, are pigeonholes for all staff members.

The Department has a library budget. You should make requests for library acquisitions to the library officer, Owen Hulatt.

PGR Study Room

In the department, on the ground floor opposite the main admin office, is a room just for Philosophy PGRs (room A/012). Here you can relax, catch up with each other, do quiet work (there are laptop docking stations) and enjoy easy access to the department kitchen. There is a code for the lock on the door. Please ask any member of the support staff for the code.

Humanities Research Centre

The [Humanities Research Centre](#) (HRC), housed in the Berrick Saul Building, provides a spectacular place of interdisciplinary belonging for arts and humanities academics and postgraduates. The HRC is much more than a building: it is a dynamic, friendly and forward-thinking community of research staff, postgraduate researchers, postdoctoral scholars and academic visitors.

Space is available for you to work and to meet other postgraduates in the humanities. The Postgraduate Study Area is spread over two floors and has beautiful views across the lake and into Spring Wood. Facilities are spacious and state of the art; the Study Area is wireless and is open 24 hours a day. Printing, photocopying, and scanning facilities are all available on the YPP device located in the study area. PhD researchers using the Postgraduate Study Area regularly may apply to have their own desk, providing a base for their research which is free of distractions but in amongst the postgraduate community. Hotdesking space is also available. You can contact the administrator at hrc-admin@york.ac.uk.

Student and Academic Services

[Student and Academic Services](#) is located in the Student Hub in Market Square. Here, [Postgraduate Researcher Administration \(PGRA\)](#) can answer your questions on academic progression, changes to your course, regulations and policies affecting PG researchers, and your student record.

Distance Learners

As a distance learner at the University of York, you have access to many of the resources and services available to our on-campus PG researchers. Visit the University's [Distance Learning webpages](#) for details.

For full guidance on our Library facilities for distance learners, please visit:

- [Library Essentials](#) - a no-assumptions guide to how an academic library works, tailored with examples of our library at York.
- [Delivery, post and scan options](#) for details of how to access print resources away from York.
- [Information about using other libraries](#) for finding a study space close to home.

[IT Services](#) provides online IT training materials, guidance on logging onto the computer network remotely, using Google Apps for Education (including Google Mail and Google Drive), and obtaining software for home use.

Health, safety and security

University Health and Safety Guidance

[University Health, Safety and Security Information and Policies](#)

[University Guidance on Travel Insurance Arrangements](#)

[University Health and Safety Services - Contacts](#)

Department Health and Safety Guidelines

Our departmental officers:

Fire and Health & Safety: Liz Greensted (email liz.greensted@york.ac.uk)

[SafeZone](#) is a free service, via an app, that makes it easier for you to alert University of York Security if you need help while on campus.

If you will be out of the country for academic purposes, such as a conference, then you are required to complete the University [Travel Log](#).

Your health and wellbeing

Find out how you can look after [your health and wellbeing](#) and how the university can support you, too. Philosophy has a Student Wellbeing Officer who can also be contacted via a form or by informal drop-in times in the department.

If you're feeling unwell, you can let us know by [self-certifying your illness](#). Be sure to let your supervisor(s) know by email if possible, too.

GTA's who are ill when they are due to teach should contact the GTA Coordinator in the first instance, who will then advise on arranging cover and whether they are eligible for sick pay.

Governance and committees

York Graduate Research School Board and Standing Committee on Assessment

The York Graduate Research School Board and the Standing Committee on Assessment are the major University bodies dealing with graduate affairs. The Standing Committee on Assessment has responsibility for making the final decisions at a number of important points in an individual student's career. It has student representation for discussion of general graduate matters.

Arts and Humanities (A&H) Faculty Board

The [Arts and Humanities Ethics Committee](#) (AHEC) is responsible for ensuring research is conducted in compliance with the University's ethical standards. There is PG researcher representation on AHEC.

Board of Studies (BoS) in Philosophy

The Board of Studies (BoS) in Philosophy is the Department's governing academic committee. It determines and co-ordinates all matters of academic policy and practice, and comprises members of the academic staff, plus one taught postgraduate, one postgraduate researcher, and three undergraduate representatives. It meets three times each semester. The chair is [Jamie Buckland](#) .

Research Forum in Philosophy

The Research Forum in Philosophy, of which all academic staff and PG researchers are members, meets at the end of each semester to hear from the Departmental Research Committee (DRC) concerning progress towards departmental research goals and to advise DRC. It is a non-decision-making, consultative body. PG researchers have a representative to the Forum.

Student representation

Postgraduate researcher reps are elected by their peers in their department to act as a two-way mechanism of communication between the University and the student body they represent. They convey the views and interests of postgraduate researchers to the department and within the [University of York Students' Union](#) (YorkSU).

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

Applying to be a PGR Rep

Postgraduate Researcher reps (PGR, DL, and GTA) are supported by the Students' Union with initial training in Semester 1 and dedicated support and training throughout the year following the elections.

If you'd like to represent the views of your fellow postgraduate researchers and have a say in how your course is run, why not apply to be a course rep? Visit the [Students' Union website](#). Elections for reps are announced in October.

Finally, in our department there is a Staff/Student Forum that meets each semester. These meetings are open to all.

PGR Forum

The [PGR Forum](#) brings the York Graduate Research School (YGRS), the Students' Union and PGR academic representatives together with the aim of enabling a wider range of PGR views to be heard within the University. Contact your PGR academic rep if there are any areas that you'd like to see discussed at the Forum.

Student evaluation and feedback

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

Accessibility and disability support

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

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

Please note that even if you studied a previous degree at York you will need to notify the department's disabilities representative again of any disability when you enrol for a research programme, as your support needs for the research degree are likely to be different than those for your taught degree. It is very likely that your Student Support Plan will require updating.

Equality and diversity

The University of York values the diversity of its students, researchers, and staff and is committed to the creation of a positive environment which is fair, welcoming and inclusive, and where everyone is treated with dignity and respect. Our [equality, diversity and inclusion](#) web pages highlight further resources and information such as physical and digital accessibility (including campus facilities); inclusive facilities; support for gender equality; and resources to support Black, Asian and Minority Ethnic staff/students.

Our department Equality Champion is [Louise Richardson](#).

Email louise.richardson@york.ac.uk

Tel. 01904 324302

University Information on Health and Wellbeing

Find out how you can look after your [health and wellbeing](#) and how the university can support you, too. From tips for wellbeing, to who you can chat with about concerns large and small, to self-certification of illness and much more, the university provides support and signposts to help you.

Philosophy Disability Representative

[Daniel Morgan](#)

Email [Daniel Morgan](#)

Awards and prizes

Philosophy Department GTA Award for Outstanding Contribution to Teaching.

The award will be given to graduate teaching assistants who have made an outstanding contribution to teaching and/or the development of teaching practice in the department. Details of how to apply are normally announced early in Semester 2 each year.

Your Research Degree

Departmental programmes

The Department of Philosophy offers the following degree programmes:

- PhD
- MPhil
- MA by Research
- PhD by Distance Learning

Your responsibilities

As a PG researcher on any of our programmes, your responsibilities include:

- taking responsibility for your own personal and professional development;
- maintaining regular contact with your supervisor and TAP members;
- preparing adequately for meetings with your supervisor;
- setting and keeping to timetables and deadlines, **including planning and submitting required work at least one week before any meetings** and generally maintaining satisfactory progress with your programme of research;
- making your supervisor aware of any specific needs or circumstances likely to affect your work;
- attending any development opportunities (research-related and other) that have been identified when agreeing your development needs with your supervisor;
- adhering to the University's regulations and policies regarding research degree programmes, including policies and guidelines on health and safety, intellectual property, ethical research conduct and academic misconduct;
- adhering to the University's regulations and policies regarding annual leave, authorised absences and part-time working (see below);
- **maintaining records of supervision meetings and courses attended on SkillsForge;** and
- registering for a unique ORCID identifier code before your first TAP. Go to [ORCID's home page](#) to create your ID.

Further information is available on the department's webpage about [PG research programmes](#).

Doctor of Philosophy (PhD)

A full-time PhD programme should normally be completed by the end of the enrolment period, typically within three years (although some programmes may take place across four years). Research projects should, at the outset, be designed to be capable of completion (including submission of the thesis) within that time, and the timetable for the conduct of research should reflect this: although the University regulations make provision for an additional year for the submission of the thesis (referred to as the [continuation period](#)), postgraduate researchers should not embark on a PhD programme expecting to avail themselves of this. The PhD thesis should be a significant and original, but not necessarily complete, contribution to knowledge, and demonstrate a clear understanding of the relationship of the chosen topic to its general field of learning.

Word Count: Candidates should expect to submit a thesis of 60,000 to 80,000 words.

Please refer to the [descriptor of award for PhD and EngD](#) for a full overview of the award expectations.

Master of Philosophy (MPhil)

The MPhil is a degree of considerable distinction in its own right, which may appeal to candidates who, for one reason or another, regard the more demanding requirements of the PhD as impractical. Typically, a full-time MPhil will be conducted across two years, with an additional year for the submission of the thesis (referred to as the [continuation period](#)).

Word Count: Candidates should expect to submit a thesis of 40,000 to 60,000 words.

Master of Arts / Master of Science by Research (MA/MSc by Research)

A Masters by Research is an independent project that allows a postgraduate researcher to carry out supervised research on a topic of their choice. A full-time Masters by Research is typically conducted over one year, with an additional three months for the submission of the thesis (referred to as the [continuation period](#)).

Word Count: Candidates should expect to submit a thesis of 20,000 and 30,000 words.

Please refer to the [descriptor or award for MPhil and MA/MSc by Research](#) for a full overview of the award expectations.

Distance learning

The PhD by Distance Learning is ideal for PG researchers with commitments which prevent them from being resident within reasonable travelling distance of York. The programme allows PGRs to research overseas and elsewhere in the UK while still receiving support and training online and by video-conferencing. Access to an internet connection and relevant library and/or archives is essential for this programme.

In addition to the Induction period in your first year, over the course of your programme a minimum attendance in York for full-time DL PGRs is five (5) working days per calendar year (biennially for part-time DL PGRs). This should include, in the first year, presenting your research at the annual PGR Progression Day

See "Introduction to the Department" earlier in this handbook for additional information.

Further information is available on the [university pages for Distance Learners](#).

Research integrity and Ethics

Postgraduate researchers have an obligation to the research community, to the funders of research and to society as a whole to conduct their research to the highest standards across the full research process, from planning and conducting research through to recording, reporting and applying the findings. This is known as 'research integrity'.

There are two key documents on [research integrity and ethics](#) that you should read and have a clear understanding of.

These are:

- [Code of Practice on Research Integrity](#)
- [Code of Practice and Principles for Good Ethical Governance](#)

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

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

Key elements include:

- Ensuring that your research data and supporting records are accurate, complete and retrievable, and stored securely, taking particular care in relation to any sensitive information.

Taking responsibility, supported by your supervisor, for identifying any areas of your research project which fall within the University's ethical framework, and referring them for University review and approval prior to commencing the activity.

Research Integrity Tutorial (RIT)

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

The RIT is located in your Yorkshire VLE module list. If you have trouble accessing the tutorial, email integrity@york.ac.uk

For more information and details of further support for research integrity to build on the core training provided by the tutorial, see the [University Guidance on Training and Support for Research Integrity](#).

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

Academic misconduct

The University is committed to maintaining the highest standards of integrity and any academic misconduct is regarded as an extremely serious matter. It is your responsibility to be aware of the [University's guidelines, policies and procedures on misconduct](#) and act with integrity.

Academic progression

Your supervisor

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

Supervision Meetings

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

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

Important information for visa-holders

Ensuring all relevant meetings are formally recorded in SkillsForge is the **sole method** of recording a PGR visa-holder's 'engagement point', therefore it must be actioned as promptly as possible, to indicate continued engagement and to satisfy the UKVI's sponsorship policy. Visa-holding PGRs are expected to record these engagement points throughout their normal period of enrolment **and** during the continuation/examination period whilst under sponsorship. All Student Visa holders should familiarise themselves with the [Attendance and Engagement Management](#) Policy for visa holders.

For any queries regarding visas and immigration, please note the appropriate contact on the University's [Student Visa holders webpage](#).

Thesis Advisory Panel (TAP)

Your Thesis Advisory Panel (TAP) consists of your supervisor(s) and at least one other member of academic staff from your department. Full-time students meet with their TAP at least once every six months, from the start of their programme. The purpose of TAP meetings is to discuss your progress and training needs and to give advice on the direction of your research and your professional development.

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

Schedule of TAP meetings for MA (research) PG researchers

Two TAP meetings are required over the course of this programme. While there is some flexibility, there are hard deadlines, as indicated on SkillsForge (at 6 and 12 months).

All timings below are for full-time PG researchers and are based on an Autumn start to the programme.

Meeting 1

Held: towards the end of Semester 1 or early in Semester 2.

Purpose: To review progress of research and confirm project plan.

Submission: 3,000-5,000 word writing sample and plan for dissertation.

Meeting 2

Held: Month 10 or 11.

Purpose: to assess readiness to submit, *not* to give detailed comments on the whole draft.

Submission: draft of the dissertation and timetable for submission.

Schedule of TAP meetings for MPhil/PhD/PhD by Distance Learning PG researchers

The TAP meets twice a year for full-time PG researchers. Part-time PG researchers have one TAP per year, towards the end of the first year. During a typical PhD programme, there will be six meetings.

During a typical MPhil programme, there will be four meetings. These should follow a set pattern, as

set out below. While there is some flexibility, there are hard deadlines, as indicated on SkillsForge (at 6, 12, 18, 24, 30, and 36 months).

All timings below are for full time PG researchers and are based on an Autumn start to the programme.

Meeting 1

Held: within six months of registration, ideally December or January.

Purpose: to enable the panel to become familiar with your work.

Submission: writing sample of up to 5,000 words.

Meeting 2

Held: in Month 9-10, after the Progression Day and integrated with the Progression Panel meeting.

Purpose: to confirm thesis topic and provisional title, and to progress to Year 2.

Submission: annotated bibliography; a written plan for Year 2; training record; all submitted 14 calendar days prior to the meeting.

Meeting 3

Held: or mid-way of the second year.

Purpose: to evaluate what needs to be done before the Year 2 Progression Panel.

Submission: one substantive chapter of thesis (i.e. not literature survey); chapter-by-chapter thesis outline; research plan with milestones.

Meeting 4

Held: in Month 24 and integrated with the Progression Panel meeting.

Purpose: review progress on research plan, and to progress to Year 3.

Submission: substantive chapter of thesis; written plan for Year 3 including research questions; draft bibliography for thesis; training record. All submitted 14 calendar days prior to the meeting.

Meeting 5

Held: midway of the third year.

Purpose: to evaluate standard of ongoing thesis and consider external examiners.

Submission: one substantive chapter (not same as for meeting 3); revised thesis outline; dissemination plans.

Meeting 6

Held: towards end of third year.

Purpose: to agree completion dates and external examiners.

Submission: table of contents with breakdown of work already complete; timetable for completion.

Actions for you

- Complete the Research Integrity Tutorial (RIT) before your first TAP meeting.
- Complete the Being an Effective Researcher Tutorial (BERT) before your first TAP meeting.
- Complete the Review of Supervision form with the non-supervisory member of your TAP at the end of every TAP meeting. This is to be done in absence of your supervisor and will not be shared without your consent.

[University Guidelines on TAP / Supervision](#)

Formal reviews of progress

Overview

All PhD and MPhil postgraduate researchers (but not MA/MSc by research postgraduate researchers) are subject to [formal reviews of progress](#). You, your supervisor(s) and your Progression Panel document your progress review in [SkillsForge](#).

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

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

Procedure

In a formal review of progress, you will be assessed against [University progression criteria](#) which set out the threshold requirements for progression to the next year (or equivalent period for part-time postgraduate researchers). The assessment is undertaken by a progression panel, which is independent of your supervisor(s) to gain an external perspective on the progress that you are making, and to ensure that your relationship with your supervisor remains focused on your development as a researcher.

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

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

Your Progression Panel

In Philosophy, progression panels are individually appointed for each PG researcher and include the non-supervisory TAP member(s) and a chair. The Director of PG researchers serves as chair, unless that individual is your supervisor or your TAP member, in which case another senior member of the department will be appointed as the chair. (NB: It may be that the constitution of the second-year progression panel changes from that of the first-year panel, due to staffing changes and research leave, etc.) The exact constitution of your progression panel will be determined early in your first academic year, normally within three months of registration, and you will be notified by email.

In the Philosophy department, Year 1 progression panels are integrated with TAP 2 and Year 2 progression panels integrated with TAP 4. 'Integration' means that the progression review panel (in the absence of the supervisor) will work with the student to deliver the developmental aspect of the TAP meeting and to complete the TAP form alongside the progression review form.

Prior to the progression panel meetings, the department will host an annual PGR Progression Day, which will also be a celebration of all of our department's PG researchers. **In 2024-25, this will be**

on Monday, 23rd June 2025. Year 1 PGRs will make a presentation and their supervisors, TAP members and progression panel members will attend, with other PGRs and staff welcome to attend.

The tables below in the Progress Review Meeting section, titled "Timetable and evidence required for Philosophy department progression", indicate what evidence the Philosophy department's PhD, MPhil and PhD by Distance Learning PG researchers should provide to demonstrate that they have met the relevant University progression criteria. The evidence you provide is considered alongside a supervisor's report on your progress, submitted prior to the meeting, and agreed TAP reports.

University Progression Criteria and Evidence

Please see the Policy on Research Degrees, Appendix 2: Policy on PhD/EngD and MPhil PGR Progression for University Progression Criteria as follows:

- [Progression criteria for a first formal review of progress](#) for Progression into year 2 of a full-time PhD/EngD or MPhil programme (or equivalent stage of a part-time PhD or MPhil programme).
- [Progression criteria for a second formal review of progress](#) for Progression into year 3 of a full-time PhD/EngD or MPhil programme (or equivalent stage of a part-time PhD or MPhil programme).
- [Progression criteria for a third formal review of progress](#) for Progression into year 4 of a full-time PhD/EngD or MPhil programme (or equivalent stage of a part-time PhD or MPhil programme).

Departmental Progression Criteria and Evidence

First formal review of progress

For progression into year 2 of a full-time PhD, MPhil or PhD by Distance Learning programme (or equivalent stage of a part-time PhD, MPhil or PhD by Distance Learning programme), each Philosophy Year 1 PGR will be required::

1. to make a 15-minute oral presentation at an annual PGR Progression Day. In the presentation, the PG researcher will describe the direction their research is taking and the research questions it addresses. They should be prepared to take questions on any aspect of their presentation;
2. to provide a realistic written plan for the second year of their research, indicating any risks and how these will be mitigated;

3. to provide an annotated bibliography of sources already read/consulted which places their research into context;
4. to demonstrate in the presentation and subsequent progression panel meeting sufficient proficiency in philosophical research skills to move their research project to the next stage;
5. to have undertaken all required training (e.g. Research Integrity Tutorial); and
6. to demonstrate that they have considered ethical issues, where applicable.

Second formal review of progress

For progression into year 3 of a full-time PhD or PhD by Distance Learning programme (or equivalent stage of a part-time PhD or PhD by Distance Learning programme), a postgraduate researcher will be required:

1. to submit a well-drafted chapter of their thesis, which makes substantive progress towards answering their research questions;
2. to describe in detail in the progression panel meeting the research questions their project will answer and the significance of addressing these questions;
3. to provide a realistic written plan for the third and final year of their research, based on the expectation that the project will be completed and the thesis submitted on time, indicating any risks and how these will be mitigated;
4. to provide a draft bibliography for the thesis which demonstrates that they have knowledge of the full range of research relevant to their project;
5. to have undertaken all required training; and
6. to demonstrate that they have considered ethical issues where applicable.

Progress Review Meeting

The progression panel will consider your evidence, your supervisor's report and agreed TAP reports at an integrated TAP and progress review meeting. As a matter of course, you will be in attendance and, based on these elements, the progression panel will decide as to whether you have met, exceeded or not met the relevant University progression criteria as well as a recommendation regarding your progression.

Departmental Procedure for the Progress Review Meeting, including Distance Learners

Timetable and evidence required for Philosophy department progression

Year 1 progression (two stages: PGR Progression Day; panel meeting)

PGR Progression Day

- When: Soon after the end of Semester 2.
- Evidence from PGR: describe the direction their research is taking and the research questions it addresses
- Attendees: PGR, supervisor(s), TAP and progression panel members; other PGs (PGT and PGR) and staff invited

Progression panel meeting and TAP 2 meeting (integrated)

- When: Month 9-10, after PGR Progression Day
- Evidence from supervisor: a written progress report 7 days prior to the meeting and after the Progression Day presentation
- Evidence from PGR: annotated bibliography; a written plan for Year 2; training record; all submitted 14 calendar days prior to the meeting; copy of final presentation ASAP after Progression Day
- Attendees: PGR, non-supervisory TAP member(s), department's Director of PGRs as chair

Year 2 progression panel meeting and TAP 4 meeting (integrated)

- When: Month 24
- Evidence from supervisor: a written progress report 7 days prior to the meeting
- Evidence from PGR: chapter of their thesis; written plan for Year 3 including research questions; draft bibliography for thesis; training record; all submitted 14 calendar days prior to the meeting
- Attendees: PGR, non-supervisory TAP member(s), department's Director of PGRs as chair

Progress Panel decision and recommendation

Progression panel decision and recommendation

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

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

Second attempt at progression

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

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

Exceptional circumstances and variations

If you have any exceptional circumstances or variations that may impact on a formal review of progress then you should contact your supervisor as soon as possible to discuss your options. Examples, with management and timeframe information, include the following:

Part-time PGRs

- Presentation at Progression Day and progression panel at end of Semester 2 year 1B. Second progression panel in final month of year 2B. (Assumes Autumn start of programme.)

PGR has an identified disability affecting some progression evidence

- Request appropriate alternative evidence

PGR starts their programme in a month other than September

- Ideally, progression presentation occurs at PGR WiP at appropriate time, but otherwise just to progression panel ad hoc
- After 9 months registration FTE (full-time equivalent)

Leaves of Absence that mean they cannot present at the PGR Progression Day

- Ideally, progression presentation occurs at PGR WiP at appropriate time, but otherwise just to progression panel ad hoc
- After 9 months registration FTE (full-time equivalent)

MPhil PGRs

- Same as year 1 PhD PGRs except must also submit timetable for on-time completion like year 2 PhD PGRs

MA (Research) PGRs

- No progression requirements but expected to present at PGR Progression Day

Other mitigating circumstances (e.g. Student Visa issues)

- PGR and supervisor ensure sufficient evidence is produced that PGR meets criteria

Continuation period

Your [continuation period](#) begins at the end of your normal period of enrolment. During this time you will retain access to the Library and IT facilities. You may only access departmental facilities with the written permission of the Graduate Chair. Students entering a continuation period will be liable to pay a continuation fee.

Key milestones

Actions for you - Actions timeline and PGR checks

Please see [Appendix one](#) for the summary of key actions. The document has been designed by the Postgraduate Research Administration (PGRA) for all postgraduate researchers to track their essential actions. Please note that the timelines may vary depending on your programme of study.

Programme Structure

The following list lays out the key milestones that you must achieve as a PG researcher. The academic year for researchers is 12 months long and divided into quarters. If you start your

programme in September, the first three quarters will align with University teaching terms and the fourth with the summer vacation period. The list assumes this pattern for ease of representation.

Year 1

Autumn term/1st quarter: Two formal supervision meetings; Appointment of TAP; Appointment of Progression Chair; PGR WiP

Spring term/2nd quarter: Two formal supervision meetings; 1st TAP; PGR WiP

Summer term/3rd quarter: Two formal supervision meetings; PGR Progression Presentation; Progress Review (including 2nd TAP); PGR WiP

Vacation term/4th quarter: Two formal supervision meetings

Year 2

Autumn term/1st quarter: Two formal supervision meetings; PGR WiP

Spring term/2nd quarter: Two formal supervision meetings; 3rd TAP; PGR WiP

Summer term/3rd quarter: Two formal supervision meetings; PGR WiP

Vacation term/4th quarter: Two formal supervision meetings; Progress Review (including 4th TAP)

Year 3

Autumn term/1st quarter: Two formal supervision meetings; PGR WiP

Spring term/2nd quarter: Two formal supervision meetings; 5th TAP; PGR WiP

Summer term/3rd quarter: Two formal supervision meetings; PGR WiP

Vacation term/4th quarter: Two formal supervision meetings; 6th TAP

Year 1 (and part-time equivalent) milestones

Event	TAP 1	Progression Day	Progression meeting (integrated with TAP 2)	Further progression meeting (if necessary)
Month from enrolment (full-time PGRs)	4 to 6	Soon after Semester 1 ends in first year of enrolment	Month 9 to 10, after Progression Day	Month 12
Month from enrolment (part-time PGRs)	16 to 18	Soon after Semester 1 ends in second year of enrolment	Month 21 to 22, after Progression Day	Month 24
Requirement (evidence from PGR and due date)	Writing sample of up to 5,000 words; seven (7) days prior to the meeting on TAP prep form	15 minute presentation	annotated bibliography; written plan for Year 2; training record; copy of presentation; 14 calendar days prior to meeting on TAP prep and Progression prep forms, except copy of presentation, due ASAP after Progression Day	Resubmission of written evidence, 14 calendar days prior to second meeting
Requirement (evidence from supervisor(s) and due date)	Comments on TAP prep form; seven (7) days prior to the meeting		written progress report on Progression prep and TAP prep forms seven (7) days prior to the meeting and after the Progression Day presentation	
Who attends?	PGR, supervisor(s), TAP member(s)	PGR, supervisor(s), TAP member(s), Progression chair; other PGRs and staff invited	PGR, non-supervisory TAP member(s), Progression chair	

Meeting	TAP meeting		Progression-cum-TAP meeting	
Outcome	Agreed TAP meeting form; Review of Supervision form	Feedback on presentation	Agreed TAP meeting form; agreed Progression meeting form; Review of Supervision form; Decision and recommendation	Decision and recommendation

Year 2 (and part-time equivalent) milestones

Event	TAP 3	Progression meeting 2 (integrated with TAP 4)	Further progression meeting (if necessary)	NB: The MPhil programme does not have a third year to progress to, so the relevant milestones are TAP 3 and TAP 4 only.
Month from enrolment (full-time PGRs)	Month 16 to 18	Month 24	Month 25	
Month from enrolment (part-time PGRs)	Month 36 to 37	Month 48	Month 50	
Requirement (evidence from PGR and due date)	one substantive chapter of thesis (i.e. not literature survey); chapter-by-chapter thesis outline; research plan with milestones; on TAP prep form seven (7) calendar days before meeting	chapter of thesis; describe in detail the research questions the project will answer; written plan for Year 3; draft bibliography for thesis; training record; on TAP prep and Progression prep forms 14 calendar days prior to meeting	Resubmission of written evidence, 14 calendar days prior to second meeting	
Requirement (evidence from supervisor(s) and due date)	Comments on TAP prep form; seven (7) days prior to the meeting	written progress report on Progression prep and TAP prep forms; seven (7) days prior to the meeting		

Who attends?	PGR, supervisor(s), TAP member(s)	PGR, non-supervisor y TAP member(s), Progression chair		
Meeting	TAP meeting	Progression-cum-TAP meeting		
Outcome	Agreed TAP meeting form; Review of Supervision form	Agreed TAP meeting form; agreed Progression meeting form; Review of Supervision form; Decision and recommendati on	Decision and recommendation	

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

Researcher training and development

Being an Effective Researcher Tutorial

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

The [Being an Effective Researcher Tutorial \(BERT\)](#) is an online induction available through the VLE to all postgraduate researchers and supervisors. The tutorial is organised in easy to navigate sections so that, following completion of the tutorial, you are able to come back to the information as you need it throughout your programme. You are expected to complete this tutorial as part of your induction at the University and are encouraged to discuss it with your supervisor and TAP.

Research Training: Modules and Courses

Data Management Tutorial

The Data Management Tutorial ("RDM101") is available on the [Virtual Learning Environment](#), and you should complete the tutorial before your first TAP meeting.

RDM 101 is an online tutorial designed to provide you with an introduction to research data management (RDM) in Philosophy. Questions will be asked throughout the tutorial, the aim of which is to get you to think about the things you need to do to manage (and share) your data well.

There are 5 short modules to complete:

1. An introduction to RDM
2. Planning your data management
3. Managing your research data
4. Sharing and preserving your research data
5. Test your knowledge

It should take about 45 minutes to complete the tutorial.

Departmental Research Training

PGR Work in Progress seminars

The purpose of PGR WiP is to develop your skills at presentation, answering questions about your research, and asking questions of your peers; therefore, it is considered a mandatory training activity. This benefits not only PGRs who plan to pursue an academic career, but **all** PGRs, as these are transferable skills.

In-person attendance at all PGR WiP seminars is the norm for all campus-based Philosophy PGRs. Attendance will be taken and reported to your supervisor(s), and any difficulties will be discussed at TAP meetings. Distance Learning PGRs may attend any time they are on campus.

NB: The seminars are now hybrid, allowing DL PGRs and those who are unavoidably away from campus (or otherwise formally excused) to participate. Choosing to attend online is a decision that must be discussed with the convenor - please make sure to do that several days ahead of the session.

Rules for how PGR WiP is run are as follows:

1. PGRs are **REQUIRED** to attend this seminar during their normal period of enrolment (years 1-3 for full-time PGRs). PGRs should not attend if they are on Leave of Absence and it is optional during the continuation year. If a PGR cannot attend a particular seminar they should send apologies to the convenor, with an explanation. If a PGR cannot attend systematically, they should seek permission from the Board of Studies to have this requirement waived.
2. PGRs are **REQUIRED** to present at least once per year during their normal period of enrolment (years 1-3 for full-time PGRs). A PGR should not present if they are on Leave of Absence and it is optional during the continuation year. There are enough slots, so do sign up on the Google sheet (see below).
3. Sessions last for 90 minutes, broken into three 30-minute segments. The first segment is the PGR's presentation, which should be 30 minutes long. PGRs are not required to use PowerPoint or make handouts, but it is their responsibility to communicate with the audience effectively so that there can be a substantive discussion. PGRs should regard

stimulating the discussion as one of their primary objectives, so a clear statement of thesis and arguments is essential.

4. The next 30-minute segment is a Q&A with fellow PGRs. Once the discussion has begun, PGRs in the audience should attract the Chair's attention if they wish to speak. We use the hand/finger convention: raising your hand means you have a new question, raising a finger means you have a point to add to the current discussion. Staff will be expected *not* to ask questions during this time.

5. The final 30-minute segment is a private discussion of the PGR's presentation with their supervisor/s and the convenor.

6. If you are presenting, you should notify your supervisor, TAP members and any other staff who you would like to attend well in advance.

At the start of the academic year, a PGR WiP sign-up sheet will be available on Google Drive, with details of dates, times, and locations of the seminars for the entire year. This is where you can sign up to make a presentation – be sure to discuss this with your supervisor first. If you have any questions about the sign-up sheet, contact the PG Researcher Administrator.

Pro-seminars

Philosophy pro-seminars meet a few times each semester to discuss a piece of reading that is "the sort of thing every Philosophy PhD researcher should know something about". Many of the readings will be outside your specialist area of research, but they will be readings you can benefit from in that they convey important ideas with wide applicability and are models of philosophical writing. Another important aspect of the seminars is that they will help you develop confidence in commenting on a piece of philosophical writing, in a relaxed and supportive setting.

All PGRs are advised to attend for one year of their enrollment (typically the first but possibly the second), and supervisors may ask that their students attend if they think it will be particularly helpful.

The seminars are hybrid, allowing both on-campus and DL PGRs to participate. They will be on your timetable, and the convenors will send a Zoom link.

This year's co-convenor is Stephen Everson.

Other departmental research training

- Information about the department's research groups is in the handbook section, [Departmental research opportunities](#).
- There is an annual Away Day training session for departmental GTAs.

Building Research and Innovation Capacity (BRIC)

The Building Research and Innovation Capacity team (BRIC) provides a range of skills training and support to help you develop the skills you need to progress your research and your career. This includes research management and leadership, community and wellbeing, partnerships, collaborations and civic engagement, professional development and employability, and public engagement and communication. You can book a place at these workshops via [SkillsForge](#). Up to date information is also provided by the [BRIC twitter / X account](#).

Library Research Support Team

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

The team delivers workshops on these themes within the Research Excellence Training programme. The Library's Research Support Team is here to help you. If you have any questions, want to know more, or if you want to talk to them, email lib-research-support@york.ac.uk.

Academic Liaison Librarians

Your Academic Liaison Librarian is your main contact in the Library. Talk to your Academic Liaison Librarian about your research; they can point you in the direction of the best resources available (at York and in other UK/international libraries) and can order new resources for you.

To book a one-to-one appointment with your Librarian, and to access subject-specific resources and guidance, click on your department's name on the [Subject Guides website](#).

Research Computing

All researchers use computers at some point in the research process and IT Services provide a wide range of services and support, from email to Tier 3 High Performance Computing. The [Research Computing team](#) provides training and one-to-one support so that you can make the most of the

systems and resources provided at York. Whatever your level of experience, help is on hand to get you started and choose the right tools for your research or project.

Designed with the aim of making research easier, faster and more productive, our systems and resources could be of use to all researchers, regardless of discipline or research project. To discuss what help we can provide, contact IT Support using their [enquiry form](#).

In addition to training and one-to-one support, The University of York recently invested £2.5 million in a new high performance computing cluster. The “Viking” cluster has been designed to meet a wide mix of research requirements, no matter what subject you study. Viking is free for all researchers, including postgraduate researchers, to use.

Departmental conferences/seminars/fora/publications

As part of the research community in the Department of Philosophy, you are invited, and encouraged, to attend research events including the Staff Work in Progress (WiP) seminar and the Philosophy Colloquium series. There are also a number of formal and informal reading groups and other discussion groups that you are encouraged to attend where appropriate for your own research interests. All of these events are opportunities to engage with fellow researchers at all levels and stages of their careers, which can stimulate your own thinking and help you make contacts to enhance your PG researcher career.

Email announcements will be sent about these activities.

Research sections and clusters

Research activities in the Department are organised under three research sections covering broad areas of philosophy (History of Philosophy, Practical Philosophy, and Theoretical Philosophy) under which more specific research groupings fall. Each research section has a section leader. The Department has a number of formal research clusters, and one research centre (CHiPhi, joint with Leeds and Sheffield), each of which falls under one of these sections and reports to the section leader. Less formal and occasional research activities (such as reading groups) are also recognised in the [Departmental Research Committee structure](#).

Research Clusters are regularly meeting research groups, convened by a cluster leader, which encourage researchers with common or overlapping interests to work together. They provide opportunities for colleagues to share and receive detailed comments on work in progress, including

grant and impact ideas in progress, to hear from invited speakers, and to develop research collaborations. Clusters include PGRs supervised by members of the group where there is relevance of the PG researcher's work to the focus of the group.

Conferences

From time to time our department organises conferences around special themes or speakers. These events are announced in advance on the department website, social media, and posters in the department and on email. There may be opportunities for you to get involved with organisational details, thus gaining valuable practical experience for future employment in either academe or other sectors.

Publication of research

We encourage our PG researchers to publish aspects of their research as opportunities and suitable outlets arise during their studies with us. A good number of our current and previous PGRs have successfully published in peer-reviewed publications. In certain cases, it may be appropriate for you and your supervisor(s) to co-author an article. Your supervisor(s) and TAP members are best placed to advise you.

Financial support for research

The Philosophy Department has a dedicated fund for subsidising PGRs attending conferences. Be sure to discuss with your supervisor any conferences you wish to attend. The PG Researcher Administrator will then tell you how much funding is available to you and about the procedure for booking travel and paying fees. Please do not pay for anything until you have spoken with the administrator.

Please note the following:

- PG researchers in the UK on Student Visas who wish to attend a conference outside of the UK for more than two (2) days must complete a [Change of Study Location](#) request on e:Vision.
- The PGR Conference Fund is only available to registered PGRs up to the point of viva. Any conference or event after the viva date is not eligible, even if the PGR has had a revise-and-resubmit outcome.
- The PGR Conference Fund excludes travel to attend a viva or other meeting if a PGR has chosen to be away from York.

Staff and PG researchers travelling on authorised University business outside of the UK are required to log their trip on the Travel Log and to adhere to travel risk assessment requirements.

Once the trip has been logged, the University's Business Travel Cover insurance will apply, subject to the terms and conditions. The business travel insurance is free of charge for its staff and PG researchers for any number of journeys (each to be logged) and any duration of trip up to twelve months. NB: This website can only be accessed via a University PC located on campus, or from the Virtual Private Network (VPN) from your laptop or off-campus computer.

Your thesis

Thesis content and style

The University has detailed [guidance about the style, formatting and sequence of material standards](#) for your thesis.

Since 2019, the University of York has required its PhD postgraduate researchers to submit an e-thesis, rather than a hard copy, printed thesis. This means that you should take particular care to ensure that your thesis is accessible and easy for anyone to read. A [Guidance on making your thesis accessible](#) document has also been created by Postgraduate Research Administration (PGRA).

Philosophy Department Guidelines on word count and referencing

In Philosophy, these are the word counts for each degree:

- MA by Research: 20,000 to 30,000 words
- MPhil: 40,000 to 60,000 words
- PhD: 60,000 to 80,000 words
- PhD by Distance Learning: 60,000 to 80,000 words

NB: The word count does not include the bibliography, but does include footnotes, appendices, and anything else that is not a bibliography.

Referencing

In preparing the final manuscript of your thesis you will need to follow a recognised style guide. The usual ones for philosophy are [Harvard](#) or [MLA](#). If your work (as is slightly more common in philosophy now) presents or reviews scientific data the [American Psychological Association](#) style (APA) may be suitable. If you are in doubt, or think that some other style is better suited to your work, discuss the issue with your supervisor.

Thesis submission

You should discuss your submission plans with your supervisor, though ultimately it is your decision when to submit your thesis for examination. About two months before you expect to submit your

thesis, you should complete the [Intention to Submit Form](#). Completing this allows the department to make the necessary arrangements for your examination. You do not need to be overly exact in calculating your submission date, provided that you adhere to your deadline for submission.

Should you have a request for an extension to submission pending at the time of your deadline, you are strongly advised to submit a digital contingency copy of your thesis in order to avoid automatic failure for non-submission should your extension not be approved. PGR Special Cases can provide details on how to submit a contingency copy. You can get in touch via pgr-special-cases@york.ac.uk.

Theses are required to be prepared and submitted for examination as specified in the [University's requirements](#).

You **must** submit your thesis by the final deadline, though it is a good idea to plan to submit long before that, in order to give yourself time to deal with unexpected events in both your research and your personal life.

Thesis examination

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

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

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

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

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

Your department will contact you to arrange a suitable date and time for your viva.

Examination outcomes

There are several possible outcomes for research degree examinations:

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

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

Change of plan?

Leave of absence

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

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

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

Postgraduate researchers on Student Visas should be aware that a leave of absence will impact on their eligibility to remain in the UK, and should therefore consult with the [Immigration Advice Service](#) before making any decision.

Full-time/part-time study

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

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

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

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

- Financial support
- Funding
- Postgraduate researcher / student visas
- Accommodation
- Council Tax exemptions
- Tuition fees and accommodation

If you are a UKRI-funded or University of York-funded postgraduate researcher, your funder may also place restrictions on whether and how often you can change status. Your funder's Terms and Conditions should provide information, but if you have any queries the Postgraduate Research Administration team can give further clarification.

Change programmes

While we do not encourage postgraduate researchers to change programmes, situations may arise which make a change worthwhile.

Reasons may include:

- You are progressing well at a lower level and wish to upgrade to a degree at a higher level;
- You have not met the requirements for the degree for which you are registered and are transferring to a lower degree;
- A change in personal circumstances means you need to end your programme early, but still want to receive a qualification;
- Your supervisor is moving to a different department.

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

Extension

If exceptional circumstances are affecting your ability to work, in the final 3 months before your submission deadline you may be permitted to [extend your submission deadline](#), but only in proportion to the documented impact on your work. You should be planning to submit considerably

before the deadline to allow for less exceptional but still unpredictable events that might affect your work.

There is no guarantee that you will be able to extend your programme in this way, especially if the circumstances could have been remedied with a leave of absence at an earlier stage. Multiple extensions exceeding a total period of two years will not normally be granted.

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

Withdrawal

Withdrawal is the term used when a postgraduate researcher decides to permanently leave the University before completing their programme of study. If you wish to withdraw from your course and leave the University, you should complete the Intention to Withdraw form, available via e-vision.

[Leaving the University](#) is an important decision, so we want to make sure that you are aware of all the options available and that you have access to the right advice and support. Therefore, once you submit the form, a Student Adviser will contact you within a few working days. If after your conversation with a Student Adviser you still wish to withdraw, you will be asked to complete a Confirmation of Withdrawal form.

You are encouraged to speak to your supervisor if you are considering withdrawing.

Professional development and employability

Teaching/demonstrating opportunities

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

Why teach? It can:

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

There are a [range of opportunities](#) available within the University to support your professional development teaching and supporting student learning. As a starting point, all those who wish to teach must complete one of the "Introduction to Teaching and Learning" workshops. This training is designed to support you develop the skills and confidence you need to support your students. Four thematic versions of the workshop are available that are tailored to support specific GTA roles across the disciplines. All PGRs will be enrolled on a GTA Community site on the VLE, which outlines additional development and training opportunities for GTAs.

Some teaching opportunities for GTAs are advertised centrally on behalf of academic and support departments (e.g. academic skills tutors). Current vacancies are advertised on the [YGRS teaching opportunities page](#).

Public engagement

Another way to share your expertise and enthusiasm for your research is through public engagement. The University runs [a range of one-off and ongoing public events and initiatives](#) that are

fantastic opportunities for you to share your research and its findings with a broad audience. This includes events such as [York Talks](#) and the [Festival of Ideas](#).

Like teaching, public engagement activities can:

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

Careers/employability

Careers and Placements at the University of York offers information and advice to support postgraduate researchers with skills development and career planning in conjunction with the Building Research and Innovation Capacity team.

You can expect:

- impartial and confidential careers guidance from our team of careers consultants, including a postgraduate specialist, to help you consider your future career options;
- access to events and dedicated workshops on campus, offering you the opportunity to meet employers, explore a range of employment sectors, and build on your skills;
- opportunities to develop your skills and experience through part-time internships and employment and volunteering
- online resources, and reference materials available in Careers and Placements building.

Appeals and Complaints

Appeals

An appeal is about an academic decision reached.

You can appeal against a procedural error in arriving at the academic decision or on the basis of mitigating circumstances if you have a good reason for not declaring these at the appropriate time.

You cannot appeal against an academic judgement of the quality of your work.

Complaints

A complaint is about any service received.

If you are unhappy with any academic or non-academic aspect of your experience you should let us know. In the vast majority of circumstances the person best placed to help you is based within the department or service where the issue occurred. If you've spoken to them and aren't happy with their response, you may wish to raise a complaint.

If you are not happy with the outcome of an initial investigation of your complaint you can pursue your complaint further under the formal [University Complaints Procedure](#).

How to make appeals and complaints

For more information on complaints and appeals, and how to complain or appeal, you can visit the [University webpage on complaints and appeals](#).

Glossary

You may find it useful to review the following acronyms used within the University and your Department / School.

- BoS - Board of Studies
- BRIC - Building Research and Innovation Capacity
- CDT - Centre for Doctoral Training
- DRC - Department Research Committee
- DTC - Departmental Teaching Committee
- DTP - Doctoral Training Partnership
- GSB - Graduate School Board
- GTA - Graduate Teaching Assistant
- LOA - Leave of Absence
- PGR - Postgraduate Researcher
- PGRA - Postgraduate Research Administration
- PGRSC - PGR Special Cases
- RST - Research Support Team (Library)
- SCA - Standing Committee on Assessment
- SSP - Student Support Plan (Disability Services)
- TAP - Thesis Advisory Panel
- YGRS - York Graduate Research School
- YLTA - York Learning and Teaching Award

Appendix 1

[Action Timeline](#) | [PGR Checklist](#)

Please note that this action timeline is a summary of key actions and may vary depending on your programme of study or your department.

For general guidance on requirements for you as a research student, please refer to the [Policy on Research Degrees](#) set out by the York Graduate Research School.

Before you arrive

- Familiarise yourself with SkillsForge, using the [SkillsForge: User Guidance](#) from the York Graduate Research School.

Check that you are able to use it to access the following features:

- Define your goals
- Plan your thesis
- Record supervision/Thesis Advisory Panel (TAP) meetings
- Share work with your supervisor
- Organise your time
- Keep a record of your activities
- Assess your training needs
- Book courses and workshops

Year 1

Supervision

- Complete the Principles of Supervision form on SkillsForge within the first three months of registration.
- Hold formal supervision meetings every 6-7 weeks, which equates to a minimum of eight formal supervisions a year. You should book these formal supervision meetings in advance, and should record them in SkillsForge. For more information, see the [University guidelines on formal supervision meetings](#).

If you are a PGR on a Student Visa, recording and attending supervision meetings is a requirement to ensure that the University complies with rules set out by UK Visas and Immigration (UKVI). For more information, see [University guidance on requirements for PGRs on Student Visas](#).

- Supervision Meeting 1
- Supervision Meeting 2
- Supervision Meeting 3
- Supervision Meeting 4
- Supervision Meeting 5
- Supervision Meeting 6
- Supervision Meeting 7
- Supervision Meeting 8

TAP (Thesis Advisory Panel)

- Complete the Research Integrity Tutorial (RIT) on the VLE before your first TAP meeting.
- Complete the Being an Effective Researcher Tutorial (BERT) on the VLE before your first TAP meeting.
- Arrange and attend two TAP meetings per year, as required by University Policy for full time PGRs. Please see your departmental handbook for the specific deadlines for your TAP meetings, as some departments may have additional TAP meeting deadlines they require you to meet, and the timings of your TAP meetings may vary if you are a part time PGR.
 - Year 1 TAP 1
 - Year 1 TAP 2

It is recommended that you complete the Review of Supervision form after every TAP meeting with your TAP member to provide external oversight. This is to be done in absence of your supervisor and will not be shared without your consent and will remain confidential within your Department.

- Year 1 TAP 1: Review of Supervision
- Year 1 TAP 2: Review of Supervision

Formal Review of Progress

- Review the University and Department criteria for your first formal review of progress and discuss any concerns you may have with your supervisor or TAP panel

Skills and Professional Development

- Complete the Information Security Awareness Training on the VLE
- Complete your [Professional Development Plan \(PDP\)](#)
 - Complete the Being an Effective Researcher Tutorial (BERT) on the VLE

Year 2

Supervision

- Continue to hold formal supervision meetings every 6-7 weeks, which equates to a minimum of eight formal supervisions a year.
 - Supervision Meeting 9
 - Supervision Meeting 10
 - Supervision Meeting 11
 - Supervision Meeting 12
 - Supervision Meeting 13
 - Supervision Meeting 14
 - Supervision Meeting 15
 - Supervision Meeting 16

TAP

- Continue to arrange and attend two TAP meetings per year, as required by University Policy for full time PGRs.
 - Year 2 TAP 1
 - Year 2 TAP 2

It is recommended that you complete the Review of Supervision form after every TAP meeting with your TAP member to provide external oversight. This is to be done in absence

of your supervisor, will not be shared without your consent and will remain confidential within your Department.

- Year 2 TAP 1: Review of Supervision
- Year 2 TAP 2: Review of Supervision

Formal Reviews of Progress

- Review the University and Department criteria for your second formal review of progress and discuss any concerns you may have with your supervisor or TAP panel.

Year 3

Supervision

- Continue to hold formal supervision meetings every 6-7 weeks, which equates to a minimum of eight formal supervisions a year.
 - Supervision Meeting 17
 - Supervision Meeting 18
 - Supervision Meeting 19
 - Supervision Meeting 20
 - Supervision Meeting 21
 - Supervision Meeting 22
 - Supervision Meeting 23
 - Supervision Meeting 24

TAP

- Continue to arrange and attend two TAP meetings per year, as required by University Policy for full time PGRs.
 - Year 3 TAP 1
 - Year 3 TAP 2

It is recommended that you complete the Review of Supervision form after every TAP meeting with your TAP member to provide external oversight. This is to be done in absence

of your supervisor, will not be shared without your consent and will remain confidential within your Department.

- Year 3 TAP 1: Review of Supervision
- Year 3 TAP 2: Review of Supervision

Formal Reviews of Progress

- (For PGRs on 4-year PhD programmes) Review the University and Department criteria for your third formal review of progress and discuss any concerns you may have with your supervisor or TAP panel

Year 4 (only for PGRs undertaking 4-year PhD programmes)

Supervision

- Continue to hold formal supervision meetings every 6-7 weeks, which equates to a minimum of eight formal supervisions a year.
 - Supervision Meeting 25
 - Supervision Meeting 26
 - Supervision Meeting 27
 - Supervision Meeting 28
 - Supervision Meeting 29
 - Supervision Meeting 30
 - Supervision Meeting 31
 - Supervision Meeting 32

TAP

- Continue to arrange and attend two TAP meetings per year, as required by University Policy for full time PGRs.
 - Year 4 TAP 1
 - Year 4 TAP 2

It is recommended that you complete the Review of Supervision form after every TAP meeting with your TAP member to provide external oversight. This is to be done in absence of your supervisor, will not be shared without your consent and will remain confidential within your Department.

Year 4 TAP 1: Review of Supervision

Year 4 TAP 2: Review of Supervision

Disclaimer

We have tried to ensure that the information contained in this handbook is accurate as of June 2024.

Please check [our website](#) for any changes to this information.

