



LEEDS DOCTORAL COLLEGE

NEWSLETTER



UNIVERSITY OF LEEDS

DEAN'S NEWSLETTER SEPTEMBER 2017

Welcome to the first ever Leeds Doctoral College Dean's Newsletter. It is hugely exciting to be writing this as we prepare to launch the new Doctoral College and to begin to think differently about postgraduate research education at Leeds. In this month's Newsletter, I will introduce you to the thinking behind the creation of the Doctoral College, and will update you on its activities.

The Leeds Doctoral College Newsletter will appear monthly and, as well as being emailed to all PGRs, will be available via Minerva and on the [Leeds Doctoral College website](#). If there are any issues you'd like future newsletters to cover, please let us know by emailing doctoralcollege@leeds.ac.uk.

What is the Leeds Doctoral College?

The Leeds Doctoral College has been set up in order to support and enhance the experience of being a postgraduate researcher (PGR) at Leeds. We recognise that being a postgraduate researcher can be a rollercoaster of new insights and discoveries set against hours of work that may seem to be going nowhere, of solitary working set against being part of a lively scholarly community, of fear and excitement about future prospects... in short, of a whole series of ups and downs, which are normal, but potentially exhausting.

Our aim is to facilitate the process of studying for a research degree (whether a PhD, a Masters by Research, a professional doctorate, or some other research qualification) by creating an umbrella organisation, under whose auspices our PGRs can access support and enhancement opportunities, from training and development to language support, from career advice to help in organising conferences and events, and from networking opportunities to practical advice on life in Leeds.

The work of the Doctoral College goes on across campus, in Faculty Graduate Schools, in the Research Hub on Level 13 of the Edward Boyle Library, in the Leeds University Union, in the Language Centre, and in the Student Services Centre, to name just a few. However, we also have a central Doctoral College office, where you can find us for information and advice, and where we will be organising regular events and activities, as well as our daily drop-in sessions (see below).

Our offices are on Level 12 of the Marjorie and Arnold Ziff Building. Our Reception Office is Ziff 12.22 and our seminar room is 12.21. We also have a small waiting/sitting area just outside these offices. These rooms are currently being refurbished, but will be coming into full use in the next few days. Please bear with us in the very short term as we complete our building work: it's all in the interests of ensuring that our PGRs have the very best possible surroundings.

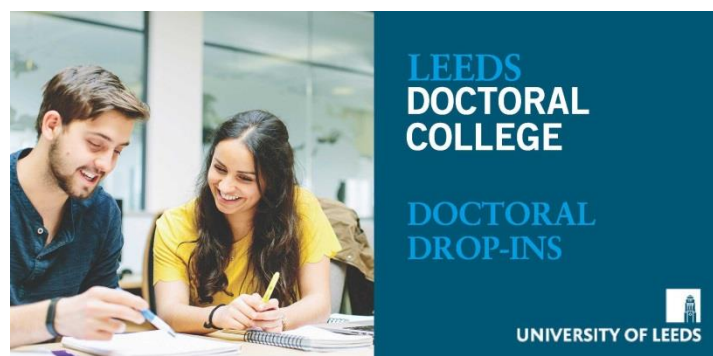


Our Doctoral College Seminar Room is ready for use, and benefits from one of the loveliest views on campus.

We are in the process of recruiting a member of staff who will be available to PGRs in the Doctoral College office during normal working hours. For the next few weeks, however, the office will have more restricted opening times. You will be able to find a member of PGR staff there every day between 12.00 and 2.00. At other times, if you want to contact us, please email doctoralcollege@leeds.ac.uk.

Doctoral Drop-Ins

From Monday 25th September the Doctoral College will be organising daily drop-in sessions for PGRs on a series of topics. If you have a question but are not sure where to go to get it answered, come and talk to us. If you need advice on training, study skills, finding resources, getting published, career development, English-language skills, practical and social matters, on managing your workload or your supervisor, or if you just want to come and say 'hello', our dedicated PGR experts will be available in the Doctoral College Seminar Room every day from 12.30 till 1.30. See the flyer below for more details.



**Got a question? Not sure who to ask?
We are here to help!**

Our drop-in sessions take place daily, 12.30-1.30 in the
Doctoral College Seminar Room, Ziff 12.21

Our experts will be on hand to answer all your PGR questions
and to direct you to other sources of help and advice.

Autumn 2017
Sessions will take place as follows

Mondays:	Training and Development (Organisational Development and Professional Learning)
Tuesdays:	PGR examinations/Dean's Drop-Ins (alternate weeks)
Wednesdays:	Language Advice (Language Centre)
Thursdays:	Library, Research skills, Publishing (Research@Library)
Fridays:	PGR representation and advice (Leeds University Union)

Do email us if there are additional topics you'd like to see covered by the lunchtime drop-in sessions and we will try to help.

Work with us!

We will shortly be appointing two PGR interns to work with me and with colleagues supporting PGR activities generally in order to support the activity of the Doctoral College in its first year of activity. One of the two internships (PGR Events Assistant) will focus on providing a high level of support for PGR events and PGR-led seminars, while the other (International PGR Assistant) will focus on improving the support we provide to our international PGR community.

The duties of both roles will include assisting with the design, planning, organisation and delivery of events for PGRs, and assisting with the development of promotional materials for such events, including posters and social media material.

The PGR Events Assistant role will also include working with PGRs from across the University to find out more about their concerns and interests, in order to allow the Doctoral College to plan events that are useful and interesting to them, and helping to organise and lead such events. The International PGR Assistant role will include working with PGRs

from across the University to find out more about their concerns and interests in order to allow the Doctoral College to respond to their needs, collating and analysing responses to surveys and assisting with the running of focus groups, and liaising with others supporting international PGRs in the University and in LUU.

Both interns will work for 3 hours/week, which can be organised flexibly to suit other commitments.

Look out for a formal call for applications, to follow shortly and meanwhile do consider whether this might be something for you!

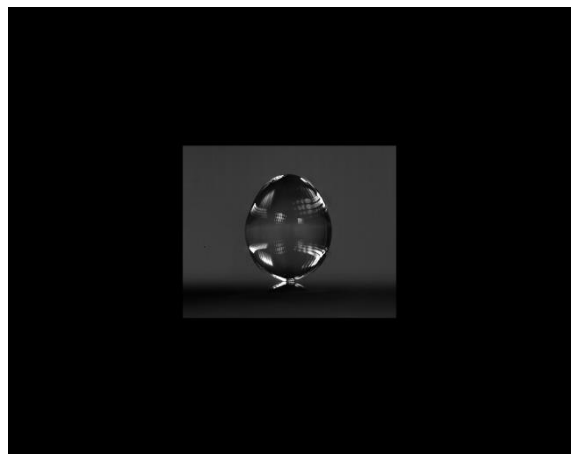
Leeds Doctoral College Showcase

A date for your diaries. Our annual event showcasing the talents of our wonderful PGR community, the Leeds Doctoral College Showcase (formerly known as the 'Postgraduate Research Conference'), will take place on Monday 4th December 2017 and it would be great to see as many of our PGRs as possible there on the day.

The Showcase event celebrates the significant contribution that our researchers make to the research profile and academic life of the University, as we bring the research community from across our campus together to celebrate the excellence and diversity of work being done by our postgraduate researchers.

Competitions at the showcase include Postgraduate Researcher of the Year, Postgraduate Research Image of the Year and the Three Minute Thesis competition, which is part of a prestigious national contest. Prizes are awarded by the Vice-Chancellor.

The image on the right is the winner of the 2016 research image competition: 'Water Faberge', by Emily James (School of Chemical & Process Engineering, Faculty of Engineering)



For a taste of previous Showcases and to whet your appetites for this year's event, visit the dedicated website, at <http://www.pgrconference.leeds.ac.uk/>.

Leeds Doctoral College Presents...

Here's another way in which you can get involved in the activities of the Doctoral College. We are launching an events series that will allow PGRs to gain experience of communicating their research to a general audience, though informal, entertaining and interactive talks here on campus. The first event is scheduled for mid-November and we're on the lookout for PGRs from all subject areas who might like to be speakers.

This is a chance to improve your public speaking skills, meet PGRs from across the University, and learn how best to communicate your work to non-specialists. Our friends in the University Communications team will run a pre-event session for speakers to ensure that you feel well prepared and confident.

If you're interested in taking part, email doctoralcollege@leeds.ac.uk with the subject heading 'LDC Presents', and let us know your name, the subject of your research, a provisional title for your talk and a brief explanation of what you'd like to talk about (in no more than 250 words). We will get back to selected speakers as soon as possible (and will keep all offers on file, as we may well want to come back to you for later sessions).

As it's the start of the academic year, let me also take this opportunity to flag up a few practicalities.

Registration

For information on registration and re-registration, visit the [registration website](#).

The Student Services Centre provides a range of useful services for new and returning PGRs, including ID cards, registration status certificates, bank letters, Council Tax exemption letters, transcripts, qualification checks, and information on accommodation, funding, and thesis submission. During busy periods, like the start of the academic year, waiting times can be long. In order to reduce the amount of time you spend queuing the University is trialling QLess. QLess is an app that allows you to join a virtual queue, meaning that you can do other things on campus while you wait to be seen at the Student Services Centre. For more information, see the [Student Services website](#).

Thesis submission

If your maximum time limit for submission of your thesis is 30 September 2017 please remember that as this falls on a weekend you will need to submit your thesis at the [Student Services Counter](#) by no later than 5pm on Friday 29 September. Please see the [Guide to the thesis examination process](#) for further information.

The Thesis Examination Section of Postgraduate Research & Operations is happy to help with any queries about the thesis submission process so please do get in touch with them if you need any further advice (Email rp_examinations@adm.leeds.ac.uk or telephone 0113 343 4003) or come along to the PGR examination drop in session in the Doctoral College on Tuesday 26 September.

GRAD

If you are an existing PGR you should already be using GRAD, the Graduate Record of Achievement and Development, to record your supervision meetings, track your training and development activities and monitor your progress towards completion of your thesis. If you are a new PGR you will be hearing all about GRAD as part of your induction.

This is just a reminder that the use of GRAD to record supervision meetings and to track progress is essential. You can access the system via Minerva or at research.leeds.ac.uk. Easy-to-follow guides to the use of the system are found in the menu on the left-hand side of the screen once you have logged in and these should help you to find your way around if you are new to the system.

Finally...

On behalf of all of us involved in supporting the University's PGR community, let me wish you a happy, productive, and successful academic year. As PGRs you sit at the heart of all that this university is and does: you help to drive forward our cutting-edge research, as we support you to learn and develop and to prepare for whatever you will do next; you contribute to our teaching activities and to public engagement and impact; both as individuals from all over the world and through your globally important research, you help us to develop our international contacts and build our international reputation. It is my huge pleasure and privilege to be able to work with such a diverse, engaging, committed, and inspiring group of people, and the University is immensely proud of you and all you do. I look forward to continuing to work with you, under the new heading of the Leeds Doctoral College, in 2017/18.

With my best wishes



Professor Claire Honess
Dean of the Doctoral College