Doctoral College Induction Module: Concerns

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| Dissatisfaction with your studies |
| We hope that you enjoy your time studying with us, but if you have any concerns, please let your Graduate School, supervisor or Director of Postgraduate Research (DPGRS) know at the earliest opportunity.  The sooner we know about your situation the sooner we can start to support you and discuss the available options.  Leeds University Union has a dedicated Help and Support team of advisers who offer independent, confidential, expert advice to all Leeds students and PGRs. |
| Supervision |
| If you have concerns around the quality of supervision you are receiving, or the behaviour of your supervisor (or any other member of staff, PGR or student), you may feel comfortable raising your concerns directly with them.  If you chose to raise your concerns directly with your supervisors it is worth looking at the resources available from the University to help you prepare. For example, colleagues in the [Student Counselling and Wellbeing](https://students.leeds.ac.uk/info/100001/counselling_and_wellbeing) team can work with you around how you feel about having the conversation, how to best prepare for the conversation and how you may react during the conversation. [OD&PL](https://peopledevelopment.leeds.ac.uk/) offer training courses on how to handle difficult conversations. Student Advisors from Leeds University Union Student Advice team may also be invited to provide independent support.  Alternatively you can discuss your situation with the DPGRS within your school, Head of School and/or Graduate School.  Colleagues will listen to you and advise you of the options available, you can then take the time you need to make a decision regarding any further action(s) you wish to take.  You can also discuss your situation with [Leeds University Union](https://www.luu.org.uk/help-support/about-luu-advice/), who can offer you independent advice and guidance.  If you remain dissatisfied after raising your concerns within your school/Graduate School, you have the right to submit a [formal complaint](https://www.leeds.ac.uk/secretariat/student_complaints.html) to the University. |
| Absence from study |
| We understand that some PGRs will encounter events or circumstances that disrupt their academic progress (for example, ill-health or personal difficulties). In many cases you will recover any lost time, however this may not be possible if the difficulties are significant.  If you are unable to study or believe your progress is being significantly disrupted please let your supervisor and Graduate School know immediately. Your Graduate School will be able to give you advice around the options available to you, which may include taking time away from study (authorised absence or suspension of study).  It is important to keep an up-to-date record of your progress, as well as any challenges or concerns, in GRAD in case you need any additional support further on in your candidature.  Section ‘Suspension and Extension of studies’ in the [Doctoral College Handbook](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers) has more information. |
| Progress and support |
| During your candidature your progress will be reviewed by your supervisory team as well as independent academic staff members involved in the Transfer assessment and Annual progress reviews.  Section ‘Transfer Assessment and Section ‘Annual Progress Review’ in the [Doctoral College Handbook](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers) provides more information on these.  If concerns around your progress are raised, or there circumstances or challenges that you feel are affecting your progress, additional support can be put in place and, if necessary, the Progress support process (PSP) may be initiated.  You can find out more information on the [PSP webpage](https://students.leeds.ac.uk/info/10124/during_your_research/1639/progress_support_process_psp) and in Section ‘Progress Support Procedure’ in the [Doctoral College Handbook](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers). |
| Leaving the University early |
| PGRs may leave their programme early for a wide range of reasons. Studying for a postgraduate research degree can take several years and during that time significant changes may take place in your life which may need to take priority.  If you are thinking of leaving, speak to your Graduate School. There may be other options you are not aware of, such as a suspension of studies or a move to a part-time programme. The Graduate School will not try to influence your decision, but they will listen and advise you of your options so you can make a decision in your own best interests.  If you do make the decision to leave the process is straight forward, but you should plan your leaving date carefully as you will lose IT access almost immediately. There is more information in Section ‘Leaving the University early’ of the [Doctoral College Handbook.](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers)  If you are planning to leave your studies it is also important that you are familiar with any Terms and Conditions of your studentship, if you receive funding for your study from the University, a Research Council or another external funder. |