Doctoral College Induction Module: Useful information

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| Extra support for pregnancies, parenting & caring responsibilities |
| There's a wide range of support available for pregnant postgraduate researchers (PGRs), as well as those with caring responsibilities, be that for a child or adult.  It is very important that you disclose your pregnancy at the earliest opportunity you feel comfortable to do so, particularly if you work in an environment where a risk assessment will be required. Our first priority is always the health and safety of our PGRs.  You are encouraged to read the [policy](https://equality.leeds.ac.uk/governance_strategy_policy/policies/) on support for pregnant students (including PGRs) and students with young children and the [policy](https://equality.leeds.ac.uk/governance_strategy_policy/policies/) on support for students who are parents or carers.  Information around [childcare](https://students.leeds.ac.uk/info/10430/children_and_family/600/childcare) options may be useful to you. Remember, if you are facing challenges around childcare please speak to your Graduate School who will discuss the options available to you.  The Lifelong Learning Centre and LUU run family-friendly events throughout the year where you can meet other parents.    The [For Students website](https://students.leeds.ac.uk/info/10430/children_and_family) contains more information for student parents. |
| Holidays and University closed periods |
| It is important to maintain a healthy work/life balance and taking your annual leave is a very important part of this. A full-time PGR is entitled to take up to 26 days holiday per year, this is in addition to [University closed dates](https://www.leeds.ac.uk/term-dates).  When considering taking annual leave it is worth speaking to your supervisor to make sure your time away is planned into your work schedule.  Annual leave requests should be submitted via the change request section in GRAD.  The section ‘Holiday entitlement’ 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) has more information. |
| Working outside of your studies |
| For those studying full-time, you can undertake paid work outside of your studies, but only in a limited capacity.  The University states that during the standard period of study any work you undertake must not exceed 250 hours per academic session. If you are in the UK on a student visa, this limit still applies, even through your visa may permit a higher weekly limit.  Once you have completed the standard period of study this limit is removed, however, if you undertake full-time employment or are likely to exceed the 250 hours and are still in receipt of a stipend administered by the University you must let your Graduate School know.  Most scholarships do not permit for the award to continue to be paid if you move into full-time employment or exceed the 250 hours per year limit. Any over-payment will need to be recovered, so please make sure you discuss any employment with your Graduate School.  If you are in the UK on a student visa, at no point must you exceed the number of hours stated on biometric ID card.  Some schools and faculties may advertise paid PGR teaching and demonstrating opportunities. Please speak to your Graduate School for more information.  Please also see Section ‘Work outside a research degree programme’ 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). |
| Fieldwork and travel |
| Travel and fieldwork may be part of your research project. When arranging travel or fieldwork related to your studies at Leeds you must follow the process within your school or faculty. We want you enjoy your time away from Leeds, but must ensure that as a University we fulfil our duty of care to support and protect you. Your supervisor will be able to guide you through the process, including any risk assessment you may be required to undertake.  You can find more information on fieldwork in Section ‘Fieldwork’ 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).  As part of your scholarship there may be funding available to support your travel and fieldwork. Please contact your Graduate School for more information. |
| Communication |
| PGRs get their information from a variety of different sources, including websites, social media channels, emails, Minerva, MS Teams etc.  Teams and email will be the main method of communication, especially if we have important information we need to share, so it is expected that you will regularly check these channels. You should automatically be enrolled on the [Leeds Doctoral College PGRs Team](https://teams.microsoft.com/l/team/19%3aykE8WUR1VGKRwuJXsTbPHuMyqdfhtRqvMSAmJLSRvto1%40thread.tacv2/conversations?groupId=38a7e398-9ba0-4574-bcd1-7ca6e493389b&tenantId=bdeaeda8-c81d-45ce-863e-5232a535b7cb) but if you aren’t then you can request to join.  We would only contact you on your personal email address in exceptional circumstances so please verify that any email from us is genuine by also checking your University email account or by contacting your Graduate School.  Section ‘Communication’ 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) has more information. |
| PGR Reps |
| Having representatives ensures that postgraduate researchers have a platform to raise and discuss issues affecting them, and to influence future University policy for research degree programmes.  [PGR representatives](https://students.leeds.ac.uk/pgrfeedback) are recruited by their faculty/school and participate in discussions and meetings to enhance the PGR experience and are encouraged to consult fellow postgraduate researchers. They are also asked to make sure a wide variety of opinions are represented at committee meetings. Contact details for the PGR representatives are available from your Graduate School.  You can also get in touch with the Academic Representation team at Leeds University Union (LUU) on [academicsupport@luu.leed.ac.uk](mailto:academicsupport@luu.leed.ac.uk) who look after the PGR Reps.  Section ‘Postgraduate representatives (PGR reps)’ 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 further information. |