
Doctoral College Annex 2024-25

FACULTY AND SCHOOL STRUCTURE

We have seven departments that encompasses the Faculty of Business, this includes Accounting & Finance, Analytics, Technology & Operations, Economics, International Business, Management & Organisations, Marketing and People, Work & Employment.

CONTACTS

Please get in touch with your Graduate School for any queries you may have related to your time at the University. This may include questions about support services, discussing any changes you need to make to your studies, guidance and procedures, University services, etc. If you have a question and you are not sure who to ask, your Graduate School is the best place to start, and the staff will be more than happy to help with your query. If you want to get in touch with your Graduate School, you can email them using the Graduate School office email address below. You are also welcome visit your Graduate School team in person.

Head of Graduate School: Effie Kesidou

Deputy Head of the Graduate School: Ghasem Zaefarian

Faculty Graduate School: LUBSGradSchool@leeds.ac.uk

Faculty Graduate School Location: 21 Lyddon Terrace

We are based on campus 2-3 days per week and run a weekly drop-in session every Thursday, 1-2 in the PGR Lounge located in the [Refectory on level 1](#).

Director of Postgraduate Research Studies (DPGRS): A list of is available on SharePoint [here](#).

ONLINE RESOURCES

The Faculty of Business SharePoint is [here](#) and the Doctoral College SharePoint for LUBS is [here](#). Please note you must have IT access to visit both of these links.

PGR REPRESENTATIVES

Representatives for the academic year are displayed on our SharePoint [here](#). Please speak to them if you have any issues or improvements as your representatives are responsible for taking your views to the PGR forum and Faculty Graduate School Committee, both of which meet 5 times year.

FACULTY AND SCHOOL PGR FACILITIES

Study Spaces

Where possible the Business School can provide you with working space in the PGR study centres. The study centres are housed in the following buildings: Maurice Keyworth, Charles Thackrah, and the Clarendon Building . Within these study centres are desks with computers, printers, photocopiers and lockers. Before you can gain access to the study centres, there are a number of tasks for you to complete. These include completing online health and safety training, completing the 'Out of hours access' form, paying a deposit and attending a 'walk around' with a member of staff. For full information please see our SharePoint [site](#).

Health and Safety

Lone workers must either report their status to Security or download the SafeZone app. Please refer to the 'Lone and After Hour Working Guidance in Office Environments' on our SharePoint [site](#). All PGRs must read this guidance in order to gain access to the study centres. There are also other support services that you can call on at this time. For information about Student Support and Wellbeing Services, please see the For Students website. You also have access to wellbeing and self-help resources online.

Funding

If you have any questions about your funding, please contact LUBSGraduateSchool@leeds.ac.uk in the first instance. Purchasing and Key Travel PGRs in LUBS each have access to a £3,000 PGR Fund to spend on travel and expenses. Guidance must be followed carefully and Key Travel must be used for all travel bookings. If you have any questions or are unsure where to start, please email LUBSPGRExpenses@leeds.ac.uk. People organising fieldwork need to use an effective fieldwork assessment process to minimise risk and ensure that as a University we fulfil our duty of care to protect staff, PGRs and other affected people. Wellbeing, Safety and Health Services set out what the

University requires of staff and PGRs in respect of fieldwork health and safety considerations, along with guidance to help achieve this. For further information please contact LUBSPGRExpenses@leeds.ac.uk with any questions or visit our SharePoint site [here](#). PGRs conducting fieldwork or other research activities away from the University for one month or longer must complete a Change of Study Location form on GRAD. If you are studying here on a 'Tier 4' or Student Visa, it is especially important for you to complete a Change of Study Location form.

Printing facilities

All PGRs at the university are issued with a top up of printer credits to £200 once a year. You can use any MyPrint printer across campus. There are MyPrint printers located within the study centres.

TAUGHT ELEMENTS OF YOUR RESEARCH DEGREE

If you are on a research degree programme with a taught element you should familiarise yourself with the Code of Practice on Assessment. More details on modules can be found [here](#).

Information on applying for mitigating circumstances for module assessments can be found [here](#).