

# 2024/2025 Doctoral College handbook annexes

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# Faculty of Arts, Humanities and Cultures: School of Design

## School Structure

Part of the [Faculty of Arts, Humanities and Cultures](#), the [School of Design](#) is an interdisciplinary School bringing together expertise from a range of design and technology specialisms. Creation and innovation are at the heart of both teaching and research as the School aims to develop new design ideas and provide solutions to issues faced in industry and society.

The School of Design is housed in [Clothworkers' Building South and Central](#) at the heart of campus. It has a number of dedicated [laboratories and workshops](#) with industry-standard equipment used for both teaching and research.

The School of Design has [studios](#) across the School for students to complete practical work in and these are also used as exhibition spaces. The common room is a great space for students to work with fellow students from other courses. We also host a range of exhibitions in our new dedicated exhibition space in Clothworkers Central.

The School's [research](#) is organised into key groups which staff and postgraduate researchers are members of: Practice as Research, Colour Technology, Design History and Material Culture, Communication and Experience Design, Fashion Marketing and Management, Scholarship and Pedagogic Research, Textile and Fashion Design, Textile Technology, and XR.

## 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.

Director of Postgraduate Research Studies (DPGRS): [Dr Jeanne-Louise Moys](#)

Deputy Director of Postgraduate Research Studies (Deputy-DPGRS): [Dr Sonja Andrew](#)

Business and Resources Manager: [Lee Mcluckie](#)

Deputy School Manager: [Jo Brady](#)

Health & Safety Officer: [Dr Peter Broadbent](#)

Faculty Graduate School: [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

### Faculty Graduate School:

Graduate School office location: 29 Clarendon Place. Please [contact us](#) to arrange an appointment.

Head of Graduate School: [Prof Pammi Sinha](#)

Graduate School Manager: [India McGlinchey](#)

### Online resources

[Academic Integrity resources](#) for PGRs are available.

The School of Design uses a Minerva PGR community organisation for PGR communications and resources. It is essential that you are enrolled in this throughout your PGR studies. When you have completed registration, please send a request to Dr Sonja Andrew who will enrol you in the Minerva organisation.

### PG Reps

PG Reps are key figures in the academic decision making that takes place at different levels across Faculty of Arts Humanities & Cultures. PG Reps are expected to represent accurately and fairly the views, experiences and concerns of other postgraduate researchers (PGR) across your School, and to work with colleagues to secure positive change. PG Reps are expected to attend Faculty Graduate School Committees as a member (for policy matters) and help organise the annual PGR Forum. Our PG Reps also attend the School of Design Research Committees.

### Faculty and School PGR Facilities

The Office for Postgraduate Researchers is located in Clothworkers' Building South, on the first floor in Room 1.04. Facilities include study desks, networked desktop PCs, printing facilities, and

a separate kitchen area, which is divided from the PGR office via a glass partition and door and is reserved for the exclusive use by PGRs and PDRAs. The office is strictly a nut-free zone. You may NOT bring any nut-related products into the office or to PGR seminars and events.

### Health and Safety

Please report any Health and Safety concerns to the Health & Safety Officer: [Dr Peter Broadbent](#)

### Access (I.e., keys, fobs and office space)

Access to the PGR office is via key card. You can pick up your key card at Reception which is located directly to the right when you enter the School via Clothworkers Central. We operate a hot-desking system in the PGR office. Where PGRs require specialist resources or adjustments, these will be allocated by [Lee Mcluckie](#).

### School of Design Out of Hours (OOH) working policy:

- The School of Design is open from 8am – 6pm, Monday to Friday.
- Labs and Workshops are open from 9am – 5pm, Monday to Friday (please note, some labs may close at 4pm on Friday).

PGRs are not allowed to access the School OOH in any circumstances. PGRs have access to the School during normal opening hours and have access to the [24hr Library](#) and [IT clusters](#) around the University. Please note, there are both security and health and safety factors as to why the School does not allow OOH working.

Level 13 of the [Edward Boyle](#) library is reserved for Postgraduate Researchers. For private rooms please visit the [library website](#) for booking details.

### Equipment

If there are any issues with the equipment in Clothworkers' South please contact [design-mass@leeds.ac.uk](mailto:design-mass@leeds.ac.uk). If you need to report a fault in the PGR office, please email the School administration team at: [design-mass@leeds.ac.uk](mailto:design-mass@leeds.ac.uk).

### Funding

For School of Design Scholarships please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

For LITAC Scholarships please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

For University/Faculty/WRoCAH Scholarships please contact [pg\\_scholarships@leeds.ac.uk](mailto:pg_scholarships@leeds.ac.uk)  
[Sponsored PGRs](mailto:sponsors@leeds.ac.uk) please contact [sponsors@leeds.ac.uk](mailto:sponsors@leeds.ac.uk)

### Purchasing and Key Travel

[Key Travel](#) bookings should be made using the Key Travel online booking platform. For assistance, please contact [design-mass@leeds.ac.uk](mailto:design-mass@leeds.ac.uk).

### Fieldwork and Travel facilities

Please refer to the University information on [fieldwork](#). For assistance, please contact [design-mass@leeds.ac.uk](mailto:design-mass@leeds.ac.uk). You must complete a risk assessment form before undertaking research fieldwork or travel.

### Social spaces

Postgraduate researchers have access to the School of Design's lounge room in Clothworkers' Building Central. Additionally, there are [other spaces](#) around campus which you can use.

### Printing facilities

In addition to the printing facilities across campus, there is one 3-in-1 printing, scanning and photocopying machine available within the PGR office and three more across the Clothworker's Building South. The printers are operated under the centralised [MyPrint Service](#). For printing, your print job will be sent to the network (cloud) and it will only be released when you swipe your student card or login to a MyPrint machine. This gives flexibility to collect the print job at any MyPrint machine near you. This also gives good security as the print won't be out until you are physically by the printer and release the print job. If you have any questions please submit a request to [IT](#). For assistance with any hardware problems, i.e. a computer fault or problem also contact the [IT](#).

### School/Faculty Specific Deadlines

The School recommends holding the [transfer viva](#) around the 10 month stage for full-time and the 19 month stage for part-time. This allows time for a second attempt if necessary without putting the project behind schedule. Holding the transfer examination close to the 12/24 month deadline can potentially delay the likelihood of timely submission if the transfer is not approved at the first attempt. All PGRs need to submit a [data management plan](#) is required for transfer.

# Faculty of Arts, Humanities and Cultures: School of Languages, Cultures and Societies

Michael Sadler Building



## Faculty and School Structure

For more information about the Faculty and the School please see:

<https://ahc.leeds.ac.uk/>  
<https://ahc.leeds.ac.uk/languages>

## 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.

Graduate School email address: [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

(Please include LCS (short for Languages, Cultures and Societies) in your subject heading).

Doctoral College Officer: Mrs Karen Priestley

Graduate School office location: 29-31 Clarendon Place <https://www.leeds.ac.uk/campusmap>

Please email [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk) to make an appointment for an in person meeting. Teams meetings available by appointment.

Weekly drop in: Thursdays, 2 – 3pm in the LUU PGR Lounge, located on the balcony overlooking the Refectory <https://www.luu.org.uk/student-voice/postgraduate-hub/>

Informal meet ups:

Last Thursday of the month, in place of the drop in, Tea and Talk, 2 – 3pm, Botany House basement. <https://www.leeds.ac.uk/campusmap>. Refreshments are provided but please bring your own cup to save on disposables. You will receive an email reminder in advance.

Once a term, Bring and Share lunches. You will receive information in advance by email.

Director of Postgraduate Research Studies (DPGRS): You can find the name of your DPGRS on your [GRAD](#) record. When you are logged in, go to “My record” and then “Postgraduate research project”. You will see your DPGRS listed here, as part of your postgraduate research programme details. You might see more than one name which indicates a DPGRS and deputy DPGRS.

A complete list of DPGRSs is available via the [Heads of Graduate Schools and Directors of PGR Studies page of the For Students Website](#). For your information please see below for a Who’s who of responsibilities.

Director of PGR Studies (DPGRS) academic and strategic lead, Professor Thea Pitman, Professor of Latin American Studies.

Email address: [T.Pitman@leeds.ac.uk](mailto:T.Pitman@leeds.ac.uk)

Deputy Director of Postgraduate Research Studies (DDPGRS) with responsibility for on course support: Dr Owen Hodkinson, Associate Professor of Greek and Roman Culture.

Email address: [O.D.Hodkinson@leeds.ac.uk](mailto:O.D.Hodkinson@leeds.ac.uk)

Deputy Director of Postgraduate Research (DDPGRS) with responsibility for Admissions: Dr David Pattinson, Associate Professor of Chinese Studies.

Email address: [d.pattinson@leeds.ac.uk](mailto:d.pattinson@leeds.ac.uk)

PGR Mentor and Convenor of the LCS PGR Research Training Programme: Dr Karima Gaci, Lecturer in French

Email address: [k.gaci@leeds.ac.uk](mailto:k.gaci@leeds.ac.uk)

PGR Mentor and PGR Teaching Assistant Advisor: Dr Ramzi Merabet, Lecturer in EAP and Intercultural Studies

Email address: [r.merabet@leeds.ac.uk](mailto:r.merabet@leeds.ac.uk)

Head of Graduate School: Professor Pammi Sinha [p.k.sinha@leeds.ac.uk](mailto:p.k.sinha@leeds.ac.uk)

<https://ahc.leeds.ac.uk/design/staff/458/professor-pammi-sinha>

## Online resources

LCS PGR Chat on MS Teams. You will be added to the chat where you can link up with your peers, ask questions, share ideas and so on.

## PGR Reps

PGRs are represented on Faculty Graduate School Committee and the School PGR Forum by representatives recruited by their School. The PGR reps participate in discussions and meetings to enhance the PGR experience and are encouraged to consult fellow PGRs, in order to ensure that your views are represented. PGR reps are a key route for you to provide feedback and so you are encouraged to engage with them during your time at the University.

### 2024/25 Reps

Adaeze Ohouba (EDI Rep) [mlano@leeds.ac.uk](mailto:mlano@leeds.ac.uk)

Shakeel Ahmed (PGRTA Rep) [mlsah@leeds.ac.uk](mailto:mlsah@leeds.ac.uk)

Bedoor Alfaleh [mlbaa@leeds.ac.uk](mailto:mlbaa@leeds.ac.uk)

Aiman Al Owaisi [mlamao@leeds.ac.uk](mailto:mlamao@leeds.ac.uk)

## Faculty and School PGR Facilities

**\*IMPORTANT! PLEASE SEE APPENDIX FOR FULL INFORMATION RELATED TO SCHOOL PGR FACILITIES\***

Study Spaces



Faculty and School study rooms are housed in the following buildings: [Botany House](#) and the [Michael Sadler Building \(MSB\)](#). Within these study rooms are desks with computers, printers, photocopiers and lockers.

Two postgraduate study rooms are available in [Botany House](#):

G.04 = AHC Postgraduate Study Room 1

1.04 = AHC Postgraduate Study Room 2

Both rooms have desks with PCs. There is also a touch down space in the basement along with kitchen facilities.

The following rooms in the [Michael Sadler Building](#) are reserved specifically for postgraduate researchers in the School of Languages, Cultures and Societies: (Please note that, unfortunately, it is not possible for the School to provide a permanent desk for your exclusive use during your time at Leeds).

Rooms B01 and B02, located in the basement of the Michael Sadler building, provide 39 shared workstations, including networked PCs, desks for laptop use, a printer/copier, shelving and a screened off area for private prayer/contemplation. Room B01 has a height adjustable desk. A small kitchen (B50) is located opposite room B01, which has a hot water boiler, two fridges, a microwave, a toaster and shelving. These rooms are accessed via keypad – please email [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk) to be given the keypad code. Please do not share the code with anyone outside the School or admit friends or family to the rooms.

A PGR social space with comfortable seating where you can take time out, have a chat or eat a snack is available within the Linguistics and Phonetics foyer located in the basement of the Michael Sadler building (at the opposite end of the corridor to rooms B01 and B02).

You can register for a locker to store your books and personal belongings. Lockers are located in the basement corridor of the Michael Sadler Building, for which a deposit is payable.

University wide [study and social spaces](#)

### **LCS PGR Research Training Seminar Programme**

Seminars will be “live” in person weekly in Semester 1 and 2. The programme culminates with the LCS PGR Conference in May. Remote attendance by Teams can be negotiated on an individual basis. All seminars will be recorded and be made available in the LCS PGR training Organisation on Minerva. The programme will be made available in advance of the first seminar and you will receive weekly calendar invitations for each seminar. Any changes to mode of presentation or date/time will be notified in advance. Full-time PGRs must attend 50% of seminars and part-time PGRs must attend 25% of seminars.

To access the LCS PGR Training Organisation on [Minerva](#) (Virtual Learning Environment – VLE)

1. Log in to Minerva and select the “Learn” tab on the top right menu;
2. Select the “Organisations” tab.

## Health and Safety

For access out of normal office hours please email [lcsmass@leeds.ac.uk](mailto:lcsmass@leeds.ac.uk) for further information.

Lone workers must either report their status to Security or download the SafeZone app.

## Equipment

If there are any issues with equipment in Botany House please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

If there are any issues with equipment in the Michael Sadler Building please contact [lcsmass@leeds.ac.uk](mailto:lcsmass@leeds.ac.uk)

## School and Faculty Funding opportunities

**\*IMPORTANT! PLEASE SEE APPENDIX FOR FULL INFORMATION ON ACCESSING RESEARCH FUNDS, RISK ASSESSMENT, PURCHASING, KEY TRAVEL, CLAIMING REFUNDS FOR INCIDENTAL EXPENSES etc**

### Research Activity Support

You may claim up to a maximum of £750 in Research Activity Support during your candidature (£250 for MA by Research candidates) for research trips and conferences.

If you are unsure about how much you have already spent, please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk) who will be able to check your remaining allowance. **It is important that you check your remaining allowance to ensure you do not incur any costs which cannot be refunded.**

### Document supply

Please note that the Library’s Document Supply Service can be used to obtain books, journals, papers, reports and theses which you need to consult for your research, but which are not currently available in the University’s own libraries. Each request costs £10.

See <http://library.leeds.ac.uk/document-supply> for more information. Claim back by completing an Authority for payment form which must be submitted with receipts to [lcsmass@leeds.ac.uk](mailto:lcsmass@leeds.ac.uk)

### **PGR Experience Fund**

The School allocates funding on an annual basis for Postgraduate Researchers to organise events for the benefit of the postgraduate research community, such as workshops, conferences and training. Funding is limited to three awards per round and may be awarded to individuals or a small group of students. It is therefore important that you justify how the event will benefit the broader PGR community. Decisions on who will receive funding through this scheme will be made by the Director of PGR Studies and one or more of the Deputy Director of PGR Studies/Deputy Head of School/Deputy Director of Research and Innovation. Funds awarded through this scheme each year are in addition to those available through your individual Research Activity Support. Please note that, if your application is granted, you **MUST** submit all relevant receipts/proofs of purchase with your claim form within 6 weeks of the expenditure/event taking place. Claim forms submitted to the School without receipts will not be honoured.

Postgraduate researchers may apply for up to £500 per event.

There will be three rounds and PGRs can submit one application per academic year. Application forms and all supporting information will be circulated by email.

### **Public Engagement Fund**

PGRs are entitled to apply to this discretionary fund for the reimbursement of costs associated with public engagement and/or impact related activities. This may include costs associated with developing a relationship with an external partner or organising an event.

Postgraduate researchers may apply for up to £250 per event. Application forms and all supporting information will be circulated by email.

**IMPORTANT: Please note that if your funding application involves buying (and then claiming for) services (eg. catering, hotel rooms, room hire, etc) you must liaise with [lcsmass@leeds.ac.uk](mailto:lcsmass@leeds.ac.uk) before making any purchases in order to ensure that correct University procedures are followed. Retrospective claims can cause significant problems, so please ensure that you have discussed your plans beforehand. The School has special arrangements with certain hotels and caterers for reduced prices. Please consult [lcsmass@leeds.ac.uk](mailto:lcsmass@leeds.ac.uk) in advance when drafting funding applications involving these purchases so that they can advise on the most effective way of utilising the award.**

## **The Strategic Research and Development Fund**

This competitive fund is open to all research-active staff, including postgraduate researchers. Applications will normally be for a value of between £200 and £1,000.

This is a strategic fund intended to pump prime any research related activity, particularly:

- Impact activity, including the development of potential REF impact case studies
- Events/meetings held by individuals, formal research groups or looser collections of colleagues/PGRs which will lead to the preparation of research grant applications
- Early Career Researcher (ECR) development
- Research events which promote interdisciplinary and/or new areas of research activity
- Engaging assistants or other posts for specific research related activity
- In exceptional circumstances, the purchasing of IT software or equipment may be considered (subject to approval from Faculty IT manager)

Please email [icsresearch@leeds.ac.uk](mailto:icsresearch@leeds.ac.uk) for further information and deadlines.

## **AHC Faculty Research Dissemination Awards and Faculty Interdisciplinary Support Awards**

Information about these competitive Faculty wide awards will be circulated by email throughout the academic year.

## **Printing facilities**

All PGRs at the university are issued with a top up of printer credits to £200 once a year. Find out more on the [University IT website](#). Researchers may use any [printer](#) located in general spaces on campus. Swipe your ID card through the reader to log in.

We accept that occasionally PGRs may need to print the odd page for personal use (i.e. CV, travel tickets), but excessive personal use of MyPrint will be flagged with the School/Faculty. If PGRs have a teaching/marking role, they should use their staff account for any printing related to that role.

## Taught Elements of your Research Degree

Please note that there are no taught elements to either MA by Research or PhD in the School of Languages, Cultures and Societies. PhD researchers are permitted to audit taught MA modules in the first year of their programme. Please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk) for further information.

### School Transfer Assessment requirements

In the School of Languages, Cultures and Societies the target for transfer is the 9 month point full-time (18 months part time). You will be expected to submit the following work:

- What you expect the final thesis to contain, as a list of chapters in synopsis
- A specimen chapter or essay of appropriate length (up to 10,000 words)
- As complete a bibliography as possible at the present time
- A planned schedule for completion of the thesis within the standard period of study (for example by using a Gantt chart) – recorded on GRAD

You must have a data management plan in place by the transfer stage and submit this alongside your transfer report.

### Postdoctoral Fellowships for LCS PGRs upon Completion of the Doctorate

LCS offers PGRs who have completed their doctoral research degree in the School the opportunity to apply for a 12-month term as Postdoctoral Fellows.

The Fellowship provides:

- institutional affiliation with the University and presence on the School website. (the Fellow must commit to supplying and maintaining the information on their webpage);

- Leeds staff e-mail address and access to IT services (including WiFi). (The Fellow must commit to maintaining their IT Security Essentials training);
- library access (physical and e-access) with staff borrowing rights;
- right to apply for teaching opportunities in the School when they arise. The scope of teaching provision and the number of PGRs interested in teaching vary considerably across subject areas. In some subject areas there may be fewer or no teaching opportunities. If there is more than one appointable candidate for a particular teaching opportunity, priority will be given to current PGRs.
- access to University mailing lists (e.g. artynet) and participation in School/Faculty/University research events.

Holders of the scholarship are not entitled to:

- access to PGR working spaces or office space;
- access to any School funds.

## **Eligibility**

This scheme is for PGRs who have completed a doctoral degree parented by LCS. They need to apply within **one year** after their name has appeared on a pass list.

## **Notes**

The LCS Postdoctoral Fellowship cannot be used for visa sponsorship. Fellows, however, can still make use of some of the benefits of the scheme while based overseas, including email and library e-resource access.

The Leeds Arts and Humanities Research Institute (LAHRI) runs a Postdoctoral Fellowship scheme which offers additional benefits to the LCS one and which may be more suited to some applicants. Please contact [lahri@leeds.ac.uk](mailto:lahri@leeds.ac.uk) for more information.

## **Terms and conditions**

1. There is no bench fee to be paid.
2. The position is non-stipendiary.
3. The Fellowship might be held even if the Fellow has gained or goes on to gain employment elsewhere.

4. The term of the LCS Postdoctoral Fellowship is 12 months and is not renewable. However, Fellowship holders may apply to become LCS Visiting Scholars. These applications would be subject to the School's bench fee (£3,000 per year, pro-rata or £250 per month) and are judged at the discretion of the Head of School.

5. LCS Postdoctoral Fellows must remain up-to-date with the University's mandatory IT Security Essentials training (accessed via Minerva). Failure to do so will result in the termination of IT and library access.

6. The Fellowship cannot be held concurrently with the LAHRI Postdoctoral Fellowship.

### **How to apply**

LCS Postdoctoral Fellow status is not acquired automatically upon completion of the doctoral degree. PGRs **must** apply if they wish to take up this opportunity.

Since library and IT access rights expire 90 days after a PGR's name appears on a pass list, PGRs are advised to apply in good time to avoid interruptions.

Application is via [online form](#). Applicants will need to supply an academic CV and photograph of their Right to Work (passport is ideal) as uploaded documents.

### **Further information**

Applications are handled by LCS MASS office. Please contact [lcsmass@leeds.ac.uk](mailto:lcsmass@leeds.ac.uk) if you have any questions about this scheme.

## APPENDIX – PGR Expenses and Facilities guidance

### RESEARCH EXPENSES POLICY AND PROCEDURE FOR RESEARCH POSTGRADUATE STUDENTS

#### Policy

PGRs have an allowance of £750 (PhD), £250 (MAR) that can be claimed back from the University of Leeds during their period of study in respect of legitimate research expenses.

Legitimate research expenses include:

- Costs of attending academic conferences, where clearly relevant to the PGR research, including travel, accommodation, subsistence, conference fees, etc.
- Costs of undertaking necessary training, where not freely available within the university.
- Costs of visiting archives, libraries, museums, or other institutions possessing materials requisite for the research.
- Costs of purchasing equipment necessary for the research, where not available through the university (e.g. specialist software).

#### Pre-approval

The PGR must seek approval for research expenses **in advance** by completing:

- 1) the research expenses application form available [here](#)
- 2) the appropriate risk assessment,
- 3) the endorsement of their supervisor.

All applications are then considered by the Deputy Director of PGR Studies, Owen Hodgkinson who determines whether and how much of the money requested should be awarded.

**Please ensure that you begin this process in far as advance of your travel as you can. Approval must be obtained from your supervisor and PGR Director before booking anything via Key Travel, and then the MASS Team needs time to book any travel and accommodation you require. We recommend allowing at least 3 weeks to arrange this, and longer where possible.**



## Key Travel Required

All approved travel and accommodation must be booked through the University's appointed travel management company, Key Travel. Bookings can be made using the Key Travel online booking platform (<https://my.keytravel.com/uk/log-in/>), or where further assistance is required you can contact Key Travel directly (Tel: 0161 819 8911; Email: [leeds@keytravel.com](mailto:leeds@keytravel.com)).

We recognise that Key Travel are unable to support every specialist requirement and where Key Travel are unable to provide suitable travel or accommodation then an exception can be made, subject to prior approval. **The traveller must first have received notification from Key Travel that they are unable to provide suitable travel arrangements.**

In this instance, you will need to fill in a Key Travel Exemption Form.

Instructions on how to use Key Travel are as follows:

- Log in to the Key Travel website (<https://my.keytravel.com/uk/log-in/>) by selecting "book online" and entering your username (University email address) and password.
- You should choose the School of Philosophy, Religion, and History of Science when prompted to select a department.

Once you have finalised your itinerary, you will need to share your itinerary with MASS Team member Natasha Coggill ([n.l.coggill@leeds.ac.uk](mailto:n.l.coggill@leeds.ac.uk)), providing the relevant cost code (60410721 - PGR student research allowance) and your approved LCS Research Expenses Approval Form. Natasha should then be able to complete the booking for you.

Please contact [lcsmass@leeds.ac.uk](mailto:lcsmass@leeds.ac.uk) if you're having any difficulties with the process.

The University of Leeds runs monthly training webinars for staff and students using the Key Travel online booking tool, covering how to book, the approvals process and tips and hints on making an effective booking. <https://www.eventbrite.co.uk/o/university-of-leeds-purchasing-15696111014>

Video guides are available to advise you on how to book rail travel and flights/hotels, respectively:

- <https://my.keytravel.com/media/3336/uk-integrated-rail-aug-16-2017.mp4>
- <https://my.keytravel.com/media/2610/atlas-be-master-v2.mp4>

- <https://wsh.leeds.ac.uk/fieldwork/doc/travel-on-university-business>

## Risk Assessment

Please submit your risk assessment form at the same time as submitting your research expenses form. This will be one of the following:

- For travel within the UK, you need to fill in the form available here: <https://wsh.leeds.ac.uk/fieldwork/doc/university-fieldwork>
- For travel in EU countries, Norway, Iceland, Switzerland, USA, Canada, Japan, Australia, New Zealand: you need to fill in the Lower Risk international risk assessment form available [here](#). Please attach this when sending your research expenses form.
- For travel in other international countries, you will need to fill in the Higher Risk international risk assessment form available [here](#) Please attach this when sending your research expenses form.

## Reimbursement

In cases where you have had to pay agreed costs directly (e.g. conference fees, subsistence, taxis), you will need to seek reimbursement. Within a month after the expenditure has been made, a claim form and all the relevant **receipts (please be sure to keep these)** must be submitted to [lcsmass@leeds.ac.uk](mailto:lcsmass@leeds.ac.uk).

- 1) **UKTS** for UK Travel and Subsistence available [here](#)
- 2) **OSTS** for Overseas Travel and Subsistence available [here](#)
- 3) **Authority for Payment** for such things as pre-authorized equipment costs available [here](#)
- 4) An additional form (**Key Travel Exemption**) must be completed in cases where Key Travel were unable to provide suitable travel arrangements available [here](#)

Please note that reimbursement forms are sent to AHC Faculty Finance for payment, and **payment can take up to one month**. In case of delayed payment, please contact the [lcsmass@leeds.ac.uk](mailto:lcsmass@leeds.ac.uk), who will be able to follow up.

## **Clear desk policy**

- B.01 and B.02 are Hot Desk Shared Space – the rooms are accessed by keypad - the code will be provided by the Graduate School.
- Personal items should not be left on the desks and can be stored in lockers provided outside both rooms.
- Cardboard boxes cannot be used to store items under desks to give the impression the desk is allocated to a student. It is a Health and Safety issue and does not comply with the hot desk policy.
- No electrical kitchen appliances are permitted on the desks due to fire hazard.

## **Lockers**

There are lockers available in the basement of Michael Sadler Building for PGRs to use. Please contact [lcsmass@leeds.ac.uk](mailto:lcsmass@leeds.ac.uk) for more information.

## **Utilities**

- PGR kitchen is located in B.50. The room is accessed by the same keypad, the code will be provided by the Graduate School.
- All kitchen appliances should be stored and used in this area only.

## FLOWCHART FOR LCS PGR RESEARCH EXPENSES

PGR completes Research Expenses Form and appropriate Risk Assessment Form to send to their supervisor and the Director of PGR Studies



Supervisor approves the form.



Direction of PGR Studies approves form and informs PGR and MASS team



If travel bookings are required, PGR creates an itinerary on Key Travel and shares this with Natasha Coggill ([n.l.coggill@leeds.ac.uk](mailto:n.l.coggill@leeds.ac.uk)) who books their travel/accommodation



PGR undertakes travel/expenditure, keeping any receipts



Where necessary, student submits any appropriate claim forms to [lcsmass@leeds.ac.uk](mailto:lcsmass@leeds.ac.uk), complete with receipts



MASS Team submits claim forms to AHC Faculty Finance for payment



Student receives payment, usually within one month

# Faculty of Arts, Humanities and Cultures: School of Media and Communication

## School Structure

Part of the [Faculty of Arts, Humanities and Cultures](#), the [School of Media and Communication](#) is located in [Clothworkers' Building North](#).

Research in the School of Media and Communication is clustered around six research themes, each of which is represented by a research group: [Digital Cultures](#), [Global Communication](#), [Journalism](#), [Media Industries and Cultural Production](#), [Political Communication](#), [Visual Media and Communication](#).

## 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.

Director of Postgraduate Research Studies (DPGRS): [Dr Helen Kim](#)

School Manager: [Eloise Barik](#)

Deputy School Business Manager [Charles Balatoni](#)

Management Support Officer (Research) [Sarah Hall](#)

## Faculty Graduate School:

Graduate School office location: 29 Clarendon Place. Please [contact us](#) to arrange an appointment.

Head of Graduate School: [Prof Pammi Sinha](#)

Graduate School Manager: [India McGlinchey](#)

## Online resources

New [Academic Integrity resources](#) for PGRs are now available.

## PG Reps

PG Reps are key figures in the academic decision making that takes place at different levels across Faculty of Arts Humanities & Cultures. PG Reps are expected to represent accurately and fairly the views, experiences and concerns of other postgraduate researchers (PGR) across your School, and to work with colleagues to secure positive change. PG Reps are expected to attend Faculty Graduate School Committees as a member (for policy matters).

## Faculty and School PGR Facilities

PGRs have 24-hour access to dedicated facilities within the School of Media and Communication building, the [Clothworkers' Building North](#). The PGR research room is located on Level 1 and is equipped with study desks, networked desktop PCs, as well as a 3-in-1 printer. Pigeonholes for PGRs are located in the second-floor photocopying room. The staff kitchen for staff and PGRs is a lounge area with dining facilities on Level 1.

Level 13 of the [Edward Boyle](#) library is reserved for Postgraduate Researchers. For private rooms please visit the [library website](#) for booking details.

## Health and Safety

Lone workers must either report their status to [Security](#) or download the SafeZone app. Please report any Health and Safety concerns to [Charles Balatoni](#).

## Access (I.e., keys, fobs and office space)

Access to the PGR Office is via an electronic fob. [Jeri Kahn](#) can assist with any queries.

## Equipment

Please contact [Andrew Irving](#).

## Funding

For School of Media Scholarships please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

For University/Faculty/WRoCAH Scholarships please contact [pg\\_scholarships@leeds.ac.uk](mailto:pg_scholarships@leeds.ac.uk)

[Sponsored PGRs](#) please contact [sponsors@leeds.ac.uk](mailto:sponsors@leeds.ac.uk)

### Purchasing and Key Travel

[Key Travel](#) bookings should be made using the Key Travel online booking platform. For assistance, please contact [Sarah Hall](#).

### Fieldwork and Travel facilities

Please refer to the University information on [fieldwork](#). For assistance, please contact [Sarah Hall](#).

### Social spaces

Postgraduate researchers have access to the staff kitchen which has a lounge area, as well as to the lounge on the first floor of Clothworkers' Building North. Additionally, there are [other spaces](#) around campus which you can use.

### Printing facilities

In addition to the printing facilities across campus, there is one 3-in-1 printing, scanning and photocopying machine available within the PGR office and two more across the Clothworker's Building North. The printers are operated under the centralised [MyPrint Service](#). For printing, your print job will be sent to the network (cloud) and it will only be released when you swipe your student card or login to a MyPrint machine. This gives flexibility to collect the print job at any MyPrint machine near you. This also gives good security as the print won't be out until you are physically by the printer and release the print job. If you have any questions please submit a request to [IT](#). For assistance with any hardware problems, i.e. a computer fault or problem also contact the [IT](#).

### School Specific Deadlines

The School recommends holding the [transfer viva](#) around the 9 month stage for full-time and the 18 month stage for part-time. This allows time for a second attempt if necessary without putting the project behind schedule. Holding the transfer examination close to the 12/24 month deadline can potentially delay the likelihood of timely submission if the transfer is not approved at the first attempt. All PGRs need to submit a [data management plan](#) is required for transfer.

# Faculty of Arts, Humanities and Cultures: School of Philosophy, Religion and History of Science (PRHS)

## Faculty and School Structure

Part of the [Faculty of Arts, Humanities and Cultures](#), the School of Philosophy, Religion and History of Science is based on the ground floor of the [Michael Sadler building](#). The [Inter-Disciplinary Ethics Applied Centre](#) is located at [Blenheim Terrace](#) on campus.

The School's research is focused around the following research centres: [Inter-Disciplinary Ethics Applied Centre](#), [Centre for Aesthetic, Moral, and Political Philosophy](#), [Centre for Love, Sex, and Relationships](#), [Centre for History and Philosophy of Science](#), [Centre for Metaphysics and Mind](#), [Centre for Philosophy of Religion](#), [Centre for Religion and Public Life](#).

## 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.

Director of Postgraduate Research Studies (DPGRS): [Prof Alastair Wilson](#)

The Deputies for this year are:

- Philosophy: [Dr Joseph Bowen](#)
- History and Philosophy of Science: [Prof Jon Topham](#)
- Theology and Religious Studies: [Prof Sean McLoughlin](#)
- IDEA: [Dr Rob Lawlor](#)

School Manager: [Alice Burn](#)

If you have any issues relating to your degree, you may, in addition to your supervisors and Deputy DPGRS, also wish to contact the Director of Postgraduate Research Studies (DPGRS), [Prof Alastair Wilson](#). If the relevant Deputy DPGRS is one of your supervisors, then [Prof Alastair Wilson](#) will act as your Personal Tutor.



## Faculty Graduate School:

Graduate School office location: 29 Clarendon Place. Please [contact us](#) to arrange an appointment.

Head of Graduate School: [Prof Pammi Sinha](#)

Graduate School Manager: [India McGlinchey](#)

### Online resources

[Academic Integrity resources](#) for PGRs are available.

### PG Reps

PG Reps are key figures in the academic decision making that takes place at different levels across Faculty of Arts Humanities & Cultures. PG Reps are expected to represent accurately and fairly the views, experiences and concerns of other postgraduate researchers (PGR) across your School, and to work with colleagues to secure positive change. PG Reps are expected to attend Faculty Graduate School Committees as a member (for policy matters).

### Faculty and School PGR Facilities

#### School of PRHS PGR Space

The School has a dedicated PGR computer cluster located on the first floor of [Botany House](#) in room 1.02.

#### Faculty of AHC PGR Space

Three postgraduate study rooms are available in [Botany House](#) (rooms G04, 1.04 and 2.06) offering 24 workstations and a mixture of networked PCs and desks for lap-top use. Please note room 2.06 is the designated "Silent Room". Room G04 is universally accessible, and all rooms have a height adjustable desk. The spaces are on a first come basis, there is no booking system. Storage lockers, located in G04, 1.04 and the PGR Common Room, are available to use on request upon registration.

If no study spaces are available in Botany House, PGRs are advised to use the [Edward Boyle Library](#). Level 13 of the Edward Boyle library is reserved for Postgraduate Researchers. For private rooms please visit the library website for booking details.

### Pigeonholes

These are located in the PRHS Student Education Service reception ([Michael Sadler](#) G.10). Please check your pigeonhole every time you are in the School.

### Health and Safety

Lone workers must either report their status to [Security](#) or download the SafeZone app. Please report any Health and Safety concerns to [Alice Burn](#).

### Access (i.e., keys, fobs and office space)

Botany House is open between 08:00 and 18:00, Monday to Friday, except when the University is closed. For University closing times, please see the [Almanac](#).

24 hours access to Botany House can be made available to PGRs pending their supervisors' approval & deposit. For more information please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk). Please put 'Botany House' in the subject line of your email.

### Equipment

If there are any issues with equipment in Botany House please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk). Please put 'Botany House' in the subject line of your email.

### Funding

For School of PRHS Scholarships please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk).

For University/Faculty/WRoCAH Scholarships please contact [pg\\_scholarships@leeds.ac.uk](mailto:pg_scholarships@leeds.ac.uk).

[Sponsored PGRs](#) please contact [sponsors@leeds.ac.uk](mailto:sponsors@leeds.ac.uk).

### Funding for Research Purposes

All PhD researchers in PRHS (full and part-time) are eligible to apply for up to £900 during the duration of their studies in respect of legitimate research expenses. A maximum of £300 of this can be awarded before transfer. Money not spent in the first and second year (FT or PT equivalent) of study can be carried over into the third year. Unspent allowances may not be carried over into the overtime period, but a further £300 may be claimed during the overtime period.

1st year	Up to £300	Up to £900
2nd/3rd year		
Overtime	Up to £300	

MA by Research PGRs may apply for up to £300 and MPhil PGRs may apply for up to £600 (a maximum of £300 before transfer).

Legitimate research expenses include:

- Costs of attending academic conferences, where clearly relevant to the PGR research, including travel, accommodation, subsistence, conference fees, etc.
- Costs of undertaking necessary training, where not freely available within the university.
- Costs of visiting archives, libraries, museums, or other institutions possessing materials requisite for the research.
- Costs of purchasing equipment necessary for the research, where not available through the university (e.g. specialist software).

#### Pre-approval

If you want the school to help with your research expenses, you will need to apply to the DPGRS [Prof Alastair Wilson](#) (and, in unusual cases, the School Manager) in advance and to follow the correct procedures, including using approved suppliers (notably KeyTravel) and undertaking risk assessments.

The application form, together with claims forms, are available on the PGR area on the PRHS Minerva "organization". Details of the policy and procedures are included on the application form. The administrators for research expenses are based in the PRHS office, please contact [PRHS\\_HoS@leeds.ac.uk](mailto:PRHS_HoS@leeds.ac.uk) for KeyTravel bookings and [Debbie Foy](#) for recording allowances and for processing University of Leeds claim forms.

The School also has limited funds available to support research postgraduate conferences or workshops (totalling up to £1,000 per annum). Typically awards may be applied for in any given case up to the sum of £300. A case must be made well in advance via the application form (available on Minerva) alongside a separate detailed budget. The form and budget must be approved by the lead applicant's supervisor, and then the form and budget must be submitted to the DPGRS for the case to be considered. A decision will be made on the case made by the DPGRS (who may consult with the relevant Deputy DPGRS and School Postgraduate Committee). In order to make budgeting extend as far as possible, costs are expected to be kept at a minimum (e.g. advance booking for rail fares). External sources of financial support should be sought wherever possible.

If students require any other items or funds for research purposes then they should seek the advice of their Deputy DPGRS. Funds for specific research projects may be sought by application to the School Research Committee.

Where funding is provided by the School for the PGR to attend external courses or conferences, the School Research Committee requires a written report on the course/conference, and this should be recorded in the PGR's GRAD record.

#### Purchasing and Key Travel

[Key Travel](#) bookings should be made using the Key Travel online booking platform. For assistance, please contact [PRHS\\_HoS@leeds.ac.uk](mailto:PRHS_HoS@leeds.ac.uk)

#### Fieldwork and Travel facilities

Please refer to the University information on [fieldwork](#). For assistance, please contact [PRHS\\_HoS@leeds.ac.uk](mailto:PRHS_HoS@leeds.ac.uk)

#### Social spaces

There is a large PGR Common Room, including kitchen facilities, in the basement of Botany House. Additionally, there are [other spaces](#) around campus which you can use.

#### Printing facilities

In addition to the printing facilities across campus, print and copy facilities are located on the ground floor and 3rd floor in Botany House. The printers are operated under the centralised [MyPrint Service](#). For printing, your print job will be sent to the network (cloud) and it will only be released when you swipe your student card or login to a MyPrint machine. This gives flexibility to collect the print job at any MyPrint machine near you. This also gives good security as the print won't be out until you are physically by the printer and release the print job. If you have any questions please submit a request to [IT](#). For assistance with any hardware problems, i.e. a computer fault or problem also contact the [IT](#).

#### School/Faculty Specific Deadlines

The School recommends holding the [transfer viva](#) around the 9 month stage for full-time and the 18 month stage for part-time. This allows time for a second attempt if necessary without putting the project behind schedule. Holding the transfer examination close to the 12/24 month deadline can potentially delay the likelihood of timely submission if the transfer is not approved at the first attempt.

All PGRs need to submit a [data management plan](#) is required for transfer.

# Faculty of Arts, Humanities and Cultures: School of History

## Faculty and School Structure

Within the AHC Faculty, the strength of our academic expertise combined with the breadth of disciplines we cover afford a wealth of opportunities to our students and researchers. This means that the Faculty is able to make a real impact on the world and bring benefits in cultural, economic and societal terms.

We have one of the broadest portfolios in the arts and humanities, as well as the creative arts and technologies, among the Russell Group of research-intensive universities. The Faculty plays a key role in the development of cross-institutional degrees, and our PGRs benefit from being taught by expert tutors from an exceptionally broad range of areas – whose cutting-edge research informs what and how our PGRs learn.

The Faculty of Arts, Humanities and Cultures brings together the breadth and strength represented by the nine dynamic and diverse schools listed below:

- School of Media and Communication: <http://media.leeds.ac.uk/>
- School of Design: <http://www.design.leeds.ac.uk/>
- School of Fine Art, History of Art & Cultural Studies: <http://www.fine-art.leeds.ac.uk/>
- School of Music: <http://music.leeds.ac.uk/>
- School of Performance and Cultural Industries: <http://www.pci.leeds.ac.uk/>
- School of English: <http://www.leeds.ac.uk/arts/english>
- School of History: [http://www.leeds.ac.uk/arts/info/20041/school\\_of\\_history](http://www.leeds.ac.uk/arts/info/20041/school_of_history)
- School of Languages, Cultures & Societies:  
[http://www.leeds.ac.uk/arts/info/20043/school\\_of\\_languages\\_cultures\\_and\\_societies](http://www.leeds.ac.uk/arts/info/20043/school_of_languages_cultures_and_societies)
- School of Philosophy, Religion & History of Science:  
[http://www.leeds.ac.uk/arts/homepage/236/School\\_of\\_Philosophy,\\_Religion\\_and\\_the\\_History\\_of\\_Science](http://www.leeds.ac.uk/arts/homepage/236/School_of_Philosophy,_Religion_and_the_History_of_Science)

The School of History is a leading UK School of History with over 40 academic staff specialising in a wide range of fields with a large community of postgraduate students. We have an international reputation for excellence and we're known for our ground-breaking historical research and innovative teaching.

## 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.

Faculty Graduate School: [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

Graduate School office location and opening hours: The ACH Graduate School is located in 29 Clarendon Place on the first floor. If you wish to speak to a member of the Graduate School team, you can book an appointment via email.

The Graduate School Officers, Carla Wray and Jamie Knipe, also hold weekly drop-in sessions in the School of History and IMS PGR clusters every Tuesday from 11:00 and a Faculty drop in session in the basement of Botany House on a Thursday at 2:00pm.

Head of Graduate School: Dr Pammi Sinha – [p.k.sinha@leeds.ac.uk](mailto:p.k.sinha@leeds.ac.uk)

History Director of Postgraduate Research Studies (DPGRS): Professor Jessica Meyer – [J.K.Meyer@leeds.ac.uk](mailto:J.K.Meyer@leeds.ac.uk)

IMS Director of Postgraduate Research Studies: Professor Emilia Jamroziak - [E.M.Jamroziak@leeds.ac.uk](mailto:E.M.Jamroziak@leeds.ac.uk)

Graduate School Programme Officer: Carla Wray

Graduate School Support Officer: Jamie Knipe

Head of Graduate School: India McGlinchey

Head of School: Professor Sanjoy Bhattacharya - [S.Bhattacharya1@leeds.ac.uk](mailto:S.Bhattacharya1@leeds.ac.uk)

PA to Head of School: Lisa Grant [history@leeds.ac.uk](mailto:history@leeds.ac.uk)

Deputy Head of School: Peter Anderson [P.P.Anderson@leeds.ac.uk](mailto:P.P.Anderson@leeds.ac.uk)

History PGR Distribution List: [history-pgr@lists.leeds.ac.uk](mailto:history-pgr@lists.leeds.ac.uk) (to email all PGRs in the School)

Director of Postgraduate Research Studies (DPGRS): You can find the name of your DPGRS on your [GRAD](#) record. When you are logged in, go to “My record” and then “Postgraduate research project”. You will see your DPGRS listed here, as part of your postgraduate research programme details. You might see more than one name which indicates a DPGRS and deputy DPGRS.

A complete list of DPGRSs is available via the [Heads of Graduate Schools and Directors of PGR Studies page of the For Students Website](#).

## Online resources

A Faculty PGR SharePoint will be launched in October (details to be circulated once the site is complete).

## PGR Reps

PGRs are represented on Faculty Graduate School Committees by representatives recruited by their Faculty/School. The PGR reps participate in discussions and meetings to enhance the PGR experience and are encouraged to consult fellow PGRs, in order to make sure that a wide variety of opinions are represented. PGR reps are a key route for you to provide feedback and so you are encouraged to engage with them during your time at the University.

The Director of Postgraduate Research will meet with PGR reps every three months to discuss key issues within the School and Reps are invited to two Faculty PGR forums each year to discuss Faculty strategies and needs.

Contact details for your PGR reps can be obtained from your Graduate School or by contacting the Academic Engagement Team in LUU by emailing [academicsupport@luu.leeds.ac.uk](mailto:academicsupport@luu.leeds.ac.uk). PGRs and representatives are encouraged to attend the LUU-facilitated PGR Rep Forum, which takes place 3 times a year. Chaired by the Dean of the Leeds Doctoral College, alongside LUU's elected Education Officer and International & Postgraduate Officer, the forum welcomes questions both in advance, anonymously, and on the day, addressing issues that PGRs want to raise.

If you want to become a PGR rep, or require further information, please contact [academicsupport@luu.leeds.ac.uk](mailto:academicsupport@luu.leeds.ac.uk) or your Graduate School [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

## Faculty and School PGR Facilities

There are PGR reserved spaces within the schools. For those within the School of History there are two rooms on the fourth floor of the Parkinson Building which are set aside for the use of postgraduate researchers in the School of History (including IMS PGRs): Room P4.24 and the Katrina Honeyman Room (P4.03). Access to these rooms is via a keypad entry; codes can be obtained by contacting [history@leeds.ac.uk](mailto:history@leeds.ac.uk). Facilities include shared workspace, shared bookshelves, and shared desktop PCs. Please be sure to clear your books from the desks before leaving.

The Le Patourel Room (P4.06) is designated for use by MA students and postgraduate researchers in the **IMS only**. Access to this room is via an electronic fob. Facilities include shared workspace, shared bookshelves, shared desktop PCs, TV screen, whiteboard and pigeonholes, as well as a small reference library. The Le Patourel Room is designated as a quiet space working space. Please be sure to clear your books from the desks before leaving.

Level 13 of the Edward Boyle library is also reserved for Postgraduate Researchers. For private rooms please visit the library website for booking details.

#### Health and Safety

Lone workers must either report their status to Security or download the SafeZone app.

#### Access (I.e., keys, fobs and office space)

The Michael Sadler Building is open between 08:00 and 19:00, Monday to Friday, during term time. The Parkinson Building is open in line with the Brotherton Library opening hours. Outside these times, access to either building can only be gained using an electronic fob, which can be assigned to individuals so that the security system can monitor people entering and leaving the building. Postgraduate researchers can request that a fob be issued to them through the MASS office by emailing [history@leeds.ac.uk](mailto:history@leeds.ac.uk) (there is a deposit to pay). It is very important that you do not lend your fob to anyone: if you lose it please inform the MASS office immediately.

#### Equipment

If there is any issues with equipment in Botany House please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk). If there are any issues with equipment in Michael Sadler or Parkinson please contact [history@leeds.ac.uk](mailto:history@leeds.ac.uk).

#### Funding

For faculty based grants please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk). For school based grants please contact the management office at [history@leeds.ac.uk](mailto:history@leeds.ac.uk).

#### Purchasing and Key Travel

Please contact the management office at [history@leeds.ac.uk](mailto:history@leeds.ac.uk).

#### Fieldwork and Travel facilities

Please contact the management office at [history@leeds.ac.uk](mailto:history@leeds.ac.uk).

#### Social spaces

Postgraduate researchers also have access to the School of History's staff room and kitchen facilities. Codes can be obtained by emailing [history@leeds.ac.uk](mailto:history@leeds.ac.uk).

#### Printing facilities

In addition to the printing facilities across campus, postgraduate researchers may also use the School printer which is located on the fourth floor of the Parkinson Building. Swipe your ID card through the reader to log in.

#### **Faculty Of Arts, Humanities and Cultures Postgraduate Space**

Three postgraduate study rooms are available in Botany House (rooms G04, 104 and 206) offering 18 workstations and a mixture of networked PCs and desks for lap-top use. There is disabled access to room G04, and there are some height adjustable desks. There are also 13 additional desk spaces in the basement for use for those with laptops.



Print and copy facilities are located on the Ground floor and 3rd floor. There is also a large PGR Common Room, including kitchen facilities, in the basement of the building. Storage lockers, located in G04, 104 and the PGR Common Room, are available to use on request upon registration.

The Botany House facilities are accessible outside of normal working hours, using a transponder fob, which can also be requested from the Graduate School. To use the facilities in Botany House, and obtain an access code for the study rooms and PGR Common room, please email [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

### Taught Elements of your Research Degree

In the School of History and the IMS we aim to provide outstanding teaching to all our undergraduate and postgraduate students and to enable our research staff and PGRs to carry out and publish important and innovative historical research and interdisciplinary research in medieval studies, early modern and modern history. The interdisciplinary research degrees in the Institute are structured so that, as well as embarking on their doctoral project, in the first year of study postgraduate researchers will usually audit the following taught modules:

Research Methods and Bibliography (MEDV 5110), unless completed IMS MA programme;  
Medieval Latin (or when available and applicable Greek, Hebrew or Arabic); A modern foreign language relevant to the subject of the research.

These are the only elements which will be examined, apart from the thesis. The requirement to take one or more of these modules may be waived if a postgraduate researcher has already undertaken a similar module in an earlier course of study. Postgraduate researchers taking taught modules will be issued with a copy of the Taught Postgraduate Handbook which contains all the guidance and regulations on taught module work and assessment.

### School/Faculty Specific Deadlines

School of History Postgraduate Researchers are expected to submit their work for transfer within 9 months, or 18 months for part time PGRs. Full details will be sent to you.

# Faculty of Arts, Humanities and Cultures: School of Music

## Faculty and School Structure

The Faculty of Arts, Humanities and Cultures (AHC) brings together the breadth and strength represented by the nine dynamic and diverse schools listed below:

- School of Media and Communication: <http://media.leeds.ac.uk/>
- School of Design: <http://www.design.leeds.ac.uk/>
- School of Fine Art, History of Art & Cultural Studies: <http://www.fine-art.leeds.ac.uk/>
- School of Music: <http://music.leeds.ac.uk/>
- School of Performance and Cultural Industries: <http://www.pci.leeds.ac.uk/>
- School of English: <http://www.leeds.ac.uk/arts/english>
- School of History: [http://www.leeds.ac.uk/arts/info/20041/school\\_of\\_history](http://www.leeds.ac.uk/arts/info/20041/school_of_history)
- School of Languages, Cultures & Societies:  
[http://www.leeds.ac.uk/arts/info/20043/school\\_of\\_languages\\_cultures\\_and\\_societies](http://www.leeds.ac.uk/arts/info/20043/school_of_languages_cultures_and_societies)
- School of Philosophy, Religion & History of Science:  
[http://www.leeds.ac.uk/arts/homepage/236/School\\_of\\_Philosophy,\\_Religion\\_and\\_the\\_History\\_of\\_Science](http://www.leeds.ac.uk/arts/homepage/236/School_of_Philosophy,_Religion_and_the_History_of_Science)

The School of Music and the Clothworkers Centenary Concert Hall is on Cavendish Road.

## 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.

Faculty Graduate School: [AHCGradSchool@leeds.ac.uk](mailto:AHCGradSchool@leeds.ac.uk)

29 Clarendon Place, University of Leeds, Leeds, LS2 9JT. Please contact us to arrange an appointment

The Graduate School Officers, Jamie Knipe and Carla Wray. The team hold a Drop-in session on Thursdays at 2pm in the basement of Botany House.

Head of Graduate School: Dr Pammi Sinha [p.k.sinha@leeds.ac.uk](mailto:p.k.sinha@leeds.ac.uk)

Director of Postgraduate Research Studies (DPGRS): Dr Emily Payne [E.L.Payne@leeds.ac.uk](mailto:E.L.Payne@leeds.ac.uk)

Head of School: Barbara Kelly [b.kelly1@leeds.ac.uk](mailto:b.kelly1@leeds.ac.uk)

School Manager: John Kennedy [j.p.kennedy@leeds.ac.uk](mailto:j.p.kennedy@leeds.ac.uk)

Purchasing and Travel contact - [l.m.watson@leeds.ac.uk](mailto:l.m.watson@leeds.ac.uk).

Music PGR Distribution List: [music-pgr@lists.leeds.ac.uk](mailto:music-pgr@lists.leeds.ac.uk) (to email all PGRs in the School)

### Online resources

You can access the Microsoft Teams [here](#).

### PGR Reps

PGRs are represented on Faculty Graduate School Committees by representatives recruited by their Faculty/School. The PGR reps participate in discussions and meetings to enhance the PGR experience and are encouraged to consult fellow PGRs, in order to make sure that a wide variety of opinions are represented. PGR reps are a key route for you to provide feedback and so you are encouraged to engage with them during your time at the University.

Contact details for your PGR reps can be obtained from your Graduate School or by contacting the Academic Engagement Team in LUU by emailing [academicsupport@luu.leeds.ac.uk](mailto:academicsupport@luu.leeds.ac.uk). PGRs and representatives are encouraged to attend the LUU-facilitated PGR Rep Forum, which takes place 3 times a year. Chaired by the Dean of the Leeds Doctoral College, alongside LUU's elected Education Officer and International & Postgraduate Officer, the forum welcomes questions both in advance, anonymously, and on the day, addressing issues that PGRs want to raise.

If you want to become a PGR rep, or require further information, please contact [academicsupport@luu.leeds.ac.uk](mailto:academicsupport@luu.leeds.ac.uk) or your Graduate School [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

### Faculty and School PGR Facilities

Faculty Of Arts, Humanities and Cultures Postgraduate Space

Three bookable postgraduate study rooms are available in Botany House (rooms G04, 104 and 206) offering 18 workstations and a mixture of networked PCs and desks for lap-top use. There is disabled access to room G04, and there are some height adjustable desks. There are also 13 additional desk spaces in the basement for use for those with laptops.

Print and copy facilities are located on the Ground floor and 3rd floor. There is also a large PGR Common Room, including kitchen facilities, in the basement of the building. Storage lockers,

located in G04, 104 and the PGR Common Room, are available to use on request upon registration.

The Botany House facilities are accessible outside of normal working hours, using a transponder fob, which can also be requested upon registration. To use the facilities in Botany House, and obtain an access code for the study rooms and PGR Common room, please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

There is also reserved space within the School of Music, room 2.15. Please do not leave belongings in this room. You are also permitted to use the practice rooms but please give precedence to those who are practice-led. Contact [music-helpdesk@leeds.ac.uk](mailto:music-helpdesk@leeds.ac.uk) for more information.

Level 13 of the Edward Boyle library is also reserved for Postgraduate Researchers. For private rooms please visit the library website for booking details.

### **Health and Safety**

Lone workers must either report their status to Security or download the SafeZone app.

### **Access (I.e., keys, fobs and office space)**

Access to the School of Music is through a fob. Contact [music-helpdesk@leeds.ac.uk](mailto:music-helpdesk@leeds.ac.uk) for more information.

### **Equipment**

If there are any issues with equipment in botany house, please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk). If there are any issues with equipment in the School of Music please contact [music-helpdesk@leeds.ac.uk](mailto:music-helpdesk@leeds.ac.uk)

### **Funding**

Faculty: Opportunities to apply for the Faculty Research Dissemination Awards and the Faculty Interdisciplinary Research Support Awards will be emailed to all PGRs throughout the academic year.

For school-based grants please contact Linda Watson [l.m.watson@leeds.ac.uk](mailto:l.m.watson@leeds.ac.uk)

### **Purchasing and Key Travel**

Please contact Linda Watson [l.m.watson@leeds.ac.uk](mailto:l.m.watson@leeds.ac.uk).

UK and International travel, and accommodation must be booked using the University's official provider Key Travel

### **Fieldwork and Travel facilities**

Please contact Linda Watson [l.m.watson@leeds.ac.uk](mailto:l.m.watson@leeds.ac.uk).

### **Printing facilities**

All PGRs at the university are issued with a top up of printer credits to £200 once a year. Find out more on the [University IT website](#). Researchers may use any [printer](#) located in general spaces on campus. Swipe your ID card through the reader to log in.

We accept that occasionally PGRs may need to print the odd page for personal use (i.e. CV, travel tickets), but excessive personal use of MyPrint will be flagged with the School/Faculty. If PGRs have a teaching/marking role, they should use their staff account for any printing related to that role.

# Faculty of Arts, Humanities and Cultures: School of Performance and Cultural Industries

## Faculty and School Structure

The Faculty of Arts, Humanities and Cultures (AHC) brings together the breadth and strength represented by the nine dynamic and diverse schools listed below:

- School of Media and Communication: <http://media.leeds.ac.uk/>
- School of Design: <http://www.design.leeds.ac.uk/>
- School of Fine Art, History of Art & Cultural Studies: <http://www.fine-art.leeds.ac.uk/>
- School of Music: <http://music.leeds.ac.uk/>
- School of Performance and Cultural Industries: <http://www.pci.leeds.ac.uk/>
- School of English: <http://www.leeds.ac.uk/arts/english>
- School of History: [http://www.leeds.ac.uk/arts/info/20041/school\\_of\\_history](http://www.leeds.ac.uk/arts/info/20041/school_of_history)
- School of Languages, Cultures & Societies:  
[http://www.leeds.ac.uk/arts/info/20043/school\\_of\\_languages\\_cultures\\_and\\_societies](http://www.leeds.ac.uk/arts/info/20043/school_of_languages_cultures_and_societies)
- School of Philosophy, Religion & History of Science:  
[http://www.leeds.ac.uk/arts/homepage/236/School\\_of\\_Philosophy,\\_Religion\\_and\\_the\\_History\\_of\\_Science](http://www.leeds.ac.uk/arts/homepage/236/School_of_Philosophy,_Religion_and_the_History_of_Science)

The School of Performance and Cultural Industries can be found in [Building 31, stage@leeds](#), which is just behind the Leeds University Student Union in the centre of the campus.

## 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.

Faculty Graduate School: [AHCGradSchool@leeds.ac.uk](mailto:AHCGradSchool@leeds.ac.uk)

29 Clarendon Place, University of Leeds, Leeds, LS2 9JT. Please contact us to arrange an appointment

The Graduate School Officers, Jamie Knipe and Carla Wray. The team hold a Drop-in session on Thursdays at 2pm in the basement of Botany House.

Head of Graduate School: Dr Pammi Sinha [p.k.sinha@leeds.ac.uk](mailto:p.k.sinha@leeds.ac.uk)

Director of Postgraduate Research Studies (DPGRS): Alice Borchini [A.Borchini@leeds.ac.uk](mailto:A.Borchini@leeds.ac.uk)

Head of School: Jonathan Pitches [j.pitches@leeds.ac.uk](mailto:j.pitches@leeds.ac.uk)

School Manager: Lindsey English [l.english@leeds.ac.uk](mailto:l.english@leeds.ac.uk)

Purchasing and Travel contact - [l.m.watson@leeds.ac.uk](mailto:l.m.watson@leeds.ac.uk).

PCI PGR Distribution List: [pci-pgr@lists.leeds.ac.uk](mailto:pci-pgr@lists.leeds.ac.uk) (to email all PGRs in the School)

## PGR Reps

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If you want to become a PGR rep, or require further information, please contact [academicsupport@luu.leeds.ac.uk](mailto:academicsupport@luu.leeds.ac.uk) or your Graduate School [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

## Faculty and School PGR Facilities

Faculty Of Arts, Humanities And Cultures Postgraduate Space

Three bookable postgraduate study rooms are available in Botany House (rooms G04, 104 and 206) offering 18 workstations and a mixture of networked PCs and desks for lap-top use. There is disabled access to room G04, and there are some height adjustable desks. There are also 13 additional desk spaces in the basement for use for those with laptops.

Print and copy facilities are located on the Ground floor and 3rd floor. There is also a large PGR Common Room, including kitchen facilities, in the basement of the building. Storage lockers, located in G04, 104 and the PGR Common Room, are available to use on request upon registration.

The Botany House facilities are accessible outside of normal working hours, using a transponder fob, which can also be requested upon registration. To use the facilities in Botany House, and

obtain an access code for the study rooms and PGR Common room, please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

PGRs enrolled in the School of Performance and Cultural Industries have access to a shared office space in Clothworkers South Building in room 3.08. The office space includes a meeting room and kitchen facilities, and can be accessed through a keycode, that you will receive on your induction.

Level 13 of the Edward Boyle library is also reserved for Postgraduate Researchers. For private rooms please visit the library website for booking details.

Additional facilities include:

<b>PCI / stage@leeds</b>	Stage One – the University public licensed theatre, Alec Clegg Studio, Dance Studio, Changing rooms, Box office, Technical and research workshop, Technical store, School Meeting Room
<b>Clothworkers’ Building South</b>	G.11a: Seminar/workshop space G.11b: Seminar/workshop space G.14: Studio for teaching, research & small performances 2.03: Studio for teaching, research & small performances G.17: Management Studies Centre 3.08: PGR Room 4.01: Film/Sound editing suite B.02, B.03, B.07: Costume storage B.09: Costume workshop
<b>Clothworkers’ Building Central</b>	G.70: Technician’s office & technical workshop
<b>Michael Sadler Building</b>	LG.10: Seminar/workshop space (term time only, 9am-6pm)

### Health and Safety

Lone workers must either report their status to Security or download the SafeZone app.

### Funding

Faculty: Opportunities to apply for the Faculty Research Dissemination Awards and the Faculty Interdisciplinary Research Support Awards will be emailed to all PGRs throughout the academic year.

For school based grants please contact Linda Watson [l.m.watson@leeds.ac.uk](mailto:l.m.watson@leeds.ac.uk)

### Purchasing and Key Travel

Please contact Linda Watson [l.m.watson@leeds.ac.uk](mailto:l.m.watson@leeds.ac.uk).



UK and International travel and accommodation must be booked using the University's official provider Key Travel

### **Fieldwork and Travel facilities**

Please contact Linda Watson [l.m.watson@leeds.ac.uk](mailto:l.m.watson@leeds.ac.uk).

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. Find out more on the [University IT website](#). Researchers may use any [printer](#) located in general spaces on campus. Swipe your ID card through the reader to log in.

We accept that occasionally PGRs may need to print the odd page for personal use (i.e. CV, travel tickets), but excessive personal use of MyPrint will be flagged with the School/Faculty. If PGRs have a teaching/marking role, they should use their staff account for any printing related to that role.

# Faculty of Arts, Humanities and Cultures: School of English

## Faculty and School Structure


Within the AHC Faculty, the strength of our academic expertise combined with the breadth of disciplines we cover afford a wealth of opportunities to our students and researchers. This means that the Faculty is able to make a real impact on the world and bring benefits in cultural, economic and societal terms.

We have one of the broadest portfolios in the arts and humanities, as well as the creative arts and technologies, among the Russell Group of research-intensive universities. The Faculty plays a key role in the development of cross-institutional degrees, and our PGRs benefit from being taught by expert tutors from an exceptionally broad range of areas – whose cutting-edge research informs what and how our PGRs learn.

The Faculty of Arts, Humanities and Cultures brings together the breadth and strength represented by the nine dynamic and diverse schools listed below:

- School of Media and Communication: <http://media.leeds.ac.uk/>
- School of Design: <http://www.design.leeds.ac.uk/>
- School of Fine Art, History of Art & Cultural Studies: <http://www.fine-art.leeds.ac.uk/>
- School of Music: <http://music.leeds.ac.uk/>
- School of Performance and Cultural Industries: <http://www.pci.leeds.ac.uk/>
- School of English: <http://www.leeds.ac.uk/arts/english>
- School of History: [http://www.leeds.ac.uk/arts/info/20041/school\\_of\\_history](http://www.leeds.ac.uk/arts/info/20041/school_of_history)
- School of Languages, Cultures & Societies:  
[http://www.leeds.ac.uk/arts/info/20043/school\\_of\\_languages\\_cultures\\_and\\_societies](http://www.leeds.ac.uk/arts/info/20043/school_of_languages_cultures_and_societies)
- School of Philosophy, Religion & History of Science:  
[http://www.leeds.ac.uk/arts/homepage/236/School\\_of\\_Philosophy,\\_Religion\\_and\\_the\\_History\\_of\\_Science](http://www.leeds.ac.uk/arts/homepage/236/School_of_Philosophy,_Religion_and_the_History_of_Science)

The School of English is proud of its national and international standing and is committed to maintaining the ethos of a supportive community dedicated to the highest standards of teaching and research. We seek to nurture a dynamic intellectual environment within which individuals can develop critically and creatively and thereby fulfil their potential. We expect inspirational teaching and research to attract the next generation of postgraduate students who will play their part in moving our disciplines forward.

The School of English is located on Cavendish Road and is housed in two separate buildings. Houses 6, 8 and 10 are on one side of Cavendish Road and Houses 5, 7 and 9 diagonally opposite on the other side of Cavendish Road. 

The School's address is: School of English, University of Leeds, Leeds, LS2 9JT. Telephone: +44 (0)113 343 4739; Web: [www.leeds.ac.uk/english](http://www.leeds.ac.uk/english)

## 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.

Faculty Graduate School: [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

Graduate School office location and opening hours: The ACH Graduate School is located in 29 Clarendon Place on the first floor. If you wish to speak to a member of the Graduate School team, you can book an appointment via email.

The Graduate School Officers, Carla Wray and Jamie Knipe, also hold weekly drop-in sessions in the School of English PGR cluster every Tuesday from 11:00 and a Faculty drop in session in the basement of Botany House every Thursday at 2:00pm.

Head of Graduate School: Dr Pammi Sinha – [p.k.sinha@leeds.ac.uk](mailto:p.k.sinha@leeds.ac.uk)

History Director of Postgraduate Research Studies (DPGRS): Dr Jeremy Davies – [j.g.h.davies@leeds.ac.uk](mailto:j.g.h.davies@leeds.ac.uk)

Graduate School Programme Officer: Carla Wray

Graduate School Support Officer: Jamie Knipe

Head of Graduate School: India McGlinchey

Head of School: Hazel Hutchinson

School Manager: Rob Walker

School Travel Booking Officer: Pam Rhodes

English PGR Distribution List: [englishpgr@lists.leeds.ac.uk](mailto:englishpgr@lists.leeds.ac.uk) (to email all PGRs in the School)

Director of Postgraduate Research Studies (DPGRS): You can find the name of your DPGRS on your [GRAD](#) record. When you are logged in, go to “My record” and then “Postgraduate research

project". You will see your DPGRS listed here, as part of your postgraduate research programme details. You might see more than one name which indicates a DPGRS and deputy DPGRS.

A complete list of DPGRSs is available via the [Heads of Graduate Schools and Directors of PGR Studies page of the For Students Website](#).

### Online resources

The School of English has a SharePoint site at [School of English - Home \(sharepoint.com\)](#) which contains School resources and a Faculty PGR SharePoint will be launched in October (details to be circulated once the site is complete).

### PGR Reps

PGRs are represented on Faculty Graduate School Committees by representatives recruited by their Faculty/School. The PGR reps participate in discussions and meetings to enhance the PGR experience and are encouraged to consult fellow PGRs, in order to make sure that a wide variety of opinions are represented. PGR reps are a key route for you to provide feedback and so you are encouraged to engage with them during your time at the University.

The Director of Postgraduate Research will meet with PGR reps every three months to discuss key issues within the School and Reps are invited to two Faculty PGR forums each year to discuss Faculty strategies and needs.

Contact details for your PGR reps can be obtained from your Graduate School or by contacting the Academic Engagement Team in LUU by emailing [academicsupport@luu.leeds.ac.uk](mailto:academicsupport@luu.leeds.ac.uk) PGRs and representatives are encouraged to attend the LUU-facilitated PGR Rep Forum, which takes place 3 times a year. Chaired by the Dean of the Leeds Doctoral College, alongside LUU's elected Education Officer and International & Postgraduate Officer, the forum welcomes questions both in advance, anonymously, and on the day, addressing issues that PGRs want to raise.

If you want to become a PGR rep, or require further information, please contact [academicsupport@luu.leeds.ac.uk](mailto:academicsupport@luu.leeds.ac.uk) or your Graduate School [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

### Faculty and School PGR Facilities

#### **School of English PGR Space**

We maintain some special privileges for postgraduate researchers to help them in their work:

There is a dedicated PGR common room and networked computer cluster (rooms 8.1.18 and 8.1.19) as well as a PGR cluster in the basement of House 8. There is also a shared area in the loft area of House 9 Cavendish Road. Work rooms can be accessed 24 hours a day with a School of English entrance key. Students using these rooms out of hours should be aware of the Lone Working policy, <https://wsh.leeds.ac.uk/general-safety/doc/lone-working> .

There are printers/photocopiers located in House 10 opposite room G.03 which can be accessed by all School of English PGRs. Additional printers are located on the staircase of the first floor of house 9.

School of English PGRs are provided with access to a locker, which are in the PGR common room and the basement PGR cluster in House 8. Lockers can be loaned for the duration of your studies. Please complete a loan agreement form and provide a £10 deposit. For details on how to request a locker, please contact the Pamela Rhodes in the School of English office.

[p.rhodes@leeds.ac.uk](mailto:p.rhodes@leeds.ac.uk)

### **Pigeonholes**

Pigeon holes for Postgraduate Teaching Assistants can be found in the staff office in House 10. Please check your pigeonhole every time that you are in the School.

### **Noticeboards**

Noticeboards can be found in the PGR computer cluster and display a variety of information about the School's events and activities.

### **Faculty Of Arts, Humanities and Cultures Postgraduate Space**

Three postgraduate study rooms are available in Botany House (rooms G04, 104 and 206) offering 18 workstations and a mixture of networked PCs and desks for lap-top use. There is disabled access to room G04, and there are some height adjustable desks. There are also 13 additional desk spaces in the basement for use for those with laptops.

Print and copy facilities are located on the Ground floor and 3rd floor. There is also a large PGR Common Room, including kitchen facilities, in the basement of the building. Storage lockers, located in G04, 104 and the PGR Common Room, are available to use on request upon registration.

The Botany House facilities are accessible outside of normal working hours, using a transponder fob, which can also be requested from the Graduate School. To use the facilities in Botany House, and obtain an access code for the study rooms and PGR Common room, please email [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

### **Taught Elements of your Research Degree**

English PGRs are expected to attend a compulsory ten-week induction programme from October in the first year of study. Further information will be sent to PGRs during induction.

### School/Faculty Specific Deadlines

School of English Postgraduate Researchers are expected to submit their work for transfer within 9 months, or 18 months for part time PGRs. Full details will be sent to you.

# Faculty of Arts, Humanities and Cultures: School of Fine Art, History of Art and Cultural Studies

## Faculty and School Structure

The Faculty of Arts, Humanities and Cultures (AHC) brings together the breadth and strength represented by the nine dynamic and diverse schools listed below:

- School of Media and Communication: <http://media.leeds.ac.uk/>
- School of Design: <http://www.design.leeds.ac.uk/>
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- School of Music: <http://music.leeds.ac.uk/>
- School of Performance and Cultural Industries: <http://www.pci.leeds.ac.uk/>
- School of English: <http://www.leeds.ac.uk/arts/english>
- School of History: [http://www.leeds.ac.uk/arts/info/20041/school\\_of\\_history](http://www.leeds.ac.uk/arts/info/20041/school_of_history)
- School of Languages, Cultures & Societies:  
[http://www.leeds.ac.uk/arts/info/20043/school\\_of\\_languages\\_cultures\\_and\\_societies](http://www.leeds.ac.uk/arts/info/20043/school_of_languages_cultures_and_societies)
- School of Philosophy, Religion & History of Science:  
[http://www.leeds.ac.uk/arts/homepage/236/School\\_of\\_Philosophy,\\_Religion\\_and\\_the\\_History\\_of\\_Science](http://www.leeds.ac.uk/arts/homepage/236/School_of_Philosophy,_Religion_and_the_History_of_Science)

FAHACS regards Fine Art, History of Art, Cultural Studies, and the study of Museums, Galleries and Heritage as interdisciplinary. We are committed to working across the constituent disciplinary specificities while critically examining the methods and historiographies of the disciplines upon which we draw. In structure and ethos, research across the School lies at the nexus of art practice and theory and pays careful attention to the synergies and tensions therein. The School has sought to consolidate and strengthen philosophical work in the Critical Humanities, and further historical excellence in the critical and social histories of art, as well as feminism and gender studies. We have developed a distinctive profile in Critical Museum and Heritage Studies and histories of the Art Market and diversified research strengths in postcolonial critique. Research on non-Western contexts as well as globalization is underpinned across the School by sustained questioning of Eurocentric categories and models.

The School of Fine Art, History of Art and Cultural Studies is situated on University Road, which runs from Clarendon Road towards Woodhouse Lane.

The School's address is: School of Fine Art, History of Art and Cultural Studies, University of Leeds, Leeds, LS2 9JT.

Web: <https://ahc.leeds.ac.uk/fine-art>

## 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.

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The Graduate School Officers, Jamie Knipe and Carla Wray. The team hold a Drop-in session on Thursdays at 2pm in the basement of Botany House.

Head of Graduate School: [Dr Pammi Sinha](#)

Director of Postgraduate Research Studies (DPGRS) in FAHAC's: Professor Mark Westgarth – [m.w.westgarth@leeds.ac.uk](mailto:m.w.westgarth@leeds.ac.uk)

Head of School: Joanne Crawford

School Manager: Meredith Green

School Travel Booking Officer: Mark Thorley, [fahacsmass@leeds.ac.uk](mailto:fahacsmass@leeds.ac.uk)

FAHACS PGR Distribution List: [fahacspgr@lists.leeds.ac.uk](mailto:fahacspgr@lists.leeds.ac.uk) (to email all PGRs in the School)

## Online resources

FAHAC's SharePoint [link](#)

## PGR Reps

PGRs are represented on Faculty Graduate School Committees by representatives recruited by their Faculty/School. The PGR reps participate in discussions and meetings to enhance the PGR experience and are encouraged to consult fellow PGRs, in order to make sure that a wide variety of opinions are represented. PGR reps are a key route for you to provide feedback and so you are encouraged to engage with them during your time at the University.

Contact details for your PGR reps can be obtained from your Graduate School or by contacting the Academic Engagement Team in LUU by emailing [academicsupport@luu.leeds.ac.uk](mailto:academicsupport@luu.leeds.ac.uk)



PGRs and representatives are encouraged to attend the LUU-facilitated PGR Rep Forum, which takes place 3 times a year. Chaired by the Dean of the Leeds Doctoral College, alongside LUU's elected Education Officer and International & Postgraduate Officer, the forum welcomes questions both in advance, anonymously, and on the day, addressing issues that PGRs want to raise.

If you want to become a PGR rep, or require further information, please contact [academicsupport@luu.leeds.ac.uk](mailto:academicsupport@luu.leeds.ac.uk) or your Graduate School [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

### Faculty and School PGR Facilities

School of Fine Art, History of Art and Cultural Studies PGR Space

We maintain some special privileges for postgraduate researchers to help them in their work: There is a dedicated PGR common room and networked computer cluster (room 1.14) Work rooms can be accessed 24 hours a day with a School entrance card key. Students using these rooms out of hours should be aware of the Lone Working policy. To obtain and access a key card please contact the School's Resources and Facilities Manager Robert Smith for a Health and Safety induction. Email: [R.A.smith@leeds.ac.uk](mailto:R.A.smith@leeds.ac.uk) Tel: 0113 3431040.

Practice-led PhD: Access to Studios, Workshops, Materials and Resources

All practice-led PhD students will have discussed their space and resource requirements with their potential supervisors at the interview stage of their application to study, and in turn been informed of what is available within the School. A call out is made prior to the start of session for studio space requirements.

The School's extensive studio space is available to all TPG and PGR students throughout July and August. Requests for particular areas or rooms must be discussed well in advance of the summer period with your supervisor to ascertain needs and suitability. Reservations should then be made with the Senior Studio & Exhibitions Technician, Peter Morton (or designate)

[p.morton@leeds.ac.uk](mailto:p.morton@leeds.ac.uk)

Faculty Of Arts, Humanities and Cultures Postgraduate Space

Three bookable postgraduate study rooms are available in Botany House (rooms G04, 104 and 206) offering 18 workstations and a mixture of networked PCs and desks for lap-top use. There is disabled access to room G04, and there are some height adjustable desks. There are also 13 additional desk spaces in the basement for use for those with laptops.

Print and copy facilities are located on the Ground floor and 3rd floor. There is also a large PGR Common Room, including kitchen facilities, in the basement of the building. Storage lockers, located in G04, 104 and the PGR Common Room, are available to use on request upon registration.

The Botany House facilities are accessible outside of normal working hours, using a transponder fob, which can also be requested upon registration. To use the facilities in Botany House, and

obtain an access code for the study rooms and PGR Common room, please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

### Health and Safety

Health & Safety inductions ('Manual Handling' and 'Working at Height') for new PGRs in the School are available to view on Minerva in the Health & Safety section. You must watch these two videos before working in the studios or workshops.

Inductions into particular workshop facilities are a requirement before utilising any of the resources. These are available by booking a slot with the relevant Technical support staff member to arrange a time and date.

In-house facilities include:

Casting (plaster, latex, jesmonite, paper)

Printmaking (intaglio and silkscreen)

Photography (black & white developing and printing)

Photography Studio (white/black/green screen, studio lighting)

3D – machine room for all types of wood/board construction

Apple Computer Lab (3D printing, Adobe Creative Suite, Final Cut)

PC Computer Lab (Adobe Creative Suite)

Audio-Video Production Lab (Cinema 4D, Final Cut, Logic and Adobe Creative Suite)

### Funding

Faculty: Opportunities to apply for the Faculty Research Dissemination Awards and the Faculty Interdisciplinary Research Support Awards will be emailed to all PGRs throughout the academic year.

For school funding information please contact [fahacsmass@leeds.ac.uk](mailto:fahacsmass@leeds.ac.uk)

### FAHACS Online Store

All of the materials we stock are listed in the School's online store. Place your order there, then email Pete Morton [p.morton@leeds.ac.uk](mailto:p.morton@leeds.ac.uk) to arrange a time for collection. This will take 24hrs from purchase to allow time for emails to be checked, the item(s) to be sourced and prepared for collection.

You may request materials during any teaching week.

### FAHACS Equipment Loans

You can borrow technical equipment for free however a returnable deposit is required, a link to pay that deposit is [here](#). Please contact [p.morton@leeds.ac.uk](mailto:p.morton@leeds.ac.uk) for more information.

## FAHACS Workshop Bookings

Please contact [fahacsmass@leeds.ac.uk](mailto:fahacsmass@leeds.ac.uk)

## Fieldwork and Travel facilities

Please email [fahacsmass@leeds.ac.uk](mailto:fahacsmass@leeds.ac.uk) who will provide further information related to fieldwork, travel and the compulsory risk assessment process.

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.

UK and International travel and accommodation must be booked using the University's official provider Key Travel by emailing [fahacsmass@leeds.ac.uk](mailto:fahacsmass@leeds.ac.uk) to request the purchasing application form.

## Printing facilities

All PGRs at the university are issued with a top up of printer credits to £200 once a year. Find out more on the [University IT website](#). Researchers may use any [printer](#) located in general spaces on campus. Swipe your ID card through the reader to log in.

We accept that occasionally PGRs may need to print the odd page for personal use (i.e. CV, travel tickets), but excessive personal use of MyPrint will be flagged with the School/Faculty. If PGRs have a teaching/marking role, they should use their staff account for any printing related to that role.

The digital print facilities located in the School of Design are available to FAHACS students. You can print on a whole range of materials including paper, fabrics and plastics. A new addition this year is an automated bookbinding machine. Sessions are one hour, but there's some flexibility if a process is going to take longer. To discuss your requirements and to make a booking, please email Carl Allport [c.a.allport@leeds.ac.uk](mailto:c.a.allport@leeds.ac.uk)

The facility includes: UV, laser, reactive, dye-sub, latex, inkjets, Riso and T shirt printers.

## School/Faculty Specific Deadlines

School of FAHACS Postgraduate Researchers are expected to submit their work for transfer within 9 months., or 18 months for part time PGRs. Full details will be sent to you.

# Faculty of Environment

## Faculty and School Structure

The [Faculty of Environment](#) conducts research and teaching across a wide range of disciplines.

The Faculty comprises;

- The School of Earth and Environment (SEE)
- The School of Geography
- The Institute for Transport Studies (ITS)
- The School of Food Science and Nutrition.

## 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.

**Faculty Graduate School:** [epsenvgso@leeds.ac.uk](mailto:epsenvgso@leeds.ac.uk)

### Graduate School office location and opening hours:

Room 1.08, [School of Civil Engineering](#).

Opening hours 9am-4pm, Monday –Friday (except on university closure days)

### Graduate School Contacts

Graduate School Manager	Vicky Masters
Graduate School Assistant Manager	Jacqui Manton
Doctoral College Officer	Rachel Furniss
Doctoral College Assistant	Rach McDermott

Please note that the Graduate School looks after two faculties so there is a wider team, consequently you may receive communications from different staff members from time to time.

### Head of Graduate School: [Dr Zia Wadud](#)

The Head of Graduate School is responsible for shaping the strategic development of postgraduate research in the Faculty.

### Director of Postgraduate Research Studies (DPGRS):

The Director of Postgraduate Research Studies (DPGRS) has responsibility for the pastoral care of postgraduate researchers, as well as a range of other key strategic and operational roles in their School. You can meet with your DPGRS at any time during the year to discuss any academic or personal issues. Please note that Directors may change during the year and the most up to date information will be held in GRAD or on the Faculty Graduate School SharePoint site.

You can find the name of your DPGRS on your [GRAD](#) record. When you are logged in, go to “My record” and then “Postgraduate research project”. You will see your DPGRS listed here, as part of your postgraduate research programme details. You might see more than one name which indicates a DPGRS and deputy DPGRS.

A complete list of DPGRSs is available via the [Heads of Graduate Schools and Directors of PGR Studies page of the For Students Website](#).

### Online resources

The Graduate School has a [SharePoint](#) which has key information, links and contacts for you to refer to during your studies including:

- Induction including tasks for new PGRs and School induction information
- Formal assessments and milestones
- Finance, fieldwork and travel
- Health and safety
- Demonstrating and teaching
- Training
- Help and contacts (including PGR reps)
- Wellbeing and support
- Graduate School newsletters
- Events

The Graduate School [SharePoint](#) also links to relevant School and University information and resources. Please refer to the SharePoint site ([linked here](#)) in the first instance and contact the Graduate School if you are unable to find the information you need there.

### PGR Reps

PGR Representatives (Reps) are recruited by the 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. In some Schools, Reps help with social events, arranging research activities or organizing the PGR conference. Schools regularly seek volunteers to act as PGR reps for their School, Institute or Research Group. A list of current PGR Reps in your School is available in the Graduate School SharePoint. If you would like to become a PGR Rep, or would like to find out more about the role, please contact the Graduate School or your DPGRS.

## Faculty and School PGR Facilities

Each School has its own kitchen area and social space which PGRs are able to access along with staff. Please contact your School if you have any questions about this. You will receive information about study space available to you in your School at the start of your studies. Schools also have a number of bookable rooms for meetings.

## Health and Safety

Please find a link to the Faculty of Environment's Health and Safety SharePoint site [linked here](#). You can contact the team on [env-eps-safety@leeds.ac.uk](mailto:env-eps-safety@leeds.ac.uk).

## Access (I.e., keys, fobs and office space)

Your School/Institute's study provision will be explained to you at induction or information can be found via the Graduate School SharePoint.

School of Earth and Environment	ESSI/IGT/IAG – Judith Schneider ( <a href="mailto:j.m.schneider@leeds.ac.uk">j.m.schneider@leeds.ac.uk</a> ) ICAS – Claire McLoughlin ( <a href="mailto:C.McLoughlin@leeds.ac.uk">C.McLoughlin@leeds.ac.uk</a> ) SRI – Sam Haynes ( <a href="mailto:S.E.Haynes@leeds.ac.uk">S.E.Haynes@leeds.ac.uk</a> )
School of Geography	Nicola Bhuller ( <a href="mailto:n.g.bhuller@leeds.ac.uk">n.g.bhuller@leeds.ac.uk</a> ) or <a href="mailto:geography@leeds.ac.uk">geography@leeds.ac.uk</a>
School of Food Science and Nutrition	<a href="mailto:food-admin@leeds.ac.uk">food-admin@leeds.ac.uk</a>
Institute for Transport Studies	Lucy Hobson ( <a href="mailto:l.hobson@leeds.ac.uk">l.hobson@leeds.ac.uk</a> )

## Funding

For queries regarding NERC, EPSRC, ESRC CDT Data Analytics and Society and School or Faculty Scholarships, please contact the Graduate School office [epsenvgso@leeds.ac.uk](mailto:epsenvgso@leeds.ac.uk).

For ESRC White Rose DTP scholarships, WRoCAH, Leeds Doctoral College Scholarships, University of Leeds/CSC scholarships and Leverhulme DTP scholarships, please contact the University's Postgraduate Scholarships office ([pg\\_scholarships@leeds.ac.uk](mailto:pg_scholarships@leeds.ac.uk)).

## Purchasing and Key Travel

All PGRs are required to purchase through the University's approved systems (i.e. SIPR, Science Warehouse and Key Travel) and so you should familiarise yourself with University guidance and regulations and book on to any training you may need at an early stage.

The following links provide key information, regulations and contacts:

All PGRs:

- [Faculty Finance Office SharePoint](#).
- [Purchasing Site for University of Leeds Staff](#)
- [Graduate School Office SharePoint](#)

Earth and Environment

PGRs in the School of Earth and Environment can find detailed information on the School SharePoint [linked here](#) .

Institute for Transport Studies

In addition to the University and Faculty Finance links above, further information can be found on the Graduate School Office SharePoint site [linked here](#).

Food Science and Nutrition

PGRs will be sent information and links by email to explain local processes and contact information. Please contact [food-admin@leeds.ac.uk](mailto:food-admin@leeds.ac.uk) .

School of Geography

The School of Geography admin team submit Key Travel and SIPR requests for PGRs. Please refer to the University guidance and rates and contact [geography@leeds.ac.uk](mailto:geography@leeds.ac.uk) for assistance. Further information is available in the [School of Geography finance section](#) of the Faculty Graduate School SharePoint.

Fieldwork and Travel facilities

<https://leeds365.sharepoint.com/sites/Fac-Env/HS/SitePages/Fieldwork-and-Travel.aspx>

**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](#)

**ESRC CDT Data Analytics and Society**

Please contact the CDT ([datacdt@leeds.ac.uk](mailto:datacdt@leeds.ac.uk)) or Geography SES team ([geo-ses@leeds.ac.uk](mailto:geo-ses@leeds.ac.uk)) for any queries about any taught elements of your programme.

**School/Faculty Specific Deadlines**

You can find your formal milestones/assessment deadlines in GRAD. Information on these will be available through the induction material and in the Doctoral College handbook. Faculty-specific guidance can be found on the [Faculty Graduate School SharePoint site](#).

Please see below for variations to the standard deadlines for programmes in the Faculty of Environment:

### **ESRC CDT Data Analytics and Society**

Integrated MSc/PhD 4 year programme. The First Formal Progress report should be completed by month 9 and transfer completed by month 24. Annual Progress Reports should be completed annually thereafter until submission on or before the anniversary of your start date.

### **NERC SENSE CDT**

NERC SENSE PGRs are required to attend several blocks of compulsory training at Leeds and Edinburgh during their first 6 months. The First Formal Progress Report should be completed by month 6 if possible, but there is some flexibility to extend this if necessary. The latest this should be done is by month 8. Please contact the Graduate School to seek approval if this is required so that your deadline can be adjusted in GRAD. You should aim to complete transfer by the end of month 12 but there is some flexibility and the hard deadline for this is by the end of month 14. Annual Progress Reports should be held annually thereafter on or before the anniversary of your start date until submission.



# Faculty of Engineering & Physical Sciences

## Faculty and School Structure

The Faculty of Engineering & Physical Sciences brings together the following Schools:

- Chemical & Process Engineering
- Chemistry
- Civil Engineering
- Computing
- Electronic & Electrical Engineering
- Mathematics
- Mechanical Engineering
- Physics & Astronomy

## 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.

**Faculty Graduate School:** [epsenvgso@leeds.ac.uk](mailto:epsenvgso@leeds.ac.uk)

**Graduate School office location and opening hours:** Room 1.08a, Civil Engineering:

**Core business hours:** Monday – Friday 9am – 4pm

**Head of Graduate School:** Dr Miller Camargo-Valero

Director of Postgraduate Research Studies (DPGRS): You can find the name of your DPGRS on your [GRAD](#) record. When you are logged in, go to “My record” and then “Postgraduate research project”. You will see your DPGRS listed here, as part of your postgraduate research programme details. You might see more than one name which indicates a DPGRS and deputy DPGRS.

A complete list of DPGRSs is available via the [Heads of Graduate Schools and Directors of PGR Studies page of the For Students Website](#).

## Online resources

Please find the link to the Engineering & Physical Sciences Sharepoint site where you can find lots of useful information to help you throughout your candidature -

[Engineering & Physical Sciences Graduate School \(sharepoint.com\)](#)

## PGR Reps

PGRs are represented on Faculty Graduate School Committees by representatives recruited by their Faculty/School. The PGR reps participate in discussions and meetings to enhance the PGR experience and are encouraged to consult fellow PGRs, in order to make sure that a wide variety of opinions are represented. PGR reps are a key route for you to provide feedback and so you are encouraged to engage with them during your time at the University.

Contact details for your PGR reps can be obtained from your Graduate School or by contacting the Academic Engagement Team in LUU by emailing [academicsupport@luu.leeds.ac.uk](mailto:academicsupport@luu.leeds.ac.uk).

PGRs and representatives are encouraged to attend the LUU-facilitated PGR Rep Forum, which takes place 3 times a year. Chaired by the Dean of the Leeds Doctoral College, alongside LUU's elected Education Officer and International & Postgraduate Officer, the forum welcomes questions both in advance, anonymously, and on the day, addressing issues that PGRs want to raise.

If you want to become a PGR rep, or require further information, please contact [academicsupport@luu.leeds.ac.uk](mailto:academicsupport@luu.leeds.ac.uk).

## Faculty and School PGR Facilities

For information on research and social facilities in the Schools, please visit the Engineering and Physical Sciences SharePoint site – School Specific Information.

## 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](#).

The following programmes have formal taught elements. For details see the University's [Ordinances](#).

If your programme of study is not listed below, it does not include a formal taught element.

PhD Mathematics (all programmes)

Integrated degree of PhD and MSc (Artificial Intelligence for Medical Diagnosis and Care)

Integrated degree of PhD and MSc (Nuclear Fuel Cycle)

Integrated degree of PhD and MSc (Chemical Process Research and Development)

Integrated degree of PhD and MSc (Bioenergy)

Integrated degree of PhD and MSc (Fluid Dynamics)

Integrated degree of PhD and MSc (Tissue Engineering and Regenerative Medicine - Innovation in Medical and Biological Engineering)

Integrated degree of PhD and MSc (Complex Particulate Products and Processes) 4 year PhD -

Integrated Tribology 4 year PhD - Next Generation Nuclear 4 year PhD - Physics Studies 4 year

PhD - Soft Matter and Functional Interfaces 4 year PhD - Aerosol Science 4 year PhD –

WaterWISER

# Faculty of Biological Sciences

## Faculty and School Structure

The Graduate School within the Faculty of Biological Sciences operates as an integrated Graduate School and supports all Postgraduate Researchers within the Faculty. There are three Schools within the Faculty of Biological Sciences: School of Biology (SBIO), School of Biomedical Sciences (SBMS) and School of Molecular and Cellular Biology (SMCB).

Across the Schools there are four Interdisciplinary Research Themes:

- Resilient Biosystems
- Healthy Living
- Biotechnology
- Discovery Bioscience

In addition, many of our Postgraduate Researchers work on inter-disciplinary projects with co-supervision across Faculties such as Medicine and Health, Earth and Environment and Engineering and Physical Sciences.

## 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.

Faculty Graduate School: [fbsfmhgso@leeds.ac.uk](mailto:fbsfmhgso@leeds.ac.uk)

Graduate School office location and opening hours: The Graduate School Team are based in the Faculty of Biological Sciences, Room 7.82, Irene Manton Building. The team are available from 10.00am - 4.00pm each day. You can visit the team by coming to the FBS reception desk on level 7 in the Miall Building. The team are also available for TEAMS meeting all week. Please contact the Graduate School on [fbsfmhgso@leeds.ac.uk](mailto:fbsfmhgso@leeds.ac.uk) to arrange an appointment.

Head of Graduate School: Dr Eric Hewitt

Director of Postgraduate Research Studies (DPGRS): You can find the name of your DPGRS on your [GRAD](#) record. When you are logged in, go to “My record” and then “Postgraduate research project”. You will see your DPGRS listed here, as part of your postgraduate research programme details. You might see more than one name which indicates a DPGRS and deputy DPGRS.

A complete list of DPGRSs is available via the [Heads of Graduate Schools and Directors of PGR Studies page of the For Students Website](#).

### Online resources

The Faculty of Biological Sciences has a Sharepoint site which holds lots of useful information for throughout your research degree. You will be automatically have access to this Sharepoint Site when you start. You can access this at: [Biological Sciences Graduate School \(sharepoint.com\)](#)

### PGR Reps

PGRs are represented on Faculty Graduate School Committee by representatives recruited from each School within the Faculty of Biological Sciences. The PGR reps participate in discussions and meetings to enhance the PGR experience and are encouraged to consult fellow PGRs in order to make sure that a wide variety of opinions are represented. You can contact the Faculty of Biological Sciences PGR reps on [fbspgrep@leeds.ac.uk](mailto:fbspgrep@leeds.ac.uk).

### Faculty and School PGR Facilities

You will already be aware of the large scale research facilities available to you during your programme of study. In addition to these there is a large Social Area on Miall Level 7 for staff, students and Postgraduate Researchers.

There is also a Faculty Well-being room – the primary purpose of this room is to facilitate feeding babies; rest for pregnancy related, disability purposes or health or medical conditions; and taking medication. For more information.

### 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](#)

### School/Faculty Specific Deadlines

For PGRs in the Faculty of Biological Sciences there will be an additional academic report to submit alongside your First Formal Progress Report. This will be in the style of either a Trends Style Review or Grant Proposal and should be submitted at 4 months.

# Faculty of Medicine and Health

## Faculty and School Structure

The Faculty of Medicine and Health (FMH) comprises the Schools of Dentistry, Healthcare, Medicine and Psychology. We are a multi-campus Faculty with Schools/Institutes geographically located on different campuses; University main campus, St. James's Hospital and Chapel Allerton Hospital. A shuttle bus (provided by the NHS) transits between the 2 Hospital campuses and the University.

The School of Medicine is organised into 6 unitary research and teaching Institutes, as follows:

Leeds Institute of Cardiovascular and Metabolic Medicine (LICAMM)

Leeds Institute of Clinical Trials (LICTR)

Leeds Institute of Health Sciences (LIHS)

Leeds Institute of Medical Education (LIME)

Leeds Institute of Medical Research at St James's (LIMR)

Leeds Institute of Rheumatic and Musculoskeletal Medicine (LIRMM)

## 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.

Faculty Graduate School: [fbsfmhgso@leeds.ac.uk](mailto:fbsfmhgso@leeds.ac.uk)

Graduate School office location and opening hours: The Graduate School Team are based in the Faculty of Biological Sciences, Room 7.82, Irene Manton Building. The team are available from 10.00am - 4.00pm each day. You can visit the team by coming to the FBS reception desk on level 7 in the Miall Building. The team are also available for TEAMS meeting all week. Please contact the Graduate School on [fbsfmhgso@leeds.ac.uk](mailto:fbsfmhgso@leeds.ac.uk) to arrange an appointment.

Head of Graduate School: Dr Peter Laslo

Director of Postgraduate Research Studies (DPGRS): You can find the name of your DPGRS on your [GRAD](#) record. When you are logged in, go to “My record” and then “Postgraduate research project”. You will see your DPGRS listed here, as part of your postgraduate research programme details. You might see more than one name which indicates a DPGRS and deputy DPGRS.

A complete list of DPGRSs is available via the [Heads of Graduate Schools and Directors of PGR Studies page of the For Students Website](#).

### Online resources

The Faculty of Medicine and Health has a Sharepoint site which holds lots of useful information for throughout your research degree. You will be automatically have access to this Sharepoint Site when you start. You can access this at: [Medicine & Health Graduate School \(sharepoint.com\)](#)

### PGR Reps

PGRs are represented on Faculty Graduate School Committee by representatives recruited from each School/Institute within the Faculty of Medicine and Health. The PGR reps participate in discussions and meetings to enhance the PGR experience and are encouraged to consult fellow PGRs in order to make sure that a wide variety of opinions are represented.

### Faculty and School PGR Facilities

The Faculty has invested extensively to ensure excellence in research; providing and enabling PGRs to have access to high quality, and state-of-art, facilities and access to cutting-edge technology

### 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](#)



# Faculty of Social Sciences: overview

**Chris Ball**  
Doctoral College Officer



Chris works in the Doctoral College and is based in 29, Clarendon Place when on campus, which is usually Tuesday, Wednesday, and Thursday each week. He is also available on Teams Monday-Friday. E-mail him at the address below to set up a meeting. Chris will advise about requests to extend your study, or take time off, or any other difficulties you are dealing with, and can help you find different types of support available to you through the university. He is the disability co-ordinator for the schools in FoSS.

**Dr Sophiko (Sophia) Daraselia**  
Doctoral College Officer



Sophia works in the Doctoral College and is based in 29 Clarendon Place when on campus, which is usually Monday, Tuesday and Wednesday each week. She is also available on Teams Monday-Thursday. E-mail her at the address below to set up a meeting. Sophia will advise about assessments at different stages in your candidacy and will work with you and your supervisors to approve examiners for your Viva. She also deals with registration and ensures scholarships or other fee awards are added to your account.

Sophia and Chris hold a weekly PGR drop-in for all the schools in the faculty in the Student Union PGR Lounge and visit the schools during the week. Keep an eye on Teams and your leeds.ac.uk e-mail for times.

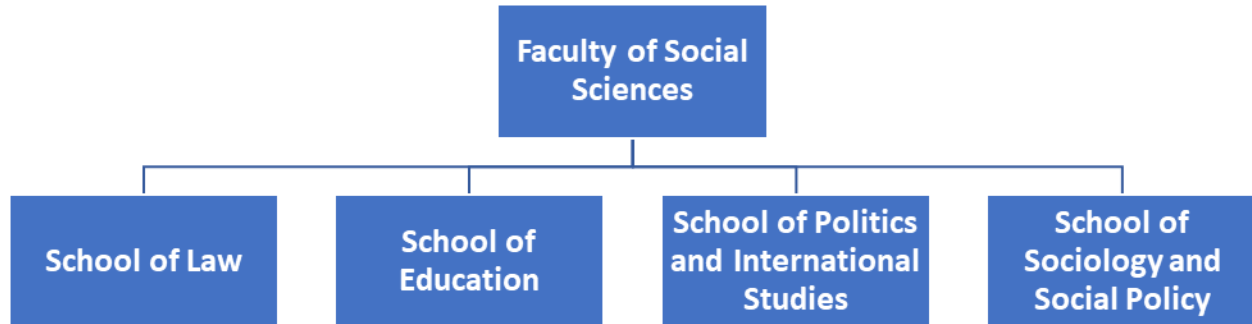
If there's anything you need to ask about any aspect of your progression through your candidacy, or if you have any issues or difficulties that you would like to discuss, then please see us at the drop-ins, or contact either of us at:

[fossgradschool@leeds.ac.uk](mailto:fossgradschool@leeds.ac.uk)

**Amendments to the information in your handbook will be posted here:**  
<https://students.leeds.ac.uk/info/10112/postgraduate-research>

# Faculty of Social Sciences: School of Law

## Faculty and School Structure



## Key staff

### **Professor Marie-Andrée Jacob**

Co-Director of PGR Studies  
Room G.16, The Liberty Building  
[S.Basu@leeds.ac.uk](mailto:S.Basu@leeds.ac.uk)



### **Dr David Pearce**

Co-Director of PGR Studies  
Room 2.28a, The Liberty Building  
[D.Pearce@leeds.ac.uk](mailto:D.Pearce@leeds.ac.uk)



A LAW staff Directory is available [here](#).

## 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.

Faculty Graduate School: [fossgradschool@leeds.ac.uk](mailto:fossgradschool@leeds.ac.uk)

Graduate School office location and opening hours: Graduate School offers weekly Drop-in sessions every Tuesday from 10am to 11.30am at the LUU PGR Lounge. Weekly invitations and reminders for the drop-in sessions are circulated via email.

Head of Graduate School: [Professor Jen Hendry](#)

Co-Directors of Postgraduate Research Studies (DPGRS): [Professor Marie-Andrée Jacob](#) and [Dr David Pearce](#).

Director of Postgraduate Research Studies (DPGRS): You can find the name of your DPGRS on your [GRAD](#) record. When you are logged in, go to “My record” and then “Postgraduate research project”. You will see your DPGRS listed here, as part of your postgraduate research programme details. You might see more than one name which indicates a DPGRS and deputy DPGRS.

A complete list of DPGRSs is available via the [Heads of Graduate Schools and Directors of PGR Studies page of the For Students Website](#).

## Online resources

The Social Sciences Graduate School SharePoint site can be accessed [here](#).

## Faculty and School PGR Facilities

We have two PGR study rooms in the Liberty Building, on the first floor 1.15 and on the second floor, 2.46. We offer a limited number of allocated desk spaces, and we also have a number of hot-desks. Adjacent to 1.15, there is a PGR kitchen and common room and a printer.

### Out of hours access/safety/lone working in the School

The Liberty Building can be accessed between 6am and midnight. Access outside core hours, which are 8:00am to 6pm, is via a keyfob which can be ordered from the [online store](#).

### Funding

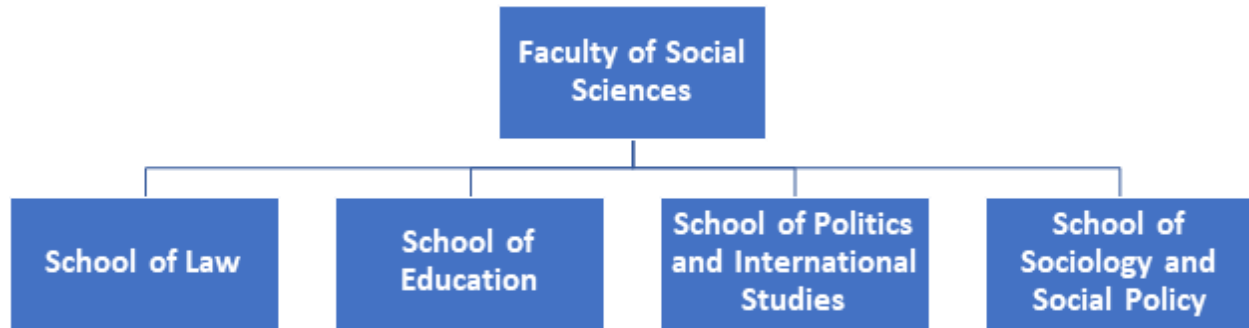
PGRs have a maximum allowance of £1000 during their time as a PhD student. To access this funding, email [lawmso@leeds.ac.uk](mailto:lawmso@leeds.ac.uk) for further details. **Please note it is important you apply for reimbursement prior to making any purchases.**

### Purchasing and Key Travel

For all UK and international travel you must use Key Travel to book fares and accommodation. An exception is where accommodation is secured as part of the conference registration. Email [fossgradschool@leeds.ac.uk](mailto:fossgradschool@leeds.ac.uk) for further guidance. Key Travel booker training is run every few weeks throughout the year. Please click on the following link to book [University of Leeds - Purchasing Events | Eventbrite](#).

# Faculty of Social Sciences: School of Politics and International Studies

## Faculty and School Structure



## Key staff

The School of Politics and International Studies is part of the Faculty of Social Sciences (FoSS). The Head of School is currently **Professor Richard Beardsworth**. Your best contacts for research advice from the teaching staff will usually be your supervisors, followed by the Director of Postgraduate Research Studies **Dr Kingsley Edney** ([K.J.Edney@leeds.ac.uk](mailto:K.J.Edney@leeds.ac.uk)) and **Dr Gordon Clubb** ([g.clubb@leeds.ac.uk](mailto:g.clubb@leeds.ac.uk)).

**Caroline Wise** ([c.wise@leeds.ac.uk](mailto:c.wise@leeds.ac.uk)) is the School Manager and **Olivia Wilson** ([O.J.Wilson@leeds.ac.uk](mailto:O.J.Wilson@leeds.ac.uk)) is Executive Assistant to Head of School of Politics and International Studies, Professor Beardsworth.

The Graduate School admin team can be contacted at [FoSSGradSchool@leeds.ac.uk](mailto:FoSSGradSchool@leeds.ac.uk).

## 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.

Faculty Graduate School: [fossgradschool@leeds.ac.uk](mailto:fossgradschool@leeds.ac.uk)

Graduate School office location and opening hours: Graduate School office location and opening hours: Graduate School offers weekly Drop-in sessions on Tuesdays from 10am to 11.30 at the LUU PGR Lounge. Weekly invitations and reminders for the Drop-in sessions will be circulated via email.

Head of Graduate School: Head of Graduate School: [Professor Jen Hendry](#)

Director of Postgraduate Research Studies (DPGRS): Director of Postgraduate Research Studies [Dr Gordon Clubb](#).

Director of Postgraduate Research Studies (DPGRS): You can find the name of your DPGRS on your [GRAD](#) record. When you are logged in, go to “My record” and then “Postgraduate research project”. You will see your DPGRS listed here, as part of your postgraduate research programme details. You might see more than one name which indicates a DPGRS and deputy DPGRS.

A complete list of DPGRSs is available via the [Heads of Graduate Schools and Directors of PGR Studies page of the For Students Website](#).

#### Online resources

The Social Sciences Graduate School SharePoint site can be accessed [here](#).

#### Faculty and School PGR Facilities

The School endeavours to provide access to a shared study space on level 9 of the Social Sciences Building for all research students up to the point of submitting their PhD thesis.

#### Health and Safety

Access (I.e., keys, fobs and office space)

Equipment

Funding:

PGRs may apply for no more than £1,200 in total over the course of their period of doctoral study. This is not available to PGRs in receipt of Research Council Studentships or other scholarships with a support budget. To access this funding, email [fossgradschool@leeds.ac.uk](mailto:fossgradschool@leeds.ac.uk) for further details. **Please note it is important you apply for reimbursement prior to making any purchases.**

#### Purchasing and Key Travel:

For all UK and international travel you must use Key Travel to book fares and accommodation. An exception is where accommodation is secured as part of the conference registration. Email [fossgradschool@leeds.ac.uk](mailto:fossgradschool@leeds.ac.uk) for further guidance. Key Travel booker training is run every few weeks throughout the year. Please click on the following link to book [University of Leeds - Purchasing Events | Eventbrite](#).

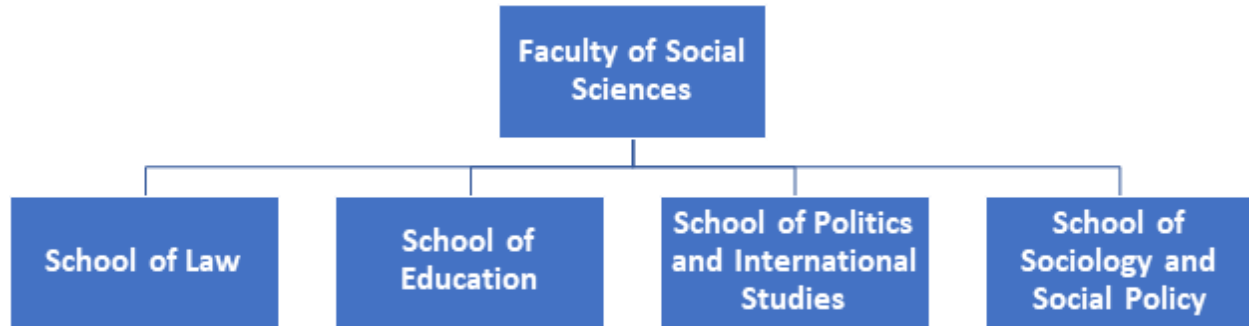
Fieldwork and Travel facilities

Social spaces

Printing facilities

# Faculty of Social Sciences: School of Sociology and Social Policy

## Faculty and School Structure



## 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.

Faculty Graduate School: [fossgradschool@leeds.ac.uk](mailto:fossgradschool@leeds.ac.uk)

Graduate School office location and opening hours: Graduate School office location and opening hours: Graduate School offers weekly Drop-in sessions every Tuesday from 10am to 11.30am at the LUU PGR Lounge. Weekly invitations and reminders for the drop-in sessions are circulated via email.

Head of Graduate School: [Professor Jen Hendry](#)

Head of School: Professor Karen Throsby: [k.throsby@leeds.ac.uk](mailto:k.throsby@leeds.ac.uk)



Director of Postgraduate Research Studies: Dr Thomas Campbell: [t.w.campbell@leeds.ac.uk](mailto:t.w.campbell@leeds.ac.uk)

Deputy Director: Dr Austin Harrington: [a.harrington@leeds.ac.uk](mailto:a.harrington@leeds.ac.uk)

An SSP staff Directory is available [here](#).

Director of Postgraduate Research Studies (DPGRS): You can find the name of your DPGRS on your [GRAD](#) record. When you are logged in, go to “My record” and then “Postgraduate research project”. You will see your DPGRS listed here, as part of your postgraduate research programme details. You might see more than one name which indicates a DPGRS and deputy DPGRS.

A complete list of DPGRSs is available via the [Heads of Graduate Schools and Directors of PGR Studies page of the For Students Website](#).

#### Online resources

The Social Sciences Graduate School SharePoint site can be accessed [here](#).

#### PGR Reps

There are four PGR student representatives, who meet each term with the DPGRS, Deputy DPGRS and Chris Ball from the Doctoral College. The Reps listen to PGRs and bring issues and ideas to these meetings. Discussions have included PGR teaching, developing a code of practice for use of the PGR IT suite, access and reasonable adjustments, and PGR conferences. All PGRs are eligible to be a PGR Rep.

#### Faculty and School PGR Facilities

The School endeavours to provide access to a shared space on level 9 of the Social Sciences Building for all research students for the 3 years of their standard study period. It must be noted that part-time and over-time students can only be accommodated when we have sufficient space.

You will need an electronic key fob to enter the SSP Building and to use the PGR IT suite. Details about hot desking and collecting the key fobs will be included in your induction day.

#### Funding

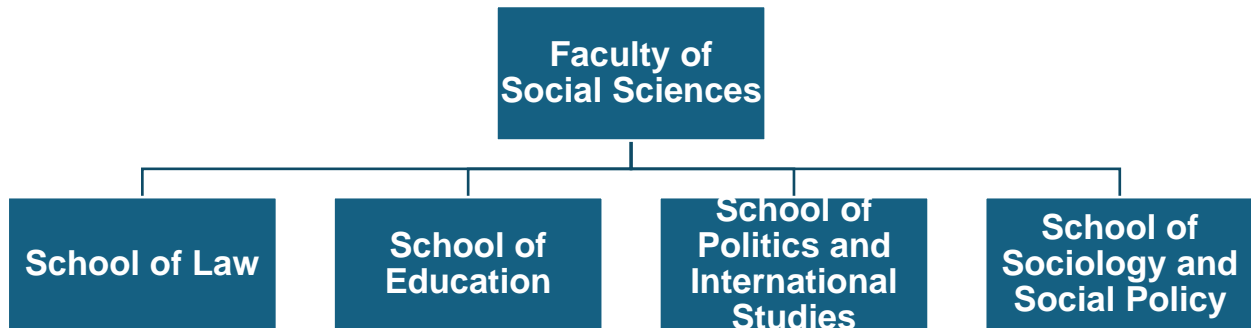
PGRs have a maximum allowance per year of £666. This is not available to PGRs in receipt of Research Council Studentships or other scholarships with a support budget. To access this funding, email [fossgradschool@leeds.ac.uk](mailto:fossgradschool@leeds.ac.uk) for further details. **Please note it is important you apply for reimbursement prior to making any purchases.**

#### Purchasing and Key Travel

For all UK and international travel you must use Key Travel to book fares and accommodation. An exception is where accommodation is secured as part of the conference registration. Email [fossgradschool@leeds.ac.uk](mailto:fossgradschool@leeds.ac.uk) for further guidance. Key Travel booker training is run every few weeks throughout the year. Please click on the following link to book [University of Leeds - Purchasing Events | Eventbrite](#).

# Faculty of Social Sciences: School of Education

## Faculty and School Structure



## 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.

Faculty Graduate School: [fossgradschool@leeds.ac.uk](mailto:fossgradschool@leeds.ac.uk)

Graduate School office location and opening hours: Graduate School offers weekly Drop-in sessions every Tuesday from 10am to 11.30am at the LUU PGR Lounge. Weekly invitations and reminders for the drop-in sessions are circulated via email.

Head of Graduate School: [Professor Jen Hendry](#)

Director of Postgraduate Research Studies: Dr Peter Hart [p.j.hart@leeds.ac.uk](mailto:p.j.hart@leeds.ac.uk)

Deputy Director: Dr Yen Dang [T.N.Y.Dang@leeds.ac.uk](mailto:T.N.Y.Dang@leeds.ac.uk)

Doctor of Education (EdD) Director of Postgraduate Research Studies: Dr Lou Harvey  
[L.T.Harvey@leeds.ac.uk](mailto:L.T.Harvey@leeds.ac.uk)

A School of Education staff directory is available [here](#)

Director of Postgraduate Research Studies (DPGRS): You can find the name of your DPGRS on your [GRAD](#) record. When you are logged in, go to “My record” and then “Postgraduate research project”. You will see your DPGRS listed here, as part of your postgraduate research programme details. You might see more than one name which indicates a DPGRS and deputy DPGRS.

A complete list of DPGRSs is available via the [Heads of Graduate Schools and Directors of PGR Studies page of the For Students Website](#).

## Online resources

The Social Sciences Graduate School SharePoint site can be accessed [here](#).

## PGR Reps

We have several positions for PGR representatives in our school:

- PGR Reps: They work with the PGR management team to ensure PGR voices are heard through termly fora. Applications for this position come from the FOSS Graduate School every summer. PGR Reps are an important point of contact and a very useful source of information.
- PGR Reps for EdD: will represent EdD student views at Student-Staff Forum. This year the EdD rep for full-time and part-time PGRs is Sam Lee, [S.D.Lee@leeds.ac.uk](mailto:S.D.Lee@leeds.ac.uk).
- Research Committee PGR rep: A PGR sits on a committee, chaired by the Director of Research and Innovation, to ensure PGR interests are represented during strategic discussions on the research culture of the School of Education. Applications for this position are sought by the Research Support Administrator in the Autumn term.
- Faculty PGR rep: One PGR from each of the schools in the faculty sit on the Faculty Graduate School Committee.

## Faculty and School PGR Facilities

### Research Culture

We encourage PGRs to be full and active members of the research community in the School of Education. You will often receive invitations to seminars, research centres, and training – some of which are aimed specifically at PGRs, but many are joint events for staff and PGRs together.

We are home to four research centres. Inclusion Childhood and Youth Research Centre, the Centre for Digital Education, the Collective for Curriculum, Pedagogy and Policy. We encourage all PGRs to join at least one of our research centres, which you can do by emailing our research support administrator ([edu\\_dori@leeds.ac.uk](mailto:edu_dori@leeds.ac.uk)).

The School of Education also has regular events that all PGRs are invited to. We host monthly community workshops offering PGR training opportunities, we are initiative monthly PGR seminars as an informal place to share your research ideas, and the DORI hosts regular research lunches and seminars.

Every summer we also invite applications for PGRs heading into their second year to join our teaching assistant programme. This provides an opportunity to gain paid teaching experience, predominantly with undergraduates.

### Workstation facilities

The School endeavours to provide all full-time PGRs with access to a designated study room shared with other PGRs for the first 3-year period of their study. Part-time PGRs are provided with shared computing and office facilities in our 'hot-desking' space. Shared hot-desking facilities are also provided to full-time PGRs who studies extend past their third year, or who have submitted their thesis and are completing corrections.

The rooms are located in Hillary Place, and allocations are confirmed and monitored by the Graduate School. If you have any requests or queries regarding your room, please email [FOSSGradSchool@leeds.ac.uk](mailto:FOSSGradSchool@leeds.ac.uk) as soon as possible. Further information on room availability etc. will be given to you at the start of your studies.

Access to the research student study rooms in Hillary Place and the Coach House will be available Monday to Friday, between 07.30-18.00, except during University holidays.

### Library facilities

The university has outstanding library facilities, details of which can be found at <https://library.leeds.ac.uk/>

### Social spaces

PGRs are welcome to use the communal spaces in the Coach House (LG.26) and the staff room (G.03).

### Health and Safety

An overview of H&S will be covered in induction.

If the fire alarm is activated in Hillary Place, the meeting point is outside the Laidlaw Library. There are notices in the PGR rooms about how to contact a first aider if needed.

If you are planning to travel you will need to have completed a travel risk assessment in advance, details will be sent to you.

If you have any H&S concerns please contact [EDU\\_Operations@leeds.ac.uk](mailto:EDU_Operations@leeds.ac.uk)

### Access (i.e., keys, fobs and office space)

All PGRs are offered space to work in one of our offices. Access is granted via a code once you're allocated an office. Offices are shared spaces, with a mix of permanent space and hot desking. The doors are in the process of being upgraded to keycard access.

The Coach House and the staff room (G.03) have kitchenettes with kettles, microwaves, and fridges, that PGRs can access.

Hillary Place is open 8am – 6pm. Out of hours access is via a key card which can be requested from the School Office (G.02) [EDU\\_Operations@leeds.ac.uk](mailto:EDU_Operations@leeds.ac.uk)

### Equipment

PGRs have access to a bank of research equipment held by the research office (accessible through the Research Support Administrator: [edu\\_dori@leeds.ac.uk](mailto:edu_dori@leeds.ac.uk)), including video cameras and voice recorders.

### Printing facilities

MyPrint printers are available in Hillary Place by rooms G.24, G.07 and 1.23. Libraries and computer clusters also have available printers.

### Funding:

The School of Education has a moderate budget to support PGRs with research expenses such as conference attendance. PGRs may apply for no more than £1500 in total over the course of their doctoral study (and usually not exceeding £600 per year). This funding is limited, and so in each year is allocated on a first-come, first-served basis and is not available to PGRs in receipt of Research Council Studentships or other

scholarships with a support budget. Conference attendance is usually supported only for PGRs who are presenting at the conference. School of Education research support funding may sometimes be used for other research expenses such as fieldwork costs. To access this funding, email [EDU\\_DPGRS@leeds.ac.uk](mailto:EDU_DPGRS@leeds.ac.uk) and submit an application form prior to making any purchases.

### Funding for Digital Education and Psychology PGRs

PGRs whose research explores aspects of digital technologies and learning may apply to the Lovell Legacy Fund for support with research expenses such as conference attendance. The Lovell Legacy Fund can be used for the purchase of specialised hardware or software for doctoral research projects in digital learning. PGRs receiving funding from the Lovell Legacy will be expected to write a short report to explain how the money was used and how this contributes to your research and career development. For an application form, please email [EDU\\_DPGRS@leeds.ac.uk](mailto:EDU_DPGRS@leeds.ac.uk).

### Purchasing and Key Travel:

For all UK and overseas travel you must use Key Travel to book fares and accommodation. One exception is where accommodation is secured as part of the conference registration. Email [EDU\\_DPGRS@leeds.ac.uk](mailto:EDU_DPGRS@leeds.ac.uk) for further guidance. Key Travel Booker training is run every few weeks throughout the year. Please click on the following link to book [University of Leeds - Purchasing Events | Eventbrite](#)

## Taught Elements of your Research Degree (EdD)

If you are on a research degree programme with a taught element you should familiarise yourself with the [Code of Practice on Assessment](#) and [Progress and monitoring for research degrees](#).

The Doctorate in Education programme has been designed to meet the needs of professionals in education and related disciplines who wish to keep abreast of a range of educational topics and refine and develop their research skills. The programme aims to provide PGRs with the opportunity to enhance their knowledge and understanding of educational issues and to reflect on these through:

- structured, professional teaching and modular study informed by the most up-to-date research and inspection findings;
- original research under the guidance of two supervisors.

It is expected that on applying to the EdD course PGRs will already have identified an area of research and be able to provide some evidence and understanding of why this field of research

is pertinent to themselves and others and also of how they propose, at this stage, to conduct their EdD research. PGRs will be allocated supervisors in line with their research intentions and will be expected to identify modules that support their field of research. The research component of the EdD is therefore significant at the application stage and remains a key focus throughout the EdD programme. PGRs will be expected to make links between their modular work and their research.

### School/Faculty Specific Deadlines

#### Progress reports

You are required to complete six-monthly progress reports via GRAD for full-time PGRs and nine-monthly for part-time PGRs. These allow PGRs and supervisors to comment on research training needs, and we would expect that by the transfer point, you should be able to report on the research training that you have undertaken.

#### Phases of study

The EdD programme is structured around three key phases:

- Phase 1 - Modular study
- Phase 2 - Transfer
- Phase 3 – Research

<b>Full time EdD</b>			
Year 1	60 credits of Research Methods Modules	30 credits of Specialist Modules	Thesis planning
Year 2	60 credits of Specialist Modules	Transfer	Thesis
Year 3	Thesis	Thesis	Thesis

<b>Part-time EdD</b>



Year 1	30 credits of Research Methods Modules	30 credits of Specialist Modules	Thesis planning
Year 2	30 credits of Research Methods Modules	30 credits of Specialist Modules	Thesis planning
Year 3	30 credits of Specialist Modules	Transfer	Thesis
Year 4	Thesis	Thesis	Thesis

## Support and Wellbeing

During your time at Leeds we hope that you find good friends, enjoy discovering Leeds as a city and travelling to the fantastic countryside and heritage around Yorkshire and the UK.

We also understand that studying for a Ph.D. can be demanding. As you begin your course, and at different stages through it, your supervisors will advise and support you through the challenges of research and writing. If you feel that you can, it's also OK to talk to your supervisors about how you are feeling and to tell them if there are any difficult situations in your home, family or personal life.

If you begin to struggle with your studies, or encounter problems with your health or in your personal life, please don't feel alone: there are many different ways to get support at Leeds.

If you just need a general conversation or you want to explore what is available for you, **Chris Ball** is your PGR Student Support contact in the FoSS graduate school. You can e-mail Chris at [fossgradschool@leeds.ac.uk](mailto:fossgradschool@leeds.ac.uk). He can discuss options with you by e-mail, on campus or on Teams, whichever is most appropriate for you.

If you need support through the university, for an overview of University support services and resources, please see [here](#).

More specific types of support can be found through the contacts here:

- If you are concerned for your own, or for a friend's mental wellbeing, [Student Counselling and Wellbeing](#) offer support through one-to-one sessions, [groups and workshops](#).
- The University [Chaplains](#) are here to listen and offer pastoral and spiritual support to all regardless of faith.

- Leeds University Union [Nightline](#) offer a non-advisory listening and information service overnight during term-time by phone and instant messaging.
- University recommended resources and self-help materials available on bereavement can be found [here](#)
- [Disability Services](#) can provide support and guidance for those with long term health conditions.
- [LUU Help and Support](#) for independent advice on wide range of issues including welfare, housing, University procedures and finance.
- [Report and Support](#) - will advise you if you have experienced, or seen any kind of mistreatment. We want the campus to be a safe place for all.
- [Harassment and Misconduct](#) - is a team of specialist advisors if you have experienced any kind of violence, abuse, bullying, harassment or discrimination

### **International PGRs**

Felix is the [LUU International and PGR Student Rep.](#) The LUU's [Global Cafe](#) offers a chance for PGRs of any nationality to meet and chat, and there are [Clubs and Societies](#) for PGRs to celebrate their own culture and to experience something of other cultures too.