Postgraduate Research (PGR)
Supervisor Handbook
2015/16
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1. INTRODUCTION

This handbook summarises the research postgraduate processes in the School. The handbook contains information on supervising current researchers (Section 3), on proposing new PhD projects (Section 4) and a summary of funding and scholarships available (Section 5).

1.1 PGR WEB PAGE

The School’s Postgraduate Research web page is at

http://www.see.leeds.ac.uk/current/research-pg

It is linked from the homepage, in the section ‘Intranet’ and then ‘Link to Staff Internal Pages’, then under the heading ‘Research’, you will see the link for ‘Research Postgraduate Information’. The page provides information for both researchers and staff. There are links to various forms (as Word files) and links to important University web pages including:

- Postgraduate Research & Operations
- Thesis Guidelines
- University Research Student Handbook

1.2 POSTGRADUATE RESEARCH STAFF

Postgraduate Research Tutor (PGRT)
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email s.rost@leeds.ac.uk
ext. 35212

Deputy Postgraduate Research Tutor (DPGRT)
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ext. 37877

Deputy Postgraduate Research Tutor (SRI)
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Postgraduate Research Administrator (PGRA)
Michelle Lesnianski
email m.lesnianski@leeds.ac.uk
ext. 31634

Postgraduate Admissions (part-time)
Angela Gardner
email a.n.gardner@leeds.ac.uk
ext. 31314

The School has a minimum of one PGR representative from each Research Institute. These representatives serve on the Faculty Graduate School Committee (FGSC). They are an important means of communication and feedback between the postgraduate researchers and staff. The current PGR representatives are listed on the PGR web link referred to above.
1.3 OTHER PUBLICATIONS

Other publications which contain information relevant for PhD supervisors listed below. These are all available on-line at
http://ses.leeds.ac.uk/info/22172/research_degrees/1030/regulations_codes_policies_and_procedures_for_postgraduate_research.

Guide for Research Degree Supervisors
This University publication describes the University procedures and regulations for Postgraduate Researchers (PGR) and contains the University Code of Practice for Research Degree Candidates. This code formally sets out the minimum standards of procedure in connection with supervision of PGRs. This University code is supplemented by our Faculty Protocol.

Ordinance and Regulations and Programmes of Study for Research Degrees
This publication describes regulations for all research degrees, including a few pages on the PhD programme which covers most of our PGRs. There is also information on obtaining research degrees by other routes.

University Research Student Handbook
This comprehensive handbook is signposted to all PGRs at the start of their course. It contains all sorts of general information on the University as well as information specific to PGRs.

Environment Faculty Protocol
http://www.leeds.ac.uk/rsa/graduate_board/protocols.html

1.4 FACULTY GRADUATE SCHOOL

The University has established Graduate Schools in all of its faculties. The Graduate Schools provide focal points for PGR activities but their specific roles vary between faculties. In some ‘unitary’ faculties (e.g. Biological Sciences) the Graduate School has taken over all of the postgraduate administration, i.e. applications, admissions and monitoring of existing students. This makes sense for such faculties composed of departments covering similar disciplines located in the same buildings.

The Faculty of Environment (SEE, Geography and Institute for Transport Studies) has a ‘federal’ structure. The Schools are located in separate buildings and cover different, but related, research areas. The Schools also have their own efficient PGR systems. Accordingly, since the creation of the Graduate School, the 3 departments still function largely as separate bodies for PGR matters. However, the Graduate School ensures that consistent procedures are applied across the Faculty; for example, the Faculty Protocol. In terms of PGR administration, however, SEE staff will still find day-to-day activities organised at the School level.

The Graduate School is working to bring our Faculty PGRs closer together and the administrators are location in one Graduate School office.

The Faculty of Environment Director of Postgraduate Research Studies is Professor Jouni Paavola. The Faculty Graduate School Co-ordinator is Michelle Lesnianski.
### 2. Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Funding Deadlines</th>
<th>Information</th>
<th>Student Monitoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td></td>
<td>Project proposals sought for following year NERC DTPs so that approval can be granted before advertising them on the web.</td>
<td>Training Plan agreed for all PGRs who commenced in October.</td>
</tr>
<tr>
<td>November</td>
<td></td>
<td>Deadline for submission of White Rose project proposals in line with published themes.</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td>PhD Publication Masterclass</td>
<td></td>
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<tr>
<td>January</td>
<td></td>
<td>CSC-Leeds Partnership</td>
<td>Successful White Rose project proposals published. Applications invited for PhD Publication Prizes.</td>
</tr>
<tr>
<td>February</td>
<td></td>
<td>NERC DTP ESRC WR DTC</td>
<td>NERC DTP interviews ESRC WR DTC interviews</td>
</tr>
<tr>
<td>March</td>
<td></td>
<td>URS (Environment) ESRC Collaborative Studentships applications deadline (TBC).</td>
<td>ESRC WR DTC nominations submitted to University. Award for best PhD Publication at prizegiving ceremony.</td>
</tr>
<tr>
<td>April</td>
<td></td>
<td></td>
<td>First Formal Progress Report due for Year 1 PGRs and Transfer Panels and viva dates agreed.</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Endowed scholarships</td>
<td></td>
<td>21 months and 33 months progression meetings due for 2nd and 3rd year full-time PGRs and reports uploaded on PDR. Oral Presentations for 1st Year Transfers (Institute Internal Seminar). First Formal Progress Report (9 months) due for Year 1 part-time PGRs.</td>
</tr>
<tr>
<td>July</td>
<td>All UKRCs have an application deadline of 31 July for the Industrial CASE studentships which have replaced the Open CASE awards.</td>
<td></td>
<td>Transfer vivas for October Year 1 full-time starters and report submitted to PGRA (July – September)</td>
</tr>
<tr>
<td>Aug/Sept</td>
<td></td>
<td>PGR registration commences for following academic year. All fees/stipends processed.</td>
<td></td>
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</table>

*These deadlines assume an 1st October start. For other start dates, part-time students, and split-site PGRs they should be moved accordingly.*

### 3. Supervision of Postgraduate Researchers

All supervisors should be familiar with the University Code of Practice for supervision of research degree candidates which is printed in the University Guide for Research Degree Supervisors. Supervisors should also be familiar with the Faculty Protocol which is available at [http://ses.leeds.ac.uk/info/22173/research_degree-related_policies/674/research_degree_candidatures_code_of_practice](http://ses.leeds.ac.uk/info/22173/research_degree-related_policies/674/research_degree_candidatures_code_of_practice).

There must be at least one supervisor on each PGR supervision panel who meets the University's criteria for 'sole supervision' – this generally means that they:

- have attended an SDDU course for supervisors
- have had a student successfully complete a postgraduate research degree
- have passed any probationary period
- are a minimum 0.5 FTE

For full details: [http://ses.leeds.ac.uk/info/22173/research_degree-related_policies/772/research_degree_supervisors](http://ses.leeds.ac.uk/info/22173/research_degree-related_policies/772/research_degree_supervisors).

The School adopts the **University’s Co-supervision Model** of one main supervisor with a co-supervisor at Leeds.
3.1 STAFF TRAINING

The University has a policy that no member of staff may begin to supervise or act as an Internal Examiner for a PGR without first having undertaken some preparatory training for these roles. This applies to experienced supervisors new to Leeds as well as those new to postgraduate research supervision.

Experienced Leeds supervisors are encouraged to periodically attend refresher courses to update their knowledge of University policy and procedures relating to the supervision of postgraduate researchers.

Courses have been developed by SDDU, with the aim of training staff so that they are better able to meet their responsibilities in supervising and providing guidance to postgraduate researchers. Please note that there are a limited number of places available for each course and so an early booking will be to your advantage. For full details and on-line booking, visit http://www.sddu.leeds.ac.uk/sddu-postgraduate-research-student-supervisors.html.

3.2 SUPERVISION PANELS AND EXAMINERS

All PGRs must have a minimum of two supervisors – one primary supervisor and at least one co-supervisor at Leeds. If a PGR has a CASE supervisor/collaborator external to the University, then they should be listed as ‘External Supervisor’.

The four basic progress monitoring meetings should be arranged with the PGR following completion of the appropriate reports (Full-time researchers: 6, 12, 21, and 33 months). Part-time PGRs will continue to have an annual progress monitoring meeting thereafter until they submit their thesis. Additional progress meetings can be arranged as needed. A Transfer Examiner must be appointed for the transfer/upgrade meeting which is held within 12 months of study for full-time candidates (ideally at the 9-11 months mark) and within 24 months for part-time and split-site candidates. A Transfer Chair, selected from each Research Institute’s approved list of Transfer Chairs may also be appointed, although if the Transfer Examiner is also an approved Transfer Chair, then no further staff member is needed. The Transfer Examiner must be independent of the research and can then ultimately act as Internal Examiner for the researcher’s PhD viva.

3.3 PROGRESS MONITORING AND THE PDR SYSTEM

A number of meetings have to take place during the academic year in order for us to comply with University regulations. Remember that the aim of these is to provide the PGRs with clear guidance and advice and to allow us to check their progress. All progress monitoring is now done on-line using the PDR System (www.pdr.leeds.ac.uk).

The Postgraduate Development Record (PDR) is a University-wide system. It provides an electronic record and tracks meetings between supervisors and postgraduate researchers, records training, formal reports on progress, and transfer from provisional registration.

The web-based system is accessible by all postgraduate researchers, and all academic staff involved in the career of a PGR (supervisor(s), Postgraduate Research Tutors, internal and external examiners, advisors, external supervisors, and members of transfer assessment panel).

The on-line PDR is the formal record of a candidature. It can be accessed securely at all times, and used remotely when postgraduate researchers or supervisors are off campus. It can be easily maintained, updated and searched by its users, allowing for efficient and responsive record keeping. The system indicates to postgraduate researchers and their supervisors or
supervisory team when milestone activities, such as formal progress reports, are due. It will also make it easier for joint supervisors to see and share information about the PGRs that they co-supervise.

The PDR is intended to be intuitive, however, support and guidance including a user manual and FAQs are available on the web site.

It is not mandatory for External Supervisors to have access to the PDR but it would be beneficial to both them and the PGR if they do. In order to have access to the PDR an External Supervisor must have an ISS Username; the application process is on the ISS website (http://iss.leeds.ac.uk/helpdesk/how-do-i-obtain-a-username-and-initial-default-password).

Training Plan: Within one month of a PGR commencing study, and then on the anniversary each year, supervisors and PGRs should agree and review/update the training plan. This lists any specialist training that has been identified as important for the PGR. Any useful taught courses should be identified for 1st years; normally researchers sit-in on lectures and are not required to be assessed. If that is the case, they simply need to be added to the VLE as a Guest, and so do not need to formally register for the module. Awareness of the following matters should also be raised at this early stage: whether the project raises ethical issues as defined by the University; compliance with the University’s policy for safeguarding data; Health & Safety issues and training; and, English Language provision for international candidates whose first language is not English.

Recorded Supervision Meetings. Supervisors should have no less than 10 formal meetings with their full-time students each year (5 for part-time and split-site study). Obviously, we expect that within SEE, researchers will have much more frequent contact with their supervisors than these 10 meetings – however only 10 need to be documented in this way. The minutes of meetings are recorded within the ‘Meetings’ tab on the PDR and signed off by ‘locking’ the record.

First Formal Progress Report. This is the 6 months meeting for full-time researchers and the 9 months meeting for part-time and split site researchers. This ‘First Formal Progress Report’ form is used for all PGR candidates and must be signed by supervisors before being uploaded into the PDR by the researcher. The researcher must also upload the associated academic progress review report onto the PDR.

Transfer Report and Viva. The purpose of the transfer process is to decide whether both the researcher and the project have potential for success. By the 9-10 month mark, first year full-time researchers should have written a transfer report which will be used by the supervisors and the Independent Assessor to assess whether the PGR should proceed from a Provisional PhD to full PhD status or another category. The oral presentation given by each PGR (as part of their Institute’s internal seminar series) is also part of this process which the supervisors should attend. The PGR is responsible for reminding supervisors of their seminar date/time. The Transfer process should be completed within the first 12 months of study. Guidelines on the University procedures and best practice for Members of the Transfer Panel are available at http://ses.leeds.ac.uk/info/22172/research_degrees/933/transfer_process.

Note that there are now two stages to the Transfer process, and all forms are available at the above link:

Stage 1: The form is called the ‘Progress Report: Transfer Stage’ and this must be completed by the supervisors and PGRA and submitted to the Transfer Panel (on the PDR) BEFORE the Transfer viva.
Stage 2: The form is called the ‘Joint Report of the Transfer Assessment Panel’ and is completed and signed jointly by the members of the Panel and then handed to the PGRA expediently, following the viva, so that the recommendation can be made to the University. Any delay in submitting this signed form may prevent the researcher from registering which may delay their stipend payments and cause them temporary financial hardship.

21 Months Meeting. Towards the end of the second year the supervisors and PGR should meet to review progress. The researcher should prepare a report in advance. This most likely should be brief, eg, it can be a one page summary appended with published or submitted papers. In other cases supervisors may judge it to be beneficial to ask the PGR to write a more substantial report (for practice in writing a thesis Chapter, for example). Where possible, the researcher should include a draft thesis plan. The report/publication should be uploaded onto the PDR. The progress review meeting form must be signed by all supervisors and authorized by the PGRT before being uploaded onto the PDR. The candidate will not be permitted to register until this meeting has been held.

33 Months Meeting. A meeting between the PGR and supervisors to review the readiness of the researcher to submit their thesis. Before this meeting the researcher should upload onto the PDR a detailed thesis plan and examples of draft chapters already written, where possible. The progress review meeting form must be signed by all supervisors and authorized by the PGRT before being uploaded onto the PDR. The candidate will not be permitted to register until this meeting has been held.

3.4 POSTGRADUATE TRAINING

3.4.1 RESEARCH SKILLS

Staff should be aware of the training opportunities for PGRs so that they can advise on useful courses. The training available to PGRs within the University consists of Faculty, School, and University courses. These courses provide specific research, laboratory, and bibliographic skills, as well as transferable skills. The training programme comprises two elements:

1. Attendance at courses co-ordinated by the EME Researcher Skills Training Hub (that is Engineering, MaPS, and Environment) and SDDU (Staff and Departmental Development Unit) to be chosen in consultation with supervisors. The list of EME courses is available via [http://www.environment.leeds.ac.uk/study/graduate-school/](http://www.environment.leeds.ac.uk/study/graduate-school/).

2. Attendance at selected modules of relevant MA/MSc courses run by related departments to be chosen in collaboration with the supervisors. If the courses selected are to be formally assessed, a module enrolment form must be completed, signed, and submitted to the PGRA (available from PGRA); note that a charge may be payable in this case and will be paid from by the PGR’s Research Training and Support Grant Account. If assessed, the candidate must pass the course in order to transfer to the next year. Formal assessment of courses, if essential, would normally be included in the initial discussions when offering the candidate a study place, and included in the formal University offer letter. If courses are not to be assessed, but if the PGRs will need access to the VLE for lecture notes, then they should ask the Module Leader to add them to the VLE as a Guest. Please bear in mind that the PGR is here to undertake research and should be aiming to complete their research degree within 3 years – PGRs should therefore only attend lectures which are essential to their professional development.

3.4.2 POSTGRADUATE TEACHING/Demonstrating

Teaching/Demonstrating can be an important part of training and the use of PGRs is normally of great benefit to a module. Across the School the use of PGRs for taught modules is co-
ordinated by the School’s HR Administrators. This ensures that all researchers have the opportunity to teach and that nobody does too much.

It is the responsibility of the module leader to ensure that any postgraduate teaching assistant/demonstrator has attended the appropriate training modules. PGRs will not be paid unless they have attended the appropriate training sessions. Please check with the HR office to verify a candidate’s eligibility.

Generally, researchers can be employed up to 250 hours per session (academic year) in line with UK Research Council guidelines.

3.4.3 POSTGRADUATE DEMONSTRATING POLICY IN SEE
This section summarizes the School’s policy on the use of postgraduate researchers as demonstrators and teaching assistants to support student education for School modules.

Payment for Teaching Assistance / Demonstrating will be provided by the School in line with the University salary guidance as published on the University HR webpage. Note that there are different rates of pay for teaching assistants and demonstrators.

For field class support the Faculty has agreed to pay the ‘demonstrating’ rate for a maximum of 7 hours per day.

Full details about the University policy and procedures regarding postgraduates involved in teaching can be viewed at http://hr.leeds.ac.uk/info/64/engaging_postgraduate_students/183/postgraduate_teaching_assistance.

Key principles relevant to PGRs which guide the allocation of demonstrating support are as follows (note that ‘demonstrator’ is used to describe both demonstrating and teaching assistant roles below) -

1) Demonstrating tasks should involve a classroom, laboratory or field support role. It is not appropriate for staff to ask PGRs simply to undertake photocopying or menial tasks. Some marking can be undertaken on Level 1 modules only.

2) In most cases, where academic staff lead the session, and prepare and provide all teaching materials, postgraduate researchers should be employed as demonstrators. In cases where postgraduate researchers have responsibility for leading a class or are involved in significant preparation of materials, then they may be employed as teaching assistants.

3) For classes that include genuine practical work (including pencil and paper exercises) a ratio of 1 demonstrator per 20 students can be provided. A similar ratio is expected as the normal requirement where workshop-style teaching assistance is to be provided by PGRs.

4) PGRs will be asked to register their interest in teaching.

5) Before the start of each semester, teaching staff submit their request for the required number of demonstrators/teaching assistants to the School’s Human Resources (HR) administration.
6) The **HR administrator** will then e-mail all PGRs before each semester inviting applications for advertised posts. Applications will be sent to Module Leaders who will select the most suitably qualified applicants to teach their modules.

7) Demonstrators are expected to be available for all the sessions to which they are assigned.

8) Demonstrators should not normally undertake more than 6 hours per week during each semester (as per Research Council guidelines), and should consult their supervisors to ensure their level of commitment is appropriate.

9) Demonstrators must complete the training session provided by the Faculty as soon as possible after taking on demonstrating or tutorial assistant duties. This is organized by the Faculty Skills Training Manager and will run in early October every year.

10) It is the module leaders' responsibility to ensure that demonstrators are familiar with the content of each class and the approach to teaching it.

11) Demonstrators will be provided with a mentor, and evaluation of their performance will be undertaken. Opportunities will be made available to ensure that those who are teaching are receiving feedback.

### 3.5 OTHER SCHOOL ADMINISTRATION

It is important that the PGRA has a complete record of every PGR who is registered in the School for auditing purposes. Supervisors should contact the PGRA about the following matters who will, in turn, liaise directly with the PGRT and PGRO.

#### 3.5.1 EXAMINATIONS

The Examination Entry form (previously referred to as the 'pink' form) should be submitted no more than 12 months and no less than 3 months before the expected thesis submission. The form should be completed in full and signed by the supervisor, PGR, and Internal Examiner before being passed to the PGRA for authorization and onward transmission to PGRO. The form is available at [http://ses.leeds.ac.uk/info/22150/forms_and_templates/766/examination_entry_forms](http://ses.leeds.ac.uk/info/22150/forms_and_templates/766/examination_entry_forms). The External Examiner should normally be from the UK and have experience of UK higher education. The Postgraduate Research budget will pay up to £250 towards travel expenses for an external examiner; one night’s accommodation (only where necessary) at the local hotel, Cliff Lawn Hotel, which is currently £62; and reasonable costs to host the external/subsistence. Supervisors are expected to find ways of meeting any costs above that.

The PGRA should be notified as soon as the viva date has been arranged and then, immediately following the viva, the signed Preliminary Reports and recommendation of examiners should be sent to the PGRA for authorization and onward transmission to PGRO.

Upon completion of any thesis corrections/deficiencies, the PGR should generally submit one corrected hard-bound theses and one e-thesis (pdf) to the counter at the Student Services Centre, Marjorie and Arnold Ziff Building. A Thesis Deposit Form may be needed, available at [http://ses.leeds.ac.uk/info/22150/forms_and_templates/767/thesis_deposit_form](http://ses.leeds.ac.uk/info/22150/forms_and_templates/767/thesis_deposit_form).

#### 3.5.2 EXTENSIONS AND SUSPENSIONS

If a PGR needs an extension or suspension, they should contact the PGRA who will, if necessary make an appointment for them to see the PGRT. Supporting documentation may be requested either from the supervisor or from the PGR depending on the circumstances.
Guidelines about suspensions and extensions are available on the PGR web page under that heading.

3.5.3 PAYMENTS

Where appropriate, Award Forms 10, 21, and 22 generating payments for tuition fees, stipends, and one-off payments (e.g., CASE awards), will be prepared and submitted to the University’s Accounts Receivable/Funding offices by the PGRA.

5.3.4 CONFIRMATION OF STUDENTSHIPS

PGRs who need confirmation of their award can apply online via http://students.leeds.ac.uk/info/10100/academic_life/875/student_services_centre_counter.

5.3.5 UNSATISFACTORY ACADEMIC PERFORMANCE PROCEDURE (‘UAPP’)

Instigation of the University’s UAPP may take place at any stage in the candidature. Unsatisfactory academic progress is usually identified when a PGR has not met the requirements set out under responsibilities of the Code of Practice for Research Degrees. Examples include:

- Failure to provide evidence of satisfactory progress
- Failure to present written work to an adequate standard
- Failure to present work to an agreed timescale
- Failure to maintain regular contact with supervisors and to attend formal supervision meetings

Full details of the UAPP are at: http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/954/postgraduate_research_forms.

4. ADVERTISING NEW STUDENTSHIPS AND ADMISSIONS

We are committed to attracting as many good candidates to the School as possible. One part of this is to ensure that we advertise good projects as effectively as possible. Key to this is having good, exciting, and up-to-date project descriptions on the School’s web site, and then making sure that potential applications can find and then navigate their way around our site.

4.1 NEW PROJECTS

New projects are normally posted on the web site from early-November (competition) or as they become available (funded). A pro forma project sheet should be completed for each project to be advertised. The projects will be organised and displayed according to their funding, and so it is important to note the projects that already have funding secured. Likewise, if funding is being sought, i.e., via NERC, this should also be indicated. All project pro formas are available at http://www.see.leeds.ac.uk/current/research-pg/index.htm.

4.1.1 LARGE GRANT FUNDED STUDENTSHIPS

Project studentships can become available at any time of year. The completed project pro forma can be sent to the PGRA at any time and the project will be posted onto the School’s web pages.

4.1.2 NERC DTP AWARDS

The School is a key partner in the Leeds/York SPHERES Doctoral Training Partnership (DTP). The DTP includes four other departments at Leeds (Geography, Chemistry, Biology, and Mathematics) and the Chemistry Department at York University. The DTP makes around 28
awards per year and visit http://www.nercdtp.leeds.ac.uk/ for full details about the DTP and also the projects available in the current competition.

4.1.3 ESRC AWARDS
The Sustainability Research Institute has received recognition which means that it is eligible to receive awards through the University’s ESRC White Rose DTC. The School has recently operated a matched funding model which is encouraged by ESRC and which means that for every ESRC studentship awarded to the School under the ‘Environment and Sustainability’ pathway, the School offers a second funded award of the same value. It also means that members of the School can seek other types of awards, eg, Collaborative, Network, etc.

4.1.4 OTHER AWARDS
We can of course display suggested projects on the web for which there is not yet any identified source of funding (this normally applies to SRI only). Interested candidates can bring their own funding or can apply for any of the University’s scholarships for which they might be eligible. The School operates a matched-funding policy which means that if a supervisor can secure 50% value of an award from external sources, application can be made to the School to match-fund to make a fully-funded PhD. An agreement must be in place before the PI is permitted to recruit for such an award.

4.1.5 FLEXIBILITY
Inevitably some new PhD projects arise during the academic year through discussions with good applicants and changing research opportunities. We can, of course, add new projects to the website during the year, although a case would normally need to be made to the School Research Committee.

4.2 THE ADMISSIONS PROCEDURE

1. Initial enquiry. Liaise directly with a potential candidate if you wish, but in all instances please send details to the PGRA who will tell the candidate about the application procedure and let them know where they can complete a University Application for Research Degree Study and, where necessary, advise about possible funding options.

2. Receipt of an Application for Research Degree Study. All applications are made through the University’s On-Line Admissions (OLA) facility, at which time supporting documents are usually uploaded onto the OLA by the candidate. Incoming applications are logged into an admissions database and the qualifications will be checked for eligibility. Each time a new application and all supporting documents are received, an email will be sent to relevant potential supervisors outlining the candidate’s interests and giving a link to their file which is stored on the School’s Network Drive.

3. Registration of interest. Any member of staff who is interested in an applicant should inform the PGRA immediately. They will be instructed to communicate with the applicant and where possible hold an interview/Skype meeting to confirm/finalise the details of the project. If nobody expresses any interest in an applicant within 8 weeks, the applicant will be told that their application has been unsuccessful.

4. Scholarships. If an applicant has not already secured funding, or is applying for a project that does not have secured funding, the PGRA will recommend scholarships that might be suitable. Alternatively, funding sources are available on the School’s web pages.

5. Monitoring. The PGRA will monitor all references and scholarship documents in consultation with the PGRT. The PGRA will liaise with the candidate and the proposed supervisor in an attempt to ensure a successful application. Interviews for School
scholarships will be arranged by the PGRA but those members of staff who secured their own project funding will proceed with interview arrangements themselves. A minimum of two academic members of staff is recommended for interview panels, ideally with representation from both genders.

6. Selection. All decisions regarding selection of candidates for funded studentships and scholarship competitions will be made on academic grounds. The criteria will consist of the following:
   - Quality of the Candidate
   - Quality of the Project
   - School Research Strategy

7. Offer. If an applicant is successfully matched to a potential supervisor, the PGRT will make a recommendation to the University to make a formal offer. This offer will likely be subject to certain conditions (e.g., funding, obtaining a particular grade in final exams, English language test). An informal offer will also be sent to the applicant by the PGRA.

8. Acceptance. If an applicant accepts the University’s offer, the PGRA will write to the applicant with full details about registration and the induction meeting.

5. SCHOLARSHIPS AND FUNDING

5.1 NERC

5.1.1 Doctoral Training Awards
Awards are generally offered to the best qualified candidates who show the greatest research potential, and to receive a full NERC award, a candidate must have a minimum 2.1 UK Bachelor’s degree (or equivalent) and must normally be a UK citizen. Some full awards can be made to EU candidates because the DTP has some additional funded awards contributed directly by its partner departments and universities. However, under UK research council eligibility guidelines, EU candidates normally get sponsored by FEES ONLY awards (which include RTSG and the conference allocation) UNLESS the EU candidate is assessed as ordinarily resident in the UK, or has completed a minimum 3 year degree at a UK institution immediately preceding research degree study. A candidate who has received Indefinite Leave to Remain in the UK would also be eligible.

- It is very desirable that the projects involve a CASE partner. Institutes must strive to achieve a minimum rate of 1/3 conversion to CASE awards. A NERC CASE award pays, as a minimum, £1,000pa additional stipend to the PGR for 3 years.

- A doctoral training award normally pays an extended Research Training and Support Grant (RTSG) which includes a contribution towards conference funds, RTSG and fieldwork/exceptional consumables.

- The decision on the allocation of doctoral training awards will be made by an interview panel.

The PGRA registers all award holders on JeS within one month of their start date.

5.1.2 Industrial CASE Awards
These studentships have replaced Open CASE awards and are fully funded by NERC for 48 months. Supervisors must find a prospective CASE partner and apply to NERC for a specific project.
More information is given on the NERC website (http://www.nerc.ac.uk/funding/available/postgrad/focused/industrial-case/competition/).

**Deadline:** the deadline for submitting the proposals to NERC is July each year. Applications are made via UKRC JeS.

### 5.2 ESRC WHITE ROSE DOCTORAL TRAINING CENTRE

In January 2011, it was announced that this joint bid between Leeds, York and Sheffield was successful, and that we are now a recognized Centre of Excellence. The DTC comes with the award of 48 quota studentships for UK students (EU students would be eligible for ‘Fees Only’ awards, and those deemed as Overseas/International for fees purposes are not eligible at all) to be split between Leeds, York and Sheffield. These will be a combination of 1+3 (Masters + PhD) and +3 (PhD) for full-time and part-time study, in Environment and Sustainability, and in Climate Change. SRI will lead the Environment and Sustainability pathway across the DTC.

Full details about the different types of awards available on this DTC are at http://wrdtc.ac.uk/.

### 5.3 EPSRC

1. The Faculty of Environment normally receives one EPSRC DTG each year based on research income, research fellows, REF. This is allocated between SEE and Institute for Transport Studies (each of whom bring in EPSRC research income) on alternate years.

2. Some members of staff whose research falls within the remit of EPSRC have succeeded in securing project studentships and Industrial CASE studentships.

3. The University sometimes has an EPSRC DTG Open Competition. This allocation is based on EPSRC funding obtained by departments whose EPSRC funding would amount to less than half the cost of one full quota studentship; these ‘small’ amounts are then combined into ‘full awards’ and the University runs an internal competition.

The research project must fall within the areas covered by the EPSRC and must therefore relate to engineering and physical sciences or interdisciplinary research relating to these areas. Normal research council rules apply: available to UK candidates or EU candidates who have been resident in the UK for at least 3 years.

### 5.4 UNIVERSITY RESEARCH SCHOLARSHIPS (URS)

These are intended for new applicants from the UK or EU. The Faculty of the Environment has two URS Scholarships to award each year. The School can put forward up to 3 candidates to the Faculty competition. In recent years, the award has covered fees at the UK/EU rate plus a full stipend at the research council rate. **Deadlines:** March each year. **Requirements:** Candidates must have completed Application Form for a University Scholarship and include a transcript of previous studies as well as two academic references (printed on headed paper).

### 5.5 UNIVERSITY ENDOWED SCHOLARSHIPS

These are intended for new applicants from the UK or EU. They have specific criteria which must be met and on occasion requires evidence. **Deadline:** June each year. **Requirements:** Candidates must have completed an Application Form for University Scholarship and include a transcript of previous studies as well as two academic references (printed on headed paper).

### 5.6 WHITE ROSE STUDENTSHIPS
This initiative has now been running over 10 years and was set up to encourage collaborations between Leeds, Sheffield and York. The studentships are funded directly by the three White Rose Universities and fund UK/EU students for full-time study with tuition fees, a research-council-rate stipend and a contribution towards travel and research expenses. Each studentship will involve two supervisors – one Lead Supervisor at the lead institution and a co-supervisor at the partner-institution (eg, Leeds/York, Leeds/Sheffield). Strategic themes are agreed each year, and a call for network proposals is made around October. The agreed networks are usually announced in early-mid December, and then advertised to prospective candidates in January. **Deadline:** Late February.