

**Postgraduate Researcher (PGR)**

**Handbook**

**2017/18**

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# Faculty Graduate School

**Welcome to the Faculty of Environment at the University of Leeds!**

I warmly welcome both new and returning postgraduate researchers to the Faculty of Environment. The Institute for Transport Studies, the School of Earth and Environment and the School of Geography that together comprise the Faculty are thriving and internationally recognized centres of research excellence, and I am sure they will provide a stimulating and exiting environment for your research training.

Faculty of Environment hosts over 400 postgraduate researchers and it is one of the larger faculties in researcher training and development at Leeds after the Faculties of Engineering and Medicine & Health. Over a third of our postgraduate researchers are EU/international and they come from over 40 countries.

What makes the Faculty special is its interdisciplinary nature. School of Earth and Environment encompasses earth and environmental sciences as well as social scientific sustainability research; School of Geography encompasses both human and physical geography; and, Institute for Transport Studies encompasses both engineering and economic aspects of transport. Climate change, water, energy and natural hazards are key cross-cutting research areas for our staff.

We have prepared this handbook to familiarise you with our doctoral programmes, facilities and services and support available to the postgraduate researchers. We hope that the handbook will provide answers to many of the questions that new postgraduate researchers might have when beginning their doctoral studies at a new university. You will find additional information from Faculty and School websites as well as from the University’s postgraduate research administration website. Your supervisors, fellow postgraduate researchers, postgraduate research tutors and postgraduate research administrators are also here to assist you and to facilitate your studies.

I wish you all the best with your studies in Leeds!

Pippa Chapman

Professor of Biogeochemistry

Director of Postgraduate Research Studies

Faculty of Environment

# The School

# **2.1 About this Handbook**

The information in this handbook has been prepared for your guidance. Its aims are

1. to help you to orientate yourself in the School, Faculty, and the University
2. to answer some possible questions about the running of the School and about your studies
3. to make you aware of facilities and opportunities available to you
4. to make you aware of what the School expects of you

This handbook is available on-line at the School’s postgraduate research intranet webpage: <http://www.see.leeds.ac.uk/internal-users/student/postgraduate-researchers/> under ‘Handbooks’ (see below). Please note that it will be updated annually, and that the details may change during the course of the year.



## 2.2 Location and Key Contacts

The School of Earth and Environment (‘SEE’) Building is located just behind the Leeds University Union and is located at Number 84 on the University Campus Map. Contact details and a printable map are available at <http://www.see.leeds.ac.uk/contact/find-us/>. Our full postal address is:

**School of Earth and Environment**

**Earth and Environment Buildings**

**University of Leeds**

**LEEDS LS2 9JT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Contacts** | | | |
| Mrs Michelle Lesnianski | Postgraduate Research Administrator (PGRA) | [m.lesnianski@leeds.ac.uk](mailto:m.lesnianski@leeds.ac.uk) | +44 113 343 1634 |
| Mrs Angela Gardner | PGR Admissions | [a.g.gardner@leeds.ac.uk](mailto:a.g.gardner@leeds.ac.uk) | +44 113 343 1314 |
| Dr Ian Burke | Postgraduate Research Tutor (PGRT) | [i.t.burke@leeds.ac.uk](mailto:i.t.burke@leeds.ac.uk) | +44 113 343 7532 |
| Dr Fiona Gill | Deputy Postgraduate Research Tutor (DPGRT) | [f.gill@leeds.ac.uk](mailto:f.gill@leeds.ac.uk) | +44 113 343 5190 |
| Dr Julia Steinberger | DPGRT (SRI) | [j.k.steinberger@leeds.ac.uk](mailto:j.k.steinberger@leeds.ac.uk) | +44 113 343 2895 |
| Dr Tony Bromley | Organizational Development & Professional Learning (OD&PL) with responsibility for PGRs | [t.p.bromley@adm.leeds.ac.uk](mailto:t.p.bromley@adm.leeds.ac.uk) | +44 113 343 2531 |
| Dr David Banks | Health & Safety Coordinator | [d.banks@see.leeds.ac.uk](mailto:d.banks@see.leeds.ac.uk) | +44 113 343 5244 |

## 2.3 Leeds Doctoral College (‘LDC’)

The School is part of the Leeds Doctoral College which provides overarching support and development opportunities for all PGRs at the University of Leeds. Bringing together the development opportunities and resources offered by the Faculty Graduate Schools and Services across the University, the LDC will help to co-ordinate the support of our PGRs including:

* Advice on applying for research degrees and scholarships
* Training and development opportunities
* Support in organizing research events
* Opportunities to network and to contribute to our research culture

The LDC, is led by Professor Claire Honess, Dean of the Doctoral College. The LDC is located centrally on campus on Level 12 of the Marjorie and Arnold Ziff Building, making it easily accessible to all PGRs. For more information about the LDC please visit [www.leeds.ac.uk/doctoralcollege](http://www.leeds.ac.uk/doctoralcollege).

## 2.4 Staff and Research Institutes

### 2.4.1 Staff

Individual members of the School’s academic staff have specific responsibilities dedicated to the administration of teaching and the support of students. You will find the names, photos, office numbers and email addresses of academic, administrative and teaching support staff at <http://www.see.leeds.ac.uk/people/>. The School also has many ‘research’ staff. This includes Post-Doctoral Research Associates (PDRAs) and Research Fellows. You will meet many of these in your group and Institute seminars.

### 2.4.2 Postgraduate Researchers (PGRs)

The School has over 250 postgraduate researchers (PGRs); most are registered for PhD, but some may be registered for other shorter research degrees, namely MPhil (Master of Philosophy) or MSc by Research (Master of Science by Research). The list of PGRs is best viewed online at <http://www.see.leeds.ac.uk/people/student-a-z/>, where you can also find full contact details. You will have your own web page on the School site – and you are encouraged to input your project details and full biography yourself (details about how to do that are at <http://www.see.leeds.ac.uk/people/editing-details/>) – if you need help with that you can contact [webpages@see.leeds.ac.uk](mailto:webpages@see.leeds.ac.uk). If you have your own personal web page, you can also link to that from your School page.

### 2.4.3 Institutes

The research side of the School is divided into five Institutes. All research staff and PGRs are members of one of these Institutes, which are:

ESSI – Earth Surface Science Institute

IAG – Institute of Applied Geoscience

ICAS – Institute for Climate and Atmospheric Science

IGT – Institute for Geophysics and Tectonics

SRI – Sustainability Research Institute

You will be in the same Institute as your Primary Supervisor. You will get to know the other staff, postdoctoral researchers and PGRs in your Institute through events such as PGR welcomes, seminars, away days etc. Your yearly seminar, part of your PGR development, will be done as part of your Institute’s internal seminar series. You may also be asked to present an introductory talk at your Institute’s annual Away Day.

Other ‘institutes’ exist within the School and University. These are interdisciplinary institutes where scientists from different schools combine to research under a particular theme. Examples in our School include the Priestley International Centre for Climate Change (PICC), Centre for Computational Fluid Dynamics (CFD), the Centre for Integrated Petroleum Engineering and Geoscience (CiPEG), the joint LSE-Leeds Centre for Climate Change Economics and Policy (CCCEP), the Centre for Low Carbon Futures (CLCF), and water@leeds. Depending on your research area, you may or may not be involved with one of these interdisciplinary institutes.

## 2.5 School Activities

The School sponsors several departmental activities in which it is expected that PGRs will take part. Additionally, a full list of societies within the School is at <http://www.see.leeds.ac.uk/admissions-and-study/student-experience/societies/>.

Seminars, talks and discussion meetings are scheduled throughout each week, often at lunchtime. They represent a unique opportunity to hear the latest word from leading researchers, from this department and elsewhere. PGRs are welcomed to all events, and are *expected* *to attend* and participate in a wide range of topics, not just their own speciality. The atmosphere is informal and you are usually welcome to take along your lunch to lunchtime meetings. This is often referred to as the ‘research culture’ – a term which you will hear used around the University and in, for example, the Postgraduate Research Experience Survey (see section 8.8).

PGRs may also wish to familiarize themselves with activities sponsored by other departments, for example the Schools of Geography, Physics, Chemistry, Mathematics, the Institute for Transport Studies, and so on.

ESSI/IAG/IGT PGRs are encouraged to join and participate in the meetings of the Geological Society; meetings of the Yorkshire Regional Group take place usually in Leeds or Sheffield throughout the Autumn and Spring terms. Geophysicists are more likely to participate in meetings of the Royal Astronomical Society and the British Geophysical Association (‘BGA’), which acts as a bridge between the two. The BGA runs an annual national meeting where researchers can present their work.

ICAS PGRs who are studying areas relating to meteorology and atmospheric science may wish to join the Royal Meteorological Society, which organizes meetings and events, as well as supporting awards for travel and scientific exchange.

## 2.6 PGR Representatives

The School’s PGR community has representatives who serve on the Faculty Graduate School Committee (FGSC). There is at least one representative per Research Institute. The School PGR intranet lists the current representatives (see <http://www.see.leeds.ac.uk/internal-users/student/postgraduate-researchers/> and ‘Contacts’ above).

## 2.7 Faculty Graduate School Committee

The Faculty Graduate School Committee (FGSC) is the principal committee which oversees PGR activity within the Faculty. It is chaired by the Faculty Director of Postgraduate Research Studies and academic staff, administrators, and Faculty PGR representatives all sit on this committee. This committee meets 5 times each year. Subjects for discussion may be proposed by PGRs (via the representatives) or staff, and will include policy issues as well as more general items.

## 2.8 School Research Committee

The PGR Tutor sits on the School Research Committee and can represent your views through that forum. You will have the opportunity to meet with the PGR Tutor or Nominee throughout each year for a confidential meeting giving you the opportunity of discussing any aspect of your study at Leeds. This will normally be via the weekly drop-in sessions, when you can go along and raise any matters of interest or concern, as they arise. Alternatively, a meeting can be arranged at any time, as needed. Any matters can be taken forward to the School Research Committee, as necessary.

## 2.9 Messages, Post and Email

The main method of communication is email. All emails will be sent to your University email account. There will be a constant flow of important information via this medium, so check it regularly. As a PGR you will automatically be included in the email group *'see-research-pg'*. ‘A Quick Guide to Using Email’ is provided at the end of this Handbook, and this includes more information about SEE mailing lists.

Events in the School are listed on the website at <http://www.see.leeds.ac.uk/events>.

**You should let your supervisor know whenever you will not be at work.**

When you are attending any University business away from Leeds, eg, fieldwork, conferences, etc you must log this at <http://www.see.leeds.ac.uk/studentabsences/>.

Please also log your holiday requests using GRAD (see below) via the ‘Change Requests’ in the right-hand menu.

### 2.9.1 Mail

Any mail that is received for you will be put in the PGR pigeonholes on the left-hand side as you enter the Mail Room which is adjacent to the School’s Reception. These are alphabetical and so you need to check your mail regularly so that it doesn’t build up.

### 2.9.2 Telephones

You will have access to a telephone in your room. The phone should only be used for work-related national calls. If you have to make outgoing international phone calls, please talk to your supervisor to get approval since the costs might have to be recovered from your RTSG (research training and support grant) account. For international calls, please consider using other technologies (eg, Skype) or use phone cards. The use of the telephones is monitored and abuses may result in the costs being recovered from your RTSG and this facility being withdrawn – so please do not misuse them. Also, because of past confusion of billing arrangements, dialling of premium rate 0911 numbers is banned.

## 2.10 How to Get Help

### 2.10.1 Supervisors and Other Sources of Help

If you have a problem, or a complaint, which either arises from your work in the School or might impinge upon it, where do you go?

In the first instance, you should discuss the issue with your Supervisor. The Supervisor will liaise with the Postgraduate Research Tutor (PGRT) to try and solve the problem. If you prefer, you can speak directly with the PGRT. More detailed procedures are outlined in the University’s Postgraduate Research Handbook and by the Faculty Protocol.

### 2.10.2 Problems relating to learning, or to personal life

If you are worried on purely academic grounds about how you are coping with your studies, then the most obvious person to approach is your Supervisor. You should also read the entry on **Counselling and Wellbeing** in section 8 of this Handbook.

# Your Programme of Study

## 3.1 Scholarships and Funding

Research degree candidates within the School are funded through a number of different routes, some examples are:

* **University Scholarships**: University Research Scholarship (URS), Endowed Scholarships.
* **Research Councils UK (RCUK)**: Natural Environment Research Council (NERC), Engineering and Physical Sciences Research Council (EPSRC), Economic and Social Research Council (ESRC).
* **Industrial Collaborations**
* **Overseas governments**
* **Self-funding**

Scholarships are normally for one year in the first instance, and renewable subject to satisfactory progress. Scholarships may fund PGR study for between 1-4 years, and provide different levels of support. *With this in mind, it is important that if you have any queries about the level of support for your scholarship, you should contact the PGRA rather than speaking to other PhDs.* The PGRA can also provide confirmation of your funding for student loans etc. or letters can be ordered online via <http://students.leeds.ac.uk/info/10100/academic_life/875/student_services_centre_counter>.

RCUK sponsored PhDs should be aware that as part of the Terms and Conditions of your award, we are required to monitor your candidature via the on-line JeS (UKRC Joint Electronic System) and that some of your details will be made public via the *RCUK Gateway to Research.* This may include your name, stipend levels, qualifications, age at start, migration levels (from first degree university to another), name of any collaborative project partner, project title and summary, registration and expected submission date. Data will be retained after completion of your study for policy studies involving analyses of trends in postgraduate training and reporting to government bodies.

RCUK sponsored candidates are required to create an account and input into Researchfish ([www.researchfish.com](http://www.researchfish.com)) about the outcomes of their work so that RCUK can demonstrate the value and impact of research and training supported through public funding. You will be asked to do that every year, from Year 2 until 3 years after your PhD ends. There is a ‘submitting’ window each year normally February/March. Only *submitted* information will be published.

## 3.2 Progression Requirements

|  |  |
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| **PhD** | **Full-time:** 36 months (3 years) of full-time study plus optional 12 months overtime period.  **Part-time**: 60 months (5 years) of part-time study plus optional overtime period of up to 24 months.  **Split-site**: 60 months (5 years) – combination of full-time (whilst at Leeds) and part-time (whilst in home country) study plus optional overtime period of up to 24 months.  ***Thesis length****: no more than 100,000 words (300 pages) and thesis guidelines at*  <http://students.leeds.ac.uk/info/10125/assessment/773/submitting_your_thesis>.  **A PhD thesis may be submitted as a ‘standard’ format or as an ‘alternative’ format which includes publications. Details about the alternative format are available at :**  [**http://ses.leeds.ac.uk/downloads/download/529/faculty\_of\_environment\_protocol\_for\_the\_format\_and\_presentation\_of\_an\_alternative\_style\_of\_doctoral\_thesis\_including\_published\_material**](http://ses.leeds.ac.uk/downloads/download/529/faculty_of_environment_protocol_for_the_format_and_presentation_of_an_alternative_style_of_doctoral_thesis_including_published_material) |
| **YEAR 1** | * Registration – initially as ‘Provisional PhD’ until ‘Transfer’ referred to below. * Training Plan (to be agreed within one month of commencement of study). * Regular (suggest monthly) supervision meeting minutes (minimum of 10 per annum for full-time study and 6 per annum for part-time study). * Attendance at the Faculty Publications Masterclass (Tutor: Professor Alan Haywood) * First Formal Progress Report (6 months for full-time study and 9 months for part-time and split-site study): An academic report should also be produced with a suggested length of 2000 words. See the guidelines within this section. * Transfer Seminar (as part of Research Institute Internal Seminar Series). * Transfer Report and viva. This should normally take place between 9-11 months of study for full-time PhDs. The suggested length of the Transfer Report is 5000 words. This is a formal assessment for progression to a specific degree category after the initial, provisional registration stage. The Transfer viva will be with Supervisors, Transfer Examiner, and Transfer Chair. |
| **YEAR 2** | * Registration – new category from this point either as ‘PhD’ or ‘MPhil’ * Revise Training Plan (within one month of anniversary of start date). * Regular supervision meeting minutes (see above). * Seminar Presentation (as part of Research Institute Internal Seminar Series, normally held between October-July). * *Part-time and split-site*: Transfer Report and viva should normally take place between 18-24months. See above for notes about the report. * *Full-time*: Annual Progress Review (APR) to include draft of a paper submitted or to be submitted for publication **or** a written research paper summarizing work done to date together with the APR workflow which must be input into and approved via the GRAD workflow system by all supervisors and the School Review Committee (SRC). See the guidelines in this section. |
| **YEAR 3** | * Registration * Revise Training Plan (within one month of anniversary of start date). * Regular supervision meeting minutes (see above). * Seminar Presentation (see above). * Full time: Annual Progress Review (APR) to include thesis outline and completion timetable and draft thesis chapter or publication and completion of the APR workflow which must be input and approved via the GRAD by all supervisors and approved by the SRC. See the guidelines in this section. * Full time: Exam Entry Form   <http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/954/postgraduate_research_forms>   * *Part time and split-site*: APR workflow within GRAD with research paper or publication |
| **YEAR 4** | *Full time*: You should aim to have your thesis submitted within 3 years, but if you are unable to meet that guideline, you may register for a 4th overtime year to write up your thesis. The registration fee is currently £215.  *Part-time and split-site*:   * Registration * Revise Training Plan * Regular supervision meeting minutes * APR workflow within GRAD and research paper or publication. |
| **YEAR 5** | *Part-time and split-site:*   * Registration * Revise Training Plan * Regular supervision meeting minutes * APR workflow to be completed within GRAD to include thesis outline and draft chapter or publication. * Exam Entry Form:   <http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/954/postgraduate_research_forms>  You should aim to have your thesis submitted within 5 years, but if you are unable to meet that guideline, you may register for a 6th and also a 7th overtime year to write up your thesis. The registration fee for the overtime period is currently £215 per annum. |

|  |  |
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| MPhil | **Full-time**: 24 months of full-time study plus optional 12 months of overtime period.  **Part-time**: 48 months of part-time study plus up to 24 months of optional overtime period.  ***Thesis length****: no more than 60,000 words (200 pages) and thesis guidelines at*  <http://students.leeds.ac.uk/info/10125/assessment/773/submitting_your_thesis>. |
| **YEAR 1** | * Registration as MPhil (ie, no transfer required) * Training Plan (to be agreed within one month of commencement of study). * Regular (suggest monthly) supervision meeting minutes (minimum of 10 per annum for full-time study and 6 per annum for part-time study). * Attendance at the Faculty Publications Masterclass (Tutor: Professor Alan Haywood) * First Formal Progress Report (at 6 months for FT study and 9 months for part-time and split-site study) and written research paper for which suggested length is 2000 words. See the guidelines within this section. * Transfer Seminar (as part of Research Institute Internal Seminar Series). * Annual Progression Review (APR) workflow to be completed within GRAD and submitted with written research paper or draft thesis chapter and thesis completion timeline. |
| **YEAR 2** | * Registration as MPhil * Revise Training Plan (within one month of anniversary of start date). * Regular supervision meeting minutes (see above). * Seminar Presentation (as part of Research Institute Internal Seminar Series, normally held between October-July). * Submit thesis or if entering overtime year APR workflow to be completed within GRAD and submitted with written research paper or draft thesis chapter and thesis completion timeline.   Exam entry <http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/954/postgraduate_research_forms> |
| **YEAR 3&4** | *Part-time:*   * Registration * Revise Training Plan * Regular supervision meeting minutes * Annual academic report and Annual Progress Report (APR) form which must be approved via the GRAD workflow system by supervisors and approved by the SRC. * Exam entry <http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/954/postgraduate_research_forms>   You should aim to have your thesis submitted within your standard period of study (2 years for FT and 4 years for PT study), but if you are unable to meet that guideline, you may register for the overtime period to write up your thesis. The registration fee for the overtime period is currently £215 per annum. |

|  |  |
| --- | --- |
| MSc by  Research | **Full-time**: 12 months of full-time study.  **Part-time**: 24 months of part-time study.  ***Thesis length:*** *no more than 30,000 words (100 pages) and guidelines at*  <http://students.leeds.ac.uk/info/10125/assessment/773/submitting_your_thesis>. |
| **YEAR 1** | * Registration as MSc by Research * Training Plan (to be agreed within one month of commencement of study). * Regular (suggest monthly) supervision meeting minutes (minimum of 10 per annum for full-time study and 6 per annum for part-time study). * Attendance at the Faculty Publications Masterclass (Tutor: Professor Alan Haywood) * Full-time: Exam entry <http://students.leeds.ac.uk/info/103553/research_student_policies_and_procedures/954/postgraduate_research_forms> |
| **YEAR 2** | *Part-time only:* as above with exception of attendance at Faculty Publications Masterclass. |

## 3.3 GRAD (Graduate Record of Achievement and Development)

GRAD **(**[**https://research.leeds.ac.uk**](https://research.leeds.ac.uk)**)** is the University’s on-line system to facilitate the reporting processes of PGRs within the University. The system logon uses your ISS Username and your email password. Your GRAD record must be kept up-to-date at all times – it will be regularly audited. This is the tool used to check attendance of Tier 4 visa sponsored candidates. A tutorial about the system is provided within the system in the bottom left of the screen called ‘Guides’. GRAD operates by workflows which are submitted and approved at each stage normally by you, then your supervisor, then PGRT.

## 3.4 The PhD Programme

You will be an independent researcher-in-training and will be expected to be motivated to drive your research, with advice and guidance from your supervision panel. The PhD is awarded on the basis of a thesis (300 pages or 100,000 words) and examiners must be satisfied that you have discovered, interpreted and communicated new knowledge through original research, worthy of publication in international and national peer reviewed journals, which might reasonably be expected from a competent, hard-working researcher after 3 or up to 4 years of full-time study (5 years or up to 7 years for part-time or split-site study). Examiners must also be satisfied that you possess good general knowledge in your area of research.

You will be admitted as ‘Provisional PhD’ in the first instance.  Within 12 months of your start date you will need to apply for a transfer/upgrade to ‘PhD’; this involves submitting a written report and having a formal oral examination with at least two assessors.  You will then be required to undergo a similar, but informal, assessment to transfer to your 3rd and final year.

Each PGR has at least two supervisors, and you will meet with your supervisors regularly to ensure that your day-to-day progress keeps on track – these meetings will be with at least one of your supervisors on each occasion. As part of your development the University requires that at least 10 of these meetings per year (6 meetings for part-time and split-site) take place and that you and your supervisor create a meeting record workflow which shows an agreed summary of the discussion and its outcomes. **It is your joint responsibility to do this using GRAD.** You should discuss and agree with your supervisor the arrangements for the regularity and setting of these meetings at the commencement of your research degree.

There should be a period of no longer than 8 weeks between recorded meetings for full-time study and no longer than 12 weeks for part-time study. You will, however, also be required to produce written academic research papers on two occasions in Year 1 and annually thereafter; you will meet with your full supervision panel to discuss each of these reports and review progress (Annual Progress Review ‘APR’), the purpose being to assist you in focussing on the structure of your research. Typically, the first two reports may take the form as below:

### **3.4.1 First Formal Progress Report ‘FFPR’** (6 months for FT or 9 months for PT/SS)

The First Formal Progress Report workflow must be started by you in GRAD and then submitted to your primary supervisor for completion of their part of the workflow about your progress. A meeting will normally be held in association with this workflow to discuss your research field and research objectives and the purpose of this meeting is to ensure a clear pathway to Transfer/Upgrade. You will produce an academic written paper evidencing your research to-date, the typical length of the report is 2,000 words. For full-time researchers, the report is due within 6 months of the commencement of your study, ie, 31 March for those who commenced study in October; for part-time PGRs the report is due within 9 months of the commencement of study. It is expected that PGRs will present their findings to their full supervision panel. **At this time, you should make every effort to agree the Transfer Examiner and Transfer Chair and the Transfer viva date for your diaries.**

### 3.4.2 Transfer/Upgrade Report and Oral Examination

**Joint Report of the Transfer Assessment Panel**. This recommendation must be approved jointly by the members of the Transfer Panel immediately following the viva; any delay may prevent the PGR from registering which may delay stipend payments.

*The Report and Transfer Process* – Initial registration for PhDs is normally as ‘Provisional PhD’ and a formal assessment to change their status to another category, normally ‘PhD’, must be undertaken and passed. **The purpose of this transfer process is to convince the Panel that the candidate and the project have the potential for success.** This assessment normally takes place between months 9-11 following the commencement of study for full-time PhDs and within 18-24 months of commencement of study for part-time/split-site PhDs. You will prepare a written Transfer Report as part of this transfer process and arrange a *viva voce*. The Transfer is a formal assessment and the assessment panel for the *viva* must comprise a minimum of two individuals and will normally include the supervisors, a Transfer Examiner, and a Transfer Chair. PhDs will also give a talk as part of their Institute Internal Seminar Series which is open to all; the talk should typically be 30 minutes in length, and will highlight and explain the main results from the Transfer Report.

The typical length of the Transfer Report is 5,000 words, including:

* the background and rationale of the project
* a review of the key literature
* original research results so far, including any novel method development, if appropriate
* summary and justification of the work planned for the rest of the project.

When submitting the report on GRAD, you will be asked to confirm that the work is your own, and also whether ethics approval is required.

Where PhDs have already completed an element of their project, such as a literature study, fieldwork, technique validation, etc, they are encouraged to write this up in final form and add it as an Appendix to the Transfer Report, ready to be incorporated in their thesis at a later date. The Transfer Report is due no later than 1st September (for those who commenced study on 1st October) but the process should, ideally be completed by month 11 from the commencement of study. The Transfer/Upgrade is managed on-line through a workflow system on GRAD. Once the recommendation is accepted by the University, a formal letter is emailed to the PGR confirming the transfer. The outcomes of the Transfer process are: Transfer to a specific degree category; defer transfer until a revised report is submitted within an agreed timetable (a further viva may be necessary); or, withdraw from study.

**Transfer Process in GRAD**:

1. PGR starts the workflow completing the questions posed about their progress;

2. PGR presses ‘submit’ button which sends the workflow to the main supervisor;

3. Main Supervisor inputs their comments about PGRs progress and presses ‘submit’;

4. Workflow is then available to full Transfer Panel for viewing until day of viva;

5. On day of viva, ownership transfers to Transfer Chair;

6. Transfer Panel agree content of recommendation off-line;

7. Transfer Chair (only) completes Transfer recommendation workflow on-line and presses ‘submit’

8. Workflow goes to PGRT for approval and ‘submits’

9. Workflow then with central PGR office for Graduate Board approval.

10. When Graduate Board approval received, GRAD shows Transfer as ‘finished’

*If this process is handled in a timely way, it normally takes around two weeks from date of viva.*

### **3.4.3 Annual Progress Reviews (APRs)**

Following transfer, an APR must take place annually to review progress and plan for the coming academic year. The on-line APR workflow process must be followed. It mimics the process listed above for Transfer for steps 1, 2, and 3, and then the workflow goes to PGRA and then PGRT for confirmation. The research work submitted should typically be no more than 5,000 words and may take the form of a written academic written report or an already submitted, or in-preparation, manuscript for publication. A timetable for completion of the PhD should be included (eg, Gantt chart).

Each report should be seen as an exercise in written presentation, and so you should treat it as a self-contained document. It is probably best to write it in the same style as an article to be submitted for publication. The length of such reports is at the discretion of the supervisor(s), but typical word counts are listed above.

### 3.4.4 Examination Entry Form

When planning for thesis submission an Examination Entry Form must be submitted. Ideally, this should be done at least 3 months prior to submission of the thesis, but can be submitted up to 12 months in advance.

### 3.4.5 Summary of Formal Progress Reviews (example given is for full-time PhD)

## 3.5 Other Research Degree Programmes

### 3.5.1 MSc by Research

This is a challenging degree because all of the research *and* the thesis must be completed within 12 months for full-time study and 24 months for part-time study. A high pass at Bachelor’s level is therefore a requirement for entry and the supervisors must be satisfied that candidates have the necessary research skills at the outset to complete the degree because there will be limited time during the course of the study programme for training; this particular degree is 100% research. Many candidates may therefore find that their background is better suited to a one of our Taught Masters programmes which include modules on research skills and methods, in addition to an extended research project. The project plan must be developed at the outset and the project must be achievable within the timeframe. All of the routine progress monitoring aspects of the PhD apply, eg, training analysis, recorded supervision meetings, use of GRAD. Again, this is a 100% research degree and the thesis is examined in the same way as other research degrees, eg, normally with one internal and one external examiner. The examiners will be asked to comment on the quality of the research undertaken and the extent to which the thesis interprets and communicates knowledge in the research area.

### 3.5.2 MPhil

This degree is two years for full-time and four years for part-time study. This degree offers an overtime period to write the thesis, if needed. The project must be designed to be completed within the standard period of study. The choice of this degree (as opposed to a PhD) is likely to be established by the length of sponsorship provided, eg, overseas government. Others completing this type of degree may have originally commenced on a PhD, but for academic or personal reasons, the degree category, following the transfer viva, has changed from ‘Provisional PhD’ to ‘MPhil’. Progress on this study programme is monitored in a similar way to the PhD programme, eg, annual training analysis, recorded supervision meetings, and annual progression requirements, all monitored through the use of GRAD; however, there will be no formal transfer viva at the end of the first year. The thesis is examined in the same way as other research degrees, eg, normally with one internal and one external examiner. The examiners will be asked to comment on the quality of the research undertaken and whether it contains an independent contribution to knowledge and scholarship.

## 3.6 Suspension of Studies

If there is a significant period of time you are unable to work on your research because of ill-health, personal circumstances or internship, then a request for a suspension of study may be made to the University on your behalf by the Postgraduate Research Tutor. All requests need to be approved by the University Graduate Board. A similar request can be made if there has been an incident such as fire or theft that has caused delay or repetition of research procedures. If approved it has the effect of adding an equivalent period to the deadline for the submission of your thesis. During any period of suspension your University registration is temporarily put into abeyance and you will be required to complete registration to resume your study. *If you are in receipt of a University scholarship, your stipend will not normally be paid during any period of suspension; instead your funding period may be extended to give an equivalent period of support after its normal expiry date.*

## 3.7 Withdrawal from Studies

This is a decision to stop your research and leave the University. This is a rare occurrence in the School. It is a good idea to talk to as many people as possible (including the Postgraduate Research Tutor) about your reasons for considering withdrawal and how they may be solved before taking such a drastic step. You may be required to reimburse your grant awarding body for any stipend payments already made covering any period after your date of withdrawal.

## 3.8 Illness

If you are ill and cannot attend to your research you must contact your supervisor to let them know. A doctor’s note is required at any time that a suspension of study is needed as a result of illness. Please refer to the University’s Research Student Handbook for further clarification.

## 3.9 General Advice

If you have any questions about the PGR programmes or any general enquiries, please feel free to talk to the PGRA, your Supervisor, the Postgraduate Research Tutor or Deputy Tutor. The PGRT/Deputy holds drop-ins, usually on Wednesday’s each week. Times are displayed on the School’s electronic screens and the School PGR noticeboard.

# 4. Development

## 4.1 Personal and professional development

Developing personal and professional skills is an important part of the postgraduate research degree. You are classed as an early career researcher and must take responsibility for your own learning and professional development. A research degree is no longer purely about getting on with your research and publishing the findings - though these will remain the key focus. A research degree in the UK now also places importance on developing **you** and **your skills** - as a researcher and an individual – to become more effective in your research, and to enhance your future employability whether this is within or outside of academia.

It can be helpful to divide skills into two categories – “research-specific” and “transferable”, although in reality the distinction between these two categories is blurred.

**Research-specific skills** - are as implied usually very specific to your research project area, such as subject knowledge, research methodology, experimental techniques and Health and Safety. Advising about development of your research-specific skills is the responsibility of supervisors and you may also be asked to attend relevant taught courses such as Master’s modules.

**Transferable or generic skills** – for example, writing and presentation, project management, IT - help you to perform your research effectively and efficiently, and also contribute to your future employability. Transferable skills are just as important as research-specific skills, and there has been significant investment to provide suitable development opportunities for PGRs within the University of Leeds.

You should aim for 10 days per year of transferable skills development over the course of your research degree. This does not necessarily mean by attending training courses – development happens in many ways and includes, for example, research seminars and conferences.

For more information about transferable skills, see RCUK Joint Skills Statement [www.vitae.ac.uk/jss](http://www.vitae.ac.uk/jss).

## 4.2 Development opportunities

This section covers the range of free transferable skills training opportunities that are available to PGRs. Research-specific skills development is the responsibility of the supervisors.

### 4.2.1 Faculty Royal Literary Fund Fellow

The Royal Literary Fund Fellowships place professional writers in higher education institutions to offer writing support to undergraduate and postgraduate students, including PGRs. Fellows use their expertise to help students develop their own writing skills in order to improve the quality, clarity and force of their written work.  This has been shown in many case studies to improve grades and aid achievement.  Fellows are hosted by the Faculty of Environment. For further information visit <http://www.rlf.org.uk/fellowshipscheme/howtheschemeworks.cfm>.

The Royal Literary Fund Fellows provide confidential, one-to-one mentoring, with each session lasting up to forty five minutes. PGRs can approach the Fellow directly or by recommendation from a supervisor. The mentoring process is open-ended and PGRs may return for further sessions if they or the Fellow feel it is necessary.

This year's Fellows are (please contact one or other of Fellows, ie, not both):

**Emily Diamand**, an award-winning author who also has extensive experience of writing for environmental campaigning organisations.

Contact: [E.M.Diamand@Leeds.ac.uk](mailto:E.M.Diamand@Leeds.ac.uk) Contact days: Thursday’s and Friday’s 10am-4pm

Office: Room 10.127, Manton.

**Julian Turner,** an award-winning British poet and mental health worker.

Contact: [geojt@leeds.ac.uk](mailto:geojt@leeds.ac.uk) Contact day: Wednesday

Office: Room 10.127, Manton

### 4.2.2 Getting Started Workshop

“Getting Started” is a one day compulsory workshop for September/October PGR starters in the Faculty of Environment. The workshop is run by OD&PL. It will help you plan what you need to do during the first few months of the PhD. If you arrive later in the year, the School’s PGRA will book you onto an alternative centrally run course - “Starting your Research Degree“. Please note that you should only attend one of the above courses.

### 4.2.3 PGR Researcher and Development Opportunities

A full catalogue of development opportunities for PGRs is available at:

<http://www.sddu.leeds.ac.uk/research-innovation/post-grad-research-students2/>

Training providers include language centre, IT, Library, and Careers Centre, as well as external trainers where appropriate. Courses include:

* PhD Process – e.g. Getting Started, Transfer to PhD, and Final Stages of the PhD
* Communications skills – how to read a scientific article, media skills training, scientific writing
* Statistics
* IT skills – e.g. LaTeX, Excel, digital images and photo editing
* UNIX, Introduction to Programming, Matlab, FORTRAN
* Library and information skills, eg, Literature Searching for your Research Degree

Queries about courses should be directed to [academicdev@leeds.ac.uk](mailto:academicdev@leeds.ac.uk).

### 4.2.4 IT Service

IT offers a popular range of free IT skills training courses for PGRs throughout the year. Further information is at: <http://it.leeds.ac.uk/info/110/for_researchers/542/list_of_it_training_courses_for_researchers>.

### 4.2.5 Library

*Researcher Services*: The Scholarly Communications & Researcher Skills Team (<http://library.leeds.ac.uk/researcher-skills-team>) will:

* support the publication and promotion of the University's research outputs
* support open access publishing
* answer researcher enquiries
* deliver researcher skills development (online and workshops, in collaboration with GTSC)
* provide bibliometrics services (in collaboration with the Research and Innovation Service)
* provide publications support for the REF.

Please email [research@library.leeds.ac.uk](mailto:research@library.leeds.ac.uk) or visit <http://library.leeds.ac.uk/researcher>.

*Book and journal purchase requests***:** Please use the ‘suggest a book form’ on the Library website if you would like the Library to buy material (print or online) to support your research area: <http://library.leeds.ac.uk/book-suggestions>.

4.2.6 Careers Centre   
The Careers Centre runs a regular series of workshops for PGRs, topics include Interview Techniques and CV Preparation. The Careers Centre can also provide individual support, visit: <http://careerweb.leeds.ac.uk/info/23/researchers>.

4.2.7 Language CentreInternational (non-EU) candidates whose first language is not English and who would benefit from the opportunity to discuss the challenges of undertaking doctoral study in English (and England) are strongly recommended to attend:

* Core Language Skills 1 and 2: Becoming a Doctoral Researcher

Queries about courses should be directed to [academicdev@leeds.ac.uk](mailto:academicdev@leeds.ac.uk).

4.2.8 Residential summer workshops   
UK Research Council funded PhDs are eligible to attend a GRADSchool workshop free of charge, visit <https://www.vitae.ac.uk/vitae-publications/vitae-library-of-resources/about-vitae-researcher-development-programmes/gradschools>. The workshop is strongly recommended for second and third years to develop personal skills. The course is highly rated and so places are very competitive!

## 4.3 Assessing and recording your training and development needs

You should discuss and document your training needs on GRAD (in both research-specific and transferable skills) with your supervisor and agree a training plan within your first month at the University. See ‘Development’ in bottom right-hand menu in GRAD. You and your supervisor should monitor your progress against the training plan regularly; as a minimum, at the mid-point of your first year and at the transfer stage and annually thereafter.

As well as research-specific and transferable skills, you should take this opportunity to discuss other aspects of your development, such as:

* the possibility of a publications strategy during your PGR study
* English language if English is not your first language (see section 4.5 below)
* teaching opportunities within the Faculty and how it can aid in your development
* careers beyond your research degree and how you might prepare

Examples of training include the following:

### 4.3.1 Essential Training:

* If you plan to demonstrate or offer teaching assistance you must attend a teaching training course (‘Foundations in Teaching’) at the earliest available opportunity.
* ‘Starting your Research Degree’.
* Those who will be working in laboratories must attend a Laboratory Safety Course, approved by the Supervisor before commencing any laboratory work.
* PGRs are required to present their work each year to colleagues and staff in a Research Institute Seminar Series forum.
* UK GRADSchool for UK Research Council sponsored PGRs organized through **vitae,** a national organization championing the personal, professional and career development of doctoral researchers in higher education: [www.vitae.ac.uk](http://www.vitae.ac.uk).

### 4.3.2 Optional Training

* You may need to augment your *transferable skills* by taking courses in giving Presentations, Thesis Writing or Writing Papers.
* You are highly encouraged to attend workshops offered by the **Careers Centre**. Topics include Job Search, Interview Techniques, CV preparation, amongst others. The Careers Centre also runs a CV surgery.
* A variety of training is available for various computer software packages and you may need to improve your technical skills in that area.

### 4.3.3 Taught Modules

As part of your development analysis, you may be required to undertake taught modules at postgraduate (Master’s) level as directed by your supervisor; this is usually to fill in gaps in your knowledge by sitting in on lectures rather than undertaking any assessment. This decision should be a joint one between you and your supervisor. If you are required to undertake a lecture course but not be assessed, then you need to arrange access to the Virtual Learning Environment (VLE)/Minerva and this can be done through the module leader. Occasionally, a PGR is required to undertake assessed taught modules as a condition of entry and, in that instance, a Module Enrolment Form must be completed and handed to the PGRA before being sent to the Postgraduate Research & Operations office. A fee may also be due in that instance. The module enrolment form is available via the PGRA. You should make yourself known to the Lecturer when you first start attending lectures, explaining that you are a Postgraduate Researcher.

## 4.4 International Researchers

Many of the training options are the same as listed above. However, you may wish to pursue additional training in English Language. You may also wish to contact the International Centre for additional support and information. The office is located in the Marjorie and Arnold Ziff Building on Level 11. The International Centre is available for help, advice and support on a number of issues.

The international student lounge (in the International Centre) is open to all international students studying at Leeds. This is a comfortable place to relax, meet friends, watch television, read and enjoy refreshments.

International researchers should register with the Leeds University Medical Practice <http://www.leedsstudentmedicalpractice.co.uk/> upon arrival.

If you have any problems settling into your studies or have any personal concerns, please see your Supervisor or the PGRA. We are here to help you.

## 4.5 English Language: PGR Traffic Light Language Development Scheme

If you are an international researcher whose first language is not English you must discuss your English language ability **as a priority** with your supervisor in the initial training analysis meeting, again at the First Formal Progress Review meeting, and then again at Transfer stage. The aim is to find out during the early stages of your research career whether additional language support is needed. Candidates unable to demonstrate adequate core language skills who are allowed to continue beyond Transfer will not normally continue to receive Language Centre support.

All candidates whose first language is not English are classed as ‘AMBER’ at the start of their research degree because they have achieved IELTS 6.0 for entry to Leeds within the last two years. As part of the training plan, your language should be assessed by your supervisory team and confirmed as one of the following:

GREEN

**No core language problems identified.** PGR may wish to develop broader academic literacy skills through enrolment on appropriate PGR Language Centre and OD&PL workshops.

AMBER

**Further core language development likely to be beneficial**. PGR to enrol on PGR Language Centre academic courses and workshops.

RED

**Language puts PGR at risk of not achieving Transfer**. PGR to be referred to Language Centre for intensive, individualised core language development until Transfer. Possibility of ‘Language Supervisor’ joining Supervisory team until Transfer.

It is the joint responsibility of both you and your supervisors to check this web page below for training that is available and to download the tool ‘Quick Check’ to assess your needs for English language training: <https://www.leeds.ac.uk/arts/info/125008/english_language/2392/insessional_classes/3>. You will see that **Core Language Skills 1 and 2** workshops include academic writing training. Full information about the courses and support are available at the above web site.

## 4.6 Postgraduate Demonstrating/Teaching Assistant Policy

Taking on demonstrating and tutorial assistant roles is seen as an important part of postgraduate researcher development and therefore all School PGRs are encouraged to provide support for the School’s student education modules where appropriate. Teaching should be discussed with your supervisor during your initial training analysis meeting and at each review thereafter.

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 (see below). Note that there are different rates of pay for teaching assistants and demonstrators. To receive payment, you must have completed and submitted the appropriate tax and registration forms.

For field class support (which offers training opportunities for PGRs) the ‘demonstrating’ rate of pay will be implemented for a maximum of 7 hours per day. PGRs who are undertaking research degree study on a Tier 4 visa are permitted to work up to 20 hours per week and to a maximum of 250 per academic year. If you are sponsored on a Tier 4 visa and wish to undertake field class support, you will be required to register for a period of annual leave in order to do so otherwise you will be in breach of your visa regulations.

Full details about the University policy and procedures regarding postgraduates involved in teaching can be viewed as follows:

* Code of Practice for PGRs Engaged in Teaching <http://www.leeds.ac.uk/rsa/policies.html> under ‘Formal Regulations and Codes of Practice’.
* The Teaching Engagement Framework defines teaching roles and provides information on registration of PGR interest in teaching, advertising, training, mentoring, and the provision of a Teaching Activity Schedule, confirming dates, hours and terms of engagement <http://hr.leeds.ac.uk/PG_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, PGRs should be employed as **demonstrators**. In cases where PGRs 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, Module Leaders 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 SEE 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 University as soon as possible after taking on demonstrating or tutorial assistant duties. This is organized by OD&PL.
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.
12. Demonstrating and teaching assistant payments are made monthly in arrears. PGRs must deliver timesheets to the Faculty HR Office on a weekly basis.

4.7 Term Dates (for teaching purposes only)

Term dates for the current session are available at <http://www.leeds.ac.uk/homepage/17/academic_year>.

## 4.8 Plagiarism and Cheating

For research degrees, plagiarism is defined as the copying of ideas, text, data or other work (or any combination thereof) without permission and/or due acknowledgement.

The University has software to detect plagiarism and this will be randomly used for the Transfer Report and for thesis submission. You will be asked to confirm a statement that the work is your own when you submit your Transfer Report online through GRAD.

If plagiarism is detected, the penalties laid down are extremely serious, and are unlikely to be reduced by special pleading. Information about academic integrity and plagiarism and a tutorial is available at <https://library.leeds.ac.uk/skills-academic-integrity>.

## 4.9 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

Details of the UAPP are at: <http://www.leeds.ac.uk/rsa/policies.html> under ‘Progress and Monitoring’.

## 4.10 Safeguarding Data – Storage, Backup and Encryption

You need to comply with the University’s policy for Safeguarding Data – Storage, Backup and Encryption which is available at <http://campus.leeds.ac.uk/isms/policies/safeguarding/index.htm>. The scope of the policy includes research data and everyone in the University must take personal ownership of ensuring good data management and adherence to this policy. Data storage and safeguarding issues should be discussed with your supervisor and recorded in your Training Plan to be considered as part of your Transfer process.

## 4.11 University’s Research Ethics Framework

The University requires all research involving **human participants, their data or their tissue**; which might have **significant environmental impact**; or which involves **genetically modified plants** to undergo ethical review. Full details about the University’s Research Ethics Framework can be viewed at <http://ris.leeds.ac.uk/ris/info/70/ethics>**.** You should therefore answer the following screening questions:

* Does the project have the potential to cause significant environmental impact? Yes / No
* Does the project involve human participants, their tissue or their data? Yes / No
* Does the project involve any of the following: NHS staff, NHS patients, their tissue, organs, data, NHS facilities or equipment? Yes / No
* Is this project a clinical trial or a medicinal product? Yes / No
* Does the project involve the genetic modification of plants? Yes / No

‘Yes’ to any of the above establishes that the project raises ethical issues as defined by the University and you are asked to complete the University’s Ethical Review form <http://ris.leeds.ac.uk/info/70/ethics/101/applying_for_ethical_review/2> and the instructions about where to send it are included at this link.

## 4.12 Guidance on Hours of Work

Full-time PGRs may undertake part-time work at the University, but are normally subject to a limit of 250 hours of paid activities per session associated with teaching. For further information, please see the Code of Practice for Postgraduate Research Students Engaged in Teaching in the Research Student Handbook.

# Finance

## 5.1 University Scholarships: Tuition Fees, Stipends, and CASE awards

PGRs are sponsored by a variety of organizations, including overseas governments, Commonwealth Office, UK research councils, and University of Leeds scholarships. Additionally, some PGRs are self-funding their research degrees. We offer the following degrees which are all 100% research: PhD, MPhil, and MSc by Research, which can be undertaken as part-time, full-time, or split-site study. With this in mind, fees and stipend payments are channelled through a number of different routes.

This section focusses on those studentships which are administered by the University of Leeds. These include UK research council awards and University scholarships. Normally, tuition fees are paid directly to the University and the process is handled by the PGRA and Faculty Finance office. Once the fee has been paid, it will show on your on-line registration record which you access through the Portal <https://minerva.leeds.ac.uk/>. When registering each year, you generally need to simply tick the box on the finance page of the registration process to acknowledge/accept that this payment has been made. Fees are submitted to the University’s Accounts Receivable Office by the School’s PGRA using what is known as a Form 21.

Stipend payments that are organized by the School are submitted to the University’s Student Education Service Funding office by the School’s PGRA on what is known as a Form 22 for inputting into the University student information system. It is important that when undertaking on-line registration via the Portal to commence your research degree, you also input your bank account details. It is your responsibility to update your details in the event that you change your bank account mid-way through your research degree study. Your stipend cannot be released to you until that information has been provided. Your stipend payments are then sent to your bank account in 12 equal monthly instalments, in advance. They will arrive in your account on the 1st day of the month if that is a Friday; if the 1st day of the month is not a Friday, your stipend will arrive on the Friday which immediately precedes the 1st day of the month. That means that your stipend does not necessarily arrive in your bank account on exactly the same day each month, but it does arrive in time for the 1st day of the month.

It should be noted that if your studentship goes into abeyance due to a suspension of study, your stipend payments will also stop because during that period you are not registered with the University. Payments will continue when you register to resume your study after your suspension. Your payment schedule may be adjusted.

Those PGRs who have a CASE top-up to their studentship provided by a collaborative partner, will have signed a CASE agreement setting out the terms of the CASE contribution to the award and which includes any time spent at the premises of the CASE partner, intellectual property, etc, as well as the financial aspects of the award. These agreements are organized through the University’s Research Innovation Service (RIS) Contracts Office once the School’s PGRA has advised them about the details of the CASE collaboration. It can take some time for the parties to approve the terms of the agreement and apply their signatures. You will also be asked to sign the agreement. Any CASE funding that is included as stipend top-up will normally be paid to you as an annual lump sum but can only be paid once the agreement is signed; this may mean that the first year’s payment is delayed. Once the agreement is signed, the payments are normally made to you in November each year and are organized by the PGRA using a Form 10.

## 5.2 School PGR RTSG Accounts

Most PGRs have an RTSG (research training and support grant) account in the School in their name. All purchases in the School need an account number and PGRs, with the agreement of their supervisor, can use the funds in their account to pay for conference/fieldwork travel, equipment, etc.

Generally, the School will pay from £750pa x 3 years into each account for full-time PGRs, and £450pa x 5 years for part-time PGRs. UK research council (doctoral training grants) funded PGRs receive different levels of RTSG according to their award (eg, NERC DTP candidates received a lump sum of £7,000; whilst ESRC sponsored PGRs receive £666pa for 3 years but have the opportunity to apply for additional funding under various schemes). However, for some PGRs, with fully funded scholarships, this money is part of the consumables allowance/bench fee. For other full-time PGRs the School provides these funds on the understanding that this money is the only direct support that the School will be asked to provide.

These funds can be accumulated over the three years to spend on a single item or conference.

Some Scholarships and Tied/Project research grants will come with larger allowances and this will be controlled by your supervisor. CASE researchers will also have access to funds from their CASE partners.

There are many ways to obtain extra funding for travel etc. Most large conferences and organizations have student bursaries and it is up to you to apply for the support. The University of Leeds also has a site licence to [www.researchresearch.com](http://www.researchresearch.com) a resource available to all staff and PGRs on the internal network. Researchresearch.com will give you access to searchable databases of funding opportunities.

## 5.3 Fieldwork, Conferences and Expenses

**All fieldwork and conference expenses must be approved by your supervisor in advance.** Detailed receipts must be provided to support all claims.

**You must complete a Risk Assessment Form for ALL FIELDWORK. This is done in consultation with your supervisor.**

Cash advances for fieldwork and conference expenses may be obtained for sums of more than £100, provided at least (but the sooner the better) 10 working days’ notice is given. *Enquire at the Faculty Finance Office.*

PGRs and staff are covered by University insurance for teaching field trips as well as for research fieldtrips. For full details, please visit <http://www.leeds.ac.uk/insurance/travel.htm>. For insurance purposes, you are required to enter dates away from Leeds on University business (meetings, conferences, fieldwork) at <http://www.see.leeds.ac.uk/studentabsences/>.

# Facilities

## 6.1 Facilities

Office space is allocated on arrival and is coordinated through the School’s Space Committee. For office space the standard entitlement is a desk and storage space. You will be located to one of several multi-occupancy postgraduate/postdoctoral offices. The School cannot guarantee office space or access to laboratory facilities for you beyond three years, although individual cases are considered on their merits.

Computing facilities are available both in the School and the University computing clusters distributed throughout the campus. Computing systems are run at Faculty level (Environment Faculty) – email [support@see.leeds.ac.uk](mailto:support@see.leeds.ac.uk) if you have any problems or queries. University computing laboratories are run by University IT services.

The School network is linked to the campus network and to the Internet. A School username gives you access to email and all internet facilities.

## 6.2 Computing

### 6.2.1 Introduction

Computing his handled at Faculty level and information is available at <http://www.environment.leeds.ac.uk/internal/faculty-it-support/>.

### 6.2.2 Contacting Computer Support

The preferred means of contacting support is via email.

1. Questions about the School’s system should go to [support@see.leeds.ac.uk](mailto:support@see.leeds.ac.uk)
2. Questions about web pages should go to [webpages@see.leeds.ac.uk](mailto:webpages@see.leeds.ac.uk)
3. Questions about the University IT systems should go to [helpdesk@leeds.ac.uk](mailto:helpdesk@leeds.ac.uk)

IT Help Desk can be found on Level 10 of the EC Stoner Building.

### 6.2.3 Usernames and Passwords

All new PGRs will be allocated an account on the relevant local computer systems at registration. The username will be the same as your IT-provider one – which should be printed on your SID card. The passwords will be independent.

### 6.2.4 Email

You will collect your email from the IT email system independent of whichever system you are using.

Each Research Institute has its own email list:

[icas@see.leeds.ac.uk](mailto:icas@see.leeds.ac.uk) [essi@see.leeds.ac.uk](mailto:essi@see.leeds.ac.uk) [igt@see.leeds.ac.uk](mailto:igt@see.leeds.ac.uk) [sri@see.leeds.ac.uk](mailto:sri@see.leeds.ac.uk) [iag@see.leeds.ac.uk](mailto:iag@see.leeds.ac.uk)

There is also a dedicated list for all PGRs in our School: [see-research-pg@see.leeds.ac.uk](mailto:see-research-pg@see.leeds.ac.uk).

You will be added to the relevant lists. It is very important that you check your email account regularly.

### 6.2.5 Facilities

We aim to ensure that all PGRs will have access to a computer and that will be either a desktop or a laptop. The School provides a mixture of PCs running either Windows XP or Linux. There are also other computers for specialist software. You will have access to printers, scanners and CD writers.

## 6.3 Identification

PGRs should carry and be prepared to display their SID cards at all times on the University Campus. These cards are required to gain access to the Library and Computer Facilities.

## 6.4 Photocopying/Printing

Photocopying/printing/scanning machines are located in the Repographic Rooms located on each floor and in each Wing of the building. You will need to login to each machine to print/copy/scan work. Photocopying and printing are available free of charge only for work connected to your research. If you want to do any other work, you must make arrangements in advance. Anyone abusing this privilege may have it withdrawn. Information about registering a card is at:

<http://www.environment.leeds.ac.uk/internal/it/docs/printing/myprint-registration/>

and some more general information about the printing system:

<http://it.leeds.ac.uk/info/65/print_scan_and_copy>

## 6.5 Photography and Audio Visual

Generally, PGRs are responsible for their own purchases from Audio Visual. The School will pay for materials and processing if they are for a conference or departmental seminar. In this case, see a financial administrator in the Faculty Finance Office (Level 9, SCR building) for a form which must an authorized signature and the relevant account number if it is to be accepted by Audio Visual. This must also be cleared with your supervisor.

### 6.5.1 Copyright

You are reminded that copyright exists on published material and, therefore, there are strict legal limits on the amount you may photocopy from a written work for your personal research or study.

Please ensure that you read the notices relating to copyright next to every photocopier.

Multiple copying and Single Systematic copying is controlled by the CLA (Copyright Licencing Agency) licence and the regulations relating to this are clearly displayed, as above, and must be adhered to.

## 6.6 Technical and Library Services available in Earth Sciences

A full and up-to-date list of the technical facilities that are available in the School is at <http://www.see.leeds.ac.uk/business-and-consultation/facilities/>.

### 6.6.1 Kennedy Library – Earth Sciences

The Kennedy Library is located in Room 10.140 of the School’s South Wing (Level 10). It is open for 9am-5pm, Monday to Friday, and the librarian is Clare Gordon. Information about The Kennedy Library can be viewed at <http://www.see.leeds.ac.uk/business-and-consultation/facilities/kennedy-library/>.

# Health and Safety

## 7.1 Safety and First Aid

The Health and Safety Co-ordinators for the School are: Jerry Lee (building and facilities), Sarah Burdall (laboratories and workshops), and David Banks (PG teaching and fieldwork). A full list of responsibilities and contact details for H&S is at <http://www.see.leeds.ac.uk/internal-users/staff/healthandsafety/>. All incidents should be reported immediately, as well as near misses, to Sarah Burdall. If there is an emergency after 5pm, you should contact University Security on extension 32222.

The Faculty Graduate School Committee can provide access to the School’s safety and environment committee should you have any safety issues you would like raised. In addition you may contact any of the safety officers directly for more urgent matters.

**You** must complete a Risk Assessment Form IN GOOD TIME for ALL FIELDWORK. This is done in consultation with your supervisor. Fieldwork is NOT permitted until cleared by a safety officer.

Your safety and that of others around you is of paramount importance to us, whether in the laboratory or in the field. Although we do not expect you to work in any dangerous places, accidents can easily happen if you are careless and in the field they may be made more serious if the weather is bad or you are working in remote areas. We will remind you about particular hazards and issues of safety, but the responsibility is yours to be careful at all times and act within your own limits of safety. You should never take any action in the field which endangers your own safety or that of others around you.

In the interests of your safety on fieldwork it is very important that we are aware of any health problems that you may have. You will be requested to complete a medical form before participating in ANY fieldwork and may be excluded from field activities if you do not, the form provides information that may affect your performance in the field which may have an effect on the safe and successful outcome of the work. Such records are treated as being confidential and are kept until you leave the university.

You may work in departments other than SEE during your research degree study. **Each department has its own Safety Regulations and it is up to you to find out what they are.** It is essential that you familiarise yourself with proper safety procedures for each department. Information on laboratory safety is included in any of the laboratories that you may be working in. Do not hesitate to refer to these documents.

# The Wider University and Getting Help

## 8.1 Leeds University Union

As you are automatically a member of the Union, all its facilities are available in the Union Building.

The Leeds University Union offers many services including: welfare, safety, health, legal, social, religious, immigration, money, housing and emergency procedures. Full information is available at <https://www.luu.org.uk/helpandadvice/browse/> or email [advice@luu.leeds.ac.uk](mailto:advice@luu.leeds.ac.uk).

### 8.1.1 Welcome to your Union

Leeds University Union (LUU) is located at the heart of campus and provides a variety of services, support and opportunities for postgraduates including both taught and research. LUU helps you to have a real impact on campus and in the wider Leeds community.

LUU offers over 300 student-run clubs and societies (<https://www.luu.org.uk/clubs-and-societies/>), including the postgraduate representation <https://www.luu.org.uk/representation/postgraduates/> which provides you with a relaxed and friendly community of peers.

You can also find volunteering and part-time work opportunities through LUU as well as access to a free advice centre. You can find information about this, and everything else at [www.leedsuniversityunion.org.uk](http://www.leedsuniversityunion.org.uk).

### 8.1.2 Shops

Shops at LUU are owned and operated by LUU for you. They provide all the goods and services you require and are operated efficiently and profitably with the surplus money being used to develop and maintain the Union, as well as part funding clubs, societies, welfare and minibus services etc. Shops include: Bookshop, CATS (greetings cards, gifts etc), Print Shop, Stationery (including newspapers, magazines, toiletries etc.), Launderette, Hairdresser, Supermarket, and Optician.

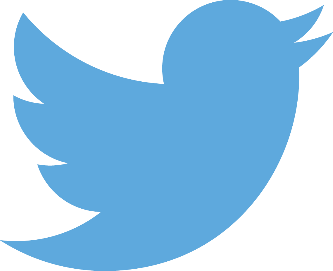
## 8.2 Sustainability at the University of Leeds

Sustainability at the University of Leeds is central to who we are and what we do. It matters to everything that happens here – what we teach, what we learn, what we buy, what we use, what we share and how we travel. Together we are a community of around 40,000 students and staff; and every one of us has a part to play in reducing the negative environmental, social and economic impacts we have at both the local and global level.   
  
8.2.1 Sustainability Strategy  
The Sustainability Strategy [sustainability.leeds.ac.uk/sustainability-strategy/](http://sustainability.leeds.ac.uk/sustainability-strategy/) sets out what we want to achieve up to 2020 and beyond, detailing the University’s vision and the four overarching principals of; Working Collaboratively; Embedding Sustainability; Sharing our skills, spaces knowledge and values; and Challenging ourselves and others.  
  
8.2.2 Travel  
We are playing our part in reducing our carbon emissions, congestion and air pollution. This means encouraging our students, staff and visitors to walk, cycle and use public transport wherever possible. Car parking facilities on and around campus are limited, however there are good public transport links to the city and wider region, and bikes are available to hire from the University’s Bike Hub. For more information please read the University of Leeds Travel Plan [sustainability.leeds.ac.uk/sustainable-transport/travel-plan/](http://sustainability.leeds.ac.uk/sustainable-transport/travel-plan/) and Travel Guide [sustainability.leeds.ac.uk/travel-guide/](http://sustainability.leeds.ac.uk/travel-guide/).  
  
8.2.3 Reuse, Recycling and Waste  
There are lots of ways you can help to reduce waste, for example, by buying a reusable water bottle or a KeepCup – plus you will receive discounts on all hot drinks bought on campus. To find out more ask at any cafe on campus or visit [gfal.leeds.ac.uk/](http://gfal.leeds.ac.uk/).   
  
The University takes its commitment to sustainable procurement seriously, this means considering sustainability when we buy goods and services. We are a Fairtrade University offering over 30 Fairtrade products, and use locally sourced food wherever possible in Great Food at Leeds cafes and eateries such as The Refectory. Using a Refresh card helps to support this and saves you money.   
  
We also encourage efficient use of resources, using what we have wisely, conserving what we can and sharing wherever possible.  
  
The University is proud of its ‘no waste to landfill’ policy and recycles 95% of the waste that is collected. There are labelled recycling bins across campus, in indoor and outdoor public spaces as well as halls of residence, making it easy to dispose of waste in the correct way. For more information on what you can recycle where and useful tips on how to reduce waste please read our Reuse, Recycling and Waste Guide [sustainability.leeds.ac.uk/recycling/](http://sustainability.leeds.ac.uk/recycling/) and Living in Leeds Guide [sustainability.leeds.ac.uk/your-community/](http://sustainability.leeds.ac.uk/your-community/).  
  
8.2.4 How to get involved  
As a University of Leeds PGR, you will have lots of opportunities to get involved with sustainability; either within your school, through your studies, across campus, or in the wider community. There is a wide range of existing projects for you to get involved with, such as; volunteering as a Green Impact assistant, joining a sustainability student group, or becoming a Sustainability Architect. You could even create your own project! No matter what your background or interests anyone can take part.

By getting out and getting involved – from supporting events and exploring the city, to being responsible neighbours or volunteering for local organisations - students at Leeds make a great contribution to the City, the wider UK and global society. To see the full range of opportunities available visit [sustainability.leeds.ac.uk/get-involved/](http://sustainability.leeds.ac.uk/get-involved/) or for more information read our Living in Leeds Guide [sustainability.leeds.ac.uk/your-community/](http://sustainability.leeds.ac.uk/your-community/).

### 8.2.5 How to contact us

Web-iconTo find out more about the Sustainability Strategy, news, events, resources, and to sign-up to the Sustainability Service’s monthly newsletter please visit their website <http://sustainability.leeds.ac.uk/sign-up-to-our-e-newsletter/> or e-mail at

email-logofacebook-logoinstagramTwitter_logo_blueWeb: <http://sustainability.leeds.ac.uk/>   
E-mail: sustainability@leeds.ac.uk   
Twitter: UoL\_Sus  
Facebook: /UoLSustainability  
Instagram: UoL\_Sus

## 8.3 Student Counselling and Wellbeing

### 8.3.1 What can this service offer you?

The service will work with you to help you manage your wellbeing and mental health, to develop insights into your situation alongside the tools and strategies to make the most of your time at University. We are a multi-disciplinary team of counsellors, mental health advisors and wellbeing practitioners. We offer a range of support, from Big White Wall’s 24/7, online support, to workshops, groups and individual appointments. We make referrals, where appropriate, to specialists in other areas.

### 8.3.2 Support available

A full range of the support offered is available at <http://students.leeds.ac.uk/info/100001/counselling>

### 8.3.3 Confidentiality

All counselling offered by the service is given in the strictest confidence. Nothing will be divulged to a third party unless you give your express permission or if exceptional circumstances arise which give the counsellor good grounds for believing you will cause serious physical harm to yourself or others.

### 8.3.4 Where is the service located?

**Counselling appointments:**

19 Clarendon Place, Leeds LS2 9JY

Tel: 0113 343 4107

Email: scc@leeds.ac.uk

Website: <http://students.leeds.ac.uk/info/100001/counselling_and_wellbeing/957/counselling_wellbeing_and_mental_health_support>

**Mental Health and Wellbeing Support:**

Appointments are usually held co-located with Disability Services in Chemistry West Block, LS2 9JT

### 8.3.5 Big White Wall

Big White Wall provides a free anonymous 24/7 online peer and professional support where you can explore your feelings and learn how to improve and self-manage your mental health and wellbeing. Many of our peer institutions provide The Big White Wall to their students. As a member of the University you can join using your University email address for verification that you are a PGR here at Leeds. You can register using any device. The service is based on reflective listening as opposed to counselling. You can also register for self-help courses on-line through ‘The Wall’. There are lots of topic areas which are common to many people where you can share your experiences.

[www.bigwhitewall.com](http://www.bigwhitewall.com)

## 8.4 Disabilities Services

The service provides support for disabled PGRs with a Specific Learning Difficulty such as dyslexia and those with diagnosed mental health conditions. You may already have had contact with the service. You can contact the service at any time throughout your research degree study. (If you are not sure if this applies to you – click on the online form below for more information.)

The service is keen to begin working with you so that we can learn more about you and ensure you have any support in place as you start of your studies. The first step in this process is to sign up to the service, completing a quick and easy online form helps them understand you and any difficulties you might experience. Please click on this link to sign up: <https://fs26.formsite.com/disabilityservices/signup/index.html>

or call in to see our friendly reception staff 9:00-5:00 in the Chemistry West building <http://students.leeds.ac.uk/rooms#building=Chemistry-West-Block>.

Full information is available via <http://students.leeds.ac.uk/info/10710/disability_services> and information specific to PGRs is at <http://students.leeds.ac.uk/info/10710/disability_services/740/disabled_postgraduate_research_students>.

Disabilities Services (DS) offers specialist support and can also advise you on sources of funding and help you fill in the forms. To access support services, including a full assessment of your support needs please visit <http://students.leeds.ac.uk/info/10720/how_we_can_support_you/724/leeds_assessment_centre>.

Support for PGRs can be accessed at any time either directly, or with the supervisor. A framework of reasonable adjustments has been created and can be accessed via <http://ses.leeds.ac.uk/downloads/download/937/pgr_reasonable_adjustments>.

The Disability Coordinator for Faculty of Environment is currently Stephen Campbell ([s.c.campbell@leeds.ac.uk](mailto:s.c.campbell@leeds.ac.uk)).

Contact DS Reception to book an appointment:

* Email disability@leeds.ac.uk
* Ring: 0113 343 3927
* Call in 9:00-to 17:00

## 8.5 Careers Service

The **Careers Service** is situated on 5-7 Cromer Terrace.

Telephone: 0113 343 5293

Website: <http://careerweb.leeds.ac.uk>

The Careers Service hosts a range of recruitment fairs and employer presentations.

It also runs a rolling programme of Workshops on topics such as:

\*Assessing yourself

\*Applications and interviews

\*Handling Assessment Centres, and many more.

And if you really don’t fancy personal interaction, then you can register to receive regular updates about jobs which are tailored to your needs. There are jobs out there, and you need to know when the application closing dates are!

## 8.6 Equality Policy Unit

This is the University’s centre for strategy, policy and guidance development on all student and staff equality and inclusion matters.

Equality Policy Unit

EC Stoner Building, Room 11.60

Leeds LS2 9JT

Email: [equality@leeds.ac.uk](mailto:equality@leeds.ac.uk)

Website: [www.equality.leeds.ac.uk](http://www.equality.leeds.ac.uk)

## 8.7 Health

PGRs should register with the Student Medical Practice once they arrive. The health service is **free to students** and is located very close to campus (directions are on the website listed below). They can provide help and advice on a number of matters.

Leeds Student Medical Practice

4 Blenheim Court

Blenheim Walk

Leeds LS2 9AE

Telephone: (0113) 295 4488

If you wish to register with the Health Practice you should take your union card and medical card (if you have one) to the surgery. Alternatively, you can register on-line at <http://www.leedsstudentmedicalpractice.co.uk/> where consultation hours are also available.

## 8.8 PRES

This is the Postgraduate Research Experience Survey (<https://www.heacademy.ac.uk/institutions/surveys/postgraduate-research-experience-survey>), a national survey which is undertaken annually. Generally over 100 universities in the UK participate in PRES. The survey asks about your experiences for your postgraduate research programme to help inform your institution and thus helping to improve future support. The results are used nationally to help advise policy and improve the postgraduate research experience across the sector.

## 8.9 Complaints

You are encouraged first to consult your supervisor or the PGRT and, after the outcome of that consultation, to make use of the University Complaints Procedure (which is published on the University website).

# Resources

## 9.1 PGR Resources

At <http://www.see.leeds.ac.uk/internal-users/student/postgraduate-researchers/resources/>.

## 9.2 Transfer Guidelines and Formal Assessment Reporting Paperwork

### 9.2.1 Introduction

* The transfer process and viva is a critical stage in any PhD researcher’s study. It determines whether or not a researcher has shown sufficient ability, dedication, and drive to have an excellent chance of completing and successfully defending their PhD thesis within the normal time frame allowed for full or part time study.
* The quality bar which PhDs have to reach must be clearly communicated to each researcher by the supervisory panel and it should be strictly enforced. Candidates who do not show sufficient research potential will not be permitted to progress beyond this stage.
* The date for the transfer viva should be agreed at the First Formal Progress Meeting (6 months for full-time and 9 months for part-time study).
* The transfer process should **BEGIN 9 MONTHS** after the commencement of study for full-time researchers (pro rata for part-time study).
* It must be completed **WITHIN 12 MONTHS** of the commencement of study for full-time researchers (pro rata for part-time study).

**RESPONSIBILITIES**

The Postgraduate Researcher must:

1. have given a talk on their PhD topic to their Institute prior to their transfer viva;
2. have submitted a report or a draft of a manuscript/submitted/published paper which clearly demonstrates progress to date. This material must exclusively be a product of the research being conducted by the researcher as part of their PhD. No other material is permissible. The report/manuscript should be submitted on the on-line GRAD system for access by full Transfer Panel 2 weeks prior to the date of the viva. The ‘Statement of Academic Integrity’ form should be submitted with the report to confirm that the work has been completed by the researcher;
3. provide a list of training undertaken so far and requirements for the future;
4. provide a publication plan;
5. attend the viva.

The Supervisor(s) must:

1. with reference to the outcomes of the First Formal Progress Meeting (which should have documented the steps required to ensure a successful transfer), ensure that the researcher is clearly aware of what will be required of them scientifically to pass the transfer viva before the viva itself;
2. ensure that as many Transfer Panel members as possible attend the researcher’s transfer talk;
3. read and comment on the researcher’s report or manuscript/paper prior to the viva;
4. conduct a formal viva which is to be Chaired by an ‘Approved’ Transfer Chair and include a Transfer Examiner. It is the **Transfer Examiner that makes the decision on whether a researcher passes the viva, not the supervisor(s);**
5. provide an opportunity for the researcher to discuss any issues around supervision or other complicating factors which may have a bearing on the outcome of the viva, confidentially, with the Transfer Chair, prior to the viva itself;
6. ensure that the Joint Report of the Transfer Panel form is completed and submitted by the Transfer Panel no later than 2 weeks after the viva has been held.

### 9.2.2 The Transfer Report

The PhD researcher should write and submit a report which:

1. **does not exceed 5000 words** (excluding references, figure and table captions, abbreviations, contents pages and appendices);
2. clearly states the **rationale** for the work;
3. succinctly and clearly states the **specific aim and objectives** of the project;
4. for the project aim and objectives, clearly relate to a number of **specific and testable hypotheses**;
5. provides a succinct summary of the **relevant literature** and shows evidence of critical ability in the assessment of previous work;
6. documents the **methods** used or to be used in the project;
7. presents the **results** to date and summarizes their significance and potential weaknesses;
8. **outlines a clear pathway** for the 2nd year of study and beyond;
9. includes a **publication plan**;
10. includes a summary of **training** undertaken and still required.

Set out above is the default solution for transfer reports. If supervisors would like their researchers to prepare a report with a different format or length, the Primary Supervisor should make a case to the PGRT, immediately following the First Formal Progress Meeting explaining the reasoning for this and seeking clearance, in advance of notifying the researcher, of a change in requirements.

For more information on the **Guidelines on University Procedures and Recommended Best Practice for Members of a Transfer Panel** visit <http://www.leeds.ac.uk/rsa/policies.html> (look under ‘For Supervisors, PGR Tutors and Examiners’).

### 9.2.3 Formal Assessment Reporting

Workflows to be completed within GRAD:

1. *First Formal Progress Report (FFPR)*: Workflow to be completed by PGR and by supervisor who will approve the content within GRAD. This should be completed **6 months after commencement of study** for full-time PGRs and 9 months after commencement for part-time study.
2. *Joint Report of the Transfer Assessment Panel:* Transfer workflow within GRAD to be agreed off-line and then input and submitted on-line by the Transfer Chair. Workflow then goes to PGRT for approval and submission to central PGR administration.

### 9.2.4 Approved Transfer Chairs for PhD Transfer/Upgrade Examinations

A PhD Transfer Examination Panel should include:

* All Supervisors
* Transfer Examiner
* Transfer Chair

The contribution of **Supervisors** in the discussion is considered to be important, however, Supervisors must make no contribution to the decision-making regarding the outcome of the viva.

The **Transfer Examiner** should have the necessary expertise to make a decision on the researcher’s progression and ability regarding the research topic and the suitability of the research project.

The **Transfer Chair** is a separate role to the examiner and does not need subject specific expertise. The purpose of this role is to guarantee a fair and transparent transfer process in line with the University and School regulations. Transfer Chairs can be from any Research Institute, although the list below is in Research Institute order.

All members of staff in possession of ‘sole supervision’ status from the University are able to act as Transfer Chairs. ‘Sole Supervision’ is awarded to those who: are not on probation; have undertaken the University training course for supervisors; hold a minimum 0.5 FTE post; and, have supervised a PhD for more than 3 years to successful completion. Our records show that the following staff hold this status. Any member of staff not on this list who considers that they meet this criteria should email [apply-phd@see.leeds.ac.uk](mailto:apply-phd@see.leeds.ac.uk).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ESSI | IAG | ICAS | IGT | SRI |
| Bottrell, Simon  Burke, Ian  Haywood, Alan  Little, Cris  Newton, Rob  Peacock, Caroline  Poulton, Simon  Wignall, Paul | Chapman, Rob  Clark, Roger  Collier, Richard  Fisher, Quentin  Glover, Paul  Grattoni, Carlos  Hodgson, Dave  McCaffrey, Bill  Mountney, Nigel  Murphy, Bill  Paton, Douglas  Peakall, Jeff  West, Jared | Arnold, Steve  Blyth, Alan  Brooks, Barbara  Brooks, Ian  Carslaw, Ken  Challinor, Andy  Chipperfield, Martyn  Collier, Chris  Dobbie, Steven  Forster, Piers  Gadian, Alan  Mann, Graham  Marsham, John  McQuaid, Jim  Mobbs, Stephen  Murray, Ben  Parker, Doug  Ross, Andrew  Shepherd, Andy  Spracklen, Dominick  Wen, Xianyun | Hooper, Andy  Houseman, Greg  Livermore, Phil  Lloyd, Geoff  McCaig, Andrew  Morgan, Dan  Mound, Jon  Neuberg, Jurgen  Rost, Sebastian  Savov, Ivan  Stuart, Graham  Wright, Tim  Yardley, Bruce | Barrett, John  Dessai, Suraje  Dougill, Andy  Gouldson, Andy  Holmes, George  Middlemiss, Lucie  Paavola, Jouni  Quinn, Claire  Russell, Sally  Sallu, Susie  Siu, Yim Ling  Steinberger, Julia  Stringer, Lindsay  Tallontire, Anne  Van Alstine, Jamie  Young, William |

## 9.3 Postgraduate Research Funding Form

**University of Leeds**

School of Earth and Environment

**Postgraduate Researcher Funding Form**

The Postgraduate Researcher Funding proforma should be completed by new PGR researcher and their supervisors at the start of their studies. **When completed it should be passed to the Postgraduate Research Administrator and your supervisor for signature and then to forwarded to Eve Aulton in the Faculty of Environment Finance Offices, SCR, Level 9.**

Copies of additional funding awards should be attached, ie, copy of case award, copy of exceptional field work funding letter etc.

**Name of Postgraduate Researcher:** Account Number (*to be allocated*):

Supervisor(s): Start Date:

SID Number: End Date:

Source of funding: RTSG\* Funding Partner:

Industrial / CASE partner:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Funding** | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
| RTSG (Research Training Support Grant) |  |  |  |  |  |  |
| Conference Funding |  |  |  |  |  |  |
| Exceptional Fieldwork / Consumables |  |  |  |  |  |  |
| Case Studentship (personal payment) |  |  |  |  |  |  |
| Case research costs |  |  |  |  |  |  |
| MSc Funding brought forward |  |  |  |  |  |  |
| Other Income Awarded: |  |  |  |  |  |  |
| **Total Funding** |  |  |  |  |  |  |
| Less contribution to School[[1]](#footnote-1) |  |  |  |  |  |  |
| Less personal payments |  |  |  |  |  |  |
| **Total Available** |  |  |  |  |  |  |

\* RTSG = Research Training Support Grant (varies according to funding source).

|  |  |  |
| --- | --- | --- |
|  | **Signed:** | **Date:** |
| Supervisor |  |  |
| Postgraduate Research Administrator |  |  |
| Finance |  |  |

**Case Invoices**

|  |  |  |
| --- | --- | --- |
| Year 1 | Oct |  |
| Year 2 | Oct |  |
| Year 3 | Oct |  |
| Year 4 |  |  |

## 9.4 Guide to Email

Email is a key communication tool for all of us but to ensure that we are not swamped with irrelevant information, we need to use it as effectively as possible. This guide provides some general information about email etiquette and about making best use of the SEE mailing lists and group addresses to ensure that email is properly targeted. The document is divided into two main sections:

1. Email Etiquette
2. Using SEE Mailing Lists and Group Addresses

### 9.4.1 Email Etiquette:

**Quick Tips for Email**

* **Target your email appropriately** by sending it only to those people who really need to read it or to take action as a result of its content.
* **Be concise and to the point**, and structure your message so that it is easy to understand.
* **Always add a subject and make sure that it is meaningful** so that people immediately know what the message is about.
* **Always use a signature** at the bottom of your message (you can do this for replies as well as new emails). The person you are contacting may find it easier to telephone you and they are more likely to do this if your number is instantly available.
* **Be polite and respectful, and beware of using all capital letters** as it can appear as though you are shouting.
* **Never include an active link to a website that asks for a password** many emails like this are spam and could be phishing for your username and password.
* **Be careful with the Reply to All function** – do all of the recipients of the original message really need to read your response?
* **Be careful with the cc function –** while it is useful to be able to copy others into a message, this should only be done when the content is relevant to them. The cc function certainly shouldn’t be used as a means of coercion.
* **Be careful with attachments** – if they are too big (approx. +5Mb) or of particular types (such as .exe files), the University email system may not allow them through. An alternative is to make a file available online (on a webpage or perhaps on the N:drive) and then simply email the link to it rather than the file itself.
* **Re-read the email before you send it** – this helps to ensure that your message is effective and may avoid potential misunderstandings later.
* **Do consider using the out of office assistant** when you will be out of contact for a period of time.

There are lots of other hints and tips available online covering general email etiquette. Here are some examples:

<http://www.uktsupport.co.uk/reference/email.htm>

### 9.4.2 Using SEE Mailing Lists and Group Addresses

The School has a large number of email lists. A full catalogue (including the individual membership of each list) is available via our internal webpages <http://www.see.leeds.ac.uk/internal-users/see-mail-lists/>.

As a general rule, if you wish to circulate **urgent information for immediate attention or action**, to a group of people within the School, please continue to use an appropriate email list. **To ensure effective targeting of email, it is actively encouraged the use of smaller, more specific, email lists rather than the School-wide ones where possible**.

The more commonly used SEE email lists are as follows:

* [all@see.leeds.ac.uk](mailto:all@see.leeds.ac.uk) (please note that this goes to almost 400 recipients including ALL staff and ALL PGRs and needs School approval first)
* [staff@see.leeds.ac.uk](mailto:staff@see.leeds.ac.uk) (ALL staff)
* [academic-staff@see.leeds.ac.uk](mailto:academic-staff@see.leeds.ac.uk) (ALL academic staff only)
* [research-staff@see.leeds.ac.uk](mailto:research-staff@see.leeds.ac.uk) (ALL research staff only)
* [teaching-staff@see.leeds.ac.uk](mailto:teaching-staff@see.leeds.ac.uk) (ALL teaching staff only)
* [*institute*@see.leeds.ac.uk](mailto:institute@see.leeds.ac.uk) (ALL staff and PGRs in a particular institute – please substitute the relevant name – ESSI, ICAS, IGT, IAG, or SRI). There are also a set of sub lists for particular staff, and PGRs, etc. in each individual Institute, which are constructed as follows: [*institute*-academic-staff@see.leeds.ac.uk](mailto:institute-academic-staff@see.leeds.ac.uk) or [*institute*-research-pg@see.leeds.ac.uk](mailto:institute-research-pg@see.leeds.ac.uk) , etc. The number of lists varies by Institute so please check the Mailing Lists webpage (see link above) to view the relevant options.
* [research-pg@see.leeds.ac.uk](mailto:research-pg@see.leeds.ac.uk) (All PGRs only)
* [taught-pg@see.leeds.ac.uk](mailto:taught-pg@see.leeds.ac.uk) (ALL MSc students only) NB. There are additional lists for particular course cohorts.
* [Year1-ug@see.leeds.ac.uk](mailto:Year1-ug@see.leeds.ac.uk) (ALL Year 1 UG students only) NB. There are additional lists for other year groups and for particular course cohorts.

Please note that **membership of internal email lists** are controlled via the People Database.

There are also a number of group addresses that have been created to help you to target your message more effectively. Some important and useful ones to note include:

* [news@see.leeds.ac.uk](mailto:news@see.leeds.ac.uk)
* [support@see.leeds.ac.uk](mailto:support@see.leeds.ac.uk) & [webpages@see.leeds.ac.uk](mailto:webpages@see.leeds.ac.uk)
* [tech-support@see.leeds.ac.uk](mailto:tech-support@see.leeds.ac.uk)
* [safety@see.leeds.ac.uk](mailto:safety@see.leeds.ac.uk)
* [foe-finance@leeds.ac.uk](mailto:foe-finance@leeds.ac.uk) & [foe-purchasing@leeds.ac.uk](mailto:foe-purchasing@leeds.ac.uk)

### 9.4.3 Using [news@see.leeds.ac.uk](mailto:news@see.leeds.ac.uk)

If you have non-urgent information that is of general interest to other staff and/or students such as a general announcement, good news, a success story, forthcoming event, small ad or similar please email the details to [news@see.leeds.ac.uk](mailto:news@see.leeds.ac.uk). This address provides a mechanism for individuals (staff and students) to share information with colleagues, etc., indirectly via the fortnightly circular, plasma screens and website (intranet and internet). There is strong evidence to suggest that use of this address has significantly reduced the quantity of email received by each individual across the School in recent years.

Messages sent to [news@see.leeds.ac.uk](mailto:news@see.leeds.ac.uk) are received by key members of the clerical and administrative team, who will be happy to ensure that your information is circulated and/or displayed. If you have a preference regarding how this is done, please include this information in your message.

### 9.4.4 Using [support@see.leeds.ac.uk](mailto:support@see.leeds.ac.uk) and [webpages@see.leeds.ac.uk](mailto:webpages@see.leeds.ac.uk)

If you have an **IT-related issue or** **problem,** including a printer problem and anything hardware or software-related, please email [support@see.leeds.ac.uk](mailto:support@see.leeds.ac.uk)

If you have a **web-related issue or problems** including a change to your personal webpage, please contact [webpages@see.leeds.ac.uk](mailto:webpages@see.leeds.ac.uk)

It is always helpful if you include a relevant message title so that the IT or Web team can immediately see what is needed and prioritise their workload accordingly.

### 9.4.5 Using [tech-support@see.leeds.ac.uk](mailto:tech-support@see.leeds.ac.uk)

If you have a problem, which the technical team can deal with, please email [tech-support@see.leeds.ac.uk](mailto:tech-support@see.leeds.ac.uk). In order to manage job requests effectively, the Technical Team are expanding the range of work handled via this address in stages so, at present, the following types of problems are appropriate:

* Disposal of office and decontaminated Lab WEEE (excluding PC)
* Support for de-cluttering of offices
* Moving / disposal / relocation of furniture / school equipment
* Deliveries and collections across all areas of the school  (it would be helpful if such requests can be grouped where possible)

Over time, this list will expand to incorporate requests for teaching and fieldwork support. For now, requests for teaching and fieldwork support should be forwarded to an individual member of the Technical Team as needed.

As with IT, it is always helpful if you include a relevant message title so that the Technical Support team can immediately see what is needed and prioritise their workload accordingly.

### 9.4.6 Using [safety@see.leeds.ac.uk](mailto:safety@see.leeds.ac.uk)

If you need to contact the Safety Team, including reporting an accident or incident, please email [safety@see.leeds.ac.uk](mailto:safety@see.leeds.ac.uk). Emails to this address are received by the H&S Coordinator, Deputy H&S Coordinator and H&S Administrator, who will then take action, as required/appropriate.

### 9.4.7 Using [foe-finance@leeds.ac.uk](mailto:foe-finance@leeds.ac.uk) & [foe-purchasing@leeds.ac.uk](mailto:foe-purchasing@leeds.ac.uk)

If you have a general enquiry for the Finance Team, please email [foe-finance@leeds.ac.uk](mailto:foe-finance@leeds.ac.uk)

If you have an enquiry about purchasing, please email [foe-purchasing@leeds.ac.uk](mailto:foe-purchasing@leeds.ac.uk)

As with the other general addresses, it is always helpful if you include a relevant message title so that the Finance team can immediately see what is needed and prioritise their workload accordingly.

1. [↑](#footnote-ref-1)