

**School of Languages, Cultures and Societies**

Faculty of Arts, Humanities and Cultures 2022 - 2023

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**Student Support tips**

Throughout the handbook, you will notice these text boxes with a blue outline with the heading “student support tip”. These tips are to guide you on further student support related advice where relevant throughout the handbook. They are designed to give direct, easy to understand guidance or advice on who to contact about complex topics that are addressed in the handbook.

**Accessibility Statement**

A copy of this document is available electronically on the [Research Degree pages of the Student Education Service (SES) website](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers).

For information in alternative formats (for example, in braille, or large print), please email [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk).

Foreword by the Dean of the Doctoral College



Hello and welcome to the University of Leeds.

I’m Luke Windsor, Dean of the Leeds Doctoral College. I am a Professor of Music Psychology, and still spend part of my time supervising postgraduate researchers and carrying out my own research, but the majority of my time is dedicated to my role as your Dean: which is to shape, advance and represent postgraduate research across the whole University. To serve those goals, I work with academic and professional colleagues across the University, as well as in partnership with Leeds University Union.

The Doctoral College that I lead coordinates across the seven Faculty Graduate Schools and the pan-University services that support your research and personal development. It also guides the development of the Leeds Doctorate, our shared vision for the future of postgraduate research at the University, which aims to facilitate a holistic and equitable approach to supporting your development.

I look forward to working with my colleagues to help you meet your goals.

# Policies

## Code of Practice for Research Degree Candidatures

The [Code of Practice for Research Degree Candidatures](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/674/research_degree_candidatures_code_of_practice) sets out the minimum standards postgraduate researchers (PGRs) can expect in connection with the supervision of research degree study at the University of Leeds, and it provides a framework of shared responsibilities between the University, supervisors and PGRs. The Code of Practice constitutes the University’s formal statement regarding its rules and regulations and it is important that you are familiar with it.

## The Leeds Partnership

[The Partnership](https://students.leeds.ac.uk/#The-Leeds-Partnership) has been developed by students, researchers and staff and describes the mutual expectations of us all as members of the University community. The Leeds Partnership is made up of three core commitments relating to both students, including postgraduate researchers, and staff:

* to be responsible, accessible and respectful
* to prepare for, engage with and contribute to learning at Leeds
* to help each other to reflect, develop and improve.

The Leeds Partnership reflects and codifies the agreements and expectations that exist not only between staff and students, but also within these groups on a peer-to-peer level. It is a recognition of the fact that education is a participatory process with shared responsibilities between students, including postgraduate researchers, and staff for making the most of the opportunities that are available.

## Policy on Dignity and Mutual Respect

The University’s [policy on dignity and mutual respect](https://hr.leeds.ac.uk/info/6/support_for_staff/260/dignity_and_mutual_respect) explains what behaviour is expected from you during your time as a PGR at the University. It also tells you what you should do if you feel you're being bullied, harassed or victimised, or if you witness any inappropriate behaviour. The University believes that every member of staff has the right to work in a supportive environment, free from harassment, bullying and victimisation. Similarly, every student at the University has the right to study and be taught in an environment that is supportive and free of such behaviours.

## Code of Conduct – Professional Behaviour and Relationships

To help ensure continued good professional behaviour and relationships in the University context, a new code of conduct has been developed which replaces the policy on relationships with students. The new code, which you can download [here](https://hr.leeds.ac.uk/download/downloads/id/790/code_of_conduct_-_professional_behaviour_and_relationships), applies to all staff, including PGRs with teaching responsibilities. It is also important for a PGR, in the context of being a student, to know what professional behaviours are expected from the staff you work with.

The code of conduct covers the boundaries that staff need to be aware of, examples of behaviours that are considered unacceptable, how to report inappropriate behaviour and contact details for advice and support. For more information on how to report inappropriate behaviour as a PGR in the context of being a student, please see [Section 2.18 Support and wellbeing](#_Toc17206954).

## Other policies, formal regulations and guides

All of the key regulations, procedure and policy documents that apply to PGRs at Leeds are available on the [SES website](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers).

## Disclaimer

This handbook was published in September 2022. Whilst the University tries to ensure information contained is accurate at the time of publication, some of the information may change at a later date and the University does not accept liability for any inaccuracies contained within it.

Student Support tip

If you have questions or need clarification regarding anything mentioned in Section 1, please [contact your Graduate School](#_Contacts) or Director of Postgraduate Research Studies (DPGRS).

# Getting Started

## Living with COVID-19

As we begin to move from ‘pandemic to endemic’, the University will continue to update its [Living with COVID](https://wsh.leeds.ac.uk/wellbeing-safety-health/doc/coronavirus-information) website where you can find further advice on keeping safe, ventilation, being unwell and what to do if you are clinically extremely vulnerable.

Student support tip

If you have any concerns or questions regarding starting your studies and Covid-19, please discuss these with your supervisors and/or your Graduate School.

## Term Dates and University Holidays

The [University Year Planner](https://forstaff.leeds.ac.uk/info/30402/university_news/1827/year_planner) shows term dates (generally only relevant for teaching purposes) as well as the dates that the University will be closed during the year.

For most PGRs, University term dates are not directly relevant to your studies. Term dates are more relevant to taught students who have lectures/seminars and exams during the assessment periods. It is useful however for PGRs to note University closure days as these are days when staff will not be working and some buildings/services may be closed. The University closure days are blocked out in purple on the [University Year Planner](https://forstaff.leeds.ac.uk/info/30402/university_news/1827/year_planner). For PGRs with teaching responsibilities, term dates and exam periods will be relevant to your teaching so it is a good idea to familiarise yourself with these.

The University accepts PGRs starting their studies throughout the academic year. Therefore, relevant dates and deadlines during your studies will be unique to you. You can check the dates relevant to your studies in your GRAD record (see [Section 2.12](#_Toc17206919) for more information on GRAD).

Student support tip

There is more information about what to expect when you are getting started with your research degree in the [Doctoral College Induction](https://students.leeds.ac.uk/info/10123/starting_your_research/790/induction) and [Getting Started](https://students.leeds.ac.uk/info/10123/starting_your_research/791/getting_started) webpages.

## Emergency Information

In case of emergency, call **32222** on any University phone. If you are unable to locate a University phone, call **0113 343 2222**.

**For more emergency contact numbers visit the University** [**emergency contacts website**](https://students.leeds.ac.uk/info/10440/staying_safe/835/university_emergency_contacts)**. It is a good idea to keep some of these key numbers as saved contacts in your phone.**

Always report accidents, near misses or dangerous conditions to a responsible member of your department. It is also important that you are aware of [lone working documents](http://wsh.leeds.ac.uk/info/194/lone_working/116/lone_working) and complete a risk assessment if necessary.

## Glossary/frequently used terminology

Those studying PhDs, Masters by Research and various other postgraduate research qualifications are commonly referred to as “PGR”, but you can also access services and other benefits that use the term “student”. For example, the Student Counselling Service, the Students’ Union, and of course student discounts (such as the [TOTUM student discount card](https://www.totum.com/campaigns/nus-extra-is-totum?gclid=EAIaIQobChMI347O8-OU8gIVhK7ICh0TzwxLEAAYASAAEgJ8yPD_BwE)). As a PGR, you are also eligible for a [16-25 Railcard](https://www.16-25railcard.co.uk/) for cheaper rail travel in the UK, even if you are over 25!

Leeds Doctoral College – the umbrella term for all PGR activity and support at Leeds. Graduate Schools come under the umbrella of the Leeds Doctoral College.

Graduate School – Each Faculty has a Graduate School that is part of the Doctoral College. Graduate Schools provide opportunities to interact academically and socially through the organisation of conferences, seminars and social events across the Faculty. Your Graduate School is normally the first point of contact for support and for queries specific to your programme.

Doctoral College Operations - The whole team of Doctoral College administration staff covering central Doctoral College teams (Scholarships, Admissions, Examinations and Progress) and Graduate School administration staff.

Director of Postgraduate Research Studies – The Director of PGR Studies (DPGRS) and Co-Directors or Deputies have responsibility for co-ordinating admissions, registration, appointment of supervisors, the PhD transfer process, and for recording and monitoring progress and attendance of PGRs, examination arrangements, pastoral care and liaison with Doctoral College Operations. There is at least one DPGRS per School.

Supervisor – also known as PI (Primary Investigator) a member of academic staff responsible for providing subject specific expertise and regular supervision for their PGRs during their period of registered study, and for being accessible at mutually convenient times to listen and offer advice and guidance.

Doctoral College Officer/Assistant – member of staff working within the Doctoral College. The Doctoral College Officer and Assistant roles are official titles that cover many different roles including PGR Administrators, Admissions staff, Scholarships staff, etc.

PGR – postgraduate researcher (including PhD, Masters by Research, visiting Postgraduate Researcher and Professional Doctorates)

School – the academic department in which you are registered for your research degree.

Faculty – Schools sit within Faculties. The University is made up of seven Faculties, each of which is made up of several Schools, institutes or departments.

Programme – or ‘course’. The type of degree you are registered on as a PGR, i.e. PhD, MA by Research, etc.

GRAD - Graduate Record of Achievement and Development. Online system you must use throughout your studies to record supervisions, progress reviews, suspensions and/or extensions (if necessary), thesis submission, etc.

Transfer – if you are registered for a Doctoral Degree, you are required to undertake a formal upgrade assessment during your research degree which is commonly referred to as ‘transfer’.

Viva – short for ‘*viva voce*’. These are the formal assessments through oral examinations which are (1) ‘transfer’ for doctoral qualifications and (2) your final programme assessment at the end of your studies which will determine the outcome of your degree.

OD&PL – Organisational Development & Professional Learning. This is the University’s training body for all staff and PGRs.

## Faculty and School Structure

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

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

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

## Contacts

Please get in touch with your Graduate School for any queries relating to your time at the University. These may include questions about support services, discussing any changes you need to make to your studies, guidance and procedures, University services, etc. If you have a question and you are not sure who to ask, your Graduate School is the best place to start and the staff will be more than happy to help with your query.

If you want to get in touch with your Graduate School, you can email them using the Graduate School office email address below.

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

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

Doctoral College Officer: Mrs Karen Priestley

Graduate School office location: 29-31 Clarendon Place.

Usual working days Monday – Thursday, 9am- 5pm. Please email [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk) to make an appointment.

Dr Fozia Bora

Director of PGR Studies (DPGRS), Associate Professor of Islamic History.

Contact by appointment Monday-Thursday

[f.g.bora@leeds.ac.uk](mailto:f.g.bora@leeds.ac.uk)

Dr Hanem El-Farahaty

Deputy Director of Postgraduate Research (DDPGRS), Associate Professor of Arabic Language, Translation and Interpreting

Contact by appointment Tuesday-Friday

[h.el-farahaty@leeds.ac.uk](mailto:h.el-farahaty@leeds.ac.uk)

## Faculty and School PGR facilities

**Faculty of Arts, Humanities and Cultures Postgraduate Space**

Two postgraduate study rooms are available in Botany House:

G.04 = AHC Postgraduate Study Room 1

1.04 = AHC Postgraduate Study Room 2

Both rooms have desks with PCs. Desks can be booked [here](https://outlook.office365.com/owa/calendar/BotanyHousePGRStudySpace@leeds365.onmicrosoft.com/bookings/). There is also a touch down space in the basement along with kitchen facilities.

24-access is possible subject to supervisor approval and there are lockers available. For further information please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk).

The following rooms in the Michael Sadler Building (MSB) are reserved specifically for postgraduate research study in the School of Languages, Cultures and Societies. (Please note that, unfortunately, it is not possible for the School to provide a permanent desk for your exclusive use during your time at Leeds). Rooms B01 and B02, located in the basement of the Michael Sadler building, provide 39 shared workstations, including networked PCs, desks for laptop use, a printer/copier, shelving and a screened off area for private prayer/contemplation. Room B01 has a height adjustable desk. A small kitchen (B50) is located opposite room B01, which has a hot water boiler, two fridges, a microwave, a toaster and shelving. These rooms are accessed via keypad – please email [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk) to be given the keypad code. Please do not share the code with anyone outside the School or admit friends or family to the rooms.

When using the postgraduate research facilities, please note the following:

* Do not eat or drink in the study rooms
* Pack away your belongings after each work session and leave the desk clear for the next student (we ask you to clear away any books and papers if you are planning a break of more than 90 minutes so that someone else can use the desk)
* Do not share access with people from outside the School
* Show respect for fellow users of the space, (for example, do not use mobile phones).

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

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

You can register for a locker to store your books and personal belongings. Lockers are located in the basement corridor of the Michael Sadler Building, for which a £5 deposit is payable. Please email [lcsmass@leeds.ac.uk](mailto:lcsmass@leeds.ac.uk) to apply.

**Noticeboards**

Noticeboards are situated in rooms B01, B02 and the basement corridor.

**Pigeonholes**

Pigeonholes for PGRs are located in room B.01, Michael Sadler Building.

## LCS and AHC PGR Organisations on Minerva

[Minerva](https://adfs.leeds.ac.uk/adfs/ls/?SAMLRequest=lVJNb8IwDP0rke%2F9pgIiWsSG0JCYqGjZYbcQQglrExanaD9%2FGR8auyDtEsn2e3n2s0fjr7YhJ2FQapVB5IdAhOJ6K1WdwbqaeQMY5yNkbRMf6aSze7USn51ASxxRIb1UMuiMopqhRKpYK5BaTsvJ64LGfkiPRlvNdQNkgiiMdVLPWmHXClMKc5JcrFeLDPbWHpEGQSuVyzK%2FEWKLPuN%2B9xEwp%2Bz9aAXnpyyXQKauC6mYPXd%2BI7PtDv8yXSJoMAAy04aL8wgZ7FiDAsh8mgFLWK%2Fu9TmL6g07pHXc55IPooTvU37gfQfCgiHKk%2FilIXZirtAyZTOIw2johakXDqqoR5MhjRM%2FHSbvQIrr4E9SXQx95NLmAkL6UlWFVyzLCsjbbTEOANc10LO6uff%2F8cfsZjrk%2F7N4FNwL5tfw7xnk3w%3D%3D&SigAlg=http%3A%2F%2Fwww.w3.org%2F2001%2F04%2Fxmldsig-more%23rsa-sha256&Signature=DEadSMU%2FAwI8Slu3OKykswiTa10fWQtz1EQQP4N1srVX%2BlLobzo0Q%2FVwz3lbX%2BRd35H6f5MYeXfBltl2TX7gPFApm4%2F%2FaFq0%2F9wMuT0WaFALOsigxSG0fV5kTLHZid1jurORlsU18QmcPR9kTsvgOIdH0RSTI6pzlDcGp5Ip9S5zVujAQriFPodlP3dLxz4Y8C%2FvXHWMw65fDiLu7upjTikG%2BKAVs0uEUQIb0IFUcBWaJQ3r42Tdt4LkCepvR0h6VyAcPuwLwBPtJvtqLTSQUMdcXN%2Bd%2BDkoZhoLgaCrJFJ8ofcFLXSHG%2FMZmm4nwhEGuFfZMfTLktYvUAVX%2BFZ6UQ%3D%3D) is a virtual learning environment (VLE) through which PGRs can access emails, training resources, module information (for PGRs who teach) and links to support information.

To access the LCS PGR Organisation:

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

2. Select the “Organisations” tab.

**School research funding opportunities**

**Research Activity Support**

You may claim up to a maximum of £750 in Research Activity Support during your candidature (£250 for MA by Research candidates) for research trips and conferences. In order to apply for research activity support, you may download the School application form from the LCS PGR Organisation on Minerva where you will also find a guide to acceptable proofs of payment.

UK and International travel and accommodation must be booked using the University’s official provider Key Travel by emailing [lcsmass@leeds.ac.uk](mailto:lcsmass@leeds.ac.uk). Please quote your student ID number and explain that you want to use your Research Activity Support. Please see p34 for further information related to international travel and fieldwork including compulsory risk assessment. Please email [lcsmass@leeds.ac.uk](mailto:lcsmass@leeds.ac.uk) for School guidance on the risk assessment process.

Conference fees and incidental travel expenses can be reclaimed by completing a claim form, which is currently available electronically from [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk). Forms should be returned, including proofs of payment, to the same address. You may claim a refund as soon as you have spent any money; you do not have to wait until after the event and must claim within 6 weeks of return travel. It is also possible to make a claim for an advance of funds.

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

Please note that funding will only be granted to students whose GRAD is up to date and who have an acceptable attendance record.

**Document supply**

Please note that the Library’s Document Supply Service can be used to obtain books, journals, papers, reports and theses which you need to consult for your research, but which are not currently available in the University’s own libraries. Each request costs £10. PGRs may apply for up to £50 towards inter-library loans by completing a claim form available on Minerva.

See <http://library.leeds.ac.uk/document-supply> for more information.

**PGR Experience Fund**

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

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

There will be three rounds and PGRs can submit one application per academic year:

* The first round is open from 17th October 2022 and will close on 18th November 2022 at 5pm.
* The second round is open from 3rd January 2023 and will close on 3rd February 2023 at 5pm.
* The third round is open from 3rd April 2023 and will close on 5th May 2023 at 5pm.

The PGR Experience Fund application form will be available in the LCS PGR Organisation on Minerva.

**Public Engagement Fund**

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

* Postgraduate researchers may apply for up to £250 per event.

Please note the following:

1. The final deadline for applications for this fund is 2nd June 2023. However, please note that overall funds are limited and not all applications may be able to be granted: applications will be dealt with on a. first come, first served basis. Applications may be submitted at any time before 1st June 2023 and will be dealt with immediately: you do not need to wait for the deadline.
2. Claim forms must be submitted within 6 weeks of the expenditure, or at the latest by 7th July 2023. Claims submitted after 7th July 2023 will not be honoured by the School.
3. Please note that once applications have been granted, you MUST submit all relevant receipts/proofs of purchase with your claim form. Claim forms submitted to the School without receipts will not be honoured.

The Public Engagement Fund application form will be available in the LCS PGR Organisation on Minerva.

All School funding enquiries should be directed to [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

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

**The Strategic Research and Development Fund**

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

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

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

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

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

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

## Induction

The Doctoral College organises the University's overall induction for PGRs, which will be a combination of information provided online and some in person sessions. As well as the Doctoral College induction, you will also be invited to a School or Faculty induction by your Graduate School, which may include specific training such as fieldwork or health and safety. Please make sure you check your emails regularly for up-to-date information on induction.

Please go to the [Doctoral College Induction webpages](https://students.leeds.ac.uk/info/10123/starting_your_research/790/induction) to find out what you need to know, where to start and what is on in person.

Student support tip

You should attend induction events as they are a good opportunity for you to meet PGRs from your School/Faculty and begin to build friendships and support networks. It is likely that academic and administrative colleagues will be in attendance, so you will have the opportunity to ask questions.

## Communication

The University will email you on your University email account in most instances, rather than any personal email addresses. Any reminders/automated notifications from GRAD will go to your University email account. You are expected to regularly check your University email account for communications from the University. These communications will include important updates and information relating to your programme, working arrangements, finance and sponsorship, etc. It is very important that you do not ignore University emails and that you make sure you read them carefully and act on any information or advice in a timely manner. Other forms of communication from the University, including the Doctoral College and your Graduate School, might come from Microsoft Teams, newsletters, social media, etc. The University will always make email communication the priority for important information.

Every month the Doctoral College enrols a batch of new starters to the ‘[Leeds Doctoral College PGRs’ Microsoft Team](https://teams.microsoft.com/l/team/19%3aykE8WUR1VGKRwuJXsTbPHuMyqdfhtRqvMSAmJLSRvto1%40thread.tacv2/conversations?groupId=38a7e398-9ba0-4574-bcd1-7ca6e493389b&tenantId=bdeaeda8-c81d-45ce-863e-5232a535b7cb). By being a part of the Team, PGRs can view content of interest to the PGR community such as events, opportunities, wellbeing and support, workshops, surveys, etc. It is the main place PGR relevant content will be shared so be sure to keep an eye on what is posted each week.

If you find you are not a member of the Team yet and do not have access, then don’t worry. You can [request to be added on the Team itself](https://teams.microsoft.com/l/team/19%3aykE8WUR1VGKRwuJXsTbPHuMyqdfhtRqvMSAmJLSRvto1%40thread.tacv2/conversations?groupId=38a7e398-9ba0-4574-bcd1-7ca6e493389b&tenantId=bdeaeda8-c81d-45ce-863e-5232a535b7cb), or you can join using the code “as60dbs”. Find out more about the Team on the [For Students website](https://students.leeds.ac.uk/info/10123/starting_your_research/790/induction).

Please also be aware that in line with the [University's Information Protection Policy](https://it.leeds.ac.uk/it?id=kb_article&sysparm_article=KB0011140), it is not possible to automatically forward messages from University email accounts to any email address that is external to the organisation. [This article on the University IT website explains this in more detail.](https://it.leeds.ac.uk/it?id=kb_article&sysparm_article=KB0015207)

Student support tip

If you have any issues with your email at any point, you should contact IT via their “[Something broken?](https://it.leeds.ac.uk/it/?id=sc_cat_item&sys_id=3f1dd0320a0a0b99000a53f7604a2ef9)” link on their website before contacting your Graduate School.

## Doctoral College Operations

Doctoral College Operations is formed by all of the Faculty Graduate Schools, plus a number of specialised teams who work across all of the Faculties. Your Faculty Graduate School Office will provide day-to-day administrative support. The specialised teams cover scholarships, examinations, progression and registration.

|  |  |
| --- | --- |
| Registration | [rp\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) |
| Progress | [pgrprogress@leeds.ac.uk](mailto:pgrprogress@leeds.ac.uk) |
| Thesis submissions and examinations | [rp\_examinations@leeds.ac.uk](mailto:rp_examinations@leeds.ac.uk) |
| Postgraduate scholarships | [pg\_scholarships@leeds.ac.uk](mailto:pg_scholarships@leeds.ac.uk) |

The Doctoral College social media accounts will also share relevant events and opportunities:

[@LeedsDocCollege](https://twitter.com/LeedsDocCollege)

 [LeedsDoctoralCollege](https://www.facebook.com/LeedsDoctoralCollege/)

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

## Minerva

[Minerva](https://adfs.leeds.ac.uk/adfs/ls/?SAMLRequest=lVJNb8IwDP0rke%2F9pgIiWsSG0JCYqGjZYbcQQglrExanaD9%2FGR8auyDtEsn2e3n2s0fjr7YhJ2FQapVB5IdAhOJ6K1WdwbqaeQMY5yNkbRMf6aSze7USn51ASxxRIb1UMuiMopqhRKpYK5BaTsvJ64LGfkiPRlvNdQNkgiiMdVLPWmHXClMKc5JcrFeLDPbWHpEGQSuVyzK%2FEWKLPuN%2B9xEwp%2Bz9aAXnpyyXQKauC6mYPXd%2BI7PtDv8yXSJoMAAy04aL8wgZ7FiDAsh8mgFLWK%2Fu9TmL6g07pHXc55IPooTvU37gfQfCgiHKk%2FilIXZirtAyZTOIw2johakXDqqoR5MhjRM%2FHSbvQIrr4E9SXQx95NLmAkL6UlWFVyzLCsjbbTEOANc10LO6uff%2F8cfsZjrk%2F7N4FNwL5tfw7xnk3w%3D%3D&SigAlg=http%3A%2F%2Fwww.w3.org%2F2001%2F04%2Fxmldsig-more%23rsa-sha256&Signature=DEadSMU%2FAwI8Slu3OKykswiTa10fWQtz1EQQP4N1srVX%2BlLobzo0Q%2FVwz3lbX%2BRd35H6f5MYeXfBltl2TX7gPFApm4%2F%2FaFq0%2F9wMuT0WaFALOsigxSG0fV5kTLHZid1jurORlsU18QmcPR9kTsvgOIdH0RSTI6pzlDcGp5Ip9S5zVujAQriFPodlP3dLxz4Y8C%2FvXHWMw65fDiLu7upjTikG%2BKAVs0uEUQIb0IFUcBWaJQ3r42Tdt4LkCepvR0h6VyAcPuwLwBPtJvtqLTSQUMdcXN%2Bd%2BDkoZhoLgaCrJFJ8ofcFLXSHG%2FMZmm4nwhEGuFfZMfTLktYvUAVX%2BFZ6UQ%3D%3D) is a virtual learning environment (VLE) through which PGRs can access emails, training resources, module information (for PGRs who teach), and links to support information.

To access the [Doctoral College Minerva Organisation](https://minerva.leeds.ac.uk/ultra/organizations/_474527_1/cl/outline):

1. Log in and select the “Learn” tab on the top right menu

2. Select the “Organisations” tab

3. If you are not automatically enrolled in the Leeds Doctoral College organisation, click “Enrol”

During the 2022-23 academic year, we are in a phase of reviewing and moving material from the Leeds Doctoral College Organisation. If you log in to the Leeds Doctoral College Organisation expecting to find something and it is not there, then please contact your Graduate School for help.

Your Graduate School may also have a Minerva Organisation and so it is worth contacting them directly to ask about being enrolled if you do not receive any information from them about Minerva during your first few weeks.

If you have teaching responsibilities during your research degree, you will use Minerva in a different way, e.g. for marking assignments from students and accessing lecture/seminar materials. Please speak to the programme or module leader relevant to any modules you are teaching on for help with this.

## Graduate Record of Achievement and Development (GRAD)

GRAD is the online system used by all PGRs and supervisors at the University to support the PGR process. It is used for a wide range of tasks:

* organising and recording supervision meetings
* creating and maintaining a training plan
* organising and recording all regular progress reviews
* organising the transfer process (for doctoral degrees)
* managing change requests including annual leave, authorised absence, change of location and suspension/extension
* organising thesis examination

It is mandatory that you use it throughout your studies, especially for recording supervision meetings. Just [logging into GRAD](https://research.leeds.ac.uk/do/leeds-auth/login) and browsing will help you understand the process and steps of your research degree. GRAD user guides can be found on your GRAD homepage and on the [Postgraduate research and training webpage](https://students.leeds.ac.uk/info/10124/during_your_research/755/postgraduate_research_and_training).

Student support tips

If you need help with GRAD, arrange a chat with your supervisor so that you can go through any questions together. You can contact your Graduate School for help too.

If you are facing any challenges that are negatively affecting your studies, you are encouraged to make your supervisor aware and record a summary of the conversation in the GRAD meeting record. Please read more about making changes to your research degree, such as suspensions and extensions, in [Section 5](#_Making_Changes).

## Training Opportunities

The University offers wide-ranging personal and professional development opportunities for postgraduate researchers that can be incorporated in to your training plan (see [Section 6.2](#_Supervision_Meetings) for more information on the training plan). We have self-directed resources and workshop style tutor led courses. Details on what is available can be found at on the [OD&PL Researcher Support website](https://researchersupport.leeds.ac.uk/dynamic-development/your-professional-development-opportunities/) and the [Postgraduate research and training webpage](https://students.leeds.ac.uk/info/10124/during_your_research/755/postgraduate_research_and_training).

Learn more about [our approach to personal and professional development](https://researchersupport.leeds.ac.uk/dynamic-development/your-professional-development/).

You may also find it useful to look at the [Researcher Development Framework (RDF)](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework), a reference point for researcher development widely used in the UK and internationally. The RDF was developed by [Vitae](https://www.vitae.ac.uk/), the UK’s national organisation for the development of researchers. The University of Leeds is a member of Vitae: you can set up a login account to their website using your University email address, which will provide you with access to the full resources of their website.

A variety of professional services contribute to your personal and professional development, including Organisational Development and Professional Learning, the Library, the Careers Centre, IT, the Counselling Services and also Leeds University Union.

Organisational Development and Professional Learning (OD&PL)

OD&PL provides support with academic writing, research, networking, presenting, publishing, project management, time management in your research and much more.

Researcher@Library

You can also sign up to one of the [Library’s workshops or webinars](https://library.leeds.ac.uk/info/1406/researcher_support) if you need help with literature searching, open access, research data management, using EndNote, or increasing the visibility of your research.

LinkedIn Learning

All students and staff have access to LinkedIn Learning through our institutional subscription. You can access LinkedIn Learning via Minerva.  LinkedIn Learning offers over 5000 short courses across business, creative, technical specialties and research software and coding. You do not need to have a LinkedIn account to access the content, but you can [connect your own LinkedIn Account](https://it.leeds.ac.uk/it?id=kb_article&sysparm_article=KB0013613) with the Leeds LinkedIn Learning subscription, which will allow you to publish your LinkedIn Learning course completions to your LinkedIn profile.  There is a Doctoral College collection, bringing together our resources and external courses that we recommend; search for ‘Doctoral College’ to access the collection.

School of Languages, Cultures and Societies Research Training Seminar Programme

The Research Training Seminar Programme will be introduced at the induction session on 5th October. Seminars will be “live” in person and livestreamed on Wednesdays 4-6pm (UK time) in Semester 1 and 2 and the programme culminates with the LCS PGR Conference in May. All seminars will be recorded and be made available in the LCS PGR Organisation on Minerva. The programme will be circulated by email in advance of the first seminar and you will receive weekly calendar invitations for each seminar. Any changes to mode of presentation or date/time will be notified in advance. Full-time PGRs must attend 50% of seminars and part-time PGRs must attend 25% of seminars.

## Language Support

[The Language Centre](https://www.leeds.ac.uk/languages) provides resources for independent study and language support for international PGRs through in-sessional classes.

Student support tip

For those whose first language is not English, adapting to living and studying in the UK may be challenging. We want you to enjoy your time at Leeds and being able to communicate effectively is a vital part of that. If you feel you would benefit from additional support please discuss this with your supervisor and/or colleagues in the Language Centre.

English language and academic study skills support

[The Language Centre](http://www.leeds.ac.uk/languages) provides free in-sessional [courses for PGRs](https://students.leeds.ac.uk/info/21504/living_in_the_uk/1145/academic_english_courses_and_workshops) who may benefit from academic English language support.

Language facilities

The Language Centre is well equipped, providing a large [Language Zone](https://www.leeds.ac.uk/language-centre/doc/language-zone), where PGRs can study independently. Resources include learning materials in over 40 languages, an extensive collection of video material, over 60 satellite television channels in more than 20 languages and computer assisted learning.

## IT

Please familiarise yourself with the [Student Privacy Notice](https://it.leeds.ac.uk/it?id=privacy). This notice explains how the University will collect and use your personal data. You should complete your Student [IT induction](https://itinductions.leeds.ac.uk/student/) as soon as you are able, once you have registered. Some simple [getting started](https://leeds.service-now.com/it?id=kb_article&sys_id=01d84f67dbefd3445cfb8e146b9619fd) instructions are available on the IT website.

Student support tip

The IT Service Desk is your first point of contact for advice, information and support for IT queries. The IT Service Desk can contacted via their [website](https://leeds.service-now.com/it), [Twitter](https://twitter.com/itservicesuol), [email](mailto:itservicedesk@leeds.ac.uk) or phone (0113 343 3333). To get help in person, you can [book an appointment](https://it.leeds.ac.uk/it?id=walkup_online_checkin) to visit the IT Service Desk.

Printing

All PGRs at the university are issued with a top up of printer credits to £200 once a year. Should you use all the credit before the next annual top up, IT will handle that on a case by case basis (generally a review of your printing will be undertaken to ensure your printing is related to your research, and further credit will be issued). [Find out more on the University IT website](https://it.leeds.ac.uk/it?id=kb_article&sysparm_article=KB0012932).

In accordance with the University’s sustainability ethos we encourage people to consider the environmental impact of their printing and photocopying, and question whether a paper copy is required. The Environmental Impact link on the [MyPrint website](https://myprint.leeds.ac.uk/user) displays both personal and organisational usage of MyPrint in terms of trees used, CO2 production and electricity usage.

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

Eduroam

You can [connect your devices](https://leeds.service-now.com/it?id=kb_category&kb_category=0bffdf28db7ffbc48b6583305b9619e5) to the University wireless network Eduroam with your credentials (your username and password). This network is not only available at our University, but also at other institutions around the world by using the same University of Leeds credentials.

Office 365

The University uses [Office 365](https://www.office.com/), which means that you can have access to your email and all the Office apps wherever you are. You can also access OneDrive and store your files online. If you decide to store files in your University computer please make sure you follow the guidelines in the [Information Protection policy](https://leeds.service-now.com/it?id=kb_article&sys_id=6038bfbc0fae728089d7f55be1050e9d).

Computer Training

If you require computing training for your research, you can check what workshops are available and book them on the [University Research Computing Training webpage](https://arc.leeds.ac.uk/training/).

PGR Web profile

**Instructions**

Please follow the link in the section below to add information to and activate your profile page.

Once you have edited your profile, you will need to make sure that you submit it for approval (select ‘yes’ in the drop down list at the bottom of your profile page and then click the blue ‘save’ button). Once your page has been approved by Faculty Marketing, it will appear on the School website.

**How to create/update your PhD profile**

Step-by-step instructions are available at [https://comms.leeds.ac.uk/student-profile-setup-ahc/](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcomms.leeds.ac.uk%2Fstudent-profile-setup-ahc%2F&data=05%7C01%7CAHCGradSchool%40leeds.ac.uk%7Cc255de3e009f483c134c08da7ab01cd5%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637957194050740602%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=2D32%2FkaAh7O%2BvaBGd4KsoWiyIF49K0g7jVE6spuLhlI%3D&reserved=0)

The link to update your profile is as follows:

[https://production2.leeds.ac.uk/ahc/jadu/custom/edit\_my\_student\_details.php](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fproduction2.leeds.ac.uk%2Fahc%2Fjadu%2Fcustom%2Fedit_my_student_details.php&data=05%7C01%7CAHCGradSchool%40leeds.ac.uk%7Cc255de3e009f483c134c08da7ab01cd5%7Cbdeaeda8c81d45ce863e5232a535b7cb%7C1%7C0%7C637957194050740602%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=9jM1G%2BjC%2BLiGRv7zH3gvSbSqG57Mi1rcfjlP2v3U%2FX4%3D&reserved=0)

**What to include in your profile**

The basic information includes:

Email \*this should automatically show on your profile);

Thesis title;

Supervisors: you should be able to link to your PhD supervisor(s). If your supervisor is not visible please email [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk);

Profile: A couple of sentences to begin with will suffice;

Research interests;

Qualifications.

**Photograph for your profile**

Periodically the Faculty Marketing Team arrange photoshoots for PGRs to have their photo taken for web profiles. Dates will be notified by email.

**News stories and events**

If you have any news relating to your research here at Leeds, or events/exhibitions you are organising, please email [lcscomms@leeds.ac.uk](mailto:lcscomms@leeds.ac.uk)

## Study Space

Clusters

There are about [40 computer clusters](https://leeds.service-now.com/it?id=clusters) across campus open to anyone, some of them 24 hours a day. Please check the [For Students website for information on where to study on campus](https://students.leeds.ac.uk/info/10109/study_support/1419/where_to_study_on_campus).

Spacefinder

Whether you prefer studying in a café, library space or even outdoors, the [Spacefinder website](https://library.leeds.ac.uk/news/article/1000/library/206/new-spacefinder-app) will help to find your perfect space on campus. With Spacefinder you can:

* See all the different study spaces on campus that are closest to your current location, marked on a map
* Use the search icon to filter to spaces that are currently open
* Use the search to see only the spaces that match your personal preferences for noise, facilities, atmosphere, or location
* Browse a list of places with photos and descriptions of what’s available, including opening times.

## Library

The [Library Research Support Team](https://library.leeds.ac.uk/info/1406/researcher_support) is based at the Research Hub, on level 13 of the Edward Boyle Library. Research Hub is a dedicated space for PGRs and staff, where there is a variety of study spaces for you to use, as well as bookable individual and group study spaces, and two large rooms that can booked for research-related events. Please [check their website](https://library.leeds.ac.uk/info/1406/researcher_support) regarding opening of study and event space during the 2022-23 session.

The [Research Support](https://library.leeds.ac.uk/info/1406/researcher_support) team offers help on literature searching, EndNote, Open access publishing and research data management. The University has a number of [IT policies and guidance](https://it.leeds.ac.uk/it?id=kb_category&kb_category=4970ef68db7ffbc48b6583305b96194e) that relate to the safeguarding, handling and storage of data, which you will need to be aware of. You should have a data management plan in place by no later than the transfer stage (see [Section 6.3 ‘First Formal Progress Review’ (FFPR)](#_First_Formal_Progress)). You can find help and guidance on the [Library Researcher Support pages](https://library.leeds.ac.uk/info/1406/researcher_support) including a number of [courses](https://library.leeds.ac.uk/info/1407/workshops/126/staff_and_phd_workshops_and_events) to help you with research data management. The online [Researcher Quick Start guide](https://resources.library.leeds.ac.uk/research-quickstart/#/) is designed to give you the essential information you need when you are starting out your research journey.

## Support and wellbeing

There is a wide range of support available to PGRs during their time at the University, including counselling, disability services, help with cultural differences and much more. All information is available on the [University support and wellbeing website](http://students.leeds.ac.uk/#Support-and-wellbeing).

As a PGR of the University you can access Togetherall which provides 24/7 online peer and professional support, with trained counsellors. Togetherall provides a safe space online to get things off your chest, explore your feelings and learn how to improve and self-manage your mental health and wellbeing. [Nightline](https://leeds.nightline.ac.uk/) is also available 8pm – 8am any night of the week via instant messaging or phone line service.

You can also meet with the DPGRS in your School at any time during the year to discuss any academic or personal issues. You should be offered a meeting with them (without your supervisors) at least once a year by your Graduate School.

Student support tip

If you are not sure who can support you with the challenges you are facing, start with speaking to your Graduate School or supervisor(s). They will be able to point you in the right direction of what resources or further advice you might need.

Equality and Inclusion

The University of Leeds is committed to the principles of equity/equality and inclusion, and is determined to treat all PGRs fairly, avoiding all unlawful forms of discrimination on grounds of gender (including pregnancy, trans status or marital status), race (including colour, nationality, ethnic origin or national origin), sexual orientation, disability, religion or belief, and age. We recognise that, in order to enable all PGRs to have equal access to our facilities and educational opportunities, some PGRs may require specialist support or adjustments (for example, to learning materials). We therefore aim to take a flexible approach, wherever possible, when responding to the individual needs of PGRs. We work hard to meet the needs of a diverse student population and provide a safe, supportive and welcoming environment for all. We also expect all PGRs to work with the University in making this a non-discriminatory and inclusive environment. If you have any concerns relating to an equity/equality or diversity issue within your School or Faculty, or if you would like to suggest a way in which we might make our practices more inclusive, please contact your Graduate School.

The Equality and Inclusion Unit have information/resources around a number of areas including guidance to support [Trans staff and students](https://equality.leeds.ac.uk/support-and-resources/guidance-to-support-trans-staff-and-students/), students who are pregnant, students who have very young children, and many more. [Their policies and guidance can be accessed on their website](https://equality.leeds.ac.uk/governance_strategy_policy/policies/).

Pregnancy

A PGR who becomes pregnant is encouraged to discuss the support needs of this in relation to their programme of study at an early stage of the pregnancy. They may approach any member of staff with whom they feel comfortable, and seek information and advice in the [University’s policy on support for pregnant students and students with very young children](https://equality.leeds.ac.uk/governance_strategy_policy/policies/).

Parental leave

For PGRs, periods of parental or adoption leave are normally managed under the suspension of studies process (and/or authorised absence). Periods of suspension for parental or adoption leave are not included towards the normal overall limit on suspensions/extensions over a candidature. Suspensions of studies have to be recorded in whole month; however, PGRs can commence or return from a period of leave at any point in the month, by recording some of the period of leave under the authorised absence category, in addition to any period of suspension. PGRs may also choose to take any period of annual leave immediately before or after a period of leave.

If you are in receipt of funding, please contact your Graduate School Office to discuss possible parental leave pay arrangements.

PGRs who are parents or carers

We believe that being or becoming responsible for a child or dependant adult should not, in itself, be a barrier to your research. The University is committed to being as flexible as possible, whilst, at the same time, making sure that any accommodations made for you will not compromise academic standards. Further information can be found in the [policy on support for pregnant students and students with very young children](https://equality.leeds.ac.uk/wp-content/uploads/sites/64/2011/04/Student-Pregnancy-Policy-updated-2015.pdf), and the [policy on support for students who are parents or carers](https://equality.leeds.ac.uk/wp-content/uploads/sites/64/2019/06/Policy-on-Support-for-Students-who-are-Parents-or-Carers-Revised-2019.pdf).

Student support tip

Studying whilst also acting as a carer can be challenging, if you find yourself in a situation where you are struggling to manage your commitments, please contact the Graduate School Office who can advise you of the options available.

Support for disabled PGRs

The University of Leeds is committed to providing high-quality advice and support for PGRs who:

* are deaf or hearing impaired
* are blind or visually impaired
* have a physical disability, and/or mobility difficulties
* have a specific learning difficulty (for example, dyslexia or dyspraxia)
* have a neurodevelopmental condition (for example, AD(H)D)
* have a neurological condition (for example, MS, epilepsy, Tourette Syndrome, stammer)
* are autistic
* have a mental health condition
* have a long-term medical condition (e.g. chronic fatigue syndrome, asthma, diabetes, cancer, HIV)
* have a combination of these

If any of the above applies to you, the University’s Disability Services team will be pleased to talk to you about the support that you need in order to access your studies here at Leeds. For more information about disclosing your disability, funding and support, please visit the [Disabled PGRs website](https://students.leeds.ac.uk/info/1000032/support_for_disabled_students/740/disabled_postgraduate_researchers). Any disclosure you make will be treated with discretion and information will only be shared with your permission.

Student support tips

You can self-refer to Disability Services at any point during your candidature. Remember, if your health/learning challenges change during your studies, please keep colleagues in Disability Services up to date with your situation.

You are also very welcome to talk to your Graduate School directly about any adjustments or support that you might require. Contact your Graduate School to arrange a time to speak to someone.

Reasonable Adjustments

The process for identifying and agreeing support and reasonable adjustments for the transfer viva and final oral examination is set out in the [PGR Reasonable Adjustments document available from the Student Education Service (SES) website](https://ses.leeds.ac.uk/download/downloads/id/1121/pgr_reasonable_adjustments.pdf). There are time limits for the assessment/examination and it is therefore important that the need for reasonable adjustments is identified well in advance of the transfer and viva process to allow due consideration to be given prior to assessment/examination. You are asked to work in partnership with your School, Graduate School and Disability Services to identify when reasonable adjustments may be required for the transfer and viva processes, and what those reasonable adjustments might be. There is also more information on the process on the [Disabled PGRs](https://ses.leeds.ac.uk/info/21810/disabled_students/918/disabled_postgraduate_researchers) page.

Prayer, contemplation and faith based support

The University has a [number of spaces](https://students.leeds.ac.uk/info/21504/living_in_the_uk/734/prayer_contemplation_and_faith-based_support) on campus available for prayer and quiet contemplation, whether you practise a particular faith or not. If you practise a faith, you can be confident that you will be able to follow your beliefs in Leeds and find support and information related to your faith. The Equality Policy Unit also publishes a [religious festivals and events calendar](https://equality.leeds.ac.uk/useful/festival-events-calendar/) each year. You can also access support through the [University Chaplaincy](https://unichaplaincy.org.uk/staff-and-postgraduates/), whether you are a person of faith or not.

Harassment, abuse or sexual assault

The University is committed to providing a safe environment for all students, PGRs and staff. You can anonymously report assault, hate crime or sexual assault through the online reporting system [Report and Support](https://reportandsupport.leeds.ac.uk/). There are [many ways](https://students.leeds.ac.uk/info/10700/support_and_wellbeing/1148/sexual_assault_abuse_or_harassment) you can seek support through the University or the local community. If the situation is an emergency, call 999 or contact Security on 0113 343 2222 if you are on campus.

Smoking policy

The University is a [smoke free campus](https://students.leeds.ac.uk/info/10700/support_and_wellbeing/1215/campus_is_becoming_smoke_free). This means that if you smoke between the hours of 8am – 6pm you will be asked not to smoke on campus. This includes vaping. Free support is currently available to help students/PGRs who would like to cut down on or quit smoking. For more information, see the [Quit Smoking webpages](https://wsh.leeds.ac.uk/quit_smoking).

Campus security

The University's [Security Service](https://students.leeds.ac.uk/info/21504/living_in_the_uk/760/security_services) operates 24 hours a day, every day of the year. They offer crime prevention advice, patrol the campus, investigate crimes and respond to alarms and emergencies.

In addition, if you feel you are witnessing someone in a mental health crisis, the Security team can provide you with advice and support particularly if this occurs outside of standard office hours. You can contact Security on 0113 343 2222 if you are on campus

Accommodation

Please go to the [accommodation pages](https://accommodation.leeds.ac.uk/) for more information on University residences, residence life at Leeds, and how to get in touch with the Accommodation team who can help you with any queries.

Student support tip

If you are experiencing any issues with your accommodation, whether with University residences or privately rented houses/flats, you can contact the Leeds University Union [help and advice team](https://www.luu.org.uk/help-support/about-luu-advice/) for advice.

International Student Advice and Support

If you need immigration advice or information on services available to the international student community (including events and activities), go to the [International Student Advice and Support](https://students.leeds.ac.uk/info/10500/international_students/877/international_student_office) website or contact the [Student Visa Advice Team](https://www.leeds.ac.uk/international-visas-immigration/doc/immigration-advice-service).

Student support available in the School/Faculty

Please email [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk) if you are experiencing any difficulties which are affecting your ability to study. We can arrange a meeting to discuss your circumstances and signpost to sources of support.

## Leeds University Union (LUU)

All PGRs are automatically a member of Leeds University Union (LUU) on registration.

Help and Support team

The [Help and Support Team](https://www.luu.org.uk/student-help-support/) at LUU provide confidential and independent information, support and advice to PGRs contemplating appeals, complaints or other difficulties associated with your research degree. They also offer independent advice on a range of issues including academic matters, housing, money and other issues.

Student support tip

If you are involved in any formal University meetings or processes (e.g. appeals, complaints, academic integrity, disciplinary hearings, etc.) you can ask LUU to attend these meetings with you to act as your supporter.

Societies and Events

LUU also runs a range of social and wellbeing events throughout the academic year. Clubs, societies and other activities are open to all members, but there is also a [programme of events reserved for postgraduates](https://www.luu.org.uk/student-voice/postgraduate-hub/).

Student Executive at LUU (option to stand for election to positions)

LUU are led by six people elected from among their membership, and this includes PGRs. More information about all the executive roles can be found on the [LUU Student Voice website](https://www.luu.org.uk/student-voice/your-student-exec/).

## Postgraduate Representatives (PGR Reps)

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

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

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

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

## Sport and Physical Activity

The Sport & Physical Activity Service at the University is responsible for the University’s sports facilities and development programmes. Getting involved does not require you to be a ‘sporty’ person. Many thousands of students each year, including PGRs, try something new, learn a new sport or take up an activity. Have a look at the [Sport and Physical Activity](https://sport.leeds.ac.uk/) website to find out more and see what you can get involved in.

Student support tip

Physical and social activity is for many a key part of their wellbeing, and connecting with others through being physically active has been proven to raise self-esteem and positivity.

## Careers Centre

The [Careers Centre](http://careerweb.leeds.ac.uk/researchers) offers guidance and support for issues which are specific to PGRs, including:

* Deciding what to do after the degree or research
* Destinations of PGRs
* What the job market looks like for researchers
* Planning a career in academia
* Links to specialist websites and downloads to help plan your future.

You can book a one to one appointment with a Career Consultant at the Careers Centre to talk through any questions you might have. Use their appointment booking link on their dedicated ['Researchers' page](https://careerweb.leeds.ac.uk/info/23/researchers).

## Leeds Student Medical Practice

If you need to visit the doctor (GP) during your time at Leeds, it is advised that you register and visit [Leeds Student Medical Practice](https://www.leedsstudentmedicalpractice.co.uk/). It is located about a 3-5 minute walk from Parkinson Building on Blenheim Terrace. If you are already registered at another practice and are still able to visit it regularly if required then you do not necessarily need to register at Leeds Student Medical Practice.

Student support tip

You can search for other local NHS services on the [NHS website](https://www.nhs.uk/nhs-services/services-near-you/).

# Registration, Fees and Student Records

## Registration

Registration and re-registration is accessed [via Minerva](https://minerva.leeds.ac.uk/).

All information about the registration process can be found on the [For Students website](https://students.leeds.ac.uk/info/10102/registration). Registration as a new starter or returning PGR each year is vital, partly because failure to register may delay any sponsorship payments you receive and may ultimately lead to your withdrawal from your programme. You will need to register online within four weeks of starting your studies. New PGRs must also complete an identity check. New PGRs are defined as those who are “beginning” a course, usually coming through admissions. This ensures we know the people studying with us are who they say they are and they have the right to study. This is also important for immigration permissions for international PGRs. It is important that PGRs complete registration as quickly as possible. More information on the identity check can be found on the [For Students website](https://students.leeds.ac.uk/info/10102/registration/1176/how_to_complete_your_identity_check).

Full guidance on obtaining a student card, and replacement student cards, can also be found on the [For Students website](https://students.leeds.ac.uk/info/21519/official_documentation_and_regulations/848/student_card).

Continuing PGRs need to re-register each year within four weeks of the anniversary of their starting date. Your Graduate School will contact you with information at the relevant time. Failure to re-register may delay any sponsorship payments you receive and may ultimately lead to your withdrawal from your programme.

PGRs will not normally be permitted to register concurrently on another programme of study at this or another Higher Education Institution. There are some exceptions to this, which are explained in the [Policy on concurrent registrations for research degree candidates.](http://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1013/concurrent_registrations_for_research_degree_candidates)

Student support tip

If you experience any issues around registration please let your Graduate School team know immediately.

## Visas

If you are an international PGR and you are here on a visa, it is important that you understand how your visa works, and what to do when your circumstances change. All information, including Student Visa (formerly ‘Tier 4’) responsibilities, can be found on the [For Students website](https://students.leeds.ac.uk/info/21506/your_visa).

If you need specific advice on your visa, including how to extend your visa, please contact the [Student Visa Advice Team](https://www.leeds.ac.uk/international-visas-immigration/doc/immigration-advice-service).

## Payment of academic fees

Please also see the [Finance website](https://students.leeds.ac.uk/#Finance) for information and advice about financial matters during your studies. Academic fees for PGRs for the current session are available via the [University of Leeds website](http://www.leeds.ac.uk/info/102040/fees_and_costs/104/research_degrees_fees) and must be paid at the point of registration (for sponsored or funded students your fees may be paid on your behalf). Self-supporting PGRs need to pay academic fees at registration, although it is possible to apply to pay in instalments. For this, and further information about the payment of academic fees, please make contact with [Postgraduate Student Finance](https://students.leeds.ac.uk/contacts#10200-contact).

Student support tip

If you experience any issues around the payment of your academic fees please let your Graduate School team know immediately.

## Duration of studies and overtime fee

Information about the duration of studies (including standard and maximum time periods, as well as information on submitting your thesis early) can be found [on the For Students website](https://students.leeds.ac.uk/info/10124/during_your_research/765/duration_of_study) and in your official University offer letter. The overtime period allows all PGRs (excluding Masters by Research and miscellaneous study) to register on a reduced fee after the standard period of study but within the maximum period of study. Usually, the fee cost is [updated annually](http://www.leeds.ac.uk/info/102040/fees_and_costs/104/research_degrees_fees) and is non-refundable. However, in recognition of the potential disturbance to the usual timelines for PGR study caused by the Covid-19 pandemic, we have decided to waive the overtime year fee for all PGRs whose overtime year fee would normally be due at any point up to 31st August 2023. You do not need to apply for this fee waiver: it will be applied automatically, but due to the way that our systems work, it will appear on your record as a scholarship to cover the amount of the fee charged. During your overtime period, you should be completing the writing-up of the thesis. If you submit before the end of the standard period of study, or one month after the start of the overtime period, then you will not be required to register during the overtime period.

## Registration certificates

In most cases the University can produce an official certificate confirming that you are a PGR at the University of Leeds. You can request a statement from the [Student Services Centre](http://students.leeds.ac.uk/info/10105/official_documentation/849/student_registration_status_certificate).

## Council tax

Full time PGRs are eligible for Council Tax exemption or discounts. However, part time PGRs are not eligible for Council Tax exemption or discounts.

If you are a registered full-time PGR, and you enter your Leeds term-time address when you register, your details will be sent to Leeds City Council four times a year (at the end of October, January, April and July). This assists Leeds City Council with processing student Council Tax exemption. Full information and guidance (including what to do if you live outside Leeds or if you are an international student) can be found on the [For Students website](https://students.leeds.ac.uk/info/10200/finance/598/council_tax_exemption).

You should complete a [Council Tax Form](https://secured.leeds.gov.uk/Pages/CTStudentDiscount.aspx) available from [Leeds City Council](https://www.leeds.gov.uk/council-tax), which they will cross-reference against the data supplied by University.

Once you have submitted your thesis for examination, your status at Leeds changes to ‘Under Examination’ and you will no longer be eligible for Council Tax exemption. If the outcome following your viva is a referral, you will not be eligible for council tax exemption.

# During Your Research

## Supervision

Your supervisors play a crucial role in supporting you through your research degree. As well as guiding you as experts in your field, they will support and mentor you through the development of your research, and play a key role in monitoring your progress.

The University of Leeds favours a co-supervision model. This means that, in most cases, you will be supported by a main supervisor and one or more co-supervisors.

All PGRs and their supervisors use the GRAD system to organise and report on supervision meetings, create and maintain a training plan, organise and record all regular progress monitoring meetings (first formal progress review, transfer, and annual progress reviews), and manage ‘change requests’ including suspensions and extensions, annual leave, authorised absence and change of location.

The role of each member of the supervisory team must be made clear to the PGR at the start of their studies and at the point when any change to the supervisory team is approved. This will include expectations around attendance at meetings and whether all supervisors will attend all or some meetings. It is accepted that the pattern and attendance at meetings may vary according to the precise stage of the candidature, between subject areas and supervisory roles.

In your first meetings with your supervisor(s), it is a good idea to discuss practical issues as well as research matters. Topics you may find useful to discuss could include:

Supervisory Team

* Who is main supervisor and who is co-supervisor/s
* the working pattern of the team
* Areas of expertise (ie why are they on the team)
* Other key people for the project

Working arrangements

* Will the PGR work on campus or from home (or other location)
* What are the expected hours of work/working pattern
* Will there be times when extra work or work outside of usual hours is required, and if so how will this be agreed whilst maintaining the PGR’s safety and wellbeing
* Are there any other factors that should be considered (eg caring responsibilities, religious commitments, travel arrangements)
* PGRs are entitled to annual leave (26 days for full time PGRs; roughly 15.5 days days pro-rata for part time PGRs on 0.6 FTE), plus the university closure days; how should annual leave be booked
* Does the PGR require any additional support or allowances eg disability considerations

Supervision meetings

* Where will the meetings take place; will they be in person/online/other
* How often will meetings take place
* Who will attend
* What preparation is expected
* Records and notekeeping:
  + Who will add the notes to the GRAD (normally the PGR)
  + How long after the meeting will the PGR enter the notes into GRAD
  + How long after submitting the notes in GRAD will the supervisor review and confirm the notes or raise any correction
* Training and professional development
* Positive working relationships

Student support tip

If you experience any challenges or disruption with your supervision, please raise this with your supervisors directly. Alternatively, if you do not feel comfortable discussing issues with your supervisor(s) you can contact the DPGRS and/or Graduate School, who will be able to offer you advice and guidance.

## Research Practice

The principles of good research practice encourage you to consider the wider consequences of your research, and engage with the practical, ethical and intellectual challenges inherent in high quality research. A summary is provided below but you can access further information and training around research practice in the ‘Induction to Transfer’ course on the [Postgraduate Research and Training page](https://students.leeds.ac.uk/info/10124/during_your_research/755/postgraduate_research_and_training) of the For Students website.

Ethics Review

You may need ethics approval for your research and it is very important to know if you do. If you are unsure it is best to speak to your supervisor or your Graduate School. You can also find out more on the [Research and Innovation Service website](https://leeds365.sharepoint.com/sites/ResearchandInnovationService/SitePages/Research%20Ethics.aspx). You can access further information and guidance about ethics review in ‘Induction to Transfer’ course on the [Postgraduate Research and Training page](https://students.leeds.ac.uk/info/10124/during_your_research/755/postgraduate_research_and_training) of the For Students website. Your engagement with the ethical review processes will be reviewed as part of the First Formal Progress Report, transfer process, Annual Progress Reviews and at examination entry.

Data Management

Good research data management is part of standard, responsible research practice.

You will need to be aware of and comply with the University policies and procedures for safeguarding, handling, storage and back-up of data. Your engagement with the data management processes will be reviewed as part of the First Formal Progress Review (see [Section 6.3 ‘First Formal Progress Review’ (FFPR)](#_First_Formal_Progress)), transfer process and Annual Progress Reviews. You will be expected to have a data management plan in place by no later than the transfer stage, and will be required to upload this alongside your transfer report (for Doctoral PGRs) or by the First Formal Progress Report stage (for Masters by Research).

The ‘Induction to Transfer’ course on the [Postgraduate Research and Training page](https://students.leeds.ac.uk/info/10124/during_your_research/755/postgraduate_research_and_training) of the For Students website includes guidance to support you with research data management. The Researcher@Library teams can help support and you can find help and guidance on the [Library Research Support pages](https://library.leeds.ac.uk/info/1406/researcher_support) including a number of courses to help you with research data management, referencing, writing and more. Email the [Library Research Data Management team](mailto:researchdataenquiries@leeds.ac.uk) if you need help and advice researchdataenquiries@leeds.ac.uk The Library can provide a Data Management Plan (DMP) template

Copyright

Researching and writing a thesis raises a number of copyright issues throughout the process. You should consider copyright from the beginning of your candidature, as this makes things much easier when you reach submission time, and it may affect how you decide to structure your thesis. Every PGR must submit their successful thesis to White Rose Etheses Online (WREO). This is an open access repository of awarded theses from the Universities of Leeds, Sheffield and York. Theses are also made available through the British Library’s EThOS service.

The ‘Induction to Transfer’ course on the [Postgraduate Research and Training page](https://students.leeds.ac.uk/info/10124/during_your_research/755/postgraduate_research_and_training) of the For Students website includes guidance and training around Copyright to help you to think about the kinds of copyrighted material you might need to include in your thesis and how to manage this. Further advice is also available on the Copyright pages of the Library website.

Academic Integrity

You are required to maintain high standards of academic conduct and, in particular, to avoid conduct amounting to the fabrication of research results or plagiarism. See [Appendix 1](#_Appendix) for a detailed description of Academic Integrity

The library offers a wealth of information about academic integrity and how to avoid plagiarism, which is relevant to your practice as a postgraduate researcher. Visit the library website to find out more. The ‘Induction to Transfer’ course on the [Postgraduate Research and Training page](https://students.leeds.ac.uk/info/10124/during_your_research/755/postgraduate_research_and_training) of the For Students website also includes important guidance about academic integrity and avoiding plagiarism. You are strongly encouraged to complete this module early in your studies, and to revisit before any assessment points.

It is important that you have reviewed this material as you will be required to complete a statement of academic integrity when you submit your transfer report and your thesis for examination.

The University defines plagiarism as presenting someone else’s work, in whole or in part, as your own. Work means any intellectual output, and typically includes text, data, images, sound or performance.

In extreme cases, this may take the form of submitting a thesis, a transfer report or other written or practical work, significant parts of which are simply copied from the work of another. It remains a serious matter even where it relates to minor elements and has been caused by poor standards of scholarship.

All PGRs must ensure that they have engaged with the support and resources highlighted above, and have read and understood the University’s published rules and guidance on plagiarism. If you have any questions or are in any doubt, or if you feel that further advice and guidance is needed, please talk to your supervisor(s).

The University has procedures for investigating allegations of plagiarism in work submitted for assessment. The procedure applies to the research elements of all postgraduate research degree programmes, including the transfer assessment and thesis submission. The University takes cases of plagiarism very seriously. Cases of plagiarism can ultimately lead to you being withdrawn from your research degree study or any award revoked.

Proof-reading

The University’s proof reading policy only applies to those undertaking assessment for a taught module, including integrated degrees of PhD and Master or professional doctorates. The policy does not apply to the research component of a research degree programme (i.e. the transfer report, final thesis); however third-party proof-reading of a transfer report is strongly discouraged as this may mask any academic writing training requirements where you may need further support with writing.

It is strongly encouraged that you consult with your supervisor(s) before seeking the services of a proof-reader. You should retain a copy of any work marked-up by a proof-reader. Responsibility for all aspects of the work submitted for assessment ultimately remains with you as the student.

## Attendance and engagement monitoring

Your attendance and engagement with your studies will be monitored by the University throughout your research degree candidature. Attendance monitoring is important in supporting you to successfully complete your research degree and therefore allows for timely and appropriate support and interventions to ensure the safety and well-being of our PGRs. It is important to note that the University is also required by the Home Office to monitor and report the non-attendance/unauthorised absence of international PGRs who hold a ‘Tier 4’ or Student Visa.

Any absence from study must be authorised and formalised with your Graduate School. For PGRs a period of temporary leave from your studies can be supported through a s[uspension of study](https://ukc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&actnavid=eyJjIjoxOTQ5Mzg4NjQxfQ&wopisrc=https%3A%2F%2Fleeds365-my.sharepoint.com%2Fpersonal%2Fearsbar_leeds_ac_uk%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F1c87a07d71ff49a49d5d6f5488d69076&wdenableroaming=1&mscc=1&wdodb=1&hid=C2444EA0-5092-4000-93FC-8DB75838F650&wdorigin=AuthPrompt&jsapi=1&jsapiver=v1&newsession=1&corrid=012f469a-41a0-46cf-9f20-e71972c19ec9&usid=012f469a-41a0-46cf-9f20-e71972c19ec9&sftc=1&cac=1&mtf=1&sfp=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#suspension), [authorised absence](https://ukc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&actnavid=eyJjIjoxOTQ5Mzg4NjQxfQ&wopisrc=https%3A%2F%2Fleeds365-my.sharepoint.com%2Fpersonal%2Fearsbar_leeds_ac_uk%2F_vti_bin%2Fwopi.ashx%2Ffiles%2F1c87a07d71ff49a49d5d6f5488d69076&wdenableroaming=1&mscc=1&wdodb=1&hid=C2444EA0-5092-4000-93FC-8DB75838F650&wdorigin=AuthPrompt&jsapi=1&jsapiver=v1&newsession=1&corrid=012f469a-41a0-46cf-9f20-e71972c19ec9&usid=012f469a-41a0-46cf-9f20-e71972c19ec9&sftc=1&cac=1&mtf=1&sfp=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Medium&ctp=LeastProtected#authab) or annual leave (see sections [5.4](#_Suspension_and_Extension) and [4.9](#_Toc17206984)). You can apply for these through the change request menu in GRAD. Your Graduate School can also provide further advice on these processes.

GRAD is used as the primary means of [monitoring attendance and progress](https://ses.leeds.ac.uk/info/22227/research_degree_progress_and_monitoring/934/progress_and_monitoring_-_postgraduate_researchers) including supervision meetings, formal progress reports, holidays, authorised absences, suspensions and extensions (see [section 5.4](#_Suspension_and_Extension) and [section 6](#_Assessment_1) for requirements). It is therefore vital that you update GRAD regularly so that records are up to date. This is one of your responsibilities as outlined in the [University’s Code of Practice for Research Degree Candidature](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/674/research_degree_candidatures_code_of_practice). Failure to adhere to the requirements and to be absent from your studies without authorisation can ultimately lead to withdrawal from your programme under the ‘Presumed Withdrawn Process’. A PGR may be ‘presumed withdrawn’ if they do not attend supervision meetings or respond to supervisor and Graduate School correspondence about their absence. It is very important that you do not ignore University emails and you make sure you read them carefully and act on any information or advice in a timely manner. Please see [section 2.9](#_Communication) for further advice on communications from the University.

Graduate Schools regularly monitor your GRAD records and will contact you and your supervisors if you they are not up to date, escalating to the DPGRS when required. Prolonged and unexplained absence from your studies or failure to maintain your GRAD record may lead to the triggering of formal procedures (including the presumed withdrawn process) and ultimately withdrawal and reporting to UKVI (students on a ‘Tier 4’ or Student Visa).

Student support tip

If you are facing any challenges which are impacting on your ability to study in line with your programme of study please raise this with your supervisor(s), DPGRS and/or Graduate School. Once we are aware of your situation we will be able to advise you of your options and signpost you to appropriate support.

## Financial Support

You may be eligible for extra financial help during your studies, which is explained in more detail on the [University website](https://www.leeds.ac.uk/research-funding/doc/extra-financial-help). Funding to attend or organise conferences, as well as to conduct research-related activities, may be offered by your School or Faculty, or included as part of a studentship. In addition, the [Student Ideas Fund](https://teachingexcellence.leeds.ac.uk/student-ideas-fund/) is an exciting project where you can apply for funding to support an idea you may have that could help improve the University and the student experience.

## Travel and Conferences

All travel and accommodation bookings should be made via [Key Travel](https://www.keytravel.com/uk); however, in the first instance please contact your Graduate School who will help guide you through the process. Further information regarding Key Travel can also be found on the [University’s Finance pages](https://www.leeds.ac.uk/finance/policies/expenses/travel/Key_Travel_Bookings.html).

## Fieldwork

People organising fieldwork need to use an effective fieldwork assessment process to minimise risk and ensure that as a University we fulfil our duty of care to protect staff, PGRs and other affected people.

[Wellbeing, Safety and Health Services](https://wsh.leeds.ac.uk/) set out what the University requires of staff and PGRs in respect of fieldwork health and safety considerations, along with guidance to help achieve this. For further information, please see the [Wellbeing, Safety and Health webpage](https://wsh.leeds.ac.uk/info/186/fieldwork/109/fieldwork) and consult your Graduate School on Faculty/School fieldwork processes and guidance.

PGRs conducting fieldwork or other research activities away from the University for one month or longer must complete a Change of Study Location form on GRAD. If you are studying here on a ‘Tier 4’ or Student Visa, it is especially important for you to complete a Change of Study Location form.

## Insurance

If you are travelling outside of the UK on behalf of the University (for conferences, fieldwork, etc.) you may be covered by the Worldwide Business Travel insurance policy purchased by the University. More information is available on the [Insurance section of the University website](https://www.leeds.ac.uk/insurance/travel.htm) and you can get in touch with the team to check if you will be covered.

## PGR Community

At Leeds, you will join a thriving community of more than 3,500 PGRs (including those registered during their overtime period) who are contributing to our vibrant research culture. You are encouraged to take part in conferences and events organised by your School, Faculty, or research group, but you will no doubt also socialise outside your department.

Regular social events are organised by Leeds University Union. Please visit the [Postgraduate section](https://www.luu.org.uk/student-voice/postgraduate-hub/) of their website for the latest opportunities and activities. The [Chaplaincy](http://unichaplaincy.org.uk/staff-and-postgraduates/) also offers group activities and coffee hours for PGRs and staff.

We also have the ‘Leeds Doctoral College PGRs’ Microsoft Team which you can read more about in [Section 2.9](#_Communication).

**LCS Communications Intern**

The LCS Communication intern publicises and reports on relevant activities involving or organised by postgraduate researchers within our School. If you have any news of papers, publications, blogs, conferences or workshops, please email pgcommLCS@leeds.ac.uk

**LCS Grant Advisors**

LCS Grant Advisors are academic colleagues tasked with developing and supporting grant activity for research colleagues of all levels, including interdisciplinary applications. Each Champion is given the responsibility for a certain set of schemes or funders: further details will be made available to you at the beginning of each year by email. These Champions may be in a position to help you in various ways as you move through your PhD, so please do get in touch with them directly, or via the LCS Research Team ([lcsresearch@leeds.ac.uk](file:///C:\Users\padovan06\Library\Containers\com.apple.mail\Data\Library\Mail%20Downloads\16EC939C-1C96-4D74-BF56-1FB1C7ED2645\lcsresearch@leeds.ac.uk)), if you have anything they can help with.

**Language at Leeds**

One of the largest interdisciplinary centres for language research and scholarship in the UK, Language at Leeds encompasses expertise from the arts and humanities, education and social sciences, psychology and biological sciences, and computing and engineering. Language at Leeds emphasises an interdisciplinary approach to addressing and understanding issues relating to language, linguistics and communication. Further information can be found at <https://www.latl.leeds.ac.uk/>

**Research Seminars/Work in progress/Workshops**

The School of Languages, Cultures and Societies hosts a variety of research seminars throughout the year.

**LCS Postgraduate Research Culture Interns – coming soon**

Three Postgraduate Research Culture Interns will shortly be announced whose remit will include organising research seminars/work in progress sessions/visiting speakers/training events and workshops.

**Mailing lists**

You are invited to subscribe to *artynet* (arts and humanities) and *esslnet* (social sciences) mailing lists at: http://lists.leeds.ac.uk/mailman/listinfo) to receive notifications of forthcoming events.

You can contact all PGRs in the School using the [lcp-pgr@lists.leeds.ac.uk](mailto:lcp-pgr@lists.leeds.ac.uk) mailing list. Please note that posts to this mailing list are moderated by the Graduate School.

**LCS PGR Chat**

You will be added to the LCS PGR Chat on MS Teams – a friendly place to get to know your peers, ask questions and share tips (and photos of cute cats) etc. You can mute or leave the chat if you prefer.

**Doctoral College Officer weekly drop in sessions**

Karen Priestley is available 12 -2pm on Thursdays in the Ground Floor Foyer of the Michael Sadler Building. Please call by if you have any questions/non-confidential issues to discuss or if you would just like the opportunity to chat. There is no drop in on the last Thursday of the month when we have Tea and Talk instead.

**Tea and Talk**

We hold monthly Tea and Talk sessions on the last Thursday of the month (in place of the drop in). We have this in the Linguistics Foyer located in the basement of the Michael Sadler Building and you will receive a calendar invitation in advance. Drinks and biscuits are provided but please bring your own cup if possible. Feel free to bring your lunch with you. Friends and family members are welcome too.

We plan to re-launch our popular Bring and Share lunches in 2022/23, which are held once per term.

## Holiday entitlement

PGRs are encouraged to have a good work/life balance and full time PGRs are entitled to 26 days holiday each year plus University closure days. Holiday entitlement for part time PGRs is calculated on a pro-rata basis (roughly 15.5 days holiday for PGRs studying at 0.6 full time equivalent) plus University closure days. Closure days can be found [on the University website](http://www.leeds.ac.uk/secretariat/almanac.html). Holiday requests can be made via [GRAD](https://research.leeds.ac.uk/do/leeds-auth/login).

Student support tip

You are encouraged to take days off, as this will contribute towards maintaining a healthy work/life balance. Remember to check with your supervisor(s) about how you will arrange annual leave (see [section 4.1 Supervision](#_Toc17191262)).

## Work outside a research degree programme

Full-time PGRs may [undertake paid teaching activities](https://hr.leeds.ac.uk/info/40/hours_of_work/17/hours_of_work_for_postgraduate_students) at the University, but are subject to a limit of 250 hours per session. PGRs on a ‘Tier 4’ or Student visa are permitted to work up to [20 hours per week](https://students.leeds.ac.uk/info/21505/working_in_the_uk_as_an_international_student/695/work_restrictions). We know that teaching experience, or other relevant professional placements, may be beneficial to your career development. You should consult with your supervisor(s) before undertaking any teaching (or the equivalent in professional practice) within the University. More information can be found in the [University’s Code of Practice for PGRs engaged in teaching](https://ses.leeds.ac.uk/info/22149/a-z_of_policies_and_key_documents/718/postgraduate_research_students_engaged_in_teaching).

Student support tip

If you are undertaking work, which will amount to more than 250 hours per year, and you are in receipt of a stipend administered by the University of Leeds, please let your Graduate School know immediately.

## Sanctioned countries

The University must adhere to the Sanctions and Money Laundering Act 2018, which includes compliance with banking regulations in relation to transactions with certain countries/regions. Consequently we are unable to accept payment from certain countries; details of these countries can be found in the [‘Sanctioned Countries’ section of this For Students webpage](https://students.leeds.ac.uk/howtopay#:~:text=Sanctioned%20Countries,%2C%20Syria%2C%20Venezuela%20or%20Crimea.).

During your studies and as part of the ongoing controls required to ensure compliance, we may require further information from you in certain circumstances. For example, we may need to know details of the source of funds associated with payments, have additional questions if you request a change to your candidature (such as a suspension or extension of studies, or a change of project) or you have indicated you plan to travel to a country on the UK Sanctions List.

Failure to provide this information may affect your ongoing status as a student. Please contact your Graduate School if you have questions regarding Sanctioned Countries.

# Making Changes

## Advice

We hope that your research experience at Leeds is positive, enriching and rewarding. Sometimes, though, things do not go as planned. If you need independent support and advice, please contact the [LUU Help and Support Team](https://www.luu.org.uk/student-help-support/). You may also want to access the various resources provided by the [Student Counselling and Wellbeing](https://students.leeds.ac.uk/info/100001/counselling_and_wellbeing) team, or the [University Chaplaincy](https://chaplaincy.leeds.ac.uk/). Finally, please remember that you can always talk to your DPGRS and/or your Graduate School.

## Dissatisfaction with your studies

If you are not satisfied with any aspect of your studies, including your supervision or with the facilities for your research, you are encouraged to consult, as appropriate, your supervisor, DPGRS, Graduate School, Head of your Faculty Graduate School or other senior member of staff. We will try and help you to resolve this matter and ensure you are aware of the options available to you. PGRs can also seek independent advice from LUU on their circumstances by getting in touch with the [LUU Help and Support Team](https://www.luu.org.uk/help-support/).

If after consultation you remain dissatisfied, you should make use of the [University Complaints procedure](http://www.leeds.ac.uk/secretariat/student_complaints.html). Full information and guidance on complaints, appeals, reports and other matters can be found [on the Secretariat website](http://www.leeds.ac.uk/secretariat/student_cases.html).

## Changing Supervisors

You should be offered the opportunity to meet annually with the School DPGRS, without your supervisor. For Doctoral PGRs you will also be given the opportunity to meet with your transfer panel in the absence of your supervisors. This will give you an opportunity to comment on the supervision you receive and to raise any matters of concern.

Your supervisory team is set up with the intention that it will remain in place throughout your research degree studies. In some cases, however, the supervisory team may need to change. For example, this may happen if the supervisor leaves the University or if the supervisor is on long term sick leave.

Your School must ensure that appropriate arrangements are made so that your progress is not affected by the absence of your supervisor. If the absence of your supervisor exceeds two months, your School will identify alternative arrangements. You should talk to your Graduate School or DPGRS if you have concerns regarding this.

## Suspension and Extension of studies

The University understands that some PGRs will encounter events or circumstances which disrupt their academic progress (for example, ill-health or personal difficulties). In many cases PGRs will recover any time that is lost, but where difficulties are sufficiently disruptive this may not be possible, so please seek advice from your supervisor(s) and/or Graduate School at the earliest opportunity.

If you are unable to study, or your progress is significantly disrupted, you should let your Graduate School know as soon as possible who will advise you of the options available.

The University takes into account such circumstances by considering your options, including a period of suspension or extension of study, which will lengthen the overall candidature and delay the deadline for submission of the thesis for examination. If your submission deadline is extended and you are in receipt of funding, please be aware that your funding may not also be extended. You should discuss funding arrangements with your Graduate School if you are granted an extension or suspension.

Student support tip

If you are studying at Leeds on a ‘Tier 4’ or Student visa, you should also seek advice from the [Student Visa Advice Team](https://www.leeds.ac.uk/international-visas-immigration/doc/immigration-advice-service).

Authorised absence

This is a short period of absence from studies (normally up to four weeks duration in a 12 month period, in addition to any period of annual leave) authorised by your supervisor. The absence should not have any effect on your ability to meet deadlines, and no lengthening of your studies will be authorised. A request for a period of authorised absence can be made through [GRAD](https://research.leeds.ac.uk/). Typical reasons for an authorised absence include short periods of illness and personal difficulties.

Suspension of Study

A suspension of study is a period of more than one month when a PGR temporarily leaves the programme and loses their registration status. During this time you would not be expected to progress your research or pay academic fees. You will not have access to supervision, the library or other University facilities (such as laboratories). You will still be able to access IT facilities, such as email. Typical reasons for suspension of study are serious illness, maternity leave or significant personal difficulties. If you feel you need a suspension of study, please let your School know straightaway.

You will be able to resume your studies when the time is right for you to do so. This will differ from person to person due to the circumstances of the suspension of study; it may be when you are medically fit, have overcome any personal difficulties or are simply due back after planned leave, e.g. parental leave. The deadlines of your research degree will be lengthened to take account of the suspension period.

Extension of Study

An extension of study is a lengthening of your candidature to take into account unexpected or unavoidable disruption to studies which has slowed down your progress significantly, and which you are unable to make up the lost time for. You will not leave the programme and will continue to progress your research. Typical reasons for extension include recovery from accident or illness, or significant personal difficulties.

For more detailed information, the suspensions and extensions of study policy can be found on the [SES website](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers).

Requesting Suspensions and Extensions of Study

PGRs can request a suspension/extension of study by submitting their request via the suspension/extension of study workflow in GRAD: this can be accessed in GRAD via the change request menu. Using GRAD is the preferred method but if the grounds for the suspension/extension of study request is particularly sensitive and/or confidential and you don’t want the details in the system, please discuss your circumstances with your Graduate School Office before completing the request in GRAD.

More information, including the implications on funding and what to do if you are an international PGR can be found [on the For Students website](https://students.leeds.ac.uk/info/10124/during_your_research/914/absences_suspensions_and_extensions_of_your_research). You can receive confidential and independent advice from the [LUU Help and Support Team](https://www.luu.org.uk/student-help-support/) through these processes.

## Progress Support Procedure (PSP)

As part of the normal supervisory process, your supervisors will provide feedback on your work and progress, and will draw to your attention any concerns they have about your academic progress, as they arise, with appropriate academic support, milestones and clear expectations agreed as part of the supervisory meetings.

A wide range of avenues for academic, pastoral and specialist support are available. Graduate Schools and [other specialist support and wellbeing services](https://ses.leeds.ac.uk/info/21840/specialist_support_services) around the University can help support PGRs through a range of situations. The University can mitigate against difficulties encountered by considering a period of [authorised absence, suspension or extension](https://ses.leeds.ac.uk/info/22227/research_degree_progress_and_monitoring/721/suspensions_and_extensions_of_study_for_postgraduate_research_students) of study ([see section 5.4](#_Suspension_and_Extension)). The DPGRS and Graduate School will consider what action may be needed and liaise and co-ordinate with the PGR and colleagues from other Services to ensure the correct support is put in place (including Disability Service and the Counselling and Wellbeing Service). If you are disabled, or you have a long-term health condition (12 months or more) that impacts on your day to day activities, you should register with Disability Services who will advise further on support and reasonable adjustments to your study and assessment, or for this process. You can find out more about Disability Services and [how to register here](https://students.leeds.ac.uk/settingupyoursupport). The process for agreeing support and adjustments for a transfer or final viva is set out in [here](http://ses.leeds.ac.uk/downloads/download/937/pgr_reasonable_adjustments).

If concerns with your academic progress continue, the Progress Support Process may be instigated as a supportive measure, to help you to get back on track with your research. For full information regarding PSP, please go to the [For Students website](https://students.leeds.ac.uk/info/10124/during_your_research/1639/progress_support_process_psp).

## Visa Extensions

If you currently have a ‘Tier 4’ or Student Visa and need more time in the UK as a PGR, you may be able to make an immigration application in the UK. Please contact the [Student Visa Advice Team](https://www.leeds.ac.uk/international-visas-immigration/doc/immigration-advice-service) about making an immigration application in the UK. They can book an appointment to check your application and documents and assist you in submitting your application to UK Visas and Immigration (UKVI). A list of steps to complete in order to make a successful visa application can be found on the [For Students website](https://students.leeds.ac.uk/info/21506/your_visa/701/extending_your_visa_in_the_uk).

## Change of personal details

The name shown on your award certificate will be the name held on your record. You need to register using your legal name, which is the name shown in your passport or other legal documentation. If you wish to change your name from that used when you first registered with the University, you need to bring supporting evidence that the new name is valid to the Student Services Centre counter (eg a birth or marriage certificate, or a deed poll). If you are an international PGR, you will need to bring your passport. Please note that it is not possible to change name after an award certificate has been issued.

You will be asked to confirm your title and gender records are correct when you register for each academic year. You are able to change your title and/or gender marker at this stage each academic year. If your change of title relates to professional standing, you will be asked to provide official documentation to the Student Services Counter, where you will also be asked to complete a [Student Notification of Change Form](https://ses.leeds.ac.uk/download/1555/student_notification_of_change_of_name_title_or_gender_form).

In order to update your gender marker, please complete a [Student Notification of Change Form](https://ses.leeds.ac.uk/download/1555/student_notification_of_change_of_name_title_or_gender_form) and return this to the Student Services Counter. For further information and guidance on gender marker changes, please see the [Equality Policy Unit Guidance to support trans staff and students](https://equality.leeds.ac.uk/support/guidance-to-support-trans-staff-and-students/).

Any change in your home or term-time addresses, contact telephone number or next of kin details must be notified by logging onto Student Services via [Minerva](https://adfs.leeds.ac.uk/adfs/ls/?SAMLRequest=lVJNb8IwDP0rke%2F9pgIiWsSG0JCYqGjZYbcQQglrExanaD9%2FGR8auyDtEsn2e3n2s0fjr7YhJ2FQapVB5IdAhOJ6K1WdwbqaeQMY5yNkbRMf6aSze7USn51ASxxRIb1UMuiMopqhRKpYK5BaTsvJ64LGfkiPRlvNdQNkgiiMdVLPWmHXClMKc5JcrFeLDPbWHpEGQSuVyzK%2FEWKLPuN%2B9xEwp%2Bz9aAXnpyyXQKauC6mYPXd%2BI7PtDv8yXSJoMAAy04aL8wgZ7FiDAsh8mgFLWK%2Fu9TmL6g07pHXc55IPooTvU37gfQfCgiHKk%2FilIXZirtAyZTOIw2johakXDqqoR5MhjRM%2FHSbvQIrr4E9SXQx95NLmAkL6UlWFVyzLCsjbbTEOANc10LO6uff%2F8cfsZjrk%2F7N4FNwL5tfw7xnk3w%3D%3D&SigAlg=http%3A%2F%2Fwww.w3.org%2F2001%2F04%2Fxmldsig-more%23rsa-sha256&Signature=DEadSMU%2FAwI8Slu3OKykswiTa10fWQtz1EQQP4N1srVX%2BlLobzo0Q%2FVwz3lbX%2BRd35H6f5MYeXfBltl2TX7gPFApm4%2F%2FaFq0%2F9wMuT0WaFALOsigxSG0fV5kTLHZid1jurORlsU18QmcPR9kTsvgOIdH0RSTI6pzlDcGp5Ip9S5zVujAQriFPodlP3dLxz4Y8C%2FvXHWMw65fDiLu7upjTikG%2BKAVs0uEUQIb0IFUcBWaJQ3r42Tdt4LkCepvR0h6VyAcPuwLwBPtJvtqLTSQUMdcXN%2Bd%2BDkoZhoLgaCrJFJ8ofcFLXSHG%2FMZmm4nwhEGuFfZMfTLktYvUAVX%2BFZ6UQ%3D%3D). International PGRs with ‘Tier 4’ or Student visas are required to keep the University informed of any changes to their term-time address.

## Leaving the University early

While we hope everything goes well with your studies, sometimes things don’t quite go to plan. If you’re thinking about permanently leaving university before completing your studies, support is available to help you make a decision that’s right for you. You should first discuss this with your supervisor(s), DPGRS and Graduate School. Please see the [For Students website](https://students.leeds.ac.uk/info/10124/during_your_research/794/leaving_your_research_due_to_a_change_in_circumstances%5d) for the process on how to leave the University and things you need to consider, such as implications of fees, funding, immigration and accommodation.

# Assessment

## Progress Monitoring

There are four types of milestones for monitoring your progress, each of which is supported by the GRAD system. These milestones are:

* Supervision meetings
* Your first formal progress review
* The transfer process (for doctoral candidates)
* Your annual progress reviews

You can find a full list of timelines for research degree programmes in [Section 8](#_Timescales_of_milestones), but for example, for a full-time PhD starting study on 01 October 2022:

|  |  |
| --- | --- |
| **Date (by no later than)** | **Milestone** |
| 01 October 2022 | Commencement of research degree |
| December 2022 | Training Plan Submission |
| 31 March 2023 | First Formal Progress Review |
| 30 September 2023 | Transfer assessment should be complete within 12 months |
| 30 September 2024 | Annual Progress Review to be complete by end of Year Two |
| 30 September 2025 | Annual Progress Review to be complete by end of Year Three – if thesis not ready for submission |

If you are on Masters by Research programme you do not undergo transfer. You will need to complete the First Formal Progress Review (FFPR) mid-way through your standard period of study.

The University will exceptionally consider requests for Masters by Research PGRs to change to Provisional PhD status. Requests must be supported by your supervisor(s) and by your DPGRS, and be made sufficiently early in your studies to allow time to prepare for the transfer assessment.

If you are a ‘Tier 4’ or Student visa holder, please take advice from the [Student Visa Advice Team](https://www.leeds.ac.uk/international-visas-immigration/doc/immigration-advice-service) before changing your programme of study.

## Supervision Meetings

You should meet with your supervisor regularly:

* For full-time study, you must have a minimum of ten formal supervision meetings per year.
* For part-time and split-site study, you must have six formal supervision meetings per year.

The responsibilities of the supervisors, the PGR and the School are outlined in the [Code of Practice for Research Degrees](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/674/research_degree_candidatures_code_of_practice).

What is a supervision meeting?

Supervision meetings give you the opportunity to receive advice and guidance on your research, and provide the opportunity for your supervisors to monitor your progress and support you. It is important that you understand what counts as a supervision meeting, and what does not. As a minimum, a formal supervision meeting requires the academic engagement of both you and at least one of your supervisors, in a dedicated time and space, to discuss matters relating to your research. See [section 4.1](#_Toc17191262) for more guidance on discussing expectations and setting up good practice for supervisions.

Records must be kept of all formal supervision meetings in GRAD. It is your responsibility, in partnership with your supervisor, to keep these records.

The pattern and timing of your meetings will vary according to what stage you are at in your studies, and your subject area. However, meetings should occur regularly:

* For full-time study, you should have gaps of no more than eight weeks between meetings.
* For part-time study, you should have gaps of no more than 12 weeks between meetings.

PGR records are checked by the Graduate Schools to ensure that PGRs are attending supervision meetings regularly. For further information, please see [Section 4.3](#_Attendance_and_engagement).

Training Plan

Within the first three months of your research degree you are asked to agree a training plan with your supervisor. This is an opportunity to think about any support you may need in terms of your research or broader development at the beginning of you research. See [section 2.13](#_Training_Opportunities) for further guidance around identifying your training needs. Recording of the training plan is within the University GRAD system in the development section. There is also a training needs analysis tool in the development section of GRAD to support you in thinking about your development needs. Finally, all PGRs are encouraged to record and reflect on training and development activity.

## First Formal Progress Review (FFPR)

Progress reviews are different to supervision meetings, and enable you to take stock of where you are in your research plan: what progress has been made, what remains to be completed and the best method of achieving that, and how long it might take you to complete. Your supervision team has the experience and expertise to guide you and to assess the possibility of your success.

Deadlines and submissions

You will complete your First Formal Progress Report (FFPR) about halfway through the first stage of your research degree. For PhDs, the FFPR will provide a good opportunity to ensure a clear pathway through to transfer. After passing transfer you will have subsequent progress reviews annually.

* For full-time study, you should have your FFPR no later than six months from the start of your research degree.
* For part-time study, you should have your FFPR no later than nine months from the start of your research degree.

For Masters by Research, the FFPR is an opportunity to reflect on progress towards thesis submission and will be submitted by 6 months after your start date (full time) or by 9 months (part time).

You will submit your report through GRAD. In your report, look back on the previous months of research and reflect on your progress. Focus on your training plan to identify skills that you would like to develop. Have you completed the training that you planned to do? How are you getting on with your literature search? Do you have any results yet? This can all be recorded in your FFPR. Importantly, you should comment on any issues which may have adversely affected your progress. How did they affect your progress and how will you get back on track? What support do you need?

What to expect

You can access training on the FFPR process via the ‘Induction to Transfer’ course on the [Postgraduate Research and Training page](https://students.leeds.ac.uk/info/10124/during_your_research/755/postgraduate_research_and_training) of the For Students website. This module provides further information about the FFPR process. It also includes important guidance about academic integrity and avoiding plagiarism, ethical review, data management and copyright. It is important that you have reviewed this material as you will be required to complete a statement of academic integrity when you submit your transfer report and your thesis for examination, and your engagement with the ethical review and Data Management processes are assessed as part of the FFPR, transfer process and Annual Progress Reviews. You will be expected to have a data management plan in place by no later than the transfer stage. The [Researcher@Library](https://library.leeds.ac.uk/info/1406/researcher_support) teams can help support and you can find help and guidance on the [Library Research Support](https://library.leeds.ac.uk/info/1406/researcher_support) [pages](https://library.leeds.ac.uk/info/1406/researcher_support) including a number of [courses](https://library.leeds.ac.uk/info/1407/workshops/126/staff_and_phd_workshops_and_events) to help you with research data management, referencing, writing and more. [Email the Library Research Data Management team](mailto:researchdataenquiries@leeds.ac.uk) if you need help and advice. The Library can also provide a Data Management Plan (DMP) template.

Once you submit your FFPR through GRAD your supervisor will assess your overall progress, including progress against your training plan. They will also comment on your English language, both your written and communication skills. Your supervisor will arrange a meeting with you to discuss your FFPR. This is intended to be a supportive meeting to help you with forward planning towards transfer. It is also an opportunity for you both to raise any problems with your progress and to identify solutions.

For some Faculties and Schools, you may need to submit a piece of written work as part of this process as well. Make sure you follow the advice from your Graduate School about FFPR submission criteria.

Outcomes

The FFPR is a formative exercise and not a formal assessment which must be ‘passed’. However, if there are significant concerns about your progress, the Progress Support Procedure (PSP) may be initiated (see [section 5.5](#_Progress_Support_Procedure)).

## Transfer Assessment

The assessment at the transfer stage is intended to identify:

* whether you and your project have the potential for research at doctoral level;
* whether it is achievable for you to complete your research and write up your thesis within the standard period of study for your programme.

You and your project are assessed by a Transfer Assessment Panel. Their decision is based upon an assessment of academic written material that you have submitted and an oral examination or viva. The Panel comprises at least two individuals who must be independent of your supervisory team. Your supervisor will normally attend but will not be involved in any decision-making.

Deadlines and Submissions

The University has deadlines for the completion of the transfer assessment and you can see these on your GRAD record. Some Faculties/Schools will have earlier deadlines for the submission of the transfer report.

For 2022/23 starters in the School of Languages, Cultures and Societies the target for transfer is the 9 month point full-time (18 months part time). You will be expected to submit the following work:

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

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

What to expect

You can access training on the transfer process via the ‘Induction to Transfer’ course on the [Postgraduate Research and Training page](https://students.leeds.ac.uk/info/10124/during_your_research/755/postgraduate_research_and_training), and full guidance is available on the [For Students website](https://students.leeds.ac.uk/info/10125/assessment/771/transfer). The training provides further information about the Transfer process, and also includes important information around academic integrity and avoiding plagiarism, Copyright, Ethical review and Data Management. It is important that you have reviewed this course material as you will be required to complete a statement of academic integrity when you submit your transfer report, and your engagement with the ethical review and Data Management processes are also assessed as part of the transfer process.

Your supervisor will complete their pre-transfer progress report. You and your project are then assessed by a Transfer Assessment Panel. Their decision is based upon an assessment of academic written material that you have submitted and an oral examination or viva. The Panel comprises at least two individuals who must be independent of your supervisory team. Your supervisor will normally attend but will not be involved in any decision-making.

Outcomes

After the transfer interview, the Panel will make one of the following recommendations:

* Transfer to doctoral registration;
* Defer the decision to permit the work to be revised and then reassessed;
* In the case of Provisional PhD, transfer to MPhil;
* Withdrawal.

The Panel will normally advise you of their recommendation at the end of the meeting. The panel will submit a report which will be reviewed by your DPGRS and submitted to the University. You will receive notification of the outcome with access to the report in GRAD at the end of the process.

Student support tip

If you are disabled, you may wish to review the [Reasonable Adjustments policy](https://ses.leeds.ac.uk/downloads/download/937/pgr_reasonable_adjustments) as well.

## Annual Progress Review (Post-Transfer)

After your transfer, you will have an Annual Progress Review (‘APR’), which will take place each year on or before the anniversary of the start of your studies, until submission of your thesis. The review is intended to be supportive, and to help planning for the completion of your research and submission of your thesis. It is also an opportunity for you and your supervisor(s) to raise any problems with your progression and to identify solutions.

The APR is a ‘stock-taking’ exercise rather than a formal assessment, however, if there are significant concerns about your progress the Progress Support Procedure (PSP) may be started ([see Section 5.5](#_Progress_Support_Procedure)).

There are two models within the University for Annual Progress Reviews:

Model A – an annual review meeting with the PGR, supervisor(s) and an individual independent of the supervisory team (adopted by the Faculties of Biological Sciences, Engineering and Physical Sciences, and Medicine and Health)

Model B – an annual review meeting with the PGR and supervisor(s). A report of the meeting will be produced and reviewed by a committee within the Faculty or School (adopted by the Faculties of Arts, Humanities and Cultures, Business, Environment, Social Sciences)

What will you need to prepare?

Whichever model is adopted by your Faculty you will need to submit the following in GRAD in advance of the review meeting:

* reflection on your progress to date (with the opportunity to highlight any issues which may have adversely affected your progress);
* Timetable for completion of your thesis (e.g. a Gantt chart);
* Any written work required by your Faculty/supervisor(s).

Further information on the process, timescales, deadlines, postponement and outcomes is available [on the SES website](https://ses.leeds.ac.uk/info/22215/research_degree-related_policies/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers) under Progress and Monitoring.

You can access training on the APR process via the ‘Post-transfer to completion; viva; thesis format’ course on the [Postgraduate Research and Training page](https://students.leeds.ac.uk/info/10124/during_your_research/755/postgraduate_research_and_training) of the For Students website. This module provides further information about the APR process, and guides you through the next stages as you move towards preparing for thesis submission and final examination. You can also revisit the Induction to Transfer course at any time on the [Postgraduate Research and Training page](https://students.leeds.ac.uk/info/10124/during_your_research/755/postgraduate_research_and_training) of the For Students website, and particularly before assessment points, for guidance around academic integrity and avoiding plagiarism, Ethical review and Data Management. Your engagement with the ethics review and Data Management processes will be reviewed as part of the APR.

Student support tip

Your Graduate School team are available to help answer any questions that you have about the APR process. Please get in touch with them if you need to.

## Final Examination

Your research degree is examined through both your written thesis and a viva. PGRs are solely responsible for the decision to submit their work for examination. However, you should always seek advice from your supervisor(s) before submission and are strongly recommended not to submit against the advice of the supervisor(s), although you reserve the right to do so, providing that the standard period of study for the degree has been reached and the maximum period of study has not been exceeded. You should make available to your supervisor(s), within an agreed timescale, the whole of the draft thesis for comment prior to submission. You should consult your supervisor(s) for appropriate guidance in preparation for your oral examination. A “mock viva” may be helpful for some PGRs, and if so, you should again consult your supervisors. Your supervisors will read and comment on the whole of the draft thesis prior to submission, provided that it is submitted within a reasonable time. You will receive advice from your supervisor on matters such as clarity and style, as well as academic content.

The [Guide to the thesis examination process for PGRs](https://ses.leeds.ac.uk/download/downloads/id/2055/the_guide_to_the_thesis_examination_process_for_students_which_includes_the_thesis_format_requirements.pdf) provides detailed information on the presentation of your thesis and the examination process including:

* Examination entry and appointment of examiners for your viva  (via GRAD at least three months before you submit your thesis)
* the content and layout of your thesis
* thesis length requirements, and what to do if there is a need to exceed them
* how to submit your thesis for examination, including guidance around early submission (before the end of your standard period of study).
* how to submit a Covid-19 impact statement alongside your thesis if relevant
* advice on what to expect during the viva
* the support available in preparation for your viva including advice for video streamed vivas and the option to take part in a mock video stream viva
* possible outcomes from the viva, and what they mean
* advice on final eThesis preparation and presentation, including copyright and embargo
* award and graduation

You can also find out about the arrangements for the [examination of your thesis](https://students.leeds.ac.uk/info/10125/assessment) on the For Students website.

The ‘Post-transfer to completion; viva; thesis format’ course on the [Postgraduate Research and Training page](https://students.leeds.ac.uk/info/10124/during_your_research/755/postgraduate_research_and_training) of the For Students website guides you through thesis preparation and preparing for your viva.

Arrangements have been made for it to be possible for you to complete your viva via video streaming, where appropriate. You can download guidance documents about this including the [Hints, tips and good practice for video-streaming](https://ses.leeds.ac.uk/download/901/video_viva-good_practice) and the [Policy on video streaming](http://ses.leeds.ac.uk/download/651/policy_on_the_use_of_video_streaming_for_a_final_research_degree_oral_examination) for a viva examination

You can review the [PGR Reasonable Adjustments download](https://ses.leeds.ac.uk/downloads/download/937/pgr_reasonable_adjustments) to find out more about how disabled PGRs can agree reasonable adjustments for the final oral examination.

Please be aware that the Graduate Board is clear that no PGR should think that the award of a degree is guaranteed simply because the supervisor has indicated general approval for the thesis before it is submitted.

## After the examination

The examiners must prepare a report which is considered at the next Examinations Group meeting. In all cases the examiners’ recommendation is subject to final approval by the [Examinations Group](http://ses.leeds.ac.uk/info/20620/research_student_assessment/765/examinations_group).

You can [appeal if you disagree with the outcome](http://www.leeds.ac.uk/secretariat/documents/academic_appeals_procedure.pdf) of your examination. You can also get independent advice from the [Leeds University Union Help & Support](https://www.luu.org.uk/help-support/).

If you have passed subject to editorial and presentational corrections or minor deficiencies, your examiners will provide you with a list of thesis corrections, and you need to begin your corrections immediately after the viva, and return them to your internal examiner for approval.

Full guidance for the process following the viva exam is set out in the [Guide to the thesis examination process.](https://ses.leeds.ac.uk/download/downloads/id/2055/the_guide_to_the_thesis_examination_process_for_students_which_includes_the_thesis_format_requirements.pdf)

Publication of Pass List

Your degree will be awarded and your name included on a research degrees pass list after any corrections have approved by your internal examiner, your final thesis has been received, the examiners’ report has been approved by the Graduate Board Examinations Group and any outstanding tuition fees to the University have been paid.

## Advice and support after your transfer or final viva

We understand that in some cases you may be disappointed by the outcome of your transfer or final examination, and that you may have a number of questions. There are a number of sources of support and information that will be available to you, both immediately after the viva, and in the days and weeks that follow.

We would strongly encourage you to talk to your supervisor(s), DPGRS or Graduate School who will be happy to meet with you to discuss the next steps in the process and can signpost you to sources of help and information.

There are a number of other support services for you to call on at this time. For information about Student Support and Wellbeing Services, please see the [For Students website](https://students.leeds.ac.uk/#Support-and-wellbeing). This includes support you may be receiving from the Disability Support Services, and other support that is available to you from the [University Student Counselling and Wellbeing Service](https://students.leeds.ac.uk/info/100001/counselling_and_wellbeing). You also have access to wellbeing resources and self-help available [online](https://students.leeds.ac.uk/info/100002/big_white_wall_resources_and_self_help).

Independent advice and support is available from Leeds University Union. If you are considering an appeal we would strongly encourage you to seek independent advice and support from the [LUU Help and Support Team](https://www.luu.org.uk/help-support/). They will offer you independent support and advice throughout the process and we ask that you get in touch with them directly. Unfortunately, your Graduate School team cannot answer any questions that you have relating to your appeal, including its progress; however, they are still here to help support you with other matters related to your research candidature. If they can be of assistance, please do not hesitate to get in touch.

If you are an international PGR studying in the UK on a ‘Tier 4’ or Student visa we also recommend that you contact the [Student Visa Advice Team](https://www.leeds.ac.uk/international-visas-immigration/doc/immigration-advice-service) for further advice.

## Taught elements of your research degree

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

# Beyond the Viva

## Checklist for finishing

The checklist below is intended to help you when you finish your research degree. Although not all points in the checklist may apply to you, please do work through this list to ensure that you have checked all the important points pertaining to you and your degree.

|  |  |
| --- | --- |
| 1 | Facilities & Admin |
|  | Clearing workspace/storage/returning equipment |
|  | Return keys/fobs |
|  | Expenses/costs |
|  | Clearing lab space |
|  | Returning materials/chemicals/COSHH and lab records signed off/deposited |
|  | Check student card expiry date |
|  | Apply for alumni library card |
| 2 | Supervisor and Research Arrangements |
|  | Final meeting with supervisory team |
|  | Final presentation with research group / cohort |
|  | Letting your DPGRS know that you have left |
| 3 | Professional Development |
|  | Careers Centre consultation (available to alumni too) / mock interview |
|  | Discussion with supervisors about career opportunities |
|  | Identify referees |
|  | Professional training |
|  | Post-study work visa application |
| 4 | IT Services |
|  | Archive email / redirect |
|  | Email address expiration / extension |
|  | Backing up records (meetings/references) from M/N/S: drives |
|  | GRAD archive |
|  | Inform IT that desktop PC can be wiped/reinstalled |
|  | Data/experiments log archived |
| 5 | Personal & Social |
|  | Leaving university accommodation / moving out |
|  | Saying goodbye to colleagues (admin and academic) & fellow PGRs |
|  | Celebration |
|  | Exit Interview & Feedback / Reflection (with DPGRS/supervisor(s)) |
|  | Arrange to change title with bank, etc. |
| 6 | Graduation (July & December) |
|  | [Graduation dates](https://students.leeds.ac.uk/info/10113/graduation) published March / September |
|  | Register for graduation (opens in May / October) or in absentia |
|  | Buy tickets for graduation for friends and family |
|  | Hire/buy gown for ceremony |
|  | Arrange photographs |
|  | Check School arrangements for graduation celebrations |

## Graduation

Once your name has appeared on a pass list you will be eligible to graduate in absentia or at a degree ceremony. Degree ceremonies are usually held in July and December. For the latest graduation information for the current academic year, [please check the Graduation pages of the For Students website](https://students.leeds.ac.uk/info/10113/graduation).

Please note that attendance at a ceremony is subject to the satisfactory award of your degree before the relevant ceremonies: graduation deadlines for PGRs are published [online](https://students.leeds.ac.uk/info/10125/assessment/916/award_of_your_research_degree_and_graduation).

The University provides each successful PGR with one original copy of the degree certificate. A Diploma Supplement and Statement (DSS) is also issued. The date of award which appears on the final degree certificate and on the DSS is the date of the Graduate Board's Examinations Group meeting at which the examiners’ report was considered and approved.

Your IT account (email, wifi, library, Minerva, Office 365 access and more) will stop working 90 days after the date you appear on the pass list. You will receive an email with the exact date on. You should prepare for losing your email and University accounts by saving anything you need elsewhere such as your own personnel device and letting people know about your change of email address.

Graduate Route

The [Graduate Route (formerly Doctorate Extension Scheme)](http://students.leeds.ac.uk/info/21505/working_in_the_uk/672/working_in_the_uk_after_study) allows international doctoral graduates to remain in the UK after their study to undertake employment. The length of time graduates can stay depends on their qualification. More information on the [Graduate Route Visa can be found on the For Students website](https://students.leeds.ac.uk/info/21505/working_in_the_uk/672/working_in_the_uk_after_study). You can also contact the [Student Visa Advice Team](https://www.leeds.ac.uk/international-visas-immigration/doc/immigration-advice-service) if you hold a ‘Tier 4’ or Student Visa and have questions regarding your visa.

Postdoctoral Fellowships for LCS PGRs upon Completion of the Doctorate

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

The Fellowship provides:

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

Applications are managed by LCS HR office. Please email [lcshr@leeds.ac.uk](mailto:lcshr@leeds.ac.uk) if you have any question about this scheme.

# Timescales of milestones for each research degree programme

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PhD (including Distance Learning) | Full-time | Degree | Mode of Study | Standard Period of Study (the  expected time limit for submission) | Maximum Period of Study (Maximum time limit for submission) | Earliest Date for Submission (if reduction to period of study approved) | First Progress Review (FFPR)\* | Transfer Interview to be held\* | Final Decision on Transfer to be taken | Annual Progress Review (APR) to be held annually post-transfer until thesis submitted |
| PhD (including Distance Learning) | Part-time | 5 years | 7 years | at the end of 36 months of PT study | By 9 months | within first 24 months | By 30 months | By 36 months  By 48 months  By 60 months  By 72 months |
| PhD (Split-Site new Models A and C) | Split-Site/  Full-time | 3 years | 4 years | at the end of 24 months of study | By 6 months | within first 12 months | By 18 months | By 24 months  By 36 months |
| PhD (Split-site new Model B) | Split-site/  Part-time | 5 years | 7 years | at the end of 36 months of PT study | By 9 months | within first 24 months | By 30 months | By 36 months  By 48 months  By 60 months  By 72 months |
| Integrated PhD &Master | Full-time | 4 years | 5 years | at the end of 36 months of FT study | By 12 months | within first 24 months | By 30 months | By 36 months  By 48 months |
| EdD | Full-time | 3 years | 4 years | At the end of 24 months of FT study | By 6 months | within first 24 months | By 24 months | By 36 months |
| EdD | Part-time | 5 years | 7 years | At the end of 36 months of PT study | By 9 months | within first 36 months | By 36 months | By 48 months  By 60 months  By 72 months |
| DClin Ed | Part-time | 5 years | 7 years | At the end of 36 months of PT study | By 9 months | Within first 30 months | By 36 months | By 48 months  By 60 months  By 72 months |
| DClin Psychol | Full-time | 3 years | 4 years | By no earlier than May of Year 3 of study | By 11 months | within first 18 months | By 24 months | By 36 months |
| DPaedDent | Full-time | 3 years | 4 years | At the end of 24 months of FT study | By 6 months | within first 18 months | By 24 months | By 24 months  By 36 months |
| DPaedDent | Part-time | 5 years | 7 years | At the end of 36 months of PT study | By 9 months | Within first 30 months | By 36 months | By 36 months  By 48 months  By 60 months  By 72 months |
| MD | Full-time | 2 years | 3 years | At the end of 12 months of FT study | By 6 months | within first 12 months | By 18 months | By 24 months |
| MD | Part-time | 3 years | 5 years | At the end of 24 months of PT study | By 9 months | within first 18 months | By 24 months | By 36 months  By 48 months |
| MPhil | Full-time | 2 years | 3 years | At the end of 12 months of study | By 6 months | N/A | N/A | By 12 months |
| MPhil | Part-time | 4 years | 6 years | At the end 24 months of study | By 9 months | N/A | N/A | By 12 months  By 24 months  By 36 months  By 48 months  By 60 months |
| Masters by Research\*\* | Full-time | 1 year | 1 year | At the end of 12 months of study | By 6 months | N/A | N/A | N/A unless extension to period of study |
| Masters by Research\*\* | Part-time | 2 years | 2 years | At the end of 24 months of study | By 9 months | N/A | N/A | By 12 months |

**Notes**

The table above is provided for guidance only. Each research degree programme is set out in a Programme of Study entry which can be found at on the [Ordinances page of the SES website](https://ses.leeds.ac.uk/info/22168/student_support-related_policies/646/ordinances).

In addition to the programmes listed above the following programme types may have different deadlines, which can be found in the relevant Programme of Study:

* Some additional 4-year PhDs
* Part-time versions of Integrated PhD and Master (where offered)
* Programmes that are set up in partnership with other institutions, including Dual Award PhDs and some bespoke Split-site programmes

\* This is the University’s deadline for the FFPR/transfer; however, some Faculties/Schools may have earlier deadlines and PGRs should check with their Faculty/School for local guidance or check the Programme of Study on the [Ordinances page of the SES website](https://ses.leeds.ac.uk/info/22168/student_support-related_policies/646/ordinances).

\*\* Mastership by Research: (a) No reductions to the period of study are permitted and (b) there is no overtime period for the degree of Mastership by Research. The period of study may be extended by up to 3 months on academic grounds with the prior approval of the Graduate Board’s Programmes and Quality Group. Mastership by Research candidates who think they may require an extension to their maximum time limit should discuss this with their supervisor(s) and/or DPGRS.

# Appendix

Appendix 1: Revised definition and explanation of Academic Integrity

Academic integrity is a commitment to good study practices and shared values which ensures that my work is a true expression of my own understanding and ideas, giving credit to others where their work contributes to mine.

What do we mean by ‘good study practices’?

Academic integrity rests on the same practices and skills as academic excellence. If you develop and apply these practices and skills, your work will not just be truly your own, but also the best that it can be.

More specifically, this means skills in:

* + Acquiring information and ideas from academically reputable sources;
  + Researching to generate your own information and ideas;
  + Digesting information and ideas, especially through reading and note-taking;
  + Thinking and analysing, bringing together material from different sources, and so working out your own interpretation and ideas;
  + Creating and writing to express your personal understanding, ideas and opinions;
  + Citing and referencing as an accurate record of your sources, and to credit the work and ideas of others;
  + Judging when and how you can benefit from studying collaboratively with other students, and when it is vital to work independently.

What do we mean by ‘shared values’?

Integrity is one of the University’s defining values, meaning that we share a commitment to openness and honesty in our words and actions. This extends to everyone – staff and students alike – and to all aspects of University life. Applying these standards in our academic studies and research is vital to ensure that we each, individually, receive the credit that we deserve for our work, and that, together, we preserve the University’s academic reputation and the worth of your degree.

The University is committed to working in partnership with students. We will support you to develop the understanding and skills needed to maintain the academic integrity of your work. We will help you to gain confidence in expressing your own thoughts in your own voice. In return, we require you to take responsibility for the integrity of your work. We expect that all work will meet the University’s standards for academic integrity.

We believe that without academic integrity, your education would be devalued. This means that the University has a duty to help all its members to do the right thing. We have an equal duty, however, to ensure that nobody gains an unfair advantage in any assessment. We will, therefore, investigate cases of suspected academic misconduct and take appropriate action against anyone who breaches our integrity standards.