Contents

1 Foreword by the Dean of the Doctoral College .......................................................... 1

2 Progression and regulations; induction to graduation ............................................... 2

2.1 Progression requirements at a glance ...................................................................... 2
2.2 Code of practice for research degree candidatures ................................................ 3
2.3 Key policies, formal regulations, and guides ......................................................... 5
2.4 Key contacts ........................................................................................................... 5
2.5 Safety and emergency information ........................................................................ 6
2.6 Induction ................................................................................................................. 6
2.7 Supervision ............................................................................................................. 6
2.8 Getting started ....................................................................................................... 7
2.9 The PGR-Supervisor agreement ............................................................................ 7
2.10 Supervision meetings ........................................................................................... 8
2.11 Research practice ................................................................................................. 9
2.12 Training plan ........................................................................................................ 11
2.13 Graduate Record of Achievement and Development (GRAD) ......................... 12
2.14 Registration ......................................................................................................... 13
2.15 Payment of academic fees ................................................................................... 14
2.16 Assessment and progress monitoring .................................................................. 14
2.17 First formal progress review (FFPR) .................................................................... 15
2.18 Transfer assessment ............................................................................................. 15
2.19 Annual progress review (post-transfer) ................................................................. 17
2.20 The overtime period ............................................................................................ 18
2.21 Final examination ................................................................................................ 18
2.22 After the examination .......................................................................................... 20
2.23 Deposit of research data and associated materials ................................................ 22
2.24 Graduation ........................................................................................................... 23
2.25 Attendance and engagement monitoring .............................................................. 23
2.26 Suspension and extension of studies, and authorised absences ............................. 24
2.27 Masters by Research and MPhil .......................................................................... 25
2.28 Travel, conferences, and fieldwork ...................................................................... 26
2.29 Progress support process (PSP) .......................................................................... 27
2.30 Leaving the University early .............................................................................. 28
2.31 Holiday entitlement .............................................................................................. 29
2.32 Work outside a research degree programme ....................................................... 30
2.33 Council tax ........................................................................................................... 30
2.34 IT .......................................................................................................................... 30

3 Support for PGRs ........................................................................................................... 31

3.1 PGRs in crisis or emergencies .............................................................................. 31
3.2 If you have concerns about the health and wellbeing of a PGR ............................. 31
3.3 Reporting assault, bullying, harassment or other inappropriate behaviours .......... 34
3.4 Training opportunities .......................................................................................... 34
3.5 Academic support ................................................................................................. 35
3.6 Financial support ................................................................................................. 35
3.7 Careers Centre ...................................................................................................... 36
3.8 Personal and wellbeing support ............................................................................ 36
3.9 Leeds University Union (LUU) ............................................................................. 38
3.10 Postgraduate representatives (PGR Reps) ............................................................. 38
3.11 Pregnancy and parenting or caring responsibilities ............................................. 38
3.12 Support for disabled PGRs ................................................................................. 40
3.13 PGR community ................................................................................................. 41

4 Support for supervisors .................................................................................................. 42
Accessibility Statement
A copy of this document is available electronically on the SES website. For information in alternative formats (for example, in braille, or large print), please email doctoralcollege@leeds.ac.uk

Disclaimer
This handbook was published in October 2023. Whilst the University tries to ensure information contained is accurate at the time of publication, some of the information may change and the University does not accept liability for any inaccuracies contained within it.
1 Foreword by the Dean of the Doctoral College

The University of Leeds is a research-intensive university with impact across regional, national and international boundaries. Our research is increasingly making an impact on global society and we have fruitful two-way relationships across a spectrum of external organisations. We are committed to building and maintaining these relationships at institutional level (through entities such as NEXUS and the Cultural Institute) as well embedding such engagement within our disciplines.

Our community of Postgraduate Researchers play an essential part in our passion for research and innovation. We are committed not just to the success of their research projects, but also to their individual development, both as effective and impactful researchers and as ethical and responsible global citizens. Working towards a Leeds Doctorate places them within a vibrant global community of researchers to share with and learn from, provides word-class professional training and development, disciplinary and inter-disciplinary supervision and collaboration, and support for their wellbeing.
## 2 Progression and regulations; induction to graduation

### 2.1 Progression requirements at a glance

<table>
<thead>
<tr>
<th>University of Leeds Progress Monitoring</th>
<th>3 year PhD F/T</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Month 1</strong></td>
<td>Supervisory Meeting 1</td>
</tr>
<tr>
<td><strong>Month 2</strong></td>
<td>Supervisory Meeting 2</td>
</tr>
<tr>
<td><strong>Month 3</strong></td>
<td>Supervisory Meeting 3</td>
</tr>
<tr>
<td><strong>Month 4</strong></td>
<td>Supervisory Meeting 4</td>
</tr>
<tr>
<td><strong>Month 5</strong></td>
<td>Supervisory Meeting 5</td>
</tr>
<tr>
<td><strong>Month 6</strong></td>
<td>First Formal Progress Report (FFPR) by month 6</td>
</tr>
<tr>
<td><strong>Month 7</strong></td>
<td>Supervisory Meeting 6</td>
</tr>
<tr>
<td><strong>Month 8</strong></td>
<td>Supervisory Meeting 7</td>
</tr>
<tr>
<td><strong>Month 9</strong></td>
<td>Supervisory Meeting 8</td>
</tr>
<tr>
<td><strong>Month 10</strong></td>
<td>Transfer (by month 12)</td>
</tr>
<tr>
<td><strong>Month 11</strong></td>
<td>Supervisory Meeting 9</td>
</tr>
<tr>
<td><strong>Month 12</strong></td>
<td>Supervisory Meeting 10</td>
</tr>
</tbody>
</table>

**Year 1**
- **Training Needs Analysis By Month 3**
- **Notes**
  - GRAD can be used to: note all training courses attended and to lodge/update the Training Plan/ Training Needs Analysis
  - Arrange supervisory meetings using GRAD and lodge the notes for each supervisory meeting in GRAD
  - FFPR: use functionality in GRAD to lodge and share reports
  - Transfer: use functionality in GRAD to lodge and share reports

**Year 2**
- **End of Year 2 Annual Progress Review**
- **Notes**
  - GRAD can be used to: note all training courses attended
  - Lodge the notes for each supervisory meeting & for Annual Progress Review

**Year 3**
- **End of Year 3 Annual Progress Review** or **Thesis submission**
- **Notes**
  - GRAD can be used to: note all training courses attended
  - Lodge the notes for each supervisory meeting & for Examination Entry

**Overtime Year**
- **Notes**
  - GRAD: The Postgraduate Researcher is entitled to 10 supervisions in the overtime period if required and to be arranged as necessary. Again, meetings to be noted in GRAD.
  - **Thesis submission if not at the end of year 3**
2.2 Code of practice for research degree candidatures

The Code of Practice for Research Degree Candidatures sets out the minimum standards postgraduate researchers can expect in connection with the supervision of research degree study at the University of Leeds and provides a framework of shared responsibilities between the University, supervisors and PGRs (postgraduate researchers). 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 Code of Practice includes an outline of supervisor responsibilities:

Supervision and Research

- assisting the PGR in defining the topic which is to be tackled in the course of the research. It is vital that this should give sufficient scope for investigation appropriate to the degree, but not be so large a topic that it cannot be mastered within the normal period of the candidature. Where the research is sponsored by an outside body, the terms of such sponsorship should be carefully considered;
- assisting the PGR to clarify the research question which the study seeks to address, and to establish details of the research programme, such as resources required and, where appropriate, the experimental design;
- In discussion with your PGR, you will complete the PGR – Supervisor Agreement¹. This will be within the first month of study in year one. Completion of the agreement is a requirement, and the document should be reviewed regularly, in conjunction with the training plan and annual progress reviews. The Agreement will be reviewed at the First Formal Progress and at Transfer, and then as part of the annual progress review in following years. It should also be reviewed following any changes to the supervisory team.
- approving a timetable of work and endeavouring to see that it is followed. Supervisors should emphasise to PGRs that the University attaches great importance to the timely completion of research;
- where the programme contains subject-specific modules, directing the PGR through the relevant programme of courses;
- agreeing a supervisory programme with the PGR and arranging regular meetings with the PGR throughout the programme of study (including the overtime period);
- commenting within a reasonable time on written work submitted by the PGR;
- preparing regular reports on the PGR’s progress
- ensuring that, where appropriate, the PGR is aware of arrangements for reviewing transfer to full degree registration and that appropriate guidance on preparing for transfer is provided;
- ensuring that arrangements are made for the transfer review within the prescribed timescale for the programme of study and nominating individuals for approval by the DPGRS to serve on the transfer panel;
- ensuring that the PGR receives written feedback on the assessment of progress and drawing to their attention problems when they arise;
- advising generally on the research and preparation of the thesis;
- bringing to the attention of the Director of PGR Studies any concerns about a PGR’s unsatisfactory progress and, where appropriate, engaging with the Progress Support Process.
- reporting to the Director of PGR Studies any suspected instance of academic or research misconduct including plagiarism or any other breaches of policy or misconduct such Health and Safety, Research Conduct, Data etc;

¹ The PGR – Supervisor Agreement is compulsory for new starters from Session 2023-24. The completion of the PGR-Supervisor Agreement is strongly recommended for all registered PGRs with a particular recommendation that this is put in place if there is a change to the Supervisory Team for a registered PGR.
ensuring that the PGR is aware of the University arrangements for the examination of research degree theses; and the time limits for submission and ensuring that the PGR receives appropriate guidance about the oral examination including, where requested, a “mock viva”;

• sending forward recommendations for the appointment of Examiners to the Director of PGR Studies;
• reading and commenting on the whole of the draft thesis prior to submission provided that it is made available by the PGR in reasonable time. It is essential that a timetable for submission of the draft thesis is agreed with the PGR in advance of the maximum time limit which allows the supervisor a reasonable length of time to carry out this duty and for the PGR to act on any comments received. Any planned periods of absence by the supervisor from the University should be taken into account;
• keeping the Head of School informed of any absences likely to impact upon time available for supervisory duties;
• fulfilling any formal requirements from formal bodies or PGR sponsors are met during the candidature including any formal reports from sponsors.

Training and Development
• conducting, with the PGR, a training needs analysis within three months of commencement of study and agreeing a training plan;
• reviewing the training plan regularly (at least annually) and assisting the PGR in identifying other training needs and in reflecting upon their personal development, for instance by reference to the Statement on Learning Outcomes;
• seeking to ensure that the PGR receives available research training (eg by attendance at courses) which may be necessary or appropriate in the individual case;
• ensuring that the PGR is aware of the requirement to obtain an ORCID identifier;
• With the support of the Head of School and DPGRs, strongly encouraged to make provision for PGRs to present their work regularly at seminars involving staff and other PGRs.

Registration and Academic GRAD Record
• engaging with the University’s system for maintaining a record of the research degree candidature (Graduate Record of Achievement and Development (GRAD)). This includes ensuring in partnership with the PGR, that there are written records of formal supervision meetings;
• ensure that any absences for study are requested through one of the recognised routes: annual leave, authorised absence, suspension of study.

Welfare
• alerting the Director of PGR Studies, in a timely manner, to any situation where it may become necessary to request a suspension or extension of study for a PGR;
• reporting to the Director of PGR Studies when for an individual PGR there has been a change of study location, no contact or when there has been a pattern of absences which is affecting the PGR’s progress or causing concern for the PGR’s well-being in accordance with the University’s attendance and engagement monitoring policy;

Data Management and Ethics
• making PGRs aware of any relevant Research Governance requirements and ethical procedures and ethical review and undertake the required training;
• making PGRs aware of the University’s policies on data storage, backup and encryption
• ensuring that the PGR is aware of the University Publication and Research Data Management policies. Ensuring that the PGR knows that this also includes the creation of a Data Management Plan and deposition of data and research materials with the school or trusted data repository at the end of the research project. In addition, that these apply to publications in press at the time the PGR leaves the University;
• **Facilities and Health and Safety**
  - ensuring, in consultation with the Head of School, that the PGR has access to the necessary facilities for the research;
  - ensuring that the PGR is introduced to the facilities of the faculty or school and the University that are relevant to the research and that they are fully aware of relevant Health and Safety regulations;
  - ensuring that a risk assessment is conducted by the PGR ahead of any fieldwork or placement/internship undertaken for their studies;

2.3 **Key policies, formal regulations, and guides**

All the key regulations, procedure and policy documents that apply to PGRs at Leeds are available online. There are two websites; one is for PGRs themselves and so you may wish to refer PGRs to this site, and the other is for staff working with PGRs.

For Students website – Postgraduate research
Student Education Service – Research Degrees (staff site)

The University’s **policy on dignity and mutual respect** explains what behaviour is expected from everybody at the University. It also gives advice on how to report any instances of bullying, harassment or if you witness any inappropriate behaviour.

The **Professional Behaviour and Relationships policy** is a code of conduct that applies to everyone involved or working with the university and sets out the boundaries that colleagues should be aware of, examples of unacceptable behaviour, reporting processes and how to access support.

**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.

2.4 **Key contacts**

Graduate school offices
Each faculty has a Graduate School that is part of the Doctoral College. Your Graduate School is normally the first point of contact for support with any PGR related queries or problems you may have:

- Faculty of Arts, Humanities and Cultures  
  ahcrgradschool@leeds.ac.uk
- Faculty of Biological Sciences  
  fbsfmhso@leeds.ac.uk
- Faculty of Business  
  lubsgradschool@leeds.ac.uk
- Faculty of Environment  
  pgr-env-fgt@leeds.ac.uk
- Faculty of Engineering and Physical Sciences  
  epsgso@leeds.ac.uk
- Faculty of Medicine and Health  
  fbsfmhso@leeds.ac.uk
- Faculty of Social Sciences  
  fossgradschool@leeds.ac.uk

Faculty contacts

Each faculty has a **Head of Graduate School**, assisted by Directors of PGR Studies at school level. 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.

To find out who is the DPGRS for your PGR, you can look on the PGR’s GRAD page; this will list their supervisory team, assigned DPGRS (listed as Postgraduate Research Tutor), and the relevant Postgraduate Research Administrator in the Graduate School.

2.5 Safety and emergency information

In case of emergency, call 32222 on any University phone. If you are unable to locate a university phone or are not on campus, call 0113 343 2222.

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.

See Section 3 Support for PGRs for more details.

For more emergency contact numbers visit the University emergency contacts website. It is a good idea to keep some of these key numbers as saved contacts in your phone.

Please ensure that your PGRs are aware of lone working documents if this is likely to occur during their work and ensure that a risk assessment is undertaken if necessary. Any accidents, near misses or dangerous conditions should be reported to a responsible member of their department.

2.6 Induction

The Doctoral College organises the University's overall induction for PGRs, which will be a combination of online information and some in-person sessions. As well as the Doctoral College induction, your PGR will also be invited to a school or faculty induction arranged by your Graduate School.

Starting your research contains links and info covering the induction program and research degree process and is available to PGRs starting studies throughout the year.

2.7 Supervision

Supervisors will be appointed when the PGR receives a formal offer of admission by the University. The University of Leeds favours a co-supervision model. In most cases this will be a main supervisor and one or more co-supervisors. All those appointed as supervisors must meet the criteria specified by the University and must have undertaken appropriate training.

Where the supervisor is likely to be absent from the University for an extended period, the Head of School must ensure that appropriate arrangements are made for advising the PGR and that the progress of the PGR is not detrimentally affected by the absence of the supervisor. Where the absence exceeds two months, arrangements will normally be put in place to identify an alternative supervisor or co-supervisor to ensure the continuity of supervision is maintained.
External supervisors can be appointed and must be added to the GRAD record. If an external supervisor is appointed the Graduate School should inform Doctoral College Operations of their details, who will then arrange for the nomination to be considered and approved on behalf of the Programmes and Quality Group, create the external supervisor in Banner and attach them to the PGR’s record. Please see 5.3 GRAD FAQs for how to arrange GRAD access for an external supervisor.

If you experience or anticipate any disruption in your ability to act as a supervisor, or issues with your co-supervisors, please contact the DPGRS and/or Graduate School who will be able to offer you advice and guidance.

2.8 Getting started

One of the first tasks of the supervisory team will be to assist the PGR to define the topic which is to be tackled during their research. In some cases, the project will have been outlined in detail prior to commencement of study. Where the research is sponsored by an outside body, the terms of such sponsorship must be carefully considered.

The topic should not be so large that it cannot be treated properly within the confines of the thesis or mastered within the standard period of study for the candidature. Conversely, the topic should give sufficient scope for investigation appropriate to the research degree and learning outcomes for which the PGR is registered.

The supervisor and PGR should agree the details of the research, eg how it is to be tackled, the experimental design, the resources needed, any training needs established (documented in the training plan – see 2.12 Training plan), and the hypothesis should be clarified and rigorously discussed. This will establish a clear understanding between the PGR and the supervisory team of the objectives and general design of the research programme.

If, as the work proceeds, the PGR contemplates a change in the scope, emphasis or direction of the research project, they should consult with their supervisors at an early stage. The University has guidelines on changes to research projects, and the process that should be followed, as outlined in the Change of research degree arrangements guidance.

It is important that research projects are designed to be completed in the time frame of the programme so that the work can be planned accordingly. As part of the normal supervisory process, supervisors will provide feedback to PGRs on their work and progress and will draw to their attention any problems with their academic progress, when/if they arise. These discussions should be documented in the GRAD meeting records. This is further supported through monitoring of the milestones to ensure timely completion. This includes the First formal progress report (FFPR), Transfer process (for Doctoral degrees) and the Annual progress reviews. Any emerging issues impacting progress or engagement should be addressed at the time they arise, to embed support or actions. Concerns should be reported to the Director of PGR Studies who will consider whether this Progress support process may be instigated. Please see section 2.29 Progress support process.

2.9 The PGR-Supervisor agreement

The PGR-Supervisor agreement is a new document from 2023-23, that should be completed by PGRs in collaboration with their supervisors. This form is designed to encourage PGRs and
supervisors to openly discuss topics such as working practices, finance, supervisory roles etc. The agreement is a tool to ensure that relationships start off on the right footing and to ensure that everyone involved has a clear understanding of expectations. Openly discussing topics, rather than relying on implicit or assumed expectations, will reduce the potential for conflict and promote a more collaborative and fair working environment for our PGRs and supervisors.

Completion of the agreement will be compulsory for all new PGRs from Sept 2023 and will form part of the responsibilities of supervisors and PGRs under the 2023 Code of Practice. Supervisors are also encouraged to engage in the process with their current PGRs.

Links to the form as well as guidance on how to upload to GRAD is available from the For Students website.

Year one:
The agreement should form part of the first supervision meeting, and the completed agreement form should be uploaded to GRAD as a training event. PGRs will also be reminded to review and update the agreement as part of the FFPR and at transfer. This would also be an opportunity for the transfer panel to discuss the agreement and supervisory arrangements with the PGR.

Year two onwards:
The agreement should be reviewed and if needed, amended, as part of the Annual progress report. It should be uploaded as part of the files for the report.

Changes to supervisory team:
If any changes are made to the supervisory team, the PGR and supervisors will be prompted to review the agreement with the new team.

The agreement will be saved as a training event in GRAD and can be viewed by Graduate School staff and DPGRSs if issues arise. GSOs are not expected to routinely check that the form has been completed, however we hope that both PGRs and supervisors will view it as a positive opportunity rather than an administrative obligation.

2.10 Supervision meetings

What is a supervision meeting?
As a minimum, a formal supervision meeting requires the academic engagement of both the PGR and at least one supervisor, in a dedicated time and space, to discuss matters relating to their research. Records must be kept of all formal supervision meetings in GRAD. It is the PGR’s responsibility, in partnership with supervisors, to keep these records.

• full-time and split-site PGRs must have a minimum of ten formal supervision meetings per year.
• part-time PGRs must have six formal supervision meetings per year.

The pattern and timing of your meetings will vary but should occur regularly:
• For full-time study, gaps of no more than eight weeks between meetings.
• For part-time study, 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. Please see section 2.24 Attendance and engagement monitoring.
and the Attendance and Engagement Monitoring PGR Policy for more information.

2.11 Research practice

The principles of good research practice encourage PGRs to consider the wider consequences of their research, and engage with the practical, ethical, and intellectual challenges inherent in high quality research. As a supervisor, please ensure you are familiar with the principles and regulations around academic integrity, copyright, intellectual property, research ethics and managing data.

Academic integrity

PGRs are required to maintain high standards of academic conduct and to avoid conduct amounting to the fabrication of research results or plagiarism.

For the 2023-24 session we have introduced some new training:

- PGR academic integrity tutorial and test
- online tutorial in research integrity
- online tutorials in research ethics

All PGRs should complete the training, which is accessible via the Postgraduate research academic integrity, research integrity and research ethics page of the For Students website.

For new PGRs, the training should be included in the training plan agreed within the first 3 months and should be completed within the first 6 months of study (9 months for part-time study) before the First formal progress report stage.

The University has recently revised its definition of academic integrity to the following:

“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 does 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.”

**Plagiarism**

From 2023/24, we will be using Turnitin software to screen all transfer and thesis submissions for plagiarism. For transfer submissions made after 14 September, we will share the transfer Turnitin report with PGRs and supervisors after the transfer has been completed. The report will be uploaded to the project files area in GRAD and can be used a tool to support academic writing. Please allow three weeks from the outcome of transfer notification for the report to be uploaded.

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 withdrawal from the research degree study or any award revoked. If you suspect your PGR has committed plagiarism in a piece of work, please contact your Graduate School for advice.

**Taught modules**

For research degrees with taught components, such as the Integrated PhD and Master, the procedures on *Cheating, plagiarism, fraudulent or fabricated coursework and malpractice* (PDF) apply to the taught elements of the programme.

**Proof-reading**

The new *PGR Proof-reading policy and guidance* came into effect from 01 September 2023. This policy explains in detail what work a PGR can have proof-read by a third-party and what support is permitted from a third-party proof-reader. Please take time to read the guidance.

The *Reasonable Adjustments guidance for PGRs* has also been updated, in consultation with Disability Services, to include reference to the new proof-reading policy.

**Use of Artificial Intelligence Tools – PGR position statement**

Graduate Board has agreed an interim position statement on the use of Artificial Intelligence tools at PGR level. This has been added to the *PGR Proof-reading policy and guidance* and explains how AI tools may be used at transfer and thesis to support proof-reading of work. This is an evolving
area, and Graduate Board is working with the wider institutional working groups on further guidance, which we will share with you when we can.

Data management
Good research data management is part of standard, responsible research practice. PGRs need to be aware of and comply with the University policies and procedures for safeguarding, handling, storage and back-up of data, and engagement with the data management processes will be reviewed as part of the First formal progress report, transfer process and annual progress reviews. PhD candidates will be expected to have a data management plan in place by no later than the transfer stage, or for Masters by Research by the First formal progress report stage.

The induction programme for new PGRs includes guidance on research data management, and they can also find help and guidance on the Library Research Support pages including a number of courses on research data management, referencing, writing and more. The Library can also provide a Data Management Plan (DMP) template.

Copyright
You should encourage your PGRs to consider copyright from the beginning of their work, as it may affect how they decide to structure the thesis. The induction programme for new PGRs includes guidance and training around copyright, including how to think about the kinds of copyrighted material that might be included in the thesis. Further advice is available on the copyright pages of the Library website.

Every PGR must submit their successful thesis to White Rose eTheses Online (WREO) and theses are also made available through the British Library’s EThOS service. See 2.22 After the examination for more detail on eThesis and embargos

ORCID
An ORCID ID is a persistent digital identifier. Having a unique identifier ensures that the bibliometric data about your PGR’s body of work is accurate and correctly linked to their researcher profile. It also improves the visibility of the research.

PGRs need to register for an ORCID identifier. They can do this through:

- ORCID’s website
- Symplectic (University publications database) – go to “My Actions”, select “Add ORCiD” and register the details.

For more information, please refer to the Library Research Support site and for help with any of the University systems, please contact the IT service desk.

2.12 Training plan
Within the first three months of the research degree, the supervisor should agree a training plan with the PGR. This is an opportunity to think about any support they may need in terms of research or broader development. Recording of the training plan is within the University GRAD system in the development section (see 2.13 GRAD below). The Training plan needs to include completion of the academic integrity and research integrity training (see 2.11 Research practice)
For information on available training courses and other resources, please see 3.4 Training opportunities.

PGR Language needs analysis
As part of the training plan for all PGRs whose first language is not English, supervisors should undertake with the PGR a Language needs analysis of written and spoken English, using the needs analysis prompts provided.

The purpose of this analysis is to raise language as a key consideration for doctoral candidates and identify early in the candidature if support for language development is needed.

If the Needs Analysis shows that language development beyond participation in the courses and workshops offered by the Language Centre and OD&PL would be beneficial for the PGR, a timely referral should be made to the Language Centre PGR Team (via Katherine Taylor at k.j.taylor@leeds.ac.uk), attaching the completed Needs Analysis and referral notes.

Where deemed appropriate the team will work in partnership with the supervisors and PGR by establishing an individualised plan for academic language development, usually until the transfer stage. This may include provision for a ‘language supervisor’ to join the supervisory team until transfer.

The expected on-going development of generic writer capabilities by all (home and international) PGRs after transfer, and throughout their candidature is usually supported through the provision of workshops and consultations offered by OD&PL and the Language Centre. There is, however, an expectation that as the candidature progresses and becomes more substantively complex, support for the development of increasingly project-specific writing will be provided within the individual PGR’s (inter)disciplinary context.

2.13 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, such as:

- organising and recording supervision meetings
- creating a training plan
- organising and recording all regular progress monitoring meetings
- managing change requests including annual leave, authorised absence, change of location and suspension/extension
- organising thesis examination

It is mandatory that PGRs and supervisors use GRAD, especially for recording supervision meetings. GRAD is used to monitor PGR attendance and engagement; this is a vital part of our duty of care towards PGRs and is also used to meet our UKVI (UK Visas and Immigration) sponsor requirements for international PGRs. GRAD records may also be referred to if the Progress Support Process is required, or in the case of appeals. Supervision meeting notes must be agreed by both PGR and supervisor to ensure that they are a true reflection of the meeting.

Typical supervisor tasks in GRAD include:
• approving supervision meeting notes submitted by your PGR;
• completing the FFPR;
• completing the pre-transfer progress report form and identifying and submitting the
  transfer panel;
• completing the nomination for internal and external examiners.

You will receive an email from the system when there is a task for you to complete. Click on the link
in the email or log into GRAD and select from your task menu. Emails are sent to all members of the
supervisory team, but the task will only be assigned to the main supervisor. However, supervisors
can delegate and take over tasks from each other within the system, to either help with the
designation of roles within the team and/or to cover if a supervisor is absent.

GRAD can also be used to display a list of all the PGRs you are currently supervising (including FTE
splits with co-supervisors), all previous PGRs, key milestone dates etc. You can also see a record of
any PGR you are assessor or internal examiner for.

To check your current FTEs as a supervisor:
1. Select “Graduate School” from the menu on the right-hand side
2. Select the “Current Postgraduate Researchers” dashboard from the top left-hand section of
  the page (under the Directories heading) which will take you to a list of your current PGRs.
3. To view more detailed information – including the FTE allocated as supervisor – select the
  “Export” option at the top right-hand side of the page.
4. This will export an Excel list at the bottom right-hand side of your device.
5. You can see details of the main supervisor and any co-supervisors (if you are a DPGRS, HoGS
  or HoS or Committee Chair, you can use this to filter to just your PGRs).
6. You can also see details of the FTE recorded for the main supervisor and any co-supervisors

User guides can be found on your GRAD homepage, and there is an appendix of GRAD FAQs and a
summary of useful GRAD dashboards and reports at the end of this handbook in section 5.3.

2.14 Registration

New PGRs need to register online within four weeks of starting studies, and continuing PGRs need
to re-register each year within four weeks of the anniversary of their starting date. Registration and
re-registration are accessed via Student Services and guidance on the process can be found on the
SES website. Failure to register may delay stipend payments and may lead to withdrawal from the
programme of student.

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, detailed in the Policy on
concurrent registrations for research degree candidates.

If your PGR is struggling to register, please encourage them to contact their Graduate School.
2.15 Payment of academic fees

PGRs can refer to the [Funding for postgraduate researchers website](https://example.com) information and advice about financial matters during their studies. Academic fee rates for PGRs for the current session are available via the [University of Leeds website](https://www.leeds.ac.uk) and must be paid at the point of registration (either by the PGR or by a third party eg sponsor or funding organisation). Self-supporting PGRs may apply to pay in instalments.

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, as detailed on the ‘[Sanctioned Countries’ section of this webpage](https://www.leeds.ac.uk). As part of the ongoing controls required to ensure compliance, we may require further information from PGRs in certain circumstances; for example, we may need to know details of the source of funds associated with payments, have additional questions following a change to candidature (such as a suspension or extension of studies, or a change of project) or they have indicated that they plan to travel to a country on the UK Sanctions List.

2.16 Assessment and progress monitoring

There are four mechanisms for monitoring PGR progress, each of which is supported by the GRAD system:

- Supervision meetings
- The first formal progress review
- The transfer process
- The annual progress reviews

For example, for a full-time PhD starting study on 01 October 2023:

<table>
<thead>
<tr>
<th>Date (by no later than)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 October 2023</td>
<td>Commencement of research degree</td>
</tr>
<tr>
<td>December 2023</td>
<td>Training plan submission</td>
</tr>
<tr>
<td>31 March 2024</td>
<td>First formal progress review submission</td>
</tr>
<tr>
<td>30 September 2024</td>
<td>Transfer assessment should be complete within 12 months</td>
</tr>
<tr>
<td>30 September 2025</td>
<td>Annual progress review to be complete by end of year two</td>
</tr>
<tr>
<td>30 September 2026</td>
<td>Annual progress review to be complete by end of year three – if thesis not ready for submission</td>
</tr>
</tbody>
</table>
Masters by Research do not undergo transfer but will need to complete the First formal progress review (FFPR) mid-way through the standard period of study; for more details on the different requirements for Masters by Research please see 2.27 Masters by Research and MPhil.

### 2.17 First formal progress review (FFPR)

Progress reviews are different to supervision meetings and aim to take stock of what progress has been made, what remains to be completed and the best method of achieving that, and how long it might take to complete.

- For full-time study, the FFPR is due no later than six months from the start of the research degree.
- For part-time study, the FFPR is due no later than nine months from the start of the research degree.

Reports are submitted via GRAD, and followed by a meeting, arranged by the supervisor to discuss forward planning and raise any concerns. Faculties may have their own additional requirements and information on what is needed will be sent to the PGR by the Graduate School.

The FFPR is a ‘taking stock’ exercise and not a formal assessment which must be ‘passed’. However, if there are significant concerns, the Progress Support Process (PSP) may be initiated.

Things that supervisors should consider as part of the FFPR:

- Review and consider whether the PGR's English language written and communication skills are satisfactory or if any further training and support is needed. If supervisors feel additional support is needed, there is a question at the end of the FFPR to bring any concerns to the attention of the Director of PGR Studies and Graduate School, who can then work with the PGR and supervisors to ensure extra support is put in place. The Language Centre provides free in-sessional courses for PGRs in their first year of study (ideally in the first six months) who may benefit from academic English language support. Please see 2.12 Training plan for more details on the Language needs analysis process which should be undertaken for PGRs who do not use English as their first language.
- Consider if the supervisory team are satisfied that the University policies and procedures regarding safeguarding, handling, storage and back-up of data are being appropriately addressed. Also review with the PGR if a data management plan has been, or will be, created. All PGRs must have a data management plan in place by the transfer stage. If this is not in place, record the steps you need the PGR to take and by when
- Consider and review if ethics review is in place or planned
- Consider if any academic integrity training or support is needed
- Review the PGR-Supervisor agreement and record any changes to your working practices

For more details on the support available to PGRs around data management, ethics, and academic integrity, please see 2.11 Research practice

### 2.18 Transfer assessment

The assessment at the transfer stage is intended to identify:

- whether the PGR and the project has the potential for research at doctoral level;
whether it is achievable to complete the research and write up the thesis within the standard period of study

This is assessed by a transfer assessment panel. The panel comprises at least two individuals who must be independent of the supervisory team. Supervisor/s will normally attend but will not be involved in any decision-making.
The PGR-Supervisor agreement should also be reviewed at Transfer, and any changes to your working practices should be recorded.
Deadlines for the completion of the transfer assessment are listed on the PGR GRAD record. Your faculty/school will provide the PGR with guidance on the transfer process.

Role of the supervisor at the transfer stage

The supervisor’s roles and duties at transfer include:
• ensuring that arrangements are made for the transfer review within the timescale prescribed by the University;
• identifying individuals to serve on the transfer panel;
• commenting on the PGR’s progression prior to the transfer interview via the pre-transfer progress report in GRAD;
• normally attending the transfer interview. If the supervisor will not be attending, they should be available for consultation as necessary (ideally in person but contactable by telephone is acceptable);
• the supervisor may ask questions of the PGR at the transfer interview but should refrain from answering questions on behalf of the PGR;
• the supervisor should be offered the opportunity to give feedback to the panel in the absence of the PGR at the end of the transfer interview and before the decision on transfer is taken.

The supervisor does not take part in the academic judgement and must leave the room when the panel is discussing its recommendation. If the PGR does not wish their supervisor to be present at their transfer interview, they should inform the DPGRS at the earliest possible opportunity prior to the interview date. The DPGRS will then advise the transfer panel of the PGR’s position. It is expected that the transfer panel and the supervisor will respect the wishes of the PGR.

If the supervisor has serious concerns about a PGR’s progress at an early stage in the candidature and does not believe the PGR can successfully undertake doctoral study, Graduate Board strongly encourages them to raise this with the PGR at the earliest opportunity and prior to transfer. It is also important to discuss any concerns as soon as possible with the Graduate School, DPGRS or Head of Graduate School, who can provide advice and identify any additional support.

Where appropriate the Progress support process (PSP) should be instigated. PSP is intended to provide the means to address the concerns of the supervisory team and to support the PGR’s future progress. The transfer process can be used as the end point assessment under the PSP. Please see Progress support process for further information.
2.19 **Annual progress review (post-transfer)**

After transfer, there will be an Annual progress review (APR), which will take place each year on or before the anniversary of the start of studies, until submission of the thesis. The review is intended to be supportive, and to help with planning; it is also an opportunity to raise any problems with progression and to identify solutions. The APR is a ‘stock-taking’ exercise rather than a formal assessment, however, if there are significant concerns about progress the Progress support procedure (PSP) may be started. Please see 2.29 Progress support process for further information.

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)

The PGR should submit the following in GRAD in advance of the review meeting:

- reflection on progress to date (with the opportunity to highlight any issues which may have adversely affected progress);
- Timetable for completion of the thesis (e.g. a Gantt chart);
- Any written work required by the faculty or supervisor/s.
- Review the [PGR-Supervisor agreement](#) and record any changes to your working practices

Following the PGR submission, either the Independent Assessor (under Model A) or the supervisor (under Model B) should complete the following fields in their report:

- Summary of progress made to date including the quality of submitted written work (Excellent, Very Good, Good, Satisfactory, Insufficient) and a text box to provide a summary of progress
- Comment on the PGR’s understanding of the project and literature (for example the aims and objectives of the research, background literature and current/future direction in their research field) (Excellent, Very Good, Good, Satisfactory, Insufficient) and a text box for comments
- Do you consider the plan for completion/future research to be achievable by the PGR within the standard period of study? Yes/No and text box to provide reasons for choice
- Please provide details on the status of ethical review.
- Is the University's policy for 'Safeguarding data - storage, backup and encryption' being appropriately addressed?
- Is progress with the agreed training plan satisfactory? YES/No. If no, please indicate the steps the PGR has been asked to take.
- Are there any other comments or concerns with the PGR’s progress which need to be brought to the attention of the DPGRS?
- Optional upload facility for any additional information you may wish to include

Faculties may also choose to add their own questions.
Further information is available on the SES website under the heading ‘Progress and monitoring’.

2.20 The overtime period

The “overtime period” applies to doctoral or Master of Philosophy students only. GRAD will state the end of the standard period of study (see the ‘Expected thesis submission date’ field) and also the maximum time limit. The difference between the two dates is usually the overtime period. Full-time postgraduate PGRs normally have one year of overtime (except for certain schemes within Centres for Doctoral Training) and part-time/split site have two years.

Progression to the overtime period is automatic if the thesis has not been completed by the end of the standard period of study. Following the Annual progress review at the end of the standard period of study, it is expected that a plan for completion in the overtime period will be in place. The overtime period is characterised as a period when the PGR is no longer undertaking new research. Therefore, whilst still receiving supervision they would not normally be expected to require access to specialist facilities and would be focussing on the writing up of their research or, in the case of alternative format thesis, possibly writing papers for publication. During this overtime period PGRs will have access to libraries, IT support and to any training sessions and resources provided by ODPL and other training providers across the university.

This is reflected in the standard (lower) overtime fee which is charged during the overtime period. The overtime fee is non-refundable. Details of the overtime fee are available on the Research degrees fees website.

If new research is continuing into the overtime period, it would be expected that the progress monitoring and supervision meeting arrangements will have picked this up before the end of the standard period of study, and appropriate steps taken at the time. This may include instigation of the Progress Support Process or a suspension or extension of studies. If a PGR is still undertaking new research in the overtime period, the overtime fee will still be charged. Full or part-time fees and/or bench fees will not be charged in the overtime period (except for certain schemes within Centres for Doctoral Training where the funded period may exceed the standard period of study).

Supervisors are reminded that to keep the research on course for submission before the maximum time limit, it is expected that supervisory contact will continue during any overtime period after the end of the standard period of study and that the supervisor will continue to monitor progress. For those in the overtime period the University appreciates that supervision meetings may be in the format of reading and commenting on draft chapters of the thesis prior to submission. Full-time PGRs will continue to be entitled to no fewer than 10 supervision meetings a year (and part-time candidates no fewer than six a year). A written record of the meeting must be kept in GRAD. If concerns with progress or completion emerge during the overtime period these should be reported to the Director of PGR Studies who will consider whether this Progress support process may be instigated. Please see 2.29 Progress support process.

2.21 Final examination

Preparing for submission

PGRs are solely responsible for the decision to submit their work for examination. However, they should always seek advice from their supervisor before submission and are strongly recommended not to submit against the advice of the supervisor, although do 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. The PGR should make available to the supervisor, within an agreed timescale, the whole of the draft thesis for comment prior to submission. Supervisors can also offer appropriate guidance in preparation for the oral examination. As set out in the Code of Practice, PGRs are entitled to request a “mock viva” with their supervisor or other members of the supervisory team if they feel it would be helpful. The supervisor should read and comment on the whole of the draft thesis prior to submission, if it is submitted within a reasonable time, and provide advice on matters such as clarity, style, and academic content.

**Appointment of examiners**

At least three months before the submission of their thesis, the PGR must complete the examination entry workflow in GRAD. PGRs are advised to discuss arrangements with their supervisor well in advance of this deadline as it may take time to find suitable examiners who are available to examine the thesis.

Once the PGR has completed their part of the workflow, the supervisor will receive an email and task notification through GRAD to complete the nomination for examiners. A supervisor may ask the PGR for their views on individuals who might act as examiners but the decision about the recommendations for appointment will be made in consultation between the supervisors and the DPGRS. On receipt of the completed GRAD examination entry workflow Doctoral College Operations submits the names of the recommended examiners to the Examinations Group for consideration. The Examinations Group is responsible for the final decision on the appointment of examiners. [More information on appointing examiners for research degrees](#).

A viva should not be scheduled for a time when support afterwards for the PGR could be difficult to access or limited, eg Friday afternoons or the day before a university closure such as Christmas or Easter. In addition, it is important to plan the viva so it can be concluded within office hours, so that staff are available to provide advice and support to examiners and PGRs if needed. Special consideration should be given for an online viva where there may be multiple time zones with overseas participant/s.

The internal examiner should ensure that pastoral support (normally the supervisor or other appropriate member of staff) will be available to the PGR immediately after the viva, should this be necessary. If the supervisor will not be attending the viva as an observer, another appropriate member of staff (eg DPGRS) should be available to attend the post-viva outcome and feedback meeting if needed. Please see [2.22 After the examination](#) for further guidance.

**The role of the supervisor in the viva**

PGRs may invite one of their supervisors to attend their viva as an observer. A supervisor may only attend with the prior permission of the PGR. If attending as an observer, the supervisor must remain silent during the examination. The supervisor may not participate in the viva and takes no part in the academic judgement and the decision-making process. The supervisor must leave after the oral examination (with the PGR) so the examiners can discuss their recommendation.

Before the oral examination the internal examiner is asked to establish whether a supervisor will be present and that this is in accordance with the wishes of the PGR. In cases where a PGR has more than one supervisor, only one supervisor is permitted to attend the oral examination. The
examiners may ask the supervisor to leave if they feel that their presence may jeopardise the smooth running of the oral examination.

If not present as an observer, the supervisor (or appropriate individual eg DPGRS or advisor) is required to be available for contact if necessary.

The Guide to the thesis examination process for PGRs provides detailed information on the presentation of the thesis and the examination process.

Arrangements have been made for the option to complete the viva via video streaming, where appropriate. The Policy on video streaming has more information.

The PGR reasonable adjustments download describes how disabled PGRs can agree reasonable adjustments for the final oral examination.

### 2.22 After the examination

Full guidance for the process following the viva exam is set out in the Guide to the thesis examination process.

The examiners must prepare a report which is considered at the next Progress and Examinations Group meeting. In all cases the examiners’ recommendation is subject to final approval by the Progress and Examinations Group.

The University has permanently withdrawn the requirement for PGRs to submit a hard-bound copy of the corrected thesis for the award of their degree. PGRs only need to upload a PDF copy of their thesis to White Rose Etheses Online. This can be carried out remotely. Please see the eThesis page for further details.

The role of the supervisor after the viva

A PGR may be disappointed by the outcome of their transfer or final examination and may have questions if things have not gone as they expected. The University requires that arrangements are in place for pastoral support to be available to the PGR immediately after the viva, should this be necessary. This is normally via the supervisor if they are not already attending the viva as an observer, or they can contact the DPGRS or Graduate School who will be happy to discuss the next steps and can signpost to sources of help.

If your PGR is considering appealing the result of their viva, please encourage them to seek independent advice and support from the LUU Student Advice Centre.

PGRs who are studying in the UK on a Tier 4/Student visa should also contact the Student Visa Advice Team.

If the thesis is referred for resubmission

If the examiners recommend referral for resubmission, the PGR will be required to revise the thesis, which may entail further research or any other activity required by the examiners, and then resubmit this to the University for re-examination. A second viva may be required.
It is expected that supervisory contact and support will continue during the referral period. Supervisors are asked to provide up to six supervision meetings a year during the referral period. Whilst the responsibility for initiating these supervisions rests with the PGR, the timing and frequency should be agreed between the PGR and the supervisors. Whilst the precise nature, pattern and timing of supervisions will vary depending on the stage of the resubmission, and the extent and nature of the work required for resubmission, recommended best practice is that meetings will be held at regular intervals during the referral period (until resubmission) and include at least:

- An early meeting (or equivalent), normally within one month of receipt of the examiners’ report and notes for guidance; and
- A meeting (or equivalent) around the mid-point of the referral period (e.g. around nine to 12 month point for doctoral PGRs) if the thesis has not been resubmitted.

Supervisions should continue to be recorded in GRAD and may take place in a variety of forms (for example in face-to-face meetings when the PGR is in the UK or by other means such as video conferencing where appropriate). For PGRs in the referral period the University appreciates that supervision may take the form of reading and commenting on draft chapters of the thesis prior to resubmission. PGRs must ensure that they provide their supervisor(s) with re-drafts of work for comment within a reasonable timescale. PGRs should take the advice of their supervisor whether to resubmit their work for examination. PGRs are strongly recommended not to resubmit against their supervisor’s advice. However, PGRs are solely responsible for the decision to resubmit their work for resubmission.

If an international referred PGR wishes to remain in the UK during the referral period, DCO will contact the relevant school to establish that the PGR does need to be present at the University. For international PGRs in the UK during the referral period on a Student Visa, the school must implement regular supervision meetings and contacts to monitor attendance and maintain sponsor duties as the University must be able to prove that the PGR is making progress in their studies and is in full time attendance.

**If an embargo is required**

Wherever possible a thesis should be made ‘open access’, however in some cases immediate access to a thesis may not be possible and the PGR might need to add a temporary embargo. Access to the full thesis can normally be restricted for one, two, three, or five years where:

- the thesis includes confidential or politically sensitive information.
- the thesis includes commercially sensitive information.
- there is a journal article, monograph or other publication from the thesis pending.

In the case of a patent pending or in other exceptional circumstances it may be possible to embargo a thesis for longer. A case must be made by the supervisor and DPGRS to DCO. All requests will be considered by the Progress and Examinations Group.

Decisions on whether an embargo is required and how long is appropriate should be taken in consultation between the PGR and the supervisor. Before uploading their eThesis PGRs are advised that they must discuss the retention of thesis arrangements with their supervisor so they can agree whether to embargo the thesis from immediate publication. This could be particularly important if the research has been carried out as part of a research group. Some commercial sponsors may also require that restrictions be placed upon access to the thesis. Publisher policies do vary, and in the
case of a publication pending PGRs are advised to check directly whether an embargo is necessary and agree arrangements with their supervisor.

If the PGR was UKRI (UK Research and Innovation) funded, please refer to their terms and conditions for advice on embargo periods. In accordance with the terms and conditions for funding, the full text version of the thesis should be available within a maximum of 12 months following award. UKRI recognise that commercial, collaborative or publication arrangements may necessitate a slight delay, however they expect the thesis to be available as soon as possible. Please see the Terms and conditions for training funding – UKRI for further advice. A case for embargo periods exceeding 12 months for UKRI funded PGRs should be forwarded by the supervisor to the DCO team for further consideration.

As part of the eThesis upload process PGRs will be asked to specify any embargo that has been agreed with their supervisor. Email confirmation will be sent to the PGR, the supervisors and DCO. It is the responsibility of the PGR to contact the Library before the end of the embargo period if they wish to change the period of embargo (either to lift this early or to extend the period). They should also contact their supervisor to discuss and agree any change to the embargo period.

As part of the eThesis upload process PGRs will also be asked to indicate a Creative Commons Licence for their work. Please consult the Library website for further advice.

In exceptional cases, it may be necessary to hide all details about a thesis from public view, including the PGR’s name, thesis title and abstract. If you think this might be necessary, the matter can be raised with your DPGRS. A case must be made by your DPGRS to be considered by the Progress and Examinations Group. Please contact Doctoral College Operations.

Please see the Guide to the thesis examination process for more detailed information.

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

The After your viva page on the For Students website includes a helpful checklist of things for PGRs to think about before leaving the University, including facilities and admin (keys, desk space etc) and IT access.

After appearing on a pass list, a PGR will continue to have IT and email access for 90 days; after this period, their account will be closed.

2.23 Deposit of research data and associated materials
PGRs should regularly review their data management plan with their supervisor. Where applicable, be aware of any data sharing expectations from the research funder. PGRs are asked to assess what materials should be kept and either deposit with their supervisor or school or deposit in a
repository, making sure the work is well documented so it can be found and understood. PGRs should agree arrangements with their supervisor before they leave the University. Information on research data management, including good practice when handling sensitive data, is available on the Research Data Leeds website. PGRs can upload non-examined supplementary files to GRAD when they submit the thesis for examination. In addition, they may produce valuable research materials or datasets they want to share with other researchers outside the University. This material can be deposited in the Research Data Leeds online repository, or a similar trusted repository service. Advice and support are available from the Library’s Research Data team. Contact them well before the PGR submits their thesis: researchdataenquiries@leeds.ac.uk.

2.24 Graduation

For the latest graduation information for the current academic year, please check the Graduation pages of the student website.

A research degree award can only be confirmed once all the following conditions have been met:

- The examiners’ report has been approved by the Progress and Examinations Group at one of its meetings.
- Doctoral College Operations (DCO) has received confirmation that the internal examiner is satisfied with any corrections
- The full text version of the eThesis has been deposited in White Rose eTheses Online
- All tuition fees to the University have been paid.
- If applicable, all assessed or taught modules have been completed successfully.

The deadlines for meeting these conditions in order to attend the next available ceremony are published each year.

2.25 Attendance and engagement monitoring

PGR attendance and engagement will be monitored by the University throughout the research degree candidature, with any absences being recorded. The University is also required by the Home Office to monitor and report the non-attendance/unauthorised absence of international PGRs who hold a Student Visa (formerly Tier 4).

GRAD is used as the primary means of monitoring attendance and progress including supervision meetings, formal progress reports, holidays, authorised absences, suspensions and extensions.

Graduate Schools regularly monitor GRAD records and will contact PGRs and supervisors if they are not up to date, escalating to the DPGRS when required.

Supervisors must report to the DPGRS and Graduate School where there has been no contact or missed supervision meetings with individual PGRs for a month or where there is a pattern of absences which is affecting the PGR’s work or causing concerns for the PGR’s wellbeing. This is crucial in supporting our duty of care role, allowing for appropriate follow-up and timely intervention and to ensure the safety and well-being of our PGRs.
If a PGR is facing any challenges which are impacting on their ability to study, please raise this with your DPGRS or Graduate School. Once we are aware of the situation, we will be able to advise them of any possible options and signpost them to appropriate support.

### 2.26 Suspension and extension of studies, and authorised absences

Some PGRs will encounter events or circumstances which disrupt their academic progress (for example, ill-health or personal difficulties). If you have concerns about a PGR, please seek advice from your Graduate School at the earliest opportunity.

Such circumstances are managed by considering 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, or an authorised absence which will not change deadlines. Extensions and suspensions can also affect other matters such as visas and funding so it is vital to speak with your Graduate School who will be familiar with the specific circumstances of the PGR and can advise accordingly.

**Authorised absence**

This is a short period of absence from studies (normally up to four weeks duration per year, in addition to any period of annual leave) authorised by the supervisor. The absence should not have any effect on their ability to meet deadlines, and no lengthening of the period of study will be authorised. A request for a period of authorised absence can be made through [GRAD](https://example.com). 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, they would not be expected to progress the research or pay academic fees, and will not have access to supervision, the library or other University facilities (such as laboratories). The deadlines of the research degree will be lengthened to take account of the suspension period. They will still be able to access IT facilities, such as email. Typical reasons for suspension of study are serious illness, parental leave or significant personal difficulties.

**Extension of Study**

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

**Requesting Suspensions and Extensions of Study**

PGRs can submit their request via the suspension/extension of study workflow in GRAD, via the change request menu. GRAD is the preferred method but if the request is particularly sensitive or confidential and the PGR does not want the details in the system, they can discuss the circumstances with the Graduate School before completing the request in GRAD.

More detailed information is available in the [Suspensions and extensions of study policy (PDF)](https://example.com). Confidential and independent advice is also available from [LUU’s advice centre](https://example.com).
UKRI policy on sick leave, other leave and studentships

UKRI guidance states "Payment of a Studentship must continue for absences covered by a medical certificate for up to thirteen weeks within a rolling 12-month period. If the illness lasts for more than thirteen weeks. You must suspend the Studentship for the period beyond the thirteen weeks.

Research Organisations are expected to have a policy in place to support students requiring short-term time off for emergencies and/or compassionate leave, giving due consideration of requests in such circumstances. This should provide for paid and unpaid leave, dependent on the individual circumstances. At a minimum, bereaved parents should be entitled to two weeks paid leave in the event of the death of a child under 18 years of age. For other emergencies and/or compassionate leave the exact number of paid days will depend on the individual circumstances but would not usually be more than 5 days” (taken from UKRI website, Nov 2022)

If your PGR is UKRI funded and needs time away from their studies, please encourage them to speak to their Graduate School as soon as possible.

Data protection during absences of more than 12 months

On the advice of the Information Governance Team in the Secretariat, for PGRs who are away for durations longer than twelve months, steps need to be taken to proactively seek an exemption for their research data from the data quarantining process. This may be needed where a PGR is on a suspension of studies for 12 months or longer (either a single period of suspension or a cumulative and consecutive series of shorter suspensions totalling or exceeding 12 months). PGRs may request the exemption themselves, or supervisors (or Directors of PGR Studies) may request an exemption on their behalf. Please see the Data Protection FAQs page on the IT website for more information or contact the Information Governance team.

It is important to note that a PGR’s research data is not at risk of deletion. Any quarantined data potentially containing research material is securely stored in a dedicated, restricted location, ready for immediate restoration upon notification. The Information Governance team recognises the need for uninterrupted access to research data, especially given strict legal retention requirements. Hence, any restoration of research data will be treated as a high-priority task to minimise the impact on your work.

Key Actions for PGRs:

- Confirming quarantined files: PGRs should verify whether any of their files have been quarantined. A list can be provided upon request, and if any files have been quarantined, they will be restored through the Request for Restoration form.
- Exemption for future files: To ensure files are not subject to quarantine during suspension of study for periods longer than 12 months, PGRs should fill out the Request for Exemption form. Alternatively, renaming the folder path to contain the word ‘Research’ is also an effective measure.

2.27 Masters by Research and MPhil

Masters by Research and MPhil students are also PGRs.

Almost all of the same principles apply to Masters by Research and PhD students. The main differences are:

- Duration of study: Masters by Research is 12 months full time or 24 months part time
• The thesis is due at the end of the standard period of study; there is no overtime period
• Masters by Research do not undergo transfer. However, they should take part in a First formal progress review by 6 months if full time or 12 months if part time.
• Expected maximum word count is lower at 30,000 words (100 pages), whilst PhD is 100,000 words (300 pages)
• Masters by Research can be awarded with distinction in the case of work of exceptional quality.

The main difference between the award of the degree of PhD and MPhil lies in the degree of original thought the candidate must demonstrate in their thesis and oral examination. Some students may be awarded an MPhil if their thesis submitted for PhD satisfies the MPhil criteria but does not meet the requirements for PhD.

The main difference between the degrees of MPhil and Masters by Research lies in the independent contribution to knowledge and scholarship which candidates for the MPhil degree are required to demonstrate in their thesis and in the oral examination.

The following table provides a comparison of the differences in requirements:

<table>
<thead>
<tr>
<th>Doctorate</th>
<th>MPhil</th>
<th>Master by Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originality</td>
<td>Independent contribution to knowledge</td>
<td>Interprets and communicates knowledge in the discipline</td>
</tr>
<tr>
<td>Independent critical ability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matter suitable for publication</td>
<td>Material at a level suitable for publication</td>
<td>Material at a level suitable for publication</td>
</tr>
</tbody>
</table>

2.28 Travel, conferences, and fieldwork

All travel and accommodation bookings should be made via Key Travel.

The Health and safety webpage sets out what the University requires of staff and PGRs in respect of fieldwork health and safety considerations, along with guidance to help achieve this.

International PGRs conducting fieldwork outside of the UK for one month or longer must complete a Change of study location form on GRAD.

Travel outside of the UK on behalf of the University (for conferences, fieldwork, etc) may be covered by the Worldwide Business Travel insurance policy purchased by the University. More information, including a list of countries where prior authorisation is required, is available on the Insurance section of the University website.

Risk assessments are a university requirement for all fieldwork taking place off campus, including on NHS premises. The risk assessment forms and further guidance on planning for fieldwork in a variety of settings can be found on the University’s Health & safety website along with further information about risk assessments:

Fieldwork
Off campus safety
Risk assessments

Faculty Health and safety teams may have their own processes so please ensure your PGR is aware of any additional local requirements.

Financial arrangements for conferences and/or fieldwork vary depending on how a PGR is funded and the local processes of their school or faculty. If you are unsure about the funding available to your PGR, please contact their Graduate School.

2.29 Progress support process (PSP)

As part of the normal supervisory process, you should draw attention to any concerns you have about your PGR’s academic progress (usually in supervision meetings). If progress continues to be unsatisfactory, then you may start the Progress support process (PSP). PSP is intended to be a supportive process to help the PGR to get back on track with research.

Timely and constructive criticism is an essential part of the supervisory process. Steps should be taken to try and address any emerging issues with appropriate academic support, milestones and clear expectations for improvement agreed between the supervisors and the PGR as part of the supervisory meetings. These discussions should be documented in the GRAD meeting records. The supervisor may alert the DPGRS and Graduate School to any emerging issues at an early stage via the “concerns noted” feature in the GRAD meeting note function.

If there is no improvement in academic progression (for example the quantity or quality of work/research/outputs as expected for the stage in the candidature) or attendance and engagement (for example for supervision meetings, training events, labs, seminars or other expected/required activities) and concerns have not been resolved through local supervisory support, then the supervisors should bring the matter formally to the attention of the DPGRS.

Supervisors are encouraged to contact their DPGRS and Graduate School at an early stage for advice and support if a PGR is not making expected progress or if they find a PGR is regularly cancelling meetings or not submitting work or discloses any underlying issues (if the PGR has not provided their consent to disclose this information you may seek advice without revealing the PGR's identity). Supervisors must report to the DPGRS and Graduate School where there has been no contact or missed supervision meetings with individual PGRs for a month or where there is a pattern of absences which is affecting the PGR’s work or causing concerns for the PGR’s wellbeing. This is crucial in supporting our duty of care role, allowing for appropriate follow-up and timely intervention and to ensure the safety and well-being of our PGRs.

The DPGRS and the Graduate School have established relationships with other specialist support services across the University and a clear understanding of the processes which may need to be followed. They can follow-up with PGRs to discuss any concerns, consider avenues for support and liaise and co-ordinate with colleagues from other services to ensure the correct signposting and follow up support is put in place, which is supportive to the PGR and the supervisors.

If concerns with academic progress continue, the DPGRS will consider whether this Progress Support Process may be instigated. The PSP aims to provide a framework to hold discussions at an early stage to ensure that PGRs are informed of the risk to their academic progress, but with an
emphasis on early, targeted support to help get back on track with the research and successfully complete. The PSP allows for a case conference-style approach to enable consideration of all necessary factors to be discussed and prioritised.

Where academic engagement or progress concerns are judged to be sufficiently serious or prolonged, and/or there are concerns that the PGR may be at risk of not successfully completing their degree, the process can lead to a more formal review stage with the possibility of withdrawal or transfer to a lower degree. The PSP enables schools to consider and embed opportunities for support and resolution before this stage is reached.

(The PSP supersedes the former Unsatisfactory academic performance procedure)

**2.30 Leaving the University early**

If a PGR is considering leaving the University either permanently or temporarily before completing their studies, they should discuss it with supervisors, the DPGRS, Graduate School or Head of School to see if there are any other options available (e.g., whether a period of suspension may be appropriate instead, see **2.26 Suspension and extension of studies, and authorised absences**).

**Process to become a permanent leaver**

Throughout the process, the Graduate School will emphasise the importance of the PGR staying in contact with the school and monitoring their university email address.

1. PGR contacts the Graduate School, who offers a meeting to talk through the PGR’s options.
2. The Graduate School arranges and meets with the PGR within three to five working days. The meeting should cover the items listed in the table in the “Graduate School and PGR conversations”
3. After discussion, the PGR will decide if they want to permanently leave:
   a. If the PGR decides not to leave, no further action is needed but it is suggested that the Graduate School liaise with the PGR in one months’ time to check progress and wellbeing.
   b. If the PGR wishes to permanently withdraw, the Graduate School and PGR agree the details of the leave request such as the leaving date. The leaving date is the date the PGR would like to permanently leave the University. This can be no earlier than 10 working days before the current date. The PGR completes the leavers form and returns to the Graduate School from their University email address, including their date of leaving and a personal email address.
4. The Graduate School emails the leavers form to DCO. DCO will provide confirmation to the Graduate School and relevant teams (PGfees, PG scholarships, PGRprogress and Graduation) once the leave has been processed. The Graduate School should contact the PGR, using their personal email address, to confirm that the leave has been processed.
5. If the PGR has an active CAS, DCO will report the leave to UKVI within 10 working days of the form being processed. The PGR will receive confirmation of their visa curtailment via email to their personal email address.

**PGR and Graduate School conversations**
Graduate Schools will offer to meet with PGRs who are considering leaving. During the meeting, they should establish the impact of leaving, and signpost to resources to fill any unknown gaps in key areas of impact:

<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check the PGR has discussed leaving with their supervisors and the DPGRS</td>
<td></td>
</tr>
<tr>
<td>Signpost the PGR to relevant support services and information webpages</td>
<td>Leaving your research due to a change in circumstances, Wellbeing resources, Hardship fund, LUU Help and support</td>
</tr>
<tr>
<td>Check the PGR is aware of or has considered appropriate alternatives</td>
<td>eg including authorised absence, suspension, change of mode of study, change of supervisors</td>
</tr>
<tr>
<td>Outline how the leavers’ process works including date of leaving</td>
<td>PGR to stay in contact with the Graduate School throughout the process.</td>
</tr>
<tr>
<td>Advise international PGRs and PGRs who have a visa to contact Student Visa Advice</td>
<td>Suspension to studies or permanent withdrawal will both affect the PGR’s visa.</td>
</tr>
<tr>
<td>Advise PGR to read the student webpage about becoming a permanent leaver, including the section “fees and funding” and contact funders/sponsors, if necessary</td>
<td>Leaving your research due to a change in circumstances</td>
</tr>
<tr>
<td>Discuss if the PGR requires any documents eg fall back awards / letters /transcripts</td>
<td>PGRs can request a letter showing dates of study from <a href="mailto:rp_examinations@adm.leeds.ac.uk">rp_examinations@adm.leeds.ac.uk</a></td>
</tr>
<tr>
<td>Discuss practical arrangements</td>
<td>eg returning keys, clearing desk, returning Student ID card, returning equipment</td>
</tr>
<tr>
<td>Advise PGR about precautions they need to take relating to IT/Data</td>
<td>eg handover of data/IP to supervisors, advise when the PGR’s University IT account and email address will close</td>
</tr>
<tr>
<td>Advice the PGR to contact Accommodation Services if they are in university accommodation</td>
<td>The University accommodation site outlines requirements to terminate a contract.</td>
</tr>
</tbody>
</table>

### 2.31 Holiday entitlement

Full time PGRs are entitled to 26 days holiday each year as well as the time during which the University is officially closed (part time PGRs are entitled to 15.5 days leave pro rata plus the close days). The University is normally officially closed for at least 14 days each year (during the Christmas and Easter periods and Bank Holidays).

Closure dates can be found [on the University website](https://www.leeds.ac.uk). Holiday requests can be made via [GRAD](https://www.leeds.ac.uk). Please encourage your PGRs to take annual leave as this will contribute towards maintaining a healthy work/life balance.
2.32 Work outside a research degree programme

Full-time PGRs may undertake paid teaching activities 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. PGRs should consult with supervisors 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.

2.33 Council tax

Full time PGRs are eligible for Council Tax exemption or discounts. Part time PGRs and PGRs who have submitted and are ‘under examination’ are not eligible for Council Tax exemption or discounts.

2.34 IT

All PGRs at the university are issued with a top up of printer credits to £200 once a year. Should they use all the credit before the next annual top up, IT will handle that on a case-by-case basis.

Further information and support can be found on the IT Website.

Training is available via the IT training for researchers webpage and the Research computing training webpage.

PGRs will continue to have access to their IT account for 90 days after appearing on a pass list (following the submission of the thesis and completion of the viva). After this date their account will be closed.
3 Support for PGRs

3.1 PGRs in crisis or emergencies

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. Call 32222 on any University phone. If you are unable to locate a university phone, call 0113 343 2222.

You can also refer to 5.7 Student Counselling and Wellbeing: Mental Health Emergency and Duty Support Pathway, at the end of this document.

Calling an ambulance to campus
Yorkshire Ambulance Service have recommended that the University changes the way we call for an ambulance in an emergency on campus, to give the casualty the best possible care from the earliest moment.

If someone needs first aid on campus:
Call for a First Aider. Each school or service has its own way of calling first aiders - look out for information and posters on how to do this in your area. If in doubt, shout for one!

If an ambulance is needed, call 999 first so they can help you and the casualty immediately (if you are calling from an internal University landline dial 9 for an outside line first, ie 9999.)

Then tell Security you have called for an ambulance by calling 0113 34 32222 (or extension 32222) so they can assist and direct the ambulance through our complex campus.

University Mental health advisors
The Mental health team work with students with a serious mental health condition diagnosed by an NHS secondary care psychiatrist and can provide a range of free, confidential and appropriate support.

Police Higher Education Liaison Officer
The University of Leeds works with West Yorkshire Police to provide a Police Higher Education Liaison Officer (PHELO) offering help, advice and support to students and staff on campus. PC Laura Beaton works with the University’s Security Service. You can contact her on 07719417879 (8am-4pm, Mon–Fri) or l.beaton@leeds.ac.uk

3.2 If you have concerns about the health and wellbeing of a PGR

(This guidance has been reviewed by staff in the Counselling team)

The number of PGRs struggling with mental health problems seems to be increasing at the moment. Some PGRs have disclosed they are struggling with mental health conditions due to Covid; others have reported that pre-existing mental health challenges have been further exacerbated by the pandemic. A rise in disclosure of health and wellbeing challenges may also be attributable to our increased awareness of mental health challenges, thereby allowing PGRs to feel more comfortable in discussing their difficulties with colleagues.
It is important to be aware that there are limits to the mental health support we can offer in our academic, technical and administrative roles. However, the University provides a range of professional central services to support our students. These teams comprise of specialists in their particular areas who have the skills, knowledge, and experience to support PGRs who may struggle with emotional and psychological difficulties during their candidature.

Below are a few scenarios with advice and guidance, should you find yourself in a situation whereby you have concerns around the health and wellbeing of a PGR:

**What should I do if a PGR confidentially discloses health and wellbeing issues to me?**
There should never be a promise of confidentiality. Duty of care regarding risk, safeguarding and protection of vulnerable adults overrides this. Seek advice and guidance from the DPGRS and/or Graduate School or Duty Team (currently provided by Student Counselling, but shortly to be covered by the Mental Health Team).

A PGR cannot insist on confidentiality, it is important that all staff members understand the caveat to any request for confidentiality which is that serious risk of harm to self or others or where a safeguarding risk may be identified – domestic violence, vulnerability/ being taken advantage of etc. If you find yourself involved in this type of discussion/situation, please contact the DPGRS and/or colleagues in the Graduate School or Duty Team.

Remember, you do not have to carry this responsibility alone and depending on what is disclosed, this could be a very difficult situation to manage. University support is not meant to take the place of GP or other specialist medical support, it can be used to run alongside and offer a means of additional support.

**And if the PGR does not insist on confidentiality?**
If a PGR discloses mental health issues, or there are concerns for the health and wellbeing of a PGR it is important that they are identified early and the DPGRS and Graduate School are alerted. The DPGRS and Graduate School can then work with the PGR and colleagues across the institution to help ensure appropriate signposting and follow up support takes place.

Whether the PGR asks for confidentiality or not, it can be difficult to make a judgement as to what to do next. Remember the Duty Team service from Student Counselling and Wellbeing/Mental Health Team can provide you with advice and support (scw@leeds.ac.uk or call +44 (0)113 4107).

**What do I do if I think the PGR is in a very vulnerable situation?**
If the behaviour or disclosure raises immediate concerns, please refer to section 5.7 Student Counselling and Wellbeing: Mental Health Emergency Support Pathway (at the end of this document).

If the PGR does not give cause for immediate concern, they should be encouraged to speak to their GP. In both cases, please ensure the DPGRS and Graduate School are notified of the situation.

**The PGR I am supervising is not making good progress: they are regularly cancelling meetings and not submitting work. They have not disclosed any personal problems, but I have noticed a change in them. What should I do?**
There will be occasions where a PGR does not disclose personal, health and wellbeing problems, but colleagues may have suspicions that all is not well. Often, with PGRs this can show itself in a lack of engagement and poor progress. There is no single way to determine whether an individual is encountering difficulties, but some indicators might be:

- Continuous low mood or sadness.
- Feeling constantly ‘on edge’.
- Expressing feelings of hopelessness and helplessness.
- Having suicidal thoughts or thoughts about self-harm.
- Substantive changes in appearance.
- Moving or speaking more slowly than usual.
- Making decisions or saying things that are out of character, including use of unacceptable, anti-social or extremist language.
- Expressing hatred or gross intolerance of particular groups of people.
- Threatening violence against themselves or others (including terrorism-related).
- Changes in appetite or weight.
- Sleeping more than usual or being unable to sleep.
- Lack of concentration on everyday things like watching television, or neglecting hobbies and interests.
- Changes in their pattern of attendance on programme-related activities.
- Avoiding contact with friends and taking part in fewer social activities.
- Friends, family or others expressing concern about an individual’s actions or behaviour.
- Behaviour contrary to normal expectations, or shared values within society.

If you do not feel comfortable raising these concerns directly, speak to the DPGRS and Graduate School. It is likely that a way forward can be agreed which is supportive to the PGR and the supervisors.

**What can the DPGRS and Graduate School do to help?**

The DPGRS and Graduate School can meet with the PGR to discuss health and wellbeing concerns. The DPGRS can liaise and co-ordinate with colleagues to ensure the correct signposting and follow up support is put in place and the Graduate School will help with this.

The DPGRS will be considering:

- Is the PGR fit to study; should they be considering a suspension?
- If the PGR will not suspend, do we have grounds to seek an exclusion on health grounds?
- Has the PGR been signposted correctly (SCW, Disability Services, etc)?
- Are there any safeguarding issues (particularly if it is known the PGR has responsibility for young children)?
- Do we need a period of managed support?
- Do we need to refer to Fitness to Study?
- Do I need to contact the Duty Counsellor or the Mental Health Team?
- Do Security or the Police need to be involved (in the case of a welfare check)?

The DPGRS will also work with academic colleagues supervising the PGR to ensure they are aware of the situation and if appropriate, agree actions to support the PGR’s candidature.
Whatever your role within the school, please be aware that the DPGRS and Graduate School have a responsibility to provide support and guidance to our PGRs. They have a significant amount of experience in dealing with difficult and complex situations and a clear understanding of the University processes which need to be followed, as well as strong relationships with both the SCW and Mental Health Teams.

It is important that whenever a PGR faces difficult challenges that we make them aware of their options and support them to decide which is in their own best interests. In the case of a mental health issue, it is crucial that the PGR receives the support of a qualified professional as it is unlikely in our roles that we will have the skills, knowledge and experience needed to start the PGR on the path to recovering their health.

However, don’t be afraid to show your support and ask someone how they are. They might want to talk about it, or they might not. But just letting them know they don’t have to avoid the issue is important.

3.3 Reporting assault, bullying, harassment or other inappropriate behaviours

Everyone within our community has the right to study, work and be a part of an environment that is supportive, free from assault, bullying, harassment or other inappropriate behaviours. All reports are taken very seriously, and as a university we are committed to addressing issues that are raised.

If something happens to you, or a PGR, or you witness an incident of concern, one option is to report the incident through an online form on the Report and Support website. This can be shared anonymously or, if contact details are provided a member of the Harassment and Misconduct team can offer further support and guidance. If the report is anonymous, the team will not make contact and it is unlikely that any action will be taken, however the incident will be recorded for data purposes. Whether you choose to leave your contact details, or not, disclosures mean that the university can build a picture of the concerns and incidents that are affecting our PGRs and staff. The information is used to inform vital preventative work across the institution.

The site also contains articles and further information for support on:
- Sexual assault, harassment and misconduct
- Domestic abuse, coercive control and manipulation
- Hate crimes and incidents
- Bullying, harassment and discrimination
- Drink spiking

Depending on the nature of the incident, alternatively you may wish to speak to your Head of School, DPGRS or Graduate School. If the PGR has not given their consent for the matter to be discussed via these routes, the discussion can be as a hypothetical situation.

3.4 Training opportunities

A variety of professional services contribute to PGR personal and professional development: Organisational Development and Professional Learning (OD&PL)
**OD&PL** provides support with academic writing, research, networking, presenting, publishing, project management, time management in research and much more.

**Researcher@Library**
Offering workshops and webinars for help with literature searching, open access, research data management, using EndNote, or increasing the visibility of research.

**LinkedIn Learning**
All students and staff have access to LinkedIn Learning through our institutional subscription. The Doctoral College collection has a curated selection of content from both OD&PL and other sources.

**TEAMS – Leeds Doctoral College PGRs**
The Doctoral College maintains a TEAMS space for PGRs, which is used to share news, events and training opportunities. New PGRs will automatically have access; supervisors and other staff will be added on request (it is mostly a space for PGR news and supervisors would not be expected to take part).

### 3.5 Academic support

The **Language Centre** provides language courses and workshops, primarily for international PGRs in their first year or before transfer. The Centre also offers bookable one-to-one writing consultations for all PGRs (home/international and at any stage). OD&PL offers writer development workshops for all PGRs, for all stages of the candidature. If you feel that a PGR would benefit from additional support, please discuss your concerns with your Graduate School and/or colleagues in the Language Centre. All courses, workshops, one-to-ones are bookable through the TEM training catalogue.

The **Library Research Support team** 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, as well as bookable individual and group study spaces, and two large rooms that can booked for research-related events. They can offer help on literature searching, EndNote, Open access publishing and research data management. The University has a number of IT policies and guidance that relate to the safeguarding, handling and storage of data.

**IT training courses** are available for various techniques in different software packages to assist with analysis of data, producing reports, and presenting information. These include Microsoft Office, as well as specialist courses such as NVivo, SPSS, MatLab, Paintship Pro and more.

PGRs should have a data management plan in place by no later than the transfer stage. Help and guidance can be found on the Library Research Support pages including a number of courses on research data management, as well as the Researcher Quick Start guide.

See 2.10 Research practice for links to support on research ethics, academic integrity, and other research practices.

### 3.6 Financial support

A PGR may be eligible for further support if they have a disability or are in financial hardship. Funding to attend or organise conferences, as well as to conduct research-related activities, may be
offered by the school or faculty, or included as part of a studentship. If you are unsure what support is available or how to access it, please contact your Graduate School office.

The Financial assistance fund (FAF) is a university funded scheme for students, including PGRs, who are facing genuine or unexpected financial difficulties and who do not have alternative sources of financial support. The aim of the scheme is to help towards the payment of essential living costs, therefore reducing the risk of students not being able to continue with their studies.

### 3.7 Careers Centre

The Careers Centre 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 future careers.

PGRs can also book a mock interview and request help with applications.

### 3.8 Personal and wellbeing support

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 Postgraduate support and wellbeing page and the University support and wellbeing page.

If you are not sure who can support the PGR, your Graduate School is a good place to start.

**Student counselling and wellbeing service**

The Student counselling and wellbeing service is a multi-professional team of counsellors, wellbeing practitioners, and mental health advisors. They offer free and confidential support, including face-to-face and online counselling, wellbeing, and mental health support, same day drop-in sessions, groups and workshops, meditation, and self-help resources.

**Equality and inclusion**

The University of Leeds is committed to the principle of equality and is determined to treat all PGRs fairly and avoid 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.

The Equality and Inclusion Unit have useful equality-related support information/resources around a number of areas including domestic abuse, guidance to support trans staff and students, religion and belief, plus many more.

If you have any concerns relating to an equality or diversity issue within your Graduate School, or if you would like to suggest a way in which we might make our practices more inclusive, please contact your Graduate School.
Prayer, contemplation and faith-based support
The University has a number of spaces on campus available for prayer and quiet contemplation. The Equality Policy Unit also publishes a religious festivals and events calendar each year. PGRs can also access support through the University Chaplaincy, whether they 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. If you experience or witness an incident of concern, you can tell us via the Report and Support website.

You can share what has happened anonymously or provide your contact details so that a member of the Harassment and Misconduct Team can offer you support and guidance.

If the situation is an emergency, call 999 or contact Security on 0113 343 2222 if you are on campus.

Smoking policy
On 1st August 2019, the University became a smoke free campus between the hours of 8am – 6pm.

Campus security
The University's Security Service 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.

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. They are on call 24 hours a day via 0113 343 2222.

Accommodation
For accommodation support and advice, please go to the accommodation pages. For advice and guidance around any issues with accommodation, PGRs can contact the Leeds University Union help and advice team.

International student advice and support
For immigration advice or information on services available to the international student community (including events and activities) please direct PGRs to the International student advice and support website or email studentvisadvice@leeds.ac.uk.

The International Office are the only team who should give advice on visas or immigration questions.

Student support available in the school/faculty
Your Graduate School can help with advice on a wide range of issues, and signpost you to specialist support across the University.

Out of hours access/safety/lone working in faculty/school
If relevant, please ensure PGRs are aware of the lone working documents.
The Security team have also recently launched SafeZone, an app that everyone on campus can use to ask for help. The app is free and easy to use. It has three main alert options:

- For help with a physical or mental health incident, press the green First Aid button if you are unable to follow local procedure, and a member of the Security team will assist you.
- Press the blue ‘Non-Urgent’ button to connect to Security in a non-emergency situation, for example, if you are locked out of a building.
- The red ‘Emergency’ button is for threatening situations when you are in immediate danger. Once you have raised an alert, do not press ‘Cancel’ until your issue has been fully resolved.

Check-in timer
You can use this to share your location with the Security team if it would help you to feel more comfortable, for example if you are working alone in a building. Set the timer and if they don’t hear from you by the time it runs out, they will check in to see if you’re ok.

### 3.9 Leeds University Union (LUU)

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

The Student Advice Centre at LUU provides confidential and independent information, support and advice to PGRs contemplating appeals, complaints or other difficulties. They also offer independent advice on a range of issues including academic, housing, money and other issues, and PGRs can ask LUU to attend any formal meetings or processes to act as a supporter.

### 3.10 Postgraduate representatives (PGR Reps)

PGRs are represented on Faculty Graduate School Committees by representatives recruited by their faculty or school. The PGR reps participate in discussions and meetings to enhance the PGR experience and are encouraged to consult fellow PGRs, to make sure that a wide variety of opinions are represented. Contact details for the representatives may be obtained from your Graduate School or from the Academic Engagement Team in LUU academicsupport@luu.leeds.ac.uk.

### 3.11 Pregnancy and parenting or caring responsibilities

Support for pregnant PGRs and PGRs with very young children
A PGR who becomes pregnant is encouraged to discuss their support needs at an early stage of the pregnancy. They may approach any member of staff with whom they feel comfortable.

PGRs and supervisors may find it useful to refer to the Policy on support for pregnant students and students with very young children (PDF); this contains detailed information about the University’s approach to supporting a student, or prospective student, who is pregnant or has decided to terminate a pregnancy or is a primary adopter.

It also contains guidance on risk assessments; early consideration of risks and how they can be mitigated is particularly important if the PGR works in an area with potentially hazardous elements such as lab work, course placements, travel abroad and/or fieldwork.
For PGRs, periods of maternity or adoption leave are normally managed under the suspension of studies process (and/or authorised absence). Periods of suspension for maternity or adoption leave are not included towards the normal overall limit on suspensions/extensions over a candidature. Suspensions of studies must be recorded in whole months, 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.

For PGRs in the UK on a student visa, periods of suspended study must be reported to UKVI. Periods of authorised absence or annual leave do not have to be reported to UKVI. For further advice please review the Suspensions/extensions of study policy, under Progress and Monitoring.

Initial points of contacts for support on return to study are the Graduate School and supervisor/s. It is recommended that a plan for return to studies is agreed, and further advice can be found in the Suspensions/extensions of study policy, under Progress and Monitoring.

Registration will be open one month before the suspension end date. The Graduate School will contact PGRs at this time to provide further information about return to study and the registration process. If a PGR wishes to extend their period of leave, they should let their Graduate School know or complete the workflow in GRAD to request a further period of suspension. Further advice can be found in the Suspensions/extensions of study policy, under Progress and Monitoring.

A PGR who is considering changing from full time and returning to study on a part-time basis is advised to contact their Graduate School for further advice and support with the process. PGRs considering a change to part-time will need to check implications with their funding provider, and PGRs who hold a student visa should take advice from the Student Visa Advice Team.

**UKRI policy on funding and leave for Maternity, Paternity, Adoption and Parental Leave**

UKRI have provided the following guidance (taken from [UKRI website](https://www.ukri.org), Sept 2023). Support for University funded PGRs will usually follow the same principles but please check with your Graduate School.

“Although individuals funded under these terms and conditions do not have a statutory entitlement to maternity, paternity or adoption leave, UKRI will provide funding for leave entitlements which mirror the statutory schemes in force at the time. UKRI also provides an unpaid parental leave scheme.

UKRI funded Students are entitled to 52 weeks of maternity-equivalent leave if the expected week of childbirth will occur during the period of their award. The earliest Maternity leave can commence is 11 weeks before the expected week of childbirth. The main adopter of a child placed during a studentship is also entitled to 52 weeks of leave.

Where a student takes a period of leave equivalent to maternity leave, or adoption leave taken by the main adopter only, Students will have the right to the following payment terms. The first 26 weeks should be paid at full stipend rate, pro-rated as necessary for part time Students. The following 13 weeks should be paid at a level commensurate with statutory maternity pay. The final 13 weeks are not paid.
Students who would be entitled to paternity leave under the statutory scheme are entitled to up to two weeks paid Ordinary Paternity Leave on full stipend. Ordinary Paternity Leave cannot start before the birth and must end within 56 days of the birth.

Under the unpaid parental leave scheme, eligible students will be entitled to an extended period of unpaid parental leave, up to a maximum of 50 weeks, with their studentship extended accordingly.

In respect of birth parents, eligible students are those who will share primary responsibility for the child with its birth mother. In respect of adoptive parents, eligible students are those who are the spouse, partner or civil partner or the primary adopter. Students are only entitled to take one of either maternity/adoption-equivalent leave or unpaid parental leave per birth/placement of a child.

Unpaid parental leave must be completed within 12 months of the birth or placement of the child. This leave may be taken in up to three blocks of leave or all at once.

There is no qualifying period for maternity, paternity, parental or adoption leave. Additionally, their Studentship end date should be updated to reflect the period of leave”.

Further information covering maternity and adoption leave pay arrangements can be found in the Suspensions/extensions of study policy, under Progress and Monitoring.

Support for PGRs who are parents or carers
We believe that being, or becoming, responsible for a child or dependant adult should not be a barrier to research. The University is committed to being as flexible as possible, whilst, at the same time, making sure that any accommodations will not compromise academic standards. Further information is available via the University Policy on Support for Students who are Parents or Carers (PDF).

If a PGR is struggling to manage their commitments, please advise them to contact the Graduate School for advice on the available options.

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

- have specific learning difficulties (for example, dyslexia or ADHD)
- are deaf or hard of hearing
- are blind or partially sighted
- have a physical or mobility impairment
- have an autism spectrum condition (for example, Asperger Syndrome)
- have a long-term medical condition or long-term mental health difficulty
- are/have a combination of these

For more information about disclosing disability, funding and support, please refer the PGR to the Disabled PGRs website.

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 SES website. There is also more information on the process on the Disabled PGRs page.

**Long Covid**
We understand that there may be different ways that Covid-19 may continue to impact some disabled PGRs and their studies.

If you are experiencing any long-term health impacts from Covid-19 or have a diagnosis of Long Covid which impacts on your day-to-day activities (which has or is expected to last 12 months or more), you should also register with Disability Services who will advise further on support and reasonable adjustments for your research degree studies and assessments. You can find out more about Disability Services and how to register here. Guidance for agreeing support and adjustments for a transfer or final viva is set out here.

3.13 PGR community
Regular social events are organised by Leeds University Union. Please visit the Postgraduate section of their website for the latest opportunities and activities. The Chaplaincy also offers group activities and coffee hours for PGRs and staff.
4 Support for supervisors

4.1 Training for supervisors

OD&PL provide workshops and resources to support individuals to develop their research supervision practice to provide an excellent postgraduate researcher experience. They support supervisors, internal examiners of research degrees and directors of research studies, with a range of development opportunities.

4.2 Effective postgraduate supervision course

This course is for all staff new to supervision of PGRs or those needing a refresher after a gap in supervision. It aims to develop best practice by focusing on the practical needs of supervisors and PGRs and drawing on examples to encourage discussion. Graduate Board requires all supervisors to do this training before they act in the role, in line with QAA expectations.

4.3 Research Supervision TEAMS Community

OD&PL’s Research Supervision Community is a space on MS Teams for supervisors and colleagues who support PGRs to access professional development resources, accreditation opportunities, news and policy developments and share practice.

This includes:

- Information about different aspects of supervision, organised by the UKCGE (UK Council for Graduate Education) Good Supervisory Practice Framework
- access to asynchronous training for supervisors including the Epigeum Supervising Doctoral Studies Programme (please see below)
- news about events, policy development and synchronous training opportunities;
- signposting to resources available on the University websites and beyond
- a discussion area for sharing practice
- a place to find out about external accreditation for practice eg UKCGE Supervisor accreditation and the FHEA (Fellowship of the Higher Education Academy) accreditation through the supervisor route

4.4 Supervising doctoral studies online course

Supervising Doctoral Studies is a new comprehensive online course. It equips supervisors to deal with emerging challenges, so they can establish the best environment to support PGRs to become independent researchers.

To gain access to the programme go to https://courses.epigeum.com/register

Then complete the registration form using the email domain “@leeds.ac.uk”.

In the ‘token’ field, please use:

- d39150e6 if you are a supervisor, DPGRS, Head of Graduate School or Professional Staff
- 0e42e406 if you are an early career research staff colleague (Postdocs and Teaching Fellows)

You will receive an account activation email, please click on the link to complete registration and log in using your chosen username and password combination. The Supervising Doctoral Studies
(SDS) programme will appear in the *My Courses* screen. Click on the programme to see a list of available modules, and on a specific module to launch it. You can also access a diagnostic tool ‘*Your experience and priorities for development*’, which is designed to identify which modules you would find most helpful for your professional development.

For further assistance, please see the [help page](#) or [contact the Epigeum customer support team](#).

### 4.5 Wellbeing and counselling support for supervisors

The [Staff counselling and psychological support service](#) is set up to provide confidential advice, information and counselling for all University staff for personal or work-related problems and challenges, by email, phone and the secure platform Zoom.

You can contact them by email at [staffcounselling@leeds.ac.uk](mailto:staffcounselling@leeds.ac.uk) or phone 0113 3433694 and leave a message.

For a confidential wellbeing chat, you can also email [occupationalhealth@leeds.ac.uk](mailto:occupationalhealth@leeds.ac.uk) to arrange to speak to an occupational health practitioner, available Monday to Friday during office hours. These specialist practitioners are all nurses with extensive experience.

[Online resources](#) are also available to help you deal with the uncertainty and potential isolation of the current times.

The service offers a range of support services and training to any member of staff:
- Confidential professional role-based consultative support and coaching
- Psychosocial resources for personal wellbeing and professional competence (previously called PR Workshops)
- Mindfulness training
  - Psychological Perspectives on Leadership and Management
- Bespoke training for teams

**Training to support PGRs with depression**

Developed by the [Charlie Waller Memorial Trust](#), this [e-learning package](#) is designed to give non-specialist staff the skills, knowledge and confidence to offer a first line of support to students who may have mental health issues. The Trust was set up in 1997 in memory of Charlie Waller, a young man who took his own life whilst suffering from depression, and aims to:
- equip young people to look after their mental wellbeing
- help people recognise signs of depression in themselves and others
- ensure expert and evidence-based help is available when people need it

### 4.6 Academic resources

**The Good Supervisory Practice Framework**

The [UK Council for Graduate Education](#) produce the *Good Supervisory Practice Framework*. This acknowledges the wide-ranging, highly complex and demanding set of roles involved in modern research supervision. The framework is designed to set expectations for all supervisors and to support supervisor development programmes. The framework is informed by the extensive body of
academic research into research supervision and has been validated during a pilot study involving research supervisors across the UK.

**Fostering inclusivity in PGR supervision**

This guide provides general advice on how you can be more inclusive in supervising postgraduate researchers by considering factors such as physical and mental health conditions, cultural background, learning disabilities and learning styles.

### 4.7 Professional behaviour (including personal relationships)

The Professional behaviour and relationships policy is a code of conduct that applies to everyone involved or working with the university and sets out the boundaries that colleagues should be aware of, examples of unacceptable behaviour, reporting processes and how to access support. The following sections are of particular relevance to PGR supervisors:

Staff will recognise that there is often a power differential in a professional context e.g. staff/student, senior staff/junior staff, manager/staff member, PhD supervisor/PGR. A member of staff will, under no circumstances, abuse their power or put themselves in a position where it could be perceived that their power is abused.

The University strongly discourages any member of staff from having or pursuing a personal or intimate relationship with a student/PGR. Where there is a pre-existing relationship or one develops, the Head of School or Head of Service should be informed immediately. Failure to declare a relationship of this nature could lead to disciplinary action.

Any staff member involved in a close personal relationship (whether intimate or not) with another staff member or student/PGR will behave in a professional manner at all times in connection with university business and should preserve a clear boundary and avoid any conflict of interest (or perception thereof) between their personal and professional relationship.

Some examples of unacceptable behaviour, that staff members must avoid, include but are not limited to:

1. Aggressive or abusive behaviour, including rude language, personal insults or threatening to harm another person.
2. Unwanted and/or inappropriate physical contact.
3. Unwanted, inappropriate, excessive or flirtatious contact or messages either directly or indirectly.
4. Inappropriate remarks, references, comments, messages or jokes (either face-to-face, electronically or via social media). For example, remarks relating to an individual’s personal characteristics (protected or otherwise), and/or professional reputation, which are derogatory or detrimental in nature.
5. Intimate/inappropriate gestures (e.g. unsolicited gifts).
6. Meeting a student or PGR alone, outside of the workplace, for purposes unrelated to work activity.
7. Abusing authority to disadvantage or advantage a student/PGR or member of staff (e.g. making decisions about assessment not based on merit).
8. Accessing/viewing/sharing of pornographic or offensive material (please see the Security Incident and Computer Misuse policy).
9. Rewarding, or taking punitive action against, a student/PGR or member of staff without a valid reason.

Please note this list is not exhaustive

5 Contact information and appendixes

5.1 Glossary/frequently used terminology

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. This role was previously known as a “PGRT” and some sites, such as GRAD, still retain this term.

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.

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

Graduate School – Each faculty has a Graduate School that is part of the Doctoral College. Your Graduate School is normally the first point of contact for queries about PGR processes.

PGR - Those studying PhDs, Masters by Research and various other postgraduate research qualifications are commonly referred to as “PGR”, but can also access services and other benefits that use the term “student”, e.g. the Student Counselling Service and the Students’ Union

5.2 Key staff

Graduate School Offices

| Faculty of Arts, Humanities and Cultures | ahcgradschool@leeds.ac.uk |
| Faculty of Biological Sciences | fbspgroncourse@leeds.ac.uk |
| Faculty of Business | lubgradschool@leeds.ac.uk |
| Faculty of Environment | pgr-env-fgt@leeds.ac.uk |
| Faculty of Engineering and Physical Sciences | epsgso@leeds.ac.uk |
| Faculty of Medicine and Health | fmhgrad@leeds.ac.uk |
| Faculty of Social Sciences | fossgradschool@leeds.ac.uk |

Heads of Faculty Graduate Schools
Faculty contacts
To find out who is the DPGRS for your PGR, you can look on the PGR’s GRAD page; this will list their supervisory team, assigned DPGRS (listed as Postgraduate Research Tutor), and the relevant Postgraduate Research Administrator in the Graduate School.

Doctoral College Operations
Doctoral College Operations is formed by all 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
- Progress: pgrprogress@leeds.ac.uk
- Thesis submissions and examinations: rp_examinations@leeds.ac.uk
- Postgraduate scholarships: pg_scholarships@leeds.ac.uk

Doctoral College Executive team
- Dean of the Doctoral College: Prof. Luke Windsor, W.L.Windsor@leeds.ac.uk
- (PA to the Dean): Vicky Butterworth, V.Butterworth@leeds.ac.uk
- Service Delivery Manager - Doctoral College: Paula North, P.North@leeds.ac.uk

5.3 GRAD FAQs and useful reports

Please note that GRAD uses “PGRT”, the old terminology for what we now call DPGRS. The term is used in the FAQs as well as that is how it will appear on GRAD.

Q1: In cases where the PGR has not completed their section of the FFPR but the supervisor has started and then completed their part of the process in GRAD. The PGR is now unable to complete their part of the FFPR? What do we do?
1. Doctoral College Operations has requested that the ability for supervisors to start the FFPR process be switched off in GRAD. So, in the longer term this should not be an issue.
2. We would suggest that the PGR use the "Add on a follow-on note" functionality to record their part of the process. The PGR should go into GRAD and open the FFPR. On the right-hand side of the screen is the option to Add on a follow-on note and there is an upload function for them to upload a word copy of the completed FFPR form.
3. There is currently no automated email in GRAD to the supervisor to alert them to the added note. So the PGR will need to email their supervisor outside of GRAD to let them know this has been added.
4. The supervisor can select the completed FFPR for the PGR in GRAD and view the follow-on note and any attachment.
5. The supervisor can, if necessary, add a follow on note themselves. Again, they would need to email the PGR to let them know a note has been added.
Q2: The PGR has submitted their FFPR/APR and it is now with the supervisor. The PGR now realises that they have made an error and needs to amend their report. What do we do?

The supervisor will have the option to return the report to the PGR.
To do this they should go into GRAD select the relevant task (or click on the link in the email) and then on the right-hand side of the page they will see the option to “return report” (orange button).

Q3: The main supervisor has drafted the FFPR and wishes to seek comments from the co-supervisor. How do we do this?

(a) The main supervisor could agree changes to the report outside of GRAD.
(b) The main supervisor should complete their draft of the report and “save for later”. On the right-hand side menu they will have the option to delegate this task (grey button). If they click on this button the name of the co-supervisor or co-supervisors will appear. They should select the relevant individual to delegate to. The co-supervisor will then receive an email notification and the task. The co-supervisor can view the draft report and edit as necessary. They can then either “save for later” and delegate back to the main supervisor or “save” and submit the FFPR as complete.

Q4: There is an option for the supervisor to raise concerns with the PGRT (aka DPGRS)– what does this do?

The supervisor should complete this section if they have concerns with the PGR’s progress which they believe need to be drawn to the attention of the PGRT. This will generate an email to the PGRT and PGR Admin and will be recorded in the records with a concerns raised flag.

Q5: I am the PGRT (aka DPGRS) and have received a notification that the supervisor has raised concerns about the PGR’s progress. What do I do?

You should review the comments raised by the supervisor in the relevant workflow in GRAD (eg supervision meeting notes, FFPR, APR). Any action required will depend on the individual circumstances. As PGRT and PGRA you have the option to add a “follow on note” against the relevant workflow in GRAD. You can use this record any follow up action taken outside of GRAD.

Q6: I am a supervisor and when I log into GRAD I cannot see any PGRs that I am supervisor for. What do I do?

Raise this via the IT Helpdesk.

Q7: I am a supervisor and in GRAD I can see some PGRs but not all. What do I do?

Raise this with your Graduate School Administrator.

Q8: I am the PGR Tutor (aka DPGRS) - how do I find a list of PGRs that I am PGRT for?
Select “Graduate School” to access a number of dashboards. The “Current Postgraduate Researchers” dashboards includes all PGRs for your School/Faculty. The “PGRT Assignment” Dashboard shows which PGRs each PGRT is assigned to.

Q9: I am the PGR Tutor but I am not listed as PGRT for the correct PGRs/ The PGRT listing is incorrect. What do I do?

Raise this with your Graduate School Administrator.

Q10: I am the PGR Tutor and I have received a task as PGRT for a PGR I am also the supervisor for. What do I do?
You can delegate the task to one of the other PGRTs (grey button). You should also raise this with your Graduate School Administrator so that the PGRT assignment can be changed in GRAD.

Q11: I am the Chair of a Transfer Panel. I have drafted the Joint Transfer Report. How do I share this with other Panel members for comment?
The recommended best practice is to complete the transfer report immediately after the viva whilst all members of the Panel are still present.
If this is not possible the following instructions may be helpful. After you have drafted the report, you should select save for later. Outside of GRAD you can email the other Panel members to let them know the draft report is available to view in GRAD and invite comments. The other Panel members will have the option to view the draft report in GRAD (but not edit it) in the transfer workflow for the relevant PGR. They will need to forward comments on the draft to you outside of GRAD. The Panel Chair can then edit the report to include any comments before saving and submitting it.

Q12: Advisors – How can I attach them to a PGR’s record and what will they be able to see and do in GRAD?
Advisors are not recorded in BANNER so will not feed through to GRAD. However, any Advisors added in the PDR should have been transferred to GRAD when the PDR data was extracted on 21 March.
The PGRA can add (or remove) an Advisor to an individual PGR’s record using the edit function at the top of the PGR’s project page in their GRAD record.
Advisors have view only access to GRAD for the individual PGR concerned. They cannot edit supervision meetings or other GRAD records as this functionality is for supervisors only. If the Advisor has written notes of a meeting, they should forward these to the PGRA so that the PGRA can upload them to the GRAD record using the Project Files functionality (against Advisor meeting notes).

Q13: The First Formal Progress Report is (i) not visible to the PGR so they cannot start the process or (ii) the First Formal Progress Report date is incorrect for an Integrated PhD and Masters PGR or a 4-year PhD programme. What do I do?
GRAD automatically populates the FFPR due date (6 months from the date of commencement for a full-time PGR or 9 months for part-time PGR). The FFPR will be available for the PGR to start for up to 6 months post the due date. Once a PGR is 6 months beyond the due date the option to start the FFPR will no longer be visible.
We understand that this GRAD generated date will not be appropriate for Integrated PhD and Master and some 4-year PhD programmes.
In both of the above two cases the PGRA can edit the completion date for the FFPR in GRAD using Project Dates. Please edit the FFPR “completion” date to do this. Once this is edited the new date will show in GRAD and the option to complete the FFPR will re-appear and be available for 6 months from the new completion date.

Q14: Can an external supervisor access GRAD?
External supervisors will be able to access GRAD (view only) shortly. This is being worked on at the moment. GRAD (view-only) access may not be required by external supervisors in all cases and is not a university requirement. We will inform Schools of the process to be followed as soon as this is available in the live system. In all cases where an external supervisor is appointed the school must continue inform PGRO of their details. PGRO will arrange for the nomination to be considered and
approved on behalf of the PSAG and then create the external supervisor in Banner and attach them to the PGR’s record. If GRAD access is also required, the external supervisor will require an IT username to access the GRAD system. Therefore (if they have not already done so) the external supervisor should be advised to apply for a University IT username and password which will allow them to access GRAD once the functionality is available. The link to apply for a username is: http://username.leeds.ac.uk. The external supervisor should be advised they will need to complete the Category section of the form as visitor/contractor. Once the application has been verified the school will need to inform PGRO of the external supervisor’s username and email address.

Q15: A PGR or supervisor has started a Meeting Request in error/or the meeting did not take place. What should they do?
Either the PGR or supervisor can confirm the “Meeting Did Not Take Place” by clicking on the orange button in the relevant supervision meeting (they are then asked to confirm they would like to mark this meeting as having not taken place). When this action is taken the meeting will no longer show on the supervision or visa monitoring dashboards. It is good practice for the PGR or supervisor to record a brief note in the “Add on Notes”, eg the meeting was set up in error.

Q16: A PGR (or supervisor) wishes to delete an entry in the First Formal Progress Report, Annual Progress Review, Transfer etc. What should they do?

1. When a PGR (or supervisor) feels there is a need to delete/hide an entry in GRAD that they have added in error they should contact their Faculty/School PGR administrator in the first instance.
2. The Faculty/School can then assess the legitimacy of the request.
3. If the PGR administrator agrees that the request is legitimate, they should submit a request to the IT service desk on behalf of the PGR (supervisor) with clear instructions for the item to be removed from view (eg screen shot/web link) together with reasons for the request.
4. The IT Service Desk will consult with PGRO to seek confirmation that the item can be removed from view before taking any action.

This process ensures a clear audit trail is retained

Useful Dashboards and Reports
As a supervisor, you will have access to a number of dashboards in GRAD under the Graduate School menu. All dashboards can be exported to Excel to see additional information including School, degree, dates of registration, supervisors and FTEs, thesis title, progress milestone dates, thesis submission, award and pass list dates.

Current Postgraduate Researchers
A list of your current PGRs and their current status (ESTS column). This will include:
• Any PGR currently registered for study (ESTS “registered”)
• Any PGR who is completing registration (ESTS “Eligible to Register”)
• Any PGR who is suspended from study (ESTS “suspended”)
• Any PGR who has submitted their thesis (ESTS “under examination”)
• Any PGR with a start date in the future – for the current term – who has accepted their offer of a place (ESTS Eligible to Register”)

Past and Current Postgraduate Researchers
In addition to the PGRs above, this will also include:

- Any PGR who has completed their programme (ESTS “completed”)
- Any PGR who has withdrawn from their programme (ESTS “withdrawn”)

**Supervision meetings over last 12 months**
Current PGRs, number of supervision meetings, number of records ‘in progress’, date of last meeting with traffic light for quick reference – yellow where it is more than 4 weeks since the last meeting, red where it is more than 8 weeks since the last meeting.

**Supervision meeting frequency**
Current PGRs, number of supervision meetings broken down by the last 3 months, longest gap between meetings (in weeks).

**Examination overview**
Current PGRs and their examination status including deadline for submission, thesis submission date, viva date, examiners’ recommendation, date of Examinations Group meeting and pass list date.

**Transfer overview / APR overview / FFPR overview**
Current PGRs and their transfer or FFPR or APR status, including deadlines for submission, date completed and status (approved or to be completed).

**Change requests**
Current PGRs, and changes requests submitted (suspension/extension/ Change of study location/authorised absence/annual leave/), including their status and if action is needed.

**Training plan**
Current PGRs, and the date their training plan was last updated (blank date means no action taken on training plan)
5.4 Faculty and school structure
### 5.5 Timescales of milestones for each research degree programme

<table>
<thead>
<tr>
<th>Degree</th>
<th>Mode of Study</th>
<th>Standard Period of Study (the expected time limit for submission)</th>
<th>Maximum Period of Study (Maximum time limit for submission)</th>
<th>Earliest Date for Submission (if reduction to period of study approved)</th>
<th>First Progress Review (FFPR)*</th>
<th>Transfer Interview to be held*</th>
<th>Final Decision on Transfer to be taken</th>
<th>Annual Progress Review (APR) to be held annually post-transfer until thesis submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD (including Distance Learning)</td>
<td>Full-time</td>
<td>3 years</td>
<td>4 years</td>
<td>at the end of 24 months of FT study</td>
<td>By 6 months</td>
<td>within first 12 months</td>
<td>By 18 months</td>
<td>By 24 months By 36 months</td>
</tr>
<tr>
<td>PhD (including Distance Learning)</td>
<td>Part-time</td>
<td>5 years</td>
<td>7 years</td>
<td>at the end of 36 months of PT study</td>
<td>By 9 months</td>
<td>within first 24 months</td>
<td>By 30 months</td>
<td>By 36 months By 48 months By 60 months By 72 months</td>
</tr>
<tr>
<td>PhD (Split-Site new Models A and C)</td>
<td>Split-Site/ Full-time</td>
<td>3 years</td>
<td>4 years</td>
<td>at the end of 24 months of study</td>
<td>By 6 months</td>
<td>within first 12 months</td>
<td>By 18 months</td>
<td>By 24 months By 36 months</td>
</tr>
<tr>
<td>PhD (Split-site new Model B)</td>
<td>Split-site/ Part-time</td>
<td>5 years</td>
<td>7 years</td>
<td>at the end of 36 months of PT study</td>
<td>By 9 months</td>
<td>within first 24 months</td>
<td>By 30 months</td>
<td>By 36 months By 48 months By 60 months By 72 months</td>
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<td>5 years</td>
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<td>By 12 months</td>
<td>within first 24 months</td>
<td>By 30 months</td>
<td>By 36 months By 48 months</td>
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**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](#).

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://www.leeds.ac.uk/secondarysites/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.

5.6 **Research Council training partnerships**

(Info correct Sept 2022)

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<tr>
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<th>Website</th>
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<td><a href="mailto:ai-medical@leeds.ac.uk">ai-medical@leeds.ac.uk</a></td>
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5.7 Student Counselling and Wellbeing: Mental Health Emergency and Duty Support Pathway

(Available to UoL staff only)

Does the student’s behaviour or disclosure raise immediate concerns?
- Immediate or serious risk of harm to self or others
- Significant deterioration of mental state (higher potential for vulnerability/ risk)

<table>
<thead>
<tr>
<th>No</th>
<th>9am – 5pm Mon-Fri</th>
<th>Yes</th>
<th>Out of hours</th>
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If there are concerns but emergency support is not required, then consider your next steps:

If there is a medical need indicated encourage the student to make an appointment with their GP.
Discuss the support available to them: SCW support is currently a hybrid system of in-person and remote/online appointments via Zoom.
Encourage them to complete an online self-referral form for Student Counselling and Wellbeing or to attend a Same Day Appointment by contacting SCW on 0113 343 0526.

Please be aware that remote/online support is not appropriate where someone is experiencing thoughts of suicide or self-harm. The student should be encouraged to speak to their GP as a matter of urgency and provided with the useful telephone numbers provided on the next page.

If you would like to discuss the situation further then please contact the Duty Practitioner at SCW.
Following discussions they may arrange remote/online or in-person contact with the student or recommend how they can look after themselves, advising on what processes you/ they may need to follow.

SCW Duty contact:
scw@leeds.ac.uk
0113 343 4107/ 0526
10am – 12pm and 1pm – 4pm Monday to Friday

Contact Mental Health and Wellbeing Manager (Jeanette Youds) on emergency number 07860786156, 9 – 5pm Monday to Friday

Explain the concerns for the student; provide as much information as possible such as contact details and (where possible) date of birth, current address, mobile number, UoL email address, any known health conditions and any support they may access.
Jeanette will provide support in-person where possible, which may include arranging for alternative support from external services.
If Jeanette is unavailable, the call will be diverted to Jane Harris (Assistant Head of Student Support, Counselling and Wellbeing).
If the situation is a clear emergency; such as actual harm to self/ others or clear threats of harm/ violence towards others you should immediately contact Security on Ext 32222 or 0113 343 2222 to request their support and/ or emergency services presence.

Mainly residential staff, who should initially seek help from the warden or site staff.

Contact Security on EXT 32222 or 0113 343 2222
Explain the concerns for the student; Security will advise on how to deal with the situation until they can attend and take control of the situation.

Ensure that any incident or situation is passed on to Jeanette Youds for following up the next day.

j.youds@leeds.ac.uk

In all situations:
Document all concerns/ interactions
Useful telephone numbers to provide to students:

- Leeds Student Medical Practice 0113 295 4488
- Crisis Assessment Service (Mental Health) through SPA 0300 300 1485 (24hrs)
- University Security Ext 32222 (emergency) or Ext 35494 (non-emergency)
- Dial House 0113 260 9328 (Sun, Mon, Weds, Fri and Sat 6pm to 2am)
- Out of hours GP/NHS 111 service
- Samaritans 116 123 (24hrs, 7 days a week)

Useful strategies for supporting students during a panic attack:

Panic attacks are more common than you would think, but some simple steps can help someone stay calm and safe.

It is important to recognise the signs and symptoms of a panic attack:

- Racing heartbeat
- Sensation of heavy weight on chest
- Feeling weak, faint or dizzy
- Tingling or numbness in hands and fingers
- Sense of terror, impending doom or thoughts of death
- Feeling sweaty or having the chills
- Chest pains
- Breathing difficulties
- Feeling a sense of a loss of control or behaving out of control, at times aggressive, shouting, tearful, distressed

How to help:

- Stay calm and stay with the person while the panic attack is happening
- Talk to them, distract them from their focus on the panic
- Get them moving, stamping their feet, pacing, stretching, going for a short walk – adjusting their breathing if possible
- Explore what may have helped them before (if they have had a panic attack before) and support them in doing this again
- Check in with them after their panic attack has ended, later that day by email will be okay, to make sure they are doing ok.
- Make sure they know that they can reach out and access support from Student Counselling and Wellbeing

Please note, for anyone not previously experiencing such symptoms before or if recognising any changes from previous panic attack symptoms please direct to NHS 111 for any guidance and support. It is essential that any other possible medical conditions are explored.