

Doctoral College Handbook 2023-24: Faculty of Environment

Faculty and School Structure

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

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

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

Your Graduate School is the **Environment/EPS Graduate School**.

If you want to get in touch with your Graduate School, you can email them using the Graduate School office email address below. You are also welcome visit your Graduate School team in person or to arrange an appointment in person or via Teams.

Faculty Graduate School email: epsenvgso@leeds.ac.uk

Graduate School office location and opening hours:

1.08 School of Civil Engineering.

Opening hours 9am-4pm Monday –Friday.

Graduate School contacts

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

Head of Graduate School: [Professor Bernadette Moore](#)

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

Director of Postgraduate Research Studies (DPGRS):

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

SCHOOL OF EARTH & ENVIRONMENT

Director of PGR Studies: Professor Milena Buchs (m.m.buchs@leeds.ac.uk)

Deputy Director of PGR Studies (modelling/computing): Dr Lauren Gregoire (l.j.gregoire@leeds.ac.uk)

Deputy Director of PGR Studies (fieldwork): Dr Evgenia Ilyinskaya (e.ilyinskaya@leeds.ac.uk)

Deputy Director of PGR Studies: Dr Stephen Stackhouse (s.stackhouse@leeds.ac.uk)

SCHOOL OF FOOD SCIENCE & NUTRITION

Director of PGR Studies: Dr Christine Bösch (c.bosch@leeds.ac.uk)

Deputy Director of PGR Studies: Dr Yuan Guo (y.guo@leeds.ac.uk)

SCHOOL OF GEOGRAPHY

Director of PGR Studies: Dr Nichola Wood (n.x.wood@leeds.ac.uk)

Deputy Director of PGR Studies: Dr Megan Klaar (m.j.klaar@leeds.ac.uk)

INSTITUTE FOR TRANSPORT STUDIES

Director of PGR Studies: Dr Zia Wadud (z.wadud@leeds.ac.uk)

Deputy Director of PGR Studies: Dr Yue Huang (y.huang1@leeds.ac.uk)

Online resources

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

- Induction including tasks for new PGRs and School induction information
- Formal assessments and milestones
- Finance, fieldwork and travel

- Health and safety
- Demonstrating and teaching
- Training
- Help and contacts (including PGR reps)
- Wellbeing and support
- Graduate School newsletters
- Events

The Graduate School SharePoint also links to relevant School and University information and resources.

Please refer to the SharePoint site in the first instance and contact the Graduate School if you are unable to find the information you need there. Please note that this information was previously held in Minerva.

PGR Reps

PGR representatives (Reps) are recruited by the Faculty/School and participate in discussions and meetings to enhance the PGR experience and are encouraged to consult fellow postgraduate researchers. They are also asked to make sure a wide variety of opinions are represented at committee meetings. In some Schools Reps help with social events, arranging research activities or organizing the PGR conference. Schools regularly seek volunteers to act as PGR reps for their School, Institute or Research Group. A list of current PGR Reps in your School is available in the Graduate School [SharePoint](#). If you would like to become a PGR Rep, or would like to find out more about the role, please contact the Faculty Graduate School.

Faculty and School PGR Facilities

Office/study space

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

Health and Safety :

<https://leeds365.sharepoint.com/sites/Fac-Env/HS/SitePages/Faculty-Health-and-Safety-Home-Page.aspx>

Fieldwork

[https://leeds365.sharepoint.com/sites/Fac-Env/HS/SitePages/Faculty-Procedures\(1\).aspx](https://leeds365.sharepoint.com/sites/Fac-Env/HS/SitePages/Faculty-Procedures(1).aspx)

School Intranets

Local information and contacts for your School/Institute can be found here:

- [School of Earth and Environment SharePoint](#)
- [ITS SharePoint https://leeds365.sharepoint.com/sites/ITSIntranet](https://leeds365.sharepoint.com/sites/ITSIntranet)
- Food Science and Nutrition: Please contact food-admin@leeds.ac.uk for any School/facilities-related information.
- School of Geography: [Minerva organisation: SOG Intranet](#)

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

- School of Earth and Environment: Please contact your institute administrators:
ESSI/IGT/IAG - Jenny Dunhill (J.H.Dunhill@leeds.ac.uk)
ICAS – Claire McLoughlin (C.McLoughlin@leeds.ac.uk)
SRI – Sam Haynes (S.E.Haynes@leeds.ac.uk)
- School of Geography: [Nicola Bhuller \(n.g.bhuller@leeds.ac.uk\)](mailto:n.g.bhuller@leeds.ac.uk) or geography@leeds.ac.uk
- School of Food Science and Nutrition: food-admin@leeds.ac.uk
- Institute for Transport Studies: [Paul Adams \(p.adams@leeds.ac.uk\)](mailto:Paul.Adams@leeds.ac.uk)

Funding

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

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

Purchasing and Key Travel:

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

<https://leeds365.sharepoint.com/sites/PurchasingSiteforUniversityofLeedsStaff>.

The following links provide key information, regulation and contacts:

All PGRs:

- [Faculty Finance office SharePoint.](#)
- [Purchasing Site for University of Leeds Staff - Home \(sharepoint.com\)](#)

Earth and Environment

PGRS in the School of Earth and Environment can find detailed information on the School intranet on SharePoint: [Earth and Environment SharePoint](#)

Institute for Transport Studies

In addition to the University and Faculty Finance links above, a list of approvers can be found on the [ITS SharePoint](#)

Food Science and Nutrition

PGRs will be sent information and links by email to explain local processes and contact information. Please contact food-admin@leeds.ac.uk

School of Geography

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

Taught Elements of your Research Degree

If you are on a research degree programme with a formal taught element, you should familiarise yourself with the [Code of Practice on Assessment](#)

ESRC CDT Data Analytics and Society

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

School/Faculty Specific Deadlines

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

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

ESRC CDT Data Analytics and Society

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

NERC SENSE CDT

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