

Doctoral College Handbook 2023-24: Faculty of Business

Faculty and School Structure

In [LUBS](#), there are six Departments (Accounting and Finance, Economics, International Business, Management, Marketing and Work and Employment Relations), and within each department there are Research Centres:

Accounting & Finance (A&F)

- Centre for Advanced Studies in Finance (CASIF)
- Centre for Financial Technology and Innovation (CFTI)
- Credit Management Research Centre (CMRC)
- International Banking Institute (IBI)

Economics

- Applied Institute of Research in Economics (AIRE)

International Business (IB)

- Centre for International Business at the University of Leeds (CIBUL)

Management

- Adaptation, Information Management, Technology (AIMTech)
- Centre for Enterprise and Entrepreneurship Studies (CEES)
- Centre for Operations and Supply Chain Research (COSCR)
- Centre for Technology, Innovation and Engagement (C-Tie)
- Socio-Technical Centre (STC)
- The Workplace Behaviour Research Centre (WBRC)

Marketing

- Consumer Data Research Centre (CDRC)
- Global and Strategic Marketing Research Centre (GLOSMARC)

Work and Employment Relations (WERD)

- Centre for Employment Relations, Innovation and Change (CERIC)
-

Contacts

Please get in touch with your 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, we will be happy to help. We can provide confidential

1 on 1 student support meetings and signpost you to an array of University support services. We can also advise you on suspensions and extension of studies.

Faculty Graduate School: LUBSGradSchool@leeds.ac.uk

Doctoral College Officer (Programme): Jo Joyce

Doctoral College Officer (Support): Yawen Ho

We are based on campus 2-3 days per week and run a weekly drop-in session: Thursdays, 2-3pm in the Charles Thackrah Foyer. You can also contact us to arrange a face-to-face appointment on campus.

Head of Graduate School: [Professor Efthymia Kesidou](#)

Deputy Head of Graduate School: [Dr Ghasem Zaefarian](#)

Director of Postgraduate Research Studies (DPGRS):

Accounting & Finance (CASIF): [Professor Kevin Keasey](#), [Dr Danilo Mascia](#), [Dr Bin Xu](#),
Ms Becky Mennell (CASIF Coordinator)

Economics: [Dr Sandra Lancheros Torres](#)

International Business (IB): [Dr Hanna Gajewska-De Mattos](#)

Management: [Dr Nicola Shaw](#), [Dr Valentina Lichtner](#)

Marketing: [Professor Stavroula Spyropoulou](#), [Dr Martin Heinberg](#)

Work & Employment Relations (WERD): [Dr Ioulia Bessa](#), [Professor Charles Umney](#)

A Business School staff directory and contact details can be found [here](#).

Online resources

[Minerva](#) is a virtual learning environment (VLE) through which PGRs can access emails, training resources, module information (for PGRs who teach), and links to support information. The LUBS Graduate School has its own Minerva organisation in which you can find policies, guidance and information concerning a variety of topics including expenses, travel, PGR teaching, milestones and much more.

To access the [LUBS Graduate School Minerva Organisation](#):

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

3. Search the list for 'LUBS Graduate School'

PG Reps

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

You can find out who your LUBS PGR Reps are by visiting the [LUBS Graduate School Minerva organisation](#).

Faculty and School PGR Facilities

Study Spaces

Where possible the Business School can provide you with working space in the PGR study centres. The study centres are housed in the following buildings: [Maurice Keyworth](#), [Charles Thackrah](#), and [the Clarendon Building](#). Within these study centres are desks with computers, printers, photocopiers and lockers.

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

Before you can gain access to the study centres, there are a number of tasks for you to complete. These include completing online health and safety training, completing the 'Out of hours access' form, paying a deposit and attending a 'walk around' with a member of staff. For full information please see Minerva in the [LUBS Graduate School organisation](#) in the section 'Study Centres'.

Health and Safety

Lone workers must either report their status to Security or download the SafeZone app. Please refer to the 'Lone and After Hour Working Guidance in Office Environments', saved on Minerva in the [LUBS Graduate School Organisation](#) in the 'Study Centre' section. All PGRs must read this guidance in order to gain access to the study centres.

There are also other support services that you can call on at this time. For information about Student Support and Wellbeing Services, please see the [For Students website](#). You also have access to wellbeing and self-help resources [online](#).

Funding

If you have any questions about your funding, please contact LUBSGraduateSchool@leeds.ac.uk in the first instance.

Purchasing and Key Travel

PGRs in LUBS each have access to a £3,000 PGR Fund to spend on travel and expenses. You can find out more information about this in the [LUBS Graduate School Minerva organisation](#).

Guidance must be followed carefully and Key Travel must be used for all travel bookings. If you have any questions or are unsure where to start, please email LUBSPGRExpenses@leeds.ac.uk.

Fieldwork and Travel facilities

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

Wellbeing, Safety and Health Services set out what the University requires of staff and PGRs in respect of fieldwork health and safety considerations, along with guidance to help achieve this. For further information, please consult guidance stored in the [LUBS Graduate School Minerva organisation and](#) contact LUBSPGRExpenses@leeds.ac.uk with any questions.

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

Printing facilities

All PGRs at the university are issued with a top up of printer credits to £200 once a year. You can use any [MyPrint](#) printer across campus. There are MyPrint printers located within the study centres.

Taught Elements and other Requirements of your Research Degree

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

The research degree programme in LUBS places a strong emphasis on formal training in research methods and the development of researcher skills.

During your studies you will follow a programme of formal research training. The training programme is designed to help you produce excellent doctoral research dissertations and develop as a well-rounded and fully equipped academic researcher.

When entering the PhD programme you will undertake one of the core training pathways detailed on this [webpage](#). All three pathways include both a core element (taught modules attended by all first-year postgraduate researchers) and more specific training relevant to your area.

All taught modules are assessed, either by exams or coursework. The 'Modules' section of [LUBS Graduate School Minerva organisation](#) is designed to help you with your module assessment.

You will also be required to present at one external and one internal conference during your programme. Please see the 'Training' section of the [LUBS Graduate School Minerva organisation](#) for more details.