

Doctoral College Handbook 2023-24: Arts, Humanities and Cultures, School of Design

School Structure

The Part of the [Faculty of Arts, Humanities and Cultures](#), the [School of Design](#) is an interdisciplinary School bringing together expertise from a range of design and technology specialisms. Creation and innovation are at the heart of both teaching and research as the School aims to develop new design ideas and provide solutions to issues faced in industry and society.

The School of Design is housed in [Clothworkers' Building South and Central](#) at the heart of campus. It has a number of dedicated [laboratories and workshops](#) with industry-standard equipment used for both teaching and research.

The School of Design has [studios](#) across the School for students to complete practical work in and these are also used as exhibition spaces. The common room is a great space for students to work with fellow students from other courses.

The School's [research](#) is organised into key groups which staff and postgraduate researchers are members of: Practice as Research, Colour Technology, Design History and Material Culture, Communication and Experience Design, Fashion Marketing and Management, Textile and Fashion Design, Textile Technology.

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, your Graduate School is the best place to start, and the staff will be more than happy to help with your query.

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

Faculty Graduate School: ahcgradschool@leeds.ac.uk

Graduate School office location: 29 Clarendon Place. Please [contact us](#) to arrange an appointment.

Head of Graduate School: Dr Pammi Sinha

Graduate School Manager: [India McGlinchey](#)

Director of Postgraduate Research Studies (DPGRS): [Dr Jeanne-Louise Moys](#)

Deputy Director of Postgraduate Research Studies (Deputy-DPGRS): [Dr Bruce Carnie](#)

Business and Resources Manager: [Lee Mcluckie](#)

Acting Deputy School Manager: [Jo Brady](#).

Health & Safety Officer: [Dr Peter Broadbent](#)

Online resources

New [Academic Integrity resources](#) for PGRs are now available.

PG Reps

PG Reps are key figures in the academic decision making that takes place at different levels across Faculty of Arts Humanities & Cultures. PG Reps are expected to represent accurately and fairly the views, experiences and concerns of other postgraduate researchers (PGR) across your School, and to work with colleagues to secure positive change. PG Reps are expected to attend Faculty Graduate School Committees as a member (for policy matters) and help organise the annual PGR Forum.

Faculty and School PGR Facilities

The Office for Postgraduate Researchers is located in Clothworkers' Building South, on the first floor in Room 1.04. Facilities include study desks, networked desktop PCs, printing facilities, and a separate kitchen area, which is divided from the PGR office via a glass partition and door and is reserved for the exclusive use by PGRs. Those PGRs who have their own desk and are in 5 days a week can request a pedestal.

Health and Safety

Please report any Health and Safety concerns to the Health & Safety Officer: [Dr Peter Broadbent](#)

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

Access to the PGR office is via keypad entry; the code can be obtained by contacting [Lee Mcluckie](#), the Business and Resources Manager. The study desks in the PGR office are allocated by [Lee Mcluckie](#)

School of Design Out of Hours (OOH) working policy:

- The School of Design is open from 8am – 6pm, Monday to Friday.
- Labs and Workshops are open from 9am – 5pm, Monday to Friday (please note, some labs may close at 4pm).

PGRs are not allowed to access the school OOH in any circumstances. PGRs have access to the school during normal opening hours and have access to the [24hr Library](#) and [IT clusters](#) around the University. Please note, there are both security and health and safety factors as to why the School does not allow OOH working.

Level 13 of the [Edward Boyle](#) library is reserved for Postgraduate Researchers. For private rooms please visit the [library website](#) for booking details.

Equipment

If there are any issues with the equipment in Clothworkers' South please contact [Lee Mcluckie](#).

Funding

For School of Design Scholarships please contact ahcgradschool@leeds.ac.uk

For LITAC Scholarships please contact ahcgradschool@leeds.ac.uk

For University/Faculty/WRoCAH Scholarships please contact pg_scholarships@leeds.ac.uk

[Sponsored PGRs](#) please contact sponsors@leeds.ac.uk

Purchasing and Key Travel

[Key Travel](#) bookings should be made using the Key Travel online booking platform. For assistance, please contact design-mass@leeds.ac.uk.

Fieldwork and Travel facilities

Please refer to the University information on [fieldwork](#). For assistance, please contact design-mass@leeds.ac.uk.

Social spaces

Postgraduate researchers have access to the School of Design's lounge room in Clothworkers' Building Central. Additionally, there are [other spaces](#) around campus which you can use.

Printing facilities

In addition to the printing facilities across campus, there is one 3-in-1 printing, scanning and photocopying machine available within the PGR office and three more across the Clothworker's Building South. The printers are operated under the centralised [MyPrint Service](#). For printing, your print job will be sent to the network (cloud) and it will only be released when you swipe your student card or login to a MyPrint machine. This gives flexibility to collect the print job at any MyPrint machine near you. This also gives good security as the print won't be out until you are physically by the printer and release the print job. If you have any questions please submit a request to [IT](#). For assistance with any hardware problems, i.e. a computer fault or problem also contact the [IT](#).

School/Faculty Specific Deadlines

The School recommends holding the [transfer viva](#) around the 10 month stage for full-time and the 19 month stage for part-time. This allows time for a second attempt if necessary without putting

the project behind schedule. Holding the transfer examination close to the 12/24 month deadline can potentially delay the likelihood of timely submission if the transfer is not approved at the first attempt.