

Doctoral College Handbook 2023-24: Faculty of Arts and Humanities, School of English

Faculty and School Structure

Within the AHC Faculty, the strength of our academic expertise combined with the breadth of disciplines we cover afford a wealth of opportunities to our students and researchers. This means that the Faculty is able to make a real impact on the world and bring benefits in cultural, economic and societal terms.

We have one of the broadest portfolios in the arts and humanities, as well as the creative arts and technologies, among the Russell Group of research-intensive universities. The Faculty plays a key role in the development of cross-institutional degrees, and our PGRs benefit from being taught by expert tutors from an exceptionally broad range of areas – whose cutting-edge research informs what and how our PGRs learn.

The Faculty of Arts, Humanities and Cultures brings together the breadth and strength represented by the nine dynamic and diverse schools listed below:

- School of Media and Communication: <http://media.leeds.ac.uk/>
- School of Design: <http://www.design.leeds.ac.uk/>
- School of Fine Art, History of Art & Cultural Studies: <http://www.fine-art.leeds.ac.uk/>
- School of Music: <http://music.leeds.ac.uk/>
- School of Performance and Cultural Industries: <http://www.pci.leeds.ac.uk/>
- School of English: <http://www.leeds.ac.uk/arts/english>
- School of History: http://www.leeds.ac.uk/arts/info/20041/school_of_history
- School of Languages, Cultures & Societies:
http://www.leeds.ac.uk/arts/info/20043/school_of_languages_cultures_and_societies
- School of Philosophy, Religion & History of Science:
http://www.leeds.ac.uk/arts/homepage/236/School_of_Philosophy,_Religion_and_the_History_of_Science

The School of English is proud of its national and international standing and is committed to maintaining the ethos of a supportive community dedicated to the highest standards of teaching and research. We seek to nurture a dynamic intellectual environment within which individuals can develop critically and creatively and thereby fulfil their potential. We expect inspirational teaching and research to attract the next generation of postgraduate students who will play their part in moving our disciplines forward.

The School of English is located on Cavendish Road and is housed in two separate buildings. Houses 6, 8 and 10 are on one side of Cavendish Road and Houses 5, 7 and 9 diagonally opposite on the other side of Cavendish Road.

The School's address is: School of English, University of Leeds, Leeds, LS2 9JT. Telephone: +44 (0)113 343 4739; Web: www.leeds.ac.uk/english

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

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Graduate School office location and opening hours:

The ACH Graduate School is located in 29 Clarendon Place on the first floor. If you wish to speak to a member of the Graduate School team, you can book an appointment via email.

The Graduate School Officer, Jamie Knipe, also holds weekly drop-in sessions in the School of English PGR cluster every Tuesday from 11:30-12:30.

Head of Graduate School: Dr Pammi Sinha – p.k.sinha@leeds.ac.uk

Director of Postgraduate Research Studies (DPGRS): Dr Clare Barker – c.f.barker@leeds.ac.uk

Graduate School Officer (GSO): Jamie Knipe

Head of School: Hazel Hutchinson

School Manager: Rob Walker

School Travel Booking Officer: Pam Rhodes

English PGR Distribution List: englishpgr@lists.leeds.ac.uk (to email all PGRs in the School)

Online resources

A School ShairePoint is currently being developed. More information will be circulated once complete.

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.

Contact details for your PGR reps can be obtained from your Graduate School or by contacting the Academic Engagement Team in LUU by emailing academicsupport@luu.leeds.ac.uk PGRs and representatives are encouraged to attend the LUU-facilitated PGR Rep Forum, which takes place 3 times a year. Chaired by the Dean of the Leeds Doctoral College, alongside LUU's elected Education Officer and International & Postgraduate Officer, the forum welcomes questions both in advance, anonymously, and on the day, addressing issues that PGRs want to raise.

If you want to become a PGR rep, or require further information, please contact academicsupport@luu.leeds.ac.uk or your Graduate School ahcgradschool@leeds.ac.uk

Faculty and School PGR Facilities

School of English PGR Space

We maintain some special privileges for postgraduate researchers to help them in their work:

There is a dedicated PGR common room and networked computer cluster (rooms 8.1.18 and 8.1.19) as well as a PGR cluster in the basement of House 8. Work rooms can be accessed 24 hours a day with a School of English entrance key. Students using these rooms out of hours should be aware of the Lone Working policy, <https://wsh.leeds.ac.uk/general-safety/doc/lone-working>.

There are printers/photocopiers located in House 10 opposite room G.03 which can be accessed by all School of English PGRs. Additional printers are located in house 9 on the staircase of the first floor.

School of English PGRs are provided with access to a locker, which are located in the PGR common room and the basement PGR cluster in House 8. Lockers can be loaned for the duration of your studies. Please complete a loan agreement form and provide a £10 deposit. For details on how to request a locker, please contact the Pamela Rhodes in the School of English p.rhodes@leeds.ac.uk

Pigeonholes

Pigeon holes for Postgraduate Teaching Assistants are located in the staff office in House 10. Please check your pigeonhole every time that you are in the School.

For PGRs who are not involved teaching, your post will be held in the staff Office. An email will be sent to your University account if any post has been received for you.

Noticeboards

Noticeboards can be found in the PGR computer cluster and display a variety of information about the School's events and activities.

Faculty Of Arts, Humanities And Cultures Postgraduate Space

Three bookable postgraduate study rooms are available in Botany House (rooms G04, 104 and 206) offering 18 workstations and a mixture of networked PCs and desks for lap-top use. There is disabled access to room G04, and there are some height adjustable desks. There are also 13 additional desk spaces in the basement for use for those with laptops.

Print and copy facilities are located on the Ground floor and 3rd floor. There is also a large PGR Common Room, including kitchen facilities, in the basement of the building. Storage lockers, located in G04, 104 and the PGR Common Room, are available to use on request upon registration.

The Botany House facilities are accessible outside of normal working hours, using a transponder fob, which can also be requested upon registration. To use the facilities in Botany House, and obtain an access code for the study rooms and PGR Common room, please [register online](#)

Taught Elements of your Research Degree

English PGRs are expected to attend a compulsory ten week induction programme from October in the first year of study. Further information will be sent to PGRs during induction.

School/Faculty Specific Deadlines

School of English Postgraduate Researchers are expected to submit their work for transfer within 9 months, or 18 months for part time PGRs. Full details will be sent to you.

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