

## Doctoral College Handbook 2023-24: Faculty of Arts and Humanities, School of Fine Art, History of Art and Cultural Studies (FAHACS)

### 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](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](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](http://www.leeds.ac.uk/arts/homepage/236/School_of_Philosophy,_Religion_and_the_History_of_Science)

FAHACS regards Fine Art, History of Art, Cultural Studies, and the study of Museums, Galleries and Heritage as interdisciplinary. We are committed to working across the constituent disciplinary specificities while critically examining the methods and historiographies of the disciplines upon which we draw. In structure and ethos, research across the School lies at the nexus of art practice and theory and pays careful attention to the synergies and tensions therein. The School has sought to consolidate and strengthen philosophical work in the Critical Humanities, and further historical excellence in the critical and social histories of art, as well as feminism and gender studies. We have developed a distinctive profile in Critical Museum and

Heritage Studies and histories of the Art Market and diversified research strengths in postcolonial critique. Research on non-Western contexts as well as globalization is underpinned across the School by sustained questioning of Eurocentric categories and models.

The School of Fine Art, History of Art and Cultural Studies is situated on University Road, which runs from Clarendon Road towards Woodhouse Lane.

The School's address is: School of Fine Art, History of Art and Cultural Studies, University of Leeds, Leeds, LS2 9JT.

Web: <https://ahc.leeds.ac.uk/fine-art>

## 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](mailto:ahcgradschool@leeds.ac.uk)

### **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 FAHACS PGR cluster every Wednesday from 11:30-12:30.

**Head of Graduate School:** Dr Pammi Sinha – [p.k.sinha@leeds.ac.uk](mailto:p.k.sinha@leeds.ac.uk)

**Director of Postgraduate Research Studies (DPGRS):** Dr Mark Westgarth – [m.w.westgarth@leeds.ac.uk](mailto:m.w.westgarth@leeds.ac.uk)

**Graduate School Officer (GSO):** Jamie Knipe

**Head of School:** Joanne Crawford

**School Manager:** Meredith Green

**School Travel Booking Officer:** Jo Williams, [fahacsmass@leeds.ac.uk](mailto:fahacsmass@leeds.ac.uk)

**FAHACS PGR Distribution List:** [fahacspgr@lists.leeds.ac.uk](mailto:fahacspgr@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](mailto: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](mailto:academicsupport@luu.leeds.ac.uk) or your Graduate School [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

## Faculty and School PGR Facilities

### **School of Fine Art, History of Art and Cultural Studies 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 (room 1.14) Work rooms can be accessed 24 hours a day with a School entrance card key. Students using these rooms out of hours should be aware of the Lone Working policy. To obtain and access a key card please contact the School's Resources and Facilities Manager Robert Smith for a Health and Safety induction. Email: [R.A.smith@leeds.ac.uk](mailto:R.A.smith@leeds.ac.uk) Tel: 0113 3431040.

### **Practice-led PhD: Access to Studios, Workshops, Materials and Resources**

All practice-led PhD students will have discussed their space and resource requirements with their potential supervisors at the interview stage of their application to study, and in turn been informed of what is available within the School. A call out is made prior to the start of session for studio space requirements.

The School's extensive studio space is available to all TPG and PGR students throughout July and August. Requests for particular areas or rooms must be discussed well in advance of the summer period with your supervisor to ascertain needs and suitability. Reservations should then be made with the Senior Studio & Exhibitions Technician, Peter Morton (or designate) [p.morton@leeds.ac.uk](mailto:p.morton@leeds.ac.uk)

### **How to access technical workshop areas and Health & Safety inductions**

Health & Safety inductions ('Manual Handling' and 'Working at Height') for new PGRs in the School are available to view on Minerva in the Health & Safety section. You must watch these two videos before working in the studios or workshops.

Inductions into particular workshop facilities are a requirement before utilising any of the resources. These are available by booking a slot with the relevant Technical support staff member to arrange a time and date.

In-house facilities include:

Casting (plaster, latex, jesmonite, paper)

Printmaking (intaglio and silkscreen)

Photography (black & white developing and printing)

Photography Studio (white/black/green screen, studio lighting)

3D – machine room for all types of wood/board construction

Apple Computer Lab (3D printing, Adobe Creative Suite, Final Cut)

PC Computer Lab (Adobe Creative Suite)

Audio-Video Production Lab (Cinema 4D, Final Cut, Logic and Adobe Creative Suite)

### **FAHACS Workshop Bookings**

A new online booking system is in place which requires that you first register with 'ARIA' to verify your email address. Once this is completed you can then reserve slots of 1-2 hours per day in any workshop, and a maximum 4 hours per workshop per week (Tuesdays to Fridays, 09.00-17.00). You must request your booking slot at least ONE week in advance; this allows the technical team to manage the booking process and resources capability effectively, but more importantly, to keep everyone safe.

Please email Aidan Razzall [a.j.c.razzall@leeds.ac.uk](mailto:a.j.c.razzall@leeds.ac.uk) for registration details.

### **FAHACS Online Store**

All of the materials we stock are listed in the School's online store. Place your order there, then email Pete Morton [p.morton@leeds.ac.uk](mailto:p.morton@leeds.ac.uk) to arrange a time for collection. This will take 24hrs from purchase to allow time for emails to be checked, the item(s) to be sourced and prepared for collection.

You may request materials during any teaching week.

### **FAHACS Equipment Loans**

So long as you've paid your £100 returnable deposit (link here if you need to pay it), you can borrow technical equipment for free. To request an item and check availability, please email Aidan Razzall [a.j.c.razzall@leeds.ac.uk](mailto:a.j.c.razzall@leeds.ac.uk) to arrange. All loans are to be collected from the Basement on Wednesdays between 13:00-16:30, at a pre-agreed time slot.

You may request equipment during any teaching week.

### **School of Design, Digital Print Facilities**

The digital print facilities located in the School of Design are available to FAHACS students. You can print on a whole range of materials including paper, fabrics and plastics. A new addition this

year is an automated bookbinding machine. Sessions are one hour, but there's some flexibility if a process is going to take longer. To discuss your requirements and to make a booking, please email Carl Allport [c.a.allport@leeds.ac.uk](mailto:c.a.allport@leeds.ac.uk)

The facility includes: UV, laser, reactive, dye-sub, latex, inkjets, Riso and T shirt printers.

### **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 contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk)

### **School/Faculty Specific Deadlines**

School of FAHACS 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.