

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

Faculty and School Structure

You can find our names, email address and professions [here](#).

The School of Music and the Clothworkers Centenary Concert Hall is on Cavendish Road.

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 and opening hours: 29 Clarendon Place, University of Leeds, Leeds, LS2 9JT. Please contact us to arrange an appointment.

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

Director of Postgraduate Research Studies (DPGRS): Freya Bailes f.bailes@leeds.ac.uk

Head of School: Barbara Kelly b.kelly1@leeds.ac.uk

PA to Head of School: Jane Ford j.ford1@leeds.ac.uk

Deputy Head of School: Simon Baines s.g.baines@leeds.ac.uk

School Manager: John Kennedy j.p.kennedy@leeds.ac.uk

Online resources

You can access our Microsoft Team [here](#).

PG Reps

Please get in touch with ahcgradschool@leeds.ac.uk.

Faculty and School PGR Facilities

You have access to a PGR only building (with toilets, lockers and kitchen) called Botany House. Rooms G04 and 1.04 are reserved for those in the Faculty of Arts, Humanities & Cultures which you are apart of. 24 hours access can be made available to you pending supervisor approval & deposit. For more information contact ahcgradschool@leeds.ac.uk.

There is also reserved space within the school of music, room 2.15. Please do not leave belongings in this room. You are also permitted to use the practice room but please give precedence to those who are practice-led. Contact music-helpdesk@leeds.ac.uk for more information.

Level 13 of the Edward Boyle library is also reserved for Postgraduate Researchers. For private rooms please visit the library website for booking details.

Health and Safety

Lone workers must either report their status to Security or download the SafeZone app.

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

Access to the school owned space is through a fob. Contact music-helpdesk@leeds.ac.uk for more information.

Equipment

If there is any issues with equipment in Botany House please contact ahcgradschool@leeds.ac.uk. If there are any issues with equipment in the School of Music please contact music-helpdesk@leeds.ac.uk

Funding

For faculty based grants please contact ahcgradschool@leeds.ac.uk. For school based grants please contact Linda Watson l.m.watson@leeds.ac.uk

Purchasing and Key Travel

Please contact Linda Watson l.m.watson@leeds.ac.uk.

Fieldwork and Travel facilities

Please contact Linda Watson l.m.watson@leeds.ac.uk.

Social spaces

There are [spaces](#) around campus which you can use.

Printing facilities

Researchers may use any [printer](#) located in general spaces on campus. Swipe your ID card through the reader to log in.