

# Doctoral College Handbook 2023-24: Faculty of Arts, Humanities and Cultures, School of Performances and Cultural Industries

## Faculty and School Structure

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

The School of Performance and Cultural Industries can be found in [Building 31, stage@leeds](#), which is just behind the Leeds University Student Union in the centre of the campus.

## 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:** 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](mailto:p.k.sinha@leeds.ac.uk)

**Director of Postgraduate Research Studies (DPGRS):** Alwyn Walsh [a.m.walsh1@leeds.ac.uk](mailto:a.m.walsh1@leeds.ac.uk)

**Head of School:** Jonathan Pitches [j.pitches@leeds.ac.uk](mailto:j.pitches@leeds.ac.uk)

**PA to Head of School:** Julie Callaghan [j.e.callaghan@leeds.ac.uk](mailto:j.e.callaghan@leeds.ac.uk)

**Deputy Head of School:** George Rodosthenous [g.rodosthenous@leeds.ac.uk](mailto:g.rodosthenous@leeds.ac.uk)

**School Manager:** Lindsey English [l.english@leeds.ac.uk](mailto:l.english@leeds.ac.uk)

## PG Reps

Please get in touch with [ahcgradschool@leeds.ac.uk](mailto: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](mailto:ahcgradschool@leeds.ac.uk).

PGRs that are enrolled in the School of Performance and Cultural Industries have access to a shared office space that is located in **Clothworkers South Building in room 3.08**. The office space, includes a meeting room and kitchen facilities, and can be accessed through a keycode, that you will receive on your induction.

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

Additional facilities include:

<b>PCI / stage@leeds</b>	Stage One – the University public licensed theatre, Alec Clegg Studio, Dance Studio, Changing rooms, Box office, Technical and research workshop, Technical store, School Meeting Room
<b>Clothworkers' Building South</b>	G.11a: Seminar/workshop space G.11b: Seminar/workshop space G.14: Studio for teaching, research & small performances 2.03: Studio for teaching, research & small performances G.17: Management Studies Centre 3.08: PGR Room 4.01: Film/Sound editing suite B.02, B.03, B.07: Costume storage B.09: Costume workshop
<b>Clothworkers' Building Central</b>	G.70: Technician's office & technical workshop
<b>Michael Sadler Building</b>	LG.10: Seminar/workshop space (term time only, 9am-6pm)

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

If there are any issues with equipment in the School please contact [pci@leeds.ac.uk](mailto:pci@leeds.ac.uk)

#### Funding

For faculty based grants please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk). For school based grants please contact Linda Watson [l.m.watson@leeds.ac.uk](mailto:l.m.watson@leeds.ac.uk)

#### Purchasing and Key Travel

Please contact Linda Watson [l.m.watson@leeds.ac.uk](mailto:l.m.watson@leeds.ac.uk).

#### Fieldwork and Travel facilities

Please contact Linda Watson [l.m.watson@leeds.ac.uk](mailto: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.