

# Doctoral College Handbook 2023-24: AHC/ School of School of Philosophy, Religion and History of Science (PRHS)

## Faculty and School Structure

Part of the [Faculty of Arts, Humanities and Cultures](#), the School of Philosophy, Religion and History of Science is based on the ground floor of the [Michael Sadler building](#). [The Inter-Disciplinary Ethics Applied Centre](#) is located at [Blenheim Terrace](#) on campus.

The School's research is focused around the following research centres: [Inter-Disciplinary Ethics Applied Centre](#), [Centre for Aesthetic, Moral, and Political Philosophy](#), [Centre for Love, Sex, and Relationships](#), [Centre for History and Philosophy of Science](#), [Centre for Metaphysics and Mind](#), [Centre for Philosophy of Religion](#), [Centre for Religion and Public Life](#).

## 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:** 29 Clarendon Place. Please [contact us](#) to arrange an appointment.

**Head of Graduate School:** Dr Pammi Sinha

**Graduate School Manager:** [India McGlinchey](#)

**School Manager:** [Alice Burn](#)

**Director of Postgraduate Research Studies (DPGRS):** [Dr Gerald Lang](#)

**The Deputies for this year are:**

- Philosophy: [Dr Joseph Bowen](#)
- History and Philosophy of Science: [Dr Adrian Wilson](#)
- Theology and Religious Studies: [Prof Sean McLoughlin](#)
- IDEA: [Dr Rob Lawlor](#)

If you have any issues relating to your degree, you may, in addition to your supervisors and Deputy DPGRS, also wish to contact the Director of Postgraduate Research Studies (DPGRS), [Dr Gerald Lang](#). If the relevant Deputy DPGRS is one of your supervisors, then Dr Lang will act as your Personal Tutor.

## 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).

## Faculty and School PGR Facilities

### School of PRHS PGR Space

The School has a dedicated PGR computer cluster located on the first floor of [Botany House](#) in room 1.02.

### Faculty of AHC PGR Space

Three postgraduate study rooms are available in [Botany House](#) (rooms G04, 1.04 and 2.06) offering 24 workstations and a mixture of networked PCs and desks for lap-top use. Please note room 2.06 is the designated "Silent Room". Room G04 is universally accessible, and all rooms have a height adjustable desk. The spaces are on a first come basis, there is no booking system. Storage lockers, located in G04, 1.04 and the PGR Common Room, are available to use on request upon registration.

If no study spaces are available in Botany House, PGRs are advised to use the [Edward Boyle Library](#). Level 13 of the Edward Boyle library is reserved for Postgraduate Researchers. For private rooms please visit the library website for booking details.

### Pigeonholes

These are located in the PRHS Student Education Service reception ([Michael Sadler](#) G.10). Please check your pigeonhole every time you are in the School.

## Health and Safety

Lone workers must either report their status to [Security](#) or download the SafeZone app.

Please report any Health and Safety concerns to [Alice Burn](#).

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

Botany House is open between 08:00 and 18:00, Monday to Friday, except when the University is closed. For University closing times, please see the [Almanac](#).

24 hours access to Botany House can be made available to PGRs pending their supervisors' approval & deposit. For more information please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk). Please put 'Botany House' in the subject line of your email.

## Equipment

If there are any issues with equipment in Botany House please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk). Please put 'Botany House' in the subject line of your email.

#### Funding

For School of PRHS Scholarships please contact [ahcgradschool@leeds.ac.uk](mailto:ahcgradschool@leeds.ac.uk).

For University/Faculty/WRoCAH Scholarships please contact [pg\\_scholarships@leeds.ac.uk](mailto:pg_scholarships@leeds.ac.uk).

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

#### Funding for Research Purposes

All PhD researchers in PRHS (full and part-time) are eligible to apply for up to £900 during the duration of their studies in respect of legitimate research expenses. A maximum of £300 of this can be awarded before transfer. Money not spent in the first and second year (FT or PT equivalent) of study can be carried over into the third year. Unspent allowances may not be carried over into the overtime period, but a further £300 may be claimed during the overtime period.

MA by Research PGRs £300 and MPhil PGRs £600 (a maximum of £300 before transfer).	1st year	Up to £300	Up to £900	may apply for up to may apply for up to
	2nd/3rd year			
	Overtime	Up to £300		

Legitimate research expenses include:

- Costs of attending academic conferences, where clearly relevant to the PGR research, including travel, accommodation, subsistence, conference fees, etc.
- Costs of undertaking necessary training, where not freely available within the university.
- Costs of visiting archives, libraries, museums, or other institutions possessing materials requisite for the research.
- Costs of purchasing equipment necessary for the research, where not available through the university (e.g. specialist software).

#### Pre-approval

If you want the school to help with your research expenses, you will need to apply to the DPGRS [Gerald Lang](#) (and, in unusual cases, the School Manager) in advance and to follow the correct procedures, including using approved suppliers (notably KeyTravel) and undertaking risk assessments.

The application form, together with claims forms, are available on the PGR area on the PRHS Minerva "organization". Details of the policy and procedures are included on the application form. The administrators for research expenses are based in the PRHS office, please contact [PRHS\\_HoS@leeds.ac.uk](mailto:PRHS_HoS@leeds.ac.uk) for KeyTravel bookings and [Debbie Foy](#) for recording allowances and for processing University of Leeds claim forms.

The School also has limited funds available to support research postgraduate conferences or workshops (totalling up to £1,000 per annum). Typically awards may be applied for in any given case up to the sum of £300. A case must be made well in advance via the application form (available on Minerva) alongside a separate detailed budget. The form and budget must be approved by the lead applicant's supervisor, and then the form and budget must be submitted to the DPGRS for the case to be considered. A

decision will be made on the case made by the DPGRS (who may consult with the relevant Deputy DPGRS and School Postgraduate Committee). In order to make budgeting extend as far as possible, costs are expected to be kept at a minimum (e.g. advance booking for rail fares). External sources of financial support should be sought wherever possible.

If students require any other items or funds for research purposes then they should seek the advice of their Deputy DPGRS. Funds for specific research projects may be sought by application to the School Research Committee.

Where funding is provided by the School for the PGR to attend external courses or conferences, the School Research Committee requires a written report on the course/conference, and this should be recorded in the PGR's GRAD record.

#### Purchasing and Key Travel

[Key Travel](#) bookings should be made using the Key Travel online booking platform. For assistance, please contact [PRHS\\_HoS@leeds.ac.uk](mailto:PRHS_HoS@leeds.ac.uk)

#### Fieldwork and Travel facilities

Please refer to the University information on [fieldwork](#). For assistance, please contact [PRHS\\_HoS@leeds.ac.uk](mailto:PRHS_HoS@leeds.ac.uk)

#### Social spaces

There is a large PGR Common Room, including kitchen facilities, in the basement of Botany House. Additionally, there are [other spaces](#) around campus which you can use.

#### Printing facilities

In addition to the printing facilities across campus, print and copy facilities are located on the ground floor and 3rd floor in Botany House. 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 9 month stage for full-time and the 18 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.