

Doctoral College Handbook 2023-24: AHC/ School of Media and Communication

School Structure

Part of the [Faculty of Arts, Humanities and Cultures](#), the [School of Media and Communication](#) is located in [Clothworkers' Building North](#).

Research in the School of Media and Communication is clustered around six research themes, each of which is represented by a research group: [Digital Cultures](#), [Global Communication](#), [Journalism](#), [Media Industries and Cultural Production](#), [Political Communication](#), [Visual Media and Communication](#).

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

Head of Graduate School: Dr Pammi Sinha

Graduate School Manager: [India McGlinchey](#)

Director of Postgraduate Research Studies (DPGRS): [Dr Helen Kim](#)

School Manager: [Mark Howorth](#)

Deputy School Business Manager: [Charles Balatoni](#)

Management Support Officer (Research): [Sarah Hall](#)

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

PGRs have 24-hour access to dedicated facilities within the School of Media and Communication building, the [Clothworkers' Building North](#). The PGR research room is located on Level 1 and is equipped with study desks, networked desktop PCs, as well as a 3-in-1 printer. Pigeonholes for PGRs are located in the second-floor photocopying room. The staff kitchen for staff and PGRs is a lounge area with dining facilities on Level 1.

Level 13 of the [Edward Boyle](#) library is 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. Please report any Health and Safety concerns to [Charles Balatoni](#).

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

Access to the PGR Office is via an electronic fob. [Jeri Kahn](#) can assist with any queries.

Equipment

Please contact [Andrew Irving](#).

Funding

For School of Media Scholarships please contact ahcgradschool@leeds.ac.uk

For University/Faculty/WRoCAH Scholarships please contact pg_scholarships@leeds.ac.uk

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

Purchasing and Key Travel

[Key Travel](#) bookings should be made using the Key Travel online booking platform. For assistance, please contact [Sarah Hall](#).

Fieldwork and Travel facilities

Please refer to the University information on [fieldwork](#). For assistance, please contact [Sarah Hall](#).

Social spaces

Postgraduate researchers have access to the staff kitchen which has a lounge area, as well as to the lounge on the first floor of Clothworkers' Building North. Additionally, there are [other spaces](#) around campus which you can use.

Printing facilities

In addition to the printing facilities across campus, there is one 3-in-1 printing, scanning and photocopying machine available within the PGR office and two more across the Clothworker's Building North. 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 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.