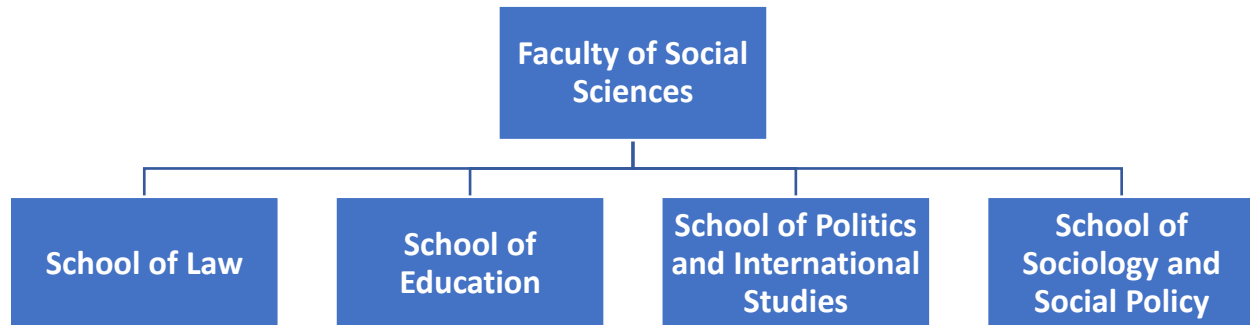


Doctoral College Handbook 2023-24: Faculty of Social Sciences, School of Education

Faculty and School Structure



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: The Doctoral College Officer for Education is Chris Ball. Please contact him at fossgradschool@leeds.ac.uk. This address is monitored by colleagues in the Doctoral College when Chris is away.

Graduate School office location and opening hours: Chris is usually available via Teams and e-mail between 09:00 – 17:00, Mondays – Fridays. He is on campus on Tuesdays and Wednesdays, at 29, Clarendon Place, when his contact hours are 08:00 – 16:00.

Head of Graduate School: Professor Jen Hendry J.Hendry@leeds.ac.uk

Head of School: Professor Vanessa Kind v.kind@leeds.ac.uk

Director of Postgraduate Research Studies: Dr Peter Hart p.j.hart@leeds.ac.uk

Deputy Director: Dr Yen Dang T.N.Y.Dang@leeds.ac.uk

A School of Education staff directory is available [here](#)

Online resources

The School of Education has a PGR Team that shares important information, news, and documents. You can request access by emailing the DPGRS, or following this link. You can also find information on our website, [here: https://essl.leeds.ac.uk/education-research-degrees](https://essl.leeds.ac.uk/education-research-degrees).

PG Reps

We have several positions for PGR representatives in our school:

- PGR Reps. They work with the PGR management team to ensure PGR voices are heard through termly fora. Applications for this position come from the FOSS Graduate School every summer.
- Research Committee PGR rep. A PGR sits on a committee, chaired by the Director of Research and Innovation, to ensure PGR interests are represented during strategic discussions on the research culture of the School of Education. Applications for this position are sought by the Research Support Administrator in the Autumn term.
- Faculty PGR rep. One PGR from each of the schools in the faculty sit on the Faculty Graduate School Committee
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Faculty and School PGR Facilities

Research Culture

We encourage PGRs to be full and active members of the research community in the School of Education. You will often receive invitations to seminars, research centres, and training – some of which are aimed specifically at PGRs, but many are joint events for staff and PGRs together.

We are home to four research centres. Inclusion Childhood and Youth Research Centre, the Centre for Digital Education, the Collective for Curriculum, Pedagogy and Policy. We encourage all PGRs to join at least one of our research centres, which you can do by emailing our research support administrator (edu_dori@leeds.ac.uk).

The School of Education also has regular events that all PGRs are invited to. We host monthly community workshops offering PGR training opportunities, we are initiative monthly PGR seminars as an informal place to share your research ideas, and the DORI hosts regular research lunches and seminars.

Every summer we also invite applications for PGRs heading into their second year to join our teaching assistant programme. This provides an opportunity to gain paid teaching experience, predominantly with undergraduates.

Health and Safety

An overview of H&S will be covered in induction.

If the fire alarm is activated in Hillary Place, the meeting point is outside the Laidlaw Library. There are notices in the PGR rooms about how to contact a first aider if needed.

If you are planning to travel you will need to have completed a travel risk assessment in advance, details will be sent to you.

If you have any H&S concerns please contact EDU_Operations@leeds.ac.uk

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

All PGRs are offered space to work in one of our offices. Access is granted via a code once you're allocated an office. Offices are shared spaces, with a mix of permanent space and hot desking. The doors are in the process of being upgraded to keycard access.

The Coach House and the staff room (G.03) have kitchenettes with kettles, microwaves, and fridges, that PGRs can access.

Hillary Place is open 8am – 6pm. Out of hours access is via a key card which can be requested from the School Office (G.02) EDU_Operations@leeds.ac.uk

Equipment

PGRs have access to a bank of research equipment held by the research office (accessible through the Research Support Administrator: edu_dori@leeds.ac.uk), including video cameras and voice recorders.

Funding

All PGRs have access to £1500 in funding during their research time, with a usual maximum expenditure of £600 per year. This funding is applied for via the DPGRS and can be spent on any research related costs, including fieldwork costs and conferences. More information is available on the PGR Team.

Purchasing and Key Travel

All travel is to be booked via the University's travel agent Key Travel, following completion of a travel risk assessment.

<https://my.keytravel.com/uk/log-in/>

Social spaces

PGRs are welcomed to use the communal spaces in the Coach House (LG.26) and the staff room (G.03).

Printing facilities

MyPrint printers are available in Hillary Place by rooms G.24, G.07 and 1.23. Libraries and computer clusters also have available printers.