

Doctoral College Handbook 2023-24:

Faculty of Arts, Humanities and Cultures, School of Languages, Cultures and Societies

Michael Sadler Building



Faculty and School Structure

For more information about the Faculty and the School please see:

<https://ahc.leeds.ac.uk/>

<https://ahc.leeds.ac.uk/languages>

Contacts

Please get in touch with your Graduate School for any queries relating to your time at the University. These 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.

Graduate School email address: ahcgradschool@leeds.ac.uk

Please include LCS (short for Languages, Cultures and Societies) in your subject heading.

Doctoral College Officer: Mrs Karen Priestley

Graduate School office location: 29-31 Clarendon Place.

Usual working days Monday – Thursday, 9am- 5pm. Please email ahcgradschool@leeds.ac.uk to make an appointment.

Weekly drop in, Michael Sadler Building ground floor foyer, Thursdays 12 – 2pm. No appointment necessary.

Last Thursday of the month, in place of the drop in, Tea and Talk 12-2pm, Michael Sadler Building basement foyer. Refreshments are provided but please bring your own cup to save on disposables.

Director of PGR Studies (DPGRS): Dr Thea Pitman, Professor of Latin American Studies.

Email address: T.Pitman@leeds.ac.uk

Contact by appointment Wednesday-Thursday.

Deputy Director of Postgraduate Research (DDPGRS): Dr David Pattinson, Associate Professor of Chinese Studies.

Email address: d.pattinson@leeds.ac.uk

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

Online resources

[Minerva](#) is a virtual learning environment (VLE)

To access the LCS PGR Training Organisation:

1. Log in to Minerva and select the “Learn” tab on the top right menu;
2. Select the “Organisations” tab.

LCS PGR Chat on MS Teams. You will be added to the chat where you can link up with your peers, ask questions, share ideas and so on.

PGR Reps

PGRs are represented on Faculty Graduate School Committees by representatives recruited by their School. The PGR reps participate in discussions and meetings to enhance the PGR experience and are encouraged to consult fellow PGRs, in order to ensure that your views are represented. PGR reps are a key route for you to provide feedback and so you are encouraged to engage with them during your time at the University. Names and contact details will be circulated.

Faculty and School PGR Facilities

Study Spaces

Faculty and School study rooms are housed in the following buildings: [Botany House](#) and the [Michael Sadler Building \(MSB\)](#). Within these study rooms are desks with computers, printers, photocopiers and lockers.

Two postgraduate study rooms are available in [Botany House](#):

G.04 = AHC Postgraduate Study Room 1

1.04 = AHC Postgraduate Study Room 2

Both rooms have desks with PCs. There is also a touch down space in the basement along with kitchen facilities.

The following rooms in the [Michael Sadler Building](#) are reserved specifically for postgraduate researchers in the School of Languages, Cultures and Societies: (Please note that, unfortunately, it is not possible for the School to provide a permanent desk for your exclusive use during your time at Leeds).

Rooms B01 and B02, located in the basement of the Michael Sadler building, provide 39 shared workstations, including networked PCs, desks for laptop use, a printer/copier, shelving and a screened off area for private prayer/contemplation. Room B01 has a height adjustable desk. A small kitchen (B50) is located opposite room B01, which has a hot water boiler, two fridges, a microwave, a toaster and shelving. These rooms are accessed via keypad – please email ahcgradschool@leeds.ac.uk to be given the keypad code. Please do not share the code with anyone outside the School or admit friends or family to the rooms.

When using the postgraduate research facilities, please note the following:

- Do not eat or drink in the study rooms
- Pack away your belongings after each work session and leave the desk clear for the next student (we ask you to clear away any books and papers if you are planning a break of more than 90 minutes so that someone else can use the desk)
- Do not share access with people from outside the School
- Show respect for fellow users of the space, (for example, do not use mobile phones).

A PGR social space with comfortable seating where you can take time out, have a chat or eat a snack is available within the Linguistics and Phonetics foyer located in the basement of the Michael Sadler building (at the opposite end of the corridor to rooms B01 and B02).

University wide [study and social spaces](#)

You can register for a locker to store your books and personal belongings. Lockers are located in the basement corridor of the Michael Sadler Building, for which a £5 deposit is payable. Please email lcsmass@leeds.ac.uk to apply.

[LCS PGR Research Training Seminar Programme](#)

The Research Training Seminar Programme will be introduced at the induction session on 4th October. Seminars will be “live” in person and livestreamed on Wednesdays 4-6pm (UK time) in Semester 1 and 2 and the programme culminates with the LCS PGR Conference in May. All seminars will be recorded and be made available in the LCS PGR training Organisation on Minerva. The programme will be circulated by email in advance of the first seminar and you will receive weekly calendar invitations for each seminar. Any changes to mode of presentation or date/time will be notified in advance. Full-time PGRs must attend 50% of seminars and part-time PGRs must attend 25% of seminars.

[Health and Safety](#)

For access out of normal office hours please email lcsmass@leeds.ac.uk for further information.

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

Equipment

If there are any issues with equipment in Botany House please contact ahcgradschool@leeds.ac.uk

If there are any issues with equipment in the School please contact lcsmass@leeds.ac.uk

Funding

School: You may claim up to a maximum of £750 (PhD) in Research Activity Support from the School during your candidature (£250 for MA by Research candidates) for research trips and conferences.

Faculty: Opportunities to apply for the Faculty Research Dissemination Awards and the Faculty Interdisciplinary Research Support Awards will be emailed to all PGRs throughout the academic year.

Purchasing and Key Travel

UK and International travel and accommodation must be booked using the University's official provider Key Travel by emailing lcsmass@leeds.ac.uk to request the purchasing application form.

Conference fees and incidental travel expenses can be reclaimed by completing a claim form, which is available electronically from lcsmass@leeds.ac.uk. Forms should be returned, including proofs of payment, to the same address. You may claim a refund as soon as you have spent any money; you do not have to wait until after the event and must claim within 6 weeks of return travel.

If you are unsure about how much of your Research Activity Allowance you have already spent, please contact lcsmass@leeds.ac.uk who will be able to check your remaining allowance. It is important that you check your remaining allowance to ensure you do not incur any costs which cannot be refunded.

Please note that funding will only be granted to students whose GRAD is up to date and who have an acceptable attendance record.

Fieldwork and Risk Assessment

Please email lcsmass@leeds.ac.uk who will provide further information related to fieldwork, travel and the compulsory risk assessment process.

PGRs conducting fieldwork or other research activities away from the University for one month or longer must complete a Change of Study Location form on GRAD. If you are studying here on a

'Tier 4' or Student Visa, it is especially important for you to complete a Change of Study Location form.

Printing facilities

All PGRs at the university are issued with a top up of printer credits to £200 once a year. Find out more on the [University IT website](#). Researchers may use any [printer](#) located in general spaces on campus. Swipe your ID card through the reader to log in.

We accept that occasionally PGRs may need to print the odd page for personal use (i.e. CV, travel tickets), but excessive personal use of MyPrint will be flagged with the School/Faculty. If PGRs have a teaching/marking role, they should use their staff account for any printing related to that role.

Taught Elements and other Requirements of your Research Degree

Please note that there are no taught elements to either MA by Research or PhD in the School of Languages, Cultures and Societies. PhD researchers are permitted to audit taught MA modules in the first year of their programme. Please contact ahcgradschool@leeds.ac.uk for further information.